
CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Mendy Schuster, Mayor
Russ Brown, Mayor pro tem
Dawn Miller • Patrick Parrish • Curtis Bortle

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, September 18, 2024 – 4:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:**
 - A. *CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6*
 1. *Administrative Unit*
 2. *Management Unit*
 3. *Public Works Unit*
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*
 - ***Presentation of Life-saving Awards***
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 September 4, 2024 regular and special meetings.](#)
 - 6.B [Vendor and payroll warrants](#)
 - 6.C [Utility Accounts Receivable Write-Offs](#)
7. **PUBLIC HEARINGS:**

- 7.A Consider Resolution No. 24-6362, Establishing and Adopting Schedules of Fees for Services, Previously Resolution No. 19-5634

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

9. NEW BUSINESS:

- 9.A Consider Resolution No. 24-6358, amending the appendix of designated positions of the city of Susanville's Conflict of Interest Code
- 9.B Consider Resolution No. 24-6359, authorizing the Public Works Director to execute a contract with Veriforce to develop a Transmission Integrity Management Plan for the Natural Gas Division and authorize the Finance Director to adjust the budget as necessary.
- 9.C Consider Resolution No. 24-6360, authorizing the Public Works Director to close one block of Richmond Rd in front of 601 Richmond Road from 8:00 am to 4:00 pm for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 12, 2024.
- 9.D Consider Resolution No. 24-6361, revising the City's Natural Gas Purchasing Policy.
- 9.E Discussion regarding proposed permanent Christmas tree stand in front of Elk's Lodge.
- 9.F Consider Resolution No. 24-6364, approving second amendment to City Manager's contract
- 9.G Consider Resolution No. 24-6363, approving updated contract with Next Request, a public records management platform.
- 9.H Consider funding allocation for Golf Course
- 9.I Discussion regarding the dissolving of the Planning Commission.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

- 12.A Discussion regarding the Barry Reservoir property
- 12.B Consider Resolution No. 24-6357, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project
- 12.C Consider Ordinance No 24-1043, Amending Section 2.04.010 Councilmembers' salaries and compensation of the Susanville Municipal Code.
- 12.D Consider Ordinance No. 24-1044, amending Title 17 of the Susanville Municipal Code to add sections which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.
- 12.E City Project Priorities

13. CITY MANAGER'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 2, 2024 at 4:30PM.**

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.

Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for September 18 , 2024 in the areas designated on September 13, 2024

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 18, 2024

SUBJECT: Minutes of the City Council September 4, 2024 regular and special meetings.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's September 4, 2024 regular and special meetings.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's minutes from the September 4, 2024 regular and special meetings.

ATTACHMENTS:
[240904.cc.min.draft.pdf](#)
[240904.cc.spec.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, SEPTEMBER 4, 2024 – 4:30 PM

Mayor Schuster called the meeting to order at 4:30pm.

Roll Call of Councilmembers Present: Schuster, Brown, Bortle, Parrish, Miller

1. **APPROVAL OF AGENDA:** Dan Newton, City Manager, requested the removal of item 9F.
Moved by Miller; seconded by Brown to approve the agenda with the removal of item 9F.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** No public comment.
3. **CLOSED SESSION:**
The council convened in closed session at 4:31pm to discuss the following:
 - A. CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 1. Administrative Unit
 2. Management Unit
4. **RETURN TO OPEN SESSION:**
The council reconvened in open session at 5:00pm.

The pledge of allegiance and invocation were provided.

Mr. Newton stated that prior to meeting in closed session, the council approved the agenda with the removal of item 9F. He continued that the council then met in closed session to discuss the above-mentioned items. Direction was provided to staff, but no reportable action was taken.

Chandra Jabbs, Finance Director, presented Valyne Ikesakes, the city's newest Account Technician with the Finance Department.

Ron Wood, VFW, requested the Council consider placing a proclamation regarding Veteran's Day on the agenda for a meeting prior to November 11, 2024.

5. **BUSINESS FROM THE FLOOR:** No comment.
 6. **CONSENT CALENDAR:**
Moved by Bortle; seconded by Brown to approve.
Motion Carried: 5 - 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None
- 6.A Minutes of the City Council August 21, 2024 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the August 21, 2024 regular meeting.

240821.cc.min.draft.pdf

6.B Vendor and payroll warrants Motion to receive and file
[7-31-24.pdf](#)
[8-01-24.pdf](#)
[8-07-24.pdf](#)
[8-15-24.pdf](#)
[8-16-24.pdf](#)
[8-22-24.pdf](#)

7. **PUBLIC HEARINGS:**

7.A Consider **Ordinance No. 24-1044**, amending Title 17 of the Susanville Municipal Code to add sections which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

Mayor Schuster opened the public hearing at 5:06pm.

Kelly Mumper, City Planner, provided an explanation of the item and requested the council waive the first reading and reintroduce the ordinance as written. He added that the only changes were the addition of the existing code language and missing definitions.

No comments.

Mayor Schuster closed the public hearing at 5:08pm.

[24-1044.pdf](#)
[PC Recommendation to CC Resolution No. 24-1175.pdf](#)
[Public Hearing Notice ADU-OD-RO Ord. .docx](#)
[Administrative Report and CEQA Determination.docx](#)

Motion to waive the first reading and reintroduce Ordinance No. 24-1044, amending Title 17 of the Susanville Municipal Code to add section which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

Moved by Brown; seconded by Miller to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Council Member Bortle offered the Land Acknowledgement Statement.

Mayor Schuster stated that she is tired of seeing the graffiti around town. She stated that the Lassen Crime Stoppers will be sending out a flyer announcing that they will offer up to \$1,000 for information leading to the arrest of those responsible. She thanked the Lassen Crime Stoppers for everything that they do and stated that the flyer should be going out tomorrow.

Mayor Schuster also thanked city staff involved in the updating of the tennis/pickleball courts.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6351**, authorizing the Public Safety Chief 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).

Jake Stafford, Police Lieutenant, provided an explanation of the item and requested council approval of Resolution No. 24-6351. He added that it is a traffic enforcement grant of \$50,000.

[24-6351.pdf](#)
[DRAFT Grant Agreement - PT25233 \(3\).pdf](#)

Motion to approve Resolution No. 24-6351, authorizing the Public Safety Chief 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).

Moved by Bortle; seconded by Parrish to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

- 9.B Consider **Resolution No. 24-6352**, approving the Taxiway B reconstruction Project and authorize the Finance Director to adjust the Airport Budget as necessary.

Bob Godman, Public Works Director, provided an explanation of the item and requested council approval of Resolution No. 24-6352.

[24-6352.pdf](#)
[Susanville TWY B CA-CI Proposal.pdf](#)
[Taxiway B Scope of Work AGENDA.docx](#)

Motion to approve Resolution No. 24-6352, approving the Taxiway B reconstruction Project and authorize the Finance Director to adjust the Airport Budget as necessary.

Moved by Brown; seconded by Bortle to approve

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

- 9.C Consider **Resolution No. 24-6353**, approving the Permanent Local Housing Allocation 2020 Statement of work and budget.

Rebecca Peconom, PLHA Community Services Officer, provided an explanation of the item and requested council approval of Resolution No. 24-6353.

[24-6353.pdf](#)
[Approved_Corrected PLHA Allocation Agreement 6.25.24.docx](#)

Motion to approve Resolution No. 24-6353, approving the Permanent Local Housing Allocation 2020 Statement of work and budget.

Moved by Miller; seconded by Parrish to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

- 9.D Consider **Resolution No. 24-6354**, approving an alternate funding structure for the Local Agency Formation Commission

Mr. Newton offered an explanation of the item and requested council approval of Resolution No. 24-6354.

[24-6354.pdf](#)

[Memo to LAFCO Member Agencies.pdf](#)

Motion to approve Resolution No. 24-6354, approving an alternate funding structure for the Local Agency Formation Commission

Moved by Bortle; seconded by Miller to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

- 9.E Consider **Resolution No. 24-6355**, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Thursday, October 31, 2024, 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 Thursday, October 31, 2024, from 12:00 pm to 6:00 pm; and to seek a Caltrans permit for Main Street (State Route 36) from Cottage Street to Weatherlow Street on Thursday, October 31, 2024, from 3:00 pm to 6:00 pm.

Mr. Godman provided an explanation of the item and requested council approval of Resolution No. 24-6355.

Council Member Parrish shared his concern with the insurance and the city assuming all liability during these events.

David Teeter, Interim ED of Chamber of Commerce, spoke in support of the event and stated that the city should hold events as it brings more people to the area.

Mayor pro tem Brown stated that Parrish could also use his discretionary funds.

Jim McCarthy, public, stated his support of the event.

Rod Wood, public, stated his disappointment that, even though they don't participate in the Safe n Sane Halloween event, there are other things that the VFW does for the community, including the breakfast. He added that the council is not noticing the work that community groups are doing in the community.

[24-6355.pdf](#)

[2024 Halloween Closure.pdf](#)

Motion to approve Resolution No. 24-6355, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Thursday, October 31, 2024, 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 Thursday, October 31, 2024, from 12:00 pm to 6:00 pm; and to seek a Caltrans permit for the closure of Main (State Route 36) from Cottage Street to Weatherlow Street on Thursday, October 31, 2024, from 3:00 pm to 6:00 pm

Moved by Bortle; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

9.F _____ Consider funding allocation for Golf Course *Item was pulled from agenda during approval process.*

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

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

12. **CONTINUING BUSINESS:**

12.A Consider **Ordinance No 24-1043**, Amending Section 2.04.010 Councilmembers' salaries and compensation of the Susanville Municipal Code.

Heidi Whitlock, City Clerk, provided an explanation of the item and requested the council waive the first reading and introduce Ordinance No. 24-1043, to amend council member salaries.

Mayor Schuster wanted to make clear that the council salaries will not increase until a new council term begins.

Council Member Parrish stated that he has tried to talk to others to get their input on running for office as well and when salary is mentioned no one is interested.

[24-1043.pdf](#)

Moved by Brown; seconded by Parrish to waive the first reading and introduce Ordinance No 24-1043, Amending Section 2.04.010 "Councilmembers' salaries and compensation" of the Susanville Municipal Code.

Motion Carried: 4- 1

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: Bortle

12.B Consider **Resolution No. 24-6356**, authorizing the City Manager to execute an Agreement between the City of Susanville (City) and CivicPlus for the City of Susanville Website redesign and annual recurring services.

Mr. Newton provided an explanation of the item and requested council approval of Resolution No. 24-6356.

Council Member Parrish thanked everyone who has worked on this project and stated that he appreciated the support.

[24-6356.pdf](#)

[CivicPlus_Response_-_Website_Hosting_and_Redesign_Services_-_Susanville_CA_-_07152024.pdf](#)

Motion to approve Resolution No. 24-6356, authorizing the City Manager to execute an Agreement between the City of Susanville (City) and CivicPlus for the City of Susanville Website redesign and annual recurring services.

Moved by Miller; seconded by Brown to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

12.C Consider **Resolution No. 24-6357**, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

Mr. Newton provided an explanation of the item and requested council approval of Resolution No. 24-6357.

David Teeter inquired as to whether there is current public access to which Mr. Newton stated that it is currently gated, but conversations have occurred related to what would need to be done.

Council Member Bortle did express concerns with the public thinking they could shoot ducks in the habitat and stated that it would need to be posted.

Mayor Schuster suggested that the city create a master plan for this area since separate projects keep coming up. She would prefer the council coming up with a master plan for the property.

Discussion occurred regarding the requirement of the city to maintain the reservoir for 20 years as well as what the limitations would be.

It was the consensus of the council to table the item until the new council members can look into the history of the project and have Ducks Unlimited in attendance to answer questions.

[24-6357.pdf](#)
[Barry_LLTT-DU_4-22-22.pdf](#)
[Barry_Res_Overview.pdf](#)
[SSA - NAWCA - Final.pdf](#)

Motion to table the item to allow more discussion regarding the history of the project as well as having Ducks Unlimited representatives present for questions.

Moved by Miller; seconded by Brown to table the item.

Motion Tabled: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

13. CITY MANAGER'S REPORTS:

13.A Department Reports

All department heads in attendance and the City Planner provided updates of the happenings in their departments.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Mayor Schuster requested a Barry Reservoir Master Plan be brought back. Mr. Newton responded that he could see being part of the strategic plan, but maybe not its own plan due to staffing resources and that way it could happen organically. He added that it could also be included in the general plan. It was agreed upon to bring it back as a discussion item.

Council Member Miller inquired about the dissolution of the Planning Commission. She also requested that the old clubhouse be fixed up as it could be a rentable venue. Support to bring back a discussion item for both items.

Mr. Newton also stated that the city priority list can come back at the next meeting.

Council Member Bortle stressed the need to complete the strategic plan instead of getting sidetracked to take care of current issues as focusing on that plan will include the other items.

[240904.FutureItemsList.pdf](#)

15. ADJOURNMENT:

Moved by Bortle; seconded by Miller to approve adjourning at 6:42pm.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on:

SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
WEDNESDAY, SEPTEMBER 4, 2024 – 3:00 PM

Mayor Schuster called the meeting to order at 3:00pm.

Roll Call of Councilmembers Present: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller
Absent: Curtis Bortle

Also in attendance were the following Planning Commissioners: James Merchant, Wayne Jambois, Matthew Eltzroth, Rod DeBoer, and alternates Maria Fregulia and Cody Loflin.

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

Moved by Russ Brown; seconded by Dawn Miller to approve the agenda as written.

Motion Carried: 4 - 0

Voting For: Mendy Schuster, Russ Brown, Patrick Parrish, Dawn Miller

Voting Against: None

Absent: Curtis Bortle

2. BUSINESS FROM THE FLOOR: No public comment.

3. PUBLIC HEARINGS:

3.A Comprehensive and Technical General Plan Update 2025-2050: Community Outreach Study Session.

Kelly Mumper, City Planner, provided a brief explanation of the item and introduced Ryan Lester and Michael Gibbons of Mintier Harnish to facilitate the joint study session.

Mr. Gibbons introduced himself and provided an overview of what would be discussed. He stated that a general plan represents the community's vision for the future. He continued that state law requires a city to have a general plan which is good for approximately 20-25 years. However, some of the elements within the plan are usually updated separately as new laws may require updates more frequently.

He continued by discussing the phases of the project, stating that they are currently in phase three. Phases include project initiation, project management and coordination, community outreach and engagement, the housing element, the safety element update, the noise element update, technical updates to the remaining general plan elements, CEQA compliance and then the public hearings and adoption portion of the updated plan. He then stated that they anticipate the completion to be summer of 2025.

Mr. Mumper stated that there is a website that everyone could review at www.plansusanville.com.

Ryan Lester provided a more in-depth explanation of the housing element stating that the state must review and approve this element and that it is to be updated every 4 years. He continued that the element would identify the housing needs, the opportunities, and barriers to housing access, establishing an action plan and to update practices and regulations to reflect those new laws. He continued with the goals that are typically addressed in the element, as well as the housing needs assessment, a constraints analysis, a housing sites inventory and the the action plan.

Mr. Lester discussed the outreach strategy including city council and planning commission joint study sessions, community workshops, focus group meetings, stakeholder interviews and planning commissioner and city council meetings/hearings.

Mr. Mumper also added that, since 2019, there is an annual review to the HCD even though there is a longer update requirement.

Mr. Gibbons reviewed the updates required within the safety element as well as the other elements. He added that the safety element is now required to be submitted to the Board of Forestry in high-risk fire areas, to include evacuation routes (the ingress and egress of an area if an emergency occurs), among other areas.

Planning Commissioner alternate, Maria Fregulia, inquired as to whether insurance companies ask for copies of housing elements.

No comments.

Mayor Schuster closes the public hearing at 3:52pm.

[SVHEGP_JSS-Flyer_2024 08 12 RL.pdf](#)

4. **NEW BUSINESS**: No business.
5. **ADJOURNMENT**: The meeting adjourned at 3:52pm.

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Finance

Action Date: September 18, 2024

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated August 24, 2024 through September 6, 2024 numbered 221588-221688.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$413,003.46, plus \$277,358.67 in payroll warrants, for a total of \$690,362.13.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[8-29-24.pdf](#)
[8-30-24.pdf](#)
[9-05-24.pdf](#)
[9-06-24.pdf](#)

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 8/29/2024 - 8/29/2024

Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/24	08/29/2024	221588	11161		REFUND GAS OVERPAYMENT 1	10244470007	1	9999-1001-001	CASH CLEARING - UTILITIES	59.13	59.13
Total 10244470007:											
08/24	08/29/2024	221589	9432	ALL SEASON HEATING	#0034 WOODSMOKE REDUCTI	082224	1	8407-430-10-48	GRANTS	59.13	59.13
Total 082224:											
08/24	08/29/2024	221590	10981	ALSCO INC	UNIFORMS-STREETS	LREN1959254	1	2007-431-20-44	LINEN SERVICE	5,000.00	5,000.00
Total LREN1959254:											
08/24	08/29/2024	221590	10981	ALSCO INC	UNIFORMS-GAS	LREN1959255	1	7401-430-62-44	LINEN SERVICES	82.80	82.80
Total LREN1959255:											
08/24	08/29/2024	221590	10981	ALSCO INC	UNIFORMS-PW	LREN1959256	1	7620-430-10-44	LINEN SERVICE	10.00	10.00
08/24	08/29/2024	221590	10981	ALSCO INC	UNIFORMS-WATER	LREN1959256	2	7110-430-42-44	LINEN SERVICE	82.46	82.46
Total LREN1959256:											
08/24	08/29/2024	221590	10981	ALSCO INC	UNIFORMS-PARKS	LREN1959257	1	1011-452-20-44	LINEN SERVICES	92.46	92.46
Total LREN1959257:											
08/24	08/29/2024	221590	10981	ALSCO INC	UNIFORMS-PW	LREN1959258	1	7620-430-10-44	LINEN SERVICE	22.00	22.00
08/24	08/29/2024	221590	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1959258	2	7620-430-10-46	SUPPLIES-JANITORIAL	83.00	83.00
Total LREN1959258:											
08/24	08/29/2024	221591	10581	ARCHIVESOCIAL INC	CONTRACT 24/25 FY	303675	1	1000-411-40-43	PROFESSIONAL SVCS	105.00	105.00
Total 303675:											
08/24	08/29/2024	221592	11171	BEFORE THE MOVE INC	ADVERTISING-GAS	53517	1	7401-430-62-45	ADVERTISING	5,688.00	5,688.00
Total 53517:											
Total 992.00:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 8/29/2024 - 8/29/2024

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 53517:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	1205 MAIN STREET- STREETS	176127829U037	1	2007-431-20-44	DISPOSAL	992.00	992.00
Total 176127829U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	176127831U037	1	2007-431-20-44	DISPOSAL	193.63	193.63
Total 176127831U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	176127832U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176127832U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	176127833U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176127833U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	176127836U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176127836U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	176127842U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176127842U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	176127843U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176127843U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	176127844U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176127844U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	176128124U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176128124U037:											

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
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	1408 MAIN ST-STREETS	176128125U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176128125U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	176128126U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176128126U037:											
08/24	08/29/2024	221593	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	176128142U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176128142U037:											
08/24	08/29/2024	221594	11163		REFUND WATER OVERPAYMENT	10120950019	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10120950019:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10125400009	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10125400009:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10217450002	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10217450002:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10218850013	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10218850013:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10221150017	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10221150017:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10225600014	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10225600014:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10307750110	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23

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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 10307750110:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10500950016	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10500950016:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10513150022	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10513150022:											
08/24	08/29/2024	221594	11163		REFUND WTR OVERPAYMENT	10516350004	1	9999-1001-001	CASH CLEARING - UTILITIES	198.23	198.23
Total 10516350004:											
08/24	08/29/2024	221595	10744	BY	RETURN FACILITY DEPOSIT 8/2	082624	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 082624:											
08/24	08/29/2024	221596	148	COMPUTER LOGISTICS	24/25 FY CONTRACT MANAGED	85437	1	1000-417-10-43	TECHNICAL SVCS	5,681.90	5,681.90
Total 85437:											
08/24	08/29/2024	221597	184	DEPARTMENT OF JUSTI	FINGERPRINTS	753178	1	1000-416-10-45	FINGERPRINTING SERVICES	96.00	96.00
Total 753178:											
08/24	08/29/2024	221598	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	20387	1	1011-452-20-44	MISC - REPAIR & MAINTENANC	79.01	79.01
Total 20387:											
08/24	08/29/2024	221599	219	ED STAUB & SONS PETR	124.50 GAL DIESEL-GC	11214298	1	7630-451-62-46	GASOLINE	489.79	489.79
Total 11214298:											
08/24	08/29/2024	221600	11168		REFUND GAS DEPOSIT	10423450010	1	7401-2228-000	DEPOSITS-CUSTOMER	164.71	164.71
Total 10423450010:											

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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
08/24	08/29/2024	221601	10916	EVERBANK N.A.	COPIER-PW	10096639	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	345.15	345.15
Total 10096639:											
08/24	08/29/2024	221602	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	476867A	1	7110-430-42-43	PROFESSIONAL SVCS	57.00	57.00
Total 476867A:											
08/24	08/29/2024	221602	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	476869A	1	7110-430-42-43	PROFESSIONAL SVCS	480.00	480.00
Total 476869A:											
08/24	08/29/2024	221602	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	477128A	1	7110-430-42-43	PROFESSIONAL SVCS	175.00	175.00
Total 477128A:											
08/24	08/29/2024	221602	1033	FGL ENVIRONMENTAL	WATER SAMPLING-WS	477515A	1	7112-430-42-43	PROFESSIONAL SVCS	39.00	39.00
Total 477515A:											
08/24	08/29/2024	221602	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	477516A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 477516A:											
08/24	08/29/2024	221603	265	FRONTIER	251-0015-PD	0015 080824	1	1009-421-10-45	COMMUNICATIONS	105.17	105.17
Total 0015 080824:											
08/24	08/29/2024	221604	1019	HONEY LAKE VALLEY RE	PROFESSIONAL SVC GRANT M	2024109	1	2050-430-20-43	PROFESSIONAL SVCS	300.00	300.00
Total 2024109:											
08/24	08/29/2024	221605	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	JPDx253	1	1000-417-10-43	PROFESSIONAL SVCS	125.77	125.77
Total JPDx253:											
08/24	08/29/2024	221606	11166		REFUND GAS DEPOSIT	10411810003	1	7401-2228-000	DEPOSITS-CUSTOMER	127.16	127.16

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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 10411810003:											
08/24	08/29/2024	221607	11160		REFUND WTR OVERPAYMENT	10229700022	1	9999-1001-001	CASH CLEARING - UTILITIES	31.21	31.21
Total 10229700022:											
08/24	08/29/2024	221608	8861		REFUND WTR OVERPAYMENT	10331500021	1	9999-1001-001	CASH CLEARING - UTILITIES	22.44	22.44
Total 10331500021:											
08/24	08/29/2024	221609	5364		REFUND WATER OVERPAYMENT	10233200035	1	9999-1001-001	CASH CLEARING - UTILITIES	63.36	63.36
Total 10233200035:											
08/24	08/29/2024	221610	10354		FARMER CYCLE GRANT	082624	1	8404-430-13-48	GRANTS	89,996.00	89,996.00
Total 082624:											
08/24	08/29/2024	221611	11152		FARMER CYCLE GRANT	082624	1	8404-430-13-48	GRANTS	10,268.90	10,268.90
Total 082624:											
08/24	08/29/2024	221612	392	LASSEN COUNTY CLERK	ADVERTISING-PLANNING	080124	1	1011-419-10-47	SOFTWARE	250.00	250.00
Total 080124:											
08/24	08/29/2024	221613	11094	LASSEN IRRIGATION CO	PROP 1-IRWMP JOHNSTONVILL	2023-134(3)	1	2050-430-20-44	SUBRECIPIENT AGREEMENTS	16,591.00	16,591.00
Total 2023-134(3):											
08/24	08/29/2024	221613	11094	LASSEN IRRIGATION CO	PROP 1-IRWMP JOHNSTONVILL	2023-134(4)	1	2050-430-20-44	SUBRECIPIENT AGREEMENTS	9,884.00	9,884.00
Total 2023-134(4):											
08/24	08/29/2024	221613	11094	LASSEN IRRIGATION CO	PROP 1-IRWMP JOHNSTONVILL	2023-134(5)	1	2050-430-20-44	SUBRECIPIENT AGREEMENTS	30,583.00	30,583.00
Total 2023-134(5):											

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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
08/24	08/29/2024	221613	11094	LASSEN IRRIGATION CO	PROP 1-IRWMP JOHNSTONVILL	2023-182	1	2050-430-20-44	SUBRECIPIENT AGREEMENTS	17,081.10	17,081.10
Total 2023-182:											
08/24	08/29/2024	221614	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	458155	1	7401-430-62-46	SUPPLIES-GENERAL	16.23	16.23
Total 458155:											
08/24	08/29/2024	221615	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	4075	1	2005-431-20-46	SUPPLIES-GENERAL	33.58	33.58
08/24	08/29/2024	221615	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	4075	2	7110-430-42-44	DISPOSAL	14.08	14.08
08/24	08/29/2024	221615	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	4075	3	2005-431-20-46	SUPPLIES-GENERAL	112.47	112.47
Total 4075:											
08/24	08/29/2024	221616	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 081024	1	1011-452-20-46	ELECTRICITY	39.25	39.25
Total 10262 081024:											
08/24	08/29/2024	221616	437	LMUD	S GAY ST-STREETTS	24323 081024	1	2007-431-60-46	ELECTRICITY	68.70	68.70
Total 24323 081024:											
08/24	08/29/2024	221616	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 081024	1	1011-452-20-46	ELECTRICITY	49.98	49.98
Total 2865 081024:											
08/24	08/29/2024	221616	437	LMUD	65 N WEATHERLOW ST- PARKS	2867 081024	1	1011-452-20-46	ELECTRICITY	76.69	76.69
Total 2867 081024:											
08/24	08/29/2024	221616	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 081024	1	1011-452-20-46	ELECTRICITY	30.00	30.00
Total 2870 081024:											
08/24	08/29/2024	221616	437	LMUD	NORTH ST BALL PARK-MEM FIE	2873 081024	1	1011-452-20-46	ELECTRICITY	59.44	59.44
Total 2873 081024:											
08/24	08/29/2024	221616	437	LMUD	SKYLINE DR WELL 4-WATER	29931 081024	1	7110-430-42-46	ELECTRICITY	5,683.75	5,683.75

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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 29931 081024:											
08/24	08/29/2024	221616	437	LMUD	115 N WEATHERLOW ST	43866 081024	1	1011-451-80-46	ELECTRICITY	5,683.75	5,683.75
Total 43866 081024:											
08/24	08/29/2024	221616	437	LMUD	N PINE & COOK - SCADA-WATE	44153 081024	1	7110-430-42-46	ELECTRICITY	157.65	157.65
Total 44153 081024:											
08/24	08/29/2024	221616	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 081024	1	7110-430-42-46	ELECTRICITY	37.15	37.15
Total 44298 081024:											
08/24	08/29/2024	221616	437	LMUD	PAIUTE LN SCADA-WATER	44316 081024	1	7110-430-42-46	ELECTRICITY	37.15	37.15
Total 44316 081024:											
08/24	08/29/2024	221616	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 081024	1	7110-430-42-46	ELECTRICITY	34.21	34.21
Total 45542 081024:											
08/24	08/29/2024	221616	437	LMUD	WELL #3-WATER	4659 081024	1	7110-430-42-46	ELECTRICITY	76.06	76.06
Total 4559 081024:											
08/24	08/29/2024	221616	437	LMUD	QUARRY ST LIGHTS-STREET	49500 081024	1	2007-431-60-46	ELECTRICITY	9,970.86	9,970.86
Total 49500 081024:											
08/24	08/29/2024	221616	437	LMUD	MAIN & FOSS SIGNAL LIGHT-SB	49501 081024	1	2005-431-20-46	SAFETY LIGHTING	78.77	78.77
Total 49501 081024:											
08/24	08/29/2024	221616	437	LMUD	606 NEVADA STREET	58209 081024	1	7620-430-10-46	ELECTRICITY	200.26	200.26
Total 58209 081024:											
08/24	08/29/2024	221616	437	LMUD						170.69	170.69
Total 58209 081024:											

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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
08/24	08/29/2024	221616	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 081024	1	1011-452-20-46	ELECTRICITY	173.97	173.97
Total 9283 081024:											
08/24	08/29/2024	221616	437	LMUD	MAIN ST & PINE ST-SB1 SAFET	94811 081024	1	2005-431-20-46	SAFETY LIGHTING	30.00	30.00
Total 94811 081024:											
08/24	08/29/2024	221617	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	44902	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	50.79	50.79
Total 44902:											
08/24	08/29/2024	221618	1085C		REFUND GAS DEPOSIT	10113980015	1	7401-2228-000	DEPOSITS-CUSTOMER	124.05	124.05
Total 10113980015:											
08/24	08/29/2024	221619	11172		REFUND GAS DEPOSIT	10219450337	1	7401-2228-000	DEPOSITS-CUSTOMER	181.18	181.18
Total 10219450337:											
08/24	08/29/2024	221620	11170		RETURN FACILITY RENTAL PAY	082624	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 082624:											
08/24	08/29/2024	221621	11164		REFUND GAS DEPOSIT	10240790103	1	7401-2228-000	DEPOSITS-CUSTOMER	68.50	68.50
Total 10240790103:											
08/24	08/29/2024	221622	546	PAYLESS BUILDING SUP	CONCRETE-STREETS SB1	238588	1	2005-431-20-46	SUPPLIES-GENERAL	16.17	16.17
Total 238588:											
08/24	08/29/2024	221623	11167		REFUND GAS DEPOSIT	1024050008	1	7401-2228-000	DEPOSITS-CUSTOMER	7.20	7.20
Total 1024050008:											
08/24	08/29/2024	221624	572	QUILL CORPORATION	SUPPLIES-FINANCE	39865370	1	1000-415-10-46	SUPPLIES-GENERAL	127.63	127.63

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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 39865370:											
08/24	08/29/2024	221625	11162		REFUND GAS OVERPAYMENT	10435100013	1	9999-1001-001	CASH CLEARING - UTILITIES	47.00	47.00
Total 10435100013:											
08/24	08/29/2024	221626	11121		REFUND GAS OVERPAYMENT	0239100123	1	9999-1001-001	CASH CLEARING - UTILITIES	131.75	131.75
Total 0239100123:											
08/24	08/29/2024	221627	1379	SENSIT TECHNOLOGIES	PROFESSIONAL SVC-GAS	SPL-1000163	1	7401-430-62-43	PROFESSIONAL SVCS	183.37	183.37
Total SPL-1000163:											
08/24	08/29/2024	221628	1270	SILVER STATE BARRICA	REPAIRS & MAINT-STREETSB	051453	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	131.02	131.02
Total 051453:											
08/24	08/29/2024	221628	1270	SILVER STATE BARRICA	REPAIRS & MAINT-STREETSB	051480	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	117.65	117.65
Total 051480:											
08/24	08/29/2024	221628	1270	SILVER STATE BARRICA	SUPPLIES-STREETSB	051486	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	187.05	187.05
Total 051486:											
08/24	08/29/2024	221629	11028	SUE SWISHER	OVERPAYMENT CLOSED ACCO	31032050002	1	9999-1001-001	CASH CLEARING - UTILITIES	74.46	74.46
Total 31032050002:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	527016	1	1011-452-20-46	SUPPLIES-GENERAL	28.24	28.24
Total 527016:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	527114	1	1011-452-21-46	SUPPLIES-GENERAL	132.30	132.30
Total 527114:											

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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
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	GOPHER TRAPS-PARKS	527569	1	1011-452-20-46	SUPPLIES-GENERAL	62.31	62.31
Total 527569:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	527769	1	1011-452-20-46	SUPPLIES-GENERAL	17.13	17.13
Total 527769:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	527788	1	1011-452-20-46	SUPPLIES-GENERAL	53.57	53.57
Total 527788:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	527853	1	7110-430-42-46	SUPPLIES-GENERAL	154.84	154.84
Total 527853:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	REPAIR & MAINT-GAS	527904	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.59	7.59
Total 527904:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	MOUSE TRAPS-WATER	527963	1	7110-430-42-46	SUPPLIES-GENERAL	7.59	7.59
Total 527963:											
08/24	08/29/2024	221630	76	SUSANVILLE ACE HARD	SUPPLIES-PW	527972	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	48.70	48.70
Total 527972:											
08/24	08/29/2024	221631	7416		REFUND GAS OVERPAYMENT 1	10123250025	1	9999-1001-001	CASH CLEARING - UTILITIES	31.74	31.74
Total 10123250025:											
08/24	08/29/2024	221632	11169		FARMER CYCLE GRANT	082624	1	8404-430-13-48	GRANTS	86,200.00	86,200.00
Total 082624:											
08/24	08/29/2024	221633	11151		FARMER CYCLE GRANT	082624	1	8404-430-13-48	GRANTS	13,246.68	13,246.68

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Total 082624:											
										13,246.68	13,246.68
08/24	08/29/2024	221634	718	TRI COUNTY PUMP CO	60HP 480V PUMP MOTOR	6162	1	7110-430-42-47	MACHINERY AND EQUIPMENT	2,495.35	2,495.35
08/24	08/29/2024	221634	718	TRI COUNTY PUMP CO	60HP 480V PUMP MOTOR	6162	2	7301-430-52-47	MACHINERY & EQUIPMENT	2,495.35	2,495.35
08/24	08/29/2024	221634	718	TRI COUNTY PUMP CO	60HP 480V PUMP MOTOR	6162	3	7530-451-52-47	MACHINERY AND EQUIPMENT	2,495.35	2,495.35
Total 6162:											
										7,486.05	7,486.05
08/24	08/29/2024	221635	530	U.S. BANK EQUIPMENT F	COPIER-PD	535704316	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30
08/24	08/29/2024	221635	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	535704316	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.31	258.31
Total 535704316:											
										516.61	516.61
08/24	08/29/2024	221636	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9971718318	1	1000-411-10-45	COMMUNICATIONS	167.64	167.64
08/24	08/29/2024	221636	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9971718318	2	1010-422-10-45	COMMUNICATIONS	556.17	556.17
08/24	08/29/2024	221636	749	VERIZON WIRELESS	CELLULAR PHONES - ECON. D	9971718318	3	1000-465-10-45	COMMUNICATIONS	41.91	41.91
08/24	08/29/2024	221636	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9971718318	4	1009-421-10-45	COMMUNICATIONS	41.91	41.91
Total 9971718318:											
										807.63	807.63
08/24	08/29/2024	221637	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61388106	1	7110-430-42-46	SUPPLIES-GENERAL	149.73	149.73
Total 61388106:											
										149.73	149.73
08/24	08/29/2024	221637	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	61390967	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	2.59	2.59
Total 61390967:											
										2.59	2.59
08/24	08/29/2024	221637	770	WESTERN NEVADA SUP	SUPPLIES- WATER	613910385	1	7110-430-42-46	SUPPLIES-GENERAL	24.09	24.09
Total 613910385:											
										24.09	24.09
08/24	08/29/2024	221637	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	61396105	1	2007-431-20-46	SUPPLIES-GENERAL	51.96	51.96
Total 61396105:											
										51.96	51.96
08/24	08/29/2024	221637	770	WESTERN NEVADA SUP	SUPPLIES-PW	61397086	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	5.67	5.67

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 61397086:										5.67	5.67		
08/24	08/29/2024	221638	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	176938	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39		
Total 176938:										109.39	109.39		
08/24	08/29/2024	221638	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	176999	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78		
Total 176939:										218.78	218.78		
08/24	08/29/2024	221639	11059	WFP SHIP AND PRINT	POSTAGE-GAS	5667	1	7401-430-62-46	POSTAGE	41.51	41.51		
Total 5667:										41.51	41.51		
Grand Totals:										326,181.81	326,181.81		

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
08/24	08/30/2024	221640	728	U.S. POSTMASTER	UB BILLING WATER	083024	1	7110-430-42-46	POSTAGE	583.23	583.23
08/24	08/30/2024	221640	728	U.S. POSTMASTER	UB BILLING GAS	083024	2	7401-430-62-46	POSTAGE	300.44	300.44
Total 083024:										883.67	883.67
Grand Totals:										883.67	883.67

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
09/24	09/05/2024	221649	10477	1582 LLC	PROFESSIONAL SVC-FD	351256	1	1010-422-10-43	PROFESSIONAL SVCS	743.00	743.00
Total 351256:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PW	LREN1960938	1	7620-430-10-44	LINEN SERVICE	743.00	743.00
Total LREN1960938:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-STREETS	LREN1960939	1	2007-431-20-44	LINEN SERVICE	35.53	35.53
Total LREN1960939:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PARKS	LREN196094	1	1011-452-20-44	LINEN SERVICES	89.20	89.20
Total LREN196094:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-GAS	LREN1960940	1	7401-430-62-44	LINEN SERVICES	44.40	44.40
Total LREN1960940:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PW	LREN1960941	1	7620-430-10-44	LINEN SERVICE	82.80	82.80
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-WATER	LREN1960941	2	7110-430-42-44	LINEN SERVICE	10.00	10.00
Total LREN1960941:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PW	LREN1960943	1	7620-430-10-44	LINEN SERVICE	82.46	82.46
09/24	09/05/2024	221650	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1960943	2	7620-430-10-46	SUPPLIES-JANITORIAL	80.35	80.35
Total LREN1960943:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PW	LREN1962605	1	7620-430-10-44	LINEN SERVICE	89.00	89.00
Total LREN1962605:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-STREETS	LREN1962606	1	2007-431-20-44	LINEN SERVICE	169.35	169.35
Total LREN1962606:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-STREETS	LREN1962606	1	2007-431-20-44	LINEN SERVICE	35.53	35.53
Total LREN1962606:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-STREETS	LREN1962606	1	2007-431-20-44	LINEN SERVICE	35.53	35.53
Total LREN1962606:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-STREETS	LREN1962606	1	2007-431-20-44	LINEN SERVICE	62.63	62.63

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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 LREN1962606:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-GAS	LREN1962607	1	7401-430-62-44	LINEN SERVICES	62.63	62.63
Total LREN1962607:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-WATER	LREN1962608	1	7110-430-42-44	LINEN SERVICE	82.80	82.80
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PW	LREN1962608	2	7620-430-10-44	LINEN SERVICE	82.46	82.46
Total LREN1962608:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PARKS	LREN1962609	1	1011-452-20-44	LINEN SERVICES	92.46	92.46
Total LREN1962609:											
09/24	09/05/2024	221650	10981	ALSCO INC	UNIFORMS-PW	LREN1962610	1	7620-430-10-44	LINEN SERVICE	80.35	80.35
09/24	09/05/2024	221650	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1962610	2	7620-430-10-46	SUPPLIES-JANITORIAL	89.00	89.00
Total LREN1962610:											
09/24	09/05/2024	221651	1231	ASBURY ENVIRONMENT	USED OIL SVC CHARGE-GAS	I500-01095425	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	33.34	33.34
09/24	09/05/2024	221651	1231	ASBURY ENVIRONMENT	USED OIL SVC CHARGE-WATE	I500-01095425	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	33.33	33.33
09/24	09/05/2024	221651	1231	ASBURY ENVIRONMENT	USED OIL SVC CHARGE-STREE	I500-01095425	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	33.33	33.33
Total I500-01095425:											
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	176191833U037	1	2007-431-20-44	DISPOSAL	100.00	100.00
Total 176191833U037:											
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	176191837U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176191837U037:											
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	176191838U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176191838U037:											
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS						52.68	52.68
Total 176191838U037:											
										52.68	52.68

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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
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	176191841U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176191841U037:										52.68	52.68
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	176191848U037	1	7530-451-52-44	DISPOSAL	381.87	381.87
Total 176191848U037:										381.87	381.87
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	176192038U037	1	7620-430-10-44	DISPOSAL	232.13	232.13
Total 176192038U037:										232.13	232.13
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	176192040U037	1	1011-452-20-44	DISPOSAL	223.41	223.41
Total 176192040U037:										223.41	223.41
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	176192042U037	1	7620-430-10-44	DISPOSAL	240.86	240.86
Total 176192042U037:										240.86	240.86
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	176192119U037	1	1011-452-20-44	DISPOSAL	326.79	326.79
Total 176192119U037:										326.79	326.79
09/24	09/05/2024	221652	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176192254U037	1	2007-431-20-44	DISPOSAL	105.36	105.36
Total 176192254U037:										105.36	105.36
09/24	09/05/2024	221653	11176		REFUND WATER DEPOSIT	10305800000	1	7110-2228-000	DEPOSITS-CUSTOMER	53.85	53.85
Total 10305800000:										53.85	53.85
09/24	09/05/2024	221654	11177		REFUND GAS DEPOSIT	10306901524	1	7401-2228-000	DEPOSITS-CUSTOMER	180.09	180.09
Total 10306901524:										180.09	180.09
09/24	09/05/2024	221655	173	DATCO SERVICES	SUBSTANCE TEST	9-210774	1	1000-416-10-43	TECHNICAL SVCS	115.00	115.00

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										Check Issue Dates: 9/5/2024 - 9/5/2024			Sep 05, 2024 08:50AM	
GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL	GL	Seq	Seq	Seq	Check	Check
Period	Issue Date	Number	Number			Number	Seq	Account	Account Title	Amount	Amount	Amount	Amount	Amount
Total 9-210774:														
09/24	09/05/2024	221656	194	DIAMOND SAW SHOP IN	REPAIR & MAINT-GEO	20412	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	115.00	115.00	115.00	115.00	115.00
Total 20412:														
09/24	09/05/2024	221657	10706	ERICA TASSONE	TUITION REIMBURSEMENT PE	081924	1	1009-421-10-42	TUITION REIMBURSEMENTS	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total 081924:														
09/24	09/05/2024	221658	11173	EXTERIOR RENOVATION	WEED ABATEMENT	0000143	1	1010-425-20-43	TECHNICAL SERVICES	3,170.00	3,170.00	3,170.00	3,170.00	3,170.00
Total 0000143:														
09/24	09/05/2024	221659	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	477702A	1	7110-430-42-43	PROFESSIONAL SVCS	34.00	34.00	34.00	34.00	34.00
Total 477702A:														
09/24	09/05/2024	221659	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	477703A	1	7110-430-42-43	PROFESSIONAL SVCS	34.00	34.00	34.00	34.00	34.00
Total 477703A:														
09/24	09/05/2024	221659	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	477704A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00	141.00	141.00	141.00
Total 477704A:														
09/24	09/05/2024	221660	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV007979	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08	44.08	44.08	44.08
09/24	09/05/2024	221660	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV007979	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08	44.08	44.08	44.08
Total SV007979:														
09/24	09/05/2024	221660	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV008067	1	7620-430-10-43	TECHNICAL SVCS	364.09	364.09	364.09	364.09	364.09
Total SV008067:														
09/24	09/05/2024	221660	257	FOREST OFFICE EQUIPM	COPIER-FD	SV008091	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	46.43	46.43	46.43	46.43	46.43

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 SV008091:											
09/24	09/05/2024	221661	265	FRONTIER	257-0315 AWOS AIRPORT	0315 081524	1	7201-430-81-45	COMMUNICATIONS	46.43	46.43
Total 0315 081524:											
09/24	09/05/2024	221662	1289	FULL SPECTRUM INC	SCADA WORK	20240801_C	1	7110-430-42-43	PROFESSIONAL SVCS	2,322.85	2,322.85
09/24	09/05/2024	221662	1289	FULL SPECTRUM INC	SCADA WORK	20240801_C	2	7301-430-52-43	PROFESSIONAL SVC	217.50	217.50
Total 20240801_C:											
09/24	09/05/2024	221663	11175		REFUND GAS DEPOSIT	10112900123	1	7401-2228-000	DEPOSITS-CUSTOMER	197.97	197.97
Total 10112900123:											
09/24	09/05/2024	221664	11174		REFUND GAS DEPOSIT	10324100220	1	7401-2228-000	DEPOSITS-CUSTOMER	132.57	132.57
Total 10324100220:											
09/24	09/05/2024	221665	10385	HINDERLITER DE LLAMA	AUDIT SERVICES-TRANSACTION	SIN042645	1	1000-415-10-43	PROFESSIONAL SVCS	733.74	733.74
Total SIN042645:											
09/24	09/05/2024	221666	332	INTERSTATE GAS SERVI	NAT GAS/WATER CONSULTING-	7021817	1	7401-430-62-43	PROFESSIONAL SVCS	3,015.75	3,015.75
09/24	09/05/2024	221666	332	INTERSTATE GAS SERVI	NAT GAS/WATER CONSULTING-	7021817	2	7110-430-42-43	PROFESSIONAL SVCS	3,131.75	3,131.75
Total 7021817:											
09/24	09/05/2024	221667	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	JSYX407	1	1000-417-10-43	PROFESSIONAL SVCS	6,147.50	6,147.50
Total JSYX407:											
09/24	09/05/2024	221668	374	L.N. CURTIS & SONS	SAFETY EQUIPMENT-FD	INV852206	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	125.77	125.77
Total INV852206:											
09/24	09/05/2024	221668	374	L.N. CURTIS & SONS	SAFETY EQUIPMENT-FD	INV859851	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	476.25	476.25
Total 863.02											

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 INV859851:											
09/24	09/05/2024	221669	1183	LASSEN COUNTY	IT SERVICES-PD	240809	1	1009-421-10-45	DISPATCH CONTRACT	863.02	863.02
Total 240809:											
09/24	09/05/2024	221670	391	LASSEN COUNTY CHAM	HOME & GARDEN SHOW 2021	032221	1	7620-430-10-45	ADVERTISING	25.00	25.00
Total 032221:											
09/24	09/05/2024	221671	10485	LEAF CAPITAL FUNDING	COPIER-FD	17010176	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	118.76	118.76
Total 17010176:											
09/24	09/05/2024	221671	10485	LEAF CAPITAL FUNDING	COPIER-PW	17069367	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	140.73	140.73
Total 17069367:											
09/24	09/05/2024	221672	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-STREETS SB1	60400442125	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	2,711.83	2,711.83
Total 60400442125:											
09/24	09/05/2024	221673	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 082524	1	7201-430-81-46	ELECTRICITY	122.53	122.53
Total 10108 082524:											
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 082524	1	7530-451-52-46	ELECTRICITY	3,604.27	3,604.27
Total 122907 082524:											
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE PUMP STATION	122910 082524	1	7530-451-52-46	ELECTRICITY	4,208.57	4,208.57
Total 122910 082524:											
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 082524	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 122929 082524:											

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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				
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE PUMP HOUSE	132052 082524	1	7530-451-52-46	ELECTRICITY	466.79	466.79				
Total 132052 082524:															
09/24	09/05/2024	221673	437	LMUD	STREET LIGHTS	14039 081024	1	2007-431-60-46	ELECTRICITY	231.61	231.61				
Total 14039 081024:															
09/24	09/05/2024	221673	437	LMUD	STREET LIGHTS	14041 081024	1	2007-431-60-46	ELECTRICITY	4,559.40	4,559.40				
Total 14041 081024:															
09/24	09/05/2024	221673	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 082524	1	7530-451-52-46	ELECTRICITY	787.08	787.08				
Total 144281 082524:															
09/24	09/05/2024	221673	437	LMUD	SOUTH ST - PW OFFICE	14590 082524	1	7620-430-10-46	ELECTRICITY	825.99	825.99				
Total 14590 082524:															
09/24	09/05/2024	221673	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 082524	1	1011-452-20-46	ELECTRICITY	11.04	11.04				
Total 1744 082524:															
09/24	09/05/2024	221673	437	LMUD	RIVERSIDE PARK	1999 082524	1	1011-452-20-46	ELECTRICITY	73.43	73.43				
Total 1999 082524:															
09/24	09/05/2024	221673	437	LMUD	STREET LIGHTS	2467 081024	1	2007-431-60-46	ELECTRICITY	2,035.66	2,035.66				
Total 2467 081024:															
09/24	09/05/2024	221673	437	LMUD	CADY SPRINGS	26784 082524	1	7110-430-42-46	ELECTRICITY	921.67	921.67				
Total 26784 082524:															
09/24	09/05/2024	221673	437	LMUD	1505 MAIN ST FIRE STATION	2876 082524	1	1010-422-10-46	ELECTRICITY	1,308.62	1,308.62				

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GL	Check	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL	GL	Seq	Seq	Seq	Seq	Seq	Seq	Seq
Period	Issue Date	Number	Number	Number			Number	Seq	Account	Account	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Total 2876 082524:																	
09/24	09/05/2024	221673	437	LMUD		RICHMOND RD BRIDGE-STREE	35094 082524	1	2007-431-60-46	ELECTRICITY	1,308.62	1,308.62	1,308.62	1,308.62	1,308.62	1,308.62	1,308.62
Total 35094 082524:																	
09/24	09/05/2024	221673	437	LMUD		LITTLE LEAGUE AREA LIGHTS	3522 082524	1	1011-452-20-46	ELECTRICITY	320.67	320.67	320.67	320.67	320.67	320.67	320.67
Total 3522 082524:																	
09/24	09/05/2024	221673	437	LMUD		N WEATHERLOW ST SIGNALS-	3651 082524	1	2007-431-60-46	ELECTRICITY	166.97	166.97	166.97	166.97	166.97	166.97	166.97
Total 3651 082524:																	
09/24	09/05/2024	221673	437	LMUD		720 SOUTH EMULSION TANK-P	38646 082524	1	7620-430-10-46	ELECTRICITY	207.07	207.07	207.07	207.07	207.07	207.07	207.07
Total 38646 082524:																	
09/24	09/05/2024	221673	437	LMUD		SAN FRANCISCO ST- STREETS	416835 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69	19.69	19.69	19.69	19.69	19.69
Total 416835 081024:																	
09/24	09/05/2024	221673	437	LMUD		FIRST STREET & ALLEY LIGHTS	416848	1	2007-431-60-46	ELECTRICITY	19.69	19.69	19.69	19.69	19.69	19.69	19.69
Total 416848:																	
09/24	09/05/2024	221673	437	LMUD		FIRST STREET & ALLEY LIGHTS	416848 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69	19.69	19.69	19.69	19.69	19.69
Total 416848 081024:																	
09/24	09/05/2024	221673	437	LMUD		LITTLE LEAGUE PARK DRIVEW	416851 082524	1	1011-452-20-46	ELECTRICITY	19.69	19.69	19.69	19.69	19.69	19.69	19.69
Total 416851 082524:																	
09/24	09/05/2024	221673	437	LMUD		LONG ALLEY & LOVELL ALLEY-	416860 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69	19.69	19.69	19.69	19.69	19.69
Total 416860 081024:																	

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
09/24	09/05/2024	221673	437	LMUD	LAUREL ST- STREETS	416902 082524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416902 082524:											
09/24	09/05/2024	221673	437	LMUD	INSPIRATION POINT- STREETS	416915 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416915 081024:											
09/24	09/05/2024	221673	437	LMUD	SOUTH ST- STREETS	416924 082524	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416924 082524:											
09/24	09/05/2024	221673	437	LMUD	CAMPBELL ST- STREETS	416940 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416940 081024:											
09/24	09/05/2024	221673	437	LMUD	WASHO LN- STREETS	416959 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416959 081024:											
09/24	09/05/2024	221673	437	LMUD	130 N LASSEN STREET- STREE	416962 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416962 081024:											
09/24	09/05/2024	221673	437	LMUD	1801 MAIN ST-SAFETY LIGHTIN	417512 082524	1	2005-431-20-46	SAFETY LIGHTING	39.39	39.39
Total 417512 082524:											
09/24	09/05/2024	221673	437	LMUD	ORCHARD ST- STREETS	418802 082524	1	2007-431-60-46	ELECTRICITY	23.12	23.12
Total 418802 082524:											
09/24	09/05/2024	221673	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 082524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418824 082524:											
09/24	09/05/2024	221673	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 082524	1	2007-431-60-46	ELECTRICITY	19.69	19.69

M = Manual Check, V = Void Check

CITY OF SUSANVILLE										Check Register - Payments by Vendor		Page: 10	
Check Issue Dates: 9/5/2024 - 9/5/2024										Sep 05, 2024 08:50AM			
GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Check	Seq	Check
Period	Issue Date	Number	Number			Number	Seq	No		Amount	Amount		Amount
Total 418833 082524:													
09/24	09/05/2024	221673	437	LMUD	MARTHA & ARNOLD STREET LI	421476 081024	1	2007-431-60-46	ELECTRICITY	19.69	19.69	43.33	43.33
Total 421476 081024:													
09/24	09/05/2024	221673	437	LMUD	130 N PINE ST- STREETS	425450 081024	1	2007-431-60-46	ELECTRICITY	43.33	43.33	19.69	19.69
Total 425450 081024:													
09/24	09/05/2024	221673	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 082524	1	2005-431-20-46	SAFETY LIGHTING	19.69	19.69	197.95	197.95
Total 49496 082524:													
09/24	09/05/2024	221673	437	LMUD	MAIN & FAIRFIELD-SB-1 SAFET	49497 082524	1	2005-431-20-46	SAFETY LIGHTING	197.95	197.95	167.66	167.66
Total 49497 082524:													
09/24	09/05/2024	221673	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 082524	1	2005-431-20-46	SAFETY LIGHTING	192.11	192.11	192.11	192.11
Total 49498 082524:													
09/24	09/05/2024	221673	437	LMUD	RIVERSIDE & MAIN LIGHTS-SB-	49499 082524	1	2005-431-20-46	SAFETY LIGHTING	307.90	307.90	307.90	307.90
Total 49499 082524:													
09/24	09/05/2024	221673	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 082524	1	7201-430-81-46	ELECTRICITY	40.94	40.94	40.94	40.94
Total 54333 082524:													
09/24	09/05/2024	221673	437	LMUD	SPRING RIDGE BOOSTER	55754 082524	1	7110-430-42-46	ELECTRICITY	900.22	900.22	900.22	900.22
Total 55754 082524:													
09/24	09/05/2024	221673	437	LMUD	925 SIERRA RD SPORTS CTR	60453 082524	1	1011-452-20-46	ELECTRICITY	30.42	30.42	30.42	30.42
Total 60453 082524:													

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 9/5/2024 - 9/5/2024Page: 11
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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
09/24	09/05/2024	221673	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 082524	1	7201-430-81-46	ELECTRICITY	592.55	592.55
Total 7146 082524:											
09/24	09/05/2024	221673	437	LMUD	471-920 JOHNSTONVILLE RD AI	7154 082524	1	7201-430-81-46	ELECTRICITY	592.55	592.55
Total 7154 082524:											
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE WINGFIELD CL	7394 082524	1	7530-451-50-46	ELECTRICITY	124.74	124.74
Total 7394 082524:											
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE CART BARN 2	7400 082524	1	7530-451-52-46	ELECTRICITY	124.74	124.74
Total 7400 082524:											
09/24	09/05/2024	221673	437	LMUD	WELL #1-WATER	7714 082524	1	7110-430-42-46	ELECTRICITY	57.76	57.76
Total 7714 082524:											
09/24	09/05/2024	221673	437	LMUD	GOLF COURSE BARN 1 & 3	9312 082524	1	7530-451-52-46	ELECTRICITY	2,948.69	2,948.69
Total 9312 082524:											
09/24	09/05/2024	221673	437	LMUD	RIVERSIDE PARK	9501 082524	1	1011-452-20-46	ELECTRICITY	30.00	30.00
Total 9501 082524:											
09/24	09/05/2024	221673	437	LMUD	GEO PUMP #2	9503 082524	1	7301-430-52-46	ELECTRICITY	147.98	147.98
Total 9503 082524:											
09/24	09/05/2024	221673	437	LMUD	HOSPITAL LN-GEO	9963 082524	1	7301-430-52-46	ELECTRICITY	51.45	51.45
Total 9963 082524:											
09/24	09/05/2024	221674	480	MINERS & PISANI INC	GAS METER	IN-023505	1	7401-1410-003	INVENTORY-GAS METERS	31.26	31.26
Total 221674 082524:											
										2,362.70	2,362.70

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 12			
				Check Issue Dates: 9/5/2024 - 9/5/2024				Sep 05, 2024 08:50AM			
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 IN-023505:											
09/24	09/05/2024	221675	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-02	1	1011-419-11-43	PROFESSIONAL SVCS	2,362.70	2,362.70
Total SUSANVILLEHE-GPU-02:											
09/24	09/05/2024	221676	11178	Z	REFUND GAS DEPOSIT	10316450109	1	7401-2228-000	DEPOSITS-CUSTOMER	6,993.75	6,993.75
Total 10316450109:											
09/24	09/05/2024	221677	556	PITNEY BOWES INC	POSTAGE MACHINE LEASE	3106812193	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	197.52	197.52
Total 3106812193:											
09/24	09/05/2024	221678	563	POULSEN WELDING SHO	REPAIRS-GEO	4063	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	777.87	777.87
Total 4063:											
09/24	09/05/2024	221679	9841		REFUND GAS DEPOSIT	10109150109	1	7401-2228-000	DEPOSITS-CUSTOMER	41.14	41.14
Total 10109150109:											
09/24	09/05/2024	221680	1217	SEAN BITLE	SERVICE AGREEMENT 24/25 FY	485	1	7530-451-52-43	PROFESSIONAL SERVICES	149.48	149.48
Total 485:											
09/24	09/05/2024	221681	11179		REFUND GAS DEPOSIT	10319350016	1	7401-2228-000	DEPOSITS-CUSTOMER	4,000.00	4,000.00
Total 10319350016:											
09/24	09/05/2024	221682	1270	SILVER STATE BARRICA	SUPPLIES-WATER	051485	1	7110-430-42-46	SUPPLIES-GENERAL	172.38	172.38
Total 051485:											
09/24	09/05/2024	221683	76	SUSANVILLE ACE HARD	JANITORIAL SUPPLIES-GC	527665	1	7530-451-50-46	JANITORIAL SUPPLIES	83.40	83.40
Total 527665:											
										17.53	17.53

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 13			
				Check Issue Dates: 9/5/2024 - 9/5/2024				Sep 05, 2024 08:50AM			
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
09/24	09/05/2024	221683	76	SUSANVILLE ACE HARD	SUPPLIES- WATER	527994	1	7110-430-42-46	SUPPLIES-GENERAL	32.60	32.60
Total 527994:											
09/24	09/05/2024	221683	76	SUSANVILLE ACE HARD	LEAD TEST KIT-WATER	528155	1	7110-430-42-46	SUPPLIES-GENERAL	14.60	14.60
Total 528155:											
09/24	09/05/2024	221683	76	SUSANVILLE ACE HARD	SUPPLIES-FD	528269	1	1010-422-10-46	SUPPLIES- GENERAL	91.51	91.51
Total 528269:											
09/24	09/05/2024	221684	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	60186	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	792.01	792.01
Total 60186:											
09/24	09/05/2024	221684	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	SPD 85A	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,371.12	1,371.12
Total SPD 85A:											
09/24	09/05/2024	221684	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	SPD83A	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	483.20	483.20
Total SPD83A:											
09/24	09/05/2024	221685	728	U.S. POSTMASTER	FIRST-CLASS PRESORT-GAS	082024	1	7401-430-62-46	POSTAGE	175.00	175.00
09/24	09/05/2024	221685	728	U.S. POSTMASTER	FIRST-CLASS PRESORT-WATE	082024	2	7110-430-42-46	POSTAGE	175.00	175.00
Total 082024:											
09/24	09/05/2024	221686	11103	VERSATERM PUBLIC SA	VISUAL LABS BWC CONTRACT-	INV36-00303	1	1009-421-10-43	TECHNICAL SERVICES	10,368.00	10,368.00
Total INV36-00303:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61302518	1	7110-430-42-46	SUPPLIES-GENERAL	227.33	227.33
Total 61302518:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-AIRPORT	61379785	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	227.33	227.33
Total 61379785:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-AIRPORT	61379785	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	433.03	433.03

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 14			
				Check Issue Dates: 9/5/2024 - 9/5/2024				Sep 05, 2024 08:50AM			
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 61379785:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-GEO	61396543	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	433.03	433.03
Total 61396543:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61399263	1	7110-430-42-46	SUPPLIES-GENERAL	1,855.05	1,855.05
Total 61399263:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-PW	61400348	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	141.37	141.37
Total 61400348:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-GEO	61400998	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	1,347.37	1,347.37
Total 61400998:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-GEO	61403919	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	1,347.37	1,347.37
Total 61403919:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61408572	1	7110-430-42-46	SUPPLIES-GENERAL	185.57	185.57
Total 61408572:											
09/24	09/05/2024	221687	770	WESTERN NEVADA SUP	CREDIT-GEO	CM61396543	1	7301-430-52-44	REPAIR AND MAINTENANCE - F	70.69	70.69
Total CM61396543:											
Grand Totals:										782.37-	782.37-
										85,055.48	85,055.48

M = Manual Check, V = Void Check

Report Criteria:
 Report type: GL detail
 Check Voids = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/24	09/06/2024	221688	10714		TR EX MCCLELLAN CA 9/6/24-9/	090324	1	1009-421-10-45	TRAINING	862.50	862.50
Total 090324:											862.50
Grand Totals:											862.50
											862.50

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Finance

Action Date: September 18, 2024

SUBJECT: Utility Accounts Receivable Write-Offs

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: The Finance Department is responsible for the collection of the revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billing system or performing a search using out current credit reposting agency resources and calling phone numbers from closed accounts. After all attempts have failed, staff brings reports to City Council for accounts greater than \$1,000 requesting approval to remove the uncollectible from our books and send them to collection agency. Accounts less than \$1,000, are approved by the Finance Director or City Manager as needed according to policy.

Our collection agency has access to additional records and has been successful in recovering additional funds. They have also informed us that accounts received in the first 6-12 months have the highest potential recovery. As delinquent accounts age, there are limitations placed on collection options. The City receives 60% of delinquencies collected and there is no additional fee charges for this service. At this time we are requesting that the Council approves writing off \$1,292.59 in uncollected utility revenues from December 20, 2023 through September 6, 2024. Staff will then send the delinquent account balance to a collection agency for cost recovery.

FISCAL IMPACT: Write off \$1,292.59 in potential revenue with a portion to be later recovered through collections.

ACTION REQUESTED: Motion to approve to write-off accounts receivable and send \$1,292.59 to collections.

ATTACHMENTS:
[COLLECTIONS LIST OVER \\$1000.00.xlsx](#)

9/6/2023

Account #	Balanced Owed	Water Amount	Gas Amount	Deposits	Action Taken	Termination Date
104.0821.07.04	\$1,292.59	\$0.00	\$1,292.59	None	No working number on file to call. No new address found in UE	2/1/2024
Total	\$1,292.59					

Last Payment
12/21/2023

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Finance

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6362**, Establishing and Adopting Schedules of Fees for Services, Previously Resolution No. 19-5634

PRESENTED BY: Chandra Jabbs, Finance Director

SUMMARY: The City has adopted resolutions establishing various fees for services. A fee is a charge imposed on an individual or business for a service or facility provided directly to an individual business. Local governments charge fees for a wide range of purposes, from park use fees to building plan check fees. The amount of the fee may not exceed the cost of government to provide the service. These fees are reviewed to determine that costs are being recovered and adjusted when necessary. The last revision took place in FY19-20.

The average increase in fees is approximately 6% city-wide. The Fire department is seeing an average of 5% decrease in fees due to the restructuring of the Fire & Police department into Public Safety. Many of the increases are a result of increased personnel costs associated with providing the service listed.

FISCAL IMPACT: All proposed fees for services have been calculated to recover the estimated cost of providing the service. For fiscal year 2024-25, the amount estimated to be collected for all fees under the proposed fee structure is approximately \$190,000, an increase of \$5,000 for the remainder of the 2024-2025 fiscal year.

ACTION REQUESTED: Motion to approve Resolution No. 24-6362, Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 19-5634

ATTACHMENTS:
[24-6362.pdf](#)
[Rates and Fees Worksheet - Exhibit A.pdf](#)

RESOLUTION NO. 24-6362
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES AND CHARGES
PREVIOUSLY RESOLUTION NO. 19-5634

WHEREAS, the City Council of the City of Susanville has heretofore established various schedules of rates, fees and charges for various services, including but not limited to, development fees, encroachment permit fees, public works fees, city care fees, duplication fees, building permit fees, police services fees, fire services fees, etc; and

WHEREAS, California Government Code Section 66013 or 66014 requires that no local agency shall levy a service charge or fee to an amount which exceeds the estimated amount of providing the services; and

WHEREAS, California Government Code Section 66016 requires that prior to levying a new fee or service charge, a local agency shall hold at least one public meeting at which oral or written presentations can be made and data can be made available to the public; and

WHEREAS, California Government Code Section 66018 requires that prior to adopting an ordinance or resolution adopting a new fee or charge, or increasing an existing fee or charge, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting; and

WHEREAS, pursuant to California Government Code Section 66018, this City Council has conducted and concluded a public hearing with respect to the rates, fees and charges prior to adoption of this Resolution; and

WHEREAS, the City Council desires to adjust the rates, fees and charges and implement new rates, fees and charges for various government services provided by the City of Susanville, as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1 The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described in Exhibit "A" incorporated herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.

2 The rates, fees and charges set forth in Exhibit "A" are hereby adopted and approved.

3 The rates, fees and charges set forth in Exhibit "A" attached hereto shall be effective and implemented with the adoption of his resolution implemented, except for the Planning and Building Fees, which take effect sixty (60) days after City Council adoption of this Resolution.

4 Immediately upon the effective date, any previously established rates, fees and charges shall be superseded by the rates, fees and charges established in said Exhibit "A".

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5 If any section, subsection, sentence, clause or phrase of this Resolution is, for any
reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not
affect the validity or constitutionality of the remaining portions of the Resolution.

6 The City Clerk shall certify to the adoption of this Resolution.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution No. 24-6362 was adopted at a regular meeting of the City
Council of the City of Susanville, held on the 18th day of September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

A	B	S	T	V
1	S./2024-25 Budget/2024-25 Fees for Services - Exhibit A			
2				
3	<u>Department</u>	<u>Service</u>		
4	City Clerk		2024-25 Proposed Fees	Increase (Decrease)
5				Comments/Calculations
6				
7				
8				
9				
10	Finance	6=Acct Tech \$40.44/hr, 7=Acct Tech I \$47/hr, 8= Acct Tech II \$59/hr		
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22	Comm. Devel.	1=(Building Official @\$68.00/hr) 2=(Building Dept Permit-Tech @\$53.00/hr) 3=Planner@64.00/hr		
23		After Hours Rate (1) \$68.00*1.5=\$102/hr, \$53.00*1.5=\$79.50/hr(2)		
24	Bldg & Planning			
25				
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	A	B	S	T	V
2			2024-25	Increase	
3	Department	Service	Proposed Fees	(Decrease)	Comments/Calculations
61	Comm. Devel.	Conditional Use Permit Res - proposed (fences,signs)	\$ 522.00	\$ 101.00	includes \$80 public notice
62	Building & Planning	Conditional Use Permit Res - existing (fences,signs)	\$ 1,077.25	\$ 44.25	includes \$80 public notice
63		Conditional Use Permit minor	\$ 1,373.00	\$ 531.00	20 hrs (3) +.25 (2) plus \$80 Public Notice
64		Conditional Use Permit moderate	\$ 1,616.00	\$ 202.00	24 hrs (3) plus \$80 Public Notice
65		Conditional Use Permit major	\$ 2,128.00	\$ 67.00	30 (3) \$80 Public Notice, plus \$75 Records Search +1hr (2)
66		Conditional Use Permit PD	\$ 2,640.00	\$ 197.00	38 hrs (3) plus \$80 Public Notice plus \$75 Records Search + 1hr (2)
67		Service		\$ -	
68		Tentative Parcel Map	\$ 1,397.00	\$ (17.00)	20hrs (3) + .5hrs (17a) plus \$80 Public Notice
69		Tentative Subdivision Map	\$ 2,741.00	\$ 298.00	40hrs (3) + .5hr (2) plus \$80 Pub Notice + \$75 Record Search + \$20 per lot
70		Zone Change	\$ 2,453.00	\$ 387.00	35hrs (3) + 1hr (2) plus \$160 Public Notice
71		Zone Change PD	\$ 2,453.00	\$ 196.00	
72		General Plan Amendment	\$ 3,488.00	\$ 962.00	50 hrs (3)+ 1hr (2) plus \$160 Public Notice plus \$75 Records Search
73		General Plan Amendment with Annexation	\$ 5,408.00	\$ 1,360.00	80hrs (3) + 1hr (2)plus \$160 Pub Notice plus \$75 Record Search
74		Specific Plan	Actual cost plus 15%		
75		Environmental Impact Report	Actual cost plus 15%		
76		Special Study for Environmental	Actual cost plus 15%		
77		Review by outside professionals	Actual cost plus 15%		
78		Telecommunications Registration Fee	\$ 1,500.00	\$ -	
79		Telecommunications Encroachment Review Fee	\$ 350.00	\$ -	
80		Site Improvement Plan Review (PW Engineering)	Actual cost plus 15% plus \$1,000 Deposit		For reviewing civil plans for projects on public and private property.
81		Engineering Review	Actual cost plus 15% plus \$1,000 Deposit		
82		Outside Plan Review (Including Revisions)	Actual cost plus 15%		
83		Negative Declaration	\$ 3,080.00	\$3,080.00	
84		Notice of Exemption	\$ 100.00	\$100.00	
85		Notice of Determination	Varies ***\$2,044-\$2,839.25 State Fee		
86		Final Subdivision Map	\$ 1,144.00	\$1,144.00	
87		Final Parcel Map	\$ 762.00	\$762.00	
88		Appealed Conditions	\$ 652.00	\$652.00	
89		Appeals to Planning Commission	\$ 381.00	\$381.00	
90		Appeals to City Council	\$ 461.00	\$461.00	
91		Mitigation Fees - Streets (per Sq.Ft)	\$ 1.04	\$ -	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
92		Mitigation Fees - Police (per Sq.Ft)	\$ 1.34	\$ -	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
93		Mitigation Fees - Fire/residential (per Sq. Ft.)	\$ 0.98	\$ -	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
94		Mitigation Fees - Fire/commercial (per Sq.Ft.)	\$ 1.22	\$ -	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
95		Vacant Neglected Building Monitoring Program	\$ 1,000.00	\$ -	Quarterly fee (Application fee \$250, Staff Costs-Building Official \$196.01, City Planner \$152.31, Battalion Chief \$218.09, Patrol Officer \$102, Finance Division \$70, Vehicle Costs \$70)
96		Historic Building Site Registry	\$ 126.00	\$ -	
97		Plan Check Fee (per hour)	\$ 140.00	\$ 58.00	per hour for City Engineer
98		Final Map Check Fee (per hour)	\$ 140.00	\$ 58.00	per hour for City Engineer
99		Development Improvement Inspection	1%-2%		est. cost(\$500,000 or less=2%)((\$500,001-\$1,000,000=1.5%)(over \$1,000,000=1%) plus 10%
100					

	A	B	S	T	V
2					
3	Department	Service	2024-25 Proposed Fees	Increase (Decrease)	Comments/Calculations
101	Commun. Svc.		**6=(Acct Tech\$40.44/hr) 7=(Parks Supervisor\$60/hr)		
102	Parks		8= (Temp Staff \$20.42/hr)(Deposit Refundable)9=(Average Hourly of 7 & 8=\$40.21)		
103		Community Center rental (per day-less than 4 hrs)	\$ 94.00	\$ 24.00	per day/less than 4 hours (.35 hrs (6))(1 hr prep/clean-up(7) + 1 hr prep/clean up (8)) +\$50 Dep
104		Community Center rental (per day-more than 4 hrs)	\$ 130.00	\$ 29.00	per day/more than 4 hours(.25 hrs (6))(1.5hrs clean-up(7))+ \$50 Dep
105		CC Kitchen only (per day)	\$ 60.00	\$ (3.00)	per day (.6 hrs (6))(6 hr (7)) +\$50 Dep
106		PA System Rental	\$ 20.00	\$ -	100 Refundable Deposit
107		Electrical Panel Rental	\$ 20.00	\$ -	100 Refundable Deposit
108		Riverside Park (per day)	\$ 178.00	\$ 46.00	per day(1 hr (7) +1 hr (8))(4.8 hrs clean-up(8))
109		Riverside Park - Class Reunions	\$ 100.00	\$ -	Refundable Deposit
110		Athletic Field/Court (per day)	\$ 56.00	\$ 11.00	per day (.6 hrs (7))(1 hr clean-up(8))
111		Group Picnic Area (per day) memorial park	\$ 76.00	\$ 17.00	per day(.6 hrs (7))(2 hrs clean-up(8))
112		Event Park Rental (full day) memorial			
113		Tournament Fee (per day)	\$ 53.00	\$ 18.00	per day (2.6 hrs clean-up(8))
114		Amphitheater/Stage (per day)	\$ 60.00	\$ 13.00	per day (.5 hr (7))(1.5 hrs clean-up(8))
115		Light Tokens	\$ 6.50		
116	Police		11= (Com Svc Ofcr \$43.00/hr) 12=(Admin Asst \$59.00/hr)		
117			13= (Average Hourly Rate of Police Officer \$70.00) 14=Police Chief \$117/hr		
118		Police Reports	\$ 15.00	\$ -	.25 hrs (12) Retrieve, review and redact report before making copies and returning to files
119		Reports additional pages	\$ 0.10	\$ -	Cost of Paper & Cost per copy for lease agrmnt (Cost/copy lease=.08 and paper .02/sheet)
122		Solicitor's Permits	\$ 28.00	\$ -	plus live scan
123		Amplified Music	\$ 30.00	\$ 12.00	.25 hrs (14) Review application and contact applicant prior to signing and providing applicant a copy
124		Taxi Owner	\$ 28.00	\$ -	plus live scan
125		Taxi Driver	\$ 28.00	\$ -	plus live scan
126		Vehicle Release	\$ 90.00	\$ 8.00	plus citation cost 1hr (13) plus .25 (12) plus \$4.80 registered letter
127		Towed Vehicle Release	\$ 180.00	\$ 20.00	1.75 hrs(13), .50 (12), .25 (14)
128		Property Return Fee	\$ 43.00	\$ 8.00	1 (11),
129		Daily Gun Storage	\$ 10.00	\$ -	
130		VIN Verification	\$ 35.00	\$ 7.00	.50 hrs (13) Officers conduct these at remote locations, inspect vehicle/trailer, match DMV documents and complete form
131		Civil Subpoena (per day)	\$ 275.00	\$ -	per day attendance is required. Government Code 68096.1(b)©
132		Daily Alcohol Sales App	\$ 45.00	\$ 20.00	.25 (12), .25 hrs (14) Review application and contact applicant prior to signing and providing copy to applicant.
133		Police Service Fee (per hour)	\$ 70.00	\$ 3.00	per hour 1 hr (13)
134		DUI Recovery Fee (per hour)	\$ 70.00	\$ 3.00	per hour 1 hr (13)
135		Subpoena Duces Tecum EC1560	\$ 15.00	\$ -	E.C 1560 \$24/hr per person(\$6/qtr hour) .10/copy for standard reproduction. Rate set in code
136		Booking Fee Reimbursement	Actual Charge		Actual cost county charge
137		NSF Returned Check (First check passed)	\$ 34.00	\$ -	.25 hr (7) + .25hr (8) + US Bank Fee Schedule \$7.50 per item
138		NSF Returned Check (Subsequent checks passed)	\$ 45.00	\$ 1.00	.50 hr (7) + .25hr (8) + US Bank Fee Schedule \$7.50 per item
139					

	A	B	S	T	V
2			2024-25	Increase	
3	Department	Service	Proposed Fees	(Decrease)	Comments/Calculations
140	Public Works		15=(Admin Staff Asst \$34.00/hr) 16=(Program Coordinator \$44.00/hr) 17=(City Engineer \$140.00/hr)		
141			18=(PW Director \$89.00/hr) 17b=(Asst Engineer\$43.00/hr) 17a=Assistant Dir. of Engineering \$74.00/hr.		
142			Inspection Fee=.5hrs(15)=\$17.00 + 1.1hr (17a)=\$81.40 + .25hrs(18)=\$22.25 =\$120.65/hr		
143			Base Fee \$178 [.5 hr (15) + .5 hr (18) + 1 hr (17a) + 1 hr (17b)]		
144		Fire Hydrant Use Application Fee (No Meter) plus Deposit \$500	\$ 60.00	\$ (40.00)	plus \$500 deposit (1.41 hrs(16))
145		Fire Hydrant Use Application Fee (With Meter) plus Deposit \$1,000	\$ 60.00	\$ (40.00)	plus \$1,000 deposit (1.41 hrs(16))
146		Inspection Fee	\$ 120.00	\$ 8.00	Inspection Fee=.5hrs(15)=\$17.00 + 1.1hr (17a)=\$81.40 + .25hrs(18)=\$22.25 =\$120.65/hr
147		Back Flow Prevention Devices	Actual Cost		Actual cost
148		Well Permits	\$ 298.00	\$ 24.00	Base Fee(\$162) + Inspection Fee(\$112)=\$274.
149		Request for deferment of curb, gutter sidewalk	\$ 314.00	\$ 24.00	Base Fee(\$162)+1.14hrs Inspection Fee (\$112)=\$127.77
150		Testing and Sampling	Actual Cost		Actual Cost
151		Development outside City limits (% of cost of work)	2% of cost		% of cost of work
152		Encroachment Permits-			
153		Encroachment Permit Review	Cost		Fee Based on Engineers Estimated Time for Project Review
154		Concrete, sidewalk, curb & gutter 25 LF or less	\$ 238.00	\$ 20.00	Base Fee +.5 hrs Inspection Fee
155		Concrete, sidewalk, curb & gutter >25 & <100 LF	\$ 298.00	\$ 24.00	Base Fee + 1 hr Inspection Fee
156		Concrete, sidewalk, curb & gutter >100 & <300 LF	\$ 358.00	\$ 28.00	Base Fee + 1.5 hrs Inspection Fee
157		Concrete, sidewalk, curb & gutter >300 & <500 LF	\$ 418.00	\$ 32.00	Base Fee + 2 hrs Inspection Fee
158		Concrete, sidewalk, curb & gutter >500 LF	2% of cost		
159		AC or PCC Pavement 1000 SF or less	\$ 298.00	\$ 24.00	Base Fee + 1 hr Inspection Fee
160		AC or PCC Pavement 1001 to 3000 SF	\$ 358.00	\$ 28.00	Base Fee + 1.5 hrs Inspection Fee
161		AC or PCC Pavement 3001 to 6000 SF	\$ 418.00	\$ 32.00	Base Fee + 2 hrs Inspection Fee
162		AC or PCC Pavement 6001 to 10,000 SF	\$ 478.00	\$ 36.00	Base Fee + 2.5 hrs Inspection Fee
163		AC or PCC Pavement More than 10,000 SF	2% of cost		
164		Excavation outside pavement 200 LF or less	\$ 178.00	\$ 16.00	Base Fee
165		Excavation outside pavement > 200 LF	\$178 + cost per sqft		Base Fee plus 0.18 per foot over 200 LF
166		** For Each Additional Foot over 200 feet 0.18 will be charged per foot			
167		Excavation inside pavement 100 LF or less	\$ 262.00	\$ 22.00	Base Fee +.7 hrs Inspection Fee
168		Excavation inside pavement 101 to 500 LF	\$ 298.00	\$ 24.00	Base Fee + 1 hr Inspection Fee
169		Excavation inside pavement 501 TO 1000 LF	\$ 338.00	\$ 26.00	Base Fee + 1.34 hrs Inspection Fee
170		Excavation inside pavement 1001 to 1500 LF	\$ 385.00	\$ 29.00	Base Fee + 1.73 hrs Inspection Fee
171		Excavation inside pavement 1501 to 3000 LF	\$ 422.00	\$ 32.00	Base Fee + 2.04 hrs Inspection Fee
172		Excavation inside pavement over 3000 LF	\$ 526.00	\$ 39.00	Base Fee + 2.90 hrs Inspection Fee
173		AC Repair 0-25 SF	\$ 312.50	\$ -	Labor + Equipment + Materials
174		26-50 SF	\$ 500.00	\$ -	Labor + Equipment + Materials
175		51-75 SF	\$ 637.50	\$ -	Labor + Equipment + Materials
176		76-100 SF	\$ 700.00	\$ -	Labor + Equipment + Materials
177		101-200 SF	\$ 1,000.00	\$ -	Labor + Equipment + Materials
178		Non construction permits within pavement	\$ 71.00	\$ 21.00	40% of base fee
179		Excessive Encroachment Permit Inspections	\$ 120.00	\$ 8.00	Inspection Fee

	A	B	S	T	V
2			2024-25	Increase	
3	Department	Service	Proposed Fees	(Decrease)	Comments/Calculations
180					
181	Fire		19=(Admin Asst \$46.00/hr) 20=(avg hrly Chief & Asst. Chief = \$87.00)		
182			21=Firefighter \$30.16		
183			Type 1 Engine - \$350/hr, Type 1 Rescue/Engine - \$425/hr, Type II Engine - \$250/hr, Type III Engine - \$150/hr, Ladder Truck - \$550/ hour, Command Vehicle - \$60/hr, Utility Vehicle - \$50.00/hr) 1 hr minimum		
184			Dispatch Fee - \$10.00, Volunteer Recovery Fee - \$20.00/hr each, Administrative Fee- 20% or \$200 (whichever is greater), Special Equipment - \$400 each		
185		Fire Reports	\$ 46.00	\$ 8.00	1 hr (19)
186		New Business Inspections	\$ 95.00	\$ 3.00	1.1hr (20)
187		Burn Permits	\$ -	\$ -	.17hr (19)
188		Medical Calls (Inside City Limits Nonresident or not contracting)	Actual Cost		Vehicles+personnel+dispatch+admin
189		Fireworks display booth inspections ***	\$ 500.00	\$ -	Permit-\$100, 3 inspections-\$150, clean up bond \$250 (additional inspections are required)
190		*** Additional inspections requires additional fees	\$ -	\$ -	
191		Sprinkler Plan and Inspection	\$ 87.00	\$ (5.00)	per hour (20) 1-hr minimum
192		Plan Check Review	\$ 87.00	\$ (5.00)	per hour (20) 1-hr minimum
193		Carnivals and Fair Inspections	\$ 609.00	\$ (35.00)	7 hrs (20) \$644.00 Inspect all building, rides, booths, access and records
194		State Mandated Inspections:	\$ -	\$ -	
195		Day Care, residential (per hour)	\$ 87.00	\$ (5.00)	per hour (20)
196		Day Care, commercial (per hour)	\$ 87.00	\$ (5.00)	per hour (20)
197		Convalescent Hospital/Assisted Living (per hour)	\$ 87.00	\$ (5.00)	per hour (20)
198		Other:	\$ -	\$ -	
199		Fire Suppression/Alarm system plan check (per hour)	\$ 87.00	\$ (5.00)	per hour (20) 2 hr minimum
200		Fire Investigation Services (per hour)	Actual cost		Actual cost
201		Malicious/false alarms	Actual cost		Actual cost
202		Fire-stand by	Actual cost		Actual cost
203		Facility use (per hour)	\$ 42.00	\$ -	Avg daily cost for bldg (\$14,028 annual)/365 days=\$38.43/day/8hr per day = \$4.80 plus .5hr (21&19)=\$38.08 prep
204		Duplication (Black & White copies) per copy	\$ 0.10	\$ -	
205		Duplication (Color copies) per copy	\$ 0.21	\$ -	
206		Hazardous materials response	Actual cost		Actual cost
207		Special rescue/low angle	Actual cost		Actual cost
208		Vehicle Accidents	Actual cost		Actual cost
209		Vehicle Fire	Actual cost		Actual cost
210		Negligent Incident (illegal burn, negligent fire, etc)	Actual cost		Actual cost
211		Arching Power Lines	Actual cost		Actual cost
212		DUI Vehicle Accident	Actual cost		Actual cost

	A	B	S	T	V
2			2024-25	Increase	
3	Department	Service	Proposed Fees	(Decrease)	Comments/Calculations
213				\$ -	
214	Fire	Operational Permit Fee Schedule:			
215		Amusement Buildings	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
216		Aviation Facilities	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
217		Carnival and Fair	\$ 609.00	\$ (35.00)	7 hrs (20) \$644.00 Inspect all building, rides, booths, access and records
218		Compressed Gases	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
219		Cryogenic Liquids	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
220		Cutting and Welding	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
221		Dry Cleaning Plants	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
222		Exhibits and Trade Shows	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
223		Explosives	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
224		Fire Hydrants and Valves	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
225		Flammable and Combustible Liquids	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
226		Floor Finishing	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
227		Fumigation and Thermal Insecticide Fogging	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
228		Hazardous Materials	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
229		High Pile Storage	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
230		Hot Work Operations	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
231		Industrial Ovens	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
232		Lumberyards and Woodworking Plants	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
233		Liquid/Gas Fueled Vehicles/Equipment In Assembly Buildings	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
234		LP-Gas	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
235		Misc Combustible Storage	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
236		Open Burning	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
237		Open Flames and Torches	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
238		Open Flames and Candles	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
239		Places of Assembly	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
240		Private Fire Hydrants	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
241		Pyrotechnic Special Effects Material	\$ 360.00	\$ -	3 inspections, fire stand-by, permit
242		Refrigeration Equipment	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
243		Repair Garages and Motor Fuel-Dispensing Facilities	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
244		Spraying or Dipping	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
245		Storage of Scrap Tires and Tire Byproducts	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
246		Temporary Membrane Structures, Tents and Canopies	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
247		Waste Handling	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
248		Wood Products	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
249		Construction Permit and Other Fees	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
250		Application Fee	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
251		Inspection Fee	\$ 87.00	\$ (5.00)	1hr (20) = \$92. for processing permit and inspection
252		Assembly	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
253		Compressed Gases	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
254		Flammable and Combustible Liquids	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
255		Hazardous Materials	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
256		High Piled Storage	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
257		Industrial Ovens	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
258		LP-Gas	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
259		Private Fire Hydrants	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
260		Spraying or Dipping	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
261		Temporary Membrane Structures, Tents and Canopies	\$ 174.00	\$ (10.00)	2 hr minimum-1hr (20) = \$92 for processing permit and inspection
262		Re-inspection	\$ 87.00	\$ (5.00)	1hr (20) = \$92.00 - 1hr minimum after 2nd Attempt on non-compliance re-inspects.
263		Mobile Home Park Hydrant Certification (per hydrant)	\$ 43.50	\$ (2.50)	30 min (20) if private hydrant fee has already been paid
264		Private Fire Hydrant Annual Inspection (per hydrant)	\$ 70.00	\$ -	Vehicle+personnel+supplies+equipment+records
265		Private Fire Hydrant Repair & Maintenance	\$ 174.00	\$ (10.00)	Charge is per hour (20) = \$92.00 with a 2 hour minimum plus parts
266		Fire Investigation Report	Actual Cost		Vehicles+personnel+supplies+SE

	A	B	S	T	V
2					
3	Department	Service	2024-25 Proposed Fees	Increase (Decrease)	Comments/Calculations
278					
279	Golf	Wingfield Clubhouse rental (per day-less than 4 hrs)	\$	150.00	
280		Wingfield Clubhouse rental (per day-more than 4 hrs)	\$	225.00	
281		Facility Rental Deposit	\$	75.00	deposit for facility damages, lost keys, cleaning, etc.
282		Credit Card Transaction Fees (\$20.00-\$50.00)	\$	1.00	Golf Course Fee Schedule Reso No. 24-6282
283		Credit Card Transaction Fees (\$50.01-\$75.00)	\$	1.50	Golf Course Fee Schedule Reso No. 24-6282
284		Credit Card Transaction Fees (\$75.01-\$100.00)	\$	2.00	Golf Course Fee Schedule Reso No. 24-6282
285		Credit Card Transaction Fees (\$100.01-\$200.00)	\$	3.00	Golf Course Fee Schedule Reso No. 24-6282
286		Credit Card Transaction Fees (\$200.00 +)	\$	3.50	Golf Course Fee Schedule Reso No. 24-6282
287		Golf Tournament Facility Use Fee	\$	100.00	use of facility clubhouse and side yard for raffles/meal prep, electricity, sound system, front lawn and furniture
288		Golf Tournament Trash Removal Fee	\$	100.00	cost of C&S one time removal
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SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6358**, amending the appendix of designated positions of the city of Susanville's Conflict of Interest Code

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: The Political Reform Act requires that every local government agency review its Conflict of Interest Code no later than October of every even-numbered year to determine if it is accurate or, alternatively, if the code must be amended.
Staff has prepared an amended Appendix of Designated Positions and Disclosure Categories, listed as Exhibit A, which more accurately reflects the City current positions since last updated on October 2022 by Resolution No. 22-6056.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve Resolution No. 24-6358, amending the appendix of designated positions of the city of Susanville's Conflict of Interest Code

ATTACHMENTS:
[24-6358.pdf](#)
[2024 Exhibit A Proposed Conflict of Interest Code.pdf](#)
[22-6056.pdf](#)

RESOLUTION NO. 24-6358
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
FINDING THAT AMENDMENTS TO THE CITY OF SUSANVILLE'S
CONFLICT OF INTEREST CODE ARE NECESSARY

WHEREAS, the City Council of the City of Susanville, having adopted its Resolution No. 93-2452, "Adopting a Conflict-of-Interest Code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code" on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council; and

WHEREAS, the Political Reform Act requires every local government agency to review its conflict-of-interest code biennially to determine if it is accurate, or, alternatively, that the code must be amended; and

WHEREAS, once the determination has been made by the local government agency, a notice must be submitted to the code reviewing body no later than October of even-numbered years; and

WHEREAS, the City Council of the City of Susanville has reviewed its Conflict-of-Interest Code and found that changes are necessary at this time as listed on "Exhibit A".

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby finds that amendments to the City's existing Conflict-of-Interest Code of the designated positions are necessary at this time.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of September 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margeret Long, City Attorney

Exhibit “A”

CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories
Pending Adoption September 18, 2024

DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on the financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>
Member of the City Council	1, 2
Member of the Planning Commission	1, 2
City Administrator Manager	1, 2
Finance Manager Director	1, 2
City Attorney	1, 2
Member of the Susanville Loan Committee	1, 2
Public Works Director	1, 2
Assistant Public Works Director of Engineering	1, 2
Assistant Public Works Director of Operations	1, 2
Economic Development Director	1, 2
Public Safety Officer	1, 2
Police Chief	1, 2
Fire Chief	1, 2
City Clerk	1, 2
Natural Gas Supervisor	1, 2
City Planner	2, 3, 5, 6
Assistant Fire Chief	2, 3, 5, 6
Fire Captain	2, 3, 5, 6
Police Captain Lieutenant	2, 3, 5, 6
Air Quality Specialist	2, 3, 5, 6
Assistant City Engineer	2, 3, 5, 6
Building Official	3, 4
HUSA Board Member	3, 4

Member of the Airport Commission	5, 6
Member of the Sales Tax Oversight Committee	5, 6
Member of the Recreation Commission	5, 6
Member of the Design Review Commission	5, 6
Member of the Susanville Utility Commission	5, 6
Consultant*	1, 2

- *Disclosure by Consultants shall be subject to the following limitation:*

*The City **Manager** may determine in writing that a particular Consultant, although not a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such a written determination shall include a description of the Consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City **Manager’s** determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code.*

II DISCLOSURE CATEGORIES:

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.

Category 1: (Income) All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, which are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: (Real Property) All interests in real property, which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: (City Related Income) All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: (City Related Real Property) All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, which provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: (Department Related Income) All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, which provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position’s department, unit, or division.

Category 6: (Department Related Real Property) All investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit, or division.

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RESOLUTION NO. 22-6056
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
FINDING THAT AMENDMENTS TO THE CITY OF SUSANVILLE'S
CONFLICT OF INTEREST CODE ARE NECESSARY

WHEREAS, the City Council of the City of Susanville, having adopted its Resolution No. 93-2452, "Adopting a Conflict of Interest Code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code" on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council; and

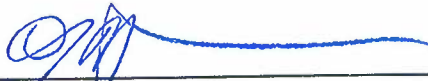
WHEREAS, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate, or, alternatively, that the code must be amended; and

WHEREAS, once the determination has been made by the local government agency, a notice must be submitted to the code reviewing body no later than October of even-numbered years; and

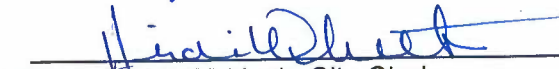
WHEREAS, the City Council of the City of Susanville has reviewed its Conflict of Interest Code and found that changes are necessary at this time as listed on Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby finds that amendments to the City's existing Conflict of Interest Code or the designated positions are necessary at this time.

APPROVED:

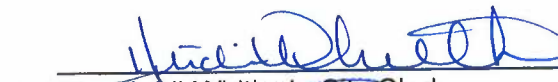

Quincy McCourt, Mayor

ATTEST:


Heidi Whitlock, City Clerk

The foregoing Resolution No. 22-6056 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of October, 2022 by the following vote:

AYES: Schuster, Herrera, Stafford, Brown & McCourt
NOES: None
ABSENT: None
ABSTAIN: None


Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

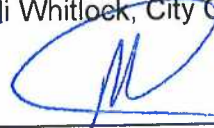

Margaret Long, City Attorney

EXHIBIT A

CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories

Adopted October 5, 2022

DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>
Member of the City Council	1, 2
Member of the Planning Commission	1, 2
City Administrator	1, 2
Finance Manager	1, 2
City Attorney	1, 2
Member of the Susanville Loan Committee	1, 2
Public Works Director	1, 2
Assistant Public Works Director – Engineering	1, 2
Assistant Public Works Director – Operations.	1, 2
Police Chief	1, 2
Fire Chief	1, 2
Natural Gas Supervisor	1, 2
City Planner	2, 3, 5, 6
Assistant Fire Chief	2, 3, 5, 6
Fire Captain	2, 3, 5, 6
Police Captain	2, 3, 5, 6
Assistant Civil/Air Quality Engineer	2, 3, 5, 6
Assistant City Engineer	2, 3, 5, 6
HUSA Board Member	3, 4
Building Official	3, 4
City Clerk	5

Member of the Airport Commission	5, 6
Member of the Recreation Commission	5, 6
Member of the Design Review Commission	5, 6
Member of the Susanville Utility Commission	5, 6
Consultant*	1, 2

- *Disclosure by Consultants shall be subject to the following limitation:*

The City Administrator may determine in writing that a particular Consultant, although not a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

II DISCLOSURE CATEGORIES:

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.

Category 1: (Income) All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the City.

Category 2: (Real Property) All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the City.

Category 3: (City Related Income) All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, which engage in land development, construction, or acquisition or sale of real property within the jurisdiction of the City.

Category 4: (City Related Real Property) All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the City.

Category 5: (Department Related Income) All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 6: (Department Related Real Property) All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, subject to the regulatory, permit, or licensing authority of the department, unit or division.

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6359**, authorizing the Public Works Director to execute a contract with Veriforce to develop a Transmission Integrity Management Plan for the Natural Gas Division and authorize the Finance Director to adjust the budget as necessary.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: In 2018 the U.S. Department of Transportation designated the City's approximately ten miles of 6 inch high pressure natural gas line as a "transmission pipeline". This designation forces the Natural Gas Division to comply with more stringent regulations for this line. Part of those regulations are developing and maintaining a Transmission line Integrity Management Plan (TIMP). The Natural Gas Division currently works with Veriforce, who have written and maintain our Operator Qualifications Manual for the Natural Gas Division. In order to maintain continuity the Gas Division would like to use Veriforce to write and maintain the TIMP also.

FISCAL IMPACT: \$9,500 cost to the Gas Division 7401 fund, no impact to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 24-6359, authorizing the Public Works Director to execute a contract with Veriforce to develop a Transmission Integrity Management Plan for the Natural Gas Division and authorize the Finance Director to adjust the budget as necessary.

ATTACHMENTS:
[24-6359.pdf](#)
[TIMP Memo.doc](#)

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RESOLUTION NO. 24-6359
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CONTRACT WITH
VERIFORCE TO DEVELOP A TRANSMISSION INTEGRITY MANAGEMENT PLAN FOR
THE NATURAL GAS DIVISION AND AUTHORIZE THE FINANCE DIRECTOR
TO ADJUST THE BUDGET AS NECESSARY

WHEREAS, the City of Susanville operates the Natural Gas Utility; and

WHEREAS, the natural gas utility operates a high-pressure natural gas transmission line; and

WHEREAS, the U.S. Department of Transportation which is the regulation authority for Natural Gas Transmission lines requires that the Natural Gas Division maintain a Transmission Integrity Management Plan; and

WHEREAS, the Natural Gas Division contracts with Veriforce for maintaining the Utility's Operator Qualifications Manual; and

WHEREAS, Veriforce has given the Natural Gas Utility a quote for the preparation of a Transmission Integrity Management Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Public Works Director to execute a contract with Veriforce to develop a Transmission Integrity Management Plan for the Natural Gas Division and further authorizes the Finance Director to adjust the budget as necessary.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

MEMORANDUM

City of Susanville Gas Division

DATE: 8/26/2024

TO: Bob Godman

RE: Continuity In Review and Revision of Gas Manuals



We, the City of Susanville Gas Division, currently use Veriforce to conduct our Operator Qualifications (OQ) program and review our OQ plan. To maintain continuity and consistency across our gas operations manuals, I propose utilizing the same company, Veriforce, for the review and revision of our Transmission Integrity Management Plan (TIMP). This will ensure alignment and uphold the high standards of our operations.

Sincerely,

Reuben Downing
Gas Utilities Supervisor

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6360**, authorizing the Public Works Director to close one block of Richmond Rd in front of 601 Richmond Road from 8:00 am to 4:00 pm for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 12, 2024.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City has received a request from Lassen Land & Trails Trust to donate staff time for the road closure on Richmond Rd for the Annual Rails to Trails and Handcar Races held on October 12, 2024. The annual community- wide event not only attracts locals but also visitors who are participating in the Bizz Johnson Marathon. LLTT is requesting with the support of the City to close one block of Richmond Rd. from 8:00 am to 4:00 pm for the event.

FISCAL IMPACT: Estimated \$434 in public works staff time to set up and take down road closure.

ACTION REQUESTED: Motion to approve Resolution No. 24-6360, authorizing the Public Works Director to close one block of Richmond Road in front of 601 Richmond Road from 8:00 am to 4:00 pm for the purpose of Lassen Land & Trails Trust Annual Rails to Trails Festival and Handcar Races held on October 12, 2024.

ATTACHMENTS:
[24-6360.pdf](#)
[Rails to Trails 2024_City of Susanville request.pdf](#)



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

August 23, 2024

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

Re: Rails to Trails Festival: October 12, 2024

Dear Council Members,

Lassen Land and Trails Trust is excited to announce the annual Rails to Trails Festival and Handcar Races on October 12, 2024 at the Historic Susanville Railroad Depot Interpretive Visitor Center, 601 Richmond Road.

We are requesting:

- Road closure from 8:00 a.m. to 4:00 p.m. on Richmond Road just south of North Railroad and north of Cypress Street, along the depot street frontage on Saturday, October 12, 2024.
- Participation from City of Susanville Departments who are interested in having activities or informational booths, which would be provided free of charge.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Holmen".

Amy Holmen
Program Director

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6361**, revising the City's Natural Gas Purchasing Policy.

PRESENTED BY: Bob Godman, Public works Director

SUMMARY:

Background: Following extremely high wholesale natural gas prices during Winter of 2022/23, the city council approved a long-term natural gas purchase policy by Resolution 23-6164, dated August 2, 2023. During the winter of 2023/24, purchasing 100 percent of the three-year average monthly demand proved to be too much gas, especially in January 2024, because the cold temperatures of the previous winter increased the average, and then January 2024 was somewhat mild.

DISCUSSION: The city's gas consultant, Dan Bergmann of IGS, has recommended modifying the minimum gas purchase volumes lower to 80 percent of the three-year average amounts for each month. This will prevent purchasing excessive gas ahead of time and prevent selling excess gas back to the city's supplier (BP/IGI) at a loss when market prices drop during a mild winter month. To mitigate price risk for the remaining 20 percent, Mr. Bergmann recommends close monitoring of the winter market leading into the cold months of December, January, and February. Specifically, if bad weather and cold temperature conditions are causing market volatility, then purchase the remaining 20 percent.

Assuming city council approves this change, the specific outcome of this change will be reported in August 2025. (See Fiscal Impact.)

GAS PURCHASE STRATEGY AND POLICY: The gas purchase policy is re-defined in the attached modified resolution, like last year. The essence of the policy is:

1. Purchase winter gas in one-third increments,
2. Conduct purchasing over a three-year period for each winter, and
3. Within the disciplines of the policy, monitor the market for opportunistic purchasing.

The following bar chart illustrates the policy, in this version shows 80 percent of winter supply purchased ahead and 20 percent at market prices.

ANNUAL REPORTING: The annual reporting language in the resolution has been expanded and re-ordered to establish an outline for each year's report.

FISCAL IMPACT: The fiscal impact should be neutral to beneficial from this change. From January 2024, the sell-back of gas cost the enterprise approximately \$20,000. By reducing to 80 percent of the three-year average each month, this will be avoided going forward. Further, the current average cost of gas for December, January and February is \$5.80 (as of 8/21/24), and the total 20 percent quantity during those three months is about 35,000 DTh. To the extent gas can be purchased at a lower price (if the winter is mild again), savings could be from \$35,000 to \$70,000.

FISCAL IMPACT:

Potential Savings in yearly natural gas purchases.

ACTION REQUESTED:

Motion to approve Resolution No. 24-6361, revising the City's Natural Gas Purchasing Policy.

ATTACHMENTS:

[24-6361.pdf](#)

[Gas Purchase Policy Staff Report 2024 09 18.docx](#)

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- c. For all months, beyond winter, up to 100 percent of the three-year average for each month; and

Winter	Timeframe and Volumes for Natural Gas Purchases								
				By Nov-24	By Nov-25	By Nov-26	By Nov-27	Total	80% of 3-Yr 3-Yr Avg
	7/2022		3/22/24	<u>Units are DTh/day</u>					
	\$3.09		\$5.70						
Winter 24/25	10/1/2024	250	0					250	
	11/1/2024	400	300					700	800 1,000
	12/1/2024	550	400					950	1,058 1,323
	1/1/2025	500	400					900	1,058 1,323
	2/1/2025	500	350					850	971 1,214
	3/1/2025	450	250					700	800 1,000
	4/1/2025	250	0					250	
				Winter 24/25 Achieved: 79%				4,600	4,688 5,859
		10/2/23							
		\$5.93							
Winter 25/26	11/1/2025	300		200	270			770	800 1,000
	12/1/2025	400		310	350			1,060	1,058 1,323
	1/1/2026	400		310	350			1,060	1,058 1,323
	2/1/2026	400		310	320			1,030	971 1,214
	3/1/2026	300		200	270			770	800 1,000
						80%		4,690	4,688 5,859
Winter 26/27	11/1/2026			270	270	270		810	800 1,000
	12/1/2026			350	350	350		1,050	1,058 1,323
	1/1/2027			350	350	350		1,050	1,058 1,323
	2/1/2027			320	320	320		960	971 1,214
	3/1/2027			270	270	270		810	800 1,000
						80%		4,680	4,688 5,859
Winter 27/28	11/1/2027				270	270	270	810	800 1,000
	12/1/2027				350	350	350	1,050	1,058 1,323
	1/1/2028				350	350	350	1,050	1,058 1,323
	2/1/2028				320	320	320	960	971 1,214
	3/1/2028				270	270	270	810	800 1,000
						80%		4,680	4,688 5,859

6. The City Administrator is authorized to execute gas purchase and transportation agreements as needed for gas supply to the city. The rationale for each purchase shall be documented, including the date of the transaction, volumes, prices paid, market price trends, and market conditions; and

7. City staff shall report to the City Council by the end of each August:

- Outcome of the gas supply portfolio during the previous winter
- Current natural gas market conditions
- Purchases made since the previous report
- The financial condition of the natural gas enterprise fund, including the ability to cover bond debt, and the overall gas fund cash balance
- The need for infrastructure improvements for repair, expansion, or to comply with federal safety requirements
- The need for rate adjustments prior to the winter heating season
- Any proposed changes to the gas purchase policy

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APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville held on the 18th day of September 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Reviewed by: ☐ City Administrator
 ☐ City Attorney

☐ Motion only
☐ Public Hearing
☒ Resolution
☐ Ordinance
☐ Information

CITY COUNCIL AGENDA ITEM

Submitted by: Bob Godman, Public Works Director

Action Date: September 18, 2024

Subject: **Resolution No. 24-** of the Susanville City Council modifying its long-term natural gas purchase policy

ACTION REQUESTED: The City Council is recommended to approve modification of the City’s long-term natural gas purchase policy such that the minimum winter purchase volumes are reduced to 80 percent of the three-year average rather than 100 percent.

BACKGROUND: Following extremely high wholesale natural gas prices during Winter of 2022/23, the city council approved a long-term natural gas purchase policy by Resolution 23-6164, dated August 2, 2023. During the winter of 2023/24, purchasing 100 percent of the three-year average monthly demand proved to be too much gas, especially in January 2024, because the cold temperatures of the previous winter increased the average, and then January 2024 was somewhat mild.

DISCUSSION: The city’s gas consultant, Dan Bergmann of IGS, has recommended modifying the minimum gas purchase volumes lower to 80 percent of the three-year average amounts for each month. This will prevent purchasing excessive gas ahead of time and prevent selling excess gas back to the city’s supplier (BP/IGI) at a loss when market prices drop during a mild winter month. To mitigate price risk for the remaining 20 percent, Mr. Bergmann recommends close monitoring of the winter market leading into the cold months of December, January, and February. Specifically, if bad weather and cold temperature conditions are causing market volatility, then purchase the remaining 20 percent.

Assuming city council approves this change, the specific outcome of this change will be reported in August 2025. (See Fiscal Impact.)

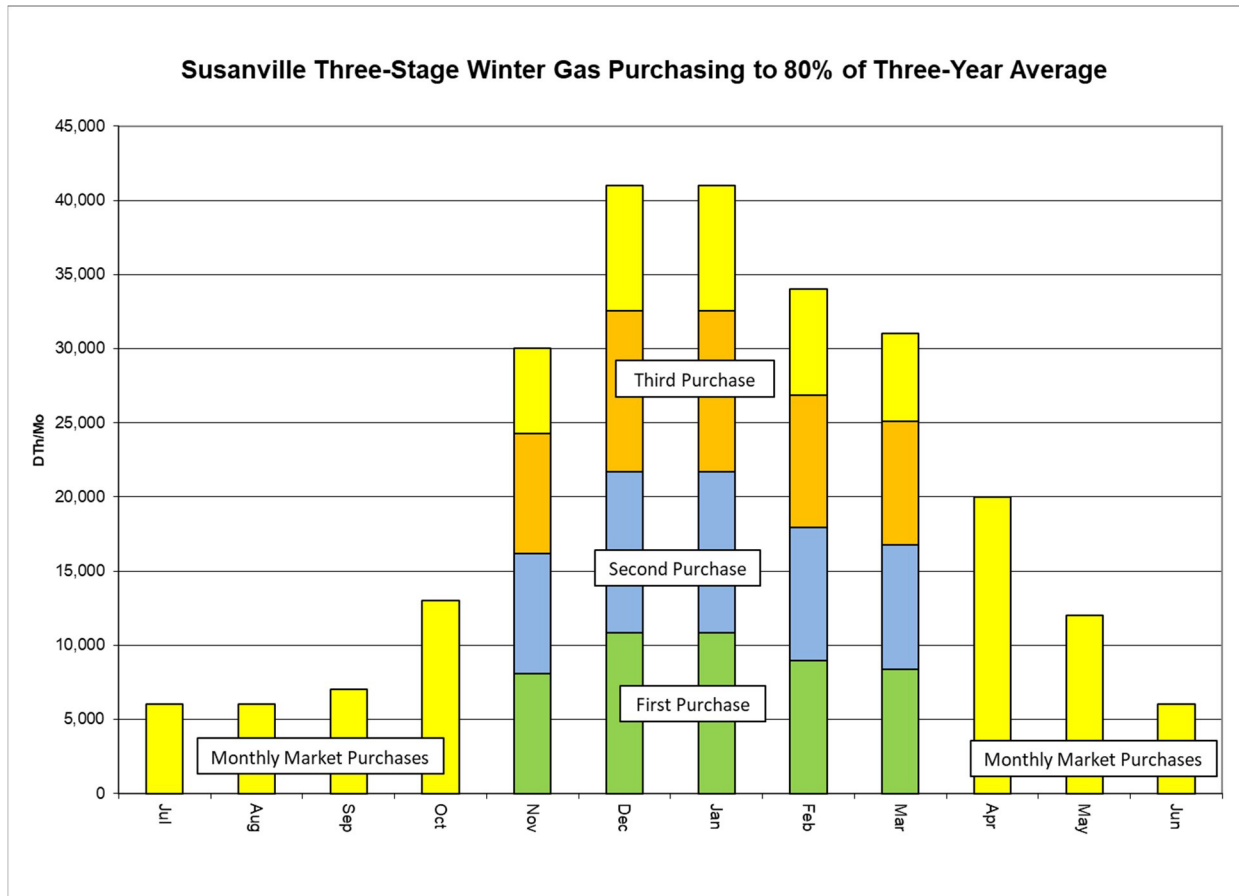
GAS PURCHASE STRATEGY AND POLICY: The gas purchase policy is re-defined in the attached modified resolution, like last year. The essence of the policy is:

- 1. Purchase winter gas in one-third increments,
- 2. Conduct purchasing over a three-year period for each winter, and
- 3. Within the disciplines of the policy, monitor the market for opportunistic purchasing.

The following bar chart illustrates the policy, in this version shows 80 percent of winter supply purchased ahead and 20 percent at market prices.

ANNUAL REPORTING: The annual reporting language in the resolution has been expanded and re-ordered to establish an outline for each year's report.

FISCAL IMPACT: The fiscal impact should be neutral to beneficial from this change. From January 2024, the sell-back of gas cost the enterprise approximately \$20,000. By reducing to 80 percent of the three-year average each month, this will be avoided going forward. Further, the current average cost of gas for December, January and February is \$5.80 (as of 8/21/24), and the total 20 percent quantity during those three months is about 35,000 DTh. To the extent gas can be purchased at a lower price (if the winter is mild again), savings could be from \$35,000 to \$70,000.



Attachment: Proposed resolution

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Erik Edholm, Public Works

Action Date: September 18, 2024

SUBJECT: Discussion regarding proposed permanent Christmas tree stand in front of Elk's Lodge.

PRESENTED BY: Bob Godman, Public Works Director

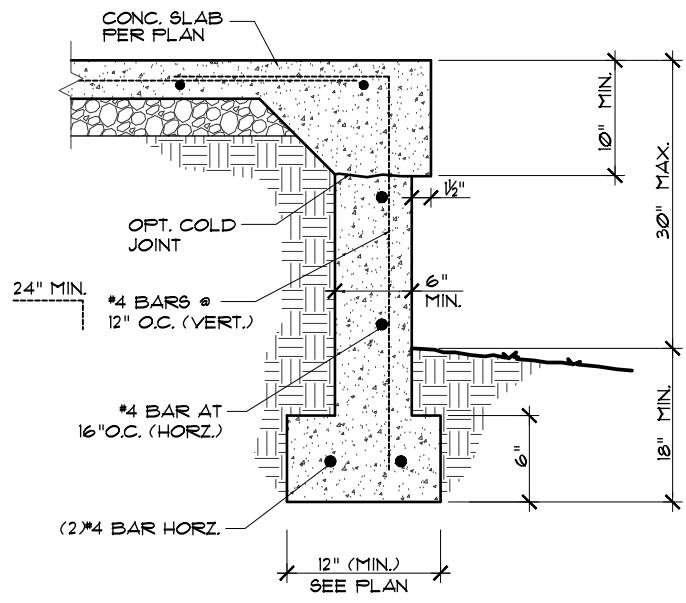
SUMMARY: Each year, the Chamber of Commerce has traditionally installed the Christmas tree at the top of town, in the city right-of-way in front of the Elks Lodge. Historically, this tree has been placed on a temporary stand. This year, however, the Chamber has purchased a new tree and is collaborating with Morrish Design and city staff to install a permanent stand in the same location.

Morrish Design has designed the proposed site improvements of the permanent tree stand and an accompanying wrap-around sidewalk, ensuring a more secure foundation for future installations. The Chamber will handle all labor and materials for this new installation, while city staff will oversee the construction to ensure it meets city standards and ADA compliance.

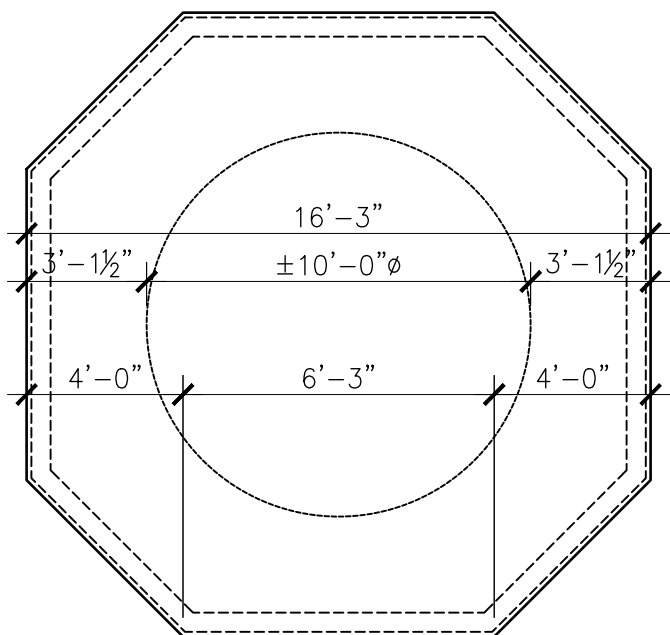
FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

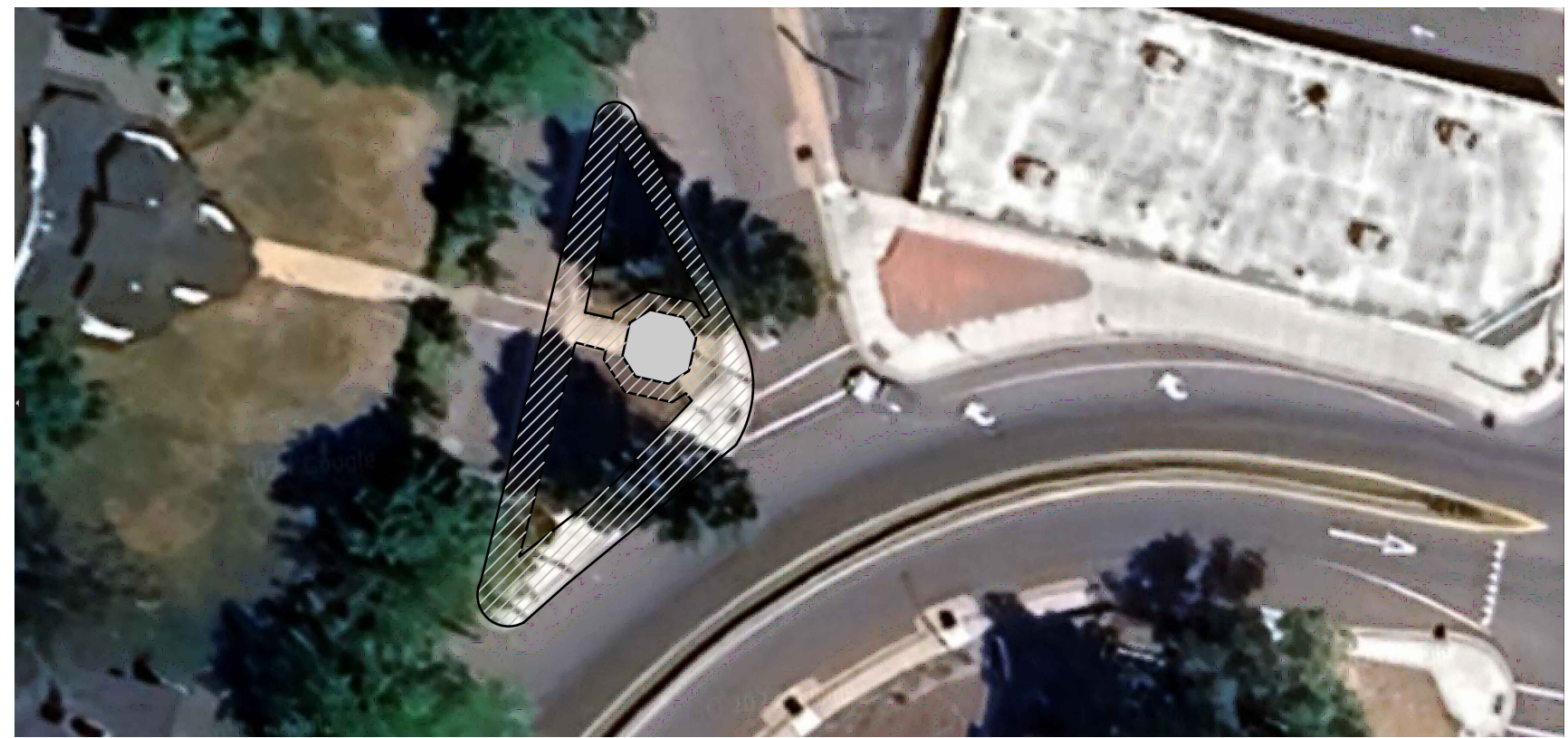
ATTACHMENTS:
[2024-07-12_Christmas Tree Stand.pdf](#)



FOOTING DETAIL
SCALE: N.T.S.

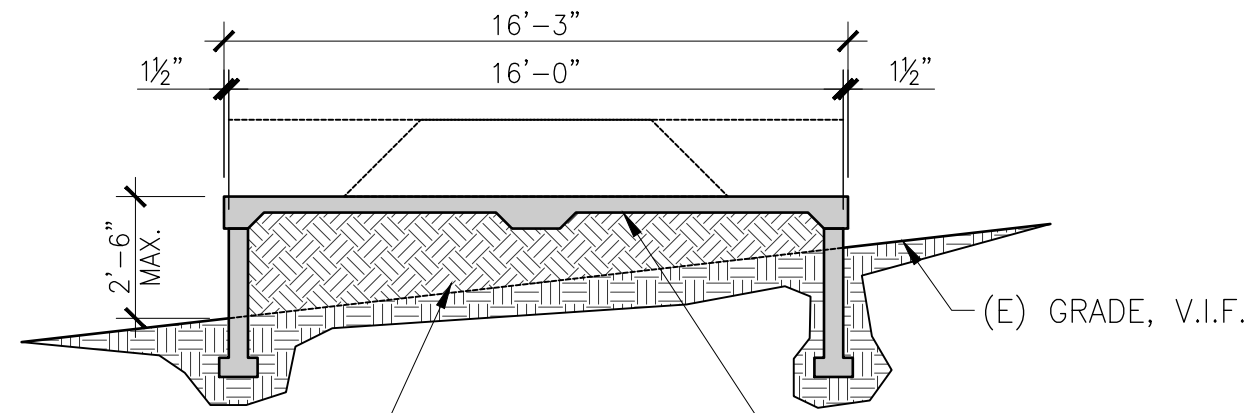


FLOOR PLAN
SCALE : N.T.S.



S I T E P L A N

SCALE : N.T.S.
NOTE: ALL DIMENSIONS SHALL BE VERIFIED IN FIELD PRIOR TO CONSTRUCTION



SECTION

SCALE : N.T.S.

5" THK. SLAB W/ #4 BARS AT 12" O.C. EACH WAY. THICKEN AT CENTER FOR TREE ANCHOR

COMPACTED FILL

Sheet No. C1.1 Of - Sheets	Date: 07/12/24 Drawn: BJM Checked: BJM Job No: -- File No: Site	 MORRISH DESIGN DREAM DESIGN BUILD 8510 DUNE LAKE RD SE MOSES LAKE, WA EMAIL: INFO@MORRISHDESIGN.COM PHONE: (805) 215-0215	Project Title: Proposed Site Improvements for Susanville Chamber of Commerce 400 Main Street Susanville, CA 96130	Revisions: <table border="1"><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>															

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6364**, approving second amendment to City Manager's contract

PRESENTED BY: Margaret Long, City Attorney

SUMMARY: The proposed second amendment to the employment agreement for the position of City Manager between the City of Susanville and Dan Newton is attached for Council's consideration and approval.

FISCAL IMPACT: As stated in agreement.

ACTION REQUESTED: Motion to approved Resolution No. 24-6364, approving second amendment to City Manager's contract

ATTACHMENTS:
[24-6364.pdf](#)
[240918 Newton 2nd Amend Agreement.pdf](#)
[2024 Newton.1st.Amend.Agreement.pdf](#)
[Newton - CA.original.Agreement.pdf](#)

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RESOLUTION NO. 24-6364
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING SECOND AMENDED EMPLOYMENT AGREEMENT WITH
DAN NEWTON FOR THE POSITION OF CITY MANAGER

WHEREAS, the City of Susanville and Dan Newton have negotiated the second amendment to the at-will agreement for the position of City Manager; and

WHEREAS, the at-will employment agreement was negotiated within the parameters established by City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the amendment to the at-will Second Amened Employment Agreement with Dan Newton for the position of City Manager, attached hereto as Exhibit A, is hereby approved.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SECOND AMENDED EMPLOYMENT AGREEMENT

THIS SECOND AMENDED AGREEMENT, made and entered into effective September, 18, 2024 by and between the CITY OF SUSANVILLE, a municipal corporation, hereinafter called "City" and DAN NEWTON, hereinafter called "City Manager," both of whom understand as follows:

WITNESSETH

WHEREAS, City desires to continue the employment of City Manager, as the City Manager of the City of Susanville, as provided by Government Code section 34852 and Susanville Municipal Code Chapter 2.08; and

WHEREAS, it is the desire of the City Council of the City of Susanville, hereinafter called "Council," to provide certain benefits, establish certain conditions of employment and to set working conditions of said City Manager; and

WHEREAS, City desires to make amendments to the City Manager's current agreement; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree to amend the Agreement as follows:

Section 2. Term of Agreement

The term of this agreement shall commence on September 18, 2024, and shall remain in full force and effect until terminated as follows:

1. A majority of Council votes (3 of 5 members), at a duly noticed Council meeting to terminate City Manager's employment with or without cause; or
 - a. City Manager resigns in writing following an offer by the majority of the Council to accept City Manager's resignation in lieu of termination.
2. City Manager may resign in writing at any time and agrees to provide written notice to Council a minimum of 30 days in advance of the effective date of resignation. Such a resignation terminates this Agreement without any action by Council.

City Manager further acknowledges that the City has made no limited expressed, or written assurances of continued employment with the City of Susanville other than as specifically set forth in this Second Amended Agreement, the first Amended Agreement, and Original Agreement.

Section 3. Salary

City agrees to pay City Manager at Range 196 C as indicated in the attached City Manager bi-weekly salary matrix (a 5% increase over current salary) effective September 18, 2024.

City Manager's Salary will increase by 5% (196 Step D) on January 1, 2025.

City Manager Salary will increase to the closest salary step that is at least a 5% increase every January 1 thereafter, through and including January 1, 2028. At least 30 days before January

1 of 2026 and each January 1, thereafter, the Council may request a meeting with the City Manager and modify the amount of this increase at the sole discretion of the Council.

Salary increases will be accomplished by advancing City Manager's salary to the next step in the attached City Manager bi-weekly salary matrix.

Section 4. Additional Benefit

A. VEHICLE ALLOWANCE:

During the term of this Agreement, City Manager, to the extent necessary to perform his duties, within Lassen County, shall use his own personal vehicle. City, in consideration thereof, shall provide City Manager with an automobile allowance of five hundred dollars (\$500) per month. City Manager shall be responsible for the payment of all operating expenses of the vehicle, including, but not limited to, gasoline, oil, service, and repair, and if necessary, the replacement of his automobile. City Manager shall procure and maintain, at his expense, a comprehensive automobile liability policy on the vehicle being used by him, in an amount that is acceptable to the City. During the course of this Agreement, City Manager shall provide City with written documentation that said insurance policy is in full force and effect.

For travel outside of Lassen County, when using his own personal vehicle, City Manager shall be reimbursed for miles traveled at the full IRS mileage reimbursement rate. Travel distances will be calculated using round trip mileage using Susanville City Hall as the point of origin and return, to and from the travel destination. City Manager may choose to use a city vehicle, if one is available, for traveling outside of Lassen County. City Manager will receive no mileage reimbursement when traveling in a city vehicle.

B. CONTINUING EDUCATION:

The CITY will provide up to one half of the cost of tuition and books toward completion of higher education, bachelor's or master's degree, up to a maximum of \$ 17,000. Per original Agreement City has already reimbursed City Manager \$8,000. Pursuant to this Amendment City will reimburse City Manager an additional \$9,000 for obtaining his master's degree.

If City Manager voluntarily separates his employment from the City prior to September 18, 2027, City Manager will reimburse City as follows:

Date Range	Amount
9/19/2024 thru 9/18/2025	\$17,000
9/19/2025 thru 9/18/2026	\$11,300
9/19/2026 thru 9/18/2027	\$ 5,500
After 9/18/2027	\$ 0

D. RETIREMENT:

The CITY will provide City Manager with the retirement benefits provided to the City's Classic Miscellaneous Employees as set forth in the City's CALPERS Retirement

Contract with the California Public Employees' Retirement System using the 3% at 60 defined benefit.

City Manager is required to pay the employee contribution of 8%.

P. PROFESSIONAL DEVELOPMENT

City agrees to budget and pay for professional dues and subscriptions for CMs participation in associations and organizations necessary and desirable for his continued professional growth and for the good of the city and for travel and subsistence expenses for attendance at professional and official functions, institutes, and seminars for CMs professional development and for the good of the city.

The amount to be funded by city for these purposes shall be proposed by CM for inclusion in the annual budget each year during the budget preparation and review process. The amount to be included in the adopted budget each year shall be determined by the Council.

Q. ANNUAL GOLF MEMBERSHIP AT DIAMOND MOUNTAIN GOLF COURSE

City agrees to provide City Manager with an annual Diamond Mountain Goff Course individual membership (with cart) each year on January 1, at no cost to City Manager, beginning January 1, 2025.

Section 5: Termination of Employment by City and Severance:

- A. City Manager is an at-will City Manager serving at the pleasure of the City Council as provided in Government Code Section 36506. Subject to these authorities, nothing herein shall be taken to prevent, limit or otherwise interfere with the right of City to terminate the services of City Manager with or without cause; provided, however, City shall take no action to terminate the services of City Manager, without cause, within ninety (90) days after a new council is seated after an election at which one or more new members are elected to the City Council. There is no express or implied promise made to City Manager for any form of continued employment. Notice of termination shall be provided to City Manager in writing.

IN WITNESS WHEREOF, the City of Susanville has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and City Manager has signed and executed this Agreement, both in duplicate, the day and year first above written.

Executed on _____, 202__, in the County of Lassen.

Mendy Schuster Mayor
City of Susanville

Dan Newton, City Manager

ATTEST:

Heidi Whitlock, City Clerk
City of Susanville

APPROVED AS TO FORM:

Margaret Long, City Attorney
City of Susanville

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX DECEMBER 23, 2023 BI-WEEKLY - 26 PAY PERIODS PER YEAR							
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	724.33	760.56	798.58	838.51	880.44	924.46	970.68
102	742.45	779.57	818.54	859.47	902.45	947.57	994.95
103	760.56	798.58	838.51	880.44	924.46	970.68	1,019.22
104	779.58	818.55	859.47	902.46	947.58	994.95	1,044.71
105	798.58	838.51	880.44	924.46	919.11	965.07	1,013.32
106	818.55	859.47	902.45	947.57	994.95	1,044.69	1,096.93
107	838.50	880.43	924.46	970.67	1,019.21	1,070.17	1,123.68
108	859.47	902.46	947.58	994.96	1,044.71	1,096.93	1,151.79
109	880.43	924.45	970.67	1,019.21	1,070.17	1,123.68	1,179.86
110	902.45	947.57	994.95	1,044.69	1,096.93	1,151.78	1,209.37
111	924.45	970.67	1,019.20	1,070.16	1,123.66	1,179.86	1,238.85
112	947.57	994.95	1,044.69	1,096.93	1,151.78	1,209.37	1,269.83
113	970.67	1,019.21	1,070.17	1,123.68	1,179.87	1,238.86	1,300.80
114	994.95	1,044.69	1,096.92	1,151.78	1,209.36	1,269.83	1,333.32
115	1,019.21	1,070.16	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83
116	1,044.69	1,096.92	1,151.77	1,209.36	1,269.83	1,333.31	1,399.98
117	1,070.16	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12
118	1,096.93	1,151.78	1,209.37	1,269.83	1,333.32	1,399.99	1,470.00
119	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12	1,505.83
120	1,151.78	1,209.36	1,269.83	1,333.32	1,399.99	1,469.99	1,543.49
121	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12	1,505.82	1,581.12
122	1,209.37	1,269.84	1,333.32	1,399.99	1,470.00	1,543.49	1,620.67
123	1,238.85	1,300.78	1,365.83	1,434.12	1,505.82	1,581.12	1,660.18
124	1,269.83	1,333.32	1,399.99	1,469.99	1,543.49	1,620.67	1,701.70
125	1,300.80	1,365.83	1,434.13	1,505.83	1,581.13	1,660.19	1,743.20
126	1,333.32	1,399.99	1,469.99	1,543.49	1,620.67	1,701.70	1,786.78
127	1,365.83	1,434.12	1,505.83	1,581.12	1,660.18	1,743.18	1,830.35
128	1,400.00	1,470.00	1,543.50	1,620.68	1,701.71	1,786.80	1,876.13
129	1,434.12	1,505.82	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86
130	1,470.00	1,543.49	1,620.67	1,701.70	1,786.80	1,876.13	1,969.94
131	1,505.82	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86	2,017.95
132	1,543.50	1,620.68	1,701.71	1,786.80	1,876.13	1,969.94	2,068.44
133	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86	2,017.96	2,118.85
134	1,620.68	1,701.72	1,786.81	1,876.14	1,969.95	2,068.45	2,171.87
135	1,660.18	1,743.18	1,830.34	1,921.86	2,017.95	2,118.85	2,224.79
136	1,701.72	1,786.81	1,876.14	1,969.95	2,068.45	2,171.88	2,280.47
137	1,743.18	1,830.34	1,921.86	2,017.95	2,118.85	2,224.79	2,336.03
138	1,786.81	1,876.15	1,969.95	2,068.46	2,171.88	2,280.47	2,394.49
139	1,830.34	1,921.86	2,017.95	2,118.84	2,224.79	2,336.03	2,452.83
140	1,876.15	1,969.96	2,068.46	2,171.88	2,280.47	2,394.50	2,514.23
141	1,921.85	2,017.95	2,118.84	2,224.78	2,336.02	2,452.82	2,575.47
142	1,969.96	2,068.46	2,171.89	2,280.48	2,394.50	2,514.23	2,639.94
143	2,017.95	2,118.84	2,224.79	2,336.03	2,452.83	2,575.47	2,704.24
144	2,068.46	2,171.88	2,280.47	2,394.50	2,514.23	2,639.94	2,771.94
145	2,118.85	2,224.79	2,336.03	2,452.83	2,575.48	2,704.26	2,839.46
146	2,171.88	2,280.47	2,394.50	2,514.23	2,639.94	2,771.93	2,910.52
147	2,224.79	2,336.03	2,452.83	2,575.48	2,704.24	2,839.46	2,981.44
148	2,280.47	2,394.50	2,514.22	2,639.93	2,771.93	2,910.52	3,056.05
149	2,336.04	2,452.84	2,575.48	2,704.26	2,839.47	2,981.44	3,130.51
150	2,394.49	2,514.22	2,639.93	2,771.93	2,910.52	3,056.04	3,208.85
151	2,452.84	2,575.49	2,704.26	2,839.47	2,981.44	3,130.51	3,287.04
152	2,514.22	2,639.93	2,771.93	2,910.52	3,056.04	3,208.85	3,369.29
153	2,575.49	2,704.26	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40
154	2,639.93	2,771.93	2,910.51	3,056.04	3,208.84	3,369.29	3,537.76
155	2,704.26	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96
156	2,771.93	2,910.52	3,056.04	3,208.85	3,369.30	3,537.76	3,714.65
157	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96	3,805.16
158	2,910.51	3,056.04	3,208.84	3,369.29	3,537.76	3,714.64	3,900.38
159	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96	3,805.16	3,995.43
160	3,056.04	3,208.85	3,369.29	3,537.76	3,714.65	3,900.38	4,095.39
161	3,130.51	3,287.04	3,451.39	3,623.96	3,805.16	3,995.42	4,195.18
162	3,208.85	3,369.29	3,537.76	3,714.65	3,900.38	4,095.39	4,300.16
163	3,287.04	3,451.39	3,623.96	3,805.16	3,995.42	4,195.18	4,404.94
164	3,369.30	3,537.76	3,714.65	3,900.38	4,095.39	4,300.17	4,515.18
165	3,451.39	3,623.96	3,805.15	3,995.42	4,195.18	4,404.94	4,625.19
166	3,537.76	3,714.64	3,900.38	4,095.39	4,300.16	4,515.17	4,740.93
167	3,623.96	3,805.15	3,995.42	4,195.18	4,404.94	4,625.20	4,856.46
168	3,714.65	3,900.38	4,095.39	4,300.16	4,515.18	4,740.93	4,977.98
169	3,805.15	3,995.42	4,195.18	4,404.94	4,625.20	4,856.46	5,099.27
170	3,900.38	4,095.40	4,300.17	4,515.18	4,740.94	4,977.98	5,226.89
171	3,995.42	4,195.20	4,404.95	4,625.20	4,856.46	5,099.28	5,354.24
172	4,095.40	4,300.17	4,515.18	4,740.94	4,977.98	5,226.89	5,488.23
173	4,195.20	4,404.95	4,625.20	4,856.46	5,099.28	5,354.25	5,621.96
174	4,300.17	4,515.18	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64
175	4,404.96	4,625.21	4,856.47	5,099.28	5,354.25	5,621.97	5,903.06
176	4,515.18	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64	6,050.78
177	4,625.21	4,856.47	5,099.30	5,354.26	5,621.97	5,903.06	6,198.22
178	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64	6,050.78	6,353.32
179	4,856.47	5,099.30	5,354.26	5,621.97	5,903.06	6,198.22	6,508.13
180	4,977.99	5,226.90	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99
181	5,099.28	5,354.25	5,621.96	5,903.06	6,198.22	6,508.12	6,833.53
182	5,226.90	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99	7,004.53
183	5,354.26	5,621.97	5,903.07	6,198.23	6,508.13	6,833.54	7,175.22
184	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99	7,004.55	7,354.77
185	5,625.44	5,906.71	6,202.05	6,512.16	6,837.76	7,179.66	7,538.64
186	5,762.65	6,050.79	6,353.33	6,671.00	7,004.53	7,354.77	7,722.51
187	5,906.71	6,202.05	6,512.16	6,837.77	7,179.65	7,538.64	7,915.57
188	6,050.79	6,353.33	6,671.00	7,004.55	7,354.76	7,722.51	8,108.63
189	6,202.05	6,512.16	6,837.77	7,179.66	7,538.63	7,915.57	8,311.35
190	6,353.33	6,671.00	7,004.55	7,354.77	7,722.50	8,108.63	8,514.06
191	6,512.16	6,837.77	7,179.66	7,538.64	7,915.56	8,311.35	8,726.91
192	6,671.00	7,004.55	7,354.77	7,722.51	8,108.62	8,514.06	8,939.76
193	6,837.77	7,179.66	7,538.64	7,915.57	8,311.33	8,726.91	9,163.26
194	7,004.55	7,354.77	7,722.51	8,108.63	8,514.05	8,939.76	9,386.76
195	7,179.66	7,538.64	7,915.57	8,311.35	8,726.90	9,163.26	9,621.43
196	7,354.77	7,722.51	8,108.63	8,514.06	8,939.75	9,386.76	9,856.09
197	7,538.64	7,915.57	8,311.35	8,726.91	9,163.25	9,621.43	10,102.49
198	7,722.51	8,108.63	8,514.06	8,939.76	9,386.74	9,856.09	10,348.89
199	7,915.57	8,311.35	8,726.91	9,163.26	9,621.42	10,102.49	10,607.62
200	8,108.63	8,514.06	8,939.76	9,386.76	9,856.08	10,348.89	10,866.34

FIRST AMENDED EMPLOYMENT AGREEMENT

THIS FIRST AMENDED AGREEMENT, made and entered into effective Jan. 3, 2024 by and between the CITY OF SUSANVILLE, a municipal corporation, hereinafter called "City" and DAN NEWTON, hereinafter called "City Manager," both of whom understand as follows:

WITNESSETH

WHEREAS, City desires to continue the employment City Manager, as the administrator of the City of Susanville, as provided by Government Code section 34852 and Susanville Municipal Code Chapter 2.08; and

WHEREAS, it is the desire of the City Council of the City of Susanville, hereinafter called "Council," to provide certain benefits, establish certain conditions of employment and to set working conditions of said City Manager; and

WHEREAS, City desires to make amendments to the City Manager's current agreement, including, but not limited to making his official title of his position from City Administrator to City Manager, which will require an amendment to Susanville Municipal Code Chapter 2.08; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as to amend the Agreement as follows:

Section 2. Term of Agreement

The term of this Agreement shall be the date of execution of this Agreement until August, 1, 2029 The parties may, by mutual agreement, renew or extend the term of this agreement for up to four years at any time.

City Manager further acknowledges that the City has made no limited expressed, or written assurances of continued employment with the City of Susanville other than as specifically set forth in this Amended Agreement and the original Agreement.

Section 3. Salary

City agrees to pay City Manager at Range 184 step A-G as indicated in the attached City Manager bi-weekly salary matrix. The City City Manager will be placed at Step E in this range, and will be eligible to be placed at Step F within one year from the date of this agreement (August 1, 2022) and eligible to be placed at Step G a year thereafter (August 1, 2023)

City City Manager bi-weekly salary matrix will be adjusted City Manager up by 5% every January 1 during the term of this agreement, starting January 1, 2024. At least 30 days before January 1 of each year, the Council may request a meeting with the City Manager and modify the amount of this increase at the sole discretion of the Council.

In addition, Effective December 23, 2023, the global salary matrix will be increased by 8% as

depicted in Exhibit "A".

Section 4. Additional Benefits

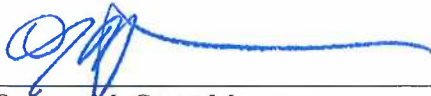
D. RETIREMENT:1. Employer Paid Member Contribution (EPMC): The CITY agrees to pay and report the value of EPMC to CalPERS as additional compensation 8% for City Manager.

2. Effective the pay period beginning December 23, 2023, the CITY will cease paying employer paid member contributions for City Manager.

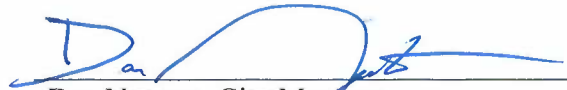
3. Effective the pay period beginning December 23, 2023, City Manager will begin paying their respective employee shares of CalPERS normal costs.
The reference to City Administrator will be changed to City Manager for the totality of the Agreement. All other remaining provisions in the Agreement will remain the same.

IN WITNESS WHEREOF, the City of Susanville has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and City Manager has signed and executed this Agreement, both in duplicate, the day and year first above written.

Executed on January 3, 2024, in the County of Lassen.

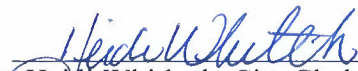


Quincy McCourt Mayor
City of Susanville



Dan Newton, City Manager

ATTEST:



Heidi Whitlock, City Clerk
City of Susanville

APPROVED AS TO FORM:



Margaret Long, City Attorney
City of Susanville

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX DECEMBER 23, 2023 BI-WEEKLY - 26 PAY PERIODS PER YEAR							
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	724.33	760.56	798.58	838.51	880.44	924.46	970.68
102	742.45	779.57	818.54	859.47	902.45	947.57	994.95
103	760.56	798.58	838.51	880.44	924.46	970.68	1,019.22
104	779.58	818.55	859.47	902.46	947.58	994.95	1,044.71
105	798.58	838.51	880.44	924.46	919.11	965.07	1,013.32
106	818.55	859.47	902.45	947.57	994.95	1,044.69	1,096.93
107	838.50	880.43	924.46	970.67	1,019.21	1,070.17	1,123.68
108	859.47	902.46	947.58	994.96	1,044.71	1,096.93	1,151.79
109	880.43	924.45	970.67	1,019.21	1,070.17	1,123.68	1,179.86
110	902.45	947.57	994.95	1,044.69	1,096.93	1,151.78	1,209.37
111	924.45	970.67	1,019.20	1,070.16	1,123.66	1,179.86	1,238.85
112	947.57	994.95	1,044.69	1,096.93	1,151.78	1,209.37	1,269.83
113	970.67	1,019.21	1,070.17	1,123.68	1,179.87	1,238.86	1,300.80
114	994.95	1,044.69	1,096.92	1,151.78	1,209.36	1,269.83	1,333.32
115	1,019.21	1,070.16	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83
116	1,044.69	1,096.92	1,151.77	1,209.36	1,269.83	1,333.31	1,399.98
117	1,070.16	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12
118	1,096.93	1,151.78	1,209.37	1,269.83	1,333.32	1,399.99	1,470.00
119	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12	1,505.83
120	1,151.78	1,209.36	1,269.83	1,333.32	1,399.99	1,469.99	1,543.49
121	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12	1,505.82	1,581.12
122	1,209.37	1,269.84	1,333.32	1,399.99	1,470.00	1,543.49	1,620.67
123	1,238.85	1,300.78	1,365.83	1,434.12	1,505.82	1,581.12	1,660.18
124	1,269.83	1,333.32	1,399.99	1,469.99	1,543.49	1,620.67	1,701.70
125	1,300.80	1,365.83	1,434.13	1,505.83	1,581.13	1,660.19	1,743.20
126	1,333.32	1,399.99	1,469.99	1,543.49	1,620.67	1,701.70	1,786.78
127	1,365.83	1,434.12	1,505.83	1,581.12	1,660.18	1,743.18	1,830.35
128	1,400.00	1,470.00	1,543.50	1,620.68	1,701.71	1,786.80	1,876.13
129	1,434.12	1,505.82	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86
130	1,470.00	1,543.49	1,620.67	1,701.70	1,786.80	1,876.13	1,969.94
131	1,505.82	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86	2,017.95
132	1,543.50	1,620.68	1,701.71	1,786.80	1,876.13	1,969.94	2,068.44
133	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86	2,017.96	2,118.85
134	1,620.68	1,701.72	1,786.81	1,876.14	1,969.95	2,068.45	2,171.87
135	1,660.18	1,743.18	1,830.34	1,921.86	2,017.95	2,118.85	2,224.79
136	1,701.72	1,786.81	1,876.14	1,969.95	2,068.45	2,171.88	2,280.47
137	1,743.18	1,830.34	1,921.86	2,017.95	2,118.85	2,224.79	2,336.03
138	1,786.81	1,876.15	1,969.95	2,068.46	2,171.88	2,280.47	2,394.49
139	1,830.34	1,921.86	2,017.95	2,118.84	2,224.79	2,336.03	2,452.83
140	1,876.15	1,969.96	2,068.46	2,171.88	2,280.47	2,394.50	2,514.23
141	1,921.85	2,017.95	2,118.84	2,224.78	2,336.02	2,452.82	2,575.47
142	1,969.96	2,068.46	2,171.88	2,280.48	2,394.50	2,514.23	2,639.94
143	2,017.95	2,118.84	2,224.79	2,336.03	2,452.83	2,575.47	2,704.24
144	2,068.46	2,171.88	2,280.47	2,394.50	2,514.23	2,639.94	2,771.94
145	2,118.85	2,224.79	2,336.03	2,452.83	2,575.48	2,704.26	2,839.46
146	2,171.88	2,280.47	2,394.50	2,514.23	2,639.94	2,771.93	2,910.52
147	2,224.79	2,336.03	2,452.83	2,575.48	2,704.24	2,839.46	2,981.44
148	2,280.47	2,394.50	2,514.22	2,639.93	2,771.93	2,910.52	3,056.05
149	2,336.04	2,452.84	2,575.48	2,704.26	2,839.47	2,981.44	3,130.51
150	2,394.49	2,514.22	2,639.93	2,771.93	2,910.52	3,056.04	3,208.85
151	2,452.84	2,575.49	2,704.26	2,839.47	2,981.44	3,130.51	3,287.04
152	2,514.22	2,639.93	2,771.93	2,910.52	3,056.04	3,208.85	3,369.29
153	2,575.49	2,704.26	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40
154	2,639.93	2,771.93	2,910.51	3,056.04	3,208.84	3,369.29	3,537.76
155	2,704.26	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96
156	2,771.93	2,910.52	3,056.04	3,208.85	3,369.30	3,537.76	3,714.65
157	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96	3,805.16
158	2,910.51	3,056.04	3,208.84	3,369.29	3,537.76	3,714.64	3,900.38
159	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96	3,805.16	3,995.43
160	3,056.04	3,208.85	3,369.29	3,537.76	3,714.65	3,900.38	4,095.39
161	3,130.51	3,287.04	3,451.39	3,623.96	3,805.16	3,995.42	4,195.18
162	3,208.85	3,369.29	3,537.76	3,714.65	3,900.38	4,095.39	4,300.16
163	3,287.04	3,451.39	3,623.96	3,805.16	3,995.42	4,195.18	4,404.94
164	3,369.30	3,537.76	3,714.65	3,900.38	4,095.39	4,300.17	4,515.18
165	3,451.39	3,623.96	3,805.15	3,995.42	4,195.18	4,404.94	4,625.19
166	3,537.76	3,714.64	3,900.38	4,095.39	4,300.16	4,515.17	4,740.93
167	3,623.96	3,805.15	3,995.42	4,195.18	4,404.94	4,625.20	4,856.46
168	3,714.65	3,900.38	4,095.39	4,300.16	4,515.18	4,740.93	4,977.98
169	3,805.15	3,995.42	4,195.18	4,404.94	4,625.20	4,856.46	5,099.27
170	3,900.38	4,095.40	4,300.17	4,515.18	4,740.94	4,977.98	5,226.89
171	3,995.42	4,195.20	4,404.95	4,625.20	4,856.46	5,099.28	5,354.24
172	4,095.40	4,300.17	4,515.18	4,740.94	4,977.98	5,226.89	5,488.23
173	4,195.20	4,404.95	4,625.20	4,856.46	5,099.28	5,354.25	5,621.96
174	4,300.17	4,515.18	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64
175	4,404.96	4,625.21	4,856.47	5,099.28	5,354.25	5,621.97	5,903.06
176	4,515.18	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64	6,050.78
177	4,625.21	4,856.47	5,099.30	5,354.26	5,621.97	5,903.06	6,198.22
178	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64	6,050.78	6,353.32
179	4,856.47	5,099.30	5,354.26	5,621.97	5,903.06	6,198.22	6,508.13
180	4,977.99	5,226.90	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99
181	5,099.28	5,354.25	5,621.96	5,903.06	6,198.22	6,508.12	6,833.53
182	5,226.90	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99	7,004.53
183	5,354.26	5,621.97	5,903.07	6,198.23	6,508.13	6,833.54	7,175.22
184	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99	7,004.55	7,354.77
185	5,625.44	5,906.71	6,202.05	6,512.16	6,837.76	7,179.66	7,538.64
186	5,762.65	6,050.79	6,353.33	6,671.00	7,004.53	7,354.77	7,722.51
187	5,906.71	6,202.05	6,512.16	6,837.77	7,179.65	7,538.64	7,915.57
188	6,050.79	6,353.33	6,671.00	7,004.55	7,354.76	7,722.51	8,108.63
189	6,202.05	6,512.16	6,837.77	7,179.66	7,538.63	7,915.57	8,311.35
190	6,353.33	6,671.00	7,004.55	7,354.77	7,722.50	8,108.63	8,514.06
191	6,512.16	6,837.77	7,179.66	7,538.64	7,915.56	8,311.36	8,726.91
192	6,671.00	7,004.55	7,354.77	7,722.51	8,108.62	8,514.06	8,939.76
193	6,837.77	7,179.66	7,538.64	7,915.57	8,311.33	8,726.91	9,163.26
194	7,004.55	7,354.77	7,722.51	8,108.63	8,514.05	8,939.76	9,386.76
195	7,179.66	7,538.64	7,915.57	8,311.35	8,726.90	9,163.26	9,621.43
196	7,354.77	7,722.51	8,108.63	8,514.06	8,939.75	9,386.76	9,856.09
197	7,538.64	7,915.57	8,311.35	8,726.91	9,163.25	9,621.43	10,102.49
198	7,722.51	8,108.63	8,514.06	8,939.76	9,386.74	9,856.09	10,348.89
199	7,915.57	8,311.35	8,726.91	9,163.26	9,621.42	10,102.49	10,607.62
200	8,108.63	8,514.06	8,939.76	9,386.76	9,856.08	10,348.89	10,866.34

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RESOLUTION NO. 24-6270
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING EMPLOYMENT AGREEMENT WITH DAN NEWTON
FOR THE POSITION OF CITY MANAGER

WHEREAS, the City of Susanville and Dan Newton have negotiated an amendment to the at-will agreement for the position of City Manager; and

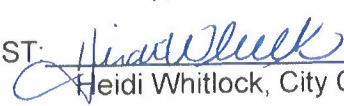
WHEREAS, the at-will employment agreement was negotiated within the parameters established by City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the amendment to the at-will Employment Agreement with Dan Newton for the position of City Manager, attached hereto as Exhibit A, is hereby approved.

APPROVED: _____

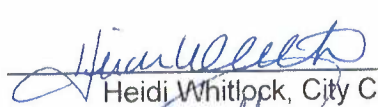

Quincy McCourt, Mayor

ATTEST: _____

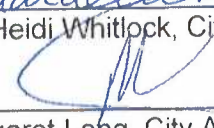

Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 3rd day of January 2024, by the following vote:

AYES:	Brown, Schuster, McCourt
NOES:	Stafford
ABSENT:	Herrera
ABSTAIN:	None


Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____


Margaret Long, City Attorney

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into effective August 4, 2021 by and between the CITY OF SUSANVILLE, a municipal corporation, hereinafter called "City" and DAN NEWTON, hereinafter called "Administrator," both of whom understand as follows:

WITNESSETH

WHEREAS, City desires to continue the employment of Administrator, as the City Administrator of the City of Susanville, as provided by Government Code section 34852 and Susanville Municipal Code Chapter 2.08; and

WHEREAS, City advertised for and selected Administrator as its top candidate for City Administrator; and

WHEREAS, it is the desire of the City Council of the City of Susanville, hereinafter called "Council," to provide certain benefits, establish certain conditions of employment and to set working conditions of said Administrator; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties

City hereby agrees to employ Administrator as City Administrator of the City of Susanville to perform the functions and duties specified in the City Code and the Government Code of the State of California, and to perform other legally permissible and proper duties and functions as the Council shall from time to time assign.

A. Administrator shall perform his duties to the best of his ability in accordance with the highest professional and ethical standards of the profession.

B. Administrator shall not engage in any activity that is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law.

C. Administrator may perform teaching, writing, or consulting services or other such outside employment so long as those activities are not performed on City equipment or interfere with Administrator's obligations under this Agreement.

D. Administrator shall work such hours as necessary to perform the duties of City Administrator.

Section 2. Term of Agreement

The term of this Agreement shall be the date of execution of this Agreement until August, 1 2025. The parties may, by mutual agreement, renew or extend the term of this agreement for up to four years at any time. If the City does not intend to renew the agreement or to enter into a new agreement upon expiration of the term, City shall so notify Administrator not later than 1 year prior to this Agreement's expiration (August 1, 2024). If the City does not make such notification, the term of this contract is extended one year to August 1, 2026.

Administrator further acknowledges that the City has made no limited expressed, or written assurances of continued employment with the City of Susanville other than as specifically set forth in this Contract.

Section 3. Salary

City agrees to pay Administrator at Range 184 step A-G as indicated in the attached City Administrator bi-weekly salary matrix. The City Administrator will be placed at Step E in this range, and will be eligible to be placed at Step F within one year from the date of this agreement (August 1, 2022) and eligible to be placed at Step G a year thereafter (August 1, 2023)

City Administrator bi-weekly salary matrix may be adjusted periodically in accordance with adjustments to the City Management Unit salary matrix, upon written consent of both City and Administrator.

Section 4. Additional Benefits

A. VECHICLE ALLOWANCE:

During the term of this Agreement, Administrator, to the extent necessary to perform his duties shall use his own personal vehicle. City, in consideration thereof, shall provide Administrator an automobile allowance of three hundred and fifty dollars (\$350) per month. Administrator shall be responsible for the payment of all operating expenses of the vehicle, including, but not limited to, gasoline, oil, service and repair, and if necessary, the replacement of his automobile. Administrator shall procure and maintain, at his expense, a comprehensive automobile liability policy on the vehicle being used by him, in an amount that is acceptable to the City. During the course of this Agreement, Administrator shall provide City with written documentation that said insurance policy is in full force and effect.

B. CONTINUING EDUCATION:

The CITY will provide up to one half of the cost of tuition and books toward completion of higher education, bachelors or masters degree, up to a maximum of \$8,000.

C. S.D.I.:

The City will pay the State Disability Insurance for the Administrator.

D. RETIREMENT:

Employer Paid Member Contribution (EPMC): The CITY agrees to pay and report the value of EPMC to CalPERS as additional compensation. For the purpose of this agreement the EPMC is 8% of the employee's salary.

E. HOLIDAYS

Administrator shall be entitled to holidays as specified in the Employee Manual.

F. VACATION LEAVE

- i. Administrator shall earn annual vacation credit prorated and accrued monthly on the following basis:
 1. 240 hours (9.23 per bi-weekly pay period)
- ii. Maximum vacation accrual shall be 240 hours.

G. MANAGEMENT LEAVE

Administrator shall receive 80 hours Management leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year.

Management leave will be made available from the time of hire, at 20 hours credited for each three-month period remaining in the fiscal year during which the employee is hired, prorated for the first three-month period.

Management leave is made available in recognition of Management's responsibility to perform after-hours functions such as attending City Council meetings, citizen advisory commission/committee meetings, meeting/presentations to community groups, and participating in various CITY-related activities.

Management leave may not accrue, and any unused leave will extinguish as of June 30 each year. Administrator may sell up to 5 days (40 hours) of unused management leave back to the CITY during each December and may sell up to 5 days (40 hours) of unused management leave back in June of each year.

H. EMPLOYEE SICK LEAVE

- i. Administrator will accrue and be able to use sick leave as set forth in the Employee Manual.
- ii. Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to Administrator upon retirement and in accordance with the rules and regulations of PERS.
- iii. Retirees will be eligible to purchase health insurance under this plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement will be paid out per month towards 50 percent of premium, subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at \$15,000.

I. JURY DUTY

While serving on Jury Duty, employees will still be paid by the CITY on the basis of a forty (40) hour week, at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

J. FAMILY ILLNESS/INJURY LEAVE

Family illness or injury leave may be taken in accordance with the Employee Manual.

K. BEREAVEMENT LEAVE

Bereavement Leave is provided as per the Employee Manual.

L. HEALTH, DENTAL AND VISION INSURANCE

- i. Effective July 1, 2015 the CITY shall pay the cost of health, dental and vision insurance premium for Administrator. Administrator shall contribute \$46 per month towards the current plan premium. The CITY will continue to research options for the best cost-effective coverage, at its discretion. The CITY reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the CITY shall pay for such benefits. If the insurance provider is changed and the cost is less than \$936 per month per employee, the CITY shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.
- ii. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement, will be paid out per month towards 50 percent of premium and is subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at \$15,000.
- iii. The CITY shall continue to pay the administrative fee for each unit member.

M. LIFE INSURANCE

Administrator will receive a \$25,000 term life insurance policy to be paid for by the CITY.

N. IRS SECTION 125 PLAN; DEFERRED COMPENSATION PLAN

- A. The CITY agrees to establish an IRS Section 125 Plan for use by Administrator.
- B. The CITY will contribute \$40 per pay period as a contribution to Administrator's Section 125 plan; or
- C. The CITY will match up to two percent of the Administrator's gross salary in a deferred compensation plan with a maximum contribution of \$40 per pay period.

O. FLEXIBLE BENEFIT

Administrator shall receive a \$400 per year flexible benefit to be included in payroll in December of each year.

Section 5: Termination of Employment by City and Severance:

A. Administrator is an at-will Administrator serving at the pleasure of the City Council as provided in Government Code Section 36506. Subject to these authorities, nothing herein shall be taken to prevent, limit or otherwise interfere with the right of City to terminate the services of Administrator with or without cause; provided, however, City shall take no action to terminate the services of Administrator, without cause, within ninety (90) days after an election at which one or more new members are elected to the City Council. There is no express or implied promise made to Administrator for any form of continued employment. Notice of termination shall be provided to Administrator in writing.

B. If Administrator is terminated by the City prior to expiration of this Agreement, while still willing and able to perform the duties of the City Administrator, City agrees to pay Administrator a single lump sum payment made on the effective date of termination, in an amount equivalent to eighteen (18) months aggregate salary and aggregate medical insurance benefit allowance, if there are eighteen (18) or more months prior to the expiration date of this contract. Any such payment will release City from any further obligations under this Agreement. Contemporaneously with the delivery of the severance pay herein above set out, Administrator agrees to execute and deliver to City a release releasing City of all claims that Administrator may have against City.

C. Notwithstanding paragraph (B) above, City shall not be obligated to pay, and shall not pay, any amounts or continue any benefits under the provisions of paragraph (B), if Administrator is terminated because of a crime of moral turpitude or a violation of statute or law constituting misconduct in office. Further, City shall not be obligated to pay, and shall not pay, any amounts or continue any benefits under paragraph (B), in the event (i) Administrator voluntarily resigns or retires without affirmative action by City to terminate, initiate termination proceedings, or request resignation, or (ii) City determines not to renew this Agreement. In the circumstances outlined in this paragraph (C), Administrator shall only be entitled to the compensation accrued up until date of separation from the City, and such other termination benefits and payments as may be required by law.

D. All payments required are subject to and shall be interpreted to comply with the limitations set forth in Government Code Section 53260 regarding maximum severance pay.

E. Notwithstanding any other provision of this Agreement to the contrary, pursuant to California Government Code Section 53243.2, if this Agreement is terminated, any cash settlement related to the involuntary termination that the City Administrator may receive from the City shall be fully reimbursed to the City if the City Administrator is convicted of a crime involving an abuse of his office or position. The City Council may withhold payment of severance pay pending final disposition of any criminal charges.

Section 6: General Expenses

City shall reimburse Administrator for all actual and necessary expenses incurred in the performance of his official duties as City Administrator, including those incurred when traveling on business pertaining to City. Such expenses may include, but are not limited to hotel/motel costs, air/train/taxi fares, conference/meeting registration, parking fees and other such actual and necessary costs. The provisions of the City's Travel Policy shall govern reimbursement to Administrator for all business-related travel costs not in conflict with this Agreement. The Finance Manager is hereby authorized to disburse such monies upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.

Section 7. Indemnification, Insurance, and Bonding

City shall defend, save harmless, and indemnify Administrator against any tort, professional liability claim and demand, or other legal action, with the exclusion of any criminal charges arising out of an alleged act or omission occurring in the performance of Administrator's duties as City Administrator. Such defense of Administrator shall be subject to the limitations and in compliance with Government Code Sections 53243.1.

Additionally, pursuant to Susanville City Code section 2.08.030, Administrator shall obtain and be covered by an official bond in favor of the City, as beneficiary, for the faithful performance of his or her duties as prescribed by the Susanville Municipal Code and to account to the City for all monies and other properties coming into his possession or control. Such bond shall be in the amount of one-million dollars (\$1,000,000). City shall bear the full cost of the required corporate surety bond.

Section 8. Other Terms and Conditions of Employment

The Council, in consultation with the Administrator, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Administrator, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or State law.

Section 9. Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City:	City Clerk 66 N Lassen St, Susanville, CA 96130
City Administrator:	Dan Newton (on file in Personnel Department)

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date

of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Either of the addresses may be changed as necessary without formal action or approval of the City Council.

Section 10. General Provisions

A. No provisions of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing by the City and the Administrator. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement shall be deemed a waiver of other provisions or conditions hereof.

B. This Agreement shall be binding upon or shall insure the benefit of the respective heirs, executors, administrators, successors and assigns of the parties provided, however, that Administrator may not assign Administrator's obligations hereunder.

C. This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Lassen.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

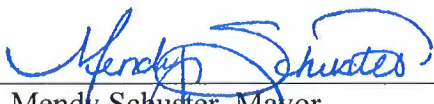
E. This Agreement is not assignable by either City or Administrator.

F. No party's failure to enforce any provision or provisions of this Agreement shall be construed in any way as a waiver of any such provision or provisions, or prevent that party thereafter from enforcing each and every other provision of this Agreement.

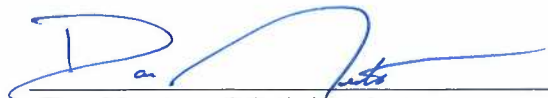
G. The provisions of this Agreement were arrived at through negotiation of the parties to this Agreement. Administrator acknowledges that he has entered into this Agreement voluntarily, and that he has reviewed it carefully, that he has been given the opportunity to review it with his own private legal counsel if he so desires, and that he is signing this Agreement with full knowledge of its contents.

IN WITNESS WHEREOF, the City of Susanville has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and Administrator has signed and executed this Agreement, both in duplicate, the day and year first above written.

Executed on August 4, 2021, in the County of Lassen.

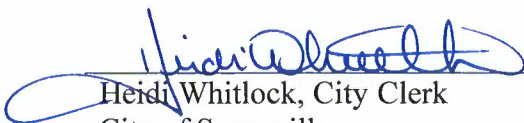


Mendy Schuster, Mayor
City of Susanville



Dan Newton, Administrator

ATTEST:



Heidi Whitlock, City Clerk
City of Susanville

APPROVED AS TO FORM:



Margaret Long, City Attorney
City of Susanville

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
2020-2021 CITY ADMINISTRATOR
BI-WEEKLY - 26 PAY PERIODS PER YEAR

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	670.68	704.22	739.43	776.40	815.22	855.98	898.78
102	687.45	721.82	757.91	795.81	835.60	877.38	921.25
103	704.22	739.43	776.40	815.22	855.98	898.78	943.72
104	721.83	757.92	795.81	835.61	877.39	921.25	967.32
105	739.43	776.40	815.22	855.98	898.77	943.71	990.90
106	757.92	795.81	835.60	877.38	921.25	967.31	1015.68
107	776.39	815.21	855.98	898.77	943.71	990.90	1040.44
108	795.81	835.61	877.39	921.26	967.32	1015.68	1066.47
109	815.21	855.97	898.77	943.70	990.89	1040.43	1092.46
110	835.60	877.38	921.25	967.31	1015.68	1066.46	1119.79
111	855.97	898.77	943.70	990.89	1040.43	1092.46	1147.08
112	877.38	921.25	967.31	1015.68	1066.46	1119.79	1175.77
113	898.77	943.71	990.90	1040.44	1092.47	1147.09	1204.44
114	921.25	967.31	1015.67	1066.46	1119.78	1175.77	1234.56
115	943.71	990.89	1040.44	1092.46	1147.08	1204.44	1264.66
116	967.31	1015.67	1066.45	1119.78	1175.77	1234.55	1296.28
117	990.89	1040.44	1092.46	1147.08	1204.44	1264.66	1327.89
118	1015.68	1066.46	1119.79	1175.77	1234.56	1296.29	1361.11
119	1040.44	1092.46	1147.08	1204.44	1264.66	1327.89	1394.29
120	1066.46	1119.78	1175.77	1234.56	1296.29	1361.10	1429.16
121	1092.46	1147.08	1204.44	1264.66	1327.89	1394.28	1464.00
122	1119.79	1175.78	1234.56	1296.29	1361.11	1429.16	1500.62
123	1147.08	1204.43	1264.66	1327.89	1394.28	1464.00	1537.20
124	1175.77	1234.56	1296.29	1361.10	1429.16	1500.62	1575.65
125	1204.44	1264.66	1327.90	1394.29	1464.01	1537.21	1614.07
126	1234.56	1296.29	1361.10	1429.16	1500.62	1575.65	1654.43
127	1264.66	1327.89	1394.29	1464.00	1537.20	1614.06	1694.77
128	1296.30	1361.11	1429.17	1500.63	1575.66	1654.44	1737.16
129	1327.89	1394.28	1464.00	1537.20	1614.06	1694.76	1779.50
130	1361.11	1429.16	1500.62	1575.65	1654.44	1737.16	1824.02
131	1394.28	1464.00	1537.20	1614.06	1694.76	1779.50	1868.47
132	1429.17	1500.63	1575.66	1654.44	1737.16	1824.02	1915.22
133	1464.00	1537.20	1614.06	1694.76	1779.50	1868.48	1961.90
134	1500.63	1575.67	1654.45	1737.17	1824.03	1915.23	2010.99
135	1537.20	1614.06	1694.76	1779.50	1868.47	1961.90	2059.99
136	1575.67	1654.45	1737.17	1824.03	1915.23	2011.00	2111.55
137	1614.06	1694.76	1779.50	1868.47	1961.90	2059.99	2162.99
138	1654.45	1737.18	1824.03	1915.24	2011.00	2111.55	2217.12
139	1694.76	1779.50	1868.47	1961.89	2059.99	2162.99	2271.14
140	1737.18	1824.04	1915.24	2011.00	2111.55	2217.13	2327.99
141	1779.49	1868.47	1961.89	2059.98	2162.98	2271.13	2384.69
142	1824.04	1915.24	2011.01	2111.56	2217.13	2327.99	2444.39
143	1868.47	1961.89	2059.99	2162.99	2271.14	2384.69	2503.93
144	1915.24	2011.00	2111.55	2217.13	2327.99	2444.39	2566.61
145	1961.90	2059.99	2162.99	2271.14	2384.70	2503.94	2629.13
146	2011.00	2111.55	2217.13	2327.99	2444.39	2566.60	2694.93
147	2059.99	2162.99	2271.14	2384.70	2503.93	2629.13	2760.59
148	2111.55	2217.13	2327.98	2444.38	2566.60	2694.93	2829.68
149	2163.00	2271.15	2384.70	2503.94	2629.14	2760.59	2898.62
150	2217.12	2327.98	2444.38	2566.60	2694.93	2829.67	2971.16
151	2271.15	2384.71	2503.94	2629.14	2760.59	2898.62	3043.56
152	2327.98	2444.38	2566.60	2694.93	2829.67	2971.16	3119.71
153	2384.71	2503.94	2629.14	2760.60	2898.63	3043.56	3195.74
154	2444.38	2566.60	2694.92	2829.67	2971.15	3119.71	3275.70
155	2503.94	2629.14	2760.60	2898.63	3043.56	3195.74	3355.52
156	2566.60	2694.93	2829.67	2971.16	3119.72	3275.70	3439.49
157	2629.14	2760.60	2898.63	3043.56	3195.74	3355.52	3523.30
158	2694.92	2829.67	2971.15	3119.71	3275.70	3439.48	3611.46
159	2760.60	2898.63	3043.56	3195.74	3355.52	3523.30	3699.47
160	2829.67	2971.16	3119.71	3275.70	3439.49	3611.46	3792.03
161	2898.62	3043.56	3195.73	3355.52	3523.30	3699.46	3884.43
162	2971.16	3119.71	3275.70	3439.49	3611.46	3792.03	3981.63
163	3043.56	3195.73	3355.52	3523.30	3699.46	3884.43	4078.65
164	3119.72	3275.70	3439.49	3611.46	3792.03	3981.64	4180.72
165	3195.73	3355.52	3523.29	3699.46	3884.43	4078.65	4282.58
166	3275.70	3439.48	3611.46	3792.03	3981.63	4180.71	4389.75
167	3355.52	3523.29	3699.46	3884.43	4078.65	4282.59	4496.72
168	3439.49	3611.46	3792.03	3981.63	4180.72	4389.75	4609.24
169	3523.29	3699.46	3884.43	4078.65	4282.59	4496.72	4721.55
170	3611.46	3792.04	3981.64	4180.72	4389.76	4609.24	4839.71
171	3699.46	3884.44	4078.66	4282.59	4496.72	4721.56	4957.63
172	3792.04	3981.64	4180.72	4389.76	4609.24	4839.71	5081.69
173	3884.44	4078.66	4282.59	4496.72	4721.56	4957.64	5205.52
174	3981.64	4180.72	4389.76	4609.25	4839.71	5081.70	5335.78
175	4078.67	4282.60	4496.73	4721.56	4957.64	5205.53	5465.80
176	4180.72	4389.76	4609.25	4839.71	5081.70	5335.78	5602.57
177	4282.60	4496.73	4721.57	4957.65	5205.53	5465.80	5739.09
178	4389.76	4609.25	4839.71	5081.70	5335.78	5602.57	5882.70
179	4496.73	4721.57	4957.65	5205.53	5465.80	5739.09	6026.05
180	4609.25	4839.72	5081.70	5335.79	5602.58	5882.71	6176.84
181	4721.58	4957.64	5205.52	5465.80	5739.09	6026.04	6327.34
182	4839.72	5081.70	5335.79	5602.58	5882.71	6176.84	6485.68
183	4957.65	5205.53	5465.81	5739.10	6026.05	6327.35	6643.72
184	5081.70	5335.79	5602.58	5882.71	6176.84	6485.69	6809.97
185	5205.53	5465.80	5739.09	6026.05	6327.35	6643.72	6975.90
186	5335.79	5602.58	5882.71	6176.84	6485.69	6809.97	7150.38
187	5465.81	5739.10	6026.05	6327.36	6643.72	6975.91	7324.77
188	5602.51	5882.63	6176.76	6485.60	6809.88	7150.38	7507.90
189	5739.15	6026.11	6327.41	6643.78	6975.97	7324.77	7691.01
190	5882.64	6176.77	6485.61	6809.89	7150.38	7507.90	7883.29
191	6026.10	6327.41	6643.78	6975.98	7324.77	7691.02	8075.57
192	6176.77	6485.60	6809.88	7150.38	7507.90	7883.29	8277.46
193	6327.41	6643.78	6975.97	7324.77	7691.01	8075.57	8479.33
194	6485.61	6809.89	7150.38	7507.90	7883.30	8277.46	8691.34
195	6643.78	6975.97	7324.76	7691.01	8075.56	8479.34	8903.31
196	6809.88	7150.38	7507.90	7883.29	8277.46	8691.33	9125.90
197	6975.97	7324.77	7691.01	8075.56	8479.34	8903.30	9348.47
198	7150.38	7507.90	7883.30	8277.46	8691.33	9125.90	9582.20
199	7324.78	7691.02	8075.57	8479.35	8903.32	9348.48	9815.91
200	7507.90	7883.29	8277.46	8691.33	9125.90	9582.19	10061.30

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6363**, approving updated contract with Next Request, a public records management platform.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: The purpose of the California Public Records Act § 6250 is to "give the public access to information that enables them to monitor the functioning of their government". The city is subject to the Act and is required to respond to requests for public records within ten (10) calendar days. Although extensions can be requested due to the need to review records to ensure they are not exempt from disclosure, to redact personal information or to gather the information in the event the request is for a large amount of documents, a response is still due within the ten day period.

Last year, staff brought forward Next Request as a way to assist in the management of public records requests as the number of requests was steadily increasing. Last year, council approved a one-year contract which is now up for renewal. The following are some of the recognized advantages in using the platform:

1. Frequently requested items can be added in the documents section of the portal resulting in faster response times and less requests as the information does not need to be requested, just reviewed.
2. Platform allows clerk to assign tasks to a person(s) to complete portions of the request and information can be uploaded directly into the platform.
3. The platform provides notifications to employees when tasks are assigned, almost due, past due.
4. Allows for outside people to be included in the process, in this case, the city attorney's office.
5. Allows for communication with the requestor and staff through the portal.
6. Can sign in from computer or mobile device.
7. In addition, we recently had a request for all records requests for the 2024 year to date. In this instance, it was easy to refer to the platform for all information provided with the exception of

items that required payment or police records.

The invoice received for year two was \$11,327.40 for the existing standard plan. However, after reaching out to Next Request and reviewing the needs of the city, staff determined that the economy plan with the redaction option added for the amount of \$6,813.00 would be a better fit for the city. Staff is recommending moving forward with the economy plan to ensure the continued efficiency the platform has offered.

FISCAL IMPACT:

\$6,813 for the economy plan with the added redaction option for year two.

ACTION REQUESTED:

Motion to approve Resolution No. 24-6363, approving updated contract with Next Request, a public records management platform.

ATTACHMENTS:

[24-6363.pdf](#)

[Susanville, CA downgrade NextRequest.pdf](#)

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-84333-1

9/11/2024 2:54 PM

11/10/2024

Client:

City of Susanville, CA

Bill To:

SUSANVILLE CITY, CALIFORNIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Chelsea Newsom		chelsea.newsom@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest PT Economy Plan	NextRequest Economy Plan for local agencies; Unlimited Staff Users, Up to 5 Admin-Publisher Users, Up to 1TB Storage. Core Features: Request Portal, Request Diversion, Public Reading Room, Email Notifications, Reminders, Reporting, Tasks, Time Tracking
1.00	NextRequest Custom	NextRequest Custom - Redaction add-on

Total Investment - Prorated Year 1	USD 6,813.00
Annual Recurring Services (Subject to Uplift)	USD 6,813.00

Total Days of Quote:365

Initial Term	8/21/2024 - 8/20/2025, Renewal Term 8/21 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-terminated to align with the Client's current NextRequest billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/hc/en-us/sections/11726451593367-Solutions-and-Services-Terms-and-Conditions> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: September 18, 2024

SUBJECT: Consider funding allocation for Golf Course

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The golf course operations budget is performing well; however, differed irrigation infrastructure and equipment maintenance require additional funding to address capital improvement needs for the golf course.

Staff is requesting council discussion and consideration regarding allocating funds to the golf course.

FISCAL IMPACT: To be determined

ACTION REQUESTED: Direction to staff

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	September 18, 2024
SUBJECT:	Discussion regarding the dissolving of the Planning Commission.
PRESENTED BY:	Dan Newton, City Manager
SUMMARY:	Government Code section 65100 states, "<i>There is in each city...a planning agency with the powers necessary to carry out the purposes of this title. The legislative body of each city...shall by ordinance assign the functions of the planning agency to a planning department, one or more planning commissions, administrative bodies or hearing officers, the legislative body itself, or any combination thereof, as it deems appropriate and necessary</i>". The city council established its original Planning Commission for the Town of Susanville on June 13, 1921 through Ordinance No. 114 and again for the City of Susanville on February 19, 1951 through Ordinance No. 278. At its September 4, 2024 meeting, staff was directed to bring back an item to discuss the possible dissolution of the Planning Commission.
FISCAL IMPACT:	Possible savings of \$375/month (\$4,500/annually) in stipends for current commissioners.
ACTION REQUESTED:	Direction to staff.
ATTACHMENTS:	

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 18, 2024

SUBJECT: Discussion regarding the Barry Reservoir property

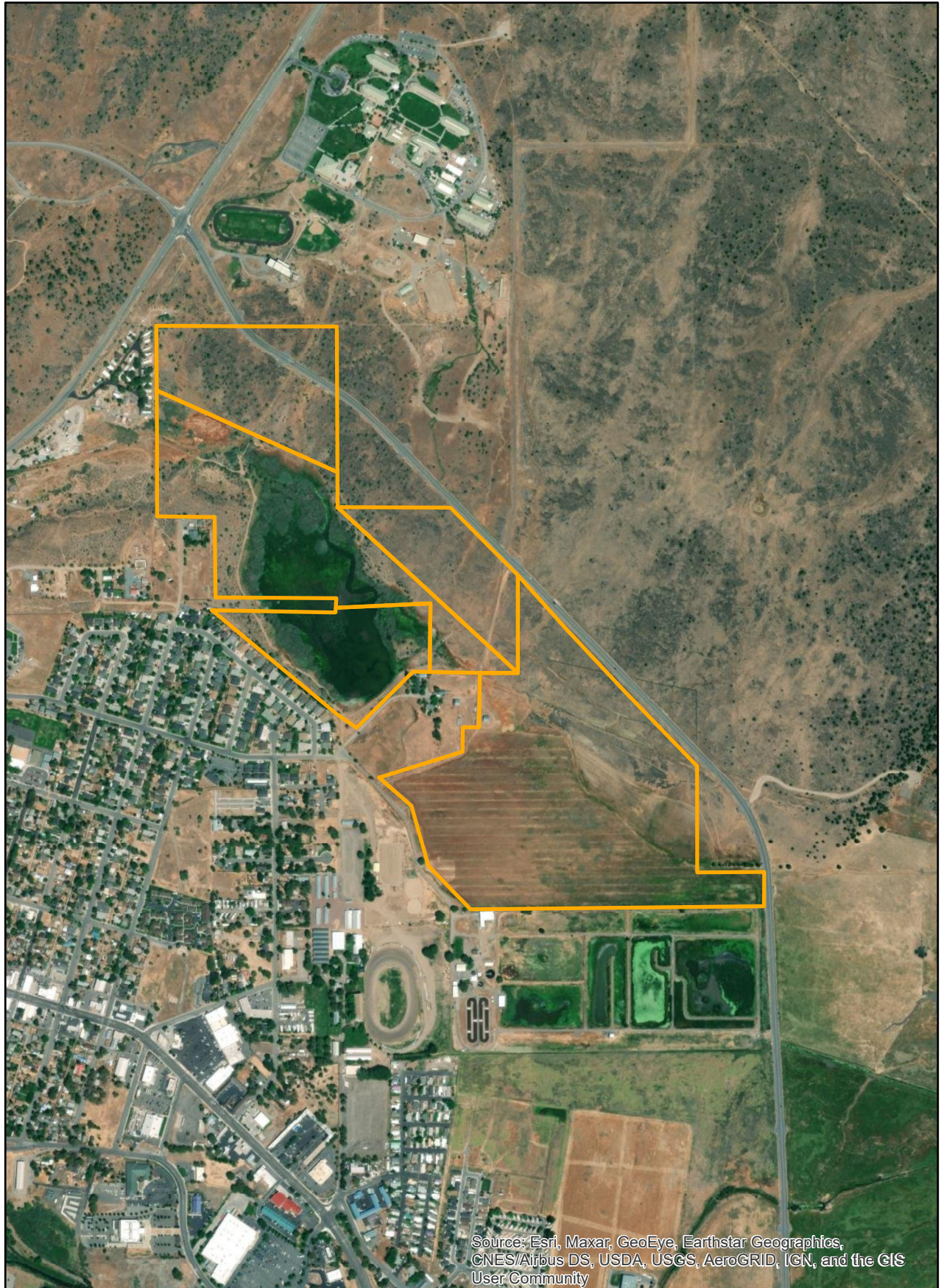
PRESENTED BY: Dan Newton, City Manager

SUMMARY: At its September 4, 2024 meeting, the council was presented with a resolution to approve a project at the Barry Reservoir. At that time, the council requested a discussion item be brought forward to discuss the master plan for the Barry Reservoir property including lands to the south as indicated on the attached map.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS:
[Barry Reservoir Property Map.pdf](#)



Source: Esri, Maxar, GeoEye, Earthstar Geographics,
CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS
User Community

AGENDA ITEM NO. 12.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: September 18, 2024

SUBJECT: Consider **Resolution No. 24-6357**, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Ducks Unlimited has received a grant from the US Fish and Wildlife Service to restore and enhance the waterfowl habitat on the city owned Barry Reservoir water storage reservoir.

Barry Reservoir was purchased to serve as additional surface water storage for city residents. There are now plans to develop conceptual restoration design alternatives to improve the habitat and public access values of the property.

Project activities will include excavating the reservoir to improve the water storage capacity and creating topographic variability throughout, including creating nesting islands through regrading. Seeding will occur on disturbed areas to restore native vegetation. The project will enhance 21 acres of palustrine emergent wetlands and 10 acres of mixed riparian habitat.

Several feet of sediment have accumulated within the reservoir since its construction in 1944 which has limited the storage capacity and decreased its value for waterfowl, waterbirds and shorebirds. Grant and match funds will be used to enhance habitat values for waterfowl and other waterbirds through excavating the reservoir to improve the water storage capacity while creating topographic variability throughout, including creating nesting islands. Seeding will occur on disturbed areas to restore native vegetation. Increasing storage capacity and creating shallow islands throughout will provide improved habitat for over-water nesting species as well as provide brood rearing habitat for local waterfowl. Grant and match funds will be used to enhance 21 acres of PEM acres and 10 acres of PFO of wetland habitat.

The next steps to begin the project are to enter into a site specific agreement with Ducks Unlimited. The agreement outlines the city's responsibilities as it relates to the project which includes in-kind services to implement the restoration and enhancement activities and ongoing maintenance/management at Barry Reservoir.

FISCAL IMPACT:

In-kind funding/services not to exceed \$14,480

ACTION REQUESTED:

Motion to approve Resolution No. 24-6357, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

ATTACHMENTS:

[24-6357 Barry Reservoir.pdf](#)
[SSA - NAWCA - Final.pdf](#)

- 1
- 2
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SITE SPECIFIC AGREEMENT

Project Name: Barry Reservoir Wetland Enhancement Project

Project Number: USCA0675101

This Site-Specific Agreement (SSA) is effective this _____ day of _____, 2024 between **Ducks Unlimited, Inc.** (hereinafter “DU”) and the **City of Susanville** (hereinafter “Cooperator”).

WHEREAS, DU and the Cooperator have entered into this SSA to assist in the development of the Barry Reservoir Wetland Enhancement Project on lands at Barry Reservoir (hereinafter “Site”) as described in the Project Proposal (hereinafter “SSA Project”) attached as Exhibit A to benefit migratory waterfowl and other natural resources as described in the North American Wetlands Conservation Act (hereinafter “NAWCA”) Proposal titled SONEC: Honey Lake Sub-basin Wetlands II (hereinafter “Grant Proposal”) incorporated into this Agreement by reference; and

WHEREAS, DU has secured funding pursuant to the Grant Proposal through Grant Agreement Number F23AP01087-00 (hereinafter “Grant”) between DU and the U.S. Fish and Wildlife Service (hereinafter “FWS”). The purpose of the Grant is to enhance and restore 3,790 acres of wetlands and associated uplands to benefit waterfowl, shorebirds, and other waterbird species that use the area for breeding, migrating and wintering; and

WHEREAS, the Cooperator has agreed to assist DU as provided in this SSA in the effort to implement the restoration and enhancement activities and ongoing management and maintenance activities for the Site as identified within the Grant Proposal.

NOW, THEREFORE, in consideration of the above premises and other terms and conditions listed herein, DU and the Cooperator agree as follows:

I. DEFINITIONS

When used in this SSA, the following terms shall have the meanings in this Section.

1. “Project Period” – The Project Period starts on the date that the FWS Contracting Officer signed the Grant (4/1/2023) and ends three years afterwards.
2. “Program Income” - is gross income earned by the cooperator that is directly generated as a result of this SSA. Program Income includes, but is not limited to,

income from fees for services performed, the sale of commodities, and the use or rental of personal or real property acquired under this SSA.

II. DU AGREES:

1. To construct, or cause to be constructed, the SSA Project, subject to the terms and conditions of this SSA, in substantial compliance with the Site development plans and specifications developed pursuant to Section II. 3. of this SSA.
2. To commence the construction of the SSA Project in 2025. Should construction of the SSA Project not commence during 2025 for reasons beyond the control of the parties including, but not limited to, the failure to timely obtain required permits, agreements, leases, approvals, and access rights necessary for the development of the SSA Project, the parties will commence the construction of the SSA Project in a mutually acceptable future year. The parties recognize the construction of the SSA Project cannot be accomplished unless all required permits are granted.
3. To obtain the topographic, soils, and hydrological data required to design the SSA Project; prepare Site development plans and specifications for the SSA Project; and submit same to Cooperator for review and mutual approval.
4. To develop and acquire all required permit applications necessary for the development of the SSA Project.
5. To prepare all SSA Project bid specifications, accept or reject all contract bids, and be solely responsible for making any contract changes, additions, or deletions as the work progresses. The prime contractor shall be required to provide performance and payment bonds and carry casualty and liability insurance. The contracts shall provide that the contractor acknowledges that the Cooperator is not a party and will assert no claims against the Cooperator in any disputes with subcontractors, material men, or DU.
6. To provide SSA Project alignment and grade staking, and construction management services.
7. To provide funding for the development of the SSA Project in an amount not to exceed Two Hundred Twenty Thousand and Ninety-Three Dollars (\$220,093); in cash and indirect overhead, for the funding of DU's obligations under Section II.1., and as described in Exhibit A. Of those funds, One Hundred Ninety-Five Thousand and Four Hundred Sixty-Four Dollars (\$195,464) are from the Grant.

III. COOPERATOR AGREES:

1. To provide in-kind funding for the development of the SSA Project in an amount equal to or not to exceed Fourteen Thousand and Four Hundred Eighty Dollars

(\$14,480). In-kind contributions shall be included in the total funding donation described in this Section III.1. and must be agreed upon by DU and Cooperator.

2. To obtain, at Cooperator's reasonable expense and effort, all required agreements, leases, approvals, and access rights necessary for the development of the SSA Project and provide to DU, and its officers, employees, agents, and the like, all reasonable assistance and cooperation necessary for the implementation of this SSA.
3. To routinely inspect the Site when any construction is in progress and keep DU advised of any desired changes, additions, or deletions to the SSA Project construction.
4. To provide routine inspection, operation, rehabilitation, and maintenance necessary to maintain the continuing viability and functioning of the SSA Projects throughout the term of this SSA.
5. To manage the Site to provide habitat that is attractive to breeding pairs and beneficial to native waterfowl, waterbird, and shorebird production and beneficial to migrating and wintering waterfowl, waterbirds, and shorebirds as described in the Project Proposal.
6. To provide DU with all information reasonably requested by DU that is necessary to meet DU's obligations under the Grant that is held by Cooperator within the time period specified by DU in any request for information.
7. To report any Program Income earned during the Project Period to the DU Project Officer. In accordance with Title 43 of the Code of Federal Regulations (CFR), sections 12.65 or 12.924 as appropriate (<https://www.govinfo.gov/app/details/CFR-2003-title43-vol1/CFR-2003-title43-vol1-sec12-65>), DU authorizes the Cooperator to use program income and to treat it as additional funds committed under this SSA. The Cooperator must use the program income for the purposes and under the terms and conditions of this SSA. DU will not deduct it from the amount of the funds provided under this SSA and will treat it as additional funds committed under the SSA for the purposes of the SSA Projects. The Cooperator will have no obligation to DU for program income earned after the Project Period.
8. To use the documents listed below to establish principles for determining which costs are allowable or eligible based on the type of organization. The Cooperator must not use funds under this SSA or matching dollars for: research studies; non-Grant-Project-specific communications products; travel for Federal employees; the cost of existing residences, structures, or buildings unnecessary for wetlands conservation purposes; the cost of constructing, removing, or repairing residences, structures, or buildings; or a cost (consideration) in excess of \$1.00 to buy an option to purchase an interest in real property.

- a. Office of Management and Budget (OMB) Federal Cost Principles 2 CFR Part 230: Cost Principles for Non-Profit Organizations (<https://www.govinfo.gov/app/details/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part230>)
 - b. OMB Federal Cost Principles 2 CFR Part 225: Cost Principles for State, Local and Indian Tribal Governments (<https://www.govinfo.gov/app/details/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part225>)
 - c. OMB Federal Cost Principles 2 CFR Part 220: Cost Principles for Educational Institutions (<https://www.govinfo.gov/app/details/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part220>)
 - d. 48 CFR 31.2, “Contracts with Commercial Organizations” (<https://www.govinfo.gov/app/details/CFR-2011-title48-vol1/CFR-2011-title48-vol1-part31-subpart31-2>)
 - e. North American Wetlands Conservation Act, U.S. Standard Grant Application Instructions 2020 “Grant Funds -Eligible Activities and Costs,” “Match Funds - Eligible Activities and Costs,” (<https://www.fws.gov/migratorybirds/pdf/grants/EligibilityCriteria.pdf>).
9. To comply with the provisions of this Section with regard to all supplies and other expendable property purchased with funds provided under this SSA or with matching dollars or received as a matching in-kind donation. Title to such supplies and other expendable property will vest in the Cooperator upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the SSA Projects and the supplies are not needed for any other federally sponsored SSA Projects or program, the Cooperator will retain the supplies for use on non-federally sponsored activities or sell them, but must, in either case, compensate DU for its share. The amount of compensation must be computed in the same manner as presented in Section II.10. of this SSA for equipment.
 10. To manage and dispose of equipment acquired in whole or in part under this SSA in compliance with 43 CFR 12.934 (<https://www.govinfo.gov/app/details/CFR-2003-title43-vol1/CFR-2003-title43-vol1-sec12-934>).
 11. To acknowledge in news releases or other information on the SSA Project published or released for publication by them that funding was made possible through NAWCA, FWS, and DU.
 12. To ensure that any habitat restored, enhanced, and/or created is managed for the purposes for which it was intended in the Grant Project. If the Cooperator does not ensure that such habitat is managed for the Grant Project purpose in whole or in part, it agrees to pay DU for a portion of the original habitat restoration, enhancement, or creation attributable to funds provided under this SSA. The requirements of this Section shall be in force for 25 years from the end of the Project Period unless limited by easements, leases, other legal instruments, or

special considerations described in the Grant Proposal or approved by the DU Project Officer.

13. To ensure that any habitats restored, enhanced, or created in the SSA Project (including such work completed with matching funds or as a matching in-kind contribution) are available for site-inspection by DU, FWS, and or their respective designee(s) to ensure that such habitat is managed for the purposes for which it was intended in the Grant Proposal. The requirements of this Section shall be in force for 25 years from the end of the Project Period unless limited by easements, leases, other legal instruments, or special considerations described in the Grant Proposal or approved by the DU Project Officer.
14. That the Federal Government and DU have the right, unless waived by DU, to:
 - a. Obtain, reproduce, publish or otherwise use the data first produced under this SSA; and
 - b. Authorize others to receive, reproduce, publish, or otherwise use the data.
15. That the Cooperator certifies: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Cooperator to any person for influencing or attempting to influence an officer or employee of an agency, Member of Congress, an officer or employer of Congress, or 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 extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement. (b) If any funds other than Federal appropriated funds have been paid or will be paid to any persons 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 funding under this SSA, the Cooperator shall complete and submit to DU Standard Form – LLL, “Disclosure Form to Report Lobbying” in accordance with its instructions. (c) The Cooperator shall require that the language of this Section be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under this SSA, grants, loans, and cooperative agreement and that all subrecipients shall certify and disclose accordingly. (d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The making 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 civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
16. That the Cooperator certifies: (a) any facility to be utilized in performance of this SSA is not listed on the Environmental Protection Agency List of Violating Facilities; (b) To promptly notify DU prior to signing this SSA of receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that any facility which the

Cooperator proposes to use for the performance of this SSA is under consideration to be listed on the Environmental Protection Agency List of Violating Facilities; (c) to include substantially this certification, including this subparagraph (c) in every nonexempt sub-agreement.

17. (a) To comply with all requirements of Section 114 of the Clean Air Act as amended (42 U.S.C. 1857, et seq, as amended by Public Law 91-604) and Section 303 of the Federal Water Pollution Act (33 U.S.C. 1251 et seq, as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in Section 114 and Section 303 of the Air Act and the Water Act respectively, and all regulations and guidelines issued thereunder, before the effective date of this SSA. (b) That no portion of the work required by this SSA will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date of this Agreement unless and until the Environmental Protection Agency eliminated the name of such facility or facilities from such listing. (c) To use their best effort to comply with clean air standards and clean water standards at facilities in which this SSA is performed. (d) To insert the substance of the provisions of this Section in any nonexempt sub-agreement including this subpart (d).

The terms of this Section have the following meanings:

- (1) The term “Air Act” means the Clean Air Act as amended (42 U.S.C. 1857, et seq, as amended by Public Law 91-604)
- (2) The term “Water Act” means the Federal Water Pollution Act (33 U.S.C. 1251 et seq, as amended by Public Law 92-500)
- (3) The terms “clean air standards” means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in Section 110(d) of the Air Act (42 U.S.C. 1857 c-5(d)), and approved implementation procedure or plan under Section 111(c) or Section iii(d), respectively of the Air Act (42 U.S.C. 1857c-6(c) or (d), or an approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- (4) The terms “clean water standards” means any enforceable limitation, control, condition, prohibition, standards, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342), or by a local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

(5) The term “compliance” means compliance with clean air or water standards. Compliance shall also mean compliance with the scheduled or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency, or any air or water pollution control issued pursuant thereto.

(6) The term “facility” means any building, plant, installation, structure, mine, vessel or other floating craft, location or site of operations, owned, leased, or supervised by a sponsor, to be utilized in the performance of an agreement or sub-agreement. Where a location or site of operations contains or included more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are collated in one geographical area.

IV. DU AND COOPERATOR AGREE:

1. To show the SSA Project to potential bidders as deemed necessary and hold pre-construction conferences with the successful bidder(s) prior to commencement of SSA Project construction.
2. To conduct a final inspection of the Site prior to accepting any completed SSA Project developments. In the event the parties are unable to agree as to the acceptability of the completed SSA Project developments, they shall select a mutually acceptable third party whose decision shall be binding.
3. To periodically review the Site management pursuant to this SSA to study and consider any needed modifications.
4. To acknowledge the contribution of each party in any oral or written communications related to the Site. Subject to available funding, DU will provide mutually acceptable SSA Projects signs, and the Cooperator will erect and maintain these signs along roads, entrances, and/or convenient viewing locations on the Sites in close proximity to the SSA Project.
5. To recognize outside contributors who might provide significant funding to help underwrite the SSA Project’s costs or who otherwise are mutually deemed to deserve special recognition; this recognition can include signs, plaques, and/or cairns on the Sites. The principal costs of such recognition shall be borne by the party initiating the recognition.
6. That this SSA shall not be construed as binding either party to expend in any one fiscal year any sum in excess of authorized appropriations administratively allocated for the purpose of this SSA or donated funds designated for these SSA Project, or to involve either party in any contract or other obligation for further expenditure of money in excess of such appropriations or allocations.

7. To mutually consider the possibility of funding any extraordinary SSA Project repairs that might be required.
8. That the Site will remain under the jurisdiction of the Cooperator and that the Cooperator will be solely responsible for the Site's administration and management.
9. A. DU appoints Phelan McKinney as its Project Officer (916) 200-8796.
B. Cooperator appoints Dan Newton as its Project Officer (530) 257-1000).

The parties may change their respective Project Officer at any time by providing the other party with the name of their new Project Officer.

10. That this SSA shall become effective upon the date first listed above and thereafter it will continue in force until all obligations under this SSA have been completed, or unless this SSA is mutually terminated or modified through written amendment by the parties at an earlier date.
11. RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that the parties, and the agents and employees thereof, shall act in an independent capacity and as an independent party, and not as officers, employees or agents of the other party.
12. AMENDMENT: This agreement may be amended or modified only by a written instrument signed by both parties.
13. JURISDICTION AND VENUE: This Agreement and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Agreement shall be in Lassen County, California.

IN WITNESS WHEREOF, the parties hereto have executed the SSA as of this date and year first written above.

CITY OF SUSANVILLE

DUCKS UNLIMITED, INC.

By: _____
Date

By: _____
Date

Name: _____

Name: Jeffrey McCreary

Title: _____

Title: Director of Operations

Address: _____

Address: 3074 Gold Canal Drive

Rancho Cordova, CA 95670



EXHIBIT A

PROPOSED RESTORATION/ENHANCEMENT PROJECT

Project Number:	USCA0675101		
Project Name:	Barry Reservoir Wetland Enhancement		
Joint Venture Status:	JV Code:	IWJV	
Area Name:	<u>Intermountain West Joint Venture</u>		
Location:	County:	<u>Lassen County</u>	
UTM:	<u>10T</u>	<u>0700697E</u>	<u>4477181N</u>
Ownership and Management:	The project area is located on land owned by the City of Susanville. Barry Reservoir was purchased to serve as additional surface water storage for city residents. Future management of the site will fall to City of Susanville.		
Size:	Project site: Seasonal/Semi-permanent Wetlands: <u>31 acres</u> Total Project Area: 31 acres		
Project Activities:	Barry Reservoir was purchased to serve as additional surface water storage for city residents. There are now plans to develop conceptual restoration design alternatives to improve the habitat and public access values of the property. Project activities will include excavating the reservoir to improve the water storage capacity and creating topographic variability throughout, including creating nesting islands through regrading. Seeding will occur on disturbed areas to restore native vegetation. The project will enhance 21 acres of palustrine emergent wetlands and 10 acres of mixed riparian habitat.		
History and Management:	Almost a decade ago, Lassen Land and Trails Trust (LLTT) was an interested buyer of the property and worked with Ducks Unlimited (DU) to develop conceptual restoration design alternatives to improve the habitat and public access values of the property. However, LLTT did not purchase the property. LLTT remains invested in the property to assist with improving the habitat values and develop trails and educational materials for the local community to access the site.		
Wildlife Values Ancillary Benefits:	Several feet of sediment have accumulated within the reservoir since its construction in 1944 which has limited the storage capacity and decreased its value for waterfowl, waterbirds and shorebirds. Grant and match funds will be used to enhance habitat values for waterfowl and other waterbirds through excavating the reservoir to improve the water storage capacity while creating topographic variability throughout, including creating nesting islands. Seeding will occur on disturbed areas to restore native vegetation. Increasing storage capacity and creating shallow islands throughout will provide improved habitat for over-water nesting species as well as provide brood rearing habitat for local		

waterfowl. Grant and match funds will be used to enhance 21 acres of **PEM** acres and 10 acres of **PFO** of wetland habitat.

Project Cost Estimate: NAWCA: \$189,464 cash for direct costs and \$6,000 for indirect project costs
Ducks Unlimited: \$8,749 donated indirect project cost
Lassen Land and Trails Trust: \$1,400 in kind services
City of Susanville: \$14,480 in kind services

Length of Agreement: 25 Years after the end of period of performance (i.e. March 31, 2051)

AGENDA ITEM NO. 12.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: September 18, 2024

SUBJECT: Consider **Ordinance No 24-1043**, Amending Section 2.04.010 Councilmembers' salaries and compensation of the Susanville Municipal Code.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: On September 4, 2024, Ordinance No. 24-1043 was introduced to update council salaries from \$300 to \$950 a month since an increase has not been permitted since 1984.

Susanville is a general law city and therefore bound by California Government Code section §36516 as it pertains to city council-member salaries which have been capped at \$300.00 per month since 1984. Lengthy time commitments and the limited pay may discourage residents from running for office, especially those who may be low-income residents, single parents, and/or young people. SB329, which went into effect as of January 1, 2024, acknowledges the important work of local government officials and the time and dedication it requires. As such, the salary caps have been increased for various population sizes and Susanville, being less than 35,000 in population, has now been increased from \$300 to \$950 per section 36516 (a)(2)(A).

SB329 does not change existing law governing when compensation changes may take effect and, if approved, the updated rate will not take effect until a new city council term begins. In the case of councilmembers serving staggered terms, which occurs in Susanville, all councilmembers may receive the salary increase once one or more councilmembers begin a new term in office.

FISCAL IMPACT: No fiscal impact until a new city council term begins. However, there will be an increase to the general fund at that time of \$39,000.

ACTION REQUESTED:

Waive second reading and adopt Ordinance No 24-1043, Amending Section 2.04.010 "Councilmembers' salaries and compensation" of the Susanville Municipal Code.

ATTACHMENTS:

[24-1043.pdf](#)

ORDINANCE No. 24-1043
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING TITLE 2.04.010 OF THE SUSANVILLE MUNICIPAL CODE
PERTAINING TO COUNCIL MEMBER SALARIES

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

SECTION 1.

Section 2.04.010 of the Susanville Municipal Code is hereby amended as follows:

Section 2.04.010 **Councilmembers' salaries and compensation.**

Each member of the city council shall receive compensation, commencing pursuant to applicable law, on January 1, 2024, pursuant to Government Code Sections §36516 and §36516.5 and any subsequent amendments and/or substitutions thereto as follows:

A monthly salary of \$950 per month, plus coverage of the councilmember under the city of Susanville's health insurance plan provided said health insurance benefits are available to and paid by the city for its employees.

SECTION 2.

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

INTRODUCED at a regular meeting of the City Council of the city of Susanville, California, on the 4th day of September 2024, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the 18th day of September 2024.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Ordinance No. 24-1043 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of September 2024, 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: Kelly Mumper, Building & Planning Division

Action Date: September 18, 2024

SUBJECT: Consider **Ordinance No. 24-1044**, amending Title 17 of the Susanville Municipal Code to add sections which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: A complete summary of the project is attached to this item and labeled as Administrative Report and CEQA Determination.

The Public Review Draft which includes all of the tracked changes proposed has been posted to the City of Susanville Website under the Planning Division and has been made available for viewing at the Planning and Building Permit Counter in City Hall and is available to the public at this public hearing.

At its September 4, 2024 meeting, the City Council waived the first reading and reintroduced Ordinance No. 24-1044. Staff is requesting to waive the second reading and adopt Ordinance No. 24-1044.

FISCAL IMPACT: Approximately \$1,100.00 in code publishing company charges.

ACTION REQUESTED: Motion to waive the second reading and adopt Ordinance No. 24-1044, amending Title 17 of the Susanville Municipal Code to add section which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

ATTACHMENTS:

[24-1044.pdf](#)

[PC Recommendation to CC Resolution No. 24-1175.pdf](#)

[Public Hearing Notice ADU-OD-RO Ord. .docx](#)

ORDINANCE No. 24-1044
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING TITLE 17 ZONING OF THE SUSANVILLE MUNICIPAL CODE SPECIFICALLY
SECTION 17.104.110 - MULTIFAMILY DEVELOPMENT STANDARDS AND THE ADDITION
OF SECTION 17.112.080 APPLICATIONS AND PROCEDURES – REASONABLE
ACCOMMODATION, SECTION 17.130 DENSITY BONUSES AND AFFORDABLE HOUSING
INCENTIVES, AND SECTION 17.132 ACCESSORY DWELLING UNITS

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

SECTION 1:

Section 17.08.010 Definitions of the Susanville Municipal Code is hereby amended as follows:

Unless otherwise provided, whenever the words, terms or phrases listed in this section are used in this title, they shall have the meanings respectively ascribed to them in this section. All words, terms and phrases not otherwise defined herein shall be given their usual and customary meaning, unless the context clearly indicates a different meaning is intended. Words not listed in this section shall be defined by reference to the *New Illustrated Book of Development Definitions*, 1999, Moskowitz & Lindbloom. Absent guidance there, words not found in this book shall be defined by reference to the *Merriam-Webster Online Dictionary*, most current edition.

“Agriculture” means the activity of growing and harvesting crops, rearing and managing livestock; the commercial production of plants and animals. “Agriculture” does not include the processing of agricultural products.

“Airport” means any area of land used or intended to be used for the landing and takeoff of aircraft and appurtenant areas used or intended to be used for airport buildings, facilities or rights-of-way.

“Alley” means a public or private thoroughfare, affording a secondary means of vehicular access to abutting property.

“Apartment” means any building or portion thereof which is designed and built for occupancy of more than two families.

Automobile Wrecking Yards. See “Junk yards.” “Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year (i.e., the “one hundred-year” flood as defined in Section 15.40.050 of the Susanville Municipal Code).

“Bed and breakfast guest facility” means an owner-occupied single-family residence that provides guest rooms, without individual kitchen facilities, for temporary sleeping purposes by overnight guests. Such use may include meal service limited to the overnight guests.

“Block” means all property fronting upon one side of a street, between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, dead-end street or unsubdivided land. An intercepting street shall determine only the boundary of the block on the side of a street which it intercepts.

“Boardinghouse” or “rooming house” means a dwelling having only one kitchen and used for the purpose of providing lodging or meals and lodging for pay or compensation of any kind, computed by day, week, or month to persons other than the family occupying the dwelling.

“Building” means any structure having a roof supported by columns or walls, and designed for the shelter, housing or enclosure of any person, animal or personal property. “Building” does not include any tent, trailer, recreational vehicle or other vehicle.

“Building frontage” means those building elevations which face upon a street or parking area between the building and the street.

Building Height. See “Structural height.”

1 Building, Main. "Main building" means a building or mobile home in which the principal use of the
lot and/or building site is conducted.

2 Building, Residential Accessory. "Residential accessory building" means a detached building
3 subordinate to and located on the same building site as a residence, the use of which is
4 incidental to that of the residential use; does not include any building designed or used for
human habitation.

5 "Building site" means land occupied or intended to be occupied by a main building and
6 accessory buildings, together with all open space required by this title, which is located on a lot
or parcel of land that has been lawfully created and meets all criteria of the city for the intended
use. Unless otherwise designated, "building site" has the same meaning as "lot."

7 "Campground" means land or premises used or in- tended to be used, let or rented for
8 occupancy by campers traveling by automobile recreational vehicle, or for occupancy by tents or
similar quarters.

9 "Caretaker's or night watchperson's quarters" means an area not larger than four hundred
(400) square feet, designed to be used by one person, either a caretaker or night watchperson,
10 within a main building in which an authorized commercial or industrial use exists, and is
incidental to the established commercial or industrial use.

11 "Church" means a building, together with its accessory buildings, maintained and
controlled by a body organized to conduct religious worship and used primarily for religious
12 worship and related activities. "Church" does not include "school."

13 "City" means the city of Susanville.

14 "City boundary" means the boundary of the city. "City council" means the city council of
the city.

15 "Combining district" means any district which is established to be combined with
appropriate principal districts.

16 "Condominium" means an estate in real property consisting of an undivided interest in
common in a portion of real property, together with a separate interest in space called a unit in a
17 residential, industrial or commercial building on the real property, such as an apartment, office or
store. In addition, a condominium may include a separate interest in other portions of the real
property.

18 "Cottage food operation" means the use of a private home for the preparation of food for
sale in accordance with the Section 113758 of the Health and Safety Code of the state of
19 California. A cottage food operation must be registered with or have a permit from the local
environmental health department, or equivalent enforcement agency, as required by Section
20 114365 of the Health and Safety Code of the state of California.

21 "Day care center" means any child day care facility other than a family day care home
and includes infant centers, preschools, and extended day care facilities.

22 Day Care Home, Large. "Large day care home" means a home which regularly provides
nonmedical care, protection and supervision for nine to fourteen (14) children, inclusive, in the
23 provider's own house, for a period of less than twenty-four (24) hours per day, while the parents
or guardian are away. "Children" includes the resident children who are under the age of twelve
24 (12), and all other children under the age of eighteen (18).

25 Day Care Home, Small. "Small day care home" means a home which regularly provides
nonmedical care, protection and supervision for eight or fewer children, for a period of less than
26 twenty-four (24) hours per day, while the parents or guardians are away. "Children" includes
resident children under the age of twelve (12), and all other children under the age of eighteen
(18).

27 "Density" means the number of residential dwelling units allowed per acre of land as set
28 forth in the general plan. A net density will be achieved as determined by minimum lot sizes in
each zone district, except for planned developments and townhouses which can vary lot sizes to
achieve a gross density.

1 “Dog kennel” means any premises wherein any person engages in the business of
2 boarding, breeding, buying, letting for hire, training for a fee, or selling dogs; any premises where
3 seven or more dogs at least four months of age are kept, except a veterinary hospital or an
4 animal shelter operated by a governmental agency.

5 “Dwelling unit” means a structure or the part of a structure that is used as a home,
6 residence or sleeping place by one person who maintains a household or by two or more
7 persons who maintain a common household, with facilities for sleeping, cooking, eating and
8 sanitation.

9 “Easement” means an area of a lot reserved for use for public utilities or public or private
10 purposes.

11 “Emergency shelter” means any noncommercial facility which may provide temporary
12 occupancy of six months or less for a homeless person, and may also provide meals, showers
13 and/or laundry facilities. Specialized programs and services related to the needs of residents
14 may also be provided.

15 ***“Employee Housing” means housing provided for six or fewer employees and shall
16 be deemed a single-unit dwelling. Residents of the employee housing must be employed
17 by the owner of the home.***

18 “Family” means one or more persons occupying premises and living as a single bona fide
19 housekeeping unit, including all necessary domestic employees of such family.

20 Garage or Carport, Private. “Private garage or carport” means a residential accessory building
21 or an attached garage or carport designed primarily for the storage of automobiles.

22 “Group care home” means a residential facility licensed by any federal, state or local
23 agency which provides housing and nonmedical care for children, elderly persons, or physically
24 and mentally handicapped persons in a family-like environment. A group care home is a non-
25 detention facility and does not include emergency or homeless shelters, half-way houses for
26 parolees or convicted persons or living groups. “Group care homes” include the following:

27 1. An intermediate care facility, developmentally disabled habilitative and intermediate care
28 facility/ developmentally disabled-nursing or congregate living facility as identified in state of
California Health and Safety Code Section 1267.8;

2. A community care facility as identified in state of California Health and Safety Code
Section 1566.3;

3. A residential care facility for the elderly as identified in state of California Health and
Safety Code Section 1569.85;

4. An alcoholism or drug abuse recovery or treatment facility as identified in state of
California Health and Safety Code Section 11834.02;

5. A home for the care of mentally disordered or otherwise handicapped person as identified
in state of California Welfare and Institutions Code Section 5116;

6. A home for the care of dependent and neglected children as identified in the state of
California Welfare and Institutions Code Section 300, but not including ward of the court as
identified in the state of California Welfare and Institutions Code Section 601.5;

“Home occupation” means any activity carried out for gain by a resident and conducted
as a customary, incidental and accessory use in or from the resident’s dwelling unit.

“Junk” means fabricated items which are either abandoned or no longer usable for the
purpose for which they were made, and which are not presently being re-stored or repaired,
including, but not limited to, scrap iron, tin, brass, copper, lead or zinc and all other scrap metals
and their alloys, bones, rags, paper and paper products, all used cloth, clothing, rubber, rope,
tin foil, bottles, machinery, tools, appliances, fixtures, utensils, lumber, wood, fabrics, boxes or
crates, plastics or other synthetic products, paint, clay or porcelain products, pipe fittings,
automobile or airplane tires, used automobiles and automobile parts, and all other manufactured

goods which are so worn, deteriorated, or obsolete as to make them unusable in their existing condition, regardless of whether such material is being held for sale or storage.

"Junk yard/wrecking yard" means the use of more than one hundred (100) square feet of the area on any lot or contiguous lots used for the storage of junk, and/or for the dismantling or "wrecking" of automobiles or other vehicles or machinery, whether for sale or storage. "Kitchen" means any room or area intended or designed to be used for the preparation or cooking of food.

"Kitchen" does not include a wet bar.

"Lot" means a parcel of land upon which not more than one building site may be designated, unless applicable zone district regulations provide otherwise. Unless otherwise designated, "lot" has the same meaning as "building site."

Lot, Corner. "Corner lot" means a lot having frontage on two intersecting streets. For the purpose of this title the narrowest frontage of a corner lot facing the street is the front, and the longest frontage facing the intersecting street is the side, irrespective of the direction in which the dwelling faces.

"Lot depth" means the average lineal distance between the front and rear lot lines, measured perpendicular to the front lot line.

Lot, Flag. "Flag lot" means an L-shaped lot in which one arm of the lot, typically thirty (30) feet in width (pole portion), fronts on the street and is used solely as a driveway.

Lot, Interior. "Interior lot" means a lot other than a corner lot.

Lot, Key. "Key lot" means the first lot to the rear of a corner lot, the front lot line of which is a continuation of the sideline of the corner lot regardless of any alley or right-of-way between the corner and key lots.

Lot Line, Front. "Front lot line" means the lot line abutting a street. In the case of a lot that abuts more than one street, the property owner may choose which street the front lot line is on; except, in a group of developed lots, the front line shall be on the same side as the developed lots.

Lot Line, Rear. "Rear lot line" means the lot line which is opposite and most distant from the front lot line. In the case of an irregular or triangular shaped lot; a line a minimum of ten (10) feet in length within the lot, parallel to and at the maximum distance from the front lot line.

Lot Line, Side. "Side lot line" means any lot line that is not a front or rear lot line.

Lot, Through. "Through lot" means a lot, other than a corner lot, having, frontage on two approximately parallel streets.

"Lot width" means the lineal distance between the side lot lines, measured at a right angle to the lot depth at a point midway between the front and rear lot line.

"Low Barrier Navigation Center" means housing or shelter in which a resident who is homeless or at risk of homelessness may live temporarily while waiting to move into permanent housing.

"Lowest floor" means the lowest floor of the lowest enclosed area including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered the building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this title. Finish materials such as, but not limited to, carpet, vinyl and tile shall not be included in elevation measurements of the lowest floor. Elevation measurements of the lowest floor shall be taken at the top of the sub-floor material.

"Manufactured home" means a structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width, or forty (40) body feet or more in length, or, when erected on-site, is three hundred twenty (320) or more square feet, and which is built on

1 a permanent chassis and designed to be used as a dwelling with or without a permanent
2 foundation when connected to the required utilities, and includes the plumbing, heating, air
3 conditioning, and electrical systems contained therein; except that such term shall include any
4 structure which meets all the requirements of this paragraph except the size requirements and
5 with respect to which the manufacturer voluntarily files a certification and complies with the
standards established under this part. "Manufactured home" includes a mobile home subject to
the National Manufactured Housing Construction and Safety Act of 1974 (42 USC, Sec. 5401, et
seq.).

6 "Mini-storage" means a building or group of buildings in a controlled-access compound
7 that contains varying sizes of individual compartmental and controlled- access stalls or lockers
for the self-service dead storage of customer's goods or wares, and within which no business
activity, other than rental of storage units is conducted.

8 "Mobile home" means a structure transportable in one or more sections, which is eight
9 body feet or more in width and is thirty-two (32) body feet or more in length, is more than three
hundred twenty (320) square feet in internal living area and which is built on a permanent
chassis and designed to be used as a dwelling unit, with or without a permanent foundation,
10 when connected to the required utilities, and includes the plumbing, heating, air conditioning and
electrical systems contained therein. Mobile home does not include a recreational vehicle,
11 commercial coach, any automobile trailer, camp trailer, camper, house car motor vehicle, or
other vehicle defined in the California Vehicle Code, or any factory-built housing as defined in the
12 California Health and Safety Code.

13 "Mobile home park" means any area or tract of land where two or more mobile home lots
14 are rented or leased, held out for rent or lease, or were formerly held out for rent or lease and
later converted to a subdivision, cooperative, condominium, or other form of resident ownership,
to accommodate manufactured homes or mobile homes used for human habitation. The rental
15 paid for a manufactured home or mobile home shall be deemed to include rental for the lot it
occupies.

16 "Motel or hotel" means a single building or a group of detached or semi-detached
17 buildings containing guest rooms or apartments, which group is designed and used primarily for
the accommodation of transient automobile travelers.

18 "Multifamily dwelling" means a building containing three or more dwelling units.

19 "Nonconforming buildings and uses" means those structures, buildings, mobile homes and uses
which were lawful when established, but which do not conform to subsequently established
zoning requirements.

20 Office, Professional. "Professional office" means an office from which a doctor, lawyer,
21 engineer, architect, surveyor, real estate salesperson, accountant, bookkeep- er, income tax
consultant, advertiser, appraiser, drafts- man, credit agency, mortgage/finance company,
22 collection agency, stock and bond broker, secretarial service, social worker, insurance, title
insurance, travel agency, and offices of governmental, charitable, cultural, educational,
23 recreational and social organizations, etc. may offer services.

24 Parking Lot, Public. "Public parking lot" means a parking lot for vehicles created to serve
the public at large either as a separate business or as an accessory use to a business, whether
owned by a governmental agency or by a private person or business. "Parking lot" is not
25 intended to include a parking lot developed to serve a public building such as a courthouse, City
Hall, library, school, etc.

26 "Parking space" means an accessible and usable asphalt or concrete paved space on a
27 building site, or adjacent lot, at least nine feet by twenty (20) feet, for the parking of motor
vehicles off the street.

28 "Planning commission" means the city planning commission.

"Public use" means the use of land owned or possessed by a public entity for public
facilities or services, when the land, facility or service is available to members of the public in

common with each other, including, but not limited to, public parks, human cemeteries, schools, fire halls, libraries, hospitals and other public buildings and uses. "Public use" includes quasi-public uses such as private or parochial schools, private hospitals and other uses that are similar in character and impact to uses typically operated as public uses. "Public use" does not include public utilities, airports or churches.

"Public utility" means the use of land for public utility purposes by an entity providing pipeline, cable, gas, electrical, telephone, telegraph, water or sewage service that is subject to the jurisdiction of the California Public Utilities Commission. "Public utility" also includes the use of land for utility purposes, whether or not owned, controlled or operated by a public entity, whose services are performed for or commodities delivered to the public or any portion thereof. Private energy production, transmission relay, repeater, translator, radio and television towers and equipment and cable television facilities are also considered public utilities. "Public utility" does not include airports or television, radio or community television antenna system administration offices or other types of administrative offices or maintenance yards.

"Recreational vehicle" means any motor home, travel trailer, truck camper or camping trailer, with or without motor power, designed for human habitation for recreational or emergency occupancy, which meets all of the following criteria:

1. Contains less than three hundred twenty (320) square feet of internal living room area, excluding built-in equipment including, but not limited to, wardrobe, closets, cabinets, kitchen units or fixtures, and bath or toilet rooms;
2. Contains four hundred (400) square feet or less of gross area measured at maximum horizontal projections;
3. Is built on a single chassis; and
4. Is either self-propelled, truck-mounted, or permanently towable on the highways without a permit.

"Recreational vehicle park" means an area or tract of land developed and operated with one or more spaces which are rented or leased for parking and utilizing recreational vehicles on a temporary basis.

Residence, Multifamily. "Multifamily residence" means a building or buildings containing three or more dwelling units, such as an apartment house, apartment hotel or flat.

Residence, Senior Citizen. "Senior citizen residence" means a dwelling unit which is attached to or detached from, a primary residence on a parcel zoned for a single-family residence, if the dwelling unit is intended for the sole occupancy of one adult or two adult persons who are sixty-two (62) years of age or over, and the area of floor space of the attached dwelling unit does not exceed thirty (30) percent of the existing living area or the area of the floor space of the detached dwelling unit does not exceed one thousand two hundred (1,200) square feet.

Residence, Single-Family. "Single-family residence" means a detached building containing a single dwelling unit, including a mobile home certified under the National Mobile Home Construction and Safety Act of 1974 that complies with all provisions of state law and this code and the city development standards applicable to mobile homes installed on foundation systems and that would be defined as a mobile home if not installed on a foundation system.

Residence, Two-Family, Duplex. "Two-family duplex residence" means a building containing two independent dwelling units under one roof (duplex).

Residence, Three-Family, Triplex. "Three-family triplex residence" means a building containing three independent dwelling units under one roof (triplex).

Residence, Four-Family, Fourplex. "Four-family fourplex residence" means a building containing four independent dwelling units under one roof (fourplex).

1 Restaurant, Fast Food. "Fast food restaurant" means any establishment whose principal
2 business is the sale of foods and beverages to the customer in a ready-to- consume state, for
3 consumption either within the restaurant building or for take-out consumption, and whose design
or principal method of operation includes serving food and beverages in edible containers or in
paper, plastic or other disposable containers.

4 Restaurant, Standard. "Standard restaurant" means any establishment whose principal
5 business is the sale of foods and beverages to the customer in a ready-to- consume state,
usually for consumption within the restaurant, and whose design or principal method of operation
includes one or both of the following characteristics:

6 1. Customers, normally provided with an individual menu, are served foods and
7 beverages by a restaurant employee at the same table or counter at which such items are
consumed.

8 2. A cafeteria-type operation where foods and beverages generally are consumed within
the building.

9 "Retail sales business" means the selling of goods, wares, articles, commodity or
merchandise directly to the ultimate consumer.

10 "Shopping center" means two or more retail stores and/or service establishments, or one
11 retail store and one service establishment, sharing customer parking areas, regardless of
whether such stores and/or establishments occupy separate structures or are under separate
owner- ships.

12 Sign. Sign definitions are provided in Section 17.128.040.

13 ***"Single-Room Occupancy" (SRO). Any residential structure containing more than***
14 ***five units intended or designed to be used, rented, or hired out to be occupied for sleeping***
15 ***purposes, generally for one person per unit. Individual units typically share communal***
features, (e.g., kitchen, bathroom, entertainment area).

16 "Skilled nursing/intermediate care facility" means a facility or a part of a hospital which
17 provides twenty- four (24) hour inpatient care. Twenty-four (24) hour inpatient care may include
skilled nursing, physician and pharmaceutical services and an activity program.

18 "Story" means the portion of a building between the surface of the next floor above it, or if
there is no floor above it, then the space between the floor and ceiling above it.

19 "Street" means a public thoroughfare which affords principal means of access to abutting
20 property, including avenue, place, way, drive, lane, boulevard, highway, road and any other
thoroughfare except an alley as de- fined herein.

21 "Street frontage" means the portion of a lot fronting on a street.

22 "Street line" means the boundary between a street right-of-way and property.

23 "Structural alterations" means any change in the sup- porting members of a building, such
as bearing walls, columns, beams or girders.

24 "Structural height" means the height of a structure measured from the average finished
grade at the base of the structure to the highest point of the structure, excluding elevator
equipment rooms, ventilation and air- conditioning equipment.

25 "Structure" means anything constructed or erected, the use of which requires location on
26 or in the ground or attachment to something located on or in the ground, including fences and
swimming pools.

27 ***"Supportive Housing" means housing with no limit on length of stay, that is***
28 ***occupied by the target population and that is linked to on-site or off-site services that***
assist the supportive housing resident in retaining the housing, improving his or her

1 ***health status, and maximizing his or her ability to live, and when possible, work in the***
2 ***community. Supportive housing units are residential uses allowed in any zone allowing***
3 ***residential uses, subject only to those requirements and restrictions that apply to other***
residential uses of the same type in the same zone.

4 “Townhouse” means a single-family dwelling unit attached to one or more single-family
5 dwelling units, provided only one dwelling unit is located on a lot. A townhouse may also
6 include an undivided interest in common in a lot, that is contiguous to the townhouse lots.

7 “Transitional housing” means housing with supportive services for up to twenty-four (24)
8 months that is exclusively designated and targeted for recently home- less persons. Transitional
9 housing includes self- sufficiency development services, with the ultimate goal of moving recently
10 homeless persons to permanent housing as quickly as possible, and limits rent and ser- vice
11 fees to an ability-to-pay formula reasonably consistent with HUD’s requirements for subsidized
12 housing for low-income persons. Rent and service fees paid for transitional housing may be
13 reserved, in whole or in part, to assist residents in moving to permanent housing. Transitional
14 housing and supportive housing are considered residential use and allowed in property zoned R-
15 1, R-2, R-3, R-3A, R-4, C-1, and C-2.

16 “Truck terminal” means any facility designed to serve as a carrier end point for the
17 delivery and receipt of goods, which may include loading docks, storage shed, management
18 offices, truck storage and employee and customer parking.

19 “Truck yard” means any facility, including buildings and/or outdoor storage, servicing,
20 maintenance and/or repair of two or more vehicles having a gross vehicle weight of more than
21 ten thousand (10,000) pounds each.

22 “Use” means the purpose for which land or a building
23 or mobile home is designed, arranged, or intended or for which either land or building is or may
24 be occupied or maintained.

25 Use, Accessory. “Accessory use” means any use that is incidental or subordinate to an
26 existing principal use, is customarily a part of and is clearly incidental and secondary to the
27 principal use, and does not change the character of that principal use.

28 “Vehicle trip” means a one-way trip by a motorized vehicle.

“Watercourse” means a drainage way which has a defined bed, banks and channel and
which carries a flow of water at least periodically.

“Wet bar” means a sink and small refrigerator.

“Yard” means an open space, on the same lot with a building, which is unoccupied by
any structure and un- obstructed from the ground upward by any structure, except as otherwise
provided in this title, exclusive of any portion of any court, street alley, sidewalk or road right-of-
way.

Yard, Front. “Front yard” means a yard extending across the front of the lot between the
side lot lines and measured from the front line of the lot to the nearest line of the building;
provided, however, that if any official plan line has been established for the street upon which
the lot faces, the front yard measurement shall be taken from such official plan line to the nearest
line of the building.

Yard, Interior Side. “Interior side yard” means a yard along the interior sideline of the lot
to a width equivalent to or greater than that required by the district in which the lot is situated and
extending from the front yard to the rear yard.

Yard, Rear. “Rear yard” means a yard extending across the full width of the lot and
measured between the rear line of the lot and the nearest line of the main building.

Yard, Street Side. “Street side yard” means a yard along a side street, right-of-way or
easement to a width equivalent to or greater than that required by the district in which the lot is

1 situated and extending from the front yard to the rear yard. (Ord. 2020-1023 § 1, 2020; Ord. 13-
2 989 § 1, 2013; Ord. 08-957 § 1, 2008; Ord. 06-932 §1, 2006; Ord. 00-866 § 2, 2000)

3 **SECTION 2:**

4 **Section 17.12.20 Permitted uses** is hereby amended as follows:

5 The following uses are permitted outright in the R-1 district if a building permit, where necessary,
6 is issued:

7 A. Single-family residences, except that mobile or manufactured homes on foundation
8 systems are subject to subsection B of this section;

9 B. A manufactured home certified under the National Mobile Home Construction and Safety
10 Act of 1974 (42 U.S.C. Section 5401 et seq.) and installed on a foundation system and
11 meeting other adopted development standards, in lieu of a frame-constructed dwelling,
12 provided said unit is not more than ten (10) years old at the time it is installed;

13 **C. Accessory Dwelling Units, attached, detached, and junior (17.104.100)**

14 **D. Child day care home, up to 14 children.**

15 **E. Community Care Facility.**

16 **F. Employee housing with six or less persons.**

17 **G. Accessory buildings, structures and uses when constructed concurrently or
18 subsequently to the main building:**

19 1. **Decks, fences, patios, and retaining walls,**

20 2. **Private garages, carports, porte cochere (cover over the driveway at a side
21 yard entrance to the main building for sheltering persons entering or leaving
22 vehicles),**

23 3. **Private swimming pools, hot tubs, and saunas,**

24 4. **Storage sheds for tools, garden supplies, non- commercial greenhouses and
25 firewood used on site. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)**

26 **SECTION 3:**

27 **Section 17.12.040 Uses requiring a use permit** is hereby amended as follows:

28 The following uses are permitted in the R-1 district if a use permit is issued:

A. Senior citizen residence, subject to development standards in Section 17.104.040;

B. Church;

C. **Temporary subdivision sales office and contractor's yard;**

D. **Bed and breakfast guest facility, subject to development standards in Section
17.104.080; and**

E. **Public or private parking lot when adjacent to a "C" or "M" district, subject to the
transitional parking standards in Section 17.100.170; and**

F. **Townhouse. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)**

29 **SECTION 4:**

30 **Section 17.16.020 Permitted uses** of the Susanville Municipal Code is hereby amended as
31 follows:

32 The following uses are permitted outright in the R-2 district if a building permit, where necessary,
33 is issued:

34 A. Single-family residences;

35 B. **Accessory Dwelling Units, attached, detached, or junior (17.104.100);**

36 C. **A manufactured home per Section 17.12.020(B);**

37 D. **Duplex or two-family residences;**

38 E. **Employee housing with six or less persons;**

- F. **Community care facility;**
- G. **Accessory buildings, structures and uses when constructed concurrently or subsequently to the main buildings:**
 - 1. **Decks, fences, patios and retaining walls,**
 - 2. **Private garages or carports, porte cochere (cover over the driveway at a side yard entrance to the main building for sheltering persons entering or leaving vehicles),**
 - 3. **Private swimming pools, hot tubs, and saunas, and**
 - 4. **Storage sheds for tools, garden supplies, non- commercial greenhouses and firewood used on site;**
- H. **Child day care home, up to 14 children;**

SECTION 5:

Section 17.16.040 Uses requiring a use permit of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the R-2 district if a use permit is issued and subject to the provisions of Chapter 17.104, General Provisions, Conditions, Exceptions and Special Uses:

- A. Large day care home, subject to development standards in Section 17.104.070;
- B. Townhouses;
- C. Temporary residential development sales office and contractor's yard;
- D. **Church;**
- E. **Bed and breakfast guest facility, subject to the provisions of Chapter 17.104.080;**
- F. **Skilled nursing/intermediate care facility serving no more than fifteen (15) people; and**
- G. **Public or private parking lot when adjacent to a "C" or "M" district subject to the development standards of Section 17.100.160. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)**

SECTION 6:

Section 17.20.020 Permitted uses of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the R-3 district if a building permit, where necessary, is issued:

- A. **Accessory Dwelling Units, attached, detached, and junior (17.104.100);**
- B. **Duplex or two-family residences;**
- C. **Triplex;**
- D. **Single-family residences, manufactured homes per Section 17.12.020(B) and all uses permitted by right or with an administrative permit in the R-3 district, are permitted on parcels that are zoned R-3(A), (single- family homes are not allowed in the R-3 zone district);**
- E. **Employee housing with six or less persons;**
- F. **Accessory buildings and uses commonly found in residential development, including a swimming pool, tennis courts, clubhouse, etc.;**
- G. **Child daycare home, up to 14 children;**
- H. **Community Care Facility.**

SECTION 7:

Section 17.20.040 Uses requiring use permit of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the R-3 and R-3(A) district is a use permit is issued:

- A. **Rooming house or boardinghouse or dwelling group;**
- B. **Private club, fraternity, sorority or lodge, except those for which the chief activity is a service customarily carried on by a business;**
- C. **Church;**
- D. **Day care center;**
- E. **Bed and breakfast guest facility, subject to the provisions of Section 17.104.080;**
- F. **Skilled nursing/intermediate care facility;**
- G. **Public or private parking lot when adjacent to a "C" or "M" district subject to the development standards of Section 17.100.160;**
- H. **Single-family residences, except those constructed in developments exceeding seven dwellings per acre, that exist as of the effective date of the ordinance codified in this title (December 2000) are permitted and may be maintained and reconstructed if destroyed but no new single-family residences shall be constructed on vacant parcels in the R-3 zone district;**
- I. **Fourplexes and multifamily with more than four dwellings per structure;**
- J. **Townhouse. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)**

SECTION 8:

Section 17.24.020 Permitted uses of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the R-4 district is a building permit, where necessary, is issued:

- A. **Triplex;**
- B. **Fourplex;**
- C. **Multifamily units with up to 12 (twelve) dwellings per structure;**
- D. **Transitional Housing;**
- E. **Supportive Housing;**
- F. **Low Barrier Navigation Center;**
- G. **Employee housing with less than six persons;**
- H. **Accessory Dwelling Units, attached, detached, and junior (17.104.100);**
- I. **Accessory buildings and uses commonly found in multifamily developments, including garages, carports, laundry facilities, rental and administrative offices, recreational facilities incidental and in conjunction with a multifamily development, including a swimming pool, tennis courts, clubhouse, etc.; and**
- J. **Community care facility;**
- K. **Child day care home, up to 14 children.**

SECTION 9:

Section 17.24.040 Uses requiring use permit of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the R-4 district is a use permit is issued:

- A. **Rooming house or boardinghouse or dwelling group;**
- B. **Private club, fraternity, sorority or lodge, except those for which the chief activity is a service customarily carried on by a business;**
- C. **Church;**
- D. **Day care center;**
- E. **Bed and breakfast guest facility, subject to the provisions of Section 17.104.080;**
- F. **Single Room Occupancy Units;**

- G. Skilled nursing/intermediate care facility;
- H. Public or private parking lot when adjacent to a "C" or "M" district subject to the development standards of Section 17.100.160;
- I. Multifamily units with more than 12 (twelve) dwelling units per structure; and
- J. Townhouses. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

SECTION 10:

Section 17.28.020 Permitted uses of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the MHP district:

- A. Mobile home parks meeting the site development standards of Section 17.28.060;
- B. Residential mobile homes placed in an approved mobile home park;
- C. Accessory uses commonly found in mobile home parks, including a car garage or carport space, storage facilities, laundry facilities, recreational vehicle parking, maintenance equipment storage areas, space rental and administrative office and other accessory uses commonly found in mobile home parks;
- D. Common recreation areas and facilities, including a swimming pool, tennis courts, clubhouse, etc.; and
- E. ***Community care facility;***
- F. ***Child day care home, up to 14 children;***
- G. ***Employee housing with less than six persons.***

SECTION 11:

Section 17.32.020 Uses permitted within buildings of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-1 district if conducted within a building:

- A. A convenience market.
- B. Uses that commonly accompany a convenience market, including:
 - 1. Retail sales, including a variety store, drug store, florist, confectionery store or delicatessen;
 - 2. Service uses, including barber, beauty salon, standard restaurant, laundromat, laundry, dry cleaning, locksmith, or shoe repair; and
 - 3. Small professional office, such as insurance or real estate sales, CPA's, medical, dental or legal services.
- C. Other neighborhood friendly and servicing uses such as a bookstore, boutique shop, bakery, art gallery or studio, craft sales including limited product assembly, pet shop, interior decorating store, music store or vocal instruction, photo studio, wedding chapel or reception center, health and exercise centers, spas and massage therapy.
- D. A one-family residence, when attached or included within the main building in which the primary commercial use exists. Any permit required for the commercial use must first be issued. A stand-alone single-family residence is also allowed, subject to R-1 development standards.
- E. ***Community care facility;***
- F. ***Child day care home, up to 14 children;***
- G. ***Accessory dwelling units, attached, detached, and junior (17.104.100)***
- H. ***Employee housing with less than six persons;***
- I. ***Recycling facilities as set forth in Chapter 17.124. (Ord. 08-958 § 1, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

1 **SECTION 12:**

2 **Section 17.32.030 Uses requiring use permit** of the Susanville Municipal Code is hereby
3 amended as follows:

4 The following uses are permitted in the C-1 district is a use permit is issued:

- 5 A. Auto Gas Sales;
- 6 B. Day Care Center
- 7 C. Church;
- 8 D. Private clubs, fraternities, sororities and lodges, excepting those whose chief activity of
9 which is a service customarily carried on as a business;
- 10 E. Convalescent Hospital;
- 11 F. Mortuary;
- 12 G. Bed and Breakfast;
- 13 H. Small scale repair shop for lawnmowers, saws, etc., if conducted wholly within an
14 enclosed building;
- 15 I. Duplex or two single family residences, subject to R-2 development standards;
- 16 J. Triplex, fourplex, and multifamily residential units from five to twenty (20) dwelling units per
17 acre, subject to R-3 development standards for triplex or R-4 site development
18 standards for fourplex and multifamily;
- 19 K. ***Low Barrier Navigation Center;***
- 20 L. ***Recycling facilities as set forth in Chapter 17.124;***
- 21 M. ***Thrift store or secondhand store;***
- 22 N. ***Full or partial conversion of a single-family home to a nonresidential use allowed in
23 the district;***
- 24 O. ***Skilled nursing/intermediate care facility;***
- 25 P. ***Townhouse;***
- 26 Q. ***Supportive Housing***
- 27 R. ***Mixed uses (any mix of uses allowed in this zone district with or without a use
28 permit). (Ord. 2020- 1023 § 2, 2020; Ord. 2020-1022 § 2, 2020; Ord. 08-958 § 2,
2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

1 **SECTION 13:**

2 **Section 17.36.020 Uses within buildings** of the Susanville Municipal Code is hereby amended
3 as follows:

4 The following uses are permitted in the C-2 district if conducted within a building:

- 5 A. Antique or household appliance;
- 6 B. Bank or other financial institutions that provides a direct service to the public; insurance or
7 real estate sales;
- 8 C. Barbershop or beauty shop;
- 9 D. Book store or pet shop;
- 10 E. Business, professional, government or medical office; medical, dental, or optical
11 laboratory; blueprinting; photocopying and printing; business college or trade school;
- 12 F. Butcher shop or meat locker;
- 13 G. Computer sales and service;
- 14 H. Department or drug store;
- 15 I. Dry cleaners or laundry;
- 16 J. Employment agency;
- 17 K. Furniture or hardware store;
- 18 L. Any general retail commercial structure or shopping center under eighty thousand
19 (80,000) square feet in size (includes all buildings within the shopping center);

- M. Grocery store or supermarket;
- N. Health spa or massage therapy;
- O. Interior decorating;
- P. Jewelry store;
- Q. Liquor store;
- R. Lodge, fraternal organization;
- S. Mortuary;
- T. Music store or vocal instruction;
- U. Newsstand, newspaper office;
- V. Nursery or garden supply;
- W. Photo supplies or photo studio;
- X. Pool or billiard hall;
- Y. Radio or TV station;
- Z. Repair shop for shoes, radios, televisions, or other domestic appliances;
- AA. Recycling facilities as set forth in Section 17.124;
- BB. Standard restaurant;
- CC. Studios;
- DD. Taxidermist;
- EE. Theater, motion picture or live;
- FF. Wedding chapel; and
- GG. ***Accessory Dwelling Units, attached, detached, and junior in conjunction with an existing residence (17.104.100);***
- HH. ***Employee housing with less than six persons in an existing residence;***
- II. ***Child day care home, up to 14 children, in an existing single-family home;***
- JJ. ***Community care facility in an existing single-family home. (Ord. 08-958 § 3, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

SECTION 14:

Section 17.36.030 Uses requiring use permit of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-2 district is a use permit is issued:

- A. Service station, self-serve and nonself-serve or mechanical car wash, auto repair services, auto body and painting business, and equipment rental;
- B. Automobile repair including tune-up, carburetor shop, transmission and radiator repair, electrical specialty, front end alignment, top and upholstery shop, wheel balancing and the installation of brakes, mufflers and tires;
- C. Bar, nightclub or cardroom;
- D. Commercial recreational uses, including but not limited to bowling alley, skating rink, video game center, miniature golf, kiddie rides, amusement center, driving range and sports auditorium;
- E. Dealership for sales of new or used auto, boats, motorcycle, or mobile homes, including truck sales and incidental service and repair;
- F. Fast food restaurant, including drive-in and drive-through restaurants, drive-through establishments, film processing booths and drive-up station for prescriptions;
- G. Motel or hotel;
- H. Bus terminal;
- I. Veterinarian clinic, provided any kennels are located entirely within a building;
- J. Day care center;
- K. Outdoor storage or sales associated with any of the uses permitted in Section 17.36.020;

- L. Emergency shelter;
- M. A single-family residence, when included within or attached to the main building in which the commercial use exists, and residence will be inhabited by the owner or operator of the commercial use. Any use permit required for the commercial use must first be issued;**
- N. Single-family residences that exist as of the effective date of the ordinance codified in this chapter are permitted and may be maintained and reconstructed if destroyed but no new single-family residences shall be constructed on vacant parcels;**
- O. Multifamily dwellings or residential units in mixed use developments with commercial or office uses or free-standing dwellings; the density for free-standing multifamily units shall not exceed twenty (20) dwelling units per acre; the density for mixed use developments shall be determined by the use permit;**
- P. Single Room Occupancy Units;**
- Q. Church;
- R. Recreation vehicle park;
- S. Parking structures;
- T. Any shopping center eighty thousand (80,000) square feet or larger in size (includes all buildings within the shopping center);
- U. Accessory Dwelling Units, attached, detached, and junior (17.104.100);**
- V. Employee housing with less than six persons;**
- W. Recycling facilities as set forth in Section 17.124;**
- X. Full or partial conversion of a single-family home to a nonresidential use allowed in the district;**
- Y. Private club, fraternity, sorority or lodge;**
- Z. Supportive Housing;**
- AA. Townhouse. (Ord. 2020-1023 § 2, 2020; Ord. 08-958 § 4, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)**

SECTION 15

Section 17.40.020 Permitted uses of the Susanville Municipal Code is hereby amended as follows:

The following uses shall be allowed in this zone:

- A. Services uses:
 - 1. Banks and similar financial institutions;
 - 2. Data processing and computer centers, including service and maintenance;
 - 3. Executive, administrative and professional offices;
 - 4. Government office buildings and public facilities, utility offices, post offices, and parks;
 - 5. Health and exercise centers/spas and massage therapy;
 - 6. Medical offices;
 - 7. Veterinarian offices;
 - 8. Dry cleaners or laundry; and
 - 9. Similar uses as determined by the community development director.
- B. Retail:
 - 1. Antique stores;
 - 2. Appliance sales with incidental repair;
 - 3. Bakery;

4. Barbershops;
 5. Beauty shops;
 6. Book stores, stationery;
 7. Boutique shops;
 8. Business service establishments, such as blueprinting and metal stamps, duplicating, accounting printing and photocopying services;
 9. Confectionery;
 10. Craft sales, including limited product assembly;
 11. Florist shops;
 12. Grocery;
 13. Pet shops;
 14. Pharmacies
 15. Photography studios;
 16. Radio and television stations (excluding transmission facilities);
 17. Restaurants, including those with roof gardens;
 18. Sidewalk cafés (see Section 17.40.050);
 19. Specialty clothing/leather goods;
 20. Specialty/gourmet food items;
 21. Tailor, dressmaking and millinery shops;
 22. Toys/novelty stores; and
 23. Similar uses as determined by the community development director.
- C. Cultural uses:
1. Art galleries;
 2. Museums;
 3. Studios for professional work including photography, music, drama, dancing, sculpture, painting, ceramics, weaving and jewelry;
 4. Theaters and cinemas;
 5. Similar uses as determined by the community development director.
- D. Residential uses:
1. ***Community care facility;***
 2. ***Child day care home, up to 14 children;***
 3. ***Employee housing with less than six persons;***
 4. ***Accessory Dwelling Units, attached, detached, and junior (17.104.100);***
 5. ***Home occupation in conjunction with an allowed residential use;***
 6. ***Single-family home. (Ord. 08-958 § 5, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

SECTION 16:

Section 17.40.030 Uses requiring a use permit of the Susanville Municipal Code is hereby amended as follows:

- A. Assembly or concert halls;
- B. Hotels/motels;
- C. Nightclubs;
- D. Nursery schools and day care centers;
- E. Parking garages;
- F. Private clubs and lodges;
- G. Churches and related facilities;
- H. Public or private schools and colleges for general or vocational education in a classroom setting;

- I. Duplex, triplex, fourplex, multifamily dwellings or residential units in mixed use developments with commercial or office uses or free-standing dwellings; the density for free-standing multifamily units shall not exceed twenty (20) dwelling units per acre; the density for mixed use developments shall be determined by the use permit;
- J. Automobile, or truck sales and service;
- K. On-sale and off-sale alcoholic beverage sales;
- L. Street vendors utilizing movable carts;
- M. Thrift shops, secondhand shops and pawnshops;
- N. Bed and breakfast inn (see regulations contained in Section 17.104.080);
- O. Single Room Occupancy Units;
- P. Clinics and laboratories;
- Q. Farmer's market;
- R. Supportive Housing;
- S. Skilled nursing/intermediate care facility. (Ord. 08-958 § 6, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 §2, 2000)

SECTION 17:

Section 17.44.030 Uses requiring use permit of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-O district if a use permit is issued:

- A. Business college or trade school;
- B. Office condominiums;
- C. Church;
- D. Day care center;
- E. Skilled nursing/intermediate care facility;
- F. Private clubs, fraternities, sororities and lodges, excepting those the chief activity of which is a service customarily carried on as a business;
- G. Hospitals and convalescent hospitals;
- H. Mortuaries;
- I. A single-family residence, when attached or included within the main building in which the commercial use exists, and residence will be inhabited by the owner or operator of the commercial use. Any use permit required for the commercial use must first be issued;
- J. Multifamily residential units from five to twenty (20) dwelling units per acre; and
- K. ***Supportive Housing;***
- L. ***Mixed uses (any mix of uses allowed in this zone district when any of the uses require a use permit). (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

SECTION 18:

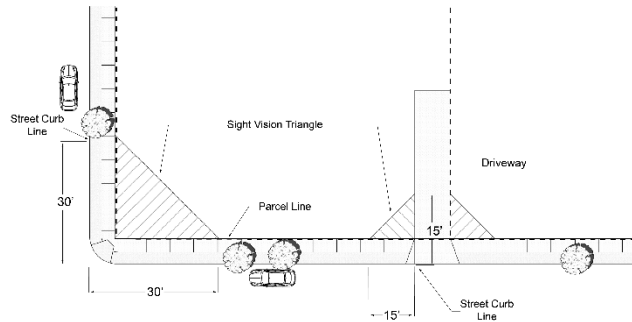
Section 17.96.040 Landscaping of the Susanville Municipal Code is hereby amended as follows:

The following general landscaping requirements apply:

A. Areas Requiring Landscaping.

- 1. Parking Areas. Open parking areas containing five or more required vehicle spaces which abuts a public street shall be landscaped to a depth of ten (10) feet, measured from the abutting street right-of-way line, with openings for walkway and/or driveway purposes, in accordance with city standards. Street trees at a rate of one tree per thirty (30) feet of frontage and shrubs at a rate of one shrub per twenty-five (25) square feet shall be planted in this area. Grass may be substituted for shrubs on a per square foot basis;

2. Large Parking Areas. Open parking areas, excluding underground or structural parking, which contain twenty (20) or more spaces, shall be landscaped to a minimum of ten (10) percent of the gross lot area used for off-street parking and access thereto, exclusive of any landscaped strip abutting the street right-of-way or area used for walkways or driveways. This required landscaping shall be located within or adjacent to the parking lot and shall include one tree, of a species suited to the area climate zone, for every eight parking spaces. One landscaped planting area at least one hundred forty (140) square feet in size, parallel to parking spaces, is required for each twelve (12) parking spaces unless approved otherwise by the community development director;
 3. Parking Next to Residential Areas. A minimum three-foot-wide landscaped strip shall be planted and maintained along the edge of parking areas that abut residential districts. This shall be counted as a part of the ten (10) percent landscaped area described in subsection (A)(2) of this section if adjacent to a parking area, if applicable;
 4. Commercial, Industrial and Multifamily Yard Area. For commercial, industrial or multifamily residential uses, required yards adjoining public streets shall be landscaped to a depth of ten (10) feet. The landscaped area shall include one tree for each thirty (30) feet of frontage and one shrub for each twenty-five (25) square feet. Yards (building setbacks) adjacent to interior property lines shall be similarly landscaped unless approved otherwise by the community development director.
- B. Landscaping Materials. Required landscaping may consist of a combination of plant and non-plant material, provided no less than fifty (50) percent of the required landscaped area shall be living plant material, based on mature plant size. Trees shall be from at least fifteen (15) gallon size containers and shrubs shall be from at least two-gallon size containers, except for uses requiring a use permit seventy-five (75) percent of trees shall be at least 1.5 inches in caliper and seventy-five (75) percent of shrubs shall be at least from five-gallon size containers. Tree sizes may be increased for areas where larger trees are removed from a site or additional screening is needed. All disturbed areas of the parcel not included under roof or for vehicular areas shall be covered with concrete, asphalt, or landscaping with an appropriate weed mat; where appropriate, native plants, xeriscaping, or other drought resistant plants are encouraged.
- C. Watering. All required planted areas shall be served with adequate and permanent watering systems, except where native plants are used, a temporary watering system may be used until plants are well established. All plants shall be maintained in a healthy, living condition.
- D. Border Materials. Except where abutting a side-walk, all required landscaped areas shall be enclosed by either a concrete curb having a minimum height of six inches, or a wooden frame constructed from materials such as railroad ties or other heavy lumber materials which measure no less than six inches in diameter.
- E. Maintenance. All required landscaped areas shall be maintained in a neat and clean condition.
- F. Sight Distance. In order to provide safe sight distance at driveways and street intersections, all plant material within a thirty (30) foot triangle at the intersection of streets, and a fifteen (15) foot triangle at the intersection of driveways and streets, shall be no more than two feet in height above the curb level, except for trees which are trimmed so that no branches extend lower than six feet above the curb (**see figure below**);



- G. Exceptions. Any portion of this section may be modified to achieve an equal or greater excellence in arrangement, design or attractiveness than would be realized by the normal standards of this section if a use permit is obtained.
- H. Landscaping Plan. All landscaping required by this section shall be installed and maintained in accordance with a landscaping plan. The plan shall be submitted to and approved by the community development director prior to issuance of a building permit or use permit, and shall show the location, size and variety of all plants, water supply and other pertinent improvements. This plan may be combined with a parking plan. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

SECTION 19:

Section 17.104.070 Large day care home of the Susanville Municipal Code is hereby amended as follows:

Section 17.104.070 Child day care home.

A childcare home use may be established in addition to a permitted residential use, provided:

- A. *It provides care for up to fourteen (14) children with the maximum number of children at any time being fourteen (14). This includes the licensee's children under the age of ten (10) and all other children under the age of eighteen (18);*
- B. It may be located in a single-family residence or mobile home;
- C. No signs are permitted;
- D. All fire safety requirements shall be met, including a fire safety clearance by the State Fire Marshal;
- E. A parking and loading area shall be provided. The loading area may be located in a front or side yard that typically is used as a driveway that leads to a garage or parking area. The parking and loading area shall be paved;
- F. A fence or wall subject to the height limitations of Section 17.96.030 may be required to provide appropriate buffering, security or safety considerations, as determined by the planning commission; and
- G. A minimum of twenty (20) percent of the lot area shall be useable open space. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

SECTION 20:

Section 17.104.110 Multifamily development standards of the Susanville Municipal Code is hereby amended as follows:

Section 17.104.110 Susanville Multi-Unit Objective Design Standards

Multifamily dwellings including fourplexes that contain four or more dwellings per structure or more than four dwellings per lot shall conform with the following development standards.

A. Site Layout and Design

- 1. Natural Features.** Existing natural features such as trees, rivers, streams, ponds, hillsides, rock formations, and native vegetation shall be incorporated into landscaping plans. All cultivation of medical marijuana within the city shall be subject to the provisions of this section.
- 2. Alternative Energy Applications.** All structures shall be designed to allow for the installation of alternative energy technologies including but not limited to active solar, wind, or other emerging technologies, and shall comply with the following standards.
 - a. Installation of solar technology on structures such as rooftop photovoltaic cell arrays** shall be installed in accordance with the State Fire Marshal safety regulations and guidelines.
 - b. Roof-mounted equipment** shall be located in such a manner so as to not preclude the installation of solar panels.
- 3. Clustering.** In a development with five or more structures, the structures shall be clustered into groups of a minimum of two structures to maximize common open space.
- 4. Pedestrian/Bicycle Circulation.**
 - a. All structures, facilities, parking areas, amenities, and common areas** shall be internally connected by pedestrian pathways with a minimum width of three feet.
 - b. Pedestrian pathways** shall be separated from parking areas by landscaping, curbs, or other edge treatments.
 - c. Pedestrian pathways** shall be directly connected to adjacent public sidewalks on each street frontage.
- 5. Bicycle Parking.** For all projects, 0.5 Class II bicycle parking spaces (i.e., inverted U-rack, ribbon rack, wave rack) are required per dwelling unit.
- 6. Service Areas and Auxiliary Structures.** Service areas and auxiliary structures (i.e., trash receptacles, propane, gas and oil tanks, utility boxes) shall be fully screened from public street view with the following development standards:
 - a. Opaque walls or fencing** made with materials and color palette submitted as part of the project application.
 - b. Landscaping**
 - c. Vehicle and pedestrian access gates**
 - d. The following materials are prohibited for any on-site service areas and auxiliary structures:**
 - i. Cyclone or chain link;**
 - ii. Vinyl; and**
 - iii. Barb wire, razor wire**
- 7. Setbacks.**
 - a. Front yard setbacks along a street right-of-way** shall reflect the average setback of existing adjacent residential structures within two hundred (200) feet, which may be greater than those set in each zone district. Modulated or varied building setbacks shall be considered if they avoid the creation of a monotonous streetscape.

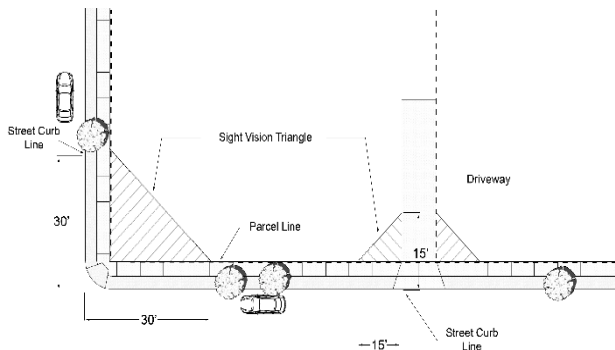
b. Structures greater than one story or 20 feet in height, whichever is greater, adjacent to single-story residential dwellings shall be set back from property lines by at least one times the height of the multi-unit structure.

8. **Sight Distance Area.** Development proposed adjacent to any public or private street or alley intersection shall be designed to provide a sight distance area for pedestrian and traffic safety.

a. **Measurement of Sight Distance Area.** A sight distance area shall be measured as follows:

i. **Corner Parcels.** On corner parcels, the sight distance area shall be formed by a 90-degree triangle with two sides measuring 30 feet along both the front and side street curb lines, said length beginning at their intersection, and a third side connecting the two ends running diagonally across the property. See figure under Subsection ii below.

ii. **Parcels Containing or Abutting a Right-Of-Way Easement, Private Drive, or Alley.** On parcels containing or abutting a parcel containing a right-of-way easement, private drive, or alley, the sight distance area shall be formed by a 90-degree triangle with two sides measuring 15 feet along each side of the right-of-way easement, private drive, or alley and the street curb line abutting the roadway, said length beginning at their intersection, and a third side connecting the two ends running diagonally across the property. See figure below (Sight Distance Area).



b. **Height limit.** No structure, sign, landscape element, or fence shall exceed 24 inches in height within the sight distance area, except for trees with their canopy trimmed so that no branches extend lower than six feet above the curb grade.

c. **Maintenance.** The sight distance area shall be continuously maintained by the individual property owner(s) in compliance with the standards

established in this Section.

B. Architectural Design

1. Building Color

a. All structures in a project shall include one primary color and no more than two accent colors, in addition to the color of the roofing material.

b. Each structure elevation shall include two colors within the color palette submitted as part of the project application.

2. Building Material.

a. The following highly-reflective structure materials are prohibited as exterior materials or as roofing. Highly reflective materials include:

i. Any zinc or Zinc-Aluminum coated sheet or polished metal;

ii. Stainless steel;

iii. Aluminum;

- iv. **Copper sealed against oxidation;**
 - v. **Glazed terra cotta tiles; and**
 - vi. **High gloss paint finishes with a light reflectance and/or chroma value exceeding 50 percent.**
 - b. **For structures over three stories, at least two materials shall be used, in addition to glazing and railings. Any one material must comprise at least 20 percent of the structure.**
 - 3. **Fences and Walls. The following materials are prohibited for all fences and walls:**
 - a. **Electrified;**
 - b. **Barb wire/razor wire;**
 - c. **Sharp objects such as spires and glass;**
 - d. **Cyclone or chain link; and**
 - e. **Vinyl**
 - 4. **Rooftop Equipment. Rooftop mechanical equipment shall be screened from view with either using a building parapet or opaque materials.**
 - 5. **Structure Massing. Structures that have a length longer than 30 feet shall include facades with varying modulation with a minimum of two feet at intervals of no more than 10 feet.**
- C. **Parking, Landscaping, Open Space, and Lighting**
 - 1. **Open Space. The following development standards apply to multi-unit developments with four or more dwelling units.**
 - a. **Public Open Space. Projects shall provide open space areas and/or community site amenities. Functional open space areas and community site amenities shall exclude areas required for zoning setbacks.**
 - i. **Public Open Space. Public open space areas shall include a minimum of two of the following amenities equivalent to a minimum of 200 square feet per dwelling unit.**
 - 1. **Courtyard/Garden with seating and/or tables for up to eight people**
 - 2. **Pergola, shade, trellis, or arbor structure not taller than 10 feet**
 - 3. **BBQ area with a minimum of two fixed barbecues and tables**
 - 4. **Sports Court (i.e., bocce ball, table tennis, badminton, tennis, pickleball basketball, volleyball)**
 - 5. **Splash pad no smaller than 50 square feet**
 - 6. **In-ground swimming pool or above-ground and/or in-ground hot tub**
 - 7. **Open lawn area(s) with no dimension less than 10 feet**
 - 8. **Community room (i.e., library room with bookshelves and seating for at least five people, media room with television and seating for at least 10 people, game room with at least two game tables or consoles, gym/fitness room with at least five pieces of gym equipment, co-working space with wi-fi, tables and seating for at least eight people**
 - ii. **Connections. Public open space areas shall be directly connected to all interior space areas (i.e., community room, recreation room, exercise center), trash and recycling enclosures, laundry facilities**

- (if applicable), structure entrances, parking areas, and mail delivery areas by pedestrian-oriented pathways.
- iii. **Landscaping.** A minimum of 15 percent of the required public open space shall be landscaped with materials and planting consistent with the standards in 17.96.040 and the subject parcels underlying base zone landscaping requirements.
- b. **Private Open Space.** Each dwelling unit shall have outdoor space designed for the exclusive use of that dwelling unit in accordance with the following standards:
- i. **Ground Floor Units.** Each ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a covered or uncovered patio to allow for light, air, and privacy.
- ii. **Above Ground Floor Units.** Each above ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a terrace, balcony, or rooftop patio to allow for light, air, and privacy.
2. **Exterior Lighting**
- a. **Pedestrian-oriented bollard lighting** no higher than three feet shall be provided in active pedestrian areas for safety and security. For the purpose of this standard, active pedestrian areas are defined as internal walkways between structures and amenities, walkways adjacent to parking areas, and walkways connecting to the public right-of-way.
- b. **Area lighting** shall be shielded downward to reduce light pollution in adjacent properties.
- c. **Pedestrian pathway lighting** features shall not exceed eight feet in height and shall have minimum illumination levels of 0.5 foot-candles at the pathway surface.
- d. **Lighting features** in parking, storage, and recreational areas shall not exceed 20 feet.
3. **Landscaping.** Landscaping standards shall be in accordance with City standards in 17.96.040.
4. **Parking.** The number of parking spaces required per project shall comply with the underlying base zone parking requirements (17.100.140) and the following development standards:
- a. **Parking Lot Design and Location**
- i. **For multi-unit development projects** greater than four dwelling units, surface parking areas shall not be located between the structure(s) and the primary street frontage.
- ii. **Parking areas** within a site shall be internally connected and use shared driveways.
- b. **Parking Lot Landscaping.** Landscaping standards shall be in accordance with City standards in 17.96.040.

SECTION 21:

Section 17.112.080 of the Susanville Municipal Code is hereby added as follows:

Section 17.112.080 - Applications and Procedures – Reasonable Accommodation

- 1 **A. Purpose.** *This Section provides a procedure to request Reasonable Accommodation*
2 *for persons with disabilities seeking equal access to housing under the California Fair*
3 *Employment and Housing Act, the Federal Fair Housing Act, and the Americans with*
4 *Disabilities Act (ADA) (referred to in this Section as the Acts) in the application of*
5 *zoning laws and other land use regulations, policies, and procedures. A Reasonable*
6 *Accommodation is typically an adjustment to physical design standards (e.g.,*
7 *setbacks) to accommodate the placement of wheelchair ramps or other exterior*
8 *modifications to a structure in response to the needs of a qualifying disabled*
9 *resident. [Source: NEW]*
- 10 **B. Applicability.** *The provisions established in this Section shall apply as follows:*
- 11 1. **Eligible Applicants.** *The following persons may submit a request for Reasonable*
12 *Accommodation:*
- 13 a. *A request for Reasonable Accommodation may be made by any person*
14 *with a disability, their representative, or any entity, when the application of*
15 *a zoning law or other land use regulation, policy, or practice acts as a*
16 *barrier to fair housing opportunities. [Source: NEW]*
- 17 b. *A person with a disability is a person who has a physical or mental*
18 *impairment that limits or substantially limits one or more major life*
19 *activities, anyone who is regarded as having this type of impairment, or*
20 *anyone who has a record of this type of impairment. Also see other*
21 *disabilities covered under the Acts. [Source: NEW]*
- 22 2. **Eligible Requests.** *Requests for Reasonable Accommodations shall comply with*
23 *the following:*
- 24 a. *A request for Reasonable Accommodation may include a modification or*
25 *exception to the practices, rules, and standards for the development, siting,*
26 *and use of housing or housing-related facilities that would eliminate*
27 *regulatory barriers and provide a person with a disability equal opportunity*
28 *to housing of their choice. [Source: NEW]*
- 29 b. *A request for Reasonable Accommodation shall comply with all applicable*
30 *provisions established in Chapter 17.112 (Applications and Procedures), of*
31 *this Title. [Source: NEW]*
- 32 **C. Application Filing, Processing, and Review.** *The filing, processing, and review of an*
33 *application for a Reasonable Accommodation shall comply with the following:*
- 34 1. **Application.** *An application for Reasonable Accommodation shall be filed and*
35 *processed in compliance with this Paragraph. The application shall include the*
36 *information and materials specified in the most up-to-date application form,*
37 *together with the required fee in compliance with the Master Fee Schedule.*
38 *[Source: NEW]*
- 39 2. **Filing with Other Land Use Applications.** *If the project involves both a request for*
40 *Reasonable Accommodation and some other discretionary approval (i.e., use*
41 *permit), the applicant shall file the information required by Subparagraph 1*
42 *(Application), above, together with the materials required for the other*
43 *discretionary approval. [Source: NEW]*
- 44 3. **Responsibility of the Applicant.** *It is the responsibility of the applicant to provide*
45 *evidence in support of the findings required by, of this Section. [Source: NEW]*
- 46 4. **Review Authority.** *The community development director or city manager designee*
47 *shall be the review authority and shall be responsible for accepting, reviewing,*
48 *and acting on Reasonable Accommodation requests. [Source: NEW]*

1 **5. Application and Review Procedures.** Upon receipt of a Reasonable
2 Accommodation request, the community development director or city manager
3 designee shall make a written decision and either approve, conditionally approve,
4 approve with modifications, or deny a request for accommodation. See
5 Subsection D (Findings and Decision). [Source: NEW]

6 **D. Findings and Decision.** The written decision to approve, conditionally approve,
7 approve with modifications, or deny a request for Reasonable Accommodation shall
8 consider the following factors: [Source: NEW]

- 9 1. Whether the land use, which is the subject of the request, will be used by an
10 individual defined as disabled under the Acts; [Source: NEW]
- 11 2. Whether the request for Reasonable Accommodation is necessary to make
12 specific land uses available to an individual with a disability under the Acts;
13 [Source: NEW]
- 14 3. Whether the requested Reasonable Accommodation would impose an undue
15 financial or administrative burden on the City; [Source: NEW]
- 16 4. Whether the requested Reasonable Accommodation would require a fundamental
17 alteration in the nature of a City program or law, including, but not limited to, land
18 use and zoning; [Source: NEW]
- 19 5. Potential impact on surrounding uses; [Source: NEW]
- 20 6. Physical attributes of the property and structures; and [Source: NEW]
- 21 7. Alternative Reasonable Accommodations that may provide an equivalent level of
22 benefit. [Source: NEW]

23 **E. Conditions of Approval.** In approving a request for Reasonable Accommodation, the
24 community development director or city manager designee shall impose conditions
25 of approval deemed reasonable and necessary to ensure the Reasonable
26 Accommodation will comply with Subsection D (Findings and Decision). of this
27 Section. [Source: NEW]

28 **F. Rescission and Discontinuance.** The rescission and discontinuance of a Reasonable
Accommodation shall comply with the following provisions:

G. Rescission. An approval or conditional approval of a Reasonable Accommodation
request application made in compliance with this Section may be conditioned may be
rescinded or automatically expired under appropriate circumstances (e.g., the
disabled individual vacates the subject parcel), unless allowed to remain in
compliance with Subparagraph B (Discontinuance), below. [Source: NEW]

H. Discontinuance. A request for Reasonable Accommodation shall be deemed
discontinued in the following circumstances:

1. A Reasonable Accommodation shall lapse if the exercise of rights granted by it is
discontinued for at least 180 consecutive days. [Source: NEW]
2. If the person(s) initially occupying the parcel or land use vacates, the Reasonable
Accommodation shall remain in effect only if the community development director
or city manager designee first determines that: [Source: NEW]
 - a. The modification is physically integrated into the structure and cannot
easily be removed or altered to comply with the provisions of this Section;
or [Source: NEW]
 - b. The Reasonable Accommodation is to be used by another qualifying
individual with a disability. If a Reasonable Accommodation is to be used
by another qualifying individual, the community development director or

city manager designee shall request the applicant or the successor(s)-in-interest to the property to provide documentation that subsequent occupants are qualifying persons with disabilities. Failure to provide the documentation within 10 business days (excluding holidays) of the date of a request by the community development director or city manager designee shall constitute grounds for discontinuance of the previously approved Reasonable Accommodation. [Source: NEW]

SECTION 22:

Section 17.130 of the Susanville Municipal Code is hereby added as follows:

Section 17.130 DENSITY BONUSES AND AFFORDABLE HOUSING INCENTIVES

17.130.010 Purpose and Intent.

Residential development shall comply with the allowability of density bonuses, incentives, exemptions, and concessions in compliance with State Density Bonus Law (Government Code Section 65915, as revised). Government Code 65915 requires the City to provide incentives for affordable housing, senior housing, and childcare facilities.

SECTION 23:

Section 17.132 of the Susanville Municipal Code is hereby added as follows:

Section 17.132 ACCESSORY DWELLING UNITS (ADUS)

17.132.010. Purpose and Intent.

The purpose and intent of this Chapter is as follows:

A. Purpose. The purpose of this Chapter is to provide regulations for the development of accessory dwelling units through a ministerial process consistent with California Government Code Section 65852.2.

B. Intent. The regulations in this Chapter are intended to:

- 1. Implement the provisions of the General Plan Housing Element;**
- 2. Assure compliance with California Government Code Section 65852.2 and other relevant housing legislation;**
- 3. Encourage the development of accessory dwelling units;**
- 4. Streamline and minimize governmental constraints on residential development; and**
- 5. Minimize potential adverse impacts on the public health, safety, and general welfare that may be associated with accessory dwelling units.**

17.132.020. Acknowledgement.

The City recognizes the State of California is facing a severe housing crisis. The City acknowledges accessory dwelling units and junior accessory dwelling units expand lower cost housing opportunities and are an essential component of the City and State's housing supply.

17.132.030. Applicability.

The regulations established in this Chapter shall apply to all accessory dwelling units where allowed in compliance with Section 17.132.040 (Where Allowed) of this Chapter and State law. Any construction, establishment, alteration, enlargement, or modification of an accessory dwelling unit shall comply with the requirements of this Chapter and the

California Building Code. An accessory dwelling unit that conforms to the standards of this Chapter shall not be:

- A. Deemed to be inconsistent with the General Plan designation and zone for the parcel on which the accessory dwelling unit is located;**
- B. Deemed to exceed the allowable density for the parcel on which the accessory dwelling unit is located;**
- C. Considered in the application of any City ordinance, policy, or program to limit residential growth; and**
- D. Required to correct a nonconforming zoning condition as defined in Section 17.132.050 (Definitions). This does not prevent the City from enforcing compliance with applicable building standards in compliance with Health and Safety Code Section 17980.12.**

17.132.040. Where Allowed.

In compliance with California Government Code Section 65852.2, accessory dwelling units shall be allowed by-right (ministerially permitted) in any zone which allows for residential uses. This includes mixed-use zoning districts which allow residential and zones which allow residential as a conditionally permitted use.

17.132.050. Permit Requirements and Processing Procedures.

An application for an accessory dwelling unit that complies with all applicable requirements of this Chapter and California Government Code Section 65852.2 shall be approved ministerially through the Building Permit process. A Building Permit application for an accessory dwelling unit on a parcel with an existing or proposed single-unit or multi-unit dwelling shall be acted upon within 60 days of the Building Permit application being complete. The Building Permit applicant may request a delay in the City processing of the Building Permit, which shall result in the tolling of the 60-day time period.

17.132.060. Types of Accessory Dwelling Units.

An accessory dwelling unit approved under this Chapter may be one of the following types:

- A. Attached. An accessory dwelling unit that is created in whole or in part from newly constructed space that is attached to the proposed or existing primary dwelling, such as through a shared wall, floor, or ceiling.**
- B. Detached. An accessory dwelling unit that is created in whole or in part from newly constructed space that is detached or separated from the proposed or existing primary dwelling, including an existing stand-alone garage converted into an accessory dwelling unit. The detached accessory dwelling unit shall be located on the same parcel as the proposed or existing primary dwelling.**
- C. Converted. Is entirely located within the proposed or existing primary dwelling or accessory structure, including but not limited to attached garages, storage areas, or similar uses; or an accessory structure including but not limited to studio, pool house, or other similar structure. See Section 17.16.100 (Standards Applicable to Converted Accessory Dwelling Units) of this Chapter.**
- D. Junior Accessory Dwelling Unit. A junior accessory dwelling unit is a unit that meets all the following (see Section 17.132.170 (Standards Applicable to Junior Accessory Dwelling Units) for additional regulations):**

1. *Shall only be allowed on parcels zoned for single-unit residences and that include an existing or proposed single-unit dwelling.*
2. *Is entirely located within a proposed or existing primary single-unit dwelling.*
3. *Has independent exterior access from the primary dwelling.*
4. *Has sanitation facilities that are either shared with or separate from those of the primary dwelling.*
5. *Includes an efficiency kitchen, which includes a cooking facility with appliances, food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.*

17.132.070. Types and Number of Units Allowed.

A. Single-Unit Dwelling Zones. *Accessory dwelling units and junior accessory dwelling units are allowed in single-unit residential zones in the following combinations:*

1. *One Attached Unit and One Junior Accessory Dwelling Unit. One attached accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.*
2. *One Converted Unit and One Junior Accessory Dwelling Unit. One converted space accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.*
3. *One Detached Unit and One Junior Accessory Dwelling Unit. One detached accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.*

B. Multi-Unit Dwelling Areas. *Accessory dwelling units are allowed in multi-unit dwelling zones in the following combinations:*

1. *Converted Spaces within a Multi-Unit Residential Dwelling Structure.*
 - a. *Within any multi-unit residential dwelling structure used exclusively for residential use, portions of such structures that are not used as livable space may be converted to accessory dwelling units, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, provided that any such space converted to an accessory dwelling unit complies with minimum State building standards for dwellings.*
 - b. *At least one accessory dwelling unit shall be allowed within an existing multi-unit dwelling structure if the total number of accessory dwelling units within the structure does not exceed 25 percent of the existing units.*
2. *Detached Accessory Dwelling Units. Up to two detached accessory dwelling units shall be allowed on a parcel where a multi-unit residential dwelling structure exists.*

17.132.080. Standards Applicable to All Accessory Dwelling Units.

The following standards apply to all accessory dwelling units and junior accessory dwelling units constructed on or moved to a new parcel and to the remodeling or rebuilding of existing single-unit residential dwelling or multi-unit residential dwelling structures to create an accessory dwelling unit.

A. Parcel Size and Width. *No minimum parcel size or parcel width standards shall apply to the construction of an accessory dwelling unit.*

B. Parcel Coverage. *An accessory dwelling unit shall comply with the parcel coverage requirements of the applicable zoning district, except in the case where the allowable parcel coverage would preclude an accessory dwelling unit, one attached or detached accessory dwelling unit with a maximum size of 800 square feet, regardless*

1 of the number of bedrooms, shall be allowed and shall comply with the requirements
2 of this Chapter.

3 **C. Owner Occupancy.** The property owner is not required to occupy the accessory
4 dwelling unit or primary dwelling located on the parcel.

5 **D. Separate Access Required.** An accessory dwelling unit shall have exterior access
6 that is separate from the exterior access for the primary dwelling.

7 **E. Fire Sprinklers.** Fire sprinklers are required in an accessory dwelling unit if they are
8 required in the primary dwelling per the California Building Code.

9 **F. Permanent Foundation.**

10 1. All accessory dwelling units shall be permanently attached to a permanent
11 foundation as defined by the California Building Code.

12 2. The use of a recreational vehicle, commercial coach, trailer, motor home,
13 camper, camping trailer, boat, or other apparatus not designed for permanent
14 human habitation is prohibited.

15 **G. Nonconforming Conditions.** The correction of nonconforming zoning conditions is
16 not required in order to establish an accessory dwelling unit on a parcel with a
17 primary dwelling.

18 **H. Illegal Units.** This Chapter shall not validate any existing illegal accessory dwelling
19 units or junior accessory dwelling units. The standards and requirements for the
20 conversion of an illegal accessory unit to a legal conforming unit shall be the same
21 as for a new accessory dwelling unit.

22 **I. Design.** Accessory dwelling units shall comply with the following general design
23 standards:

24 1. Within any historic district zone or historic district overlay zone, the design of
25 accessory dwelling units shall be consistent with the design and development
26 guidelines applicable to such zones.

27 2. If the accessory dwelling unit is a manufactured home, the manufactured home
28 shall be erected and permanently attached on a permanent foundation and shall
be made to match the primary dwelling in terms of architectural style, exterior
materials and colors, and roof pitch.

J. No Separate Conveyance. Except as provided in Government Code Section
65852.26, an accessory dwelling unit shall not be sold or otherwise conveyed
separately from the parcel and the primary dwelling(s).

K. Rental Term. No accessory dwelling unit shall be rented for a term of less than 30
days.

L. Impact Fees. No impact fees (including school fees) shall be charged to an
accessory dwelling unit that is less than 750 square feet in size. Any impact fee
charged to an accessory dwelling unit 750 square feet or larger in size shall be
charged proportionately in relation to the square footage of the primary dwelling unit
(e.g. the floor area of the primary dwelling, divided by the floor area of the accessory
dwelling unit, times the typical fee amount charged for a new dwelling). For purposes
of calculating the fees for an accessory dwelling unit on a lot with a multi-family
dwelling, the proportionality shall be based on the average square footage of the

units within that multi-family dwelling structure. For accessory dwelling units converting existing space with a 150 square foot expansion, a total unit square footage over 750 square feet shall be charged proportionately in relation to the square footage of the primary dwelling unit(s).

17.132.090. Additional Standards Applicable to Attached and Detached Accessory Dwelling Units.

The following standards shall apply only to attached and detached accessory dwelling units.

A. Unit Size Requirements. Attached and detached accessory dwelling units shall comply with the following unit size requirement:

- 1. Attached Units. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed. an attached accessory dwelling unit shall not exceed 50 percent of the floor area of the primary dwelling.**
- 2. Detached Units. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed.**
- 3. Unit Type Combinations. A detached, new construction accessory dwelling unit may be combined on the same parcel with one junior accessory dwelling unit. When combined with a junior accessory dwelling unit, the maximum size of the detached accessory dwelling unit is limited to 800 square feet, regardless of the number of bedrooms.**
- 4. Measurement of Unit Size. Square footage is measured from the exterior walls at the building envelope, excluding any garage area or unenclosed covered porch areas. For the purposes of measurement all attached and/or interior storage areas, mezzanines, lofts, attics (except those less than seven feet in height accessed by a crawlspace and/or other code compliant access), and similar uses shall be counted in the total square footage.**

B. Height. Accessory dwelling units are limited to a maximum height of 16 feet, except as established below:

- 1. Detached Units Located Adjacent Transit Services. If a detached accessory dwelling is located within a half-mile of a major transit stop or high-quality transit corridor, as defined in Chapter 17.04 (General Provisions and Definitions), the unit is limited to a maximum height of 18 feet, and may be up to two feet taller, for a maximum of 20 feet, if necessary to match the roof pitch of the primary dwelling unit.**
- 2. Detached Units on Multi-Family Residential Dwelling Parcels. If a detached accessory dwelling is located on a parcel with a multistory, multi-family dwelling structure, the detached accessory dwelling unit is limited to a maximum height of 18 feet.**
- 3. Accessory Dwelling Units Above Garages. An accessory dwelling unit located above a detached garage is limited to a maximum height of 25 feet.**
- 4. Attached Units. An accessory dwelling attached to the primary dwelling is limited to the height allowed in the underlying zoning district.**

C. Parking. One off-street parking space is required for an accessory dwelling unit in addition to that required for the primary dwelling, except as established below.

- 1. No off-street parking shall be required if any of the following circumstances exist:**

- a. *The accessory dwelling unit is located within one-half mile of public transit.*
 - b. *The accessory dwelling unit is located on a property which is recognized as historically significant.*
 - c. *The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.*
 - d. *When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.*
 - e. *Where there is a car share vehicle located within one block of the accessory dwelling unit.*
2. *The required off-street parking space may be covered or uncovered and shall be allowed in tandem and in setback areas, unless the review authority makes specific findings that such parking is not feasible due to specific site topographical or fire and life safety conditions.*
 3. *If a garage, carport, or covered parking is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking is not required.*

17.132.100. Standards Applicable to Converted Accessory Dwelling Units.

The following standards apply only to converted accessory dwelling units:

- A. **Limited Expansion.** *Conversions may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure if the expansion is for the sole purpose of accommodating ingress and egress to the converted structure.*
- B. **Exterior Access Required.** *The converted space or structure shall have exterior access.*
- C. **Setbacks.** *An accessory dwelling unit or portion of an accessory dwelling unit located within the existing space of an existing dwelling or within an existing detached accessory structure shall not require a setback from the rear, street side, or interior side property lines.*
- D. **Parking.** *No additional off-street parking is required for the converted accessory dwelling unit. If replacement parking is provided, the replacement spaces shall be located in any configuration on the same parcel as the accessory dwelling unit and may include but is not limited to covered spaces, uncovered spaces, or tandem spaces. Replacement parking may only occur on driveways leading to a required parking space or in rear yard on a paved surface.*
- E. **Unit Size Requirements.** *The conversion of an existing accessory structure or a portion of the existing primary dwelling to an accessory dwelling unit is not subject to unit size requirements established in this Chapter. For example, if an existing 2,000 square-foot accessory structure was converted to an accessory dwelling unit, it would not be subject to the established unit size requirements.*

17.132.110. Standards Applicable to Junior Accessory Dwelling Units.

The following standards apply only to junior accessory dwelling units.

- A. **Where Allowed.** *Junior accessory dwelling units shall only be allowed on parcels zoned for single-unit residential dwellings and that include an existing or proposed single-unit dwelling.*

- 1 **B. Location on Parcel.** *A junior accessory dwelling unit shall be allowed in the*
2 *following locations:*
- 3 1. *Within the walls of an existing or proposed single-unit dwelling.*
 - 4 2. *Combined with a detached or new construction accessory dwelling unit. When*
5 *combined with a junior accessory dwelling unit, the maximum size of the*
6 *accessory dwelling unit is limited to 800 square feet, regardless of the number*
7 *of bedrooms.*
- 8 **C. Number of Units Per Parcel.** *A maximum of one junior accessory dwelling unit shall*
9 *be allowed on any parcel.*
- 10 **D. Unit Size Requirements.** *The total area of floor space for a junior accessory dwelling*
11 *unit shall not exceed 500 feet and shall not expand the size of an existing single-unit*
12 *dwelling by more than 150 square feet, provided such expansion is provided solely*
13 *for the purpose of accommodating ingress and egress.*
- 14 **E. Efficiency Kitchen.** *A junior accessory dwelling unit shall include an efficiency*
15 *kitchen, requiring and limited to the following components:*
- 16 1. *A sink with a maximum waste line drain of one-and-on-half inches;*
 - 17 2. *A cooking facility with appliances which do not require electrical service greater*
18 *than one 120 volts or natural or propane gas;*
 - 19 3. *A food preparation counter or counters that total at least 15 square feet in area;*
20 *and*
 - 21 4. *Food storage cabinets that total at least 30 square feet of shelf space.*
- 22 **F. Parking.** *No off-street parking is required for the junior accessory dwelling unit.*
- 23 **G. Entrance.** *The junior accessory dwelling unit shall include an exterior entrance*
24 *separate from the main entrance to the existing or proposed single-unit dwelling. If a*
25 *bathroom facility is not shared with the single-unit dwelling, the junior accessory*
26 *dwelling may, but is not required to, include an interior entry into the main living*
27 *area, which may include a second interior doorway for sound attenuation.*
- 28 **H. Deed Restriction.** *Junior accessory dwelling units shall comply with the following*
deed restriction requirements:
1. **Deed Restriction Required.** *Prior to issuance of a Building Permit for a junior*
accessory dwelling unit, a deed restriction shall be recorded against the title of
the property in the Tehama Recorder's office and a copy filed with the City. The
deed restriction shall run with the land and bind all future owners. The form of
the deed restriction will be provided by the City and shall provide that:
 - a. *The junior accessory dwelling unit shall not be sold separately from the*
primary dwelling, except as may otherwise be permitted by State law.
 - b. *The junior accessory dwelling unit is restricted to the approved size and*
other attributes allowed by this Section.
 - c. *The deed restriction runs with the land and shall be enforced against future*
property owners.
 2. **Deed Restriction Removal.** *The deed restriction may be removed if the property*
owner eliminates the junior accessory dwelling unit. To remove the deed
restriction, a property owner shall make a written request of the City, providing
evidence that the junior accessory dwelling unit is eliminated. The City shall
determine the junior accessory dwelling unit has been eliminated. If the junior

accessory dwelling unit is not entirely physically removed but is only eliminated by virtue of having a necessary component of a junior accessory dwelling unit removed, the remaining structure and improvements shall otherwise comply with all applicable development and building standards.

3. ***Enforcement. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the accessory dwelling unit in violation of the recorded restrictions or abatement of the illegal unit.***

SECTION 24.

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

INTRODUCED at a regular meeting of the City Council of the city of Susanville, California, on the 4th day of September 2024, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the 18th day of September 2024.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Ordinance No. 24-1044 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of September 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

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1 **WHEREAS**, it is the City's intention that nothing in these Chapters shall be construed to
2 allow persons to engage in conduct that endangers others or causes a public nuisance.

3 **NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of
4 Susanville:

5 **SECTION 1:** Makes the following findings:

6 1. The proposed Text Amendments are consistent with the objectives, policies, general land
7 uses, and programs of the City of Susanville General Plan and Zoning section of the City of
8 Susanville Municipal Code.

9 2. The proposed ordinance is not subject to the California Environmental Quality Act (CEQA)
10 pursuant to CEQA Guidelines Sections 15282(h)(r),(s), and 15283 (Article 19 "Categorical
11 Exemptions", of CEQA) because it does not have the potential for resulting in significant
12 physical changes to the environment, directly or indirectly.

13 3. The Environmental Impact Report Addendum (State Clearing House Number **1989050810**)
14 that was prepared for the 2019-2024 Housing Element update which was certified by the State
15 Housing and Community Development Department, adequately addresses the potential impacts
16 associated with the proposed Ordinance additions and amendments. None of the
17 circumstances presented in the Ordinance updates would trigger the need for a subsequent EIR
18 addendum or Mitigated/Negative Declaration pursuant Section 15062 of the CEQA Guidelines.

19 4. That the establishment, maintenance, or operation of the subject use, building or facilities
20 applied for will not, under the circumstances of the particular use, with the conditions imposed
21 thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort, and general
22 welfare of persons residing or working in the neighborhood of the proposed use and will not be
23 injurious or detrimental to property or improvements in the neighborhood or the general welfare
24 of the city.

25 **SECTION 2:** Recommends to City Council adoption of Ordinance No. 24-1044 amending Title
26 17 of the Susanville Municipal Code as follows:

27 Amendment of Chapter 17.08 "Definitions" to include "Employee Housing", "Low Barrier
28 Navigation Center", "Single Room Occupancy", "Supportive Housing"

1 Amendment of Chapters 17.12, 17.16, 17.20, 17.24, 17.28, 17.32, 17.36, 17.40, 17.44, 17.96,
2 and 17.104 (Objective Design Standards for Multifamily Housing).

3 Addition of Chapter 17.132 Density Bonus and Affordable Housing.

4 Addition of Addition of Chapter 17.136 Accessory Dwelling Units (ADUs).

5 Addition of Chapter 17.112.080 Reasonable Accommodations.

6 **SECTION 3.** Government Code Section 65860 provides that zoning ordinances must be
7 consistent with the City's general plan. The Planning Commission hereby makes a finding that
8 the zoning ordinance is consistent with the General Plan as it furthers the following objectives
9 and goals of the General Plan's 2019-2024 Housing Element.

10 **SECTION 4:** The City of Susanville Planning Commission does hereby ordain that Chapter 17 is
11 hereby recommended to be amended as shown in **Exhibit A, and Exhibit B**, and attached
12 hereto adding Chapters 17.130, 17.132, 17.136, 17.112.080, and amending Chapters 17.08 and
13 17.12, 17.16, 17.20, 17.24, 17.28, 17.32, 17.36, 17.40, 17.44, 17.96, 17.104, to regulate and
14 streamline density bonus and affordable housing incentives, accessory dwelling units (ADUs),
15 reasonable accommodations, multifamily objective design standards, and establishing
16 standards for their uses within the City's Municipal Code.

17 **SECTION 5.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or
18 its application to any person or circumstance is held to be invalid or unconstitutional by the
19 decision of any court of competent jurisdiction, such decision shall not affect the validity of the
20 remaining portions of this Ordinance or its application to other persons or circumstances. The
21 Planning Commission declares that it would have adopted this Ordinance and each section,
22 subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more
23 sections, subsections, sentences, clauses, phrases, or portions be declared invalid or
24 unconstitutional and, to that end, the provisions hereof are hereby declared severable.

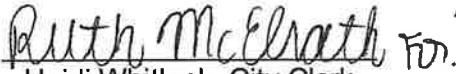
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APPROVED:



Melanie Westbrook, Chairperson
Planning Commission
City of Susanville, State of California

ATTEST:



Heidi Whitlock, City Clerk
Secretary to the Planning Commission

The foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 28th day of May 2024, by the following vote:

AYES: DeBoer, Merchant, Eltzroth, Jambois and Westbrook

NOES: None

ABSENT: None

ABSTAIN: None



Heidi Whitlock, City Clerk
Secretary to the Planning Commission

**CITY OF SUSANVILLE PLANNING DEPARTMENT
NOTICE OF PUBLIC HEARING**

The City of Susanville Planning Commission will be holding a public hearing to allow public comment on three proposed ordinances which will update Title 17 of the Susanville Municipal Code. All three ordinances are required by state law in order to achieve compliance with the Department of Housing and Community Development's State Housing Laws for cycle 6 and 7 for the City of Susanville's Housing Element Update of the General Plan.

The City of Susanville is proposing to amend Title 17 (Zoning) to add provisions to allow for Accessory Dwelling Unit streamlining, Reasonable Accommodations, and Objective Design Standards for Multi-Family Housing Projects. **The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15332.** This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on May 28, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The administrative draft of all three ordinances are available for review upon request at the aforementioned address.

The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals regarding the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

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

ADMINISTRATIVE REPORT

August 7, 2024

City of Susanville

Housing Element Compliant Zoning Code Amendments to Increase Housing Supply and Affordability

Environmental Determination

Background

The City of Susanville is considering adoption of Zoning Code amendments to implement its 2019-2024 Housing Element and comply with State law. These amendments include accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and several other technical amendments as specified in the 2019-2024 Housing Element Action Programs. The City has prepared these amendments in response to recent changes in California law that require all cities and counties to adopt such provisions to increase housing supply and affordability. Because this action requires City Council approval, and such approval will establish new development regulations, the action is considered a Project under the California Environmental Quality Act. As such, the City is required to make an environmental determination for the Project prior to any action on the Project. To make this determination, the following considerations are addressed here: the Project Description, relevant State Housing Law, the 2019-2024 Housing Element, and the 2019-2024 Housing Element Addendum to the 1990 General Plan PEIR.

Project Description

The proposed Project includes several Zoning Code amendments intended to comply with State law, and implement the 2019-2024 Housing Element, including accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and several other technical amendments.

Accessory Dwelling Unit Provisions.

The existing Second Residential Dwelling Ordinance are revised to include provisions and regulations for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) pursuant to Action Program 1.2. The purpose of the new ADU provisions is to provide regulations for the development of accessory dwelling units through a ministerial process consistent with California Government Code Section 65852.2. The regulations are intended to:

- Implement the provisions of the General Plan Housing Element.
- Assure compliance with California Government Code Section 65852.2 and other relevant housing laws.

- Encourage the development of accessory dwelling units.
- Streamline and minimize governmental constraints on residential development.
- Minimize potential adverse impacts on public health, safety, and general welfare that may be associated with accessory dwelling units.

Some of the key ADU provisions include:

- ADUs are allowed on every residential parcel.
- Over the counter ministerial approval of ADUs.
- Define detached, attached, and junior ADUs.
- Detached, attached, and junior ADUs are allowed on a parcel with a single family dwelling.
- Standards that apply to all ADUs include parcel size, parcel coverage, design, rental terms, impact fees, and fire sprinklers.
- Standards that apply to attached and detached ADUs include; unit size, structure height, and parking requirements.
- Standards that apply to converted ADUs include expansion limits, exterior access, setbacks, parking, and unit size.
- Standards that apply to JADUs include where they allowed, location on parcel, number of units, unit size, efficiency kitchen, parking, unit entrance, and deed restrictions

Objective Multifamily Residential Design and Development Standards

The Project includes objective design and development standards for multifamily residential development, including standards for multifamily uses in the R-2, R-3, and R-4 zones in compliance with Senate Bill 35 (Action Program 2.12). These standards establish a process to permit multi-family housing by-right, without discretionary review, consistent with State law. The standards are intended to facilitate increased development at allowable densities and provide guidance and certainty in design standards to ensure quality housing is developed in the city. The significant features of the new standards are:

- **Site Layout and Design.** The site layout and design standards address natural features; alternative energy applications; clustering; pedestrian and bicycle circulation; bicycle parking; service areas and auxiliary structures; setbacks; and site distance area
- **Architecture Design.** Architectural design standards address building color and materials' fences and walls; roof top equipment; and structure massing.
- **Parking, Landscaping, Open Space, and Lighting.** The parking, landscaping, open space, and lighting standards address open space; exterior lighting, and parking

Technical Zoning Code Amendments

The Project includes several technical Zoning Code amendments intended to streamline housing production and implement several 2019-2024 Housing Element action programs. The amendments include:

- Employee Housing. Allows employee housing in all zoning districts that allow residential uses to comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6. (Action Program 1.2)
- Single Room Occupancy Units. Defines and allows single room occupancy units with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) zoning districts. (Action Program 1.2)
- Transitional and Supportive Housing. Defines and allows transitional and supportive housing as permitted uses subject to the same restrictions on residential uses in the same type of structure. In addition, transitional and supportive housing is allowed as permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses. (Action Program 1.2)
- Reasonable Accommodations Ordinance. Includes reasonable accommodation provisions that formalize a general process for reasonable accommodations. (Action Program 2.7)
- Low Barrier Navigation Centers. Includes provisions to allow low barrier navigation centers for homeless per Government Code 65660-65668. (2019-2024 Housing Element Action Program 2.9)
- Density Bonus Law. Amends the Zoning Code to comply with State density bonus law. (Action Program 2.11)

CEQA Requirement

The California Environmental Quality Act (CEQA) requires public agencies to evaluate the potential physical impacts of proposed projects prior to approving a project and, if necessary, impose feasible mitigation measures to reduce significant project impacts to a less than significant level. Once a proposed action is determined to be a project as defined by CEQA, a Lead Agency can make one of four basic determinations: the project is statutorily or categorically exempt; the project impacts have already been addressed as a part of another project impact analysis; prepare a negative declaration or mitigated negative declaration; or prepare an environmental impact report (for which there are several sub-categories).

If the City determines the proposed Project is part of a larger project (the 1990 General Plan or the 2019-24 Housing Element) it must make certain additional determinations. When an EIR has been certified or an Addendum to that EIR, in this case the 1990 General Plan PEIR, no subsequent EIR or negative declaration needs to be prepared for that project unless the lead agency makes one of more of the following determinations:

1. Substantial changes are proposed in the project which will require major revisions of the previous EIR or negative declaration;
2. Substantial changes will occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR or negative declaration; or
3. New information of substantial importance shows any of the following:
 - a. The project will have one or more significant effects not discussed in the previous EIR or negative declaration;

- b. Significant effects previously examined will be substantially more severe than shown in the previous EIR;
- c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the Project; or
- d. Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment.

Analysis

In order to make a determination for the appropriate CEQA analysis for the proposed Project, the City has considered relevant State laws; adopted City plans, policies, programs; and previous CEQA analysis, which are described here.

Relevant State Housing Law

Increasing concern in the last few years about housing supply and affordability in California have resulted in the State enacting a number of new laws aimed at addressing those concerns. One key aspect of the new housing laws is to limit local government discretion related to the approval of new housing development. The underlying intent of many of the new laws is to make it easier and less costly to develop new housing in California, especially higher density, more affordable housing. To this end, several new State laws now require local governments to establish accessory dwelling units regulations and objective design and development standards for multi-family residential development, and a non-discretionary, by-right approval process for those developments. New state law also requires a number of other zoning code provisions be revised or included to increase housing supply and affordability. The following is a partial summary of some of the relevant, new State housing laws that are the impetus for this Project.

SB 35

This law establishes a streamlined, ministerial review process for certain multi-family affordable housing projects that are proposed in local jurisdictions that have not met regional housing needs, until 2026. Projects streamlined under this law must meet relevant objective standards.

SB 166

This law amends the No Net Loss Zoning law to require local governments to accommodate remaining unmet housing need at all times, identifying new sites for affordable housing when market-rate housing is developed on sites for affordable housing.

SB 330

This law prohibits a city or county from enacting a development policy or standard that would reduce intensity of land use, impose subjective design review standards, limit the amount of housing, impose development moratoriums, limit land use approvals or permits, cap housing units, or cap population. The law additionally makes numerous changes to housing permitting. Preliminary applications for housing may be submitted and must contain specified information. Local governments are prohibited

from applying ordinances to a development after a preliminary application is submitted and cannot hold more than five hearings on approval of a housing project that complies with objective standards when the preliminary application is deemed complete. These provisions expire on January 1, 2025.

AB 68, AB 881, SB 13, AB 587, AB 670, and AB 671

These laws were part of the first State ADU and JADU legislation. Among other things, these laws address the following provisions:

- Prohibit local jurisdictions from establishing minimum parcel sizes for ADUs.
- Clarify that areas designated by local agencies for ADUs may be based on the adequacy of water and sewer services, as well as on impacts on traffic flow and public safety.
- Prohibit local jurisdictions from requiring replacement off-street parking for ADUs created through the conversion of a garage, carport or covered parking structure.
- Reduce the maximum ADU and JADU application review time from 120 days to 60 days.
- Clarify that “public transit” includes various means of transportation that charge set fees, run on fixed routes, and are available to the public.
- Establish impact fee exemptions and limitations based on the size of the ADU. ADUs up to 750 square feet are exempt from impact fees, and ADUs that are larger than 750 square feet may be charged impact fees but only fees that are proportional in size (by square foot) to those for the primary dwelling unit.
- Allow the construction of JADUs even where a local agency has not adopted an ordinance expressly authorizing them.
- Allows a permitted JADU to be constructed within the walls of the proposed or existing single-family residence and eliminates the required inclusion of an existing bedroom and an interior entry into the single-family residence.

AB 2221

This law makes clarifying changes to existing ADU law to close procedural and permitting loopholes for approving ADUs at the local level. Existing State law requires local agencies to “act on” an ADU application within 60 days. AB 2221 eliminates the ambiguity of this requirement by clarifying that local agencies shall approve or deny an ADU application within 60 days of application submittal. Additionally, AB 2221 prohibits local agencies from imposing front setback requirements for ADUs that are 800 square feet or smaller in size and which otherwise adhere to the established side and rear setbacks.

SB 897

This law amends the existing height limit requirement for attached and detached ADUs. Under SB 897 local agencies must allow ADUs taller than 16 feet in the following circumstances:

- If the ADU is located within a half-mile of a major transit stop or high-quality transit corridor, a detached ADU that is on a parcel with a single-family or multi-family dwelling may be up to 18 feet in height by-right, and the ADU be up to two feet taller (for a maximum of 20 feet) if necessary to match the roof pitch to that of the primary dwelling.

- If a detached ADU is on a parcel with an existing or proposed multistory multi-family dwelling, the ADU may be up to 18 feet in height, regardless of how close it is to transit.
- An attached ADU may now be up to 25 feet high or as high as a primary dwelling is allowed under the underlying zone, whichever is lower. However, a local agency may still limit the ADU to two stories.

AB 345

This law requires the allowance of the separate conveyance of ADUs from the primary dwelling in certain circumstances, including:

- The property is held in a recorded tenancy in common agreement that meets certain requirements.
- There is an enforceable restriction on the use of the property between the low-income buyer and nonprofit that complies with the requirements of the Revenue and Taxation Code.
- The ADU or primary dwelling was built or developed by a qualified nonprofit.
- The entire property is subject to affordability restrictions to assure that the ADU and primary dwelling are preserved for owner-occupied, low-income housing for 45 years and are sold or resold only to a qualified buyer.

AB 3182

This law further address barriers to the development and use of ADUs and JADUs. The law, among other changes, addresses the following:

- Applications for ADUs or JADUs must be deemed approved (not just subject to ministerial approval) if the local agency has not acted on the completed application within 60 days.
- Provides for the rental or leasing of a separate interest ADU or JADU in a common interest development. However, no less than 25 percent of the separate interest units within a common interest development be allowed as rental or leasable units.
- Requires ministerial approval of an application for a building permit within a residential or mixed-use zone to create one ADU and one JADU per parcel, within the proposed or existing single-family dwelling if certain conditions are met.

AB 682

This law expands the existing density bonus law to include “shared housing buildings” as a housing development eligible for a density bonus and/or concession. The law defines a “shared housing building” as a residential mixed-use structure with five or more shared housing units, and one or more common kitchen and dining area, designed for permanent residence by its tenants. The law does not allow a local agency to require any minimum unit size requirements or minimum bedroom requirements for a shared housing building.

AB 1551

This law reinstates a previous law that sunset January 1, 2022, granting density bonuses to commercial developers. To be eligible for one of the six commercial density bonuses the developer must partner

with an affordable housing developer to build affordable housing where at least 30 percent are affordable to low-income households or 15 percent are affordable to very low-income households. The affordable units can either be built on the commercial site, or the developer can donate land or a cash payment to the affordable housing developer to construct affordable housing units elsewhere in the jurisdiction.

AB 571

This law places additional limits on the impact fees qualifying projects. Specifically, the law prohibits local agencies from charging affordable housing impact fees, including inclusionary zoning fees and in-lieu fees, against affordable units in density bonus housing developments.

AB 634

This law requires longer affordability periods for qualifying projects. The law allows a local government to adopt provisions requiring an affordability period of more than 55 years in density bonus housing projects. However, the local ordinance cannot impose affordability periods of more than 55 years in developments financed with low-income housing tax credits.

SB 290

This law makes several changes to the density bonus law, including:

- Provides one incentive or concession for density bonus projects that include at least 20 percent of the units for lower income students in a student housing development.
- Eliminates the ability of local governments to disapprove a developer's request for an incentive or concession, or a waiver or modification of development standards, on the grounds that it would have a specific adverse impact on the physical environment.
- Provides parking standards of one-half space per bedroom for housing developments which include at least 40 percent moderate income units that are located within a half mile of a major transit stop.
- Eliminates the requirement that for-sale units for moderate income households must be in a "common interest development" to qualify for a density bonus.
- Clarifies that for purposes of qualifying for a density bonus, the "total units" in a housing development include affordable units that are designated to satisfy local inclusionary housing requirements.
- Clarifies that for purposes of qualifying for a density bonus, affordable units for very low- or lower- income households can be either rental or for-sale units. (Affordable units for moderate income households still must be for-sale units and may not be rental units)

AB 682

This law expands the existing density bonus law to include "shared housing buildings" as a housing development eligible for a density bonus and/or concession. Density bonus provisions must include "shared housing buildings" as a residential building type that is eligible for a density bonus and/or concession and adopt a definition of "shared housing building" that is compliant with the State definition.

This law establishes that low barrier navigation center developments are essential tools for alleviating the homeless crisis in the State and are a matter of Statewide concern. As such, the law mandates low barrier navigation centers be allowed by-right in areas zoned for mixed uses and nonresidential zones permitting multi-family dwellings. In addition, local agencies may not impose parking requirements onto low barrier navigation centers.

2019-2024 Housing Element Action Programs

It is important to confirm that the Project is consistent with the 2019-2024 Housing Element. While the Housing Element is formally part of the 1990 General Plan, the 2019-2024 Element was prepared separately from (and subsequent to) the General Plan. The Housing Element includes several action programs which call for updating the Zoning Code to address compliance with State housing law.

Action Program [1.2]: Amend the Zoning Code to address the following:

Accessory Dwelling Units (ADU). Ensure compliance with Assembly Bill 2299 and Senate Bill 1069.

Employee Housing. Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6).

Single Room Occupancy Units. Define and allow with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) Zoning Districts.

Transitional and Supportive Housing. Define and allow transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses in the same type of structure. In addition, transitional and supportive housing must be allowed as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.

Emergency Shelters. Allow emergency shelters by-right, without discretionary review, in the Public Facilities (PF) zoning district.

Action Program [2.7]: Develop and formalize a process for persons with disabilities to make a request to modify residential development standards to accommodate their specialized needs and streamline the permit review process.

Action Program [2.9]: Revise the Zoning Code to allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Action Program [2.11]: Amend the Zoning Code to comply with State density bonus law.

Action Program [2.12]: Establish a written policy or procedure and other guidance as appropriate to specify the SB 35 streamlining approval process and standards for eligible projects.

2019-2024 Housing Element Addendum

The 2019-2024 Housing Element Addendum served as the environmental documentation for the 2019-2024 Housing Element update. The addendum to the 1990 General Plan Environmental Impact Report (EIR) (State Clearinghouse Number 1989050810) demonstrates that the analysis contained in that EIR adequately addressed the potential physical impacts associated with implementation of the 2019-2024 Housing Element and that none of the conditions described in California Environmental Quality Act (CEQA) Guidelines Section 15162 calling for the preparation of a subsequent EIR or negative declaration occurred.

The City adopted the 1990 General Plan and certified the General Plan EIR. While the General Plan EIR did not address the 2019-2024 Housing Element, the policies and programs in the General Plan address all physical development in the city. The Addendum compared the policy and program changes from the previous 5th cycle Housing Element to the 2019-2024 6th cycle Housing element.

As a policy document, the Housing Element will not result in physical changes to the environment but encourages the provision of affordable housing within the land use designations shown in the Land Use Element of the General Plan. None of the policies or programs in the 2019-2024 Housing Element would result in physical changes to the environment. Construction that could result in physical changes to the environment within the City is required to comply with the General Plan, Zoning Code, State and Federal permits, and local development standards. The 2019-2024 Housing Element serves as the City's guiding policy and program document to meet future needs of housing for all the City's economic levels. The 2019-2024 Housing Element replaces the existing 2014-2019 Housing Element.

Conclusion

As noted above, the Lead Agency can make one of four basic determinations for a Project as to the appropriate action to comply with CEQA: the project is statutorily or categorically exempt; the Project impacts have already been addressed in an environmental analysis as a part of a larger project; prepare a negative declaration or mitigated negative declaration; or prepare an environmental impact report (for which there are several sub-categories). Considered here is whether the 2019-2024 Housing Element Addendum addressed the potential environmental effects of the proposed Project, which will result in amendments to the City Zoning Code intended to increase housing supply and affordability.

While the proposed Project subject to this present analysis is not a "subsequent development project," it is both a subsequent project governed by the General Plan and will enable subsequent development projects subject to the proposed Zoning Code amendments and objective design standards. Since these subsequent projects will not be subject to discretionary review and therefore, not subject to additional CEQA analysis, the question is whether the 2019-2024 Housing Element Addendum adequately addresses the potential Project environmental impacts. The proposed Project is consistent with and implements the 2019-2024 Housing Element. Housing Element programs call for the City to amend the Zoning Code to address the following:

Accessory Dwelling Units (ADU). Ensure compliance with Assembly Bill 2299 and Senate Bill 1069.

Employee Housing. Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6).

Single Room Occupancy Units. Define and allow single room occupancy units with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) Zoning Districts.

Transitional and Supportive Housing. Define and permit transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure and allow supportive housing as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.

Emergency Shelters. Allow emergency shelters by-right, without discretionary review, in the Public Facilities (PF) zoning district.

Reasonable Accommodation. Develop and formalize a process that a person with disabilities will need to go through to make a reasonable accommodation request in order to accommodate the needs of persons with disabilities and streamline the permit review process.

Low Barrier Navigation Centers. Allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Density Bonus. Comply with State density bonus law (Government Code Section 65915, as revised).

Objective Residential Design and Development Standards. Establish objective residential design and development standards to comply with the SB 35 streamlining approval process and standards for eligible projects, as set forth under GC Section 65913.4.

The proposed Project includes new Zoning Code provisions that address accessory dwelling units, objective multifamily residential design and development standards, single room occupancy units, transitional and supportive housing, emergency shelters, reasonable accommodations, low barrier navigation centers, and density bonus as specified in the 2019-2024 Housing Element. The City has prepared these standards in response to recent changes in California law that require all cities and counties to adopt such standards to increase housing supply and affordability. These provisions are intended to provide opportunities for the private sector to address the housing needs of citizens of all economic levels.

All the of these new Zoning Code provisions were addressed in the 2019-2024 Housing Element Addendum. The proposed Project is consistent with and implements the 2019-2024 Housing Element, which is an integral part of the General Plan. Based on the analysis, we conclude that the 2019-2024 Housing Element Addendum fully and adequately addresses the potential environmental impacts of the proposed Project.

Finally, based on the forgoing analysis, none of the circumstances described in CEQA Guidelines Section 15062 have occurred that would require the preparation of a subsequent EIR or Negative Declaration. There are no substantial changes proposed in the original project (the 1990 General Plan). This proposed Project serves as implementing several Housing Element programs. No substantial changes will occur with respect to the circumstances under which the Project will be undertaken. Finally, no new

information has become available that would indicate new or more severe impacts would occur as a result of the project.

Recommendation

It is recommended that the City Council find that:

1. The proposed Zoning Code amendments addressing accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and other technical amendments (the proposed Project) are consistent with the 2019-2024 Housing Element;
2. The 2019-2024 Housing Element Addendum fully addresses the potential environmental impacts of the proposed Project, all potentially significant environmental impacts can be mitigated to a less than significant level or are subject to overriding social or economic considerations;
3. No substantial changes are proposed as a part of the Project which will require any revisions to the 2019-2024 Housing Element Addendum due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
4. No substantial changes will occur with respect to the circumstances under which the project is undertaken which will require major revisions to the 2019-2024 Housing Element Addendum due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
5. There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the 2019-2024 Housing Element Addendum was certified as complete, that would show any of the following:
 - a. The Project would have one or more significant effects not discussed in the 2019-2024 Housing Element Addendum;
 - b. Significant effects previously examined would be substantially more severe than shown in the 2019-2024 Housing Element Addendum;
 - c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the Project; or
 - d. Mitigation measures or alternatives which are considerably different from those analyzed in the 2019-2024 Housing Element Addendum would substantially reduce one or more significant effects on the environment measure or alternative; and
6. The proposed Ordinance which would amend Title 17 of the Susanville Municipal Code qualifies for multiple statutory exemptions from the California Environmental Quality Act (CEQA) pursuant to Section 15282(h)(r) which states that the adoption of an ordinance regarding second units in a single family or multi family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in the Section 21080.17 of the Public Resources Code, and for Determinations made regarding a city or county's regional housing needs as set forth in Section 65584 of the Government Code.

7. The third statutory exemption falls under Section 15283 of the CEQA Guidelines which states that CEQA does not apply to regional housing needs determinations made by the Department of Housing and Community Development, a council of governments, or a city or county pursuant to Section 65584 of the Government Code.
8. No further environmental analysis for the proposed Project is required and a notice of exemption will be filed by the City Planner with the Lassen County Recorder's Office once the Ordinance has been adopted by City Council.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: September 18, 2024

SUBJECT: City Project Priorities

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The City of Susanville is dedicated to providing essential services to residents/customers through the efforts and actions of four city departments, Administration, Fire, Police and Public Works. The Susanville City Council has adopted four (4) priorities for city staff to focus on when providing city services.

Four (4) Priorities of City Council

- Transparency
- Improve Susan River Trail
- Code Enforcement
- Improve Main Street

Additional Priorities of City Council:

- Provision of Essential Services
- Homelessness
- Enhancement of Economic Development Efforts
- Infrastructure Improvements

The City provides a variety of essential services such as law enforcement, fire/life safety, parks, water, natural gas, streets, development services, and many other community amenities, such as golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, and staff development, just to name a few. It is estimated that over 90% of staff's time is spent handling day to day operations, and less than 10% of staff time is available for project delivery work.

Attached is a log of city projects that staff is actively working on. The list is not a comprehensive list and is not categorized by size of

project or priority of project, however all projects listed are currently being worked on by city staff. The list is divided into sections, projects above the blue line are projects that staff would like to complete prior to the end of this calendar year (2024) and prior to focusing efforts on strategic planning. Project below the blue line and above the red line are active projects city staff is actively working on, and project below the red line are projects that staff has identified but may not be actively pursuing or extending efforts into.

Staff is seeking a discussion and possible direction on projects identified by the City Council in recent meetings and where those project should be placed on the staff project list, those include:

- Dissolution of the Planning Commission
- Fitzgerald Property/Barry Creek Reservoir long term vision plan
- Wingfield Clubhouse facility improvement(s)

Additionally, Council approved the following ARPA projects that will need to be completed before December 2025.

- Fire Dept HVAC system heating/repairs
- Police Dept Roof/Interior repairs
- City Hall interior repairs
- Bathroom at Little League Park
- Museum Storage Building

FISCAL IMPACT: None

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:

[20240918 Work Priority List.pdf](#)



City of Susanville Work Priorities

The City of Susanville is dedicated to providing essential services to residents/customers through the efforts and actions of four city departments, Administration, Fire, Police and Public Works. The Susanville City Council has adopted four (4) priorities for city staff to focus on when providing city services.

The city provides a variety of essential services such as law enforcement, fire/life safety, parks, water, natural gas, streets, development services, and many other community amenities, such as the golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, staff development just to name a few. It is estimated that over 90% of staff's time is spent handling day-to-day operations, and less than 10% of staff time is available for project delivery work.

Four (4) Priorities from the City Council:

- Transparency
- Improve Susan River Trail
- Code Enforcement
- Improve Main Street

Additional Priorities:

- Provision of Essential Services
- Homelessness
- Enhancement of Economic Development Efforts
- Infrastructure Improvements

Staff Work Program/Project List	Council Priorities							
	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements Code and Policy Updates
adopt	X				X			X
Public Facility Impact Fee: Consultant Report Review, Provide Report to council	X				X		X	X
ARPA Funds: Research funding recommended projects and present to council	X				X		X	
Procurement Policy: ordinance changes & adoption	X				X			
SE Gateway Project bidding process (7/17 opening)							X	X
Title 10 (Parking Regulation): ordinance changes & adoption	X		X		X		X	X
Engineering & Traffic Survey: top 3 local roads								X
Security Cameras: PW, PD, FD								X

TARGET COMPLETION DATE

COMPLETED

Targeting 10/16/2024

COMPLETED

Targeting 10/16/2024

COMPLETED

10/2/2024

10/31/2024

????

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code and Policy Updates
Recruitments & Hiring: Economic Development Assistant (P/T)					X				
Ramsey Ditch Geothermal Agreement	X				X			X	
Volunteer Fire Department MOU: research, update, and provide report					X				
2022/2023 Audit: prepare, assess, and provide report	X								
Dogs at Large: revise abatement order			X						X
2022/2023 Single Audit: prepare, assess, and provide report	X								
Local Early Action Planning Grant (LEAP): Housing zoning code revisions - grant closeout									X
STOB & Planning Commission Vacancies	X				X				
Economic Development Implementation Plan (EDIP): complete and publish framework	X						X		
HUSA Survey: conduct survey and provide report	X			X			X		
Volunteer River Trail Patrol: recruit and implement		X	X			X			
St. Francis: code enforcement and abatement			X	X					
Broadband - Local Agency Technical Assistance (LATA) Grant: project implementation, engineering designs, meet with consultants							X	X	
Johnstonville Rd water line replacement								X	
Strategic Planning: research needs, assess with staff, draft plan	X				X			X	
Section 115 Trust					X				
City Surplus: property and item auction	X								
Code Enforcement Policies & Procedures	X		X						X
City website updates	X						X		
Airport FBO FRP	X				X		X		
Community Garden: Electric Panel								X	
CDBG CV 2/3: Crossroads Freezer Project						X			
Natural Gas Appliance Program: assess capacity to conduct natural gas appliance service calls					X				
Golf Course Operations: research lease opportunities and provide report							X	X	
Surface Mining Ordinance					X		X		X
City Hall Interior Repair: update bid specs and bid project (insurance claims)								X	
Master Sales Tax Agreement: research, develop, create project schedule	X				X		X	X	
CDBG CV 2/3: Memorial Park Bathroom Project							X	X	
General Plan Update: Engage with consultants, assess needs, provide periodic reports	X			X	X		X	X	X

COMPLETED

COMPLETED

Targeting 10/16/2024

11/6/2024

8/7/2024

Targeting 11/6/2024

9/18/2024

PC-COMPLETED/ STOB - ???

1/1/2025

COMPLETED

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code and Policy Updates
Shooting Range: research, assess, and present					X			X	
County and SIR, assess needs, provide report and adopt	X		X		X				
Golf Cart Lease End (Oct. 2024): research lease end options	X							X	
implement	X		X		X		X		X
Barry Reservoir NAWCA Grant - Ducks Unlimited							X		
Charter City: research, assess, and provide report	X				X		X		X
Title 17 Temporary Use/Encroachment Permit: assess and update code, policy and processes	X		X						X
SPD Roof Repairs: engineering and budget					X			X	
Riverside Drive Trail: project development PS&E, R/W and design		X						X	
Employee Bargaining: Management and Admin Unit					X				
Employee development training assessment					X				
Urban Farming/Compost: research, assess and provide report							X		
SPW Roof: engineering and budgeting					X			X	
City street striping project					X			X	
agreement					X			X	
Fleet Maintenance Program: assessment of PW providing maintenance to Police, Fire and Admin fleet					X			X	
SFD Heating System: engineering plans, assess and provide report, budget capacity					X			X	
Defensible Space Inspection Program: implement LE-100 program			X		X		X		
COMPLETED PROJECTS									
Hiring Policy: review, assess, provide report, adopt	X				X				X
Hiring of SPD Sergeant, Seasonal HLVCPE Employees	X				X				
2024/2025 Budget: staff review, prepare and provide report and develop workshops	X				X				X
ARPA Funds: Present for direction on project funding to new council	X				X		X		
23/24 Mid-Year Budget: review, assess, present, adopt	X				X				
State Controller Annual Comprehensive Financial Report (ACFR): research, compile, provide report	X								
PG&E Dixie Fire Litigation					X				
Fire Hydrant Fittings					X			X	
SPD Collision Repair					X			X	
City phone system upgrade					X			X	
Urban Water Management Plan					X				
SE Gateway: construction allocation				X				X	
Animal Control: review partnership with Lassen County and assess needs for update to agreement	X		X		X				

COMPLETED Staff Work Program/Project List (cont.)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code and Policy Updates
Reorganization Plan: 606 Nevada St office					X			X	
CA Dept. of Fish & Wildlife Permit		X						X	X
23/24 Budget: assess, present, adopt	X				X				X
Mitigation Fund Assessment: research consultants	X						X		
Shopping Cart Ordinance	X		X						
City Water Tank(s): assess maintenance needs					X			X	
Economic Development Director: recruitment and hiring					X		X		
Affordable Housing Project: work with Lassen County for site selection and assessment						X			
Economic Development MOU with SIR	X						X		
GASB 87 Lease Requirements	X				X				
Seasonal Firefighter Program: recruitment and implement program	X		X		X				
Community Garden: propane tank removal, site assessment for outdoor sink, engineering for sink, project budget	X							X	
Susan River Vegetation: project planning, clearing, implementation and report		X	X						
Dogs-at-large: execute inspection warrant			X						
CDBG CV Emergency Services Grant closeout	X				X			X	
Employee Evaluation Policy: draft, meet & confer, present and adopt					X				X
Public Safety Chief: develop position, recruit and hire					X				
Per Capita Grant: pump track and lighting project							X	X	
SB2 Planning Grant: Land Use Element present and	X				X		X		
LHS Student Resource Officer (SRO) Agreement					X				
Susanville Click & Fix: LHS collaboration effort	X						X		
Weatherlow Abatement: 63 & 67			X						
Recruitments & Hiring: MW I/II, Air Quality Specialist, Golf Course Seasonals, FF, Police Officer, Water System Operator, Account Technician, PLHA CSO	X				X				
Recruitments & Hiring (Cont.): Code Enforcement Officer, Water Utility Supervisor, Account Technician I/II, Parks & Facilities Superintendent, Seasonal									
DR 4301 & 4301 (Flood) FEMA grant closeout					X			X	
SB2 Planning Grant: grant closeout					X				X
Pickleball Courts: research preliminary plans, gather estimates, provide report							X	X	X
PW Natural Gas Survey					X			X	
General Plan Update: research needs, consultants, financials opportunities, and provide report	X			X	X		X	X	X
Workplace Violence Prevention Plan					X				X
Local Hazard Mitigation Plan: collaborate with Lassen County and SIR, identify funding for Lassen County to draft plan	X		X		X				

COMPLETED Staff Work Program/Project List (cont.)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development	Infrastructure Improvements	Code and Policy Updates
Skyline Apartment Complex: research, assess, and review	X						X		
Express Evaluations: employee training and					X				
Type 1 Fire Engine Replacement: research funding opportunities, provide report					X			X	
Type 1 Fire Engine Replacement: Research with anticipated ARPA funding	X							X	
Pickleball/Tennis Courts resurfacing project							X	X	X
ARPA Funds: develop project rating criteria	X						X		
811 Cottage St code enforcement			X						
105 Russell Ave: Code Enforcement & lien process	X		X						
Golf Course Irrigation Pumps: maintenance and repairs as needed								X	
Per Capita Grant: grant closeout							X	X	

The City of Susanville has 70 full-time positions allocated to each department as indicated below.

Administration	3
City Clerk	1
Economic Development	1
Finance	5
Fire	8
Police	22
Public Works	30
	70

Departments such as Fire and Police focus on their core missions to protect the lives and safety of people and property within the community. Public Works operates similarly in the provision of water/geothermal and natural gas services and providing maintenance on city streets. Public Works; however, does have limited staffing resources to deliver projects. The following list is not a comprehensive list of city staff work priorities; however, it is representative of the priorities that city staff is currently working to accomplish.

Four (4) Core Priority of City Council:

Transparency

	Status
Publish list of city work priorities	Completed/Ongoing
Live Stream: implemented council and city boards live stream for increased access to meeting and content	Completed/Ongoing
Susanville Click & Fix: media platform to engage the public	Completed/Ongoing
Budget Process: incorporate re-organization into budget structure, evaluate policies, increase workshops and public engagement	Completed/Ongoing

Improve Susan River Trail

Adopt-a-River Trail Program	Implemented/Ongoing
Support Clean-up Activities	Ongoing
Volunteer Trail Patrol Program	No progress

Code Enforcement

Uptown Susanville: Pancera Plaza Area	Ongoing
Weatherlow St	Completed
Cottage Street	Ongoing
Respond to complaints, property maintenance ordinance	Ongoing
Access and respond to need for abatement budget	Completed
Weed abatement program suing seasonal firefighters	Completed/Ongoing

Improve Main Street

South East Gateway Project - time extension request grants, maintenance and cooperative agreement with CalTRANS approved. Allocation paperwork submitted. Project can be bid after allocation is grants.	Ongoing
HUSA Survey	completed
St. Francis Abatement	Ongoing

CCC Closure

Monitor closure activities	Ongoing
Monitor business/economic impacts	Ongoing

Financial Stability Efforts

Economic Development Implementation Strategies	ongoing
Ad Hoc	In progress
Master Sales Tax Agreement with Lassen County	In progress
EDIP implementation	Jan-25
Expenditure Reduction Plan Development - needs modification based on measure P	No progress
Department Strategic Plans	In progress
Salary Survey	No progress
Fee Schedule	In progress
Cost Allocation	In progress
Business Development - Cannabis analysis	Completed
Review combined services agreements	Ongoing
Directly billable activities	Ongoing
Implement procedures/policies to control expenses	Ongoing
Sale of real property	No progress
Reorganization Implementation	Completed
CalPERS UAL Policy	In progress

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 18, 2024

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The City Manager's Report 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:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: September 18, 2024

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Council may provide direction to staff to bring back items for discussion or action at a future meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Possible direction to staff.

ATTACHMENTS:
[240918.items from the podium.pdf](#)

LAST THREE MONTHS

BUSINESS FROM THE FLOOR

6/19/2024	Request to create a rebate program to provide funds to business owners for repairs to their business (only to be completed by local constructors) to help our local businesses. Chamber may help with funding.
6/19/2024	Request for a gate to be placed at the top of the Little League field
7/3/2024	Request to cut weeds on 1105 Orlo
7/3/2024	Request city support of current businesses
7/16/2024	Consider doing away with the Planning Commission and have the planning department handle the duties

Council requested - FUTURE COUNCIL ITEMS

7/3/2024	Request made to look into Silver Slippers Pool Program
7/16/2024	Request made to change the code to reflect 3 minute public comment times
8/7/2024	Request made to place trash receptacles at Inspiration Point
8/7/2024	Request for discussion regarding gas pricing in the city
8/21/2024	Request to bring back a resolution related to natural gas purchases at 80%
8/21/2024	Request to bring back discussion to dissolve the planning commission
9/4/2024	Request to discuss Barry Reservoir Project
9/4/2024	Request to discuss old clubhouse updates
9/4/2024	Request to discuss dissolving of Planning Commission

Completed Items

6/5/2024	Update on website requested
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