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

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, March 18, 2026 – 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 City Council at this time upon any subject for discussion during Closed Session.
 - A. A. Public Employment - pursuant to Government Code §54957
 1. Public Safety Chief
 2. City Manager - Evaluation
4. **Return to Open Session:** (recess if necessary)
 - Reconvene in open session at 5:00 PM
 - Pledge of Allegiance
 - Invocation
 - Report any changes to agenda
 - Report any action out of Closed Session
 - Awards or Presentations by the City Council
5. **Business from the Floor:** Any person may address the City 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 three-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 March 4, 2026 special and regular meetings.
 - 6.B. Vendor and Payroll Warrants
7. **Public Hearings:**
 - 7.A. Consider **Resolution No. 26-6515**, approving recordation of a lien for unpaid administrative penalties issued against 1725 Monrovia Street. (APN: 107-156-014-000)
 - 7.B. Consider **Resolution No. 26-6516**, approving recordation of a lien for unpaid administrative penalties issued against 1745 Monrovia Street (APN: 107-156-015-000)

- 7.C. Consider **Resolution No. 26-6517**, approving recordation of a lien for unpaid administrative penalties issued against 17 Orange Street. (APN: 107-152-011-000)

8. Council Discussion/Announcements:

9. New Business:

- 9.A. Consider **Resolution No. 26-6520**, increasing the General Fund Park Budget to facilitate clean-up efforts along the Susan River Trail corridor and discussion regarding encampments and unhoused community members within the City of Susanville and vicinity.
- 9.B. Consider **Resolution No. 26-6518**, authorizing the Mayor to execute an Amendment to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority
- 9.C. Consider **Resolution No. 26-6519**, approving the Unrepresented Employee List with associated salaries and also approval of the amended Approved Position List

10. Susanville Planning Commission - no business:

11. Susanville Community Redevelopment Agency - no business:

12. Susanville Municipal Energy Corporation - no business:

13. Continuing Business:

- 13.A. Discussion regarding Memorial Ball Park Grandstand Fire Emergency Operations

14. City Manager's Reports - no business:

15. Future Council Items:

- 15.A. Future Council Items

16. Adjournment:

- **The next regular meeting of the Susanville City Council will be held on April 1, 2026 at 4:30 PM.**

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.gov, 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 March 18, 2026 in the areas designated on March 13, 2026.

City Council Agenda Item

Submitted By: Heidi Whitlock, City Clerk

Action Date: March 18, 2026

Subject: Minutes of the City Council March 4, 2026 special and regular meetings.

Presented By: Heidi Whitlock, City Clerk

Summary: Attached for the Council's review and filing are the minutes of the March 4, 2026 special and regular meetings

Fiscal Impact: None.

Action Requested: Motion to approve and file the minutes of the March 4, 2026 special and regular meetings.

Attachments:

1. 2026.03.04.cc.spec.min
2. 2026.03.04.cc.min

Susanville City Council
Special Council Meeting Minutes
Wednesday, March 4, 2026 – 2:00 PM

Meeting called to order at 2:00PM.

Council Members in attendance: Schuster, Brown, Parrish, Bortle, & Miller.

1. Approval of Agenda: (Additions and/or Deletions)

MOVER:	Council Member Dawn Miller
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

2. Public Comment Regarding Closed Session Items (if any): No public comment.

The City Council convened in closed session at 2:01PM to discuss the following:

- A. Public Employment- pursuant to Government Code §54957
 - 1. Public Safety Chief - Interviews

4. Return to Open Session: (recess if necessary)

The City Council reconvened in open session at 4:57PM.

Dan Newton, City Manager, stated that no reportable action was taken and direction was provided to staff.

5. Adjournment: Adjourned at 4:58PM.

- **The next regular meeting of the Susanville City Council will be held on March 4, 2026 at 5:00 PM.**

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: _____

Susanville City Council
Regular Council Meeting Minutes
Wednesday, March 4, 2026 – 5:00 PM

Mayor Schuster called the meeting to order at 5:06PM.

Council Members in attendance: Schuster, Brown, Parrish, Bortle, & Miller

1. Approval of Agenda: (Additions and/or Deletions)

MOVER:	Council Member Curtis Bortle
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

2. Public Comment Regarding Closed Session Items (if any): No closed session.

4. Return to Open Session: (recess if necessary)

- Reconvene in open session at 5:00 PM
- Pledge of Allegiance
- Invocation
- Report any changes to agenda
- Report any action out of Closed Session

Dan Newton, City Manager, stated that there was a special meeting that occurred at 2:00PM where no reportable action was taken but direction was provided to staff.

- Awards or Presentations by the City Council

5. Business from the Floor:

Teporaea Roadrunner, public, presented Council Member Bortle with an award for his service from Assemblywoman, Heather Hadwick.

Donna Morelini, public, provided information on an incident that occurred on the river trail on February 14, 2026, regarding unleashed dogs and requested something be done to protect the trail so it can be used as intended.

Deana Eastwood, public, also requested that something be done to protect this portion of the trail.

- 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.

MOVER:	Council Member Curtis Bortle
SECONDER:	Council Member Patrick Parrish
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

- 6.A. Minutes of the City Council February 18, 2026 regular meeting
- 6.B. Vendor and Payroll Warrants
- 6.C. Monthly Financial Reports July 2025-January 2026

7. Public Hearings - no business

8. Council Discussion/Announcements:

Council Member Bortle offered a Land Acknowledgment Statement.

9. New Business:

- 9.A. Consider Resolution No. 26-6513, authorizing the City Manager to execute Amendment No. 1 to the professional services agreement with M-Group Consultants for planning consultation services and authorizing the Finance Director to adjust the budget as necessary

Erik Edholm, Acting Public Works Director, provided an explanation of the item and requested Council approval of Resolution No. 26-6513.

MOVER:	Council Member Curtis Bortle
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

- 9.B. Consider approval of Council Members' request to use civic contribution funds from their remaining discretionary allocation of \$1,000.

Heidi Whitlock, City Clerk, provided an explanation of the item and requested Council discussion and approval.

MOVER:	Council Member Dawn Miller
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

- 9.C. Consider **Resolution No. 26-6514**, authorizing the city manager to execute an out of area services agreement with the Lassen County Local Agency Formation Commission for authorization to provide water and natural gas utilities to 697-805 Prattville Road: APN 103-120-024

Mr. Newton provided an explanation of the item and the annexation process and requested Resolution No. 26-6514.

MOVER:	Council Member Curtis Bortle
SECONDER:	Council Member Patrick Parrish
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

10. Planning Commission - no business

11. Susanville Community Redevelopment Agency - no business

12. Susanville Municipal Energy Corporation - no business

13. Continuing Business:

- 13.A. Discussion regarding Memorial Ball Park Grandstand Fire Emergency Operations

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

Council Member Bortle exited the chambers at 5:37PM and returned at 5:38PM.

MOVER:	Mayor Pro Tem Russ Brown
SECONDER:	Council Member Patrick Parrish
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Curtis Bortle, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

14. City Manager's Reports:

14.A. Department Reports - Finance Department

Chandra Jabbs, Finance Director, provided an update on the happenings within the Finance Department.

15. Future Council Items:

15.A. Future Council Items

Council Member Parrish requested a discussion item regarding the homeless on the river trail. Brown and Schuster agreed. Mr. Newton stated that the item will be brought back for discussion.

16. Adjournment: Adjourned at 6:55PM.

- **The next regular meeting of the Susanville City Council will be held on March 18, 2026 at 4:30 PM.**

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on: _____

Agenda Item No. 6.B.
Agenda Item

City Council Agenda Item

Submitted By: Jenny Galindo, Account Technician II

Action Date: March 18, 2026

Subject: Vendor and Payroll Warrants

Presented By: Chandra Jabbs, Finance Director

Summary: Warrants dated February 19, 2026 through March 04, 2026 numbered 225914-225975.

Fiscal Impact: Accounts Payable warrants totaling \$130,113.61, plus \$277,224.95 in Payroll warrants, for a total of \$407,338.56.

Action Requested: Motion to file and receive.

Attachments:

1. 02-19-2026
2. 02-26-2026
3. 02-27-2026

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
02/26	02/19/2026	225914	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5522577872	1	2007-431-20-46	SUPPLIES-GENERAL	171.10	171.10
02/26	02/19/2026	225914	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5522577872	2	7401-430-62-46	SUPPLIES-GENERAL	255.42	255.42
02/26	02/19/2026	225914	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5522577872	3	7110-430-42-46	SUPPLIES-GENERAL	768.77	768.77
Total 5522577872:										1,195.29	1,195.29
02/26	02/19/2026	225915	10390	AUTOZONE PARTS INC	STP 5W-30 CONVENTIONAL MO	04015737677	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	11.45	11.45
02/26	02/19/2026	225915	10390	AUTOZONE PARTS INC	STP 5W-30 CON. MOTOR OIL- S	04015737677	2	2005-431-20-44	REPAIR AND MAINTENANCE VE	23.90	23.90
02/26	02/19/2026	225915	10390	AUTOZONE PARTS INC	STP 5W-30 CON MOTOR OIL-G	04015737677	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	39.61	39.61
02/26	02/19/2026	225915	10390	AUTOZONE PARTS INC	STP 5W-30 CON MOTOR OIL-W	04015737677	4	7110-430-42-44	REPAIR AND MAINTENANCE-VE	39.61	39.61
Total 04015737677:										114.57	114.57
02/26	02/19/2026	225916	10541	CAL FIRE	2PJ5S021 REIMBUR. INV- STRE	0000001687426	1	2005-431-20-43	PROFESSIONAL SVCS	359.90	359.90
Total 0000001687426:										359.90	359.90
02/26	02/19/2026	225917	98	CALIFORNIA ASSOCIATI	DUES AND MEMBERSHIP 03/26-	MARCH 2026 BILLING	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	265.50	265.50
Total MARCH 2026 BILLING:										265.50	265.50
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-223210	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	115.16	115.16
Total 2740-223210:										115.16	115.16
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- PA	2740-224583	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	1.99-	1.99-
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- GA	2740-224583	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.00-	7.00-
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- WA	2740-224583	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.00-	7.00-
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-224583	4	2005-431-20-44	REPAIR AND MAINTENANCE VE	3.88-	3.88-
Total 2740-224583:										19.87-	19.87-
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- PA	2740-224654	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	5.60	5.60
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- GA	2740-224654	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.64	19.64
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- WA	2740-224654	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	19.64	19.64

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
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-224654	4	2005-431-20-44	REPAIR AND MAINTENANCE VE	11.20	11.20
Total 2740-224654:										56.08	56.08
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-224729	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	334.58	334.58
Total 2740-224729:										334.58	334.58
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-225286	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	35.98	35.98
Total 2740-225286:										35.98	35.98
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-225416	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	10.65	10.65
Total 2740-225416:										10.65	10.65
02/26	02/19/2026	225918	161	CSK AUTO INC	VACTRAILER REPAIRS- WATER	2740-225768	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	168.58	168.58
Total 2740-225768:										168.58	168.58
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- PA	2740-225769	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	19.79	19.79
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-225769	2	2005-431-20-44	REPAIR AND MAINTENANCE VE	39.56	39.56
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- GA	2740-225769	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	69.26	69.26
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- WA	2740-225769	4	7110-430-42-44	REPAIR AND MAINTENANCE-VE	69.26	69.26
Total 2740-225769:										197.87	197.87
02/26	02/19/2026	225918	161	CSK AUTO INC	VACTRAILER REPAIRS- WATER	2740-225786	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	61.67	61.67
Total 2740-225786:										61.67	61.67
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-225820	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	121.41	121.41
Total 2740-225820:										121.41	121.41
02/26	02/19/2026	225918	161	CSK AUTO INC	REPAIR AND MAINTENACE- ST	2740-225876	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	66.01	66.01
Total 2740-225876:										66.01	66.01

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
02/26	02/19/2026	225918	161	CSK AUTO INC	VEHICLE REPAIR&MAINT- PD	2740-226071	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	69.11	69.11
Total 2740-226071:										69.11	69.11
02/26	02/19/2026	225919	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	054908	1	1000-417-10-43	TECHNICAL SVCS	144.00	144.00
02/26	02/19/2026	225919	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	054908	2	1011-451-80-43	TECHNICAL SVCS	120.00	120.00
Total 054908:										264.00	264.00
02/26	02/19/2026	225919	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	055008	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 055008:										40.00	40.00
02/26	02/19/2026	225919	10670	CURRENT ELECTRIC & A	REPROGRAM MULTIPLE ALRA	055105	1	7620-430-10-43	TECHNICAL SVCS	65.00	65.00
Total 055105:										65.00	65.00
02/26	02/19/2026	225920	184	DEPARTMENT OF JUSTI	FINGERPRINTS - CITY EMPLOY	022642	1	1000-416-10-45	FINGERPRINTING SERVICES	128.00	128.00
Total 022642:										128.00	128.00
02/26	02/19/2026	225921	1014	DUTRA CONSTRUCTION	FACILITY REPAIR-PD	12068	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	2,561.98	2,561.98
Total 12068:										2,561.98	2,561.98
02/26	02/19/2026	225922	1484	EDGES ELECTRICAL GR	SUPPLIES- GAS	S6654980.001	1	7401-430-62-46	SUPPLIES-GENERAL	12.02	12.02
02/26	02/19/2026	225922	1484	EDGES ELECTRICAL GR	SUPPLIES- WATER	S6654980.001	2	7110-430-42-46	SUPPLIES-GENERAL	12.01	12.01
Total S6654980.001:										24.03	24.03
02/26	02/19/2026	225923	11224	EMPIRE SOUTHWEST LL	REPAIR ON BACKHOE-WATER	4135063	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	3,373.96	3,373.96
Total 4135063:										3,373.96	3,373.96
02/26	02/19/2026	225924	1033	FGL ENVIRONMENTAL	WATER SAMPLING-WATER	670793A	1	7110-430-42-43	PROFESSIONAL SVCS	181.00	181.00
Total 670793A:										181.00	181.00
02/26	02/19/2026	225925	265	FRONTIER	257-7098- GAS	7098 020126	1	7401-430-62-45	COMMUNICATIONS	117.98	117.98

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 7098 020126:										117.98	117.98
02/26	02/19/2026	225926	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING JANUA	7021911	1	7401-430-62-43	PROFESSIONAL SVCS	1,290.00	1,290.00
Total 7021911:										1,290.00	1,290.00
02/26	02/19/2026	225927	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	LBBP670	1	1000-417-10-43	PROFESSIONAL SVCS	137.43	137.43
Total LBBP670:										137.43	137.43
02/26	02/19/2026	225928	411	LASSEN MOTOR PARTS	REPAIRS & MAINT-WATER	484173	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	10.23	10.23
02/26	02/19/2026	225928	411	LASSEN MOTOR PARTS	REPAIRS & MAINT-GAS	484173	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.23	10.23
02/26	02/19/2026	225928	411	LASSEN MOTOR PARTS	REPAIRS & MAINT-PARKS	484173	3	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	2.92	2.92
02/26	02/19/2026	225928	411	LASSEN MOTOR PARTS	REPAIRS & MAINT- STREETS S	484173	4	2005-431-20-44	REPAIR AND MAINTENANCE VE	5.84	5.84
Total 484173:										29.22	29.22
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	381522	1	2005-431-20-46	SUPPLIES-GENERAL	13.59	13.59
Total 381522:										13.59	13.59
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO- AIRPOR	381581	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	67.32	67.32
Total 381581:										67.32	67.32
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO-AIRPOR	381608	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	73.44	73.44
Total 381608:										73.44	73.44
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO- AIRPOR	381654	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	71.91	71.91
Total 381654:										71.91	71.91
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO-AIRPOR	381680	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	67.32	67.32
Total 381680:										67.32	67.32
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO- AIRPOR	381710	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	66.56	66.56

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 381710:										66.56	66.56
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO-AIRPOR	381732	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	68.85	68.85
Total 381732:										68.85	68.85
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO- AIRPOR	381758	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	87.21	87.21
Total 381758:										87.21	87.21
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR 9- AIRPORT	381789	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	81.86	81.86
Total 381789:										81.86	81.86
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO- AIRPOR	381835	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	63.50	63.50
Total 381835:										63.50	63.50
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- HANGAR DEMO- AIRPOR	381923	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	24.48	24.48
Total 381923:										24.48	24.48
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	HAUL- STREETS SB1	382457	1	2005-431-20-46	SUPPLIES-GENERAL	9.84	9.84
Total 382457:										9.84	9.84
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	382462	1	2005-431-20-46	SUPPLIES-GENERAL	8.55	8.55
Total 382462:										8.55	8.55
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382470	1	2005-431-20-46	SUPPLIES-GENERAL	5.48	5.48
Total 382470:										5.48	5.48
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	382482	1	2005-431-20-46	SUPPLIES-GENERAL	14.22	14.22
Total 382482:										14.22	14.22

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02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382514	1	2005-431-20-46	SUPPLIES-GENERAL	5.24	5.24
Total 382514:										5.24	5.24
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	382520	1	2005-431-20-46	SUPPLIES-GENERAL	15.03	15.03
Total 382520:										15.03	15.03
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382529	1	2005-431-20-46	SUPPLIES-GENERAL	4.88	4.88
Total 382529:										4.88	4.88
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	382531	1	2005-431-20-46	SUPPLIES-GENERAL	6.92	6.92
Total 382531:										6.92	6.92
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382543	1	2005-431-20-46	SUPPLIES-GENERAL	6.20	6.20
Total 382543:										6.20	6.20
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382551	1	2005-431-20-46	SUPPLIES-GENERAL	5.42	5.42
Total 382551:										5.42	5.42
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382573	1	2005-431-20-46	SUPPLIES-GENERAL	7.70	7.70
Total 382573:										7.70	7.70
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382583	1	2005-431-20-46	SUPPLIES-GENERAL	5.78	5.78
Total 382583:										5.78	5.78
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382585	1	2005-431-20-46	SUPPLIES-GENERAL	4.92	4.92
Total 382585:										4.92	4.92
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382596	1	2005-431-20-46	SUPPLIES-GENERAL	8.18	8.18

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Total 382596:										8.18	8.18
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382602	1	2005-431-20-46	SUPPLIES-GENERAL	6.56	6.56
Total 382602:										6.56	6.56
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382609	1	2005-431-20-46	SUPPLIES-GENERAL	4.40	4.40
Total 382609:										4.40	4.40
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382611	1	2005-431-20-46	SUPPLIES-GENERAL	5.30	5.30
Total 382611:										5.30	5.30
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382630	1	2005-431-20-46	SUPPLIES-GENERAL	3.70	3.70
Total 382630:										3.70	3.70
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382634	1	2005-431-20-46	SUPPLIES-GENERAL	5.86	5.86
Total 382634:										5.86	5.86
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382658	1	2005-431-20-46	SUPPLIES-GENERAL	4.30	4.30
Total 382658:										4.30	4.30
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382660	1	2005-431-20-46	SUPPLIES-GENERAL	3.40	3.40
Total 382660:										3.40	3.40
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382672	1	2005-431-20-46	SUPPLIES-GENERAL	4.46	4.46
Total 382672:										4.46	4.46
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382677	1	2005-431-20-46	SUPPLIES-GENERAL	5.48	5.48
Total 382677:										5.48	5.48

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02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382692	1	2005-431-20-46	SUPPLIES-GENERAL	3.94	3.94
Total 382692:										3.94	3.94
02/26	02/19/2026	225929	412	LASSEN REGIONAL SOLI	DIRT, SOIL, GREEN WASTE-ST	382695	1	2005-431-20-46	SUPPLIES-GENERAL	5.64	5.64
Total 382695:										5.64	5.64
02/26	02/19/2026	225930	10485	LEAF CAPITAL FUNDING	KYOCERA COPIER- PW	19745382	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	278.67	278.67
Total 19745382:										278.67	278.67
02/26	02/19/2026	225931	1508	MAIN STREET LUBE	VEHICLE REPAIR- PD	57984	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	83.68	83.68
Total 57984:										83.68	83.68
02/26	02/19/2026	225932	11563		FEE REIMBURSEMENT- UP 25-0	020626	1	1000-419-10-34	ZONING & SUBDIVISION FEES	522.00	522.00
Total 020626:										522.00	522.00
02/26	02/19/2026	225933	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES	525466087	1	1009-421-10-46	SUPPLIES-JANITORIAL	459.59	459.59
Total 525466087:										459.59	459.59
02/26	02/19/2026	225934	9456	NUTRIENAG SOLUTIONS	PAST DUE CHARGES-GC	58179809	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	647.44	647.44
Total 58179809:										647.44	647.44
02/26	02/19/2026	225935	546	PAYLESS BUILDING SUP	SUPPLIES- STREETS SB1	393322	1	2005-431-20-46	SUPPLIES-GENERAL	49.80	49.80
Total 393322:										49.80	49.80
02/26	02/19/2026	225936	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 013026	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 013026:										185.00	185.00
02/26	02/19/2026	225937	1296	RENTAL GUYS	SNAKE, 100' POWER 5/8'-PARK	1078454-5	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	105.07	105.07

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Total 1078454-5:										105.07	105.07
02/26	02/19/2026	225938	194	STEVE PHILLIPS	GENERAL SUPPLIES-STREETS	21335	1	2005-431-20-46	SUPPLIES-GENERAL	16.00	16.00
Total 21335:										16.00	16.00
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	539610	1	1011-452-20-46	SUPPLIES-GENERAL	6.81	6.81
Total 539610:										6.81	6.81
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	KEYBLANK-WATER	539677	1	7110-430-42-46	SUPPLIES-GENERAL	13.99	13.99
Total 539677:										13.99	13.99
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	SUPPLIES- WATER	539695	1	7110-430-42-46	SUPPLIES-GENERAL	21.41	21.41
Total 539695:										21.41	21.41
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	539773	1	1011-452-20-46	SUPPLIES-GENERAL	11.24	11.24
Total 539773:										11.24	11.24
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	539836	1	1011-452-20-46	SUPPLIES-GENERAL	37.00	37.00
Total 539836:										37.00	37.00
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	GENERAL SUPPLIES- PW	539867	1	7620-430-10-46	SUPPLIES-GENERAL	21.42	21.42
Total 539867:										21.42	21.42
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	GENERAL SUPPLIES-AIRPORT	539886	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	9.73	9.73
Total 539886:										9.73	9.73
02/26	02/19/2026	225939	76	SUSANVILLE ACE HARD	GENERAL SUPPLIES-AIRPORT	539904	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	8.76	8.76
Total 539904:										8.76	8.76

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02/26	02/19/2026	225940	10822	SUSANVILLE TOWING	REPAIR & MAINT-FD	55773	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	728.35	728.35
Total 55773:										728.35	728.35
02/26	02/19/2026	225940	10822	SUSANVILLE TOWING	VEHICLE REPAIR- PD	59857	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	432.59	432.59
Total 59857:										432.59	432.59
02/26	02/19/2026	225941	10404	THE INTERMOUNTAIN NE	LEGAL NOTICE-PLANNING	20240559	1	1011-419-10-45	ADVERTISING	429.00	429.00
Total 20240559:										429.00	429.00
02/26	02/19/2026	225941	10404	THE INTERMOUNTAIN NE	ADVERTISEMENT-CITY CLERK	20240569	1	1000-411-40-45	ADVERTISING	107.25	107.25
Total 20240569:										107.25	107.25
02/26	02/19/2026	225942	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	7006	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	293.79	293.79
02/26	02/19/2026	225942	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	7006	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	713.79	713.79
02/26	02/19/2026	225942	712	TNS TRUCKING CO	TRANSFER BASE ROCK-GAS	7006	3	7401-430-62-44	REPAIR AND MAINTENANCE-MI	713.78	713.78
Total 7006:										1,721.36	1,721.36
02/26	02/19/2026	225942	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	7010	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	627.95	627.95
Total 7010:										627.95	627.95
02/26	02/19/2026	225943	10821	UBEO WEST LLC	COPIER PD	5159063	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	358.04	358.04
02/26	02/19/2026	225943	10821	UBEO WEST LLC	COPIER CITY HALL-ADMIN	5159063	2	1000-417-10-45	PRINTING AND BINDING	171.26	171.26
02/26	02/19/2026	225943	10821	UBEO WEST LLC	COPIER CITY HALL-ADMIN	5159063	3	1000-417-10-44	RENT & LEASES EQUIP & VEHI	480.42	480.42
02/26	02/19/2026	225943	10821	UBEO WEST LLC	COPIER PD	5159063	4	1009-421-10-44	RENT & LEASES EQUIP & VEHI	205.01	205.01
Total 5159063:										1,214.73	1,214.73
02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	6134908209	2	1011-424-20-45	COMMUNICATIONS	99.55	99.55
02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	6134908209	3	1011-452-20-45	COMMUNICATIONS	104.19	104.19
02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	6134908209	4	1000-413-20-45	COMMUNICATIONS	145.85	145.85
02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	6134908209	5	7620-430-11-45	COMMUNICATIONS	156.06	156.06
02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - WATER	6134908209	6	7110-430-42-45	COMMUNICATIONS	151.22	151.22
02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	6134908209	7	7401-430-62-45	COMMUNICATIONS	270.39	270.39

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02/26	02/19/2026	225944	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	6134908209	8	7620-430-10-45	COMMUNICATIONS	1,276.40	1,276.40
Total 6134908209:										2,203.66	2,203.66
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	MOEN 67425 CHAT CP KTCHN	62076759	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	115.83	115.83
Total 62076759:										115.83	115.83
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	FLMA 3/8C X 16PRO6F16-ADMI	62076975	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	57.50	57.50
Total 62076975:										57.50	57.50
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	MAXADAPTOR MAX4 4.13-5.56-	62095163	1	1011-451-80-44	FACILITY - REPAIR & MAINTENA	444.23	444.23
Total 62095163:										444.23	444.23
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62120115	1	7110-430-42-46	SUPPLIES-GENERAL	2.51	2.51
Total 62120115:										2.51	2.51
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62120871	1	7110-430-42-46	SUPPLIES-GENERAL	702.69	702.69
Total 62120871:										702.69	702.69
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62120874	1	7110-430-42-46	SUPPLIES-GENERAL	17.17	17.17
Total 62120874:										17.17	17.17
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62120899	1	7110-430-42-46	SUPPLIES-GENERAL	28.21	28.21
Total 62120899:										28.21	28.21
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62120986	1	7110-430-42-46	SUPPLIES-GENERAL	32.41	32.41
Total 62120986:										32.41	32.41
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62120991	1	7110-430-42-46	SUPPLIES-GENERAL	94.23	94.23

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Total 62120991:										94.23	94.23
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SPEA 1-1/2 MA PVX 40 ADPT-GC	62122381	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	305.98	305.98
Total 62122381:										305.98	305.98
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	BIRD 6' RND BOX BLK -GC	62122570	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	12.06	12.06
Total 62122570:										12.06	12.06
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62122821	1	7110-430-42-46	SUPPLIES-GENERAL	23.96	23.96
Total 62122821:										23.96	23.96
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	CHRI RED HOT BLUE GLUE PT-	62123422	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	24.50	24.50
Total 62123422:										24.50	24.50
02/26	02/19/2026	225945	770	WESTERN NEVADA SUP	SUPPLIES- WATER	62124003	1	7110-430-42-46	SUPPLIES-GENERAL	77.15	77.15
Total 62124003:										77.15	77.15
Grand Totals:										24,093.46	24,093.46

Report Criteria:

Report type: GL detail
Check.Voided = False

Report Criteria:

Report type: GL detail

Check.Voided = False

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02/26	02/26/2026	225946	11055	1582	MEDICAL CORPORA	OSHA QUESTIONAIRE, SPRIOM	1188	1	1010-422-10-43	VOLUNTEERS	1,125.00	1,125.00
02/26	02/26/2026	225946	11055	1582	MEDICAL CORPORA	OSHA QUESTIONAIRE, SPRIOM	1188	2	1010-422-10-43	PROFESSIONAL SVCS	1,407.76	1,407.76
Total 1188:											2,532.76	2,532.76
02/26	02/26/2026	225947	9432	ALL SEASON HEATING	WRP #0028 CAPP JENKINS		021326	1	8404-430-15-48	GRANTS	4,935.14	4,935.14
02/26	02/26/2026	225947	9432	ALL SEASON HEATING	WRP #0029 KASSEL #85386684		021326	2	8404-430-15-48	GRANTS	5,000.00	5,000.00
Total 021326:											9,935.14	9,935.14
02/26	02/26/2026	225947	9432	ALL SEASON HEATING	PROFESSIONAL SERVICES- PD	853866869		1	1009-421-10-43	PROFESSIONAL SERVICES	174.15	174.15
Total 853866869:											174.15	174.15
02/26	02/26/2026	225947	9432	ALL SEASON HEATING	PROFESSIONAL SERVICES- PD	853866870		1	1009-421-10-43	PROFESSIONAL SERVICES	327.74	327.74
Total 853866870:											327.74	327.74
02/26	02/26/2026	225948	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PAR	08-14125		1	1011-452-20-43	PROFESSIONAL SVCS	163.39	163.39
Total 08-14125:											163.39	163.39
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080614 MAT- PW	LREN2080614		1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080614 3X10 MAT - PW	LREN2080614		2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20
Total LREN2080614:											237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080615 LAUNDRY BAG-	LREN2080615		1	7401-430-62-44	LINEN SERVICES	87.96	87.96
Total LREN2080615:											87.96	87.96
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080616 LAUNDRY BAG- P	LREN2080616		1	1011-452-20-44	LINEN SERVICES	53.83	53.83
Total LREN2080616:											53.83	53.83

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02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080617 LAUNDRY BAG -	LREN2080617	1	2007-431-20-44	LINEN SERVICE	70.20	70.20
Total LREN2080617:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080618 LAUNDRY BAG -	LREN2080618	1	7110-430-42-44	LINEN SERVICE	79.16	79.16
Total LREN2080618:										79.16	79.16
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2080619 3X10 MAT - PW	LREN2080619	1	7620-430-10-44	LINEN SERVICE	48.21	48.21
Total LREN2080619:										48.21	48.21
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082388 MAT- PW	LREN2082388	1	7620-430-10-44	LINEN SERVICE	163.00	163.00
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082388 3X10 MAT - PW	LREN2082388	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.30	93.30
Total LREN2082388:										256.30	256.30
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082389 LAUNDRY BAG -	LREN2082389	1	7401-430-62-44	LINEN SERVICES	93.35	93.35
Total LREN2082389:										93.35	93.35
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082390 LAUNDRY BAG -	LREN2082390	1	1011-452-20-44	LINEN SERVICES	56.75	56.75
Total LREN2082390:										56.75	56.75
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082391 LAUNDRY BAG -	LREN2082391	1	2007-431-20-44	LINEN SERVICE	74.28	74.28
Total LREN2082391:										74.28	74.28
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082392 LAUNDRY BAG-	LREN2082392	1	7110-430-42-44	LINEN SERVICE	83.91	83.91
Total LREN2082392:										83.91	83.91
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2082393 3X10 MAT - PW	LREN2082393	1	7620-430-10-44	LINEN SERVICE	148.31	148.31
Total LREN2082393:										148.31	148.31
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084165 MAT- PW	LREN2084165	1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084165 3X10 MAT - PW	LREN2084165	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20

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 LREN2084165:										237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084166 LAUNDRY BAG-	LREN2084166	1	7401-430-62-44	LINEN SERVICES	113.29	113.29
Total LREN2084166:										113.29	113.29
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084167 LAUNDRY BAG -	LREN2084167	1	1011-452-20-44	LINEN SERVICES	53.83	53.83
Total LREN2084167:										53.83	53.83
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084168 LAUNDRY BAG -	LREN2084168	1	2007-431-20-44	LINEN SERVICE	70.20	70.20
Total LREN2084168:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084169 LAUNDRY BAG -	LREN2084169	1	7110-430-42-44	LINEN SERVICE	79.16	79.16
Total LREN2084169:										79.16	79.16
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2084170 3X10 MAT - PW	LREN2084170	1	7620-430-10-44	LINEN SERVICE	48.21	48.21
Total LREN2084170:										48.21	48.21
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085909 MAT - PW	LREN2085909	1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085909 3X10 MAT - PW	LREN2085909	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20
Total LREN2085909:										237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085910 LAUNDRY BAG-	LREN2085910	1	7401-430-62-44	LINEN SERVICES	87.96	87.96
Total LREN2085910:										87.96	87.96
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085911 LAUNDRY BAG -	LREN2085911	1	1011-452-20-44	LINEN SERVICES	56.38	56.38
Total LREN2085911:										56.38	56.38
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085912 LAUNDRY BAG- S	LREN2085912	1	2007-431-20-44	LINEN SERVICE	70.20	70.20

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 LREN2085912:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085913 LAUNDRY BAG-	LREN2085913	1	7110-430-42-44	LINEN SERVICE	79.16	79.16
Total LREN2085913:										79.16	79.16
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2085914 MAT- PW	LREN2085914	1	7620-430-10-44	LINEN SERVICE	48.21	48.21
Total LREN2085914:										48.21	48.21
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087618 MAT- PW	LREN2087618	1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087618 3X10 MAT - PW	LREN2087618	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20
Total LREN2087618:										237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087619 LAUNDRY BAG-G	LREN2087619	1	7401-430-62-44	LINEN SERVICES	87.96	87.96
Total LREN2087619:										87.96	87.96
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087620 LAUNDRY BAG -	LREN2087620	1	1011-452-20-44	LINEN SERVICES	53.92	53.92
Total LREN2087620:										53.92	53.92
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087621 LAUNDRY BAG -	LREN2087621	1	2007-431-20-44	LINEN SERVICE	70.20	70.20
Total LREN2087621:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087622 LAUNDRY BAG -	LREN2087622	1	7110-430-42-44	LINEN SERVICE	79.16	79.16
Total LREN2087622:										79.16	79.16
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2087623 3X10 MAT - PW	LREN2087623	1	7620-430-10-44	LINEN SERVICE	48.21	48.21
Total LREN2087623:										48.21	48.21
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089308 LAUNDRY BAG- P	LREN2089308	1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089308 3X10 MAT- PW	LREN2089308	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20

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 LREN2089308:										237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089309 LAUNDRY BAG -	LREN2089309	1	7401-430-62-44	LINEN SERVICES	87.96	87.96
Total LREN2089309:										87.96	87.96
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089310 LAUNDRY BAG -	LREN2089310	1	1011-452-20-44	LINEN SERVICES	53.83	53.83
Total LREN2089310:										53.83	53.83
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089311 LAUNDRY BAG -	LREN2089311	1	2007-431-20-44	LINEN SERVICE	70.20	70.20
Total LREN2089311:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089312 LAUNDRY BAG -	LREN2089312	1	7110-430-42-44	LINEN SERVICE	80.35	80.35
Total LREN2089312:										80.35	80.35
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2089313 3X10 MAT - PW	LREN2089313	1	7620-430-10-44	LINEN SERVICE	48.93	48.93
Total LREN2089313:										48.93	48.93
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2091009 3X10 MAT - PW	LREN2091009	1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2091009 3X4 MAT - PW	LREN2091009	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20
Total LREN2091009:										237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2091010 LAUNDRY BAG-	LREN2091010	1	7401-430-62-44	LINEN SERVICES	87.96	87.96
Total LREN2091010:										87.96	87.96
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2091012 LAUNDRY BAG -	LREN2091012	1	2007-431-20-44	LINEN SERVICE	70.20	70.20
Total LREN2091012:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2091013 LAUNDRY BAG -	LREN2091013	1	7110-430-42-44	LINEN SERVICE	79.16	79.16

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 LREN2091013:										79.16	79.16
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2091014 3X10 MAT - PW	LREN2091014	1	7620-430-10-44	LINEN SERVICE	48.21	48.21
Total LREN2091014:										48.21	48.21
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092674 MAT - PW	LREN2092674	1	7620-430-10-44	LINEN SERVICE	143.98	143.98
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092674 MAT- PW	LREN2092674	2	7620-430-10-46	SUPPLIES-JANITORIAL	93.20	93.20
Total LREN2092674:										237.18	237.18
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092675 LAUNDRY BAG-	LREN2092675	1	7401-430-62-44	LINEN SERVICES	87.96	87.96
Total LREN2092675:										87.96	87.96
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092676 LAUNDRY BAG -	LREN2092676	1	1011-452-20-44	LINEN SERVICES	40.00	40.00
Total LREN2092676:										40.00	40.00
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092677 LAUNDRY BAG- S	LREN2092677	1	2007-431-20-44	LINEN SERVICE	70.20	70.20
Total LREN2092677:										70.20	70.20
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092678 LAUNDRY BAG-	LREN2092678	1	7110-430-42-44	LINEN SERVICE	79.16	79.16
Total LREN2092678:										79.16	79.16
02/26	02/26/2026	225949	10981	ALSCO INC	LREN2092679 MAT - PW	LREN2092679	1	7620-430-10-44	LINEN SERVICE	48.21	48.21
Total LREN2092679:										48.21	48.21
02/26	02/26/2026	225950	148	COMPUTER LOGISTICS	2025/2026 FY CONTRACT IT SE	86903	1	1000-417-10-43	TECHNICAL SVCS	6,294.90	6,294.90
Total 86903:										6,294.90	6,294.90
02/26	02/26/2026	225951	11565		REFUND GAS DEPOSIT	10120650927	1	7401-2228-000	DEPOSITS-CUSTOMER	109.00	109.00

CITY OF SUSANVILLE

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10120650927:										109.00	109.00
02/26	02/26/2026	225952	1314	CORNING FORD	2026 F350 4X4 SUPERCAB	15411	1	2005-431-20-47	VEHICLES	51,300.00	51,300.00
Total 15411:										51,300.00	51,300.00
02/26	02/26/2026	225953	161	CSK AUTO INC	HYD FILTER- WATER	2740-225794	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	65.35	65.35
Total 2740-225794:										65.35	65.35
02/26	02/26/2026	225953	161	CSK AUTO INC	REPAIR AND MAINTENACE- SN	2740-225879	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	31.15	31.15
Total 2740-225879:										31.15	31.15
02/26	02/26/2026	225953	161	CSK AUTO INC	BATTERY - WATER	2740-226670	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	245.55	245.55
Total 2740-226670:										245.55	245.55
02/26	02/26/2026	225953	161	CSK AUTO INC	FLAT BLACK- WATER	2740-226979	1	7110-430-42-46	SUPPLIES-GENERAL	15.08	15.08
02/26	02/26/2026	225953	161	CSK AUTO INC	FLAT BLACK - GAS	2740-226979	2	7401-430-62-46	SUPPLIES-GENERAL	15.08	15.08
02/26	02/26/2026	225953	161	CSK AUTO INC	FLAT BLACK - PARKS	2740-226979	3	1011-452-20-46	SUPPLIES-GENERAL	4.31	4.31
02/26	02/26/2026	225953	161	CSK AUTO INC	FLAT BLACK - STREETS SB1	2740-226979	4	2005-431-20-46	SUPPLIES-GENERAL	8.62	8.62
Total 2740-226979:										43.09	43.09
02/26	02/26/2026	225953	161	CSK AUTO INC	MEGACRIMP-WATER	2740-227112	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	114.06	114.06
Total 2740-227112:										114.06	114.06
02/26	02/26/2026	225954	931		REIM FOR SCORE MTG HOTEL	021726	1	1000-413-20-45	TRAVEL	111.65	111.65
02/26	02/26/2026	225954	931		REIM FOR SCORE MTG M&IE-M	021726	2	1000-413-20-45	TRAVEL	102.00	102.00
02/26	02/26/2026	225954	931		REIM FOR SCORE MTG MILEA	021726	3	1000-413-20-45	TRAVEL	156.60	156.60
Total 021726:										370.25	370.25
02/26	02/26/2026	225955	11566		MSA TRAINING CORONA CA 03/	022326	1	1010-422-10-45	TRAVEL	255.00	255.00

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 022326:										255.00	255.00
02/26	02/26/2026	225956	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	JAN 2026	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	168.00	168.00
02/26	02/26/2026	225956	1565	DIRTY JOE'S CAR WASH	CAR WASH- PW	JAN 2026	2	7620-430-10-44	REPAIR AND MAINTENANCE-VE	12.00	12.00
Total JAN 2026:										180.00	180.00
02/26	02/26/2026	225957	198	DITCH WITCH EQUIPMEN	VAC FILTER- WATER	1024173	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	561.26	561.26
Total 1024173:										561.26	561.26
02/26	02/26/2026	225958	11564	ELVIS VILLALOBOS	COMMUNITY CENTER DEPOSIT	022326	1	1000-2228-009	DEPOSITS-COMM CENTER RE	105.00	105.00
Total 022326:										105.00	105.00
02/26	02/26/2026	225959	1033	FGL ENVIRONMENTAL	WATER SAMPLING-WATER	670990A	1	7110-430-42-43	PROFESSIONAL SVCS	187.00	187.00
Total 670990A:										187.00	187.00
02/26	02/26/2026	225960	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 020526	1	1000-417-10-45	COMMUNICATIONS	132.98	132.98
Total 2960 020526:										132.98	132.98
02/26	02/26/2026	225960	265	FRONTIER	257-3292 MUSEUM	3292 021026	1	1011-451-80-45	COMMUNICATION	133.03	133.03
Total 3292 021026:										133.03	133.03
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383380	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	11.16	11.16
Total 383380:										11.16	11.16
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383386	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	13.95	13.95
Total 383386:										13.95	13.95
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383395	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	16.29	16.29

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 383395:										16.29	16.29
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383414	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	12.51	12.51
Total 383414:										12.51	12.51
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383425	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	18.36	18.36
Total 383425:										18.36	18.36
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383432	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	12.42	12.42
Total 383432:										12.42	12.42
02/26	02/26/2026	225961	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	383441	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	15.48	15.48
Total 383441:										15.48	15.48
02/26	02/26/2026	225962	1236	LASSEN SPORTMEN'S C	2026 FISH DERBY CONTRIBUTI	022426	1	1000-466-33-45	CONTRIBUTIONS-JR FISHING D	1,000.00	1,000.00
Total 022426:										1,000.00	1,000.00
02/26	02/26/2026	225963	467	METER VALVE & CONTR	ITRON GAS METER- GAS	INV-009478	1	7401-1410-004	INVENTORY-GAS REGULATORS	1,327.54	1,327.54
Total INV-009478:										1,327.54	1,327.54
02/26	02/26/2026	225964	546	PAYLESS BUILDING SUP	EBBS-12' PLASTIC BENDER BO	395689	1	7110-430-42-46	SUPPLIES-GENERAL	2.65	2.65
Total 395689:										2.65	2.65
02/26	02/26/2026	225965	563	POULSEN WELDING SHO	REPAIRS-WATER	4220	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	32.48	32.48
Total 4220:										32.48	32.48
02/26	02/26/2026	225966	1296	RENTAL GUYS	RENT & LEASE EQUIP- STREET	1078642-5	1	2005-431-20-44	RENT & LEASES EQUIP & VEHI	1,409.15	1,409.15
Total 1078642-5:										1,409.15	1,409.15

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
02/26	02/26/2026	225967	11434	ROONEY ENGINEERING,	GAS DIVISION PIG PROJECT	52550934	1	7401-430-62-43	PROFESSIONAL SVCS	21,099.50	21,099.50
Total 52550934:										21,099.50	21,099.50
02/26	02/26/2026	225968	76	SUSANVILLE ACE HARD	SUPPLIES- WATER	539862	1	7110-430-42-46	SUPPLIES-GENERAL	20.44	20.44
Total 539862:										20.44	20.44
02/26	02/26/2026	225969	11537	T-MOBILE USA INC	CELLULAR PLAN - PD	213797565 021926	1	1009-421-10-45	COMMUNICATIONS	1,482.08	1,482.08
Total 213797565 021926:										1,482.08	1,482.08
02/26	02/26/2026	225970	770	WESTERN NEVADA SUP	SUPPLIES- GAS	62122851	1	7401-430-62-46	SUPPLIES-GENERAL	557.23	557.23
Total 62122851:										557.23	557.23
02/26	02/26/2026	225970	770	WESTERN NEVADA SUP	SUPPLIES- GAS	62122857	1	7401-430-62-46	SUPPLIES-GENERAL	40.62	40.62
Total 62122857:										40.62	40.62
02/26	02/26/2026	225970	770	WESTERN NEVADA SUP	SEYM WHIT 225 INVERTED TIP	62140407	1	7401-430-62-46	SUPPLIES-GENERAL	57.94	57.94
Total 62140407:										57.94	57.94
Grand Totals:										105,101.50	105,101.50

Report Criteria:

Report type: GL detail

Check.Voided = False

Report Criteria:
Report type: GL detail
Check.Check Number = 225971
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
02/26	02/27/2026	225971	728	U.S. POSTMASTER	UB BILLING GAS	022726	1	7401-430-62-46	POSTAGE	312.34	312.34
02/26	02/27/2026	225971	728	U.S. POSTMASTER	UB BILLING WATER	022726	2	7110-430-42-46	POSTAGE	606.31	606.31
Total 022726:										918.65	918.65
Grand Totals:										918.65	918.65

M = Manual Check, V = Void Check

City Council Agenda Item

Submitted By: Mike Prettyman, Code Enforcement Officer

Action Date: March 18, 2026

Subject: Consider **Resolution No. 26-6515**, approving recordation of a lien for unpaid administrative penalties issued against 1725 Monrovia Street. (APN: 107-156-014-000)

Presented By: Mike Prettyman, Code Enforcement Officer

Summary: As authorized by Susanville Municipal Code § 8.32.290, on October 1, 2025, the Susanville Planning Commission declared nuisance conditions on the above referenced property and adopted Resolution No. 25-1194 approving the issuance of Nuisance Abatement Order NA2025-005. An administrative penalty in the amount of \$500 per day was also ordered to begin October 2, 2025 and continue to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached.

On October 23, 2025, the nuisance conditions continued to exist and a Notice of Administrative Penalties was issued stating the maximum allowable penalty of \$10,000 had been reached. Payment was due on or before November 12, 2025.

To date, no payments have been received by the City of Susanville.

Fiscal Impact: If the total amount of administrative civil penalties are collected, then the general fund would see revenue in the amount of \$10,000 plus interest accrued a rate of 10% per annum, pro rata, beginning 11/13/25 until date of payment.

Action Requested: Motion to approve Resolution No. 26-6515, approving recordation of a lien for unpaid administrative penalties issued against 1725 Monrovia Street. (APN: 107-156-014-000)

Attachments:

1. 26-6515
2. Admin. Penalty Lien Hearing Report
3. 25-10-1 PC Resolution and Order
4. 25-10-3 Notice of Abatement Order
5. 25-10-3 Decl. of Mail
6. 25-10-3 Notice Posting
7. 25-10-23 Notice of Penalty

8. 25-10-23 Decl. of Mail
9. 26-2-23 Notice of Lien Hearing
10. 26-2-23 Decl. of Mail
11. 26-2-23 Notice Posting

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville Planning Commission adopted Resolution No. 25-119 imposing an administrative penalty in the amount of \$500 per day beginning October 2, 2025 and continuing to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached; and

WHEREAS, the amount of unpaid administrative penalties and interest as of March 17, 2026, is in the amount of \$10,342.47; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby orders the amount of \$10,342.47 be paid within 30 days of this decision, and interest shall continue to accrue at the rate of ten percent per annum, pro-rata, until the date full payment is received by the City; and

ATTEST: _____
Heidi Whitlock, City Clerk

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The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of March 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney



CITY OF SUSANVILLE CODE ENFORCEMENT

Administrative Penalty

Lien Hearing

Property Details

<i>Address:</i>	1725 Monrovia Street , Susanville, California 96130
<i>APN:</i>	107-156-014-000
<i>Property Owner:</i>	Bryant Anna May Est. of

Background

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes.

As authorized by Susanville Municipal Code § 8.32.290, on October 1, 2025, the Susanville Planning Commission declared nuisance conditions on the above referenced property and adopted Resolution No. 25-1194 approving the issuance of Nuisance Abatement Order NA2025-005. An administrative penalty in the amount of \$500 per day was also ordered to begin October 2, 2025 and continue to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached.

On October 23, 2025, the nuisance conditions continued to exist and a Notice of Administrative Penalties was issued stating the maximum allowable penalty of \$10,000 had been reached. Payment was due on or before November 12, 2025.

To date, no payments have been received by the City of Susanville.

Recovery of Administrative Penalties

§ 8.32.290 (B) states: "Penalties assessed by the board are a debt owed to the City and, in addition to all other means of enforcement, where the person against whom the penalties are assessed is an owner of the subject real property, may be enforced and collected through the placement of a lien against the subject real property."

§ 8.36.160 states in pertinent part: "Whenever the amount of any administrative penalty...has not been satisfied in full within 90 days and/or has not been successfully challenged by a timely writ of mandate, this obligation may constitute a lien against the real property on which the violation occurred."

Interest

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



CITY OF SUSANVILLE CODE ENFORCEMENT

Administrative Penalty

Lien Hearing

Simple Interest		
$I=(P)(r)(d/t)$		
Rate	Principal	Annual Interest
10%	\$ 10,000.00	\$ 1,000.00
Beginnng	Ending	# Days
11/13/2025	3/17/2026	125
% of Year		Accrued
34.247%		\$ 342.47

As of March 17, 2026, the total amount due is \$10,342.47. Interest will continue to accrue as provided in § 8.32.310.

Notice of this hearing has been provided to the property owner in accordance with the provisions of § 8.32.110. On February 23, 2026, a Notice of Public Hearing was sent to the owner of record via certified mail and posted in a conspicuous place on the premises. Notice was also published in the Intermountain News on February 25, 2026.

As the fines, penalties, and/or interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.290, Code Enforcement is asking the council to consider Resolution No. 26-6515, to:

- A. Order payment of the administrative penalty and interest within 30 days of the decision; and
- B. If unpaid within 30 days of the decision, orders the recordation of the resolution with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien with the same force, effect and priority of a judgment lien against the real property located at 1725 Monrovia Street, APN 107-156-014-000, and owned by Bryant Anna Mae Est. of.

RESOLUTION NO. 25-1194
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUSANVILLE
APPROVING THE ISSUANCE OF NUISANCE ABATEMENT ORDER NA2025-005
AND ORDERING THE PROPERTY OWNER OF 1725 MONROVIA STREET
(APN: 107-156-014-000) TO ABATE NUISANCE CONDITIONS

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011 that declares conditions of real property that constitute a public nuisance and provides for the abatement of said nuisance conditions; and

WHEREAS, a public nuisance has been declared upon the property of 1725 Monrovia Street (APN: 107-156-014-000) and attempts to bring the property into voluntary compliance have been futile; and

WHEREAS, the City of Susanville intends to have the property abated to remove the nuisance conditions and therefore invoke Chapter 8.32 of the Susanville Municipal Code and request the Susanville Planning Commission issue a nuisance abatement order to compel the property owners to abate and remove nuisance conditions or the city of Susanville shall be authorized to perform the necessary abatement work.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Susanville hereby finds that the violations alleged in the Notice of Intention to Abate are factually true and constitute a public nuisance under Susanville Municipal Code 8.32; and

BE IT FURTHER RESOLVED that the Planning Commission of the City of Susanville hereby approves the issuance of a Nuisance Abatement Order NA2025-005 and orders Bryant Anna May est of, owner(s) of record at 1725 Monrovia Street (APN: 107-156-014-000) to abate the nuisance conditions; and

BE IT FURTHER RESOLVED that the Planning Commission of the City of Susanville hereby orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code be assessed in the amount of \$500 per day beginning on October 2, 2025, and accumulate each day until the nuisance is abated. The maximum administrative penalty shall be \$10,000 exclusive of administrative costs and interest.

APPROVED: _____

Mendy Schuster, Chairperson

ATTEST: _____

Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a special meeting of the Planning Commission of the City of Susanville, held on the 1st day of October 2025, by the following vote:

AYES: Bortle, Miller, Parrish, Brown, Schuster

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NOES: None
ABSENT: None
ABSTAIN: None


Heidi Whitlock, City Clerk

1 Margret E. Long SBN: 227176
2 City Attorney for City of Susanville
3 66 North Lassen Street
4 Susanville, CA 96130
5 Phone: 530-252-5100
6 attorney@cityofsusanville.org

7 Attorney for: Petitioner/City of Susanville

8 PLANNING COMMISSION
9 CITY OF SUSANVILLE

10 City of Susanville,
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Petitioner

Nuisance Abatement Order
NA2025-004

Hearing: October 1, 2025, at 5:30 p.m. in
Council Chambers
66 North Lassen Street
Susanville, CA 96130

Bryant Anna May Est. of,
Respondent

1. This proceeding was heard:
 - a. On October 1, 2025, at 5:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
 - b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Mendy Schuster, Patrick Parrish, Curtis Bortle, Dawn Miller and Russ Brown.
 - c. Mendy Schuster presided over the procedure as Chairperson.
 - d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated August 29, 2025, and served on Respondent, BRYANT ANNA MAY EST OF, by Certified Mail on August 29, 2025, by posting on the property entrance at 1725 Monrovia Street on August 29, 2025, and publication in local newspaper on September 17, 2025.
 - e. Present at the hearing were:

- i. Michael Prettyman, Code Enforcement Officer, and Erik Edholm, Assistant Director of Public Works, representing the City of Susanville and
- ii. The Respondent, BRYANT ANNA MAY EST OF, did not appear at this hearing.

FINDINGS

The Hearing Board makes the following findings.

1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, "No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance."
2. BRYANT ANNA MAY EST OF owns the property and is the responsible party for the property located at 1725 Monrovia St., Susanville, CA. 96130 (APN: 107-156-015-000).
3. BRYANT ANNA MAY EST OF was properly served with a Notification of Nuisance on August 29, 2025, with service pursuant to City of Susanville Municipal Code section 8.32.060.
4. BRYANT ANNA MAY EST OF was properly served by Certified Mail with a Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on August 29, 2025, and notice was properly posted in a conspicuous place on the building at 1725 Monrovia St., pursuant to City of Susanville Municipal Code section 8.32.090.
5. The violations alleged in the Notice of Intention to Abate are factually true and constitute a public nuisance under Susanville Municipal Code 8.32 as set forth in the notice.

Orders

The Hearing Board orders the following.

1. BRYANT ANNA MAY EST OF must abate the public nuisance at 1725 Monrovia Street by doing the following at 1725 Monrovia Street:
 - a. All buildings including all adjoining yard areas shall be maintained in accordance with the property maintenance standards set forth in Chapter 8.52 of the SMC, including, but not limited to;

- i. Removing all junk, debris, piled and discarded scrap, discarded personal effects, litter, trash, lumber, tires, and inoperable vehicles and parts thereof from public view.
 - b. The exterior of the building property, including all landscaping, shall be kept in such condition as not to create the appearance of an unsecured, unoccupied structure or other hazard to public safety. Grasses and weeds shall be cut to a height not to exceed four inches and dead shrubs and trees removed.
 - c. All vehicles on the premises must be stored/parked in accordance with § 10.22 and § 17.100 of the SMC.
 - d. Occupation of an RV as a living quarters must cease.
2. After BRYANT ANNA MAY EST OF abates the nuisance at 1725 Monrovia Street, BRYANT ANNA MAY EST OF must contact the Building and Planning Department at the City of Susanville and request that an official at the City of Susanville inspect the condition of the property and buildings at 1725 Monrovia Street to determine if the public nuisance has been abated in accordance with this abatement order.
3. If BRYANT ANNA MAY EST OF does not abate the public nuisance at 1725 Monrovia Street by 4:00 p.m. on October 22, 2025, the City of Susanville shall abate, or cause to be abated, said nuisances on the property at 1725 Monrovia Street.
4. The Susanville Planning Commission orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code be assessed in the amount \$500.00 per day beginning on October 2, 2025, and accumulate each day until the nuisance is abated. The maximum administrative penalty shall be \$10,000, exclusive of administrative costs and interest.
5. All costs of the City's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against BRYANT ANNA MAY EST OF as a personal debt or may be assessed upon 1725 Street and will constitute a lien or special assessment upon the property until paid.

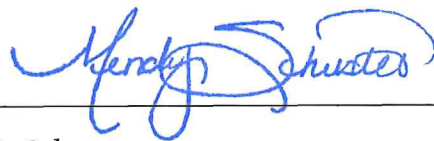
6. This Order shall be effective for one year after issuance. During such period, the hearing board shall retain jurisdiction over the conditions of the building, structure or property which constituted the nuisance established by this Order, as well as the abatement thereof, to ensure that the nuisance does not reoccur and that the building, structure, or property is maintained in such a manner so as not to create a nuisance. If, during this one-year period, any enforcement official determines that the same or another nuisance, as defined by this chapter exists with respect to the building, structure or property, he or she may give notice to abate the nuisance as provided for in section 8.32.060 of the City of Susanville Municipal Code. If BRYANT ANNA MAY EST OF does not abate the nuisance at any time within the abatement period, the City may proceed with the abatement itself under the provisions of section 8.32.190 of the City of Susanville Municipal Code without further action of the hearing board. The City of Susanville may also recover all of its abatement effort costs as provided for in the City of Susanville Municipal Code.

Appeal

Any person aggrieved by a nuisance abatement order affirmed by the Planning Commission may obtain a review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate.

The foregoing order was adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 1st day of October 2025.

Dated: 10/2/2025



Mendy Schuster

Susanville Planning Commission



City of Susanville

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

NOTICE OF ABATEMENT ORDER AND ADMINISTRATIVE PENALTIES

CERTIFIED MAIL/RETURN RECEIPT
9589 0710 5270 1486 4701 48

October 3, 2025

Bryant Anna May Est. Of
1745 Monrovia St.
Susanville, CA. 96130

RE: 1725 Monrovia St.
Susanville, CA 96130
APN: 107-156-014-000
Code Enforcement Case # CE2025-016

To Bryant Anna May Est. Of:

This letter is to inform you of the Susanville Planning Commission's October 1, 2025, decision to adopt Resolution No. 25-1194 declaring public nuisance conditions on your property and issuance of Nuisance Abatement Order NA2025-005. An administrative penalty in the amount of \$500 per day has been imposed beginning October 2, 2025, and will continue to accumulate each day until the nuisance is abated or maximum allowable penalty of \$10,000.00 is reached.

Any person aggrieved by a nuisance abatement order affirmed by the Planning Commission may obtain review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate.

Please see the enclosed Resolution and Abatement Order and do not hesitate to call me directly with any questions at (530) 257-1055.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement

Enclosures: Resolution No. 25-1194; Abatement Order No. NA2025-005

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

Case No.: CE#2025-016
APN: 107-156-014-000
Mail Cert No.: 9589 0710 5270 1486 4701 48

DECLARATION OF SERVICE BY CERTIFIED/RETURN RECEIPT and
FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF ABATEMENT ORDER** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes personally depositing with the United States Postal Service in sealed envelopes with postage fully paid for both Certified/Return receipt and 1st Class, in Susanville, California, on the 3rd Day of October 2025, addressed as follows:

**Bryant Anna May est. of
1745 Monrovia St.
Susanville, CA 96130**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 3rd Day of October 2025, at Susanville, California 96130.



Michael Prettyman

9589 0710 5270 1486 4701 48

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For delivery information, visit our website at www.usps.com ®.	
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☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$
Total Post	\$
Sent To	
Street and	
City, State,	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

Bryant Anna May Est. Of
1745 Monrovia St.
Susanville, CA. 96130



City of Susanville

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



NOTICE OF ABATEMENT ORDER

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Susanville has conducted a Public Hearing whereat the hearing board declared public nuisance conditions on this property:

1725 Monrovia St., Susanville, Ca. 96130
(APN: 107-156-014-000)

Susanville Planning Commission's October 1, 2025, decision to adopt Resolution No. 25-1194 declaring public nuisance conditions on this property and issuance of Nuisance Abatement Order NA2025-005 is now in effect. An administrative penalty in the amount of \$500 per day has been imposed beginning October 2, 2025, and will continue to accumulate each day until the nuisance is abated or maximum allowable penalty of \$10,000.00 is reached.

Posted: October 3, 2025
By: Michael Prettyman, Code Enforcement Officer

Meady Schuster - Mayor | Russ Brown - Mayor Pro Tem | Curtis Borke, Dawn Miller, Patrick Parrish
Susanville City Council

October 03, 2025 9:20 AM



City of Susanville

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

NOTICE OF ADMINISTRATIVE PENALTIES

October 23, 2025

Bryant Anna May Est. Of
1745 Monrovia St.
Susanville, CA. 96130

RE: 1725 Monrovia St.
Susanville, CA 96130
APN: 107-156-014-000
Code Enforcement Case # CE2025-016

To Bryant Anna May Est. Of:

This letter is to re-inform you of the Susanville Planning Commission's October 1, 2025, decision to adopt Resolution No. 25-1194 declaring public nuisance conditions on your property and issuance of Nuisance Abatement Order NA2025-005. An administrative penalty in the amount of \$500 per day was imposed beginning October 2, 2025. A compliance date of October 22, 2025 was also ordered. The nuisance conditions continue to exist, and administrative penalties have accrued to the maximum allowable penalty of \$10,000.00.

Payment of the \$10,000.00 penalty is due on or before Wednesday, November 12, 2025.

Interest on the amount due at a rate of ten percent per annum, pro-rata, from the date on which the amount due becomes delinquent (10-13-25) shall continue to accrue until paid in full.

This penalty, as well as any and all costs of the city's continued abatement efforts, including the abatement work and administrative time to investigate and hear and effect the abatement shall be charged against you, the responsible party, as a personal debt or may be assessed upon the property and will constitute a lien or special assessment upon the property until paid.

Please do not hesitate to call me directly with any questions at (530) 257-1055.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

DECLARATION OF SERVICE BY FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF PENALTY** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes and placing the envelopes for collection and mailing on the date and at the place shown below following our ordinary business practices. I am readily familiar with this business' practice for collecting and processing correspondence for mailing. On the following day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in sealed envelopes with 1st Class postage fully paid, in Susanville, California, on the 23rd Day of October 2025, addressed as follows:

**Bryant Anna May Est. Of
1745 Monrovia St.
Susanville, CA. 96130**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 23rd Day of October 2025, at Susanville, California 96130.



Michael Prettyman



City of Susanville

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

NOTICE OF PUBLIC HEARING

CERTIFIED MAIL/RETURN RECEIPT
9589 0710 5270 1809 6735 22

February 23, 2026

Bryant Anna May Est. of
1745 Monrovia St.
Susanville, CA 96130

RE: 1725 Monrovia St.
Susanville, CA 96130
APN: 107-156-014-000
Code Enforcement Case # CE2025-016

Dear Bryant Anna May Est. of:

NOTICE IS HEREBY GIVEN that the City of Susanville City Council will conduct a Public Hearing pursuant to Susanville Municipal Code Chapter 8.32 to receive, hear, and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, and interested persons relative to the proposed cost report for unpaid administrative civil penalties in the amount of \$10,342.47 and proposed recordation of a lien against real property located at 1725 Monrovia Street, Susanville, CA 96130 (APN: 107-156-014-000)

The Public Hearing will be held on Wednesday, March 18, 2026, at 5:00 P.M. (or as soon thereafter as the agenda permits) in the Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California 96130. The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. on Friday, March 13, 2026, for City Council review and consideration.

If you have any questions or concerns regarding this notice, you may contact the Building and Planning Division at (530) 252-5118.

Respectfully,

Michael Prettyman
Code Enforcement Officer

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

Case No.: CE#2025-016
APN: 107-156-014-000
Mail Cert No.: 9589 0710 5270 1809 6735 22

DECLARATION OF SERVICE BY CERTIFIED/RETURN RECEIPT and

FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF PUBLIC HEARING** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes and personally depositing with the United States Postal Service with postage fully paid for both Certified/Return receipt and 1st Class, in Susanville, California, on the 23rd Day of February 2026, addressed as follows:

**Bryant Anna May est. of
1745 Monrovia St.
Susanville, CA 96130**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 23rd Day of February 2026, at Susanville, California 96130.



Michael Prettyman

9589 0710 5270 1809 6735 22

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☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$
Bryant Anna May est. of 1745 Monrovia St. Susanville, CA 96130	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

SUSANVILLE, CA 96130
FEB 2026
USPS

City of Susanville

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

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Susanville City Council will conduct a Public Hearing pursuant to Susanville Municipal Code Chapter 8.32 to receive, hear, and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, and interested persons relative to the proposed cost report for unpaid administrative civil penalties in the amount of \$10,342.47 and proposed reclamation of a lien against real property located at 1725 Monrovia Street, Susanville, CA 96130 (APN: 107-156-014-000)

The Public Hearing will be held on **Wednesday, March 18, 2026, at 5:00 P.M.** (or as soon thereafter as the agenda permits) in the Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California 96130. The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. on Friday, March 13, 2026, for City Council review and consideration.

If you have any questions or concerns regarding this notice, you may contact the Building and Planning Division at (530) 252-6116.

Dated: February 23, 2026
By: Michael Thompson, Code Enforcement Officer

Mayor - Mayor (Rene Brown) - Mayor Pro Tem (Curtis Bortle, Dawn Miller, Patrick Perrell)
Susanville City Council

February 23, 2026

City Council Agenda Item

Submitted By: Mike Prettyman, Code Enforcement Officer

Action Date: March 18, 2026

Subject: Consider **Resolution No. 26-6516**, approving recordation of a lien for unpaid administrative penalties issued against 1745 Monrovia Street (APN: 107-156-015-000)

Presented By: Mike Prettyman, Code Enforcement Officer

Summary: On October 1, 2025, the Susanville Planning Commission declared nuisance conditions to exist on the above referenced property and adopted Resolution No. 25-1193 approving the issuance of Nuisance Abatement Order NA2025-004. An administrative penalty in the amount of \$500 per day was also ordered to begin October 2, 2025 and continue to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached.

On October 23, 2025, the nuisance conditions continued to exist and a Notice of Administrative Penalties was issued stating the maximum allowable penalty of \$10,000 had been reached. Payment was due on or before November 12, 2025.

To date, no payments have been received by the City of Susanville.

Fiscal Impact: If the total amount of administrative civil penalties are collected, then the general fund would see revenue in the amount of \$10,000.00 000 plus interest accrued a rate of 10% per annum, pro rata, beginning 11/13/25 until date of payment.

Action Requested: Motion to approve Resolution No. 26-6516, approving recordation of a lien for unpaid administrative penalties issued against 1745 Monrovia Street (APN: 107-156-015-000)

Attachments:

1. 26-6516
2. Admin. Penalty Lien Hearing Report
3. 25-10-1 PC Resolution and Order
4. 25-10-3 Notice of Abatement Order
5. 25-10-3 Decl. of Mail
6. 25-10-3 Notice Posting
7. 25-10-23 Notice of Penalty.
8. 25-10-23 Decl. of Mail

9. 26-2-23 Notice of Lien Hearing
10. 26-2-23 Decl. of Mail
11. 26-2-23 Notice Posting

RESOLUTION NO. 26-6516
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A LIEN TO BE RECORDED WITH THE LASSEN COUNTY RECORDER FOR
UNPAID ADMINISTRATIVE CIVIL PENALTIES ISSUED AGAINST 1745 MONROVIA
STREET (APN 107-156-015-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the Susanville Planning Commission adopted Resolution No. 25-1193 imposing an administrative penalty in the amount of \$500 per day beginning October 2, 2025, and continuing to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached; and

WHEREAS, on October 23, 2025, nuisance conditions continued to exist, and a Notice of Penalty was sent to the property owner stating full payment was due on or before November 12, 2025; and

WHEREAS, the amount of unpaid administrative penalties and interest as of March 17, 2026, is in the amount of \$10,342.47; and

WHEREAS, the city clerk shall record the lien with the Lassen County Recorders Office no sooner than 30 days from the date of this decision; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby orders the amount of \$10,342.47 be paid within 30 days of this decision, and interest shall continue to accrue at the rate of ten percent per annum, pro-rata, until the date full payment is received by the city; and

BE IT FURTHER RESOLVED, in the event of non-payment, the City Council orders the recordation of this resolution with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien with the same force, effect and priority of a judgment lien against the real property located at 1745 Monrovia Street, APN 107-156-015-000, and owned by Earnest CDC.

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 March 2026, by the following vote:

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AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney



CITY OF SUSANVILLE CODE ENFORCEMENT

Administrative Penalty

Lien Hearing

Property Details

<i>Address:</i>	1745 Monrovia Street , Susanville, California 96130
<i>APN:</i>	107-156-015-000
<i>Property Owner:</i>	Earnest CDC

Background

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes.

As authorized by Susanville Municipal Code § 8.32.290, on October 1, 2025, the Susanville Planning Commission declared nuisance conditions on the above referenced property and adopted Resolution No. 25-1193 approving the issuance of Nuisance Abatement Order NA2025-004. An administrative penalty in the amount of \$500 per day was also ordered to begin October 2, 2025 and continue to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached.

On October 23, 2025, the nuisance conditions continued to exist and a Notice of Administrative Penalties was issued stating the maximum allowable penalty of \$10,000 had been reached. Payment was due on or before November 12, 2025.

To date, no payments have been received by the City of Susanville.

Recovery of Administrative Penalties

§ 8.32.290 (B) states: "Penalties assessed by the board are a debt owed to the City and, in addition to all other means of enforcement, where the person against whom the penalties are assessed is an owner of the subject real property, may be enforced and collected through the placement of a lien against the subject real property."

§ 8.36.160 states in pertinent part: "Whenever the amount of any administrative penalty...has not been satisfied in full within 90 days and/or has not been successfully challenged by a timely writ of mandate, this obligation may constitute a lien against the real property on which the violation occurred."

Interest

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



CITY OF SUSANVILLE CODE ENFORCEMENT

Administrative Penalty

Lien Hearing

Simple Interest		
$I=(P)(r)(d/t)$		
Rate	Principal	Annual Interest
10%	\$ 10,000.00	\$ 1,000.00
Beginnng	Ending	# Days
11/13/2025	3/17/2026	125
% of Year		Accrued
34.247%		\$ 342.47

As of March 17, 2026, the total amount due is \$10,342.47. Interest will continue to accrue as provided in § 8.32.310.

Notice of this hearing has been provided to the property owner in accordance with the provisions of § 8.32.110. On February 23, 2026, a Notice of Public Hearing was sent to the owner of record via certified mail and posted in a conspicuous place on the premises. Notice was also published in the Intermountain News on February 25, 2026.

As the fines, penalties, and/or interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.290, Code Enforcement is asking the council to consider Resolution No. 26-6516 to:

- A. Order payment of the administrative penalty and interest within 30 days of the decision; and
- B. If unpaid within 30 days of the decision, orders the recordation of the resolution with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien with the same force, effect and priority of a judgment lien against the real property located at 1745 Monrovia Street, APN 107-156-015-000, and owned by Bryant Anna Mae Est. of.

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AYES: Brown, Bortle, Miller, Parrish, Schuster
NOES: None
ABSENT: None
ABSTAIN: None


Heidi Whitlock, City Clerk

1 Margret E. Long SBN: 227176
2 City Attorney for City of Susanville
3 66 North Lassen Street
4 Susanville, CA 96130
5 Phone: 530-252-5100
6 attorney@cityofsusanville.org

7 Attorney for: Petitioner/City of Susanville

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PLANNING COMMISSION
CITY OF SUSANVILLE

City of Susanville,

Petitioner

v

Earnest CDC

Respondent

Nuisance Abatement Order
NA2025-004

Hearing: October 1, 2025, at 5:30 p.m. in
Council Chambers
66 North Lassen Street
Susanville, CA 96130

1. This proceeding was heard:

- a. On October 1, 2025, at 5:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
- b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Mendy Schuster, Patrick Parrish, Curtis Bortle, Dawn Miller and Russ Brown.
- c. Mendy Schuster presided over the procedure as Chairperson.
- d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated August 29, 2025, and served on Respondent, EARNEST CDC, by Certified Mail on August 29, 2025, by posting on the structure at 1745 Monrovia Street on August 29, 2025, and publication in local newspaper on September 17, 2025.
- e. Present at the hearing were:

- i. Michael Prettyman, Code Enforcement Officer, and Erik Edholm, Assistant Director of Public Works, representing the City of Susanville and
- ii. The Respondent, Earnest CDC, did not appear at this hearing.

FINDINGS

The Hearing Board makes the following findings.

1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, "No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance."
2. EARNEST CDC owns the property and is the responsible party for the property located at 1745 Monrovia St., Susanville, CA. 96130 (APN: 107-156-015-000).
3. EARNEST CDC was properly served with a Notification of Nuisance on August 29, 2025, with service pursuant to City of Susanville Municipal Code section 8.32.060.
4. EARNEST CDC was properly served by Certified Mail with a Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on August 29, 2025, and notice was properly posted in a conspicuous place on the building at 1745 Monrovia St., pursuant to City of Susanville Municipal Code section 8.32.090.
5. The violations alleged in the Notice of Intention to Abate are factually true and constitute a public nuisance under Susanville Municipal Code 8.32 as set forth in the notice.

Orders

The Hearing Board orders the following.

1. EARNEST CDC must abate the public nuisance at 1745 Monrovia Street by doing the following at 1745 Monrovia Street:
 - a. All buildings including all adjoining yard areas shall be maintained in accordance with the property maintenance standards set forth in Chapter 8.52 of the SMC, including, but not limited to;
 - i. Removing all junk, debris, piled and discarded scrap, discarded personal effects, litter, trash, lumber, tires, and inoperable vehicles and parts thereof from public view.

- 1 b. The exterior of the building property, including all landscaping, shall be kept in
2 such condition as not to create the appearance of an unsecured, unoccupied
3 structure or other hazard to public safety. Grasses and weeds shall be cut to a
4 height not to exceed four inches and dead shrubs and trees removed.
- 5 c. All vehicles on the premises must be stored/parked in accordance with § 10.22 and
6 § 17.100 of the SMC.
- 7 2. After EARNEST CDC abates the nuisance at 1745 Monrovia Street, EARNEST CDC must
8 contact the Building and Planning Department at the City of Susanville and request that
9 an official at the City of Susanville inspect the condition of the property and buildings at
10 1745 Monrovia Street to determine if the public nuisance has been abated in accordance
11 with this abatement order.
- 12 3. If EARNEST CDC does not abate the public nuisance at 1745 Monrovia Street by 4:00 p.m.
13 on October 22, 2025, the City of Susanville shall abate, or cause to be abated, said
14 nuisances on the property at 1745 Monrovia Street.
- 15 4. The Susanville Planning Commission orders an administrative penalty pursuant to section
16 8.32.290 of the City of Susanville Municipal Code be assessed in the amount \$500.00 per
17 day beginning on October 2, 2025, and accumulate each day until the nuisance is abated.
18 The maximum administrative penalty shall be \$10,000, exclusive of administrative costs
19 and interest.
- 20 5. All costs of the City's abatement efforts, including the abatement work and administrative
21 time to investigate and to hear and effect the abatement shall be charged against
22 EARNEST CDC as a personal debt or may be assessed upon 1745 Street and will
23 constitute a lien or special assessment upon the property until paid.
- 24 6. This Order shall be effective for one year after issuance. During such period, the hearing
25 board shall retain jurisdiction over the conditions of the building, structure or property
26 which constituted the nuisance established by this Order, as well as the abatement
27 thereof, to ensure that the nuisance does not reoccur and that the building, structure, or
28 property is maintained in such a manner so as not to create a nuisance. If, during this one-

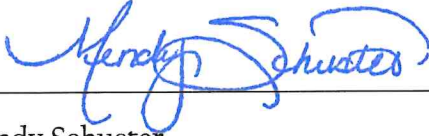
1 year period, any enforcement official determines that the same or another nuisance, as
2 defined by this chapter exists with respect to the building, structure or property, he or she
3 may give notice to abate the nuisance as provided for in section 8.32.060 of the City of
4 Susanville Municipal Code. If EARNEST CDC does not abate the nuisance at any time
5 within the abatement period, the City may proceed with the abatement itself under the
6 provisions of section 8.32.190 of the City of Susanville Municipal Code without further
7 action of the hearing board. The City of Susanville may also recover all of its abatement
8 effort costs as provided for in the City of Susanville Municipal Code.

9 Appeal

10 Any person aggrieved by a nuisance abatement order affirmed by the Planning Commission may
11 obtain a review of the nuisance abatement order in the Superior Court of the county of Lassen by
12 filing with the court a petition for writ of mandate.

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14 The foregoing order was adopted at a regular meeting of the Planning Commission of the City of
15 Susanville, held on the 1st day of October 2025.

16
17 Dated: 10/2/2025

18 
Mendy Schuster
Susanville Planning Commission



City of Susanville

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

NOTICE OF ABATEMENT ORDER AND ADMINISTRATIVE PENALTIES

CERTIFIED MAIL/RETURN RECIEPT
9589 0710 5270 1486 4701 31

October 3, 2025

Earnest CDC
18685 Main St. #101-337
Huntington Beach, CA. 92648

RE: 1745 Monrovia St.
Susanville, CA 96130
APN: 107-156-015-000
Code Enforcement Case # CE2025-015

To Earnest CDC:

This letter is to inform you of the Susanville Planning Commission's October 1, 2025, decision to adopt Resolution No. 25-1193 declaring public nuisance conditions on your property and issuance of Nuisance Abatement Order NA2025-004. An administrative penalty in the amount of \$500 per day has been imposed beginning October 2, 2025, and will continue to accumulate each day until the nuisance is abated or maximum allowable penalty of \$10,000.00 is reached.

Any person aggrieved by a nuisance abatement order affirmed by the Planning Commission may obtain review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate.

Please see the enclosed Resolution and Abatement Order and do not hesitate to call me directly with any questions at (530) 257-1055.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement

Enclosures: Resolution No. 25-1193; Abatement Order No. NA2025-004

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

Case No.: CE#2025-015
APN: 107-156-015-000
Mail Cert No.: 9589 0710 5270 1486 4701 31

DECLARATION OF SERVICE BY CERTIFIED/RETURN RECEIPT and
FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF ABATEMENT ORDER** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes personally depositing with the United States Postal Service in sealed envelopes with postage fully paid for both Certified/Return receipt and 1st Class, in Susanville, California, on the 3rd Day of October 2025, addressed as follows:

Earnest CDC
18685 Main St. #101-337
Huntington Beach, CA. 92648

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 3rd Day of October 2025, at Susanville, California 96130.

9589 0710 5270 1486 4701 31

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
\$

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$

Postage
\$

Total Post
\$

Sent To
Street and
City, State

Earnest CDC
18685 Main St. #101-337
Huntington Beach, CA. 92648

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions


Michael Prettyman

COMPLETE THIS SECTION

Items 1, 2, and 3.
same and address on the reverse
can return the card to you.
card to the back of the mailpiece,
if space permits.
ssed to:

Earnest CDC
85 Main St. #101-337
Huntington Beach, CA. 92648

COMPLETE THIS SECTION ON DELIVERY

A. Signature
☒ X  ☐ Agent
☐ Address

B. Received by (Printed Name)
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C. Date of Delivery
10/8/25

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Priority Mail Express®
☐ Registered Mail™
☐ Registered Mail Restricted Delivery
☐ Signature Confirmation
☐ Signature Confirmation Restricted Delivery

9590 9402 8527 3186 2762 96

2. Article Number (Transfer from service label)
9589 0710 5270 1486 4701 31

Page 66 of 125

City of Susanville

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

NOTICE OF ABATEMENT ORDER

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of Susanville has conducted a Public Hearing whereat the hearing board declared public nuisance conditions on this property:

1745 Monrovia St., Susanville, Ca. 96130
(APN: 107-156-015-000)

Susanville Planning Commission's October 1, 2025, decision to adopt Resolution No. 25-1193 declaring public nuisance conditions on this property and issued Nuisance Abatement Order NA2025-004 which is now in effect. An administrative penalty in the amount of \$500 per day has been imposed beginning October 2, 2025, and will continue to accumulate each day until the nuisance is abated or maximum allowable penalty of \$10,000.00 is reached.

Posted: October 3, 2025

By: Michael Prettyman, Code Enforcement Officer

Mendy Schuster – Mayor | Russ Brown – Mayor Pro Tem | Curtis Bortle, Dawn Miller, Patrick Parrish
Susanville City Council

October 03, 2025 9:19 AM



City of Susanville

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

NOTICE OF ADMINISTRATIVE PENALTIES

October 23, 2025

Earnest CDC
18685 Main St. #101-337
Huntington Beach, CA. 92648

RE: 1745 Monrovia St.
Susanville, CA 96130
APN: 107-156-015-000
Code Enforcement Case # CE2025-015

To Earnest CDC:

This letter is to re-inform you of the Susanville Planning Commission's October 1, 2025, decision to adopt Resolution No. 25-1193 declaring public nuisance conditions on your property and issuance of Nuisance Abatement Order NA2025-004. An administrative penalty in the amount of \$500 per day was imposed beginning October 2, 2025. A compliance date of October 22, 2025 was also ordered. The nuisance conditions continue to exist, and administrative penalties have accrued to the maximum allowable penalty of \$10,000.00.

Payment of the \$10,000.00 penalty is due on or before Wednesday, November 12, 2025.

Interest on the amount due at a rate of ten percent per annum, pro-rata, from the date on which the amount due becomes delinquent (10-13-25) shall continue to accrue until paid in full.

This penalty, as well as any and all costs of the city's continued abatement efforts, including the abatement work and administrative time to investigate and hear and effect the abatement shall be charged against you, the responsible party, as a personal debt or may be assessed upon the property and will constitute a lien or special assessment upon the property until paid.

Please do not hesitate to call me directly with any questions at (530) 257-1055.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

DECLARATION OF SERVICE BY FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF PENALTY** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes and placing the envelopes for collection and mailing on the date and at the place shown below following our ordinary business practices. I am readily familiar with this business' practice for collecting and processing correspondence for mailing. On the following day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in sealed envelopes with 1st Class postage fully paid, in Susanville, California, on the 23rd Day of October 2025, addressed as follows:

**Earnest CDC
18685 Main St. #101-337
Huntington Beach, CA. 92648**

**Earnest CDC
1745 Monrovia St.
Susanville, CA. 96130**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 23rd Day of October 2025, at Susanville, California 96130.



Michael Prettyman



City of Susanville

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

NOTICE OF PUBLIC HEARING

CERTIFIED MAIL/RETURN RECEIPT
9589 0710 5270 1809 6735 39

February 23, 2026

Ernest CDC
18685 Main St. #101-337
Huntington Beach, CA 92648

RE: 1745 Monrovia St.
Susanville, CA 96130
APN: 107-156-015-000
Code Enforcement Case # CE2025-015

Dear Ernest CDC:

NOTICE IS HEREBY GIVEN that the City of Susanville City Council will conduct a Public Hearing pursuant to Susanville Municipal Code Chapter 8.32 to receive, hear, and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, and interested persons relative to the proposed cost report for unpaid administrative civil penalties in the amount of \$10,342.47 and proposed recordation of a lien against real property located at 1745 Monrovia Street, Susanville, CA 96130 (APN: 107-156-015-000)

The Public Hearing will be held on **Wednesday, March 18, 2026, at 5:00 P.M.** (or as soon thereafter as the agenda permits) in the Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California 96130. The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. on Friday, March 13, 2026, for City Council review and consideration.

If you have any questions or concerns regarding this notice, you may contact the Building and Planning Division at (530) 252-5118.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement Officer

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

Case No.: CE#2025-015
APN: 107-156-015-000
Mail Cert No.: 9589 0710 5270 1809 6735 39

DECLARATION OF SERVICE BY CERTIFIED/RETURN RECEIPT and
FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF PUBLIC HEARING** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes personally depositing with the United States Postal Service in sealed envelopes with postage fully paid for both Certified/Return receipt and 1st Class, in Susanville, California, on the 23rd Day of February 2026, addressed as follows:

**Earnest CDC
18685 Main St. #101-337
Huntington Beach, CA. 92648**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 23rd Day of February 2026, at Susanville, California 96130.

Michael Prettyman

9589 0710 5270 1809 6735 39

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$
Total	\$
Earnest CDC	
18685 Main St. #101-337	
Huntington Beach, CA. 92648	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

Postmark: SUSANVILLE, CA 96130 FEB 2026
SUSANVILLE MAIN USPS

City of Susanville

(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3944

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Susanville City Council will conduct a Public Hearing pursuant to Susanville Municipal Code Chapter 8.32 to receive, hear, and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, and interested persons relative to the proposed cost report for unpaid administrative civil penalties in the amount of \$10,342.47 and proposed revocation of a lien against real property located at 1745 Monrovia Street, Susanville, CA 96130 (APN: 107-156-015-000)

The Public Hearing will be held on **Wednesday, March 18, 2026, at 5:00 P.M.** (or as soon thereafter as the agenda permits) in the Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California 96130. The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. on Friday, March 13, 2026, for City Council review and consideration.

If you have any questions or concerns regarding this notice, you may contact the Building and Planning Division at (530) 252-5118.

Printed: February 23, 2026
By: Michael Prestyman, Code Enforcement Officer

Mandy Schuster - Mayor | Russ Brown - Mayor Pro Tem | Curtis Borile, Dawn Miller, Paula Thomas
Susanville City Council

February 23, 2026

City Council Agenda Item

Submitted By: Mike Prettyman, Code Enforcement Officer

Action Date: March 18, 2026

Subject: Consider **Resolution No. 26-6517**, approving recordation of a lien for unpaid administrative penalties issued against 17 Orange Street. (APN: 107-152-011-000)

Presented By: Mike Prettyman, Code Enforcement Officer

Summary: As authorized by Susanville Municipal Code § 8.32.290, on February 11, 2025, the Susanville Planning Commission declared nuisance conditions on the above referenced property and adopted Resolution No. 25-1190 approving the issuance of Nuisance Abatement Order NA2025-001. An administrative penalty in the amount of \$500 per day was also ordered to begin February 12, 2025 and continue to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached.

On March 6, 2025, the nuisance conditions continued to exist and a Notice of Administrative Penalties was issued stating the maximum allowable penalty of \$10,000 had been reached. Payment was due on or before March 26, 2025.

To date, no payments have been received by the City of Susanville.

Fiscal Impact: If the total amount of administrative civil penalties are collected, then the general fund would see revenue in the amount of \$10,000.00 000 plus interest accrued a rate of 10% per annum, pro rata, beginning 3/27/25 until date of payment.

Action Requested: Motion to approve Resolution No. 26-6517, approving recordation of a lien for unpaid administrative penalties issued against 17 Orange Street. (APN: 107-152-011-000)

Attachments:

1. 26-6517
2. Admin. Penalty Lien Hearing Report
3. 25-2-12 Notice of Order & Penalties
4. 25-2-12 PC Reso & Order
5. 25-2-13 Decl. of Mail
6. 25-3-6 Notice of Penalty
7. 26-2-23 Notice of Lien Hearing

8. 26-2-23 Decl. of Mail
9. 26-2-23 Notice Posting

RESOLUTION NO. 26-6517
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING A LIEN TO BE RECORDED WITH THE LASSEN COUNTY RECORDER FOR
UNPAID ADMINISTRATIVE CIVIL PENALTIES ISSUED AGAINST 17 ORANGE STREET
(APN 107-152-011-000)

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

WHEREAS, the Susanville Planning Commission adopted Resolution No. 24-1190 imposing an administrative penalty in the amount of \$500 per day beginning February 12, 2025, and continuing to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached; and

WHEREAS, on March 6, 2025, nuisance conditions continued to exist, and a Notice of Penalty was sent to the property owner stating full payment was due on or before March 26, 2025; and

WHEREAS, the amount of unpaid administrative penalties and interest as of March 17, 2026, is in the amount of \$10,975.34; and

WHEREAS, the city clerk shall record the lien with the Lassen County Recorders Office no sooner than 30 days from the date of this decision; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby orders the amount of \$10,975.34 be paid within 30 days of this decision, and interest shall continue to accrue at the rate of ten percent per annum, pro-rata, until the date full payment is received by the city; and

BE IT FURTHER RESOLVED, in the event of non-payment, the City Council orders the recordation of this resolution with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien with the same force, effect and priority of a judgment lien against the real property located at 17 Orange Street, APN 107-152-011-000, and owned by Debbie Routhier.

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 March 2026, by the following vote:

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AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney



CITY OF SUSANVILLE CODE ENFORCEMENT

Administrative Penalty

Lien Hearing

Property Details

<i>Address:</i>	17 Orange Street , Susanville, California 96130
<i>APN:</i>	107-152-011-000
<i>Property Owner:</i>	Debbie Routhier

Background

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes.

As authorized by Susanville Municipal Code § 8.32.290, on February 11, 2025, the Susanville Planning Commission declared nuisance conditions on the above referenced property and adopted Resolution No. 25-1190 approving the issuance of Nuisance Abatement Order NA2025-001. An administrative penalty in the amount of \$500 per day was also ordered to begin February 12, 2025 and continue to accumulate each day until the nuisance was abated or the maximum penalty of \$10,000, exclusive of administrative costs and interest, was reached.

On March 6, 2025, the nuisance conditions continued to exist and a Notice of Administrative Penalties was issued stating the maximum allowable penalty of \$10,000 had been reached. Payment was due on or before March 26, 2025.

To date, no payments have been received by the City of Susanville.

Recovery of Administrative Penalties

§ 8.32.290 (B) states: "Penalties assessed by the board are a debt owed to the City and, in addition to all other means of enforcement, where the person against whom the penalties are assessed is an owner of the subject real property, may be enforced and collected through the placement of a lien against the subject real property."

§ 8.36.160 states in pertinent part: "Whenever the amount of any administrative penalty...has not been satisfied in full within 90 days and/or has not been successfully challenged by a timely writ of mandate, this obligation may constitute a lien against the real property on which the violation occurred."

Interest

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



CITY OF SUSANVILLE CODE ENFORCEMENT
Administrative Penalty
Lien Hearing

Simple Interest		
$I=(P)(r)(d/t)$		
Rate	Principal	Annual Interest
10%	\$ 10,000.00	\$ 1,000.00
Beginnng	Ending	# Days
3/27/2025	3/17/2026	356
% of Year		Accrued
97.534%		\$ 975.34

As of March 17, 2026, the total amount due is \$10,975.34. Interest will continue to accrue as provided in § 8.32.310.

Notice of this hearing has been provided to the property owner in accordance with the provisions of § 8.32.110. On February 23, 2026, a Notice of Public Hearing was sent to the owner of record via certified mail and posted in a conspicuous place on the premises. Notice was also published in the Intermountain News on February 25, 2026.

As the fines, penalties, and/or interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.290, Code Enforcement is asking the council to consider Resolution No. 26-6517 to:

- A. Order payment of the administrative penalty and interest within 30 days of the decision; and
- B. If unpaid within 30 days of the decision, orders the recordation of the resolution with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien with the same force, effect and priority of a judgment lien against the real property located at 17 Orange Street, APN 107-152-011-000, and owned by Debbie Routhier.



City of Susanville

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

NOTICE OF ABATEMENT ORDER AND ADMINISTRATIVE PENALTIES

CERTIFIED MAIL/RETURN RECEIPT
7019 1640 002 0101 3515

February 12, 2025

Debbie Routhier
1087 Lourence Dr.
Tracy, Ca. 95376

RE: 17 Orange St.
Susanville, CA 96130
APN: 107-152-011-000
Code Enforcement Case # CE2024-018

To Debbie Routhier:

This letter is to inform you of the Susanville Planning Commission's February 11, 2025, decision to adopt Resolution No. 25-1190 declaring public nuisance conditions on your property and issuance of Nuisance Abatement Order NA2025-001. An administrative penalty in the amount of \$500 per day has been imposed beginning February 12, 2025, and will continue to accumulate each day until the nuisance is abated or maximum allowable penalty of \$10,000.00 is reached.

This decision is final unless an appeal letter is filed with the City Clerk and \$200 appeal fee is paid within 21 days of this decision. The appeal shall be heard by the city council at a regularly scheduled meeting within forty-five (45) days of the filing of the appeal. Notice shall be given to the appellant at least ten (10) days prior to the scheduled meeting by first class mail sent to the address provided by the appellant on the appeal request form. The appeal hearing shall be conducted in the same manner as the hearing board hearing in §8.32.120 of the Susanville Municipal Code (SMC).

Please see the enclosed Resolution and Abatement Order and do not hesitate to call me directly with any questions at (530) 257-1055.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement

Enclosures: Resolution No. 25-1190; Abatement Order No. NA2025-001

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

RESOLUTION NO. 25-1190
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUSANVILLE
APPROVING THE ISSUANCE OF NUISANCE ABATEMENT ORDER NA2025-001 AND
ORDERING THE PROPERTY OWNER OF 17 ORANGE STREET (APN: 107-152-011-000)
TO ABATE NUISANCE CONDITIONS

WHEREAS, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

WHEREAS, the Susanville City Council adopted Ordinance 17-1011 that declares conditions of real property that constitute a public nuisance and provides for the abatement of said nuisance conditions; and

WHEREAS, a public nuisance has been declared upon the property of 17 Orange Street (APN: 107-152-011-000) and attempts to bring the property into voluntary compliance have been futile; and

WHEREAS, the City of Susanville intends to have the property abated to remove the nuisance conditions and therefore invoke Chapter 8.32 of the Susanville Municipal Code and request the Susanville Planning Commission issue a nuisance abatement order to compel the property owners to abate and remove nuisance conditions or the city of Susanville shall be authorized to perform the necessary abatement work.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Susanville hereby finds that the violations alleged in the Notice of Intention to Abate are factually true and constitute a public nuisance under Susanville Municipal Code 8.32; and

BE IT FURTHER RESOLVED that the Planning Commission of the City of Susanville hereby approves the issuance of a Nuisance Abatement Order NA2025-001 and orders Debbie Routhier, owner of record at 17 Orange Street, (APN: 107-152-011-000) to abate the nuisance conditions.

BE IT FURTHER RESOLVED that the Planning Commission of the City of Susanville hereby orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code be assessed in the amount of \$500 per day beginning on February 12, 2025, and accumulate each day until the nuisance is abated. The maximum administrative penalty shall be \$10,000 exclusive of administrative costs and interest.

APPROVED: Wayne Jambois
Wayne Jambois, Vice Chair

ATTEST: Heidi Whitlock For.
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 11th day of February 2025, by the following vote:

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AYES: Eltzroth, Fregulia, Ardito and Jambois
NOES: None
ABSENT: Merchant
ABSTAIN: None

Ruth McElrath For:
Heidi Whitlock, City Clerk

1 Margret E. Long SBN: 227176
2 City Attorney for City of Susanville
3 66 North Lassen Street
4 Susanville, CA 96130
5 Phone: 530-252-5100
6 attorney@cityofsusanville.org

7 Attorney for: Petitioner/City of Susanville

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PLANNING COMMISSION
CITY OF SUSANVILLE

City of Susanville,

Petitioner

v

DEBBIE ROUTHIER

Respondent

Nuisance Abatement Order
NA2025-001

Hearing: February 11, 2025, at 5:30 p.m. in
Council Chambers
66 North Lassen Street
Susanville, CA 96130

1. This proceeding was heard:

- a. On February 11, 2025, at 5:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
- b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Maria Fregulia, Matthew Eltzroth, Wayne Jambois and Tony Ardito
- c. Wayne Jambois presided over the procedure as Chairperson.
- d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated December 26, 2024, and served on Respondent, DEBBIE ROUTHIER, by Certified Mail on December 26, 2024, by posting on the structure at 17 Orange Street on December 26, 2024 and publication in local newspaper on January 1, 2025.
- e. Present at the hearing were:

- i. Michael Prettyman, Code Enforcement Officer, Ruth McElrath, Permit Technician / Secretary of the Planning Commission, and Erik Edholm, Assistant Director of Public Works, representing the City of Susanville and
- ii. The Respondent did not appear at this hearing.

FINDINGS

The Hearing Board makes the following findings.

1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, "No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance."
2. DEBBIE ROUTHIER owns the property and is the responsible party for the property located at 17 Orange St., Susanville, CA. 96130 (APN: 107-152-011-000).
3. DEBBIE ROUTHIER was properly served with a Notification of Nuisance on November 20, 2024, with service pursuant to City of Susanville Municipal Code section 8.32.060.
4. DEBBIE ROUTHIER was properly served by Certified Mail with a Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on December 26, 2024, and notice was properly posted in a conspicuous place on the building at 17 Orange St., pursuant to City of Susanville Municipal Code section 8.32.090.
5. The violations alleged in the Notice of Intention to Abate are factually true and constitute a public nuisance under Susanville Municipal Code 8.32 as set forth in the notice.

ORDERS

The Hearing Board orders the following.

1. DEBBIE ROUTHIER must abate the public nuisance 17 Orange Street by doing the following at 17 Orange Street:
 - a. Secure permits for lawful reconstruction or demolition of vacant building.
 - b. Provide a reasonable written plan to repair or demolish the structure within ten (10) days of this decision.
 - c. Once approved by the City, the work in the plan must be initiated within ten (10) days of approval and diligently prosecuted until completion.

2. After DEBBIE ROUTHIER abates the nuisance at 17 Orange Street, DEBBIE ROUTHIER must contact the Building and Planning Department at the City of Susanville and request that an official at the City of Susanville inspect the condition of the property and buildings at 17 Orange Street to determine if the public nuisance has been abated in accordance with this abatement order.
3. If DEBBIE ROUTHIER does not abate the public nuisance at 17 Orange Street by 4:00 p.m. on March 5, 2025, the City of Susanville shall abate, or cause to be abated, said nuisances on the property at 17 Orange Street.
4. The Susanville Planning Commission orders an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code be assessed in the amount \$500.00 per day beginning on February 12, 2025, and accumulate each day until the nuisance is abated. The maximum administrative penalty shall be \$10,000, exclusive of administrative costs and interest.
5. All costs of the City's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against DEBBIE ROUTHIER as a personal debt or may be assessed upon 17 Orange Street and will constitute a lien or special assessment upon the property until paid.
6. This Order shall be effective for one year after issuance. During such period, the hearing board shall retain jurisdiction over the conditions of the building, structure or property which constituted the nuisance established by this Order, as well as the abatement thereof, to ensure that the nuisance does not reoccur and that the building, structure, or property is maintained in such a manner so as not to create a nuisance. If, during this one-year period, any enforcement official determines that the same or another nuisance, as defined by this chapter exists with respect to the building, structure or property, he or she may give notice to abate the nuisance as provided for in section 8.32.060 of the City of Susanville Municipal Code. If DEBBIE ROUTHIER does not abate the nuisance at any time within the abatement period, the City may proceed with the abatement itself under the provisions of section 8.32.190 of the City of Susanville Municipal Code without further

1 action of the hearing board. The City of Susanville may also recover all of its abatement
2 effort costs as provided for in the City of Susanville Municipal Code.

3 APPEAL

4 Whenever any person is aggrieved by this final order of the Hearing Board, this person may appeal
5 the Nuisance Abatement Order to the City Council of the City of Susanville. To request an
6 appeal, the person aggrieved by this order shall notify the City Clerk, in writing, within twenty-
7 one (21) days of the issuance of this order of their request to have this appeal heard by the City
8 Council. The aggrieved person shall deposit two hundred dollars (\$200.00) to the City of
9 Susanville. The appellant shall be responsible for all costs of such appeal which exceeds the
10 deposited amount. If the aggrieved person requests an appeal hearing, this hearing shall be
11 granted within forty-five (45) days of the filing appeal at a regularly scheduled meeting of the
12 Susanville City Council. The appellant shall be notified no less than ten (10) days of the
13 scheduled appeal hearing.

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16 The foregoing order was adopted at a regular meeting of the Planning Commission of the city of
17 Susanville, held on the 11th day of February 2025.

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19 Dated: Feb. 12, 2025

Wayne Jambois
Wayne Jambois

21 Susanville Planning Commission
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Case No.: CE#2024-018
APN: 107-152-011-000
Mail Cert No.: 7019 1640 0002 0101 3515

DECLARATION OF SERVICE BY CERTIFIED/RETURN RECEIPT and
FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF ABATEMENT ORDER AND ADMINISTRATIVE PENALTIES** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes and placing the envelopes for collection and mailing on the date and at the place shown below following our ordinary business practices. I am readily familiar with this business' practice for collecting and processing correspondence for mailing. On the following day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in sealed envelopes with postage fully paid for both Certified/Return receipt and 1st Class, in Susanville, California, on the 13th Day of February 2025, addressed as follows:

Debbie Routhier
1087 Lourence Dr.
Tracy, Ca. 95376

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 13th Day of February 2025, at Susanville, California 96130.

7019 1640 0002 0101 3515

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$
☐ Return Receipt (electronic)	\$
☐ Certified Mail Restricted Delivery	\$
☐ Adult Signature Required	\$
☐ Adult Signature Restricted Delivery	\$
Postage	\$
Total P	\$
Sent To	
Street	
City, S	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

Debbie Routhier
1087 Lourence Dr.
Tracy, Ca. 95376

Michael Prettyman



City of Susanville

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

NOTICE OF ADMINISTRATIVE PENALTIES

March 6, 2025

Debbie Routhier
1087 Lourence Dr.
Tracy, Ca. 95376

RE: 17 Orange St.
Susanville, CA 96130
APN: 107-152-011-000
Code Enforcement Case # CE2024-018

To Debbie Routhier:

This letter is to re-inform you of the Susanville Planning Commission's February 11, 2025, decision to adopt Resolution No. 24-1190 declaring public nuisance conditions on your property and issuance of Nuisance Abatement Order NA2025-001. An administrative penalty in the amount of \$500 per day was imposed beginning February 12, 2025. A compliance date of March 5, 2025 was also ordered. The nuisance conditions continue to exist, and administrative penalties have accrued to the maximum allowable penalty of \$10,000.00.

Payment of the \$10,000.00 penalty is due on or before Wednesday, March 26, 2025.

Interest on the amount due at a rate of ten percent per annum, pro-rata, from the date on which the amount due becomes delinquent (3-27-25) shall continue to accrue until paid in full.

This penalty, as well as any and all costs of the city's continued abatement efforts, including the abatement work and administrative time to investigate and hear and effect the abatement shall be charged against you, the responsible party, as a personal debt or may be assessed upon the property and will constitute a lien or special assessment upon the property until paid.

Please do not hesitate to call me directly with any questions at (530) 257-1055.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

DECLARATION OF SERVICE BY FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTIFICATION OF ADMINISTRATIVE PENALTIES** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes and placing the envelopes for collection and mailing on the date and at the place shown below following our ordinary business practices. I am readily familiar with this business' practice for collecting and processing correspondence for mailing. On the following day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in sealed envelopes with 1st Class postage fully paid, in Susanville, California, on the 6th Day of March 2025, addressed as follows:

**Debbie Routhier
1087 Lourence Dr.
Tracy, Ca. 95376**

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 6th Day of March 2025, at Susanville, California 96130.



Michael Prettyman



City of Susanville

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

NOTICE OF PUBLIC HEARING

CERTIFIED MAIL/RETURN RECEIPT

9589 0710 5270 1809 6735 46

February 23, 2026

Debbie Routhier
1087 Lourence Dr.
Tracy, CA. 95376

RE: 17 Orange St.
Susanville, CA 96130
APN: 107-152-011-000
Code Enforcement Case # CE2024-018

Dear Debbie Routhier:

NOTICE IS HEREBY GIVEN that the City of Susanville City Council will conduct a Public Hearing pursuant to Susanville Municipal Code Chapter 8.32 to receive, hear, and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, and interested persons relative to the proposed cost report for unpaid administrative civil penalties in the amount of \$10,975.34 and proposed recordation of a lien against real property located at 17 Orange Street, Susanville, CA 96130 (APN: 107-152-011-000)

The Public Hearing will be held on **Wednesday, March 18, 2026, at 5:00 P.M.** (or as soon thereafter as the agenda permits) in the Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California 96130. The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. on Friday, March 13, 2026, for City Council review and consideration.

If you have any questions or concerns regarding this notice, you may contact the Building and Planning Division at (530) 252-5118.

Respectfully,

Michael Prettyman
City of Susanville
Code Enforcement Officer

Mendy Schuster
Mayor
Russ Brown
Mayor pro tem

Councilmembers:
Curtis Bortle
Dawn Miller
Patrick Parrish

Case No.: CE#2024-018
APN: 107-152-011-000
Mail Cert No.: 9586 0710 5270 1809 6735 46

DECLARATION OF SERVICE BY CERTIFIED/RETURN RECIEPT and

FIRST CLASS MAIL

I, THE UNDERSIGNED, DECLARE THAT:

1. I am an employee of the City of Susanville, California, over the age of eighteen years and not a party to the within entitled cause or matter; and
2. My business address is 66 N. Lassen St, Susanville, California 96130; and
3. I served the foregoing **NOTICE OF PUBLIC HEARING** on the interested parties in said cause by depositing true copies thereof enclosed in sealed envelopes and personally depositing with the United States Postal Service with postage fully paid for both Certified/Return receipt and 1st Class, in Susanville, California, on the 23rd Day of February 2026, addressed as follows:

Debbie Routhier
1087 Lourence Dr.
Tracy, Ca. 95376

I declare under penalty of perjury that the foregoing is true and correct.

Executed this 23rd Day of February 2026, at Susanville, California 96130.

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT <i>Domestic Mail Only</i>	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee \$ _____	
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy) \$ _____	
☐ Return Receipt (electronic) \$ _____	
☐ Certified Mail Restricted Delivery \$ _____	
☐ Adult Signature Required \$ _____	
☐ Adult Signature Restricted Delivery \$ _____	
Postage \$ _____ Total \$ _____	
Sent _____	
Street _____	
City, _____	


Michael Prettyman



February 23, 2026

City Council Agenda Item

Submitted By: Dan Newton, City Manager

Action Date: March 18, 2026

Subject: Consider **Resolution No. 26-6520**, increasing the General Fund Park Budget to facilitate clean-up efforts along the Susan River Trail corridor and discussion regarding encampments and unhoused community members within the City of Susanville and vicinity.

Presented By: Dan Newton, City Manager

Summary: The Susan River Trail Corridor has developed a significant accumulation of debris and trash and is in need of a concentrated and strategic clean-up effort. Many encampments have been abandoned due to high water levels and have left trash and debris behind. This effort is a crucial component of the City's continual focus on the Susan River Trail. Administrative staff has recently walked the trail and assessed the condition and status of the corridor. Public Works staff will be assigned to conduct the cleanup effort and must have budget to complete the work.

Fiscal Impact: \$15,000 budget increase for public works staff time and equipment.

Action Requested: Motion to approve Resolution No. 26-6520, increasing the General Fund Park Budget to facilitate clean-up efforts along the Susan River Trail Corridor.

Attachments:

1. 26-XXXX Susan River Cleanup Budget Increase

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of March 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

City Council Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: March 18, 2026

Subject: Consider **Resolution No. 26-6518**, authorizing the Mayor to execute an Amendment to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority

Presented By: Dan Newton, City Manager

Summary: The City of Susanville currently provides administrative and operational services to the Honey Lake Valley Recreation Authority (HLVRA) under an executed Administrative and Operational Services Agreement. These services include, but are not limited to:

- project planning and administration;
- administration of operational and governmental compliance functions of the Authority;
- administration and oversight of the HLVRA Board it's correspondence and reports;
- preparation of HLVRA agendas the boards minutes and official records;
- contract management;
- procurement assistance;
- record keeping;
- hiring pool facility staff;
- payroll;
- human resources;
- training and coordination of HLVRA staff;
- and other operational support necessary for the Authority to conduct its business.

Under the current agreement structure, the City recovers the cost of these services through direct billing of staff time and associated expenses incurred while performing work on behalf of the HLVRA. While this structure was initially implemented to ensure accurate cost recovery, the HLVRA is in need of additional staffing resources to course correct financial statements and audits, on-board a new pool manager, and explore revenue generating opportunities. The HLVRA does not have adequate budget capacity, therefore the proposed amendment for administrative services will provide for a more comprehensive service to the HLVRA. The proposed structure does require an increase in the City's general fund allocation to the pool. Modifying the cost recovery structure from a direct cost reimbursement model to a flat rate equal to five percent (5%) of the HLVRA's total annual operating budget allows for more consistency and budget accuracy for the HLVRA. This current fiscal year's adopted operations budget is \$295,635.00; 5% of the budget would equate to \$14,781.75 cost allocation. In addition to the amendment to the agreement, an updated Appendix A includes positions which are included in the cost allocation, operations positions listed on Appendix A would not be included in the cost allocation amount.

While the City will not recuperate the full cost, the proposed cost allocation method provides a public benefit by improving administrative efficiency, enhanced service provisions, and financial predictability in the provision of services. Replacing direct billing with a fixed allocation equal to five percent (5%) of the Authority's total operating budget eliminates the practice of not allocating adequate administrative resources to the HLVRA because the HLVRA budget lacks capacity.

Fiscal Impact: Recovering \$14,781.75 of projected \$20,161 administrative costs for FY 25/26

Action Requested: Motion to approve Resolution No. 26-6518, authorizing the Mayor to execute an Amendment to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority

Attachments:

1. 26-6518
2. 202603 Amendment No. 3 - Administrative and Operational Services Agreement
3. HLVRA.COS Staffing Agreement Combined with Amendment No 2 and Appendix Updates

RESOLUTION NO. 26-6518
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE
AGREEMENT WITH THE HONEY LAKE VALLEY RECREATION AUTHORITY FOR
ADMINISTRATIVE AND OPERATIONAL SERVICES

WHEREAS, the City of Susanville (City) and the Honey Lake Valley Recreation Authority (HLVRA) entered into an Administrative and Operational Services Agreement in November 2017 under which the City provides administrative and operational support services to the HLVRA; and

WHEREAS, the current agreement structure provides for reimbursement to the City through direct billing of staff time and related expenses incurred while performing services on behalf of the HLVRA; and

WHEREAS, staff has evaluated alternative cost recovery methods and determined that a cost allocation structure based on a percentage of the HLVRA's total operating budget would provide greater administrative efficiency for both agencies; and

WHEREAS, modifying the agreement by the proposed amendment to establish a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget to compensate the City for administrative and operational services provided under the agreement is beneficial to all parties; and

WHEREAS, the proposed amendment also includes updates to positions reflected in Appendix A, which identifies position changes necessary to support the continued provision of administrative and operational services to the HLVRA.

NOW, THEREFORE, BE IT RESOLVED, in consideration of the foregoing and the mutual agreement hereinafter expressed, the City Council of the City of Susanville hereby agrees to the following:

1. Approves an amendment to the Administrative and Operational Services Agreement between the City of Susanville and the Honey Lake Valley Recreation Authority modifying the cost recovery structure from direct billing of staff time and expenses to a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget; and
2. Authorizes the Mayor to execute Amendment No. 3 to the Administrative and Operational Services Agreement with the Honey Lake Valley Recreation Authority, and any related documents necessary to implement the amendment; and
3. Authorizes the amendment to take effect upon execution by the authorized representatives of both parties and shall remain in effect in accordance with the terms of the agreement. Any pending reimbursements from the City of Susanville to the Honey Lake Valley Recreation Authority will be recovered through the cost allocation method adopted in this amendment.

APPROVED: _____
Mendy Schuster, Mayor

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ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of March 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

**AMENDMENT NO. 3 TO AGREEMENT WITH CITY OF SUSANVILLE FOR
ADMINISTRATIVE AND OPERATIONAL SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

This Amendment No. 3 to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority, dated November 1, 2017 ("Agreement"), between the Honey Lake Valley Recreation Authority ("HLVRA") and the City of Susanville ("City") is made and entered into this ____ day of March 2026.

RECITALS

WHEREAS, the City of Susanville (City) and the Honey Lake Valley Recreation Authority (HLVRA) previously entered into an Administrative and Operational Services Agreement under which the City provides administrative and operational support services to the HLVRA

WHEREAS, the current agreement structure provides for reimbursement to the City through direct billing of staff time and related expenses incurred while performing services on behalf of the HLVRA; and

WHEREAS, staff has evaluated alternative cost recovery methods and determined that a cost allocation structure based on a percentage of the HLVRA's total operating budget would provide greater administrative efficiency and improved budget predictability for the HLVRA; and

WHEREAS, modifying the agreement by the proposed amendment to establish a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget to compensate the City for administrative and operational services provided under the agreement is beneficial to all parties; and

WHEREAS, the proposed amendment also includes updates to positions reflected in Appendix A, which identifies position changes necessary to support the continued provision of administrative and operational services to the HLVRA; and

NOW, THEREFORE, BE IT RESOLVED, in consideration of the foregoing and the mutual agreement hereinafter expressed, the parties mutually agree as follows:

- 1. Approval of Amendment.** The Honey Lake Valley Recreation Authority hereby approves an amendment to the Administrative and Operational Services Agreement between the City of Susanville and the Honey Lake Valley Recreation Authority modifying the cost recovery structure from direct billing of staff time and expenses to a cost allocation equal to five percent (5%) of the HLVRA's total annual operating budget; and
- 2. Authorization to Execute.** The HLVRA Executive Officer is hereby authorized and directed to execute the amendment to the Administrative and Operational Services Agreement with the City of Susanville City Council, and any related documents necessary to implement the amendment.

- 3. Effective Date.** The amendment shall take effect upon execution by the authorized representatives of both parties and shall remain in effect in accordance with the terms of the agreement. Any pending reimbursements from the City of Susanville to the Honey Lake Valley Recreation Authority will be recovered through the cost allocation method adopted in this amendment.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:

Russ Brown, HLVRA President

Date: _____

Approved by City:

Mendy Schuster, Mayor

Date: _____

Approved as to Form:

Cole Huber, HLVRA Legal Counsel

Date: _____

Approved as to Form:

Margaret Long, Susanville City Attorney

Date: _____

Appendix A - Agreement Amendment #1 Appendix A 2026 Update #2

Management & Administrative Staff Services Covered under City of Susanville Cost Allocation 5%

City Manager (HLVRA Executive Officer)
 Deputy City Manager (HLVRA Secretary)
 City Clerk (Human Resources)
 Administrative Staff Assistant (Human Resources)
 Public Works Director (Administrative/Operations Support)
 Assistant Director - Finance (Payroll)
 Account Technician / I / II (AP/AR)
 Air Quality Specialist (Administrative/Operations Support)

Operational Staff Services: Part-Time Seasonal Hourly Positions

	Base Rate	Overtime Rate
Pool Manager	\$ 24.76 to \$ 28.01	\$ 37.14 to \$ 42.02
Assistant Pool Manager	\$ 20.83 to \$ 23.57	\$ 31.25 to \$ 35.36
Head Swim Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Program Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Lifeguard	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Lifeguard/Swim Instructor	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62
Swim Instructor/Facility Attendant	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62

Operational Staff Services (Staff services used on as-needed basis only)

	Base Rate	Benefitted Wage	Overtime Rate
Building Official	\$ 50.02 to \$ 54.02	\$ 75.46 to \$ 81.50	exempt
Parks and Facilities Maintenance Superintendent	\$ 39.10 to \$ 42.23	\$ 67.50 to \$ 72.90	\$ 73.22 to \$ 79.08
Parks Maintenance Worker	\$ 24.46 to \$ 26.42	\$ 46.04 to \$ 49.72	\$ 45.80 to \$ 49.46

**AGREEMENT FOR ADMINISTRATIVE AND OPERATIONAL SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

THIS AGREEMENT is entered into as of this 1st day of November 2017, by and between the CITY OF SUSANVILLE (hereinafter "CITY"), and the HONEY LAKE VALLEY RECREATION AUTHORITY (hereinafter "HLVRA"), a joint powers agency formed pursuant to the Joint Powers Exercise of Powers Act, Government Code Section §6500 et seq., by the City of Susanville and the County of Lassen.

RECITALS

WHEREAS, pursuant to Government Code Section §6500 et seq. and the Joint Powers Agreement Between the City of Susanville and the County of Lassen for the creation and operation of a Joint Powers Authority for the purpose of constructing a Community Swimming Pool (hereinafter "JPA Agreement"), HLVRA is authorized to enter into an agreement with the CITY for Management, Administrative and Operational Services; and

WHEREAS, on December 10, 2013, the City of Susanville began providing Management and Administrative Services to the Honey Lake Valley Recreation Authority; and

WHEREAS, the Honey Lake Valley Recreation Authority requested that the City of Susanville also provide operational services; and

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

TERMS

1. **TERM.** This Agreement shall become effective on the date it is approved by the respective agencies and shall continue until terminated by either party.
2. **MANAGEMENT, ADMINISTRATIVE AND OPERATIONAL SERVICES TO BE PROVIDED BY CITY.** CITY shall provide the following Management, Administrative and Operational Services to the HLVRA.
 - a) Overseeing all aspects of the project including: planning, financing, property acquisition, site preparation, design, permitting and construction.
 - b) Administer operational and governmental compliance Functions of the Authority
 - c) Administer and oversee Board correspondence and reports
 - d) Preparation of agendas and minute keeping
 - e) Contract management
 - f) Additional administrative duties as needed
 - g) Hiring pool facility staff, payroll, human resources, training and operations
3. **REIMBURSEMENT RATES.** In consideration of CITY's fulfillment of the promised services, HLVRA shall reimburse CITY for personnel and direct costs incurred by CITY in providing Management, Administrative and Operational Services to the HLVRA. The hourly rates are included in "Appendix A" and

will be updated annually and becomes effective upon Board approval. Requests for reimbursement request shall not exceed the HLVRA's budget appropriation for staff services.

4. **METHOD OF REIMBURSEMENT.** Reimbursement requests for services and direct costs incurred by CITY after the execution of this Agreement shall be presented to the HLVRA Board for approval and shall include a description of time and services provided. CITY shall submit such invoices to the Board for review and approval. Such invoices shall be paid to CITY within thirty (30) days of approval.

5. **SERVICE STANDARDS.**

CITY agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which CITY is engaged. CITY shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any confidential information relative to the work of HLVRA or the operations or procedures of HLVRA without the prior written consent of HLVRA.

CITY shall make every reasonable effort to maintain the stability and continuity of CITY's staff assigned to perform the services required under this Agreement. CITY shall notify HLVRA of any changes in CITY's staff to be assigned to perform the services required under this Agreement. HLVRA reserves the right in its sole discretion to reject and request replacement of any staff assigned by the CITY to the following positions:

- a) Executive Officer
- b) Secretary
- c) Pool Director/Manager

6. **INDEPENDENT AGENCY.**

A. It is understood and agreed that CITY (including CITY's employees) is an independent agency and that no relationship of employer-employee exists between the Parties, or their employees, hereto.

B. CITY's assigned personnel shall not be entitled to any benefits payable to employees of HLVRA, and CITY shall be responsible to ensure necessary labor compliance for the provision of work under this Agreement. CITY shall provide all worker's compensation insurance coverage for all employees performing work under this Agreement. In the event an injury occurs to any employee of the CITY for which the employee or his dependents, in the event of his death, may be entitled to compensation from HLVRA under the provisions of California worker's compensation laws, for which compensation is claimed from HLVRA, such sums shall be paid directly through workers compensation coverage carried by the HLVRA.

C. HLVRA is not required to make any deductions or withholdings from the compensation payable to CITY under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CITY's assigned personnel.

D. CITY shall not be liable for any worker's compensation, unemployment insurance, or disability claims, made by persons employed directly by HLVRA. CITY shall tender such claims to HLVRA promptly upon receipt. In the event any pool employees are employed by the CITY, and assigned to HLVRA

by this Agreement, HLVRA shall reimburse the City for unemployment insurance claims, if any, made by those operational employees and resulting from the pool season, and shall reimburse CITY within thirty (30) days of receipt of CITY's demand for such reimbursement.

E. CITY, in the performance of its obligations hereunder, is only subject to the control or direction of HLVRA as to the designation of tasks to be performed and the results to be accomplished.

F. Any third party person(s) employed by CITY shall be entirely and exclusively under the direction, supervision, and control of CITY.

G. CITY hereby indemnifies and holds HLVRA harmless from any and all claims that may be made against HLVRA based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

H. It is mutually agreed that all materials prepared by CITY or its employees under this Agreement shall become the property of HLVRA, and CITY shall have no property right therein whatsoever. Immediately upon termination, HLVRA shall be entitled to, and CITY shall deliver to HLVRA, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed and operational plans and documents to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by CITY in performing this Agreement which is not CITY's privileged information, as defined by law, or CITY's personnel information, along with all other property belonging exclusively to HLVRA which is in CITY's possession.

7. **ACCESS TO RECORDS/RETENTION.** All non-privileged books, documents, papers and records of HLVRA that are directly pertinent to the subject matter of this Agreement shall be available to either party for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, or duly adopted records retention schedule, CITY shall retain records until after HLVRA makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. HLVRA shall cooperate with CITY and CITY shall cooperate with HLVRA in providing all necessary data in a timely and responsive manner to comply with all reporting and record retention requirements.

8. **ASSETS.** The parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by the CITY to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by the CITY shall be the sole property of the CITY and shall remain CITY property upon the termination of this Agreement. If HLVRA purchases or otherwise acquires any personal property for use by the CITY in carrying out the duties of the CITY under this Agreement, such property shall remain the sole property of HLVRA at all times and shall be promptly returned to HLVRA by the CITY upon termination of this Agreement.

9. **INDEMNIFICATION.**

HLVRA shall hold harmless, defend and indemnify CITY from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by the HLVRA Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising in the course and scope of the employee(s) service.

CITY shall hold harmless, defend, and indemnify HLVRA from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of any official City duties or responsibilities other than those of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising outside the course and scope of the employee(s) service, but within the employee's course and scope of employment with CITY.

10. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected.

HLVRA

Honey Lake Valley Recreation Authority
c/o City of Susanville
66 North Lassen Street
Susanville, CA 96130

CITY

City of Susanville
66 North Lassen Street
Susanville, CA 96130

11. **AMENDMENT/MODIFICATION.** Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

12. **TERMINATION.** This Agreement may be terminated by either HLVRA or CITY upon ninety (90) days written notice.

13. **SEVERABILITY.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

14. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or other matter.

15. **VENUE.** This Agreement shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Agreement governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed in and adjudicated by a court of competent jurisdiction in the County of Lassen, State of California.

16. **ENTIRE AGREEMENT.** This instrument and any attachments hereto constitute the entire Agreement between City and HLVRA concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"HLVRA"

Honey Lake Valley Recreation Authority

By Brian R. Wil

APPROVED AS TO FORM:

HLVRA Legal Counsel

"CITY"

City of Susanville

By Kathie Garnier
Kathie Garnier, Mayor

APPROVED AS TO FORM:

Susanville City Attorney

Jessica Ryan
Jessica Ryan

Appendix A - 2026 Update

Management & Administrative Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
City Manager (HLVRA Executive Officer)	\$ 106.42 to \$ 114.93	\$ 163.27 to \$ 176.33	exempt
Deputy City Manager (HLVRA Secretary)	\$ 53.42 to \$ 57.69	\$ 80.50 to \$ 86.94	exempt
City Clerk (Human Resources)	\$ 63.97 to \$ 69.09	\$ 101.76 to \$ 109.90	exempt
Assistant Director - Finance (Payroll)	\$ 47.12 to \$ 50.89	\$ 72.94 to \$ 78.78	exempt
Account Technician / I / II (AP/AR)	\$ 19.84 to \$ 34.50	\$ 36.74 to \$ 57.28	\$ 33.58 to \$ 58.38

Operational Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
Pool Director/Manager	\$ 36.17 to \$ 39.06	\$ 61.07 to \$ 65.96	exempt

Operational Staff Services: Part-Time Seasonal Hourly Positions

	Base Rate	Overtime Rate
Assistant Pool Manager	\$ 20.83 to \$ 23.57	\$ 31.25 to \$ 35.36
Head Swim Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Program Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Lifeguard	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Lifeguard/Swim Instructor	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62
Swim Instructor/Facility Attendant	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62

Operational Staff Services (Staff services used on as-needed basis only)

	Base Rate	Benefitted Wage	Overtime Rate
Building Official	\$ 50.02 to \$ 54.02	\$ 75.46 to \$ 81.50	exempt
Parks and Facilities Maintenance Superintendent	\$ 39.10 to \$ 42.23	\$ 67.50 to \$ 72.90	\$ 73.22 to \$ 79.08
Parks Maintenance Worker	\$ 24.46 to \$ 26.42	\$ 46.04 to \$ 49.72	\$ 45.80 to \$ 49.46

RESOLUTION NUMBER 18-24
A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY APPROVING
AMENDMENT NO. 2 TO AGREEMENT WITH CITY OF SUSANVILLE FOR ADMINISTRATIVE
AND OPERATIONAL SERVICES FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY

WHEREAS, the City of Susanville ("City") and Honey Lake Valley Recreation Authority ("HLVRA") entered into an Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority ("Agreement") on November 1, 2017; and

WHEREAS, the Agreement states that the HLVRA shall reimburse the City for personnel and direct costs incurred by the City in providing said services at the hourly rates included in Appendix "A" to the Agreement; and

WHEREAS, the parties desire to update Appendix "A" to the Agreement, as some positions and hourly rates have changed as reflected in Appendix A.

NOW, THEREFORE, BE IT RESOLVED, that Amendment No. 2 to the Agreement is approved and the President of the Honey Lake Valley Recreation Authority is hereby authorized to sign Amendment No. 2 to the Agreement on behalf of HLVRA.

Approved:


Brian R. Wilson, President

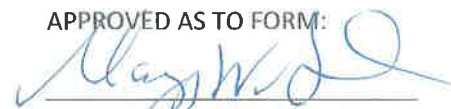
The foregoing **Resolution Number 18-24** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 20th day of February, 2018 by the following vote:

AYES: Hemphill, Garnier and Teeter
NOES: None
ABSENT: Wilson and Meserve
ABSTAIN: None

Attest:


Heidi Whitlock, Secretary for HLVRA

APPROVED AS TO FORM:


Maggie Stern, HLVRA Legal Counsel

**AMENDMENT NO. 2 TO AGREEMENT WITH CITY OF SUSANVILLE FOR
ADMINISTRATIVE AND OPERATIONAL SERVICES
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

This Amendment No. 2 to the Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority, dated November 1, 2017 ("Agreement"), between the Honey Lake Valley Recreation Authority ("HLVRA") and the City of Susanville ("City") is made and entered into this 21st day of February, 2018.

RECITALS

WHEREAS, under the Agreement, the City provides HLVRA with administrative, managerial and operational services; and

WHEREAS, the Agreement states that the HLVRA shall reimburse the City for personnel and direct costs incurred by the City in providing said services at the hourly rates as included in Appendix "A" to the Agreement; and

WHEREAS, the parties desire to update Appendix A, as the Program Instructor position was added, the Lifeguard and Swim Instructor positions were combined, and the Swim Instructor I and II and Lifeguard I and II positions were deleted; and

WHEREAS, the Assistant Pool Director/Manager hourly rate has been increased by the City as requested by the HLVRA as well as the Lifeguard/Swim Instructor hourly rate.

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

1. Amendment to Appendix A

Both parties hereby agree that, Appendix A of the Agreement shall be replaced with the revised version which is attached hereto as Attachment 1.

2. Remaining Terms Unaffected

Except as expressly provided herein, nothing in this Amendment No. 2 shall be deemed to waive or modify any of the other provisions of the Agreement or prior amendments. In the event of any conflict between this Amendment No. 2 and the Contract, or any previous amendments, the terms of this Amendment No. 2 shall prevail.

[SIGNATURES ON FOLLOWING PAGE]

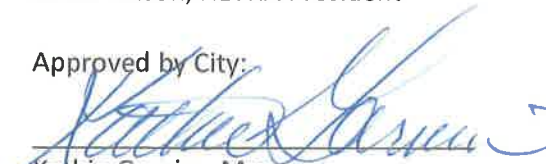
IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:


Brian Wilson, HLVRA President

Date: 3/12/18

Approved by City:


Kathie Garnier, Mayor

Date: 2/22/18

Approved as to Form:

Maggie Stern, HLVRA Legal Counsel

Date: _____

Approved as to Form:


Jessica Ryan, Susanville City Attorney

Date: 02/22/18

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

Approved by HLVRA:

Brian Wilson, HLVRA President

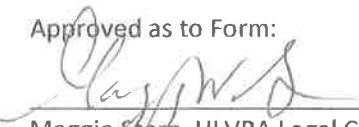
Date: _____

Approved by City:

Kathie Garnier, Mayor

Date: _____

Approved as to Form:



Maggie Stern, HLVRA Legal Counsel

Date: 2/28/18

Approved as to Form:

Jessica Ryan, Susanville City Attorney

Date: _____

Appendix A - 2026 Update

Management & Administrative Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
City Manager (HLVRA Executive Officer)	\$ 106.42 to \$ 114.93	\$ 163.27 to \$ 176.33	exempt
Deputy City Manager (HLVRA Secretary)	\$ 53.42 to \$ 57.69	\$ 80.50 to \$ 86.94	exempt
City Clerk (Human Resources)	\$ 63.97 to \$ 69.09	\$ 101.76 to \$ 109.90	exempt
Assistant Director - Finance (Payroll)	\$ 47.12 to \$ 50.89	\$ 72.94 to \$ 78.78	exempt
Account Technician / I / II (AP/AR)	\$ 19.84 to \$ 34.50	\$ 36.74 to \$ 57.28	\$ 33.58 to \$ 58.38

Operational Staff Services

	Base Rate	Benefitted Wage	Overtime Rate
Pool Director/Manager	\$ 36.17 to \$ 39.06	\$ 61.07 to \$ 65.96	exempt

Operational Staff Services: Part-Time Seasonal Hourly Positions

	Base Rate	Overtime Rate
Assistant Pool Manager	\$ 20.83 to \$ 23.57	\$ 31.25 to \$ 35.36
Head Swim Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Program Instructor	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Head Lifeguard	\$ 17.53 to \$ 19.83	\$ 26.30 to \$ 29.75
Lifeguard/Swim Instructor	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62
Swim Instructor/Facility Attendant	\$ 17.10 to \$ 18.41	\$ 25.65 to \$ 27.62

Operational Staff Services (Staff services used on as-needed basis only)

	Base Rate	Benefitted Wage	Overtime Rate
Building Official	\$ 50.02 to \$ 54.02	\$ 75.46 to \$ 81.50	exempt
Parks and Facilities Maintenance Superintendent	\$ 39.10 to \$ 42.23	\$ 67.50 to \$ 72.90	\$ 73.22 to \$ 79.08
Parks Maintenance Worker	\$ 24.46 to \$ 26.42	\$ 46.04 to \$ 49.72	\$ 45.80 to \$ 49.46

City Council Agenda Item

Submitted By: Heidi Whitlock, City Clerk

Action Date: March 18, 2026

Subject: Consider **Resolution No. 26-6519**, approving the Unrepresented Employee List with associated salaries and also approval of the amended Approved Position List

Presented By: Dan Newton, City Manager

Summary: Pursuant to Section 2.08.090 of the City's Municipal Code, the City Manager's duty is to appoint and remove or promote or demote any and all officers and employees of the city with the approval of the city council. The approved position list is a mechanism used to demonstrate City Council approval for the positions that the City Manager can fill as well as the associated ranges. At this time, staff would like to recommend moving the Pool Director position from full-time to part-time on the Approved Position List. The need also exists to update the Unrepresented Employee List, by resolution, to add the Pool Manager to the list as well as the previously approved Lifeguard/Facility Attendant position.

Fiscal Impact:

Action Requested: Motion to approve Resolution No. 26-6519, approving the updated Part-Time/Temporary/Unrepresented Position List and associated salary matrix as well as the City's Approved Position List.

Attachments:

1. 26-6519
2. 2026.3 Proposed PT Positions with Assoc. Salaries
3. 260318.Proposed.APL

Exhibit A
Unrepresented Employees Salary Schedule
Adopted by Resolution No. 26-6519, (Supercedes Res. No. 24-6311, 5/15/2024)

Position	Range	A	B	C	D	E	F
Parks Maintenance Worker PT	925			17.10	17.52	17.96	18.41
HLVRA - Swim Instructor/Facility Attendant				17.10	17.52	17.96	18.41
HLVRA - Lifeguard/Swim Instructor				17.10	17.52	17.96	18.41
Golf Course - Maintenance				17.10	17.52	17.96	18.41
Golf Course - Pro Shop Attendant				17.10	17.52	17.96	18.41
Golf Course - Cart Washer				17.10	17.52	17.96	18.41
Intern - Admin				17.10	17.52	17.96	18.41
Intern - Public Works				17.10	17.52	17.96	18.41
Seasonal Firefighter				17.10	17.52	17.96	18.41
Summer Laborer (Public Works)				17.10	17.52	17.96	18.41
HLVRA - Pool Maintenance Worker	926	16.68	17.10	17.52	17.96	18.41	18.87
Fire Captain (Side Letter)							
Head Lifeguard	928	17.52	17.96	18.45	18.87	19.34	19.83
Head Program Instructor							
Golf Course - Head Maintenance Worker	930	18.41	18.87	19.34	19.83	20.32	20.83
Gas Technician II (Gas Surveyor)	931	18.87	19.34	19.83	20.32	20.83	21.35
Community Services Officer PT	932	19.34	19.83	20.32	20.83	21.35	21.88
HLVRA - Assistant Pool Manager	935	20.83	21.35	21.88	22.43	22.99	23.57
HLVRA - Pool Manager	942	24.76	25.38	26.01	26.66	27.33	28.01
Assistant Engineer (PT - Public Works)	944	26.01	26.66	27.33	28.01	28.71	29.43
ED Administrative Staff Assistant		26.01	26.66	27.33	28.01	28.71	29.43
Reserve Police Officer	946	27.33	28.01	28.71	29.43	30.17	30.92
Construction Technician	951	30.92	31.70	32.49	33.30	34.13	34.99
Human Resources Investigator	954	33.30	34.13	34.99	35.86	36.76	37.68
Golf Course Business Manager PT	960	38.62	39.58	40.57	41.59	42.63	43.69

EFFECTIVE DATE:

	A	B	C	D	E	F
925			17.10	17.52	17.96	18.41
926		17.10	17.52	17.96	18.41	18.87
927	17.10	17.52	17.96	18.41	18.87	19.34
928	17.52	17.96	18.41	18.87	19.34	19.83
929	17.96	18.41	18.87	19.34	19.83	20.32
930	18.41	18.87	19.34	19.83	20.32	20.83
931	18.87	19.34	19.83	20.32	20.83	21.35
932	19.34	19.83	20.32	20.83	21.35	21.88
933	19.83	20.32	20.83	21.35	21.88	22.43
934	20.32	20.83	21.35	21.88	22.43	22.99
935	20.83	21.35	21.88	22.43	22.99	23.57
936	21.35	21.88	22.43	22.99	23.57	24.16
937	21.88	22.43	22.99	23.57	24.16	24.76
938	22.43	22.99	23.57	24.16	24.76	25.38
939	22.99	23.57	24.16	24.76	25.38	26.01
940	23.57	24.16	24.76	25.38	26.01	26.66
941	24.16	24.76	25.38	26.01	26.66	27.33
942	24.76	25.38	26.01	26.66	27.33	28.01
943	25.38	26.01	26.66	27.33	28.01	28.71
944	26.01	26.66	27.33	28.01	28.71	29.43
945	26.66	27.33	28.01	28.71	29.43	30.17
946	27.33	28.01	28.71	29.43	30.17	30.92
947	28.01	28.71	29.43	30.17	30.92	31.70
948	28.71	29.43	30.17	30.92	31.70	32.49
949	29.43	30.17	30.92	31.70	32.49	33.30
950	30.17	30.92	31.70	32.49	33.30	34.13
951	30.92	31.70	32.49	33.30	34.13	34.99
952	31.70	32.49	33.30	34.13	34.99	35.86
953	32.49	33.30	34.13	34.99	35.86	36.76
954	33.30	34.13	34.99	35.86	36.76	37.68
955	34.13	34.99	35.86	36.76	37.68	38.62
956	34.99	35.86	36.76	37.68	38.62	39.58
957	35.86	36.76	37.68	38.62	39.58	40.57
958	36.76	37.68	38.62	39.58	40.57	41.59
959	37.68	38.62	39.58	40.57	41.59	42.63
960	38.62	39.58	40.57	41.59	42.63	43.69

Unrepresented Employees Salary Schedule -- Resolution No. 12-4836, Exhibit A

Position	Range	A	B	C	D	E	F
Golf Course Asst I Laborer I	901	8.00	8.20	8.41	8.62	8.83	9.05
Laborer II Maintenance Asst.	903	8.41	8.62	8.84	9.06	9.28	9.52
Office Assistant I	905	8.83	9.05	9.28	9.51	9.75	9.99
Office Assistant II Golf Course Asst II	910	9.99	10.24	10.50	10.76	11.03	11.30
Animal Control Aide Maintenance Worker I Meter Reader Police Records Clerk	911	10.24	10.50	10.76	11.03	11.30	11.59
Firefighter I	915	11.30	11.58	11.87	12.17	12.47	12.78
Reserve Officer Maintenance Worker II	919	12.48	12.79	13.11	13.44	13.78	14.12
Senior Clerk Senior Typist	921	13.11	13.44	13.77	14.12	14.47	14.83
CSO Officer	922	13.44	13.77	14.12	14.47	14.83	15.20
Secretary Intern - Building Intern - Engineering Intern - Police	924	14.12	14.47	14.83	15.21	15.59	15.98
Building Inspector Engineering Technician Golf Course Superintendent Maintenance Worker III Planning Technician Plumbing Technician Streets Technician	929	15.97	16.37	16.78	17.20	17.63	18.07
Parks Maint Tech I	933	17.63	18.07	18.52	18.99	19.46	19.95
Parks Maint Tech II	935	18.52	18.98	19.46	19.94	20.44	20.95
IT Technician I	937	19.46	19.95	20.45	20.96	21.48	22.02

Last Approved on 1/7/2026		Annually		Annually		Bi-Weekly		Bi-Weekly					
Department/Position		Range		Step A		Step G & H		Unit		Range A		Range G/H	
REGULAR, FULL-TIME													
ADMINISTRATIVE SERVICES													
City Manager		196		\$ 191,224.02		\$ 256,258.34		Contract salary		\$ 7,354.77		\$ 9,856.09	
Deputy City Manager		156-161		\$ 83,392.66		\$ 132,761.46		Admin salary		\$ 3,207.41		\$ 5,106.21	
Assistant the the City Manager		144-149*		\$ 62,007.14		\$ 98,715.50		Admin hourly		\$ 2,384.89		\$ 3,796.75	
CITY CLERK													
City Clerk		170		\$ 94,741.66		\$ 146,975.14		Contract salary		\$ 3,643.91		\$ 5,652.89	
Admin Staff Assistant I - Admin Staff Assistant II (Base-III)		124-129 or 130-135		\$ 36,409.88		\$ 56,551.04		Misc hourly		\$ 1,400.38		\$ 2,175.04	
FINANCE													
Finance Director		174		\$ 120,916.90		\$ 178,649.12		Contract salary		\$ 4,650.65		\$ 6,871.12	
Assistant Director of Finance		154-159		\$ 79,374.36		\$ 126,364.16		Admin salary		\$ 3,052.86		\$ 4,860.16	
Account Technician II (Base - II)		142-146		\$ 56,787.12		\$ 88,200.58		Misc hourly		\$ 2,184.12		\$ 3,392.33	
Account Tech - Account Tech I (Base- II)		124-129 or 133-138		\$ 38,059.32		\$ 70,308.16		Misc hourly		\$ 1,463.82		\$ 2,704.16	
Account Tech - Account Tech I (Base- II)		124-129 or 133-138		\$ 38,059.32		\$ 70,308.16		Misc hourly		\$ 1,463.82		\$ 2,704.16	
Account Tech - Account Tech I (Base- II)		124-129 or 133-138		\$ 38,059.32		\$ 70,308.16		Misc hourly		\$ 1,463.82		\$ 2,704.16	
FIRE & POLICE													
Public Safety Chief		180		\$ 139,961.90		\$ 187,580.90		Contract salary		\$ 5,383.15		\$ 7,214.65	
Assistant Fire Chief		145-150		\$ 66,037.40		\$ 105,132.04		Fire salary		\$ 2,539.90		\$ 4,043.54	
Fire Captain		141-146		\$ 59,826.78		\$ 95,244.24		Fire hourly		\$ 2,301.03		\$ 3,663.24	
Fire Captain		141-146		\$ 59,826.78		\$ 95,244.24		Fire hourly		\$ 2,301.03		\$ 3,663.24	
Fire Captain		141-146		\$ 59,826.78		\$ 95,244.24		Fire hourly		\$ 2,301.03		\$ 3,663.24	
Apparatus Engineer		137-142		\$ 54,200.12		\$ 86,286.72		Fire hourly		\$ 2,084.62		\$ 3,318.72	
Apparatus Engineer		137-142		\$ 54,200.12		\$ 86,286.72		Fire hourly		\$ 2,084.62		\$ 3,318.72	
Apparatus Engineer		137-142		\$ 54,200.64		\$ 86,286.72		Fire hourly		\$ 2,084.64		\$ 3,318.72	
Fire Fighter I/II (I level I)		132-138 or 134-140		\$ 49,342.02		\$ 84,592.82		Fire hourly		\$ 1,897.77		\$ 3,253.57	
Fire Fighter I/II		132-138 or 134-140		\$ 49,342.02		\$ 84,592.82		Fire hourly		\$ 1,897.77		\$ 3,253.57	
Fire Fighter I/II		132-138 or 134-140		\$ 49,342.02		\$ 84,592.82		Fire hourly		\$ 1,897.77		\$ 3,253.57	
Admin Staff Assistant - Fire (Base - II)		140-145		\$ 51,446.46		\$ 79,905.28		Misc hourly		\$ 1,978.71		\$ 3,073.28	
Police Lieutenant		147-159		\$ 81,263.52		\$ 139,486.10		SPOA hourly		\$ 3,125.52		\$ 5,364.85	
Police Lieutenant		147-159		\$ 81,263.52		\$ 139,486.10		SPOA hourly		\$ 3,125.52		\$ 5,364.85	
Police Sergeant		143-155		\$ 73,620.82		\$ 126,367.54		SPOA hourly		\$ 2,831.57		\$ 4,860.29	
Police Sergeant		143-155		\$ 73,620.82		\$ 126,367.54		SPOA hourly		\$ 2,831.57		\$ 4,860.29	
Police Sergeant		143-155		\$ 73,620.82		\$ 126,367.54		SPOA hourly		\$ 2,831.57		\$ 4,860.29	
Police Officer		143-155		\$ 73,620.82		\$ 126,367.54		SPOA hourly		\$ 2,831.57		\$ 4,860.29	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Police Officer		137-147		\$ 63,482.90		\$ 103,715.56		SPOA hourly		\$ 2,441.65		\$ 3,989.06	
Administrative Assistant		136-145		\$ 50,892.14		\$ 89,431.42		Admin salary		\$ 1,957.39		\$ 3,439.67	
Community Services Officer I - Community Services Officer II (Base-III)		132-137 or 138-143		\$ 44,361.98		\$ 68,902.08		Misc hourly		\$ 1,706.23		\$ 2,650.08	
Community Services Officer I - Community Services Officer II (Base-III)		132-137 or 138-143		\$ 44,361.98		\$ 68,902.08		Misc hourly		\$ 1,706.23		\$ 2,650.08	
Youth Services Officer - Youth Services Officer II - Grant funded (Base-III)		132-137 or 138-143		\$ 44,361.98		\$ 68,902.08		Misc hourly		\$ 1,706.23		\$ 2,650.08	
PUBLIC WORKS													
Public Works Director		176		\$ 126,961.90		\$ 170,140.88		Contract salary		\$ 4,883.15		\$ 6,543.88	
Assistant Director of Operations		154-163		\$ 77,197.38		\$ 135,657.08		Admin salary		\$ 2,969.13		\$ 5,217.58	
Assistant Director of Engineering		154-167		\$ 79,374.36		\$ 153,962.64		Admin salary		\$ 3,052.86		\$ 5,921.64	
Building Official		152-157		\$ 75,549.50		\$ 120,275.22		Admin salary		\$ 2,905.75		\$ 4,625.97	
City Planner		152-157		\$ 75,549.50		\$ 120,275.22		Admin salary		\$ 2,905.75		\$ 4,625.97	
Assistant Engineer		143-152		\$ 60,494.72		\$ 106,305.94		Admin hourly		\$ 2,326.72		\$ 4,088.69	
Water Utility Supervisor (Base - II)		145-147		\$ 63,923.60		\$ 90,000.56		PWorks hourly		\$ 2,458.60		\$ 3,461.56	
Gas Utility Supervisor (Base - II)		144-146		\$ 62,364.64		\$ 87,805.38		PWorks hourly		\$ 2,398.64		\$ 3,377.13	
Park/Facilities Maint Superintendent (Base - II)		143-145		\$ 60,843.64		\$ 85,663.76		PWorks hourly		\$ 2,340.14		\$ 3,294.76	
Streets Maintenance Super. (Base - II)		143-145		\$ 60,843.64		\$ 85,663.76		PWorks hourly		\$ 2,340.14		\$ 3,294.76	
Air Quality Specialist		143-145		\$ 60,494.72		\$ 89,431.42		Admin hourly		\$ 2,326.72		\$ 3,439.67	

Building Permit Tech	140-145	\$	56,175.34	\$	89,431.42	Admin	hourly	\$	2,160.59	\$	3,439.67
Program Coordinator	138-143	\$	52,002.08	\$	82,787.64	Admin	hourly	\$	2,000.08	\$	3,184.14
Pool Director (reimbursed by HLVRA)	138-143	\$	52,002.08	\$	82,787.64	Admin	salary	\$	2,000.08	\$	3,184.14
Code Enforcement Officer I/II	136-141	\$	50,892.14	\$	81,020.42	Admin	hourly	\$	1,957.39	\$	3,116.17
Water System Op II - III (Base - II)	133-135 or 139-141	\$	47,530.86	\$	77,607.14	PWorks	hourly	\$	1,828.11	\$	2,984.89
Water System Op II - III (Base - II)	133-135 or 139-141	\$	47,530.86	\$	77,607.14	PWorks	hourly	\$	1,828.11	\$	2,984.89
Gas Technician II - III (Base -II)	132-134 or 138-140	\$	45,201.52	\$	75,714.34	PWorks	hourly	\$	1,738.52	\$	2,912.09
Gas Technician II - III (Base -II)	132-134 or 138-140	\$	46,371.52	\$	75,714.34	PWorks	hourly	\$	1,783.52	\$	2,912.09
Gas Technician II - III (Base -II)	132-134 or 138-140	\$	46,371.52	\$	75,714.34	PWorks	hourly	\$	1,783.52	\$	2,912.09
Mechanic III (Base - II)	137-139	\$	53,776.84	\$	72,066.02	PWorks	hourly	\$	2,068.34	\$	2,771.77
Street Maint Operator II - III (Base - II)	131-133 or 137-139	\$	45,240.52	\$	60,626.54	PWorks	hourly	\$	1,740.02	\$	2,331.79
Utilities Services Technician (Base - II)	125-127	\$	39,010.66	\$	54,924.74	Pworks	hourly	\$	1,500.41	\$	2,112.49
Utilities Services Technician (Base - II)	125-127	\$	39,010.66	\$	54,924.74	Pworks	hourly	\$	1,500.41	\$	2,112.49
Parks Maintenance Worker II (Base - II)	125-127	\$	39,010.66	\$	54,924.74	Pworks	hourly	\$	1,500.41	\$	2,112.49
Admin Staff Assistant I - Admin Staff Assistant II (Base-III)	124-129 or 130-135	\$	36,409.88	\$	56,551.04	Misc	hourly	\$	1,400.38	\$	2,175.04
Maintenance Worker I - II (Base - II) (S)	123-125 or 125-127	\$	37,131.12	\$	54,924.74	PWorks	hourly	\$	1,428.12	\$	2,112.49
Maintenance Worker I - II (Base - II) (W)	123-125 or 125-127	\$	37,131.12	\$	54,924.74	PWorks	hourly	\$	1,428.12	\$	2,112.49
Maintenance Worker I - II (Base - II) (G)	123-125 or 125-127	\$	37,131.12	\$	54,924.74	PWorks	hourly	\$	1,428.12	\$	2,112.49
Maintenance Workr I-II (Base - II) (S)	123-125 or 125-127	\$	37,131.12	\$	54,924.74	PWorks	hourly	\$	1,428.12	\$	2,112.49
PART-TIME											
ADMIN											
			Hourly Wage								
Parks Maintenance Worker - P/T	925	\$	16.68	\$	18.41	n/a	hourly				
Parks Maintenance Worker - P/T	925	\$	16.68	\$	18.41	n/a	hourly				
Construction Technician	951	\$	30.92	\$	34.99	n/a	hourly				
Human Resources Investigator	954	\$	33.30	\$	37.68	n/a	hourly				
POLICE											
Community Service Officer - P/T	932	\$	19.34	\$	21.88	n/a	hourly				
POOL											
Pool Manager	942	\$	24.86	\$	28.01	n/a	hourly				
Assistant Pool Manager	935	\$	20.83	\$	23.57	n/a	hourly				
Head Swim Instructor	928	\$	17.53	\$	19.83	n/a	hourly				
Head Lifeguard	928	\$	17.53	\$	19.83	n/a	hourly				
Head Program Instructor	928	\$	17.53	\$	19.83	n/a	hourly				
Lifeguard/Swim Instructor (# of positions as needed)	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard/Swim Instructor	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Lifeguard	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Swim Instructor/Facility Attendant	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Swim Instructor/Facility Attendant	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Swim Instructor/Facility Attendant	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pool Maintenance Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
GOLF COURSE											
Golf Course Business Manager P/T	960	\$	38.62	\$	43.69	n/a	hourly				
Head Maintenance Worker	930	\$	18.41	\$	20.83	n/a	hourly				
Maintenance	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Maintenance	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pro Shop Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pro Shop Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pro Shop Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pro Shop Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pro Shop Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Pro Shop Worker	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Carts	925 C-F	\$	17.10	\$	18.41	n/a	hourly				
Carts	925 C-F	\$	17.10	\$	18.41	n/a	hourly				

Carts	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Carts	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Carts	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
TEMPORARY								
ADMIN								
Intern	925 C-F	Hourly Wage				n/a	hourly	
		\$	17.10	\$	18.41			
POLICE								
Reserve Police Officer:								
Reserve Police Officer 1	946 D-F	\$	29.43	\$	30.92	n/a	hourly	
Reserve Police Officer 2	946 D-F	\$	29.43	\$	30.92	n/a	hourly	
Reserve Police Officer 3	946 D-F	\$	29.43	\$	30.92	n/a	hourly	
Reserve Police Officer 4	946 D-F	\$	29.43	\$	30.92	n/a	hourly	
Reserve Police Officer 5	946 D-F	\$	29.43	\$	30.92	n/a	hourly	
Up to 5 positions funded thru salary savings								
FIRE								
Fire Captain (Side Letter)	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Fire Captain (Side Letter)	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Seasonal Firefighter	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Seasonal Firefighter	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Seasonal Firefighter	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
PUBLIC WORKS								
Assistant Engineer	944	\$	26.01	\$	29.43	n/a	hourly	
Gas Technician II (Gas Surveyor)	931	\$	18.87	\$	21.35	n/a	hourly	
Intern (PW)	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Intern (PW)	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Intern (PW)	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
VARIOUS								
Summer Laborer	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Summer Laborer	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Summer Laborer	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Summer Laborer	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
Summer Laborer	925 C-F	\$	17.10	\$	18.41	n/a	hourly	
CONTRACT POSITIONS								
POLICE								
Officer Trainee	932					n/a		
City Attorney - contracted flat rate								
Airport Manager - \$1,896.86 per month								

City Council Agenda Item

Submitted By: Jolene Arredondo, Deputy City Manager

Action Date: March 18, 2026

Subject: Discussion regarding Memorial Ball Park Grandstand Fire
Emergency Operations

Presented By: Dan Newton, City Manager

Summary: On July 5, 2025, a fire engulfed the grandstands located in the ballpark at Memorial Park, commonly known as Frank Ernaga Field; intense heat caused damage to the field's light poles, LMUD power poles and lines near the grandstands, park restrooms, surrounding grandstand structures, field/turf, and various City and Lassen Community College Baseball pieces of equipment were lost. City staff has been working with Lassen Community College (LCC) and LCC's baseball and athletic staff to identify immediate needs in order for the ballfield to be usable for their fall schedule that begins in mid August.

Per the City of Susanville Municipal Code (section 3.08.200) an emergency is a situation where the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, and/or property. The City Manager is authorized pursuant to Government Code section 22050 to order any action to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes without giving notice for bids or to let contracts. The City Manager must report the action to the City Council for review within 7 days after the action or at the next regularly scheduled meeting if that meeting will occur not later than fourteen (14) days after the action.

Further updates will be provided to the Council at the meeting about progress and efforts.

Fiscal Impact: To be determined by the insurance claim process.

Action Requested: Review emergency actions taken to safeguard the public and determine if it is necessary to continue the emergency action. Motion to authorize the continuation of emergency action to remediate fire damage at the Memorial Ball Park.

Attachments:
None

City Council Agenda Item

Submitted By: Heidi Whitlock, City Clerk

Action Date: March 18, 2026

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: Direction to staff.

Attachments:

1. 260318.Future.Items.List

LAST THREE MONTHS (12/18/2025 to current)

BUSINESS FROM THE FLOOR	
2/4/2026	Request made to have/ask the Honey Lake Valley Recreation Authority perform a full audit of the financials
3/4/2026	Request made to have more of a presence on and to clean up the River Trail

Council requested - FUTURE COUNCIL ITEMS	
2/18/2026	Request to bring back animal control discussion item
3/4/2026	Request made to bring back a discussion item regarding the homeless population

Completed List Items	
2/18/2026	Request to bring back an item related to Council Members' civic contributions 3/4/2026 completed
1/7/2026	Request for discussion regarding the promoting of City elections. 1/18/2026 completed