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

Susanville City Council

Regular Council Meeting • City Council Chambers

Wednesday, January 4, 2023 – 4:30 PM

CALL TO ORDER
ROLL CALL

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

2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*

3. **CLOSED SESSION:**
   - *A. CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code §54957.6:*
     1. *Admin Unit*
     2. *Miscellaneous Unit*
     3. *Public Works Unit*

4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
   - *Reconvene in open session at 5:00pm*
   - *Pledge of allegiance*
   - *Invocation*
   - *Report any changes to agenda*
   - *Report any action out of Closed Session*
   - *Proclamations, awards or presentations by the City Council*

5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
   Presentations are subject to a five-minute limit.

6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*

   6.A Minutes of the City Council's December 7, 2022 regular meeting.

7. **PUBLIC HEARINGS:**

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

   9.A Consider Resolution No. 23-6081, approving amended golf course fees at Diamond Mountain Golf Course

9.B Consider fee adjustment for developer impact fees for Skyline Self Storage.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

15. ADJOURNMENT:

- ***The next regular meeting of the Susanville City Council will be held on Janaury 18, 2023 at 4:30PM.***

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

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

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for January 4, 2023 in the areas designated on December 29, 2022.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: January 4, 2023

SUBJECT: Minutes of the City Council's December 7, 2022 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's December 7, 2022 regular meeting

FISCAL IMPACT: None

ACTION REQUESTED: Minutes of the City Council's December 7, 2022 regular meeting.

ATTACHMENTS:
221207.cc.min.draft.pdf

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 7, 2022 – 4:30 PM

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

Meeting was called to order at 4:30 P.M. by Mayor McCourt.

1. APPROVAL OF AGENDA:

Agenda item 9E will be presented as Information Only and will be brought back as a discussion item at the next regularly scheduled meeting in December.

Moved by Herrera; seconded by Brown to approve agenda as is with the exception of item 9E. 9E will be presented as Information Only and the agenda item will be brought back as a Discussion Item on a future council meeting.
Motion Carried: 4 - 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None

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

3. CLOSED SESSION:

Council convened into closed session at 4:32 P.M. to discuss the following:

A. CONFERENCE WITH PUBLIC EMPLOYMENT - pursuant to Government Code §54957
   1. Approved Position List
B. CONFERENCE WITH LABOR NEGOTIATIORS – pursuant to Government Code §54957.6:
   1. Professional Technical Unit
   2. Miscellaneous Unit
   3. Public Works Unit
   4. Administrative Unit
C. CONFERENCE WITH LEGAL COUNSEL - existing litigation pursuant to Government Code Section 54956.9 (d)(1): Case number 63745, California Department of Corrections and Rehabilitation, Kathleen Allison, Gavin Newsom Vs. city of Susanville.

4. RETURN TO OPEN SESSION:

Council reconvened into open session at 5:05 P.M.

Dan Newton, City Administrator, stated that the Council met in closed session to discuss item 3A and 3C and Council will reconvene into closed session after public meeting has concluded for item 3B.

5. BUSINESS FROM THE FLOOR:

Mayor McCourt offered recognition, remembrance, and sentiments of Pearl Harbor Day.

John Lightfoot (public) presented an idea to have the city reach out to Lassen County Behavioral Health to discuss homeless population.

Bob Tyndall (public) thanked city for the support on the Veterans Day Parade. Mr. Tyndall also provided an update that the helicopter left in hangar #3 has been sold and asked that revenue earned from the sale of the helicopter be considered to be given back to the EAA chapter to support their community involvement and support of hangar #3 work.

Lassen Family Services presented information about varies types of domestic violence and provided information on services provided by Lassen Family Services in support of victims.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Brown to approve.
Motion Carried: 4 - 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

6.A Minutes of the City Council's November 16, 2022 regular meeting. Minutes of the City Council's November 16, 2022 regular meeting.
221116.cc.min.draft.pdf

6.B Consider **Resolution No 22-6071**, terminating Airport Ground Lease with John Simlick and approving new Airport Ground Lease Agreement with Randy Scheffler for Hangar #27 at the Susanville Municipal Airport

Motion to approve Resolution No. 22-6071, terminating Airport Ground Lease with John Simlick and authorize Mayor to execute an Airport Ground Lease Agreement with Randy Scheffler.
Hangar #27_Scheffler, Randy.doc 22-6071.pdf

6.C Monthly Financial Reports for July, August, and September 2022

Motion to receive and file.
Cash Report 07_2022 TriCounties.pdf Cash Report 07_2022 USBank.pdf
DAILY DEPOSIT REPORT TriCounties 07.08.09_2022.pdf DAILY DEPOSIT REPORT US Bank 07_2022.pdf
Fund Balances Report_2022_07.pdf Cash Report 08_2022 TriCounties.pdf Cash Report 08_2022 USBank.pdf
DAILY DEPOSIT REPORT US Bank 08_2022.pdf Fund Balances Report_2022_08.pdf
Cash Report 09_2022 TriCounties.pdf Cash Report 09_2022 USBank.pdf
DAILY DEPOSIT REPORT US Bank 09_2022.pdf Fund Balances Report_2022_09.pdf
Income Statement 9.30.22.pdf

6.D Consider **Resolution No. 22-6073**, approving and accepting a donation of $1,000 from the Walmart Charitable Foundation

Motion to approve Resolution No. 22-6073, approving and accepting a donation of $1,000 from the Walmart Charitable Foundation
Walmart Grant Appoval E-mail.pdf
22-6073.pdf

6.E Consider **Resolution No. 22-6078**, approving and accepting a donation of $1,000.00 from the Walmart Charitable Foundation

Motion to approve Resolution No. 22-6078, approving and accepting a donation of $1,000.00 from the Walmart Charitable Foundation
22-6078.pdf

6.F Approved Position List

Motion to approve the proposed modification to the Approved Position List.
221207 Draft APL.pdf

7. PUBLIC HEARINGS:

7.A Consider **Resolution No. 22-6066,** authorizing the application and adopting the PLHA Plan for the Permanent Local Housing Allocation Program

Mr. Newton provided an explanation of the item to be considered.

Mayor McCourt opened the public hearing at 5:30 P.M.

Mr. Lightfoot (public) asked about transparency of the money, Mayor McCourt responded that the funding would be dedicated to hiring an individual that will focus on homelessness within the community.

Seth Anderson (public) inquired if the Chief of Police would be managing the scope of work of the position. Mr. Newton responded that the concept of this position would be housed under the Police Department and noted the position would be an unsworn position within the police department. Mr. Newton noted the intent of the position is to provide services to the homeless population and those at risk of homelessness in partnership and support of services in place within Lassen County.

Mr. Anderson (public) noted that sustaining this position after the grant performance period is crucial.

Mayor McCourt responded that direction was provided to staff to prioritize addressing homelessness within the city, and staff proposed this use of funding to address deficiencies of staff time and resources to properly address homelessness and quality of life concerns within the community.

Mayor McCourt closed he public hearing at 5:42 P.M.

It was the consensus of the council to move forward with the item.

PLHA Application Signed.pdf
22-6066.pdf
22-6064.pdf

Motion to approve Resolution No. 22-6066, authorizing the application and adopting the PLHA Plan for the Permanent Local Housing Allocation Program
Moved by Herrera; seconded by Brown to approve.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Mayor McCourt offered the Land Acknowledgement Statement and the city of Susanville Mission Statement.

Mayor McCourt provided information about Council Committee list and provided an update on the Lassen County Transportation Commission activities.

9. NEW BUSINESS:

9.A Vendor and payroll warrants Motion to receive and file

10-27-2022.pdf

10-31-2022.pdf
11-03-2022.pdf
11-10-2022.pdf
11-16-2022.pdf
11-18-2022.pdf

Moved by Herrera; seconded by Stafford to Receive and File.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

9.B Consider **Resolution No. 22-6072**, accepting donation of $50,000 from the Local Area Revitalization (LARP) Co-Op.

Mr. Newton presented information about the item and requested approved of Resolution No. 22-6072. Mr. Newton presented members of Local Area Revitalization (LARP) Co-Op whom were present at the meeting.

David Teeter (LARP CEO) presented a check of $50,000 and provided information on LARP's activities and funding sources, noting that the investment of $10,000 to the Community Garden returned $50,000; emphasizing the use of funding invested in the community is of value. Mr. Teeter briefly outlined LARP's intentions, future projects, and potential that align with economic development opportunities.

Caleb Griffin (LARP Board Member/Lovestead Farms) presented finished worm casting product for Council and public and provided information on Sierra Road site and potential use of CDFA funding and LARP projects and programs. Caleb presented ideas of how LARP and the city could work together for youth, educational, and community programs.

Mayor McCourt thanked LARP and their initiative and community efforts.

Mayor pro tem Herrera provided information on the decline of agriculture and thanked LARP for their efforts and hard work.

22-6072.pdf

Motion to approve Resolution No. 22-6072, accepting donation of $50,000 from the Local Area Revitalization (LARP) Co-Op.
Moved by Herrera; seconded by Stafford to approve.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

9.C Consider **Resolution No. 22-6079**, approving expenditure of American Rescue Plan Act (ARPA) Funds for Essential Worker Premium Pay and COVID Hazard Stipend and Authorizing Finance Manager to Increase the Budget

Chandra Jabbs, Finance Manager presented information on the item and requested approval of Resolution No. 22-6079.

No public comment.

22-6079.pdf

Motion to approve Resolution No. 22-6079, approving expenditure of American Rescue Plan Act (ARPA) Funds for Essential Worker Premium Pay and COVID Hazard Stipend and Authorizing Finance Manager to Increase the Budget
Moved by Brown; seconded by Stafford to approve.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

9.D Consider **Resolution No. 22-6080**, amending a Policy for Accounts Receivable collection adopted by Resolution 07-4240

Motion to approve Resolution No. 22-6080, amending a Policy for Accounts Receivable collection adopted by Resolution 07-4240

Chandra Jabbs, Finance Manager presented information on the item and requested approval of Resolution No. 22-6080.

Councilmember Stafford inquired about the amount we typically write off and the success rate of collections, Mrs. Jabbs noted typically the amount is between $4,000-$6,000 and noted that due to not being able to collect throughout the pandemic balances grew quite high and smaller balances submitted to collections have been successfully retained, however she would have to look into historical success rates.

No public comment.

22-6080.pdf
Exhibit_A_UB_AR_Policy_12.2022 (1).docx

Motion to approve Resolution No. 22-6080, amending a Policy for Accounts Receivable collection adopted by Resolution 07-4240
Moved by Stafford; seconded by Brown to approve.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

9.E Discussion regarding the American Rescue Plan Act - ARPA funds Discussion regarding ARPA funds

Dan Newton, City Administrator presented information on the item, noting that discussion will occur at a future council meeting with all council members present.

Jim White (public) noting that funding towards abatements, eminent domain resources, and work done by City Planner and Cody Enforcement efforts.

Mayor McCourt noted that public input is happily accepted.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

12.A Consider **Resolution No. 22-6077**, approving and adopting the City Water Division's 2020 Urban Water Management Plan and Water Shortage Contingency plan.

Bob Godman, Public Works Director presented the item and requested approval of Resolution No. 22-6077.

No public comment.

Susanville 2020 UWMP_Rev20221128.pdf
22-6077.pdf

Motion to approve Resolution No. 22-6077, approving and adopting the City Water Division's 2020 Urban Water Management Plan and Water Shortage Contingency plan.
Moved by Brown; seconded by Stafford to approve.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

12.B Consider adoption of **Ordinance No. 22-1037,** an ordinance of the City of Susanville adding chapter 15.60 of the Susanville Municipal Code relating to electric vehicle charging systems and stations.

Kelly Mumper, City Planner, provided information on the item and requested approval of Ordinance No. 22-1037 and offered the council to waive of second oral reading of ordinance.

No public comment.

PC Signed Reso to CC.pdf
22-1037.pdf

Moved by Stafford; seconded by Herrera to approve motion to waive second reading and adopt Ordinance No. 22-1037.
Motion Carried: 4- 0
Voting For: McCourt, Stafford, Herrera, Brown
Voting Against: None
Absent: Schuster

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports

Mr. Newton provided information on city staff efforts to address homelessness on the Susan River corridor, noting identification of camps along the river as well as conducting cleanups of identified abandoned homeless camps. Mr. Newton noted that staff has been working with LMUD on procuring an electric utility vehicle for the use of the Police Department and the Volunteer Trail Patrol Program. Mr. Newton noted that a routine maintenance agreement has been submitted to California Department of Fish and Wildlife. Chief Cochran provided an update that our unlawful camping ordinance is legal and lawful and enforceable. That opinion was provided by the city's attorney.

Mr. Newton provided an update on the Sales Tax Oversight Committee, noting the committee has conducted their first meeting and staff will work with the board to contribute

to the mid-year budget, creation of committee conduct and rules, and also the city attorney will provide information to the board on the Brown Act.

Chief Cochran provided thanks to the Public Works and Fire Department for the teamwork working together to execute a safe Magical Country Christmas Parade.

City Planner Kelly Mumper provided information on the upcoming Planning Commission agenda items and encouraged members of the public to review documents on website as well as join the Planning Commission meeting held on the 13th of December.

Finance Manager, Chandra Jabbs provided notice that the city auditors are visiting.

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

20221207 ITEMS FROM THE PODIUM.pdf

Council reconvened into closed session at 6:47 P.M.
Council reconvened in open session at 7:58 P.M. and Mr. Newton stated that direction was provided to staff with no reportable action taken?

15. **ADJOURNMENT:** Council adjourned at 7:58 P.M.

_____
Quincy McCourt, Mayor

_____
Jolene Arredondo, Asst. to the CA

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: January 4, 2023

SUBJECT: Consider **Resolution No. 23-6081**, approving amended golf course fees at Diamond Mountain Golf Course

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: In May of 2020, City Council approved Resolution No. 20-5781, declaring a one-time fee amendment for the 2020 golf course season and allowed the City Administrator to amend fees at the golf course for the season in response to the COVID-19 pandemic, those fees have not been changed or modified since. In consideration for the increased should seasons, opening the golf course (as weather permits) in March and staying open through November (as weather permits) has led to additional revenues and increased play opportunities to our community, but has also led to increased season staffing, increased maintenance efforts and an increase in the use of equipment at the Diamond Mountain Golf Course. In hopes to continue this success it is proposed to increase fees at the golf course in order to continue to improve and maintain the course and its necessary equipment.

Proposed Rate increases are as follows:

- $5.00 increase in Green Fees (not to effect junior and senior rates)
- Removing discount for senior course cart rental
- Increase of $20.00 to 10 play punch cards
- Increase of $100 to annual memberships

FISCAL IMPACT: Increase of golf course fees received at Diamond Mountain Golf Course

ACTION REQUESTED: Motion to approve Resolution No. 23-6081, amending golf course fees at Diamond Mountain Golf Course

ATTACHMENTS:

23-6081 Amending Golf Course Fees.pdf
Attachment A.pdf

RESOLUTION NO. 23-6081
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AMENDED GOLF COURSE FEES AT THE DIAMOND MOUNTAIN GOLF COURSE

WHEREAS, the City of Susanville owns and maintains the Diamond Mountain Golf Course; and

WHEREAS, recent years have shown an increase in play at Diamond Mountain Golf Course; and

WHEREAS, increased play and extending shoulder seasons has led to increased maintenance and wear and tear on the golf course and course equipment; and

WHEREAS, an amended rate fee schedule is being proposed for Diamond Golf Course.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Diamond Mountain Golf fees to be amended as proposed in Attachment A.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

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

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Attachment A

Current Fee Schedule				
Green Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	20.00	$	25.00
9 Holes	$	15.00	$	20.00
Junior (17 and under) Green Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	15.00	$	15.00
9 Holes	$	10.00	$	10.00
Senior (over 60) Green Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	17.00	$	22.00
9 Holes	$	12.00	$	17.00
Senior Cart	$	10.00	$	12.00
Twilight (after 1:00 P.M.)				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	15.00	$	-
Cart Fees (per person)				
18 Holes	$	15.00		
9 Holes	$	10.00		
Spectator	$	5.00		
Trail Fee	$	5.00		
Driving Range				
Small Bucket	$	5.00		
Large Bucket	$	8.00		
Specials				
10 Play Punch Cards:				
18 holes w/ Course Cart	$	275.00		
18 Holes	$	190.00		
9 Holes w/ Course Cart	$	215.00		
9 Holes	$	125.00		
Unlimited Range	$	250.00		
25 Small Buckets	$	100.00		
Memberships				
Individual	$	1,300.00		
Individual w/ Course Cart	$	1,600.00		
Couple	$	1,850.00		
Couple w/ Course Cart	$	2,150.00		
Private Cart Membership Fees:				
Annual Trail Fee	$	100.00		
Annual Trail Fee w/ storage (electric)	$	200.00		
Annual Trail Fee w/ storage (gas)	$	150.00		
Rentals				
Club Rentals:				
18 Holes	$	20.00		
9 Holes	$	10.00		
Replay Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes w/ Course Cart	$	20.00	$	25.00
9 Holes w/ Course Cart	$	15.00	$	20.00
18 Holes	$	15.00	$	20.00
9 Holes	$	10.00	$	15.00

Proposed Fee Schedule				
Green Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	25.00	$	30.00
9 Holes	$	20.00	$	25.00
Junior (17 and under) Green Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	15.00	$	15.00
9 Holes	$	10.00	$	10.00
Senior (over 60) Green Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	17.00	$	22.00
9 Holes	$	12.00	$	17.00
Twilight (after 1:00 P.M.)				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes	$	15.00	$	-
Cart Fees (per person)				
18 Holes	$	15.00		
9 Holes	$	10.00		
Spectator	$	5.00		
Trail Fee	$	5.00		
Driving Range				
Small Bucket	$	5.00		
Large Bucket	$	8.00		
Specials				
10 Play Punch Cards:				
18 holes w/ Course Cart	$	295.00		
18 Holes	$	210.00		
9 Holes w/ Course Cart	$	235.00		
9 Holes	$	145.00		
Unlimited Range	$	250.00		
25 Small Buckets	$	100.00		
Memberships				
Individual	$	1,400.00		
Individual w/ Course Cart	$	1,700.00		
Couple	$	1,950.00		
Couple w/ Course Cart	$	2,250.00		
Private Cart Membership Fees:				
Annual Trail Fee	$	100.00		
Annual Trail Fee w/ storage (electric)	$	200.00		
Annual Trail Fee w/ storage (gas)	$	150.00		
Rentals				
Club Rentals:				
18 Holes	$	20.00		
9 Holes	$	10.00		
Replay Fees				
		Mon-Thurs		**Fri-Sun & Holidays**
18 Holes w/ Course Cart	$	25.00	$	30.00
9 Holes w/ Course Cart	$	20.00	$	25.00
18 Holes	$	20.00	$	25.00
9 Holes	$	15.00	$	20.00

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: January 4, 2023

SUBJECT: Consider fee adjustment for developer impact fees for Skyline Self Storage.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Pursuant to Chapter 3.32, the city collects Public Facilities Impact Fees, referred to as police, fire, street and traffic capital facility and maintenance mitigation fees. The fees collected are placed in separate accounts and are used to fund public improvements, public services, and community amenities. Pursuant to city code, the funds shall be used exclusively for the acquisition of land and easements for police, fire, and street maintenance facilities, design and construction of police, fire, or street maintenance facilities, and/or police, fire or street maintenance capital expenditures made necessary by the development of new residential, commercial, industrial, or other projects in the city.

Each year the city reviews the fees and approves them. Fees are associated with new development and are generally collected at the time of building permit issuance. The fees are intended to address the costs associated with the impacts of new development on police, fire, and street services.

Section 3.32.060 provides a process for fee adjustments. A developer of any project may apply to the City Council for an adjustment of that fee, or a waiver of that fee based on:

- (1) the absence of any reasonable relationship or nexus between the traffic, law enforcement, fire protection, road, street, maintenance and/or capital facility impacts of that development and either the amount of the fee charged or the type of facility to be financed; or
- (2) the proposed development involves replacement of all or part of a previously existing habitable/usable structure which has been destroyed or demolished.

The city has received an application for a fee reduction from Gentry

Sandiford regarding the construction of a new storage facility being built at 1110 Gentry Lane.

The City Council may consider any of the following findings:

1) Pursuant to Section 3.32.060 (B) application for fee adjustment was not submitted timely. It should have been submitted within ten (10) days prior to the final city council decision on the planning permit, or with the building official at the time building permit application. The request for fee reduction is denied.

2) Pursuant to Section 3.32.060 (B) the application for fee adjustment does not state in detail the factual basis for the claim of adjustment. The request for fee reduction is denied.

3) The city accepts the application for fee reduction, the application provides sufficient detail to substantiate the factual basis for the fee reduction. The fee reduction is approved as submitted by applicant.

4) The city accepts the application for fee reduction, the application does not provide sufficient detail to substantiate the factual basis for the fee reduction. The request for the fee reduction is denied.

5) The city accepts the application for fee reduction, the application does not provide sufficient detail to substantiate the factual basis for the fee reduction; however some level of fee reduction is appropriate; therefore the request for the fee reduction is tabled pending further staff analysis to establish the appropriate fee reduction.

FISCAL IMPACT: Potential reduction in Public Facilities Impact Fees.

ACTION REQUESTED: Make a determination regarding the application for a reduction in fees by adopting one of the findings listed in the staff report summary or by establishing an alternative finding.

ATTACHMENTS:
Application for Fee Reduction.pdf

12/13/2022

City of Susanville Received
DEC 16 2022
BUILDING & PLANNING

Dear City of Susanville Council Members,

Skyline Self Storage LLC is respectfully requesting that the City of Susanville evaluate the actual impacts of our new storage facility being built at 1110 Gentry Lane, to match the amount of dollars assessed as impact fees. The impact fees that are assessed solely on square footage could be realistic for large retail commercial development, however, the fees proposed seem excessive for a self-storage facility. In bringing this concern initially to the City of Susanville, I have been asked to submit analysis to support my concerns and to request an evaluation of the impact fees that have been summoned for my specific project.

An explanation of the below equations are examples of the current impact fees proposed for our new storage facility, located at 1110 Gentry Lane, across the street from our current facility that was built in 2004. This property was zoned R3, which is for multi-family residential apartment complexes which allow 12 units per acre. During our feasibility study on deciding which project to develop, we took into consideration community needs and neighborhood concerns. At the time of this study, the California Correctional Center's future was unknown and our current storage facilities were full, having to turn away community member needs for storage. We moved forward with the process of a USE-Permit with the City of Susanville to allow for change of the use of the land for self storage rather than multi-family residential. During this process, the community and neighborhoods were notified so that they could comment or voice concerns. We received no concerns or opposition for the change of land use which we believe signifies that the community does see a need for safe storage options and that Skyline Self Storage has been a good neighbor and a generous business within the community.

The comparisons below are to put into perspective as to why we are concerned with the proposed impact fees. As you can see, we have broken down the impact fees between what we have been asked to pay for phase 1 of storage, which is the phase we just completed. This storage project has been broken into 4 phases. The 4 phased storage project at full build-out will cover 4.2 acres of land. Phase 1 is situated on 1 acre of land. The comparisons below are to show the difference in impact fees proposed between storage and multi-family residential. As you can see below, for R3 multi-family, which phase 1 would have been 12 units built, and phase 1-4 would complete the complex at 50 units of apartments. Also below, are examples of traffic impacts of storage facilities versus multi-family residential apartment complexes, taken straight from the Annual Average Daily Traffic data that is used for commercial traffic studies.

Current Storage Impact Fee Calculation:

Phase 1: 30,096 sq ft X $3.60 = $108,345.60

Phase 1-4: 109,434 sq ft X $3.60 = $393,962.40

Current R3 Apartment Impact Fee Calculation (12 units/acre, phase 1 = 1 acre, phase 1-4 = 4.2 acres)

Phase 1: 12 units X 750 sq ft/unit = 9,000 sq ft X $3.60 = $32,400

Phase 1-4: 50 units X 750 sq ft/unit = 37,500 sq ft X $3.60 = $135,000

Current Storage Traffic Calculation (per AADT: Annual Average Daily Traffic):

Phase 1: 180 units X 6 trips /100 = 11 daily trips

Phase 1-4: 635 X 12 units X 6 trips /100 = 38.1 daily trips

Current R3 Apartment Traffic Calculation (12 units/acre, phase 1 = 1 acre, phase 1-4 = 4.2 acres)

Phase 1: 1 acre X 12 units X 7 trips/unit = 84 daily trips

Phase 1-4: 4.2 acres X 12 units X 7 trips/unit = 353 daily trips

Impact Fee Comparison, Storage versus Apartments:

Phase 1: $108,345 (storage) versus $32,400 (apartments) = 3.3X higher impact fees for storage

Phase 1-4: $393,962.40 (storage) versus $135,000 (apartments) =2.9X higher impact fees for storage

Traffic Comparison, Storage versus Apartments:

Phase 1: 11 daily trips (storage) versus 84 daily trips (apartments) = 7.6X higher daily traffic for apartments

Phase 1-4: 38.1 daily trips (storage) versus 353 daily trips (apartments) = 9.2X higher daily traffic for apartments

We do agree that impact fees are important to keep the City of Susanville agencies funded for the proper health of the departments, however, the current impact fees are only calculated by square footage, and don't take into consideration the actual impacts a project has on public agencies. When looking at an apples-to-apples comparison, a large retail commercial project, such as our current Walmart, which looks to be close to 100,000 square feet on google earth, the impact fees would be 100,000 sq ft X $3.60/sq ft = $360,000 for a new build out of our current Walmart. In looking at the comparison to our full Skyline Self Storage build-out, we would be paying $393,962.40. Comparatively speaking, Walmart undeniably has more of a traffic, police, and fire impact than our storage facility, per traffic, police and fire data.

We would like to address 3 categories of impact evaluations; Public Works, Police and Fire, first being Public Works. The low number of vehicle trips to and from a storage facility on a day-to-day basis is minimal. We have been in the storage business for 18 years and have firsthand data that shows most of our tenants visit their storage unit a few times a year, mostly for swapping out items, due to the change in seasons. Also to be noted, the majority of our tenants have their units on auto-pay or pay by phone, which further limits the daily traffic. Also in regards to Public Works impact, we don't have public water or gas usage in the storage facility, so the impact on those utility lines are not applicable.

Second, when evaluating the impact on the police department, unless we have a violent or criminal scenario that occurs on our property, the call typically is considered a civil issue, which falls out of the jurisdiction on the police department. In order to protect our business and clientele, we have a state of the art security system, in which our cameras cover the entirety of the facility grounds. The camera at the gate is a license plate recognition camera. The camera at the entrance keypad is a straight view of the face. Since I have been managing the facility beginning in 2014, we have had one break-in, in which the camera caught the person, vehicle make and model, so we were able to supply the law enforcement with this coverage, resulting in them finding the perpetrator and recovering the stolen goods. We have staff onsite 7 days a week which entails daily walkthroughs to spot anything out of the ordinary that might have happened outside of staff hours. We also have a night-watchman who patrols the facilities a few times a night at various hours for protection.

Also, we have limited hours of access into our facility. For example, our Gentry Lane facilities have limited access hours from 7am to 8 pm. The gates do not open outside of these hours to eliminate any entry during those late-night hours, which decreases deviant behavior. The facilities are completely lit at night so no one can lurk in the darkness.

The final impact to mention is on the fire department. We have fire hydrants within 300 feet of each other, per code. The buildings are metal siding, with steel framing and concrete floors. There is no electricity in the units which limits dangerous behavior inside the units such as welding, heating, etc.. The tenants sign a lease that states they are unable to store hazardous or toxic material by local, state and federal definition, in which the staff provided examples of those at the time of the lease signing. In stating before, we execute daily walk-throughs, review camera coverage every morning and have a night watchman, so if someone does decide to spend the night in their unit, it is caught on the first go-around and the problem is eliminated immediately.

I also wanted to bring to your attention what the Lassen County Education Department has adapted regarding "School Fees" for development projects. They use 3 categories: "Residential", "Commercial" and a subcategory of commercial titled "Mini Storage / Hangar". They have recognized that the impacts on schools are minimal in regard to storage facilities being built versus a different form of commercial development.

In conclusion, I would like to respectfully submit a request that my impact fees for my storage project be lower than fees for multi-family apartments, as I have proven above that storage facilities have less impact. My request is that I pay $1/sq ft which equals $109,434 total impact fees for my entire storage facility at full build-out, which is 19% less than what I would have paid for a full build-out of the multi-family apartment complex. As I stated above, I am confident that my use has less impact, so 19% less impact fees seem fair.

Please consider my request as I am hoping to open my new facility as soon as possible.

Sincerely,

Gentry Standiford

AGENDA ITEM NO. 13.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	January 4, 2023
SUBJECT:	Department Reports
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	The City Administrator Reports section of the agenda is designed for the Administrator and Department Heads to address the Council on a variety of topics, as needed.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Information Only.
ATTACHMENTS:	

AGENDA ITEM NO. 14.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: January 4, 2023

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Any person may address the Council during Business from the Floor and throughout the City Council agenda's staff reports and agenda items. To encourage public participation in City Council meetings and address items brought forth to the podium by the public, staff has compiled the attached list from the past 3 months of City Council meetings and categorized items brought forth to the podium by date the comment was received, agenda item topic comment was received on, and public comments received during Business from the Floor for Council's review and to help staff prioritize and address public items.

FISCAL IMPACT: None.

ACTION REQUESTED: Informational item with possible direction to staff.

ATTACHMENTS:
20230104 Items from the Podium.pdf

MEETING DATE	ITEMS FROM THE PODIUM - BUSINESS FROM THE FLOOR
10/5/2022	Consider cannabis industry effects on local youth.
10/5/2022	Consider environmental impacts of the cannabis industry including lack of water in California and the use of chemicals on cannabis plant grows and production of cannabis products
10/5/2022	Consider outreach of community concerns in relation to the cannabis industry
10/5/2022	Consider increase in crime in California and our local community in consideration of cannabis industry
10/5/2022	Consider cartel activities and crime increase and lack of police force to control crime in relation to cannabis industry activities
10/5/2022	Consider health effects of cannabis on community
10/5/2022	Consider removing social media postings in relation to or in discussion of cannabis industry activities posted by council
10/5/2022	Consider making cannabis ordinance easily available to the public to access at the city and online.
10/5/2022	Consider removing giving city permission to modify or change cannabis ordinance.
10/5/2022	Consider increasing perimeter distance for cannabis business activities in relation to schools, hospitals, and medical facilities
10/5/2022	Consider Airport CIP plan be presented to City Council in June for review and approval and for adequate time of review prior to submission
10/5/2022	Consider community concerns in relation to marijuana usage, marijuana sales and the effects of the product usage within our community
10/5/2022	Consider destruction of rural counties who have adopted ordinances that allow cannabis industry activities
10/5/2022	Consider issuing a proclamation declaring that the city of Susanville is a sanctuary city for the unborn
10/5/2022	Consider cannabis industry impact on mental, physical, and emotional wellness and lack of support services in the community to support those impacts.
10/5/2022	Consider supporting Lassen Family Services CASA program and proclaim October Domestic Violence Awareness Month
10/5/2022	Consider lack of involvement from the community on cannabis industry decision making
10/5/2022	Consider crowding of county jail and increasing police and sheriff staffing
10/5/2022	Consider challenges of addressing current homeless population
10/5/2022	Consider lack of education in relation to sexual education in school system
10/5/2022	Consider website improvements
10/5/2022	Consider marijuana usage and negative effects of illegal drugs within the community
10/19/2022	Consider revisions to the city banner ordinance
10/19/2022	Consider revisions to the city dog ordinance and improvement to restrictions to puppy mill activities
10/19/2022	Consider enforcing planning commission meeting schedule
10/19/2022	Consider importance and purpose of business from the floor and public comment
10/19/2022	Consider increasing enforcement and improvement to red tag process to increase abatement process and citizen concerns
10/19/2022	Consider community increase of drug addiction concerns in relation to the use of cannabis and in relation to adopting cannabis ordinance
10/19/2022	Consider medical affects in relation to marijuana use

10/19/2022	Consider increasing efforts on property maintenance and safety concerns brought forth from the community
11/2/2022	Consider Tax Oversight Board appointed members conflicts, consider not appointing cell phones to city employees, Consider effects of cannabis industry on businesses and county
11/2/2022	Consider support of HLVRCD Dixie Fire recovery program
11/2/2022	Consider validity of cannabis ordinance and drafting of ordinance
11/2/2022	Consider providing resources and support to enforcement of abatement orders.
11/2/2022	Consider lack of public involvement in meetings, including planning commission meetings and increasing exposure and awareness of meetings.
11/2/2022	Consider lack of public involvement in appointment of Tax Oversight Committee
11/2/2022	Consider lack of FDA approval of cannabis products, consider DEA organized cartel presence and organized crime statistics
11/2/2022	Consider adopting similar resolution to Paso Robles City Council resolution protecting community and children from the harm related to cannabis industry and products
11/2/2022	Consider consequences of increasing presence of marijuana in community and the effects of marijuana and other drugs have in our community.
11/2/2022	Consider not looking to cannabis as a revenue stream to the city
11/2/2022	Consider partnership with Lassen Family Services to increasing family friendly events such as Safe and Sane Halloween
11/2/2022	Consider correlation between cannabis industry and increase of violence in community
11/2/2022	Consider crime activities that are related to drugs including cannabis
11/2/2022	Consider traffic control and speed reduction within city limits
11/2/2022	Consider community effects of cannabis business and community effects related to marijuana use. Consider effects of increased cannabis use on Police and Fire Departments
11/16/2022	Consider supporting Lassen Senior Services who will no longer be delivering meals to elders in our community due to lack of funding
11/16/2022	Consider support to Lassen County Fairgrounds grant application to build a community center located at the fairgrounds for various agriculture and community uses.
11/16/2022	Consider various ideas not cannabis industry related to bring industry into community
11/16/2022	Consider city participation in Veterans Day Program
12/7/2022	Consider reaching out to Lassen County Behavioral Health to discuss ideas of how to support homeless population
12/7/2022	Consider supporting the EAA chapter in their community support efforts and reinvest money received from the sale of the helicopter that was sold from hangar #3 at the airport
12/7/2022	Consider supporting Lassen Family Services' domestic violence services

ITEMS FROM THE PODIUM - NEW BUSINESS	
10/5/2022	**Selective Traffic Enforcement Program (STEP)** 1. Consider increasing traffic safety near school zones and Piaute and to utilize these grant funds to decrease speed and traffic violations
10/5/2022	**Permanent Local Housing Allocation** 1. Consider eligible uses of funds and differing activities 2. Consider grant restrictions of employee eligible activities 3. Consider need of community service officer as crime increases

11/2/2022	**Historic Uptown Susanville Association (HUSA)**	1. Consider getting ballot out to gather HUSA board interest 2. Consider ARPA funds to replace assessments not collected since 2019 for the HUSA district, not just a one-time contribution 3. Consider city economic development efforts and the correlation and benefits of HUSA 4. Consider planning future support to HUSA to support uptown business growth 5. Consider impact of assessments 6. Consider contribution as seed money as the funding and assessments are not enough to address the vacant buildings 7. Consider importance of funding HUSA events 8. Consider keeping Council word to invest in uptown Susanville and use of ARPA fundings
11/2/2022	**Golf Course Update**	1. Cost of golf course operations and general fund revenue bailouts that occurred in past 2. Consider repayment of purchase of golf course
11/16/2022	**Approved Position List**	1. Consider partnership with Lassen Indian Rancheria benefits to the community 2. Consider community draws from similar applicant pool and it would be beneficial to work together versus competing for talent to accomplish similar community goals
12/21/2022	**Gateway Project**	1. Consider who will be responsible for snow removal at site

PUBLIC HEARINGS - PUBLIC COMMENT

11/2/2022	**Building Code Violation**	1. Consider not adopting any changes to the building code that are specifically related to cannabis industry business. 2. Consider publishing code changes for public viewing

ITEMS FROM THE PODIUM - CONTINUING BUSINESS

11/16/2022	**HUSA**	1. Consider historical relationship between the city and HUSA 2. Consider bringing back HUSA assessments and consider benefits, size of assessed district, and economic development contribution 3. Consider vacant lot on Main Street and HUSA's designs to renovate vacant lot 4. Consider efforts of volunteers and those who pay assessments are the ones getting things done 5. Consider uptown district as a prioritization of city and support growth and regeneration of uptown as an attraction 6. Save HUSA to continue events that provide joy to community 7. Consider city council promise to fund district in 2019 and lack of follow through to the commitment to fund assessments not collected. 8. Consider sense of urgency for resurgence of Susanville
12/21/2022	**Per Capita Grant - Pump Track Purchase**	1. Consider space in which pump track will obtain on public park 2. Consider popularity for feature and consider how and where users of pump track will enter speed ring for safety concerns

12/21/2022	**City Project Priorities**	1. Consider hiring a professional to review community to obtain and attract businesses and tourism 2. Consider prioritizing revenue streams to allow more staff to dedicate to projects that increase and create revenues 3. Consider prioritizing projects such as the Connected Communities Project that support increased exposure and tourism in the community based on our recreation
12/21/2022	**ARPA Funds**	1. Consider using funding towards resurfacing of tennis courts 2. Consider using funds for pickleball court 3. Consider using funds to hire a consultant or professional to provide marketing and economic development guidance 4. Consider spending funding on animal control 5. Consider timber industry and agriculture industry investments as both are resources within our community 6. Consider time constraints of expending funding 7. Consider gathering public input on how funds should be spent while hiring process of economic development person is in recruitment

FUTURE COUNCIL ITEMS
Update on Charging Station
Consider updated MOU with Lassen Historical Society
Council Goal Setting
Discussion regarding Public Comment Options
Update on Farmer's Market
Vehicle and equipment surplus auction
Update on Animal Shelter agreement (how many animals, cost of, ect.)
Discussion regarding lack of inventory of affordable low-income housing in support of Lassen Family Services
Semi-annual or annually report on tax measure expenditures if tax measure passes
Discussion on collaboration with Lassen County and Susanville Indian Rancheria and City of Susanville to hire a liaison to collaborate with all three entities
Discussion regarding options to work with community on animal control and animal shelter agreement
Discussion regarding Councilmembers volunteering on projects
Discussion regarding Councilmember trainings
Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth
Update on K-9 program
Discussion regarding tier two of shopping cart ordinance
Discussion regarding increased theft within the community and increase council support to police department
Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn
Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year
Discussion regarding banner permits
Discussion regarding dog ordinance
ARPA funding planning
Street legal ATV and Golf Cart Ordinance
Veterans Preference in hiring
Airport Hangar storage facility
Discussion regarding enforcement of shopping cart ordinance
Discussion regarding graffiti
Update on Animal Shelter and Animal Control
Small liquor bottle ban discussion