
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, March 15, 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 NEGOTIATIONS** – *pursuant to Government Code §54957.6*
 1. *Admin Unit*
 2. *Fire Unit*
 3. *Miscellaneous Unit*
 4. *Professional Technical Unit*
 5. *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 February 15, 2023 regular meeting and the February 22, 2023 special meeting.*
 - 6.B *Vendor and payroll warrants*
 - 6.C *Consider Resolution No. 23-6102, Approving the paying and reporting the value of Employer Paid Member Contributions (EPMC)*

- 6.D Consider Resolution No. 23-6109, approving and authorizing the Mayor to execute an MOU with the Administrative Bargaining Unit
- 6.E Consider Resolution No. 23-6114, authorizing the Public Works Director to execute contract change orders with Kirack Construction, Inc. for the Gas Division Window Project.

7. PUBLIC HEARINGS:

- 7.A Consider Resolution No. 23-6110, Accepting FY 2021-22 Annual Report of Development/Mitigation Fees
- 7.B Consider Resolution No. 23-6113, declaring dogs owned by John Murray to be a nuisance pursuant to the Susanville Municipal Code

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

9. NEW BUSINESS:

- 9.A Consider co-sponsorship of the 34th Annual Junior Fishing Derby to be held on Saturday, May 20, 2023
- 9.B Lassen Prescribed Burn Association (PBA) Presentation
- 9.C Consider Resolution No. 23-6111, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of Laurel Street from Tractor Supply Parking lot to Riverside Drive, Riverside Drive to River Street, and River Street to the entrance of the Pat Murphy Little League Park on April 15, 2023 from 8:30 A.M. to 10:30 A.M.
- 9.D Consider Resolution No. 23-6112, authorizing the Mayor to execute a Delegated Maintenance Agreement with CALTRANS for the maintenance of the Gateway Monument and landscaping.
- 9.E Consider Resolution No. 23-6115, Authorizing the transfer of funds from the Police Mitigation Fund in an amount not to exceed \$16,500 to the Police Department Budget for costs related to equipment and outfitting for the Police Department's 2023 Chevrolet Tahoe.
- 9.F Fiscal Year 2023/2024 Budget Schedule
- 9.G Discussion regarding Economic Development Implementation Plan Ad-Hoc Committee

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

- 12.A Consider Resolution No. 23-6108, approving the hire of three seasonal firefighters during the summer months, including peak fire season, for the Fire Department, as discussed at the February 1, 2023 City Council Meeting. Approve modifying the approved position list.
- 12.B City Project Priorities

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 April 5, 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 March 15, 2023 in the areas designated on March 9, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: March 15, 2023

SUBJECT: Minutes of the City Council's February 15, 2023 regular meeting and the February 22, 2023 special meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's February 15, 2023 regular meeting and the February 22, 2023 special meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval of the City Council's February 15, 2023 regular meeting and the February 22, 2023 special meeting.

ATTACHMENTS:
[230215.cc.min.draft.pdf](#)
[230222.cc.spec.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, FEBRUARY 15, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. CLOSED SESSION:

The City convened in closed session at 4:31pm to discuss the following:

A. CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6:

1. Admin Unit
2. Fire Unit
3. Miscellaneous Unit
4. Professional Technical Unit
5. Public Works Unit

4. RETURN TO OPEN SESSION: The City Council reconvened in open session at 5:00pm.

Mayor McCourt requested Mike McCourt, public, to start the Pledge of Allegiance and James Moore, Fire Chief, to provide the Invocation.

Dan Newton, City Administrator, stated that the Council met in closed session where direction was provided to staff; however, the Council will reconvene in closed session at the conclusion of open session.

5. BUSINESS FROM THE FLOOR:

Mayor McCourt stated that, due to the amount of community members wishing to speak, there will be a five-minute maximum for items presented during Business from the Floor but, discussion regarding items agendaized items will be limited to three minutes.

No less than four community members voiced their opposition for the housing project being proposed by the County of Lassen.

No less than five community members voiced their opposition or support of the Local Area Revitalization Project Co-op (LARP).

No less than seven community members voiced their opinion on the current issues related to Mr. John Murray's dogs.

Rich Hrezo, Respect for Life, requested the Council to have a proclamation to make the city of Susanville a sanctuary city.

Jacquai Henry, public, mentioned the Land Acknowledgement Statement and provided information she found regarding the tribes references in the Statement and other indigenous people and some of the history she found.

Kaitlyn Migley, Lassen County Fairgrounds, requested a letter of support for a \$25 million dollar grant that she is going for to build up the fairground facilities, in case they are needed for emergency areas again.

6. **CONSENT CALENDAR:**

6.A Minutes of the City Council's January 31, 2023, special meeting and the February 1, 2023, regular meeting.

[230131.cc.spec.min.draft.pdf](#)

[230201.cc.min.draft.pdf](#)

Motion to waive the reading of and approval of the City Council's January 31, 2023, special meeting and the February 1, 2023 regular meeting.

Moved by Stafford; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

7. **PUBLIC HEARINGS:**

7.A Consider **Resolution No. 23-6094**, upholding the Susanville Planning Commission decision to assess civil assessment penalties in the amount of \$10,000 against the property located at

560 Hospital Lane, former site of the Lassen Community Hospital, for violations of a nuisance abatement order.

Cody Loflin, Code Enforcement Officer, provided an explanation of the item to the Council and requested approval of Resolution No. 23-6094. Mr. Loflin also stated that the Council was provided correspondence from the other party for consideration.

Mayor McCourt opened the public hearing at 6:42 pm.

No comments received.

Mayor McCourt closed the public hearing at 6:42pm.

[23-6094.pdf](#)

[560 Hospital Lane Nuisance Abatement Order.pdf](#)

Motion to approve Resolution No. 23-6094, upholding the Susanville Planning Commission decision to assess civil assessment penalties in the amount of \$10,000 as ordered pursuant to Susanville Planning Commission Resolution No. 23-1124.

Moved by Stafford; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

7.B Consider **Resolution No. 23-6095**, upholding the Susanville Planning Commission decision to assess civil assessment penalties in the amount of \$10,000 against the property located at 765 Shasta Street, for violations of a nuisance abatement order.

Mr. Loflin provided an explanation of the item to the Council and requested the approval of Resolution No. 23-6095.

Dan Guerrero, property owner, stated that everything stated was true. He was under the impression that the bank owned the house and that it was no longer his but, recently found out differently. He stated that he wanted to make the house inhabitable again but, the \$10,000 fine would set him back.

Councilmember Schuster inquired as to how long it would take him if they granted another extension to which he responded six months. But, to rent it out, possibly a year.

Mayor McCourt inquired as to whether or not they can extend it ot which Mr. Loflin stated that the City Administrator or the City Attorney can make that decision but, he, as the Code Enforcement Officer, cannot.

Margaret Long, City Attorney, stated that there are multiple ways to handle this.

Jim McCarthy, public, suggested an agreement with a \$10,000 deposit that can be returned upon completion.

Councilmember Schuster stated that she agreed with that idea as well as Councilmember Brown, Stafford and Mayor pro tem Herrera.

Mayor McCourt closed the public hearing at 6:59 p.m.

[23-6095.pdf](#)
[Nuisance Abatement Order for 765 Shasta St.pdf](#)

There was no motion to approve Resolution No. 23-6095.

Motion to continue this item to a date six months from now (August 16, 2023) and to give direction to staff to meet with the Mr. Guerrero to see if there is a mechanism to resolve this matter.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

Mayor McCourt requested that item 9A be heard, followed by 9C prior to item 8 as there are agencies to provide presentations to which the council agreed.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Mayor pro tem Herrera offered the city's Mission Statement. Mayor McCourt offered the Land Acknowledgement Statement.

9. NEW BUSINESS:

9.A Maverick Renewable Energy Presentation

Mr. Newton introduced two representatives of the Maverick Renewable Energy Corporation, Bill Shevlin and Joe Fletcher, as they wanted to introduce themselves to the Council and state what their organization has to offer our community.

Mr. Newton continued that the representatives have been exploring our community and assessing the fit for some of the services they provide. He then turned the presentation over to them.

Mr. Shevlin introduced himself stating his background in renewable energy and energy efficiency. He stated that his company is focused on community resiliency and infrastructure. He continued that the main goal of what they do is convert consumption into public and private infrastructure. They look at the energy consumption of the community, whether it uses gas, electricity, or other and create a financial mechanism to where the city can own the infrastructure. Then they would come in as the operational partner and lower the cost as well as lowering the carbon footprint.

He mentioned state mandates, the zero emission vehicles, etc... and stated that their company works with both the state and the community to find the most economical way to get into compliance to which he provided examples. He also stated that, during this time of year when the power tends to go out as, this would help prevent this.

He stated that he will be sending a few LOL's over to Kelly Mumper, City Planner, regarding a few city properties. Then, put the infrastructure in.

Theresa Phillips, Lassen Municipal Utility District (LMUD), asked questions of Mr. Shevlin regarding how to partner with them, if they knew that the city did not own the electric utility, and how the broadband infrastructure would come with them. She stated she looks forward to talking with the company and reminds the Council that LMUD would have to be involved at the base level. She inquired also, if they would be upgrading LMUD's infrastructure but LMUD still owns/keeps it, to which he confirmed.

Bob Godman, Public Works Director, inquired as to whether or not they have worked with geothermal to which they responded, yes.

Additional questions were asked and responded to.

9.B Consider **Resolution No. 23-6100**, Authorizing Memorandum of Understanding between Susanville Indian Rancheria and the city of Susanville regarding a partnership on economic development.

Mr. Newton provided an explanation of this item and requested approval of Resolution No. 23-6100.

Councilmember Brown voiced his concern on the salary, as it seemed high, also Section 1(f) as he believes that the city's hiring policy needs to be followed. He also added Section 4(a).

Councilmember Schuster also voiced her concern with the salary and the hiring policy. She would like to follow the hiring procedure since it is a city employee. She also would like 4(a) removed.

Mayor pro tem Herrera stated that the wages are higher to get someone to fill the position and to stay here, we must be competitive. He also stated that he does not want to wait and wants it to keep moving forward.

Councilmember Stafford stated that he can see both sides regarding salary and he is not that worried about following the hiring procedure if it gets the best person to fill the position.

Councilmember Schuster stated that, if it is a 4-year contract, she was not sure why a consultant couldn't be hired for \$185,000, instead of having to partner for a position to be filled as she is concerned with what happens after the four years. She stated that the entire council should discuss the job description, and overall need to be a part of the decision. She requested the item be tabled until that time.

Mayor McCourt stated that we do not want to keep stalling and, now would be the time to discuss.

Further discussion on the item occurred.

Councilmember Schuster stated \$130,000 cap.

Mayor pro tem Herrera suggested to keep the original cap as we need to get someone here and stay here.

Councilmember Stafford stated it could be \$130,000, \$140,000, or \$150,000 it doesn't matter.

Councilmember Brown stated that it is hard to agree without a job description. He also stated that he does not like the idea of a second coming in more than the City Administrator.

Councilmember Schuster requested a salary schedule as well. She added that \$130,000 to start plus the benefit package would be okay, but no higher.

Mr. Newton stated that there is a good reason to have a partnership with the Rancheria. However, the SIR is used to bringing people in at higher wages, those higher than those offered at the city. With that being said, the partnership is a good thing. To respond to one of Schuster's questions, we want to tie the contract term with the MOU term to ensure there is an out. Also, when the job is flown, it will state salary will be based on experience. He shared that there are a lot of valid points coming up, including the salary, and does understand the concern. But, there is a lot of faith and good will on the part of the SIR as they are paying a lot but it will be a city employee. As far as hiring, it will be a little different but, it can still work.

Mayor pro tem Herrera suggested moving forward with \$130,000 and to start this agreement. He continued by suggesting moving it to the next meeting and let the council talk with Dan to get more details.

Councilmember Brown suggested finding comparable salaries from other jurisdictions to which Mr. Newton stated that information can be obtained and brought back.

Mr. Newton stated that we can get the information together and present at the next meeting if available but, March 1st if available.

[23-6100.pdf](#)
[MOU SIR & city Economic Development.pdf](#)

Motion to table Resolution No. 23-6100 until Mr. Newton gathers the information and brings the item back for consideration.

Moved by Schuster; seconded by Herrera to approve.

Motion Tabled: 5- 0

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

Voting Against: None

9.C Report on Lassen Animal Control Shelter

Ryan Cochran, Police Chief, provided an explanation of the item and introduced Pete Heimbigner, Lassen County, to provide additional information on the Animal Shelter.

Councilmember Stafford shared his thoughts on streamlining the shelter. He added the surrendering fee, the cash only procedure, taking in so many cats, etc... He suggested an ad hoc committee made up of city and county members to take a look at everything to make it more efficient.

Mayor pro tem Herrera agreed.

Mayor McCourt inquired as to how that would work with Mr. Heimbigner.

Mr. Heimbigner responded that the code needs to be updated. He knows there are areas that need to be updated but, everyone's schedules make it difficult to make it a priority.

Councilmember Stafford would like to hear back on a plan within a month. Herrera agreed.

Mr. Heimbigner asked as to what exactly the council would like to see.

Councilmember Stafford and Mayor pro tem Herrera stated that they would like to work with Mr. Heimbigner.

Mr. Newton thanked Mr. Heimbigner for attending the meeting to address some of the issues. He added that an official ad hoc does not need to be formed but, as long as city and county members are agreeable to meet it could work.

Elaine Jacobs, public, recommended a company that could add on to the shelter, provide washers and dryers, etc.. and she believed our community may be eligible.

Richard Egan, County Administrative Officer, stated that there are a lot of efficiencies that could help. However, building onto the shelter will take time. He offered additional information and it was the consensus of everyone that the city and county will meet to work on this issue.

9.D Consider **Resolution No 23-6096**, terminating Airport Ground Lease with Tiberius Rex Aviation, LLC. and approving new Airport Ground Lease Agreement with Andrew Ross for Hangar #5 at the Susanville Municipal Airport

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6096.

Lance Rich, public, inquired as to why this lease can be brought forward but he cannot even get on a list for a hangar to which the Mayor responded.

[City Owned Hangar Space Lease Andrew Ross - Unsigned.docx 23-6096.pdf](#)

Motion to approve Resolution No. 23-6096, terminating Airport Ground Lease with Tiberius Rex Aviation, LLC. and authorize Mayor to execute an Airport Ground Lease Agreement with Andrew Ross.

Moved by Stafford; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.E Consider **Resolution No. 23-6097**, authorizing the purchase of a rough mower for use at the Diamond Mountain Golf Course.

Mr. Newton provided an explanation of the item and requested Council approval of Resolution No. 23-6097.

[23-6097.pdf](#)

Motion to approve Resolution No. 23-6097, authorizing the purchase of a rough mower for use at the Diamond Mountain Golf Course

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.F Consider **Resolution No. 23-6098**, authorizing the Public Works Director to execute a contract with MW Tree Service to remove a hazard tree as part of the abatement at 67 South Weatherlow St. Susanville, Ca 96130.

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No. 23-6098.

[23-6098.pdf](#)

[Nuisance_Abatement_Order_67_South_Weatherlow_Final_amend_1.doc](#)

Motion to approve Resolution No. 23-6098, authorizing the Public Works Director to execute a contract with MW Tree Service to remove a hazard tree as part of the abatement at 67 South Weatherlow St. Susanville, Ca 96130.

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.G Consider **Resolution No. 23-6099**, authorizing the Public Works Director to execute a contract with Guzi-West Inspection and Consulting for asbestos and lead paint testing at 63 S. Weatherlow and 67 S. Weatherlow and authorize the Finance Manager to increase budget in the amount of \$5,000.

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No. 23-6099.

[23-6099.pdf](#)

[Nuisance_Abatement_Order_63_South_Weatherlow_Final___Amend_1.doc](#)

[Nuisance_Abatement_Order_67_South_Weatherlow_Final_amend_1.doc](#)

Motion to approve Resolution No. 23-6099, authorizing the Public Works Director to execute a contract with Guzi-West Inspection and Consulting for asbestos and lead paint testing at 63 S. Weatherlow and 67 S. Weatherlow and authorize the Finance Manager to increase budget in the amount of \$5,000.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

12.A City Project Priorities

Mr. Newton provided an explanation of why the list is on the agenda as well as a brief update on the top items.

Chief Cochran provided an update on the dogs-at-large issue and the next steps.

Mr. Godman provided an update on the cart ordinance issue.

[230215 City Project Priorities.docx](#)

12.B Update to be provided on Ordinance No. 22-1035 - Imposing a transactions and use tax to be administered by the California Department of Tax and Fee Administration (CDTFA).

Ms. Long presented this item and explained why the change was taking place. She stated that the city is permitted to simply delete that section of the ordinance without having to bring it back.

[22-1035 Tax Measure Revised.pdf](#)

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department reports

Ms. Jabbs stated that the mid-year budget was presented to the STOB and it will be presented at the next meeting.

Mr. Godman provided a brief update on well #3 and also stated that the Engineering Division is now at 606 Nevada Street.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Mr. Newton inquired as to whether or not the council had anything to add or move on the future items list.

No comments.

[20230215 Items from the Podium.pdf](#)

15. ADJOURNMENT:

Open session ended at 9:30 p.m. Council reconvened in closed session at 9:34 p.m.

The Council reconvened in open session at 9:34 p.m.

Mr. Newton stated that the Council provided direction to staff to hold a special meeting on February 22, 2023, to discuss the remaining closed session items.

Adjourned at 9:37 p.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

**SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
WEDNESDAY, FEBRUARY 22, 2023 – 9:00 AM**

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

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

1. **APPROVAL OF AGENDA: (Additions and/or Deletions)** Approval of the agenda was made with the following change: Item 9A to be heard prior to closed session.

Moved by Herrera; seconded by Stafford to approve.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. **CLOSED SESSION:** The Council met in closed session at 9:14 a.m. to discuss the following:

A. CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6:

1. Admin Unit
2. Fire Unit
3. Miscellaneous Unit
4. Professional Technical Unit
5. Public Works Unit

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

5. **BUSINESS FROM THE FLOOR:** No comments.

6. **CONSENT CALENDAR:** No business.

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** No comments.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 23-6101**, authorizing the Public Works Director to execute a purchase agreement with CXT Precast Concrete Products for the purchase and delivery of a restroom facility at Memorial Park and authorizing the Public Works Director to enter into a services contract agreement with Guzi-West Inspection and Consulting for asbestos and lead paint testing at current restroom facility located at Memorial Park

Dan Newton, City Administrator, provided an explanation on the item and requested approval of Resolution No. 23-6101. He added that the project includes the demolition of the existing structure, the pouring of a slab, and the installation of a new bathroom. He stated that Ms. Arredondo and Ms. Rojas have been working on getting quotes. He added that the company that provided the lowest quote also has the fastest timeline.

Mayor McCourt requested a reminder as to why we are replacing the existing structure instead of adding a new bathroom on the other end of the park to which Mr. Newton responded funding limitations.

Mayor McCourt stated that he does not want to stall this project but, perhaps explore the option of placing this bathroom unit in the area where the abandoned bathroom structure is.

Additional discussion occurred regarding updating the existing bathroom and/or replacing the bathroom at the other end of the park.

[23-6101.pdf](#)

[Susanville 4 door Dakota S-349_PriceSheet-SW 2.2023_Parks \(002\).pdf](#)

[CXT-DakotaDrawings.pdf](#)

[P_City of Susanville_1100 North Street_Asbestos and Lead Proposal_02-20-23.pdf](#)

Motion to approve Resolution No. 23-6101, authorizing the Public Works Director to execute a purchase agreement with CXT Concrete Products for the purchase and delivery of a restroom facility at Memorial Park and authorizing the Public Works Director to enter into a services contract agreement with Guzi-West Inspection and Consulting for asbestos and lead paint testing at current restroom facility located at Memorial Park.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

10. **CONTINUING BUSINESS:** No business.
11. **CITY ADMINISTRATOR REPORTS:** No business.
12. **FUTURE COUNCIL ITEMS:** No comments.

The Council reconvened in open session at 11:39 a.m.

Mr. Newton stated that they council met to discuss the above-mentioned items. He added that direction was provided to staff, but no reportable action was taken.

13. **ADJOURNMENT:** Meeting adjourned at 11:40 a.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: March 15, 2023

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated February 18, 2023 through March 3, 2023 numbered 217932-217970.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$31,684.13, plus \$319,531.81 in payroll warrants, for a total of \$351,215.94.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[02-17-2023.pdf](#)
[02-22-2023.pdf](#)
[02-28-2023.pdf](#)

Report Criteria:

Report type: GL detail

Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/23	02/17/2023	217932	728	U.S. POSTMASTER	UB BILLING GAS	021723	1	7401-430-62-46	POSTAGE	394.31	394.31
02/23	02/17/2023	217932	728	U.S. POSTMASTER	UB BILLING WATER	021723	2	7110-430-42-46	POSTAGE	765.42	765.42
Total 021723:										1,159.73	1,159.73
Grand Totals:										1,159.73	1,159.73

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 2/22/2023 - 2/22/2023Page: 1
Feb 22, 2023 08:53AM

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
02/23	02/22/2023	217944	2	A-1 CHEMICAL INC	TRASH LINERS-PARKS	225322	1	1011-452-20-46	SUPPLIES-GENERAL	147.10	147.10
Total 225322:											
02/23	02/22/2023	217944	2	A-1 CHEMICAL INC	JANITORAL SUPPLIES-PARKS	538298	1	1011-452-20-46	SUPPLIES-JANITORIAL	294.08	294.08
02/23	02/22/2023	217944	2	A-1 CHEMICAL INC	JANITORAL SUPPLIES	538298	2	1000-417-10-46	SUPPLIES-JANITORIAL	427.97	427.97
Total 538298:											
02/23	02/22/2023	217944	2	A-1 CHEMICAL INC	ICE MELT-PARKS	651851	1	1011-452-20-46	SUPPLIES-GENERAL	187.16	187.16
Total 651851:											
02/23	02/22/2023	217945	21	AIRGAS USA, LLC	CHLORINE-WATER	9994847613	1	7110-430-42-46	SUPPLIES-GENERAL	402.05	402.05
02/23	02/22/2023	217945	21	AIRGAS USA, LLC	CHLORINE-GAS	9994847613	2	7401-430-62-46	SUPPLIES-GENERAL	241.23	241.23
02/23	02/22/2023	217945	21	AIRGAS USA, LLC	CHLORINE-STREET	9994847613	3	2007-431-20-46	SUPPLIES-GENERAL	160.81	160.81
Total 9994847613:											
02/23	02/22/2023	217946	10083	AMERIGEN POWER SOL	REPAIR & MAINT-PW	01-12385	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	531.15	531.15
Total 01-12385:											
02/23	02/22/2023	217947	10390	AUTOZONE PARTS INC	DIESEL NOZZLE-GAS	4015308924	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	81.55	81.55
02/23	02/22/2023	217947	10390	AUTOZONE PARTS INC	DIESEL NOZZLE-WATER	4015308924	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	81.55	81.55
02/23	02/22/2023	217947	10390	AUTOZONE PARTS INC	DIESEL NOZZLE-STREETS	4015308924	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	81.55	81.55
Total 4015308924:											
02/23	02/22/2023	217948	815	CALIFORNIA RURAL WAT	AWE WATER DISTRIBUTION TR	022123	1	7110-430-42-45	TRAVEL	900.00	900.00
Total 022123:											
02/23	02/22/2023	217949	986	CARLSON'S TIRE PROS	REPAIR & MAINT-STREETS	91511	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	191.02	191.02

M = Manual Check, V = Void Check

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Total 91511:											
02/23	02/22/2023	217950	161	CSK AUTO INC	LIFT SUPPORT-FD	2740421450	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	42.11	42.11
Total 2740421450:											
02/23	02/22/2023	217951	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	020723	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	20.00	20.00
Total 020723:											
02/23	02/22/2023	217952	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	370408A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 370408A:											
02/23	02/22/2023	217952	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	370555A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 370555A:											
02/23	02/22/2023	217953	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV004062.	1	7620-430-10-43	TECHNICAL SVCS	.66	.66
Total SV004062.:											
02/23	02/22/2023	217954	265	FRONTIER	257-3292 MUSEUM	3292 021023	1	1011-451-80-45	COMMUNICATION	183.39	183.39
Total 3292 021023:											
02/23	02/22/2023	217954	265	FRONTIER	257-5152 FIRE	5152 021023	1	1010-422-10-45	COMMUNICATIONS	351.61	351.61
Total 5152 021023:											
02/23	02/22/2023	217955	10707	GLADWELL GOVERNME	UPDATING RECORDS RETENTI	5135	1	1000-411-40-43	PROFESSIONAL SVCS	7,040.00	7,040.00
Total 5135:											
02/23	02/22/2023	217956	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES	5164	1	1000-413-20-48	DUES AND MEMBERSHIPS	100.00	100.00
Total 5164:											

M = Manual Check, V = Void Check

GL Period	Check Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/23	02/22/2023	217957	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 021023	1	1011-452-20-46	ELECTRICITY	39.82	39.82
Total 10262 021023:											
02/23	02/22/2023	217957	437	LMUD	STREET LIGHTS	14039 021023	1	2007-431-60-46	ELECTRICITY	209.28	209.28
Total 14039 021023:											
02/23	02/22/2023	217957	437	LMUD	STREET LIGHTS	14041 021023	1	2007-431-60-46	ELECTRICITY	4,004.30	4,004.30
Total 14041 021023:											
02/23	02/22/2023	217957	437	LMUD	S GAY ST-STREETS	24323 021023	1	2007-431-60-46	ELECTRICITY	66.99	66.99
Total 24323 021023:											
02/23	02/22/2023	217957	437	LMUD	66 N LASSEN ST	2466 021023	1	1000-417-10-46	ELECTRICITY	826.74	826.74
Total 2466 021023:											
02/23	02/22/2023	217957	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 021023	1	1011-452-20-46	ELECTRICITY	30.00	30.00
Total 24661 021023:											
02/23	02/22/2023	217957	437	LMUD	STREET LIGHTS	2467 021023	1	2007-431-60-46	ELECTRICITY	1,790.59	1,790.59
Total 2467 021023:											
02/23	02/22/2023	217957	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 021023	1	1011-452-20-46	ELECTRICITY	66.29	66.29
Total 2865 021023:											
02/23	02/22/2023	217957	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 021023	1	1011-452-20-46	ELECTRICITY	93.64	93.64
Total 2867 021023:											
02/23	02/22/2023	217957	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 021023	1	1011-452-20-46	ELECTRICITY	35.96	35.96

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Total 2870 021023:											
02/23	02/22/2023	217957	437	LMUD	NORTH ST BALL PARK-MEM FIE	2873 021023	1	1011-452-20-46	ELECTRICITY	35.96	35.96
Total 2873 021023:											
02/23	02/22/2023	217957	437	LMUD	SKYLINE DR WELL 4-WATER	29931 021023	1	7110-430-42-46	ELECTRICITY	390.25	390.25
Total 29931 021023:											
02/23	02/22/2023	217957	437	LMUD	HARRIS DR & HWY 36-WATER	30658 021023	1	7110-430-42-46	ELECTRICITY	245.00	245.00
Total 30658 021023:											
02/23	02/22/2023	217957	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 021023	1	7112-430-42-46	ELECTRICITY	226.34	226.34
Total 350161 021023:											
02/23	02/22/2023	217957	437	LMUD	SAN FRANCISCO ST- STREETS	416835 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416835 021023:											
02/23	02/22/2023	217957	437	LMUD	FIRST STREET & ALLEY STREE	416848 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416848 021023:											
02/23	02/22/2023	217957	437	LMUD	LONG ALLEY & LOVELL ALLEY	416860 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416860 021023:											
02/23	02/22/2023	217957	437	LMUD	INSPIRATION POINT- STREETS	416915 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416915 021023:											
02/23	02/22/2023	217957	437	LMUD	CAMPBELL ST- STREETS	416940 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416940 021023:											

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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
02/23	02/22/2023	217957	437	LMUD	WASHO LN- STREETS	416959 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416959 021023:											
02/23	02/22/2023	217957	437	LMUD	130 N LASSEN STREET- STREE	416962 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 416962 021023:											
02/23	02/22/2023	217957	437	LMUD	MARTHA & ARNOLD STREET LI	421476 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 421476 021023:											
02/23	02/22/2023	217957	437	LMUD	130 N PINE ST- STREETS	425450 021023	1	2007-431-60-46	ELECTRICITY	33.93	33.93
Total 425450 021023:											
02/23	02/22/2023	217957	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 021023	1	2007-431-60-46	ELECTRICITY	243.89	243.89
Total 43511 021023:											
02/23	02/22/2023	217957	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 021023	1	1011-451-80-46	ELECTRICITY	67.51	67.51
Total 43866 021023:											
02/23	02/22/2023	217957	437	LMUD	N PINE & COOK - SCADA-WATE	44153 021023	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44153 021023:											
02/23	02/22/2023	217957	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 021023	1	7110-430-42-46	ELECTRICITY	40.17	40.17
Total 44298 021023:											
02/23	02/22/2023	217957	437	LMUD	PAIUTE LN SCADA-WATER	44316 021023	1	7110-430-42-46	ELECTRICITY	37.89	37.89
Total 44316 021023:											
02/23	02/22/2023	217957	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 021023	1	7110-430-42-46	ELECTRICITY	88.90	88.90

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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 45542 021023:											
02/23	02/22/2023	217957	437	LMUD	WELL #3-WATER	4559 021023	1	7110-430-42-46	ELECTRICITY	88.90	88.90
Total 4559 021023:											
02/23	02/22/2023	217957	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 021023	1	2007-431-60-46	ELECTRICITY	648.08	648.08
Total 49500 021023:											
02/23	02/22/2023	217957	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 021023	1	2007-431-60-46	ELECTRICITY	67.85	67.85
Total 49501 021023:											
02/23	02/22/2023	217957	437	LMUD	606 NEVADA STREET	58209 021023	1	7620-430-10-46	ELECTRICITY	189.65	189.65
Total 58209 021023:											
02/23	02/22/2023	217957	437	LMUD	606 1/2 NEVADA ST	58211 021023	1	7620-430-10-46	ELECTRICITY	36.49	36.49
Total 58211 021023:											
02/23	02/22/2023	217957	437	LMUD	1801 MAIN ST POLICE STATION	8314 012523	1	1009-421-10-46	ELECTRICITY	38.59	38.59
Total 8314 012523:											
02/23	02/22/2023	217957	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 021023	1	1011-452-20-46	ELECTRICITY	829.37	829.37
Total 9283 021023:											
02/23	02/22/2023	217957	437	LMUD	GEO PUMP #1	9297 021023	1	7301-430-52-46	ELECTRICITY	128.53	128.53
Total 9297 021023:											
02/23	02/22/2023	217957	437	LMUD	MAIN ST & PINE ST-STREETS	94811 021023	1	2007-431-60-46	ELECTRICITY	1,888.18	1,888.18
Total 94811 021023:											
02/23	02/22/2023	217957	437	LMUD						30.00	30.00
Total 94811 021023:											
										30.00	30.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/23	02/22/2023	217958	10708		REFUND MEMBERSHIP DISCO	021523	1	7530-451-52-34	GREEN FEES	100.00	100.00
Total 021523:											
02/23	02/22/2023	217959	9983	MODOC COUNTY RECOR	ADVERTISEMENT-BUILDING DE	75206	1	1011-425-20-45	ADVERTISING	114.00	114.00
Total 75206:											
02/23	02/22/2023	217960	824	OFFICE DEPOT INC	OFFICE SUPPLIES-CITY CLERK	293472162001	1	1000-413-20-46	SUPPLIES-GENERAL	20.77	20.77
Total 293472162001:											
02/23	02/22/2023	217960	824	OFFICE DEPOT INC	OFFICE SUPPLIES	293577099001	1	1000-416-10-46	SUPPLIES-GENERAL	81.18	81.18
Total 293577099001:											
02/23	02/22/2023	217961	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 013123	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 013123:											
02/23	02/22/2023	217962	1296	RENTAL GUYS	WELL 3 PROJECT	922116-5	1	7110-430-46-47	MACHINERY & EQUIPMENT	955.99	955.99
Total 922116-5:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	512865	1	7401-430-62-46	SUPPLIES-GENERAL	20.45	20.45
Total 512865:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS	512892	1	2007-431-20-46	SUPPLIES-GENERAL	8.27	8.27
Total 512892:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	512915	1	7401-430-62-46	SUPPLIES-GENERAL	71.30	71.30
Total 512915:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	513032	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	55.52	55.52

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

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 513032:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES- WATER	513047	1	7110-430-42-44	REPAIR AND MAINTENANCE-FA	55.52	55.52
Total 513047:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	513068	1	1011-452-20-46	SUPPLIES-GENERAL	13.63	13.63
Total 513068:											
02/23	02/22/2023	217963	76	SUSANVILLE ACE HARD	SUPPLIES-FD	513145	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	60.20	60.20
Total 513145:											
02/23	02/22/2023	217964	677	SUSANVILLE SANITARY	1801 MAIN	2121 010323	1	1009-421-10-44	DISPOSAL	18.50	18.50
Total 2121 010323:											
02/23	02/22/2023	217965	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5023717339	1	1010-422-10-45	COMMUNICATIONS	52.00	52.00
Total 5023717339:											
02/23	02/22/2023	217965	9295	TAMCO CAPITAL CORP	COMMUNICATION-PW	5023894124	1	7620-430-10-45	COMMUNICATIONS	265.22	265.22
Total 5023894124:											
02/23	02/22/2023	217966	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	874	1	1009-421-10-46	SUPPLIES-COVID	474.14	474.14
Total 874:											
02/23	02/22/2023	217967	530	U.S. BANK EQUIPMENT F	COPIER-PD	494066582	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	600.00	600.00
02/23	02/22/2023	217967	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	494066582	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30
Total 494066582:											
02/23	02/22/2023	217968	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69438927	1	7110-430-42-46	SUPPLIES-GENERAL	516.61	516.61
Total 298.88											

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GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Check
Period	Issue Date	Number	Number			Number	Seq	No		Amount	Amount
Total 69438927:											
02/23	02/22/2023	217968	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69640584	1	7110-430-42-46	SUPPLIES-GENERAL	298.88	298.88
Total 69640584:											
02/23	02/22/2023	217968	770	WESTERN NEVADA SUP	SUPPLIES-WATER	69646971	1	7110-430-42-46	SUPPLIES-GENERAL	8.14	8.14
Total 69646971:											
02/23	02/22/2023	217969	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-70508	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	458.86	458.86
Total A-70508:											
02/23	02/22/2023	217969	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-70510	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total A-70510:											
Grand Totals:											
										437.56	437.56
										29,760.92	29,760.92

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

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
02/23	02/28/2023	217970	728	U.S. POSTMASTER	UB BILLING GAS	022823	1	7401-430-62-46	POSTAGE	259.58	259.58
02/23	02/28/2023	217970	728	U.S. POSTMASTER	UB BILLING WATER	022823	2	7110-430-42-46	POSTAGE	503.90	503.90
Total 022823:										763.48	763.48
Grand Totals:										763.48	763.48

AGENDA ITEM NO. 6.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6102**, Approving the paying and reporting the value of Employer Paid Member Contributions (EPMC)

PRESENTED BY: Margaret Long, City Attorney

SUMMARY: In 2009, the City Council approved Resolution No. 09-4556 approving the paying and reporting of EPMC. The resolution stated that those qualified were members of the Management Unit. The city's employment agreements with past and the current City Administrator state that those in the position, although not in the Management Unit, qualified for the same benefit. However, we are required to have the position listed by resolution. At this time, staff recommends the language proposed in Resolution No. 23-6102 which states that executive management positions, including department heads and the city administrator positions as eligible for the benefit.

FISCAL IMPACT: No additional impact.

ACTION REQUESTED: Motion to approved Resolution No. 23-6102, Approving the paying and reporting the value of Employer Paid Member Contributions (EPMC)

ATTACHMENTS:
[23-6102.pdf](#)
[09-4556.pdf](#)

RESOLUTION NO. 23-6102
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE PAYING AND REPORTING THE VALUE OF
EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC)

WHEREAS, the City Council of the City of Susanville has the authority to implement Government Code Section 20636(c)(4) pursuant to Section 20691; and,

WHEREAS, the City Council of the City of Susanville has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and,

WHEREAS, Section 20691 has previously been implemented in 2009 by the City Council of the city of Susanville through Resolution No. 09-4556, to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC); and,

WHEREAS, the City Council wishes to update the list of those who qualify for said benefit to include executive management positions including department heads and the city administrator positions; and,

WHEREAS, the City Council of the City of Susanville has identified the following conditions for the purpose of its election to pay EPMC:

1. This benefit shall apply to all executive management positions including department heads and the city administrator position; and
2. This benefit shall consist of the city of Susanville paying 100% of the normal contributions as EPMC, and reporting the same percent (value) of compensation earnable (excluding Government Code Section 20636(c)(4)) as additional compensation; and
3. The effective date of this resolution shall be July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville elects to pay and report the value of EPMC, as set forth above.

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 1st day of March, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

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RESOLUTION NO. 09-4556
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
FOR PAYING AND REPORTING THE VALUE OF EMPLOYER PAID
MEMBER CONTRIBUTIONS (EPMC)

WHEREAS, the City Council of the City of Susanville has the authority to implement Government Code Section 20636(c)(4) pursuant to Section 20691;

WHEREAS, the City Council of the City of Susanville has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the City Council of the City of Susanville of a Resolution to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC);

WHEREAS, the City Council of the City of Susanville has identified the following conditions for the purpose of its election to pay EPMC:

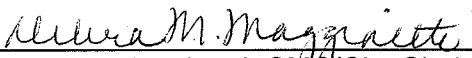
- This benefit shall apply to all employees of the Management Bargaining Unit
- This benefit shall consist of The City of Susanville paying 100% of the normal contributions as EPMC, and reporting the same percent (value) of compensation earnable (excluding Government Code Section 20636(c)(4)) as additional compensation.
- The effective date of this resolution shall be July 1, 2007.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville elects to pay and report the value of EPMC, as set forth above.

APPROVED:

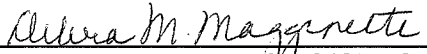

Kurt Bonham, Mayor

ATTEST:

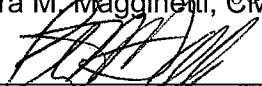

Debra M. Magginetti, CMC/City Clerk

1 The foregoing Resolution was adopted at a regular adjourned meeting of
2 the City Council of the City of Susanville, held on the 2nd day of September,
2009 by the following vote:

3 AYES: Sayers, Callegari, Franco, Templeton and Bonham
4 NOES: None
5 ABSENT: None
6 ABSTAINING: None


Debra M. Maggini, CMC/City Clerk

7 APPROVED AS TO FORM:


Peter M. Talia, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6109**, approving and authorizing the Mayor to execute an MOU with the Administrative Bargaining Unit

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: An agreement has been reached with the Administrative Bargaining Unit for the period of January 1, 2023 through and including June 30, 2024. Changes from the existing agreement include the following (see attachment for full details):

1. 1.5 year contract term
2. COLA: 5% for January 1, 2023- June 30, 2023 and 4% for fiscal year 23/24
3. 2022/2023 Essential Workers premium pay June disbursement of \$2,080/member
4. Mileage Reimbursement
5. Reclassification of Assistant to the CA to range 148-150
6. Reclassification of PD - Administrative Assistant to range 142-144
7. Uniform allowance for PD Administrative Assistant to be included in budget versus employee disbursement
8. Retroactive pay from January 1, 2023 to MOU ratification date

FISCAL IMPACT: Fiscal impact to be determined by the terms agreed upon in MOU

ACTION REQUESTED: Motion to approve Resolution No. 23-6109, approving and authorizing the Mayor to execute an MOU with the Administrative Bargaining Unit

ATTACHMENTS:
[23-6109.pdf](#)
[2023.24 Admin MOU Final.pdf](#)

RESOLUTION NO. 23-6109
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE MEMORANDUM OF
UNDERSTANDING WITH THE ADMINISTRATIVE BARGAINING UNIT FOR
JANUARY 1, 2023 THROUGH AND INCLUDING JUNE 30, 2024

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

WHEREAS, the Bargaining Unit has ratified the respective agreement; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Memorandum of Understanding with the Administrative bargaining unit for the period of January 1, 2023 through and including June 30, 2024 is hereby approved.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, Clerk

The foregoing Resolution No. 23-6109 was adopted at a regular meeting of the City Council for the City of Susanville held on the 15th day of March, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF SUSANVILLE

AND THE

ADMINISTRATIVE UNIT EMPLOYEES

January 1, 2023 through and including June 30, 2024

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1. **INTRODUCTION**

The CITY of Susanville, hereinafter called the CITY, and the Administrative Employees, having met and conferred in good faith, have entered into this Memorandum of Understanding (MOU) establishing wages, hours, and other terms and conditions of employment.

The purpose of the Memorandum of Understanding is to promote harmonious relations between the CITY and the employees covered herein so as to promote employer-employee relations by providing a written document enumerating the entire agreement between the employer and the employees pursuant to the purpose and intent of California Government Code Section §3500.

2. **EMPLOYEE RIGHTS**

Employees of the CITY have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation. Employees of the CITY shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the CITY.

3. **CITY RIGHTS**

The CITY retains the right, subject to and in accordance with applicable laws and the provisions of the MOU:

- A. To direct employees in the performance of their duties.
- B. To hire, promote, transfer, assign, and discipline employees.
- C. To dismiss employees because of lack of work, or in accordance with applicable provisions of the CITY's personnel ordinance and Personnel Policies and Procedures adopted by the City Council.
- D. To determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions or employees assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work.
- E. To take whatever action may be appropriate to carry out its mission in situations of emergency.
- F. To direct personnel based upon CITY Personnel Policies and Procedures adopted by the City Council where deemed applicable by the City Council.
- G. In addition, the CITY specifically retains all the rights, subject to the provisions of this MOU, to take whatever actions and set whatever policies it deems necessary, with appropriate notification to UNIT employees.

- H. This section will not operate to deny any employee rights guaranteed by applicable law, including the Meyers-Milias-Brown Act.

4. **NONDISCRIMINATION**

The CITY and the Administrative Employees agree not to discriminate against any employee in accordance with applicable law. Also, it is recognized that whenever the masculine gender is referred to in this MOU, it shall include the female gender and vice versa.

5. **UNIT RECOGNITION**

The CITY agrees to acknowledge the UNIT as the only recognized employee organization representing the Administrative employees and shall consist of all full-time, regular or probationary employees of the CITY listed in Exhibit "A" of this MOU.

6. **SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT**

- A. Pay periods will conform to 26 bi-weekly pay periods within a full year with pay day occurring every other Friday.

B. Salaries:

Effective January 1, 2023, salaries shall be modified as depicted in Exhibit "B" Bi-Weekly Salary Matrix, which represents an overall salary matrix increase of approximately 5%.

Effective July 1, 2023, salaries shall be modified as depicted in Exhibit "C" Bi-Weekly Salary Matrix, the FY 23/24 salary matrix will increase 4% from Exhibit "B".

C. Merit Steps:

Effective July 1, 2021, when an employee has been at one Step (A-G) for twelve (12) months of service, he/she may, according to merit, progress to the next highest step (B-H). Merit increases will not be automatic and will be based upon merit as evidenced by a performance evaluation. (Meets Job Standards) Merit increases will be limited to one per fiscal year. Exceptions are granted for employees who are receiving a merit step upon completion of an introductory period, in those instances, employees remain eligible for merit increases upon 6 months of service, pursuant to the employee manual. Merit steps start at Step A and end at Step H.

- D. The compensation listed in Exhibit "B" and "C" of the City of Susanville Global Range and Step Matrix shall constitute entire compensation, except as provided within this Agreement.

- E. Administrative Employees whose positions are exempt from the requirements of the Fair Labor Standards Act are not eligible for standby pay, call back pay, overtime pay, or any other form of overtime compensation unless expressly authorized by the City Administrator.

F. Where there is a continuing education program approved by the City Administrator the CITY shall pay the cost of books, tuition, fees, mileage and per diem expenses to complete the program as allowed by budget.

G. S.D.I.:
The CITY will pay the State Disability Insurance for the employees of this UNIT.

H. Incentives:
Effective July 1, 2020, employees who have acquired and maintained any of the certificates, licenses, or degrees indicated in Exhibit "E", will be eligible to move to the next higher pay range in the Administrative Unit pay scale up to two ranges higher. Each incentive level achieved will be indicated in the employee's job title as Level I or Level II. Any combination of up to two items listed is eligible to obtain a level II. An employee whose job description already requires a particular certification, degree or license is not eligible to receive an incentive level increase for that certification, degree, or license.

The CITY is not required to but may pay for costs of books, tuition/registration, fees, mileage, wages and per diem expenses to obtain incentives subject to terms and conditions as approved by City Administrator.

I. Essential Workers Premium Pay Stipend:
Members of this unit will receive an essential worker premium pay stipend of \$2,080. Payment to be disbursed at the time of the June 2023 special payroll. For new employees hired between January 1, 2023, and June 30, 2023, the amount paid will be prorated using a full month bases from January 1, 2023, through June 30, 2023.

No Essential Workers Premium Pay Stipend will be disbursed in the 2023/2024 fiscal year.

7. RETIREMENT

A. For Legacy Employees as defined by the California Public Employee's Pension Reform Act (PEPRA) of 2013, the CITY shall pay the employer's share and the employee shall pay the employee's 8% share of the existing retirement program of 3% at 60, single highest year, with California Public Employees Retirement System for Legacy employees.

B. New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340 / PEPRA.

Non-safety employees 2% at 62

Safety employees 2.7% at 57

8. **WORK SCHEDULE**

- A. The Exempt Administrative Employees covered by this MOU generally work from 8:00 a.m. to 5:00 p.m. or the hours worked by employees within the respective departments, plus any additional hours associated with required meetings, emergencies, and other requirements of the position.
- B. The Nonexempt employees covered by the MOU shall have a workweek that begins at midnight Saturday and ends at midnight the following Friday. Nonexempt Administrative Unit Employees covered by this MOU generally work from 8:00 a.m. to 5:00 p.m. or the hours worked by employees within the respective departments, plus any additional hours associated with required meetings, emergencies, and other requirements of the position. Nonexempt Employees shall be normally scheduled for two consecutive days off. A 40-hour work week shall constitute a regular work schedule for this UNIT unless the needs of the CITY require an alteration of the schedule because of emergencies, program or staffing needs, budgetary reasons or in order to accommodate temporary schedule adjustments. Normally the work week for Nonexempt Administrative Employees shall be Monday through Friday, with a 60-minute lunch break. The needs of the CITY will be paramount when making assignments under the 40-hour work week.

9. **HOLIDAYS, VACATION AND SICK LEAVE**

Employees in this UNIT shall earn annual vacation credit accrued per pay period as specified below:

0-1 years	3.69 hours
1-5 years	4.62 hours
5-10 years	5.23 hours
10-15 years	6.15 hours
15-20 years	7.69 hours
20 + years	9.23 hours

- A. Vacation credit will vest and become available for use upon the successful completion of the probationary period for any new employees within the UNIT. Accrued vacation time may be used during the probationary period, subject to the approval of the City Administrator on a case-by-case basis.
- B. Maximum vacation accrual shall be 240 hours. The City Administrator may authorize increasing the maximum accrual for a defined period of time if the excess accrual was created because the City Administrator cancelled an employee's scheduled vacation due to a CITY emergency. Any vacation hours accrued over 240 hours shall be bought back by the City at fifty percent of employee's base salary during December.

- C. Employees within this UNIT will accrue 4 hours of sick or accident allowance for each full pay period of employment, up to a total of 104 hours allowance per calendar year, unlimited accumulation.

10. ADMINISTRATIVE LEAVE/ SUPPLEMENTAL ADMINISTRATIVE LEAVE

Exempt Members of the UNIT shall receive 60 hours Administrative Leave per fiscal year in addition to vacation leave. Such leave shall be credited July 1 of each year.

Administrative Leave will be made available from the time of hire, at 15 hours credited for each three-month period remaining in the fiscal year that the employee is hired and prorated for the first three-month period.

Administrative Leave is made available in recognition of employee's responsibility to perform functions after normal business hours.

Administrative Leave may not accrue, and any unused leave will extinguish as of June 30 of each year. UNIT members may sell up to thirty (30) hours of unused Administrative Leave back to the CITY during December's special payroll, and up to thirty (30) hours of unused Administrative Leave back to the City in June's special payroll. This benefit is not available to an employee who has not successfully completed their introductory period.

Non-exempt members shall not receive Administrative Leave.

Supplemental Administrative Leave:

Each employee shall receive eight (8) hours of supplemental administrative leave each fiscal year to be paid at their current hourly rate of pay. Employees may roll over unused Supplemental Administrative Leave up to twenty-four (24) hours; Supplemental Administrative Leave may not be cashed out at any time.

11. OVERTIME

- A. The CITY agrees that all hours worked by Non-exempt employees in excess of forty (40) hours per week, or on non-regular scheduled workdays shall be compensated for at a rate of 1.5 times the regular rate of pay. The CITY shall grant either pay or overtime, pursuant to Section 11A of this MOU, or compensatory time off at the rate of 1.5 times the number of overtime hours worked. It shall be the employee's option to select monetary compensation or compensating time off, except in circumstances where the CITY will be reimbursed for the employee's overtime only if the employee receives monetary compensation for the overtime hours worked. In these circumstances the employee will receive monetary compensation.
- B. The assignment of overtime will be at the CITY'S sole discretion and scheduled by supervisory personnel. However, the CITY shall endeavor to select among those employees who are qualified, those individuals who wish to work overtime, and when reasonably possible, to schedule such overtime work in advance. When an employee cannot work unscheduled overtime, for whatever reason, such action will not be considered insubordination and no other sanctions will be imposed on the employee.

- C. The CITY shall have the right to require employees to work whenever necessary.
- D. The City shall grant either pay or overtime, pursuant to Section 13.A of this MOU, or compensatory time off at the rate of 1.5 times the number of overtime hours worked. It shall be the employee's option to select monetary compensation or compensating time off, except in circumstances where the City will be reimbursed for the employee's overtime only if the employee receives monetary compensation for the overtime hours worked. In these circumstances the employee will receive monetary compensation.
- E. No employee shall accrue more than 120 hours of compensatory time off. Employees with more than 120 hours at the time of this change shall be allowed to keep those hours in this time bank until they fall below 120 hours at which time they could not bank hours over the 120-hour limit. Employee may request a monetary compensation payment of up to 40 hours twice a year for a total of 80 hours per fiscal year to be issued by separate check. Such check(s) may only be issue within the months of December and June.
- F. An employee who is called in to work (non-scheduled overtime) and at least one (1) hour after clocking out shall receive a minimum of two hours at 1.5 times the regular rate of pay.
- G. An employee who works more than ten consecutive hours shall receive a meal allowance of \$13.50.
- H. This section shall not apply to Exempt Members.

12. MILITARY LEAVE

Military leave shall be granted in accordance with the provisions of state and federal law. All employees entitled to military leave shall give the City Administrator and/or the city Administrator's authorized representative an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

13. JURY DUTY

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

14. FAMILY ILLNESS OR INJURY LEAVE

Family Leave provisions are outlined in the Employee Manual dated June 1, 2001.

15. BEREAVEMENT LEAVE

Bereavement Leave shall be granted according to the provisions of the Employee Manual dated June 1, 2001.

16. LAY-OFF POLICY

It is recognized by the UNIT that, when due to fiscal, operational or organizational reasons, it is necessary to reduce CITY employment, such action and its implementation, except as qualified herein, shall be at the sole discretion of the CITY. When it is deemed necessary to reduce CITY employment by layoff of employees or elimination of job positions/titles, the CITY shall give the employee a minimum of three-month notice and severance pay including all previous benefits for said three-month period. This benefit is not available to an employee who has not successfully completed his/her introductory period.

- A. The CITY shall have the sole right to determine which class or classes shall be subject to layoff.
- B. Employees laid off, or demoted in lieu of layoff, shall have a priority right of return to their prior class. This right shall remain effective for one year from the date of demotion or separation from service.

17. HEALTH, DENTAL AND VISION INSURANCE

- A. Effective July 1, 2013, the City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$46 per month towards the current plan premium. The CITY will continue to research options for the best cost-effective coverage, at its discretion. The CITY reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the CITY shall pay for such benefits. If the insurance provider is changed and the cost is less than \$1018 per month per employee, the CITY shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement if allowed by the plan. A credit of 50% of accumulated sick leave at time of retirement, will be paid out per month towards 50% of premium, subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at \$15,000.00.

18. LIFE INSURANCE

Each member of UNIT shall receive, at a minimum, a \$25,000 term life insurance policy to be paid for by the CITY.

19. IRS SECTION 125 PLAN; DEFERRED COMPENSATION

- A. The CITY has established an IRS Section 125 Plan for use by employees.
- B. The CITY will contribute \$25 per pay period as a contribution to an employee's Section 125 plan; or
- C. The City shall match up to two percent of the employee's gross salary in a deferred compensation plan with a maximum contribution of \$25 per pay period.

20. FLEXIBLE BENEFIT/ UNIFORMS

- A. Flex Benefit:
Each Exempt Member of the UNIT shall receive a \$200 per year flexible benefit to be paid in the December special payroll of each year.
- B. Uniforms:
Effective July 1, 2023, employees of this UNIT will no longer receive a uniform allowance; uniforms will be purchased directly by the city. The Police Department Budget will include, annually, an amount of \$800.00 to purchase uniforms for the Police Department' Administrative Assistant.

21. MILEAGE REIMBURSEMENT

Effective January 1, 2023 a mileage reimbursement will be allotted for members of this UNIT who utilize privately owned vehicles for city business and accrue over 20 miles per month; excluding traveling to and from work. This reimbursement is independent of planned travel requests and is intended to reimburse members of this UNIT for the maintenance and operable use of personal vehicles. To qualify for mileage reimbursements, employees must possess a valid California Driver's License, certify that the required liability insurance limits as set forth by the CITY's risk manager are met; employee automobile is equipped with seatbelts; and that any damage to the car, needed service, or repairs are the responsibility of the employee. Department Heads must initially authorize the use of personal vehicle for each unit member in writing, on City Administrator approved form, and renew authorization each year in January, thereafter.

Employees of this UNIT shall submit copies of insurance in amounts required by city to be kept on file with the City Clerk annually or as employee's policies are issued. Employees of this UNIT agree to utilize available CITY vehicles, when possible, prior to utilization of personal vehicles.

Employees of this UNIT will track mileage utilizing City Administrator approved Mileage Log and will calculate rates based on Internal Revenue Service (IRS) Standard Mileage Rates Employees will keep a monthly log and submit Mileage Log to Department Head for approval and signature with supporting documentation of IRS Standard Mileage Rate. Mileage Logs will be submitted to the Finance Division for reimbursement processing and will be processed quarterly (March 31, June 30, September 30, and December 31).

22. MISCELLANEOUS

Effective January 1, 2023, Police Department Administrative Assistant and Assistant to the City Administrator positions will be reclassified as depicted in Exhibit "A".

23. PAST PRACTICES

Nothing contained in this MOU shall be interpreted as to imply or permit the invocation of past practices, tradition, accumulations or vesting of any employee rights or privileges other than those expressly stated herein.

The CITY and the UNIT agree that only those past practices, standards, obligations and/or other commitments of the CITY to its employees which are expressly stated herein shall be in full force and effect during the term of this MOU.

All other past practices, standards, obligations or commitments, whether written or unwritten, are within the scope of Section 3 of this MOU.

24. GRIEVANCE/DISCIPLINE PROCEDURES

The CITY and UNIT will follow the approved procedures as outlined in the City of Susanville Employee Manual.

25. SOLE AGREEMENT

A. The policies which are collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.

B. If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only, if and when reduced to writing and executed by the authorized representative of the CITY and the UNIT. Any such changes validly made shall become a part of this MOU and subject to its terms.

26. RESIDENCY POLICY

The CITY and UNIT agree that the Residency Policy is applicable to UNIT members identified in the policy and hired after January 1, 2020, as shown in Exhibit "D".

27. SAVINGS CLAUSE

In the event that any of the policies contained in this MOU should be declared by a court of competent jurisdiction to be unenforceable or illegal, that policy, or set of policies, shall be declared void.

However, this action shall in no way invalidate the remaining policies contained in this MOU.

Should a policy within the MOU become void as outlined above, either the CITY or the UNIT may institute the meet and confer process in regard to instituting a substitute item.

28. TERM OF THE MEMORANDUM OF UNDERSTANDING

This MOU shall remain in effect for the period of January 1, 2023 through and including June 30, 2024, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This MOU has been ratified by both the CITY and UNIT.

Dated this 15th day of March, 2023.

29. SIGNATURES

CITY OF SUSANVILLE

ADMINISTRATIVE UNIT

Quincy McCourt, Mayor

Cody Loflin, UNIT Representative

Dan Newton, City Administrator

Victoria Estrada, UNIT Representative

ATTEST:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

Margaret Long, City Attorney

EXHIBIT “A” Position List

Administrative Confidential Employees

Position Classification Schedule

January 1, 2023 through June 30, 2024

Exempt Positions

Range

Assistant to the City Administrator

148-150

Administrative Assistant: Police Department

142-144

Non-exempt Positions

Code Enforcement Officer

136-138

Assistant Civil/Air Quality Engineer

140-152

Assistant Engineer

140-142

Permit Technician

140-142

Program Coordinator

140-142

EXHIBIT B								
CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX								
JANUARY 1, 2023 - JUNE 30, 2023 ADMINISTRATIVE MOU								
BIWEEKLY - 26 PAY PERIODS PER YEAR								
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	748.85	786.29	825.60	866.88	910.23	955.74	1003.53	1053.70
102	767.57	805.95	846.24	888.56	932.98	979.63	1028.62	1080.05
103	786.76	826.10	867.40	910.77	956.31	1004.12	1054.33	1107.05
104	806.43	846.75	889.09	933.54	980.22	1029.23	1080.69	1134.72
105	826.59	867.92	911.31	956.88	1004.72	1054.96	1107.71	1163.09
106	847.25	889.62	934.10	980.80	1029.84	1081.33	1135.40	1192.17
107	868.43	911.86	957.45	1005.32	1055.59	1108.37	1163.78	1221.97
108	890.14	934.65	981.38	1030.45	1081.98	1136.08	1192.88	1252.52
109	912.40	958.02	1005.92	1056.21	1109.03	1164.48	1222.70	1283.84
110	935.21	981.97	1031.07	1082.62	1136.75	1193.59	1253.27	1315.93
111	958.59	1006.52	1056.84	1109.69	1165.17	1223.43	1284.60	1348.83
112	982.55	1031.68	1083.26	1137.43	1194.30	1254.01	1316.72	1382.55
113	1007.12	1057.47	1110.35	1165.86	1224.16	1285.36	1349.63	1417.11
114	1032.29	1083.91	1138.11	1195.01	1254.76	1317.50	1383.37	1452.54
115	1058.10	1111.01	1166.56	1224.89	1286.13	1350.44	1417.96	1488.86
116	1084.55	1138.78	1195.72	1255.51	1318.28	1384.20	1453.41	1526.08
117	1111.67	1167.25	1225.61	1286.90	1351.24	1418.80	1489.74	1564.23
118	1139.46	1196.43	1256.25	1319.07	1385.02	1454.27	1526.99	1603.34
119	1167.95	1226.34	1287.66	1352.04	1419.65	1490.63	1565.16	1643.42
120	1197.15	1257.00	1319.85	1385.85	1455.14	1527.89	1604.29	1684.50
121	1227.07	1288.43	1352.85	1420.49	1491.52	1566.09	1644.40	1726.62
122	1257.75	1320.64	1386.67	1456.00	1528.80	1605.24	1685.51	1769.78
123	1289.19	1353.65	1421.34	1492.40	1567.02	1645.38	1727.64	1814.03
124	1321.42	1387.50	1456.87	1529.71	1606.20	1686.51	1770.84	1859.38
125	1354.46	1422.18	1493.29	1567.96	1646.35	1728.67	1815.11	1905.86
126	1388.32	1457.74	1530.62	1607.16	1687.51	1771.89	1860.48	1953.51
127	1423.03	1494.18	1568.89	1647.33	1729.70	1816.19	1907.00	2002.35
128	1458.61	1531.54	1608.11	1688.52	1772.94	1861.59	1954.67	2052.40
129	1495.07	1569.82	1648.32	1730.73	1817.27	1908.13	2003.54	2103.71
130	1532.45	1609.07	1689.52	1774.00	1862.70	1955.83	2053.63	2156.31
131	1570.76	1649.30	1731.76	1818.35	1909.27	2004.73	2104.97	2210.22
132	1610.03	1690.53	1775.06	1863.81	1957.00	2054.85	2157.59	2265.47
133	1650.28	1732.79	1819.43	1910.40	2005.92	2106.22	2211.53	2322.11
134	1691.54	1776.11	1864.92	1958.16	2056.07	2158.88	2266.82	2380.16
135	1733.82	1820.51	1911.54	2007.12	2107.47	2212.85	2323.49	2439.66
136	1777.17	1866.03	1959.33	2057.30	2160.16	2268.17	2381.58	2500.66
137	1821.60	1912.68	2008.31	2108.73	2214.16	2324.87	2441.12	2563.17
138	1867.14	1960.50	2058.52	2161.45	2269.52	2382.99	2502.14	2627.25
139	1913.82	2009.51	2109.98	2215.48	2326.26	2442.57	2564.70	2692.93
140	1961.66	2059.75	2162.73	2270.87	2384.41	2503.63	2628.82	2760.26
141	2010.70	2111.24	2216.80	2327.64	2444.02	2566.22	2694.54	2829.26
142	2060.97	2164.02	2272.22	2385.83	2505.12	2630.38	2761.90	2899.99
143	2112.50	2218.12	2329.03	2445.48	2567.75	2696.14	2830.95	2972.49
144	2165.31	2273.57	2387.25	2506.61	2631.95	2763.54	2901.72	3046.81
145	2219.44	2330.41	2446.93	2569.28	2697.74	2832.63	2974.26	3122.98
146	2274.93	2388.67	2508.11	2633.51	2765.19	2903.45	3048.62	3201.05
147	2331.80	2448.39	2570.81	2699.35	2834.32	2976.03	3124.83	3281.08
148	2390.09	2509.60	2635.08	2766.83	2905.18	3050.43	3202.96	3363.10
149	2449.85	2572.34	2700.96	2836.00	2977.80	3126.69	3283.03	3447.18
150	2511.09	2636.65	2768.48	2906.90	3052.25	3204.86	3365.11	3533.36
151	2573.87	2702.56	2837.69	2979.58	3128.56	3284.98	3449.23	3621.69
152	2638.22	2770.13	2908.63	3054.07	3206.77	3367.11	3535.46	3712.24
153	2704.17	2839.38	2981.35	3130.42	3286.94	3451.29	3623.85	3805.04
154	2771.78	2910.37	3055.88	3208.68	3369.11	3537.57	3714.45	3900.17
155	2841.07	2983.13	3132.28	3288.90	3453.34	3626.01	3807.31	3997.67
156	2912.10	3057.70	3210.59	3371.12	3539.67	3716.66	3902.49	4097.62
157	2984.90	3134.15	3290.85	3455.40	3628.17	3809.57	4000.05	4200.06
158	3059.52	3212.50	3373.12	3541.78	3718.87	3904.81	4100.05	4305.06
159	3136.01	3292.81	3457.45	3630.33	3811.84	4002.43	4202.56	4412.68
160	3214.41	3375.13	3543.89	3721.08	3907.14	4102.49	4307.62	4523.00
161	3294.77	3459.51	3632.49	3814.11	4004.82	4205.06	4415.31	4636.08
162	3377.14	3546.00	3723.30	3909.46	4104.94	4310.18	4525.69	4751.98
163	3461.57	3634.65	3816.38	4007.20	4207.56	4417.94	4638.84	4870.78
164	3548.11	3725.51	3911.79	4107.38	4312.75	4528.39	4754.81	4992.55
165	3636.81	3818.65	4009.59	4210.06	4420.57	4641.60	4873.68	5117.36
166	3727.73	3914.12	4109.83	4315.32	4531.08	4757.64	4995.52	5245.29
167	3820.93	4011.97	4212.57	4423.20	4644.36	4876.58	5120.41	5376.43
168	3916.45	4112.27	4317.88	4533.78	4760.47	4998.49	5248.42	5510.84
169	4014.36	4215.08	4425.83	4647.12	4879.48	5123.45	5379.63	5648.61
170	4114.72	4320.46	4536.48	4763.30	5001.47	5251.54	5514.12	5789.82
171	4217.59	4428.47	4649.89	4882.38	5126.50	5382.83	5651.97	5934.57
172	4323.03	4539.18	4766.14	5004.44	5254.67	5517.40	5793.27	6082.93
173	4431.10	4652.66	4885.29	5129.55	5386.03	5655.33	5938.10	6235.01
174	4541.88	4768.97	5007.42	5257.79	5520.68	5796.72	6086.55	6390.88
175	4655.43	4888.20	5132.61	5389.24	5658.70	5941.64	6238.72	6550.65
176	4771.81	5010.40	5260.92	5523.97	5800.17	6090.18	6394.69	6714.42
177	4891.11	5135.66	5392.45	5662.07	5945.17	6242.43	6554.55	6882.28
178	5013.39	5264.05	5527.26	5803.62	6093.80	6398.49	6718.42	7054.34
179	5138.72	5395.66	5665.44	5948.71	6246.15	6558.45	6886.38	7230.70
180	5267.19	5530.55	5807.08	6097.43	6402.30	6722.42	7058.54	7411.46
181	5398.87	5668.81	5952.25	6249.86	6562.36	6890.48	7235.00	7596.75
182	5533.84	5810.53	6101.06	6406.11	6726.42	7062.74	7415.87	7786.67
183	5672.19	5955.80	6253.58	6566.26	6894.58	7239.31	7601.27	7981.33
184	5813.99	6104.69	6409.92	6730.42	7066.94	7420.29	7791.30	8180.87
185	5959.34	6257.31	6570.17	6898.68	7243.62	7605.80	7986.09	8385.39
186	6108.32	6413.74	6734.43	7071.15	7424.71	7795.94	8185.74	8595.02
187	6261.03	6574.08	6902.79	7247.93	7610.32	7990.84	8390.38	8809.90
188	6417.56	6738.44	7075.36	7429.13	7800.58	8190.61	8600.14	9030.15
189	6578.00	6906.90	7252.24	7614.85	7995.60	8395.38	8815.14	9255.90
190	6742.45	7079.57	7433.55	7805.22	8195.49	8605.26	9035.52	9487.30
191	6911.01	7256.56	7619.39	8000.36	8400.37	8820.39	9261.41	9724.48
192	7083.78	7437.97	7809.87	8200.36	8610.38	9040.90	9492.95	9967.59
193	7260.88	7623.92	8005.12	8405.37	8825.64	9266.92	9730.27	10216.78
194	7442.40	7814.52	8205.25	8615.51	9046.28	9498.60	9973.53	10472.20
195	7628.46	8009.88	8410.38	8830.90	9272.44	9736.06	10222.86	10734.01
196	7819.17	8210.13	8620.64	9051.67	9504.25	9979.46	10478.44	11002.36
197	8014.65	8415.38	8836.15	9277.96	9741.86	10228.95	10740.40	11277.42
198	8215.02	8625.77	9050.91	9509.91	9985.40	10484.67	11008.91	11559.35
199	8420.39	8841.41	9283.48	9747.66	10235.04	10746.79	11284.13	11848.34
200	8630.90	9062.45	9515.57	9991.35	10490.91	11015.46	11566.23	12144.55

EXHIBIT C								
CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX								
JULY 1, 2023 - JUNE 30, 2024 ADMINISTRATIVE MOU								
BIWEEKLY - 26 PAY PERIODS PER YEAR								
RANGE	STEP	STEP	STEP	STEP	STEP	STEP	STEP	STEP
	A	B	C	D	E	F	G	H
101	778.80	817.74	858.63	901.56	946.64	993.97	1043.67	1095.85
102	798.27	838.19	880.09	924.10	970.30	1018.82	1069.76	1123.25
103	818.23	859.14	902.10	947.20	994.56	1044.29	1096.50	1151.33
104	838.68	880.62	924.65	970.88	1019.43	1070.40	1123.92	1180.11
105	859.65	902.63	947.77	995.15	1044.91	1097.16	1152.01	1209.62
106	881.14	925.20	971.46	1020.03	1071.03	1124.59	1180.82	1239.86
107	903.17	948.33	995.75	1045.53	1097.81	1152.70	1210.34	1270.85
108	925.75	972.04	1020.64	1071.67	1125.26	1181.52	1240.59	1302.62
109	948.89	996.34	1046.16	1098.46	1153.39	1211.06	1271.61	1335.19
110	972.62	1021.25	1072.31	1125.93	1182.22	1241.33	1303.40	1368.57
111	996.93	1046.78	1099.12	1154.07	1211.78	1272.37	1335.98	1402.78
112	1021.86	1072.95	1126.60	1182.93	1242.07	1304.17	1369.38	1437.85
113	1047.40	1099.77	1154.76	1212.50	1273.12	1336.78	1403.62	1473.80
114	1073.59	1127.27	1183.63	1242.81	1304.95	1370.20	1438.71	1510.64
115	1100.43	1155.45	1213.22	1273.88	1337.57	1404.45	1474.68	1548.41
116	1127.94	1184.33	1243.55	1305.73	1371.01	1439.57	1511.54	1587.12
117	1156.14	1213.94	1274.64	1338.37	1405.29	1475.55	1549.33	1626.80
118	1185.04	1244.29	1306.51	1371.83	1440.42	1512.44	1588.07	1667.47
119	1214.66	1275.40	1339.17	1406.13	1476.43	1550.25	1627.77	1709.16
120	1245.03	1307.28	1372.65	1441.28	1513.34	1589.01	1668.46	1751.88
121	1276.16	1339.96	1406.96	1477.31	1551.18	1628.74	1710.17	1795.68
122	1308.06	1373.46	1442.14	1514.24	1589.96	1669.45	1752.93	1840.57
123	1340.76	1407.80	1478.19	1552.10	1629.71	1711.19	1796.75	1886.59
124	1374.28	1443.00	1515.15	1590.90	1670.45	1753.97	1841.67	1933.75
125	1408.64	1479.07	1553.02	1630.68	1712.21	1797.82	1887.71	1982.10
126	1443.85	1516.05	1591.85	1671.44	1755.01	1842.76	1934.90	2031.65
127	1479.95	1553.95	1631.65	1713.23	1798.89	1888.83	1983.28	2082.44
128	1516.95	1592.80	1672.44	1756.06	1843.86	1936.05	2032.86	2134.50
129	1554.87	1632.62	1714.25	1799.96	1889.96	1984.46	2083.68	2187.86
130	1593.75	1673.43	1757.10	1844.96	1937.21	2034.07	2135.77	2242.56
131	1633.59	1715.27	1801.03	1891.08	1985.64	2084.92	2189.17	2298.62
132	1674.43	1758.15	1846.06	1938.36	2035.28	2137.04	2243.89	2356.09
133	1716.29	1802.10	1892.21	1986.82	2086.16	2190.47	2299.99	2414.99
134	1759.20	1847.16	1939.51	2036.49	2138.31	2245.23	2357.49	2475.37
135	1803.18	1893.34	1988.00	2087.40	2191.77	2301.36	2416.43	2537.25
136	1848.26	1940.67	2037.70	2138.59	2246.57	2358.89	2476.84	2600.68
137	1894.46	1989.19	2088.64	2193.08	2302.73	2417.87	2538.76	2665.70
138	1941.82	2038.92	2140.86	2247.90	2360.30	2478.31	2602.23	2732.34
139	1990.37	2089.89	2194.38	2304.10	2419.31	2540.27	2667.29	2800.65
140	2040.13	2142.14	2249.24	2361.70	2479.79	2603.78	2733.97	2870.67
141	2091.13	2195.69	2305.47	2420.75	2541.78	2668.87	2802.32	2942.43
142	2143.41	2250.58	2363.11	2481.27	2605.33	2735.59	2872.37	3015.99
143	2197.00	2306.85	2422.19	2543.30	2670.46	2803.98	2944.18	3091.39
144	2251.92	2364.52	2482.74	2606.88	2737.22	2874.08	3017.79	3168.68
145	2308.22	2423.63	2544.81	2672.05	2805.65	2945.84	3093.23	3247.90
146	2365.92	2484.22	2608.43	2738.85	2875.80	3019.59	3170.56	3329.09
147	2425.07	2546.33	2673.64	2807.32	2947.69	3095.07	3249.83	3412.32
148	2485.70	2609.98	2740.48	2877.51	3021.38	3172.45	3331.07	3497.63
149	2547.84	2675.23	2808.99	2949.44	3096.92	3251.76	3414.35	3585.07
150	2611.54	2742.11	2879.22	3023.18	3174.34	3333.06	3499.71	3674.70
151	2676.83	2810.67	2951.20	3098.76	3253.70	3416.38	3587.20	3766.56
152	2743.75	2880.93	3024.98	3176.23	3335.04	3501.79	3676.88	3860.73
153	2812.34	2952.96	3100.60	3255.64	3418.42	3589.34	3768.80	3957.24
154	2882.65	3026.78	3178.12	3337.03	3503.88	3679.07	3863.02	4056.18
155	2954.71	3102.45	3257.57	3420.45	3591.47	3771.05	3959.60	4157.58
156	3028.58	3180.01	3339.01	3508.96	3681.28	3865.32	4058.59	4261.52
157	3104.30	3259.51	3422.49	3593.61	3773.29	3961.96	4160.06	4368.06
158	3181.90	3341.00	3508.05	3683.45	3867.62	4061.01	4264.06	4477.26
159	3261.45	3424.52	3595.75	3775.54	3964.32	4162.53	4370.66	4589.19
160	3342.99	3510.14	3685.64	3869.93	4063.42	4266.59	4479.92	4703.92
161	3426.56	3597.89	3777.79	3966.68	4165.01	4373.26	4591.92	4821.52
162	3512.23	3687.84	3872.23	4065.84	4269.13	4482.59	4706.72	4942.06
163	3600.03	3780.03	3969.04	4167.49	4375.86	4594.66	4824.39	5065.61
164	3690.03	3874.54	4068.26	4271.68	4485.26	4709.52	4945.00	5192.25
165	3782.28	3971.40	4169.97	4378.47	4597.39	4827.26	5068.62	5322.05
166	3876.84	4070.68	4274.22	4487.93	4712.33	4947.94	5195.34	5455.11
167	3973.76	4172.45	4381.07	4600.13	4830.13	5071.64	5325.22	5591.48
168	4073.11	4276.76	4490.60	4715.13	4950.89	5198.43	5458.35	5731.27
169	4174.93	4383.68	4602.87	4833.01	5074.66	5328.39	5594.81	5874.55
170	4279.31	4493.27	4717.94	4953.83	5201.53	5461.60	5734.68	6021.42
171	4386.29	4605.61	4835.89	5077.68	5331.56	5598.14	5878.05	6171.95
172	4495.95	4720.75	4956.78	5204.62	5464.85	5738.10	6025.00	6326.25
173	4608.35	4838.76	5080.70	5334.74	5601.47	5881.55	6175.63	6484.41
174	4723.56	4959.73	5207.72	5468.11	5741.51	6028.59	6330.02	6646.52
175	4841.64	5083.73	5337.91	5604.81	5885.05	6179.30	6488.27	6812.68
176	4962.69	5210.82	5471.36	5744.93	6032.17	6333.78	6650.47	6983.00
177	5086.75	5341.09	5608.14	5888.55	6182.98	6492.13	6816.73	7157.57
178	5213.92	5474.62	5748.35	6035.77	6337.55	6654.43	6987.15	7336.51
179	5344.27	5611.48	5892.06	6186.66	6495.99	6820.79	7161.83	7519.92
180	5477.88	5751.77	6039.36	6341.33	6658.39	6991.31	7340.88	7707.92
181	5614.82	5895.56	6190.34	6499.86	6824.85	7166.09	7524.40	7900.62
182	5755.19	6042.95	6345.10	6662.36	6995.47	7345.25	7712.51	8098.14
183	5899.07	6194.03	6503.73	6828.91	7170.36	7528.88	7905.32	8300.59
184	6046.55	6348.88	6666.32	6999.64	7349.62	7717.10	8102.96	8508.10
185	6197.71	6507.60	6832.98	7174.63	7533.36	7910.03	8305.53	8720.81
186	6352.66	6670.29	7003.80	7353.99	7721.69	8107.78	8513.17	8938.83
187	6511.47	6837.05	7178.90	7537.84	7914.74	8310.47	8726.00	9162.30
188	6674.26	7007.97	7358.37	7728.29	8112.60	8518.23	8944.15	9391.35
189	6841.12	7183.17	7542.33	7919.45	8315.42	8731.19	9167.75	9626.14
190	7012.14	7362.75	7730.89	8117.43	8523.31	8949.47	9396.94	9866.79
191	7187.45	7546.82	7924.16	8320.37	8736.39	9173.21	9631.87	10113.46
192	7367.13	7735.49	8122.27	8528.38	8954.80	9402.54	9872.66	10366.30
193	7551.31	7928.88	8325.32	8741.59	9178.67	9637.60	10119.48	10625.45
194	7740.10	8127.10	8533.45	8960.13	9408.13	9878.54	10372.47	10891.09
195	7933.60	8330.28	8746.79	9184.13	9643.34	10125.50	10631.78	11163.37
196	8131.94	8538.53	8965.46	9413.73	9884.42	10378.64	10897.57	11442.45
197	8335.24	8752.00	9189.60	9649.08	10131.53	10638.11	11170.01	11728.51
198	8543.62	8970.80	9419.34	9890.30	10384.82	10904.06	11449.26	12021.73
199	8757.21	9195.07	9654.82	10137.56	10644.44	11176.66	11735.50	12322.27
200	8976.14	9424.94	9896.19	10391.00	10910.55	11456.08	12028.88	12630.33



CITY OF SUSANVILLE

Residency Policy for Employees with Emergency/Urgent Response Duties

Adopted _____, Last Updated _____

1. Introduction

This policy establishes a requirement for all employees in the below-mentioned job categories to reside within a reasonable proximity to their place of employment to allow them to respond within the timeframes set forth below. This policy applies to employees in the below-mentioned job categories hired by the City of Susanville after this policy takes effect and to current employees of the City of Susanville in the below-mentioned job categories if the current employee changes his or her residence after this policy takes effect.

The job categories for which this policy applies are:

- A. All sworn officers working for the City of Susanville Police Department. This includes but is not limited to: full-time sworn officers (including supervisors), part-time sworn officers and reserve officers.
- B. All City of Susanville Fire Department personnel (including supervisors).
- C. All City of Susanville Public Works personnel (including supervisors).

2. Requirements

The following requirements apply to each employee hired by the City of Susanville after this policy takes effect in the above-mentioned job categories and to current employees in the above-mentioned job categories if the current employee changes his or her residence after this policy takes effect.

- A. For purposes of this policy, RESIDENCE means the house or other fixed abode where the employee lives full time, the address of which the employee must have on file with the City.
- B. The RESIDENCE of the employee must be within a 35-minute drive of the department office applicable to the employee's employment with the City. For example, public works employees' department office will be the public works department office.
- C. The drive time of the employee will be determined by entering the address of the employee residence and the location of his or her respective department office in the City of Susanville into an internet based mapping system selected at the sole discretion of the City, such as Google Maps assuming fair-whether driving conditions. A copy of the printout of the mapping system showing drive time from the department office to the residence will be kept by the City.

- D. When instructed by his or her employer or supervisor, each employee must respond to an emergency or urgent situation connected to his or her employment with the City of Susanville. An exception to this requirement is when the employee is on a previously authorized vacation or other approved leave, or has traveled outside of a 150-mile radius of the department office applicable to that City employee.
- E. Employees will be compensated as currently outlined in their respective Memorandum of Understanding and Employee Handbook and will not be eligible for any additional compensation as a result of these requirements.

3. Purpose

The above-mentioned job categories include critical job functions that require the employees who perform the jobs to respond to emergency or urgent situations connected to their employment with the City of Susanville. From time to time, emergency or urgent situations arise and additional employees must be called to assist with the urgent or emergency situation. The City of Susanville is located in the high desert and weather conditions such as rain, snow, ice and wind cause road closures, making it difficult for employees to report to their place of employment at various times throughout the year if the location of the employee's RESIDENCE requires too much time to arrive at the worksite. Varied road types including but not limited to mountain passes, unmaintained dirt roads and steep windy roads surrounding the City of Susanville make it necessary for the proximity of the employee to his or her place of employment or the city limits to be measured in drive time and not miles. To protect the health, safety and welfare of the people and property within the City of Susanville during emergencies or urgent situations, employees with the above-mentioned job descriptions must be able to respond to an emergency or urgent situation within a reasonable time. Requiring future employees or current employees who change their residence after this policy takes effect to live within a 35-minute drive of his or her place of employment best serves the legitimate interests of the City.

4. Violation of Policy

Violation of this policy will result in a notice to cure the violation within 30 days. Failure to cure the violation within 30 days will result in termination of employment within 14 days of the deadline to cure the violation.

EXHIBIT “E” Incentive List
Administrative Employee Incentive Program
Incentive License / Certification / Degrees

1. Associates Degree from accredited college in a field related to employee’s position.
2. Baccalaureate Degree from accredited college in a field related to employee’s position (eligible for two level increase if not combined with associate degree incentive)
3. Master’s Degree from accredited college in a field related to employee’s position (eligible for two level increase if not combined with Baccalaureate Degree)
4. Engineer in Training or Land Surveyor in Training
5. Professional Engineer (eligible for two levels)
6. Professional Land Surveyor (eligible for two levels)
7. Residential Plans Examiner, Building Official Legal & Management Module (must complete all for one level)
8. POST Records Supervisor Certificate (eligible for two levels)

AGENDA ITEM NO. 6.E
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6114**, authorizing the Public Works Director to execute contract change orders with Kirack Construction, Inc. for the Gas Division Window Project.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On August 3, 2022 City Council approved Resolution 22-6026, allowing the City Administrator to execute a contract with Kirack for the installation of a new window in the Gas Division. Due to unforeseen changes discovered after the opening of the wall, additional work was needed that was not included in the original contract. These changes would ensure the integrity of the buildings infrastructure. Public works is requesting from City Council to authorize the Public Works Director to approve the additional cost for the window.

FISCAL IMPACT: \$1,385.00 from the 7401 fund, which currently has available budget to cover increase. No fiscal impact to General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 23-6114, authorizing the Public Works Director to execute contract change orders with Kirack Construction, Inc. for the Gas Division Window Project.

ATTACHMENTS:
[23-6114.pdf](#)

RESOLUTION No. 23-6114
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CHANGE ORDER
FOR GAS DIVISION WINDOW INSTALLATION CONTRACT
WITH KIRACK CONSTRUCTION, INC.

WHEREAS, the City Council approved the execution of a contract with Kirack Construction, Inc. with Resolution No. 22-6026 for the installation of a new window in the Gas Division of the Public Works building; and

WHEREAS, due to unforeseen circumstances, additional work is needed that was not included in the scope of the originally executed contract; and

WHEREAS, staff requests the approval of the change order to address the project cost increase of \$1,385.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Susanville that the Public Works Director is hereby authorized to execute a change order in the amount of \$1,385.00 with Kirack Construction, Inc. to complete the window installation for the Gas Division.

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 15th day of March, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Administrative Services

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6110**, Accepting FY 2021-22 Annual Report of Development/Mitigation Fees

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY:

Government Code Section 66000, also known as the Mitigation Fee Act, provides the legal authority for local agencies to charge and collect development impact fees for new development within their jurisdiction. The fees require new developments to pay their fair share of their impact on existing facilities and to pay for new facilities to maintain existing service levels. Government Code 66001 requires local agencies that impose a fee as a condition of approval of a development project to identify the purpose of the fee and the use to which the fee is to be put. After the adoption of the 1990 General Plan, the City contracted with The Abby Group to prepare a Capital Facilities Mitigation Analysis which projected population growth and future development and the cost of the additional public facilities that would be needed to serve the increased population. The cost of the new facilities was then divided by the number of projected homes and square feet of commercial development to determine a fair share cost for each new development. Periodically, the City has increased these fees to more closely keep up with inflation.

In some cases, the City has also adopted additional provisions outlining the use of specific funds. Municipal Code Title 3, Chapter 32, outlines the use of Public Facilities impact fees for Police, Fire, Street and Traffic Facility and Maintenance. Municipal Code Title 16, Chapter 32, outlines the use of Parkland Dedication Fees. Most Impact fees apply equally to all new development within the City limits. However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area.

#93-2471 Establishing the Skyline Drive/Numa Signal Traffic Signal Fund

#95-2649 Establishing a Class 1 Bicycle Lane Construction Fund for Skyline Road

#14-5108 Establishing Traffic Signal Fund by combining Skyline/Numa and Skyline/139

All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered “restricted” funds and expenditures are made only for the purpose for which the fee was originally collected. Government Code 6600 (b) outlines the annual reporting requirements.

FISCAL IMPACT:

None.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6110, Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2021-22

ATTACHMENTS:

[23-6110.pdf](#)

RESOLUTION NO. 23-6110
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ACCEPTING REVENUES AND EXPENDITURES REPORT FOR
THE CITY OF SUSANVILLE MITIGATION FUNDS

WHEREAS, the City of Susanville charges capital facilities and maintenance improvement fees for developments within the city limits; and

WHEREAS, the purpose of these fees is to reduce the impact on the City of Susanville caused by new development; and

WHEREAS, the money is collected and deposited into separate funds and interest income is allocated on average cash balance in each fund; and

WHEREAS, the City of Susanville has set up the following funds:

Street Mitigation Fund
Police Mitigation Fund
Fire Mitigation Fund
Park Dedication Fund
Traffic Signal Fund
Skyline Bicycle Lane Fund

WHEREAS, Government Code Section 66006 requires local agencies to report information on the collection and use of development/mitigation fees; and

WHEREAS, the following fees were charged, collected and spent in fiscal year 2021-2022 as itemized on Appendix A:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville does hereby accept the revenues and expenditures report for The City of Susanville's Mitigation Funds.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST : _____
Heidi Whitlock, City Clerk

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

APPENDIX A
RESOLUTION #23-6110

Streets Mitigation Fund

Amount of fees: \$ 0.98 square foot of new commercial/residential
conditioned living space

Beginning Fund Balance at 7/1/21: \$ 76,950

Fees and interest collected during FY 2021-22:

Fees \$ 5,503

Interest \$ (236)

Expenditures and type during FY 2021-22: \$ 0

Fees returned or allocated during FY 2021-22: \$ 0

Ending Fund Balance at 6/30/22: \$ 82,217

Amount of fees in ending balance at the Five Year Point: \$ 25,816

Funds committed to the following project:

Police Mitigation Fund

Amount of fees: \$ 1.26 per square foot of new commercial/residential
conditioned living space

Beginning Fund Balance at 7/1/21: \$ 43,935

Fees and interest collected during FY 2021-22:

Fees \$ 11,298

Interest \$ (167)

Expenditures and type during FY 2021-22:

Police Vehicle \$ 8,767

Fees returned or allocated during FY 2021-22: \$ 0

Ending Fund Balance at 6/30/22: \$ 46,299

Amount of fees in ending balance at the Five Year Point: \$ 0

Funds committed to the following project:

Fire Mitigation Fund

Amount of fees:	\$ 0.93 per square foot of all new residential space
	\$ 1.15 per square foot of all new commercial space

Beginning Fund Balance at 7/1/21: \$ 82,925

Fees and interest collected during FY 2021-22:

Fees	\$ 10,820
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Interest	\$	(224)
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Expenditures and type during FY 2021-22:

Type 1 Engine	\$ 48,300
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Fees returned or allocated during FY 2021-22:	\$	0
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Ending Fund Balance at 6/30/22: \$ 45,221

Amount of fees in ending balance at the Five Year Point: \$ 0

Funds committed to the following project: New Type 1 Engine

Park Dedication Fund

Amount of fees:	\$ 571.58 - single family homes
	\$ 457.62 - per unit for duplexes, triplexes and fourplexes
	\$ 413.84 - per unit for multifamily dwellings
	\$ 388.34 - per unit for mobile homes in mobile home parks

Beginning Fund Balance at 7/1/21: \$ 154,066

Fees and interest collected during FY 2021-22:

Fees	\$	1,147
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Interest	\$	(568)
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Expenditures and type during FY 2021-22:

Disc Golf Skyline Project	\$	327
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Fees returned or allocated during FY 2021-22:	\$	0
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Ending Fund Balance at 6/30/22: \$ 154,318

Amount of fees in ending balance at the Five Year Point: \$ 129,328

Funds committed to the following project: Skyline Community Park

Skyline Bicycle Lane Established by Res #95-2649

Amount of fees: \$ 173.72 - per lot per year and increases \$5.16 per year within Skyline Terrace

Beginning Fund Balance at 7/1/21:	\$	10,358
Fees and interest collected during FY 2021-22:		
Fees	\$	0
Interest	\$	(38)
Expenditures and type during FY 2021-22:	\$	0
Fees returned or allocated during FY 2021-22:	\$	0
Ending Fund Balance at 6/30/22:	\$	10,320
Amount of fees in ending balance at the Five Year Point:	\$	7,052

Funds committed to the following project:
Bicycle lane constructed in 1998.

Traffic Signal Fund Established by Res #14-5108

Beginning Fund Balance at 7/1/21:	\$	85,812
Fees and interest collected during FY 2021-22:		
Fees	\$	0
Interest	\$	(314)
Expenditures and type during FY 2021-22:	\$	0
Fees returned or allocated during FY 2021-22:	\$	0
Ending Fund Balance at 6/30/22:	\$	85,498
Amount of fees in ending balance at the Five Year Point:	\$	74,040

Funds committed to the following project:
 Skyline/Numa: \$ 85,475

AGENDA ITEM NO. 7.B
Public Hearing

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6113**, declaring dogs owned by John Murray to be a nuisance pursuant to the Susanville Municipal Code

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY:

Synopsis:

The subject property of 1409 Fourth Street has been a source of frustration for the neighborhood and the community for some time. Records available at the time of the investigation show an attempt to bring this property into compliance started as early as May 19, 2017. Throughout the years neighbors have filed complaints relating to disturbances caused by the property owner and his many tenants. Though in recent months, the property has not had tenant issues, the core of the problem has remained, that being the numerous dogs on the property. Dogs have been a primary source of unreasonable noise, odors, and fear.

Code Enforcement obtained records from the Susanville Police Department relating to calls for service for the property at 1409 Fourth Street. From September 2017 through August 2022 there were at least 116 calls for service from this property. The 116 calls for service do not necessarily account for all calls as multiple phone calls or requests throughout the day may not necessarily be represented in the final number. It would be reasonable to infer that during this statistical period the community's public safety partners (Susanville Police Department, Susanville Fire Department, Sierra Emergency Medical Services Alliance) have responded to 200-300, if not more, calls for service at this residence alone.

On August 9, 2022, Code Enforcement successfully obtained a

nuisance abatement order to compel the property owner, John Murray, to begin abating conditions fostering a nuisance on his property in the hope that the abatements would alleviate the issues facing the community. Unfortunately, Mr. Murray proved not to be persuaded to take full ownership and responsibility for the issues plaguing Fourth Street.

In November 2022, Code Enforcement began assisting the Susanville Police Department relating to animal control issues as the department had not filled their vacant animal control position. At this time reports of John Murray's dogs, dogs consistent to that of a wolf-dog hybrid, were consistently observed to be roaming at large and chasing wildlife. The reported locations were generally in the area of Fourth Street as well as the southern end of the city such as Richmond Road, South Street, Cypress Street, and the Maurino Manor Subdivision. Code Enforcement obtained several written statements regarding the dogs. The statements all named John Murray as the owner of the dogs and that they were being kept on his property off Cheney Creek Road. Specific to this set of complaints, there was only one statement that was received by a taxpayer of this city, while all other statements were from residents of the unincorporated territory of Lassen County.

This matter escalated at the January 18, 2023, city council meeting. Many residents of the City of Susanville and those that reside just outside within unincorporated Lassen County, voiced their concerns over the dogs owned by John Murray. This meeting and those that followed provided details that the dogs were roaming between Murray's residence on Fourth Street and his property off Cheney Creek Road. The Susanville Police Department continued their efforts to bring Mr. Murray into compliance. Several citations for dog at large were issued by the Susanville Police Department and Lassen County Sheriff's Office. Additional details relating to law enforcement efforts will be provided by Chief Cochran.

On February 15, 2023, Code Enforcement received information from Chief Cochran that Mr. Murray had self-admitted to having a total number of 9 dogs within his Fourth Street residence. Mr. Murray was provided with notice of a violation of the nuisance abatement order issued against him by the Planning Commission. Mr. Murray was then notified of a public hearing to have a declaration by the legislative body of this city to name all the dogs owned by Mr. Murray to be a public nuisance and shall order the compliance to all local,

state, and federal laws and to prohibit any activity that would foster a public nuisance to be allowed by his ownership of his dogs.

Public Hearing:

Susanville Municipal Code Section 6.04.080 empowers the city council to declare any animal or condition of real property related to the harboring of animals within this city as a public nuisance and provide notice to the property owner with a timeline to abate said nuisance.

The city council shall consider any oral or written testimony provided to the council from any member of the public. To ensure the respondent's due process rights, the respondent shall be provided an opportunity to provide information or defense of his actions to the city council.

At the conclusion of the public hearing, the city council shall provide their written findings on the facts surrounding this matter and to whether a public nuisance exists. In addition to their written findings, the council shall provide direction for the abatement of conditions constituting a nuisance.

Recommended Findings:

- John Murray is the owner of record for 697-045 Cheney Creek Road, Susanville, California 96130
- John Murray is the owner of record for 1409 Fourth Street, Susanville, California 96130
- John Murray is the owner and responsible party for numerous wolf-dog hybrids that are kept between his property on Cheney Creek Road and Fourth Street.
- John Murray has shown an inability to prevent the fostering of nuisance conditions caused by the numerous dogs under his care and responsibility.
- John Murray has allowed his dogs to roam at large in violation of the Susanville Municipal Code.
- John Murray has allowed his dogs to disturb the peace of the community by unreasonable noises and odors.
- John Murray is in violation of the Zoning Ordinance by having 7 or more dogs in his possession and at his residence on Fourth Street without first obtaining a kennel license and other land use entitlements.

- John Murray is in violation of California health and safety laws and the Susanville Municipal Code for having dogs over the age of 4 months without proof of current rabies vaccinations.
- John Murray is in violation of the Susanville Municipal Code for not having his dogs licensed.

Recommended Abatement Orders:

1. John Murray shall reduce the number of dogs residing at the Fourth Street address to be 6 or less, unless John Murray submits for a kennel application through Susanville Police Department, and a Conditional Use Permit application through the Planning Department.
2. John Murray shall ensure that his property is maintained in a manner to contain all dogs upon his property at all times.
3. John Murray shall adhere to Susanville Municipal Code Section 6.08.010 and prevent the allowance of any dog that he owns, keeps, harbors, or cares for to run at large.
4. Any dog that is not under the control or physical restraint of John Murray while outside of the fence line and within the public right of way or another's personal property shall constitute dog at-large.
5. John Murray shall keep all dogs upon his person property of 1409 Fourth Street. John Murray shall only permit a dog, while under physical restraint, to exit the property only for the purposes of necessary veterinarian treatment and care.
6. John Murray shall vaccinate or show proof of vaccination against the rabies virus for all dogs over the age of four months residing at the Fourth Street address within 10 days of this order.
7. John Murray shall license all dogs over the age of four months with the City of Susanville within 10 days of this order.
8. John Murray shall provide a written plan for the prevention of his dogs from roaming at large and disturbing the peace by unreasonable noises and odor to the city council within 10 days of this order.
9. John Murray shall comply with any provisions of Title 6, Title 8, and Title 17 of the Susanville Municipal Code in regard to any such animal, including dogs, or the condition of real property relating to the keeping of any animal, including dogs, and shall comply with any lawful order provided by any city official empowered by the City of Susanville to enforce its code, or any peace officer of the State of California.
10. John Murray shall comply with all local, state and federal laws regarding the keeping of dogs within the City of Susanville, County of Lassen, and State of California

11. The Susanville Police Department shall be authorized to seize any dog owned by John Murray in violation of the nuisance abatement order.
12. The City of Susanville is authorized to seek an inspection and abatement warrant through the Lassen County Superior Court for any dog in violation of this order that is found to be upon the property of 697-045 Cheney Creek Road, or within any portion of territory within unincorporated Lassen County.

FISCAL IMPACT:

None at this time.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6113, declaring dogs owned by John Murray to be a nuisance pursuant to the Susanville Municipal Code and ordering their abatement.

ATTACHMENTS:

[23-6113.pdf](#)

[Draft Nuisance Abatement Order_Murray.pdf](#)

RESOLUTION NO. 23-6113
A RESOLUTION OF CITY COUNCIL OF THE CITY OF SUSANVILLE
DECLARING DOGS OWNED BY JOHN MURRAY
TO BE A NUISANCE

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, Susanville Municipal Code Section 6.04.080 empowers the City Council to declare animals to be nuisance and to order the responsible party to abate said nuisance; and

WHEREAS, for months the citizens of the city of Susanville and those who reside just within the unincorporated territory of Lassen County have been aggrieved by numerous dogs under the care, control, ownership, and possession of John Murray.

NOW, THEREFORE, BE IT RESOLVED that the city of Susanville City Council, after considering oral and written testimony from the public and testimony by John Murray, hereby finds the following:

- A. John Murray is the owner of record for 697-045 Cheney Creek Road, Susanville, California 96130.
- B. John Murray is the owner of record for 1409 Fourth Street, Susanville, California 96130.
- C. John Murray is the owner and responsible party for a number of wolf-dog hybrids that are kept between his properties on Cheney Creek Road and Fourth Street.
- D. John Murray has allowed his dogs to roam at large in violation of the Susanville Municipal Code.
- E. John Murray has allowed his dogs to disturb the peace of the community by unreasonable noises and odors.
- F. John Murray is in violation of the Susanville Zoning Ordinance by having 7 or more dogs in his possession at his residence on Fourth Street without obtaining a kennel license and other land use entitlements.
- G. John Murray is in violation of California health and safety laws and the Susanville Municipal Code for having dogs over the age of 4 months without proof of current rabies vaccinations.
- H. John Murray is in violation of the Susanville Municipal Code for not having his dogs licensed with the city.,

BE IT FURTHER RESOLVED, that the Susanville City Council hereby orders John Murray to abate the nuisances created by dogs in his care, control, ownership, and possession and shall within ten (10) days do the following:

- A. John Murray shall reduce the number of dogs residing at the Fourth Street address to be 6 or less, unless John Murray submits for a kennel application through Susanville Police Department, and a Conditional Use Permit application through the Planning Department.
- B. John Murray shall ensure that his property is maintained in a manner to always contain all dogs under his care, control, ownership, possession, upon his property.
- C. John Murray shall adhere to Susanville Municipal Code Section 6.08.010 and prevent the allowance of any dog that he owns, keeps, harbors, or cares for to run at large.

- D. Any dog that is not under the control or physical restraint of John Murray while outside of the fence line and within the public right of way or another's personal property shall constitute dog at-large.
- E. John Murray shall keep all dogs upon his personal property of 1409 Fourth Street. John Murray shall only permit a dog, while under physical restraint, to exit the property only for the purposes of necessary veterinarian treatment and care.
- F. John Murray shall vaccinate or show proof of vaccination against the rabies virus for all dogs over the age of four months residing at the Fourth Street address within 10 days of this order.
- G. John Murray shall license all dogs over the age of four months with the City of Susanville within 10 days of this order.
- H. John Murray shall provide a written plan for the prevention of his dogs from roaming at large and disturbing the peace by unreasonable noises and odor to the city council within 10 days of this order.
- I. John Murray shall comply with any provisions of Title 6, Title 8, and Title 17 of the Susanville Municipal Code in regard to any such animal, including dogs, or the condition of real property relating to the keeping of any animal, including dogs, and shall comply with any lawful order provided by any city official empowered by the City of Susanville to enforce its code, or any peace officer of the State of California.
- J. John Murray shall comply with all local, state and federal laws regarding the keeping of dogs withing the City of Susanville, County of Lassen, and State of California
- K. The Susanville Police Department shall be authorized to seize any dog owned by John Murray in violation of the nuisance abatement order.
- L. The City of Susanville is authorized to seek an inspection and abatement warrant through the Lassen County Superior Court for any dog in violation of this order that is found to be upon the property of 697-045 Cheney Creek Road, or within any portion of territory within unincorporated Lassen County.

AND BE IT FURTHER RESOLVED, that the Susanville City Council has declared the dogs that are in the care, control, ownership, possession of John Murray to be a nuisance and has called for the abatement of nuisance conditions caused by said dogs, and hereby authorizes the mayor to sign a nuisance abatement order against John Murray.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution No. 23-6113 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

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 CITY OF SUSANVILLE
9 CITY COUNCIL

10 City of Susanville,

11 Petitioner

12 v

13 John Murray

14 Respondent

Nuisance Abatement Order

Hearing: March 15, 2023, at 5:00 p.m. in
Council Chambers
66 North Lassen Street
Susanville, CA 96130

15 1. This proceeding was heard:

- 16 a. On March 15, 2023, at 5:00 pm in the Council Chambers at 66 North Lassen Street,
17 Susanville, CA 96130.
- 18 b. By the City Council of the City of Susanville with the following councilmembers of
19 present:
- 20 c. Quincy McCourt presided over the procedure as Mayor.
- 21 d. This matter was set on a "Notice of Public Hearing" dated February 15, 2023, and
22 served on Respondent John Murray by Personal Service on February 15, 2023, by
23 Cody Loflin, Code Enforcement Officer II, and posted on the structure at 1409
24 Fourth Street on February 15, 2023, by Cody Loflin, Code Enforcement Officer II.
- 25 e. Present at the hearing where:
- 26 i. City
- 27 ii. Respondent
- 28

FINDINGS

The Susanville City Council makes the following findings.

1. John Murray is the owner of record for 697-045 Cheney Creek Road, Susanville, California 96130.
2. John Murray is the owner of record for 1409 Fourth Street, Susanville, California 96130.
3. John Murray is the owner and responsible party for numerous wolf-dog hybrids that are kept between his property on Cheney Creek Road and Fourth Street.
4. John Murray has shown an inability to prevent the fostering of nuisance conditions caused by the numerous dogs under his care and responsibility.
5. John Murray has allowed his dogs to roam at large in violation of the Susanville Municipal Code.
6. John Murray has allowed his dogs to disturb the peace of the community by unreasonable noises and odors.
7. John Murray is in violation of the Zoning Ordinance by having seven (7) or more dogs in his possession and at his residence on Fourth Street without first obtaining a kennel license and other land use entitlements.
8. John Murray is in violation of California health and safety laws and the Susanville Municipal Code for having dogs over the age of four (4) months without proof of current rabies vaccinations.
9. John Murray is in violation of the Susanville Municipal Code for not having his dogs licensed.

ORDERS

The Susanville City Council orders the following.

1. John Murray shall reduce the number of dogs residing at 1409 Fourth Street to be six (6) or less, unless John Murray submits for a kennel application through the Susanville Police Department.
2. John Murray shall ensure that his property is maintained in a manner to contain all dogs upon his property at all times.

3. John Murray shall adhere to Susanville Municipal Code Section 6.08.010 and prevent the allowance of any dog that he owns, keeps, harbors, or cares for to run at large.
4. Any dog that is not under the control or physical restraint of John Murray while outside of the fence line and within the public right of way or another's personal property shall constitute dog at large.
5. John Murray shall keep all dogs upon his personal property of 1409 Fourth Street. John Murray shall only permit a dog, while under physical restraint, to exit the property only for the purposes of necessary veterinarian treatment and care.
6. John Murray shall vaccinate or show proof of vaccination against the rabies virus for all dogs over the age of four (4) months residing at 1409 Fourth Street within ten (10) days of this order.
7. John Murray shall license all dogs over the age of four (4) months with the City of Susanville within ten (10) days of this order.
8. John Murray shall provide a written plan for the prevention of his dogs from roaming at large and disturbing the peace by unreasonable noises and odors to the city council within ten (10) days of this order.
9. John Murray shall comply with any provisions of Title 6, Title 8, and Title 17 of the Susanville Municipal Code in regard to any such animal, including dogs, or the condition of real property relating to the keeping of any animal, including dogs, and shall comply with any lawful order provided by any city official empowered by the City of Susanville to enforce its code, or any peace officer of the State of California.
10. John Murray shall comply with all local, state, and federal laws regarding the keeping of dogs within the City of Susanville, County of Lassen, and State of California.
11. The Susanville Police Department shall be authorized to seize any dog owned by John Murray in violation of the nuisance abatement order.
12. The City of Susanville is authorized to seek an inspection and abatement warrant through the Lassen County Superior Court for any dog in violation of this order that is found to be

1 upon the property of 697-045 Cheney Creek Road, or within any portion of territory
2 within unincorporated Lassen County.

3 4 **COST RECOVERY**

- 5 • All costs of the City's abatement efforts, including the abatement work and administrative
6 time to investigate and to hear and effect the abatement shall be charged against John
7 Murray as a personal debt or may be assessed upon 1409 Fourth Street and will constitute
8 a lien or special assessment upon the property until paid.
- 9 • This Order shall be effective for one year after issuance. During such period, the Susanville
10 City Council shall retain jurisdiction over the conditions of the building, structure or
11 property which constituted the nuisance established by this Order, as well as the
12 abatement thereof, to ensure that the nuisance does not reoccur and that the building,
13 structure or property is maintained in such a manner so as not to create a nuisance. If,
14 during this one-year period, any enforcement official determines that the same or another
15 nuisance, as defined by this chapter exists with respect to the building, structure or
16 property, he or she may give notice to abate the nuisance as provided for in section
17 8.32.060 of the City of Susanville Municipal Code. If John Murray does not abate the
18 nuisance at any time within the abatement period, the City may proceed with the
19 abatement itself under the provisions of section 8.32.190 of the City of Susanville
20 Municipal Code without further action of the Susanville City Council. The City of
21 Susanville may also recover all of its abatement effort costs as provided for in the City of
22 Susanville Municipal Code.

23 24 **APPEAL**

25 **Judicial Review:**

26 Any person aggrieved by a nuisance abatement order affirmed by the Susanville City Council may
27 obtain review of the nuisance abatement order in the Superior Court of Lassen County by filing
28 with the court a petition for writ of mandate.

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The foregoing nuisance abatement order was approved at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March 2023. Resolution No. 23-6113 of the City Council of the City of Susanville further resolves and authorizes the mayor to sign the foregoing nuisance abatement order.

Dated: _____

Quincy McCourt, Mayor
City of Susanville City Council

DRAFT

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: March 15, 2023

SUBJECT: Consider co-sponsorship of the 34th Annual Junior Fishing Derby to be held on Saturday, May 20, 2023

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The Lassen Sportsmen's Club is hosting the 34th Annual Junior Fishing Derby at Memorial Park and on the Susan River on Saturday, May 20, 2023. The event draws around 500 children/youth ages 2 to 15 each year.

The Lassen Sportsmen's Club is requesting the City of Susanville co-sponsorship for the Junior Fishing Derby. As part of that sponsorship, Lassen Sportsmen's Club is requesting:

- Use of civic contribution in the amount of \$1,000 for the purchase of fish (adopted in 22/23 FY Budget)
- Insurance coverage for the event
- Use of Memorial Park and Bandstand for event - fee waived
- Usage of Power Panel - fee waived
- Printing of the Derby entry forms

FISCAL IMPACT: \$212 unearned revenue (waived fees), event insurance, expenditure of \$1,000 of civic contribution funds (adopted in 22/23 FY Budget), and estimated \$250 for cost of printing entry forms

ACTION REQUESTED: Motion to approve co-sponsorship of the 33rd Annual Junior Fishing Derby to be held on May 20, 2023 at Memorial Park; waive power panel and park rental fee; provide insurance for the event; and expend \$1,000 civic contribution to Lassen Sportsmen's Club for the purchase of fish.

ATTACHMENTS:
[Lassen Sportsmen Club Letter to City to Waive Fees 2023.pdf](#)
[4212_001.pdf](#)

Lassen Sportsmen Club

259 Maple Street, Susanville, CA 96130

January 2, 2023

Dan Newton
City Administrator
City of Susanville
66 North Lassen Street
Susanville, CA 96130

Dan,

On behalf of the Lassen Sportsmen Club, I respectfully request the waiver of fees by the Susanville City Council for the use of Memorial Park, the bandstand and the power panel for the Junior Fishing Derby. I also request that the event and our organization be included as an added insured by the City of Susanville. The derby will be held on May 20, 2023. As a non-profit organization dedicated to promoting fishing as a healthy activity for the youth of Lassen County and the City of Susanville any savings of money will be put right back into the successful production of the Junior Fishing Derby. Our expenses are primarily purchasing the fish and prizes. The more money we save in other areas will result in more fish and prizes for those attending.

Thank you for your consideration.

Sincerely,

Wade Workman
President, Lassen Sportsmen Club
530-310-0151



Lassen Sportsmens Club

259 Maple Street • Susanville, CA 96130

February 20, 2023

City of Susanville
Dan Newton, City Administrator
66 N Lassen Street
Susanville, CA 96130

Dear Dan,

The 34th Annual Junior Fishing Derby sponsored by the Lassen Sportsmens Club and co-sponsored by the City of Susanville, County of Lassen and the Susanville Indian Rancheria, will be held on **Saturday, May 20, 2023** along the Susan River and a portion of Paiute Creek in Memorial Park. Our club is proud of the fact that this is the only junior fishing derby authorized by the California Department of Fish & Wildlife to be held outside the normal fishing season.

Each year we have around 500 youngsters, ages 2 to 15, participate in this event. In the past 33 years, we have had more than 16,000 young people locally, and from Northern California, develop the love of fishing. We are starting to see the grand children of some of our earliest participants now taking part in the Lassen Sportsmens Junior Fishing Derby.

We appreciated the support of **City of Susanville**, as one of our primary sponsors, donating prizes and funding to help secure the fish we plant each year for this great event. Your contribution will help defray the cost of \$6,900 which will be expended toward the planting of more than 1,000 pounds of fish this year, the largest expense in our annual budget of \$7,500.

For tax purposes, the Taxpayer ID Number (TIN) for the club is 81-1970187.

If you have any questions, please feel free to contact our club president Wade Workman (530) 310-0151 and our club treasurer is Carla Dieter (530) 251-6240.

Thank you for your considerations.

Sincerely,

WADE WORKMAN
President

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: March 15, 2023

SUBJECT: Lassen Prescribed Burn Association (PBA) Presentation

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The Honey Lake Valley Resource Conservation District (HLVRCD) has a program comprised of a group of citizens volunteers and fire professionals who work together to increase forest resilience and reduce wildfire risk through the use of prescribed fire. To raise awareness of this program in Lassen County, Brittney Osborn, Project Coordinator will provide a brief presentation to Council and the public to raise awareness of this available program in our community.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS:
[PBA Flyer](#)

LASSEN PRESCRIBED BURN ASSOCIATION (PBA)

What is a PBA?



A group of citizen volunteers and fire professionals who work together to increase forest resilience and reduce wildfire risk through the use of prescribed fire.

Why prescribed Fire?

Prescribed fire is a tool that can be used safely to:

- Reduce fuel loading & increase forest resilience
- Enhance wildlife habitat & forage production
- Remove weeds & mitigate invasive species /pests

The landowner can choose weather and fuel conditions which are ideal to achieve goals and minimize risk.



How can the Lassen PBA help?



Conduct site assessments and plan burns (pile/understory/broadcast)



Burn unit delineation and mapping



Help writing burn plans, smoke management plans, and obtaining permits when required (CalFIRE/Air Quality)



Help with burn unit prep & providing tools and PPE to borrow



Connecting you with other landowners and community members who want to burn!



Provide opportunities for training and resources to learn more about fuels reduction, forest & fire ecology, fire behavior, environmental compliance, permitting, liability, and workshops or live fire demonstrations.

Want to get involved?

- Have piles that are ready to burn?
- Need help building piles?
- Have property that you want to underburn?
- Need help with site prep or navigating the permitting process?
- Want to learn more about prescribed fire?
- Just want to help your neighbors and make new friends?

Contact Us!



Brittney Osborn, Project Coordinator

lassenpba@honeylakevalleyrcd.us

(775)437-0012



FB: lassenpba



IG: lassenpba



<https://www.honeylakevalleyrcd.us/lassen-prescribed-burn-association-pba>



SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6111**, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of Laurel Street from Tractor Supply Parking lot to Riverside Drive, Riverside Drive to River Street, and River Street to the entrance of the Pat Murphy Little League Park on April 15, 2023 from 8:30 A.M. to 10:30 A.M.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY:

City Council's support has been requested for the Susanville Little League Opening Day Parade on April 15, 2023. The parade route proposed is Laurel Street, out of the Tractor Supply Parking lot to Riverside Drive, continuing onto River Street and turning into the Pat Murphy Little League Park. Street closures would be from 8:30 A.M. to 10:30 A.M. with an anticipated parade start of 9:00 A.M.

In addition to the requested street closure, Susanville Little League has requested the Susanville Fire Department's Ladder Truck to hang the American Flag at the entrance to the Pat Murphy Little League Field for Little League athletes to walk under as they enter the park from River Street.

FISCAL IMPACT:	<u>Little League Opening Day Parade: April 15th, 2023</u>	
	Public Works Dept. Estimate Costs	\$ 1,800
	Fire Dept. Estimate Costs	<u>\$ 950</u>
	TOTAL ESTIMATED COST	\$ 2,750

ACTION REQUESTED:

Motion to approve Resolution No. 23-6111, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of Laurel Street from Tractor Supply Parking lot to Riverside Drive,

Riverside Drive to River Street, and River Street to the entrance of the Pat Murphy Little League Park on April 15, 2023 from 8:30 A.M. to 10:30 A.M.

ATTACHMENTS:

[City Council Request \(SVLL\).pdf](#)
[23-6111.pdf](#)

March 6, 2023

Susanville City Council
66 N Lassen St.
Susanville, CA 96130

RE: Susanville Little League Parade Request

Dear Mr. Mayor and Members of City Council,

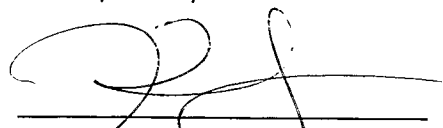
My name is Kirby Lively and I am writing to you on behalf of the local Susanville Little League Board of Directors. Our 2023 season opening day is April 15th and we are wanting to throw another Opening Day Parade to celebrate our local athletes. We are asking for your help in shutting down our parade route, Laurel Street, out of the Tractor Supply Parking lot to Riverside Dr, continuing onto River Street then turning into the little league park. The Parade time has yet to be determined but we are thinking it will have an estimated 9AM start time and we should have all of the Athletes on Little League property no later than 10:30AM.

We would also love to request the Susanville Fire departments Ladder truck to hang the American flag at the top of the driveway to the Little League Park for our athletes to walk under as they enter the park from River Street.

We want to also invite all of our City Council Members to attend the opening ceremonies at the field starting around 10:30/11:00 AM on April 15th. That time will be confirmed once we have everything planned out.

If you have any questions, please do not hesitate to ask.

Thank you for your consideration.



Kirby Lively
Susanville Board of Director
Safety and Compliance Coordinator

RESOLUTION NO. 23-6111
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SUPPORTING SUSANVILLE LITTLE LEAGUE'S OPENING DAY PARADE AND
AUTHORIZING THE CLOSURE OF LAUREL STREET FROM TRACTOR SUPPLY TO
RIVERSIDE DRIVE TO RIVER STREET TO PAT MURPHY LITTLE LEAGUE PARK
ON SATURDAY, APRIL 15, 2023, FROM 8:30 A.M. TO 10:30 A.M.

WHEREAS, City Council support is requested for the Susanville Little League Opening Day Parade to be held on Saturday, April 15, 2023, from 8:30 A.M. to 10:30 A.M.; and

WHEREAS, the parade requires the closure of Laurel Street from Tractor Supply parking lot to Riverside Drive and River Street for the duration of the event; and

WHEREAS, the parade requires the closure of the intersection of Riverside Drive to River Street to the entrance to Pat Murphy Little League Park for the duration of the event.

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

- 1) The City Council of the city of Susanville supports the Susanville Little League Opening Day Parade to be held on Saturday, April 15, 2023, from 8:30 A.M. to 10:30 A.M.; and
- 2) The City Council of the city of Susanville supports the closure of Laurel Street to Riverside Drive and Riverside Drive to River Street and River Street to the entrance of the Pat Murphy Little League Park from 8:30 A.M. to 10:30 A.M. on Saturday, April 15, 2023.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution No. 23-6111 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6112**, authorizing the Mayor to execute a Delegated Maintenance Agreement with CALTRANS for the maintenance of the Gateway Monument and landscaping.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Staff has been working with Caltrans on a Delegated Maintenance Agreement for the maintenance of the Gateway Monument Sign and landscaping. Staff has approved the current, attached, draft which we are now bring to the Council for consideration. CALTRANS has agreed to reimburse the City for all routine maintenance of the sign and surrounding landscaping.

FISCAL IMPACT: Caltrans will reimburse the City for all routine maintenance at the site.

ACTION REQUESTED: Motion to approve Resolution No. 23-6112, authorizing the Mayor to execute a Delegated Maintenance Agreement with CALTRANS for the maintenance of the Gateway Monument and landscaping.

ATTACHMENTS:
[Susanville Gateway Monument Delegated DRAFT To CITY 2-22-23.docx](#)
[02-3J450 Susanville 2023-FEB-14_3PM.pdf](#)
[23-6112.pdf](#)

DELEGATED MAINTENANCE AGREEMENT
WITH THE CITY OF SUSANVILLE

THIS AGREEMENT, is made effective this _____ day of _____, 2023, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE," and the CITY of Susanville; hereinafter referred to as "CITY"; and collectively referred to as "PARTIES."

AGREEMENT

1. The PARTIES desire to provide that CITY perform specific maintenance functions on the STATE highways within the CITY as authorized in Section 130 of the Streets and Highways Code.
2. The CITY will perform such maintenance work as is specifically delegated to it, on the identified State highway routes, or portions thereof, all as hereinafter described under this agreement and Exhibit A.
3. The degree or extent of maintenance work to be performed, and the standards therefore, shall be in accordance with the provisions of Section 27 of the Streets and Highways Code and the then current edition of the State Maintenance Manual.
4. The functions and levels of maintenance service delegated to the CITY in the attached Exhibit A, have been considered in setting authorized total dollar amounts. The CITY may perform additional work if desired, but the STATE will not reimburse the CITY for more than the authorized dollar limits established herein.
5. The STATE will reimburse the CITY for the actual cost of all routine maintenance work performed by the CITY as delegated under Exhibit A to this Agreement. It is agreed that during any fiscal year, the maximum expenditure on any route shall not exceed the amount as shown in Exhibit A to this Agreement unless such expenditure is revised by an amended Agreement or otherwise adjusted or modified as hereinafter provided for.
6. Upon written request by CITY the expenditure per route for routine maintenance work, as referred to in Exhibit A, may be increased, decreased, redistributed between routes, or additional expenditures for specific projects may be made by STATE. However, such adjustments should be authorized in writing by the District Director or his/her authorized representative and accepted in writing by CITY. Exhibit A need not be amended.

7. Additional expenditures or an adjustment of expenditures, once authorized shall apply only for the fiscal year designated therein and shall not be deemed to permanently modify or change the basic maximum expenditure per route as specified in Exhibit A. An adjustment of any said maximum expenditure, either an increase or decrease, shall not affect other terms of the Agreement.
8. Exhibit A can be amended as necessary by written concurrence of PARTIES to reflect any future changes, deletion or additions or to ensure an equitable annual cost allocation.
9. The CITY will submit bills in a consistent periodic sequence (monthly, quarterly, semiannually, or annually). Bills for less than \$500 shall not be submitted more than once each quarter. Bills must be submitted promptly following the close of STATE's fiscal year on each June 30th and should be coded according to the Caltrans HM Program Code as outlined in this Agreement. Bills submitted for periods prior to the last fiscal year will be deemed waived and will not be honored.
10. Maintenance services provided by contract or on a unit-rate basis with overhead costs included shall not have these above-mentioned charges added again. An actual handling charge by the CITY for the direct cost of processing this type of bill will be allowed.

11. LEGAL RELATIONS AND RESPONSIBILITIES

- 11.1. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not PARTIES to this contract or to affect the legal liability of either PARTY to the contract by imposing any standard of care respecting the maintenance of State highways different from the standard of care imposed by law.
- 11.2. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction conferred upon CITY under this Agreement. It is understood and agreed that CITY will fully defend, indemnify, and save harmless STATE and all its officers and employees from all claims, suits, or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CITY under this Agreement.
- 11.3. Neither CITY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE, under or in connection with any work, authority or jurisdiction

conferred upon STATE under this Agreement. It is understood and agreed that STATE will fully defend, indemnify, and save harmless CITY and all its officers and employees from all claims, suits, or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement.

12. PREVAILING WAGES:

- 12.1. Labor Code Compliance- If the work performed under this Agreement is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. CITY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. CITY agrees to include prevailing wage requirements in its contracts for public works. Work performed by CITY'S own forces is exempt from the Labor Code's Prevailing Wage requirements.
- 12.2. Prevailing Wage Requirements in Subcontracts - CITY shall require its contractors to include prevailing wage requirements in all subcontracts when the work to be performed by the subcontractor under this Agreement is a "public works" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in CITY's contracts.

13. INSURANCE

- 13.1. SELF-INSURED - CITY is self-insured. CITY agrees to deliver evidence of self-insured coverage providing general liability insurance, coverage of bodily injury liability and property damage liability, naming STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certification of self-insurance letter ("Letter of Self-Insurance"), satisfactory to STATE, certifying that CITY meets the coverage requirements of this section. This Letter of Self-Insurance shall also identify the monument sign location as depicted in EXHIBIT A. CITY shall deliver to STATE the Letter of Self-Insurance with a signed copy of this AGREEMENT. A copy of the executed Letter of Self-Insurance shall be attached hereto and incorporate as Exhibit B.
- 13.2. SELF-INSURED- using Contractor - If the work performed under this Agreement is done by CITY's/COUNTY's contractor(s), CITY shall require its contractor(s) to maintain in force, during the term of this agreement, a policy of general liability

insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.

14. STATE costs and expenses assumed under the terms of this Agreement are conditioned upon the passage of the annual State of California Budget by the Legislature, the allocation of funding by the California Transportation Commission as appropriate, and the encumbrance of funding to the District Office of STATE to pay the billing by CITY.
15. TERMINATION - This Agreement may be terminated by mutual written consent by PARTIES or by STATE for cause. CITY's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.
16. TERM OF AGREEMENT - This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated as set forth in Article 15 above.

PARTIES are empowered by Streets and Highways Code section 116 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, PARTIES hereto have set their hands and seals the day and year first above written.

THE CITY OF SUSANVILLE

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: _____
Mayor/Chairman

Initiated and Approved

By: _____
CITY Manager

By: _____
Deputy District Director
Maintenance District

ATTEST:

By: _____
CITY Clerk

By: _____
CITY Attorney

EXHIBIT A

DELEGATION OF MAINTENANCE

Route No.	Length Miles	Description of Routing	Program Delegated	Maximum Annual Authorized Expenditure
36	0.1	Gateway Monument Sign at Post Mile 26.7	M4-Signs	\$1,500

TOTAL AUTHORIZED EXPENDITURE: \$1,500

MAINTENANCE FUNCTION DESCRIPTION

CITY will maintain the gateway monument sign at post mile 26.7 of SR 36. Maintenance includes: repair, including required materials and parts; removal of graffiti, stickers, litter, and other deleterious materials on or immediately adjacent to the sign; vegetation trimming and control in the area around the sign to maintain visibility and a neat appearance. CITY's graffiti removal shall be limited to removal of text only in accordance with Streets and Highway Code Section 96. Any graffiti that in any way resembles a mural, artwork, paintings, or other similar elements may not be removed. CITY shall discuss such possible art with STATE's District 2 Transportation Art Coordinator before conducting any graffiti removal or remediation.

EXHIBIT B
LETTER OF SELF-INSURANCE

Caltrans District 2
1637 Riverside Dr
Redding, CA 96001
ATTN: Brandon Trent, P.E.- Maintenance Engineer

_____, 2023

CITY of Susanville
Department of Finance

RE: Statement of Self Insurance for City of Susanville Related to Delegated Maintenance Agreement with State of California Department of Transportation ("STATE") for the gateway monument sign along Highway 36 at post mile 26.7

Dear Mr. Trent

The purpose of this letter is to certify that the CITY is self-insured and self-funded covering third-party claims arising out of its general operations (for example, commercial general liability and automobile liability insurance). Further the CITY is self-insured covering workers' compensation claims and has received the consent of the State Department of Industrial Relations to do so.

Each fiscal year, as a part of its budgetary process, the CITY appropriates funds specifically to satisfy valid third-party claims and workers' compensation claims, which may be brought against the CITY.

The CITY certifies its self-insured, general liability coverage for bodily injury liability and property damage liability, meets the required coverage amounts in section 13.1 (INSURANCE) of the Maintenance Agreement, specifically general liability insurance, coverage of bodily injury liability and property damage liability in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. The CITY further represents that regarding any claims made in connection with the Maintenance Agreement by the STATE, the STATE will be first-in-line regarding the reserved, self-insured amounts.

If you need any additional information regarding this letter, please direct those inquiries through my office.

Sincerely,

FINANCE MANAGER

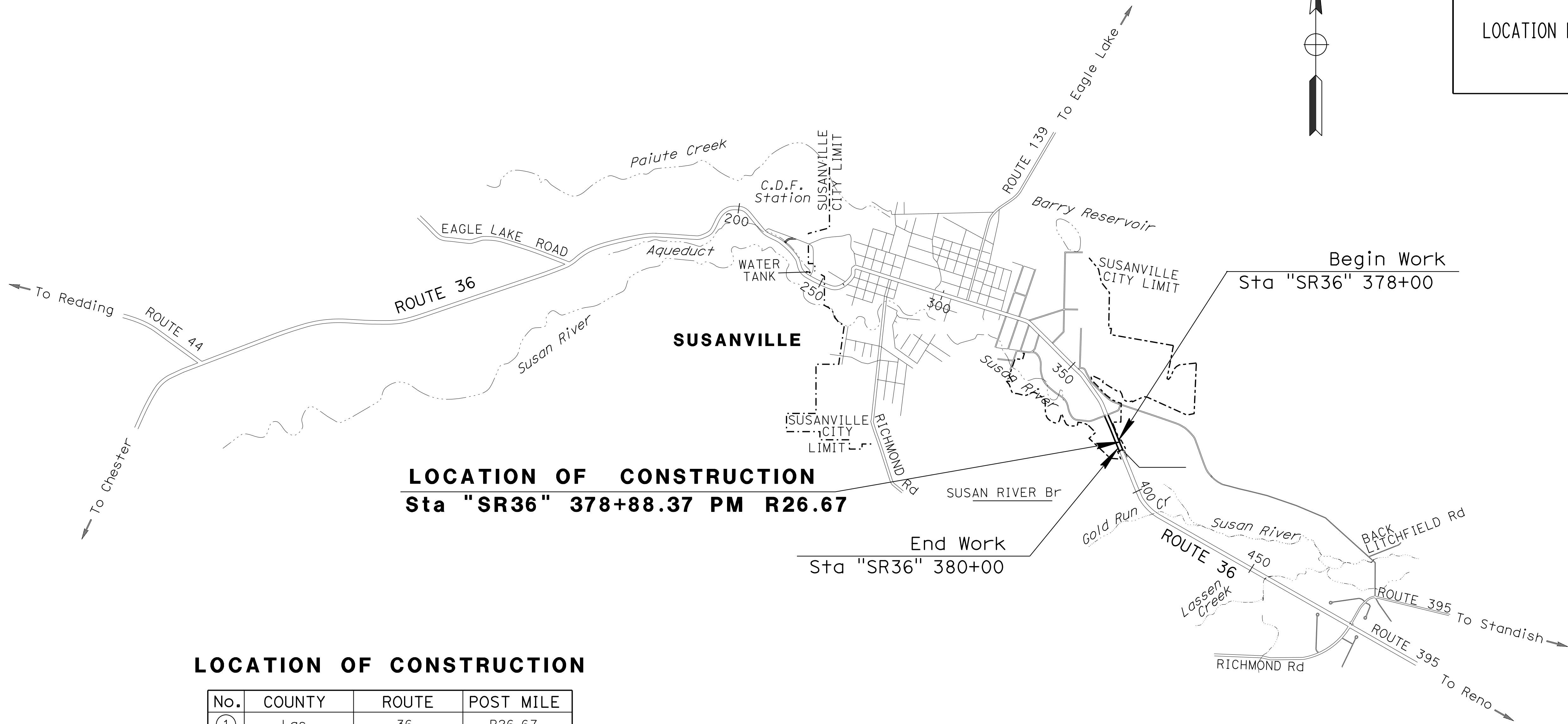
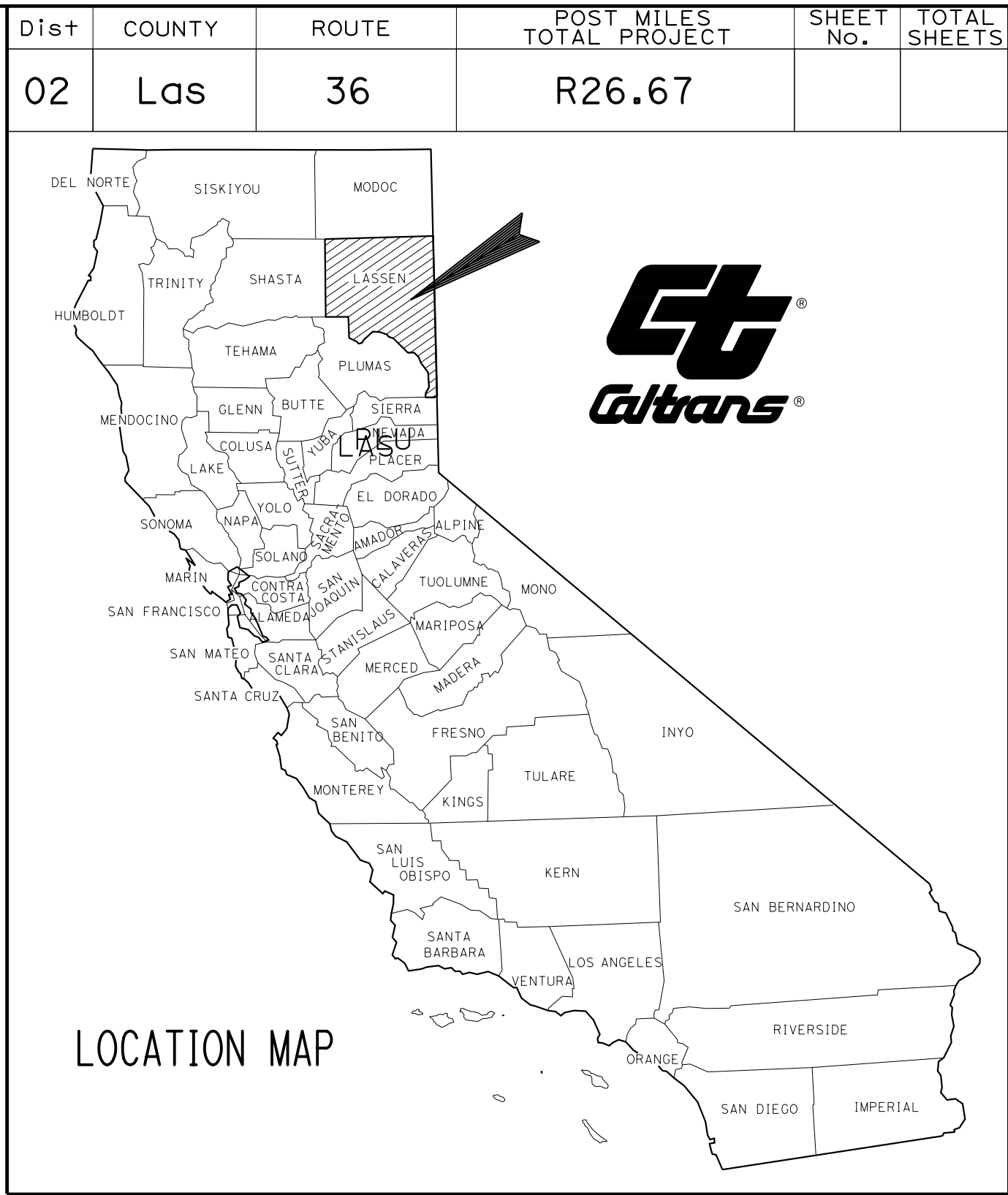
SHEET No.	DESCRIPTION
1	TITLE AND LOCATION MAP
CS-1	CONSTRUCTION AREA SIGNS
LL1	LANDSCAPE LAYOUT
LD1-LD5	LANDSCAPE DETAILS
LQ1	LANDSCAPE QUANTITIES

THE STANDARD PLANS LIST APPLICABLE TO THIS CONTRACT IS INCLUDED IN THE NOTICE TO BIDDERS AND SPECIAL PROVISIONS BOOK.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
PROJECT PLANS FOR CONSTRUCTION ON
STATE HIGHWAY
IN LASSEN COUNTY

IN LASSEN COUNTY NEAR SUSANVILLE AT 0.2
MILES EAST OF EAST RIVERSIDE DRIVE

TO BE SUPPLEMENTED BY STANDARD PLANS DATED 2022



LOCATION OF CONSTRUCTION

No.	COUNTY	ROUTE	POST MILE
①	Las	36	R26.67

THE CONTRACTOR SHALL POSSESS THE CLASS (OR CLASSES) OF LICENSE AS SPECIFIED IN THE "NOTICE TO BIDDERS."

NO SCALE

PROJECT ENGINEER MICHAEL OGURO LICENSED LANDSCAPE ARCHITECT	DATE
PLANS APPROVAL DATE	
THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.	

LICENSED LANDSCAPE ARCHITECT
MICHAEL S. OGURO
08-31-23
RENEWAL DATE

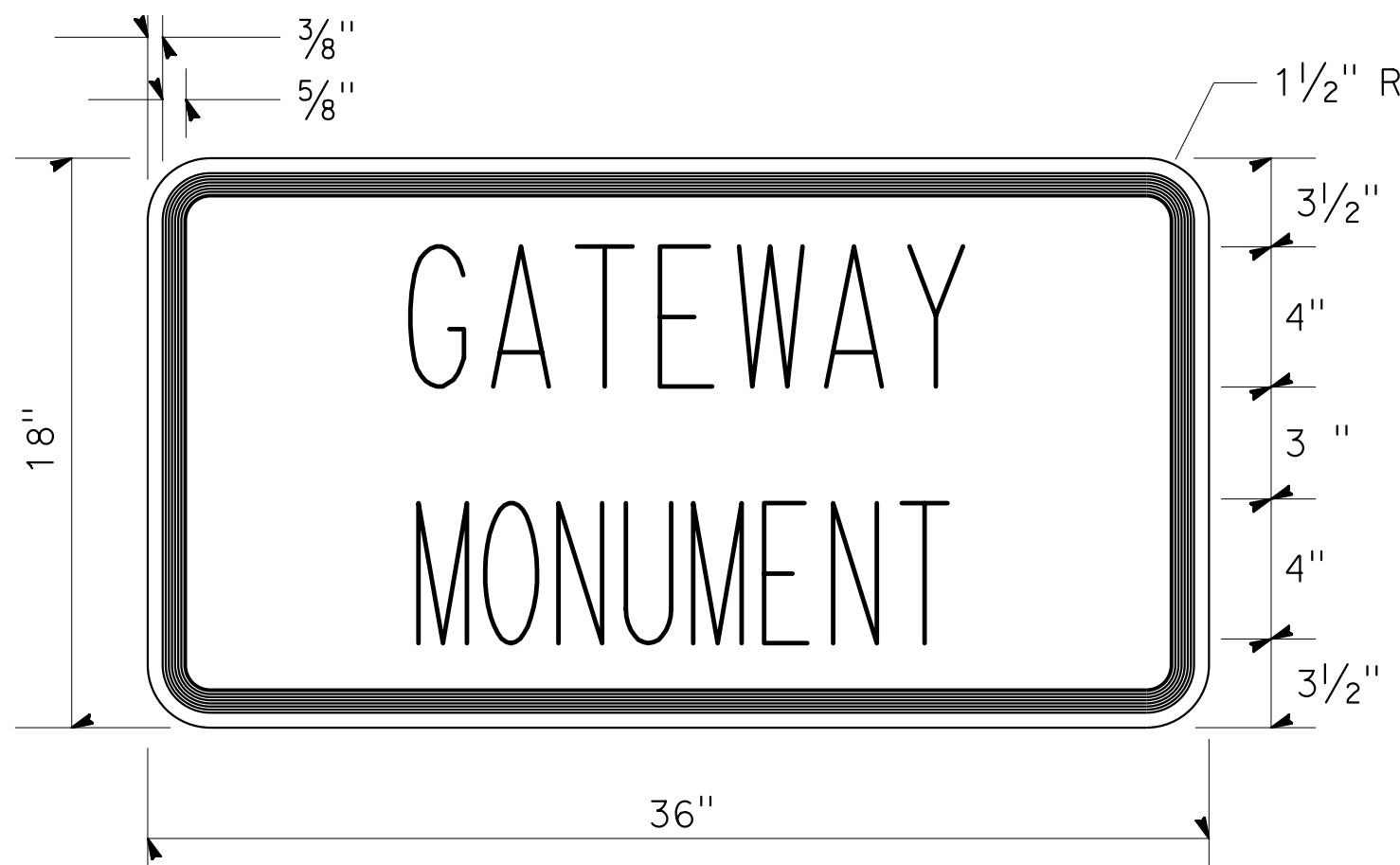
STATE OF CALIFORNIA

CONTRACT No.	02-3J480
PROJECT ID	0222000050

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	Las	36	R26.67		
_____ LICENSED LANDSCAPE ARCHITECT _____ PLANS APPROVAL DATE  <i>THE STATE OF CALIFORNIA OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF SCANNED COPIES OF THIS PLAN SHEET.</i>					

NOTES:

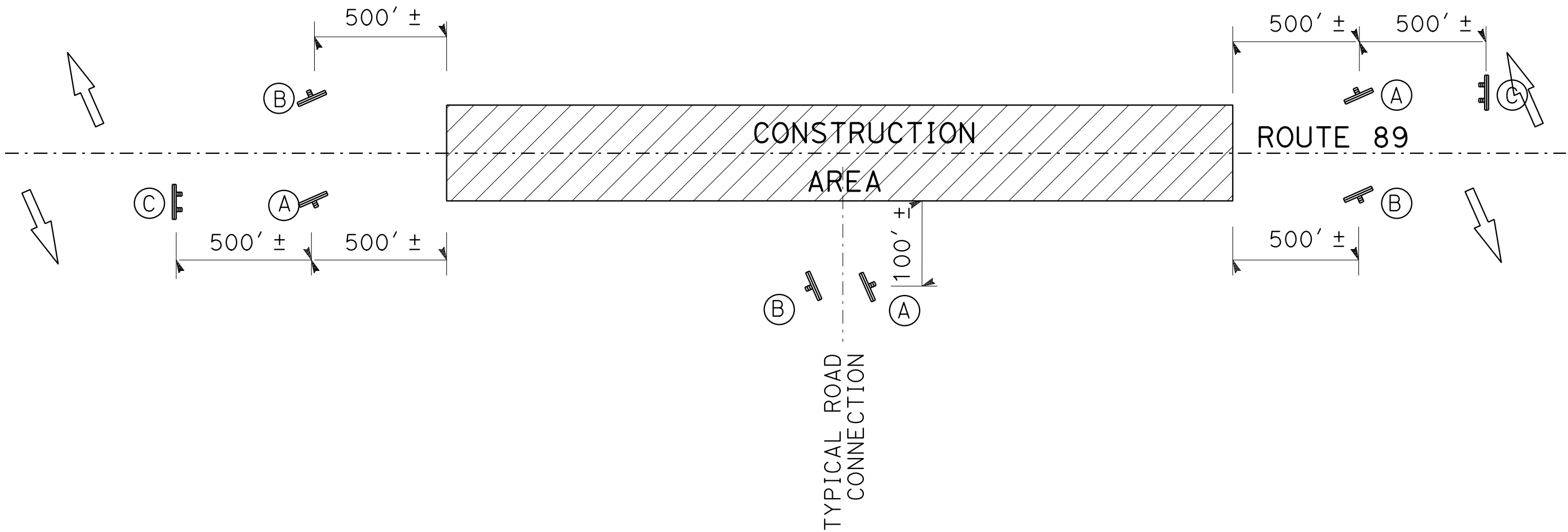
1. EXACT SIGN LOCATION TO BE DETERMINED BY LANDSCAPE ARCHITECT.
2. EXISTING UTILITY FACILITIES HAVE NOT BEEN PLOTTED ON THESE PLANS.
3. CALIFORNIA SIGN CODES ARE DESIGNATED BY (CA), OTHERWISE, FEDERAL MUTCD SIGN CODES ARE SHOWN.
4. CONSTRUCTION AREA SIGNS, EXCEPT THE C40 (CA) SIGN, MUST HAVE A BLACK LEGEND WITH AN ORANGE BACKGROUND.



C23B(CA) SIGN PANEL DETAIL

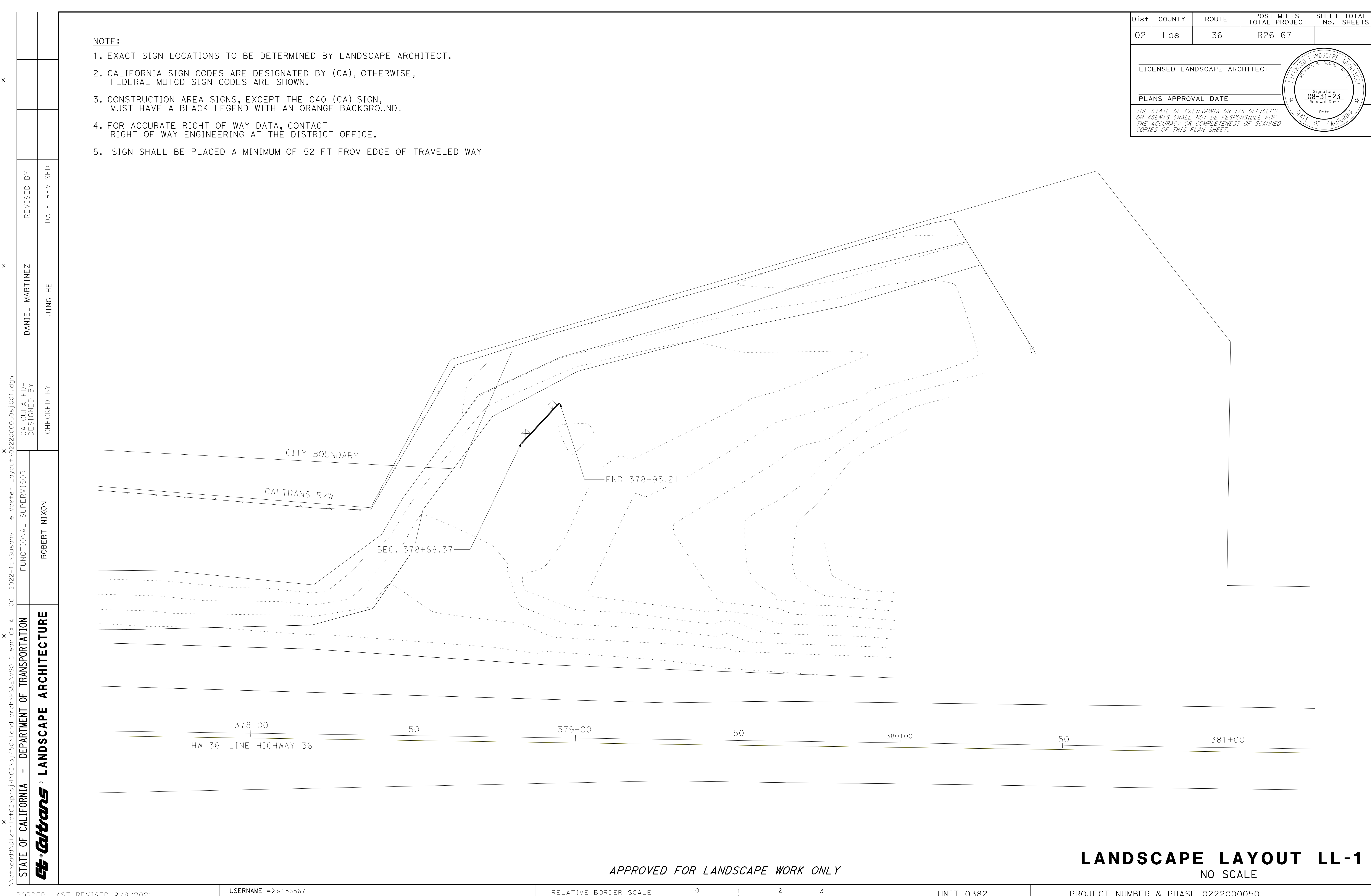
CONSTRUCTION AREA SIGNS (STATIONARY MOUNTED)

TYPE	CODE	PANEL SIZE	SIGN MESSAGE	NUMBER AND SIZE OF POST	No. OF SIGNS
(A)	W20-1 C23B (CA)	48" x 48" 36" x 18"	ROAD WORK AHEAD GATEWAY MONUMENT	1-6" x 6"	3
(B)	G20-2	36" x 18"	END ROAD WORK	1-4" x 4"	3
(C)	C40 (CA)	108" x 42"	TRAFFIC FINES DOUBLED IN CONSTRUCTION ZONES	2-6" x 6"	2

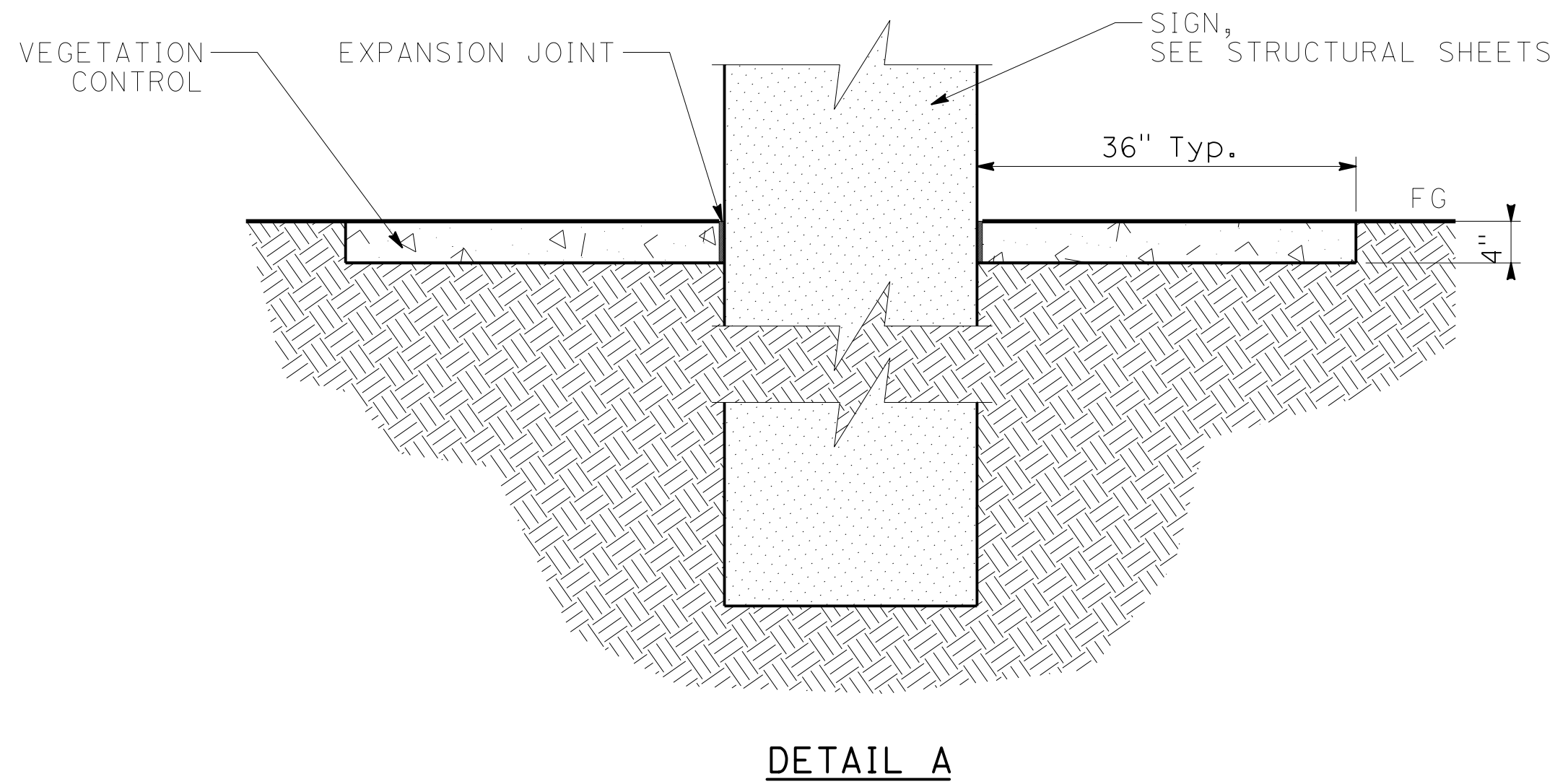
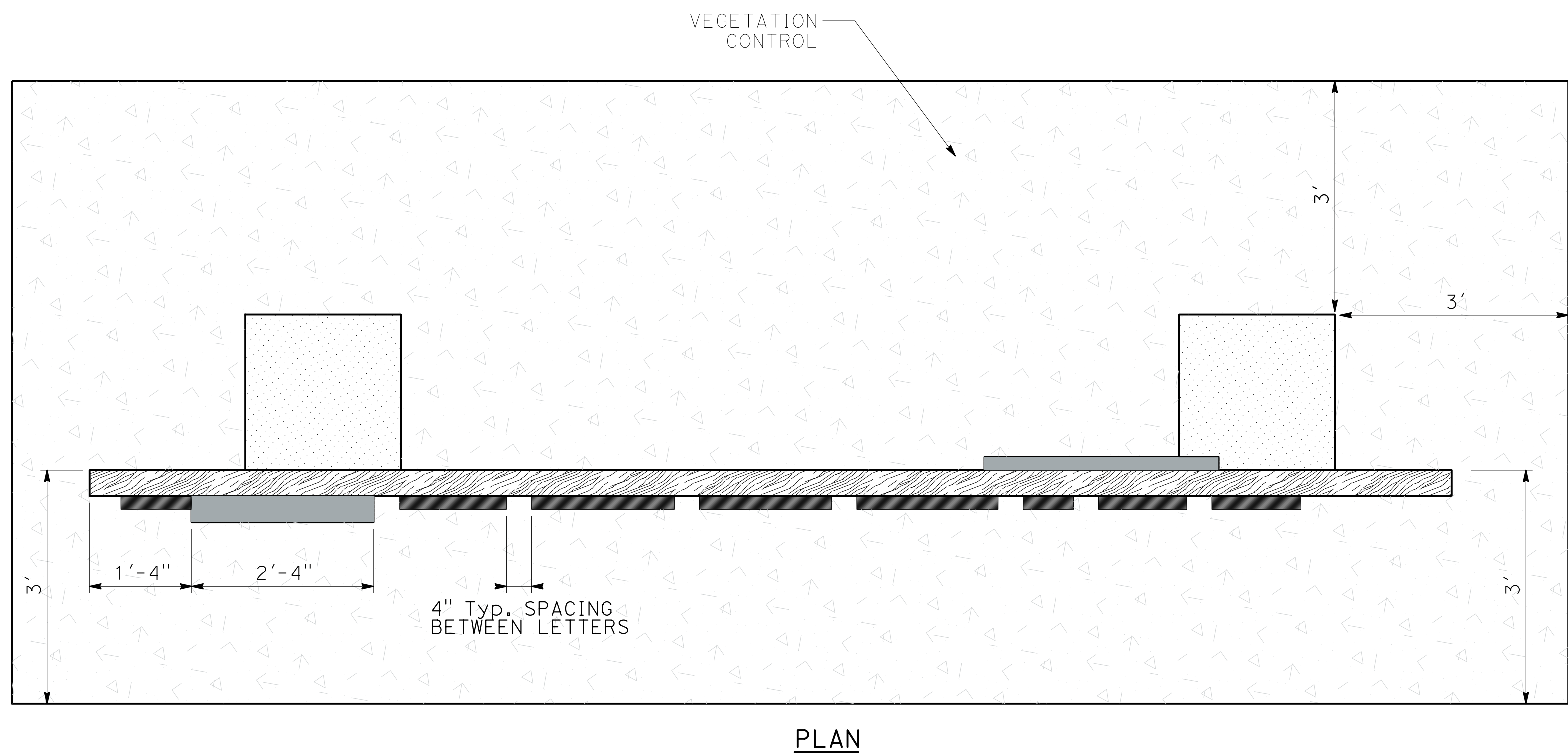
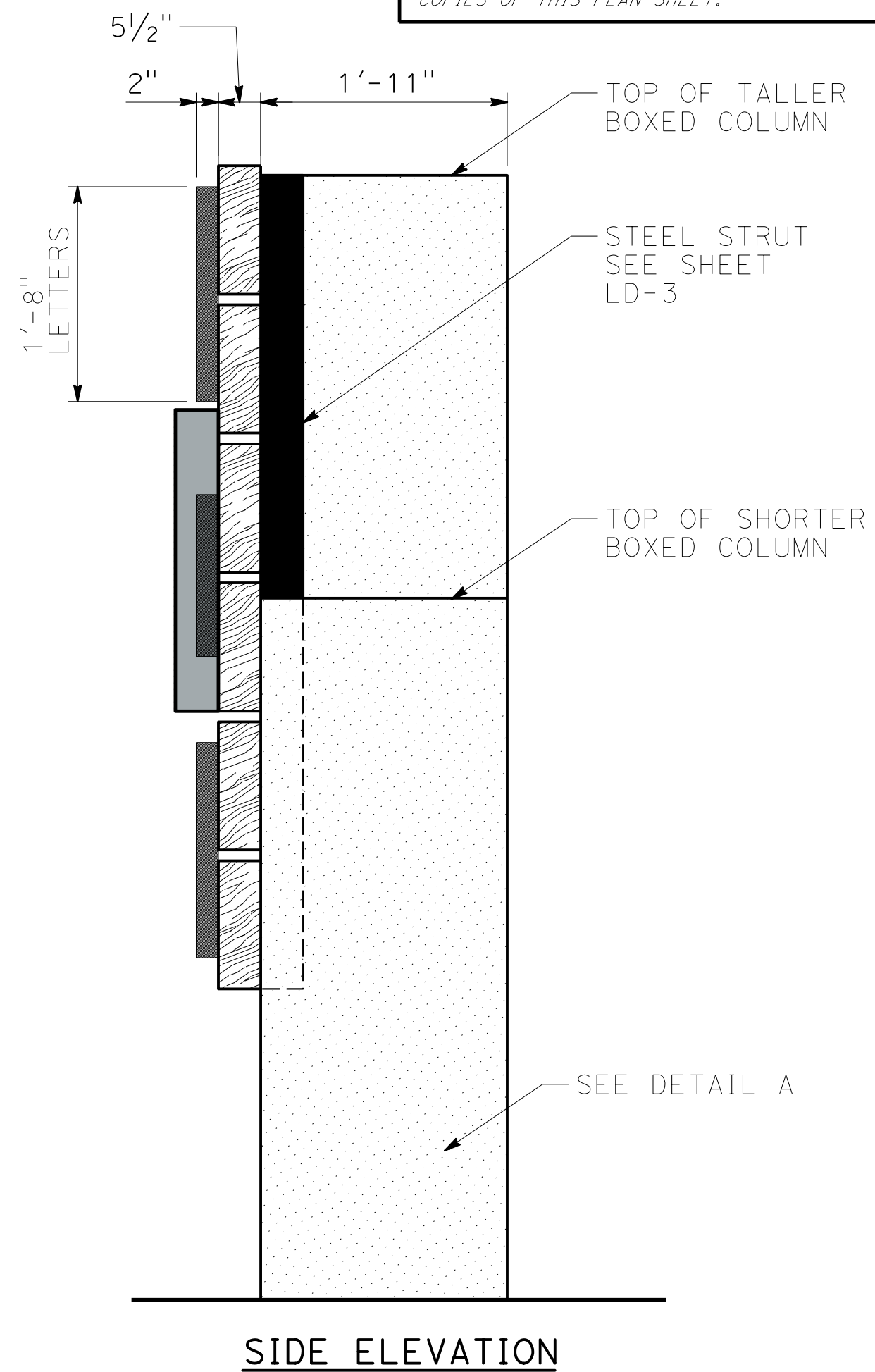


CONSTRUCTION AREA SIGNS (STATIONARY MOUNTED)

CONSTRUCTION AREA SIGNS
NO SCALE **CS-1**



STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION		FUNCTIONAL SUPERVISOR		X		X		X	
 Caltrans ® LANDSCAPE ARCHITECTURE		ROBERT NIXON		CHECKED BY		JING HE		DATE REVISED	
				CALCULATED-DESIGNED BY		DANIEL MARTINEZ			



LANDSCAPE DETAILS LD-1
NO SCALE

PROJECT NUMBER & PHASE 0222000050

LAST REVISION	DATE PLOTTED => 14-FEB-2023
03 17 37	



x

x

x

x

x

P:\proj\4\02\3\1480\hydro\Susanv\111e ccep sign structural\Plans\0222000050sk003.dgn

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

FUNCTIONAL SUPERVISOR

ROBERT NIXON

CALCULATED-BY

CHECKED BY

STEVE MINTZ

REVISED BY

DATE REVISED

DESIGN

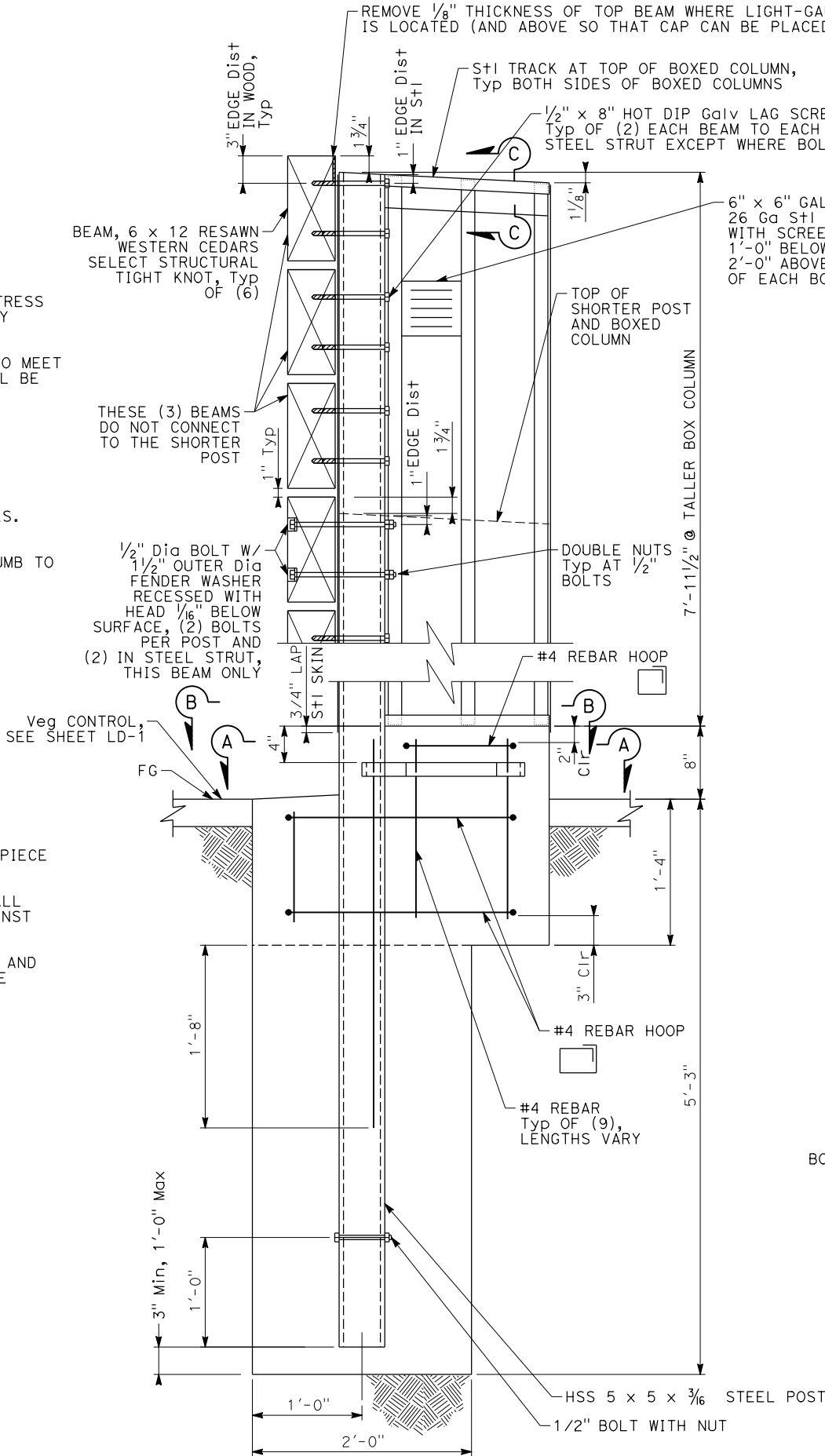
CD Caltrans

ABBREVIATIONS:

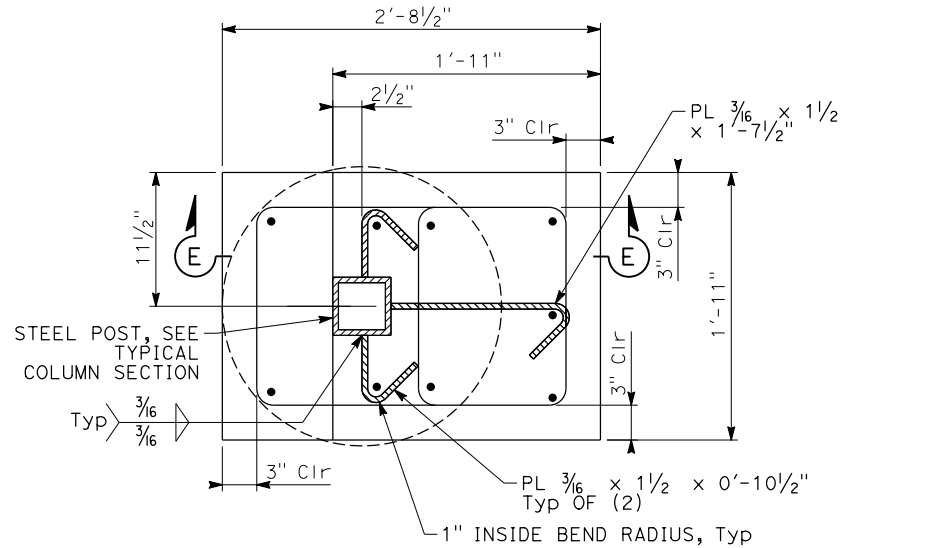
HSS - HOLLOW STEEL SECTION (TUBE STEEL)
LGSS - LIGHT GAUGE STEEL STUD, SEE NOTES
SDS - SELF-DRILLING SCREW, SEE NOTES
KSI - KIPS PER SQUARE INCH
S+I - STEEL

NOTES:

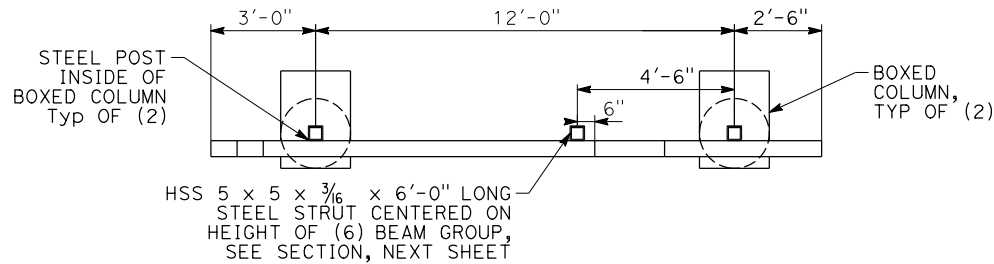
1. LIGHT GAUGE STEEL STUDS AND RAFTERS ARE Min 33 KSI YIELD STRESS, 45 KSI ULTIMATE STRESS
20 GAUGE S162 1 5/8" X 3 3/8" C-SHAPED SMOOTH GALVANIZED STEEL WITH 1/2" RETURN LIPS BY CLARK-DIETRICH OR EQUAL. PLACE SELF-DRILLING SCREW THROUGH EACH LEG OF STEEL TRACK INTO EACH STUD WHERE TRACK OCCURS.
2. LIGHT GAUGE STEEL TRACK IN BOXED COLUMNS ARE Min 33 KSI YIELD STRESS, 45 KSI ULTIMATE STRESS
20 GAUGE T125 1 1/4" X 3 3/8" C-SHAPED SMOOTH GALVANIZED STEEL BY CLARK-DIETRICH OR EQUAL.
3. LIGHT GAGE STEEL STUDS, RAFTERS AND TRACK SHALL BE COATED TO MEET THE CP60 COATING REQUIREMENTS OF AISI S240. SHEET STEEL SHALL BE COATED TO MEET G60 GALVANIZING REQUIREMENTS.
4. SCREWS FOR LIGHT-GAUGE TO LIGHT-GAUGE ARE #10 x 1" SELF-DRILLING WITH HEX-WASHER HEAD, Galv STEEL, MIN SCREW SHEAR STRENGTH 1400 POUNDS. HEAD SHALL BE TIGHT AGAINST STEEL AND STEEL PIECES JOINED SHALL BE IN TIGHT CONTACT. Min EDGE DISTANCE IN S+I IS 3/16" FROM CENTER OF SCREW. COVER EXPOSED SCREW HEADS WITH ACRYLIC SEALANT TO SEAL HOLES.
5. HORIZONTAL LINES SHALL BE HORIZONTAL TO WITHIN 1/4" VERTICAL IN 8' HORIZONTAL, AND VERTICAL LINES SHALL BE PLUMB TO WITHIN 1/4" HORIZONTAL IN 8' VERTICAL.
6. HSS SHALL BE A500-B STEEL. PLATE SHALL BE A36 STEEL. HOLES IN STEEL FOR BOLTS AND LAG SCREWS SHALL BE 1/16" LARGER THAN THE DIAMETER OF THE CONNECTOR. HOLES IN WOOD FOR LAG SCREWS SHALL BE PRE-DRILLED AS FOLLOWS: THE HOLE FOR THE UNTHREADED SHANK SHALL BE THE SAME DIAMETER AND PENETRATION AS THE SHANK. THE HOLE FOR THE THREADED PORTION SHALL BE 1/4" DIAMETER AND OF EQUAL PENETRATION TO THE THREADED PORTION.
7. MAXIMUM AGGREGATE SIZE IN THE FOOTING CONCRETE IS 3/4". CONCRETE FOOTINGS SHALL BE CAST AGAINST FIRM, NATIVE SOIL AT BOTTOM AND SIDES, TO BE DETERMINED BY THE ENGINEER.
8. MOISTURE CONTENT OF TIMBER MUST BE LESS THAN 19% AT TIME OF FABRICATION. BOWING OR CROOKING OF WOOD SHALL NOT PRODUCE A MAXIMUM DEFLECTION OF GREATER THAN 3/8" IN EITHER OF THE PRINCIPAL AXES AT ANY POINT ALONG THE LENGTH OF THE PIECE AT TIME OF FABRICATION. TWISTING OF WOOD SHALL NOT PRODUCE A ROTATION OF THE WIDE FACE OF EITHER END RELATIVE TO THE OTHER END OF MORE THAN 2 DEGREES BEFORE FABRICATION AND SHALL BE REDUCED TO ZERO DURING FABRICATION WHEN FITTING WOOD AGAINST STRUCTURAL STEEL.
9. VERIFY THICKNESS AND WIDTH OF WOOD PIECES BEFORE FABRICATION AND COORDINATE WITH FASTENER LENGTHS AND DIMENSIONS SHOWN ON THE PROJECT PLANS.



TYPICAL COLUMN SECTION



SECTION A-A



SIGN PLAN VIEW

LANDSCAPE DETAILS

NO SCALE

LD-3

BORDER LAST REVISED 7/2/2010

USERNAME => s144690
DGN FILE => 0222000050sk003.dgn

RELATIVE BORDER SCALE
IS IN INCHES

UNIT 0361

PROJECT NUMBER & PHASE 02220000501

EA: 02-3J480

DATE PLOTTED => 14-FEB-2023
TIME PLOTTED => 11:30

LAST REVISION
11-07-18

20
TE

REGISTERED PROFESSIONAL ENGINEER

STEVE MINTZ

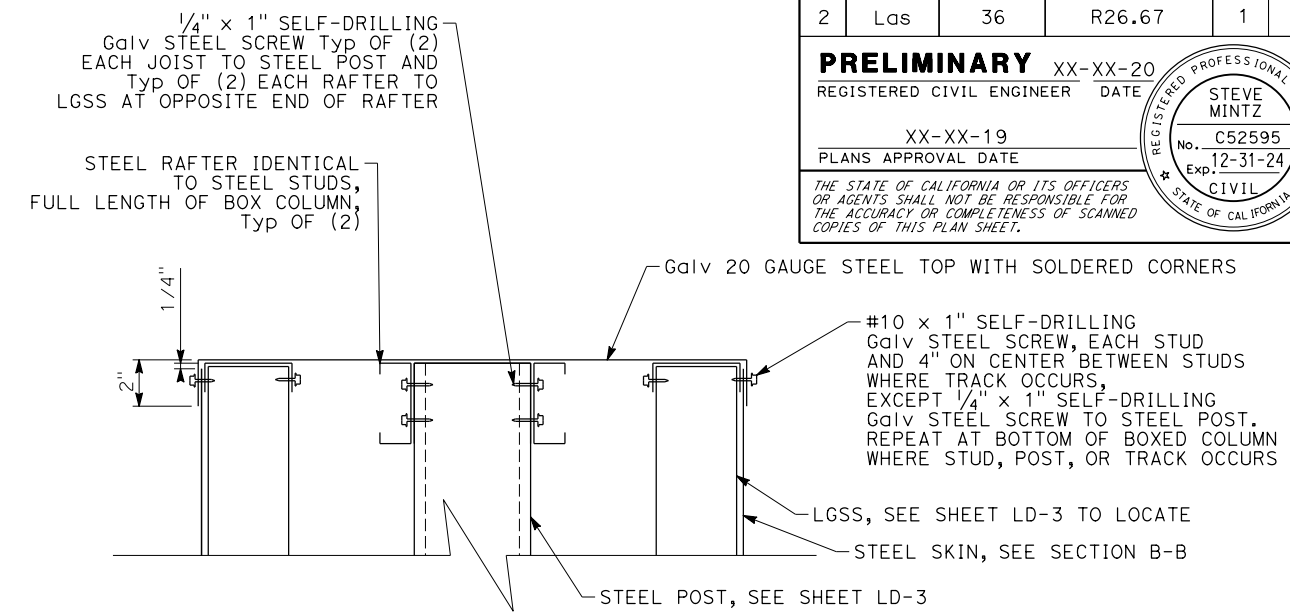
No. C52595

Exp. 12-31-24

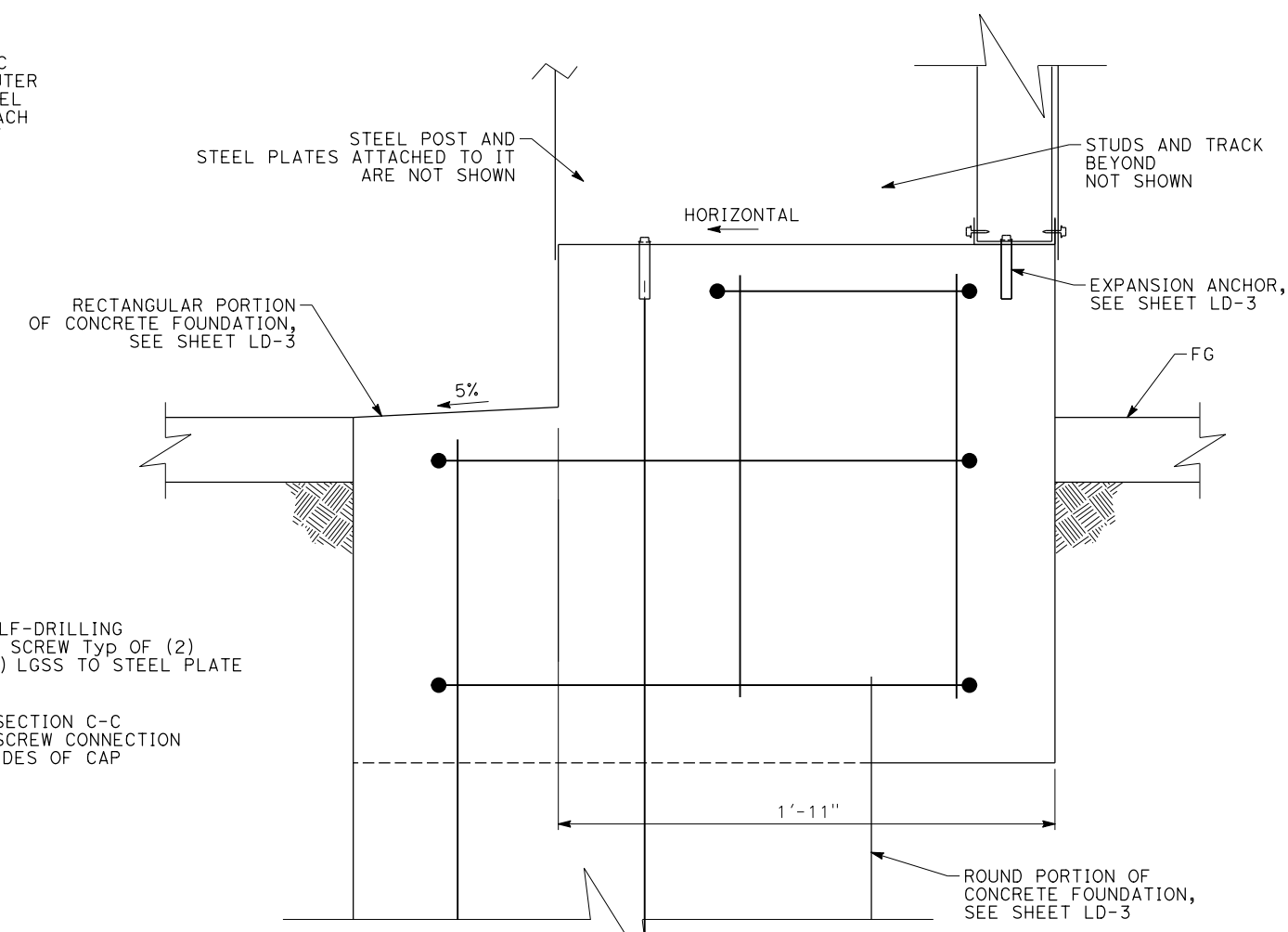
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STATE OF CALIFORNIA

THE STATE OF CALIFORNIA OR ITS OFFICERS
OR AGENTS SHALL NOT BE RESPONSIBLE FOR
THE ACCURACY OR COMPLETENESS OF SCANNED
COPIES OF THIS PLAN SHEET.



SECTION C-C



SECTION E-E

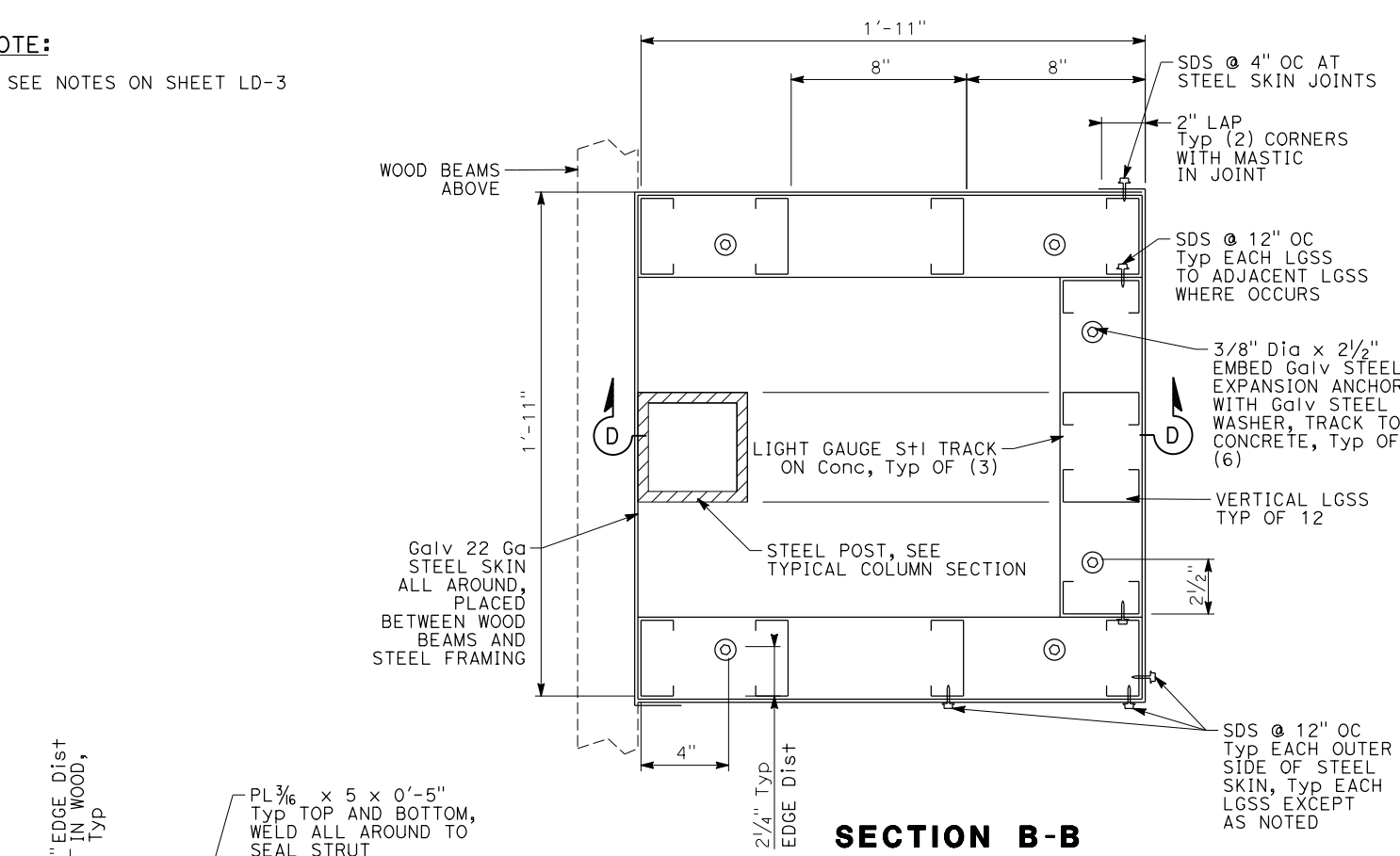
LANDSCAPE DETAILS

NO SCALE

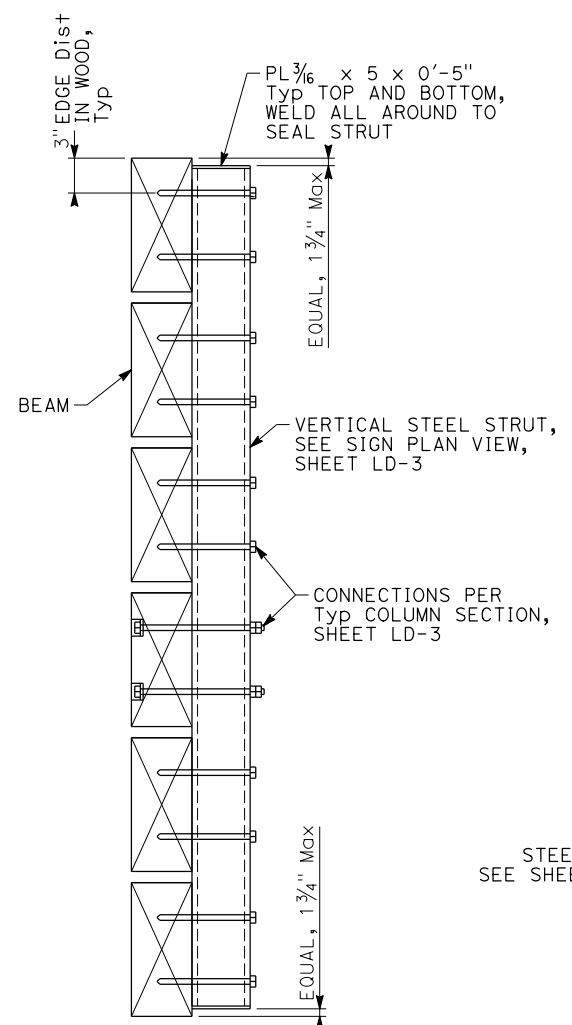
LD-4

NOTE:

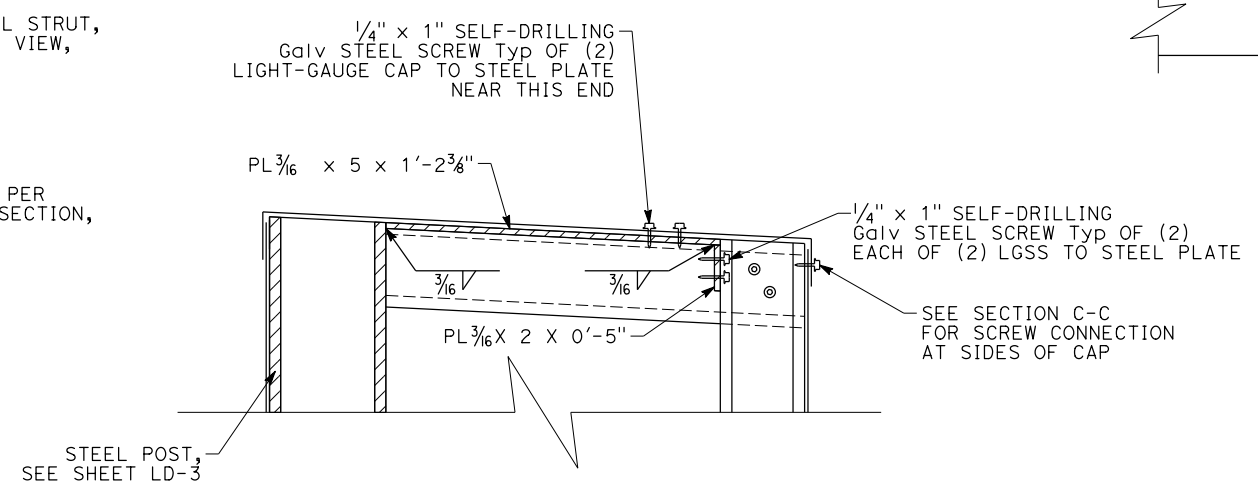
1. SEE NOTES ON SHEET LD-3



SECTION B-B



STEEL STRUT SECTION



SECTION D-D

AT TOP OF COLUMN

x

x

x

x

x

LANDSCAPE QUANTITIES

(N)										
		RESAWN CEDAR BEAM								
	LF	EA	EA	EA	EA	EA	EA	CY	CF	EA
	EA	GALVANIZED STEEL LETTER								
	EA	SHINY POLISHED FINISH STEEL INSIDE OF SAW								
	EA	MATTE FINISH STEEL SAW BLADE								
	EA	ALUMINUM PLATE								
	EA	STEEL POST COLUMN AND HARDWARE								
	CY	AGGREGATE BASE								
	CF	MINOR CONCRETE								
	EA	STEEL STRUT								
TOTAL	84	19	1	1	2	2	2	50	1	

(N) - NOT A SEPARATE BID ITEM.

Dist	COUNTY	ROUTE	POST MILES TOTAL PROJECT	SHEET No.	TOTAL SHEETS
02	Las	36	R26.67		

LICENSED LANDSCAPE ARCHITECT

PLANS APPROVAL DATE

Signature

08-31-23

Renewal Date

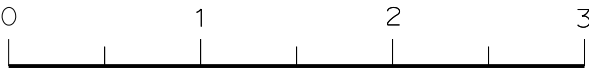
Date

THE STATE OF CALIFORNIA OR ITS OFFICERS
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THE ACCURACY OR COMPLETENESS OF SCANNED
COPIES OF THIS PLAN SHEET.

LICENSED LANDSCAPE ARCHITECT

MICHAEL S. OGURA

STATE OF CALIFORNIA



RESOLUTION No. 23-6112
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTORIZING THE MAYOR TO EXECUTE A DELEGATED MAINTENANCE AGREEMENT
FOR THE GATEWAY MONUMENT SIGN AND LANDSCAPING

WHEREAS, the city of Susanville has been working cooperatively with CALTRANS on construction of a Gateway Monument Sign and surrounding landscaping; and,

WHEREAS, CALTRANS has secured funding and will construct the Gateway Monument and sign; and,

WHEREAS, the City has the resources to add maintenance of the Gateway Monument Sign and landscaping to the work the City already does in the CALTRANS right-of-way; and,

WHEREAS, the Delegated Maintenance Agreement allows the City to bill CALTRANS for all routine maintenance on the Gateway Monument Sign and landscaping,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby authorizes the Mayor to execute the Delegated Maintenance Agreement for the Gateway Monument Sign and landscaping.

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 15th day of March, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 9.E
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Ryan Cochran, Police

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6115**, Authorizing the transfer of funds from the Police Mitigation Fund in an amount not to exceed \$16,500 to the Police Department Budget for costs related to equipment and outfitting for the Police Department's 2023 Chevrolet Tahoe.

PRESENTED BY: Ryan Cochran, Chief of Police

SUMMARY: The Susanville Police Department operations depend on reliable vehicles for daily operations and had a need for an additional vehicle securing a 2023 Chevrolet Tahoe for use. The vehicle must be equipped with the emergency equipment for operational use, which is a requirement per California State Vehicle Code, by the department and staff has identified a vendor that has agreed to install said equipment. The Police Department has a cash balance available in the Police Mitigation Funds to cover the cost of installation of the equipment required for outfitting the Chevrolet Tahoe. To reduce some of the estimated cost, we are reusing various equipment from retired units to outfit the new vehicle per requirements. The Police Department is requesting the City Council to authorize the Finance Manager the transfer of funds from the Police Mitigation Funds in an amount not to exceed \$16,500 to the 1009 Machinery and Equipment Police Department Budget to pay for costs related to equipment and installation for the 2023 Chevrolet Tahoe.

FISCAL IMPACT: Transfer of \$16,500 in Police Mitigation Funds to increase Police Department 1009 Budget

ACTION REQUESTED: Motion to approve Resolution No. 23-6115, Approving the transfer of funds from the Police Mitigation Fund in an amount not to exceed \$16,500 to the Police Department Budget for costs related to equipment and outfitting for the Police Department's 2023 Chevrolet Tahoe

ATTACHMENTS:
[EVOC 2023 Chevy Tahoe.pdf](#)
[23-6115.pdf](#)



Emergency Vehicle Outfitting Company

Estimate

Mailing Address:
463 Belvedere Dr.
Redding, CA 96003

Phone # 530.410.4104
Todd@evocnorth.com
www.evocnorth.com

Date	Estimate No.
2/23/2023	0527

Bill To:
Susanville Police Department Michael Bengoa-Bellinger 1801 Main Street Susanville, CA 96130 USA

Physical Address:
E.V.O.C. 3985 Eastside Rd. #6 Redding, CA 96001 USA

Account #	Terms	P.O. No.	Rep	Contact Name	Contact Number
	Net 30		TA	Michael B.	

Item	Description	Qty	Rate	Total
	Estimate for Purchase and Installation of Equipment Below 2022 Chevy Tahoe PPV			
	*Customer Provided Two-Way Radio (Motorola XTL1500 One-Piece), Gunlocks, and Dell Toughbook			
BK2019TAH21	Setina PB450L4 Aluminum Bumper ION for 2019+ Tahoe	1	939.00	939.00T
HK0809TAH21	Setina PB8 Headlight Guard Double Loop	1	365.00	365.00T
1K0576TAH2...	Setina #7VS Single Prisoner Partition, Expanded Metal, Flat Panel, for use with Seat Cover (not included), 2022 Tahoe	1	1,006.50	1,006.50T
QK2410TAH21	Setina Full Transport Cover Seat for 2022 Chevy Tahoe, uses Factory Center-Pull Seat Belts	1	905.00	905.00T
PK0123TAH2...	Setina #12VS Expanded Metal Partition REAR Cargo, 2nd Row, 2022 Chevy Tahoe	1	485.00	485.00T
C-VS-1012-T...	Havis Vehicle-Specific Standard 9" Wide Medium Angled 22" Console For 2021-2023 Chevrolet Tahoe Police Pursuit Vehicle	1	559.00	559.00T
C-EB40-CCS...	Havis Face Plate for Whelen Cencom 4"	1	27.00	27.00T
C-EBW85-XT...	Havis Equipment Bracket For Wide VSW Consoles, Fits Motorola XTL2500, XTL5000-05, APX-7500	1	27.00	27.00T
C-FP-1	Havis 1" Blank Filler Plate	1	0.00	0.00T
C-FP-2	Havis 2" Blank Filler Plate	2	0.00	0.00T
CUP2-1004	Havis Self-Adjusting Double Cup Holder, In Console, 4"	1	48.00	48.00T
C-AP-0625-1	Havis 6" Accessory Pocket, 2.5" Deep	1	46.00	46.00T
C-HDM-204	Havis 8.5" Heavy Duty Telescoping Pole	1	165.00	165.00T
C-MD-112	Havis 11" Slide Out Locking Swing Arm With Motion Adapter	1	265.00	265.00T
DS-DELL-423	Havis Cradle For Dell 5430, 7330, 5420, 5424 & 7424 Notebooks	1	384.00	384.00T
DS-DA-412	Havis Screen Support For DS-DELL-4X0 Series Docking Stations	1	63.00	63.00T

Subtotal

Sales Tax (7.25%)

Total



Emergency Vehicle Outfitting Company

Estimate

Mailing Address:
463 Belvedere Dr.
Redding, CA 96003

Phone # 530.410.4104
Todd@evocnorth.com
www.evocnorth.com

Date	Estimate No.
2/23/2023	0527

Bill To:
Susanville Police Department Michael Bengoa-Bellinger 1801 Main Street Susanville, CA 96130 USA

Physical Address:
E.V.O.C. 3985 Eastside Rd. #6 Redding, CA 96001 USA

Account #	Terms	P.O. No.	Rep	Contact Name	Contact Number
	Net 30		TA	Michael B.	

Item	Description	Qty	Rate	Total
	Power Supply?			
C-ARM-102	Havis Side Mount Armrest, 9.5" x 2.75"	1	68.00	68.00T
C-MCB	Havis Mic Clip Bracket	2	15.00	30.00T
Integrity54	54" Integrity Lightbar, Red/White Driver, Blue/White Pass., Red/Amber and Blue/Amber Rear TA Includes Strap Kit	1	2,025.00	2,025.00T
PF200S17B	Federal Signal PathFinder Siren Amp and Lighting Control System	1	1,200.00	1,200.00T
ES100C	Federal Signal DynaMax ES100C, 100W Speaker	1	230.00	230.00T
ESB-U	Federal Signal U-Bracket for Siren Speaker	1	32.00	32.00T
MPSM6-TA2...	Federal Signal Rear Spoiler Light Bracket 2021+ Tahoe	1	156.00	156.00T
MPS63U-RAW	Federal Signal Red/Amber/White LED for Spoiler Kit	3	155.00	465.00T
MPS63U-BAW	Federal Signal Blue/Amber/White LED for Spoiler Kit	3	155.00	465.00T
MPSW9-RW	Federal Signal Under Mirror Light Red/White	1	205.00	205.00T
MPSW9-BW	Federal Signal Under Mirror Light Blue/White	1	205.00	205.00T
MPSMW9-TA...	Federal Signal Mirror Mount Bracket 2021+ Tahoe		43.20	43.20T
MMSU-1	Magnetic Mic Clip Conversion Kit	2	34.49	68.98T
BSS-7186	Blue Sea Systems 80A Circuit Breaker	1	52.00	52.00T
BSS-5046	Blue Sea Systems - ST Blade Compact 8-Circuit Fuse Block	2	46.00	92.00T
380830	Tyco 75amp SPST 12v, Relay	1	49.00	49.00T
5601B	EGIS Power Tamer Series Time Delay Relay	1	82.43	82.43T
Build2	Installation Materials - Wire, connectors, loom, fuses, hardware, etc.	3.5	100.00	350.00T
SHP	Shipping/Freight - ESTIMATED	1	375.00	375.00
Installation	Labor/hr	37	100.00	3,700.00T
Program Load	Radio Programming	0	60.00	0.00
	s/n:			

		Subtotal	\$15,178.11
		Sales Tax (7.25%)	\$1,073.23
		Total	\$16,251.34
I agree to the products and labor listed above. Please proceed with the estimate. Signature:			

RESOLUTION NO. 23-6115
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE TRANSFER OF FUNDS FROM THE POLICE MITIGATION
FUNDS IN AN AMOUNT NOT TO EXCEED \$16,500 TO THE POLICE DEPARTMENT
BUDGET FOR COSTS RELATED TO EQUIPMENT AND OUTFITTING FOR THE
POLICE DEPARTMENT 2023 CHEVROLET TAHOE

WHEREAS, the Susanville Police Department operations depend on reliable vehicles for daily operations; and

WHEREAS, the Susanville Police Department had a need for an additional vehicle and secured a 2023 Chevrolet Tahoe for use by the Susanville Police Department; and

WHEREAS, the vehicle must be equipped with emergency equipment for operational use by the department and staff has identified a vendor that the department has used previously to install said equipment; and

WHEREAS, the Police Department has a cash balance available to cover the cost of installation of the equipment required for outfitting the Chevrolet Tahoe.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Finance Manager to increase the budget to accommodate the transfer and expenditure of funds from the Police Mitigation Fund in an amount not to exceed \$16,500 to the 1009 Police Department Budget to pay for additional costs related to equipment and installation costs for the 2023 Chevrolet Tahoe.

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 15th day of March 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: March 15, 2023

SUBJECT: Fiscal Year 2023/2024 Budget Schedule

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: City staff presents the following proposed budget schedule for council consideration:

- April 19, 2023 Presentation of the Draft 2023/2024 Budget - 30 day comment period
- May 15, 2023 Regular Susanville Sales Tax Oversight Board meeting - presentation of the Draft 2023/2024 Budget
- Budget Workshop - Date to be determined
- Susanville Sales Tax Oversight Board meeting - Special meeting date to be determined, approve report regarding Measure P utilization
- June 19, 2023 Adopt FY 2023/2024 Budget

FISCAL IMPACT: None. Discussion of 2023/24 Budget

ACTION REQUESTED: Discussion, Direction to Staff

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: March 15, 2023

SUBJECT: Discussion regarding Economic Development Implementation Plan Ad-Hoc Committee

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: In September 2021, the City Council formed an Ad Hoc Committee to further the progress of the Economic Development Implementation Plan. The Ad Hoc Committee has met several times and has produced an executive summary for the plan. Many components of the plan remain to be developed and the city lacks the staffing resources needed to complete the plan.

At the March 1, 2023 City Council meeting, Councilmember Stafford offered to relinquish his assignment to the Ad Hoc so that another council member may become more involved. Councilmember Schuster requested that the Ad Hoc Committee be dissolved.

FISCAL IMPACT: None

ACTION REQUESTED: Consider Economic Development Implementation Plan Ad-Hoc Committee appointments, modified Ad-Hoc members, or dissolve Ad-Hoc Committee.

ATTACHMENTS:

AGENDA ITEM NO. 12.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cheyenne Ratkey, Fire

Action Date: March 15, 2023

SUBJECT: Consider **Resolution No. 23-6108**, approving the hire of three seasonal firefighters during the summer months, including peak fire season, for the Fire Department, as discussed at the February 1, 2023 City Council Meeting. Approve modifying the approved position list.

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: As discussed at the February 1, 2023 City Council Meeting, the Fire Department has identified a need for additional labor during the summer months, including peak fire season. Staff would like to hire three temporary or seasonal firefighters on a 40-hour workweek schedule for a minimum of 90 days. The employees would be hired on the first of June and work through the end of August with the possibility of extending into October if fire season needs or conditions warrant. These employees would work at the Fire Station assisting staff with weed abatement, cutting city weeds, performing hydrant flows, hose testing, pump testing, and supporting fire, rescue, and EMS calls. The other benefit of these three employees is the leverage to respond to out-of-county fires throughout the state. As we know, this response generates cash flow into the department and to the city. The initial cost of the program for 90 days will be approximately \$30,000 dollars which is accounted for in the Fire Department budget. It should be noted that the revenue received in 7-8 days of fire deployment will neutralize the cost of the entire program. This makes it financially responsible to extend the work schedule as required to maintain staff and response capabilities throughout the entire fire season.

FISCAL IMPACT: \$30,000 which is accounted for in the Fire Department budget.

ACTION REQUESTED: Motion to approve Resolution No. 23-6108, approving the hire of three seasonal firefighters during the summer months, including peak fire season, for the Fire Department, as discussed at the February 1, 2023 City Council Meeting. Approve modifying the approved position list.

ATTACHMENTS:

[23-6108.pdf](#)

[230315 Draft.pdf](#)

RESOLUTION NO. 23-6108
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE HIRE OF THREE SEASONAL FIREFIGHTERS DURING THE SUMMER
MONTHS, INCLUDING PEAK FIRE SEASON, FOR THE FIRE DEPARTMENT AS
DISCUSSED AT THE FEBRUARY 1, 2023, CITY COUNCIL MEETING

WHEREAS, the City of Susanville Fire Department has identified a need for additional labor during the summer months, including peak fire season; and

WHEREAS, staff would like to hire three temporary or seasonal firefighters on a 40-hour workweek schedule for a minimum of 90 days; and

WHEREAS, the cost of the program for 90 days will be approximately \$30,000 dollars which is accounted for in the Fire Department 1010 budget.

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

1. Hiring three seasonal firefighters at the Susanville Fire Department,
2. The Finance Manager to make appropriate transfers in the 1010 Fire Department budget to fund the temporary positions.

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 15th day of March, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Last Approved 12/7/2022

Department/Position	Range	Step A	Step G & H	Unit
REGULAR, FULL-TIME				
ADMINISTRATIVE SERVICES				
City Administrator	182-184	\$ 125,832.72	\$ 177,059.22	Contract
Finance Manager	164	\$ 83,343.00	\$ 111,687.42	Pro/Tech
City Clerk	152	\$ 62,191.74	\$ 87,510.00	Pro/Tech
Assistant to City Administrator	143-145	\$ 52,184.34	\$ 77,099.88	Admin
Account Tech II	142-144	\$ 48,793.94	\$ 68,658.20	Misc
Account Tech I	133-135	\$ 39,163.54	\$ 55,107.52	Misc
Account Tech	124-126	\$ 31,452.20	\$ 44,257.46	Misc
Account Tech	124-126	\$ 31,452.20	\$ 44,257.46	Misc
FIRE				
Fire Chief	168 - 170	\$ 89,426.74	\$ 125,832.46	Mgmt
Assistant Fire Chief	154 - 156	\$ 69,201.34	\$ 92,736.28	Pro/Tech
Fire Fighter I - Engineer <i>OR Captain (No more than 3 Captains)*</i>	129-139 or 141-143	\$ 37,070.28	\$ 73,396.70	Fire
Fire Fighter I - Engineer <i>OR Captain (No more than 3 Captains)*</i>	129-139 or 141-143	\$ 37,070.28	\$ 73,396.70	Fire
Fire Fighter I - Engineer <i>OR Captain (No more than 3 Captains)*</i>	129-139 or 141-143	\$ 37,070.28	\$ 73,396.70	Fire
Fire Fighter I - Engineer	129 - 139	\$ 37,070.28	\$ 66,573.00	Fire
Fire Fighter I - Engineer	129 - 139	\$ 37,070.28	\$ 66,573.00	Fire
Fire Fighter I - Engineer	129 - 139	\$ 37,070.28	\$ 66,573.00	Fire
Admin Assistant Fire & Admin Services	138 - 140	\$ 44,257.46	\$ 62,274.94	Misc
<i>*At discretion of the Fire Chief with City Administrator approval</i>				
POLICE				
Police Chief	168-170	\$ 89,426.74	\$ 125,832.46	Mgmt
Police Captain	157-159	\$ 70,889.00	\$ 99,747.96	Pro/Tech
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Sergeant	143-152	\$ 70,115.24	\$ 111,756.84	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer (SRO)	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Police Officer	136-145	\$ 58,985.42	\$ 94,017.04	SPOA
Administrative Assistant	138-140	\$ 46,206.16	\$ 68,267.68	Admin
Community Services Officer	132-134	\$ 38,231.44	\$ 53,795.30	Misc
PUBLIC WORKS				
Public Works Director	168-170	\$ 89,426.74	\$ 125,832.46	Mgmt
Assistant Director of Operations	156-160	\$ 68,566.42	\$ 101,303.80	Pro/Tech
Assistant Director of Engineering	156-160	\$ 68,566.42	\$ 101,303.80	Pro/Tech
Building Official	157-158	\$ 70,238.74	\$ 94,126.50	Pro/Tech
City Planner	154	\$ 65,301.34	\$ 91,885.56	Pro/Tech
	140-146/144-150/150-			
Assistant Civil / Air Quality Engineer	156	\$ 48,516.52	\$ 100,862.58	Admin
Building Permit Tech	140-142	\$ 48,516.52	\$ 71,681.48	Admin
Program Coordinator	140-142	\$ 48,516.52	\$ 71,681.48	Admin
Park/Facilities Maint Superintendent	140-143	\$ 46,470.32	\$ 70,332.60	PWorks
Assistant Engineer	140-142	\$ 47,560.50	\$ 66,922.70	Admin
Pool Director/Manager (reimbursed by HLVR)	140	\$ 46,408.44	\$ 62,191.74	Pro Tech
Water Utility Supervisor	140-143	\$ 46,470.32	\$ 70,332.60	PWorks
Gas Utility Supervisor	140-143	\$ 46,470.32	\$ 70,332.60	PWorks
Streets Maintenance Super.	140-143	\$ 46,470.32	\$ 70,332.60	PWorks

Code Enforcement Officer I/II	134-136	\$	40,089.40	\$	56,409.86	Admin
Gas Technician II - III	130 - 138	\$	36,410.66	\$	62,274.94	PWorks
Gas Technician II - III	130 - 138	\$	36,410.66	\$	62,274.94	PWorks
Gas Technician II - III	130 - 138	\$	36,410.66	\$	62,274.94	PWorks
Street Maint Operator II - III	130 - 138	\$	36,410.66	\$	62,274.94	PWorks
Water System Op II - III	130 - 138	\$	36,410.66	\$	62,274.94	PWorks
Water System Op II - III	130 - 138	\$	36,410.66	\$	62,274.94	PWorks
Utilities Services Technician	125-128	\$	32,219.46	\$	48,793.94	Pworks
Utilities Services Technician	125-128	\$	32,219.46	\$	48,793.94	Pworks
Admin Staff Assistant	124-126	\$	31,452.20	\$	44,257.46	Misc
Mechanic I - III	121 - 138	\$	29,224.00	\$	62,274.94	PWorks
Maintenance Worker I - II (S)	121 - 128	\$	29,224.00	\$	48,793.94	PWorks
Maintenance Worker I - II (S)	121 - 128	\$	29,224.00	\$	48,793.94	PWorks
Maintenance Worker I - II (G)	121 - 128	\$	29,224.00	\$	48,793.94	PWorks
Maintenance Workr I-II (W)	121-128	\$	29,224.00	\$	48,793.94	PWorks
Parks Maintenance Worker II	125-128	\$	32,219.46	\$	48,793.94	Pworks

PART-TIME

ADMIN

Parks Maintenance Worker - P/T	922	\$	15.12	\$	17.10	n/a
Parks Maintenance Worker - P/T	922	\$	15.12	\$	17.10	
Human Resources Investigator	954	\$	33.30	\$	37.68	n/a
Construction Technician	951	\$	30.92	\$	34.99	n/a

POLICE

Community Service Officer - P/T	932	\$	19.34	\$ 21.88	n/a
Youth Services Officer - P/T grant funded	134	not in this case			n/a

POOL

Assistant Pool Director	935	\$	20.83	\$ 23.57	n/a
Pool Maintenance Worker	924	\$	15.88	\$ 17.96	n/a
Head Swim Instructor	928	\$	17.53	\$ 19.83	n/a
Head Lifeguard	928	\$	17.53	\$ 19.83	n/a
Head Lifeguard	928	\$	17.53	\$ 19.83	n/a
Head Program Instructor	928	\$	17.53	\$ 19.83	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a
Lifeguard/Swim Instructor	922	\$	15.88	\$ 17.10	n/a

GOLF COURSE

Golf Course Business Manager P/T 20 Hours	937	\$	21.88	\$ 24.76	n/a
Head Maintenance Worker	930	\$	18.41	\$ 20.83	na
Pro Shop Worker	922	\$	15.88	\$ 17.10	n/a
Pro Shop Worker	922	\$	15.88	\$ 17.10	n/a
Pro Shop Worker	922	\$	15.88	\$ 17.10	n/a
Pro Shop Worker	922	\$	15.88	\$ 17.10	n/a
Pro Shop Worker	922	\$	15.88	\$ 17.10	n/a
Maintenance	922	\$	15.88	\$ 17.10	n/a
Maintenance	922	\$	15.88	\$ 17.10	n/a

Maintenance	922	\$	15.88	\$	17.10	n/a
Carts	922	\$	15.88	\$	17.10	n/a
Carts	922	\$	15.88	\$	17.10	n/a
TEMPORARY						
ADMIN						
Intern	922	Hourly Wage				n/a
		\$	15.88	\$	17.10	
POLICE						
Reserve Police Officer:						
Reserve Police Officer 1	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 2	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 3	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 4	922	\$	15.88	\$	17.10	n/a
Reserve Police Officer 5	922	\$	15.88	\$	17.10	n/a
<i>Up to 5 positions funded thru salary savings</i>						
FIRE						
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Fire Captain (Side Letter)	924	\$	15.88	\$	17.96	n/a
Seasonal Firefighter	922	\$	15.88	\$	17.96	n/a
Seasonal Firefighter	922	\$	15.88	\$	17.96	n/a
Seasonal Firefighter	922	\$	15.88	\$	17.96	n/a
PUBLIC WORKS						
Assistant Engineer	944	\$	26.01	\$	29.43	n/a
Gas Technician II (Gas Surveyor)	931	\$	18.87	\$	21.35	n/a
Intern (PW)	922	\$	15.88	\$	17.10	n/a
Intern (PW)	922	\$	15.88	\$	17.10	n/a
Intern (PW)	922	\$	15.88	\$	17.10	n/a
VARIOUS						
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
Summer Laborer	922	\$	15.88	\$	17.10	n/a
CONTRACT POSITIONS						
POLICE						
Officer Trainee	932					n/a
City Attorney - contracted flat rate						
Airport Manager - \$1,896.86 per month	Annual costs:	\$	22,762.32			

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: March 15, 2023

SUBJECT: City Project Priorities

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The City of Susanville is dedicated to providing essential services to residents/customers through the efforts and actions of four city departments, Administration, Fire, Police and Public Works. The Susanville City Council has adopted four (4) priorities for city staff to focus on when providing city services.

Four (4) Priorities of City Council

- Transparency
- Improve Susan River Trail
- Code Enforcement
- Improve Main Street

The City provides a variety of essential services such as law enforcement, fire/life safety, parks, water, natural gas, streets, development services, and many other community amenities, such as golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, and staff development, just to name a few. It is estimated that over 90% of staff's time is spent handling day to day operations, and less than 10% of staff time is available for project delivery work.

The city posts a project priority list on the city's website and it is attached for the Council's review. The list is not comprehensive but is representative of items to which the city is dedicating its staffing

resources from a project stand point.

Staff is seeking a discussion and possible direction.

FISCAL IMPACT: None

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:

[230315 City Project Priorities - Staff Report.docx](#)

City of Susanville Work Priorities

March 15, 2023

The City of Susanville is dedicated to providing essential services to residents/customers through the efforts and actions of four city departments, Administration, Fire, Police and Public Works. The Susanville City Council has adopted four (4) priorities for city staff to focus on when providing city services.

The City provides a variety of essential services such as law enforcement, fire/life safety, parks, water, natural gas, streets, development services, and many other community amenities, such as golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, staff development just to name a few. It is estimated that over 90% of staff's time is spent handling day to day operations, and less than 10% of staff time is available for project delivery work.

Four (4) Priorities of City Council

- Transparency
- Improve Susan River Trail
- Code Enforcement
- Improve Main Street

Additional Priorities

- Provision of Essential Services
- Homelessness
- Enhancement of Economic Development Efforts
- Infrastructure Improvements
- Code Updates and Policies

Work Program Item Focus.

- Address dogs-at-large issue – Provision of Essential Services
- Employee Bargaining: Provision of Essential Services – in progress
- Economic Development Partnership with SIR includes the Creation of an Economic Development Director Position: Enhancement of Economic Development Efforts
- Shopping Cart Ordinance Enforcement – Phase 2
- Public Facility Impact Fee – Self-Storage Analysis – Consultant Services Research
- HUSA Survey: Enhancement of Economic Development Efforts; Improve Main Street – Provide a report.
- FY 2023/2024 Budget Preparation: Provision of Essential Services – Provide a report.
- Purchasing Policy/Code Update - Provision of Essential Services; Enhancement of Economic Development Efforts; Code Updates and Policies
- Economic Development – Agency Culture, Core Values, Efficiency, Professional Development, Community Engagement Provision of Essential Services; Enhancement of Economic Development Efforts;

- Susan River Vegetation Clearing – project planning [Provision of Essential Services](#); [Enhancement of Economic Development Efforts](#);
- Establish Seasonal Firefighter Program – [Provision of Essential Services](#); Code Enforcement
- Research Master Sale Tax Agreement Process Develop Project Schedule – [Enhancement of Economic Development Efforts](#).
- Discussion regarding LARP Agreement for Operation and Maintenance of Susanville Community Garden
- HUSA Survey

-
- City Municipal Code Title 10 (Parking Regulation) Update - [Provision of Essential Services](#); [Enhancement of Economic Development Efforts](#); [Code Updates and Policies](#)
 - CDBG CV 2/3 Grant: Crossroads walk-in freezer: [Infrastructure Improvements](#)
 - Analyze Code/Policies for improvements: [Transparency](#); [Code Enforcement](#); [Provision of Essential Services](#); [Enhancement of Economic Development Efforts](#); [Code Updates and Policies](#)
 - Volunteer Trail Patrol – [Improve Susan River Trail](#)
 - Strategic Plan: [Transparency](#); [Provision of Essential Services](#); [Enhancement of Economic Development Efforts](#);
 - Water Rate Study: [Provision of Essential Services](#); [Transparency](#)
 - Section 115 Trust: [Provision of Essential Services](#);
 - Community Garden Sink - [Infrastructure Improvements](#)
 - Lassen County Animal Shelter – Budget Participation
 - Publish EDIP Framework: [Enhancement of Economic Development Efforts](#)
 - Community Garden Propane Tank Removal - [Infrastructure Improvements](#)
 - Engineering and Traffic Studies - [Provision of Essential Services](#)
 - SE Gateway – Construction Documents – Bid - [Improve Main Street](#)
 - Explore options for golf course lease – [Enhancement of Economic Development Efforts](#)
 - Meeting Live Stream Project and Council Chamber Technology Improvements – [Transparency](#)
-

- Per Capita Grant: Memorial Park Pump Track Installation -
- Fire Hazard Map – Monitor/Research/Comment; [Provision of Essential Services](#)
- General Plan Update – [Enhancement of Economic Development Efforts](#); [Provision of Essential Services](#)
- Dog/Animal Control Ordinance review – [Provision of Essential Services](#)
- Fire Training Agreement update/written agreement. Fire Chief to set up a meeting with the group that uses the facility. – [Provision of Essential Services](#)
- Safety Program Updates – Public Works / Fire / Police – IIPP – [Provision of Essential Services](#)
- Community Garden Electrical Panel - [Infrastructure Improvements](#)
- CDBG CV 2/3 Grant: Memorial Park Bathroom Installation - [Infrastructure Improvements](#)
- Riverside Dr. Trail – Project Development / Design - [Infrastructure Improvements](#)
- Susanville River Corridor Vegetation Clearing – [Improve Susan River Trail](#)
- Recruitment for Economic Development Director Position - [Enhancement of Economic Development Efforts](#)

- Employee Development Training Assessment - Enhancement of Economic Development Efforts - Provision of Essential Services
- Broadband Network Design Project (Local Agency Technical Assistance Grant) – Infrastructure Improvements
- Surplus of city property – In Progress
- Phone System Upgrade – Provision of Essential Services
- Mitigation Fund Assessment – Provision of Essential Services
- Sierra Road Complex – Urban Farming/Compost – Enhancement of Economic Development Efforts

Completed:

- PG&E discovery
- Urban Water Management Plan: Provision of Essential Services
- South East Gateway construction allocation: Infrastructure Improvements; Improve Main Street
- Research Animal Control Partnership with Lassen County: Transparency; Provision of Essential Services
- Completion of Reorganization Plan (Completion 606 Nevada): Provision of Essential Services
- CA Fish and Wildlife Permit Dept of Fish and Wildlife: Improve Susan River Trail; Homelessness
- Begin 2023/24 Budget Prep and Mid-Year Budget: Transparency; Provision of Essential Services

The City of Susanville has 67 full-time positions allocated to each department as indicated below.

- Administration – 8.5 over three divisions [2.5 (Admin); 1(City Clerk); 5(Finance)]
- Fire – 8.5 over 2 divisions [2.5 (Admin); 6 (Operations)]
- Police – 21 over 2 divisions [3 (Admin); 18(Operations)]
- Public Works – 30 over 12 Divisions [5 (Admin); 1.5(Building Official/Inspector); 1.5(City Planner); 2 (Parks); 1(Code Enforcement); 4 (Water/Geothermal); 4(Gas); 4(Streets); 2(Engineers/Air Pollution); 1 (Mechanic); 1(Pool); 3(Utility Services)]
- CA Fish and Wildlife Permit Dept of Fish and Wildlife: Improve Susan River Trail; Homelessness

Departments such as Fire and Police focus on their core missions to protect the lives and safety of people and property within the community. Public Works operates similarly in the provision of water/geothermal and natural gas services and providing maintenance on city streets. Public Works; however, does have limited staffing resources to deliver projects. The following list is not a comprehensive list of city staff work priorities; however, it is representative of the priorities that city staff is currently working to accomplish.

Four Core Priorities of City Council

- Transparency

- o Publish List of City Work Priorities – Completed/On-going
- o Council Meeting Live Stream Improvements – Goal is to improve audio and provide timestamping of video to correspond to agenda items. – Council approved 1/18/2023 begin project execution (ongoing)
- o City App/media platform to engage the public – Susanville Click and Fix - Completed
- o Budget Process – Incorporate Re-organization into Budget Structure / Evaluate Policies / Include Measure P - Completed
- Improve Susan River Trail
 - o Adopt a Trail Program Implementation – Sign Posts and Signs installed on 6/15/2022, there are still segments available for adoption.
 - o Support Clean-Up Activities – On-going
 - o Volunteer Trail Patrol
- Code Enforcement
 - o Uptown Susanville – Pancera Plaza Area Trash Cleanup - Ongoing
 - o Burned out structures near Main Street – Abatement scopes under development – need budget to abate.
 - o Respond to complaints, property maintenance ordinance – Ongoing
 - o Access and respond to need for abatement budget
- Improve Main Street
 - o South East Gateway Project – Time extension request granted, Maintenance and Cooperative Agreement with CalTrans approved. Allocation paperwork submitted. Allocation expected in March 2023. Project can be bid after allocation is granted.
- CCC Closure
 - Monitor Closure Activities
 - Business/Economic Development

Financial Stability Efforts

- Economic Development Implementation Strategies –
 - o Ad Hoc – In progress.
 - o Master Sale Tax Agreement with County - New
- American Rescue Plan Act – Funding Strategy – In progress
- Expenditure Reduction Plan Development – Needs modification based on Measure P
- Strategic Plans are being prepared for each department – Departments' Completed Draft Plans, need to consolidate and prepare city-wide strategic plan.
- Sales Tax Measure – Modify Ordinance Per Department of Tax and Fee Request – Completed
 - ~~o Establish Sales Tax Oversight Board – Complete~~
- Salary Survey – Pending

- Economic Development Action Items –
 - o Business Development Assistance – No Progress
 - o Mural Repairs – Support Volunteers – Ongoing
- Review Fees – No Progress
- Review Cost Allocation – Ongoing
- ~~Business Development Cannabis Ad Hoc Ordinance adopted, referendum process underway, scheduled to for November 2022 ballot.~~ Complete
- Review Combined Services Agreements - Ongoing
- Research Directly Billable Activities – Budget
- Implement procedures/policies to control expenses – In Progress
- Sale of Real Property – No Progress
- Reorganization Implementation
 - Relocation of Staff
 - City Hall Interior Repairs – No Progress
 - ~~Implementation of Staffing Structure effective (1/22/2022)~~
 - Repairs to 606 Nevada for Engineering Staff – In progress
- CalPERs UAL Policy – In Progress

Provision of Essential Services

- Administration
 - o Human Resources employee recruitment and retention
 - o Accounts payable
 - o Accounts receivable
 - o Utility billings
 - o Grant management/billings
 - o Budget oversight/preparation
 - o Records management/public records requests
 - o Review/update policies and procedures
 - o Golf course maintenance and operations
 - o Pool maintenance and operations
- Fire
 - o Respond to alarms and other emergency calls/incidents
 - o Overhaul and salvage operations
 - o Emergency rescue operations
 - o Public service calls
 - o Fire prevention inspections
 - o Test and maintain hydrants and vehicles
 - o Budget oversight/preparation
 - o Grant development, administration, and management
 - o Review/update policies and procedures
- Police
 - o Patrol City
 - o Respond to alarms and other emergency call/incidents

- o Make arrests as necessary
- o Investigate crimes
- o Reports
- o Enforcement of state, local, and federal laws
- o Budget oversight/preparation
- o Serve warrants
- o Animal Control
- o Traffic Enforcement
- o Review/update policies and procedures
- Public Works
 - o Respond to utility service calls
 - o Repair water, geothermal and natural gas leaks
 - o Public safety awareness/conservation campaign
 - o Urban water management plan updates
 - o Maintain water and gas utilities in accordance with state, local, and federal laws
 - o Reports
 - o Street maintenance, repair, rehabilitation
 - o Building permits and inspection
 - o Zoning clearing for projects, use permits, general plan updates
 - o Code enforcement
 - o Park maintenance and upkeep
 - o Pool operation maintenance and upkeep
 - o Air pollution permitting, inspections, enforcement
 - o Oversee airport leases, planning, and project development

All Departments

- Interface with Community Groups/Businesses/Agency Partners
 - o Susanville Indian Rancheria
 - o Lassen County
 - o LMUD
 - o Susanville Sanitation District
 - o Local Area Revitalization Project
 - o Lassen High School
 - o Susanville School District
 - o Lassen County Office of Education
 - o Lassen Community College
 - o Lassen Land and Trails Trust
 - o Ducks Unlimited
- Review/update policies and procedures
- Additional projects under development
 - Little League Field Security Cameras – Completed

- FD Project Development – Awarded Hat Creek Construction – Complete
 - o Richmond Rd
 - o Bunyan Rd
 - o Spring Ridge by Hospital
- Richmond Road and North Gay Water service replacement projects – Complete
- Per Capita Park Grant – Memorial Park lighting / pump track – In Progress
- Airport Taxiway A Project –Complete
- Airport Taxiway B Project – Funding Requested
- Facilitation of community events (2023)
 - o Pet license/rabies clinic
 - o Home and Garden Show
 - o Fair Parade
 - o Safe and Sane Halloween
 - o Veterans Day Parade
 - o Magical Country Christmas
 - o Farmer's Market
- Sierra Road Site Future Development Concepts
 - o Community Compost – No Progress
 - o Urban Farming – Information exchange with LARP

Future Council Items List

1. Update on Charging Station Discussion
2. MOU with Lassen Historical Society Discussion on Council goal setting
3. Discussion regarding American Rescue Plan Act Funding
4. Discussion regarding city vehicle and equipment surplus auction
5. Update on Animal Shelter agreement (how many animals, cost of, ect.)
6. Discussion regarding lack of inventory of affordable low-income housing in support of Lassen Family Services
7. Discussion on collaboration with Lassen County and Susanville Indian Rancheria and City of Susanville to hire a liaison to collaborate with all three entities
8. Discussion regarding options to work with community on animal control and animal shelter agreement
9. Discussion regarding Councilmembers volunteering on projects
10. Discussion regarding Councilmember trainings
11. Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth
12. Discussion regarding Council trainings and nepotism recusal policy trainings
13. Update on K-9 program – March 1, 2023
14. Discussion regarding tier two of shopping cart ordinance

15. Discussion regarding increased theft within the community and increase council support to police department
16. Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn
17. Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year
18. Discussion proving funding to police department facility renovation
19. Discussion regarding banner permits
20. Discussion regarding dog ordinance
21. Discussion regarding ARPA funds and planning of use of funds
22. Discussion regarding street legal ATV and golf cart ordinance
23. Discussion regarding Veterans preference in hiring
24. Discussion regarding city's airport hangar current use as a city storage
25. Discussion regarding enforcement of shopping cart ordinance
26. Discussion regarding graffiti
27. Discussion regarding dog control and nuisance ordinance
28. Discussion regarding the sale or lease of Diamond Mountain Golf Course
29. Update on Speed Survey
30. Discussion regarding funding for engineering, design, and completion of HVAC project at the Fire Department.
31. Discussion regarding LARP Agreement for Operation and Maintenance of Susanville Community Garden – April 19, 2023

AGENDA ITEM NO. 13.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: March 15, 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: March 15, 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:
[20230315_Items_from_the_Podium.pdf](#)

MEETING DATE

BUSINESS FROM THE FLOOR

1/18/2023	Consider providing information on the sale of the helicopter from city owned hangar #3 and the use of funds received.
1/18/2023	Consider lease of city owned hangar #3 and use of fire department staff and hoses to clean out hangar
1/18/2023	Consider increasing dog and animal control ordinance within city limits and addressing concerns for vicious dogs within city limits
1/18/2023	Consider hiring dedicated animal control officer
1/18/2023	Consider providing an update on city efforts addressing homelessness
1/18/2023	Consider increasing support to the airport and promote its value for the city's economic development efforts
2/1/2023	Consider respecting public who speak at podium and having staff and council speak into their microphones
2/1/2023	Consider breaking down snow berms that remain and are interfering with parking for businesses
2/1/2023	Consider supporting Lassen Family Services in raising awareness for February as Teen Dating Violence Awareness Month and wearing orange on February 8
2/15/2023	Consider effects of the proposed placement of the supportive housing on the neighboring home values and the proximity to McKinley School
2/15/2023	Consider effects of the proposed placement of the supportive housing and the concern it will increase crime in an area with a school, daycares, senior living facilities and resulting in increased traffic in area
2/15/2023	Consider concern for obtaining adequate and skilled staffing for proposed supporting housing facility
2/15/2023	Consider lack of information provided to community and surrounding area of proposed supportive housing
2/15/2023	Consider ordinance or proclamation declaring the city of Susanville a sanctuary city for the unborn
2/15/2023	Consider recent alpaca attack from dogs at large in the community and safety concern for schools
2/15/2023	Consider evaluating city's relationship with LARP
2/15/2023	Consider city investment in LARP and its activities on Pancera Plaza
2/15/2023	Consider terminating agreement with LARP if they are not non-profit
2/15/2023	Consider community concerns with placement of supportive housing on Mesa Street
2/15/2023	Consider if the community can support and provide appropriate staffing for the supportive housing facility
2/15/2023	Consider the positive impact of the community garden and the community benefit
2/15/2023	Consider Santa Paula as property location for supportive housing
2/15/2023	Consider support of Lassen County Fairgrounds grant application for a new arena
2/15/2023	Consider benefit of the garden on city property and the improvement of the space and community benefit of the garden on city property
2/15/2023	Consider farmers market benefit to community and its role as a certified market
2/15/2023	Consider increase enforcement of animal control and increase ordinance on animal containment
2/15/2023	Consider community concern with LARP and not community concern with Farmers Market activity

2/15/2023	Consider increasing city and public support to the Susanville Airport and aviation activities
2/15/2023	Consider hiring dedicated animal control officer
3/1/2023	Consider a Community Unity Team
3/1/2023	Consider funding Crossroads and Judy's House as facilities are at capacity and in bad shape
3/1/2023	Consider SB 18 when executing MOU's and projects
3/1/2023	Consider Community Garden and Farmer's Markets benefits provided to our community
3/1/2023	Consider gas discrepancy of casino gas prices and city limit gas prices
3/1/2023	Consider respectfully hearing public at the podium feelings as victims of verbal abuse from council
3/1/2023	Consider LARP financials presented and consider MOU is available for public viewing
3/1/2023	Consider Community Garden's value to city property and benefit of property maintained by community volunteers
3/1/2023	Consider cancellation of MOU with LARP and give garden back to city to manage community garden project
3/1/2023	Consider the breach of public trust by various breaches of Brown Act by Council
3/1/2023	Consider building homes for displaced fire victims versus Permanent Supportive Housing
3/1/2023	Consider letter of resignation from mayor
3/1/2023	Consider positive impact and the major improvements made with Police Department recruitment
3/1/2023	Consider Community Garden services provided to the community and the positive foot traffic is has provided to the Susan River Trail and surrounded area.
3/1/2023	Consider Farmer's Markets positive impact made at Pancera Plaza with weekly market and night market
3/1/2023	Consider recent increase of small businesses supporting each other is a positive impact to community and the correlation of markets and garden
3/1/2023	Consider LARP and Community Garden's motive of creating education of; ease of; and access of; farming, agriculture, and fresh food opportunities

NEW BUSINESS - PUBLIC COMMENT

1/18/2023	<u>Mayor McCourt's Use of Discretionary Funds for Sierra Cascade Banner</u> 1. Consider potential discrimination of banner 2. Consider banner welcoming Sierra Cascade workers would be up during harvest season
2/1/2023	<u>Community Garden Update</u> 1. Consider LARP's non-profit status and potential financial benefits LARP retains from Farmer's Market 2. Consider potential strings attached for LARPs use of Sierra Road property plans 3. Consider lack of knowledge of diversifying agriculture opportunities within city limits 4. Consider the purpose of the Community Garden which is to create a space for access to opportunity to grow organic food and receive education on gardening in community atmosphere 5. Consider LARP grant funding given to city and little information on LARP grants received and lack of availability to join LARP 6. Consider potential conflicts of interest with councilmember businesses selling LARP members products 7. Consider Airport space for agriculture and community gardening space

2/15/2023 Maverick Renewable Energy Presentation

1. Consider grid type of this project
2. Consider LMUD's involvement at base level of project and working with LMUD to discuss the elements of project in relation to municipal utility

2/15/2023 Animal Shelter Update

1. Consider researching programs and grants that support animal shelters

2/15/2023 Airport Hangar Lease

1. Consider releasing list of upcoming available hangars and process in how leases and rents are selected

PUBLIC HEARINGS - PUBLIC COMMENT

2/15/2023 765 Shasta St Civil Assessment Penalties

1. Consider implementing the \$10,000 amount as a deposit until abatements have been completed within set timeframe of council

CONTINUING BUSINESS - PUBLIC COMMENT

1/18/2023 HUSA Survey

1. Consider Safe and Sane Halloween event is the only event that is put on by HUSA, other events on the survey are supported by HUSA in some capacity but just take place in the district
2. Consider Council's decision that was made in 2019 to stop collecting assessments from the district
3. Consider providing survey recipients with options for district improvements versus asking for their solutions

3/1/2023 MOU Between SIR and City of Susanville regarding partnership on economic development

1. What funding source is city paying this positions wages from?
2. Consider funding from Measure P tax is for maintaining city infrastructure and maintaining city employees and maintaining that before hiring new departments
3. Consider presenting how much of Measure P money collected will be put towards the hiring of this position
4. Consider getting city cleaned up prior to hiring position
5. Consider consultant rather than hiring employee with benefits and consider unfunded liability of that position
6. Consider providing community with the return they will be receiving by hiring this position
7. Provide reasoning why a new employee is needed to be hired to community between the city and the Rancheria.
8. Consider basing salary on position performance
9. Consider reaching out to other tribes to see if they have executed this combination position before

FUTURE COUNCIL ITEMS

Update on Charging Station
Discussion regarding MOU with Lassen Historical Society
~~City of Susanville App~~
Discussion on Council goal setting
~~Discussion regarding Public Comment Options~~
Discussion regarding American Rescue Plan Act Funding (ongoing)
~~Update on Farmer's Market~~
~~Discussion regarding fireworks ordinance~~
Discussion regarding city vehicle and equipment surplus auction
~~Update on Animal Shelter agreement (how many animals, cost of, ect.)~~
Discussion regarding lack of inventory of affordable low income housing in support of Lassen Family Services
~~Discussion regarding broadband improvements in Lassen County~~
~~Semi-annual or annually report on tax measure expenditures if tax measure passes~~
Discussion 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 placing signage at Community Garden
Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth
Discussion regarding amendments to cannabis ordinance
Discussion regarding Council trainings and nepotism recusal policy trainings
Update on K-9 program
Discussion regarding homelessness within the community
Discussion regarding tier two of shopping cart ordinance
Discussion regarding increased theft within the community and increase council support to police department
Discussion regarding council personal social media accounts
Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn
Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year
Discussion proving funding to police department facility renovation
Discussion regarding banner permits
Discussion regarding dog ordinance
Discussion regarding ARPA funds and planning of use of funds
Discussion regarding street legal ATV and golf cart ordinance
Discussion regarding Veterans preference in hiring
Discussion regarding city's airport hangar current use as a city storage
Discussion regarding enforcement of shopping cart ordinance
Discussion regarding graffiti
Discussion regarding dog control and nuisance ordinance
~~Update from LARP on Community Garden~~
Discussion regarding the sale or lease of Diamond Mountain Golf Course
Update on Speed Survey
Discussion regarding LARP Agreement for Operation and Maintenance of Susanville Community Garden