
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, April 19, 2023 – 4:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:**
 - A. *PUBLIC EMPLOYMENT - pursuant to Government Code §54957*
 1. *City Administrator Evaluation*
 - B. *CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6*
 1. *Fire Unit*
 2. *Miscellaneous Unit*
 3. *Professional Technical 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 April 5, 2023 regular meeting.](#)
 - 6.B [Vendor and payroll warrants](#)
7. **PUBLIC HEARINGS:**
8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. NEW BUSINESS:

- 9.A Draft FY 2023-2024 Budget Presentation
- 9.B Utility Accounts Receivable Write-off
- 9.C Consider Resolution No. 23-6116, authorizing the City Administrator to sign a Restricted Grant Agreement with Caltrans for the Susan River Trail Rehabilitation Project.
- 9.D Consider Resolution No.23-6118, authorizing the Finance Manager to transfer \$70,000 from the Streets SB1 2005 budget to the Streets Snow Removal 2006 budget.
- 9.E Consider Resolution No. 23-6123, approving street closures for thirteen Saturday morning Farmer's Markets and five Night Markets.
- 9.F Consider Resolution No. 23-6124, that authorizes the following 1) City Council to accept and award Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project to the lowest responsible bidder; 2) The City Administrator to execute a contract for \$68,136.14 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to remaining amount allocated for project (\$80,000.00); and 4) Finance Manger to create a budget for the project based on available Per Capita Program funds.
- 9.G Consider Resolution No.23-6125, recognizing Governor Newsom's Executive Order N-5-23, rescinding the the California State Water Resources Boards emergency stage one drought restrictions and thereby changing the water rates back to the City's regular rate.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

- 12.A Consider approval of Economic Development Director job description.
- 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 May 3, 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 April 19, 2023 in the areas designated on April 14, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: April 19, 2023

SUBJECT: Minutes of the City Council's April 5, 2023 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's April 5, 2023 regular meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval of the City Council's April 5, 2023 regular meeting.

ATTACHMENTS:
[230405.cc.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, APRIL 5, 2023 – 4:30 PM

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

Roll Call of Councilmembers Present: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

1. APPROVAL OF AGENDA:

Moved by Kevin Stafford; seconded by Mendy Schuster to approve the agenda with two changes. Item 12A and 12B will both follow item 6, the consent calendar.

Motion Carried: 5 - 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):

3. CLOSED SESSION:

The City Council met in closed session to discuss the following:

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

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

4. RETURN TO OPEN SESSION:

The Council reconvened in open session at 5:00pm.

Mayor McCourt requested a member of the public start the Pledge of Allegiance and requested another to offer the Invocation.

Dan Newton, City Administrator, stated that the Council met in closed session to discuss the above-mentioned items, that direction was provided to staff and no reportable action taken. However, Council will reconvene in closed session at the conclusion of open session.

Mayor McCourt offered that the City Council proclaimed April to be "Sexual Assault Awareness Month" and further proclaimed "Denim Day" to be April 26, 2023.

5. BUSINESS FROM THE FLOOR:

Two members of the public voiced their opinions on the supportive housing project.

A member of the public inquired about the plan the city has for Barry Reservoir.

Brian Arnold, public, stated his interest in doing a soapbox derby and wanted to put the word out to which Theresa Phillips, Chamber of Commerce, suggested he reach out to them.

6. CONSENT CALENDAR:

6.A Minutes of the City Council's March 1, 2023 and March 15, 2023 regular meetings.

Motion to waive the reading of and approval of the City Council's March 1, 2023 and March 15, 2023 regular meetings.

[230301.cc.min.draft.2.pdf](#)
[230315.cc.min.draft.pdf](#)

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

[03-01-2023.pdf](#)
[03-09-2023.pdf](#)
[03-15-2023.pdf](#)
[03-17-2023.pdf](#)
[03-23-2023.pdf](#)

Moved by Thomas Herrera; seconded by Mendy Schuster to approve.

Motion Carried: 5 - 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

12.A 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 the item.

After much council discussion, Mr. Newton recommended approving the following changes: item 4(a) of the MOU will state the appropriate title once that title is determined and the last sentence in item 1(c) will state "the term of the position will be from the initial date of appointment through June 30, 2027, *and will be under the direction of the City Administrator.*" It was also mentioned that, if the language regarding the ancestral homelands in the second whereas paragraph needed to be changed, it could come back for an amendment.

[23-6100.pdf](#)
[MOU SIR & City Economic Development ver 2.docx](#)
[DRAFT Job Description - Economic Development Director.docx](#)
[210915 Adopted Dept Head Process.pdf](#)
[2021.2022 MANAGEMENT MOU SIGNED.pdf](#)

Motion to approve Resolution No. 23-6100, Authorizing Memorandum of Understanding between Susanville Indian Rancheria and the city of Susanville regarding a partnership on economic development.

Moved by Thomas Herrera; seconded by Kevin Stafford to approve Option No. 1 of the MOU with the recommendations made by Mr. Newton.

Motion Carried: 3- 2

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera

Voting Against: Mendy Schuster, Russ Brown

12.B Discussion regarding Permanent Supportive Housing Direction to staff

Mr. Newton provided a brief explanation of this item and stated that County representatives are here to discuss the project.

Richard Egan, and other Lassen County staff, provided more information on the topic.

No less than six members of the public commented on the item.

Council discussion.

Direction was provided to Mr. Newton to work with the County on the project.

Mayor McCourt requested a five-minute break at 7:30pm.

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Mayor McCourt offered the Land Acknowledgement Statement as well as the city's Mission Statement.

9. **NEW BUSINESS:**

9.A Lassen Prescribed Burn Association (PBA) Presentation Information Only

Item was tabled until the next meeting due to the need for the presenter to leave prior to the item coming forward.

[PBA Flyer](#)

9.B Consider **Resolution No. 23-6117**, authorizing the Finance Manager to increase the Natural Gas Division 7401 budget \$450,000.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 23-6117.

[23-6117.pdf](#)

Motion to approve Resolution No. 23-6117, authorizing the Finance Manager to increase the Natural Gas Division 7401 budget \$450,000.

Moved by Thomas Herrera; seconded by Mendy Schuster to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

9.C Consider **Resolution No. 23-6120**, authorizing the Mayor to sign a contract with Farwest Corrosion Control Company to provide an Annual CP system survey for the City's six inch high pressure steel natural gas line cathodic protection system.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6120.

[22-2744-MS-Rev 1 Farwest CP Proposal - City of Susanville.pdf](#)
[23-6120.pdf](#)

Motion to approve Resolution No. 23-6120, authorizing the Mayor to sign a contract with Farwest Corrosion Control Company to provide an Annual CP system survey for the City's six inch high pressure steel natural gas line cathodic protection system.

Moved by Russ Brown; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

- 9.D Consider **Resolution No. 23-6121**, Authorizing the City Administrator to enter into Lease Agreement with Forest Office Equipment for a new Kyocera 4054ci printer located at 700 South Street, City's Public Works Department.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6121.

[Forest Lease Contract.pdf](#)
[23-6121.pdf](#)

Motion to approve Resolution No. 23-6121, Authorizing the City Administrator to enter into Lease Agreement with Forest Office Equipment for a new Kyocera 4054ci printer located at 700 South Street, City's Public Works Department.

Moved by Thomas Herrera; seconded by Russ Brown to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

- 9.E Consider signing bonus for recruitment of the Assistant Civil/Air Quality Engineer vacant position

Mr. Newton provided an explanation of the item and requested approval to offer a signing bonus for the position as it has been vacant for over a year.

Moved by Thomas Herrera; seconded by Mendy Schuster to authorize the City Administrator to offer a signing bonus of \$10,000 for the Air Quality/Civil Engineer position as requested in the staff report.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

- 9.F Consider **Resolution No. 23-6119**, authorizing the execution of an agreement with Bench Craft Company and authorizing the Mayor to execute agreement

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6119.

[Bench Craft Attachment A.pdf](#)
[23-6119.pdf](#)

Motion to approve Resolution No. 23-6119, authorizing the execution of an agreement with Bench Craft Company and authorizing the Mayor to execute agreement

Moved by Kevin Stafford; seconded by Russ Brown to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

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

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

12. **CONTINUING BUSINESS**: *Items 12A and 12B were heard following item 6*

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

13.A Department reports Information only

Mayor McCourt stated that someone requested street sweeping by the Elks' Lodge.

Jolene Arredondo, Assistant the City Administrator, provided an update on the Golf Course.

Heidi Whitlock, City Clerk, offered information regarding the current hiring of part time employees for the golf course and pool.

Chief Cochran offered a brief update on John Murray's dogs.

Mr. Godman stated that 15 dump truck loads of cinders, etc... have been cleared from the roads. He also added that the drought restrictions are being lifted and water rates will go back down. He mentioned the clean-up day on April 22, 2023, that was planned as well as some information on an upcoming grant opportunity that they are seeking.

Chief Moore provided an update on staffing as well as a grant that they will be looking into.

Mr. Newton thanked the Council for their support during this time as well as staff for all of their efforts and working together as a team.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Mr. Newton provided an explanation of the list and inquired as to whether or not the council wanted something moved forward.

Councilmember Schuster requested an item be added regarding adding lines to the tennis courts to make it dual purpose for pickleball. Conversation occurred and a suggestion was made to use the basketball court at Fruit Growers Park.

Mr. Newton stated that the municipal code states that it is to be used as only a tennis court but, it can be changed. However, we can allow it for now and

Councilmember Stafford requested an update on the following: speed survey, uniforms (2008), grooming standards.

Mr. Newton stated that the grooming standards item has been moving forward.

Mr. Godman stated that speed surveys cannot be completed during inclement weather.

[20220405 Items from the Podium.pdf](#)

15. ADJOURNMENT:

Open session ended at 8:21pm and a break was taken.

The Council went back into closed at 8:28pm.

The Council reconvened in open session at 8:58pm where it was reported that direction was again provided to staff with no reportable action taken.

Meeting was adjourned at 8:59pm.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

Approved on:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: April 19, 2023

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated March 25, 2023 through April 7, 2023 numbered 218133-218210.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$463,019.52, plus \$225,409.58 in payroll warrants, for a total of \$688,429.10.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[03-30-23.pdf](#)
[03-31-23.pdf](#)
[04-06-23.pdf](#)

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/30/2023 - 3/30/2023Page: 1
Mar 30, 2023 09:00AM

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
03/23	03/30/2023	218134	10743		REFUND GAS OVERPAYMENT	10507450020	1	9999-1001-001	CASH CLEARING - UTILITIES	72.20	72.20
Total 10507450020:											
03/23	03/30/2023	218135	696	ANSORGE INC	MONTHLY MAINT. FEE TO ASSE	2020	1	7201-430-81-43	TECHNICAL SVCS	600.00	600.00
Total 2020:											
03/23	03/30/2023	218135	696	ANSORGE INC	MONTHLY MAINT. FEE TO ASSE	2024	1	7201-430-81-43	TECHNICAL SVCS	600.00	600.00
Total 2024:											
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980082734	1	7620-430-10-44	LINEN SERVICE	69.64	69.64
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980082734	2	1011-452-20-44	LINEN SERVICES	7.48	7.48
Total 5980082734:											
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980082740	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.74	1.74
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980082740	2	2007-431-20-44	LINEN SERVICE	48.95	48.95
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980082740	3	7401-430-62-44	LINEN SERVICES	11.75	11.75
Total 5980082740:											
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980082743	1	7401-430-62-44	LINEN SERVICES	74.53	74.53
Total 5980082743:											
03/23	03/30/2023	218136	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	59810082757	1	7110-430-42-44	LINEN SERVICE	61.30	61.30
Total 59810082757:											
03/23	03/30/2023	218137	10463		REFUND GAS OVERPAYMENT	10531800425	1	9999-1001-001	CASH CLEARING - UTILITIES	4.00	4.00
Total 10531800425:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/23	03/30/2023	218138	10744		TR EX PROVO UT 4/3/23-4/7/23	032223	1	1010-422-10-45	TRAVEL	288.00	288.00
Total 032223:											
03/23	03/30/2023	218139	10063		REFUND GAS OVERPAYMENT 7	10524450406	1	9999-1001-001	CASH CLEARING - UTILITIES	12.55	12.55
Total 10524450406:											
03/23	03/30/2023	218140	148	COMPUTER LOGISTICS	IT SERVICES 22/23	84083	1	1000-417-10-43	TECHNICAL SVCS	1,808.40	1,808.40
Total 84083:											
03/23	03/30/2023	218140	148	COMPUTER LOGISTICS	IT SERVICES-PW	84083	1	7620-430-10-43	TECHNICAL SVCS	1,370.00	1,370.00
Total 84083:											
03/23	03/30/2023	218140	148	COMPUTER LOGISTICS	IT SERVICES- FD	84083	1	1010-422-10-43	TECHNICAL SVCS	219.20	219.20
Total 84083:											
03/23	03/30/2023	218140	148	COMPUTER LOGISTICS	IT SERVICES-PD	84083	1	1008-421-10-43	TECHNICAL SERVICES	2,082.40	2,082.40
Total 84083:											
03/23	03/30/2023	218141	10670	CURRENT ELECTRIC & A	CODE CHANGE-PW	35704	1	7620-430-10-43	TECHNICAL SVCS	25.00	25.00
Total 35704:											
03/23	03/30/2023	218142	219	ED STAUB & SONS PETR	4525 GAL UNLEADED	8796712	1	1000-1410-001	INVENTORIES-GASOLINE	16,770.12	16,770.12
Total 8796712:											
03/23	03/30/2023	218142	219	ED STAUB & SONS PETR	545.24 GAL PROPANE- AIRPOR	8967393	1	7201-430-81-46	PROPANE	1,351.29	1,351.29
Total 8967393:											
03/23	03/30/2023	218143	9677	IO	FARMER CYCLE 4 HEAVY-DUTY	032823	1	8404-430-13-48	GRANTS	116,976.00	116,976.00

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/30/2023 - 3/30/2023Page: 3
Mar 30, 2023 09:00AM

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 032823:											
03/23	03/30/2023	218144	10740		REFUND WATER OVERPAYMEN	10326300001	1	9999-1001-001	CASH CLEARING - UTILITIES	77.30	77.30
Total 10326300001:											
03/23	03/30/2023	218145	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	371262A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 371262A:											
03/23	03/30/2023	218146	265	FRONTIER	252-1182 SCADA	2-1182 031023	1	7110-430-42-45	COMMUNICATIONS	133.00	133.00
Total 2-1182 031023:											
03/23	03/30/2023	218146	265	FRONTIER	257-2845 UTILITY ROLL OVER	2845 031523	1	7620-430-10-45	COMMUNICATIONS	443.02	443.02
Total 2845 031523:											
03/23	03/30/2023	218146	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 031023	1	7401-430-62-45	COMMUNICATIONS	84.85	84.85
Total 7-1182 031023:											
03/23	03/30/2023	218147	10738	GAETKE MEDICAL CORP	SPIRO TESTING-FD	441	1	1010-422-10-43	PROFESSIONAL SVCS	3,407.76	3,407.76
Total 441:											
03/23	03/30/2023	218148	10735	GUZI-WEST INSPECTION	PROFESSIONAL SERVICES	2023-254	1	2046-465-20-43	PROFESSIONAL SVCS	1,500.00	1,500.00
Total 2023-254:											
03/23	03/30/2023	218149	1400		REIM PAPER TOWELS	032723	1	1000-417-10-46	SUPPLIES-JANITORIAL	21.63	21.63
Total 032723:											
03/23	03/30/2023	218150	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING	7021703	1	7401-430-62-43	PROFESSIONAL SVCS	6,105.00	6,105.00
Total 7021703:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

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Check Issue Dates: 3/30/2023 - 3/30/2023Page: 4
Mar 30, 2023 09:00AM

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	
03/23	03/30/2023	218151	1103	ITRON INC	TOOLS-GAS	628088	1	7401-430-62-43	PROFESSIONAL SVCS	39.42	39.42	
03/23	03/30/2023	218151	1103	ITRON INC	TOOLS-WATER	628088	2	7110-430-42-43	PROFESSIONAL SVCS	39.41	39.41	
Total 628088:											78.83	78.83
03/23	03/30/2023	218152	10737		REFUND GAS OVERPAYMENT	10524450405	1	9999-1001-001	CASH CLEARING - UTILITIES	7.00	7.00	
Total 10524450405:											7.00	7.00
03/23	03/30/2023	218153	10739		REFUND GAS DEPOSIT	10316700001	1	7401-2228-000	DEPOSITS-CUSTOMER	10.12	10.12	
Total 10316700001:											10.12	10.12
03/23	03/30/2023	218154	10695		REFUND KEY DEPOSIT	032223	1	1000-2228-009	DEPOSITS-COMM CENTER RE	15.00	15.00	
03/23	03/30/2023	218154	10695		REFUND COMMUNITY CENTER	032223	2	1011-452-20-36	RENT-COMMUNITY CENTER	50.00	50.00	
Total 032223:											65.00	65.00
03/23	03/30/2023	218155	5364		REFUND GAS OVERPAYMENT 4	10500350013	1	9999-1001-001	CASH CLEARING - UTILITIES	50.54	50.54	
Total 10500350013:											50.54	50.54
03/23	03/30/2023	218156	10722		REFUND GAS OVERPAYMENT 6	10306901323	1	9999-1001-001	CASH CLEARING - UTILITIES	141.45	141.45	
Total 10306901323:											141.45	141.45
03/23	03/30/2023	218157	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	032723	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	19.00	19.00	
Total 032723:											19.00	19.00
03/23	03/30/2023	218158	9206	LASSEN COUNTY RECO	RELEASE OF LIEN RIVERSIDE	032723	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	19.00	19.00	
Total 032723:											19.00	19.00
03/23	03/30/2023	218159	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	032723	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	19.00	19.00	
Total 032723:											19.00	19.00
03/23	03/30/2023	218160	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	032723	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	19.00	19.00	

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

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Check Issue Dates: 3/30/2023 - 3/30/2023Page: 5
Mar 30, 2023 09:00AM

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 .032723:											
03/23	03/30/2023	218161	412	LASSEN REGIONAL SOLI	DUMP FEES-PW	3356	1	7620-430-12-46	SUPPLIES-GENERAL	19.00	19.00
Total 3356:											
03/23	03/30/2023	218162	1236	LASSEN SPORTSMEN'S C	CITY CONTRIBUTION FISHING	032423	1	1000-466-33-45	CONTRIBUTIONS-JR FISHING D	24.72	24.72
Total 032423:											
03/23	03/30/2023	218179	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	58939	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	24.72	24.72
Total 58939:											
03/23	03/30/2023	218179	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	58946	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,000.00	1,000.00
Total 58946:											
03/23	03/30/2023	218179	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	59847	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	2,030.99	2,030.99
Total 59847:											
03/23	03/30/2023	218163	10736		REFUND GAS OVERPAYMENT	10438300023	1	9999-1001-001	CASH CLEARING - UTILITIES	976.71	976.71
Total 10438300023:											
03/23	03/30/2023	218164	6797		REFUND WATER OVERPAYMEN	10311350027	1	9999-1001-001	CASH CLEARING - UTILITIES	2,264.92	2,264.92
Total 10311350027:											
03/23	03/30/2023	218165	10734		REFUND GAS OVERPAYMENT 3	10431250028	1	9999-1001-001	CASH CLEARING - UTILITIES	5.73	5.73
Total 10431250028:											
03/23	03/30/2023	218166	10732		REFUND COMMUNITY CENTER	032223	1	1000-2228-009	DEPOSITS-COMM CENTER RE	38.65	38.65
03/23	03/30/2023	218166	10732		REFUND KEY DEPOSIT	032223	2	1000-2228-009	DEPOSITS-COMM CENTER RE	118.90	118.90
Total 032223:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE					Check Register - Payments by Vendor				Page: 6		
					Check Issue Dates: 3/30/2023 - 3/30/2023				Mar 30, 2023 09:00AM		
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 032223:											
03/23	03/30/2023	218167	10403	MINTIER HARNISH LP	SB-2 GRANT LAND USE & CIRC	SUSANVILLEUCE-10	1	2047-419-10-43	PROFESSIONAL SVCS	55.00	55.00
Total SUSANVILLEUCE-10:											
03/23	03/30/2023	218168	9983	MODOC COUNTY RECOR	PLHA PUBLIC HEARING	76284	1	2048-452-21-43	PROFESSIONAL SVCS	4,050.00	4,050.00
Total 76284:											
03/23	03/30/2023	218169	10741	)	REFUND GAS OVERPAYMENT	10219300140	1	9999-1001-001	CASH CLEARING - UTILITIES	4,050.00	4,050.00
Total 10219300140:											
03/23	03/30/2023	218170	10725	PACE SUPPLY CORP	SUPPLIES-GAS	317393147	1	7401-430-62-46	SUPPLIES-GENERAL	120.00	120.00
Total 317393147:											
03/23	03/30/2023	218170	10725	PACE SUPPLY CORP	SUPPLIES-GAS	318288143	1	7401-430-62-46	SUPPLIES-GENERAL	120.00	120.00
Total 318288143:											
03/23	03/30/2023	218171	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	115065	1	1011-452-21-44	FACILITY - REPAIR & MAINTENA	15.24	15.24
03/23	03/30/2023	218171	546	PAYLESS BUILDING SUP	SUPPLIES	115065	2	2048-452-21-46	SUPPLIES GENERAL	70.72	70.72
Total 115065:											
03/23	03/30/2023	218172	10733		REFUND GAS OVERPAYMENT	10431050003	1	9999-1001-001	CASH CLEARING - UTILITIES	85.96	85.96
Total 10431050003:											
03/23	03/30/2023	218173	556	PITNEY BOWES INC	POSTAGE MACHINE LEASE	3106005788	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	65.89	65.89
Total 3106005788:											
03/23	03/30/2023	218174	563	POULSEN WELDING SHO	REPAIRS- GAS	3311	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	777.87	777.87
Total 3106005788:											
03/23	03/30/2023	218174	563	POULSEN WELDING SHO	REPAIRS- GAS	3311	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	47.09	47.09

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/30/2023 - 3/30/2023Page: 7
Mar 30, 2023 09:00AM

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 3311:											
03/23	03/30/2023	218174	563	POULSEN WELDING SHO	REPAIRS- GAS	3323	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	129.90	129.90
Total 3323:											
03/23	03/30/2023	218174	563	POULSEN WELDING SHO	SUPPLIES-FD	3326	1	1010-422-10-46	SUPPLIES-COVID	2,056.75	2,056.75
Total 3326:											
03/23	03/30/2023	218175	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT	24482	1	2005-431-20-44	PROFESSIONAL SVCS	7,815.78	7,815.78
Total 24482:											
03/23	03/30/2023	218176	1296	RENTAL GUYS	MOWER PURCHASE RES NO 2	924971-5	1	7530-451-52-47	MACHINERY AND EQUIPMENT	20,988.59	20,988.59
Total 924971-5:											
03/23	03/30/2023	218177	76	SUSANVILLE ACE HARD	SUPPLIES-PW RE-ORG	512422	1	7620-430-12-46	SUPPLIES-GENERAL	14.60	14.60
Total 512422:											
03/23	03/30/2023	218177	76	SUSANVILLE ACE HARD	SUPPLIES-PW RE-ORG	512427	1	7620-430-12-46	SUPPLIES-GENERAL	49.67	49.67
Total 512427:											
03/23	03/30/2023	218177	76	SUSANVILLE ACE HARD	SUPPLIES-PW RE-ORG	512585	1	7620-430-12-46	SUPPLIES-GENERAL	19.47	19.47
Total 512585:											
03/23	03/30/2023	218177	76	SUSANVILLE ACE HARD	SUPPLIES-PW RE-ORG	513294	1	7620-430-12-46	SUPPLIES-GENERAL	10.40	10.40
Total 513294:											
03/23	03/30/2023	218177	76	SUSANVILLE ACE HARD	SUPPLIES-FD	5140460	1	1010-422-10-46	SUPPLIES-COVID	79.22	79.22
Total 5140460:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 3/30/2023 - 3/30/2023Page: 8
Mar 30, 2023 09:00AM

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
03/23	03/30/2023	218178	7416		REFUND GAS OVERPAYMENT 2	10433320414	1	9999-1001-001	CASH CLEARING - UTILITIES	88.47	88.47
Total 10433320414:											88.47
03/23	03/30/2023	218178	7416		REFUND WATER OVERPAYMENT	10530650011	1	9999-1001-001	CASH CLEARING - UTILITIES	5.15	5.15
Total 10530650011:											5.15
03/23	03/30/2023	218180	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	882	1	1009-421-10-46	SUPPLIES-COVID	600.00	600.00
Total 882:											600.00
03/23	03/30/2023	218180	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	885	1	1000-417-10-43	PROFESSIONAL SVCS	350.00	350.00
Total 885:											350.00
03/23	03/30/2023	218181	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9930373641	1	1010-422-10-45	COMMUNICATIONS	415.33	415.33
03/23	03/30/2023	218181	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9930373641	2	1000-411-10-45	COMMUNICATIONS	122.46	122.46
Total 9930373641:											537.79
Grand Totals:											199,255.42
										199,255.42	199,255.42

Report Criteria:

Report type: GL detail
Check Voided = False

M = Manual Check, V = Void Check

Report Criteria:

Report type: GL detail

Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/23	03/31/2023	218182	728	U.S. POSTMASTER	UB BILLING WATER	3312023	1	7110-430-42-46	POSTAGE	521.06	521.06
03/23	03/31/2023	218182	728	U.S. POSTMASTER	UB BILLING GAS	3312023	2	7401-430-62-46	POSTAGE	268.43	268.43
Total 3312023:										789.49	789.49
Grand Totals:										789.49	789.49

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
04/23	04/06/2023	218193	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GC	03-30223	1	7530-451-52-43	PROFESSIONAL SERVICES	315.89	315.89
Total 03-30223:											
04/23	04/06/2023	218194	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	174914827U037	1	7530-451-52-44	DISPOSAL	160.98	160.98
Total 174914827U037:											
04/23	04/06/2023	218194	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	174915027U037	1	1000-417-10-44	DISPOSAL	215.67	215.67
Total 174915027U037:											
04/23	04/06/2023	218195	815	CALIFORNIA RURAL WAT	CRWA 2023 EXPO REGISTRATI	040523	1	7110-430-42-45	TRAVEL	575.00	575.00
Total 040523:											
04/23	04/06/2023	218196	815	CALIFORNIA RURAL WAT	CRWA 2023 EXPO REGISTRATI	040523	1	7110-430-42-45	TRAVEL	575.00	575.00
Total 040523:											
04/23	04/06/2023	218197	8291	TR EX UKIAH CA	04/16/23-04/21/	012323	1	1011-425-20-45	TRAVEL	434.50	434.50
Total 012323:											
04/23	04/06/2023	218198	161	CSK AUTO INC	FUEL PUMP-PD	2740419164	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	86.59	86.59
Total 2740419164:											
04/23	04/06/2023	218199	219	ED STAUB & SONS PETR	TANK RENT-GC	9026674	1	7530-451-52-46	GASOLINE	1.00	1.00
Total 9026674:											
04/23	04/06/2023	218199	219	ED STAUB & SONS PETR	TANK RENT-GC	9027390	1	7530-451-50-46	PROPANE	1.00	1.00

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 4/6/2023 - 4/6/2023Page: 2
Apr 06, 2023 09:18AM

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 9027390:											
04/23	04/06/2023	218200	9581	ELK GROVE AUTO GROU	PURCHASE 2023 DODGE DURA	22725	1	1009-421-10-47	MACHINERY AND EQUIPMENT	47,532.03	47,532.03
Total 22725:											
04/23	04/06/2023	218201	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 032523	1	7530-451-52-46	ELECTRICITY	46.68	46.68
Total 122907 032523:											
04/23	04/06/2023	218201	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 032523	1	7530-451-52-46	ELECTRICITY	138.18	138.18
Total 144281 032523:											
04/23	04/06/2023	218201	437	LMUD	WINGFIELD CLUBHOUSE	7394 032523	1	7530-451-50-46	ELECTRICITY	106.76	106.76
Total 7394 032523:											
04/23	04/06/2023	218202	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-3	1	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00
04/23	04/06/2023	218202	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-3	2	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	2,525.00	2,525.00
Total LASSEN 2023-3:											
04/23	04/06/2023	218203	9889	PRENTICE LONG & EPPE	PROFESSIONAL SERVICES	5743	1	1000-412-10-43	PROFESSIONAL SVCS	115.50	115.50
Total 5743:											
04/23	04/06/2023	218204	1296	RENTAL GUYS	SUPPLIES-PARKS	927127-5	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	57.62	57.62
Total 927127-5:											
04/23	04/06/2023	218205	628	SCORE	WORKERS COMP 7/22-6/23	SUSCQ4-23	1	7630-411-40-42	WORKERS' COMPENSATION	107,049.25	107,049.25
Total SUSCQ4-23:											
04/23	04/06/2023	218206	8134		RETURN FACILITY DEPOSIT 3/1	032823	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 032823:											
04/23	04/06/2023	218207	10146	SPALDING COMMUNIT S	DWR GRANT REIMBURSEMENT	033023	1	8406-413-23-44	CONSTRUCTION SERVICES	49,168.98	49,168.98
Total 033023:											
04/23	04/06/2023	218208	76	SUSANVILLE ACE HARD	SUPPLIES-FD	514098	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	76.75	76.75
Total 514098:											
04/23	04/06/2023	218208	76	SUSANVILLE ACE HARD	SUPPLIES-FD	514143	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	65.22	65.22
Total 514143:											
04/23	04/06/2023	218209	10716		REIM TRAVEL EXPENSE	040523	1	7110-430-42-45	TRAVEL	152.01	152.01
Total 040523:											
04/23	04/06/2023	218210	7365		CARL MOYER GRANT	040423	1	8405-430-10-48	GRANTS	50,000.00	50,000.00
Total 040423:											
Grand Totals:											
										262,974.61	262,974.61

Report Criteria:

Report type: GL detail

Check Voided = False

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Administrative Services

Action Date: April 19, 2023

SUBJECT: Draft FY 2023-2024 Budget Presentation

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Staff has initiated the development of the 2023-2024 Fiscal Year budget. The first steps of the process include an assessment of revenue projections, expenditure projections, and schedule preparation. The Draft FY 2023/24 Budget is under development and is not ready to be included in the agenda packet. However, there is a desire to begin the public engagement process for the Draft FY 2023/24 Budget, and it will be presented at the April 19, 2023 City Council meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Discussion Item - Possible Direction to Staff

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: April 19, 2023

SUBJECT: Utility Accounts Receivable Write-off

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: The Administrative Service Department is responsible for the collection of the revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billing system or performing a search using our current credit reposting agency resources and calling phone numbers from the closed accounts. After all attempts have failed, staff brings report to the City Council requesting approval to remove the uncollectible balance from our books and send them on to a collection agency.

Our collections agency has access to additional records and has been successful in recovering additional funds. They have also informed us that accounts received in the first 6-12 months have the highest potential for recovery. As delinquent accounts age, there are limitations placed on collection options. The City receives 60% of delinquencies collected and there is no additional fee charged for this service.

Due to the Covid pandemic we were unable to disconnect delinquent accounts or send them to collections during that time. The last time council approved accounts receivable write-off was back on February 19, 2020.

At this time we are requesting that the Council approve writing off \$32,427.90 in uncollected utility revenues from February 19, 2020 thru March 22, 2023.

FISCAL IMPACT: Write off \$32,470.90 in potential revenue with a portion to be later recovered through collections.

ACTION REQUESTED: Motion to approve the write-off accounts receivable and send \$32,427.90 to collections.

ATTACHMENTS:

[collections over \\$1000 3-22-23.pdf](#)

Account #	Balanced Owed	Water Amount	Gas Amount	Deposits	Action Taken	Termination Bill	Last Payment
104.3615.00.09	\$3,305.22	\$805.87	\$2,499.35	Applied	New address found in UE, No response	5/25/2021	3/9/2020
101.2065.02.42	\$1,635.99		\$1,635.99	Applied	New address found in UE, No response	3/2/2022	5/21/2020
104.0805.00.08	\$2,938.16	\$1,244.61	\$1,693.55	Applied	No information on file to serach for information, no working phone number	7/21/2022	2/21/22 CAP Payment
101.2500.01.06	\$1,019.91		\$1,019.91	Applied	New address found in UE, No response	11/10/2021	
104.2600.00.08	\$4,263.88	\$2,633.83	\$1,630.05	Applied	New address found in UR, no response, no working number	6/22/2022	2/21/22 CAP Payment
104.1525.00.07	\$4,162.13	\$1,192.74	\$2,969.39	None	No information on file to serach for information, no working phone number	3/28/2022	2/21/2022 CAP payment
105.1375.00.25	\$1,667.49	\$412.65	\$1,254.84	Applied	No new address found in UE	2/28/2022	02/21/2022 CAP Payment
104.2205.00.14	\$2,536.68	\$604.79	\$1,931.89	Applied	No working number, No new address found in UE.	10/6/2021	2/21/22 CAP Payment
104.2235.00.10	\$2,608.00	\$687.30	\$1,920.70	Applied	New address found in UE, no response.	1/4/2022	02/21/2022 CAP Payment
102.2325.00.01	\$1,145.02	\$140.82	\$1,004.20	None	No new address found in UE, mail returned.	3/14/2022	1/13/2022
104.2085.00.17	\$1,164.61	\$181.42	\$983.19	Applied	New address found In UE, mail retuned no forwarding address.	5/19/2021	02/21/22 CAP payment
104.1635.00.08	\$1,353.33	\$189.87	\$1,163.46	Applied	New address found in UE, no response.	5/23/2022	02/21/2022 CAP Payment
103.0380.00.28	\$3,199.77	\$991.27	\$2,208.50	Applied	New address found in UE.	3/14/2022	6/25/2020
104.2035.00.00	\$1,427.71	\$441.17	\$986.54	None	No information on file to serach for information, no working phone number	10/21/2021	11/18/2020

Total **\$32,427.90**

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: April 19, 2023

SUBJECT: Consider **Resolution No. 23-6116**, authorizing the City Administrator to sign a Restricted Grant Agreement with Caltrans for the Susan River Trail Rehabilitation Project.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City has an opportunity to improve the Susan River Bike Trail through a Clean California Grant. The Project would result in the repaving of the 1.24-mile Trail and the installation of benches, litter and recycle bins, litter prevention signage, and solar lighting along its length. The Project will include a litter clean-up day to promote community connection and ownership of public space. By rehabilitating a beloved community multi-use path to a functional and safe standard, this Project encourages active transportation within a disadvantaged community, promotes recreational tourism and economic investment, supports healthy vibrant communities, reduces Vehicle Miles Traveled, and advance equity. Part of the grant application asks for a resolution to give an approve administrator the authority to sign a Restricted Grant Agreement with Caltrans should the grant be awarded to the City. This is just an application, if the City is approved for the grant the decision to accept the grant will be brought back to Council.

FISCAL IMPACT: If approved at current levels the City would have no match so, no impact to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 23-6116, authorizing the City Administrator to sign a Restricted Grant Agreement with Caltrans for the Susan River Trail Rehabilitation Project.

ATTACHMENTS:
[23-6116.pdf](#)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: April 19, 2023

SUBJECT: Consider **Resolution No.23-6118**, authorizing the Finance Manager to transfer \$70,000 from the Streets SB1 2005 budget to the Streets Snow Removal 2006 budget.

PRESENTED BY: Bob Godman

SUMMARY: Each year the Snow Removal Budget is loaded based on an average number of snow storms. The 22-23 season had many more storms than a normal year and therefore more costly. We have plenty funds available in the 2005 (SB1) Budget to cover the \$70,000 increase to the Budget, staff will then transfer that to the 2006 Budget to fund the \$70,000 increase to that budget.

FISCAL IMPACT: Increases the 2005 Budget \$70,000 and Increases the 2006 Budget \$70,000, no impact to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 23-6118, authorizing the Finance Manager to transfer \$70,000 from the Streets SB1 2005 budget to the Streets Snow Removal 2006 budget.

ATTACHMENTS:
[23-6118.pdf](#)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: April 19, 2023

SUBJECT: Consider **Resolution No. 23-6123**, approving street closures for thirteen Saturday morning Farmer's Markets and five Night Markets.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: LARP has requested from the City Council permission to close Pancera Plaza for the Farmer's Market on the following Saturdays, June 10th, 17th and 24th, July 8th, 15th and 29th, August 5th, 12th, 26th, September 9th, 16th and 23rd and 29th. For the five night markets LARP is requesting permission to close Pancera Plaza for the following dates, June 28th, July 19th, and August 16th, 30th and September 20th. For the Day Markets Pancera Plaza would be closed from 9pm Friday night to 1pm Saturday afternoon and Night Markets Pancera Plaza would be closed from 3pm to 9pm the day of the markets. LARP will be issued an Encroachment Permit, at no cost, that clearly communicates both LARP's responsibility and the city's responsibility, in conducting the Farmer's Market event.

FISCAL IMPACT: Small amount of Staff time involved in providing an encroachment permit, signs and barricades.

ACTION REQUESTED: Motion to approve Resolution No. 23-6123, approving street closures for thirteen Saturday morning Farmer's Markets and five Night Markets.

ATTACHMENTS:
[LARP Co-Op_FarmersMarket Street Closure Request_04062023.docx.pdf](#)
[23-6125.pdf](#)

April 6th 2023

RE: Susanville Farmers Market 2023 Street Closures

Hello Mr. Godman,

We are requesting a street closure for Pancera Plaza for each of LARP Co-Op's Uptown Susanville Farmers Markets Saturday Events, and closure of Pancera Plaza and Cottage Street from Gay St. to Lassen St for Night Markets. Dates and times are listed below:

June 2023:

Morning Markets (8:00am - 12:00pm): 6/10, 6/17, 6/24

Night Markets (5:00pm - 8:30pm): 6/28

July 2023:

Morning Markets (8:00am - 12:00pm): 7/8, 7/15, 7/29

Night Markets (5:00pm - 8:30pm): 7/19

August 2023:

Morning Markets (8:00am - 12:00pm): 8/5, 8/12, 8/26

Night Markets (5:00pm - 8:30pm): 8/16, 8/30

September 2023:

Morning Markets (8:00am - 12:00pm): 9/9, 9/16, 9/23, 9/30

Night Markets (5:00pm - 8:30pm): 9/20

Thank you,

David Teeter

CEO for Local Area Revitalization Project Co-Op

RESOLUTION NO. 23-6125
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
RECOGNIZING GOVERNOR NEWSOM'S EXECUTIVE ORDER RESCINDING
MUCH OF THE STATE WATER RESOURCES BOARD'S MAY 24, 2023, EMERGENCY
WATER CONSERVATION ORDER AND RETURNING CITY WATER RATES
TO NORMAL LEVELS

WHEREAS, the City of Susanville owns the Susanville Municipal Water System; and

WHEREAS, the City Council passed Resolution No. 22-6008 on June 29, 2022, which complied with the State Water Resources Board's May 24, 2022, emergency water conservation regulation, which put the City on tier one of the Water Conservation Contingency Plan and raised City water rates by 25 cents per hundred cubic feet; and

WHEREAS, on March 24th, 2023, Governor Newsom issued Executive Order N-5-23 which rescinded much of the State Water Resource Board's emergency water conservation regulation, allowing the City to discontinue the tier one Water Contingency Plan regulations and return City water rates to traditional levels.

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

1. Acknowledge Executive Order N-5-23; and
2. Discontinue tier one Water Contingency Plan regulations; and
3. Return city water rates to traditional levels effective beginning on the May 1, 2023, billing cycle.

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 19th day of April 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: April 19, 2023

SUBJECT: Consider **Resolution No. 23-6124**, that authorizes the following 1) City Council to accept and award Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project to the lowest responsible bidder; 2) The City Administrator to execute a contract for \$68,136.14 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to remaining amount allocated for project (\$80,000.00); and 4) Finance Manger to create a budget for the project based on available Per Capita Program funds.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Public Works staff prepared plans and specifications for the site preparation for a modular concrete pump track, installation of concrete slabs for pump track and picnic tables, and safety light installation at Memorial Park. The project was advertised in The Modoc County Record on March 23, 2023 for a bid opening on April 11, 2023. Additional notification of the project was also provided to plan holder services throughout northern California and required locations in other parts of the country. One bidder submitted an acceptable bid package, and the result of the bid is as follows:

Lowest Bidder: Crazy J's Concrete Inc. of Susanville CA

Base bid: \$68,136.14

Total bid: \$68,136.14

The Engineer's estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$49,830.00 for the total bid excluding any contingencies. The lowest responsible bid was 26.87% higher than estimated. Construction engineering estimated at less than 5% will include an additional \$3,400 in direct project expenses for a total estimated project cost of

\$71,536.00. Remaining funding allotted for the project from the Per Capita Program grant is set at \$80,000.00. Any cost savings realized from quantity adjustments, reduced scope or construction engineering will result in City staff pursuing opportunities to include other improvements through contract change orders.

FISCAL IMPACT:

Funding allotted for the project from the Per Capita Program grant is set at \$76,000.00. The total base bid project cost to be contracted is \$68,136.14 less change orders and construction engineering. The City will bear no cost for this project as it is funded entirely through the Per Capita Program grant.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6124, that 1) awards Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project to Crazy J's Concrete, Inc., the lowest responsible bidder; and 2) authorizes the City Administrator to execute a contract with Crazy J's Concrete, Inc.; and 3) directs the Director of Public Works to issue a Notice to Proceed and execute related contract change orders for up to remaining amount allocated for project (\$80,000.00); and 3) directs the Finance Manager to create a budget for the project in the amount of \$80,000.

ATTACHMENTS:

[BID OPENING RESULT - PARK AND WATER BOND ACT 2018 \(PROP 68\).pdf](#)
[23-6124.pdf](#)



APPARENT BID OPENING RESULTS
PARK AND WATER BOND ACT 2018 (PROP 68) CITY OF SUSANVILLE
MEMORIAL PARK PROJECT
PROJECT NUMBER: 23-01
BID OPENING: APRIL 11, 2023 AT 10:00 AM

ENGINEER'S ESTIMATE:

BASE BID \$ 49,830.00
TOTAL BID \$ 49,830.00

CONTRACTOR	ADDRESS	LICENSE NO. / TYPE	BASE BID	TOTAL BID	BID ANALYSIS
Crazy J's Concrete	472-250 Diamond Crest Rd	880301 TYPE A	\$ 68,136.14	\$ 68,136.14	26.87%

RESOLUTION NO. 23-6124
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING PROJECT NO. 23-01, 2023 PARK AND WATER BOND ACT 2018
(PROPOSITION 68) CITY OF SUSANVILLE MEMORIAL PARK PROJECT TO CRAZY J'S
CONCRETE INC.; AND AUTHORIZING THE EXECUTION OF DOCUMENTS PERTAINING
TO THE PROJECT AS NECESSARY TO IMPLEMENT THE PROJECT

WHEREAS, the City of Susanville applied to the Parks and Water Bond Act of 2018 (Prop 68), Per Capita Program and was awarded funding in the amount of \$177,952 for the approved scope of work to install a pump track feature, safety lighting and site amenities at Memorial Park; and

WHEREAS, the City advertised bids and opened those bids in accordance with California Public Contract Code §4100 et seq; and

WHEREAS, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City of Susanville Public Works Department has determined that Crazy J's Concrete, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will receive all bonds and insurance, determine them in good order to authorize the commencement of construction activities for a period not exceeding twenty (20) working days as defined by the State of California and execute a contract; and

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

- 1) Project No. 23-01, 2023 Park and Water Bond Act 2018 (Proposition 68) City of Susanville Memorial Park Project is awarded to Crazy J's Concrete, Inc., of Susanville, California, determined to be the lowest responsible bidder; and
- 2) The City Administrator is authorized to execute a contract with Crazy J's Concrete, Inc. once bonds and insurance are received and found in good order; and
- 3) The Director of Public Works is authorized to issue a Notice to Proceed and change orders up to remaining amount allocated for project not to exceed \$80,000.00; and
- 4) The Finance Manager is authorized to establish a budget of \$80,000.00 to be used for construction and contingencies.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution No. 22-6124 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of April 2023, by the following vote:

AYES:
NOES:

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ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 9.G
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: April 19, 2023

SUBJECT: Consider **Resolution No.23-6125**, recognizing Governor Newsom's Executive Order N-5-23, rescinding the the California State Water Resources Boards emergency stage one drought restrictions and thereby changing the water rates back to the City's regular rate.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: On June 29, 2022, the City Council approved Resolution No. 22-6008, moving the city to stage one drought restrictions. This was a reaction to an Emergency Declaration from the California State Water Resources Board. Stage one drought restrictions call for the implementation of the city's Water Shortage Contingency Plan, which at stage one calls for a rate increase of 25 cents per hundred cubic feet of water. On March, 24, 2023, Governor Newsom signed an Executive Order rescinding most elements of the Emergency Declaration. This allows the City to return to its standard water rates. Rates will return to normal beginning with the May 1, 2023 billing cycle.

FISCAL IMPACT: Drought rates were designed to make up for the amount of water customers are supposed to save while keeping income to the Water Division at the same level, therefore as customers move off of drought restrictions and start using more water at a lower rate income to the Water Division should stay at the same level. No cost to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 23-6125, recognizing Governor Newsom's Executive Order N-5-23 rescinding the California State Water Resources Boards emergency stage one drought restrictions and thereby changing the water rates back to the City's regular rate.

ATTACHMENTS:
[3.24.23-Drought-update-executive-order \(1\).pdf](#)
[Res. No. 22-6008 Drought Regulation.docx](#)
[23-6125.pdf](#)

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

EXECUTIVE ORDER N-5-23

WHEREAS on April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, I proclaimed States of Emergency to exist due to drought conditions; and

WHEREAS the multi-year nature of the current drought, which began three years after the record-setting drought of 2012-2016, continues to have significant, immediate impacts on communities across California with vulnerable water supplies, farms that rely on irrigation to grow food and fiber, and fish and wildlife that rely on stream flows and cool water; and

WHEREAS the March 3, 2023, snow survey conducted by the Department of Water Resources and partner agencies found that most regions of the Sierra Nevada are above average for snow water content, and some regions are nearing record amounts of snow, and snow and rain has fallen across many regions of the state since then, with more precipitation forecasted; and

WHEREAS improved conditions have helped rehabilitate surface water supplies, but have not abated the severe drought conditions that remain in some parts of the State, including the Klamath River basin and the Colorado River basin, and many groundwater basins throughout the State remain depleted from overreliance and successive multi-year droughts; and

WHEREAS continued action by the State is needed to address ongoing consequences of the drought emergency, including groundwater supply shortages, domestic well failures, and drought-related harm to native fishes in the Klamath River and Clear Lake watersheds; and

WHEREAS the drought emergency has required a dynamic and flexible response from the State, and several provisions in my prior Proclamations and Orders have been terminated or superseded already, specifically Paragraphs 4 and 8 of my State of Emergency Proclamation dated April 21, 2021, Paragraphs 2, 4, and 7 of my State of Emergency Proclamation dated May 10, 2021, Paragraphs 3, 4, 5, 6, and 10 of my State of Emergency Proclamation dated July 8, 2021, and Paragraph 9 of Executive Order N-7-22; and

WHEREAS improved conditions warrant an even more targeted State response to the ongoing drought emergency and certain provisions in my State of Emergency Proclamations dated April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, and in Executive Orders N-10-21, N-7-22, and N-3-23 provide authority that is no longer needed to mitigate the effects of the drought conditions or direct actions by state agencies, departments, and boards that have already been completed; and

WHEREAS notwithstanding the rescission of certain emergency authorities for emergency drinking water action, state agencies have existing legal authority and funding to continue expedited work to advance the human right to water, and state agencies will continue all ongoing drought resilience planning work, including through coordination with local agencies and tribes; and

WHEREAS next winter's hydrology is uncertain and the most efficient way to preserve the State's improved surface water supplies is for Californians to continue their ongoing efforts to make conservation a way of life; and

WHEREAS to protect public health and safety, it is critical the State take certain immediate actions without undue delay to prepare for and mitigate the effects of the drought conditions, and under Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would prevent, hinder, or delay the mitigation of the effects of the drought conditions.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, including the California Emergency Services Act, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. The orders and provisions contained in my State of Emergency Proclamations dated April 21, 2021, May 10, 2021, July 8, 2021, and October 19, 2021, and Executive Orders N-7-22 (March 28, 2022), N-3-23 (February 13, 2023), and N-4-23 (March 10, 2023), remain in full force and effect, except as modified by those Proclamations and Orders and herein. State agencies shall continue to implement all directions from those Proclamations and Orders and accelerate implementation where feasible.
2. The following provisions of my State of Emergency Proclamation dated April 21, 2021, are terminated:
 - a. Paragraph 2;
 - b. Paragraphs 5-7; and
 - c. Paragraphs 9-14.
3. The following provisions of my State of Emergency Proclamation dated May 10, 2021, are terminated:
 - a. Paragraph 1;
 - b. Paragraph 3;
 - c. Paragraph 5; and
 - d. Paragraphs 9-10.
4. The following provisions of my State of Emergency Proclamation dated July 8, 2021, are terminated:
 - a. Paragraph 2;
 - b. Paragraphs 7-8, except those portions of paragraph 7 withdrawing provisions of prior orders;
 - c. Paragraphs 11-12.

5. The following provisions of my State of Emergency Proclamation dated October 19, 2021, are terminated:

- a. Paragraph 2;
- b. Paragraphs 4-5;
- c. Paragraph 8; and
- d. Paragraph 10.

6. The following provisions of Executive Order N-10-21 are terminated:

- a. Paragraph 1; and
- b. Paragraph 3

7. The following provisions of Executive Order N-7-22 are terminated:

- a. Paragraphs 1-3;
- b. Paragraph 6; and
- c. Paragraphs 14-15.

8. The following provisions of Executive Order N-3-23 are terminated:

- a. Paragraph 1; and
- b. Paragraph 3, except those portions of the paragraph withdrawing provisions of prior orders.

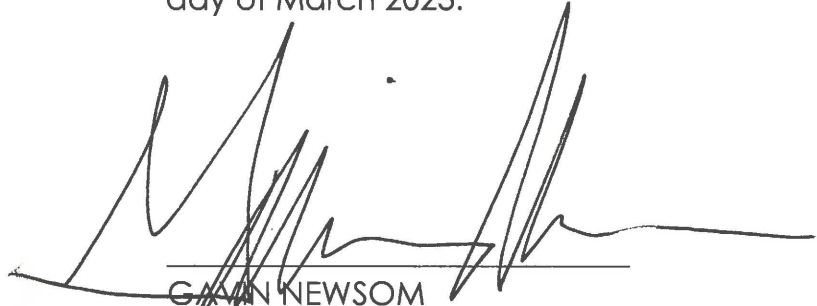
9. Paragraph 6 of my State of Emergency Proclamation dated May 10, 2021, and Paragraph 9 of my State of Emergency Proclamation dated July 8, 2021, are withdrawn and replaced with the following text:

To ensure critical instream flows for species protection in the Klamath River and Clear Lake watersheds, the State Water Resources Control Board (Water Board) and Department of Fish and Wildlife shall evaluate the minimum instream flows and other actions needed to protect salmon, steelhead, the Clear Lake Hitch, and other native fishes in critical streams systems in these watersheds and work with water users, tribes, and other parties on voluntary measures to implement those actions. To the extent voluntary actions are not sufficient, the Water Board, in coordination with the Department of Fish and Wildlife, shall consider emergency regulations to establish minimum instream flows to mitigate the effects of the drought conditions. For purposes of state agencies carrying out or approving any actions contemplated by this paragraph, Public Resources Code, Division 13 (commencing with Section 21000) and regulations adopted pursuant to that Division are suspended. Nothing in this Paragraph affects or limits the validity of actions already taken in the Klamath and Clear Lake watersheds or ongoing under Paragraph 6 of my State of Emergency Proclamation dated May 10, 2021, or Paragraph 9 of my State of Emergency Proclamation dated July 8, 2021.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 24th day of March 2023.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, PH.D.
Secretary of State

**RESOLUTION NO. 22-6008 ACKNOWLEDGING THE STATE OF
CALIFORNIA'S EMERGENCY WATER CONSERVATION
REGULATION AND IMPLAMENTING STAGE 1 OF THE CITY'S
WATER SHORTAGE CONTINGENCY PLAN.**

WHEREAS, the City of Susanville owns the Susanville Municipal Water System; and

WHEREAS, on May 24, 2022 the California State Water Resources Board adopted an emergency water conservation regulation, Title 23 California Code of Regulations Section 996, effective June 10, 2022; and

WHEREAS, California Code of Regulations Title 23 sec. 996 calls for Urban Water suppliers to implement their Water Shortage Contingency Plan for savings of 10 to 20 percent; and

WHEREAS, the City of Susanville adopted the current Water Shortage Contingency Plan with included rate increases with Resolution number 16-5339 on December 7th, 2016: and

WHEREAS, the City's Water Shortage Contingency Plan calls for a 15 percent savings in Stage One; and

WHEREAS, Stage One of the City's Water Shortage Contingency Plan is tied to a water rate increase per Resolution number 16-5339;

NOW THEREFORE LET IT BE RESOLVED by the City Council of the City of Susanville,

1. Acknowledge the State of California Water Resources Board emergency water conservation regulation Title 23 sec. 996; and
2. Implement Stage 1 of the City's Water Shortage Contingency Plan; and
3. Implement the City's Water Shortage Contingency Plan Stage 1 rate increase of 2.5 cents per cubic foot

APPROVED: _____

Mendy Schuster, Mayor

ATTEST: _____

Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of

the City of Susanville, held on the 29th day of June, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____

Margaret Long, City Attorney

RESOLUTION NO. 23-6125
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
RECOGNIZING GOVERNOR NEWSOM'S EXECUTIVE ORDER RESCINDING
MUCH OF THE STATE WATER RESOURCES BOARD'S MAY 24, 2023, EMERGENCY
WATER CONSERVATION ORDER AND RETURNING CITY WATER RATES
TO NORMAL LEVELS

WHEREAS, the City of Susanville owns the Susanville Municipal Water System; and

WHEREAS, the City Council passed Resolution No. 22-6008 on June 29, 2022, which complied with the State Water Resources Board's May 24, 2022, emergency water conservation regulation, which put the City on tier one of the Water Conservation Contingency Plan and raised City water rates by 25 cents per hundred cubic feet; and

WHEREAS, on March 24th, 2023, Governor Newsom issued Executive Order N-5-23 which rescinded much of the State Water Resource Board's emergency water conservation regulation, allowing the City to discontinue the tier one Water Contingency Plan regulations and return City water rates to traditional levels.

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

1. Acknowledge Executive Order N-5-23; and
2. Discontinue tier one Water Contingency Plan regulations; and
3. Return city water rates to traditional levels effective beginning on the May 1, 2023, billing cycle.

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 19th day of April 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: April 19, 2023

SUBJECT: Consider approval of Economic Development Director job description.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: At the April 5, 2023 City Council meeting, City Council approved the memorandum of understanding between the City of Susanville and the Susanville Indian Rancheria. The MOU states that the city will follow its approved process for hiring Department Heads. The Department Head Hiring Process begins with City Council approving the job description. The draft job description is attached for Council's review and consideration.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Economic Development Director job description.

ATTACHMENTS:
[DRAFT Job Description - Economic Development Director.docx](#)

ECONOMIC DEVELOPMENT DIRECTOR

JOB INFORMATION:

The Economic Development Director is classified as a Regular, full-time Employee as defined by the City of Susanville's Employee Manual. The Economic Development Director is represented by the Management Bargaining Unit and is compensated at Range 168-172 of the Unit's Salary Matrix.

JOB SUMMARY:

Under the direction of the City Administrator, the Economic Development Director is responsible for providing strategic leadership and direction in the role of collaborator/manager advocating for economic development in the implementation of the city's economic development program. Incumbent will work closely with the economic and business community, including the Susanville Indian Rancheria, other government agencies, non-profit organizations, academic and business institutions as well as private entrepreneurial and civic groups. The incumbent is responsible for negotiating with developers, land use attorneys, and financiers to facilitate and expedite economic development projects and real property land use, including lease agreements for the City of Susanville, often involving complex, highly specialized or difficult real property acquisition and lease maintenance issues. The incumbent will develop and market Susanville's Economic Development Implementation Plan, serve in the role of collaborator/manager, coordinate marketing activities, assist in annexations, assist in the development of tax sharing agreements, and influence and train city staff in all matters pertaining to economic development. The incumbent will provide overall management of the Susanville's Economic Development Implementation Plan and will be responsible for formulating recommendations as well as formulating the plan's objectives and work plan and conducting outreach with the business community.

The incumbent in working in the capacity of the Economic Development Director performs additional highly responsible administrative work assisting the City Administrator in planning, coordinating and directing the activities of the City of Susanville.

This is an "at will" position, and the incumbent serves at the discretion of the City Administrator. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

The incumbent in this position may be required to work unusual hours. Must be able to perform all of the duties of the essential functions of the job.

The incumbent in this position is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

- Key member of the Economic Development team and first point of contact to initiate new or expanding businesses with the City of Susanville;
- Works closely with Susanville Indian Rancheria to identify and implement economic development partnerships and projects.
- Works closely with local businesses and develops potential business, and develops and implements strategies to assist with business growth and expansion;
- Negotiate the terms and conditions of complex and highly technical agreements and real property transactions, involving land use entitlements and zoning between the City, property owners, businesses and other agencies;
- Manage and administer development agreements and all lease-related entitlements, construction, and financial components;
- Attend meetings of the City Council and SIR Tribal Business Council and other public meetings. Advise the City Administrator and Tribal Administrator and presents facts, information and recommendations to them;
- Provide management and staff support for the City Administrator including representing the City Administrator at community and professional meetings;
- Develop and administer redevelopment area projects and commercial real estate development strategies and programs;
- Analyze leases, agreements, options, deeds and contracts, and makes recommendations to the City Administrator as to the formulation of policy and legislation requirements;
- Using appropriate technological tools, develop and conduct economic studies, needs assessments and research analysis;
- Develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance, and public relations;
- Develop programs and resources for economic development;
- Establish relations and supporting collaborative efforts with economic development stakeholders, local government agencies, regional economic development groups, and industry leaders to promote economic development activities that enhance, expand and support the region's economic vitality; and
- May supervise administrative support staff, consultants, technical and professional employees as assigned.
- Perform other related duties as assigned.

QUALIFICATIONS:

Minimum qualifications:

- Possession of a valid Class C California driver's license is required at the time of appointment and for the duration of employment.

Preferred qualifications

Any education or experience equivalent to:

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, Planning, Economics, Finance or a closely related field;
- Five (5) years of extensive and progressively responsible experience in community development, economic development, redevelopment, planning, real property, or finance, preferably in the public sector;
- At least two (2) years of management experience working with senior Administrators on significant economic development projects.
- A Master's degree in Business or Public Administration, Economics, Finance, Planning or a closely related field is highly desirable.

Additional Experience or Ability to:

Possess thorough knowledge of:

- Principles and practices of economic development, project financing, real estate, land development and public policy;
- Negotiation techniques and strategies;
- Land Use proceedings and prevailing rental and lease charges;
- City government, particularly the processes and departments involved with handling real property transactions;
- Financial techniques and procedures relating to real estate and business development, industrial development and land financing;
- Federal, State and local regulations dealing with economic development and redevelopment;
- Principles, practices, and methods as applied to General Plans, zoning, building codes, housing, finance, and federal grants administration;
- Principles and practices of effective leadership and management techniques, e.g. team building practices, problem solving and conflict resolution, project and workload planning and safety procedures and standards;
- Supervisory personnel practices and procedures; and
Public/Private sector approaches and techniques to stimulate and promote economic development activity;

Ability to:

- Create a plan for the City's growth and productivity;
- Effectively manage all redevelopment and economic development activities and functions;
- Generate and stimulate business activity;
- Negotiate difficult, highly technical and/or complicated transactions;
- Draw conclusions and project consequences of decisions and recommendations;
- Establish and maintain positive and effective relationships with City employees, including elected and senior officials and Administrators, business and community leaders, general public, contractors and other governmental representatives;
- Work as team player and be willing to deliver excellent customer service to both internal and external City clients;
- Strong interpersonal skills and communicate effectively both orally and in writing to consistently represent facts and situations accurately, transmit information concisely and in an effective manner, and present a balanced picture of situations;
- Prepare and present highly technical and complex written and oral reports to City Administrator, City Council, business community, residents and businesses, and City staff;
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously;
- Remain current with contemporary land use concepts and processes;
Be an active member of the executive management team and work effectively to achieve common goals;
- Understand the big picture and develop project from concept to completion;
Identify policy issues and work with staff to develop options and recommend solutions;
- Analyze economic, financial, sociological and legal information;
Review and analyze important detailed and highly complex technical real property acquisition records and reports;
- Review development and redevelopment proposals for compliance;
Understand the public service environment and to build trust with all of the key stakeholders;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of clients and readily readjusting priorities to respond to customers;
- Act as spokesperson on real property matters;

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities; grasping, repetitive hand movement and fine coordination in preparing reports and documents using a computer keyboard; near vision in reading correspondence and documents and viewing a computer screen throughout the day;

DRAFT

Management: Range 168-172
March 2023
New Position

work in a noisy environment with multiple distractions; operate a variety of office equipment such as a calculator, computer and typewriter. Acute hearing is required when providing telephone service and communicating in person; ability to lift, drag and push files, computer reports or other materials weighing up to thirty pounds.

WORK ENVIRONMENT:

This position is located predominately indoors, in an office setting, while performing the functions listed above. The position is frequently required to drive to other locations to perform site visits.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: April 19, 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 is attached for council's review and discussion. 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:

[230419 City Project Priorities - Staff Report1.docx](#)

City of Susanville Work Priorities

April 19, 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 – Provide Report
- Employee Bargaining: Provision of Essential Services – in progress
- Economic Development Director Recruitment - Enhancement of Economic Development Efforts
- Public Facility Impact Fee – Self-Storage Analysis – Consultant Services Research Provision of Essential Services – Provide Report
- Conduct HUSA Survey: Enhancement of Economic Development Efforts; Improve Main Street – Provide 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; - Employee recognition committee

- Susan River Vegetation Clearing – project planning **Provision of Essential Services; Enhancement of Economic Development Efforts**; - Report on the cleaning operation.
- Research Master Sales Tax Agreement Process Develop Project Schedule – **Enhancement of Economic Development Efforts**.
- Discussion regarding LARP Agreement for Operation and Maintenance of Susanville Community Garden – May 3rd
- City Municipal Code Title 10 (Parking Regulation) Update - **Provision of Essential Services; Enhancement of Economic Development Efforts; Code Updates and Policies**
- Water Rate Study: **Provision of Essential Services; Transparency**
- Community Garden Sink - **Infrastructure Improvements**
- Engineering and Traffic Surveys (Top 3 Local Roads) - **Provision of Essential Services**
- HUSA Survey Analysis: **Enhancement of Economic Development Efforts; Improve Main Street** – Provide report
- 63 & 67 South Weatherlow Abatement - **Code Enforcement; Improve Main Street**

-
- CDBG CV 2/3 Grant: Memorial Park Bathroom Plans/Bid - **Infrastructure Improvements**
 - CDBG CV 2/3 Grant: Crossroads walk-in freezer Plans/Bid - **Infrastructure Improvements**
 - Prioritize Code/Policies for improvements: **Transparency; Code Enforcement; Provision of Essential Services; Enhancement of Economic Development Efforts; Code Updates and Policies**.
 - Employee Evaluation Software Change: **Provision of Essential Services**
 - Volunteer Trail Patrol – **Improve Susan River Trail**
 - Strategic Plan: **Transparency; Provision of Essential Services; Enhancement of Economic Development Efforts**;
 - Section 115 Trust: **Provision of Essential Services**;
 - Lassen County Animal Shelter – Budget Participation
 - Publish EDIP Framework: **Enhancement of Economic Development Efforts**
 - Engineering and Traffic Surveys (Top Collectors) - **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**
 - Volunteer Fire Fighter MOU – **Provision of Essential Services**
 - Assessment of Public Works capacity to conduct natural gas appliance service calls - **Provision of Essential Services**
 - Airport FBO/Manager RFP Development – **Provision of Essential Services**
 - St. Francis Abatement – Code Enforcement; **Improve Main Street**
 - Geothermal Utility Ramsey Ditch Agreement – **Provision of Essential Services; Infrastructure Improvements**
-

- Per Capita Grant: Memorial Park Pump Track Installation – **Infrastructure Improvements**
- 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](#)
- Sierra Road Complex – Urban Farming/Compost – Enhancement of Economic Development Efforts
- SE Gateway Construction - [Improve Main Street](#)
- Riverside Dr. Trail Project Development PS&E: [Improve Susan River Trail](#); [Infrastructure Improvements](#)
- Riverside Dr. Trail Project Development R/W: [Improve Susan River Trail](#); [Infrastructure Improvements](#)
- Johnstonville Road Water Line Replacement - [Provision of Essential Services](#)
- City Hall Interior Repairs - [Infrastructure Improvements](#)
- Fire Department Heating System Repairs - [Infrastructure Improvements](#)
- Police Department Roof - [Infrastructure Improvements](#)
- Public Works Department Roof - [Infrastructure Improvements](#)
- Assessment of Public Works providing maintenance of Police and Fire Vehicles – [Provision of Essential Services](#)
- City Water Tank Maintenance Needs Assessment – [Infrastructure Improvements](#)

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**
- 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 Submission of Containment Plan– Ongoing - Report
- Establish Seasonal Firefighter Program – **Provision of Essential Services**; Code Enforcement
- Community Garden Propane Tank Removal - **Infrastructure Improvements**
- Mitigation Fund Assessment – **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 Cay 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: April 19, 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: April 19, 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:
[202304019 Items from the Podium.pdf](#)

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 main street 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
- 4/5/2023** Consider monthly maintenance and operations costs of proposed supportive housing project
- 4/5/2023** Consider providing information on cost of proposed supportive housing project facility
- 4/5/2023** Consider difficulties on obtaining medical professionals and staffing for proposed supportive housing project
- 4/5/2023** Consider proposed supportive housing facilities impact on safety to community and impact on police and sherriff
- 4/5/2023** Consider proposed supportive housing facility hiring own facility security force
- 4/5/2023** Consider lack of local contractors allowed to bid on proposed supportive housing project
- 4/5/2023** Consider updating public on city plans for Barry Creek Reservoir

NEW BUSINESS - PUBLIC COMMENT

2/1/2023 Community Garden Update

- 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

3/15/2023 Gateway Monument Presentation

- Consider reducing the number of items on sign
- Consider finding local vendor to create welcome sign for less costs
- Consider great collaborative efforts as entrance piece to community and positive use of grants funds

3/15/2023 Economic Development Implementation Plan Ad-Hoc Committee

- Consider lack of time for public review on MOU with SIR for the economic development position and difference in tax status of the city and SIR
- Consider differing hiring practices differences between the city and SIR
- Consider Ad-Hoc Committee containing business professionals or economic development students and consider the professional status of who is making the hiring decisions of the economic development employee
- Consider treating all participants who comment on the MOU and Ad Hoc should be treated equally
- Consider positive results of Ad Hoc Committees as a way to increase staff's capability with working in small groups
- Consider volunteers from the community to join the Ad Hoc to gather various opinions

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

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

4/5/2023 SIR MOU - Economic Development Position

- Consider disclosing benefits of partnership between SIR and the city
- Consider differing hiring methods of two entities and conflicts of process as well as management of position by two entities
- Consider differing methods of tax use of entities and potential conflicts
- Consider suffering businesses on Main Street and benefits of consistency in economic development to support local business and Main Street growth
- Consider benefits of hiring a dedicated staff member to alleviate workload of economic development to city staff
- Consider just hiring an economic development consultant
- Consider applying expectations to measure success of position
- Consider benefits of collaborative efforts of two government entities
- Consider economic development and community development go hand in hand
- Consider lowering of gas prices at the Susanville Indian Casino Mini Mart on Monday's being unfair to local businesses
- Consider years of economic development lack of consistency without one entity taking lead and the dedication of hiring an employee as a good step in the right direction

4/5/2023 Permanent Supportive Housing Discussion

- Consider notifying neighbors in proposed site locations to keep public informed
- Consider putting people in need near where they can thrive (i.e. access to parks, churches, schools, etc.)
- Consider building supportive housing to provide equitable opportunity
- Consider how many people can be in each unit and how is this addressing the need
- Consider what constitutes a Lassen County resident
- Consider effect of housing development reducing currently safe neighborhoods
- Consider current lack of medical providers in community could not service supportive housing needs and its effect on community by reducing community access to medical care
- Consider if this housing development is addressing and servicing working families and individuals that are considered low-income
- Consider old dump as site location

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

Discussion regarding County housing development on city property options

Discussion regarding Memorial Park Tennis Court ordinance change to include pickleball

Update on Police Department grooming standards policy and uniform policy