
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
Special Council Meeting • City Council Chambers
Tuesday, July 18, 2023 – 1:00 PM

CALL THE MEETING 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 Employee Appointment - pursuant to Government Code §54957*
 1. *Title: City Attorney*
 - B. *CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6*
 1. *Professional Technical Unit*
 2. *Management Unit*
 3. *SPOA*
- 4. RETURN TO OPEN SESSION: (*recess if necessary*)**
 - *Reconvene in open session*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
- 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 July 5, 2023 regular meeting and July 12, 2023 special meeting.*
- 7. PUBLIC HEARINGS:**
- 8. COUNCIL DISCUSSION/ANNOUNCEMENTS:**
- 9. NEW BUSINESS:**
- 10. CONTINUING BUSINESS:**

10.A [City Project Priorities](#)

11. CITY ADMINISTRATOR REPORTS:

11.A [Department reports](#)

12. FUTURE COUNCIL ITEMS:

12.A [Future Council Items](#)

- 13. ADJOURNMENT:** *I, Heidi Whitlock, City Clerk of the city of Susanville, do hereby certify that an original of the NOTICE OF CALL OF SPECIAL MEETING, July 18 at 1:00 p.m. was delivered to each and every person set forth on the list contained herein on the 14th day of July, 2023. A copy of said Notice is attached hereto.*

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

Dated at Susanville, California this 14th day of July, 2023.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: July 18, 2023

SUBJECT: Minutes of the City Council's July 5, 2023 regular meeting and July 12, 2023 special meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's July 5, 2023 regular meeting and the July 12, 2023 special meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's July 5, 2023 regular meeting and July 12, 2023 special meeting minutes.

ATTACHMENTS:
[230705.cc.min.draft.pdf](#)
[230712.cc.spec.min.draft.pdf](#)

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

Mayor McCourt called the meeting to order at 5:00p.m.

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

1. APPROVAL OF AGENDA:

Agenda was approved with the removal of closed session.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. CLOSED SESSION: No closed session held.

4. RETURN TO OPEN SESSION: The Pledge of Allegiance and Invocation were provided.

5. BUSINESS FROM THE FLOOR: Tim Trevitt and grandson Mason addressed the Council and presented them with copies of the certificate received from breaking a Guinness World Record.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council's June 7, 2023, and June 21, 2023, regular and special meetings.

Motion to waive the reading of and approval to receive and file the City Council's June 7, 2023 and June 21, 2023 regular and special meetings.

[230607.cc.spec.min.draft.pdf](#)

[230607.cc.min.draft.pdf](#)

[230621.cc.spec.min.draft.pdf](#)

[230621.cc.min.draft.pdf](#)

6.B Vendor and payroll warrants

Motion to receive and file

[06-08-2023.pdf](#)

[06-09-2023.pdf](#)

[06-15-2023.pdf](#)

[06-16-2023.pdf](#)

[06-22-2023.pdf](#)

7. PUBLIC HEARINGS: No business.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Mayor pro tem Herrera provided comments to Mason and Tim Trevitt and commended them for giving back to the community.

Mayor McCourt offers both the City's Mission Statement and the Land Acknowledgement Statement.

9. NEW BUSINESS:

9.A Consider **Resolution No. 23-6159**, authorizing the Mayor to enter into an agreement with the Public Group, LLC, and PayMac Inc.

James Moore, Fire Chief, offered an explanation of the agreement and requested the approval of Resolution No. 23-6159.

[23-6159.pdf](#)

[PayMac Inc. Agreement for Payment Processing.pdf Signed - Public Surplus Seller Agreement.pdf Signed - Susanville City Contract Scope of Work.pdf](#)

Motion to approve Resolution No. 23-6159, authorizing the Mayor to enter into an agreement with the Public Group, LLC, and PayMac Inc.

Moved by Brown; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.B Consider **Resolution No. 23-6160**, authorizing the mayor to execute a personal property lease agreement with the Milford Fire Protection District.

Tom Hernandez, Assistant Fire Chief, presented the item and requested the approval of Resolution No. 23-6160.

[23-6160.pdf](#)

[PERSONAL PROPERTY LEASE BETWEEN CITY OF SUSANVILLE AND MILFORD FIRE PROTECTION DISTRICT.docx](#)

Motion to approve Resolution No. 23-6160, authorizing the mayor to execute a personal property lease agreement with the Milford Fire Protection District.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.C Consider **Resolution No. 23-6161**, upholding, modifying, or disapproving the recommendation of the Susanville Planning Commission regarding the issuance of administrative citations against the property owners of 105 Russell Avenue.

Cody Loflin, Code Enforcement Officer, presented the item and requested Council choose to uphold, modify or disapprove the recommendation of the Planning Commission to issue administrative citations against 105 Russell Ave and approve the corresponding Resolution No. 23-6161.

John Lightfoot, public, stated that he has seen some cleanup being done and suggested a modification.

Mayor pro tem Herrera stated that there have been a lot of issues with this property and requested it to be approved to uphold the Planning Commission's decision.

Councilmember Schuster shared that when property owners do not show up to speak on the property, it's time to uphold the decision.

[23-6161 Approving Resolution.doc](#)

[23-6161 Disapproving Resolution.doc](#)

[23-6161 Modifying Resolution.doc](#)

Motion to approve Resolution No. 23-6161, upholding, modifying, or disapproving the recommendation of the Susanville Planning Commission regarding the issuance of Administrative Citations against the property owners of 105 Russell Avenue.

Moved by Stafford; seconded by Herrera to approve the resolution upholding the Planning Commission's decision.

Motion Carried: 5- 0

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

Voting Against: None

9.D Consider purchase of Hangar #30 at the Susanville Municipal Airport Provide direction to staff

Bob Godman, Public Works Director, presented the item and requested direction to staff regarding the sale of hangar #30.

It was the consensus of the council to not purchase the hangar.

[Hangar Map.pdf](#)

[Letter of Intent to Sell Hangar Lot 30.pdf](#)

[DPA Recorded Fredric L Evans.pdf](#)

[ROI IF PURCHASED.pdf](#)

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

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

12. **CONTINUING BUSINESS**: No business.

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

13.A Department reports Information only

Mr. Godman requested that David Teeter provide an update on the Farmer's Market to which he did.

Department heads also provided brief updates on the goings on in their departments including the installation of the pump track at Memorial Park, Fourth of July and the illegal fireworks, the updates happening to the fire hydrants, code enforcement, recruitments, and the upcoming fair.

Brief discussion on the updated date and time for the next Council meeting as it falls during opening day of the fair. It was suggested that the meeting be held on July 18, 2023 at 1:00pm instead of canceling said meeting. Schuster, Herrera, McCourt all agreed. Mayor McCourt requested a reminder be sent out by Ms. Whitlock, City Clerk.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

Mr. Godman provided an explanation of the item for those in attendance.

No additional items were suggested.

[20230705 Items from the Podium.pdf](#)

15. **ADJOURNMENT:** Meeting adjourned at 5:45p.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

**SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
WEDNESDAY, JULY 12, 2023 – 9:00 AM**

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

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

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

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. CLOSED SESSION:

The Council convened in closed session at 9:01am to discuss the following:

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

1. Professional Technical Unit

2. Management Unit

B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR - pursuant to Government Code Section §54956.8

1. Property: 95 1/2 South Ash Street - APN# 105-210-028

Agency Negotiator: Dan Newton, City Administrator

Negotiating Party: Rippetoe, Elizabeth & Robert

Under Negotiation: Price/Conditions/Terms of Sale

4. RETURN TO OPEN SESSION: (recess if necessary) The Council reconvened in open session at 10:47am.

Mr. Newton stated that direction was provided to staff with no reportable action taken.

5. BUSINESS FROM THE FLOOR: No business.

7. CONSENT CALENDAR: No business.

8. PUBLIC HEARINGS: No business.

9. COUNCIL DISCUSSION/ANNOUNCEMENTS: No comments.

10. NEW BUSINESS: No business.

11. CONTINUING BUSINESS: No business.

12. CITY ADMINISTRATOR REPORTS: No business.

13. FUTURE COUNCIL ITEMS: No comments.

14. ADJOURNMENT:

Motion to adjourn at 10:48am.

Quincy McCourt, Mayor

Respectfully submitted by:

Heidi Whitlock, City Clerk

AGENDA ITEM NO. 10.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: July 18, 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:

[20230718_City Project Priorities.docx](#)



City of Susanville Work Priorities

July 18, 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 the golf course, community pool, and the airport. In the provision of these services, several items come up during the work week, procedural clarifications, policy interpretations, complaints, human resource items, financial services, staff development just to name a few. It is estimated that over 90% of staff's time is spent handling day-to-day operations, and less than 10% of staff time is available for project delivery work.

Four (4) Priorities of City Council

- A. Transparency
- B. Improve Susan River Trail
- C. Code Enforcement
- D. Improve Main Street

Additional Priorities

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

Priorities of City Council and Additional Priorities

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Code Updates and Policies
Dogs-at-Large: Execute abatement warrant, provide report					X			
Employee Bargaining: Pro-Tech Unit					X			
Employee Bargaining: Management Unit					X			
Public Facility Impact Fee: Self-Storage Analysis, Consultant Services Research, provide report	X				X		X	X
HUSA Survey: Conduct survey and provide report				X			X	
Purchasing Policy: Update and adopt					X		X	X
Agency Economic Development: Agency Culture, Core Values, Efficiency, Professional Development, Community Engagement					X		X	X



City of Susanville Work Priorities

Staff Work Program/Project List (continued)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Code Updates and Policies
Master Sales Tax Agreement: Research, Develop, Develop Process and Project Schedule							X	
Title 10 (Parking Regulation): Update					X		X	X
Water Rate Study	X				X			
Engineering and Traffic Survey of top 3 local roads					X			
Weatherlow Abatements: 63 & 67			X	X			X	
Vegetation Clearing: Susan River Corridor & Pat Murphy Little League Fields		X	X		X	X	X	
CDBG CV 2/3 Grant Memorial Park Bathroom: Plans/Bid					X		X	
CDBG CV 2/3 Grant Crossroads Freezer Project: Plans/Bid							X	
SE Gateway: Construction, Project Management				X	X		X	
2022 Audit	X				X			
Community Garden: Sink Project, Electric Panel					X		X	
Council/Board Live Stream and eComment: A/V improvements and implementation	X							
Lassen High School Student Resource Officer (SRO) Agreement					X		X	
General Plan Update: Research needs, research consultants and financial opportunities, and provide report	X			X	X		X	
State Controller Annual Comprehensive Financial Report (ACFR): Research, compile and provide report	X				X			
Pickleball Courts: research preliminary plans and gather estimates, provide report							X	X
Volunteer Trail Patrol		X			X	X		
Strategic Planning: Research and assess with staff, draft plan	X				X			
Section 115 Trust					X			
Lassen County Animal Shelter Agreement: Research, budget preparation and modify agreement if necessary	X				X			
Economic Development Implementation Plan (EDIP): Complete and publish framework							X	
Volunteer Fire Department MOU: Research, update and provide report					X		X	
Natural Gas Appliance Program: Assess capacity to conduct natural gas appliance service calls					X		X	
Airport FBO/Manager RFP					X			
St. Francis Abatement			X	X				
Golf Course Operations Lease: Research and provide report for lease of golf course operations					X			



City of Susanville Work Priorities

Staff Work Program/Project List (continued)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Code Updates and Policies
Geothermal Utility Ramsey Ditch Agreement					X			
Special Use Permit: Research and assess need to update and improve special event permitting	X		X		X		X	X
Police Department Collision Repair					X			
Permanent Local Housing Allocation (PLHA) Grant					X	X		
Animal Control Ordinance: Research, review, and update	X		X					X
Local Early Action Planning Grant (LEAP): Housing zoning code revisions			X					X
City Phone System Upgrade					X			
SB2 Grant: Circulation and Land Use Element Update	X		X		X		X	X
Title 17 Temporary Use Permit/Encroachment Permit: Assess and update code and policies	X		X				X	X
Fire Training Agreement: Assess and update agreement					X			
IIPP Safety Program Updates for PW/Fire/PD					X			
Riverside Drive Trail: project development PS&E, R/W and design		X			X		X	
Local Agency Technical Assistance (LATA) Grant: Project implementation					X		X	
Employee Development Training Assessment					X			
Surplus of city property					X			
Sierra Road Complex – Urban Farming/Compost: Research, assess and provide report					X		X	
Fire Hazard Map: Monitor, research, and comment					X		X	
Johnstonville Road Water Line Replacement					X			
City Hall Interior Repairs (insurance claim): update bid specs and bid project					X			
Fire Department Heating System Repairs: engineering plans assess and provide report, budgeting					X			
Police Department Roof Repairs: engineering, budgeting					X			
Public Works Department Roof: engineering, budgeting					X			
Fleet Maintenance Program: Assessment of Public Works providing maintenance of Police and Fire fleet					X			
City Water Tank Maintenance Needs Assessment					X			
Fire Hydrant Fittings					X			
Defensible Space Inspection Program: implement LE-100 program			X		X		X	



City of Susanville Work Priorities

Staff Work Program/Project List (continued)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Code Updates and Policies
Local Hazard Mitigation Plan: update and provide report			X		X		X	
Drone Policy: develop and implement								X
Emergency Services Agreement with SIR					X		X	
Wildfire Action Plan: perform risk assessment, complete community plan for Fire Wise Community certification renewal			X		X		X	
COMPLETED FROM PROJECT LIST:								
PG&E Litigation					X		X	
Urban Water Management Plan					X			
SE Gateway: Construction Allocation				X			X	
Animal Control Partnership with Lassen County: research agreement and assess need for update					X			
Reorganization Plan: 606 Nevada Street completion					X			
CA Dept. of Fish and Wildlife Permit		X	X			X		
2023/2024 Budget: develop, present, report	X				X			
Economic Development Partnership with SIR: assess, develop, and create MOU	X				X		X	
Economic Development Director: create job and recruitment	X				X		X	
Shopping Cart Ordinance								X
Seasonal Firefighter Program			X		X			
Community Garden: propane tank removal, site assessment for outdoor sink, sink engineering, budget					X		X	
Mitigation Fund Assessment					X			X
Susan River Vegetation Clearing: project planning and implementation, report		X	X		X			
Dogs-at-large: execute inspection warrant			X		X			
Employee Bargaining: Admin, SPOA, Fire, Misc, PW					X			
Per Capita Grant: Pump Track project					X		X	



City of Susanville Work Priorities

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)]

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 – 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



City of Susanville Work Priorities

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



City of Susanville Work Priorities

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
- 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



City of Susanville Work Priorities

- o Code enforcement
- o Park maintenance and upkeep
- o Pool operation maintenance and operations
- 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
 - o LARP
 - o Lassen County Chamber of Commerce
 - o Lassen County Fairgrounds
- Review/update policies and procedures

Additional projects under development:

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



City of Susanville Work Priorities

Future Council Items List

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

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: July 18, 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. 12.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: July 18, 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 a 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:
[20230718 Items from the Podium.pdf](#)

BUSINESS FROM THE FLOOR

- 4/19/2023** Consider asking members of the public who attend meetings to refrain from snickering and talking while members are at the podium
- 4/19/2023** Consider council members respecting members of the public who speak up at meetings
- 4/19/2023** Consider Constitution and Bill of Rights at local government rulings
- 4/19/2023** Consider donating helicopter sale funds to the American Legion/VFW
- 5/3/2023** Consider concern with fence located at 63 S. Weatherlow property and consider reduction of abatement extensions awarded by Planning Commission
- 5/3/2023** Consider support of affordable housing projects within community
- 5/3/2023** Consider using ARPA Funding for pickleball courts near the Susanville Bark Park or resurface Memorial Park tennis courts and direct staff to begin working on placement, research, and allocation of time towards pickleball courts within the community
- 5/3/2023** Consider providing information on camping ordinance within city limits
- 5/17/2023** Consider reducing hate within the community
- 5/17/2023** Consider appointing a policy maker to the Planning Commission to streamline change
- 5/17/2023** Consider supporting Lassen Family Service's CASA program and Volunteer Appreciation Fundraising event held on May 20, 2023,
- 6/7/2023** Consider issuing a public statement from the City Council about vandalism and hate crimes occurring within the community
- 6/7/2023** Consider supporting LGBTQ+ community
- 6/21/2023** Consider not responding to items from the podium in a manner in which could be perceived as a lecture to the community and public in attendance to meetings and consider all items brought to the podium as community concern
- 6/21/2023** Consider continued support of Hot Wheels Guinness World Record attempts in community
- 7/5/2023** Consider accepting Jesus into your life

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, etc..)~~
~~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 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 training
~~Update on K-9 program~~
~~Discussion regarding homelessness within the community~~
Discussion regarding tier two of shopping cart ordinance and enforcement of 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 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 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 and discussion of city pickleball courts
~~Update on Police Department grooming standards policy and uniform policy~~
~~Discussion regarding proclamation for KSUE 75 years of service~~
~~Discussion regarding donation to American Legion/VFW~~

