
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, August 16, 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 Section §54957
 1. *Economic Development Director*
 - B. **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION** - pursuant to Government Code Section §54956.8
 1. *Name of Case: Cargill v. city of Susanville*
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*
 - ***Employee Recognition***
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 August 2, 2023 regular meeting.](#)
 - 6.B [Consider Resolution No. 23-6174, approving agreement with NextRequest for Public Records Request software](#)
7. **PUBLIC HEARINGS:**
8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. NEW BUSINESS:

- 9.A Appointment of Voting Delegate and Alternates for the League of California Cities Annual Conference to be held on September 20-22, 2023.
- 9.B Discussion regarding Lassen High School Homecoming Parade
- 9.C Consider Resolution No. 23-6175, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Manager to increase the 7114 Water Capital Improvement budget in the amount of \$30,075

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

- 12.A Consider Resolution No. 23-6176, upholding, modifying, or rejecting the Susanville Planning Commission's decision to assess civil assessment penalties in the amount of \$10,000 against the property located at 765 Shasta Street for violations of a nuisance abatement order.

13. CITY ADMINISTRATOR'S REPORTS:

13.A City Project Priorities

13.B 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 September 6, 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 August 16, 2023 in the areas designated on August 11, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: August 16, 2023

SUBJECT: Minutes of the City Council's August 2, 2023 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 2, 2023 regular meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's August 2, 2023 regular meeting minutes.

ATTACHMENTS:
[230802.cc.min.draft.pdf](#)

**SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, AUGUST 2, 2023 – 4:30 PM**

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

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

1. **APPROVAL OF AGENDA:** Dan Newton, City Administrator, requested that item 13B be moved immediately following the Recognition of Chief Moore. Councilmember Schuster suggested that item 9J be moved up to before 9A as well since many members of the public were here to hear the item.

Moved by Schuster; seconded by Brown to approve the agenda with the above-mentioned changes.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. **CLOSED SESSION:**

The City Council convened in closed session at 4:31p.m. to discuss the following:

A. Public Employee Performance Evaluation - pursuant to Government Code §54957

1. Title: City Administrator

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

1. Professional Technical Unit

2. Management Unit

4. **RETURN TO OPEN SESSION:** The Council reconvened in open session at 5:00p.m.

The Pledge of Allegiance and Invocation were provided.

Mr. Newton stated the changes to the agenda prior to approval, that the Council met in closed session to discuss the above-mentioned items, that no reportable action was taken and direction was provided to staff.

Mayor McCourt presented James Moore, Fire Chief, with a resolution providing the history of the Chief's career with the city as well as many of his career accomplishments.

13.B Presentation of the Squad 651 engine to the Council and members of the public.

5. **BUSINESS FROM THE FLOOR:** Ed Nichols, public, voiced concerns with Bigfoot Recycling requested that the council find a reliable option for the community to recycle.

Frank Pringle, public, requested speed control on the corner of South Lassen and Cypress due to the amount of elderly and children who are also using the road.

Mike Blaschak, public, thanked the City Council for the continued work on the Community Garden.

Jon Gerry, public, voiced his concern with trees on Alexander and Shasta Street and suggested that the city cut trees if the property owners do not and treat them like abatements to recover costs.

Adam Butler, public, knows that there is something going on with pickleball but wanted to make sure a voice was speaking in support of tennis as well.

5. **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 July 18, 2023 special meeting.

Motion to waive the reading of and approval to receive and file the City Council's July 18, 2023, special meeting minutes.

230718.cc.spec.min.draft.pdf

6.B Vendor and payroll warrants

Motion to receive and file

[06-29-23.pdf](#)

[06-30-23.pdf](#)

[07-11-23.pdf](#)

[07-13-23.pdf](#)

[07-18-23.pdf](#)

[07-21-23.pdf](#)

6.C Consider **Resolution No. 23-6165**, approving Agreement with Prentice Long PC for Attorney services.

Motion to approve Resolution No. 23-6165, approving Agreement with Prentice Long PC for Attorney services.

[23-6165.pdf](#)

[Legal Services Agreement - Draft-2023-7-25.docx](#)

6.D Consider **Resolution No. 23-6166**, approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2022, through and including June 30, 2024

Motion to approve Resolution No. 23-6166, approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2022, through and including June 30, 2024

[23-6166.pdf](#)

[2022.24 MANAGEMENT MOU.pdf](#)

6.E Consider **Resolution No. 23-6167**, approving and authorizing the Mayor to execute a memorandum of understanding with the Professional Technical Bargaining unit for July 1, 2022 through and including July 7, 2023

Motion to approve Resolution No. 23-6167, approving and authorizing the Mayor to execute a memorandum of understanding with the Professional Technical Bargaining unit for fiscal year July 1, 2022 through and including July 7, 2023

[23-6167.pdf](#)

[2022.23 PROTECH MOU.pdf](#)

- 6.F Consider **Resolution No 23-6163**, terminating Airport Ground Lease with Fredric L. (Les) Evans and approving new Airport Ground Lease Agreement with Dale Miller for Hangar #30 at the Susanville Municipal Airport

Motion to approve Resolution No. 23-6163, terminating Airport Ground Lease with Fredric L. (Les) Evans and authorize Mayor to execute an Airport Ground Lease Agreement with Dale Miller.

[Signed Bill of Sale Hangar Lot 30.pdf](#)

[Ground Lease _hangar 30.doc](#)

[23-6163.pdf](#)

- 6.G Consider **Resolution No. 23-6170**, authorizing Finance Manager to increase budget for Susanville Community Garden sink and electrical panel project in the amount of \$4,175.

Motion to approve Resolution 23-6170, authorizing Finance Manager to increase budget for Susanville Community Garden sink and electrical panel project in the amount of \$4,175.

[23-6170.pdf](#)

- 6.H Consider **Resolution No. 23-6172**, amending Resolution No. 23-6155 and amending the adopted project list of street related maintenance, repair and improvement projects for Fiscal Year 2023-24 per the Road Repair and Accountability Act (RMRA) to include proposed completion schedules and estimated useful life of each project.

Motion to approve Resolution No. 23-6172, amending resolution 23-6155 and authorizing the Acting Public Works Director to submit the attached amended list of proposed eligible projects for the FY 2023-24 to the State so that funds for street related maintenance, repair and improvement as available through the RMRA program.

[23-6172.pdf](#)

[SB1 Proposed FY23-24 Project List.pdf](#)

[Amended SB1 Proposed FY23-24 Project List.pdf](#)

7. **PUBLIC HEARINGS:** None.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Mayor pro tem Herrera stated that members of the community wanted to know what the city has been able to accomplish in the past few years. He wanted to provide the following items: Live streaming the meetings, the setting of the four city priorities; transparency, improving the Susan River Trail, Cide Enforcement and Improving Main Street, and also wanted to bring up the reduction of closed session items as only those things that legally have to be are heard in closed session. He concluded by offering thanks to Chief Moore for his many years of service.

Mayor McCourt offered both the Land Acknowledgment Statement and the City's Mission Statement.

9. **NEW BUSINESS:**

- 9.J Consider **Resolution No. 23-6173**, authorizing the Finance Manager to increase budget in the amount of \$2,500 for work needed to develop preliminary plans and estimates for pickleball courts and maintenance of tennis courts.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6173.

Tom Downing, public & representative for the pickleball club, stated that they have been meeting with Mr. Newton and staff regarding pickleball. He stated that when he started in March there were 20 members and now there are around 70 members in the club. He stated that tennis needs to remain in the community as well but, pickleball would be a great addition.

Three other members of the public provided gratitude for the work being done on the project.

Eileen Richard, public, inquired as to whether or not an indoor court could be considered.

Councilmember Stafford stated that he loves pickleball but, the timing is not right. He stated that there are other projects that should be getting done by engineering at the moment.

Mayor pro tem Herrera thanked the community members for the volunteering that they have been doing.

[23-6173.pdf](#)

Motion to approve **Resolution No. 23-6173**, authorizing the Finance Manager to increase budget in the amount of \$2,500 for work needed to develop preliminary plans and estimates for pickleball courts and maintenance of tennis courts.

Moved by Schuster; seconded by Brown to approve.

Motion Carried: 4- 1

Voting For: McCourt, Herrera, Schuster, Brown

Voting Against: Stafford

9.A Update on the City's Natural Gas Enterprise

Bob Godman, Public Works Director, introduced Dan Bergman to provide an update on the Natural Gas Enterprise.

Mr. Bergman introduced himself and provided the update. He stated that gas prices this past winter were at almost \$40 a DTh and then there was also a demand 19% above average. He stated that the gas system is healthy and although there are a few projects that should be completed, no rate increase is needed.

Mr. Newton stated that he cannot say enough about his appreciation for Dan Bergman and his experience. He added that there are a lot of things involved in watching the prices, etc... and he is invaluable.

[Gas Enterprise Update 2023 07 17.docx](#)

- 9.B Consider **Resolution No. 23-6164**, approving a long-term natural gas purchase policy and authorizing the City Administrator to sign for the purchase of wholesale natural gas consistent with the policy for the benefit of the Susanville Municipal Natural Gas Utility.

Bob Godman, Public Works Director, provided an explanation of the item and reintroduced Mr. Bergman to continue with the explanation.

Mr. Bergman stated that this policy is what the city has historically done but just wanted to make it policy.

Public members voiced concerns with the state wanting to stop using natural gas and wanted to know if Mr. Bergman had heard about it.

Mr. Bergman replied that there is a push to get away from fossil fuels in California, but it is not going away anytime soon.

Eileen Richard, public, inquired as to where the gas was being purchased from.

Mr. Bergman replied that it is currently coming from up north but, it could be Canada or Oregon. We really do not know exactly where it is coming from.

[23-6164.pdf](#)
[3-Stage Winter Gas Purchasing.pdf](#)

Motion to approve Resolution No. 23-6164, approving a long-term natural gas purchase policy and authorizing the City Administrator to sign for the purchase of wholesale natural gas consistent with the policy for the benefit of the Susanville Municipal Natural Gas Utility.

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.C Initial Presentation of Water Rate Study Results by IGService

Mr. Godman provided a brief explanation of the item and again presented Mr. Dan Bergman to provide the results for the water rate study.

Mr. Bergman provided the outcome of the preliminary study and mentioned the need for a rate increase in water to come forward in 2024.

Councilmember Stafford inquired about whether or not the surcharge was supposed to be continuing or if it was supposed to end.

Mr. Newton stated how the surcharge came to be, what it paid for and what would happen if the surcharge was no longer charged. He asked for direction as to whether or not we move forward like we have for the last seven years or to do something different.

Councilmember Brown stated that staff should move forward as suggested by Mr. Bergman to which Schuster agreed.

Mr. Newton also stated that there is also the Prop 218 process to follow prior to any increase going into effect.

It was the consensus of the Council to move forward with the options provided by Mr. Bergman.

- 9.D Consider **Resolution No. 23-6162**, authorizing the addition of one full time Grant Funded Community Services Officer to the Approved Position List and authorize the Finance Manager to modify the budget as needed to implement the Permanent Local Housing Allocation (PLHA) Program

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6162.

[23-6162.pdf](#)

[230802 Approved Position List.pdf](#)

Motion to approve Resolution No. 23-6162, authorizing the addition of one full time Grant Funded Community Services Officer to the Approved Position List and authorize the Finance Manager to modify the budget as needed to implement the Permanent Local Housing Allocation (PLHA) Program

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.E Consider **Resolution No. 23-6168**, authorizing the Public Works Director to execute a contract with Pee Wee Enterprises for the delivery and placement of decomposed granite at the Frank Ernaga Baseball Field and further authorizes the finance manager to adjust the Memorial Park budget in the amount of \$9,000 to complete said project.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6168.

[23-6168.pdf](#)

[230802 PeeWee Estimate.pdf](#)

Motion to approve Resolution No. 23-6168, authorizing the Public Works Director to execute a contract with Pee Wee Enterprises for the delivery and placement of decomposed granite at the Frank Ernaga Baseball Field and further authorizes the finance manager to adjust the Memorial Park budget in the amount of \$9,000 to complete said project.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 9.F Consider **Resolution No. 23-6169**, authorizing the Mayor to sign a Right of Way Contract and Grant Deed with Caltrans relating to APN 101-270-009 for an upcoming paving project on State Route 139

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 23-6169.

[Grant Deed 15565\(15570\).pdf](#)

[Right of Way Contract 15565.pdf](#)

[Right of Way Contract 15570.pdf](#)

[Valuation Summary Statement 15570.pdf](#)

[Valuation Summary Statement 15565.pdf](#)
[23-6169.pdf](#)

Motion to approve Resolution No. 23-6169, authorizing the Mayor to sign a Right of Way Contract and Grant Deed with Caltrans relating to APN 101-270-009 for an upcoming paving project on State Route 139.

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.G Discussion regarding NextRequest, a records request management software.

Heidi Whitlock, City Clerk, presented the item and requested direction from the Council.

It was the consensus of the Council to move forward with a contract for a period of one year and to evaluate the program at the end of that time period.

[City of Susanville, CA - NextRequest - Account Order Form \(3-year\).pdf](#)
[Why NextRequest_Fast Five.pdf](#)

9.H Discussion regarding Express Evaluation, employee evaluation software.

Mr. Newton provided an explanation of the item including what staff currently uses and what options are available with this product. He then requested direction from the Council.

It was the consensus of the Council to move forward with the software.

[Quote for Susanville.pdf](#)
[Why Express Evaluations.jpeg](#)
[Public Sector Review Flyer.jpeg](#)
[Feedback statistics one pager \(003\).jpeg](#)

9.I Consider **Resolution No. 23-6171**, authorizing Mayor to execute Agreement with Lassen High School for School Resource Officer.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6171.

[23-6171.pdf](#)
[230802 LHS SRO Agreement - Revised 2 Year.pdf](#)

Motion to approve Resolution No. 23-6171, authorizing Mayor to execute Agreement with Lassen High School for School Resource Officer (SRO).

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

~~9.J Consider **Resolution No. 23-6173**, authorizing the Finance Manager to increase budget in the~~

~~amount of \$2,500 for work needed to develop preliminary plans and estimates for pickleball courts and maintenance of tennis courts. – Item heard prior to Item 9A~~

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

Cody Loflin, Code Enforcement Officer, wanted to remind everyone of when the Planning Commission meets.

Mr. Godman provided an update on Well #3.

Chief Moore stated that the department is almost back up to fully staff. He then thanked the community, city, staff, council, etc... for making his job such a pleasure and that he was able to hold this position for almost 10 years. He emotionally added that he wanted to share a comment that he made when he was hired, "Susanville is my home and I plan to finish where I started".

It was the consensus of all present staff that Chief Moore cannot be replaced and that it has been a pleasure to work with him.

~~13.B Susanville Fire Department – Presentation of Squad 651 – Item heard prior to Item 5.~~

14. **FUTURE COUNCIL ITEMS**:

14.A Future Council Items

Mr. Newton provided an explanation of the list and asked the council if there were other items to add or comment on.

Councilmember Stafford reminded staff of the police grooming standards item as it appeared to be crossed off the list.

[20230802 items from the podium.pdf](#)

15. **ADJOURNMENT**: Chief Moore requested the meeting to be adjourned at 7:42 p.m.

Respectfully submitted by:

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

AGENDA ITEM NO. 6.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: August 16, 2023

SUBJECT: Consider **Resolution No. 23-6174**, approving agreement with NextRequest for Public Records Request software

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: The City Council, at it's August 2, 2023 meeting, approved entering into an agreement with NextRequest, a public records request software, for the period of one year. The software will enable the public to submit a public records request online through a link on the city website as well as review previously submitted requests. The use of NextRequest should allow staff to fill Public Records Request more efficiently while also allowing for more transparency as our public members will be able to self-search other public city records that are commonly requested.

FISCAL IMPACT: \$6,100.00 for the period of one year starting as of August 19, 2023.

ACTION REQUESTED: Motion to approve Resolution No. 23-6174, approving agreement with NextRequest for Public Records Request software

ATTACHMENTS:

[Updated CA - NextRequest - discounted.pdf](#)
[23-6174.pdf](#)

NextRequest for City of Susanville, CA

What do I get with NextRequest?	<u>An all-in-one platform for managing records requests</u> across your entire agency. It's an annual subscription and includes: Workflow Tools, Document Hosting & Management, Dashboards, Custom Reporting, Request Diversion, and Regular Product Improvements and Feature Updates
Security?	We protect your information using: SOC 2 Security Audit, Encryption, and Threat/Uptime Monitoring. See a full overview at: nextrequest.com/security
Technical Requirements?	NextRequest is entirely web based and software-as-a-service Everything in the cloud - no downloads or installations and works on all modern web browsers

Customer	City of Susanville, CA	Start Date	August 19, 2023
Account URL(s)*	cityofsusanvilleca.nextrequest.com <i>*Account URL cannot be altered once created</i>	Invoice Date	August 19, 2023
Primary Contact Name	Heidi Whitlock	Renewal Date	August 19, 2024
Email and Phone	hwhitlock@cityofsusanville.org		

Acceptance: Acceptance of this Account Order Form is subject to the NextRequest Terms and Conditions available at <https://www.nextrequest.com/terms-conditions> and includes acceptance of the following: NextRequest's maximum liability in performance of the Services to the Customer listed above is limited to the total amount of fees received during the 12 month period immediately preceding the event giving rise to such liability, except this limitation will not apply to NextRequest's indemnification obligations, if any, for intellectual property infringement or personal injury, for which the maximum indemnification liability in aggregate shall be \$1,000,000.

Renewals : Pricing may be subject to a standard 5% annual increase to account for application improvements, new features and inflation.

Year 1	Price	QTY	Subtotal
NextRequest Standard License (monthly pricing, billed annually) Unlimited Staff Users, Up to 10 Admin-Publisher Users, and Up to 2 TB of Storage Core Features: Public Request Portal, Public Reading Room, Premier Security Package, Email Monitoring Suite, Email notifications, Automatic Reminders, Task assignment and tracking, and Time Tracking Payments: Invoicing and Online Payments (<i>*Approved payment processors</i>) Review and Redaction Features: Redaction with unlimited users, RapidReview (Batch and Draft Redaction), and OCR (Optical Character Recognition) IT & Compliance Features: Retention, Single Sign-On, Agency Specific Portal URL, SOC 2 Type II Audit, CJIS Attestation Available, and HIPAA Compliance Available with BAA	\$899.00	12	\$10,788.00
Standard Set Up & Onboarding (One-time) Dedicated Onboarding Team, 1 Kickoff Call, 1 Dedicated Admin Training (60 minutes), Go-Live Success Plans, Weekly Group Training Webinars, In-app Training, Video Tutorials, Knowledge Base Articles , and Service Level Agreement	\$1,500.00	1	\$1,500.00
One-Time Credit for Service (customer discount) 43% off year 1	-\$4,688.00	1	-\$4,688.00
Standard Set Up Fee Waived	-\$1,500.00	1	-\$1,500.00

Subtotal **\$6,100.00**

Year 1 Total \$6,100.00

*Pricing is Valid for 60 Days from the Created Date

Download our W-9 at: nextrequest.com/w-9 (password: *foiasoftware*)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: August 16, 2023

SUBJECT: Appointment of Voting Delegate and Alternates for the League of California Cities Annual Conference to be held on September 20-22, 2023.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The League of California Cities 2023 Annual Conference is scheduled for September 20-22, 2023 to be held in Sacramento, California. An important part of the Conference is the Annual Business Meeting, where the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and up to two alternates. The voting delegate and alternate(s) may be a Councilmember or the City Administrator.

While there is no fiscal impact related to the appointment of delegates, participants will need to be in attendance at the conference. The City typically budgets for two Councilmembers to attend each year and will be soliciting interest from Councilmembers who may wish to attend.

FISCAL IMPACT: Travel expenses, if any, for those who attend.

ACTION REQUESTED: Motion to designate a voting delegate and up to two alternates.

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: August 16, 2023

SUBJECT: Discussion regarding Lassen High School Homecoming Parade

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Lassen High School student body has requested consideration of city support for the closing Main St. for a Homecoming parade on September 9th. With this request, they have offered to engage the community in supporting the city's marketing efforts of the Susanville click and fix app. This is an exciting opportunity to partner with the youth of our community and engage them in local government.

FISCAL IMPACT: To be determined

ACTION REQUESTED: Direction to staff

ATTACHMENTS:

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: August 16, 2023

SUBJECT: Consider **Resolution No. 23-6175**, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Manager to increase the 7114 Water Capital Improvement budget in the amount of \$30,075

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Resolution 22-6019 was approved on July 18, 2022, authorizing the Mayor to execute a contract with Aqua-Tech for the inspection of the city's five water tanks. The contract indicated additional fees will be charged for the cleaning of the tanks if elected. Public Works has requested the cleaning to be completed prior to the tanks inspections. Aqua-Tech has sent over a new contract including the cost of the cleaning and inspection of the five water tanks. With the significant increase in cost we did not budget for the increase, therefore we are requesting from council to authorize the Mayor to execute a new service contract with Aqua-Tech. And authorize the Finance Manager to make the necessary budget increase to the 7114 Water Capital Improvement Budget.

FISCAL IMPACT: The contract is for \$30,075.00 which will be covered by the 7114 Water Capital Improvement Budget with no cost to the General fund.

ACTION REQUESTED: Motion to approve Resolution No. 23-6175, authorizing the Mayor to execute agreement with Aqua-Tech to clean and inspect the city of Susanville's five water tanks and authorize the Finance Manager to increase the 7114 Water Capital Improvement budget in the amount of \$30,075

ATTACHMENTS:
[23-6175.pdf](#)

AGENDA ITEM NO. 12.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cody Loflin, Building & Planning Division

Action Date: August 16, 2023

SUBJECT: Consider **Resolution No. 23-6176**, upholding, modifying, or rejecting the Susanville Planning Commission's decision to assess civil assessment penalties in the amount of \$10,000 against the property located at 765 Shasta Street for violations of a nuisance abatement order.

PRESENTED BY: Cody Loflin, Code Enforcement Officer

SUMMARY: At the February 15, 2023 city council meeting, Resolution No. 23-6095 was tabled with a six-month extension to allow the property owner of 765 Shasta Street, Daniel Guerrero, to address the declared public nuisance on his property. Mr. Guerrero stated that he could have his property substantially abated by the time this matter would be brought back before the City Council. Mr. Guerrero has decided to rehabilitate his residential structure rather than demolish it. Mr. Guerrero obtained a permit through the City of Susanville Building Department on July 5, 2023, in order to perform demolition work on roof trusses, the overall roof structure, front porch, and several interior walls and ceilings. At this time, Mr. Guerrero has not provided the City of Susanville with a deposit in the amount of \$10,000 as requested by the City Council and the rehabilitation work will not be completed by the time of this meeting. Staff will be providing two versions, an approving and a disapproving resolution of Resolution No. 23-6176 for consideration regarding the assessment of the \$10,000 penalty for a violation of a Nuisance Abatement Order.

Background:

The structure located at 765 Shasta Street suffered major structural damage due to a residential structure fire that occurred on May 13, 2015. The structure has been a source of blight for the residence of Shasta Street who have had to live with this burned structure for nearly 8 years. The City of Susanville has provided ample time to the property owner, in a good-faith effort, to allow for the rehabilitation of the structure. The City of Susanville has declared the structure to be a dangerous building pursuant to Section 15.10.010 of the Susanville Municipal Code. Subsequently, the Susanville Municipal Code declares dangerous buildings to be a public nuisance. Chapter 8.32

of the Susanville Municipal Code provides the framework to address public nuisances existing upon properties within the City of Susanville. A declaration of a public nuisance pursuant to the provisions outlined in Chapter 8.32, Chapter 8.52 and Chapter 15.10 of the Susanville Municipal Code have been satisfied. The Susanville Planning Commission agreed with their findings that the site fosters conditions that could negatively affect the general public health, safety and welfare, and additionally could have a diminutive effect on property values for surrounding properties. A nuisance abatement order was ordered to compel the property owner to complete necessary work to bring the site into compliance with local and state laws. Unfortunately, the site remains in a condition that fosters a public nuisance and therefore, constitutes a violation of the nuisance abatement order.

On January 10, 2023, the Planning Commission addressed the violation of the nuisance abatement order. The Planning Commission found the site was indeed a public nuisance and the property owner, Daniel Guerrero, was in violation of the order. The Planning Commission approved the assessment of civil penalties upon Daniel Guerrero for violations of the order. The civil assessment penalties were assessed in accordance with § 8.32.290 SMC.

A written notice was received from Daniel Guerrero requesting an appeal hearing to the City Council regarding the assessment of civil penalties. § 8.32.160 SMC allows for a decision of the hearing body be appealed to the legislative body of this city, that being the City Council. The appeal was received within the allotted twenty-one day appeal window with the appropriate deposit.

The City Council will hear testimony by city staff and will provide the property owner at minimum the same amount of time provided to the city, to provide testimony into this matter. The hearing shall follow provisions outlined in § 8.32.120 SMC.

FISCAL IMPACT:

If approved, the assessment of civil assessment penalties to increase revenues collected for public nuisance abatement.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6176, upholding the Susanville Planning Commission's decision to assess civil assessment penalties in the amount of \$10,000 as ordered pursuant to Susanville Planning Commission Resolution No. 23-1126.

ATTACHMENTS:

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

[23-6176 \(Rejection\).pdf](#)

[23-6176 \(Approval\).pdf](#)

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

7 Attorney for: Petitioner/City of Susanville

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PLANNING COMMISSION
CITY OF SUSANVILLE

Nuisance Abatement Order

City of Susanville,	Petitioner
v	
Daniel Guererro	Respondent

Hearing: May 12, 2022, at 6:30 p.m. in
Council Chambers
66 North Lassen Street
Susanville, CA 96130

1. This proceeding was heard:
 - a. On May 12, 2022, at 6:30 pm in the Council Chambers at 66 North Lassen Street, Susanville, CA 96130.
 - b. By the Planning Commission of the City of Susanville (also referred to as the Hearing Board or the Board) with the following commissioners of the Planning Commission present: Wayne Jambois, Melanie Westbrook, Linda Robinette, and Rod DeBoer
 - c. Wayne Jambois presided over the procedure as Chairperson.
 - d. This matter was set on a "Notice of Intention to Abate Public Nuisance & Notice of Public Hearing" dated April 13, 2022 and served on Respondent Daniel Guererro by Certified Mail on April 13, 2022, and posted on the structure at 765 Shasta Street on April 14, 2022.
 - e. Present at the hearing where:

- i. Kelly Mumper, City Planner, Ruth McElrath, Permit Technician/Secretary to the Planning Commission, and Cody Loflin, Code Enforcement representing the City of Susanville and
- ii. There was no appearance by the Respondent or Respondent's Representative.

FINDINGS

The Hearing Board makes the following findings.

1. Pursuant to City of Susanville Municipal Code chapter 8.32.040, "No person may maintain or use property or allow their property to be maintained or used in a manner that creates or fosters the creation of a public nuisance."
2. Daniel Guererro is the owner of and responsible party for the property located at 765 Shasta Street.
3. Daniel Guererro was properly served with a Notice of Violation on September 3, 2021, service pursuant to City of Susanville Municipal Code section 8.32.060.
4. Daniel Guererro was properly served with a Notice of Intention to Abate Public Nuisance and Notice of Public Hearing on April 13, 2022, and that said notice was properly posted at 765 Shasta Street on April 14, 2022, pursuant to City of Susanville Municipal Code section 8.32.090.
5. The condition of the property and certain outbuildings located at 765 Shasta Street is a public nuisance as defined by City of Susanville Municipal Code section 8.32.050.

Orders

The Hearing Board orders the following.

1. Daniel Guererro must abate the public nuisance at 765 Shasta Street by doing the following at 765 Shasta Street:
 - a. In the opinion of the Building Official for the City of Susanville, the conditions of the main residential structure and the accessory building are irreparable, and demolition must commence no later than thirty (30) days from the date of this order and shall be completed no later than sixty (60) days from this order.
 - b. Must remove any accumulated debris, garbage, rubbish, rubble, trash, limbs and weeds from the property that had accumulated prior to and as a result of demolition activities. Must be completed no later than 11:59 pm on June 27, 2022, which corresponds to the order of the Susanville Fire Chief and Susanville City Council resolution approving the deadline of the city's weed and rubbish abatement efforts.
2. Daniel Guererro must fully abate this public nuisance no later than July 11, 2022.
3. Daniel Guererro must obtain any and all required permits that may be required to abate the public nuisance at 765 Shasta Street.
4. After Daniel Guererro abates the nuisance at 765 Shasta Street, Daniel Guererro must contact the Building and Planning Department at the City of Susanville and request that an official at the City of Susanville inspect the condition of the property and buildings at 765 Shasta Street to determine if the public nuisance was abated.
5. If Daniel Guererro does not abate the public nuisance at 765 Shasta Street by 11:59 pm on July 11, 2022, the City of Susanville may have the property at 765 Shasta Street abated.
6. If Daniel Guererro do not abate the public nuisance at 765 Shasta Street by 11:59 pm on July 11, 2022, an administrative penalty pursuant to section 8.32.290 of the City of Susanville Municipal Code shall be assessed as followed:
 - a. Assessment of \$100.00 per day until the nuisance abatement has been complied with.

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- b. Effective from September 3, 2021
 - c. The maximum administrative penalty shall be \$10,000, exclusive of administrative costs and interest.
 - d. Assessment Penalty shall be due by 4:30 pm on November 8, 2022.
7. All costs of the City's abatement efforts, including the abatement work and administrative time to investigate and to hear and effect the abatement shall be charged against Daniel Guererro as a personal debt or may be assessed upon 765 Shasta Street and will constitute a lien or special assessment upon the property until paid.
8. This Order shall be effective for one year after issuance. During such period, the hearing board shall retain jurisdiction over the conditions of the building, structure or property which constituted the nuisance established by this Order, as well as the abatement thereof, to ensure that the nuisance does not reoccur and that the building, structure or property is maintained in such a manner so as not to create a nuisance. If, during this one-year period, any enforcement official determines that the same or another nuisance, as defined by this chapter exists with respect to the building, structure or property, he or she may give notice to abate the nuisance as provided for in section 8.32.060 of the City of Susanville Municipal Code. If Daniel Guererro does not abate the nuisance at any time within the abatement period, the City may proceed with the abatement itself under the provisions of section 8.32.190 of the City of Susanville Municipal Code without further action of the hearing board. The City of Susanville may also recover all of its abatement effort costs as provided for in the City of Susanville Municipal Code.

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AMENDMENT #1

Pursuant to Resolution No. 22-1111 of the Susanville Planning Commission, this Nuisance Abatement Order shall be amended as follows.

1. Whenever any person is aggrieved by this final order of the Hearing Board, this person may appeal the Nuisance Abatement Order to the City of Susanville City Council. To request an appeal, the person aggrieved by this order shall notify the City Clerk, in writing, within twenty-one (21) days from the issuance of this amended order of their request to have this appeal heard by the City Council. The aggrieved person shall deposit two hundred dollars (\$200.00) to the City of Susanville. The appellant shall be responsible for all costs of such appeal which exceeds the deposited amount. If the aggrieved person requests an appeal hearing, this hearing shall be granted within forty-five (45) days of the filing of the appeal at a regularly scheduled meeting of the Susanville City Council. The appellant shall be notified within ten (10) days of the scheduled meeting.
2. An additional twenty-one (21) days shall be added to the compliance orders that went into effect on May 12, 2022, except for any order issued regarding the abatement of weeds or rubbish from the premises that corresponds to the yearly weed abatement efforts with such date being for the year of 2022, June 27, 2022. All other orders shall be extended to a compliance deadline of 11:59 p.m. on August 1, 2022.

Dated: _____

Wayne Jambois, Chairperson
Susanville Planning Commission

RESOLUTION NO. 23-6176
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
REJECTING THE DECISION OF THE SUSANVILLE PLANNING COMMISSION TO
APPROVE THE ASSESSMENT OF CIVIL PENALTIES FOR VIOLATIONS OF A
NUISANCE ABATEMENT ORDER FOR 765 SHASTA STREET

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

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

WHEREAS, the residential structure located at 765 Shasta Street suffered major structural damage as a result of a residential structure fire and subsequently was declared to be a dangerous building and public nuisance; and

WHEREAS, the Susanville Planning Commission, at a public hearing held during a special meeting of May 12, 2022, considered the written and verbal comments presented concerning the issuance of an abatement order and approved the issuance of a nuisance abatement order; and

WHEREAS, the declared public nuisance remains upon the premises located at 765 Shasta Street in violation of the nuisance abatement order for which the Susanville Planning Commission approved the assessment of civil penalties in the amount of \$10,000 at a regular meeting held on January 10, 2023; and

WHEREAS, Daniel Guerrero appealed the Susanville Planning Commission decision to approve the issuance of civil penalties in the amount of \$10,000 to the Susanville City Council; and

WHEREAS, the Susanville City Council heard testimony from the City of Susanville and from Daniel Guerrero and rendered a decision to table Resolution No. 23-6095 and to continue this hearing for six months to allow Daniel Guererro an opportunity to remedy the violations.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby rejects the approval of civil assessment penalties issued by the Susanville Planning Commission.

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 16th day of August 2023, by the following vote:

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AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

RESOLUTION NO. 23-6176
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
UPHOLDING THE DECISION OF THE SUSANVILLE PLANNING COMMISSION TO
APPROVE THE ASSESSMENT OF CIVIL PENALTIES FOR VIOLATIONS OF A
NUISANCE ABATEMENT ORDER FOR 765 SHASTA STREET

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

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

WHEREAS, the residential structure located at 765 Shasta Street suffered major structural damage as a result of a residential structure fire and subsequently was declared to be a dangerous building and public nuisance; and

WHEREAS, the Susanville Planning Commission, at a public hearing held during a special meeting of May 12, 2022, considered the written and verbal comments presented concerning the issuance of an abatement order and approved the issuance of a nuisance abatement order; and

WHEREAS, the declared public nuisance remains upon the premises located at 765 Shasta Street in violation of the nuisance abatement order for which the Susanville Planning Commission approved the assessment of civil penalties in the amount of \$10,000 at a regular meeting held on January 10, 2023; and

WHEREAS, Daniel Guerrero appealed the Susanville Planning Commission decision to approve the issuance of civil penalties in the amount of \$10,000 to the Susanville City Council; and

WHEREAS, the Susanville City Council heard testimony from the City of Susanville and from Daniel Guerrero and rendered a decision to table Resolution No. 23-6095 and to continue this hearing for six months to allow Daniel Guererro an opportunity to remedy the violations.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby makes the following findings:

- A. Daniel Guererro is the owner of the property located at 765 Shasta Street; and
- B. The property at 765 Shasta Street is hereby affirmed to foster conditions that are declared public nuisance pursuant to the Susanville Municipal Code; and
- C. The Susanville Planning Commission's decision to issue a nuisance abatement order is valid; and
- D. Said nuisance abatement order has not been complied with and violations are still present; and
- E. The Susanville Planning Commission's decision to assess civil assessment penalties in the amount of ten thousand dollars (\$10,000) is valid.

BE IT FURTHER RESOLVED that the City of Susanville City Council hereby orders the assessment of ten thousand dollars (\$10,000) in civil assessment penalties, and orders that Daniel Guererro shall pay the civil assessment penalties by 4:30 p.m. on Friday September 29, 2023; and

BE IT FURTHER RESOLVED that the City Council of the city of Susanville further orders that, if the civil assessment penalties become delinquent, then the city of Susanville shall prepare a Cost Report and conduct a Cost Hearing and bring forth for consideration a resolution for said Cost Report and an authorization for Recordation of Lien against real property at 765 Shasta Street to be heard at a regular meeting of the city council on October 4, 2023 beginning with open session at 5:00p.m. or soon after as permitted by agenda.

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 16th day of August 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: August 16, 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:
[230215 City Project Priorities.docx](#)

City of Susanville Work Priorities

February 15, 2023

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

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

Four (4) Priorities of City Council

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

Additional Priorities

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

Work Program Item Focus.

1. Address dogs-at-large issue – **Provision of Essential Services**
 2. Employee Bargaining: **Provision of Essential Services** – in progress
 3. Economic Development Partnership with SIR includes the Creation of an Economic Development Director Position: **Enhancement of Economic Development Efforts**
 4. Shopping Cart Ordinance Enforcement – Provide a report.
 5. Research Animal Control Partnership with Lassen County: Transparency; **Provision of Essential Services** – Provide a report.
 6. Public Facility Impact Fee – Self-Storage Analysis – Provide a report.
 7. HUSA Survey: **Enhancement of Economic Development Efforts**; Improve Main Street – Provide a report.
 8. FY 2023/2024 Budget Preparation: **Provision of Essential Services** – Provide a report.
 9. CA Fish and Wildlife Permit Dept of Fish and Wildlife: Improve Susan River Trail; **Homelessness**
 10. Begin 2023/24 Budget Prep and Mid-Year Budget: Transparency; **Provision of Essential Services**
-

11. Mitigation Fund Assessment – [Provision of Essential Services](#)
12. Completion of Reorganization Plan (Completion 606 Nevada): [Provision of Essential Services](#)
13. CDBG CV 2/3 Grant: Crossroads walk-in freezer: [Infrastructure Improvements](#)
14. Publish EDIP Framework: [Enhancement of Economic Development Efforts](#)
15. Analyze Code/Policies for improvements: [Transparency](#); [Code Enforcement](#); [Provision of Essential Services](#); [Enhancement of Economic Development Efforts](#); [Code Updates and Policies](#)
16. Strategic Plan: [Transparency](#); [Provision of Essential Services](#); [Enhancement of Economic Development Efforts](#);
17. Water Rate Study: [Provision of Essential Services](#); [Transparency](#)
18. Fire Hazard Map – Monitor/Research/Comment; [Provision of Essential Services](#)
19. General Plan Update – [Enhancement of Economic Development Efforts](#); [Provision of Essential Services](#)
20. Dog/Animal Control Ordinance review – [Provision of Essential Services](#)
21. Engineering and Traffic Studies - [Provision of Essential Services](#)
22. Fire Training Agreement update/written agreement. Fire Chief to set up a meeting with the group that uses the facility. – [Provision of Essential Services](#)
23. Safety Program Updates – Public Works / Fire / Police – IIPP – [Provision of Essential Services](#)
24. Community Garden Sink - [Infrastructure Improvements](#)
25. Community Garden Electrical Panel - [Infrastructure Improvements](#)
26. Community Garden Propane Tank Removal - [Infrastructure Improvements](#)
27. Ramsey Ditch Geothermal Agreement – [Provision of Essential Services](#)
28. Per Capita Grant: Memorial Park Pump Track Installation -
29. CDBG CV 2/3 Grant: Memorial Park Bathroom Installation - [Infrastructure Improvements](#)
30. 63 & 67 S. Weatherlow Code Enforcement Abatements – [Code Enforcement](#)
31. SE Gateway – Construction Documents – Bid - [Improve Main Street](#)
32. Riverside Dr. Trail – Project Development / Design - [Infrastructure Improvements](#)
33. Volunteer Trail Patrol – [Improve Susan River Trail](#)
34. Susanville River Corridor Vegetation Clearing – [Improve Susan River Trail](#)
35. Establish Seasonal Firefighter Program – [Provision of Essential Services](#); [Code Enforcement](#)
36. Recruitment for Economic Development Director Position - [Enhancement of Economic Development Efforts](#)
37. Employee Development Training Assessment - [Enhancement of Economic Development Efforts](#) - [Provision of Essential Services](#)
38. Broadband Network Design Project (Local Agency Technical Assistance Grant) – [Infrastructure Improvements](#)
39. Meeting Live Stream Project and Council Chamber Technology Improvements – [Transparency](#)
40. Surplus of city property – In Progress
41. Explore options for golf course lease – [Enhancement of Economic Development Efforts](#)
42. Phone System Upgrade – [Provision of Essential Services](#)

Completed:

- PG&E discovery
- Urban Water Management Plan: [Provision of Essential Services](#)
- South East Gateway construction allocation: [Infrastructure Improvements](#); [Improve Main Street](#)

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 – Sign Posts and Signs installed on 6/15/2022, there are still segments available for adoption.
 - o Support Clean-Up Activities – On-going
 - o Volunteer Trail Patrol
- Code Enforcement
 - o Uptown Susanville – Pancera Plaza Area Trash Cleanup - Ongoing
 - o Burned out structures near Main Street – Abatement scopes under development – need budget to abate.
 - o Respond to complaints, property maintenance ordinance – Ongoing
 - o Access and respond to need for abatement budget

- Improve Main Street
 - o South East Gateway Project – Time extension request granted, Maintenance and Cooperative Agreement with CalTrans approved. Allocation paperwork submitted. Allocation expected in March 2023. Project can be bid after allocation is granted.
- CCC Closure
 - Monitor Closure Activities
 - Business/Economic Development

Financial Stability Efforts

- Economic Development Implementation Strategies –
 - o Ad Hoc – In progress.
 - o Master Sale Tax Agreement with County - New
- American Rescue Plan Act – Funding Strategy – In progress
- Expenditure Reduction Plan Development – Needs modification based on Measure P
- Strategic Plans are being prepared for each department – Departments' Completed Draft Plans, need to consolidate and prepare city-wide strategic plan.
- Sales Tax Measure – Modify Ordinance Per Department of Tax and Fee Request – Completed
 - ~~o Establish Sales Tax Oversight Board – Complete~~
- Salary Survey – Pending
- Economic Development Action Items –
 - o Business Development Assistance – No Progress
 - o Mural Repairs – Support Volunteers – Ongoing
- Review Fees – No Progress
- Review Cost Allocation – Ongoing
- ~~• Business Development Cannabis Ad Hoc – Ordinance adopted, referendum process underway, scheduled to for November 2022 ballot. Complete~~
- Review Combined Services Agreements - Ongoing
- Research Directly Billable Activities – Budget
- Implement procedures/policies to control expenses – In Progress
- Sale of Real Property – No Progress
- Reorganization Implementation
 - Relocation of Staff
 - City Hall Interior Repairs – No Progress
 - ~~▪ Implementation of Staffing Structure effective (1/22/2022)~~
 - Repairs to 606 Nevada for Engineering Staff – In progress
- CalPERs UAL Policy – In Progress

Provision of Essential Services

- Administration
 - o Human Resources employee recruitment and retention
 - o Accounts payable
 - o Accounts receivable

- o Utility billings
- o Grant management/billings
- o Budget oversight/preparation
- o Records management/public records requests
- o Review/update policies and procedures
- o Golf course maintenance and operations
- o Pool maintenance and operations
- Fire
 - o Respond to alarms and other emergency calls/incidents
 - o Overhaul and salvage operations
 - o Emergency rescue operations
 - o Public service calls
 - o Fire prevention inspections
 - o Test and maintain hydrants and vehicles
 - o Budget oversight/preparation
 - o Grant development, administration, and management
 - o Review/update policies and procedures
- Police
 - o Patrol City
 - o Respond to alarms and other emergency call/incidents
 - o Make arrests as necessary
 - o Investigate crimes
 - o Reports
 - o Enforcement of state, local, and federal laws
 - o Budget oversight/preparation
 - o Serve warrants
 - o Animal Control
 - o Traffic Enforcement
 - o Review/update policies and procedures
- Public Works
 - o Respond to utility service calls
 - o Repair water, geothermal and natural gas leaks
 - o Public safety awareness/conservation campaign
 - o Urban water management plan updates
 - o Maintain water and gas utilities in accordance with state, local, and federal laws
 - o Reports
 - o Street maintenance, repair, rehabilitation
 - o Building permits and inspection
 - o Zoning clearing for projects, use permits, general plan updates
 - o Code enforcement
 - o Park maintenance and upkeep
 - o Pool operation maintenance and upkeep
 - o Air pollution permitting, inspections, enforcement
 - o Oversee airport leases, planning, and project development

All Departments

- Interface with Community Groups/Businesses/Agency Partners
 - o Susanville Indian Rancheria
 - o Lassen County
 - o LMUD
 - o Susanville Sanitation District
 - o Local Area Revitalization Project
 - o Lassen High School
 - o Susanville School District
 - o Lassen County Office of Education
 - o Lassen Community College
 - o Lassen Land and Trails Trust
 - o Ducks Unlimited
- Review/update policies and procedures
- Additional projects under development
 - Little League Field Security Cameras – Completed
 - FD Project Development – Awarded Hat Creek Construction – Complete
 - o Richmond Rd
 - o Bunyan Rd
 - o Spring Ridge by Hospital
 - Richmond Road and North Gay Water service replacement projects – Complete
 - Per Capita Park Grant – Memorial Park lighting / pump track – In Progress
 - Airport Taxiway A Project –Complete
 - Airport Taxiway B Project – Funding Requested
 - Facilitation of community events (2023)
 - o Pet license/rabies clinic
 - o Home and Garden Show
 - o Fair Parade
 - o Safe and Sane Halloween
 - o Veterans Day Parade
 - o Magical Country Christmas
 - o Farmer's Market
 - Sierra Road Site Future Development Concepts

- o Community Compost – No Progress
- o Urban Farming – Information exchange with LARP

Future Council Items List

1. Update on Charging Station Discussion regarding
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

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: August 16, 2023

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City Administrator Reports is designed for Department Heads to address the Council on a variety of topics, is needed. Also, for the Council to address any questions or comments regarding that Department Head.

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: August 16, 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:
[20230816 Items from the Podium.pdf](#)

BUSINESS FROM THE FLOOR

- 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
- 7/18/2023** Consider support to the construction industry and its need for union support to access better living wages, healthcare benefits, and job security within the industry.
- 8/2/2023** Consider improving and recruiting new recycling centers for community
- 8/2/2023** Consider speed survey, traffic patrol, or stop sign on Cypress Street
- 8/2/2023** Consider recognition for city for support to the Community Garden and facility projects
- 8/2/2023** Consider tree and limb abatement within city limits
- 8/2/2023** Consider tennis community while incorporating pickleball at the tennis courts

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 trainings
~~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 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/animal control 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~~
Discussion regarding street maintenance efforts and streets equipment procurement