CITY OF SUSANVILLE
66 North Lassen Street ◆ Susanville CA
Kathie Garnier, Mayor
Joseph Franco, Mayor pro tem
Kevin Stafford * Brian R. Wilson

SUSANVILLE COMMUNITY DEVELOPMENT AGENCY SUSANVILLE MUNICIPAL ENERGY CORPORATION SUSANVILLE PUBLIC FINANCING AUTHORITY

Susanville City Council
Regular Meeting ◆ City Council Chambers
April 19, 2017 * 6:00 p.m.

Call meeting to order *Next Resolution No. 17-5376*
Roll call of Councilmembers present *Next Ordinance No. 17-1012*

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

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

3 **CLOSED SESSION**:

A CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9(d)(1):

1 Superior Court of Lassen County Case #59508 Rebecca Saylor vs. City of Susanville; City of Susanville Department of Public Works

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §59456.8:

1 Property: Public Road and Utility Infrastructure for subdivision in Wood Duck Court
Agency negotiator: Jared G. Hancock
Negotiation parties: City of Susanville/Al Robbins
Under Negotiation: Price/Conditions/Terms

2 Property: APN # 103-340-02
Agency negotiator: Jared G. Hancock
Negotiation parties: City of Susanville/Ralph Sanders
Under negotiation: Price/Conditions/Terms

C CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:

1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: All Units

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

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Brian Wilson*
- *Proclamations, awards or presentations by the City Council:*

Introduction of staff: *Dow Davis, Parks/Facilities Maintenance Supervisor*
Alan Hoover, Golf Course Manager
Anthony Hanner, Building Official
Quincy McCourt, Project Manager

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.

A Approve minutes from the City Council's March 15, 2017 meeting
B Approve vendor warrants numbered 100034 through 100127 for a total of $231,320.25 including $99,857.07 in payroll warrants
C Receive and file monthly Finance Report: March 2017

7 **PUBLIC HEARINGS**: No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:
Commission/Committee Reports:

9 **NEW BUSINESS**:

A Consider **Resolution Number 17-5349** authorizing the Public Works Director to execute change orders for Third Street in the amounts of $112,355 and $105,302 and use the balance of monies remaining in the STIP Projects 15-03 (SC) and 15-04 (SC1) accounts for additional change orders to repave Spruce Avenue north of Fifth Street and pave the Fire Hall alley in the City of Susanville to Dig It Construction Inc.
B Consider **Resolution Number 17-5350** authorizing the Public Works Director to execute change orders with ST Rhoades Construction Inc. for Pancera Plaza (S. Gay Street) in the amount of $110,000 from STIP Project 16-01 (SC2) and for portions of North Lassen and Mill Streets for amounts as allowed from the balance of monies remaining in the project account from STIP Project No. 16-02 (SC3).
C Consider **Ordinance No. 17-1011** adding Chapters 8.52 Property Maintenance, 15.09 Neglected Vacant Buildings and 15.10 Abatement of Dangerous Buildings to the Susanville Municipal Code: Waive the first reading and introduce.
D Consider **Resolution No. 17-5375** authorizing City Administrator to execute agreement authorizing transfer of expiring FAA Entitlement Funding to Palo Alto Airport
E Consider **Resolution No. 17-5370** authorizing execution of an Agreement with C&S Companies for construction inspection and engineering consulting services on the Susanville Municipal Airport PAPI Project.

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

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

12 **CONTINUING BUSINESS**:

A Consider Approval of **Resolution No. 17-5374** amending Agreement with the Honey Lake Valley Recreation Authority for Management, Administrative and Operational Services.

13 **CITY ADMINISTRATOR'S REPORTS**:

A Chamber of Commerce Relocation

14 **COUNCIL ITEMS**:

A AB1234 travel reports:

15 **ADJOURNMENT**:

- ***The next regular City Council meeting will be held on May 3, 2017 at 6:00 p.m.***

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.org, unless there were systems problems posting to the website.

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

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for April 19, 2017 in the areas designated on April 14, 2017.

Heidi Whitlock, Assistant to the
City Administrator

AGENDA ITEM NO. 6A

Reviewed by: ___ City Administrator
____ City Attorney

X Motion Only
____ Public Hearing
____ Resolution
____ Ordinance
____ Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's March 15, 2017 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 15, 2017 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's March 15, 2017 meeting.

ATTACHMENTS: Minutes: March 15, 2017

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
March 15, 2017– 6:00 p.m.

Meeting was called to order at 6:00 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, Rod De Boer, and Kathie Garnier.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:
Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve the agenda as submitted; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No business.

3 CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:

A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6
1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: All

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:
1 Property: APN: 101-110-33 and a portion of 101-060-18
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Bureau of Land Management
Under negotiation: Property Acquisition
2 Property: APN: 116-180-04
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Various Ground Leases
Under negotiation: Lease Terms

C CONFERENCE WITH LEGAL COUNSEL Anticipated litigation – pursuant to Government Code 54956.9(d)(2): one

4 RETURN TO OPEN SESSION:
At 7:06 p.m. the City Council recessed Closed Session and reconvened in Open Session.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda as submitted, and there was no reportable action. The Council would be reconvening in Closed Session at the conclusion of Open Session.

Mayor pro tem Franco offered the Thought of the Day.

Mayor Garnier read a proclamation honoring Vietnam Veterans and recognizing April 1st as Welcome Home Vietnam Veteran's Day.

Mayor Garnier read a proclamation in recognition of National Crime Victims' Rights Week. Events during the week of April 2 to 8, 2017 would be held to recognize and support local victims of crimes, including the Walk a Mile in Their Shoes event scheduled for April 8, 2017.

Mayor Garnier presented Councilmember Rod E. De Boer with a plaque honoring his 20 years of service on the Susanville City Council. She thanked him for his positive support and advice that he shared with her as a new councilmember.

Councilmember De Boer spoke highly of the community, City staff and Council, and thanked everyone for the opportunity to represent the citizens of Susanville.

David Teeter, District 1 Supervisor, thanked Councilmember De Boer for his service and for mentoring younger politicians in the community.

Lino Callegari spoke regarding Councilmember De Boer's service to the community through his service on the Council and through his career with the Lassen County Sheriff's Office. He stated that it had been an honor to serve so many years with him.

5 BUSINESS FROM THE FLOOR:

Susan Christensen, representing Lassen County Chamber of Commerce, spoke to the Council regarding the annual Main Cruise event scheduled for June 23-24, 2017. She requested that the request for fee waiver include the use of the Community Center from 7:00 a.m. to 5:00 p.m. on event days. The use of the facility had not been included on the original request.

6 CONSENT CALENDAR: Mayor Garnier reviewed the items on the Consent Calendar:

A Approve minutes from the City Council's February 15, 2017 meeting

B Approve vendor warrants numbered 99781 through 99884 for a total of $252,172.41 including $148,810.80 in payroll warrants

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the Consent Calendar; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: None.
Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 17-5356 authorizing street closure, waiver of park fees and approve service of alcoholic beverages for the Main Cruise event on June 23-24, 2017 Mr. Hancock explained that the Main Cruise event is hosted by the Lassen County Chamber of Commerce and it was moved from its traditional location on Main Street to Memorial Park. The event was very successful

and the Chamber has requested to expand this year to a two-day celebration to include activities on Friday from 5:00 p.m. to 9:00 p.m. and on Saturday from 7:00 a.m. to 5:00 p.m. The proposed schedule includes a Friday night motorcycle show and slow drag races and Main Cruise, a Saturday poker run, soapbox derby races and the car show at the park. City staff will work with the Chamber to mark and flag areas of the park that need to be avoided, and the sale of alcoholic beverages requires City authorization to complete the permit process through the Department of Alcoholic Beverage Control. Staff indicated that they would bring back an item to authorize the use of the Community Center as has been requested.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 17-5356; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9B Consider approval of Resolution No. 17-5357 approving online user license agreement with ParcelQuest and authorizing City Administrator to sign agreement Mr. Hancock explained that ParcelQuest is a property data program that is used regularly by staff to meet noticing requirement projects, identify property ownership for nuisance abatement as mapping software and is relied upon to process more sophisticated planning related projects. The City has tried to keep the cost as low as possible over the years by sharing discs with other departments and things of that nature, however approximately four or five years ago, ParcelQuest updated the service to user subscriptions, and they were no longer making the CDs available. The City used a low cost trial period for the online service, and has been able to negotiate a user cost of $2,500 annually for a three-year contract. It allows for unlimited users, and as a contract, it requires City Council authorization.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve Resolution No. 17-5357; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9C Consider approval of Resolution No. 17-5359 authorizing Mayor to execute annual Certificate of Army materiel Status for Uh-1 Huey and AH-1 Cobra Helicopter at Susanville Municipal Airport Mr. Hancock explained that this item is related to the lease of display helicopters at the Susanville Municipal Airport, and the Howitzer at Memorial Park. The lease requires that the City provide a statement certifying that the City still has the equipment, and pictures to certify that it is being displayed in the same manner and condition as they were in the original photograph.

Motion by Councilmember Stafford, second by Councilmember De Boer, to approve Resolution No. 17-5359; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9D Consider approval of Resolution No. 17-5360 authorizing annual certification of Materiel Status for the GPF M1917/18 Series Gun at Memorial Park Mr. Hancock stated that the City is also required to recertify the use and condition of the cannon on display at Memorial Park. The statement of condition is renewed each year with the US Army as per the terms of the original Conditional Deed of Gift.

Motion by Councilmember Stafford, second by Councilmember De Boer, to approve Resolution No. 17-5360; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9E Consider request to sell Susanville Municipal Airport Hangar #28 Mr. Hancock reported that Hanger #28 owned by Judge Sokol has been offered for sale, at a price of $35,000. The hangar is in good condition, and as part of the agreement between the hangar owners and City, the City has the right of first refusal when the owner decides to sell his or her hangar. The City has normally not moved forward in

exercising this option, allowing the sale to the private party to proceed. He noted that the sale terms are not cash-only, and the hangar is a good value at the proposed sale price and terms.

Councilmember Wilson asked what the rent would be if the City were to purchase the hangar.

Mr. Hancock responded that he did not have those exact figures, but would estimate the rental to be anywhere from $400 to $700 per month. There is some merit to the City in having additional rental options for hangars at the airport, and the purchase price of $35,000 is roughly half the cost of what it would cost to build a new hangar.

Councilmember De Boer stated that the City has not purchased a hangar in a number of years, and if it is in good shape, and the price is right, perhaps that is something that the City Council should consider.

Councilmember Wilson asked if the Fire Department is still storing equipment at the airport.

Mr. Hancock replied that the City still owns an older hangar that is in poor condition, and it is still being used to store equipment.

Mayor pro tem Franco asked who is responsible for paying the ground lease if the hangar is purchased through a financing option and not purchased outright for cash.

Mr. Hancock stated that the owner of the hangar is responsible for the land lease payment, so whoever is the owner of record would also be responsible for paying the land lease.

Councilmember Wilson stated that traditionally the City has passed on the option to move forward and purchase the hangar, and he has mixed feelings on purchasing when the assumption is probably made by the seller and buyer that the City will decline to exercise its right of first refusal.

Councilmember De Boer added that there may be merits to purchasing the hangar, but the need for it is not something that has been on the forefront of any airport related discussions, so it may be not worth moving forward on this particular option.

Councilmember Wilson asked where the hangar was located.

Mr. Hancock responded that it is near the second taxiway.

Mayor pro tem Franco suggested researching further to gather more information regarding rental demand and costs, and bring back to the Council for further review.

Mr. Hancock stated that since the purchase options have been typically waived by the City, he would like to do additional research and bring the item back for further discussion.

It was the consensus of the City Council to bring back additional information regarding the possible exercise of the City's first right of refusal option.

9F Consider request for Park Fee Waiver for the Lassen Family Services 4th Annual "Walk a Mile" event Mr. Hancock stated that Lassen Family Services is holding their 4th Annual "Walk a Mile in Their

Shoes" event Saturday, April 8, 2017. The walk start at Roop's Fort and ends at Memorial Park and Lassen Family Services has requested a police escort both in front of and following behind those who are participating in the event. A fee waiver for the use of Memorial Park has been requested as well, for an estimated cost of $976.00 for City support of the event.

Motion by Councilmember De Boer, second by Councilmember Stafford, to approve the waiver of park fees for use of Memorial Park and a police escort as requested for the Walk a Mile event scheduled for April 8, 2017; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9G Consider Resolution No. 17-5361 approving fiscal year 2016-2017 mid-year budget adjustment Ms. Savage reported that every year, the City adopts a budget in June that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California and expenses are projected to fund critical operations. The City Council conducts workshops and works with staff to establish priorities for the upcoming year. The budget is reviewed at mid-year and adjusts these projections based upon more up-to-date revenue allocations from the County and State, and any additional expenses that were not predicted or that may have occurred during the first six months of the fiscal year.

The mid-year budget for fiscal year 2016-2017 reflects current projections for Property Tax In-Lieu of VLF and Sales Tax. Staff is not proposing to change projections on any of the other revenues at this time, but will be monitoring them closely. Ms. Savage reviewed the proposed increase to expenditures that are necessary to complete the budget for a total General Fund expenditures budget of $5,575,418, all other funds budget $14,074,125 for a total City budget of $19,649,543.

Councilmember Wilson asked for clarification regarding the SCORE dividend of $117,000 referred to on page four of the attachment, asking if that revenue was allocated to the reserve account.

Ms. Savage responded that the reimbursement is booked and then transferred to the Reserve fund from Risk Management.

Councilmember Wilson noted the expenses that are listed for the K-9 program, and asked if a separate resolution would be needed to authorize those expenditures. He expressed concern that the program was going to be funded and loaded in the budget without further discussion.

Mr. Hancock responded that there were no items in the proposed increase to expenses that would require a separate resolution, but certainly if the Council chooses to discuss the K-9 program further, those line items could be removed and the item brought back for further discussion and consideration of making the necessary budget adjustments.

Councilmember Wilson asked if the expense of snow removal was still reimbursed at fifty percent.

Ms. Savage confirmed that it was, adding that the expense is incurred in the current fiscal year and will be larger, with the revenue received in the next fiscal year which will reflect the increase in expense.

There were no further comments or questions regarding the mid-year budget.

Motion by Councilmember De Boer, second by Mayor pro tem Franco, to approve Resolution No. 17-5361; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9H Consider Resolution No. 17-5362 approving and authorizing the City Administrator to execute agreement for auditing services with Badawi & Associates for the fiscal year 2016-2017 Ms. Savage explained that the City Council approved a one-year agreement with Badawi & Associates for auditing services for the 2016-2017 fiscal year. The agreement contained a one-year option to renew for an additional two years. Pricing for the additional years would be an increase of $690 for the City audit, and $90 for the cost of a single audit. The single audit is only necessary if the City reaches the $750,000 annual threshold for federal spending.

Motion by Councilmember Stafford, second by Councilmember De Boer, to approve Resolution No. 17-5362; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

9I Consider approval of Resolution 17-5363 authorizing Building Permit Fee Waiver for flood damaged properties Mr. Hancock explained that based upon direction received from the City Council, a resolution has been prepared to authorize the waiver of building permit fees for applicants repairing structural damage that occurred during the flooding events of January and February of this year. It is recommended that a pre-inspection of the damage be performed before granting the waiver to insure that the damage was flood and storm related. The Building division has already performed numerous inspections and has likely inspected most of the damaged structures in the City. The City is in the position of only waiving our fees and applicants will still have to pay required State fees which are expected to be $1.00 - $2.00. Applicants who have already paid for building permits for flood related damage may request a refund of fees paid.

Councilmember Wilson stated that he is in the insurance industry, and as such he knows that when a flood insurance policy pays out, the payment includes the permit fees. People are receiving those funds from the insurance company and then will be banking the money. He added that he is not saying that he would not support waiving fees, he just wanted to make it clear that the flood policy pay out includes those charges.

Mr. Hancock responded that it is a valid point, and the City is looking at a pretty tight budget and that is potentially a few thousand dollars in revenue that would be waived. It is a fairly common practice for most agencies to waive fees related to those types of damages, but the City could look into options to verify that the property owners who request the waiver are not covered by flood insurance.

Councilmember Wilson responded that he is not sure what the right mechanism would be for that process, however if it is not considered a gift of public funds then the City should probably consider doing it.

Mayor pro tem Franco asked if there was any way to determine what percentage of the permits would fall into that category.

Mr. Hancock responded that there were people still working with their insurance company, and as a result, staff did not want the process to go on indefinitely, a time deadline was added to the resolution. The pre-inspection by the City Building Official to determine the cause of damage must be completed by the end of April, and application for a building permit must be filed by the end of June.

Mayor pro tem Franco asked if there would be some sort of verification required from people to prove that they are not being reimbursed. When the subject came up at the previous meeting he stated that he assumed there would be payment of building permits through the flood insurance process, but it probably needs to be given another look so that there can be some sort of verification.

Councilmember De Boer suggested looking into the options further and discussing with legal counsel to ensure that there is not any selective enforcement of the process.

Chief Moore stated that the assessment process conducted by OES and the Small Business Administration included five questions, and one of the questions is 'do you have flood insurance.' The information has to be kept on record as part of the declaration of disaster process, and there were at least 25 homes in the City that were uninsured.

Mr. Hancock stated that establishing a simple verification process would be an important component of the fee waiver policy.

Councilmember Wilson commented that it would have to be on the honor system, since it is not a public record and there would be no way to obtain that information other than from the homeowner. He added that he is not opposed to waiving permit fees, he just wanted to make everyone aware that not everyone is impacted in the same way by the recent flood event.

Mr. Hancock stated that based upon direction from City Council at the previous meeting where it was the consensus to waive fees, staff knew that some people had already been charged a permit fee, but no other applicants had been after that date. The intent was, that once the resolution was formalized, a refund would have to be issued for the people who were already charged. In moving forward, staff will calculate the fees, let the homeowner know the amount, and let them know that the City is looking at options to waive the fees and have them proceed with the project. The approval process would include verification from the Building Official that the damage and work related was as a result of the flood, so it could not be stretched out or added to projects that they may have already had in mind for their home.

Mr. Hancock added that the question of whether or not the homeowners who had flood insurance would be reimbursed for the building permit costs if the City had waived the fee associated with that building permit. It was a question that would be looked into and then brought back for further discussion.

Mr. Hancock stated that on a related topic, the Small Business Association will be in town to meet with commercial and residential property owners who have experienced damage to their property due to the floods. They have very low-interest funding opportunities for those people who may not otherwise be able to pay to repair the damage on their homes. They've asked to set up a staging area to meet with the public at the fire station, and are looking to get started tomorrow. There is no cost for the interviews and public outreach process, and staff is asking for City Council authorization to use the City's facility for that process.

Mayor Garnier stated that it would be a benefit to the community and would support allowing the use of the fire hall.

It was the consensus of the City Council to allow the use of City property at no cost to the Small Business Administration.

9J Review of Options to Fill City Council Vacancy created by the Resignation of Rod De Boer Mr. Hancock explained that with the resignation of Councilmember De Boer, the City Council has 60 days to act to either appoint a replacement, or move forward with holding a special election. The person appointed or elected would fill the remainder of Councilmember De Boer's term which ends in June 2018. He referred to materials that were included from the League of California Cities that provide a comprehensive overview of filling vacancies on the City Council. He requested comments from the City Council.

Councilmember Wilson asked what the cost of a special election would be.

Mr. Hancock stated that the City normally consolidates its elections with the County, however we could obtain a cost estimate to hold a special election.

Councilmember Wilson commented that he would prefer to appoint a successor to fill the vacancy.

Mayor pro tem Franco stated that he has no problem with appointing someone to fill the vacancy, as long as the process is as fair as possible.

Councilmember De Boer added that if the term is only for one year, it did not make sense to spend the money to conduct a special election.

Mr. Hancock explained the review of candidates must take place in open session in order to meet the requirements of the Brown Act, and staff could begin advertising to solicit letters of interest and hold interviews at either a special meeting, or during a regular meeting if the Council so chooses. It would be necessary to have time to review the applicants to verify that they meet minimum qualifications prior to administering the Oath and seating them on the Council.

It was the consensus of the City Council to make an appointment to fill the unexpired term of Councilmember De Boer. Applications would be solicited through April 7, and a special meeting tentatively scheduled for April 11 to conduct interviews and make the appointment. The newly appointed councilmember would be sworn in and seated at the April 19 meeting.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A K-9 Program Update

Mr. Hancock clarified that Chief King had a prior commitment out of town and could not be present at the meeting. He requested that the report regarding the K-9 Program be postponed until the next meeting so that Chief King could be in attendance to lead the discussion.

It was the consensus of the Council to do so.

The report was continued to the meeting of April 5, 2017.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

At 8:28 p.m., Mayor Garnier called for a five minute recess prior to reconvening in closed session.

At 8:33 p.m. the City Council reconvened in closed session.

The City Council adjourned closed session at 10:15 p.m.

Mr. Hancock announced that direction was given but there was no reportable action taken.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to adjourn; motion carried unanimously. Ayes: Wilson, Stafford, Franco, De Boer and Garnier.

Meeting adjourned at 10:16 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Approved on: _____

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6B

Reviewed by: YCH City Administrator
___ City Attorney

X Motion only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted by: Deborah Savage, Finance Manager

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated March 24, 2017 through April 7, 2017 numbered 100034 through 100127.

FISCAL IMPACT: Accounts Payable vendor warrants totaling $ 131,463.18 plus $ 99,857.07 in payroll warrants, for a total of $ 231,320.25.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/30/2017	100034	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	379261	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	6.13	6.13
Total 379261:										6.13	6.13
03/17	03/30/2017	100034	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	379264	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	4.60	4.60
Total 379264:										4.60	4.60
03/17	03/30/2017	100034	76	BILLINGTON ACE HARD	SUPPLIES-FLOOD	380040	1	1003-452-20-46	SUPPLIES GENERAL	48.58	48.58
Total 380040:										48.58	48.58
03/17	03/30/2017	100034	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	380331	1	1000-452-20-46	SUPPLIES-GENERAL	9.64	9.64
Total 380331:										9.64	9.64
03/17	03/30/2017	100034	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	380344	1	1000-452-20-46	SUPPLIES-GENERAL	17.86	17.86
Total 380344:										17.86	17.86
03/17	03/30/2017	100035	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	69607	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 69607:										220.00	220.00
03/17	03/30/2017	100035	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	69616	1	1000-421-10-43	PROFESSIONAL SVCS	50.00	50.00
Total 69616:										50.00	50.00
03/17	03/30/2017	100036	152	COUSO TECHNOLOGY &	WEBSITE MAINT 4/17-5/17	542490	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 542490:										340.00	340.00
03/17	03/30/2017	100037	174	DATEMA, STEVEN K.	AIRPORT MANAGER 3/17	032917	1	7201-430-81-43	TECHNICAL SVCS	1,896.86	1,896.86
03/17	03/30/2017	100037	174	DATEMA, STEVEN K.	UNDERPAYMENT HEALTH INS	032917	2	7201-430-81-42	HEALTH INSURANCE AND ADM	33.00-	33.00-

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 032917:										1,863.86	1,863.86
03/17	03/30/2017	100038	194	DIAMOND SAW SHOP IN	CHAINSAW PARTS-PARKS	15260	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	122.28	122.28
Total 15260:										122.28	122.28
03/17	03/30/2017	100039	208		REIM HEALTH INSURANCE	033017	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	319.56	319.56
Total 033017:										319.56	319.56
03/17	03/30/2017	100040	219	ED STAUB & SONS PETR	215.53 GAL PROPANE-AIRPOR	0292328	1	7201-430-81-46	PROPANE	367.78	367.78
Total 0292328:										367.78	367.78
03/17	03/30/2017	100041	5118		REFUND GAS OVERPAYMENT	10437250021	1	9999-1001-001	CASH CLEARING - UTILITIES	197.57	197.57
Total 10437250021.:										197.57	197.57
03/17	03/30/2017	100042	257	FOREST OFFICE EQUIP	KYOCERA COPIER 1/15-PW	CC6376	1	7620-430-10-43	TECHNICAL SVCS	376.25	376.25
Total CC6376:										376.25	376.25
03/17	03/30/2017	100043	298	HAT CREEK CONSTRUC	SUPPLIES-FLOOD	S074252	1	1003-451-52-46	SUPPLIES GENERAL	1,785.00	1,785.00
Total S074252:										1,785.00	1,785.00
03/17	03/30/2017	100044	392	LASSEN CO CLERK'S OF	REIM. OVERPAYMENT	081116	1	1000-417-10-31	REAL PROPERTY	1,228.96	1,228.96
Total 081116:										1,228.96	1,228.96
03/17	03/30/2017	100045	411	LASSEN MOTOR PARTS	SUPPLIES-GC	275436	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	107.02	107.02
Total 275436:										107.02	107.02
03/17	03/30/2017	100045	411	LASSEN MOTOR PARTS	SUPPLIES-GC	275478	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	116.85	116.85
Total 275478:										116.85	116.85

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/30/2017	100045	411	LASSEN MOTOR PARTS	SUPPLIES-GC	275725	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.20	15.20
Total 275725:										15.20	15.20
03/17	03/30/2017	100045	411	LASSEN MOTOR PARTS	SUPPLIES-GC	275764	1	7530-451-52-46	SUPPLIES-GENERAL	25.34	25.34
03/17	03/30/2017	100045	411	LASSEN MOTOR PARTS	SUPPLIES-GC	275764	2	7530-451-52-44	REPAIR & MAINTENANCE - MIS	21.29	21.29
Total 275764:										46.63	46.63
03/17	03/30/2017	100045	411	LASSEN MOTOR PARTS	CREDIT-GC	275806	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	18.24-	18.24-
Total 275806:										18.24-	18.24-
03/17	03/30/2017	100046	437	LMUD	AIRPORT VASI LIGHTS	10108 0302217	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 0302217:										20.00	20.00
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 032217	1	7530-451-52-46	ELECTRICITY	33.95	33.95
Total 122907 032217:										33.95	33.95
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE PUMP STATION	122910 032217	1	7530-451-52-46	ELECTRICITY	43.25	43.25
Total 122910 032217:										43.25	43.25
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 032217	1	7530-451-52-46	ELECTRICITY	20.58	20.58
Total 122929 032217:										20.58	20.58
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE PUMP HOUSE	132052 032217	1	7530-451-52-46	ELECTRICITY	98.46	98.46
Total 132052 032217:										98.46	98.46
03/17	03/30/2017	100046	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 032217	1	7530-451-52-46	ELECTRICITY	243.75	243.75
Total 144281 032217:										243.75	243.75
03/17	03/30/2017	100046	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 032217	1	1000-452-20-46	ELECTRICITY	33.77	33.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3522 032217:										33.77	33.77
03/17	03/30/2017	100046	437	LMUD	AIRPORT LOT 5	51908 032217	1	7201-430-81-46	ELECTRICITY	22.03	22.03
Total 51908 032217:										22.03	22.03
03/17	03/30/2017	100046	437	LMUD	AIRPORT HANGER 6	54333 032217	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 032217:										20.00	20.00
03/17	03/30/2017	100046	437	LMUD	925 SIERRA RD SPORTS CTR	60453 032217	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 032217:										20.00	20.00
03/17	03/30/2017	100046	437	LMUD	AIRPORT OFFICE	7146 032217	1	7201-430-81-46	ELECTRICITY	516.75	516.75
Total 7146 032217:										516.75	516.75
03/17	03/30/2017	100046	437	LMUD	AIRPORT GAS PUMP	7154 032217	1	7201-430-81-46	ELECTRICITY	28.88	28.88
Total 7154 032217:										28.88	28.88
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE CLUB HOUSE	7394 032217	1	7530-451-52-46	ELECTRICITY	48.38	48.38
Total 7394 032217:										48.38	48.38
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE CART BARN 2	7400 032217	1	7530-451-52-46	ELECTRICITY	25.52	25.52
Total 7400 032217:										25.52	25.52
03/17	03/30/2017	100046	437	LMUD	GOLF COURSE BARN 1 & 3	9312 032217	1	7530-451-52-46	ELECTRICITY	22.47	22.47
Total 9312 032217:										22.47	22.47
03/17	03/30/2017	100047	8442		REFUND COMMUNITY CENTER	032417	1	1000-452-20-36	RENT-COMMUNITY CENTER	50.00	50.00
Total 032417:										50.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/30/2017	100048	445		RETIRE INCENTIVE 4/17	033017	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 033017:										930.00	930.00
03/17	03/30/2017	100049	452	MARTIN SECURITY SYST	115 WEATHERLOW SECURITY	033353	1	1000-451-80-43	TECHNICAL SVCS	55.00	55.00
Total 033353:										55.00	55.00
03/17	03/30/2017	100050	546	PAYLESS BUILDING SUP	SUPPLIES-FLOOD	2486584	1	1003-451-52-46	SUPPLIES GENERAL	94.38	94.38
Total 2486584:										94.38	94.38
03/17	03/30/2017	100051	548	PEE WEE ENTERPRISES	TRANSFER-FLOOD	17032103	1	1003-452-20-46	SUPPLIES GENERAL	3,003.00	3,003.00
Total 17032103:										3,003.00	3,003.00
03/17	03/30/2017	100052	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	1003516739	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	270.27	270.27
Total 1003516739:										270.27	270.27
03/17	03/30/2017	100053	572	QUILL CORPORATION	OFFICE SUPPLIES	5325688	1	1000-417-10-46	SUPPLIES-GENERAL	49.82	49.82
Total 5325688:										49.82	49.82
03/17	03/30/2017	100053	572	QUILL CORPORATION	OFFICE SUPPLIES	5341882	1	1000-417-10-46	SUPPLIES-GENERAL	17.64	17.64
Total 5341882:										17.64	17.64
03/17	03/30/2017	100054	1296	RENTAL GUYS	SUPPLIES-PARKS	6162692-5	1	1000-452-20-46	SUPPLIES-GENERAL	15.50	15.50
Total 6162692-5:										15.50	15.50
03/17	03/30/2017	100055	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47728	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 47728:										14.50	14.50
03/17	03/30/2017	100056	8037		REFUND GAS DEPOSIT	10240340008	1	7401-2228-000	DEPOSITS-CUSTOMER	55.23	55.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10240340008:										55.23	55.23
03/17	03/30/2017	100057	8894		REFUND GAS DEPOSIT	10228970008	1	7401-2228-000	DEPOSITS-CUSTOMER	144.57	144.57
Total 10228970008:										144.57	144.57
03/17	03/30/2017	100058	674	SUNRISE ENVIRONMENT	SUPPLIES-FD	71684	1	1000-422-10-46	SUPPLIES-JANITORIAL	337.72	337.72
Total 71684:										337.72	337.72
03/17	03/30/2017	100059	713		RETIRE INCENTIVE 4/17	033017	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 033017:										930.00	930.00
03/17	03/30/2017	100060	8893		REFUND GAS DEPOSIT	10306903823	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10306903823:										200.00	200.00
03/17	03/30/2017	100061	770	WESTERN NEVADA SUP	SUPPLIES-FLOOD	66935444	1	1003-451-52-46	SUPPLIES GENERAL	261.38	261.38
Total 66935444:										261.38	261.38
Grand Totals:										14,852.33	14,852.33

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/31/2017	100070	728	U S POSTMASTER	UB BILLING GAS	033117	1	7401-430-62-46	POSTAGE	272.66	272.66
03/17	03/31/2017	100070	728	U S POSTMASTER	UB BILLING WATER	033117	2	7110-430-42-46	POSTAGE	529.26	529.26
Total 033117:										801.92	801.92
Grand Totals:										801.92	801.92

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/06/2017	100071	41	AMSTERDAM PRINTING	EMPLOMENT APPLICATION	5597159	1	1000-416-10-46	SUPPLIES-GENERAL	369.52	369.52
Total 5597159:										369.52	369.52
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	192578845	1	7110-430-42-44	LINEN SERVICE	29.83	29.83
Total 192578845:										29.83	29.83
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635196845	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635196845:										27.75	27.75
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635196846	1	7401-430-62-44	LINEN SERVICES	51.84	51.84
Total 635196846:										51.84	51.84
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635196847	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 635196847:										50.26	50.26
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635211149	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635211149:										27.75	27.75
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635211150	1	2007-431-20-44	LINEN SERVICE	51.84	51.84
Total 635211150:										51.84	51.84
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635211151	1	2007-431-20-44	LINEN SERVICE	187.15	187.15
Total 635211151:										187.15	187.15
04/17	04/06/2017	100072	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635211152	1	7110-430-42-44	LINEN SERVICE	323.21	323.21

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 635211152:										323.21	323.21
04/17	04/06/2017	100073	7904		REFUND GAS DEPOSIT	10238050018	1	7401-2228-000	DEPOSITS-CUSTOMER	54.87	54.87
Total 10238050018:										54.87	54.87
04/17	04/06/2017	100074	8900		REFUND GAS DEPOSIT	10212150005	1	7401-2228-000	DEPOSITS-CUSTOMER	114.26	114.26
Total 10212150005:										114.26	114.26
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-FLOOD	377623	1	1003-452-20-46	SUPPLIES GENERAL	313.66	313.66
Total 377623:										313.66	313.66
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES- GAS	379315	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.50	2.50
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	379315	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.92	1.92
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-WATER	379315	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.29	3.29
Total 379315:										7.71	7.71
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	380381	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	2.21	2.21
Total 380381:										2.21	2.21
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-GAS	380501	1	7401-430-62-46	SUPPLIES-GENERAL	7.23	7.23
Total 380501:										7.23	7.23
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	380520	1	1000-452-20-46	SUPPLIES-GENERAL	12.30	12.30
Total 380520:										12.30	12.30
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	380524	1	2007-431-20-46	SUPPLIES-GENERAL	14.45	14.45
Total 380524:										14.45	14.45
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES- FD	380728	1	1000-422-10-46	SUPPLIES-JANITORIAL	5.18	5.18
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES- FD	380728	2	1000-422-10-44	MISC - REPAIR & MAINTENANC	15.26	15.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 380728:										20.44	20.44
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-GAS	380847	1	7401-430-62-46	SUPPLIES-GENERAL	27.30	27.30
Total 380847:										27.30	27.30
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	381075	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	.43	.43
Total 381075:										.43	.43
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-WATER	381184	1	7110-430-42-46	SUPPLIES-GENERAL	32.19	32.19
Total 381184:										32.19	32.19
04/17	04/06/2017	100075	76	BILLINGTON ACE HARD	SUPPLIES-WATER	381201	1	7110-430-42-46	SUPPLIES-GENERAL	22.93	22.93
Total 381201:										22.93	22.93
04/17	04/06/2017	100076	1116	CALIFORNIA BUILDING S	1ST QTR SPEC REV FUND SB 1	040417	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	44.10	44.10
Total 040417:										44.10	44.10
04/17	04/06/2017	100077	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	69496	1	1000-415-10-47	MACHINERY AND EQUIPMENT	384.93	384.93
Total 69496:										384.93	384.93
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-GAS	2740462319	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	175.48	175.48
Total 2740462319:										175.48	175.48
04/17	04/06/2017	100078	161	CSK AUTO INC	CREDIT- STREETS	2740462428	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	102.96-	102.96-
Total 2740462428:										102.96-	102.96-
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-GAS	2740462429	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.95	7.95
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-STREETS	2740462429	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.16	6.16
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-WATER	2740462429	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.55	10.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2740462429:										24.66	24.66
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-GAS	2740462589	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	202.84	202.84
Total 2740462589:										202.84	202.84
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-STREETS	2740462681	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.57	8.57
Total 2740462681:										8.57	8.57
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-GAS	2740463368	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.04	6.04
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-STREETS	2740463368	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.68	4.68
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-WATER	2740463368	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.03	8.03
Total 2740463368:										18.75	18.75
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-STREETS	27404638549	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.28	4.28
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-WATER	27404638549	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	7.34	7.34
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-GAS	27404638549	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.53	5.53
Total 27404638549:										17.15	17.15
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-GAS	2740463950	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	18.44	18.44
Total 2740463950:										18.44	18.44
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-STREETS	2740464253	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.33	4.33
Total 2740464253:										4.33	4.33
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-PARKS	2740464263	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	31.93	31.93
Total 2740464263:										31.93	31.93
04/17	04/06/2017	100078	161	CSK AUTO INC	PARTS-STREETS	2740465228	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	31.10	31.10
Total 2740465228:										31.10	31.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/06/2017	100079	173	DATCO SERVICES	SUBSTANCE TEST	129873	1	1000-416-10-43	TECHNICAL SVCS	294.00	294.00
Total 129873:										294.00	294.00
04/17	04/06/2017	100080	8903	EXPERIAN	3/17 ISSUANCE SCORE FORM 1	1801001039	1	7630-411-40-48	TAXES, FEES, PERMITS & CHA	228.85	228.85
Total 1801001039:										228.85	228.85
04/17	04/06/2017	100081	238	FASTENAL COMPANY	SUPPLIES-STREETS	74519	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	8.89	8.89
Total 74519:										8.89	8.89
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE AIRP	040417	1	1000-411-40-45	ADVERTISING	104.50	104.50
Total 040417:										104.50	104.50
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	EMPLOYMENT AD - ACCT TEC	1301291	1	1000-416-10-45	ADVERTISING	46.00	46.00
Total 1301291:										46.00	46.00
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	EMPLOYMENT AD - ACCT TEC	1302991	1	1000-416-10-45	ADVERTISING	46.00	46.00
Total 1302991:										46.00	46.00
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1304843	1	1000-416-10-45	ADVERTISING	95.00	95.00
Total 1304843:										95.00	95.00
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	EMPLOYMENT AD - CITY COUN	1305923	1	1000-411-40-45	ADVERTISING	154.35	154.35
Total 1305923:										154.35	154.35
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1306613	1	1000-416-10-45	ADVERTISING	29.50	29.50
Total 1306613:										29.50	29.50
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	EMPLOYMENT AD - CITY COUN	1307623	1	1000-411-40-45	ADVERTISING	154.35	154.35

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Total 1307623:										154.35	154.35
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	BUS. CARD- BUILDING	437	1	1000-424-20-46	SUPPLIES-GENERAL	69.02	69.02
04/17	04/06/2017	100082	241	FEATHER PUBLISHING C	BUS. CARD- FINANCE	437	2	1000-415-10-46	SUPPLIES-GENERAL	131.27	131.27
Total 437:										200.29	200.29
04/17	04/06/2017	100083	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771737A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 771737A:										85.00	85.00
04/17	04/06/2017	100084	257	FOREST OFFICE EQUIP	COPY PAPER	11256	1	1000-424-20-46	SUPPLIES-GENERAL	75.06	75.06
Total 11256:										75.06	75.06
04/17	04/06/2017	100085	265	FRONTIER	257-1056 P/W SHOP	1056 032017	1	7620-430-10-45	COMMUNICATIONS	46.50	46.50
Total 1056 032017:										46.50	46.50
04/17	04/06/2017	100085	265	FRONTIER	257-1057 FAX-PW	1057 032017	1	7620-430-10-45	COMMUNICATIONS	192.80	192.80
Total 1057 032017:										192.80	192.80
04/17	04/06/2017	100085	265	FRONTIER	257-7236 NAT GAS	7236 032017	1	7620-430-10-45	COMMUNICATIONS	196.85	196.85
Total 7236 032017:										196.85	196.85
04/17	04/06/2017	100085	265	FRONTIER	257-7237 NAT GAS	7237 032017	1	7620-430-10-45	COMMUNICATIONS	54.55	54.55
Total 7237 032017:										54.55	54.55
04/17	04/06/2017	100086	1289	FULL SPECTRUM INC	UWMP WORK 1/6-3/10	20170310	1	7110-430-42-43	TECHNICAL SVCS	2,240.00	2,240.00
04/17	04/06/2017	100086	1289	FULL SPECTRUM INC	SCADA WORK 1/6-3/10	20170310	2	7110-430-42-43	TECHNICAL SVCS	1,000.00	1,000.00
Total 20170310:										3,240.00	3,240.00
04/17	04/06/2017	100087	280	GRANITE CONSTRUCTIO	COLD MIX-GAS	113004	1	7401-430-62-46	SUPPLIES-GENERAL	623.09	623.09
04/17	04/06/2017	100087	280	GRANITE CONSTRUCTIO	COLD MIX-STREETS	113004	2	2007-431-20-46	SUPPLIES-GENERAL	623.08	623.08

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/06/2017	100087	280	GRANITE CONSTRUCTIO	COLD MIX-WATER	113004	3	7110-430-42-46	SUPPLIES-GENERAL	623.08	623.08
Total 113004:										1,869.25	1,869.25
04/17	04/06/2017	100088	1148	GREATAMERICA FINANC	COPIER LEASE 4/17-PW	20390053	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	363.93	363.93
Total 20390053:										363.93	363.93
04/17	04/06/2017	100089	288		REIMBURSE HEALTH INS	040417	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	72.93	72.93
Total 040417:										72.93	72.93
04/17	04/06/2017	100090	298	HAT CREEK CONSTRUC	BASE ROCK-GC FLOOD	S074286	1	1003-451-52-46	SUPPLIES GENERAL	1,478.50	1,478.50
Total S074286:										1,478.50	1,478.50
04/17	04/06/2017	100091	853	HEARD, DAVID	MATERIALS-L.L FLOOD	230801	1	1003-452-20-44	REPAIR AND MAINTENANCE MI	721.57	721.57
Total 230801:										721.57	721.57
04/17	04/06/2017	100092	1504	JESSICA RYAN	PROFESSIONAL SERVICES 2/2	033017	1	1000-412-10-43	PROFESSIONAL SVCS	3,125.00	3,125.00
Total 033017:										3,125.00	3,125.00
04/17	04/06/2017	100093	1550		TR EX SACRAMENTO 4/2-4/7	040517	1	1000-421-10-45	TRAINING	304.00	304.00
Total 040517:										304.00	304.00
04/17	04/06/2017	100094	8897		REFUND WATER DEPOSIT	10429100029	1	7110-2228-000	DEPOSITS-CUSTOMER	10.75	10.75
Total 10429100029:										10.75	10.75
04/17	04/06/2017	100095	362	KAUFFMAN, BILL	CUSTODIAL SVCS	589297	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 589297:										650.00	650.00
04/17	04/06/2017	100095	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	589298	1	7620-430-10-44	CUSTODIAL	250.00	250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 589298:										250.00	250.00
04/17	04/06/2017	100096	1074	LASSEN AUTO BODY	REPAIR #82-PD	8921	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	710.00	710.00
Total 8921:										710.00	710.00
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	273984	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.31	8.31
Total 273984:										8.31	8.31
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	274026	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.35	6.35
Total 274026:										6.35	6.35
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	CREDIT-STREETS	274032	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.76-	6.76-
Total 274032:										6.76-	6.76-
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	274038	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.19	1.19
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	274038	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	.91	.91
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	274038	3	7110-430-42-46	SUPPLIES-GENERAL	1.57	1.57
Total 274038:										3.67	3.67
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	274307	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	15.00	15.00
Total 274307:										15.00	15.00
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	274569	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.29	8.29
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	274569	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.43	6.43
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	274569	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.01	11.01
Total 274569:										25.73	25.73
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	275207	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	28.55	28.55
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	275207	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	48.88	48.88
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	275207	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	36.79	36.79

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 275207:										114.22	114.22
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	275383	1	2007-431-20-46	SUPPLIES-GENERAL	6.44	6.44
Total 275383:										6.44	6.44
04/17	04/06/2017	100097	411	LASSEN MOTOR PARTS	SUPPLIES-FD	275493	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	189.35	189.35
Total 275493:										189.35	189.35
04/17	04/06/2017	100098	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	26007	1	2007-431-20-44	DISPOSAL	15.96	15.96
Total 26007:										15.96	15.96
04/17	04/06/2017	100098	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	26022	1	2007-431-20-44	DISPOSAL	14.38	14.38
Total 26022:										14.38	14.38
04/17	04/06/2017	100099	413	SUSANVILLE TOWING	TOW VEHICLE-PW	59354	1	7620-430-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 59354:										250.00	250.00
04/17	04/06/2017	100100	437	LMUD	LASSEN COLLEGE WELL #5-W	120270 032817	1	7110-430-42-46	ELECTRICITY	60.68	60.68
Total 120270 032817:										60.68	60.68
04/17	04/06/2017	100100	437	LMUD	SOUTH ST - PW OFFICE	14590 032817	1	7620-430-10-46	ELECTRICITY	571.55	571.55
Total 14590 032817:										571.55	571.55
04/17	04/06/2017	100100	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 032817	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 032817:										8.44	8.44
04/17	04/06/2017	100100	437	LMUD	RIVERSIDE PARK	1999 032817	1	1000-452-20-46	ELECTRICITY	37.16	37.16
Total 1999 032817:										37.16	37.16

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/06/2017	100100	437	LMUD	CADY SPRINGS	26784 032817	1	7110-430-42-46	ELECTRICITY	34.39	34.39
Total 26784 032817:										34.39	34.39
04/17	04/06/2017	100100	437	LMUD	1505 MAIN ST	2876 032217	1	1000-422-10-46	ELECTRICITY	926.61	926.61
Total 2876 032217:										926.61	926.61
04/17	04/06/2017	100100	437	LMUD	RICHMOND RD BRIDGE	35094 032817	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094 032817:										244.23	244.23
04/17	04/06/2017	100100	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 032217	1	2007-431-60-46	ELECTRICITY	148.05	148.05
Total 3651 032217:										148.05	148.05
04/17	04/06/2017	100100	437	LMUD	720 SOUTH EMULSION TANK-P	38646 032817	1	7620-430-10-46	ELECTRICITY	105.58	105.58
Total 38646 032817:										105.58	105.58
04/17	04/06/2017	100100	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 032217	1	2007-431-60-46	ELECTRICITY	120.68	120.68
Total 49496 032217:										120.68	120.68
04/17	04/06/2017	100100	437	LMUD	MAIN & FAIRFIELD SIGNALS-ST	49497 032217	1	2007-431-60-46	ELECTRICITY	117.29	117.29
Total 49497 032217:										117.29	117.29
04/17	04/06/2017	100100	437	LMUD	MAIN & JOHNSTNVLE SIGNALS	49498 032217	1	2007-431-60-46	ELECTRICITY	138.40	138.40
Total 49498 032217:										138.40	138.40
04/17	04/06/2017	100100	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 032217	1	2007-431-60-46	ELECTRICITY	221.73	221.73
Total 49499 032217:										221.73	221.73
04/17	04/06/2017	100100	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 032817	1	7110-430-42-46	ELECTRICITY	199.29	199.29

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 55754 032817:										199.29	199.29
04/17	04/06/2017	100100	437	LMUD	WELL 1-WATER	7714 032217	1	7110-430-42-46	ELECTRICITY	146.55	146.55
Total 7714 032217:										146.55	146.55
04/17	04/06/2017	100100	437	LMUD	1801 MAIN ST	8314 032217	1	1000-421-10-46	ELECTRICITY	926.61	926.61
Total 8314 032217:										926.61	926.61
04/17	04/06/2017	100100	437	LMUD	RIVERSIDE PARK	9501 032817	1	1000-452-20-46	ELECTRICITY	77.53	77.53
Total 9501 032817:										77.53	77.53
04/17	04/06/2017	100100	437	LMUD	GEO PUMP #2	9503 032817	1	7301-430-52-46	ELECTRICITY	120.69	120.69
Total 9503 032817:										120.69	120.69
04/17	04/06/2017	100100	437	LMUD	HOSPITAL LN-GEO	9963 032817	1	7301-430-52-46	ELECTRICITY	21.02	21.02
Total 9963 032817:										21.02	21.02
04/17	04/06/2017	100101	438	LOCAL GOVERNMENT P	CALIFORNIA LAND USE 2017 U	202392	1	1000-411-40-46	BOOKS AND PERIODICALS	129.49	129.49
Total 202392:										129.49	129.49
04/17	04/06/2017	100102	444		REIM TRAVEL EXPENSE	040417	1	7630-411-40-45	TRAVEL	46.95	46.95
Total 040417:										46.95	46.95
04/17	04/06/2017	100103	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	033393	1	7620-430-10-43	TECHNICAL SVCS	103.00	103.00
Total 033393:										103.00	103.00
04/17	04/06/2017	100103	452	MARTIN SECURITY SYST	470-895 CIRCLE DR SECURITY	033405	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 033405:										40.00	40.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/06/2017	100103	452	MARTIN SECURITY SYST	115 WEATHERLOW SECURITY	033480	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 033480:										99.00	99.00
04/17	04/06/2017	100103	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 4/17	033570	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 033570:										43.00	43.00
04/17	04/06/2017	100104	8902		REFUND WATER DEPOSIT	10209200001	1	7110-2228-000	DEPOSITS-CUSTOMER	25.89	25.89
Total 10209200001:										25.89	25.89
04/17	04/06/2017	100104	8902		REFUND GAS DEPOSIT	10311050226	1	7401-2228-000	DEPOSITS-CUSTOMER	160.01	160.01
Total 10311050226:										160.01	160.01
04/17	04/06/2017	100105	8895	MESA ENERGY SYSTEM,	PROFESSIONAL SERVICES-FD	001276391	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	912.23	912.23
Total 001276391:										912.23	912.23
04/17	04/06/2017	100106	8896	MILLERS GIFTS, LOCKS	OPEN & REPAIR LOCK-WATER	190988	1	7110-430-42-46	SUPPLIES-GENERAL	60.00	60.00
Total 190988:										60.00	60.00
04/17	04/06/2017	100107	931		TR EX CHICO , CA 3/29/17-3/30/	033017	1	7620-430-11-45	TRAVEL/TRAINING	76.50	76.50
Total 033017:										76.50	76.50
04/17	04/06/2017	100108	532	OLD DOMINION BRUSH	SHEAR PINS #332-STREETS	0104128	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	44.59	44.59
Total 0104128:										44.59	44.59
04/17	04/06/2017	100109	548	PEE WEE ENTERPRISES	DG- L.L FLOOD	17032902	1	1003-452-20-44	REPAIR AND MAINTENANCE MI	750.75	750.75
Total 17032902:										750.75	750.75
04/17	04/06/2017	100110	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 031717	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 58020 031717:										840.00	840.00
04/17	04/06/2017	100111	572	QUILL CORPORATION	OFFICE SUPPLIES	5367509	1	1000-417-10-46	SUPPLIES-GENERAL	176.93	176.93
Total 5367509:										176.93	176.93
04/17	04/06/2017	100111	572	QUILL CORPORATION	OFFICE SUPPLIES	5428196	1	1000-417-10-46	SUPPLIES-GENERAL	6.96	6.96
Total 5428196:										6.96	6.96
04/17	04/06/2017	100112	1562	R.E.Y ENGINEERS INC	PROFESSIONAL SERVICES 2/1	16023	1	2007-431-39-43	PROFESSIONAL SERVICES	813.36	813.36
Total 16023:										813.36	813.36
04/17	04/06/2017	100113	582	RAY MORGAN CO INC	FIRE COPIER 4/26/17-5/25/17	1540959	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.09	32.09
Total 1540959:										32.09	32.09
04/17	04/06/2017	100114	8898		REFUND WATER DEPOSIT	10502500002	1	7110-2228-000	DEPOSITS-CUSTOMER	10.65	10.65
Total 10502500002:										10.65	10.65
04/17	04/06/2017	100115	1296	RENTAL GUYS	EQUIP. RENTAL- L.L FLOOD	615632-5	1	1003-452-20-44	REPAIR AND MAINTENANCE MI	3,169.52	3,169.52
Total 615632-5:										3,169.52	3,169.52
04/17	04/06/2017	100115	1296	RENTAL GUYS	SUPPLIES-PARKS	616262-5	1	1000-452-20-46	SUPPLIES-GENERAL	15.50	15.50
Total 616262-5:										15.50	15.50
04/17	04/06/2017	100116	8899		REFUND WATER DEPOSIT	10507650005	1	7110-2228-000	DEPOSITS-CUSTOMER	33.93	33.93
Total 10507650005:										33.93	33.93
04/17	04/06/2017	100117	1270	SILVER STATE BARRICA	SPEED LIMIT SIGNS-STREETS	91217	1	2030-421-10-47	MACHINERY & EQUIPMENT	191.46	191.46
Total 91217:										191.46	191.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/06/2017	100117	1270	SILVER STATE BARRICA	SIGNS-STREETS	91218	1	2007-431-20-46	SUPPLIES-GENERAL	480.00	480.00
Total 91218:										480.00	480.00
04/17	04/06/2017	100118	8070		REFUND GAS DEPOSIT	10219450426	1	7401-2228-000	DEPOSITS-CUSTOMER	122.77	122.77
Total 10219450426:										122.77	122.77
04/17	04/06/2017	100119	7196		WOODSTOVE REBATE	033017	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 033017:										1,500.00	1,500.00
04/17	04/06/2017	100120	696	TECH SERVICES	MONTHLY AWOS MAINT.	1689	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1689:										575.00	575.00
04/17	04/06/2017	100121	712	TNS TRUCKING CO	TRANSFER SAND-FLOOD	2657	1	1003-417-10-46	SUPPLIES-GENERAL	1,057.49	1,057.49
Total 2657:										1,057.49	1,057.49
04/17	04/06/2017	100121	712	TNS TRUCKING CO	TRANSFER SAND-FLOOD	2658	1	1003-417-10-46	SUPPLIES-GENERAL	528.74	528.74
Total 2658:										528.74	528.74
04/17	04/06/2017	100122	770	WESTERN NEVADA SUP	SUPPLIES-GAS	669392690	1	7401-430-62-46	SUPPLIES-GENERAL	135.14	135.14
Total 669392690:										135.14	135.14
04/17	04/06/2017	100122	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66943615	1	7110-430-42-46	SUPPLIES-GENERAL	67.35	67.35
Total 66943615:										67.35	67.35
04/17	04/06/2017	100122	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66945222	1	7401-430-62-46	SUPPLIES-GENERAL	31.47	31.47
Total 66945222:										31.47	31.47
04/17	04/06/2017	100123	1198	WESTWOOD SANITATIO	PORTABLE TOILET - 1505 MAIN	A50113	1	1003-417-10-46	SUPPLIES-GENERAL	81.26	81.26

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total A50113:										81.26	81.26
04/17	04/06/2017	100123	1198	WESTWOOD SANITATIO	PORTABLE TOILET - 1505 MAIN	A50126	1	1003-417-10-46	SUPPLIES-GENERAL	201.76	201.76
Total A50126:										201.76	201.76
04/17	04/06/2017	100124	8878	WOOD RODGERS, INC.	ENGINEERING SERVICES FOR	106791	1	2007-431-36-43	TECHNICAL SERVICES	7,779.90	7,779.90
Total 106791:										7,779.90	7,779.90
04/17	04/06/2017	100125	8878	WOOD RODGERS, INC.	ENGINEERING SERVICES FOR	106790	1	2007-431-37-43	TECHNICAL SERVICES	7,762.69	7,762.69
Total 106790:										7,762.69	7,762.69
Grand Totals:										50,391.38	50,391.38

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

Report Criteria:
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	3,075.79-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	2,992.05-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	2,222.74-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	2,602.08-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	643.05-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	1,430.80-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	132.62-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	87.57-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	84.89-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	1,028.94-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	1,079.14-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	1,513.94-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	1,590.58-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	842.26-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	884.90-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	15.00-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	3,737.65-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	933.44-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	7650-2203-1	2,222.74-
03/24/2017	CDPT	03/29/2017	616	P.E.R.S.	8	2002-421-10-	1.96
03/24/2017	CDPT	03/29/2017	617	CITY OF SUSANVILLE PA	1	7650-2203-1	6,018.13-
03/24/2017	CDPT	03/29/2017	617	CITY OF SUSANVILLE PA	1	7650-2203-1	6,018.13-
03/24/2017	CDPT	03/29/2017	617	CITY OF SUSANVILLE PA	1	7650-2203-1	2,008.87-
03/24/2017	CDPT	03/29/2017	617	CITY OF SUSANVILLE PA	1	7650-2203-1	2,008.87-
03/24/2017	CDPT	03/29/2017	617	CITY OF SUSANVILLE PA	1	7650-2203-1	14,157.06-
03/24/2017	CDPT	03/29/2017	618	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
03/24/2017	CDPT	03/29/2017	619	EMPLOYMENT DEV. DEP	6	7650-2203-1	3,864.51-
03/24/2017	CDPT	03/29/2017	620	EMPLOYMENT DEV DEP	7	7650-2203-1	1,129.43-
03/24/2017	CDPT	03/24/2017	99984	UPEC, LOCAL 792	10	7650-2203-1	2,047.50
03/24/2017	CDPT	03/22/2017	99986	UPEC, LOCAL 792	10	7650-2203-1	2,047.50-
03/24/2017	CDPT	03/30/2017	100064	CA STATE DISBURSEME	37	7650-2203-0	69.23-
03/24/2017	CDPT	03/30/2017	100065	NATIONWIDE RETIREME	5	7650-2203-0	915.00-
03/24/2017	CDPT	03/30/2017	100066	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
03/24/2017	CDPT	03/30/2017	100067	STATE OF CALIF FRAN T	27	7650-2203-0	143.82-
03/24/2017	CDPT	03/30/2017	100068	STATE OF CALIF FRAN T	41	7650-2203-0	11.07-
03/24/2017	CDPT	03/30/2017	100069	VALIC	4	7650-2203-0	1,813.08-
Grand Totals:			36				65,417.55-

AGENDA ITEM NO. 6C

Reviewed by: ___City Administrator
___City Attorney

___ Motion only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted By: Deborah Savage, Finance Manager

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of March 2017.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file monthly finance report.

ATTACHMENTS:
Pooled cash and investments report
Caselle cash report
Receipts and disbursements report
Revenues, expenses and fund balances report

POOLED CASH & INVESTMENTS

	March 31, 2017
POOLED CASH FUND	
Bank of America - Checking	275,009
Cash Clearing - Utilities	85
Cash Clearing - NSF Checks	-170
LAIF	13,734,256
Total Cash & Investments	14,009,180

Pooled Cash Allocation:	
General	1,596,080
General-Restricted	1,090,234
Special Revenue	1,007,839
Capital Projects	13,848
Debt Service	418,347
Enterprise	
Airport	(44,760)
Geothermal	270,120
Golf Course	(39,487)
Natural Gas	4,861,564
Water	3,672,237
Internal Service	728,563
Trust & Agency	434,596
Total Cash & Inv. Allocations	14,009,180

CASH WITH FISCAL AGENTS

	March 31, 2017
General	
Special Revenue	
Capital Projects	
Debt Service	151,382
Enterprise	2,446,372
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	2,597,753
GRAND TOTAL	16,606,934

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
MARCH 31, 2017

COMBINED ACCOUNTS

9999-1001-001	CASH CLEARING - UTILITIES	84.56
9999-1001-003	CASH CLEARING - NSF CHECKS	(170.43)
9999-1011-001	B OF A # 08038-80200	275,009.37
9999-1030-001	LAIF	13,734,256.20
	TOTAL COMBINED CASH AND INVESTMENTS	14,009,179.70
9999-1000-000	CLAIM ON CASH	(14,009,179.70)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	52,318.34
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,452.53
1003	ALLOCATION TO STATE OF EMERGENCY	(6,531.80)
1004	ALLOCATION TO GF-PANCERA	18,321.66
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,074,991.63
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	15,805.98
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	53,898.35
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	33,445.99
2002	ALLOCATION TO STATE COPS	14,605.27
2006	ALLOCATION TO SNOW REMOVAL	1,234.34
2007	ALLOCATION TO STREETS & HIGHWAYS	(33,535.33)
2010	ALLOCATION TO STREET MITIGATION	23,903.03
2011	ALLOCATION TO POLICE MITIGATION	4,984.75
2012	ALLOCATION TO FIRE MITIGATION	113,886.19
2013	ALLOCATION TO PARK DEDICATION FUND	162,674.74
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	29,836.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	102,369.02
2018	ALLOCATION TO HOME REVOLVING FUND	369,099.86
2030	ALLOCATION TO TRAFFIC SAFETY	61,835.44
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	97,072.81
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,553.81
4001	ALLOCATION TO MARK ROOS SERIES B/92	23,465.31
4003	ALLOCATION TO CITY HALL	18,484.25
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	392,278.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(15,881.08)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	311,869.63
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	38,245.76
7630	ALLOCATION TO RISK MANAGEMENT FUND	485,359.87
7650	ALLOCATION TO PAYROLL	(573.33)
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,294.25
8402	ALLOCATION TO LAFCO	29,834.05
8403	ALLOCATION TO SEC 125 & AFLAC	2,315.00
8404	ALLOCATION TO AIR POLLUTION	203,186.76
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	204,563.98
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(12,597.91)

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
MARCH 31, 2017

	ALLOCATIONS TO RESTRICTED FUNDS	8,696,142.80
	UNRESTRICTED FUNDS	
1000	ALLOCATION TO GENERAL FUND	1,492,929.42
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	348,667.66
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	11,699.76
7201	ALLOCATION TO AIRPORT	(44,760.37)
7301	ALLOCATION TO GEOTHERMAL UTILITY	270,120.06
7401	ALLOCATION TO NATURAL GAS	3,054,488.88
7530	ALLOCATION TO GOLF COURSE	(39,487.25)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	205,530.77
	ALLOCATIONS TO UNRESTRICTED FUNDS	5,313,036.90
	TOTAL ALLOCATIONS TO OTHER FUNDS	14,009,179.70
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(14,009,179.70)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				$610,839.24
3/1/2017			$22,027.21	$632,866.45
3/1/2017			$11,470.43	$644,336.88
3/1/2017			$1,108.32	$645,445.20
3/2/2017			$34,298.65	$679,743.85
3/2/2017			$13,795.12	$693,538.97
3/2/2017			$1,477.30	$695,016.27
3/2/2017			$39,181.72	$734,197.99
3/2/2017		-$283.11		$733,914.88
3/3/2017		-$105.00		$733,809.88
3/2/2017		-$57.40		$733,752.48
3/3/2017		-$3,652.44		$730,100.04
3/3/2017		-$25.07		$730,074.97
3/3/2017		-$98,088.05		$631,986.92
3/3/2017		-$2,604.21		$629,382.71
3/3/2017		-$32,927.24		$596,455.47
3/3/2017		-$4,240.02		$592,215.45
3/3/2017		-$1,215.54		$590,999.91
3/3/2017		-$27,788.34		$563,211.57
3/3/2017		-$62.00		$563,149.57
3/3/2017		-$3,762.79		$559,386.78
3/3/2017		-$84.99		$559,301.79
3/3/2017		-$35,484.47		$523,817.32
3/3/2017			$78,840.78	$602,658.10
3/3/2017			$14,128.03	$616,786.13
3/3/2017			$3,924.69	$620,710.82
3/3/2017		-$18,130.90		$602,579.92
3/3/2017			$212.50	$602,792.42
3/3/2017			$1,298.92	$604,091.34
3/6/2017			$51,262.97	$655,354.31
3/6/2017			$10,134.26	$665,488.57
3/6/2017			$1,374.30	$666,862.87
3/6/2017				$666,862.87
3/6/2017		-$400,000.00		$266,862.87
3/6/2017		-$20.00		$266,842.87
3/6/2017		-$400.64		$266,442.23
3/6/2017			$30.07	$266,472.30
3/7/2017			$144,475.97	$410,948.27
3/7/2017			$14,810.05	$425,758.32
3/7/2017			$2,184.50	$427,942.82
3/7/2017		-$192.80		$427,750.02
3/8/2017			$47,401.92	$475,151.94
3/8/2017			$7,356.45	$482,508.39
3/8/2017			$533.61	$483,042.00
3/9/2017		-$8,186.49		$474,855.51
3/9/2017			$167.52	$475,023.03
3/9/2017			$2,209.25	$477,232.28
3/9/2017			$23,110.05	$500,342.33
3/9/2017			$8,022.46	$508,364.79
3/9/2017			$439.65	$508,804.44
3/9/2017		-$1,282.34		$507,522.10
3/9/2017		-$39.47		$507,482.63
3/10/2017		-$208.25		$507,274.38
3/10/2017			$46.93	$507,321.31
3/10/2017			$700,166.95	$1,207,488.26
3/10/2017			$5,565.22	$1,213,053.48
3/10/2017			$38.99	$1,213,092.47

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
3/13/2017			$101,282.54	$1,314,375.01
3/13/2017			$8,723.19	$1,323,098.20
3/13/2017			$645.46	$1,323,743.66
3/14/2017			$21,182.54	$1,344,926.20
3/14/2017			$4,426.71	$1,349,352.91
3/14/2017			$820.71	$1,350,173.62
3/15/2017			$790.78	$1,350,964.40
3/15/2017			$20,896.99	$1,371,861.39
3/15/2017			$4,956.64	$1,376,818.03
3/15/2017			$582.87	$1,377,400.90
3/15/2017		-$1,238.47		$1,376,162.43
3/16/2017		-$204,838.12		$1,171,324.31
3/16/2017			$20,046.09	$1,191,370.40
3/16/2017			$5,119.19	$1,196,489.59
3/16/2017			$495.00	$1,196,984.59
3/17/2017			$4,164.04	$1,201,148.63
3/17/2017		-$4,164.04		$1,196,984.59
3/17/2017			$4,301.29	$1,201,285.88
3/17/2017			$31,491.35	$1,232,777.23
3/17/2017			$145.65	$1,232,922.88
3/17/2017		-$91,952.40		$1,140,970.48
3/17/2017		-$96,690.96		$1,044,279.52
3/17/2017		-$2,835.37		$1,041,444.15
3/17/2017		-$30,735.33		$1,010,708.82
3/17/2017		-$3,750.20		$1,006,958.62
3/17/2017		-$1,142.29		$1,005,816.33
3/17/2017		-$27,312.14		$978,504.19
3/17/2017		-$69,662.00		$908,842.19
3/17/2017		-$1,087.25		$907,754.94
3/17/2017		-$935.15		$906,819.79
3/17/2017		-$311.60		$906,508.19
3/17/2017		-$62.00		$906,446.19
3/17/2017		-$8,709.02		$897,737.17
3/17/2017		-$650,000.00		$247,737.17
3/17/2017		-$1,185.74		$246,551.43
3/17/2017				$246,551.43
3/20/2017		-$30.00		$246,521.43
3/20/2017			$31,055.65	$277,577.08
3/20/2017			$7,710.23	$285,287.31
3/20/2017			$232.67	$285,519.98
3/21/2017			$30,635.81	$316,155.79
3/21/2017			$5,006.90	$321,162.69
3/21/2017		-$35.88		$321,126.81
3/21/2017			$52.07	$321,178.88
3/21/2017		-$807.57		$320,371.31
3/22/2017			$7,376.53	$327,747.84
3/22/2017			$5,043.27	$332,791.11
3/22/2017			$34.00	$332,825.11
3/23/2017			$21,704.00	$354,529.11
3/23/2017			$5,215.96	$359,745.07
3/23/2017			$142.00	$359,887.07
3/23/2017			$28.00	$359,915.07
3/23/2017			$1,172.73	$361,087.80
3/23/2017		-$49,762.80		$311,325.00
3/23/2017		-$17,212.50		$294,112.50
3/23/2017		-$169.12		$293,943.38
3/23/2017		-$170.43		$293,772.95

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
3/24/2017		-$122.40		$293,650.55
3/24/2017				$293,650.55
3/24/2017			$15,254.66	$308,905.21
3/24/2017			$7,781.69	$316,686.90
3/24/2017			$1,195.25	$317,882.15
3/24/2017			$55.23	$317,937.38
3/24/2017			$53.93	$317,991.31
3/24/2017			$140,784.68	$458,775.99
3/27/2017			$169,222.03	$627,998.02
3/27/2017			$7,907.04	$635,905.06
3/27/2017			$59.84	$635,964.90
3/27/2017		-$4.44		$635,960.46
3/27/2017		-$370,000.00		$265,960.46
3/27/2017			$176.03	$266,136.49
3/27/2017			$16.22	$266,152.71
3/27/2017			$59.88	$266,212.59
3/27/2017			$166.29	$266,378.88
3/27/2017			$56.33	$266,435.21
3/27/2017			$77.25	$266,512.46
3/27/2017			$39.14	$266,551.60
3/27/2017			$106.09	$266,657.69
3/27/2017			$66.86	$266,724.55
3/27/2017			$43.78	$266,768.33
3/27/2017			$400.00	$267,168.33
3/28/2017			$26,338.70	$293,507.03
3/28/2017			$8,212.43	$301,719.46
3/28/2017			$954.17	$302,673.63
3/28/2017			$81.60	$302,755.23
3/28/2017			$1,058.09	$303,813.32
3/28/2017		-$18.20		$303,795.12
3/29/2017		-$60.14		$303,734.98
3/29/2017			$1,524.14	$305,259.12
3/29/2017				$305,259.12
3/29/2017			$11,899.05	$317,158.17
3/29/2017			$8,166.62	$325,324.79
3/29/2017			$128.60	$325,453.39
3/29/2017		-$55.08		$325,398.31
3/29/2017		-$97,069.62		$228,328.69
3/29/2017		-$2,787.45		$225,541.24
3/29/2017		-$30,211.06		$195,330.18
3/29/2017		-$3,864.51		$191,465.67
3/29/2017		-$1,129.43		$190,336.24
3/29/2017		-$27,118.22		$163,218.02
3/29/2017		-$62.00		$163,156.02
3/29/2017		-$3,032.33		$160,123.69
3/29/2017			$39.89	$160,163.58
3/29/2017			$50.19	$160,213.77
3/29/2017			$102.86	$160,316.63
3/29/2017			$57.12	$160,373.75
3/29/2017			$82.28	$160,456.03
3/29/2017			$175.05	$160,631.08
3/29/2017			$12.01	$160,643.09
3/29/2017			$134.54	$160,777.63
3/29/2017			$67.12	$160,844.75
3/29/2017			$167.64	$161,012.39
3/29/2017			$169.02	$161,181.41
3/29/2017			$9.61	$161,191.02

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
3/29/2017			**$167.94**	$161,358.96
3/29/2017			**$200.00**	$161,558.96
3/29/2017			**$149.15**	$161,708.11
3/29/2017			**$93.28**	$161,801.39
3/29/2017			**$78.59**	$161,879.98
3/29/2017			**$63.55**	$161,943.53
3/30/2017			**$0.00**	$161,943.53
3/30/2017			**$13.42**	$161,956.95
3/30/2017			**$225.13**	$162,182.08
3/30/2017			**$736.74**	$162,918.82
3/30/2017			**$854.44**	$163,773.26
3/30/2017			**$794.52**	$164,567.78
3/30/2017			**$24,052.10**	$188,619.88
3/30/2017		**-$14,852.33**		$173,767.55
3/30/2017			**$32,653.64**	$206,421.19
3/30/2017			**$13,136.35**	$219,557.54
3/30/2017			**$40.00**	$219,597.54
3/30/2017			**$460.05**	$220,057.59
3/31/2017			**$45,113.64**	$265,171.23
3/31/2017			**$11,065.10**	$276,236.33
3/31/2017			**$16.00**	$276,252.33
3/31/2017		**-$930.00**		$275,322.33
3/31/2017			**$478.14**	$275,800.47
3/31/2017		**-$186.75**		$275,613.72
3/31/2017			**$197.57**	$275,811.29
3/31/2017		**-$801.92**		$275,009.37

s:/Debi/fund Balances Report

Fund #	Fund Title	Audited 6/30/16 Fund Balance	YTD Revenue	YTD Expenditures	Unaudited **MARCH** Fund Balance 3/31/17
100X	General Fund	2,704,355	3,789,602	3,959,646	2,534,311
2002	State COPS	54,963	50,055	90,415	14,603
2006	Snow Removal	58,003	16,928	73,516	1,415
2007	Streets	123,356	2,216,361	2,475,005	(135,289)
2010	Street Mitigation	21,329	2,575	0	23,904
2011	Police Mitigation	24,056	3,311	22,382	4,985
2012	Fire Mitigation	108,456	5,431	0	113,887
2013	Park Dedication	164,276	490	2,079	162,686
2014	State of CA - Prop 30/AB 109	34,615	13,725	18,504	29,836
2016	State Comm. Dev. Rev.FD	1,313,557	(17)	222,757	1,090,783
~~2017~~	~~State Economic Rev. FD~~	Combined 2017 with 2016 for First Time Homebuyers			
2018	Home Revolving Fund	706,318	13,441	239	719,520
2030	Traffic Safety	76,442	4,922	19,526	61,839
2035	Traffic Signals Fund	96,717	354	0	97,072
2037	Skyline Bicycle Lane	7,535	19	0	7,554
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	592,779	(129,146)	148,019	315,614
4003	City Hall Debt Service	52,245	101,268	135,028	18,485
4004	2013 CalPERS Refunding Loan	359,218	251,703	218,640	392,281
4005	Community Pool Debt Service	35,959	49,536	101,376	(15,881)
711X	Water Funds	2,607,824	1,848,050	1,672,710	2,783,164
7201	Airport	2,283,374	90,885	200,342	2,173,916
7301	Geothermal	572,623	50,560	107,643	515,541
740X	Natural Gas	(570,739)	3,490,388	3,080,821	(161,172)
7530	Golf Course	2,428,874	180,497	199,831	2,409,540
7620	PW Admin/Engineering	87,848	179,099	91,395	175,552
7630	Risk Management	381,562	617,815	513,871	485,506
8402	LAFCO	34,817	51,991	31,017	55,791
8404	Air Pollution	270,773	158,572	209,294	220,052
8405	Air Pollution - Carl Moyer	263,958	180,686	240,000	204,645
8406	IRWM - Management Group	0	37,334	49,932	(12,598)
	TOTALS	14,908,939	13,276,436	13,883,986	14,313,987

AGENDA ITEM NO. 9A

Reviewed by: KH City Administrator
_____ City Attorney

_____ Motion only
_____ Public Hearing
X Resolution
_____ Ordinance
_____ Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5349** authorizing the Public Works Director to execute contract change orders with Dig-It Construction Inc. for the following:

a. STIP Project No. 15-03 (SC) in the amount of $112,355 plus any contingencies for Third Street between Grand Avenue and Cedar Street; and
b. STIP Project 15-04 (SC1) in the amount of $105,302 plus any contingencies for Third Street from Park to Ash Streets (SR139) and from Hall to McDow Street; and
c. STIP Project 15-03 (SC) in an estimated amount of $78,000 for repaving Spruce Avenue north of Fifth Street; and
d. STIP Project No. 15-04 (SC1) in an estimated amount of $84,000 for repaving the Fire Hall alley east of Grand Avenue between First and Main Streets; and
e. Miscellaneous work items at various locations from remaining fund balances in STIP Project 'SC' and 'SC1'.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: In March 2016, Council approved award of the STIP projects Project No. 15-03 (SC) and Project No. 15-04 (SC1). These projects are essentially complete and have balances remaining for construction of approximately $218,400 and $200,500, respectively. At the time of award by Council for the projects in early 2016, staff included additive work for Third Street where water mains had been replaced in late 2015 so remaining funds could be fully utilized.

Since these projects have additional funds, staff is recommending execution of change order work on Third Street. Completion of work on Third Street would include selected portions of the street between Grand Avenue and McDow Streets. Some blocks of Third will remain unpaved as these require water main replacement or remain in good condition. The estimated amount for repairing these sections of Third Street is $219,000.

Additionally, staff has evaluated options to expend the remaining funds (once these portions of Third Street are completed) and is recommending to use remaining balances for Spruce Avenue north of Fifth Street and the City's alley east of Grand Avenue adjacent to the Fire Hall. These areas have been selected based on their condition, ease of construction and estimated costs. The estimated costs for the additional work is $78,000 and $84,000 respectively.

This work, as with other locations previously completed, includes the installation of a 2.5" thick Type 'B" asphalt pavement, making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, required upgrades to existing access ramps in compliance with the Americans with Disabilities Act (ADA) at intersections (where present) and repair of areas of curb

and gutter where not draining properly. The Fire Hall work includes thicker pavement for fire trucks and repair to the driveway access on First Street.

Caltrans has been consulted on this addition to the contract via change order and deems "nearby and adjacent streets" as appropriate for use in expending remaining fund balances for STIP monies allocated to the City. Approval from the office of Division of State Architect and environmental clearances have been obtained previously.

Funding balances remaining from STIP projects exceed $418,000 and the estimated cost of the requested change orders is estimated at approximately $383,000 including contingencies and construction engineering. Any funds remaining after change order project completion will be used to reimburse project specific administrative costs associated with invoicing, project reports and final close out.

FISCAL IMPACT: Costs to be reimbursed through STIP Projects 15-03 and 15-04. Estimated cost $383,000, remaining balance $418,000.

ACTION REQUESTED: Motion to approve Resolution No. 17-5349 authorizing the Public Works Director to execute change orders for Third Street in the amounts of $112,355 and $105,302 and use the balance of monies remaining in the STIP Projects 15-03 (SC) and 15-04 (SC1) accounts for additional change orders to repave Spruce Avenue north of Fifth Street and pave the Fire Hall alley in the City of Susanville to Dig It Construction Inc.

ATTACHMENTS: Resolution No. 17-5349
STIP Funding Balance Table

RESOLUTION NUMBER 17-5349
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO EXECUTE CONTRACT CHANGE ORDERS WITH DIG IT CONSTRUCTION INC. ON STIP PROJECTS 'SC' NO. 15-03 AND 'SC1' NO. 15-04 FOR PORTIONS OF THIRD STREET FROM GRAND AVENUE TO MCDOW STREET, SPRUCE AVENUE NORTH OF FIFTH STREET AND THE ALLEY BETWEEN FIRST AND MAIN STREET WEST OF THE CITY FIRE HALL

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, and construct pedestrian facilities, in amounts not to exceed $963,000.00 and $866,000 respectively including construction engineering for STIP Project 'SC' or Project No. 15-03 and 'SC1' or 15-04; and

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

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

WHEREAS, the City desires to improve nearby and adjacent streets to the projects with remaining funds within each project as result of savings realized with the management of each project; and

WHEREAS, the City of Susanville Public Works Department has determined that Dig-It Construction, Inc. of Chester, California as the lowest responsible bidder should be given consideration for additional compensation in the additive amount and other street improvement related work on nearby and adjacent streets in accordance with Caltrans policies and procedures as contract change orders attached to their base bid including contingencies; and

WHEREAS, the City has received all necessary and required bonds and insurance, with all remaining in good standing, to authorize the commencement of remaining construction activities for a period of working days based on the limits of available funding and current weather conditions as defined by the State of California under execution of a contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville hereby grants authorization to the Director of Public Works to execute contract change orders not to exceed the available project balances for STIP Project 'SC' and 'SC1'. Additional work will consist of the following items:

1. Additive work on Third Street for portions between Grand and McDow Street from Project No. 15-03 or 2015 STIP Pavement Project 'SC' and No. 15-04 or 2015 STIP Pavement Project 'SC1' in the City of Susanville; and
2. Nearby and adjacent work on Spruce Avenue north of Fifth Street; and
3. Additional work on the alley between First and Main Street adjacent to the west side of the City Fire Hall; and

4. Miscellaneous work items at various locations as needed; and
5. Authorize the Finance Manager to increase the project budgets to the full amount allocated by the State for construction on these projects including contingencies and construction engineering.

APPROVED:_____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

2016 STIP PAVEMENT PROJECTS REMAINING BALANCES*

CURRENT AS OF: MARCH 17, 2017

*Figures Provided Are Rounded Up

PROJECT NAME	'SC' - PROJECT NO. 15-03			'SC1' - PROJECT NO. 15-04	
	Estimated*	Expended*		Estimated	Expended
FUNDING ALLOCATION	$ 963,000			$ 866,000	
BID AMOUNT	$ (694,000)	$ (706,000)		$ (664,500)	$ (623,000)
15% CONTINGENCIES, CHANGE ORDERS & CONSTRUCTION ENGINEERING (CE)	$ (104,100)	$ (38,600)		$ (99,675)	$ (42,500)
BALANCE REMAINING	***$ 164,900***			***$ 101,825***	
FUNDS NOW AVAILABLE FOR CCO WORK ETC.		*$ 218,400*			*$ 200,500*

AGENDA ITEM NO. 9B

Reviewed by: ___ City Administrator
_____ City Attorney

_____ Motion only
_____ Public Hearing
X Resolution
_____ Ordinance
_____ Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5350** authorizing the Public Works Director to execute contract change orders with ST Rhoades Construction Inc. for the following:

a. STIP Project 16-01 (SC-2) in the amount of $110,000 for additional improvements at Pancera Plaza within S. Gay Street between Main and Cottage Streets; and
b. STIP Project 16-02 (SC3) in an estimated amount of less than $284,500 for repaving and installing ADA compliant accessibility ramps on portions of N. Lassen and Mill Streets as funding from the project allows; and
c. Miscellaneous work items at various locations from remaining fund balances on STIP Project 'SC2' and 'SC3'.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: In August 2016, Council approved award of the STIP Project No. 16-01 (SC2) and Project No. 16-02 (SC3). These projects are mostly complete except for S. Gay Street between Main and Mill Streets. Presently, the projects have balances remaining for construction of approximately $135,575 and $284,500 respectively. At the time of advertise and award for the projects in early 2016, staff included additive work on S. Gay Street for Pancera Plaza where needed surface treatment repairs were identified between Main (SR 36) and Cottage Streets.

With the remaining funds available in these projects, staff is recommending their use to complete a portion of the desired work at Pancera Plaza. The redesign of the plaza is complete and has been reviewed by HUSA. Estimates of the scope of work are approximately $110,000 plus any contingencies and construction engineering. This amount assumes the remaining effort will be completed and paid for through other means.

Additionally, in an effort to utilize all of the construction funding made available on 'SC2' and 'SC3', the remaining balance of monies available will be used to install pavement and ADA compliant ramps on portions of N. Lassen and Mill Street to reduce the costs of the "FC" project which is scheduled for construction later this year. The location and quantities placed will be contingent on the remaining funds available with costs from prior unit prices with estimates ranging between $223,000 and $325,000 based on bids received from ST Rhoades last August.

Caltrans has been consulted on these additions to the contract via change order and deems "nearby and adjacent streets" as appropriate for use in expending remaining fund balances for STIP monies allocated to the City.

Funding balances remaining from STIP projects exceed $300,000 and the estimated cost of the requested change orders is subject to change given funding balances available but will stay within

the remaining funds available including contingencies, construction engineering and administration costs.

FISCAL IMPACT: Costs to be reimbursed through STIP Projects 16-01 and 16-02. Estimated cost not to exceed remaining balance of $420,075.

ACTION REQUESTED: Motion to approve Resolution No. 17-5350 authorizing the Public Works Director to execute change orders with ST Rhoades Construction Inc. for Pancera Plaza (S. Gay Street) in the amount of $110,000 from STIP Project 16-01 (SC2) and for portions of North Lassen and Mill Streets for amounts as allowed from the balance of monies remaining in the project account from STIP Project No. 16-02 (SC3).

ATTACHMENTS: Resolution No. 17-5350
STIP Funding Balance Table

RESOLUTION NUMBER 17-5350
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO EXECUTE CONTRACT CHANGE ORDERS FROM STIP PROJECT 'SC2' AND 'SC3' OR PROJECT NO. 16-01 AND 16-02 FOR SOUTH GAY STREET (PANCERA PLAZA), AND PORTIONS OF NORTH LASSEN AND MILL STREETS TO ST RHOADES CONSTRUCTION INC.

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, and construct pedestrian facilities, in amounts not to exceed $992,000.00 and $951,000 respectively including construction engineering for STIP Project 'SC2' or Project No. 16-01 and 'SC3' or 16-02; and

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

WHEREAS, said additive bids for Pancera Plaza (South Gay Street) were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City also desires to improve nearby and adjacent streets to the projects with remaining funds within each project as result of savings realized with the management of each project; ands

WHEREAS, the City of Susanville Public Works Department has determined that ST Rhoades Construction, Inc. of Redding California as the lowest responsible bidder should be given consideration for additional compensation in the additive amount and other street improvement related work on nearby and adjacent streets in accordance with Caltrans policies and procedures as contract change orders attached to their base bid including contingencies; and

WHEREAS, the City has received all necessary and required bonds and insurance, with all remaining in good standing, to authorize the commencement of remaining construction activities for a period of working days based on the limits of available funding and current weather conditions as defined by the State of California under execution of a contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville hereby grants authorization to the Director of Public Works to execute contract change orders not to exceed the available project balances for 'SC2' and 'SC3'. Additional work will consist of the following items:

1. Additive work on South Gay Street known also as Pancera Plaza between Main and Cottage Streets for Project No. 16-01 or 2016 STIP Pavement Project 'SC2' in the City of Susanville; and
2. Nearby and adjacent work on portions of N. Lassen and Mill Streets; and
3. Miscellaneous items at various locations as needed; and
4. Authorize the Finance Manager to increase the project budgets in the full amounts allocated by the State for construction on these projects including contingencies and construction engineering.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

2016 STIP PAVEMENT PROJECTS REMAINING BALANCES*

CURRENT AS OF: MARCH 17, 2017

*Figures Provided Are Rounded Up

PROJECT NAME	'SC2' - PROJECT NO. 16-01			'SC3' - PROJECT NO. 16-02	
	Estimated	Expended		Estimated	Expended
FUNDING ALLOCATION	$ 992,000			$ 951,000	
BID AMOUNT	$ (846,000)	$ (665,000)		$ (774,500)	$ (645,000)
15% CONTINGENCIES, CHANGE ORDERS & CONSTRUCTION ENGINEERING (CE)	$ (126,900)	$ (18,425)		$ (116,175)	$ (21,500)
BALANCE REMAINING	***$ 19,100***			***$ 60,325***	
FUNDS NOW AVAILABLE FOR CCO WORK ETC.		*$ 308,575*			*$ 284,500*

AGENDA ITEM NO. 9C

Reviewed by: City Administrator
___City Attorney

___ Motion only
___ Public Hearing
___ Resolution
_X_ Ordinance
___ Information

Submitted by: Craig Sanders, City Planner

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Code Amendments to Implement Property Maintenance Ordinance

PRESENTED BY: Craig Sanders, City Planner

SUMMARY: This is a proposal to add property maintenance regulations to the Susanville Municipal Code (SMC). Implementation of comprehensive property maintenance regulations involve updates to a number of chapters as well as the addition or 3 new chapters in order to give the City access to the appropriate tools to deal with various situations related to property maintenance. Each chapter change or addition will be discussed below. For sections of the code which are being amended the changes are shown in underline and ~~strikeout~~ in the code sections included as attachments.

The proposed amendments to the Susanville Municipal Code for implementing a complete property maintenance process including enforcement abatement consist of the following amendments:

1. Chapter 1.12 General Penalty – This chapter specifies penalties for violations of the code either as an infraction or misdemeanor. The fine amounts for infractions have been updated to reflect the maximum amount allowed by California Government Code section 36900 which became effective January 1, 2004. New language was added which clarifies what constitutes a second or subsequent violation and chapter 1.12.020 was added to cover the recovery of attorney's fees and cost related to code enforcement.

2. Chapter 10.22.030 is proposed to be amended to expand the definition of an inoperative vehicle. The present definition allows a vehicle, no matter what condition it's in, to be classified as operable if it has current registration tags. The definition will now include vehicles which are not capable of operation or are not legal to be driven on a public street or other area such as an off highway vehicle area.

3. Chapter 8.32 Administrative Nuisance Abatement - The purpose of this chapter is to provide an administrative nuisance abatement process to enable the city to respond effectively to public nuisances in order to maintain and protect the public peace, safety, welfare and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisances by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances and when necessary allows the city to enter onto a property to abate the nuisance.

   The primary changes to this chapter include changes to the definitions of public nuisances, a codified warning process, a faster enforcement/hearing procedure, and a provision whereby the city may obtain a warrant to enter onto property to clean up a nuisance with either the use of city personnel or by utilizing an outside contractor. The means to recover the cost for such a clean-

up have been expanded to match the California Government Code and include liens, an assessment on the property tax bill, or personal debt. Provisions are included to allow the sale of the property to recover the costs, if necessary. The table below compares the existing enforcement process against the proposed process.

Current process	Proposed process
1. No formal advance warning notice	1. Any designated city official, i.e. building official, fire chief, etc. can initiate a process through a "notification of nuisance" letter.
2. A city department refers situation to city attorney	2. Property owner may be served personally by registered or certified mail at address listed on tax roll. A specified abatement period of not less than 10 days is given.
3. City attorney and city administrator must independently review and agree that a nuisance exists.	3. If abatement doesn't occur an administrative citation may be issued or "Notice of Intention to Abate" notice is issued to the property owner in the same manner as notification of nuisance letter, in addition notice is posted on the property.
4. City attorney issues a nuisance abatement cease and desist order with a compliance date.	4. The notice of intention to abate specifies an abatement date of not less than 10 days and sets a date for a public hearing with hearing board. The hearing date is at least 10 days after the abatement date.
5. Cease and desist order must be personally served on the property owner and delivered by mail to address on the tax roll for the property	5. The hearing board conducts a public hearing on the specified date and time in the Notice of Intention to Abate. The responsible party has the opportunity to dispute the nuisance.
6. If personal service is not completed, notice must be posted on property and published in the newspaper for 3 consecutive weeks	6. The hearing board, based on testimony, shall determine if a nuisance exists. Finding in the affirmative, a nuisance abatement order is issued which sets forth when the nuisance shall be abated and if not abated the city may abate and charge all costs associated with the abatement process also includes lien potential.
7. If compliance isn't obtained the city attorney requests that a hearing be set before the hearing board (planning commission)	7 Nuisance abatement order is formally served and posted on property
8. Notice of the hearing date and time must be personally served on the property owner. If personal service cannot be completed the same posting and three week newspaper process in step 6 must be used.	8. The order applies to the property for one (1) year even if the nuisance is abated. Should nuisance reappear or a different nuisance start, city can abate without further hearings.
9. The hearing board conducts a public hearing where the property owner may dispute the nuisance or ask for more time to comply	9. Hearing board order can be appealed to city council but all costs associated with appeal must be borne by appellant if upheld, a $200 deposit is required.
10. The hearing board has two week to render a decision including findings.	10. There is a right of judicial review in Superior Court.
11. If the board finds that the nuisance exists and the property owner didn't have a valid	11. If abatement doesn't occur in the specified time city can obtain a warrant to

reason for not complying a nuisance abatement order is issued with a new compliance date. The order may also require payment of administrative abatement costs along with penalties up to $10,000. A payment date is set.	enter on property to abate and charge costs to property owner.
12. If costs and penalties are not paid, a lien may be levied against the property. Interest may be charged.	12. Cost of abatement is reviewed by city council at a public hearing, property owner is notified of hearing. If upheld, a resolution is passed which identifies the property, responsible party, work done and costs. Resolution also acts as the lien document if recorded.
13. If compliance is obtained the city attorney files a report to the city clerk stating compliance has been achieved.	13 Costs can be recovered as lien against the property, special assessment on property taxes or personal debt.
14. There is a right of judicial review in superior court.	14. Property can be foreclosed on and sold to recover debt to city. Three year timeline for tax sale if a tax assessment is used
15. If administrative costs and penalties aren't paid within 90 days or challenged in court, a lien procedure shall be initiated.	
16. The finance manager prepares an accounting of costs and requests a hearing with the hearing board. Notice of the hearing must be served in the must be served on the property owner.	
17. The hearing board conducts a public hearing where the property owner can protest the lien and lien amount. The board can confirm, modify or discharge the amount of the lien.	
18. If the lien is confirmed by resolution of the board it is recorded as a judgment lien 30 days after the adoption of the resolution in the county recorder's office. Additional administrative charges may be included.	
19. There is no stated process to foreclose on the lien or mechanism to force the nuisance to be abated or property to be cleaned up.	

4. Chapter 8.40 Administrative Citations – The amendments to this chapter expand the types of violations which can be cited to include, when appropriate, violations of mitigation measures, use permit conditions, parcel maps encroachment permits or other entitlements granted by the city. It also provides a mechanism to issue a citation for a building or zoning violation subject to following a procedure that is consistent with the California Government Code 53096.4. The current city code doesn't allow the utilization of an administrative citation for zoning or building code violations. The code also proposes to use the planning commission as a hearing board instead of an independent hearing officer as stated in the current city code. The new code also include provisions for recovery of fines and costs in the same manner as a public nuisance.

5. Chapter 8.52 Property Maintenance - This is a new chapter which addresses property maintenance in general. The purpose of this chapter to provide a just, equitable, and practical method, to address lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or the general welfare of the city. These lands or structures may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of the offensive conditions.

   Chapter 8.52 identifies 13 categories of property conditions which are considered nuisances including faulty weather protection, overgrown vegetation, parking or storage of vehicle or equipment in a front yard, junk or debris in a yard, storage of commercial vehicles in a residential zone, graffiti, dilapidated fences, and animal keeping in violation of city code. Violations of this chapter are enforced through Chapter 8.32 as a public nuisance.

6. Chapter 15.09 Vacant and Neglected Buildings - Chapter 15.09 is a new chapter which would address vacant and neglected buildings. The purpose of this chapter is to require that vacant dwellings and buildings within the incorporated limits of the City of Susanville are properly secured and boarded during periods of vacancy pursuant to a building permit, and that dwellings and buildings which remain vacant and unoccupied for appreciable periods of time do not become public nuisances.

   Under the provisions of this chapter vacant building are require to be actively maintained in a structurally sound condition, free from any electrical, natural gas, plumbing or sanitary condition which would create a safety, fire or public health hazard. Debris must be removed from the property and the property shall be maintained in a manner which minimizes the appearance of vacancy which includes maintaining the exterior of the structure and yard area. Structures which have been subjected to vandalism or unauthorized entry and are not actively maintained must be secured in the manner outlined in the chapter but may only be boarded up for a maximum of 6 months after which time they must be brought to an actively maintained status. Landowners who do not comply will be subject to a quarterly monitoring fee of $250 which will cover the cost of a vacant building monitoring program.

7. Chapter 15.10 Abatement of Dangerous Buildings and Structures – This is a new chapter which addresses unique situations where a building or structure is damaged or deteriorated to an extent that it poses an immediate threat to public health and safety where insufficient time exists, due to the imminent threat to public safety, for due process notices and hearings to be held prior to abatement action. The chapter would allow the building official in consultation in consultation with the City Administrator to take immediate action to the extent needed to abate the immediate hazard and bill the property owner.

FISCAL IMPACT: Near term increase in costs to abate nuisances which will be offset by collections in 3-5 years.

ACTION REQUESTED: Waive the first reading of Ordinance 17-1011and set a meeting date for the seconds reading.

ATTACHMENTS:
Draft Chapter 1.12 General Penalty
Draft Chapter 10.22.30 Definitions
Draft Chapter 8.32 Administrative Nuisance Abatement
Draft Chapter 8.40 Administrative Citations

Draft Chapter 8.52 Property Maintenance
Draft Chapter 15.09 Vacant and Neglected Buildings
Draft Chapter 15.10 Abatement of Dangerous Buildings and Structures
Ordinance 17-1011

1.12 General Penalty

1.12.010 General penalty~~—Continuing v~~Violations.

Civil Actions. The city attorney may bring an action in a court of competent jurisdiction to enjoin a violation of any provision of this code or any other ordinance of the city, or to enforce administrative penalties imposed.

Wherever in this code or in any other ordinance of the city including codes adopted by reference, any act is prohibited or is made or declared to be unlawful or an offense, or the doing of any act is required, or the failure to do any act is declared to be unlawful, the violation of any such provision of this code or other ordinance or code adopted by reference of the city shall, unless specifically defined as a misdemeanor, constitute an infraction and shall be punishable by:

A. A fine not exceeding one hundred dollars ($100.00) for a first violation;

B. A fine not exceeding two hundred dollars ($200.00) for a second violation of the same ordinance, term, or condition within one year from the date of the first violation, or $500 for a second violation of a building or safety code within one year from the date of the first violation; ~~within one year;~~

C. A fine not exceeding five hundred dollars ($500.00) for a third, and each additional, violation of the same ordinance, term, or condition within one year from the date of the first violation, or $1,000 for a third violation of a building or safety code within one year from the date of the first violation;

A second or subsequent violation need only be of the same ordinance, term, or condition to require the larger fine, and need not involve the same person or property, provided that the same responsible person is cited. The fine amounts shall be cumulative where multiple citations are issued.~~each additional violation of the same ordinance within one year from the first violation.~~

Wherever in this code or in any other ordinance of the city including codes adopted by reference, any act is specifically declared to be a misdemeanor, said misdemeanor violation shall be punishable by a fine not to exceed the sum of one thousand dollars ($1,000.00), and/or imprisonment not to exceed six months.

Every day the violation of this code or any other city ordinance continues shall constitute a separate offense. (Prior code § 1.8)

~~1. A fine not exceeding $100.00 for a first violation;~~

~~2. A fine not exceeding $200.00 for a second violation of the same ordinance, term, or condition within one year from the date of the first violation, or $500 for a second violation of a building or safety code within one year from the date of the first violation;~~

~~3. A fine not exceeding $500.00 for a third violation of the same ordinance, term, or condition within one year from the date of the first violation, or $1,000 for a third violation of a building or safety code within one year from the date of the first violation;~~

1.12.020 Recovery of attorneys' fees and costs.

A. In addition to all other remedies and cost recovery authorized or provided by any provision of this code or any other law, any person violating any provision of this code shall be liable to the city for the city's reasonable attorneys' fees and costs incurred to remedy such violation or enforce such person's compliance with this code, including recovery of the city's reasonable attorneys' fees and costs in bringing an action or proceeding to enforce an administrative determination or court order against such person. This section does not apply to public nuisance abatement actions for which attorneys' fees are authorized under subsection B of this section.

B. In any action or proceeding brought by the city to abate a public nuisance, the prevailing party shall be entitled to recover reasonable attorneys' fees; provided that, pursuant to Government Section 38773.5, attorneys' fees shall only be available in an action or proceeding in which the city has elected, at the commencement of such action or proceeding, to seek recovery of its own attorneys' fees. In no action or proceeding shall an award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the city in the action or proceeding.

C. Notwithstanding any other provision of this code, the city, in its discretion, may pursue any and all legal and equitable remedies for the collection of unpaid city fines, taxes, interest, fees, service charges, civil penalties, administrative penalties, and any other sum required to be paid under any provision of this code or any other law. Upon giving advance written notice that the debtor will be subject to collection costs if the debtor does not pay the unpaid amount owed to the city, the city shall be entitled to recover reasonable attorneys' fees and costs associated with the collection of the amount owed regardless of whether the city pursues said collection through litigation or by any other means. As used herein, "costs" include, but are not limited to, city staff time incurred in the collection of the amount owed, third-party costs incurred in the collection action, and those costs set forth in Code of Civil Procedure Section 1033.5. Pursuit of one remedy does not preclude the pursuit of any other remedies until the total amount owed has been collected.

10.22.030 Definitions.

As used in this chapter:

A. "Highway" means a way or place of whatever nature, publicly maintained or open to the use of the public for purposes of vehicular traffic. "Highway" includes "street."

B. "Inoperative vehicle" means a vehicle that cannot or may not be operated for mechanical or statutory reasons, including, but not limited to, flat tires, engine failure, electrical malfunction, or nondisplay of current license plates, tabs or stickers as required by Article IX of Chapter 1 of Division 3 of the California Vehicle Code. An inoperative vehicle also includes, but is not limited to, a vehicle which cannot be legally driven on any public street or other area due to lack of front headlights and rear brake lights, windshield, wipers, front and rear bumper(s), or any other equipment required by the California Vehicle Code, any vehicle defined as a "non-repairable vehicle" or "total loss salvage vehicle" by the California Vehicle Code. ~~includes, but is not limited to, a vehicle which is not currently and validly registered for operation or use on the highways and streets in the state as required under the provisions of Division 3 (commencing at Section 4000 et seq.) of the Vehicle Code.~~

C. "Owner of the land" means the owner of the land on which the vehicle, or parts thereof, is located, as shown on the last equalized assessment roll.

D. "Owner of the vehicle" means the last registered owner and the last legal owner of record.

E. "Public property" does not include "highway."

F. "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway except a device moved by human power or used exclusively upon stationary rails or tracks. (Ord. 06-926 § 1, 2006)

Chapter 8.32 ADMINISTRATIVE NUISANCE ABATEMENT

8.32.010 Purpose.

This administrative nuisance abatement process is intended to enable the city to respond effectively to public nuisances in order to maintain and protect the public peace, safety, welfare and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public nuisances by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

8.32.020 Applicability.

A. This chapter provides for administrative abatement of public nuisances, which is in addition to all other legal remedies, criminal or civil, which the city may pursue to address any public nuisance.

B. The use of this chapter shall be at the sole discretion of the city.

C. The city may proceed to abate a public nuisance under this chapter against any or all persons responsible for creating or fostering the creation of the public nuisance, without regard to whether or not the person owns the property upon which the public nuisance is occurring.

8.32.030 Definitions ~~Board defined.~~

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A. "Hearing Board" means the planning commission of the city of Susanville sitting as the hearing board of the city of Susanville, or its successor, or such other board or commission of the city that the city council may, by resolution, authorize to perform the functions of the hearing board under this chapter.

B. "Responsible Party" means any individual who is the owner or occupant of real property, the holder or the agent of the holder of any permit, entitlement, or review, or the party or agent of a party to any agreement covered by this chapter; the owner or authorized agent of any business, company, or entity subject to this chapter; any person or the parent or legal guardian of any person under the age of 18 years; who violates any ordinance, regulation, permit, entitlement, review, or agreement described.

~~For the purposes of this chapter, "board" means the planning commission of the city of Susanville sitting as the appeals hearing board of the city of Susanville, or its successor, or such other board or commission of the city that the city council may, by resolution, authorize to perform the functions of the board under this chapter.~~

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8.32.040 Public nuisance prohibited.

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.

8.32.050 Public nuisance defined.

For purposes of this chapter, a public nuisance means any of the following: ~~is:~~

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A. A condition of real property or a building, structure, improvement or other thing located on real property that violates any provision of this code, including but not limited to:

1. Real property developed or used in a manner that violates the zoning and land use regulations adopted directly or by reference in this code;

2. A substandard building or a dangerous building or structure maintained in violation of the housing regulations or dangerous building regulations adopted by or pursuant to this code; or

3. A building or structure constructed, maintained or used in violation of the building regulations or fire regulations adopted by or pursuant to this code.

4. Neglected vacant buildings as defined and regulated in chapter 15.09 of this code.

5. Dangerous buildings as defined and regulated in chapter 15.10 of this code.

B. A condition of real property or a building, structure, improvement, or other thing on real property that endangers the public health, safety or welfare, including but not limited to:

1. A tree that is subject to disease or insect infestation likely to spread or is structurally unsound by reason of old age, disease, fire or other cause;

2. A failing private sewage disposal system;

3. An unprotected excavation or an abandoned and uncovered well; or

4. A well with a casing not sealed as required by applicable regulations.

C. A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley, including but not limited to:

1. An accumulation of lumber, unused equipment, or junk visible from a public right-of-way or surrounding properties;

2. An abandoned and dilapidated building or portion of a building; or

3. Dilapidated furniture in yards or on driveways, sidewalks, roofs or unenclosed balconies or porches.

4. The maintenance of property in the city in violation of chapter 8.52 of this code.

5. The outside storage of abandoned vehicles and vehicle parts as defined in chapter 10.22 of this code.

D. A condition of real property or a building, structure, improvement or other thing on real property that is an attractive nuisance (i.e., a dangerous or potentially dangerous condition of property likely to attract children and other curious people) including, but not limited to:

1. An unfenced or otherwise unenclosed outdoor swimming pool; or

2. Unused refrigerators, freezers or ice boxes stored, without the doors removed, outside a building or other enclosed structure.

E. A condition of real property, or of a building, structure, or improvement on real property, resulting directly or indirectly from the violation of:

1. Any regulatory or prohibitory provision of city, state or federal law or regulation applicable to the property or the occupancy of any structure; or

2. Any condition of approval or mitigation measure imposed upon the subdivision of land, any permit or any other entitlement for the use of land.

~~The maintenance or use of property in the city in a manner that jeopardizes or endangers the health, safety or welfare of persons on the premises or in the surrounding area; or~~

F. Real property that has been the situs for nuisance activity including, but not limited to:

1. Disturbing the peace, or

2. Illegal drug activity, or

3. Public drunkenness, or

4. Drinking alcoholic beverages in public, or

5. Harassment of passersby, or

6. Illegal gambling, or

7. Prostitution, or

8. The sale of stolen goods, or

9. Acts of violence, or

10. Public urination, or

11. Acts of vandalism, or

12. Acts of lewd conduct, or

13. Unreasonably loud noise, or

14. Loitering, or

G. Any other condition of real property, or of any building, structure, or improvement on real property, declared to be a nuisance by any statute of the State of California, or recognized to be a public nuisance by the common law of this state.

~~3. The maintenance or use of property in the city in a manner that violates, or real property that has been the situs of a violation of, any provision of this code, zoning or otherwise, or any other city, state or federal law or regulation.~~

H. Nothing contained in this chapter shall prohibit persons from participating in activity which the city may not proscribe under the United States Constitution or the California Constitution. (Ord. 10-971 § 2, 2010)

8.32.060 Notification of nuisance.

Whenever an enforcement official, as defined in section 8.40.020 of this code, determines that a nuisance, as defined in this chapter, exists on any building, structure or property located within the city, he or she shall notify, in writing, the responsible party of property on which the nuisance is located of the existence of the alleged nuisance which shall be served by personal delivery, first class mail or by registered or certified mail. The notification shall specify the violation(s), direct that the nuisance be abated and establish a reasonable abatement period of not less than 10 days.

8.32.070 Voluntary abatement of nuisances.

The responsible party having charge or control of any building, structure or property alleged to be a nuisance under the provisions of this chapter may abate the nuisance at any time within the abatement period provided in section 8.32.060. If the abatement requires alterations, repair, rehabilitation or demolition of a building or structure all required city permits or entitlements must be obtained prior to commencement of the work. The responsible party shall advise the enforcement official who issued the declaration of nuisance of the completed abatement. Once so advised, the enforcement official shall inspect the premises to insure that the nuisance has, in fact, been abated.

8.32.080 Failure to voluntarily abate a declared nuisance.

If an alleged nuisance is not properly abated within the period established under the provisions of section 8.52.060, the responsible party may be issued an administrative citation as provided in chapter 8.40 of this code. Alternatively the enforcement official may initiate abatement procedures by sending a Notice of Intention to Abate Public Nuisance to the responsible party and follow the process in sections 8.32.090 through 8.32.270.

8.32.090 Notice of intention to abate public nuisance and public hearing thereon.

The Notice of Intention to Abate Public Nuisance shall demand that the responsible party remedy or abate such public nuisance within a reasonable period of time which shall not be less than ten (10) days. It shall also give notice of the time, date and place of a public hearing which shall be held by the hearing board to review the determination and abatement of the public nuisance. The public hearing shall be set for a date no less than ten (10) days after the abatement period expires.

8.32.100 Right of entry procedures

A. Whenever necessary to make an inspection to enforce any ordinance or resolution of the City of Susanville or the provisions of any secondary code adopted by any ordinance, or whenever there is reasonable cause to believe that there exists a violation of any provision of such ordinance, resolution or code in any building, or upon any premises, or whenever any enforcement official of the city has reasonable cause to believe that any building or premises is unsafe, substandard, unsanitary, or dangerous as defined in any provision of any such ordinance, resolution or code, an enforcement official of the city may enter such building or premises at a reasonable time to inspect the same and to perform any duty imposed upon such official by any provision of such ordinance, resolution or code. However, except in emergency situations, when consent of the owner and/or occupant to the inspection has not been otherwise obtained, the enforcement official shall give notice as follows:

1. If the building or premises is occupied, the enforcement official shall first present to the occupant city-issued credentials that include the enforcement official's name, position, title, and photograph. The enforcement official shall then request entry at a time convenient to the occupant within 24 hours of the time of the request;

2. If the building or premises is unoccupied, the enforcement official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises, and if located, the enforcement official shall present credentials to the owner or other person and then request entry at a time convenient to such owner or other person, but within 48 hours of the entry request;

3. If the owner or other person is located outside of the city, the enforcement official may notify that person by telephone or letter, and in doing so shall transmit sufficient information to identify the enforcement official's capacity to the owner or other person and may request entry at a time convenient to such owner or other person, within 5 days of such telephone request, or the receipt of such letter.

If entry is refused by the occupant, the owner, or other person having charge or control of the building or premises, or the enforcement official, after making a reasonable effort, cannot locate the owner, or other person having charge or control of the building or premises, so as to request entry, then the enforcement official may seek and obtain an administrative inspection warrant pursuant to the procedures provided by California Code of Civil Procedure Section 1822.50 through 1822.59, as may be amended fromtime to time, or the successor provisions thereto in order to secure entry to such building or premises.

B. Any enforcement official of the city or a duly authorized representative or agent of the city may enter upon a property to access the exterior of the building or structure for the purpose of posting or serving notice.

8.32.110 Service of notices and order to abate.

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Service of Notice of Intention to Abate Public Nuisance, written orders of the hearing board or other items as required under this chapter shall be made by posting a notice in a conspicuous place on or in front of the building, structure or property in question, as well as by any one of the following methods:

(A) By personal service on the responsible party;

(B) By registered or certified mail addressed to the owner at the last known address of the owner. If there is no known address for the owner, the notice shall be sent to the property address. "**Owner**" as used herein means any person(s) shown as the property owner on the latest equalized property tax assessment rolls. If the property owner cannot be served by personal service or by mail, service by posting shall be sufficient;

(C) By any other means which is authorized or required by applicable law for such nuisance abatement actions.

The failure of any person to receive any notice required and properly served, mailed, posted or published under this chapter shall not affect the validity of any proceedings taken under this chapter.

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8.32.120 Hearing board - public hearing

At the time and place stated in the Notice of Intention to Abate Public Nuisance, the hearing board shall receive, hear and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, city personnel and interested persons relative to the alleged public nuisance and to any proposed abatement measures. The hearing board shall only consider evidence that is relevant to whether the violation(s) occurred and whether the responsible party has caused or maintained the violation(s). Courtroom rules of evidence shall not apply. Relevant hearsay evidence and written reports may be admitted whether or not the speaker or author is present to testify if the hearing board determines that the evidence is reliable. Admission of evidence and the conduct of the hearing shall be controlled by the hearing board in accordance with the fundamentals of due process. The hearing board may limit the total length of the hearing to one hour, and shall allow the appellant at least as much time to present its case as is allowed the city. The hearing may be continued from time to time.

The failure of any person subject to a Notice of Intention to Abate Public Nuisance pursuant to this chapter to appear at the nuisance abatement hearing shall constitute a failure to exhaust administrative remedies.

8.32.130 Decision of the hearing board

Following the public hearing, the hearing board shall consider all evidence and other matters noted during the hearing and shall determine whether the building, structure or property in question, or any part thereof, constitutes a public nuisance as alleged. If the hearing board finds that a public nuisance does exist and that there is sufficient cause to abate the nuisance, the hearing board shall make a written nuisance abatement order (Order), setting forth those findings and ordering the owner, lessee, agent, occupant or other person having charge or control of the building, structure or property to abate the nuisance by rehabilitation, repair or demolition in the manner and by the means that may be specifically set forth in the Order. The Order shall set forth the time within which the abatement work shall be completed, and it shall state that if the nuisance is not abated within such time period, it may be abated by the city. Where the implementation of the Order requires a building or development permit or an amendment to an existing development permit, the required permit(s) shall be obtained prior to commencing abatement. The Order shall also state that 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 the responsible party as a personal debt or may be assessed upon the property on which the nuisance existed and will constitute a lien or special assessment upon the property until paid.

8.32.140 Service of the nuisance abatement order; one year jurisdictional period.

A) Within five days following the Board's decision, the responsible party shall be served with a copy of the written nuisance abatement order in the manner provided in section 8.32.110.

(B) The Order shall be effective for a one year period after issuance. During such period, the board shall retain jurisdiction over the conditions of the building, structure or property which constituted the nuisance established by the hearing board's 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. If the responsible party 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 without further action of the hearing board. The city may also recover all of its abatement effort costs as provided for in this chapter or this code.

8.32.150 Notice of unlawful detainer proceeding.

An owner of real property that is the subject of a nuisance abatement order and who has received a copy of the nuisance abatement order shall notify the city attorney if the owner initiates or causes to be initiated unlawful detainer proceedings:

A. As a part of the owner's efforts to comply with or address the nuisance abatement order; or

B. Related to the situations, conditions or behaviors described in the nuisance abatement order. (Ord. 10-971 § 2, 2010)

8.32.160 Grievance with final order- Appeal

Whenever any person is aggrieved by any final order of the hearing board issued pursuant to section 8.32.130, the person may appeal the order to the city council by filing a request for appeal of an order of abatement with the city clerk along with a deposit of $200. The appellant shall be responsible for all costs of such appeal which exceeds the $200 deposit. All costs and expenses incurred by the City for and during such appeal shall be an authorized incidental expense subject to this chapter. If the cost of the appeal is less than $200 the difference shall be refunded to the appellant.

The appeal shall be heard by the city council at a regularly scheduled meeting within 45 days of the filing of the appeal. Notice shall be given to the appellant at least 10 days prior to the scheduled meeting by first class mail sent to the address provided by the appellant on the appeal request form. The appeal hearing shall be conducted in the same manner as the hearing board hearing in section 8.32.120.

8.32.170 Right of judicial review.

Any person aggrieved by a nuisance abatement order affirmed on appeal by the city council may obtain review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate.

8.32.180 Abatement by responsible party.

The responsible party may, at his or her own expense, abate the nuisance as prescribed by the order of the hearing board prior to the expiration of the abatement period set forth in the order. If the nuisance has been inspected by an enforcement official and has been abated in accordance with the order, current proceedings shall be terminated, except that the hearing board's one year jurisdictional period shall continue.

8.32.190 Nuisance abatement work performed by or on behalf of the city

Where a responsible party has failed to abate a nuisance within the time prescribed by a nuisance abatement order approved by the hearing board and served on such responsible party in the manner provided for by this chapter, the enforcement official, with approval of the city administrator, shall cause the nuisance to be abated either by the use of city forces or by employing a private contractor to perform such work. However, the enforcement official shall not enter upon or cause any other person to enter upon the property which is the subject of a nuisance abatement order for the purpose of performing abatement work thereon without the prior written consent of the property owner unless and until a warrant or other order has been obtained by the city attorney on behalf of the city from a court of competent jurisdiction which authorizes an entry on such property for such purpose.

When undertaking work necessary to abate a nuisance following the failure of the owner of the property on which such nuisance is located to abate the nuisance within the time prescribed by a nuisance abatement order, the person responsible for performing the work shall keep an accurate record of the nature of such work and all direct and indirect costs incurred in connection with the performance of such work. In those cases in which the city has employed a private contractor to perform nuisance abatement work, such indirect costs shall include the cost of preparing plans and specifications for the work, the cost of preparing, bidding and awarding a contract for performance of the work, and the cost of inspecting the work.

8.32.200 Record of cost for abatement; notice of cost hearing.

The city finance manager, the enforcement official or such other city official as may be designated shall keep an account of all costs incurred by the city in abating nuisances on each separate lot or parcel of land where the work is done and shall render a written itemized report to the city council. Costs shall include the expense of abating such nuisance and shall be itemized showing the cost of abatement and the rehabilitation, repair, improvement, relocation, vacation, demolition or removal of said premises, building or structures, including any salvage value relating thereto and any incidental expenses; provided that before said report is submitted to said city council, a copy of the same shall be posted for at least ten (10) days upon such premises, together with a notice of the time when said report shall be heard by the city council for confirmation; a copy of said report and notice shall be served upon the owners of said property, in accordance with the provisions of Section 8.32.110 of this chapter at least ten (10) days prior to submitting the same to the city council; proof of said posting and service shall be made by affidavit filed with the city clerk. The term "incidental expenses" shall include, but not be limited to, the actual expenses and costs of the city in obtaining title reports, in the preparation and service of notices, preparation of specifications the preparation and award of contracts, all costs of inspecting any work done pursuant to this chapter, the costs of printing and mailing required hereunder, the costs of preparing materials for any hearing held pursuant to this chapter, penalties, permit fees, late charges, interest, conducting hearings, attorneys' fees, and a reasonable additional sum to cover the cost of administrative overhead.

8.32.210 Cost report – Hearing and proceedings.

At the time and place fixed for receiving and considering the cost report, the city council shall receive, hear and consider the report, together with any other relevant evidence, objections, protests or testimony. Thereupon, the Council may make such revision, correction or modification to the report as it may deem just after which, by resolution, the details of the report, as submitted or as revised, corrected or modified, shall be confirmed. Protests and objections shall relate to expenses for abatement and

related administrative costs and not to the merits of underlying violations. The council resolution shall set forth the cost of the abatement, date of the Order, a brief description of the abatement work performed by or on behalf of the city, describe the property upon which such work was performed by legal description, assessor's parcel number, and where possible by a street address, contain the name and current address of the owner of such property and shall include a date set by which time the cost of abatement shall be due. In addition, the resolution shall provide for collection of the assessment in the event of nonpayment either by recordation of the council resolution in the manner provided for by section 38773.1 of the california government code as a lien on the property, by including the assessment on the county tax rolls in the manner provided for by section 38773.5 of the government code or as a personal debt against the responsible party.

8.32.220 Service for resolution of assessment costs

Following adoption of a council resolution levying an assessment for city abatement costs, the resolution to be served on the responsible party in the following manner:

A. If the council resolution levying the assessment provides for collection of the assessment by recordation of the resolution against the property upon which city abatement work was performed, the enforcement official shall cause a copy of the resolution to be served on the owner of such property in the same manner as required by law for the service of a summons in a civil action, as set forth in Article 3, Chapter 4, Title 5 of Part 2 of the Code of Civil Procedure (commencing with Section 415.10); provided, however, that in the event the owner of the property upon which the city abatement work was performed cannot be found after a diligent search for same, the enforcement official shall serve the council resolution by posting a copy thereof in a conspicuous place on or next to such property for a period of 10 days, and by publishing a copy of the resolution in a newspaper of general circulation in the county of Lassen in the manner provided for by Section 6062 of the Government Code.

B. If the council resolution levying the assessment provides for collection of the assessment by inclusion of the assessment on the county tax rolls, the director shall cause a certified copy of the resolution to be served on the owner of the property by certified mail, if the property owner's identity can be determined from the county assessor's or county recorder's records. The notice shall be given at the time of imposing the assessment and shall specify that the property may be sold after three years by the tax collector for unpaid delinquent assessments. The tax collector's power of sale shall not be affected by the failure of the property owner to receive notice. The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes and subject to any other provisions of Section 38773.5 of the California Government Code.

8.32.230 Collections of assessment by recordation of council resolution levying assessment - Recordation of council resolution

Where the council has adopted a resolution levying an assessment for city abatement costs and has provided in such resolution for the collection of such abatement costs by recording the resolution against the property on which the city abatement work was performed, the director, promptly after completing service of the council resolution in the manner hereinbefore required by this chapter, shall attach an affidavit or declaration attesting to such service to a certified copy of the resolution, and shall cause such certified copy of the resolution, with the declaration or affidavit attached, to be recorded in the official records of the county of Lassen. After the date of such recordation, the assessment provided

for by such resolution shall have the force, effect and priority of a judgment lien governed by the provisions of Section 697.340 of the Code of Civil Procedure and may be extended as provided in Sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure, all as may be amended from time to time.

8.32.240 Collection of assessment by recordation of council resolution levying assessment - Commencement of foreclosure action.

When directed to do so by the city council, the city attorney shall commence an action in a court of appropriate jurisdiction to foreclose the assessment lien for city abatement work which was established by recordation of the council resolution levying the assessment for such abatement work in the manner provided by this chapter. In such action the city shall be entitled to recover any costs incurred for the purpose of processing, serving or recording such resolution.

8.32.250 Collection of assessment by recordation of council resolution levying assessment - Release of assessment lien.

At such time as the lien created by recordation of the council resolution levying an assessment for city abatement costs is discharged or satisfied, either through payment of the lien, or by sale of the property encumbered by the lien at the conclusion of a foreclosure action, the director shall promptly cause a release of the lien, in a form approved by the city attorney, to be recorded in the official records of the county of Lassen.

8.32.260 Collection of assessment on county tax rolls - Requests for inclusion of assessment on county tax rolls.

Where the city council has adopted a resolution levying an assessment for city abatement costs and has provided in such resolution for the collection of such assessment on the county tax rolls, the enforcement official, after serving the resolution in the manner required by this chapter, shall promptly transmit a certified copy of the resolution to the finance director who shall immediately forward same to the Lassen County auditor with a request that the assessment levied by such resolution be added to the county tax rolls in the manner provided for by Section 38773.5 of the Government Code. Thereafter all laws applicable to the levy, collection and enforcement of property tax shall be applicable to such special assessment.

8.32.270 Collection of assessment on county tax rolls - Payment of assessment.

If the assesse should pay to the city the full amount of an assessment levied for city abatement costs, together with any interest or penalties thereon, after the date the assessment is added to the county tax rolls, the city finance manager shall promptly cause such assessment to be removed from the tax rolls.

8.32.280 Summary nuisance abatement.

(A) Notwithstanding any provisions of this chapter to the contrary, whenever the enforcement official determines that a public nuisance is so imminently dangerous to life or property that such condition must be immediately corrected, the enforcement official may institute the following procedures.

(1) Notice. The enforcement official shall attempt to contact, through a personal interview or by telephone, the owner, lessee, agent or other person, if any, occupying or otherwise in real or apparent charge or control thereof. In the event contact is made, the enforcement official shall notify such person(s) of the danger involved and require that such condition be removed, repaired, isolated or otherwise abated, within a reasonable period of time under the circumstances, so as to prevent the immediate danger to life or property.

(2) Abatement. In the event the enforcement official is unable to make contact as noted above, or if the appropriate person(s), after notification by the enforcement official, fail to abate the condition within the time frame specified by the enforcement official, then the enforcement official may, with the approval of the City Administrator, take all steps deemed necessary to remove, repair, isolate or otherwise abate such condition immediately and without further notice to the extent necessary to prevent the immediate danger to life or property.

(3) The costs may be recovered pursuant to this chapter or by any other means provided for by law.

8.32.290 Administrative civil penalties.

A. The process for the assessment of administrative civil penalties established in this chapter is in addition to any other administrative or judicial remedy established by law that may be pursued to address violations of this code. The hearing board may impose penalties upon persons responsible for creating, maintaining or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars ($500.00) per day for each day that the public nuisance occurs, except that the total administrative penalty imposed pursuant to this chapter shall not exceed ten thousand dollars ($10,000.00), exclusive of administrative costs and interest.

B. In determining the amount of the penalty, the board may take any or all of the following factors into consideration:

1. The period of time during which the public nuisance occurred;

2. The nature, frequency and recurrence of the public nuisance;

3. The ease with which the public nuisance could have been abated;

4. The good faith efforts made to deter the public nuisance or ameliorate its effects;

5. The economic impact of the penalty upon persons responsible for payment;

6. The impact of the public nuisance on the community; and/or

7. Such other factors as justice may require.

C. Penalties imposed by the hearing board may accrue from a date no earlier than the compliance date specified in the nuisance abatement cease and desist order and shall cease to accrue on the date the nuisance abatement order has been complied with as determined by the city attorney or the board.

D. Penalties assessed by the board shall be due by the date specified in the nuisance abatement order.

E. Penalties assessed by the board are a debt owed to the city and, in addition to all other means of enforcement, where the person against whom the penalties are assessed is an owner of the subject real property, may be enforced and collected through the placement of a lien against the subject real property.

F. Penalties shall continue to accrue on a daily basis until the nuisance abatement order has been complied with, subject to the maximum amount set forth in this section.

G. If a person subject to the nuisance abatement order gives written notice to the city ~~attorney~~ that the nuisance abatement order has been complied with and if the city ~~attorney~~ finds that compliance has been achieved, the date that the written notice was postmarked or personally delivered to the city ~~attorney~~ or the date of the city's final inspection, whichever first occurred, shall be deemed to be the date of compliance with the nuisance abatement order. (Ord. 10-971 § 2, 2010)

~~A failure to pay the assessed penalties, interest and administrative costs as specified in the nuisance abatement order of the board may be enforced as:~~

~~A. A personal obligation of persons subject to the nuisance abatement order; and/or~~

~~B. A lien upon the subject real property for the amounts owed by a property owner pursuant to a nuisance abatement order. The lien shall remain in effect until all of the penalties, interest and administrative costs are paid in full. (Ord. 10-971 § 2, 2010)~~

8.32.300 Violations.

A. Any responsible party who maintains any public nuisance defined in this chapter and who fails to comply with a nuisance abatement order served as provided in section 8.32.090 may be charged as either an infraction or a misdemeanor.

B. Any responsible party who causes or maintains any public nuisance defined in section 8.32.050 of this code, who allows such a nuisance to continue or who neglects to comply with a Notice of Intent to Abate Public Nuisance is guilty of an infraction. Each day such condition continues shall be regarded as a new and separate offense.

C. Any person who removes or causes the removal of any notice or order posted as required in this chapter for the purpose of interfering with the enforcement of the provisions of this chapter may be charged with either an infraction or a misdemeanor.

D. Any person who obstructs, impedes or interferes with any representative of the city or with any person who owns, leases, occupies or has charge or control over any building, structure or property when any of the aforementioned individuals are lawfully engaged in proceedings involving the abatement of a nuisance under this chapter may be charged with either an infraction or a misdemeanor.

8.32.310 Interest.

Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the

date on which the amount due first became delinquent until the date that payment is received by the city.

8.32.320 Report of compliance after nuisance abatement order.

If the enforcement official ~~city attorney~~ determines that compliance with the nuisance abatement order has been achieved, the enforcement official ~~city attorney~~ shall file a report with the city clerk acting as secretary of the hearing board indicating that compliance has been achieved and the date of the city's final inspection of the subject property.

8.32.330 Compliance dispute.

A. If the enforcement official ~~city attorney~~ does not file a report pursuant to Section 8.32.320, a person subject to the nuisance abatement order who believes that compliance has been achieved may request a compliance hearing before the hearing board by filing a request for a hearing with the secretary of the board.

B. The hearing shall be noticed and conducted in the same manner as a hearing on an ~~nuisance~~ abatement ~~cease and desist~~ order provided in Sections 8.32.080 through 8.32.130 of this chapter.

C. The hearing board shall determine if compliance with the nuisance abatement order has been achieved and, if so, when it was achieved.

Notwithstanding any other provision of this code, the city, in its discretion, may pursue any and all legal and equitable remedies for the collection of unpaid city fines, taxes, interest, fees, service charges, civil penalties, administrative penalties, and any other sum required to be paid under any provision of this code or any other law. Upon giving advance written notice that the debtor will be subject to collection costs if the debtor does not pay the unpaid amount owed to the city, the city shall be entitled to recover reasonable attorneys' fees and costs associated with the collection of the amount owed regardless of whether the city pursues said collection through litigation or by any other means. As used herein, "costs" include, but are not limited to, city staff time incurred in the collection of the amount owed, third-party costs incurred in the collection action, and those costs set forth in Code of Civil Procedure Section 1033.5. Pursuit of one remedy does not preclude the pursuit of any other remedies until the total amount owed has been collected.

~~**8.32.220 Right of judicial review.**~~

~~Any person aggrieved by a nuisance abatement order of the board may obtain review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate. (Ord. 10-971 § 2, 2010)~~

~~**8.32.230 Lien procedure.**~~

~~A. Whenever the amount of any penalty and/or administrative cost, including interest, imposed upon a property owner by the board pursuant to this chapter has not been satisfied in full within ninety (90) days and/or has not been successfully challenged by a timely writ of mandate, this~~

~~obligation may constitute a lien against the subject real property at or upon which the public nuisance occurred.~~

~~B. The lien provided herein shall have no force and effect until recorded with the county recorder. Once recorded, the lien shall have the force, effect and priority of a judgment lien governed by the provisions of Section 697.340 of the Code of Civil Procedure and may be extended as provided in Sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure, all as may be amended from time to time.~~

~~C. Interest shall accrue on the principal amount of the judgment remaining unsatisfied pursuant to law at the rate set forth in Section 8.32.180.~~

~~D. Prior to recording any such lien, the director of finance shall prepare and file with the secretary to the appeals hearing board a written report stating the amounts due and owing.~~

~~E. The secretary shall fix a time, date, and place for hearing such report and any protests or objections thereto.~~

~~F. The director of finance shall cause written notice to be served on the property owner not less than ten days prior to the time set for the hearing. Such notice shall be served as provided in Section 1.04.140 of this code. (Ord. 10-971 § 2, 2010)~~

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~~8.32.240 Public hearing and protests.~~

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~~A. Any person whose real property is subject to a lien pursuant to Section 8.32.230 may file a written protest and request for a hearing with the secretary to the appeals hearing board and then may protest orally at the appeals hearing board meeting.~~

~~B. Each written protest or objection must contain a description of the property in which the protesting party is interested and the grounds of such protest or objection.~~

~~C. The appeals hearing board, after the hearing, shall adopt a resolution confirming, modifying or discharging the amount of the lien. (Ord. 10-971 § 2, 2010)~~

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~~8.32.250 Recording of lien.~~

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~~Thirty (30) days following the adoption of a resolution by the appeals hearing board imposing a lien, the secretary to the appeals hearing board shall file the same as a judgment lien in the office of the county recorder of Lassen County, California. The lien may carry such additional administrative charges as set forth by resolution of the board. (Ord. 10-971 § 2, 2010)~~

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~~8.32.260 Satisfaction of lien.~~

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~~Once payment in full is received by the city for outstanding penalties, interest and costs, the director of finance shall either record a notice of satisfaction or provide the property owner or financial~~

~~institution holding an interest in the subject property with a notice of satisfaction so they may record this notice with the office of the county recorder. Such notice of satisfaction shall cancel the city's lien. (Ord. 10-971 § 2, 2010)~~

CHAPTER 8.40 Administrative Citations

8.40.10 Purpose.

This chapter provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of this code. The use of this chapter shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

A. The City Council hereby finds that an appropriate method of enforcement is the imposition and collection of administrative fines as independently authorized by both California Constitution Article XI, Section 7, and municipal affairs provisions of Government Code Section 53069.4.

B. The City Council further finds and determines that enforcement of the Susanville Municipal Code, other ordinances adopted by the City, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of City agreements made pursuant to the police power is a matter of public health, safety and welfare and serves important public purposes. The City of Susanville adopts this administrative citation program in order to achieve the following goals:

1. To protect the public health, safety and welfare of the City and its citizens;

2. To gain compliance with the Susanville Municipal Code, ordinances, agreements, and regulations of the City enacted pursuant to its police powers, and the conditions of approval of permits, entitlements, and CEQA reviews granted by the City pursuant to the City's police powers in a timely and efficient manner;

3. To provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties;

4. To provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved pursuant to the police power;

5. To avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

~~A. This chapter provides for administrative citations which are in addition to all other legal remedies, criminal or civil, which may be pursued by the city to address any violation of this code.~~

~~B. The administrative citations process set forth in this chapter does not apply to continuing violations of this code that pertain to building, plumbing, electrical, or other similar structural or zoning issues.~~

~~C. Use of this chapter shall be at the sole discretion of the city, subject to subsection B. (Ord. 10-971 § 4, 2010)~~

8.40.020 Definitions~~Enforcement officer—Defined.~~.

A. "Enforcement official" means any official or employee of the City with the authority to enforce the Susanville Municipal Code. ~~For purposes of this chapter, "enforcement officer" means any city employee or agent of the city with the authority to enforce any provision of this code.~~ By way of example ~~illustration~~ this means a police official, a fire official or the building official.

B. "Responsible party" means any individual who is the owner or occupant of real property, the holder or the agent of the holder of any permit, entitlement, or review, or the party or agent of a party to any agreement covered by this chapter; the owner or authorized agent of any business, company, or entity subject to this chapter; any person or the parent or legal guardian of any person under the age of 18 years; who violates any ordinance, regulation, permit, entitlement, review, or agreement described

8.40.030 Administrative citation.

A. Any person who violates any provision of the Susanville Municipal Code or regulation of the City, any condition of approval of a permit or entitlement, any condition of an environmental review, or any term or condition of any agreement with the City made pursuant to the police power may be issued an administrative citation by an enforcement official as provided in this chapter. A violation of the Susanville Municipal Code includes, but is not limited to, all violations of that code and all uncodified ordinances. A violation of a condition of approval of a permit or entitlement, includes, but is not limited to, a conditional use permit, minor conditional use permit, temporary use permit, architectural design and site plan review, sign permit, variance, specific plan, parcel map, subdivision map, building or grading permit, or any encroachment or right-of-way permit. A violation of a condition of approval of an environmental review includes, but is not limited to, any environmental impact report, mitigated negative declaration, negative declaration, or determination of categorical exemption. A violation of a term or condition of any agreement with the City made pursuant to the police power includes, but is not limited to, any development agreement, owner participation agreement, disposition and development agreement, road maintenance agreement, any easement, license, or other real property use agreement, or any agreement made with the city to implement any ordinance, plan, permit, entitlement, or review approved by the City.

B. Each and every day a violation exists constitutes a separate and distinct offense. A separate citation may be issued for each day a violation occurs.

C. A civil fine shall be assessed by means of an administrative citation issued by the enforcement official and shall be payable directly to the City of Susanville.

D. Fines shall be assessed in the amounts specified in chapter 1.12 of this code.

~~A. Whenever an enforcement officer charged with the enforcement of any provision of this code determines that a violation of that provision has occurred, the enforcement officer shall have, after consultation with the city attorney and city administrator, the authority to issue an administrative citation to any person responsible for the violation.~~

E. Notice of Violation in Lieu of Administrative Citation. If the violation consists of a violation of building, electrical, plumbing or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, the enforcement official shall defer issuance of an administrative citation until the responsible party for a violation has first been given notice of the violation and an opportunity to

correct the violation, in accordance with the procedures set forth in this chapter. In cases involving a violation of building, electrical, plumbing, or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, shall also include each owner of the property upon which the violation occurs.

F. Administrative Citations in Lieu of Criminal Citations. An administrative citation may be issued pursuant to this section in lieu of any criminal citation which could have been issued for the same violation. The issuance of the administrative citation shall not, however, prevent the issuance of a criminal citation or filing of a complaint for:

1. The same violation when any administrative fine imposed pursuant to this chapter has not been paid by the date payment is due, or

2. A subsequent violation of the same nature.

8.40.40 Contents of Administrative Citation.

Each administrative citation shall contain the following information:

A. The date of the violation or, if the date of the violation is unknown, then the date the violation is identified;

B. The address or a definite description of the location where the violation occurred or is occurring;

C. The section of this code violated and a description of the violation;

D. The amount of the administrative fine for the code violation;

E. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;

F. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;

G. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and

H. The name and signature of the citing enforcement official.

~~**8.40.040 Amount of fines.**~~

~~A. The amounts of the fines for code violations imposed pursuant to this chapter shall be set forth in the schedule of fines established by resolution of the city council.~~

~~B. The schedule of fines shall specify any increased fines for repeat violations of the same code provision by the same person within thirty-six (36) months from the date of an administrative citation.~~

~~C. The schedule of fines shall specify the amount of any late payment charges imposed for the payment of a fine after its due date.~~

8.40.050 Service of administrative citations and other notices.

The administrative citation and all notices authorized or required to be given by this chapter shall be deemed served when made in writing and either personally delivered to the responsible party for the violation or deposited in the United States mail, first class postage prepaid, addressed to such responsible party at their last known address. However, if a citation or notice is required to be served on the owner of property, it shall be deemed served when made in writing and deposited in the United States mail, addressed to the owner at the owner's address as it appears on the latest equalized or supplemental assessment roll of Lassen County. In addition, the administrative citation shall be posted on the real property that is the subject of the violation. Service of a citation or notice by mail in the manner provided for by this section shall be effective on the date of mailing, and the failure of any person to actually receive any citation or notice specified in this chapter shall not affect the validity of the citation or notice or of the proceedings conducted hereunder.

8.40.060 Notice of violation - Generally.

Except as provided in section 8.40.070, when a violation consists of a violation of building, electrical, plumbing or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, the enforcement official shall issue a written notice of violation to the responsible party for the violation prior to the issuance of an administrative citation for that violation. The notice of violation shall contain all of the following:

A. The date and location that the violation was observed;

B. The section of this code violated and a description of the violation;

C. The actions required to correct the violation;

D. A reasonable time period for the correction of the violation of not less than 10 days; and

E. Notice that if the violation is not corrected by the date specified in the notice of violation, an administrative citation may be issued and administrative fines may be imposed.

8.40.070 Notice of violation - Exceptions.

An administrative citation may be issued in lieu of a notice of violation only if:

A. The responsible party for the violation was issued an administrative or infraction citation for violation of the same provision of this code within the immediately preceding 12 months;

B. The violation constitutes, in the opinion of the enforcement official, an immediate threat to the health or safety of any person or the public generally;

C. One or more other violations exist on the property, any one of which is not subject to section 8.40.100; or

D. The person responsible for the violation currently owes the city unpaid administrative fines that are delinquent.

8.40.080 Correction of violation.

If the enforcement official determines that all violations listed in the notice of violation have been corrected within the time specified in the notice of violation, an administrative citation shall not be issued. If the enforcement official determines that all violations listed in the notice of violation have not been corrected within the time specified, an administrative citation may be issued for each uncorrected violation or the enforcement official may invoke any other remedy provided by law.

8.40.090 Payment of the fine.

A. The fine shall be paid to the city within twenty-one (21) days from the date of the administrative citation.

B. Any administrative citation fine paid pursuant to subsection A shall be refunded in accordance with Section 8.40.100 if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.

C. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation that is the subject of the administrative citation.

8.40.100~~090~~ Hearing request.

A. Any recipient of an administrative citation may contest that there was a violation of the code or that he or she is the responsible party by completing a request for hearing form and returning it to the city within twenty-one ~~thirty~~ (21) days from the date of the administrative citation, together with an advance deposit of the fine or notice that a request for an advance deposit hardship waiver has been filed pursuant to Section 8.40.100.

B. A request for hearing form may be obtained from the city finance division. ~~department specified on the administrative citation.~~

C. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.

D. If the enforcement official submits an additional written report concerning the administrative citation to the hearing official for consideration at the hearing, then a copy of this report also shall be served on the person requesting the hearing at least five (5) days prior to the date of the hearing.

8.40.110~~070~~ Advance deposit hardship waiver.

A. Any person who intends to request a hearing to contest that there was a violation of the code or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in Section 8.40.100~~6~~(A) may file a request for an advance deposit hardship waiver.

B. The request shall be filed with the department of finance on an advance deposit hardship waiver application form, available from the department of finance, within fifteen (15) days of the date of the administrative citation.

C. The requirement of depositing the full amount of the fine as described in Section 8.40.090(A) shall be stayed unless or until the director of finance manager makes a determination not to issue the advance deposit hardship waiver.

D. The ~~director of~~ finance manager may, after consultation with and approval by the city administrator, waive the requirement of an advance deposit set forth in Section 8.40.100 (A) and issue the advance deposit hardship waiver only if the cited party submits to the finance manager a sworn affidavit, together with any supporting documents or materials, demonstrating to the satisfaction of the finance manager the person's actual financial inability to deposit with the city the full amount of the fine in advance of the hearing.

E. If the ~~director of~~ finance manager determines not to issue an advance deposit hardship waiver, the person shall remit the deposit to the city within ten (10) days of the date of that decision. ~~or thirty (30) days from the date of the administrative citation, whichever is later.~~

F. The ~~director of~~ finance manager shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the finance manager ~~director~~ shall be final.

G. The written determination of the finance manager~~director~~ shall be served upon the person who applied for the advance deposit hardship waiver.

8.40.~~080~~120 Hearing board ~~officer.~~

The "hearing board" for administrative citations shall be the same as defined in section 8.32.030 of this code.~~city administrator shall designate the hearing officer for the administrative citation hearing.~~

8.40.~~090~~130 Hearing procedure.

A. No hearing to contest an administrative citation before the hearing board ~~officer~~ shall be held unless the fine has been deposited in advance in accordance with Section 8.40.100 or an advance deposit hardship waiver has been issued in accordance with Section 8.40.110.

B. A hearing before the hearing board ~~officer~~ shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed in accordance with the provisions of this chapter.

C. At the hearing, the administrative citation and any written report submitted by the enforcement official shall constitute prima facie evidence of the respective facts contained in the citation. Both the party contesting the administrative citation and the enforcement official shall be given the opportunity to testify and to present additional evidence concerning the administrative citation. Such evidence may include the testimony of other witnesses, or the introduction of documents or other evidence. Such testimony, written documents, or other evidence sought to be introduced shall not be limited to any legal rules of evidence, save and except for the rule that it shall be relevant and material to the issues of whether the violation alleged in the citation occurred and whether the person

cited committed, caused or was responsible for the violation. Admission of evidence and the conduct of the hearing shall be controlled by the hearing board in accordance with the fundamentals of due process. The hearing board may limit the total length of the hearing to one hour, and shall allow the appellant at least as much time to present its case as is allowed the city. ~~the hearing, the party contesting the administrative citation shall be given the opportunity to testify and to present evidence concerning the administrative citation.~~

D. The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.

~~E. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.~~

E. The hearing board may continue the hearing and request additional information from the enforcement official or the recipient of the administrative citation prior to issuing a written decision.

~~F. The employment, performance evaluation, compensation and benefits of the hearing officer shall not be directly or indirectly conditioned upon the amount of administrative citation fines upheld by the hearing officer.~~

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8.40.140100 Hearing board's ~~officer's~~ recommendation~~decision~~.

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A. After considering all of the testimony and evidence submitted at the hearing, the hearing board~~officer~~ shall issue a written recommendation to the City Council to uphold or cancel the administrative citation and shall list in the decision the reasons for that recommendation. The city council shall make the final decision to uphold or cancel the administrative citation at the next regular meeting of that body in which the decision on the administrative citation can be legally calendared. That decision shall be final.

B. If the City Council determines that the administrative citation should be upheld, then the fine amount on deposit with the city shall be retained by the city.

C. If the City Council determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver the due date for the payment of the fine shall be fifteen ~~twenty-one~~ (15~~21~~) calendar days from the date of city council's decision to uphold. ~~the hearing officer shall set forth in the decision a payment schedule for the fine.~~

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D. If the city council determines that the administrative citation should be canceled and the fine was deposited with the city, then the city shall promptly refund the amount of the deposited fine. ~~together with interest at the average rate earned on the city's portfolio for the period of time that the fine amount was held by the city.~~

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E. The recipient of the administrative citation shall be served with a copy of the ~~hearing officer's~~ city council's written decision. Service may be made personally at the conclusion of the city council meeting, or by mail, after the adjournment of the hearing.

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~~F. The employment, performance evaluation, compensation and benefits of the hearing officer shall not be directly or indirectly conditioned upon the amount of administrative citation fines upheld by the hearing officer.~~

8.40.150 Delinquent administrative fines – late payment charges and interest.

A. Late payment charges. The director shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed 50 percent of the amount of the original administrative fine.

B. Interest. In addition to the penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of 10 percent per year, or fraction thereof, on the amount of the delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

8.40.160 Right to judicial review.

Any person aggrieved by a decision of the city council on an administrative citation may obtain review of the decision by filing a petition for review with the Lassen County Superior Court in accordance with the timelines and provisions as set forth in California Government Code Section 53069.4(b). Said procedure shall be available for all judicial review under this chapter, notwithstanding that the term or condition being enforced pursuant to this chapter may not be a matter covered by Section 53069.4(a). Judicial review of a citation shall not be available without first participating in a hearing as provided in this chapter.~~Any person aggrieved by an administrative decision of a hearing officer on an administrative citation may obtain review of the administrative decision by filing a petition for review with the Superior Court in Lassen County in accordance with the timelines and provisions set forth in California Government Code Section 53069.4.~~

~~**8.40.110 Late payment charges.**~~

~~Any person who fails to pay to the city any fine imposed pursuant to the provisions of this chapter on or before the date that fine is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. (Ord. 10-971 § 4, 2010)~~

8.40.170 Recovery of administrative citation fines and costs.

The city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or structure thereon, which is owned by the person cited, which has not been fully satisfied within 90 calendar days, and for which no appeal has been filed may also be assessed and made a lien against the real property upon which the violation occurred. Lien and special assessment procedures shall be the same as outlined in municipal code sections 8.32.210 through 8.32.270.

8.40.180 Procedural compliance.

Failure to comply with any procedural requirement of this chapter, to receive any notice or decision specified in this chapter, or to receive any copy required to be provided by this chapter shall

not affect the validity of proceedings conducted hereunder unless the responsible party is denied constitutional due process thereby

~~The city may collect any past due administrative citation fine or late payment charge by use of all available legal means including the recovery of costs as available by law. (Ord. 10-971 § 4, 2010)~~

~~8.40.130 Notices.~~

~~A. The administrative citation and all notices required to be given by this chapter shall be served on the responsible party in accordance with the provisions of Section 8.32.080 of this title.~~

~~B. Failure to receive any notice specified in this chapter does not affect the validity of proceedings conducted hereunder.~~

Chapter 8.52 Property Maintenance

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8.52.010 Purpose and Intent of chapter.

It is the purpose of this chapter to provide a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or the general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions.

Additionally the purpose of this chapter is to provide minimum standards for the maintenance of property in the city. Where this chapter imposes a greater restriction upon property or structures thereon than is imposed or required by existing provisions of law, ordinance, contract or deed, the provisions of this chapter shall control. It is not intended by this chapter to repeal, abrogate, annul or in any way impair or interfere with existing provisions of other laws or ordinances or with private restrictions placed upon property by covenant, deed or other private agreement or with restrictive covenants running with the land to which the city is a party.

8.52.020 Responsibilities for property maintenance.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the same. The duty imposed by this section on an owner shall in no instance relieve those other persons referred to herein from the same duty.

8.52.030 Classification of nuisances.

The following acts and conditions, when performed or existing upon any lot or parcel of land within the city, are declared to be unlawful and are defined as and declared to be public nuisances which are injurious or potentially injurious to the public health, safety and welfare, which have a tendency to degrade the appearance and property values of surrounding property and/or which cause damage to public rights-of-way:

A. Structures or buildings, both permanent and temporary, or other lot improvements including buildings or sheds exempt from obtaining a building permit, which are subject to any of the following conditions:

1. Faulty weather protection, including, but not limited to, the following:
   a. Crumbling, cracked, damaged, missing, broken or loose exterior plaster, siding of any kind, roofs, foundations or floors;
   b. Broken, damaged or missing windows or doors; and
   c. Painted or unpainted surfaces suffering from dry rot, warping or termite infestation;

2. Building or structures which are under construction or rehabilitation and are not completed within a reasonable time or whose building permit for such construction or rehabilitation has expired;

3. Fences or walls which are in a hazardous condition, which are in disrepair or which hinder free access to public sidewalks or rights-of-way or are maintained in such a condition to have a tendency to degrade the appearance and property values of surrounding property. All fencing, including gates shall be maintained in sound condition free of damage, breaks, or missing structural members. Areas that are leaning, buckling, sagging, or deteriorating shall be repaired or replaced with material compatible with the undamaged portions of the fence. Where fencing has been painted and it shall be maintained and kept free of chipping, peeling, scaling or missing paint;

4. Substantial deterioration of porches, landings, patios, stairways or guardrails which, although not otherwise constituting an unsafe structure as defined in this code, are visible from public rights-of-way or neighboring properties and are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

5. Broken or defective elements of a building, structure, parking lot or landscaped area which are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

6. Litter, debris or abandoned personal property scattered in the interior of a vacant or unoccupied building or structure in such a manner as to create a fire hazard, health hazard or other condition which is injurious or potentially injurious to public health, safety and welfare;

B. Vegetation, trees, landscaping or other plant materials which are subject to any of the following conditions:

1. Overgrown or in such a condition that they are or are likely to:
   a. Harbor rats, vermin or other vectors;
   b. Provide a harboring place for vagrants or other persons;
   c. Which encroaches into, over, or upon any public right-of-way, including, but not limited to, streets, alleys, or sidewalks, so as to constitute either a danger to the public safety or property or any impediment to public travel; or
   d. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties;

2. Dead, decayed, diseased, hazardous or in such a condition that they are or are likely to:

a. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties;

b. Create a fire hazard or health hazard;

C. The parking or storage of trailers, campers, boats, vessels, watercraft, recreational vehicles, wood splitters or other similar vehicles and equipment on residentially used property is prohibited as follows:

1. In the front yard area. For the purpose of this section, the "**front yard area**" shall mean any area of the lot or parcel that is not a paved driveway, that is between the front elevation of the residential building and the front property line of the lot or parcel and that extends the entire width of the lot or parcel.

2. On a paved driveway surface when such parking or storage unreasonably prevents routine and useful access to a required garage parking space or prevents the utilization of the paved driveway area for off-street parking. For purposes of this section, "paved driveway" shall mean a paved strip of land which meets all applicable zoning and building regulations of the city, which provides access from the street to a garage, carport or parking space and which has a single access point. The paved driveway may have two access points only if the driveway is semi-circular in nature. For purposes of this section, "parking space" shall mean a paved area within the front yard area which meets all applicable zoning and building regulations of the city and which is of sufficient size to be used for the express purpose of parking a vehicle.

3. On a paved driveway area when such parking or storage unreasonably obstructs the cross visibility of vehicle or pedestrian traffic and creates an unsafe condition or traffic hazard or when the vehicle or equipment projects over or onto the sidewalk or street;

4. When stored directly on the ground and not upon a currently registered and operable vehicle, trailer or similar device designed to transport such vehicle or equipment.

5. In an abandoned, inoperative, wrecked or dismantled condition;

D. Attractive nuisances, those objects which, by their nature and according to the law, may attract children or other curious individuals including, but not limited to, hazardous pools, ponds, iceboxes, refrigerators, neglected machinery, excavations, stagnant water or abandoned wells;

E. Storage or scattering over any portion of the property of any of the following:

1. Debris, rubbish, rubble, construction debris, litter or trash which is not stored in trash receptacles or which is scattered and blowing onto adjacent public or private property;

2 Abandoned, broken, wrecked, inoperable or discarded household or office furnishings, housewares, appliances, electronic equipment or devices, machines and tools or similar objects of equipment;

3 Abandoned, broken, wrecked, inoperable or discarded personal effects, including, but not limited to, books, magazines, newspapers, papers, nicknacks, ornamental objects, clothing or similar articles;

4. Outdoor storage of usable building materials for more than 180 days, except where construction or remodeling is occurring under a valid permit or as may be permitted by the zoning classification of the property. The material shall be stored in a neat and orderly manner so as not to create a health or fire hazard;

5. Outdoor storage or scattering of cardboard, newspaper, magazines, scrap metal, tin, wire, aluminum, plastic or glass containers, except within approved refuse or recycling containers or as may be permitted by this code or the zoning classification of the property;

6. Abandoned, inoperative, wrecked or dismantled vehicles or parts thereof in violation of Chapter 10.22 of this code;

7. Outdoor storage or scattering of materials, equipment or other items on residentially used property which is not typically associated with such use, which is inconsistent with the zoning classification of the property and which creates a fire hazard or health hazard or which is otherwise injurious or potentially injurious to the public health, safety and welfare;

8. Excessive accumulation of animal waste or the presence of any animal carcass.

F Packing boxes or similar storage containers which are stored in yards or unenclosed patios, porches, carports or storage units and which create a fire hazard or health hazard or which are otherwise injurious or potentially injurious to the public health, safety and welfare;

G. Excessive accumulation of grease, oil or other residues on paved or unpaved surface areas open to the public or when such material flows or seeps onto any public street, sidewalk or public property;

H. Storage or the parking of buses, tow trucks, dump trucks, grading equipment, tractors, commercial trailers or coaches or any other commercial vehicle over 25 feet long, 8 feet high or 90 inches wide in a residential zone. Parking of vehicles less than 25 feet in length shall be on a paved driveway if a paved driveway has been developed on the property or on an existing gravel driveway if the property was developed prior to the requirement for a paved driveway;

I. To allow or permit graffiti to remain on any building, fence, wall, structure, sign or vehicle when visible to the public street, highway, right-of-way or public place for more than 1 week. For the purpose of this section, "graffiti" means any unauthorized inscription, word, figure, mark or design that is written, marked, etched, scratched, drawn or painted on any surface in violation of this code or other state or local law;

J. Signs constructed, erected or maintained in violation of the provisions of Chapter 17.128 of this code or an applicable specific plan ordinance;

K. Any device, decoration, design, fence or structure which, by reason of its condition or its location, is injurious or potentially injurious to the public health, safety and welfare or has a tendency to degrade the appearance and property values of surrounding property;

L. Animals, livestock, poultry, insects, or bees kept, bred, or maintained for any purpose and in violation of this code or any other code adopted by this city.

M. Maintenance of buildings, structures or premises in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance as defined by Cal. Civil Code § 3480 or other applicable law.

8.52.040 Declaration of nuisance.

Whenever the City Planner, City Building Official, City Fire Chief, City Engineer or any enforcement official as designated by the City Administrator to enforce the codes of the City determines that a nuisance, as defined by section 8.52.030, exists on any building, structure or property located within the city, he or she shall utilize the process for abating public nuisances as contained in Chapter 8.32 of this code.

Chapter 15.09 – Neglected vacant buildings

15.09.010 – Findings and purpose

The Susanville City Council Finds that vacant buildings and vacant boarded-up buildings are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings attract vagrants and transients and invite criminal activity, the dumping of trash and garbage and unauthorized occupation. The use of vacant buildings by transients, who may employ primitive cooking or heating methods, creates a risk of fire for vacant buildings and adjacent properties. Vacant buildings, whether or not those buildings are boarded, discourage economic development and retard appreciation of property values. It is the responsibility of the owner to prevent owned property from becoming a burden to the neighborhood and community, and a threat to the public health, safety and welfare.

The City Council also finds that because of the potential economic and public health, safety and welfare problems caused by vacant buildings, the city needs to monitor vacant buildings so that they do not become attractive nuisances, are not used by vagrants or trespassers, are properly secured and maintained, and do not become a blighting influence in the neighborhood. City departments involved in such monitoring include the police department, fire department, planning and building division and engineering division. There is a substantial cost to the city for monitoring vacant buildings which should be paid by the owners of the vacant buildings. The city has established the vacant building monitoring program to accomplish this purpose.

The purpose of this chapter is to require that vacant dwellings and buildings within the incorporated limits of the City of Susanville are maintained to certain minimum standards and suitable for use or habitation while allowing them to be properly secured and boarded up for a limited period time, and that dwellings and buildings which remain vacant and unoccupied for appreciable periods of time do not become public nuisances.

15.09.020 – Remedies for violation.

A building that is vacant or vacant and boarded in violation of this chapter is a public nuisance. In addition to the provisions in this chapter, the city is authorized to use the remedies set forth in state law, the California Building Code, the Uniform Code for the Abatement of Dangerous Buildings, and the City of Susanville Municipal Code.

The remedies, procedures and penalties provided by this chapter are cumulative to each other and to any others available under state law or other city ordinances. The imposition of a vacant building monitoring program fee shall not preclude the city from seeking all other remedial penalties available under the City of Susanville Municipal Code.

Any person violating the provisions of this chapter may be charged with either an infraction for each day such violation continues or with a misdemeanor. Violations of this chapter may be abated as a

public nuisance pursuant to Chapter 8.32 of this code and/or administrative citation(s) issued pursuant to Chapter 8.40 of this code

The city's failure to provide notices within the time specified does not constitute waiver by the city of the provisions of this chapter.

15.09.030 - Vacant and neglected vacant building.

A. "Vacant building" means any building or structure, or unit in a building or structure, which is unoccupied or occupied by unauthorized persons. The definition includes without limitation, buildings or structures of any nature intended for human habitation, occupation or use and includes manufactured housing or mobile homes. A neglected vacant building is a vacant building which is not maintained in accordance with the provisions of this chapter.

B. A building or structure, or unit in a building or structure, is not deemed to be vacant for purposes of this chapter if:

1. The building is the subject of an active building permit for improvement, repair or rehabilitation and the owner is progressing diligently to complete the repair or rehabilitation.
2. The building or structure meets minimum building code standards, does not otherwise constitute a public nuisance, is ready for use or occupancy and/or is actively being offered for sale, lease or rent; or
3. The building or structure, including the premises on which it is located, does not otherwise constitute a public nuisance and is not likely to become a public nuisance because it is being actively maintained and monitored. Active maintenance and monitoring shall include:
   a. Maintenance of landscaping and plant materials in good condition;
   b. Maintenance of the exterior of the building or structure, including, but not limited to, its paint and finishes, in good condition;
   c. Regular removal of all exterior trash, debris and graffiti;
   d. Maintenance of the building or structure in continuing compliance with all applicable codes and regulations;
   e. Active prevention of all criminal activity on the premises, including, but not limited to, use and sale of controlled substances, prostitution and criminal street gang activity, loitering or trespassing;
4. The building or structure, or unit in a building or structure is unoccupied due to fire, flood, earthquake, or other form of natural disaster and the owner provides evidence to the city that he or she is actively pursuing assistance for demolition, rehabilitation or restoration of the building and/or premises from local, state or federal assistance programs or from insurance agencies.

15.09.040 - Compliance required.

It is unlawful for any person who owns, controls, or is the responsible agent for a vacant building to maintain, or cause or permit the maintenance of the vacant building as a neglected vacant building or in a neglected condition.

15.09.050 - Structural and building standards.

A. All vacant buildings shall be maintained in a structurally sound condition.

B. All electrical, natural gas, sanitary, and plumbing facilities shall be maintained in a condition which does not create a hazard to public health or safety.

15.09.060 - Fire safety standards.

A. All vacant buildings shall be maintained in a manner which does not create an unreasonable risk of fire, including the removal of weeds, brush, vegetation, and debris which may constitute a fire hazard.

B. No vacant building or portion thereof shall be used for the storage of hazardous, combustible or flammable liquids or other materials which would constitute a safety or fire hazard.

C. Heating facilities maintained in accordance with applicable codes. If heating equipment in a vacant buildings is to be disabled fuel supply shall be removed or terminated in accordance with applicable codes and ordinances and the water supply to the building turned off to prevent burst water pipes in freezing weather conditions.

D. The street address of the building shall be posted and shall be visible from the street.

15.09.07 - Security standards.

A. All vacant buildings shall be maintained in a way which secures it from any unauthorized entry.

B. The owner or responsible agent of a vacant building which has remained unoccupied for a period of more than thirty days and which has suffered from vandalism, broken windows, broken doors or which had an unauthorized entry must repairs such damage within 15 days of becoming aware of such damage. Alternately, the owner or responsible agent may provide security which is adequate to prevent further deterioration and/or unauthorized entry for a time period of up to 6 months. After 6 months the building must un-boarded and actively maintained and monitored as required in section 15.09.030 B.3 or payment of the quarterly monitoring fee described in section 15.09.120 shall be applied to the property.

Methods of securing the building or structure must meet or exceed the following minimum standards or equivalent standards as determined by the city building official.

1. Windows. Windows and similar openings shall be boarded with exterior grade plywood of minimum thickness three-fourths inch (to be consistent with door security standards) or its equivalent. Vent holes may be required, as deemed necessary by the building official. The plywood shall be secured in place, as a minimum standard, by a set of two grade No. 2 douglas fir two-by-four cross members set at two feet on center vertically, secured to the plywood by three-eighths-inch plated carriage bolts with large washers at each end. Bolts used to secure the cross member shall be threaded to the correct length. A minimum of two such cross members shall be used on each window. Each cross member shall be a continuous piece of lumber, and each should extend approximately one foot past the window opening in each direction unless interior condition limit such extension. Bolts and nuts used to secure the cross members to the plywood must be tightened enough to slightly deflect the wood. Bolt heads must fit tightly against the wood and not give a purchase for pliers or pry bars. The nuts are to be located on the interior side of the structure.
2. Exterior Doors. There shall be at least one operable door into each building and into each unit of the building. If an existing door is operable but lacks an operable locking mechanism it may be used and secured with a suitable lock such as a hasp and minimum two-inch case hardened padlock or a one-inch deadbolt or deadlatch with two and one-half inch long # 8 screws in the strike-plate penetrating into the trimmer stud. If doors and frame(s) have been damaged, the main exterior (required) residential exit door(s) and all commercial exterior exit doors shall be boarded with exterior grade plywood of a minimum thickness of three-fourths inch or its equivalent, fitted to the entry door jamb with maximum one-eighth-inch clearance at each edge from the door jambs and threshold. The existing door should be removed. The plywood shall, as a minimum standard, be attached to three grade No. 2 douglas fir horizontal two-by-four wooden crossbars with two each three-eighths-inch carriage bolts and matching hardware, with nuts located on the interior side of the structure. The plywood shall be attached to the door entry with three case-hardened strap hinges located at quarter points and the plywood shall be secured by two case-hardened steel hasps located at third points on the strike side of the door and minimum two-inch case-hardened padlock. Fasteners used to attach the door hasp and hinges shall be the nonreversible type that do not give a purchase for pliers or pry bars. All other unsecured residential doors providing exterior access shall be removed and be secured in the same fashion as windows noted above.
3. Overhead garage doors shall be secured. Nailing the door to the jamb or nailing pieces of two-by-four to the jamb is not acceptable. The overhead door shall be padlocked with the existing garage lock or a newly installed one. In an attached garage it is acceptable, as a minimum standard, to insert a piece of grade No. 2 douglas fir two-by-four lumber through the overhead mechanism on the inside of the door. The two-by-four shall be long enough to go through both sides of the mechanism or shall be nailed in place on the inside so that it cannot fall out. Secondary garage entrances to the outside of the garage shall be secured with strong-backed plywood as described for windows above. Access doors between the house and attached garage need not be boarded. Detached garages shall be secured as separate structures.

4. All materials used to cover and secure window door or other openings shall be painted to match or complement the color of the main structure.
5. The property owner shall obtain a building permit for work done under this section and an inspection of the work shall be performed by the city.

15.09.080 - Debris removal.

All vacant buildings including all adjoining yard areas shall be maintained free of debris, combustible materials, litter and garbage.

15.09.090 - Appearance.

A. All vacant buildings must be maintained in a manner which minimizes the appearance of vacancy, including the prompt removal of graffiti pursuant to chapter 12.24 of this code.

B. All exterior surfaces, including any boarded windows or doors shall be applied with sufficient paint, siding, stucco or other finish to weatherproof the vacant building and to create a sufficient appearance of repair. If the building is subject to an existing use permit all conditions related to maintenance of the exterior of the structure or parcel on which the building is located shall continue to be complied with including the maintenance of landscaping.

C. The exterior of the vacant building property, including all landscaping, shall be kept in such condition as not to create the appearance of an unsecured, unoccupied structure or other hazard to public safety. Grasses and weeds shall be cut to a height not to exceed 4" and dead shrubs and trees removed.

D. Signage that no longer relate to the activities in the building shall be removed from the site. Any remaining signage shall be maintained in a manner which minimizes the appearance of vacancy.

15.09.100 - Quarterly monitoring fee.

A. Purpose. Purpose. The quarterly monitoring fee will be used to finance the cost of monitoring, inspection and enforcement related to this chapter and to secure buildings and abate conditions on the property.

B. Fee Imposed. A quarterly monitoring fee in an amount of $250 may be imposed upon every owner of a vacant building in violation of this chapter. The quarterly monitoring fee is due within 30 days of notice that the building is vacant and in violation of this chapter. The fee is due for every quarter upon which the building is vacant, even if the building is only vacant part of the quarter. The owner will be billed at the beginning of each quarter while the building is in violation of this chapter. The fee shall be payable as to any building, residential or nonresidential, which the hearing board as established by chapter 8.32 determines to be in violation of this chapter or has been boarded up for more than 6 months. Within 10 days of enrollment in the vacant building monitoring program, the

owner must place a sign in a visible area in the front of the vacant building that indicates that the building has been enrolled in the city of Susanville's vacant building monitoring program. The sign will be provided to the owner by the city upon enrollment.

C. Notice and Procedures. The vacant building monitoring fee shall be billed to the owner of the property. Notice shall be served either personally, by first class mail, or by certified mail, addressed to the owner as the address appears on the last equalized assessment roll or as known to the enforcement official. A hearing shall also be set with the hearing board as proscribed in chapter 8.32.120 to allow the owner opportunity to contest enrollment into the vacant building monitoring program. The hearing board may waive the fee and enrollment if the property owners can show that that any of the conditions listed in section 15.09.030 B.3 are applicable to the building or structure. The owner shall provide substantial evidence supporting the grounds for the waiver. After conducting the hearing and finding that the property is subject to the vacant building monitoring program, the hearing board shall direct that a bill be sent to the property owner with the notice stating a violation of this chapter exists, setting forth the reasons for the decision and that notice shall constitute enrollment in the vacant building monitoring program.

D. The owner of a vacant building shall not allow or cause any use of the property or any buildings thereon unless the property owner has first corrected the violations which caused placement into the program and has paid the required quarterly monitoring fee, as well as any other penalties or fines owed to the city.

E. Within 15 days of the decision by the hearing board to bill for the vacant building monitoring program fee, the city administrator or his/her designee shall file in the office of the county recorder a notice that the building is subject to the vacant building monitoring program fee and that upon transfer of the property the new owner shall have 90 days to bring the building or structure into compliance.

F. Upon transfer or sale of a vacant building, the seller shall provide written notification to the city administrator or his/her designee that the property has been transferred or sold.

G. Any fees established pursuant to this chapter which are more than 30 days delinquent, or not paid within 30 days after the decision of the hearing board has been mailed to the owner, shall constitute an assessment against the property. The city may use all legally available procedures to collect any unpaid fee including, but not limited to, collecting the unpaid fee on the tax roll or recording a lien on the property, consistent with applicable law.

Chapter 15.10 Abatement of dangerous buildings and structures

15.10.010 Definitions.

The term "dangerous structure" or "dangerous building" as used in this chapter means any building falling within the definition of "dangerous building" or any building which is considered "unsafe" under the criteria of the California Building Code, "dangerous" under the criteria of the 1997 Uniform Code for the Abatement of Dangerous Buildings, or "substandard" under the criteria of the Uniform Housing Code and which, in addition thereto, presents an imminent threat of substantial danger to public health, safety and welfare. The term "dangerous structure" also means any other structure, whether man-made or a condition of nature, which presents an imminent threat of substantial danger to public health, safety and welfare. Such threat may be presented by, but is not limited to, situations where a structure, or some part thereof, is likely to collapse onto a public street or sidewalk or where it presents an extreme fire hazard. Any structure falling within the definition of "dangerous structure" "or "dangerous building" is declared a public nuisance.

15.10.020 Abatement—Informal procedures authorized.

This chapter contemplates situations arising where insufficient time exists, due to the imminent threat to public safety, for due process notices and hearings to be held prior to abatement action. Accordingly, whenever the city building official determines that a building is a dangerous building, he or she shall contract for the abatement of the dangerous building by repair or demolition. In awarding such contract, the building official need not obtain formal bids but may award the contract on the basis of informal solicitations.

15.10.030 Abatement—Costs.

The costs and expenses of abatement of a dangerous building may be made a lien against the property on which the dangerous building was located, a special assessment against said parcel, and/or a personal obligation against the property owner through enforcement as a public nuisance and after a hearing as provided for under Chapter 08.32.200 through 8.32.230 et seq. of the city of Susanville municipal code as may be amended from time to time.

15.10.040 Scope.

This chapter shall apply and govern in those situations where insufficient time exists due to imminent threat of substantial danger to the public health, safety and welfare to invoke the procedures of notice and hearing provided for in the California Building Code, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and other provisions of law as adopted by the city of Susanville municipal code.

15.10.050 Determination of condition—Order of abatement.

The city administrator, with the advice of the building official and such other persons he or she chooses to consult, shall make the determination whether a structure constitutes a "dangerous structure" as hereinabove defined. As an exception to this procedure, the building official is hereby authorized to make said determination in those circumstances where, in his sole discretion, he concludes that an emergency situation exists requiring immediate abatement and that delay to consult with the city administrator would cause substantial risk to public health, safety and welfare. Summary abatement, without the

necessity of prior notification to anyone other than occupants of the structure, may be immediately ordered by the city administrator or the building official, whichever has made the determination that a dangerous structure exists. In the event the building official has made the determination and ordered summary abatement, he shall immediately thereafter report to the city administrator as to the situation. If summary abatement is to be accomplished by contract, the building official need not obtain formal bids but may award the contract on the basis of informal solicitations.

15.10.060 Effect on existing law.

Sections 15.10.040 through this section shall not restrict, limit or otherwise inhibit any power or authority for ordering summary abatement of dangerous and hazardous conditions invested in the city of Susanville fire chief under the California Fire Code or other provisions of law.

ORDINANCE NO. 17-1011

AN ORDINANCE REPEALING AND REPLACING CHAPTERS 1.12 GENERAL PENALTY, 10.22.030 DEFINITIONS, 8.32 ADMINISTRATIVE NUISANCE ABATEMENT AND 8.40 ADMINISTRATIVE CITATIONS AND ADDING CHAPTERS 8.52 PROPERTY MAINTENANCE, 15.09 NEGLECTED VACANT BUILDINGS AND 15.10 ABATEMENT OF DANGEROUS BUILDINGS TO THE SUSANVILLE MUNICIPAL CODE

WHEREAS, Susanville City Council has the authority, under its police power, to enact regulation for the public peace, safety, morals and welfare of the city, Cal. Const. art. XI, § 7; and

WHEREAS, the Susanville City Council finds that certain conditions constitute a public nuisance and are a threat to the public peace, safety and welfare of the city; and

WHEREAS, the Susanville City Council is committed to protecting the public peace, safety, morals and welfare by providing security and protection to the community from harms and wrongdoings that arise from public nuisances and that certain conditions ; and

WHEREAS, the Susanville City Council has an interest in maintaining the City of Susanville in an orderly and esthetically pleasing condition, to maintain property values and to improve the quality of life for its residents, businesses, and visitors; and

WHEREAS, Sections 36901, 38771 and 38773.5(a) of the California Government Code authorize 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 finds that City of Susanville's municipal code does not currently provide an adequate administrative remedy for properties harboring conditions that constitute a public nuisance; and

WHEREAS, the City of Susanville proposes amending existing regulations relating to abating public nuisances and recovering the costs related to the enforcement of said regulations as well as adopting new regulations to address the public nuisance of buildings, structures and properties which contribute to neighborhood blight

THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 1.12 General Penalty is hereby repealed and replaced with the following:

1.12 General Penalty

1.12.010 General penalty—Violations.

Civil Actions. The city attorney may bring an action in a court of competent jurisdiction to enjoin a violation of any provision of this code or any other ordinance of the city, or to enforce administrative penalties imposed.

Wherever in this code or in any other ordinance of the city including codes adopted by reference, any act is prohibited or is made or declared to be unlawful or an offense, or the doing of any act is required, or the failure to do any act is declared to be unlawful, the violation of any such provision of this code or other ordinance or code adopted by reference of the city shall, unless specifically defined as a misdemeanor, constitute an infraction and shall be punishable by:

A. A fine not exceeding one hundred dollars ($100.00) for a first violation;

B. A fine not exceeding two hundred dollars ($200.00) for a second violation of the same ordinance, term, or condition within one year from the date of the first violation, or $500 for a second violation of a building or safety code within one year from the date of the first violation;

C. A fine not exceeding five hundred dollars ($500.00) for a third, and each additional, violation of the same ordinance, term, or condition within one year from the date of the first violation, or $1,000 for a third violation of a building or safety code within one year from the date of the first violation;

A second or subsequent violation need only be of the same ordinance, term, or condition to require the larger fine, and need not involve the same person or property, provided that the same responsible party is cited. The fine amounts shall be cumulative where multiple citations are issued.

Wherever in this code or in any other ordinance of the city including codes adopted by reference, any act is specifically declared to be a misdemeanor, said misdemeanor violation shall be punishable by a fine not to exceed the sum of one thousand dollars ($1,000.00), and/or imprisonment not to exceed six months.

Every day the violation of this code or any other city ordinance continues shall constitute a separate offense.

1.12.020 Recovery of attorneys' fees and costs.

A. In addition to all other remedies and cost recovery authorized or provided by any provision of this code or any other law, any person violating any provision of this code shall be liable to the city for the city's reasonable attorneys' fees and costs incurred to remedy such violation or enforce such person's compliance with this code, including recovery of the city's reasonable attorneys' fees and costs in bringing an action or proceeding to enforce an administrative determination or court order against such person. This section does not apply to public nuisance abatement actions for which attorneys' fees are authorized under subsection B of this section.

B. In any action or proceeding brought by the city to abate a public nuisance, the prevailing party shall be entitled to recover reasonable attorneys' fees; provided that, pursuant to Government Section 38773.5, attorneys' fees shall only be available in an action or proceeding in which the city has elected, at the commencement of such action or proceeding, to seek recovery of its own attorneys' fees. In no action or proceeding shall an award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the city in the action or proceeding.

C. Notwithstanding any other provision of this code, the city, in its discretion, may pursue any and all legal and equitable remedies for the collection of unpaid city fines, taxes, interest, fees, service charges, late payment charges, civil penalties, administrative penalties, and any other sum required to be paid under any provision of this code or any other law. Upon giving advance written notice that the debtor will be subject to collection costs if the debtor does not pay the unpaid amount owed to the city, the city shall be entitled to recover reasonable attorneys' fees and costs associated with the collection of the amount owed regardless of whether the city pursues said collection through litigation or by any other means. As used herein, "costs" include, but are not limited to, city staff time incurred in the collection of the amount owed, third-party costs incurred in the collection action, and those costs set forth in Code of Civil Procedure Section 1033.5. Pursuit of one remedy does not preclude the pursuit of any other remedies until the total amount owed has been collected.

Section 2. Chapter 10.22.30 Definitions, is hereby repealed and replaced with the following

10.22.030 Definitions.

As used in this chapter:

A. "Highway" means a way or place of whatever nature, publicly maintained or open to the use of the public for purposes of vehicular traffic. "Highway" includes "street."

B. "Inoperative vehicle" means a vehicle that cannot or may not be operated for mechanical or statutory reasons, including, but not limited to, flat tires, engine failure, electrical malfunction, or non-display of current license plates, tabs or stickers as required by Article IX of Chapter 1 of Division 3 of the California Vehicle Code. An inoperative vehicle also includes, but is not limited to, a vehicle which cannot be legally driven on any public street or other area due to lack of front headlights and rear brake lights, windshield, wipers, front and rear bumper(s), or any other equipment required by the California Vehicle Code, any vehicle defined as a "non-repairable vehicle" or "total loss salvage vehicle" by the California Vehicle Code.

C. "Owner of the land" means the owner of the land on which the vehicle, or parts thereof, is located, as shown on the last equalized assessment roll.

D. "Owner of the vehicle" means the last registered owner and the last legal owner of record.

E. "Public property" does not include "highway."

F. "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway except a device moved by human power or used exclusively upon stationary rails or tracks.

Section 3. Chapter 8.32 Administrative Nuisance Abatement is hereby repealed and replaced with the following:

Chapter 8.32 Administrative Nuisance Abatement

8.32.010 Purpose.

This administrative nuisance abatement process is intended to enable the city to respond effectively to public nuisances in order to maintain and protect the public peace, safety, welfare and order and to provide security and protection to the community from harms and wrongdoings. This process makes available an alternative remedy to instituting a civil suit to enjoin public

nuisances by authorizing the administrative body to impose orders and conditions to abate and halt public nuisances.

8.32.020 Applicability.

A. This chapter provides for administrative abatement of public nuisances, which is in addition to all other legal remedies, criminal or civil, which the city may pursue to address any public nuisance.

B. The use of this chapter shall be at the sole discretion of the city.

C. The city may proceed to abate a public nuisance under this chapter against any or all persons responsible for creating or fostering the creation of the public nuisance, without regard to whether or not the person owns the property upon which the public nuisance is occurring.

8.32.030 Definitions.

A. "Hearing Board" means the planning commission of the city of Susanville sitting as the hearing board of the city of Susanville, or its successor, or such other board or commission of the city that the city council may, by resolution, authorize to perform the functions of the hearing board under this chapter.

B. "Responsible Party" means any individual who is the owner or occupant of real property, the holder or the agent of the holder of any permit, entitlement, or review, or the party or agent of a party to any agreement covered by this chapter; the owner or authorized agent of any business, company, or entity subject to this chapter; any person or the parent or legal guardian of any person under the age of 18 years; who violates any ordinance, regulation, permit, entitlement, review, or agreement described.

8.32.040 Public nuisance prohibited.

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.

8.32.050 Public nuisance defined.

For purposes of this chapter, a public nuisance means any of the following:

A. A condition of real property or a building, structure, improvement or other thing located on real property that violates any provision of this code, including but not limited to:

1. Real property developed or used in a manner that violates the zoning and land use regulations adopted directly or by reference in this code;

2. A substandard building or a dangerous building or structure maintained in violation of the housing regulations or dangerous building regulations adopted by or pursuant to this code; or

3. A building or structure constructed, maintained or used in violation of the building regulations or fire regulations adopted by or pursuant to this code.

4. Neglected vacant buildings as defined and regulated in chapter 15.09 of this code.

5. Dangerous buildings as defined and regulated in chapter 15.10 of this code.

B. A condition of real property or a building, structure, improvement, or other thing on real property that endangers the public health, safety or welfare, including but not limited to:

1. A tree that is subject to disease or insect infestation likely to spread or is structurally unsound by reason of old age, disease, fire or other cause;

2. A failing private sewage disposal system;

3. An unprotected excavation or an abandoned and uncovered well; or

4. A well with a casing not sealed as required by applicable regulations.

C. A condition of real property or a building, structure, improvement, or other thing on real property that is unsightly and, by reason thereof, contributes to a diminution in the value of surrounding properties when visible from a public right-of-way or alley, including but not limited to:

1. An accumulation of lumber, unused equipment, or junk visible from a public right-of-way or surrounding properties;

2. An abandoned and dilapidated building or portion of a building; or

3. Dilapidated furniture in yards or on driveways, sidewalks, roofs or unenclosed balconies or porches.

4. The maintenance of property in the city in violation of chapter 8.52 of this code.

5. The outside storage of abandoned vehicles and vehicle parts as defined in chapter 10.22 of this code.

D. A condition of real property or a building, structure, improvement or other thing on real property that is an attractive nuisance (i.e., a dangerous or potentially dangerous condition of property likely to attract children and other curious people) including, but not limited to:

1. An unfenced or otherwise unenclosed outdoor swimming pool; or

2. Unused refrigerators, freezers or ice boxes stored, without the doors removed, outside a building or other enclosed structure.

E. A condition of real property, or of a building, structure, or improvement on real property, resulting directly or indirectly from the violation of:

1. Any regulatory or prohibitory provision of city, state or federal law or regulation applicable to the property or the occupancy of any structure; or

2. Any condition of approval or mitigation measure imposed upon the subdivision of land, any permit or any other entitlement for the use of land.

F. Real property that has been the situs for nuisance activity including, but not limited to:

1. Disturbing the peace, or
2. Illegal drug activity, or
3. Public drunkenness, or
4. Drinking alcoholic beverages in public, or
5. Harassment of passersby, or
6. Illegal gambling, or
7. Prostitution, or
8. The sale of stolen goods, or
9. Acts of violence, or
10. Public urination, or
11. Acts of vandalism, or
12. Acts of lewd conduct, or
13. Unreasonably loud noise, or
14. Loitering, or

G. Any other condition of real property, or of any building, structure, or improvement on real property, declared to be a nuisance by any statute of the State of California, or recognized to be a public nuisance by the common law of this state.

H. Nothing contained in this chapter shall prohibit persons from participating in activity which the city may not proscribe under the United States Constitution or the California Constitution.

8.32.060 Notification of nuisance.

Whenever an enforcement official, as defined in section 8.40.020 of this code, determines that a nuisance, as defined in this chapter, exists on any building, structure or property located within the city, he or she shall notify, in writing, the responsible party of property on which the nuisance is located of the existence of the alleged nuisance which shall be served by personal delivery, first class mail or by registered or certified mail. The notification shall specify the

violation(s), direct that the nuisance be abated and establish a reasonable abatement period of not less than 10 days.

8.32.070 Voluntary abatement of nuisances.

The responsible party having charge or control of any building, structure or property alleged to be a nuisance under the provisions of this chapter may abate the nuisance at any time within the abatement period provided in section 8.32.060. If the abatement requires alterations, repair, rehabilitation or demolition of a building or structure all required city permits or entitlements must be obtained prior to commencement of the work. The responsible party shall advise the enforcement official who issued the declaration of nuisance of the completed abatement. Once so advised, the enforcement official shall inspect the premises to insure that the nuisance has, in fact, been abated.

8.32.080 Failure to voluntarily abate a declared nuisance.

If an alleged nuisance is not properly abated within the period established under the provisions of section 8.52.060, the responsible party may be issued an administrative citation as provided in chapter 8.40 of this code. Alternatively the enforcement official may initiate abatement procedures by sending a Notice of Intention to Abate Public Nuisance to the responsible party and follow the process in sections 8.32.090 through 8.32.270.

8.32.090 Notice of intention to abate public nuisance and public hearing thereon.

The Notice of Intention to Abate Public Nuisance shall demand that the responsible party remedy or abate such public nuisance within a reasonable period of time which shall not be less than ten (10) days. It shall also give notice of the time, date and place of a public hearing which shall be held by the hearing board to review the determination and abatement of the public nuisance. The public hearing shall be set for a date no less than ten (10) days after the abatement period expires.

8.32.100 Right of entry procedures

A. Whenever necessary to make an inspection to enforce any ordinance or resolution of the City of Susanville or the provisions of any secondary code adopted by any ordinance, or whenever there is reasonable cause to believe that there exists a violation of any provision of such ordinance, resolution or code in any building, or upon any premises, or whenever any enforcement official of the city has reasonable cause to believe that any building or premises is

unsafe, substandard, unsanitary, or dangerous as defined in any provision of any such ordinance, resolution or code, an enforcement official of the city may enter such building or premises at a reasonable time to inspect the same and to perform any duty imposed upon such official by any provision of such ordinance, resolution or code. However, except in emergency situations, when consent of the owner and/or occupant to the inspection has not been otherwise obtained, the enforcement official shall give notice as follows:

1. If the building or premises is occupied, the enforcement official shall first present to the occupant city-issued credentials that include the enforcement official's name, position, title, and photograph. The enforcement official shall then request entry at a time convenient to the occupant within 24 hours of the time of the request;

2. If the building or premises is unoccupied, the enforcement official shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises, and if located, the enforcement official shall present credentials to the owner or other person and then request entry at a time convenient to such owner or other person, but within 48 hours of the entry request;

3. If the owner or other person is located outside of the city, the enforcement official may notify that person by telephone or letter, and in doing so shall transmit sufficient information to identify the enforcement official's capacity to the owner or other person and may request entry at a time convenient to such owner or other person, within 5 days of such telephone request, or the receipt of such letter.

If entry is refused by the occupant, the owner, or other person having charge or control of the building or premises, or the enforcement official, after making a reasonable effort, cannot locate the owner, or other person having charge or control of the building or premises, so as to request entry, then the enforcement official may seek and obtain an administrative inspection warrant pursuant to the procedures provided by California Code of Civil Procedure Section 1822.50 through 1822.59, as may be amended from time to time, or the successor provisions thereto in order to secure entry to such building or premises.

B. Any enforcement official of the city or a duly authorized representative or agent of the city may enter upon a property to access the exterior of the building or structure for the purpose of posting or serving notice.

8.32.110 Service of notices and order to abate.

Service of Notice of Intention to Abate Public Nuisance, written orders of the hearing board or other items as required under this chapter shall be made by posting a notice in a conspicuous

place on or in front of the building, structure or property in question, as well as by any one of the following methods:

(A) By personal service on the responsible party;

(B) By registered or certified mail addressed to the owner at the last known address of the owner. If there is no known address for the owner, the notice shall be sent to the property address. "Owner" as used herein means any person(s) shown as the property owner on the latest equalized property tax assessment rolls. If the property owner cannot be served by personal service or by mail, service by posting shall be sufficient;

(C) By any other means which is authorized or required by applicable law for such nuisance abatement actions.

The failure of any person to receive any notice required and properly served, mailed, posted or published under this chapter shall not affect the validity of any proceedings taken under this chapter.

8.32.120 Hearing board - public hearing

At the time and place stated in the Notice of Intention to Abate Public Nuisance, the hearing board shall receive, hear and consider all relevant evidence, objections, protests and testimony of the responsible party, as well as that of other witnesses, city personnel and interested persons relative to the alleged public nuisance and to any proposed abatement measures. The hearing board shall only consider evidence that is relevant to whether the violation(s) occurred and whether the responsible party has caused or maintained the violation(s). Courtroom rules of evidence shall not apply. Relevant hearsay evidence and written reports may be admitted whether or not the speaker or author is present to testify if the hearing board determines that the evidence is reliable. Admission of evidence and the conduct of the hearing shall be controlled by the hearing board in accordance with the fundamentals of due process. The hearing board may limit the total length of the hearing to one hour, and shall allow the appellant at least as much time to present its case as is allowed the city. The hearing may be continued from time to time.

The failure of any person subject to a Notice of Intention to Abate Public Nuisance pursuant to this chapter to appear at the nuisance abatement hearing shall constitute a failure to exhaust administrative remedies.

8.32.130 Decision of the hearing board

Following the public hearing, the hearing board shall consider all evidence and other matters noted during the hearing and shall determine whether the building, structure or property in question, or any part thereof, constitutes a public nuisance as alleged. If the hearing board finds that a public nuisance does exist and that there is sufficient cause to abate the nuisance, the hearing board shall make a written nuisance abatement order (Order), setting forth those findings and ordering the owner, lessee, agent, occupant or other person having charge or control of the building, structure or property to abate the nuisance by rehabilitation, repair or demolition in the manner and by the means that may be specifically set forth in the Order. The Order shall set forth the time within which the abatement work shall be completed, and it shall state that if the nuisance is not abated within such time period, it may be abated by the city. Where the implementation of the Order requires a building or development permit or an amendment to an existing development permit, the required permits shall be obtained prior to commencing abatement. The Order shall also state that 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 the responsible party as a personal debt or may be assessed upon the property on which the nuisance existed and will constitute a lien or special assessment upon the property until paid.

8.32.140 Service of the nuisance abatement order; one year jurisdictional period.

A) Within five days following the Board's decision, the responsible party shall be served with a copy of the written nuisance abatement order in the manner provided in section 8.32.110.

(B) The Order shall be effective for a one year period 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 the 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. If the responsible party 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 without further action of the hearing board. The city may also recover all of its abatement effort costs as provided for in this chapter or this code.

8.32.150 Notice of unlawful detainer proceeding.

An owner of real property that is the subject of a nuisance abatement order and who has received a copy of the nuisance abatement order shall notify the city attorney if the owner initiates or causes to be initiated unlawful detainer proceedings:

A. As a part of the owner's efforts to comply with or address the nuisance abatement order; or

B. Related to the situations, conditions or behaviors described in the nuisance abatement order.

8.32.160 Grievance with final order- Appeal

Whenever any person is aggrieved by any final order of the hearing board issued pursuant to section 8.32.130, the person may appeal the order to the city council by filing a request for appeal of an order of abatement with the city clerk along with a deposit of $200. The appellant shall be responsible for all costs of such appeal which exceeds the $200 deposit. All costs and expenses incurred by the City for and during such appeal shall be an authorized incidental expense subject to this chapter. If the cost of the appeal is less than $200 the difference shall be refunded to the appellant.

The appeal shall be heard by the city council at a regularly scheduled meeting within 45 days of the filing of the appeal. Notice shall be given to the appellant at least 10 days prior to the scheduled meeting by first class mail sent to the address provided by the appellant on the appeal request form. The appeal hearing shall be conducted in the same manner as the hearing board hearing in section 8.32.120.

8.32.170 Right of judicial review.

Any person aggrieved by a nuisance abatement order affirmed on appeal by the city council may obtain review of the nuisance abatement order in the Superior Court of the county of Lassen by filing with the court a petition for writ of mandate.

8.32.180 Abatement by responsible party.

The responsible party may, at his or her own expense, abate the nuisance as prescribed by the order of the hearing board prior to the expiration of the abatement period set forth in the order. If the nuisance has been inspected by an enforcement official and has been abated in accordance with the order, current proceedings shall be terminated, except that the hearing board's one year jurisdictional period shall continue.

8.32.190 Nuisance abatement work performed by or on behalf of the city

Where a responsible party has failed to abate a nuisance within the time prescribed by a nuisance abatement order approved by the hearing board and served on such responsible party in the manner provided for by this chapter, the enforcement official, with approval of the city administrator, shall cause the nuisance to be abated either by the use of city forces or by employing a private contractor to perform such work. However, the enforcement official shall not enter upon or cause any other person to enter upon the property which is the subject of a nuisance abatement order for the purpose of performing abatement work thereon without the prior written consent of the property owner unless and until a warrant or other order has been obtained by the city attorney on behalf of the city from a court of competent jurisdiction which authorizes an entry on such property for such purpose.

When undertaking work necessary to abate a nuisance following the failure of the owner of the property on which such nuisance is located to abate the nuisance within the time prescribed by a nuisance abatement order, the person responsible for performing the work shall keep an accurate record of the nature of such work and all direct and indirect costs incurred in connection with the performance of such work. In those cases in which the city has employed a private contractor to perform nuisance abatement work, such indirect costs shall include the cost of preparing plans and specifications for the work, the cost of preparing, bidding and awarding a contract for performance of the work, and the cost of inspecting the work.

8.32.200 Record of cost for abatement; notice of cost hearing.

The city finance manager, the enforcement official or such other city official as may be designated shall keep an account of all costs incurred by the city in abating nuisances on each separate lot or parcel of land where the work is done and shall render a written itemized report to the city council. Costs shall include the expense of abating such nuisance and shall be itemized showing the cost of abatement and the rehabilitation, repair, improvement, relocation, vacation, demolition or removal of said premises, building or structures, including any salvage value relating thereto and any incidental expenses; provided that before said report is submitted to said city council, a copy of the same shall be posted for at least ten (10) days upon such premises, together with a notice of the time when said report shall be heard by the City Council for confirmation; a copy of said report and notice shall be served upon the owners of said property, in accordance with the provisions of Section 8.32.110 of this chapter at least ten (10) days prior to submitting

the same to the city council; proof of said posting and service shall be made by affidavit filed with the city clerk. The term "incidental expenses" shall include, but not be limited to, the actual expenses and costs of the city in obtaining title reports, in the preparation and service of notices, preparation of specifications the preparation and award of contracts, all costs of inspecting any work done pursuant to this chapter, the costs of printing and mailing required hereunder, the costs of preparing materials for any hearing held pursuant to this chapter, penalties, permit fees, late charges, interest, conducting hearings, attorneys' fees, and a reasonable additional sum to cover the cost of administrative overhead.

8.32.210 Cost report – Hearing and proceedings.

At the time and place fixed for receiving and considering the cost report, the city council shall receive, hear and consider the report, together with any other relevant evidence, objections, protests or testimony. Thereupon, the Council may make such revision, correction or modification to the report as it may deem just after which, by resolution, the details of the report, as submitted or as revised, corrected or modified, shall be confirmed. Protests and objections shall relate to expenses for abatement and related administrative costs and not to the merits of underlying violations. The council resolution shall set forth the cost of the abatement, date of the Order, a brief description of the abatement work performed by or on behalf of the city, describe the property upon which such work was performed by legal description, assessor's parcel number, and where possible by a street address, contain the name and current address of the owner of such property and shall include a date set by which time the cost of abatement shall be due. In addition, the resolution shall provide for collection of the assessment in the event of nonpayment either by recordation of the council resolution in the manner provided for by section 38773.1 of the California Government Code as a lien on the property, by including the assessment on the county tax rolls in the manner provided for by section 38773.5 of the government code or as a personal debt against the responsible party.

8.32.220 Service for resolution of assessment costs

Following adoption of a council resolution levying an assessment for city abatement costs, the resolution to be served on the responsible party in the following manner:

A. If the council resolution levying the assessment provides for collection of the assessment by recordation of the resolution against the property upon which city abatement work was performed, the enforcement official shall cause a copy of the resolution to be served on the owner of such property in the same manner as required by law for the service of a summons in a

civil action, as set forth in Article 3, Chapter 4, Title 5 of Part 2 of the Code of Civil Procedure (commencing with Section 415.10); provided, however, that in the event the owner of the property upon which the city abatement work was performed cannot be found after a diligent search for same, the enforcement official shall serve the council resolution by posting a copy thereof in a conspicuous place on or next to such property for a period of 10 days, and by publishing a copy of the resolution in a newspaper of general circulation in the county of Lassen in the manner provided for by Section 6062 of the Government Code.

B. If the council resolution levying the assessment provides for collection of the assessment by inclusion of the assessment on the county tax rolls, the director shall cause a certified copy of the resolution to be served on the owner of the property by certified mail, if the property owner's identity can be determined from the county assessor's or county recorder's records. The notice shall be given at the time of imposing the assessment and shall specify that the property may be sold after three years by the tax collector for unpaid delinquent assessments. The tax collector's power of sale shall not be affected by the failure of the property owner to receive notice. The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes and subject to any other provisions of Section 38773.5 of the California Government Code.

8.32.230 Collections of assessment by recordation of council resolution levying assessment - Recordation of council resolution

Where the council has adopted a resolution levying an assessment for city abatement costs and has provided in such resolution for the collection of such abatement costs by recording the resolution against the property on which the city abatement work was performed, the director, promptly after completing service of the council resolution in the manner hereinbefore required by this chapter, shall attach an affidavit or declaration attesting to such service to a certified copy of the resolution, and shall cause such certified copy of the resolution, with the declaration or affidavit attached, to be recorded in the official records of the county of Lassen. After the date of such recordation, the assessment provided for by such resolution shall have the force, effect and priority of a judgment lien governed by the provisions of Section 697.340 of the Code of Civil Procedure and may be extended as provided in Sections 683.110 to 683.220, inclusive, of the Code of Civil Procedure, all as may be amended from time to time.

8.32.240 Collection of assessment by recordation of council resolution levying assessment - Commencement of foreclosure action.

When directed to do so by the city council, the city attorney shall commence an action in a court of appropriate jurisdiction to foreclose the assessment lien for city abatement work which was established by recordation of the council resolution levying the assessment for such abatement work in the manner provided by this chapter. In such action the city shall be entitled to recover any costs incurred for the purpose of processing, serving or recording such resolution.

8.32.250 Collection of assessment by recordation of council resolution levying assessment - Release of assessment lien.

At such time as the lien created by recordation of the council resolution levying an assessment for city abatement costs is discharged or satisfied, either through payment of the lien, or by sale of the property encumbered by the lien at the conclusion of a foreclosure action, the director shall promptly cause a release of the lien, in a form approved by the city attorney, to be recorded in the official records of the county of Lassen.

8.32.260 Collection of assessment on county tax rolls - Requests for inclusion of assessment on county tax rolls.

Where the city council has adopted a resolution levying an assessment for city abatement costs and has provided in such resolution for the collection of such assessment on the county tax rolls, the enforcement official, after serving the resolution in the manner required by this chapter, shall promptly transmit a certified copy of the resolution to the finance director who shall immediately forward same to the Lassen County auditor with a request that the assessment levied by such resolution be added to the county tax rolls in the manner provided for by Section 38773.5 of the Government Code. Thereafter all laws applicable to the levy, collection and enforcement of property tax shall be applicable to such special assessment.

8.32.270 Collection of assessment on county tax rolls - Payment of assessment.

If the assesse should pay to the city the full amount of an assessment levied for city abatement costs, together with any interest or penalties thereon, after the date the assessment is added to the county tax rolls, the city finance manager shall promptly cause such assessment to be removed from the tax rolls.

8.32.280 Summary nuisance abatement.

(A) Notwithstanding any provisions of this chapter to the contrary, whenever the enforcement official determines that a public nuisance is so imminently dangerous to life or property that such condition must be immediately corrected, the enforcement official may institute the following procedures.

(1) Notice. The enforcement official shall attempt to contact, through a personal interview or by telephone, the owner, lessee, agent or other person, if any, occupying or otherwise in real or apparent charge or control thereof. In the event contact is made, the enforcement official shall notify such person(s) of the danger involved and require that such condition be removed, repaired, isolated or otherwise abated, within a reasonable period of time under the circumstances, so as to prevent the immediate danger to life or property.

(2) Abatement. In the event the enforcement official is unable to make contact as noted above, or if the appropriate person(s), after notification by the enforcement official, fail to abate the condition within the time frame specified by the enforcement official, then the enforcement official may, with the approval of the City Administrator, take all steps deemed necessary to remove, repair, isolate or otherwise abate such condition immediately and without further notice to the extent necessary to prevent the immediate danger to life or property.

(3) The costs may be recovered pursuant to this chapter or by any other means provided for by law.

8.32.290 Administrative civil penalties.

A. The process for the assessment of administrative civil penalties established in this chapter is in addition to any other administrative or judicial remedy established by law that may be pursued to address violations of the Susanville Municipal Code. The hearing board may impose penalties upon persons responsible for creating, maintaining or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars ($500.00) per day for each day that the public nuisance occurs, except that the total administrative penalty imposed pursuant to this chapter shall not exceed ten thousand dollars ($10,000.00), exclusive of administrative costs and interest.

B. In determining the amount of the penalty, the hearing board may take any or all of the following factors into consideration:

1. The period of time during which the public nuisance occurred;
2. The nature, frequency and recurrence of the public nuisance;
3. The ease with which the public nuisance could have been abated;
4. The good faith efforts made to deter the public nuisance or ameliorate its effects;

5. The economic impact of the penalty upon persons responsible for payment;

6. The impact of the public nuisance on the community; and/or

7. Such other factors as justice may require.

C. Penalties imposed by the hearing board may accrue from a date no earlier than the compliance date specified in the nuisance abatement cease and desist order and shall cease to accrue on the date the nuisance abatement order has been complied with as determined by the city attorney or the board.

D. Penalties assessed by the board shall be due by the date specified in the nuisance abatement order.

E. Penalties assessed by the board are a debt owed to the city and, in addition to all other means of enforcement, where the person against whom the penalties are assessed is an owner of the subject real property, may be enforced and collected through the placement of a lien against the subject real property.

F. Penalties shall continue to accrue on a daily basis until the nuisance abatement order has been complied with, subject to the maximum amount set forth in this section.

G. If a person subject to the nuisance abatement order gives written notice to the city attorney that the nuisance abatement order has been complied with and if the city attorney finds that compliance has been achieved, the date that the written notice was postmarked or personally delivered to the city attorney or the date of the city's final inspection, whichever first occurred, shall be deemed to be the date of compliance with the nuisance abatement order.

8.32.300 Violations.

A. Any responsible party who maintains any public nuisance defined in this chapter and who fails to comply with a nuisance abatement order served as provided in section 8.32.130 may be charged as either an infraction or a misdemeanor.

B. Any responsible party who causes or maintains any public nuisance defined in section 8.32.050 of this code, who allows such a nuisance to continue or who neglects to comply with a Notice of Intent to Abate Public Nuisance is guilty of an infraction. Each day such condition continues shall be regarded as a new and separate offense.

C. Any person who removes or causes the removal of any notice or order posted as required in this chapter for the purpose of interfering with the enforcement of the provisions of this chapter may be charged with either an infraction or a misdemeanor.

D. Any person who obstructs, impedes or interferes with any representative of the city or with any person who owns, leases, occupies or has charge or control over any building,

structure or property when any of the aforementioned individuals are lawfully engaged in proceedings involving the abatement of a nuisance under this chapter may be charged with either an infraction or a misdemeanor.

8.32.310 Interest.

Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city.

8.32.320 Report of compliance after nuisance abatement order.

If the enforcement official determines that compliance with the nuisance abatement order has been achieved, the enforcement official shall file a report with the city clerk acting as secretary of the hearing board indicating that compliance has been achieved and the date of the city's final inspection of the subject property.

8.32.330 Compliance dispute.

A. If the enforcement official does not file a report pursuant to Section 8.32.340, a person subject to the nuisance abatement order who believes that compliance has been achieved may request a compliance hearing before the hearing board by filing a request for a hearing with the secretary of the board.

B. The hearing shall be noticed and conducted in the same manner as a hearing on an abatement order provided in Sections 8.32.080 through 8.32.130 of this chapter.

C. The hearing board shall determine if compliance with the nuisance abatement order has been achieved and, if so, when it was achieved.

Section 4. Chapter 8.40 Administrative Citations is hereby repealed and replaced with the following:

CHAPTER 8.40 Administrative Citations

8.40.10 Purpose.

This chapter provides for administrative citations in addition to all other civil remedies and as an initial alternative to any criminal remedy which may be pursued by the city to address any violation of this code. The use of this chapter shall be at the sole discretion of the city. The use of any other enforcement proceedings provided for by this code shall not be considered a prerequisite for the use of this chapter, nor shall the use of this chapter be considered a prerequisite for the use of any other enforcement proceedings.

A. The City Council hereby finds that an appropriate method of enforcement is the imposition and collection of administrative fines as independently authorized by both California Constitution Article XI, Section 7, and municipal affairs provisions of Government Code Section 53069.4.

B. The City Council further finds and determines that enforcement of the Susanville Municipal Code, other ordinances adopted by the City, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of City agreements made pursuant to the police power is a matter of public health, safety and welfare and serves important public purposes. The City of Susanville adopts this administrative citation program in order to achieve the following goals:

1. To protect the public health, safety and welfare of the City and its citizens;

2. To gain compliance with the Susanville Municipal Code, ordinances, agreements, and regulations of the City enacted pursuant to its police powers, and the conditions of approval of permits, entitlements, and CEQA reviews granted by the City pursuant to the City's police powers in a timely and efficient manner;

3. To provide for an administrative process that has objective criteria for the imposition of administrative fines and provides for a fair process to appeal the imposition of administrative fines and penalties;

4. To provide a method to hold parties responsible when they fail or refuse to comply with the provisions of the Susanville Municipal Code, ordinances, agreements, or terms and conditions of entitlements or permits enacted or approved pursuant to the police power;

5. To avoid or minimize the expense and delay of enforcement in the civil or criminal justice system.

8.40.020 Definitions.

A. "Enforcement official" means any official or employee of the City with the authority to enforce the Susanville Municipal Code. By way of example this means a police official, a fire official or the building official.

B. "Responsible party" means any individual who is the owner or occupant of real property, the holder or the agent of the holder of any permit, entitlement, or review, or the party or agent of a party to any agreement covered by this chapter; the owner or authorized agent of any business, company, or entity subject to this chapter; any person or the parent or legal guardian of any person under the age of 18 years; who violates any ordinance, regulation, permit, entitlement, review, or agreement described

8.40.030 Administrative citation.

A. Any person who violates any provision of the Susanville Municipal Code or regulation of the City, any condition of approval of a permit or entitlement, any condition of an environmental review, or any term or condition of any agreement with the City made pursuant to the police power may be issued an administrative citation by an enforcement official as provided in this chapter. A violation of the Susanville Municipal Code includes, but is not limited to, all violations of that code and all uncodified ordinances. A violation of a condition of approval of a permit or entitlement, includes, but is not limited to, a conditional use permit, minor conditional use permit, temporary use permit, architectural design and site plan review, sign permit, variance, specific plan, parcel map, subdivision map, building or grading permit, or any encroachment or right-of-way permit. A violation of a condition of approval of an environmental review includes, but is not limited to, any environmental impact report, mitigated negative declaration, negative declaration, or determination of categorical exemption. A violation of a term or condition of any agreement with the City made pursuant to the police power includes, but is not limited to, any development agreement, owner participation agreement, disposition and development agreement, road maintenance agreement, any easement, license, or other real property use agreement, or any agreement made with the city to implement any ordinance, plan, permit, entitlement, or review approved by the City.

B. Each and every day a violation exists constitutes a separate and distinct offense. A separate citation may be issued for each day a violation occurs.

C. A civil fine shall be assessed by means of an administrative citation issued by the enforcement official and shall be payable directly to the City of Susanville.

D. Fines shall be assessed in the amounts specified in chapter 1.12 of this code.

E. Notice of Violation in Lieu of Administrative Citation. If the violation consists of a violation of building, electrical, plumbing or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, the enforcement official shall defer issuance of an administrative citation until the responsible party for a violation has first been given notice of the

violation and an opportunity to correct the violation, in accordance with the procedures set forth in this chapter. In cases involving a violation of building, electrical, plumbing, or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, shall also include each owner of the property upon which the violation occurs.

F. Administrative Citations in Lieu of Criminal Citations. An administrative citation may be issued pursuant to this section in lieu of any criminal citation which could have been issued for the same violation. The issuance of the administrative citation shall not, however, prevent the issuance of a criminal citation or filing of a complaint for:

1. The same violation when any administrative fine imposed pursuant to this chapter has not been paid by the date payment is due, or

2. A subsequent violation of the same nature.

8.40.040 Contents of Administrative Citation.

Each administrative citation shall contain the following information:

A. The date of the violation or, if the date of the violation is unknown, then the date the violation is identified;

B. The address or a definite description of the location where the violation occurred or is occurring;

C. The section of this code violated and a description of the violation;

D. The amount of the administrative fine for the code violation;

E. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;

F. An order prohibiting the continuation or repeated occurrence of the code violation described in the administrative citation;

G. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and

H. The name and signature of the citing enforcement official.

8.40.050 Service of administrative citations and other notices.

The administrative citation and all notices authorized or required to be given by this chapter shall be deemed served when made in writing and either personally delivered to the responsible party for the violation or deposited in the United States mail, first class postage prepaid, addressed to such responsible party at their last known address. However, if a citation

or notice is required to be served on the owner of property, it shall be deemed served when made in writing and deposited in the United States mail, addressed to the owner at the owner's address as it appears on the latest equalized or supplemental assessment roll of Lassen County. In addition, the administrative citation shall be posted on the real property that is the subject of the violation. Service of a citation or notice by mail in the manner provided for by this section shall be effective on the date of mailing, and the failure of any person to actually receive any citation or notice specified in this chapter shall not affect the validity of the citation or notice or of the proceedings conducted hereunder.

8.40.060 Notice of violation - Generally.

Except as provided in section 8.40.070, when a violation consists of a violation of building, electrical, plumbing or zoning regulations set forth in this code, or any violation of Title 15 or 17 of this code, the enforcement official shall issue a written notice of violation to any responsible party for the violation prior to the issuance of an administrative citation for that violation. The notice of violation shall contain all of the following:

A. The date and location that the violation was observed;

B. The section of this code violated and a description of the violation;

C. The actions required to correct the violation;

D. A reasonable time period for the correction of the violation, not less than 10 days; and

E. Notice that if the violation is not corrected by the date specified in the notice of violation, an administrative citation may be issued and administrative fines may be imposed.

8.40.070 Notice of violation - Exceptions.

An administrative citation may be issued in lieu of a notice of violation only if:

A. The responsible party for the violation was issued an administrative or infraction citation for violation of the same provision of this code within the immediately preceding 12 months;

B. The violation constitutes, in the opinion of the enforcement official, an immediate threat to the health or safety of any person or the public generally;

C. One or more other violations exist on the property, any one of which is not subject to section 8.40.60; or

D. The person responsible for the violation currently owes the city unpaid administrative fines that are delinquent.

8.40.080 Correction of violation.

If the enforcement official determines that all violations listed in the notice of violation have been corrected within the time specified in the notice of violation, an administrative citation shall not be issued. If the enforcement official determines that all violations listed in the notice of violation have not been corrected within the time specified, an administrative citation may be issued for each uncorrected violation or the enforcement official may invoke any other remedy provided by law.

8.40.090 Payment of the fine.

A. The fine shall be paid to the city within twenty-one (21) days from the date of the administrative citation.

B. Any administrative citation fine paid pursuant to subsection A shall be refunded in accordance with Section 8.40.100 if it is determined, after a hearing, that the person charged in the administrative citation was not responsible for the violation or that there was no violation as charged in the administrative citation.

C. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the code violation that is the subject of the administrative citation.

8.40.100 Hearing request.

A. Any recipient of an administrative citation may contest that there was a violation of the code or that he or she is the responsible party by completing a request for hearing form and returning it to the city within twenty-one thirty (21) days from the date of the administrative citation, together with an advance deposit of the fine or notice that a request for an advance deposit hardship waiver has been filed pursuant to Section 8.40.110.

B. A request for hearing form may be obtained from the city finance division.

C. The person requesting the hearing shall be notified of the time and place set for the hearing at least ten (10) days prior to the date of the hearing.

D. If the enforcement official submits an additional written report concerning the administrative citation to the hearing official for consideration at the hearing, then a copy of this report also shall be served on the person requesting the hearing at least five (5) days prior to the date of the hearing.

8.40.110 Advance deposit hardship waiver.

A. Any person who intends to request a hearing to contest that there was a violation of the code or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in Section 8.40.090(A) may file a request for an advance deposit hardship waiver.

B. The request shall be filed with the department of finance on an advance deposit hardship waiver application form, available from the department of finance, within fifteen (15) days of the date of the administrative citation.

C. The requirement of depositing the full amount of the fine as described in Section 8.40.090(A) shall be stayed unless or until the director of finance manager makes a determination not to issue the advance deposit hardship waiver.

D. The finance manager may, after consultation with and approval by the city administrator, waive the requirement of an advance deposit set forth in Section 8.40.100(A) and issue the advance deposit hardship waiver only if the cited party submits to the finance manager a sworn affidavit, together with any supporting documents or materials, demonstrating to the satisfaction of the finance manager the person's actual financial inability to deposit with the city the full amount of the fine in advance of the hearing.

E. If the finance manager determines not to issue an advance deposit hardship waiver, the person shall remit the deposit to the city within ten (10) days of the date of that decision.

F. The finance manager shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the finance manager shall be final and shall be served upon the person who applied for the advance deposit hardship waiver.

8.40.120 Hearing Board.

The "hearing board" for administrative citations shall be the same as defined in section 8.32.030 of this code.

8.40.130 Hearing procedure.

A. No hearing to contest an administrative citation before the hearing board officer shall be held unless the fine has been deposited in advance in accordance with Section 8.40.100 or an advance deposit hardship waiver has been issued in accordance with Section 8.40.110.

B. A hearing before the hearing board officer shall be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for hearing is filed in accordance with the provisions of this chapter.

C. At the hearing, the administrative citation and any written report submitted by the enforcement official shall constitute prima facie evidence of the respective facts contained in the citation. Both the party contesting the administrative citation and the enforcement official shall be given the opportunity to testify and to present additional evidence concerning the administrative citation. Such evidence may include the testimony of other witnesses, or the introduction of documents or other evidence. Such testimony, written documents, or other evidence sought to be introduced shall not be limited to any legal rules of evidence, save and except for the rule that it shall be relevant and material to the issues of whether the violation alleged in the citation occurred and whether the person cited committed, caused or was responsible for the violation. Admission of evidence and the conduct of the hearing shall be controlled by the hearing board in accordance with the fundamentals of due process. The hearing board may limit the total length of the hearing to one hour, and shall allow the appellant at least as much time to present its case as is allowed the city.

D. The failure of any recipient of an administrative citation to appear at the administrative citation hearing shall constitute a forfeiture of the fine and a failure to exhaust their administrative remedies.

E. The administrative citation and any additional report submitted by the enforcement officer shall constitute prima facie evidence of the respective facts contained in those documents.

F. The hearing board may continue the hearing and request additional information from the enforcement official or the recipient of the administrative citation prior to issuing a written decision.

8.40.140 Hearing board's decision and city council review.

A. After considering all of the testimony and evidence submitted at the hearing, the hearing board shall issue a written recommendation to the city council to uphold or cancel the administrative citation and shall list in the decision the reasons for that recommendation. The city council shall make the final decision to uphold or cancel the administrative citation at the next regular meeting of that body in which the decision on the administrative citation can be legally calendared. That decision shall be final.

B. If the city council determines that the administrative citation should be upheld, then the fine amount on deposit with the city shall be retained by the city.

C. If the City Council determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver the due date for the payment of the fine shall be fifteen (15) calendar days from the date of city council's decision to uphold.

D. If the City Council determines that the administrative citation should be canceled and the fine was deposited with the city, then the city shall within fifteen (15) calendar days refund the amount of the deposited fine.

E. The recipient of the administrative citation shall be served with a copy of the city council's written decision. Service may be made personally at the conclusion of the city council meeting, or by mail, after the adjournment of the hearing.

8.40.150 Delinquent administrative fines – late payment charges and interest.

A. Late payment charges. The finance manager shall add a penalty of ten percent to the original amount of any delinquent administrative fine on the last day of each month after the due date thereof. However, the total amount of such penalties to be added shall not exceed 50 percent of the amount of the original administrative fine.

B. Interest. In addition to the penalties imposed, any recipient of an administrative citation who fails to remit an administrative fine by its due date shall pay interest at the rate of 10 percent per year, or fraction thereof, on the amount of the delinquent administrative fine, exclusive of penalties, from the first day of delinquency until paid.

8.40.160 Right to judicial review.

Any person aggrieved by a decision of the city council on an administrative citation may obtain review of the decision by filing a petition for review with the Lassen County Superior Court in accordance with the timelines and provisions as set forth in California Government Code Section 53069.4(b). Said procedure shall be available for all judicial review under this chapter, notwithstanding that the term or condition being enforced pursuant to this chapter may not be a matter covered by Section 53069.4(a). Judicial review of a citation shall not be available without first participating in a hearing as provided in this chapter.

8.40.170 Recovery of administrative citation fines and costs.

The city may collect any past due administrative fine, penalty, and interest charge by use of all available legal means. The obligation for past due administrative fines, penalties, and interest imposed for any violation which arises from a condition or use of any real property, or

structure thereon, which is owned by the person cited, which has not been fully satisfied within 60 calendar days, and for which no appeal has been filed may also be assessed and made a lien against the real property upon which the violation occurred. Lien and special assessment procedures shall be the same as outlined in municipal code sections 8.32.210 through 8.32.270.

8.40.180 Procedural compliance.

Failure to comply with any procedural requirement of this chapter, to receive any notice or decision specified in this chapter, or to receive any copy required to be provided by this chapter shall not affect the validity of proceedings conducted hereunder unless the responsible party is denied constitutional due process thereby

Section 5. Chapter 8.52 Property Maintenance is hereby added to the Susanville Municipal code as follows:

Chapter 8.52 Property Maintenance

8.52.010 Purpose and Intent of chapter.

It is the purpose of this chapter to provide a just, equitable, and practical method, in addition to any other remedy available by law or equity, whereby lands or buildings which are dilapidated, unsafe, dangerous, unsanitary, cluttered with weeds and/or debris, abandoned vehicles, machinery or equipment, junk, trash, or are a menace, or hazard to life, limb, safety, health, morals, property values, aesthetic standards, or the general welfare of the city, may be required to be repaired, renovated, vacated, demolished, made safe, or cleaned up by removal of offensive conditions.

Additionally the purpose of this chapter is to provide minimum standards for the maintenance of property in the city. Where this chapter imposes a greater restriction upon property or structures thereon than is imposed or required by existing provisions of law, ordinance, contract or deed, the provisions of this chapter shall control. It is not intended by this chapter to repeal, abrogate, annul or in any way impair or interfere with existing provisions of other laws or ordinances or with private restrictions placed upon property by covenant, deed or other private agreement or with restrictive covenants running with the land to which the city is a party.

8.52.020 Responsibilities for property maintenance.

Every owner, lessee, occupant or person having charge or control of buildings, structures or property within the city is required to maintain the buildings, structures or property in a manner so as not to violate the provisions of this chapter, and the owner, lessee, occupant or person having charge or control of the building, structure or property remains liable for violations hereof regardless of any contract or agreement with any third party regarding the same. The duty imposed by this section on an owner shall in no instance relieve those other persons referred to herein from the same duty.

8.52.030 Classification of nuisances.

The following acts and conditions, when performed or existing upon any lot or parcel of land within the city, are declared to be unlawful and are defined as and declared to be public nuisances which are injurious or potentially injurious to the public health, safety and welfare, which have a tendency to degrade the appearance and property values of surrounding property and/or which cause damage to public rights-of-way:

A. Structures or buildings, both permanent and temporary, or other lot improvements including buildings or sheds exempt from obtaining a building permit, which are subject to any of the following conditions:

1. Faulty weather protection, including, but not limited to, the following:

a. Crumbling, cracked, damaged, missing, broken or loose exterior plaster, siding of any kind, roofs, foundations or floors;

b. Broken, damaged or missing windows or doors; and

c. Painted or unpainted surfaces suffering from dry rot, warping or termite infestation;

2. Building or structures which are under construction or rehabilitation and are not completed within a reasonable time or whose building permit for such construction or rehabilitation has expired;

3. Fences or walls which are in a hazardous condition, which are in disrepair or which hinder free access to public sidewalks or rights-of-way or are maintained in such a condition to have a tendency to degrade the appearance and property values of surrounding property. All fencing, including gates shall be maintained in sound condition free of damage, breaks, or missing structural members. Areas that are leaning, buckling, sagging, or deteriorating shall be repaired or replaced with material compatible with the

undamaged portions of the fence. Where fencing has been painted and it shall be maintained and kept free of chipping, peeling, scaling or missing paint;

4. Substantial deterioration of porches, landings, patios, stairways or guardrails which, although not otherwise constituting an unsafe structure as defined in this code, are visible from public rights-of-way or neighboring properties and are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

5. Broken or defective elements of a building, structure, parking lot or landscaped area which are injurious or potentially injurious to the public health, safety and welfare or have a tendency to degrade the appearance and property values of surrounding property;

6. Litter, debris or abandoned personal property scattered in the interior of a vacant or unoccupied building or structure in such a manner as to create a fire hazard, health hazard or other condition which is injurious or potentially injurious to public health, safety and welfare;

B. Vegetation, trees, landscaping or other plant materials which are subject to any of the following conditions:

1. Overgrown or in such a condition that they are or are likely to:

a. Harbor rats, vermin or other vectors;

b. Provide a harboring place for vagrants or other persons;

c. Which encroaches into, over, or upon any public right-of-way, including, but not limited to, streets, alleys, or sidewalks, so as to constitute either a danger to the public safety or property or any impediment to public travel; or

d. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties;

e. Create a fire hazard as determined by the fire chief or duly authorized agent.

2. Dead, decayed, diseased, hazardous or in such a condition that they are or are likely to:

a. Be injurious to the public health, safety and welfare or have a tendency to depreciate the appearance and property values of surrounding properties;

b. Create a fire hazard or health hazard;

C. The parking or storage of trailers, campers, boats, vessels, watercraft, recreational vehicles, wood splitters or other similar vehicles and equipment on residentially used property is prohibited as follows:

1. In the front yard area. For the purpose of this section, the "front yard area" shall mean any area of the lot or parcel that is not a paved driveway, that is between the front elevation of the residential building and the front property line of the lot or parcel and that extends the entire width of the lot or parcel.

2. On a paved driveway surface when such parking or storage unreasonably prevents routine and useful access to a required garage parking space or prevents the utilization of the paved driveway area for off-street parking. For purposes of this section, "paved driveway" shall mean a paved strip of land which meets all applicable zoning and building regulations of the city, which provides access from the street to a garage, carport or parking space and which has a single access point. The paved driveway may have two access points only if the driveway is semi-circular in nature. For purposes of this section, "parking space" shall mean a paved area within the front yard area which meets all applicable zoning and building regulations of the city and which is of sufficient size to be used for the express purpose of parking a vehicle.

3. On a paved driveway area when such parking or storage unreasonably obstructs the cross visibility of vehicle or pedestrian traffic and creates an unsafe condition or traffic hazard or when the vehicle or equipment projects over or onto the sidewalk or street;

4. When stored directly on the ground and not upon a currently registered and operable vehicle, trailer or similar device designed to transport such vehicle or equipment.

5. In an abandoned, inoperative, wrecked or dismantled condition;

D. Attractive nuisances, those objects which, by their nature and according to the law, may attract children or other curious individuals including, but not limited to, hazardous pools, ponds, iceboxes, refrigerators, neglected machinery, excavations, stagnant water or abandoned wells;

E. Storage or scattering over any portion of the property of any of the following:

1. Debris, rubbish, rubble, construction debris, litter or trash which is not stored in trash receptacles or which is scattered and blowing onto adjacent public or private property;

2 Abandoned, broken, wrecked, inoperable or discarded household or office furnishings, housewares, appliances, electronic equipment or devices, machines and tools or similar objects of equipment;

3 Abandoned, broken, wrecked, inoperable or discarded personal effects, including, but not limited to, books, magazines, newspapers, papers, knickknacks, ornamental objects, clothing or similar articles;

4. Outdoor storage of usable building materials for more than 180 days, except where construction or remodeling is occurring under a valid permit or as may be permitted by the zoning classification of the property. The material shall be stored in a neat and orderly manner so as not to create a health or fire hazard;

5. Outdoor storage or scattering of cardboard, newspaper, magazines, scrap metal, tin, wire, aluminum, plastic or glass containers, except within approved refuse or recycling containers or as may be permitted by this code or the zoning classification of the property;

6. Abandoned, inoperative, wrecked or dismantled vehicles or parts thereof in violation of Chapter 10.22 of this code;

7. Outdoor storage or scattering of materials, equipment or other items on residentially used property which is not typically associated with such use, which is inconsistent with the zoning classification of the property and which creates a fire hazard or health hazard or which is otherwise injurious or potentially injurious to the public health, safety and welfare;

8. Excessive accumulation of animal waste or the presence of any animal carcass.

F Packing boxes or similar storage containers which are stored in yards or unenclosed patios, porches, carports or storage units and which create a fire hazard or health hazard or which are otherwise injurious or potentially injurious to the public health, safety and welfare;

G. Excessive accumulation of grease, oil or other residues on paved or unpaved surface areas open to the public or when such material flows or seeps onto any public street, sidewalk or public property;

H. Storage or the parking of buses, tow trucks, dump trucks, grading equipment, tractors, commercial trailers or coaches or any other commercial vehicle over 25 feet long, 8 feet high or 90 inches wide in a residential zone. Parking of vehicles less than 25 feet in length shall be on a paved driveway if a paved driveway has been developed on the property or on an existing gravel driveway if the property was developed prior to the requirement for a paved driveway;

I. To allow or permit graffiti to remain on any building, fence, wall, structure, sign or vehicle when visible to the public street, highway, right-of-way or public place for more than 1 week. For the purpose of this section, "graffiti" means any unauthorized inscription, word, figure, mark or design that is written, marked, etched, scratched, drawn or painted on any surface in violation of this code or other state or local law;

J. Signs constructed, erected or maintained in violation of the provisions of Chapter 17.128 of this code or an applicable specific plan ordinance;

K. Any device, decoration, design, fence or structure which, by reason of its condition or its location, is injurious or potentially injurious to the public health, safety and welfare or has a tendency to degrade the appearance and property values of surrounding property;

L. Animals, livestock, poultry, insects, or bees kept, bred, or maintained for any purpose and in violation of this code or any other code adopted by this city.

M. Maintenance of buildings, structures or premises in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance as defined by Cal. Civil Code § 3480 or other applicable law.

8.52.040 Declaration of nuisance.

Whenever the City Planner, City Building Official, City Fire Chief, City Engineer or any enforcement official as designated by the City Administrator to enforce the codes of the City determines that a nuisance, as defined by section 8.52.030, exists on any building, structure or property located within the city, he or she may utilize any abatement methods authorized by this code including but not limited to the process for abating public nuisances as contained in Chapter 8.32 of this code or the issuance of an administrative citation as provided for in chapter 8.40.

Section 6. Chapter 15.09 Neglected vacant buildings is hereby added to the Susanville Municipal code as follows:

Chapter 15.09 – Neglected vacant buildings

15.09.010 – Findings and purpose

The Susanville City Council Finds that vacant buildings and vacant boarded-up buildings are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings attract vagrants and transients and invite criminal activity, the dumping of trash and garbage and unauthorized occupation. The use of vacant buildings by transients, who may employ primitive cooking or heating methods, creates a risk of fire for vacant buildings and adjacent properties. Vacant buildings, whether or not those buildings are boarded, discourage economic development and retard appreciation of property values. It is the responsibility of the owner to prevent owned property from becoming a burden to the neighborhood and community, and a threat to the public health, safety and welfare.

The City Council also finds that because of the potential economic and public health, safety and welfare problems caused by vacant buildings, the city needs to monitor vacant buildings so that they do not become attractive nuisances, are not used by vagrants or trespassers, are properly secured and maintained, and do not become a blighting influence in the neighborhood. City departments involved in such monitoring include the police department, fire department, planning and building division and engineering division. There is a substantial cost to the city for monitoring vacant buildings which should be paid by the owners of the vacant

buildings. The city has established the vacant building monitoring program to accomplish this purpose.

The purpose of this chapter is to require that vacant dwellings and buildings within the incorporated limits of the City of Susanville are maintained to certain minimum standards and suitable for use or habitation while allowing them to be properly secured and boarded up for a limited period time, and that dwellings and buildings which remain vacant and unoccupied for appreciable periods of time do not become public nuisances.

15.09.020 – Remedies for violation.

A building that is vacant or vacant and boarded in violation of this chapter is a public nuisance. In addition to the provisions in this chapter, the city is authorized to use the remedies set forth in state law, the California Building Code, the Uniform Code for the Abatement of Dangerous Buildings, and the City of Susanville Municipal Code.

The remedies, procedures and penalties provided by this chapter are cumulative to each other and to any others available under state law or other city ordinances. The imposition of a vacant building monitoring program fee shall not preclude the city from seeking all other remedial penalties available under the City of Susanville Municipal Code.

Any person violating the provisions of this chapter may be charged with either an infraction for each day such violation continues or with a misdemeanor. In addition to the remedies provided herein, violations of this chapter may be abated as a public nuisance pursuant to Chapter 8.32 of this code and/or administrative citation(s) issued pursuant to Chapter 8.40 of this code

15.09.030 - Vacant and neglected vacant building.

A. "Vacant building" means any building or structure, or unit in a building or structure, which is unoccupied or occupied by unauthorized persons. The definition includes without limitation, buildings or structures of any nature intended for human habitation, occupation or use and includes manufactured housing or mobile homes. A neglected vacant building is a vacant building which is not maintained in accordance with the provisions of this chapter.

B. A building or structure, or unit in a building or structure, is not deemed to be vacant for purposes of this chapter if:

1. The building is the subject of an active building permit for improvement, repair or rehabilitation and the owner is progressing diligently to complete the repair or rehabilitation.

2. The building or structure meets minimum building code standards, does not otherwise constitute a public nuisance, is ready for use or occupancy and/or is actively being offered for sale, lease or rent; or

3. The building or structure, including the premises on which it is located, does not otherwise constitute a public nuisance and is not likely to become a public nuisance because it is being actively maintained and monitored. Active maintenance and monitoring shall include:

a. Maintenance of landscaping and plant materials in good condition;

b. Maintenance of the exterior of the building or structure, including, but not limited to, its paint and finishes, in good condition;

c. Regular removal of all exterior trash, debris and graffiti;

d. Maintenance of the building or structure in continuing compliance with all applicable codes and regulations;

e. Active prevention of all criminal activity on the premises, including, but not limited to, use and sale of controlled substances, prostitution and criminal street gang activity, loitering or trespassing;

4. The building or structure, or unit in a building or structure is unoccupied due to fire, flood, earthquake, or other form of natural disaster and the owner provides evidence to the city that he or she is actively pursuing assistance for demolition, rehabilitation or restoration of the building and/or premises from local, state or federal assistance programs or from insurance agencies.

15.09.040 - Compliance required.

It is unlawful for any person who owns, controls, or is the responsible agent for a vacant building to maintain, or cause or permit the maintenance of the vacant building as a neglected vacant building or in a neglected condition.

15.09.050 - Structural and building standards.

A. All vacant buildings shall be maintained in a structurally sound condition.

B. All electrical, natural gas, sanitary, and plumbing facilities shall be maintained in a condition which does not create a hazard to public health or safety.

15.09.060 - Fire safety standards.

A. All vacant buildings shall be maintained in a manner which does not create an unreasonable risk of fire, including the removal of weeds, brush, vegetation, and debris which may constitute a fire hazard.

B. No vacant building or portion thereof shall be used for the storage of hazardous, combustible or flammable liquids or other materials which would constitute a safety or fire hazard.

C. Heating facilities maintained in accordance with applicable codes. If heating equipment in a vacant buildings is to be disabled fuel supply shall be removed or terminated in accordance with applicable codes and ordinances and the water supply to the building turned off to prevent burst water pipes in freezing weather conditions.

D. The street address of the building shall be posted and shall be visible from the street.

15.09.07 - Security standards.

A. All vacant buildings shall be maintained in a way which secures it from any unauthorized entry.

B. The owner or responsible agent of a vacant building which has remained unoccupied for a period of more than thirty days and which has suffered from vandalism, broken windows, broken doors or which had an unauthorized entry must repairs such damage within 15 days of becoming aware of such damage. Alternately, the owner or responsible agent may provide security which is adequate to prevent further deterioration and/or unauthorized entry for a time period of up to 6 months. After 6 months the building must un-boarded and actively maintained and monitored as required in section 15.09.030 B.3 or payment of the quarterly monitoring fee described in section 15.09.120 shall be applied to the property.

Methods of securing the building or structure must meet or exceed the following minimum standards or equivalent standards as determined by the city building official.

1. Windows. Windows and similar openings shall be boarded with exterior grade plywood of minimum thickness three-fourths inch (to be consistent with door security standards) or its equivalent. Vent holes may be required, as deemed necessary by the building official. The plywood shall be secured in place, as a minimum standard, by a set of two grade No. 2 douglas fir two-by-four cross members set at two feet on center vertically, secured to the plywood by three-eighths-inch plated carriage bolts with large washers at each end. Bolts used to secure the cross member shall be threaded to the correct length. A minimum of two such cross members shall be used on each window. Each cross member shall be a continuous piece of lumber, and each should extend approximately one foot past the window opening in each direction unless interior condition limit such extension. Bolts and nuts used to secure the cross members to the plywood must be tightened enough to slightly deflect the wood. Bolt heads must fit tightly against the wood and not give a purchase for pliers or pry bars. The nuts are to be located on the interior side of the structure.

2. Exterior Doors. There shall be at least one operable door into each building and into each unit of the building. If an existing door is operable but lacks an operable locking mechanism it may be used and secured with a suitable lock such as a hasp and minimum two-inch case hardened padlock or a one-inch deadbolt or deadlatch with two and one-half inch long # 8 screws in the strike-plate penetrating into the trimmer stud. If doors and frame(s) have been damaged, the main exterior (required) residential exit door(s) and all commercial exterior exit doors shall be boarded with exterior grade plywood of a minimum thickness of three-fourths inch or its equivalent, fitted to the entry door jamb with maximum one-eighth-inch clearance at each edge from the door jambs and threshold. The existing door should be removed. The plywood shall, as a minimum standard, be attached to three grade No. 2 douglas fir horizontal two-by-four wooden crossbars with two each three-eighths-inch carriage bolts and matching hardware, with nuts located on the interior side of the structure. The plywood shall be attached to the door entry with three case-hardened strap hinges located at quarter points and the plywood shall be secured by two case-hardened steel hasps located at third points on the strike side of the door and minimum two-inch case-hardened padlock. Fasteners used to attach the door hasp and hinges shall be the nonreversible type that do not give a purchase for pliers or pry bars. All other

unsecured residential doors providing exterior access shall be removed and be secured in the same fashion as windows noted above.

3. Overhead garage doors shall be secured. Nailing the door to the jamb or nailing pieces of two-by-four to the jamb is not acceptable. The overhead door shall be padlocked with the existing garage lock or a newly installed one. In an attached garage it is acceptable, as a minimum standard, to insert a piece of grade No. 2 douglas fir two-by-four lumber through the overhead mechanism on the inside of the door. The two-by-four shall be long enough to go through both sides of the mechanism or shall be nailed in place on the inside so that it cannot fall out. Secondary garage entrances to the outside of the garage shall be secured with strong-backed plywood as described for windows above. Access doors between the house and attached garage need not be boarded. Detached garages shall be secured as separate structures.

4. All materials used to cover and secure window door or other openings shall be painted to match or complement the color of the main structure.

5. The property owner shall obtain a building permit for work dune under this section and an inspection of the work shall be performed by the city.

15.09.080 - Debris removal.

All vacant buildings including all adjoining yard areas shall be maintained free of debris, combustible materials, litter and garbage.

15.09.090 - Appearance.

A. All vacant buildings must be maintained in a manner which minimizes the appearance of vacancy, including the prompt removal of graffiti pursuant to chapter 12.24 of this code.

B. All exterior surfaces, including any boarded windows or doors shall be applied with sufficient paint, siding, stucco or other finish to weatherproof the vacant building and to create a sufficient appearance of repair. If the building is subject to an existing use permit all conditions related to maintenance of the exterior of the structure or parcel on which the building is located shall continue to be complied with including the maintenance of landscaping.

C. The exterior of the vacant building property, including all landscaping, shall be kept in such condition as not to create the appearance of an unsecured, unoccupied structure or other hazard to public safety. Grasses and weeds shall be cut to a height not to exceed 4" and dead shrubs and trees removed.

D. Signage that no longer relate to the activities in the building shall be removed from the site. Any remaining signage shall be maintained in a manner which minimizes the appearance of vacancy.

15.09.100 - Quarterly monitoring fee.

A. Purpose. The quarterly monitoring fee will be used to finance the cost of monitoring, inspection and enforcement related to this chapter and to secure buildings and abate conditions on the property.

B. Fee Imposed. A quarterly monitoring fee in an amount of $250 may be imposed upon every owner of a neglected vacant building in violation of this chapter. The quarterly monitoring fee is due within 30 days of notice that the building is vacant and in violation of this chapter. The fee is due for every quarter upon which the building is vacant, even if the building is only vacant part of the quarter. The owner will be billed at the beginning of each quarter while the building is in violation of this chapter. The fee shall be payable as to any building, residential or nonresidential, which the hearing board, as defined by chapter 8.32, determines to be in violation of this chapter or has been boarded up for more than 6 months. Within 10 days of enrollment in the vacant building monitoring program, the owner must place a sign in a visible area in the front of the vacant building that indicates that the building has been enrolled in the city of Susanville's vacant building monitoring program. The sign will be provided to the owner by the city upon enrollment.

C. Notice and Procedures. The vacant building monitoring fee shall be billed to the owner of the property. Notice shall be served either personally, by first class mail, or by certified mail, addressed to the owner as the address appears on the last equalized assessment roll or as known to the enforcement official. A hearing shall also be set with the hearing board as proscribed in chapter 8.32.120 to allow the owner opportunity to contest enrollment into the vacant building monitoring program. The hearing board may waive the fee and enrollment if the property owners

can show that that any of the conditions listed in section 15.09.030 B.3 are applicable to the building or structure. The owner shall provide substantial evidence supporting the grounds for the waiver. After conducting the hearing and finding that the property is subject to the vacant building monitoring program, the hearing board shall direct that a bill be sent to the property owner with the notice stating a violation of this chapter exists, setting forth the reasons for the decision and that notice shall constitute enrollment in the vacant building monitoring program.

D. The owner of a vacant building shall not allow or cause any use of the property or any buildings thereon unless the property owner has first corrected the violations which caused placement into the program and has paid the required quarterly monitoring fee, as well as any other penalties or fines owed to the city.

E. Within 15 days of the decision by the hearing board to bill for the vacant building monitoring program fee, the city administrator or his/her designee shall file in the office of the county recorder a notice that the building is subject to the vacant building monitoring program fee and that upon transfer of the property the new owner shall have 90 days to bring the building or structure into compliance.

F. Upon transfer or sale of a vacant building, the seller shall provide written notification to the city administrator or his/her designee that the property has been transferred or sold.

G. Any fees established pursuant to this chapter which are more than 30 days delinquent, or not paid within 30 days after the decision of the hearing board has been mailed to the owner, shall constitute an assessment against the property. The city may use all legally available procedures to collect any unpaid fee including, but not limited to, collecting the unpaid fee on the tax roll or recording a lien on the property, consistent with applicable law.

Section 7. Chapter 15.10 Abatement of dangerous buildings and structures is hereby added to the Susanville Municipal code as follows:

15.10.010 Definition.

The term "dangerous structure" or "dangerous building" as used in this chapter means any building falling within the definition of "dangerous building" or any building which is considered

"unsafe" under the criteria of the California Building Code, "dangerous" under the criteria of the 1997 Uniform Code for the Abatement of Dangerous Buildings, or "substandard" under the criteria of the Uniform Housing Code and which, in addition thereto, presents an imminent threat of substantial danger to public health, safety and welfare. The term "dangerous structure" also means any other structure, whether man-made or a condition of nature, which presents an imminent threat of substantial danger to public health, safety and welfare. Such threat may be presented by, but is not limited to, situations where a structure, or some part thereof, is likely to collapse onto a public street or sidewalk or where it presents an extreme fire hazard. Any structure falling within the definition of "dangerous structure" or "dangerous building" is declared a public nuisance.

15.10.020 Abatement—Informal procedures authorized.

This chapter contemplates situations arising where insufficient time exists, due to the imminent threat to public safety, for due process notices and hearings to be held prior to abatement action. Accordingly, whenever the city building official determines that a building is a dangerous building, he or she shall contract for the abatement of the dangerous building by repair or demolition. In awarding such contract, the building official need not obtain formal bids but may award the contract on the basis of informal solicitations.

15.10.030 Abatement—Costs.

The costs and expenses of abatement of a dangerous building may be made a lien against the property on which the dangerous building was located, a special assessment against said parcel, and/or a personal obligation against the property owner through enforcement as a public nuisance and after a hearing as provided for under Chapter 08.32.200 through 8.32.230 et seq. of the City of Susanville Municipal Code as may be amended from time to time.

15.10.040 Scope.

This chapter shall apply and govern in those situations where insufficient time exists due to imminent threat of substantial danger to the public health, safety and welfare to invoke the procedures of notice and hearing provided for in the California Building Code, Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and other provisions of law as adopted by the City of Susanville Municipal Code.

15.10.050 Determination of condition—Order of abatement.

The city administrator, with the advice of the building official and such other persons he or she chooses to consult, shall make the determination whether a structure constitutes a "dangerous structure" as hereinabove defined. As an exception to this procedure, the building official is hereby authorized to make said determination in those circumstances where, in his sole discretion, he concludes that an emergency situation exists requiring immediate abatement and that delay to consult with the city administrator would cause substantial risk to public health, safety and welfare. Summary abatement, without the necessity of prior notification to anyone other than occupants of the structure, may be immediately ordered by the city administrator or the building official, whichever has made the determination that a dangerous structure exists. In the event the building official has made the determination and ordered summary abatement, he shall immediately thereafter report to the city administrator as to the situation. If summary abatement is to be accomplished by contract, the building official need not obtain formal bids but may award the contract on the basis of informal solicitations.

15.10.060 Effect on existing law.

Sections 15.10.040 through this section shall not restrict, limit or otherwise inhibit any power or authority for ordering summary abatement of dangerous and hazardous conditions invested in the City of Susanville fire chief under the California Fire Code or other provisions of law.

Section 8. The City Clerk shall, within fifteen days after its passage, cause this Ordinance to be published at least once in the Lassen County Times, an adjudicated newspaper of general circulation, published and circulated within the City.

Section 9. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance, it being expressly declared that this Ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clause or phrases be declared invalid or unconstitutional.

Section 10. This Ordinance shall take effect upon the thirty-first day after its final passage.

APPROVED: _____

Kathie Garnier, Mayor

ATTEST: _____

Gwenna MacDonald /City Clerk

The foregoing Ordinance No. 17-1011 was adopted at a regular meeting of the City Council of the City of Susanville, held on the XXth day of May, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

_____

Gwenna MacDonald/City Clerk

APPROVED AS TO FORM: _____

Jessica Ryan, City Attorney

AGENDA ITEM NO. 9D

Reviewed by: JGH City Administrator
____City Attorney

____ Motion only
____ Public Hearing
_X_ Resolution
____ Ordinance
____ Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 17-5375,** Authorizing City Administrator to Execute Agreement Authorizing Transfer of Expiring FAA Entitlement Funding to Palo Alto Airport.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff was notified by the FAA that there are FY2014 Entitlement Funds in the amount of $27,181 that will expire as of May 1, 2017. Jessica Bryan, of C&S Consultants, was contacted to see if the funding could be utilized for the current PAPI project or future City Airport projects. We were informed that the funds cannot be used for this project as the expiring funds represent a credit from the grant we received and it has already been both issued and closed out. However, both Ms. Bryan and the FAA have stated that the FAA looks favorably on airports transferring expiring funds to neighboring airports to ensure the funding stays within our region. Staff requested assistance from Ms. Bryan in locating airports that could utilize the funding and reached out to those airports mentioned. The Palo Alto Airport was most responsive and assisted staff in the process as they have received and transferred funds prior and are familiar with the process. Staff contacted the FAA to proceed with the transfer and a Transfer Agreement was drafted and attached for review.

FISCAL IMPACT: $27,181 of FY2014 Expiring Entitlement Funds

ACTION REQUESTED: Motion to approve Resolution No. 17-5375, Authorizing City Administrator to Execute Agreement Authorizing Transfer of expiring FAA Entitlement Funding to Palo Alto Airport.

ATTACHMENTS: Resolution No. 17-5375
Agreement for Transfer of Entitlements

RESOLUTION NUMBER 17-5375
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AGREEMENT AUTHORIZING TRANSFER OF EXPIRING FAA ENTITLEMENT FUNDING TO PALO ALTO AIRPORT

WHEREAS, subject to the Federal Budget and Regional Allocations, the City receives annual FAA Entitlement Funding in the amount of $150,000 to complete projects on the Airport Capital Improvement Plan; and

WHEREAS, the City allocated funding to the Apron Reconstruction Project and the cost to complete the project was less than originally estimated; and

WHEREAS, the City has funding in the amount of $27,181.00 set to expire as of May 1, 2017; and

WHEREAS, the FAA favors the transferring of funds to neighboring airports to keep funding within the region; and

WHEREAS, staff has worked with the FAA and Palo Alto Airport to transfer said funds.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville hereby grants authorization to the City Administrator to execute agreement authorizing transfer of expiring FAA entitlement funding to Palo Alto Airport.

April 19, 2017

APPROVED:_____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

U.S. Department
of Transportation
Federal Aviation
Administration

AGREEMENT FOR TRANSFER OF ENTITLEMENTS

In accordance with section 47117(c)(2) of Title 49 U.S.C. (hereinafter called the "Act).

Susanville Municipal Airport (SVE), Susanville, California

(Name of Transferor Sponsor)

Hereby waives receipt of the following amount of funds apportioned to it for each fiscal year specified under section 47114(c) or 47114(d)(3)(A) of the Act.

	Amount	Fiscal Year
	$ 27,181.	NPR 2014
	$	20
	$	20
TOTAL	$ 27,181	

On the condition that the Federal Aviation Administration makes the waived amount available to:

Palo Alto Airport (PAO), Palo Alto, California

(Name of Transferee Sponsor)

for eligible projects under section 47104(a) Act. This waiver shall expire on earlier of *(date)* or when the availability of apportioned funds would lapse under section 47117(b) of the Act.

FOR THE UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

(Signature)

James W. Lomen

(Typed Name)

Manager,
San Francisco Airports District Office

(Title)

(Date)

FOR City of Susanville

(Signature)

Jared G. Hancock

(Typed Name)

City Administrator, City of Susanville

(Title)

(Date)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Jessica Ryan, acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Agreement and find that the Sponsor has been duly authorized to make such transfer and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of California and the Act

Dated: April 19, 2017

By _____
(Signature of Sponsor's Attorney)

AGENDA ITEM NO. 9E

Reviewed by: JGH City Administrator
____City Attorney

____Motion only
____Public Hearing
X Resolution
____Ordinance
____Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5370,** authorizing execution of a contract with C&S Companies for construction related inspection and engineering consulting services for the City of Susanville Municipal Airport Precision Approach Path Indicators (PAPI) Project, in an amount not to exceed $31,148.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City of Susanville Municipal Airport PAPI (or Precision Approach Path Indicators) Project is being awarded to Kobo Utilities Inc. for replacement of the existing Visual Approach System Indicators (VASI) located within the runway area. C&S Companies, the City's airport consultant is proposing the attached cost estimate of $31,148 to use their services associated with the completion of the PAPI project.

The City has a standing 5 year consultant agreement with the C&S Companies and typically uses them for design and construction related services associated with the improvement of airport specific improvements. Their current contract expires with the City in July of 2017.

Portions of their services proposed may be performed by City staff to reduce the cost. This will occur based on the availability of City staff, and if the type of work is similar to their area of expertise. Examples of this may be the on-site observation of the Contractor's activities.

The attached agreement identified as Work Order No. 4 is similar to those previously presented to and awarded by Council. Any significant revisions to the agreement that may be performed will be reviewed by the City Attorney and submitted to City Council. All other minor revisions will be reviewed by the City Attorney prior to forwarding to the City Administrator for execution.

FISCAL IMPACT: An FAA Airport Improvement Program (AIP) grant, in the amount of $206,303, combined with a City matching amount of $22,923 includes the cost for these services. The City may use its own forces to complete a portion of the inspection of the work, which would be considered in-kind services.

ACTION REQUESTED: Motion to adopt Resolution 17-5370 authorizing the City Administrator to execute an Agreement with C&S Companies for construction related inspection and engineering consulting services on the PAPI project in an amount not to exceed $31,148.

ATTACHMENTS: Resolution 17-5370
Scope of Work for Construction Administration and Observation Services

C&S Companies Cost Summary
Contract for Services with C&S Companies (Work Order No. 4)

RESOLUTION NUMBER 17-5370
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING EXECUTION OF AN AGREEMENT WITH C&S COMPANIES FOR CONSTRUCTION INSPECTION AND ENGINEERING CONSULTING SERVICES ON THE SUSANVILLE MUNICIPAL AIRPORT PAPI PROJECT.

WHEREAS, the City of Susanville has been allocated funding, in the amount of $206,303 through grants administrated by FAA to complete the installation of the Precision Approach Path Indicators (PAPI) project at the Susanville Municipal Airport; and

WHEREAS, the technical nature of the work required for the project is such that consulting services are needed for certain aspects of the project delivery in order to expedite successful completion; and

WHEREAS, the allocated funding is available to hire a professional firm to complete design document preparation services suitable for construction; and

WHEREAS, the City has a standing consultant agreement with C&S Companies for services such as those needed for the PAPI project; and

WHEREAS, C&S Companies has been determined to have the ability and experience to deliver the consulting services; and

WHEREAS, C&S Companies has proposed a Not To Exceed fee of $31,148 for their services for the PAPI project.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the City Administrator of the City of Susanville is hereby authorized to execute an Agreement with C&S Companies for construction related inspection and engineering consulting services for the Susanville Municipal Airport PAPI Project.

Dated: April 19, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 17-5370 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____

Jessica Ryan, City Attorney

SCHEDULE A

SCOPE OF WORK

Project Title: **PAPI Installation – Construction Project**
Airport Name: **Susanville Municipal Airport (SVE)**
Services Provided: **Construction Administration & Periodic Observation Services**

DESCRIPTION OF SERVICES:

The CONSULTANT shall provide construction contract administration, part-time construction observation, grants administration and quality assurance testing services, during construction of the PAPI Construction Project. The Project will be constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and an anticipated matching grant from the California Department of Transportation, Aeronautics Division (Caltrans).

The purpose of this project is to install new Precision Approach Path Indicators (PAPI's) on each end of the main runway.

Services to be provided by the CONSULTANT shall include the following:

CONSTRUCTION CONTRACT ADMINISTRATION PHASE

The Construction Contract Administration Phase shall consist of overseeing of the construction to become generally familiar with the progress and quality of the Contractor's work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA during the construction of the Project.

Specific tasks to be completed include:

1. Schedule and conduct a pre-construction conference. Prepare and distribute minutes.

2. Schedule and conduct weekly construction coordination meetings. Project Manager will attend two meetings in person and the remainder by conference call. The Construction Observer will attend each meeting in person. Prepare and distribute minutes.

3. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.

4. Review alternative construction methods proposed by the Contractor and advise the Sponsor of the impact of these methods on the schedule and quality of the Project.

5. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the Sponsor in resolving contractor claims and disputes.

6. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the Sponsor when necessary.

7. Prepare, review, and approve monthly and final payments to Contractor(s).

8. Prepare and implement a Quality Control and Assurance Plan as required by the FAA for monitoring material requirements and properties throughout the course of construction.

9. Coordination with FAA Flight Procedures to conduct flight checks of the newly installed PAPI unit(s).

10. Review payroll reports and monitor contractor's compliance with paying employees per the Davis-Bacon Act and Caltrans requirements.

11. Conduct a final inspection of the completed Project with the Sponsor's airport personnel, the FAA, and the Contractor.

12. Furnish the Sponsor one reproducible set of the record drawings for the completed Project taken from the annotated record drawings prepared by the Construction Inspector based upon Contractor-provided information.

13. Perform an orderly closeout of the Project as required by the Sponsor and the FAA, including preparation of the FAA required Final Construction Report.

14. Prepare and coordinate all grant related documents, including reimbursement requests and Sponsor certifications, for review and approval by the Sponsor and submission to the funding agencies.

CONSTRUCTION OBSERVATION PHASE (Periodic)

This phase shall consist of construction observation on a periodic basis. This phase will comply with all applicable State and Federal prevailing wage requirements. Specific services include:

1. Maintain project records and documentation in accordance with the FAA requirements.

2. Observe the Project to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Project. Neither the activities of the Construction Observer and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve Contractor of its obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Project in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.

3. Observe construction materials quality assurance testing. Arrange for, conduct, and witness field, laboratory, or shop tests of construction materials as required by the plans and specifications for the Project; monitor the suitability of materials on the Project site or brought to the Project site to be used in construction; interpret the contract plans and specifications and check the construction activities for general compliance with the design intent; measure, compute, or check quantities of Work performed and quantities of materials in-place for partial and final payments to the Contractor.

4. Prepare and submit inspection reports of construction activity and problems encountered as required by the Sponsor and the FAA. Consultant shall furnish the Sponsor and FAA with weekly progress reports, as required by the FAA.

   **Number of days for Construction Observer is based on the construction contract time for completion (45 Calendar days, or 33 working days, or 6 weeks). Assume two (2) days per every other week. All working days are based on eight (8) hours per day. Travel time from Sacramento to the project site is additional.*

QUALITY ASSURANCE TESTING

Based on the project plans, this task shall consist of quality assurance testing which may include placement of concrete foundations for the PAPI's and any conduit backfill. All materials and/or work will be examined and tested for conformance with the approved project plans and specifications, and all reports will be submitted within 7 days of testing except failing tests, which will be reported immediately.

Quality assurance testing shall be performed by a third party laboratory in order to conduct testing in accordance with the project specifications.

END OF SCHEDULE

EXHIBIT A

COST SUMMARY
CONSTRUCTION ADMIN/OBSERV

PROJECT NAME: PAPI Construction
PROJ DESCRIPTION: Provide Construction Administration and Observation (part-time) Services

CLIENT: City of Susanville
CLIENT MANAGER: Ian Sims

DATE: June 2, 2016
A/E: C & S ENGINEERS, INC.
PROJECT NO: M13TBD
C&S CONTACT: Jessica Bryan

I. DIRECT SALARY COSTS, OVERHEAD, AND PROFIT:

	TITLE	BILLING RATE ($/HR)	@	HOURS		COST
A.	PROJECT MANAGER	$234	X	52	=	$12,168
B.	SENIOR DESIGNER	$124	X	12	=	$1,488
C.	GRANTS ADMINISTRATOR	$105	X	10	=	$1,050
D.	INSPECTOR	$145	X	65	=	$9,425
E.	INSPECTOR (OT)	$170	X	0	=	$0
	SUBTOTAL OF DIRECT SALARY COSTS, OVERHEAD, AND PROFIT:					$24,131

II. ESTIMATE OF DIRECT EXPENSES:

A.	Travel by Auto (Mileage)							
		6	TRIPS @	422	MILES/RT @	$0.57	=	$1,443.24
B.	Per Diem							
		6	DAYS @	1	PERSON @	$129.00	=	$774.00
C.	Miscellanous (Printing, shipping, etc.)			1	LS@	$300.00	=	$300.00
	TOTAL ESTIMATE OF DIRECT EXPENSES:							$2,517

III. ESTIMATE OF SUBCONSULTANT EXPENSES:

A.	Wood Rodgers		
	Geotechnical Quality Assurance Testing	=	$4,500.00
	TOTAL ESTIMATE OF SUBCONSULTANT EXPENSES		$4,500

IV. TOTALS:

A.	**ESTIMATE OF MAXIMUM TOTAL COST FOR CA/COSERVICES, AGREEMENT TOTAL & FAA ELIGIBLE:**	**$31,148**

EXHIBIT B
WORK PLAN

TASK	GRANT ADM	SEN DES	MAN ENG	INSP	INSP (OT)	DIRECT COSTS	SERVICES BY OTHERS	TOTALS	TOTAL HOURS PER TASK
Construction Administration Phase								**$15,721**	
Coordination with City, FAA	6		16					$4,374	22
Meetings, Submittal Review, RFI's		2	30					$7,268	32
As-Built Drawings		10						$1,240	10
Final Closeout Report			2	6				$1,338	8
Certificates of Construction Completion				1				$145	1
Project Closeout	4		4					$1,356	8
Construction Observation Phase								**$8,410**	
Construction Observation				58				$8,410	58
Direct Expenses								**$2,517**	
C&S						$2,517.00		$2,517	
Subconsultant Expenses								**$4,500**	
WoodRodgers						$4,500.00		$4,500	
TOTAL HOURS	10	12	52	65				**$31,148**	

Work Order No. 4
On
Consultant Agreement for Periodic General Airport Consultant Services, 5-Year Term
Susanville Municipal Airport

Project Title:	PAPI Installation – Construction Project
Airport Name:	Susanville Municipal Airport (SVE)
Service Provider:	Construction Administration and Periodic Observation Services
Issued by:	City of Susanville
Date of Issuance:	_____
	Date Approved by City Council for the City of Susanville

1. Authorization Request

This Work Order is issued in conformance to and in accordance with the "Consultant Agreement" between the City of Susanville (SPONSOR) and C&S Engineers, Inc. (CONSULTANT) for "Periodic General Airport Consultant Services, 5-Year Term" for the "Susanville Municipal Airport" with the effective date of July 18, 2012. Unless otherwise stated in this work order ("Work Order No. 4" hereinafter referred to this Work Order), all references in this Work Order to the Agreement are references to "Periodic General Airport Consultant Services, 5-Year Term" for the "Susanville Municipal Airport" with the effective date of July 18, 2012. The Agreement is incorporated into this agreement by reference. All terms of the Agreement that are not in conflict with this Work Order remain in full force and effect and govern this work order.

2. Description of Services

The CONSULTANT shall provide construction administration, part-time construction observation, grants administration and quality assurance testing services, during construction of the PAPI Construction Project (also known as "Project" in this agreement). The Project will be constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and an anticipated matching grant from the California Department of Transportation, Aeronautics Division (Caltrans).

The purpose of this project is to install new Precision Approach Path Indicators (PAPI's) on each end of the main runway.

Services to be provided by SPONSOR shall include the following:

Where the SPONSOR is qualified, the SPONSOR shall provide engineering and inspection services on the project. These engineering and inspections services may include but are not limited to inspection and engineering of: trench excavation, conduit placement and trench backfill and electrical. Engineering and inspection services provided by SPONSOR shall decrease the costs paid by SPONSOR to CONSULTANT from those costs stated on the attached "Exhibit A

– Cost Summary." The engineering and inspection services that the SPONSOR is not qualified to provide will be provided by CONSULTANT.

Services to be provided by the CONSULTANT shall include the following:

A. CONSTURCTION CONTRACT ADMINISTRATION PHASE

The Construction Contract Administration Phase shall consist of overseeing of the construction to become generally familiar with the progress and quality of the Contractor's work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA during the construction of the Project.

Specific tasks to be completed include:

i. Schedule and conduct a pre-construction conference. Prepare and distribute minutes.
ii. Schedule and conduct weekly construction coordination meetings. Project Manager will attend two meetings in person and the remainder by conference call. The Construction Observer will attend each meeting in person. Prepare and distribute minutes.
iii. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.
iv. Review alternative construction methods proposed by the Contractor and advise the Sponsor of the impact of these methods on the schedule and quality of the Project.
v. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the Sponsor in resolving contractor claims and disputes.
vi. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the Sponsor when necessary.
vii. Prepare, review, and approve monthly and final payments to Contractor(s).
viii. Prepare and implement a Quality Control and Assurance Plan as required by the FAA for monitoring material requirements and properties throughout the course of construction.
ix. Coordinate with FAA Flight Procedures to conduct flight checks of the newly installed PAPI unit(s).
x. Review payroll reports and monitor contractor's compliance with paying employees per the Davis-Bacon Act and Caltrans requirements.
xi. Conduct a final inspection of the completed Project with the Sponsor's airport personnel, the FAA, and the Contractor.
xii. Furnish the Sponsor one reproducible set of the record drawings (As-Built) for the completed Project taken from the annotated record drawings prepared by the Construction Inspector based upon Contractor-provided information.

xiii. Perform an orderly closeout of the Project as required by the Sponsor and the FAA, including preparation of the FAA required Final Construction Report.
xiv. Prepare and coordinate all grant related documents, including reimbursement requests and Sponsor certifications, for review and approval by the Sponsor and submission to the funding agencies.

B. CONSTRUCTION OBSERVATION PHASE (Periodic)

This phase shall consist of construction observation on a periodic basis and must comply with all applicable State and Federal prevailing wage requirements.

Specific services include:

i. Maintain project records and documentation in accordance with the FAA requirements.
ii. Observe the Project to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Project. Neither the activities of the Construction Observer and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve Contractor of its obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Project in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.
iii. Observe construction materials quality assurance testing. Arrange for, conduct, and witness field, laboratory, or shop tests of construction materials as required by plans and specifications for the Project; monitor the suitability of materials on the Project site or brought to the Project site to be used in construction; interpret the contract plans and specifications and check the construction activities for general compliance with the design intent; measure, compute, or check quantities of Work performed and quantities of material in-place for partial and final payment to the Contractor.
iv. Prepare and submit inspection reports of construction activity and problems encountered as required by the Sponsor and the FAA. Consultant shall furnish the Sponsor and FAA with weekly progress reports, as required by the FAA.

**Number of days for Construction Observation is based on the construction contract time for completion (45 Calendar days, or 33 working days, or 6 weeks). All working days are based on eight (8) hours per day.*

C. QUALITY ASSURANCE TESTING

Based on the project plans, this task shall consist of Quality assurance testing which may include placement of concrete foundations for the PAPI's and any conduit backfill. All materials and/or work will be examined and tested for conformance with the approved project plans and specifications, and all reports will be submitted within 7 days of testing except failing tests, which will be reported immediately.

Quality assurance testing shall be performed by a third party laboratory in order to conduct testing in accordance with the project specifications.

3. Sponsors' Responsibilities

Sponsors' responsibilities are as described in the Agreement.

4. Period of Services

Services are to be provided in conformance with the construction schedule, which is **45 calendar days**. Anticipated Notice to Proceed for construction is _____, 2017 _.

5. Payments

Payments shall be made in accordance with Article 2C of the Agreement. See "Exhibit A - Cost Summary" and Exhibit B - Work Plan" for the cost breakdown for this project. The total estimated **Not-To-Exceed fee is $31,148**, and will be billed on a time and materials (T&M) basis.

6. General Considerations

The CONSULTANT designates Jessica Mullen, P.E., C.M., as the person who will be responsible for coordinating the services rendered by the CONSULTANT for the Project.

7. Special Provisions

The following Special Provisions for the Project shall serve to amend affected portions of the Agreement where applicable, the unaltered portions of the Agreement remain in full force and effect: This section is not applicable to this Work Order.

The signatures in the space provided below, signify approval of the terms and conditions of this request which together with the Agreement and attachments to the Agreement and attachments to this Work Order will constitute Work Order No. 4.

Return of signed Work Order No. 4 shall constitute authorization by SPONSOR for CONSULTANT to proceed on the terms of this Work Order.

SPONSOR:

CITY OF SUSANVILLE
By: _____
Title: City Administrator

CONSULTANT:

C&S ENGINEERS, INC.
By: _____
Title: Department Manager

Dated: _____ Dated: _____

ATTACHMENTS:
Exhibit A - Cost Summary
Exhibit B - Work Plan

AGENDA ITEM NO. 12A

Reviewed by: JGH City Administrator
___City Attorney

___Motion only
___Public Hearing
X Resolution
___Ordinance
___Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider approval of **Resolution No. 17-5374** amending Agreement with the Honey Lake Valley Recreation Authority for Administrative, Management and Operational Services.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Honey Lake Valley Recreation Authority (HLVRA), since December 2013, has utilized the administrative services of the City of Susanville. In February 2016, the HLVRA entered into an agreement for Administrative and Management Services with the City of Susanville and has requested that the City amend the contract to include Operational services. The following sections have been changed:

1. Areas referencing Administrative and Management services now includes Operational
2. Section 2 (g) added
3. Section 5, second paragraph now states that the HLVRA can request the replacement of any staff assigned in the Executive Officer, Secretary or Pool Director/Manager positions
4. Section 6, paragraph has altered workers compensation language as shown in attached agreement
5. Section 6 D added regarding workers compensation (and existing letters following are renamed)
6. Section 12 now requests 90 days' notice for termination of agreement request
7. Appendix A – updated salaries of existing staff and additional positions added as needed

Staff and legal counsel have reviewed and amended the original agreement and the agreement is ready for the Council's review and approval.

FISCAL IMPACT: Reimbursable costs for staff time as laid out in the Agreement.

ACTION REQUESTED: Motion to Approve Resolution No. 17-5374 amending Agreement with the Honey Lake Valley Recreation Authority for Administrative, Management and Operational Services.

ATTACHMENTS: Resolution No. 17-5374
Amended Agreement between City and HLVRA

RESOLUTION NUMBER 17-5374
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE AN AMENDED AGREEMENT FOR CITY STAFF TO PROVIDE ADMINISTRATIVE, MANAGEMENT AND OPERATIONAL SERVICES TO THE HONEY LAKE VALLEY RECREATION AUTHORITY

WHEREAS, the City of Susanville began providing management and administrative services to the Honey Lake Valley Recreation Authority in December 2013; and

WHEREAS, the Parties wish to amend the existing agreement between the City and Honey Lake Valley Recreation Authority to include Operational Services as reflected in "Exhibit A"; and

WHEREAS, the Honey Lake Valley Recreation Authority agrees to reimburse the City of Susanville for Administrative, Management and Operational Services and direct costs based on the terms of the Agreement.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the Mayor is hereby authorized to execute the amended Agreement for City staff to provide Administrative, Management and Operational Services to the Honey Lake Valley Recreation Authority.

Dated: April 19, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5374 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of April, 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

AGREEMENT FOR ADMINISTRATIVE AND OPERATIONAL SERVICES FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY

THIS AGREEMENT is entered into as of this ____day of _____ 20_____, by and between the CITY OF SUSANVILLE (hereinafter "CITY"), and the HONEY LAKE VALLEY RECREATION AUTHORITY (hereinafter "HLVRA"), a joint powers agency formed pursuant to the Joint Powers Exercise of Powers Act, Government Code Section §6500 et seq., by the City of Susanville and the County of Lassen.

RECITALS

WHEREAS, pursuant to Government Code Section §6500 et seq. and the Joint Powers Agreement Between the City of Susanville and the County of Lassen for the creation and operation of a Joint Powers Authority for the purpose of constructing a Community Swimming Pool (hereinafter "JPA Agreement"), HLVRA is authorized to enter into an agreement with the CITY for Management, Administrative and Operational Services; and

WHEREAS, on December 10, 2013, the City of Susanville began providing Management and Administrative Services to the Honey Lake Valley Recreation Authority; and

WHEREAS, the Honey Lake Valley Recreation Authority requested that the City of Susanville also provide operational services; and

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

TERMS

1. **TERM.** This Agreement shall become effective on the date it is approved by the respective agencies and shall continue until terminated by either party.

2. **MANAGEMENT, ADMINISTRATIVE AND OPERATIONAL SERVICES TO BE PROVIDED BY CITY.** CITY shall provide the following Management, Administrative and Operational Services to the HLVRA.

   a) Overseeing all aspects of the project including: planning, financing, property acquisition, site preparation, design, permitting and construction.
   b) Administer operational and governmental compliance Functions of the Authority
   c) Administer and oversee Board correspondence and reports
   d) Preparation of agendas and minute keeping
   e) Contract management
   f) Additional administrative duties as needed
   g) Hiring pool facility staff, payroll, human resources, training and operations

3. **REIMBURSEMENT RATES.** In consideration of CITY's fulfillment of the promised services, HLVRA shall reimburse CITY for personnel and direct costs incurred by CITY in providing Management, Administrative and Operational Services to the HLVRA. The hourly rates are included in "Appendix A" and will be updated annually and becomes effective upon Board approval.

4. **METHOD OF REIMBURSEMENT.** Reimbursement requests for services and direct costs incurred by CITY after the execution of this Agreement shall be presented to the HLVRA Board for approval and shall include a description of time and services provided. CITY shall submit such invoices to the Board for review and approval. Such invoices shall be paid to CITY within thirty (30) days of approval.

5. **SERVICE STANDARDS.**

CITY agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which CITY is engaged. CITY shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any confidential information relative to the work of HLVRA or the operations or procedures of HLVRA without the prior written consent of HLVRA.

CITY shall make every reasonable effort to maintain the stability and continuity of CITY's staff assigned to perform the services required under this Agreement. CITY shall notify HLVRA of any changes in CITY's staff to be assigned to perform the services required under this Agreement. HLVRA reserves the right in its sole discretion to reject and request replacement of any staff assigned by the CITY to the following positions:

a) Executive Officer
b) Secretary
c) Pool Director/Manager

6. **INDEPENDENT AGENCY.**

A. It is understood and agreed that CITY (including CITY's employees) is an independent agency and that no relationship of employer-employee exists between the Parties, or their employees, hereto.

B. CITY's assigned personnel shall not be entitled to any benefits payable to employees of HLVRA, and CITY shall be responsible to ensure necessary labor compliance for the provision of work under this Agreement. CITY shall provide all worker's compensation insurance coverage for all employees performing work under this Agreement. In the event an injury occurs to any employee of the CITY for which the employee or his dependents, in the event of his death, may be entitled to compensation from HLVRA under the provisions of California worker's compensation laws, for which compensation is claimed from HLVRA, such sums shall be paid directly through workers compensation coverage carried by the HLVRA.

C. HLVRA is not required to make any deductions or withholdings from the compensation payable to CITY under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CITY's assigned personnel.

D. CITY shall not be liable for any worker's compensation, unemployment insurance, or disability claims, made by persons employed directly by HLVRA. CITY shall tender such claims to HLVRA promptly upon receipt. In the event any pool employees are employed by the CITY, and assigned to HLVRA by this Agreement, HLVRA shall be liable for unemployment insurance claims, if any, made by those employees and resulting from the pool season, and shall reimburse CITY within thirty (30) days of receipt of CITY's demand for such reimbursement.

E. CITY, in the performance of its obligations hereunder, is only subject to the control or direction of HLVRA as to the designation of tasks to be performed and the results to be accomplished.

F. Any third party person(s) employed by CITY shall be entirely and exclusively under the direction, supervision, and control of CITY.

G. CITY hereby indemnifies and holds HLVRA harmless from any and all claims that may be made against HLVRA based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

H. It is mutually agreed that all materials prepared by CITY or its employees under this Agreement shall become the property of HLVRA, and CITY shall have no property right therein whatsoever. Immediately upon termination, HLVRA shall be entitled to, and CITY shall deliver to HLVRA, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed and operational plans and documents to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by CITY in performing this Agreement which is not CITY's privileged information, as defined by law, or CITY's personnel information, along with all other property belonging exclusively to HLVRA which is in CITY's possession.

7. **ACCESS TO RECORDS/RETENTION.** All non-privileged books, documents, papers and records of HLVRA that are directly pertinent to the subject matter of this Agreement shall be available to either party for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, or duly adopted records retention schedule, CITY shall retain records until after HLVRA makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. HLVRA shall cooperate with CITY and CITY shall cooperate with HLVRA in providing all necessary data in a timely and responsive manner to comply with all reporting and record retention requirements.

8. **ASSETS.** The parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by the CITY to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by the CITY shall be the sole property of the CITY and shall remain CITY property upon the termination of this Agreement. If HLVRA purchases or otherwise acquires any personal property for use by the CITY in carrying out the duties of the CITY under this Agreement, such property shall remain the sole property of HLVRA at all times and shall be promptly returned to HLVRA by the CITY upon termination of this Agreement.

9. **INDEMNIFICATION.**

HLVRA shall hold harmless, defend and indemnify CITY from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by the HLVRA Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising in the course and scope of the employee(s) service.

CITY shall hold harmless, defend, and indemnify HLVRA from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's

performance or non-performance of any official City duties or responsibilities other than those of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising outside the course and scope of the employee(s) service, but within the employee's course and scope of employment with CITY.

10. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected.

HLVRA	CITY
Honey Lake Valley Recreation Authority c/o City of Susanville 66 North Lassen Street Susanville, CA 96130	City of Susanville 66 North Lassen Street Susanville, CA 96130

11. **AMENDMENT/MODIFICATION.** Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

12. **TERMINATION.** This Agreement may be terminated by either HLVRA or CITY upon ninety (90) days written notice.

13. **SEVERABILITY.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

14. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a wavier with respect to any subsequent default or other matter.

15. **VENUE**. This Agreement shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Agreement governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed in and adjudicated by a court of competent jurisdiction in the County of Lassen, State of California.

16. **ENTIRE AGREEMENT**. This instrument and any attachments hereto constitute the entire Agreement between City and HLVRA concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"HLVRA"	"CITY"
Honey Lake Valley Recreation Authority	City of Susanville
By_____	By_____

APPROVED AS TO FORM:
HLVRA Legal Counsel

_____

APPROVED AS TO FORM:
Susanville City Attorney

_____

Jessica Ryan

Draft

Appendix A

Management & Administrative Positions

	Actual Rate (weighted cost)	Newly Created Position Wage
City Administrator	$93.39 per hour	
Pool Director/Manager	$27.48 per hour	$18.42 /hr (range 930)
Assistant to the CA	$56.19 per hour	
Project Manager	$46.86 per hour	
City Engineer	$73.21 per hour	
City Planner	$59.82 per hour	
Parks Superintendent	$40.95 per hour	

Operational Positions

	Actual Rate (weighted cost)	Newly Created Position Wage
Assistant Pool Manager	$ 21.13 per hour	$17.10 /hr (range 927)
Head Swim Instructor	$ 19.14 per hour	$15.49 /hr (range 923)
Swim Instructor II	$ 16.51 per hour	$13.36 /hr (range 917)
Swim Instructor I	$ 15.33 per hour	$12.41 /hr (range 914)
Swim Instructor	$ 14.23 per hour	$11.52 /hr (range 911)
Head Lifeguard	$ 18.68 per hour	$15.12 /hr (range 922)
Life Guard II	$ 16.10 per hour	$13.03 /hr (range 916)
Life Guard I	$ 14.95 per hour	$12.10 /hr (range 913)
Life Guard	$ 13.55 per hour	$10.97 /hr (range 909)
Maintenance Worker Parks	$ 12.97 per hour	

Draft

AGENDA ITEM NO. 13A

Reviewed by: JGH City Administrator
____City Attorney

____Motion only
____Public Hearing
____Resolution
____Ordinance
X Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: April 19, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Chamber of Commerce Relocation

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff was contacted by Patti Hagata, Executive Director for the Chamber of Commerce to notify the City that they are moving from their current City owned location next to Roops Fort to 1516 Main Street as of May 1, 2017. She added that being able to have an information center on Main Street and be more visible to visitors is the primary reason for their move. The Chamber appreciates the support they have received from the City in the form of monetary contributions in the past and for providing the office space free of charge for the last 8 years.

FISCAL IMPACT: None.

ACTION REQUESTED: None.

ATTACHMENTS: Email Notification from Patti Hagata, Chamber of Commerce

Heidi Whitlock

From: Jared Hancock
Sent: Thursday, April 13, 2017 9:57 AM
To: Heidi Whitlock
Subject: FW: Chamber Office

From: Lassen County Chamber of Commerce [mailto:director@lassencountychamber.org]
Sent: Monday, March 27, 2017 2:16 PM
To: Jared Hancock
Cc: Kathie Garnier
Subject: Chamber Office

Hi Jared-

I wanted to notify you and Susanville City Council that the Chamber will be relocating our office to a 1516 Main Street, Susanville, on May 1st.

The opportunity to have an area information center on Main Street to better represent our business members & the community and be more visible to area visitors is the primary reason we are making the move.

The Chamber have appreciated the support that has been given to us in the past and for providing us an office space at no cost. The history of support from the city is that before this arrangement (of the city providing us an office space) we were given $20,000.00 each year but when the city fell in financial hardship that yearly contribution amount dropped and then, in 2009, the office space was offered to us in lieu of the monetary donation.

Please let me know should you have any questions.

Best Regards,

Patricia Hagata
Executive Director | Lassen Co. Chamber of Commerce
75 N. Weatherlow St. | PO Box 338
Susanville, Ca 96130
Telephone: (530) 257-4323
Email: director @lassencountychamber.org
Website: www.lassencountychamber.org