
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Rod E. De Boer, Mayor

Brian Wilson, Mayor pro tem

Lino P. Callegari

Cheryl McDonald

Nicholas McBride

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
December 4, 2013 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 13-5014

Next Ordinance No. 13-0995

- 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. The City Administrator will provide an oral update on the status of any open labor negotiations.

- 3 **CLOSED SESSION:**
 - A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: SPOA: 2013/2014

 - B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): three cases

 - C PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – pursuant to Government Code §54957

 - D PUBLIC EMPLOYMENT – pursuant to Government Code Section 54957:
 - 1 Approved Position List

- 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:* Jared G. Hancock, City Administrator
 - *Proclamations, awards or presentations by the City Council:*
 1. *Officer Nathan Horton – American Legion Officer of the Year*

5 **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject **not on the agenda** within the jurisdiction of the City Council. However, any matter 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 vendor warrants numbered 89493 through 89578 for a total of \$472,882.74 including \$201,212.88 in payroll warrants

B Approve **Resolution No. 13-5012** approving Mutual Aid Agreement with High Desert State Prison for use of weapons range

C Approve **Resolution No. 13-5013** amending Susanville City Council Committee List

7 **PUBLIC HEARINGS:**

A Consider **Ordinance No. 13-0994** amending Susanville Municipal Code Title 15 Building and Construction;

1 Public Hearing: Solicit and consider public comments regarding the amendment of the Susanville Municipal Code.

2 Action: Consider **Ordinance No. 13-0994** amending Susanville Municipal Code Title 15 Building and Construction: Waive second reading and adopt

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

Commission/Committee Reports:

9 **NEW BUSINESS:**

A Consider approval of **Resolution No. 13-5010** adopting the Americans with Disabilities (ADA) Transition Plan

B Consider approval of surplus equipment to American Legion Eagle Lake Post #162

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

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

12 **CONTINUING BUSINESS:**

A Consider approval of **Resolution No. 13-5011** approving and authorizing Mayor to execute MOU with Susanville Peace Officer Association Bargaining Unit

13 **CITY ADMINISTRATOR'S REPORTS:** No business

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

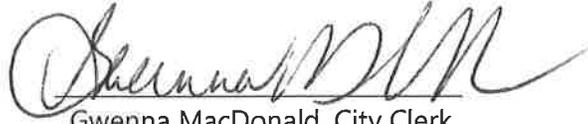
15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on December 18, 2013 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, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for December 4, 2013 in the areas designated on November 27, 2013.

A handwritten signature in black ink, appearing to read "Gwenna MacDonald", written over a horizontal line.

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6B

Reviewed by: SA City Administrator
PM City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Tom Downing, Chief of Police

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 13-5012 Approving Mutual Aid Agreement with High Desert State Prison for the use of weapons range.

PRESENTED BY: Tom Downing, Chief of Police

SUMMARY: The Susanville Police Department is in the immediate need of a viable location to use for weapons qualifications. High Desert State Prison has offered their range facilities for our use. The police department has used their facilities in the past. We believe this facility will meet our immediate needs while we explore long term options. A Mutual Aid Agreement has been drafted for the use of these facilities.

FISCAL IMPACT: N/A.

ACTION REQUESTED: Motion to approve Resolution No. 13-5012 approving Mutual Aid Agreement with High Desert State Prison for the use of their weapons range and authorizing the Chief of Police to sign the agreement.

ATTACHMENTS: Resolution No. 13-5012
Mutual Aid Agreement



**THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND
REHABILITATION
MUTUAL AID AGREEMENT (MAA) LAW ENFORCEMENT
BETWEEN
HIGH DESERT STATE PRISON
AND THE
SUSANVILLE POLICE DEPARTMENT**

This agreement is made and entered into this day 4th of December, 2013 by and between the California Department of Corrections and Rehabilitation (CDCR) High Desert State Prison and the Susanville Police Department (SPD).

RECITALS

WHEREAS, Susanville Police Department (SPD).has a need for the use of a law enforcement firing range for training; and,

WHEREAS, High Desert State Prison has a law enforcement firing range located at High Desert State Prison that is used for peace officer training; and,

WHEREAS, High Desert State Prison and the Susanville Police Department (SPD).wish to enter into this Agreement by authorizing the Susanville Police Department (SPD).use of the weapons firing range owned and operated by High Desert State Prison subject to the following provisions:

SCOPE OF SERVICE

1. High Desert State Prison agrees that the Susanville Police Department (SPD).shall have use of all on-site facilities located on the range for training purposes without additional charge.
2. High Desert State Prison hereby appoints the HDSP Armory Sergeant (530-251-5100 Ext 5130) as the Primary liaison and Crisis Response Team Commander (530-251-6613) as the alternate HDSP liaison under the specific terms and conditions of this agreement.
3. The Susanville Police Department (SPD). agrees to appoint a liaison person, to communicate with the High Desert State Prison liaison, and further agrees that any change in the Susanville Police Department (SPD) liaison, HDSP will be notified of said change immediately.
4. The use of said range by the Susanville Police Department (SPD).shall be limited to those members of the Susanville Police Department (SPD). Only peace officers are authorized to use said range.
5. High Desert State Prison and the Susanville Police Department (SPD), agree said shooting range shall be open and useable by members of the Susanville Police Department (SPD). at such times that are mutually agreeable to both parties hereto, but that exclusive use of the facilities for any time or times is not granted without mutual agreement of both parties.

6. Either party hereto may terminate this agreement by giving a written notice to the other party at least thirty (30) days prior to the effective date of such termination.
7. The agreement may be amended by written mutual consent of both parties hereto.
8. Susanville Police Department (SPD) agrees that all members of the Susanville Police Department (SPD) will be subject to the range safety rules established by High Desert State Prison and orders of High Desert State Prison while exercising the privileges of this agreement.
9. The Susanville Police Department (SPD) agrees to provide all supplies and equipment necessary to carry out such range activity as described herein.
10. Susanville Police Department (SPD) agrees to repair/replace damaged items that occurred during the use of said firing range.
11. Priority on reserving use of the firing range will be as follows:
 - A. High Desert State Prison
 - B. California Correctional Center
 - C. Law Enforcement Agencies with an MAA in place,
 1. Range determined by scheduling and availability.
12. Only members of the Susanville Police Department (SPD) that have received training from the High Desert State Prison liaison on range procedures and operations will be permitted to operate the firing range.
13. All course of fire must be within scope of training and within agency protocols. Max ordinance will be aimed directly at the impact areas within lane #1 through lane #15.
14. Under no circumstances shall weapons be left unattended.
15. Blue denim type pants, blue denim/chambray type shirts, and camouflage clothing are **not** to be worn by staff members while on High Desert State Prison grounds without proper law enforcement (departmental) insignia.
16. The Susanville Police Department (SPD) members that have been approved to operate the range and have been scheduled to use said range will check in/out the Range keys from High Desert State Prison Gatehouse located on the primary entrance point from Rice Canyon Road. After range use is complete the Susanville Police Department (SPD) will collect all brass casing and place them into the brass containers at the range. All used targets and trash will be placed in the dumpster at the range facility. All equipment/lighting/classroom shall be turned off and all areas will be secured before departing and returning the range keys to High Desert State Prison Gate officer.
17. All Susanville Police Department (SPD) members entering High Desert State Prison grounds to use the firing range must drive directly to the range and not stop anywhere on grounds except at the range.

18. All incidents or unusual occurrences must be reported to the High Desert State Prison Watch Commander at extension 5046. Any accident that required medical assistance must be reported as soon as practical. All medical emergencies should be directed through local county emergency services. Should the need arise for a medical Landing Zone (LZ), inform the Watch Commander Ext 5046 or Central Control Sergeant Ext 5014, to establish an immediate LZ located on High Desert State Prison adjacent to the warehouse.

1. Indemnification and Hold Harmless

- A. Pursuant to Government Code Section 895.4, SPD shall defend, indemnify and hold harmless the California Department of Corrections, the High State Desert Prison, its officers and employees from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability loss, expense (including reasonable attorneys' fees) or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the California Department of Corrections, the High State Desert Prison, its officers and employees.
- B. Pursuant to Government Code Section 895.4, the California Department of Corrections, the High State Desert Prison shall defend and hold harmless the SPD, its officers and employees from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability loss, expense (including reasonable attorneys' fees) or claims for injury or damage are caused by or result from the negligent or intentional acts or omissions of the SPD, its officers and employees.

This Agreement is entered into on December 4, 2013 and may be reviewed and/or changed at any future time as needed by the Susanville Police Department (SPD) and High Desert State Prison.

F. FOULK
Warden (A)
High Desert State Prison

THOMAS V. DOWNING
Chief of Police
Susanville Police Department

Reviewed by:  City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Warrants dated November 13th through November 25th numbered 89493 through 89578

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$271,669.86 plus \$201,212.88 in payroll warrants, for a total of \$472,882.74

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
11/08/2013	CDPT	11/13/2013	243	CITY OF SUSANVILLE PA	1	7650-2203-1	6,546.36-
11/08/2013	CDPT	11/13/2013	243	CITY OF SUSANVILLE PA	1	7650-2203-1	6,546.36-
11/08/2013	CDPT	11/13/2013	243	CITY OF SUSANVILLE PA	1	7650-2203-1	2,000.71-
11/08/2013	CDPT	11/13/2013	243	CITY OF SUSANVILLE PA	1	7650-2203-1	2,000.71-
11/08/2013	CDPT	11/13/2013	243	CITY OF SUSANVILLE PA	1	7650-2203-1	14,589.60-
10/25/2013	CDPT	11/13/2013	244	LABORERS TRUST FUND	9	7650-2203-1	898.50-
11/08/2013	CDPT	11/13/2013	244	LABORERS TRUST FUND	9	7650-2203-1	1,053.50-
11/08/2013	CDPT	11/13/2013	244	LABORERS TRUST FUND	9	7650-2203-1	57,950.00-
11/08/2013	CDPT	11/13/2013	89504	CA STATE DISBURSEME	26	7650-2203-0	184.61-
11/08/2013	CDPT	11/13/2013	89505	CA STATE DISBURSEME	35	7650-2203-0	247.38-
11/08/2013	CDPT	11/13/2013	89506	CA STATE DISBURSEME	36	7650-2203-0	103.84-
11/08/2013	CDPT	11/13/2013	89507	EMPLOYMENT DEV DEP	7	7650-2203-1	1,309.01-
11/08/2013	CDPT	11/13/2013	89508	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,347.89-
11/08/2013	CDPT	11/13/2013	89509	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	9,762.15-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	6,679.75-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	3,127.40-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	211.69-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	161.68-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	156.56-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	61.49-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	65.30-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	342.80-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	342.80-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	332.78-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	346.81-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	15.00-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	4,845.72-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	1,048.94-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	2,299.04-
11/08/2013	CDPT	11/13/2013	89516	P.E.R.S.	8	7650-2203-1	32.00-
11/08/2013	CDPT	11/13/2013	89517	VALIC	4	7650-2203-0	2,762.05-
10/25/2013	CDPT	11/13/2013	89518	AFLAC	14	8403-2239-0	468.04-
10/25/2013	CDPT	11/13/2013	89518	AFLAC	14	7650-2203-0	152.85-
11/08/2013	CDPT	11/13/2013	89518	AFLAC	14	8403-2239-0	468.04-
11/08/2013	CDPT	11/13/2013	89518	AFLAC	14	7650-2203-0	152.85-
10/25/2013	CDPT	11/13/2013	89519	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
11/08/2013	CDPT	11/13/2013	89519	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
11/08/2013	CDPT	11/13/2013	89520	JEFFERSON PILOT FINA	22	7650-2203-1	125.67-
11/08/2013	CDPT	11/13/2013	89520	JEFFERSON PILOT FINA	22	7650-2203-1	184.50-
10/25/2013	CDPT	11/13/2013	89521	NEW IMAGE RACQUETB	30	7650-2203-0	96.00-
11/08/2013	CDPT	11/13/2013	89521	NEW IMAGE RACQUETB	30	7650-2203-0	96.00-
10/25/2013	CDPT	11/13/2013	89522	OPERATING ENGINEERS	11	7650-2203-0	520.50-
11/08/2013	CDPT	11/13/2013	89522	OPERATING ENGINEERS	11	7650-2203-0	568.50-
10/25/2013	CDPT	11/13/2013	89523	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.96-
11/08/2013	CDPT	11/13/2013	89523	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.94-
11/08/2013	CDPT	11/13/2013	89524	UPEC, LOCAL 792	10	7650-2203-1	1,903.50-
Grand Totals:			47				136,292.78-

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
11/13	11/14/2013	89526	7664		REFUND WATER OVERPAYME	10128000000	1	9999-1001-001	CASH CLEARING - UTILITIES	33.26	33.26
Total 10128000000:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	TR EX	0364 102513	1	7620-430-10-45	TRAVEL	645.05	645.05
11/13	11/14/2013	89527	884	BANK OF AMERICA	TRAINING MATERIA	0364 102513	2	7620-430-10-45	TRAVEL	111.75	111.75
11/13	11/14/2013	89527	884	BANK OF AMERICA	TRAINING MATERIA	0364 102513	3	8404-430-10-45	TRAVEL & TRAINING	111.74	111.74
Total 0364 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	GOLF COURSE RESTURANT	2565 102513	1	7530-451-54-46	SUPPLIES GENERAL	1,098.49	1,098.49
Total 2565 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	MONTHLY REPORTING FEES	3996 102513	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	15.00	15.00
Total 3996 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	WOOD DESK SIGN	4028 102513	1	1000-415-10-46	SUPPLIES-GENERAL	56.03	56.03
11/13	11/14/2013	89527	884	BANK OF AMERICA	LYSOL, PINE SOL	4028 102513	2	7530-451-55-46	SUPPLIES - GENERAL	23.28	23.28
11/13	11/14/2013	89527	884	BANK OF AMERICA	GOLF BALLS	4028 102513	3	7530-451-55-46	SUPPLIES - GENERAL	90.36	90.36
11/13	11/14/2013	89527	884	BANK OF AMERICA	WOOD DESK SIGNS	4028 102513	4	1000-417-10-46	SUPPLIES-GENERAL	29.00	29.00
Total 4028 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	FLASH DRIVES	4036 102513	1	1000-417-10-46	SUPPLIES-GENERAL	12.84	12.84
Total 4036 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	LEADERSHIP	4119 102513	1	1000-422-10-45	TRAVEL	325.00	325.00
Total 4119 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	FUEL	4150 102513	1	1000-422-10-46	GASOLINE	61.16	61.16

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
Total 4150 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	MECHANIC PARTS FOR #138	4168 102513	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	492.56	492.56
11/13	11/14/2013	89527	884	BANK OF AMERICA	GASKETS	4168 102513	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	67.81	67.81
11/13	11/14/2013	89527	884	BANK OF AMERICA	BRACKET	4168 102513	3	2007-431-20-44	REPAIR AND MAINTENANCE-MI	20.64	20.64
11/13	11/14/2013	89527	884	BANK OF AMERICA	BACKHOE PARTS	4168 102513	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	323.44	323.44
Total 4168 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	CLEANING SUPPLIES	4226 102513	1	1000-421-10-46	SUPPLIES-GENERAL	39.43	39.43
11/13	11/14/2013	89527	884	BANK OF AMERICA	TELESCOPE RAMP	4226 102513	2	1000-421-10-46	SUPPLIES-GENERAL	161.24	161.24
11/13	11/14/2013	89527	884	BANK OF AMERICA	TELESCOPE RAMP DIFF CHAR	4226 102513	3	1000-421-10-46	SUPPLIES-GENERAL	23.64	23.64
11/13	11/14/2013	89527	884	BANK OF AMERICA	MEMO PADS, PAINT BRUSH, P	4226 102513	4	1000-421-10-46	SUPPLIES-JANITORIAL	142.81	142.81
11/13	11/14/2013	89527	884	BANK OF AMERICA	BATTERIES, KEY	4226 102513	5	1000-421-10-45	LOCKSMITHING SERVICES	42.43	42.43
11/13	11/14/2013	89527	884	BANK OF AMERICA	KEY CUTS	4226 102513	6	1000-421-10-45	LOCKSMITHING SERVICES	23.62	23.62
Total 4226 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	TR EX	4242 102513	1	1000-421-10-45	TRAINING	957.45	957.45
11/13	11/14/2013	89527	884	BANK OF AMERICA	TRAINING	4242 102513	2	1000-421-10-48	DUES AND MEMBERSHIPS	125.00	125.00
Total 4242 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	TR EX	4317 102513	1	1000-421-10-45	TRAINING	94.67	94.67
11/13	11/14/2013	89527	884	BANK OF AMERICA	SECURITY BOX	4317 102513	2	1000-421-10-45	INVESTIGATIVE FUNDS	107.96	107.96
11/13	11/14/2013	89527	884	BANK OF AMERICA	HUNTING CAMERA	4317 102513	3	1000-421-10-45	INVESTIGATIVE FUNDS	239.99	239.99
11/13	11/14/2013	89527	884	BANK OF AMERICA	PARKING VIOLATION STICKER	4317 102513	4	1000-421-10-46	SUPPLIES-GENERAL	56.60	56.60
Total 4317 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	MAP ACT, PLANNING & ZONING	4728 102513	1	1000-419-10-46	BOOKS AND PERIODICALS	88.90	88.90
11/13	11/14/2013	89527	884	BANK OF AMERICA	TR EX: ; 9/26/13 SAC	4728 102513	2	1000-424-20-45	TRAVEL	417.24	417.24
Total 4728 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	WEB BUILDER	5203 102513	1	8404-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90

Check Issue Dates: 11/14/2013 - 11/14/2013

Nov 14, 2013 10:03AM

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 5203 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	OVERALLS, GLOVES	5442 102513	1	7110-430-42-46	SUPPLIES-GENERAL	192.92	192.92
Total 5442 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	AIR COMPRESSOR	6587 102513	1	7401-430-62-47	MACHINERY & EQUIPMENT	321.43	321.43
11/13	11/14/2013	89527	884	BANK OF AMERICA	GENERATOR, COVER	6587 102513	2	7401-430-62-47	MACHINERY & EQUIPMENT	989.98	989.98
11/13	11/14/2013	89527	884	BANK OF AMERICA	CELL PHONES	6587 102513	3	7620-430-10-45	COMMUNICATIONS	88.14	88.14
11/13	11/14/2013	89527	884	BANK OF AMERICA	SOLAR CONTROLLER	6587 102513	4	7110-430-42-46	SUPPLIES-GENERAL	98.78	98.78
11/13	11/14/2013	89527	884	BANK OF AMERICA	STREET SIGNS, SCADA WATER	6587 102513	5	2007-431-20-46	SUPPLIES-GENERAL	89.98	89.98
11/13	11/14/2013	89527	884	BANK OF AMERICA	PRINTER CLEANER	6587 102513	6	7620-430-10-46	SUPPLIES-GENERAL	145.01	145.01
11/13	11/14/2013	89527	884	BANK OF AMERICA	ELECTRICAL OUTLETS, FITTING	6587 102513	7	7401-430-62-46	SUPPLIES-GENERAL	7.49	7.49
11/13	11/14/2013	89527	884	BANK OF AMERICA	MOTION LIGHTS	6587 102513	8	7620-430-10-44	REPAIR AND MAINTENANCE-F	289.11	289.11
11/13	11/14/2013	89527	884	BANK OF AMERICA	MOTION LIGHTS	6587 102513	9	7620-430-10-44	REPAIR AND MAINTENANCE-F	75.22	75.22
Total 6587 102513:										2,105.14	2,105.14
11/13	11/14/2013	89527	884	BANK OF AMERICA	UNIFORMS	6933 102513	1	1000-421-10-41	TEMPORARY EMPLOYEES	364.47	364.47
11/13	11/14/2013	89527	884	BANK OF AMERICA	TR EX	6933 102513	2	1000-421-10-45	TRAINING	444.60	444.60
11/13	11/14/2013	89527	884	BANK OF AMERICA	PAINT	6933 102513	3	1000-421-10-44	FACILITY - REPAIR & MAINTEN	27.63	27.63
Total 6933 102513:										836.70	836.70
11/13	11/14/2013	89527	884	BANK OF AMERICA	PRESSURE GAUGE	7575 102513	1	7401-430-62-47	MACHINERY & EQUIPMENT	205.00	205.00
11/13	11/14/2013	89527	884	BANK OF AMERICA	GAUGE DIG	7575 102513	2	7401-430-62-47	MACHINERY & EQUIPMENT	319.53	319.53
11/13	11/14/2013	89527	884	BANK OF AMERICA	WIRE GAGE, DRILL SET	7575 102513	3	7401-430-62-46	SUPPLIES-SMALL TOOLS	72.90	72.90
11/13	11/14/2013	89527	884	BANK OF AMERICA	WIRE GAGE, DRILL SET	7575 102513	4	7401-430-62-46	SUPPLIES-GENERAL	35.14	35.14
11/13	11/14/2013	89527	884	BANK OF AMERICA	PRESSURE SWITCHES	7575 102513	5	7401-430-62-46	SUPPLIES-GENERAL	129.10	129.10
11/13	11/14/2013	89527	884	BANK OF AMERICA	CIRCUIT BOARDS, CONTROL M	7575 102513	6	7401-430-62-46	SUPPLIES-GENERAL	543.03	543.03
11/13	11/14/2013	89527	884	BANK OF AMERICA	CIRCUIT BOARDS, CONTROL M	7575 102513	7	7401-430-62-46	SUPPLIES-GENERAL	1,001.56	1,001.56
11/13	11/14/2013	89527	884	BANK OF AMERICA	TEST GAUGE	7575 102513	8	7401-430-62-43	TECHNICAL SVCS	48.00	48.00
Total 7575 102513:										2,354.26	2,354.26
11/13	11/14/2013	89527	884	BANK OF AMERICA	POSTAGE	7979 102513	1	1000-422-10-46	POSTAGE	6.85	6.85
11/13	11/14/2013	89527	884	BANK OF AMERICA	POSTAGE	7979 102513	2	1000-425-20-46	POSTAGE	18.93	18.93
11/13	11/14/2013	89527	884	BANK OF AMERICA	FUEL	7979 102513	3	1000-422-10-46	GASOLINE	1,491.65	1,491.65

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
11/13	11/14/2013	89527	884	BANK OF AMERICA	REFLECTIVE AUTO PLATE	7979 102513	4	1000-422-10-46	SUPPLIES-GENERAL	100.46	100.46
Total 7979 102513:											
11/13	11/14/2013	89527	884	BANK OF AMERICA	LIGHT BULBS	9363 102513	1	7620-430-10-46	SUPPLIES-GENERAL	774.00	774.00
11/13	11/14/2013	89527	884	BANK OF AMERICA	SWITCH, F-BLADE	9363 102513	2	7620-430-10-44	REPAIR AND MAINTENANCE-V	187.47	187.47
11/13	11/14/2013	89527	884	BANK OF AMERICA	AIR COMPRESSOR	9363 102513	3	7620-430-10-47	MACHINERY AND EQUIPMENT	3,762.49	3,762.49
11/13	11/14/2013	89527	884	BANK OF AMERICA	AIR COMPRESSOR RETURN	9363 102513	4	7620-430-10-47	MACHINERY AND EQUIPMENT	3,762.49	3,762.49
11/13	11/14/2013	89527	884	BANK OF AMERICA	WEB BUILDER	9363 102513	5	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90
Total 9363 102513:											
11/13	11/14/2013	89528	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	101613	1	1000-416-10-43	PROFESSIONAL SVCS	190.00	190.00
Total 101613:											
11/13	11/14/2013	89529	76	BILLINGTON ACE HARD	PIPE, TIE DOWNS	284868	1	1000-452-20-46	SUPPLIES-GENERAL	23.20	23.20
Total 284868:											
11/13	11/14/2013	89530	7670		REFUND GAS OVERPAYMENT	10241920011	1	9999-1001-001	CASH CLEARING - UTILITIES	127.38	127.38
Total 10241920011:											
11/13	11/14/2013	89531	115	CASELLE INC.	SOFTWARE SUPPORT 12/13	53212	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 53212:											
11/13	11/14/2013	89532	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	61371	1	1000-417-10-43	TECHNICAL SVCS	312.10	312.10
Total 61371:											
11/13	11/14/2013	89533	173	DATCO SERVICES	SUBSTANCE TEST - 10/17 & 10/	24096320	1	1000-416-10-43	TECHNICAL SVCS	104.00	104.00
Total 24096320:											
11/13	11/14/2013	89534	7665		REFUND GAS DEPOSIT	10100800118	1	7401-2228-000	DEPOSITS-CUSTOMER	163.46	163.46

Check Issue Dates: 11/14/2013 - 11/14/2013

Nov 14, 2013 10:03AM

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 10100800118:											
11/13	11/14/2013	89535	1412	ERGOMETRICS & APPLIE	EMERG. RESPONSE TESTING	116751	1	1000-416-10-43	TECHNICAL SVCS	163.46	163.46
Total 116751:											
11/13	11/14/2013	89536	238	FASTENAL COMPANY	UPTOWN PROJECT MATERIAL	55086	1	1000-452-20-46	SUPPLIES-GENERAL	31.36	31.36
Total 55086:											
11/13	11/14/2013	89537	241	FEATHER PUBLISHING C	SUP HEARING	PO#7598	1	1000-419-10-45	ADVERTISING	34.30	34.30
Total PO#7598:											
11/13	11/14/2013	89538	265	FRONTIER - IRREGULAR	257-2520 GOLF COURSE	2520 110113	1	7530-451-52-45	COMMUNICATIONS	329.54	329.54
Total 2520 110113:											
11/13	11/14/2013	89539	7671		REFUND GAS DEPOSIT	10525600007	1	7401-2228-000	DEPOSITS-CUSTOMER	110.90	110.90
Total 10525600007:											
11/13	11/14/2013	89540	312	HISTORIC USA	10/13 COLLECTIONS, NET	110613	1	8401-2228-000	DEPOSITS PAYABLE	731.50	731.50
11/13	11/14/2013	89540	312	HISTORIC USA	5%FEE 10/13 COLLECTIONS	110613	2	8401-2228-000	DEPOSITS PAYABLE	38.50	38.50
11/13	11/14/2013	89540	312	HISTORIC USA	5%FEE 10/13 COLLECTIONS	110613	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	38.50	38.50
Total 110613:											
11/13	11/14/2013	89541	1362	IRON MOUNTAIN INFO. M	PD SHREDDING	HMV7398	1	1000-421-10-44	DISPOSAL	54.21	54.21
Total HMV7398:											
11/13	11/14/2013	89542	335	J.W. WOOD CO INC	PLASTIC RISERS	S067878	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	39.42	39.42
Total S067878:											
11/13	11/14/2013	89543	724		REFUND WATER DEPOSIT	10330750015	1	7110-2228-000	DEPOSITS-CUSTOMER	38.20	38.20

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 10330750015:											
11/13	11/14/2013	89544	7668		REFUND GAS OVERPAYMENT	10513750014	1	9999-1001-001	CASH CLEARING - UTILITIES	38.20	38.20
Total 10513750014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	099-260-26-11	10027 041014	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	389.61	389.61
Total 10027 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	099-260-26-11	10027 121013	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	389.61	389.61
Total 10027 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	101-050-53-11	10147 041014	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	265.90	265.90
Total 10147 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	101-050-53-11	10147 121013	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	265.90	265.90
Total 10147 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	103-250-51-11	11707 041014	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	25.32	25.32
Total 11707 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	103-250-51-11	11707 121013	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	25.32	25.32
Total 11707 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	103-250-52-11	11708 041014	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	3,235.75	3,235.75
Total 11708 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	103-250-52-11	11708 121013	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	3,235.75	3,235.75
Total 11708 121013:											
										3,235.75	3,235.75

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
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	105-302-14-11	13029 041014	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	23.65	23.65
Total 13029 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	105-302-14-11	13029 121013	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	23.65	23.65
Total 13029 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	105-331-13-11	13057 041014	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	88.99	88.99
Total 13057 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	105-331-13-11	13057 121013	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	88.99	88.99
Total 13057 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	107-260-05-11	13931 041014	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	12.64	12.64
Total 13931 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	107-260-05-11	13931 121013	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	12.64	12.64
Total 13931 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	107-260-28-11	13947 041014	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	31.66	31.66
Total 13947 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	107-260-28-11	13947 121013	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	31.66	31.66
Total 13947 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-060-24-11	14609 041014	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	706.83	706.83
Total 14609 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-060-24-11	14609 121013	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	706.83	706.83

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 14609 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-150-04-11	14887 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	706.83	706.83
Total 14887 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-150-04-11	14887 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	18.41	18.41
Total 14887 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-160-08-11	14922 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	190.50	190.50
Total 14922 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-160-08-11	14922 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	190.50	190.50
Total 14922 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-180-04-11	14955 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	652.55	652.55
Total 14955 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-180-04-11	14955 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	652.55	652.55
Total 14955 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-180-07-11	14957 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	99.09	99.09
Total 14957 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-180-07-11	14957 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	99.09	99.09
Total 14957 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-180-61-11	14967 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	9.19	9.19
Total 14967 041014:											

Check Issue Dates: 11/14/2013 - 11/14/2013

Nov 14, 2013 10:03AM

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
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-180-61-11	14967 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	9.19	9.19
Total 14967 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-190-01-11	14975 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	44.02	44.02
Total 14975 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-190-01-11	14975 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	44.02	44.02
Total 14975 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-190-08-11	14979 041014	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	9.20	9.20
Total 14979 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-190-08-11	14979 121013	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	9.20	9.20
Total 14979 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-230-05-11	15113 041014	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	2,122.61	2,122.61
Total 15113 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-230-05-11	15113 121013	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	2,122.61	2,122.61
Total 15113 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-320-21-11	15432 041014	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	31.06	31.06
Total 15432 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-320-21-11	15432 121013	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	31.06	31.06
Total 15432 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-330-28-11	15464 041014	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	39.53	39.53

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 15464 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-330-28-11	15465 121013	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	39.53	39.53
Total 15465 121013:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-350-19-11	15478 041014	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	5.63	5.63
Total 15478 041014:											
11/13	11/14/2013	89545	401	LASSEN CO TAX COLLE	116-350-19-11	15478 121013	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	5.63	5.63
Total 15478 121013:											
11/13	11/14/2013	89546	7672	LASSEN STATION	RETURN OF CURB DEPOSIT	111213	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	21,090.00	21,090.00
Total 111213:											
11/13	11/14/2013	89547	413	LASSEN TIRE	FLASH DRIVE	4036 102513	1	1000-417-10-46	SUPPLIES-GENERAL	12.84	12.84
Total 4036 102513:											
11/13	11/14/2013	89547	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #82	44909	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	635.96	635.96
Total 44909:											
11/13	11/14/2013	89547	413	LASSEN TIRE	1 TIRE AND ROTATE #86	45022	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.00	20.00
Total 45022:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 83, BULBS	49065	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	114.91	114.91
Total 49065:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 93	49070	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	43.25	43.25
Total 49070:											

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 11/14/2013 - 11/14/2013

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
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 86, STARTER, B	49084	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	380.84	380.84
Total 49084:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 89, FLUIDS, HEA	49099	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	126.06	126.06
Total 49099:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 82, FLUIDS, COO	49104	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.90	52.90
Total 49104:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 87, BULBS	49112	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.03	52.03
Total 49112:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 80, COOLANT	49114	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	53.13	53.13
Total 49114:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	BATTERY #87	49139	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	166.57	166.57
Total 49139:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	OIL & FILTER# 92, COOLANT	49143	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	53.16	53.16
Total 49143:											
11/13	11/14/2013	89548	413	SUSANVILLE TOWING	BATTERY #88	49163	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	145.07	145.07
Total 49163:											
11/13	11/14/2013	89549	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES10-2	11602	1	8404-430-10-43	PROFESSIONAL SERVICES	70.00	70.00
Total 11602:											
11/13	11/14/2013	89550	7665		REFUND GAS DEPOSIT	10427600020	1	7401-2228-000	DEPOSITS-CUSTOMER	12.77	12.77

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 10427600020:											
11/13	11/14/2013	89551	437	LMUD	ROOSEVELT POOL	1744 102813	1	1000-452-20-46	ELECTRICITY	15.82	15.82
Total 1744 102813:											
11/13	11/14/2013	89551	437	LMUD	RIVERSIDE PARK	1999 102813	1	1000-452-20-46	ELECTRICITY	27.25	27.25
Total 1999 102813:											
11/13	11/14/2013	89551	437	LMUD	RIVERSIDE PARK LIGHT	9501 102813	1	1000-452-20-46	ELECTRICITY	35.98	35.98
Total 9501 102813:											
11/13	11/14/2013	89552	7667		REFUND GAS DEPOSIT	10242030009	1	7401-2228-000	DEPOSITS-CUSTOMER	13.16	13.16
Total 10242030009:											
11/13	11/14/2013	89553	452	MARTIN SECURITY SYST	115 N WEATHERLOW 11/13	023482	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 023482:											
11/13	11/14/2013	89553	452	MARTIN SECURITY SYST	60 N LASSEN 11/13	023557	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 023557:											
11/13	11/14/2013	89554	7666		REFUND GAS DEPOSIT	10100201011	1	7401-2228-000	DEPOSITS-CUSTOMER	108.71	108.71
Total 10100201011:											
11/13	11/14/2013	89555	481	MISSION LINEN & UNIFO	PARKS LINEN SER 110513	250184629	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250184629:											
11/13	11/14/2013	89556	488	MORNING GLORY	GOLF COURSE RESTURANT F	332427A	1	7530-451-54-46	SUPPLIES GENERAL	20.95	20.95
Total 332427A:											

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
11/13	11/14/2013	89557	7101		REFUND GAS OVERPAYMENT	10438100014	1	9999-1001-001	CASH CLEARING - UTILITIES	2.36	2.36
Total 10438100014:											
11/13	11/14/2013	89558	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-10/	488876 090313	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	159.19	159.19
11/13	11/14/2013	89558	582	RAY MORGAN CO INC	P/D COPIER10/13	488876 090313	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	34.95	34.95
Total 488876 090313:											
11/13	11/14/2013	89558	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-10/	525246	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	316.22	316.22
11/13	11/14/2013	89558	582	RAY MORGAN CO INC	P/D COPIER12/13	525246	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	79.11	79.11
Total 525246:											
11/13	11/14/2013	89559	7650		REFUND GAS OVERPAYMENT	10432320307-01	1	9999-1001-001	CASH CLEARING - UTILITIES	41.59	41.59
Total 10432320307-01:											
11/13	11/14/2013	89560	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 110613	41533	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 41533:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	606 NEVADA	1274 110113	1	1000-417-10-44	SEWER	39.00	39.00
Total 1274 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	66 N LASSEN	1276 110113	1	1000-417-10-44	SEWER	85.60	85.60
Total 1276 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	600 NEVADA	1284 110113	1	1000-417-10-44	SEWER	90.90	90.90
Total 1284 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 110113	1	1000-451-80-44	SEWER	42.80	42.80
Total 1448 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOFS F	1449 110113	1	1000-452-20-44	SEWER	85.60	85.60

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 1449 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	1801 MAIN	2121 110113	1	1000-421-10-44	SEWER	85.60	85.60
Total 2121 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 110113	1	7620-430-10-44	SEWER	42.80	42.80
Total 3203 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 110113	1	1000-452-20-44	SEWER	42.80	42.80
Total 3667 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 110113	1	1000-452-20-44	SEWER	42.80	42.80
Total 3668 110113:											
11/13	11/14/2013	89561	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 110113	1	1000-452-20-44	SEWER	42.80	42.80
Total 3669 110113:											
11/13	11/14/2013	89562	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL (DOWNST	240233791	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	400.91	400.91
11/13	11/14/2013	89562	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL (UPSTAIR	240233791	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	296.33	296.33
11/13	11/14/2013	89562	530	U.S. BANK EQUIPMENT F	COPIER - POLICE	240233791	3	1000-421-10-44	RENT & LEASES EQUIP & VEHI	174.32	174.32
Total 240233791:											
11/13	11/14/2013	89563	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	110613	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 110613:											
11/13	11/14/2013	89564	7635		REFUND GAS OVERPAYMENT	10416800014-01	1	9999-1001-001	CASH CLEARING - UTILITIES	61.31	61.31
Total 10416800014-01:											
11/13	11/14/2013	89565	7362	WHEELER, TAMMY	REIM BAR SALES 10/17/13	101713	1	7530-2205-006	SALES TAX PAYABLE TO B.O.E.	3.95	3.95

Check Issue Dates: 11/14/2013 - 11/14/2013

Nov 14, 2013 10:03AM

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 101713:											
11/13	11/14/2013	89565	7362	WHEELER, TAMMY	PER CONTRACT 11/13	111313	1	7530-451-54-43	TECHNICAL SERVICES	1,500.00	1,500.00
Total 111313:											
Grand Totals:											
										63,339.37	63,339.37

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
11/13	11/18/2013	89566	728	U S POSTMASTER	GAS BILLING POSTAGE	111813	1	7401-430-62-46	POSTAGE	377.02	377.02
11/13	11/18/2013	89566	728	U S POSTMASTER	WATER BILLING POSTAGE	111813	2	7110-430-42-46	POSTAGE	731.87	731.87
Total 111813:										1,108.89	1,108.89
Grand Totals:										1,108.89	1,108.89

Report Criteria:
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
11/22/2013	CDPT	11/22/2013	244	CITY OF SUSANVILLE PA	1	7650-2203-1	6,276.98-
11/22/2013	CDPT	11/22/2013	244	CITY OF SUSANVILLE PA	1	7650-2203-1	6,276.98-
11/22/2013	CDPT	11/22/2013	244	CITY OF SUSANVILLE PA	1	7650-2203-1	1,930.44-
11/22/2013	CDPT	11/22/2013	244	CITY OF SUSANVILLE PA	1	7650-2203-1	1,930.44-
11/22/2013	CDPT	11/22/2013	244	CITY OF SUSANVILLE PA	1	7650-2203-1	14,697.23-
11/22/2013	CDPT	11/22/2013	89571	CA STATE DISBURSEME	26	7650-2203-0	184.61-
11/22/2013	CDPT	11/22/2013	89572	CA STATE DISBURSEME	36	7650-2203-0	103.84-
11/22/2013	CDPT	11/22/2013	89573	EMPLOYMENT DEV DEP	7	7650-2203-1	1,261.14-
11/22/2013	CDPT	11/22/2013	89574	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,343.60-
11/22/2013	CDPT	11/22/2013	89575	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	9,613.08-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	6,715.84-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	3,231.47-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	211.69-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	161.68-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	156.56-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	65.74-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	69.55-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	522.76-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	522.76-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	332.78-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	346.81-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	16.00-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	4,825.58-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	1,084.75-
11/22/2013	CDPT	11/22/2013	89576	P.E.R.S.	8	7650-2203-1	2,311.46-
11/22/2013	CDPT	11/22/2013	89577	SUPERIOR COURT OF C	28	7650-2203-0	848.00-
11/22/2013	CDPT	11/22/2013	89578	VALIC	4	7650-2203-0	2,762.05-
Grand Totals:			28				70,928.82-

Reviewed by:  City Administrator
 City Attorney

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution 13-5013** approving the appointment of representatives to the Honey Lake Valley Recreation Authority

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Mayor makes two-year appointments to sit an various boards, commissions and committees. From time to time, a new committee is added requiring the appointment of representatives. The Honey Lake Valley Recreation Authority JPA was created and the Mayor has designated Mayor pro tem Wilson and Councilmember McBride to serve as City Council representatives. The Susanville City Council Committee list has been updated to reflect the appointment.

FISCAL IMPACT: None

ACTION REQUESTED: Motion approving **Resolution 13-5013** approving the appointment of representatives to the Honey Lake Valley Recreation Authority and rescinding Resolution No. 12-4874

- ATTACHMENTS:**
- Resolution No. 12-4874
 - Resolution No. 13-5013

RESOLUTION NO. 13-5013
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING THE SUSANVILLE CITY COUNCIL COMMITTEE LIST AND
APPROVING THE APPOINTMENT TO THE HONEY LAKE VALLEY
RECREATION AUTHORITY BOARD
(Rescinding Resolution No. 12-4874)

WHEREAS, the members of the City Council of the City of Susanville have the responsibility, as part of their official duties, to participate in the activities of various boards, commissions and committees within the jurisdiction of the City of Susanville, County of Lassen and State of California; and

WHEREAS, the Mayor of the City of Susanville makes recommendations appointing individual City Councilmembers to serve two-year terms on various boards, commissions and committees, and to sit on new committees, boards or commissions; and

WHEREAS, the Mayor of the City of Susanville makes the appointment recommendations described in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the Susanville City Council Committee List, attached hereto as Exhibit A, as recommended by the Mayor of the City of Susanville.

Dated: December 4, 2013

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 13-5013 was adopted at a regular meeting of the City Council of the City of Susanville held on the 4th day of December, 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

SUSANVILLE CITY COUNCIL COMMITTEE LIST

Resolution No. 13-5013

<u>Committee</u>	<u>Appointed Representative</u>	<u>Meetings</u>
Abandoned Vehicle JPA	Nicholas McBride Cheryl McDonald (alt)	Annual
Airport Land Use Commission	Lino Callegari Rod De Boer Nicholas McBride (alt)	As Needed
Association of California Cities Allied with Prisons (ACCAP)	Lino Callegari Brian Wilson (alt)	Annual
Audit Committee	Brian Wilson Cheryl McDonald	As Needed
Susanville Airport Commission	Nicholas McBride Rod De Boer, (alt)	Monthly, second Monday
CDBG Loan Committee	Cheryl McDonald Brian Wilson (alt)	As Needed
Citizens Advisory Committee (CAC)	Lino Callegari	Quarterly
Economic Development Coordinating Council	Rod De Boer	Every other month
Federal Corrections Community Relations Board	Lino Callegari Rod De Boer (alt)	Monthly
Golf Committee	Nick McBride Brian Wilson	As Needed
Historic Building Preservation	Tim Purdy Will Thorn	As Needed
Honey Lake Valley Recreation Authority	Brian Wilson Nicholas McBride	Monthly
Indian Gaming Committee	Lino Callegari Cheryl McDonald Nicholas McBride (alt)	Annual/as needed
Local Agency Formation Commission (LAFCO)	Rod De Boer Brian Wilson Cheryl McDonald (alt)	Every other month, second Monday
Lassen County Air Pollution Control District	Lino Callegari Rod De Boer Brian Wilson	Monthly, second Tuesday

Lassen County Coordination Council	Lino Callegari Nicholas McBride	Monthly, third Monday
Lassen County EMCC	Lino Callegari Nicholas McBride (alt)	Quarterly
Lassen County Transportation Commission (LCTC) Lassen Transit Authority	Rod De Boer Cheryl McDonald Brian Wilson Lino Callegari (Alt)	Every other month, second Monday
Lassen Economic Development Council (LEDC)	Nicholas McBride Brian Wilson	Monthly, third Thursday
Lassen Regional Solid Waste	Cheryl McDonald Lino P. Callegari Rod De Boer (Alt)	Monthly, fourth Tuesday
League of California Cities	Brian Wilson Lino Callegari (Alt)	Quarterly
Northern Cal-Neva RC&D	Cheryl McDonald	As Needed
Water Resource Committee	Lino Callegari Nicholas McBride	As Needed

Reviewed by:  City Administrator
 City Attorney

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance No. 13-0994** Amendments to Title 15 Building and Construction - Adoption of the 2013 California Building Code

PRESENTED BY: Charlie Palmer, City Building Official

ANALYSIS: The 2013 California Building Codes becomes effective January 1, 2014 and the City is required by State Law to enforce the provision of the new code. The ordinance before the Council will adopt the 2013 California Building Code by reference and amend Title 15 of the City Code making it more relevant to current conditions.

Specifically, the ordinance will repeal Chapters 04, 08, 12, 16, 24, 28, 32, and 36 of Title 15, Building and Construction and will replace them with new Chapters 04, 08, 12, and 16. In addition, there are several appendices that are adopted to assist with implementation of the Code. The appendices are not mandated by the State but can be utilized if the local jurisdiction specifically adopts them. The City Building Division and Fire Departments have determined several appendices would be appropriate for our area. A complete list of the appendices is included in this report as attachment "C".

Proposed changes to Chapter 15 include:

- Requirement to install automatic fire sprinkler systems in all new commercial buildings greater than 3,000 square feet in size;
- Amendments to the regulations regarding moving structures within the City;
- Expansion of the area within the City where above ground storage tanks for flammable liquids and bulk fuel plants are prohibited;
- Elimination of obsolete regulations for auto and trailer camps.

Pursuant to Government Code Section §50022 the City Council voted to set the public hearing and publication of the notice requirements have been met.

FISCAL IMPACT: Staffing costs associated with implementation

- ACTION REQUESTED:**
1. Open Public Hearing.
 2. Receive staff report.
 3. Solicit and receive public input.
 4. Close Public Hearing

Motion to waive second reading and adopt Ordinance 13-0994 amending *Susanville Municipal Code* Title 15 Building and Construction and adopting the 2013 California Building Code

ATTACHMENTS:

"A" - Ordinance No. 13-0994

"B" – Existing Chapter 15

"C" – 2013 Building Code appendices being adopted.

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ORDINANCE NO. 13-0994

**AN ORDINANCE REPEALING CHAPTER 04, 08, 12, 16, 24, 28, 32 AND 36 OF TITLE 15 BUILDING AND CONSTRUCTION, OF THE SUSANVILLE MUNICIPAL CODE AND ADOPTING CHAPTER 04, 08, 12 AND 16 OF TITLE 15 BUILDING AND CONSTRUCTION, OF THE SUSANVILLE MUNICIPAL CODE ADOPTING THE CALIFORNIA BUILDING STANDARDS CODE, 2013 EDITION, INCLUDING APPENDIX B, C, G, H, I, AND J OF THE CALIFORNIA BUILDING CODE 2013 EDITION, APPENDIX G AND H OF THE CALIFORNIA RESIDENTIAL BUILDING CODE 2013 EDITION, ADOPTION OF THE 1997 UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS, ADOPTION OF ANNEX C OF THE CALIFORNIA ELECTRICAL CODE 2013 EDITION, ADOPTION OF APPENDIX A and D OF THE CALIFORNIA MECHANICAL CODE 2013 EDITION, ADOPTION OF APPENDIX A, B, D, G, I AND K THE CALIFORNIA PLUMBING CODE, 2013 EDITION, ADOPTION OF APPENDIX B, BB, C, CC, D, E, F, G, H, I, J AND APPENDIX CHAPTER 4 OF THE CALIFORNIA FIRE CODE, 2013 EDITION, UPDATING THE AREA ALONG MAIN STREET WHERE THE STORAGE OF ABOVE- GROUND INFLAMMABLES ARE PROHIBITRED AND REMOVING INCONSISTENCIES WITHIN THE EXISTING TITLE 15 LANGUAGE
(Rescinding Ordinance No. 08-0953)**

WHEREAS, the City of Susanville is required by law to enforce the provisions of the California Building Standards Code, 2013 Edition of the California Code of Regulations (CCR), Title 24, adopted by the California Building Standards Commission, on or around July 1, 2013, which is effective on January 1, 2014; and

WHEREAS, Along with the actual code body, each code has appendixes or annexes attached to it. These appendixes are not mandated by the State for adoption but can be utilized if the local jurisdiction specifically adopts them. The appendixes are not mandated state-wide as they are geared towards specific geographic and climatic regions applicable to one community but not another. Some of these appendixes will be of a benefit to one community while not to another. The City Building Division and the City of Susanville Fire Department have reviewed all of the attached appendixes and has determined which referenced appendixes would be appropriate for the Susanville region/community and would be a valuable resource to the Building Division and the Fire Department to protect the public health and safety; and

WHEREAS, the City of Susanville proposes adopting by reference Appendix B, C, G, H, I, and J of the California Building Code 2013 edition, Adoption of Appendix G

1 and H of the California Residential Building Code 2013 edition, Adoption of the 1997
2 Uniform Code for the Abatement of Dangerous Buildings, Adoption of Annex C of the
3 California Electrical Code, 2013 edition, Adoption of Appendix A and D of the California
4 Mechanical Code 2013 edition, Adoption of Appendix A, B, D, G, I and K of the
5 California Plumbing Code 2013 edition, Adoption of Appendix B, BB, C, CC, D, E, F, G,
6 H, I, J and Appendix Chapter 4 of the California Fire Code, 2013 edition; and

7 WHEREAS, This ordinance is enacted pursuant to Government Code §50022.2
8 and Health and Safety Code §18941.5, and regulates all new construction,
9 alternations, repairs, relocations, reconstruction or demolition of any building or any
10 portion thereof including any electrical, mechanical, gas, plumbing or fire protection
11 equipment installed on any property or used on or within any building within the City of
12 Susanville;

13 **THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS**
14 **FOLLOWS:**

15 Section 1, City of Susanville Municipal Code: Title 15 Building and Construction,
16 Chapter 04, 08, 12, and 16 shall hereby read as follows:

17 **Chapter 15.04 Building Standards Code**

18 Section 15.04.010 California Building Standards Code - Adopted by reference
19 The California Building Standards Code, 2013 edition, adopted by the California
20 Building Standards Commission, including the amendments, appendixes, annexes,
21 attachments and modifications included in Title 15 Building and Construction of the City
22 of Susanville Municipal Code is adopted as the building code of the City and one
23 certified copy thereof shall be kept in the office of the Building Official.

24 Section 15.04.020 California Building Code - Adopted by reference
25 Appendix B, C, G, H, I and J of the California Building Code, 2013 edition, are adopted
26 as part of the building code of the City.

27 Section 15.04.030, California Residential Building Code, - Adoption by reference,
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1 Appendix G and H of the California Residential Building Code, 2013 edition, are
2 adopted as part of the building code of the City.

3 Section 15.04.040 California Electrical Code - Adopted by reference.

4 Annex C of the of the California Electrical Code, 2013 edition is adopted as part of the
5 building code of the City.

6 Section 15.04.050 California Mechanical Code - Adopted by reference.

7 Appendix A and D of the California Mechanical Code, 2013 edition, are adopted as part
8 of the building code of the City.

9 Section 15.04.060 California Plumbing Code - Adopted by reference.

10 A. Appendix A, B, D, G, I, and K of the California Plumbing Code, 2013 edition, are
11 adopted as part of the building code of the City.

12 B. A pressure expansion tank with a minimum acceptance capacity of one gallon shall
13 be installed in every new potable water system connected to the City's water system.
14 Additionally, when a water heater is replaced and there is not an expansion tank
15 present one shall be installed.

16 C. A pressure regulator in compliance with California plumbing Code, 2013 edition,
17 Section 608.2 and with a maximum supply pressure setting of 80psi shall be installed
18 in each water system where the City determines that there may be the potential for
19 excess water pressure.

20 D. All proposed gray water systems shall require Planning Division Use Permit
21 approval prior to issuance of a plumbing permit.

22 Section 15.04.070 California Fire Code - Adopted by reference also including,
23 Appendix B, BB, C, CC, D, E, F, G, H, I, J and Appendix Chapter 4 of the California
24 Fire Code, 2013 edition.

25 Section 15.04.080 - Establishment of certain limits—limits of districts referred to in
26 Section 5704.2.9.6.1 of the California Fire Code in which storage of class 1 and class 2
27 liquids in above ground tanks are prohibited.

28 The limits of districts referred to in Section 5704.2.9.6.1 of the California Fire Code in
which new above ground storage of class 1 and class 2 liquids are prohibited, are
established as follows:

1 Commencing at a point which is the point on the easterly line of Roop Street distant
2 300 feet north of the northerly right-of-way line of Main Street and thence running
3 easterly and parallel to the northerly and easterly right-of-way line of Main Street to the
4 southeasterly right-of-way line of Riverside Drive Extension; thence southwesterly
5 along the southeasterly right-of-way line of Riverside Drive Extension and Riverside
6 Drive to a point which is southwesterly 300 feet distant from the southwesterly right-of-
7 way line of Main Street; thence northwesterly and westerly parallel to the southerly line
8 of Main Street to the easterly line of Roop Street; thence northerly, along the easterly
9 line of Roop Street to the point of beginning.

9 Section 15.04.090 - Fire protection systems.

10 A. Section 903.2 of the California Fire Code is hereby amended to read as follows:

11 An Automatic sprinkler system shall be installed throughout all levels of all new Groups
12 A, B, E, F, I, M, R-1, R-2, R-4, and S occupancies of more than 3,000 square feet.

13 Automatic sprinkler systems shall be installed in accordance with NFPA 13 for Group
14 A, B, E, F, H, I, M, R-1, R-2, R-4, and S occupancies. NFPA 13R is applicable for
15 residential occupancies up to and including four stories in height, in Groups R-1, R-2,
16 R-4 occupancies.

17 Exceptions to or reductions in code requirements are not allowed for the installation of
18 sprinkler systems, in accordance with NFPA 13R, unless specifically, allowed by the,
19 California Fire Code.

19 Exceptions:

20 1. Detached gazebos, temporary tents and ramadas for public use.

21 2. Independent buildings such as restrooms or snack shops 600 square feet or less
22 that are of non-combustible construction associated with golf courses, parks, and
23 similar uses.

24 3. Guardhouses that are less than 300 square feet in size used to control access to or
25 within residential and/or commercial developments of combustible construction or 600
26 square feet or less that are of non-combustible construction.

27 4. Detached equipment or storage buildings for commercial use not exceeding 300
28 square feet.

- 1 5. Detached non-combustible canopies used exclusively for automotive, motor fuel-
2 dispensing stations not exceeding 5,000 square feet, or detached non-combustible
3 carports or parking canopies regardless of size.
- 4 6. Recreation vehicles that were not site built and are portable in nature.
- 5 7. Factory built buildings utilized as temporary office buildings similar to real estate
6 leasing offices and construction offices.

7 B. Building Additions

8 Section 903.21.2.1 of the California Fire Code is hereby amended to read as follows:
9 Building additions in existing occupancies other than R-3 shall be protected by an
10 automatic fire sprinkler as follows:

- 11 a. Existing buildings less than 3,000 square feet as of January 1, 2014 –
12 Additions resulting in the structure exceeding 3,000 square feet shall be
13 protected by automatic fire sprinklers in the new addition area. Additions
14 resulting in the structure exceeding 3,000 square feet **and** increasing the
15 size by more than 50% will require that the entire structure be retrofitted
16 with automatic fire sprinklers.
- 17 b. Existing buildings greater than 3,000 square feet as of January 1, 2014 -
18 Addition(s) resulting in an increase of up to 50% of the existing size shall be
19 protected with automatic fire sprinklers in the new addition area. Additions
20 greater than 50% of the existing building size will require the entire structure
21 to be retrofitted with automatic fire sprinklers.
- 22 c. They are required to be protected in accordance with the California Fire
23 Code, NFPA 13R, and NFPA 13

24 C. Modifications.

25 The chief of the fire department shall have the power to modify any of the provisions of
26 the fire code upon application in writing by the owner or lessee, or his or her duly
27 authorized agent, when there are practical difficulties in the way of carrying out the
28 strict letter of the code, provided that the intent of the code shall be observed, public
safety secured and substantial justice done. The particulars of such modification when

1 granted or allowed shall be entered upon the records of the city and a signed copy
2 shall be furnished the applicant.

3
4 D. Appeals.

5 Whenever the chief of the fire department shall disapprove an application or refuse to
6 grant a license or permit applied for, or when it is claimed that the provisions of the
7 code do not apply or that the true intent and meaning of the code have been
8 misconstrued or wrongly interpreted, the applicant may appeal the decision of the chief
9 of the fire department to the city council within thirty (30) days from the date of the
10 decision being appealed.

11
12 E. Determination of new materials, processes or occupancies which shall require
13 permits.

14 The building inspector and the chief of the fire department shall act as a committee to
15 determine and specify, after giving affected persons an opportunity to be heard, any
16 new materials, processes or occupancies, which shall require permits, in addition to
17 those now enumerated in the code. The chief of the fire department shall post such list
18 in a conspicuous place in his or her office, and distribute copies thereof to interested
19 persons.

20
21 F. Bureau of fire prevention— Appointment of inspectors.

22 The chief of the fire department may designate such members of the fire department
23 as inspectors, as shall from time to time be necessary. The chief of the fire department
24 shall recommend to the city council the employment of technical inspectors, who, when
25 such authorization is made, shall be selected through an examination to determine
26 their fitness for the position. The examination shall be open to members and
27 nonmembers of the fire department, and appointments made after examination shall be
28 for an indefinite term with removal only for cause.

29
30 G. Penalties for violation.

31 Any person who shall violate any of the provisions of the California Fire Code adopted
32 herein or fails to comply therewith, or who shall violate or fail to comply with any order
33 made there under, or who shall build in violation of any detailed statement of
34 specifications or plans submitted and approved there under, or any certificate or permit

1 issued there under, and from which no appeal has been taken, or who shall fail to
2 comply with such an order as affirmed or modified by the city council or by a court of
3 competent jurisdiction, within the time fixed herein, shall severally for each and every
4 violation and noncompliance respectively, be guilty of a misdemeanor. All persons
5 violating the Fire Prevention Code shall be required to correct or remedy such
6 violations or defects within a reasonable time. The application of the above penalty
shall not be held to prevent the enforced removal of prohibited conditions.

7 Section 15.04.100 1997 Uniform Code for the Abatement of Dangerous Buildings -
8 Adopted by Reference. The 1997 Uniform Code for the Abatement of Dangerous
9 Buildings shall be used when addressing substandard and dangerous buildings that
10 cannot be addressed with Health and Safety Code Sections 17920-17927 or other
11 adopted codes and is adopted as part of the building code of the City.

12 Section 15.04.110 Amendments

13 Due to local climate conditions the following amendments shall apply in all cases.

14 A. Building Code section: 1809.5 item Number 1 shall read as: The frost line in the City
15 of Susanville is hereby determined to be twenty inches below finished grade. And
16 furthermore section 1809.8 for plain concrete is revised to read: In each building
17 foundation, except those that are engineered by a California licensed architect, civil or
18 structural engineer, there shall be two # 4 reinforcing bars spaced six inches apart side
by side in the footings.

19 Section 15.04.120: Furnishing of security in connection with Certificate of Occupancy

20 A permit applicant may qualify for a temporary certificate of occupancy under the
21 provisions of the building code when they are unable to comply with all of conditions of
22 his or her project, the building official with the consent of other applicable
23 departments/divisions is authorized to issue a temporary certificate of occupancy,
24 provided that the applicant satisfies the following requirements: (1) agreeing in writing
25 to perform any such act or condition within a specified period of time, and (2) furnishing
26 security in connection with the performance of such act or condition. The security shall
27 be one of those allowed by the state of California Government Code Section 66499(a),
and shall be at least one hundred twenty-five (125) percent of the costs of performance
28 of such act or condition.

1 Section 15.04.130 Certificate of Occupancy

2 No building or structure shall be used or a certificate of occupancy shall only be issued
3 when the building permit is issued as final, all fees have been paid, and all other
4 departments, agencies and divisions who have placed conditions upon the permit have
5 been satisfied. Certificates of occupancy are issued for all new construction including
6 but not limited to industrial, commercial and residential buildings; building additions
7 where a change in occupancy classification occurs; and any change in occupancy
8 classification for an existing building. .

9 Section 15.04.140 Resolution Changing fees

10 On buildings, structures, electrical, gas, mechanical, plumbing and fire systems or
11 alterations requiring a permit, a fee for each permit shall be paid as required in
12 accordance with the established fee schedule as currently adopted by resolution of the
13 City of Susanville. The permit cost is based upon the current cost of construction
14 valuation established by either taking the actual contract price or shall be determined
15 by the use of the most recent building valuation data chart for construction cost as
16 published in the "Building Safety Journal," published by the ICC, and/or by permit fees
17 established by resolution for individual electrical, mechanical, of plumbing items or
18 fixtures.

18 Section 15.04.150 Work Commenced Without Permit

19 Where work for which a permit is required is started prior to obtaining a permit the fees
20 for said permit shall be doubled. The payment of the double fee shall not relieve the
21 persons from fully complying with the other provisions of this Title or from additional
22 penalties prescribed in this Title.

23 Chapter 15.08 Building Numbering System

24 Section 15.08.010 Required

25
26 Prior to the occupancy of any building within the City and throughout the life of the
27 building, the owner of said building shall comply with the requirements of this section.
28

1 A. All numbers shall be assigned by the City, shall be legible, shall be placed in an
2 approved location and shall be easily viewed from the public entrance to the property.
3 Numbering plans for multiple units, condominium projects and alike shall be submitted
4 and approved during the project review process.

5 B. All numbers shall be maintained for the life of the use.

6 C. All new numbers shall be internally illuminated, with a contrasting background, four
7 (4) inch minimum height and half (0.5) inch minimum stroke width. New multiple unit
8 dwellings shall also erect and maintain a lighted directory(ies) at each vehicle entrance
9 displaying building and unit numbers.

10 Section 15.08.020: Notice to change building numbers

11 Whenever any property owner has been notified by the City to change the numbers of
12 a building, the old numbers may be temporarily retained in addition to the new numbers
13 for a period not to exceed ninety (90) days.

14 Section 15.08.30: Enforcement of chapter

15 It is made the duty of the City, whenever they have knowledge of any violation of this
16 chapter, to give notice thereof to the owner, or if he cannot be found, to the agent or
17 occupant of the premises where the violation occurs; and if, after two weeks, the cause
18 of complaint is not removed, the penalties of this code will be enforced.

19
20
21 Chapter 15.12: Moving of Buildings.

22 Section 15.12.10 Generally

23 The following requirements shall apply within the corporate limits of the city.

24 A. The building shall be approved by the City and a building permit shall be secured
25 before a building or structure is moved, stored or placed upon any lot or parcel of land
26 within the city limits.

27 B. All necessary permits required for the transportation of the structure on city streets
28 shall be obtained prior to relocation.

1 C. The building shall comply with all zoning and building code requirements including
2 regulations related to changes in occupancy.

3 D. All applicable fees shall apply as if it were a new building project.

4 Section 15.12.20: Relocating buildings from beyond the city limit - It is unlawful for any
5 person to move any building, modular home or manufactured home into the city limits
6 and place such structure upon any lot or parcel of land within the city limits. This
7 section does not apply to temporary construction offices or new modular or new
8 manufactured housing being transported directly from the factory or sales lot.

9 **15.16 Occupancy of Recreational Vehicles**

10 15.16.010 The definition of recreational vehicle and recreational vehicle park shall be
11 the same as contained in the City of Susanville Municipal Code section 17.08.010. The
12 definition recreational vehicle shall also include a "slide-in camper" as that term is
13 defined in section 18012.4 of the California Health and Safety Code.

14 **15.16.020 Use of Recreational Vehicles for occupancy as living quarters prohibited**

15 It is unlawful and a public nuisance for any person to establish, keep or maintain any
16 recreational vehicle or tent trailer for occupancy as living quarters on any public road or
17 private property other than in a legally established recreational vehicle park operated
18 under permits from the state and the city.

19 Section 2. The City Clerk shall, within fifteen days after its passage, cause this
20 Ordinance to be published at least once in the Lassen County Times, an adjudicated
21 newspaper of general circulation, published and circulated within the City.

22 Section 3. If any section, subsection, sentence, clause or phrase of this Ordinance is,
23 for any reason, held to be invalid or unconstitutional, such invalidity or
24 unconstitutionality shall not affect the validity or constitutionality of the remaining
25 portions of this Ordinance, it being expressly declared that this Ordinance and each
26 section, subsection, clause and phrase hereof would have been prepared, proposed,
27 adopted, approved and ratified irrespective of the fact that any one or more other
28 sections, subsections, sentences, clause or phrases be declared invalid or
unconstitutional.

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Section 4. This Ordinance shall take effect upon the thirty-first day after its final passage.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald /City Clerk

The foregoing Ordinance No. 13-0994 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of December, 2013 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINING:

Gwenna MacDonald/City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

ATTACHMENT “B”

Chapter 15.04 BUILDING CODE

15.04.010 California Building Standards Code—Adoption by reference.

Certain documents, one copy of which is on file in the office of the community development department for use and examination by the public, being marked and designated as the “California Building Standards Code, 2007 Edition” heretofore adopted by the California Building Standards Commission in July 2007, is hereby adopted as the code of the city of Susanville for regulating all new construction and any alterations, repairs, relocations, reconstruction, or demolition of any building or any portion thereof including any electrical, mechanical, gas, plumbing or fire protection equipment installed on any property or used on or within any building within the city of Susanville and providing for issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, conditions and terms of such 2007 California Building Standards Code, all of which are on file in the office of the community development department for use and examination by the public, are referred to, are adopted and made a part hereof as if fully set out in this section. Said 2007 California Building Standards Code includes:

- A. The California Administrative Code, (CCR — Title 24, Part 1), published by the ICC, one copy of which is on file in the office of the community development department for use and examination by the public;
- B. The California Building Code, 2007 Edition, (CCR — Title 24, Part 2) including the Appendix Chapter 1, Administration; Appendix C, Group U Agricultural Buildings; Appendix I, Patio Covers; and Appendix J, Grading; published by the International Code Council (ICC), one copy of which is on file in the office of the community development department for use and examination by the public;
- C. The California Electrical Code, 2007 Edition, (CCR — Title 24, Part 3) including Annex “G”; published by the National Fire Protection Association (NFPA), one copy of which is on file in the office of the community development department for use and examination by the public;
- D. The California Mechanical Code, 2007 Edition, (CCR — Title 24, Part 4) including Appendix Chapters 1, A, C and D; published by IAPMO, one copy of which is on file in the office of the community development department for use and examination by the public;
- E. The California Plumbing Code, 2007. Edition, (CCR — Title 24, Part 5) including Appendix Chapters 1, A, B, D, I and K; published by IAPMO, one copy of which is on file in the office of the community development department for use and examination by the public;
- F. California Energy Code, 2005 Edition, (CCR — Title 24, Part 6) of Residential and Non-Residential Regulations, published by the California Energy Commission, one copy of which is on file in the office of the community development department for, use and examination by the public;
- G. California Historical Code, 2007 Edition, (CCR — Title 24, Part 8) published by the ICC, one copy of which is on file in the office of the community development department for use and examination by the public;
- H. The California Fire Code, 2007 Edition, (CCR — Title 24, Part 9) including the Appendix Chapters 1, B, C, D, E, F, G, H, published by the ICC, one copy of which is on file in the office of the community development department for use and examination by the public;

I. California Existing Building Code, 2007 Edition, (CCR — Title 24, Part 10) published by the ICC, one copy of which is on file in the office of the community development department for use and examination by the public; and

J. California Referenced Standards Code, 2007 Edition, (CCR — Title 24 - Part 12) published by the ICC, one copy of which is on file in the office of the community development department for use and examination by the public. (Ord. 08-953 § 1; Ord. 02-886 § 1 (part), 2002; Ord. 99-860 § 1 (part), 1999: prior code § 6.1)

15.04.020 Amendments—Adoption by reference.

Due to local climate conditions, the amendments set forth at Section 15.04.020 of the Susanville Municipal Code shall continue in full force and effect. In the event of any conflict between this code and any law, rule or regulation of the federal or state government, that requirement which establishes the higher standard of safety shall govern. Failure to comply with such standard of safety shall be a violation of this code. (Ord. 08-953 § 1; Ord. 99-860 § 1 (part), 1999: prior code § 6.1-1)

15.04.030 Resolution establishing, etc., zones.

The city council may by resolution establish such zones and their confines, enlarging, creating or abolishing them as they may deem necessary for the general welfare of the city. (Prior code § 6.2)

15.04.040 Resolution changing fees.

On buildings, structures, electrical, gas, mechanical, plumbing and fire systems or alterations requiring a permit, a fee for each permit shall be paid as required in accordance with the established fee schedule as currently adopted by resolution of the city of Susanville. The permit cost is based upon the current cost of construction valuation established by either taking the actual contract price or shall be determined by the use of the most recent building valuation data chart for construction cost as published in the “Building Safety Journal,” published by the ICC.

The amendments set forth at Section 15.04.040 of the Susanville Municipal Code shall continue in full force and effect. (Ord. 08-953 § 1: prior code § 6.3)

15.04.050 Furnishing of security in connection with certificate of occupancy.

Furnishing of security in connection with certificate of occupancy. The amendments set forth at Section 15.04.020 of the Susanville Municipal Code shall continue in full force and effect. (Ord. 08-953 § 1; Ord. 02-886 § 1 (part), 2002; Ord. 02-886 § 1 (part), 2002: prior code § 6.3-2)

Chapter 15.08 ELECTRICAL CODE

15.08.010 National Electrical Code—Adoption by reference.

A. The National Electrical Code, 2005 Edition, published by the National Fire Protection Association, is adopted as the electrical code of the city, except any provisions therein contained

providing penalties for the violation thereof. One copy shall be kept on file in the office of the community development department for use and examination by the public.

B. The amendments set forth at Section 15.08.010 of the Susanville Municipal Code shall continue in full force and effect. (Ord. 08-953 § 1; Ord. 02-886 § 1 (part), 2002; Ord. 99-858 § 1: prior code § 6.5)

Chapter 15.12 MECHANICAL CODE

15.12.010 Uniform Mechanical Code—Adoption by reference.

The Uniform Mechanical Code, 2006 Edition, adopted by the California Building Standards Commission as part of the 2007 California Building Standards Code, is adopted as the mechanical code of the city and one copy thereof shall be kept on file in the office of the community development department for use and examination by the public. (Ord. 08-953 § 1; Ord. 02-886 § 1 (part), 2002; Ord. 99-860 § 1 (part), 1999: prior code § 6.24)

Chapter 15.16 PLUMBING CODE

15.16.010 Uniform Plumbing Code—Adoption by reference.

The Uniform Plumbing Code, adopted by the California Building Standards Commission as part of the 2007 California Building Standards Code, is adopted as the plumbing code of the city and one copy thereof shall be kept on file in the office of the community development department for use and examination by the public. (Ord. 08-953 § 1; Ord. 02-886 § 1 (part), 2002; Ord. 99-860 § 1 (part), 1999: prior code § 6.6)

Chapter 15.24 INTERNATIONAL FIRE CODE ADOPTED

15.24.010 International Fire Code—Adoption by reference.

The International Fire Code, 2006 Edition, adopted by the California Building Standards Commission as part of the 2007 California Building Standards Code, including the penalty provisions contained therein, is adopted as the fire code of the city and one copy thereof shall be kept on file in the office of the community development department for use and examination by the public. (Ord. 08-953 § 1; Ord. 02-886 § 1 (part), 2002: prior code § 8.8-1)

15.24.020 Establishment of certain limits—Limits of districts referred to in Section 15.201 in which storage of flammable liquids in outside aboveground tanks prohibited.

The limits referred to in Section 15.201 of the Fire Prevention Code in which storage of flammable liquids in outside aboveground tanks is prohibited, are established as follows:

Commencing at a point which is the point of intersection of the easterly line of Roop Street with the southerly line of Nevada Street, and running thence easterly along the southerly line of Nevada Street and along the easterly prolongation of the southerly line of Nevada Street to the westerly line of Mesa Street; thence southerly, along the westerly line of Mesa Street to a point thereon which is southerly three hundred (300) feet distant from the southerly line of Main Street; thence westerly and parallel to the southerly line of Main Street; thence to the easterly line of Roop Street; thence northerly, along the easterly line of Roop Street to the point of beginning. (Prior code § 8.10)

15.24.030 Establishment of certain limits—Limits of districts referred to in Section 15.401 in which new bulk plants for flammable liquids prohibited.

The limits of districts referred to in Section 15.401 of the Fire Prevention Code, in which new bulk plants for flammable liquids are prohibited, are established as follows:

Commencing at a point which is the point of intersection of the easterly line of Roop Street with the southerly line of Nevada Street, and running thence easterly along the southerly line of Nevada Street and along the easterly prolongation of the southerly line of Nevada Street to the westerly line of Mesa Street; thence southerly, along the westerly line of Mesa Street to a point thereon which is southerly three hundred (300) feet distant from the southerly line of Main Street; thence westerly and parallel to the southerly line of Main Street; thence to the easterly line of Roop Street; thence northerly, along the easterly line of Roop Street to the point of beginning. (Prior code § 8.11)

15.24.040 Establishment of certain limits—Limits referred to in Section 20.06a in which bulk storage of liquefied petroleum gas is restricted.

The limits referred to in Section 20.06a of the Fire Prevention Code, in which bulk storage of liquefied petroleum gas is restricted, are established as all of the area included in and enclosed by the corporate limits of the city. (Prior code § 8.12)

15.24.050 Modifications.

The chief of the bureau of fire prevention shall have power to modify any of the provisions of the fire prevention code upon application in writing by the owner or lessee, or his or her duly authorized agent, when there

are practical difficulties in the way of carrying out the strict letter of the code, provided that the spirit of the code shall be observed, public safety secured and substantial justice done. The particulars of such modification when granted or allowed, shall be entered upon the records of the department and a signed copy shall be furnished the applicant. (Prior code § 8.13)

15.24.060 Appeals.

Whenever the chief of the fire department shall disapprove an application or refuse to grant a license or permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the chief of the fire department to the city council within thirty (30) days from the date of the decision being appealed. (Prior code § 8.14)

15.24.070 Determination of new materials, processes or occupancies which shall require permits.

The building inspector and the chief of the fire department shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies, which shall require permits, in addition to those now enumerated in the code. The chief of

the bureau of fire prevention shall post such list in a conspicuous place in his or her office, and distribute copies thereof to interested persons. (Prior code § 8.15)

15.24.080 Bureau of fire prevention— Appointment of inspectors.

The chief of the fire department may detail such members of the fire department as inspectors, as shall from time to time be necessary. The chief of the fire department shall recommend to the city council the employment of technical inspectors, who, when such authorization is made, shall be selected through an examination to determine their fitness for the position. The examination shall be open to members and nonmembers of the fire department, and appointments made after examination shall be for an indefinite term with removal only for cause. (Prior code § 8.18)

15.24.090 Penalties for violation.

Any person who shall violate any of the provisions of the Fire Prevention Code adopted or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the city council or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every violation and noncompliance respectively, be guilty of a misdemeanor. All persons violating the Fire Prevention Code shall be required to correct or remedy such violations or defects within a reasonable time. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions. (Prior code § 8.19)

Chapter 15.28 BUILDING NUMBERING SYSTEM

15.28.010 Required.

Every person owning any building in the city, or the agent thereof, must within two weeks after the completion of occupation of such building, place and maintain or cause to be placed and maintained on or over the door or gate used as an entrance to such building so as to be readily seen from the street or alley, the appropriate number of such building as specified, in this chapter. All entrances from streets or alleys to buildings, or to special apartments in buildings, shall be numbered and it is unlawful for any person, whether owner or occupant of the building, or any apartment therein, to place, maintain or allow to remain thereon, any number than the one required by this chapter. (Prior code § 17.10)

15.28.020 Dimensions, materials and lighting for numbers.

A. Specifications of Lighted Address Numbers on New Residential Construction:

1. Residential address numbers on new residences having attached garages shall be located in a visible location near the garage door adjacent to main entrance path; provided, however, if the door on the garage does not face the street, or is not connected to the residence at the street front, the numbers shall be located on the portion of the residence closest to the street.

2. The address number placed upon any entrance to a new residence within the city as required by this chapter shall be internally lighted and shall be a minimum of four inches in height with a

proportionate stroke. The numbers shall be black in color, with the background being illuminated in white, and shall be designed to operate in temperatures above minus five degrees Fahrenheit. All numbers must be made of substantial and permanent material, and must be placed or fixed as not to be easily effaced or removed

3. Where the new residential property does not have a garage, lighted address numbering shall be provided and maintained in a position which is plainly visible and legible from the street fronting the property. When new residential properties without garages do not front toward streets, lighted addressing shall conform to the above mentioned requirements but front driveways and pedestrian ways.

B. Multiple Unit Residences.

1. Plans for multifamily dwelling projects, including but not limited to condominium conversions, shall include an addressing program approved by the community development director and building official.

2. In addition to the requirements of this section, new multiple unit dwellings shall also erect and maintain lighted directories at each pedestrian entrance displaying building and unit numbers. (Ord. 06-924 § 1, 2006: prior code § 17.11)

15.28.030 Numbers to be used in each block.

One hundred (100) numbers or as many thereof as may be necessary shall be allotted to the property frontage in each block between two main streets, except as provided in this chapter. (Prior code § 17.12)

15.28.040 Notice to change building numbers—Temporary retention of old numbers.

Whenever any property owner, agent of any property owner, or tenant has been notified by the superintendent of streets to change the numbers of his buildings, the old numbers may be temporarily retained in addition to the new numbers; provided, however, that in no case shall such old numbers be retained for a period of longer than sixty (60) days after the notice to change the same. (Prior code § 17.13)

15.28.050 Odd and even numbers.

All buildings facing east or north on streets or alleys shall be numbered with even numbers; and all buildings facing south or west on streets or alleys shall be numbered with odd numbers. (Prior code § 17.14)

15.28.060 Assignment of numbers to blocks— Streets designated "north" and "south."

A. On streets and alleys running north and south, the first block north of Main Street is assigned numbers from one to ninety-nine (99), both numbers inclusive, and shall be designated north.

B. On all streets and alleys, the second block north of Main Street is assigned the one hundred (100) series, being all figures from one hundred (100) to one hundred ninety-nine (199), both figures inclusive, and so on for the remaining blocks north of Main Street, all of which shall be designated north.

C. On streets and alleys running north and south, the first block south of Main Street is assigned numbers from one to ninety-nine (99), both numbers inclusive and shall be designated south.

D. On all streets and alleys, the second block south of Main Street is assigned the one hundred (100) series, being all figures one hundred (100) to one hundred ninety-nine (199), both inclusive, and shall be designated south, and so on for the remaining blocks south of Main Street. (Prior code § 17.15)

15.28.070 Assignment of numbers to blocks—Streets designated "east" and "west."

On streets and alleys running east and west, the first block east of Roop Street is assigned the six hundred (600) series, being all figures from six hundred (600) to six hundred ninety-nine (699), both figures inclusive. For all the streets and alleys the second block east of Roop Street are assigned the seven hundred (700) series, being all figures from seven hundred (700) to seven hundred ninety-nine (799), both figures inclusive; and so on for the remaining blocks east of Roop Street.

On streets and alleys running east and west the first block west of Roop Street is assigned the five hundred (500) series, being all figures from five hundred (500) to five hundred ninety-nine (599), both figures inclusive. For all the streets and alleys the second block west of Roop Street are assigned the four hundred (400) series, being all figures from four hundred (400) to four hundred ninety-nine (499), both figures inclusive; and so on for all the remaining blocks west of Roop Street. (Prior code § 17.16)

15.28.080 Progression of numbers.

A. On streets and alleys running north and south; north of Main Street the numbers shall run from south to north, increasing in denomination as the street or alley continues north; south of Main Street the numbers shall run from north to south increasing in denomination as the street or alley continues south.

B. On streets and alleys running east and west; the numbers shall run from west to east commencing with the west end of the streets or alleys and increasing in denomination as the street or alley continues east. (Prior code § 17.17)

15.28.090 Numbering to accord with street superintendent's map.

All entrances to buildings shall be numbered in accordance with the street superintendent's map. This map is now on file in the street superintendent's office. (Prior code § 17.18)

15.28.100 Numbers assigned to lots.

On lots with a frontage of thirty-five (35) feet or under, there shall be a minimum of four numbers between lots; e.g., the number following number one would be number five. On lots with frontage over thirty-five (35) feet, but not over sixty (60) feet, there shall be a minimum of six numbers between lots; e.g., the number following number one would be number seven. (Prior code § 17.19)

15.28.110 Enforcement of chapter.

It is made the duty of the superintendent of streets, whenever he has knowledge of any violation of this chapter, to give notice thereof to the owner, or if he cannot be found, to the agent or occupant of the premises where the violation occurs; and if, after two weeks, the cause of complaint is not removed, the penalties of this code will be enforced. (Prior code § 17.20)

Chapter 15.32 MOVING BUILDINGS

15.32.010 Generally.

The following regulations shall apply within the corporate limits of the city:

A. Neighbor's Written Permission. In any area within the corporate limits of the city no building or structure shall be erected, constructed or moved into or within the corporate limits of the city by any person of a type for a different use or of a standard less than erected and/or used within three hundred (300) feet of any existing building or structure, without such person securing the consent in writing of a majority of the owners or occupants of dwellings across the street and fronting the same block.

B. Building Inspector's Permit. In addition to securing the written consent of neighbors as provided in subsection A of this section, no person shall erect, construct or move any building or structure into or within the corporate limits of the city without first securing a permit in writing from the building inspector. To secure such a permit from the building inspector, the party applying therefor shall first submit to the building inspector a plat or plan in writing showing that the building or structure if for human habitation is to be connected according to the specifications of the building inspector with the sewer line of the sanitary district and the map or plat shall comply with minimum requirements to be set by the building inspector as to fire protection and sanitation, erection, construction or moving of the building upon real property within the corporate limits of the city so that the structure shall be reasonably fire resistant and reasonably sanitary and sightly. The fee for the permit shall be according to the Uniform Building Code adopted by the city council.

C. Compliance with Building Code and Zoning Ordinance Required—Posting of Bond Prerequisite to Issuance of Permit. No person shall erect, construct or move into or within the city, any building unless the same and the lot upon which it is or is to be situated shall, in all respects, comply with, and meet the minimum standards contained in the currently effective building code of the city and the currently effective zoning ordinance of the city. In the case of buildings or structures to be moved into or within the city, the building inspector, as a condition of issuing the permit prescribed in subsection B of this section shall require:

1. That the applicant for such permit file with him or her a map or plat and written statement containing the matters specified in subsection B of this section and showing the proposed location of such building or structure upon the lot upon which it is proposed to locate the same and the size, location and shape of such lot, and containing a statement as to the type of foundation upon which it is to be placed, and the date upon which such building or structure is to be fully completed and installed and ready for use and occupancy; such map or plat may be combined with the map or plat mentioned in subsection B of this section.

2. That the applicant post a bond, payable to the city and conditioned that such building or structure will, on or before the date specified in the written statement, be fully and completely moved, installed and ready for use and occupancy, be located upon the type of foundation specified in the written statement and plat, located upon such lot as shown upon the plat or map, and will in all respects comply with the building code of and zoning ordinance of the city. Such bond to be in such sum as, in the opinion of the building inspector, is sufficient to defray the cost of demolishing and removing such building or structure.

3. That the applicant grant, in writing, to the city, authority to demolish such building and structure and sell the materials for the account of the applicant in the event that the conditions of such bond be not fully and faithfully done and performed within the time specified therein and in the written statement.

D. The building inspector shall not issue the permit prescribed in subsection B of this section if:

1. Upon inspection of the building or structure proposed to be moved into or within the city he or she determines that the same does not, except as to foundations, and cannot economically be made to comply with the building code of the city.

2. Such map or plat shows that if such building or structure be located upon the lot shown on such map or plat in the location shown thereon it will be in violation of the zoning ordinance of the city. (Prior code § 6.4)

15.32.020 Relocating buildings from beyond city limits within city.

It is unlawful for any person to move any building into the city limits and place such building upon any lot or parcel of land within the city limits. (Prior code § 6.4-1)

Chapter 15.36 AUTO AND TRAILER CAMPS

15.36.010 Definitions.

Certain words and phrases used in this chapter shall mean, and are defined as follows:

“Auto and trailer camp” as used in this chapter means any area or tract of land where space is rented or held out for rent to owners or users of trailer coaches or tent campers furnishing their own camping equipment, or where free camping or parking is permitted by such campers or by the owners or users of trailer coaches.

Auto and Trailer Park. Whenever the phrase “auto and trailer park” is used in this chapter it means auto and trailer camp as hereinabove defined.

“Liquefied petroleum gas” means petroleum hydrocarbons or mixtures thereof, in liquid or gaseous state, having a vapor pressure in excess of twenty-six (26) pounds per square inch at a temperature of one hundred (100) degrees Fahrenheit. Whenever the symbol “LPG” is used it means liquefied petroleum gas.

Nuisance. In an auto and trailer park, nuisance includes any of the following:

1. Any public nuisance known at common law or in equity jurisprudence.
2. Whatever is dangerous to human life or is detrimental to health.
3. The overcrowding of any room with occupants.
4. Insufficient ventilation or illumination of any room.
5. Inadequate or insanitary plumbing facilities.
6. Whatever renders air, food or drink unwholesome, or detrimental to the health of human beings.

“Trailer coach” as used in this chapter means any camp car, trailer or other vehicle, with or without motive power, designed and constructed to travel on the public streets, highways or thoroughfares at the maximum allowable speed limit and in accordance with the provisions of the Vehicle Code of the state, and designed or used for human habitation, whether or not any tire or wheel has been removed therefrom and whether or not the same is maintained in a serviceable condition and whether or not the same is supported upon the ground by underpinnings or foundations.

“Trailer site” as used in this chapter means any portion of an auto and trailer park designed or used for the use or occupancy of one trailer coach. (Prior code § 19.2)

15.36.020 Use of trailers, auto coaches, etc., primarily designed for transportation purposes for occupancy as living quarters for more than forty-eight hours— Unlawful and a nuisance— Exception—Issuance of temporary permit.

It is unlawful and a public nuisance for any person to establish, keep or maintain any trailer, auto coach, mobilehome or motor home designed to or capable of being moved or transported, as a single unit or in one or more parts, upon wheels upon roadways, streets or highways for occupancy as living quarters, for a longer period than forty-eight (48) hours, unless the same is kept and maintained on a regularly established auto and trailer camp operated under permits from the state and the health department of the city. Nothing herein contained shall prohibit the building inspector from issuing temporary permits for such use for a period not to exceed seventy-two (72) hours. No temporary permit shall be issued for any occupancy or camp which will constitute a nuisance or health menace; provided, however, that in any area which is annexed to the city after July 31, 1978, mobilehomes only which are occupied by the owner personally and which are located upon a lot or parcel of land owned by the owner of such mobilehome at the date of such annexation shall not fall within the prohibition of this section and may be replaced by another mobilehome provided that all setback requirements of Title 17 are complied with; the planning commission shall grant no variance from such setback requirements. (Prior code § 19.3)

15.36.030 Use of trailers, auto coaches, etc., primarily designed for transportation purposes for occupancy as living quarters for more than forty-eight hours— Exception to trailer coaches occupied for human habitation upon effective date.

The terms and provisions of the preceding section shall not apply to trailer coaches being used and occupied for human habitation upon the effective date of the ordinance codified in this chapter. Nothing contained in this section or in the preceding sections of this chapter shall be construed as authorizing the establishment of auto and trailer camps or trailer courts within the city in violation of the terms and provisions of any other law or ordinance of the city. (Prior code § 19.4)

15.36.040 Use of trailers, auto coaches, etc., primarily designed for transportation purposes for occupancy as living quarters for more than forty-eight hours— Exception for building materials protection.

Notwithstanding the provisions of Section 15.36.020, the building inspector may, as a part of, or as an addendum to, a building permit, allow the placing, establishment and maintenance of a trailer for use as living quarters and/or an office facility or storage facility upon the building site for which such building permit is issued for such period of time, not to exceed one year, as the building inspector, in his or her sole discretion, may determine to be reasonably necessary for the purpose of protecting materials placed or stored upon such site or in such trailer from vandalism or thievery; provided, however, that such building permit or addendum shall require any such trailer to be equipped with tanks for the holding of sewage and liquid waste and shall also require that such sewage and liquid waste be removed with such frequency as to prevent the overflow of such tanks. (Prior code § 19.4(a))

15.36.050 Enforcement of chapter.

The city building inspector shall enforce the provisions of this chapter. The city building inspector or city health officer may: (a) enter public or private property to determine whether there exists any auto and trailer park to which this chapter applies; (b) enter and inspect all auto and trailer parks wherever situated

and inspect all accommodations, equipment or paraphernalia used in connection therewith, including the right to examine any registers of occupants maintained therein in order to secure the enforcement of the provisions of this chapter. (Prior code § 19.5)

15.36.060 Abatement of nuisance—Notice— Failure to abate.

The owner or operator of any auto and trailer park shall abate any nuisance in the park within five days, or within such longer period of time as may be allowed by the city building inspector, after he or she has been given written notice by the city building inspector to remove the nuisance. If he or she fails to do so within that time the city attorney shall bring a civil action in the name of the city to abate the nuisance. (Prior code § 19.6)

15.36.070 Abatement of nuisance—Action or proceeding to abate operation of trailer park— Facts sufficient for.

In any action or proceeding to abate a nuisance in an auto and trailer park, proof of the following facts is sufficient for a judgment or order for the abatement of the operation of the auto and trailer park:

- A. Conviction of the owner or operator of the auto and trailer park of a violation of this chapter which constitutes a nuisance.
- B. Failure on the part of the owner or operator to correct the violation after the conviction.
- C. The violation is the basis for the proceeding. (Prior code § 19.7)

15.36.080 Plans and specifications.

Plans and specifications shall be drawn to scale upon substantial paper or cloth and shall be of sufficient clarity to indicate the nature and extent of the work proposed and show in detail that it will conform to the provisions of this chapter. Computations, stress diagrams and other data sufficient to show the correctness of the plans, shall be submitted when required by the building inspector. An approved set of plans shall be kept on the job until construction is completed and a permit to operate is issued by the building inspector. All construction shall be in accordance with approved plans and specifications and shall not be changed or modified or altered without the approval of the building inspector. The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this chapter. The issuance of a permit based upon plans and specifications shall not prevent the building inspector from thereafter requiring the correction of errors in such plans and specifications or from preventing building operations being carried on thereunder when in violation of this chapter. (Prior code § 19.8)

15.36.090 Notice to building inspector of new owner or operator.

The city building inspector shall be notified by any new owner or operator of any auto and trailer park of any change in the name or the ownership or possession thereof. Such notice shall be in written form and shall be furnished within thirty (30) days from and after any such change in name or transfer of ownership or possession. The notice shall be accompanied by a transfer fee of ten dollars (\$10.00). Following receipt of the notice the city building inspector shall make an inspection of the trailer park and shall record the change of ownership or possession and shall issue a permit to operate to the new owner or

operator only if the trailer park is found to comply with the provisions of this chapter. In case of any change in name or transfer of ownership or possession prior to completion of construction no additional fee for a construction permit is required, provided the new owner completes construction in accordance with prior approved plans and specifications. However, the notice of such change shall be accompanied by a fee of ten dollars (\$10.00). If there is any substantial deviation from the approved plans and specifications as submitted by the original applicant for a construction permit, a new application for a permit to construct, accompanied by revised plans and specifications and fees hereinabove provided shall be required. (Prior code § 19.9)

15.36.100 Permit—Prerequisite to construction, operation, etc.

It is unlawful for any person to do any of the following unless he or she first makes application in writing to the city building inspector and obtains a permit therefor:

- A. Construct an auto and trailer park.
- B. Construct additional buildings or reconstruct or move existing buildings in an existing auto and trailer park.
- C. Operate or rent, lease, sublease, let or hire out for occupancy any space in an auto and trailer park that has been constructed, reconstructed or altered or moved without having obtained a permit as required herein.
- D. Operate an auto and trailer park for which a fee of twenty-five dollars (\$25.00) has never been paid either to construct or operate. (Prior code § 19.10)

15.36.110 Permit—Information to accompany application in case of new auto and trailer park.

In the case of a new auto and trailer park the application for permit shall be accompanied by:

- A. A description of the grounds upon which the auto park is to be constructed.
- B. Plans and specifications of the proposed construction.
- C. A description of the water supply, ground drainage and method of sewage disposal.
- D. A fee of twenty-five dollars (\$25.00). (Prior code § 19.11)

15.36.120 Permit—Information to accompany application in case of existing auto and trailer park.

In case of an existing auto and trailer park, the application for permit shall be accompanied by:

- A. A description of the grounds upon which the buildings are to be added or reconstructed or to which buildings are to be moved.
- B. Plans and specifications of proposed additions, reconstruction or movement.
- C. A description of the water supply, ground drainage and method of sewage disposal.
- D. A fee of two dollars (\$2.00) for each additional trailer site. (Prior code § 19.12)

15.36.130 Permit—Inspection of grounds— Issuance of permit.

Within ten (10) days after the application, descriptions, plans and specifications, and required fee are filed and paid the city building inspector shall inspect the grounds upon which the applicant proposes to do the work for which he seeks a permit and shall issue a written permit to the applicant if, in his opinion:

A. The grounds are satisfactory for the work proposed.

B. The descriptions and plans and specifications filed indicate that the work proposed will meet the requirements of this chapter.

A permit to operate the trailer park shall be issued by the city building inspector following notice by the owner or operator of completion of construction, if upon inspection the construction is found to be in compliance with the provisions of this chapter. (Prior code § 19.13)

15.36.140 Permit—To be posted in conspicuous place.

Permits for construction and operation shall be posted in a conspicuous place. (Prior code § 19.14)

15.36.150 Permit—Expiration.

All permits as required in this chapter for construction or reconstruction of an auto and trailer park shall automatically expire within six months from the date of the issuance thereof in those cases where the construction or reconstruction has not been completed within said period; provided, however, that the city building inspector may extend the expiration date of such permit for a reasonable time. (Prior code § 19.15)

15.36.160 Permit—Suspension.

In the event that any person holding a permit issued by the building inspector violates any of the provisions of such permit or of this chapter the permit may be subject to suspension as provided in Sections 15.36.170 to 15.36.190. (Prior code § 19.16)

15.36.170 Permit—Suspension—Reinstatement.

Upon compliance by the permittee with the provisions of this code and of such notice, and submission of proof thereof to the building inspector the building inspector shall reinstate the permit. (Prior code § 19.17)

15.36.180 Notice of violation—Failure to comply.

The building inspector shall issue and serve upon the permittee a notice setting forth in what respect the provisions of the permit and/or this code have been violated, and shall notify the permittee that unless these provisions have been complied with within thirty (30) days after the day of notice the permit shall be subject to suspension. (Prior code § 19.18)

15.36.190 Notice of violation—Posting and mailing.

The notice provided for in the preceding section shall be served by posting at least one copy in a conspicuous place on the premises described in the permit, and by sending another copy by registered mail, postage prepaid, return receipt requested, to the person to whom the permit was issued at the address therein given.

If the requirements of such notice have not been complied with on or before the expiration of thirty (30) days after the mailing and posting of notice the building inspector may suspend the permit. (Prior code § 19.19)

15.36.200 Rules and regulations.

It is unlawful for any person in an auto and trailer park to use or cause or permit to be used for occupancy:

A. Any trailer coach from which any tire or wheel has been removed, except for the purpose of making temporary repairs.

B. Any trailer coach to which are attached any rigid water, gas or sewer pipes; provided, however that metal tubing not to exceed one-half inch inside diameter may be used for water and gas.

C. Any trailer coach which is permanently attached to underpinning or foundation to the ground.

D. Any trailer coach which does not conform to the requirements of the Vehicle Code of the state. A trailer coach which may be moved under special permit as provided for in the Vehicle Code of the state shall be deemed to conform to the requirements of such code within the meaning of this section.

E. Any trailer coach in an insanitary condition. The words “insanitary condition” as used herein shall include, but not be limited to, any trailer coach that constitutes a nuisance as defined in Section 15.36.010.

F. Any trailer coach which is structurally unsound and does not protect its habitants against the elements.

G. Any trailer coach to which there is attached or established less than six feet adjacent thereto any awning, portable, demountable, or permanent cabana, building or windbreak, unless constructed in conformity with the rules and regulations adopted by the building inspector of the city and the building inspector is hereby empowered to draft and enforce such rules and regulations. Such rules and regulations shall provide for the construction of awnings, cabanas, buildings and windbreaks in a substantial and workmanlike manner and in accordance with recognized standards for such types of structures within auto and trailer parks which are consistent with the health and safety of the occupants therein and reasonably consistent with the construction standards contained in the Building Code of the city. (Prior code § 19.20)

15.36.210 Not to be used for camping purposes.

It is unlawful for any person to use, cause or permit to be used any part or portion of an auto and trailer park for camping purposes. (Prior code § 19.21)

15.36.220 Minimum side and rear yard areas.

Each site in an auto and trailer park shall have minimum side yard and rear yard areas of not less than six feet on each side and to the rear of the trailer coach. (Prior code § 19.22)

15.36.230 Location of coaches.

No trailer coach shall be located closer than twelve (12) feet from any building or any other trailer coach.

Each trailer coach and each building shall not be located closer than six feet from a lot line. The words “lot line” mean and include both a property line and a trailer site lot line. (Prior code § 19.23)

15.36.240 Driveways and walkways.

Each trailer site shall front upon a driveway of not less than twenty-two (22) feet in width. All driveways shall have clear and unobstructed access to a public thoroughfare.

All driveways and walkways within every auto and trailer park shall be hard surfaced and lighted at night with electric lamps of not less than twenty-five (25) watts each, spaced at intervals of not more than one hundred (100) feet. (Prior code § 19.24)

15.36.250 Trailer coach site to conform to provisions of chapter.

No auto and trailer park shall accommodate any trailer coach for which there is no site conforming to the provisions of this chapter. (Prior code § 19.25)

15.36.260 Buildings and structures to comply with city Building, Plumbing and Electrical Codes unless higher standards are prescribed in chapter.

All buildings and structures in any auto and trailer park, other than trailer coaches shall in all respects comply with the city building, plumbing and electrical codes unless higher standards are prescribed in chapter. (Prior code § 19.26)

15.36.270 Installation of toilets, baths, etc.

A. Public toilets, baths and lavatories shall be installed and maintained for each sex in each auto and trailer park in accordance with the following ratio of trailer sites; provided, however, that the number or such public facilities may be reduced accordingly when private toilet and bath facilities are erected on trailer sites and it is further provided that the number of lavatories for the use of women may be reduced by fifty (50) percent:

Sites	Toilets	Baths	Lavatories
2-30	2	2	2
31-70	3	3	3

One additional toilet and one additional bath shall be provided for each sex for each fifty (50) additional sites or fractional part thereof in excess of seventy-one (71) sites.

B. All toilet facilities for dependent trailers shall not be farther than two hundred (200) feet from each trailer site.

C. Each toilet shall be for the exclusive use of the occupants of the trailer sites in the auto and trailer park.

There shall be not less than one lavatory for each sex installed in every building in an auto and trailer park containing public toilets. (Prior code § 19.27)

15.36.280 Water closets.

Every water closet compartment in any building in an auto and trailer park shall be at least thirty (30) inches in clear width.

In every auto and trailer park water closets for men shall be distinctly marked, "Men" and water closets for women shall be distinctly marked "Women."

The floor of every water closet compartment shall be constructed and shall be maintained in a waterproof condition by the use of cement, concrete, or other approved waterproof material. The waterproof material shall be applied upward on the interior walls of the water closet compartment, to a height of not less than twelve (12) inches above the floor. (Prior code § 19.28)

15.36.290 Public toilets—To be accessible to tenants at all times.

The public toilets shall be maintained and readily accessible to all the tenants at all times. (Prior code § 19.29)

15.36.300 Public toilets—Compliance with plumbing code.

It is unlawful for any person to use or permit the use of any toilet in any trailer coach located or parked within an auto and trailer park unless such toilet meets the requirements of the plumbing code of the city. (Prior code § 19.30)

15.36.310 Bathing facilities—Hot and cold running water.

In every auto and trailer park, shower baths or other bathing facilities with hot and cold running water shall be installed in separate compartments. Every compartment shall be provided with a self-closing door or otherwise equipped with a waterproof draw curtain. (Prior code § 19.31)

15.36.320 Bathing facilities—Construction.

A. The floor of every shower bath compartment shall be constructed and shall be maintained in a waterproof condition by the use of cement, concrete, or other approved waterproof material. The waterproof material shall be applied upward on the interior walls of the compartment to a height of not less than six feet above the floor.

B. Every water closet compartment or compartments containing bathing facilities shall be: (1) kept clean. (2) kept free from obnoxious odors, flies, mosquitoes, or other insects. (3) provided with one or more windows having an aggregate area of not less than six square feet. However, if the room contains more than one water closet, bath, or urinal, the total window area shall be equivalent to three square feet for each water closet, bath, or urinal but need not exceed one fourth of the superficial floor area of the room.

C. Windows shall be screened with not less than sixteen (16) mesh screen. (Prior code § 19.32)

15.36.330 Laundry compartments.

A. There shall be constructed in every auto and trailer park a laundry compartment with not less than two laundry trays.

B. The floors and at least twelve (12) inches on the walls from the ground, in laundry compartments, shall be constructed of approved waterproof masonry composition.

C. Each laundry compartment shall have window area equal to at least one-eighth of the floor area and in no case shall it be less than nine square feet and the laundry trays therein shall be supplied with hot and cold running water.

D. In every auto and trailer park there shall be set aside a space convenient to the laundry facilities for the occupants of the trailer sites to dry clothes. (Prior code § 19.33)

15.36.340 Plumbing fixtures.

All plumbing fixtures in every building in an auto and trailer park which affect its sanitary drainage system shall be installed and maintained as provided in the plumbing code of the city. (Prior code § 19.34)

15.36.350 Adequate supply of pure water.

There shall be in every auto and trailer park an adequate supply of pure water for all the requirements of the court. The water shall be obtainable from faucets installed within one hundred (100) feet of each part of the court. (Prior code § 19.35)

15.36.360 Dipping vessels and cups.

No dipping vessels or cups for common use are permitted in any auto and trailer park. (Prior code § 19.36)

15.36.370 Drinking fountains.

Drinking fountains shall be maintained in a sanitary condition and shall be of the type approved by the building inspector. (Prior code § 19.37)

15.36.380 Garbage cans.

In every auto and trailer park one thirty (30) gallon metal garbage can shall be provided for every six, or fractional part of six trailer sites; provided, however, that unless garbage be removed daily one such garbage can shall be provided for each trailer site in the auto and trailer park. (Prior code § 19.38)

15.36.390 Removal of garbage, waste and rubbish—Not to create nuisance.

All garbage, waste and rubbish in every auto and trailer court shall be removed from the premises and disposed of without creating a nuisance. (Prior code § 19.39)

15.36.400 Removal of garbage, waste and rubbish—Disposing of other than to city dump.

Any person who uses, occupies, operates or maintains any trailer coach or any auto and trailer court shall not deposit or dispose of any garbage, rubbish or refuse other than by removal to the city dump. (Prior code § 19.40)

15.36.410 Depositing wastewater, etc., from sinks, etc., upon surface of ground.

It is unlawful to permit any wastewater or material from sinks or other plumbing fixtures in a trailer coach or an auto and trailer court to be deposited upon the surface of the ground, and all such fixtures, when in use, must be connected to a sewer system. (Prior code § 19.41)

15.36.420 Regulations for area or tract of land upon which auto and trailer park is maintained.

The area or tract of land upon which an auto and trailer park is maintained shall be: (a) well drained and graded, (b) kept free from dust, and (c) kept clean and free from the accumulation of refuse, garbage, rubbish or debris. The space directly beneath each trailer coach in every auto and trailer court shall be kept clean and free from refuse, rubbish or other impedimenta. (Prior code § 19.42)

15.36.430 Register to be kept.

Every person who owns or operates an auto and trailer court shall keep a register in which there shall be entered:

A. The name and address of each guest who is the owner or operator of an automobile, and the name and address of each member of his party, for which space is rented in an auto and trailer court.

B. The make, type and license number of the automobile, and trailer, and the state in which such vehicle is registered and the year of registration. (Prior code § 19.43)

15.36.440 Animals, etc., not permitted.

A. Barnyard animals, including poultry, shall not be permitted in any auto and trailer park.

B. No owner or person in charge of any dog, cat or other pet animal shall permit the same to run at large or to commit any nuisance within the limits of any auto and trailer park. (Prior code § 19.44)

15.36.450 Electricity—Outlets.

In every auto and trailer park each trailer site shall be provided with a three wire two hundred twenty (220) volt sixty (60) ampere electrical outlet so constructed as to furnish either two hundred twenty (220) volts or one hundred ten (110) volts to the trailer coach occupying such trailer site. (Prior code § 19.45)

15.36.460 Electricity—Electrical wiring fixtures installed in accordance with electrical code.

In every auto and trailer park electric wiring fixtures and equipment shall be installed in a safe and approved workmanlike manner and in accordance with the electrical code of the city. (Prior code § 19.46)

15.36.470 Caretaker.

It is unlawful for any person to operate or maintain, or cause or permit to be operated or maintained, any auto and trailer park, unless there is a caretaker in the park at all times. The caretaker shall enforce within the auto and trailer park the provisions of this chapter governing the operation and the maintenance of auto and trailer parks. (Prior code § 19.47)

ATTACHMENT “C”

Summary of the appendixes and annex being adopted

Along with the actual code body each code has appendixes or annexes attached to it. These appendixes are not mandated by the State for adoption but are provided for use if the local jurisdiction specifically adopts them. Some of these appendixes will be of a benefit to one community while not to another. The Public Works Department and the City of Susanville Fire Department has reviewed all of the attached appendixes and has determined the following ones would benefit the Building Division and the Fire Department in providing services.

California Building Code Appendixes:

Appendix B – Board of Appeals

Appendix C – Group U – Agricultural Buildings

Appendix C deals specifically with agricultural buildings. While the City of Susanville currently may not have many agricultural structures if the City grows we may. Therefor while current use is limited, this appendix could become necessary for construction and repairs to agricultural buildings.

Appendix G – Flood Resistant Construction

Appendix G is a supplemental Flood Resistant Construction code to the City’s Flood Plain Ordinance. It contains provisions for fences, tanks, temporary structures and utility buildings when they are located in a flood zone.

Appendix H - Signs

This appendix is the construction standards for signs.

Appendix I – Patio Covers

Patio Covers are outdoor living areas used for recreation.

Appendix J – Grading

The provisions of this chapter apply to grading, excavation and earthwork construction, including fills and embankments.

California Residential Code appendices:

Appendix G – Swimming Pools, Spas and Hot Tubs

The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- or two-family dwelling.

Appendix H – Patio Covers

This appendix is for patio covers attached to one- and two-family dwellings.

California Electrical Code Annex

Annex C- Conduit & Tube Fill

California Mechanical Code Appendices

Appendix A – Standards for Metal Ducts

This appendix provides for the structural design and support of metal duct works within buildings for safety.

Appendix D – Unit Conversion Tables

Consists of mathematical tables to assist in the use of the Mechanical Code.

California Plumbing Code appendices

Appendix A – Recommended Rules for Sizing Water Supply Systems

Provides methodology for determining the correct sizing of water pipe sizes.

Appendix B – Combination Waste and Vent Systems

This appendix gives explanatory note on combination waste and vent systems. This will assist both inspectors and plumbers in the design and installation of these special plumbing systems.

Appendix D – Sizing Storm Water Drainage Systems

This appendix provides rainfall tables and design standards for removal of rain water from roofs and sizing of discharge piping.

Appendix G – Gray Water Systems

Establishes the minimum standards of gray water systems.

Appendix I—Installation Standards

Appendix K - Private Sewage Disposal Systems

While there are not many septic systems in the City of Susanville, this appendix provides regulation for them and any future septic ones.

California Fire Code Appendixes

Appendix Chapter 4

The provisions of this chapter shall apply to 24-hour care facilities in residential occupancies licensed by a government agency.

Appendix B – Fire-Flow Requirements for Buildings

Appendix BB – Fire-Flow Requirements for Buildings

This appendix provides fire-flow requirements for schools.

Appendix C – Fire Hydrant Locations and Distribution

Appendix CC – Fire Hydrant Locations and Distribution

This appendix provides fire hydrant locations and distribution requirements for schools.

Appendix D – Fire Apparatus Access Roads

Fire apparatus access roads shall be in accordance with the standards set forth in this appendix.

Appendix E – Hazard Categories

This appendix provides information, explanations and examples to illustrate and clarify the hazard categories contained in the code.

Appendix F – Hazard Ranking

Assignment of levels to be applied to specific hazard classes as required by NFPA 704.

Appendix G – Cryogenic Fluids

This appendix is a conversion table used to calculate the volume when cryogenic fluids are changed from liquid into gas.

Appendix H - Hazardous Materials Management Plans

This appendix provides the standards for hazardous material plans and hazardous material inventory statements that are required by the Chief pursuant to Chapter 27.

Appendix I – Fire Protection Systems-Noncompliant Conditions

This appendix is intended to identify conditions that can occur when fire protection systems are not properly maintained or have been damaged.

Appendix J- Building Information Signs

Reviewed by:  City Administrator
 City Attorney

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted by: Craig C. Platt, Public Works Director

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 13-5010** adopting Americans with Disabilities Act (ADA) Transition Plan

PRESENTED BY: Craig C. Platt, Public Works Director

SUMMARY: The Americans with Disabilities Act (ADA) of 1990 is a Federal law which provides civil rights protection to individuals with disabilities in the area of employment, public accommodations, services made available by state and local governments, transportation and telecommunications. The Act prohibits discrimination on the basis of disabilities by calling for the removal of communication and architectural barriers.

The proposed Transition Plan provides a schedule for the removal of physical barriers. It would be utilized to assist the City of Susanville in planning and budgeting for the accessibility improvements across the community. An adopted Transition Plan is also a requirement for the utilization of various Federal and State funds on City projects. The Plan will begin through the initiation of a Self-Evaluation to include a citywide inventory of public facilities, programs and services to identify where modifications are needed for ADA compliance. The City also will implement changes to remove accessibility barriers identified through the evaluation. It is anticipated that implementation of this process will take approximately 2 years, and will include the following goals:

- Project Goals
- Improve accessibility for all citizens
- Encourage participation from public and disabled community
- Educate City staff and the public on the requirements of the ADA
- Develop a comprehensive list of barriers
- Provide detailed outline of methods to remove barriers
- Provide a realistic schedule with cost projections for the removal of barriers
- Identify funding sources and opportunities to implement a barrier removal program

The City of Susanville strives to provide accessibility in all programs, services and activities. For transit operations, all buses operated by Lassen Transit are accessible to those with disabilities.

FISCAL IMPACT: 5% of the annual gas tax revenue (Sections 2105 and 2106) or a minimum of \$6,000 each year.

ACTION REQUESTED: Direction to staff on any changes and bring back at a future meeting for adoption.

ATTACHMENTS: Resolution No. 13-5010
City of Susanville (ADA) Transition Plan

**RESOLUTION NUMBER 13-5010
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN**

WHEREAS, The Americans with Disabilities Act (ADA) of 1990 is a federal law which provides civil rights protection to individuals with disabilities in the area of employment, public accommodations, services made available by state and local governments, transportation and telecommunications; and

WHEREAS, the ADA prohibits discrimination on the basis of disabilities by calling for the removal of communication and architectural barriers; and

WHEREAS, Transition Plans are a requirement when the City uses state and federal funds for projects; and

WHEREAS, the Transition Plan is a two-year process which includes a city wide inventory of public facilities, programs and services to evaluate where modifications are needed for ADA compliance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville to adopt the Americans with Disabilities Act (ADA) Transition Plan.

APPROVED: _____
Rod E. De Boer, 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 4th day of December, 2013, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney



Americans with Disabilities Act

(ADA)

Transition Plan

APPROVED BY THE CITY OF SUSANVILLE

CITY COUNCIL

December ____ 2013

City of Susanville
66 North Lassen Street
Susanville, CA 96130

Table of Contents

	<u>PAGE NO.</u>
I. BACKGROUND.....	1
II. ADA COORDINATOR.....	1
III. DEFINITIONS.....	1
IV. ADA ADVISORY COMMITTEE	
1. Selection and Prioritization of Barrier Removal Projects	4
a. Barriers to be Addressed.....	4
b. General Prioritization Standards.....	4
c. Annual Selection Process	4
d. Limitations on Barrier Removal	5
e. Barriers Under Control of Third Party Entities	5
2. Community Outreach Program.....	5
V. FUNDING	5
1. Advisory Committee Fund	5
2. Leveraging Additional Funding Sources and City Programs	6
3. Additional Funding.....	6
4. Annual Exhaustion of Advisory Committee Fund	6
VI. RIGHT OF WAY ACCESSIBILITY6	
1. Street Overlays and Reconstruction	6
2. Dedicated Funding	7
3. City Monitoring of New Permitted Development and Alterations.....	7
4. City Monitoring of Permitted Work to Existing Driveways.....	7
5. Sidewalk Maintenance Program	7
6. Preventative Efforts to Deter Movable Barriers	7
7. Slurry Seal Requirement	8
VII. REPORTS AND MONITORING	8
1. Annual Report.....	8
2. Monitoring Report	9
VIII. ACCOMMODATION AND GRIEVANCE.....	9
1. Requesting an ADA Accommodation.....	9
2. Filing an ADA Grievance.....	10
3. Accommodation and Grievance Response	11

List of Attachments

- | | |
|---------------|-----------------------------------|
| ATTACHMENT 1. | SIDEWALK INSPECTION FORM |
| ATTACHMENT 2. | REQUEST FOR ACCOMMODATION FORM |
| ATTACHMENT 3. | ADA GRIEVANCE FORM I - BACKGROUND |

I. BACKGROUND

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, providing comprehensive civil rights protections to individuals with disabilities in the areas of employment, public accommodations and State and local government services.

Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in program, activities and services provided or operated by all State and local governments.

Title II mandates that a public entity evaluate its current services, policies and practices to determine whether they are in compliance with the non-discrimination regulations of the ADA. A self-evaluation is required and intended to examine programs, activities and services, identify problems or physical barriers that may limit accessibility by the disabled and describe potential compliance solutions.

II. ADA COORDINATOR

The City Administrator has designated the Assistant City Engineer under the direction of the City Engineer and Public Works Director as the ADA Coordinator for right of way related issues and the City Clerk for non-right of way issues. These positions are responsible for ensuring that all programs, services, and activities of the City of Susanville are accessible to and usable by individuals with disabilities. The City's ADA Coordinator is:

Right of Way Issues

Assistant City Engineer
City of Susanville
720 South Street
Susanville, CA 96130
(530) 257-1041 (phone)
(530) 257-1057 (fax)
publicworks@cityofsusanville.org

Non-Right of Way Issues

City Clerk
City of Susanville
66 North Lassen
Susanville, CA 96130
(530) 252-5103 (phone)
(530) 252-1020 (fax)
gmacdonald@cityofsusanville.org

To request an ADA accommodation or file an ADA grievance, contact the appropriate ADA Coordinator and follow the established procedures outlined in Section VIII.

III. DEFINITIONS

As used in this Transition Plan (Plan), the following terms shall have the meaning ascribed to them in this Section, which are consistent with the provisions of existing federal and state law, including the regulations promulgated thereunder. Except to the extent expressly stated to the contrary, any term not expressly defined in this Section or elsewhere in this Plan that has an expressly defined meaning in either the ADA or the regulations promulgated thereunder ("Regulations") shall have the meaning ascribed to it by the ADA or the Regulations, in that order of preference. All other terms shall be interpreted according to their plain and ordinary meaning.

ADA/ADAAG: "ADA" means and refers to the Americans with Disabilities Act as contained at 42 U.S.C. §12101 et seq. "ADAAG" means and refers to the Americans with Disabilities Act Access Guidelines, codified at Appendix A to 28 Code of Federal Regulations Part 36 and at Appendix A to 49 Code of Federal

Regulations Part 37. "ADAAG Standards" means and refers to physical conditions that meet the new construction and/or alterations standards set forth in ADAAG.

Compliance Period: "Compliance Period" means and refers to the period of time for which this Transition Plan will be in effect. The Transition Plan shall become effective upon final approval, and remain in effect for up to 30 years. The City may dissolve the Transition Plan at any time upon a showing that it provides program access to pedestrian rights-of-way or upon a showing that it has met or exceeded the monetary obligations specified in this Transition Plan. Alternatively, the Transition Plan will remain in effect until it dissolves automatically 30 years after final approval.

Compliant Curb Ramp: "Compliant Curb Ramp" means and refers to a curb ramp that is constructed to comply with state and/or federal law (whichever provides the higher access standard) in place at the time of construction. In the case of a location where it is structurally impracticable or technically infeasible to build a fully compliant curb ramp, or where construction of a fully compliant curb ramp would constitute a fundamental alteration of a service, program, or activity of the City of Susanville or an undue burden on the City of Susanville, a curb ramp that complies with access standards, or was constructed to the standards existing at the time of construction, or to the maximum extent feasible, will constitute a Compliant Curb Ramp as long as the requirements set forth in this Transition Plan for justifying the reasons for the City to avoid full compliance are met.

Curb Ramp: "Curb Ramp" is used interchangeably with "curb cut."

Detectable Warnings: "Detectable Warnings" means and refers to truncated domes or other device or feature which provides a tactile surface at the transition between the curb and the street, assisting pedestrians with vision disabilities in determining when they enter the street.

Final Approval: "Final Approval" means and refers to the date when the City Council approves the "Americans with Disabilities Act (ADA) Transition Plan" for the City of Susanville.

Fundamental Alteration: "Fundamental Alteration" means and refers to an action that, if taken by the City of Susanville, would result in a fundamental alteration in the nature of the service, program or activity of pedestrian rights of way in the City of Susanville. If the City claims that any action otherwise required by this Transition Plan would constitute a fundamental alteration, the City shall have to demonstrate that such alteration would result, and the decision that an action would constitute a fundamental alteration must be made by the City Engineer, or his or her designee, after considering all funds available for such work, and must be accompanied by a written statement of the reasons for reaching that conclusion.

Mobility Disability: "Mobility Disability" means and refers, with respect to an individual, to any physical or mental impairment or condition that substantially limits an individual's ability to move his or her body or a portion of his or her body and includes, but is not limited to, orthopedic and neuromotor disabilities and any other impairment or condition that limits an individual's ability to walk, maneuver around objects, ascend or descend steps or slopes, and operate controls. An individual with a mobility disability may use a wheelchair or motorized scooter for mobility, or may be semi-ambulatory.

Pedestrian Rights of Way: "Pedestrian Rights of Way" means and refers to all sidewalks over which the City of Susanville has responsibility or authority as well as all curb ramps and crosswalks serving such sidewalks and any other pathways used by pedestrians along public rights of way, including pedestrian pathways through public parking lots.

Statutory Defenses: “Statutory Defenses” means and refers to the City’s right to assert under this Transition Plan that removal of any barrier or installation of a compliant curb ramp is not required because such barrier removal or curb ramp installation would be technically infeasible, or structurally impracticable, or that it would constitute an undue burden or fundamental alteration.

Structurally Impracticable: “Structurally Impracticable” means and refers to circumstances in which the unique characteristics of terrain prevent the incorporation of accessibility features. If it is structurally impracticable to provide full access at any location along pedestrian rights of way, the City shall comply with access requirements to the extent that it is not structurally impracticable to do so.
(See ADAAG § 4.1.1(5)(a))

Technically Infeasible: “Technically Infeasible” means, with respect to an alteration of a building, facility or pedestrian right of way, that it has little probability of being accomplished because existing physical or site constraints or a lack of public right of way prohibit modification or addition of elements, spaces, or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility.
(See ADAAG § 4.1.6(1) (j))

Third Party Entity: “Third-Party Entity” means an entity other than the City of Susanville that controls certain barriers or elements of barriers in a pedestrian rights of way. Transit agencies and local utilities are examples of third party entities.

Title 24: “Title 24” means and refers to the regulations set forth at Title 24 of the California Code of Regulations.

Undue Burden: “Undue Burden” means and refers to an action that, if taken by the City of Susanville, would result in an undue financial and administrative burden. In order to demonstrate that removal of a barrier would constitute an undue burden, the decision must be made by the City Engineer, or his or her designee, after considering all resources available from the Advisory Committee Fund, and any other source of funding identified in this Agreement available for removal of sidewalk barriers, and must be accompanied by a written statement of the reasons for reaching that conclusion. In preparing such a statement, the City Engineer or designee may consider the usability of the existing facilities.

IV. ADA ADVISORY COMMITTEE

The City of Susanville will establish an ADA Advisory Committee (“Advisory Committee”) comprised of representatives from City government and Susanville residents. The Committee will meet at least once annually to discuss issues related to disability and access. If the ADA Advisory Committee is disbanded or becomes inactive at any time during the life of this Transition Plan, the responsibilities of the ADA Advisory Committee under this Transition Plan, as set forth below, will be assigned to its successor, if any, or to the respective ADA Coordinator.

The ADA Advisory Committee is charged with specific responsibilities under this Transition Plan related to barrier removal and access along the City’s pedestrian rights of way. For the life of this Transition Plan, the ADA Advisory Committee, or its successor, shall have ongoing responsibility for the following:

1. Selection and Prioritization of Barrier Removal Projects

The Advisory Committee shall make recommendations regarding barrier removal projects to be prioritized and funded from the Advisory Committee Fund annually. The recommendations of the Advisory Committee shall be submitted to the City Engineer for review and approval. The City Engineer shall have final authority over the approval and authorization of projects; however the City Engineer will not unreasonably disregard the recommendations of the Advisory Committee.

a. Barriers to be Addressed

The Advisory Committee Fund may be used for the following projects: (1) installing Compliant Curb Ramps, including detectable warnings (at intersections where there are no curb ramps or where existing curb ramps do not meet current access standards); (2) removing abrupt changes of level, whether caused by tree roots or any other deterioration or displacement of the surface of the pedestrian rights of way; (3) providing accessible crosswalks (by providing appropriate contrasting striping, developing or maintaining a policy concerning audible pedestrian signals, providing accessible pedestrian crossing controls, and removing any abrupt changes in level affecting the path of travel across the street; crosswalk access does not require any effort to remove slopes or cross slopes consistent with the slope of the street for vehicle traffic and/or drainage); (4) removing obstacles in the pedestrian rights of way that narrow the pedestrian pathway to less than 32 inches; (5) removing or providing detectable warnings for overhanging obstacles below 80 inches above the pedestrian rights of way that are not detectable to a blind pedestrian using a cane; and (6) removing excessive cross slopes perpendicular to the primary direction of travel along the pedestrian rights of way, whether caused by driveways crossing the pedestrian right of way or by any other reason.

b. General Prioritization Standards

The following general principles shall be used by the ADA Advisory Committee and the Assistant City Engineer to prioritize projects to be funded through the Advisory Committee Fund. Requests for installation of a compliant curb ramp or removal of a specific barrier or barriers shall have the highest priority. After requests, priority will be given to pedestrian rights of way serving (1) state and local government offices and facilities; (2) important transportation corridors; (3) places of public accommodation such as commercial and business zones; (4) facilities containing employers; and (5) other areas such as residential neighborhoods and undeveloped regions of the City. In all planned projects, consideration will also be given to the severity of existing barriers and overall efficiency of project work. The Advisory Committee and the Assistant City Engineer have discretion to authorize the removal of barriers in lower priority categories before removing barriers in higher priority categories if they deem such prioritization to be a more effective or efficient use of barrier removal resources.

c. Annual Selection Process

Every year, the Advisory Committee shall select and prioritize a list of barrier removal projects no later than 60 days after the beginning of the new fiscal year. This list will be provided to the Assistant City Engineer, who will approve a final list no later than 90 days after the beginning of the new fiscal year. The list of barrier removal projects approved by the Assistant City Engineer will be included in the Annual Report. The list of barrier removal projects may be revised by the Assistant City Engineer, in consultation with the ADA Advisory Committee, during the course of the fiscal year.

d. **Limitations on Barrier Removal**

Under no circumstances will the City be obligated to remove any barrier if removal of such barrier would create an undue burden or a fundamental alteration, or if removal of such barrier would be technically infeasible or structurally impracticable. To the extent that the City determines that it would be an undue burden or fundamental alteration to remove a particular barrier, or that removal of a particular barrier would be technically infeasible or structurally impracticable, it must include such a determination in its regular reports as set forth below. The City may initiate eminent domain proceedings against a property owner in order to address any barrier, however, under no circumstance will the City be obligated to do so.

e. **Barriers Under Control of Third Party Entities**

Certain barriers in the pedestrian right of way involve elements under the control of entities other than the City of Susanville. The City will encourage these entities to remove the barriers however, the City has no right or obligation to remove such barriers unilaterally. The City may, but has no obligation to, seek funding or participation in barrier removal work from such third party entities, which may include transit agencies, local utilities, or other entities that maintain equipment in the pedestrian rights of way. Any contribution of money for barrier removal work by third party entities or any work done by such third party entities to remove barriers will be in addition to the work done based on the other obligations set forth in this Transition Plan. Money from the Advisory Committee Fund may be appropriated to supplement work performed under this section at the discretion of the Advisory Committee and the Assistant City Engineer.

2. **Community Outreach Program**

The Advisory Committee shall develop and oversee the City's Community Outreach Program. The Community Outreach Program shall be designed to seek input from the public regarding the City's ongoing barrier removal efforts. As part of its Community Outreach Program, the ADA Advisory Committee will hold an annual community meeting for the first two years of the Compliance Period to discuss the City's Transition Plan and to help further identify new and existing physical barriers to access along the City's pedestrian rights of way. After the first two years of the Compliance Period, the ADA Advisory Committee may hold additional community meetings at its discretion, but in no instance shall it go more than five years without holding such a community meeting.

V. FUNDING

1. **Advisory Committee Fund**

The City will dedicate the equivalent of 5% of its annual gas tax revenue (Sections 2105 and 2106) or a minimum of \$6,000 (whichever is greater), to a fund used exclusively to install Compliant Curb Ramps or remove barriers in the pedestrian rights of way including sidewalks and pedestrian pathways in public parking lots. This fund will be known as the "Advisory Committee Fund." All work described in this Transition Plan shall be paid for through this fund with the exception of work done in conjunction with street overlays and reconstruction, work done using dedicated funding, and work affecting barriers under the control of third party entities. Projects using the money from this fund will be selected by the City's ADA Advisory Committee with reference to the general guidelines set forth in this Transition Plan and with approval of the City Engineer. Upon joint determination by the ADA Advisory Committee and the Assistant City Engineer that all necessary compliant curb ramps have been installed and barriers have been removed at all required locations, the funding under this paragraph shall no longer be required.

2. Leveraging Additional Funding Sources and City Programs

The Advisory Committee shall confer with the City's ADA Coordinator a minimum of one time per year to assess how to best leverage additional City funds, if any, and/or additional City programs, if any, that can be used to install compliant curb cuts, sidewalks, improvements or remove barriers along the City's pedestrian rights of way.

3. Additional Funding

If any new, permanent, transportation funding source for street maintenance is created during the life of this Transition Plan (through a ballot measure or otherwise), 5% of this additional revenue source or the equivalent will also be dedicated to the Advisory Committee Fund.

4. Annual Exhaustion of Advisory Committee Fund

The City contemplates that the amount of the Advisory Committee Fund will be allowed to accrue until a minimum of \$25,000 is available for expenditure on a project at one time in order to maximize the amount of work that can be accomplished. Any funds not used in any given fiscal year(s) will be carried over into the succeeding year(s). Any expenditure(s) that exceed the amount of money in the fund in a given fiscal year(s) will be credited in the succeeding fiscal year(s). In the event that the City allocates funds in excess of the annual obligation to the Advisory Committee Fund in any given year, such excess funds will be credited toward its future obligations in each succeeding fiscal year. However, in no year shall the City allocate less than \$6,000 to the Advisory Committee Fund. If the Transition Plan is terminated early based on a petition by the City that it has otherwise met its financial obligations, this annual minimum allocation requirement shall also cease.

VI. RIGHT OF WAY ACCESSIBILITY

1. Street Overlays and Reconstruction

Each time the City overlays or reconstructs a street, it will, subject to the availability of funding, ensure that compliant curb ramps are installed at each intersection as part of the overlay project. This requirement does not pertain to slurry seals, cape seals, or base failure repairs. The Advisory Committee Fund shall contribute up to 50% of this compliant curb ramp work.

2. Dedicated Funding

If the City obtains dedicated funding for any additional street overlays or reconstruction, it will ensure that compliant curb ramps are installed at each intersection as part of the overlay or reconstruction project. If the City obtains dedicated funding for redevelopment work that includes complete removal and reconstruction of a section of pedestrian right of way, the City will ensure that the reconstructed sidewalk is accessible, subject to all available defenses. This work will be in addition to the work supported by the Advisory Committee Fund.

3. City Monitoring of New Permitted Development and Alterations

The City will monitor all permitted construction work approved after the effective date of this Transition Plan affecting the pedestrian rights of way to ensure that it conforms to the requirements set forth in this Transition Plan. In any location where an access feature required under the terms of this Transition Plan does not fully conform to access standards, and where the City claims that full compliance is not required due to any statutory defense, the City's explanation of its determination that full access is not required will be included and explained in the next Annual Report.

4. City Monitoring of Permitted Work to Existing Driveways

The City will monitor all permitted work for existing driveways. The City will not approve any permit to modify an existing driveway that would create an unreasonable cross-slope or worsen an existing cross-slope within the path of travel along pedestrian rights of way.

5. Sidewalk Maintenance Program

Under Susanville Municipal Code Chapter 12.20.031, property owners are currently required to maintain their sidewalks in such a way that they do not impede public access, pose a safety hazard, endanger persons or property, or interfere with public convenience. If repairs are required, the property owner can either do the work or hire a licensed contractor. When private property owners fail to fix problem sidewalks after being notified by the City, the City may make required repairs and place a lien on the property owner's lot or lots to recoup construction and administrative costs if applicable.

6. Preventative Efforts to Deter Movable Barriers

Subject to its discretionary authority under the provisions of California Government Code §818.2, the City will take reasonable steps to prevent or deter the placement of movable barriers on sidewalks, which may, but need not include conducting public information campaigns through mailers, providing community information, and utilizing other avenues of communication recommended by the Advisory Committee. The Advisory Committee may consult with the City's Code enforcement personnel to increase public awareness of issues related to access along the City's Pedestrian Rights of Way. The Advisory Committee may, at its discretion, recommend use of Advisory Committee Funds to promote increased awareness of disability access issues within the community.

7. Slurry Seal Requirement

The City will include in any slurry sealing work or cape sealing work it performs, a requirement to look for excessive build up which can create an inaccessible "lip" in the curb ramp area and will grind down any such lips subject to the City's claim that such work is subject to any statutory defenses.

VII. REPORTS AND MONITORING

1. Annual Report

At the conclusion of each fiscal year until the end of the compliance period, the City shall provide a report ("Annual Report") to the City Council describing the actual work done to implement this Transition Plan during the previous twelve months and a prospective plan of projects the City plans on undertaking to improve access to pedestrian rights of way in the upcoming year. The Annual Report will be completed within one hundred and twenty (120) days from the end of the fiscal year and will include:

- a. A summary or listing of all written complaints or requests for removal of particular barriers received since the prior report, including information specifying whether the City has taken action to remove the barrier.
- b. Summaries of work done to ensure access and/or remove access barriers in conjunction with asphalt overlay projects, projects completed with dedicated funds and projects completed with the Advisory Committee Fund.

- c. A list of all barriers, if any, for which the City asserts that it has a statutory defense excusing installation of a compliant curb ramp or removal of an access barrier. If the City asserts that it has a statutory defense that limits its ability to remove a barrier or to install a curb ramp that meets all current standards, the City will include in the report a written statement by the Assistant City Engineer (or designee) providing the reasons for reaching that conclusion. To the extent that the City claims that installation of a fully compliant curb ramp or removal of an existing barrier would be an undue burden, the written statement will include his or her consideration of all resources available from the Advisory Committee Fund and any other source of funding set forth in this Agreement as available for the removal of access barriers.
- d. Information regarding the removal of barriers along the pedestrian rights of way from the Assistant City Engineer.
- f. Information describing efforts made by the City or Advisory Committee to leverage additional programs or funding sources to install compliant curb ramps or remove access barriers in the pedestrian rights of way.
- g. Information regarding efforts at community outreach, and any action being taken as a result of such community outreach.
- h. Information documenting all barrier removal efforts accomplished in conjunction with Third Parties (such as utility companies).
- i. A prospective plan of projects for the upcoming year based on the priority recommendations of the City's ADA Advisory Committee; and approved by the Assistant City Engineer or designee.
- j. A Monitoring Report, as described below, for the first three years of the Compliance Period.

2. **Monitoring Report**

The City of Susanville will utilize a Registered Professional Civil Engineer who is either employed by the Public Works Department or designated by the Director of Public Works ("The Director") to monitor the City's compliance with this Transition Plan for a period of three years from the date of execution. The Engineer will annually inspect 8-10% of the locations within the pedestrian rights of way at which barriers have been removed to ensure that such barrier removal is completed properly within acceptable tolerances. Such inspections will determine whether there are remaining barriers at sites that were identified as having all barriers removed, or whether barrier removal work was completed properly. The Engineer will annually produce a report ("Monitoring Report") containing his or her findings to the City. The Monitoring Report may be prepared in conjunction with or as part of the Annual Report at the discretion of the Assistant City Engineer.

VIII. ACCOMMODATION AND GRIEVANCE

1. **Requesting an ADA Accommodation**

The request for accommodation should be made and include the name, address and telephone number of the individual requesting the accommodation (see Attachment 2 for Request for Accommodation Form). The request should contain the location of the program, service, activity or facility where the accommodation is required and a description of why the accommodation is needed.

Complete the form and submit it to:

Right of Way Related Issues:

Assistant City Engineer
City of Susanville
720 South Street
Susanville, CA 96130
(530) 257-1041 (Telephone)
(530) 257-1057 (Facsimile)
publicworks@cityofsusanville.org

Non-Right of Way Related Issues:

City Clerk
City of Susanville
66 North Lassen Street
Susanville, CA 96130
(530) 252-5103 (Telephone)
(530) 252-1020 (FAX)
gmacdonald@cityofsusanville.org

Within fifteen (15) calendar days of the written request, the ADA Coordinator will respond to the individual requesting the accommodation with a copy of the original request and response to the City Clerk, City Administrator, and City Attorney. If the response by the ADA Coordinator does not satisfactorily resolve the issue, the individual making the request may file a formal grievance with the City Clerk. All requests for accommodation received by the ADA Coordinator will be kept by the City of Susanville Public Works Department for at least three (3) years.

2. **Filing an ADA Grievance**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of the disability in the provision of services, activities and programs by the City of Susanville.

Step 1: The Written Complaint

The complaint should be in writing and contain information about the alleged discrimination such as name, address and phone number of the complainant and location, date and description of the problem (see Attachment 3 for Filing an ADA Grievance Form). Alternative means of filing complaints will be made available for persons with disabilities upon request.

Contact the ADA Coordinator to request this information in an alternate format or the "Request for Accommodation" or "ADA Grievance" form. The complaint should be submitted by the complainant as soon as possible, but no later than ninety (90) calendar days after the alleged violation (or discovery thereof) to:

Right of Way Related Issues:

Assistant City Engineer, ADA Coordinator
City of Susanville
720 South Street
Susanville, CA 96130
(530) 257-1041 (Telephone)
(530) 257-1057 (Facsimile)
publicworks@cityofsusanville.org

Non-Right of Way Related Issues:

City Clerk
City of Susanville
66 North Lassen
Susanville, CA 96130
(530) 252-5103
(530) 252-1020
gmacdonald@cityofsusanville.org

Step 2: Meeting with the ADA Coordinator

Within fifteen (15) calendar days of the written complaint, the ADA Coordinator or City Clerk will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the ADA Coordinator or City Clerk will respond in writing or in a format accessible to the complainant. The response will explain the position of the City of Susanville and offer options for resolution of the complaint.

Step 3: Appeal to the Director of Public Works or City Administrator

If the response by the ADA Coordinator or City Clerk does not satisfactorily resolve the issue, the complainant may appeal the decision, within fifteen (15) calendar days after receipt of the response, to the Director of Public Works or an appointed representative. For non-Right of Way related issues, the appeal will be made to the City Administrator or appointed representative.

Within fifteen (15) calendar days after receipt of the appeal, the Director of Public Works, City Administrator or an appointed representative, will meet the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the Director of Public Works, City Administrator, or an appointed representative, will respond in writing or in a format accessible to the complainant of final resolutions to the complaint.

All written complaints received by the ADA Coordinator, or City Clerk will be kept by the City of Susanville for at least three (3) years. All appeals to the Director of Public Works or City Administrator, and responses from the City of Susanville, will be kept by the City for at least three (3) years.

3. Accommodation and Grievance Response

In responding to request(s) for structural improvement brought through the ADA Accommodation and Grievance process, the ADA Coordinator is limited to the funds in the Advisory Committee Fund. In the event that these allocated funds are insufficient or already spent, subsequent improvements will be prioritized and scheduled in subsequent fiscal years.

ATTACHMENT 1
SIDEWALK INSPECTION FORM

ATTACHMENT 2
REQUEST FOR ACCOMMODATION FORM



Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973

Request for Accommodation Form

Instructions: Please fill out this form completely, using black ink or typing. Sign and send it to the address at the bottom of the page. This form is available in alternate formats by request.

Reporting Individual:			
Name and Address:			
City, State, ZIP Code			
Telephone Number(s):	Home:	Business:	
Service, Program or Facility Requiring Accommodation:			
Name of Service/Program or Facility:			
Address:			
City, State, ZIP Code:			
Telephone Number:			
Date of Incident or Discovery:			
Describe the reason for requiring the requested accommodation (please feel free to use additional attachments as necessary):			
Action Taken (for Office Use):			Date of Action:
Signature of Reporting Individual:		Date:	

Please mail to: ADA Coordinator, City of Susanville, 720 South Street, Susanville, CA 96130

For Office Use: File No. _____ Date Received: _____ Received By: _____

ATTACHMENT 3
ADA GRIEVANCE FORM



Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973

ADA Grievance Form

Instructions: Please fill out this form completely, using black ink or typing. Sign and send it to the address at the bottom of the page. This form is available in alternate formats by request.

Reporting Individual:			
Name and Address:			
City, State, ZIP Code			
Telephone Number(s):	Home:	Business:	
Service, Program or Facility Alleged to be Discriminatory:			
Name of Service/Program or Facility:			
Address:			
City, State, ZIP Code:			
Telephone Number:			
Date of Incident or Discovery:			
Describe the way in which the service, program or facility is discriminatory (please feel free to use additional attachments as necessary):			
Action Taken (<i>for Office Use</i>):			Date of Action:
Signature of Reporting Individual:		Date:	

Please mail to: ADA Coordinator, City of Susanville, 720 South Street, Susanville, CA 96130

For Office Use: File No. _____ Date Received: _____ Received By: _____

Reviewed by:  City Administrator
 City Attorney

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Donation of surplus equipment

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has been made aware that the American Legion Eagle Lake Post #162 has need of a functional facsimile machine to assist with conducting the activities of their non-profit group. The American Legion was founded in 1919 as a non-profit Veterans organization, and since that time local posts have grown to a worldwide membership of over 2.4 million members. The service organization plays an active role in the support of the community, relying on active membership, participation and volunteerism. The organization belongs to the people it serves and is dedicated to the betterment of the citizens of Susanville. Staff has been working to prepare a list of obsolete equipment and items to designate as surplus, and believes it would be appropriate to donate a HP Laserjet facsimile machine to the American Legion Eagle Lake Post #162.

FISCAL IMPACT: None

ACTION REQUESTED: Motion approve donation of surplus equipment to American Legion Eagle Lake Post #162

ATTACHMENTS: None

AGENDA ITEM NO. 12A

Reviewed by: City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Jared G. Hancock, City Administrator

Action Date: December 4, 2013

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 13-5011 approving and authorizing Mayor to execute Memorandum of Understanding with the Susanville Peace Officer Association (SPOA) Bargaining Unit for Fiscal Year 2013-2015

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Attached for the City Council's approval is the 2013-2015 Memorandum of Understanding for the SPOA bargaining unit. Representatives from the Unit have met and negotiated the agreement and it has been amended to reflect the following changes:

1. Term: Two year contract effective July 1, 2013 through June 30, 2015
2. Salary: Increase salary matrix 12% effective Oct 11, 2013 and 2% effective July 1, 2014
3. Health Insurance: Lock in employee share
4. PERS Member Contributions: Legacy employees to pay the 9% Member Contribution Beginning Dec 7, 2013

FISCAL IMPACT: Increase in costs associated with increased wages and health insurance costs.

ACTION REQUESTED: Motion approving Resolution No. 13-5011 approving and authorizing Mayor to execute Memorandum of Understanding with the SPOA Unit for Fiscal Year 2013/2015

ATTACHMENTS:

- Resolution No. 13-5011
- Memorandum of Understanding - SPOA

SPOA Bargaining Unit MOU Modification Language

Original

10 **RETIREMENT**

A Sworn Personnel: The CITY shall make contributions for each eligible sworn employee under its existing retirement program to the Public Employees Retirement System as follows:

All of City share and all of Employee share for 3% at 50, single highest year. New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340 / PEPRA.

Modified

10 **RETIREMENT**

A Sworn Personnel: The CITY shall make its share of the contribution for each eligible sworn employee under its existing retirement program to the Public Employees Retirement System for 3% at 50, single highest year. Legacy members will be responsible for paying 9% member contribution effective December 7, 2013.

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

Modified

12 **HOLIDAYS**

B The holidays will be considered as a single block of time to be credited to the employee in the month they occur. This time is to be used in lieu of holidays. Holiday time will normally be taken in the month that the holiday occurs. However, the time at which the employee shall be granted holiday time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with requests that may be denied justified in writing to the requesting employee. The predominant factor considered will be the CITY's needs which may include, but not be limited to:

~~No holiday time shall be granted off if it requires a regular officer to be rescheduled to work that time period at the time and one-half rate.~~

Original

19 **HEALTH, DENTAL, VISION INSURANCE**

- A. Effective February 1, 2013 the City shall pay the cost of health, dental and vision insurance premium for each employee covered under this Offer up to \$957 per month under the current plan for the 2012-2013 fiscal year only. The City will continue to research options for the best cost effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method of providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. Any changes in the medical coverage or other benefits will be subject to the meet and confer process prior to implementation. If the insurance provider is changed and the cost is less than \$957 per month, per employee, the City shall cap the amount of its contribution to an amount not less than 100% of cost of the new plan.

Modified

19 **HEALTH, DENTAL, VISION INSURANCE**

- A. Effective July 1, 2013 the City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$25 per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. If the insurance provider is changed and the cost is less than \$957 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.
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RESOLUTION NO. 13-5011
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF
UNDERSTANDING WITH THE SUSANVILLE PEACE OFFICER ASSOCIATION
BARGAINING UNIT FOR FISCAL YEAR 2013/2014 AND 2014/2015

WHEREAS, the City of Susanville and representatives from the Susanville Peace Officer Association (SPOA) bargaining unit has negotiated labor agreements according to the requirements of the Meyers-Milias-Brown Act; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Susanville that the Memorandum of Understanding with the SPOA bargaining unit for the fiscal years outlined in the respective agreements are hereby approved.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 13-5011** was adopted at a regular meeting of the City Council of the City of Susanville held on the 4th day of December, 2013 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR THE
CITY OF SUSANVILLE
AND THE
SUSANVILLE PEACE OFFICERS ASSOCIATION

July 1, 2013 through and including June 30, 2015

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE(s)</u>
1	INTRODUCTION	1
2	EMPLOYEE RIGHTS	1
3	CITY RIGHTS	1
4	NON-DISCRIMINATION	2
5	UNIT RECOGNITION	2
6	UNIT DESCRIPTION	2
7	SALARY SCALE, MERIT STEP INCREASES AND PAY PERIOD	2
8	IRS SECTION 125 PLAN, DEFERRED COMPENSATION	3
9	UNIFORMS	3
10	RETIREMENT	3
11	WORK SCHEDULE	4
12	HOLIDAYS	5
13	OVERTIME	6
14	EMPLOYEE SICK LEAVE	7
15	MILITARY LEAVE	8
16	JURY DUTY	8
17	VACATION	8
18	FAMILY ILLNESS LEAVE	8
19	HEALTH, DENTAL, VISION, INSURANCE	9
20	LIFE INSURANCE	9
21	PROFESSIONAL DEVELOPMENT PROGRAM	9
22	PAST PRACTICES	10
23	GRIEVANCE/DISCIPLINE PROCEDURES	10
24	SOLE AGREEMENT	10
25	TERMS OF MEMORANDUM AND SIGNATURES	10
	Signature Page	11
	Exhibit "A"	12
	Exhibit "B"	13

1 **INTRODUCTION**

The City of Susanville, hereinafter called the CITY, and the Susanville Peace Officers Association, hereinafter called the ASSOCIATION, having met and conferred in good faith, have entered into this Memorandum of Understanding establishing wages, hours, and other terms and conditions of employment.

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

2 **EMPLOYEE RIGHTS**

Employees of the CITY of Susanville have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation.

As Public Safety Officers under California Law, the members of the Susanville Peace Officers Association are protected by the *PUBLIC SAFETY OFFICERS PROCEDURAL BILL OF RIGHTS* and are entitled to exercise the rights enumerated in California Government Code Sections 3302 through 3309, inclusive.

3 **CITY RIGHTS**

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

- 1 direct employees in the performance of their duties;
- 2 hire, promote, transfer, assign, and discipline employees;
- 3 dismiss employees because of lack of work, or in accordance with personnel rules and regulations;
- 4 determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions, or employees, assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work; and
- 5 take whatever action may be appropriate to carry out its mission in situations of emergency.

B In addition, the CITY specifically retains all the rights, subject to the provisions of this MOU, to take whatever actions and set whatever policies it deems appropriate.

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

4 **NON-DISCRIMINATION**

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

5 **UNIT RECOGNITION**

A Acknowledgment: The CITY agrees to acknowledge the Susanville Peace Officers Association as the only recognized employee organization representing the non-management employees itemized in Section 6 so long as said ASSOCIATION maintains the dues-paying membership of a majority of the employees within the unit as described within Section 6.

B Payroll Deduction/Dues: For those Unit employees itemized in Section 6, the CITY will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the ASSOCIATION upon voluntary, revocable, written authorization of the Unit employee in a manner complying with legal requirements. Written authorization forms will be provided by the CITY.

6 **UNIT DESCRIPTION**

This unit shall consist of all regular full-time or probationary employees of the CITY of Susanville's Police Department which are specifically enumerated below:

A **Sworn Unit Members**
Police Sergeant
Police Officer

7 **SALARY SCALE, MERIT STEP INCREASES AND PAY PERIOD**

Outlined below are the salaries for all employees covered under this MOU.

A Pay Period: Pay periods will conform to 26 pay periods within a full year with pay day occurring every other Friday.

B. Salaries:

i) For the period July 1, 2013 through June 30, 2015 shall be as shown in Exhibit "B" of the City of Susanville Global Range and Step Matrix.

C Merit Pay: In order to receive a salary step increase the employee shall demonstrate that they merit such increase as shown by the annual performance review. The performance review shall be rated "Meets job Requirements" or a numerical rating of 3.10 or above to qualify for merit increase.

D Longevity: When an employee has been at Step E for two years, he/she may according to merit, move to step F. If the employee remains in the same classification for two additional years he/she may according to merit go to Step G. Merit increases will not be automatic and will be based upon merit as evidenced by the most recent performance evaluation. Merit increases will be limited to one per fiscal year.

- E Performance Evaluations: If an employee is not given a job performance evaluation within sixty days of the employee's evaluation anniversary date, and there are no current counseling letters or pending disciplinary actions, it will be deemed that the employee was at a "meets" or "exceeds" performance level or higher at the time of the anniversary date and will be granted an appropriate increase, based on merit, retroactive to the anniversary date.
- F Speciality Pay: When an employee who is certified as a Field Training Officer is assigned to perform those duties, they shall receive a specialty pay of \$50 per week. Members who are Detectives or S.W.A.T. members shall receive an increase of 2.5%, effective November 1, 2004.

8 **IRS SECTION 125 PLAN, DEFERRED COMPENSATION**

- A The City agrees to establish an IRS Section 125 Plan for employees use.
- B The City will contribute \$65 per month as a contribution to an employees Section 125 plan; or
- C The City will match on a dollar for dollar basis contributions to a deferred compensation plan with a maximum contribution of \$65 per month.

9 **UNIFORMS**

- A The CITY shall provide each employee in this unit with a uniform allowance of \$450.00 each June and \$450.00 each December of this MOU . The allowance is for the purpose of purchase, maintenance and off-duty care of uniforms and associated gear and equipment.
- B There will be a one-time purchase by the CITY of a cold-weather coat and boots for each member of the Unit. All coats purchased shall be uniform in appearance. The maximum CITY expense shall be \$250.00 per employee, although that amount may be supplemented by the employee at the employee's discretion. New employees shall receive no more than \$350.00 for cold-weather coat and boots.

10 **RETIREMENT**

- A Sworn Personnel: The CITY shall make its share of the contribution for each eligible sworn employee under its existing retirement program to the Public Employees Retirement System for 3% at 50, single highest year. **as follows: Legacy members will be responsible for paying 9% member contribution effective December 7, 2013.**

~~All of City share and all of Employee share for 3% at 50, single highest year.~~ New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340 / PEPRA.

11

WORK SCHEDULE

- A Work Period: The work period for this unit shall consist of fourteen (14) days with the work period beginning at midnight Friday and ending at midnight Friday within a 14-day work period.
- B Work Week: A 40-hour work week shall constitute a regular work schedule for this unit unless the needs of the CITY require an alteration of the schedule because of emergencies, budgetary reasons, or in order to accommodate temporary schedule adjustments. The needs of the CITY will be paramount when making assignments under the 40-hour work week.
- C Alternate Work Schedules: The Chief of Police may implement alternative work schedules he deems beneficial to the department.
- D In December 2004, an alternative work schedule was implemented and considered successful after a six months trial period. The alternative work schedule is:

207(k) Work Schedule Employees assigned to the 207 (k) 7/12 work schedule shall work three twelve hour workdays in one seven day period and four twelve hour workdays in the next seven day period. Overtime shall be paid after twelve hours worked per day and after eighty four hours worked per pay period. Supervisory staff may send an employee home any time in a fourteen day work period for a minimum of two hours, not to exceed four hours.

4/40 Work Schedule Employees shall work eight ten hour days in a fourteen day work period, in a four and four configuration. Overtime shall be paid after ten hours worked per day and after eighty hours per pay period.

12

HOLIDAYS

- A The holidays listed in the Employee Manual will be recognized as eight (8) hour holidays during the period of this Offer. When holidays will be celebrated by this unit shall be specified each July by the City Administrator.
- B The holidays will be considered as a single block of time to be credited to the employee in the month they occur. This time is to be used in lieu of holidays. Holiday time will normally be taken in the month that the holiday occurs. However, the time at which the employee shall be granted holiday time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with requests that may be denied justified in writing to the requesting employee. The predominant factor considered will be the CITY's needs which may include, but not be limited to:

~~No holiday time shall be granted off if it requires a regular officer to be rescheduled to work that time period at the time and one-half rate.~~

No holiday time shall be granted off if an officer/sergeant has to be called back from a scheduled vacation or is attending school. Total number of hours credited to each employee of this unit will be the 14 holidays listed in paragraph A. Requests for holiday time may be made at any time to the supervising officer, but in a reasonable time to provide a written response if conditions require a denial.

Employees will be expected to take holiday leave whenever possible, however unused holiday leave up to a maximum of 50 hours will be reimbursed at regular pay rates during the pay period closest to June 30 and up to a maximum of 50 hours will be reimbursed at regular pay rates during the pay period closest to December 31 each year.

It should be understood that should an individual terminate employment with unused Holiday Time, no compensation will be granted for the unused holiday time. It should be understood that if individuals have exhausted all of the Holiday Time prior to June 30th and the individual terminates employment after Holiday Time is exhausted, no pro-rated Holiday Time will be deducted from the final paycheck.

13

OVERTIME

- A The CITY agrees that all hours worked in excess of forty (40) hours per week, or eight (8) hours per day, including vacation time and sick leave time, or hours worked on a holiday designated in Section 12, will be counted as hours worked, and shall be compensated for at a rate of 1.5 times the regular rate of pay. Employees who have a regular day off on a holiday will receive double time if called in to work on that holiday.
- B The assignment of overtime will be at the CITY'S sole discretion and scheduled by supervisory personnel. However, the CITY shall endeavor to select, from among those employees who are qualified, those individuals who wish to work overtime.
- C The CITY shall have the right to require employees to work whenever necessary.
- D Call-back pay: Should an employee be required to make a court appearance outside of his/her regularly scheduled shift, or an off-duty day, said employee shall be compensated a minimum of four (4) hours at the straight time rate. Hours in court in excess of four (4) hours shall be compensated at time and one-half (1.5). An employee who is scheduled to make a court appearance outside his/her regularly scheduled shift, or on an off-duty day where the appearance is canceled shall receive 2 hours of regular pay if they are notified of court cancellation after 1700 the day before appearance is scheduled. An employee required to appear for duty after leaving the work site at end of shift, other than court, shall be compensated a minimum of two (2) hours at 1.5 times employee's regular rate of pay.
- E The CITY shall grant either pay for overtime pursuant to Section 13.A. or compensatory time off at the rate of 1.5 times the number of overtime hours

worked. The time at which the employee shall be granted compensatory time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with requests that may be denied justified in writing to the requesting employee.

No compensatory time shall be granted off if it requires a regular officer to be re-scheduled to work that time period at the time and one-half rate.

No compensatory time shall be granted off if an officer/sergeant has to be called back from a scheduled vacation or is attending school.

Requests for compensatory time off may be made at any time to the supervising officer, but in a reasonable time to provide a written response if conditions require a denial.

No employee shall accrue more than 240 hours of compensatory time off. Employee may request a cash payment of up to 80 hours per fiscal year to be issued by separate check. Such check(s) may only be issued on a quarterly basis within the months of September, December, March and June with a minimum increment of ten (10) hours of compensatory time accrued.

Employees with accruals in excess of 240 hours as of July 1, 1996 shall not accrue any additional compensatory time hours until they reduce their accrual to below 240 hours. Such employees shall reduce their compensatory time accruals to 240 hours.

Where any of the above section E is found to be inconsistent with DBL guidelines, the guidelines shall be used.

- F Notwithstanding the above, a shift trade between two employees to work the other's shift, which does not add to department costs for overtime pay or compensatory time, shall be allowed provided reasonable advance notice is provided to the approving supervisor.

14 **EMPLOYEE SICK LEAVE**

- A Employees within this unit will accrue 3.69 hours sick or accident allowance for each full pay period of employment, up to a total of ninety-six (96) hours allowance per calendar year, unlimited accumulation.
- B Benefits shall be payable commencing the first day of absence due to the employee's sickness or accident.
- C Sick leave benefits are payable only for an employee's regularly scheduled work days on which he or she is off as a result of the employee's illness or accident.
- D The employee may be required, at the discretion of the CITY Administrator or the CITY Administrator's authorized representative, to furnish a doctor's certificate, or other satisfactory proof of illness or accident, after three (3) days of absence. If

the employee is suspected of abusing his sick leave privileges, said requirement may be imposed after any length of absence. The CITY Administrator, or the CITY Administrator's authorized representative, may terminate or withhold said benefits if the employee fails to furnish satisfactory and non-falsified proof of illness or accident.

E Under the Public Employees Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to each employee of this unit upon retirement and in accordance with the rules and regulations of PERS.

F Upon retirement from the City unused sick leave shall be capitalized at 50% of current hourly salary. This fund may be used to pay one-half of monthly health insurance premiums.

15 **MILITARY LEAVE**

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

16 **JURY DUTY**

While serving on Jury Duty, employees will still be paid by the CITY, on the basis of a forty (40) hour week at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

17 **VACATION**

A Employees in this Unit shall earn vacation credit as set out in the Employee Manual.

B In order that employees obtain the maximum benefit for themselves, each vacation should be taken in a single period, if possible. It is desirable that vacations not be split to less than one calendar week.

C Vacation schedules will be arranged to avoid the necessity of work stoppage, slowing down of work, or need for additional help.

D The time at which the employee shall be granted a vacation is at the sole discretion of the Department Head. The employee's preference will be taken into account as far as possible. The predominant factor to be considered will be the CITY's needs. When possible, a vacation request should be submitted at least seven days in advance.

E Subject to the provisions of Section 17.D. above, vacation will be taken in accordance with departmental seniority regardless of classification or job assignment. For vacation scheduling purposes, departmental seniority shall be defined as full-time police department peace officer employment with no break in service.

18 **FAMILY ILLNESS LEAVE**

An employee shall be entitled to the use of up to five (5) days of accumulated sick leave in any one (1) calendar year for the purpose of providing personal care, attendance, and compassion to a member of the employee's household, or immediate family, who is suffering from an illness. However, the necessity for the employee's presence may, at the discretion of the CITY Administrator and/or his authorized agent, be required to be verified by a doctor's certificate. The CITY shall have the authority to approve additional sick leave to be used for family sick purposes on a case-by-case basis where circumstances are justified by critical need.

For the purpose of this article, a member of the employee's immediate family is a spouse, mother, father, brother, sister, child, grandparent and grandchild of such employee, or spouse, and any family member residing in the house of the employee.

19 **HEALTH, DENTAL, VISION INSURANCE**

A. **Effective July 1, 2013 the City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$25 per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. If the insurance provider is changed and the cost is less than \$957 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.**

B. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement, if allowed under the current plan.

20 **LIFE INSURANCE**

The City shall provide term life coverage in the amount of \$40,000 (\$15,000 with Health Coverage and \$25,000 additional) for each employee for the term of this contract.

21 **PROFESSIONAL DEVELOPMENT PROGRAM FOR SWORN EMPLOYEES**

A Purpose: The purpose of the CITY of Susanville Police Department Professional Development Program is to increase and maintain high levels of professionalism among Police Officers in order to attain a superior quality of police service for the community, and to better equip individual Police Officers for handling complex and difficult social and community problems characteristic of modern society. Thus, the program is intended to more effectively prepare both new recruits and experienced officers to cope with the changing role of the Police Officer in today's community through broadening of his educational background and exposure.

B General Provisions: Upon receiving a degree, and/or an appropriate level certificate issued by the California Commission on Peace Officers' Standards and

Training (POST), a salary increase based on the attached schedule will be permanently added to the officer's base pay. In order to receive the educational incentive, an officer must have satisfactorily completed appropriate course requirements, with a grade average of "C" or better, in college course work.

C Eligibility Requirements: To be eligible for participation in the program, Police Officers must have met the following requirements:

- 1 Each applicant must have satisfactorily completed the entry-level probationary period, and have attained regular status.
- 2 Applicants must be classified as Police Officer or Police Sergeant.
- 3 Each Police Officer, who plans to participate in the program, must advise the CITY Administrator, through the Chief of Police, on the appropriate forms.
- 4 The Police Officer must have received a degree from an accredited college, or university, and have been in a program which leads to an Associate or Bachelor's Degree in Police Science, Public Administration, or an approved closely related field.

D Program Incentive: Upon completion of each degree level requirement (or equivalent requirements for the AA Degree for those pursuing a Bachelor's Degree and/or the required POST Certificate) and submittal of the necessary forms, the appropriate salary incentive will be added to the permanent base pay for the Officer such that, upon completion of the Associate or Bachelor Degree and/or completion of the appropriate POST Certificate, an Officer can receive a permanent pay increase of 2.5% or 5%, respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirement at each level.

Upon receiving a degree or appropriate certificates issued by POST, a permanent increase will be added to the base pay:

BASE SALARY	BASE + 2.5% REG FULL-TIME	BASE + 5% REG FULL-TIME
	AA or AS Degree or Intermediate POST	BA or BS Degree Advanced POST

Incentive pay based on POST certificates will be retroactive to the date of application as certified by the Chief of Police.

E Responsibilities and Duties: Each Officer participating in the program is responsible for informing the Chief of Police and the CITY Administrator of his degrees and/or certificates from POST. Officers are responsible to handle all matters pertaining to the college or university and are required to have academic transcripts and records of achievement submitted through the Police Chief. Keeping in mind that the purpose of the program is to encourage the professional development of the Susanville Police Department, through attainment of higher education, each Officer participating in the program should commit himself to

work as quickly as feasible toward completion of the requirements of the degree sought.

- F. Continuing Education: The City will reimburse employees for the cost of books and tuition, not to exceed \$700 per calendar year for job related training with an intended goal (that has received approval of the Police Chief and the City Administrator prior to enrollment) upon successful completion of each course with a passing grade. There will be no overtime pay granted to attend training, nor will there be travel and subsistence pay.

22 **PAST PRACTICES**

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

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

23 **GRIEVANCE/DISCIPLINE PROCEDURES**

Grievance and Discipline policies and procedures may be found in the Employee Handbook.

24 **SOLE AGREEMENT**

- A The policies collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.
- B If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only if, and when, reduced to writing and executed by the authorized representatives of the CITY and the ASSOCIATION. Any such changes validly made shall become a part of this MOU and subject to its terms.
- C The waiver of any breach or condition of this MOU by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.
- D In the event that any of the policies contained in this MOU should be declared by a court of competent jurisdiction to be unenforceable, or illegal, that policy, or set of policies, shall be declared void. However, this action shall in no way invalidate the remaining policies contained in this MOU.

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

25 **TERMS OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, **2013** through and including June 30, **2015**, or until a successor agreement is reached, unless a specific provision provides for a different commencement and/or termination date.

The provisions of this MOU shall not be altered, amended or added to except by the mutual written agreement of the CITY and the ASSOCIATION. Either party may request the other to consider changes in provisions of the MOU: such request shall be in writing. Neither party is, however, obligated to agree to re-initiate the Meet and Confer process unless specific provisions of the Federal Fair Standards Act and/or health, Dental and Vision Insurance Plan are amended to impact or alter the provisions of this MOU.

Dated: _____

For the CITY of Susanville

For the Susanville Peace Officers Assoc.

Rod E. De Boer, Mayor

Steve Allen

Jared G. Hancock, City Administrator

Alan Inman, Representative

Mike Bollinger, Representative

Tom McEachern, Representative

ATTEST

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter Talia, City Attorney

Exhibit A

POLICE OFFICERS ASSOCIATION
Fiscal Year ~~2012-2013~~ **2013-2015**
Salary Range

<u>POSITION</u>	<u>RANGE</u>
Police Officer -- Base	136
Police Officer -- 2.5% Incentive	137
Police Officer -- 5.0% Incentive	138
Police Sergeant -- Base	143
Police Sergeant -- 2.5% Incentive	144
Police Sergeant -- 5.0% Incentive	145