CITY OF SUSANVILLE
66 N. Lassen Street • Susanville CA
Quincy McCourt, Mayor
Thomas Herrera, Mayor pro tem
Russ Brown • Mendy Schuster • Kevin Stafford

Susanville City Council

Regular Council Meeting • City Council Chambers

Wednesday, November 15, 2023 – 4:30 PM

CALL TO ORDER
ROLL CALL

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

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

3. **CLOSED SESSION:**
   A. PUBLIC EMPLOYMENT – pursuant to Government Code §54957
      1. City Administrator Evaluation

4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
   - *Reconvene in open session at 5:00pm*
   - *Pledge of allegiance*
   - *Invocation*
   - *Report any changes to agenda*
   - *Report any action out of Closed Session*
   - *Proclamations, awards or presentations by the City Council*
     - ***Tobacco Presentation***

5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
   Presentations are subject to a five-minute limit.

6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*

   6.A Minutes of the City Council's November 1, 2023 regular meeting.

   6.B Vendor and payroll warrants

7. **PUBLIC HEARINGS:**

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

   9.A Authorize the use of civic contribution funds / city council discretionary funds for Lassen

County Fair Grounds and Magical County Christmas.

9.B Consider appointment of Susanville Planning Commissioners.

9.C Consider Resolution No. 23-6256, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop street to Weatherlow Street Â and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

12.A City Project Priorities

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports

14. FUTURE COUNCIL ITEMS:

15. ADJOURNMENT:

- ***The next regular meeting of the Susanville City Council will be held on December 6, 2023 at 4:30PM.***

Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website www.cityofsusanville.net, unless there were systems problems posting to the website.

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

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for November 15, 2023 in the areas designated on November 9, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: November 15, 2023

SUBJECT: Minutes of the City Council's November 1, 2023 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's November 1, 2023 regular meeting

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the minutes from the November 1, 2023 regular meeting.

ATTACHMENTS:
231101.min.draft.pdf

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, NOVEMBER 1, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:
Moved by Stafford; seconded by Schuster to approve.
Motion Carried: 3 - 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3. CLOSED SESSION:
The City Council convened in Closed Session at 4:30 p.m. to discuss the following:
A. CONFERENCE WITH LABOR NEGOTIATIORS – pursuant to Government Code §54957.6
1. Firefighter Unit

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

The Pledge of Allegiance and Invocation was provided.

Dan Newton, City Administrator, stated that the Council met in closed session to discuss the above-mentioned items, that direction was provided to staff but no reportable action was taken.

Mayor McCourt offered a Proclamation for Veteran's Day.

5. BUSINESS FROM THE FLOOR:
Alice Allison, Sacred Heart Church, requested permission for a street closure for a procession on December 10, 2023.

Jim McCarthy, public, stated his appreciation with the Council recognizing Veteran's Day. However, he added that the no parking barricades placed on the sidewalk five days prior to the Safe n 'Sane event hurt no less than three local businesses even if they are not in attendance to talk about it and requested that those signs not be placed until absolutely necessary.

Joseph Phan, public, proposed strobe lights be placed on crosswalk signs to assist pedestrians safely cross Main Street.

6. CONSENT CALENDAR:
Moved by Schuster; seconded by Stafford to approve.
Motion Carried: 3 - 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

6.A Minutes of the City Council's October 18, 2023 regular meeting.
Motion to waive the reading of and approval to receive and file the City Council's October 18, 2023 regular meeting.
231018.min.draft.pdf

6.B Vendor and payroll warrants.
Motion to receive and file.
9-28-23.pdf
9-29-23.pdf
10-04-23.pdf
10-13-23.pdf
10-18-23.pdf
10-19-23.pdf

6.C Approve appointment of Susanville Municipal Airport Commissioners.
Motion to approve the appointment of William Heyland and Paul Clark for an additional term on the Susanville Municipal Airport Commission.
SMAC Clark Letter of Interest.pdf
SMAC Heyland Letter of Interest.pdf

7. PUBLIC HEARINGS:

7.A Public Hearing to receive comments on the Community Development Block Grant Program-Coronavirus Response Rounds 2 and 3 Grant Project 20-CDBG-CV2-3-00047 City of Susanville Emergency Services Grant activity completion.

Receive public comment on grant project completion. No formal City Council action required.

Jolene Arredondo, Assistant the City Administrator, provided information on the grant and requested comments or questions on the grant as part of the closeout process.

Public Hearing opened and closed at 5:19 p.m. with no comments.

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: The Land Acknowledgment Statement and the city's Mission Statement were provided.

9. NEW BUSINESS:

9.A Consider **Resolution No. 23-6251,** authorizing the Public Works Director to sign a contract with Tholl Fence Inc. of Sparks, Nevada for the installation of a security fencing around the Cady Springs Water Tank and authorize the Finance Director to adjust the Water Division budget as necessary.

Bob Godman, Public Works Director, offered an explanation of the item and requested approval of Resolution No. 23-6251.

Mr. Newton requested the addition of language to allow Mr. Godman authority to approve change orders up to 10% to which the council agreed.

23-6251.pdf
Quote Tholl Fence Inc. Cady Tank

Motion to approve Resolution No. 23-6251, authorizing the Public Works Director to sign a contract with Tholl Fence Inc. of Sparks, Nevada for the installation of a security fencing

around the Cady Springs Water Tank and authorize the Finance Director to adjust the Water Division budget as necessary.
Moved by Schuster; seconded by Stafford to approve with the addition of language as requested by Mr. Newton.
Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

9.B Consider **Resolution No. 23-6252,** approving the closure of Main Street from Cottage Street to Weatherlow Street on Saturday, December 2, 2023, from 4:00pm to 7:00pm in support of the Lassen County Chamber of Commerce Annual Magical Country Christmas Celebration.

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6252.

Kelly Ackley, Chamber of Commerce, added that new sponsors are needed as the cost of fireworks have increased as well as requesting the waiver of additional fees.

Mayor McCourt inquired as to whether or not the city budgets for this.

Mr. Newton stated that there is a Civic Contribution budget allotted to each Council Member that they can choose to put towards the event. He also added that there are also the fire fees, etc... that are charged to everyone, and he wants to ensure that everyone is charged the same fees.

Alice Allison, public, requested the city add to and update their Christmas decorations.

Chamber letter of request_2023.pdf
23-6252.pdf

Motion to approve Resolution No. 23-6252, approving the closure of Main Street from Cottage Street to Weatherlow Street on Saturday, December 2, 2023, from 4:00pm to 7:00pm in support of the Lassen County Chamber of Commerce Annual Magical Country Christmas Celebration.
Moved by Stafford; seconded by Schuster to approve.
Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

9.C Consider **Resolution No. 23-6253**, approving and adopting the revised 2020 Urban Water Management Plan and Water Shortage Contingency Plan.

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6253.

23-6253.pdf
2020UWMP_Rev20231101.pdf

Motion to approve Resolution No. 23-6253, approving and adopting the revised 2020 Urban Water Management Plan and Water Shortage Contingency Plan.
Moved by Schuster; seconded by Stafford to approve.

Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

9.D Consider **Resolution No. 23-6254,** supporting the Thanksgiving Turkey Trot event on Thursday, November 23, 2023, and approving the closure of Riverside Drive from Alexander Avenue to Fairfield Street from 8:00 PM to 10:00 PM

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6254. However, he mentioned the event is from 8:00am to 10:00am.

23-6254.pdf
COS_TurkeyTrot2023.pdf

Motion to approve Resolution No. 23-6254, supporting the Thanksgiving Turkey Trot event on Thursday, November 23, 2023, and approving the closure of Riverside Drive from Alexander Avenue to Fairfield Street from 8:00 PM to 10:00 PM
Moved by Schuster; seconded by Stafford to approve.
Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

9.E Consider **Resolution No. 23-6255**, terminating Airport Ground Lease with Karl and William Gratriex and approving new Airport Ground Lease Agreement with Nicholas and Nicole Dominguez and Lennard and Beverly Patton for Hangar #36 at the Susanville Municipal Airport

Mr. Godman offered an explanation of the item and requested approval of Resolution No. 23-6255, but requested the term be for a period of 10 years based on the owner's request.

Nick Dominguez inquired if there would be an adjustment to the rate as it appeared to be much higher than anticipated at $1.09 per square foot.

Mr. Newton stated that staff could look into the rate to ensure it is accurate and suggested the approval subject to confirmation of said rate.

23-6255.pdf
Bill of Sale_Gratriex_Dominguez_Patton.pdf
Ground Lease #36_Dominguez_Patton.doc

Motion to approve Resolution No. 23-6255, terminating Airport Ground Lease with Karl and William Gratriex and authorize Mayor to execute an Airport Ground Lease Agreement with Nicholas and Nicole Dominguez and Lennard and Beverly Patton.
Moved by Schuster; seconded by Stafford to approve subject to confirmation that the rate presented in the agreement is correct.
Motion Carried: 3- 0
Voting For: McCourt, Stafford, Schuster
Voting Against: None
Absent: Herrera, Brown

10. <u>SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY</u>: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS: No business.

13. CITY ADMINISTRATOR'S REPORTS:
13.A Department Reports

Tom Hernandez, Acting Fire Chief, stated that community members will start seeing fire safety items on their Facebook page.

Mayor McCourt requested that those items shared by the Fire Department be shared on the SeeClickFix App as well.

Mr. Newton announced that, as of 5:00 p.m. tonight, Chief Ryan Cochran has officially retired and introduced Captain Mike Bollinger as Acting Police Chief.

Acting Chief Bollinger thanked C&S Waste for all of their support with the Safe 'n Sane event as well as providing some additional updates in the department.

Chandra Jabbs, Finance Director, provided information on items happening in the Finance Department as well as an update on the current recruitment within the department.

Heidi Whitlock, City Clerk, provided an update on items related to the City Clerk’s office.

Ms. Arredondo also wanted to give C&S credit for their assistance with the Leaf Program.

Mr. Newton recognized the Chamber of Commerce for their efforts to take on the uptown events.

14. FUTURE COUNCIL ITEMS:
14.A Future Council Items

Mr. Newton provided an explanation of this item and requested Council direction.

Council Member Schuster requested an item on the next agenda to use her remaining funds, if any, to assist the Chamber with the fireworks.

231101 Podium Items.pdf

15. **ADJOURNMENT:** Adjourn at 5:43 p.m.

____
Quincy McCourt, Mayor

Respectfully submitted by:

____
Heidi Whitlock, City Clerk

AGENDA ITEM NO. 6.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Alicia Cordova, Administrative Services
Action Date:	November 15, 2023
SUBJECT:	Vendor and payroll warrants
PRESENTED BY:	Chandra Jabbs, Finance Manager
SUMMARY:	Warrants dated October 21, 2023 through November 3, 2023 numbered 219652-219718.
FISCAL IMPACT:	Accounts Payable vendor warrants totaling $293,394.86, plus $235,000.20 in payroll warrants, for a total of $528,395.06.
ACTION REQUESTED:	Motion to receive and file

ATTACHMENTS:
10-26-23.pdf
10-31-23.pdf
11-02-23.pdf

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
10/23	10/26/2023	219652	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5502802639	1	7110-430-42-46	SUPPLIES-GENERAL	413.72	413.72
10/23	10/26/2023	219652	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5502802639	2	7401-430-62-46	SUPPLIES-GENERAL	248.23	248.23
10/23	10/26/2023	219652	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5502802639	3	2007-431-20-46	SUPPLIES-GENERAL	165.48	165.48
Total 5502802639:										827.43	827.43
10/23	10/26/2023	219653	10846	AQUA-TECH COMPANY	WATER CLEANING & INSPECTI	CAL-6354	1	7110-430-42-43	PROFESSIONAL SVCS	20,600.00	20,600.00
Total CAL-6354:										20,600.00	20,600.00
10/23	10/26/2023	219653	10846	AQUA-TECH COMPANY	WATER CLEANING & INSPECTI	CAL-6355	1	7110-430-42-43	PROFESSIONAL SVCS	3,250.00	3,250.00
Total CAL-6355:										3,250.00	3,250.00
10/23	10/26/2023	219654	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980142268	1	1011-452-20-44	LINEN SERVICES	7.48	7.48
10/23	10/26/2023	219654	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980142268	2	7620-430-10-44	LINEN SERVICE	48.23	48.23
Total 5980142268:										55.71	55.71
10/23	10/26/2023	219654	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980142269	1	2007-431-20-44	LINEN SERVICE	62.07	62.07
10/23	10/26/2023	219654	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980142269	2	7620-430-10-46	SUPPLIES-JANITORIAL	1.99	1.99
10/23	10/26/2023	219654	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980142269	3	7401-430-62-44	LINEN SERVICES	9.17	9.17
Total 5980142269:										73.23	73.23
10/23	10/26/2023	219654	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980142270	1	7401-430-62-44	LINEN SERVICES	84.16	84.16
Total 5980142270:										84.16	84.16
10/23	10/26/2023	219655	10390	AUTOZONE PARTS INC	REPAIR & MAINT-GAS	4015409475	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	24.16	24.16
10/23	10/26/2023	219655	10390	AUTOZONE PARTS INC	REPAIR & MAINT-STREETS	4015409475	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	24.15	24.15
10/23	10/26/2023	219655	10390	AUTOZONE PARTS INC	REPAIR & MAINT-WATER	4015409475	4	7110-430-42-44	REPAIR AND MAINTENANCE-VE	24.15	24.15
Total 4015409475:										72.46	72.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/23	10/26/2023	219656	98	CALIFORNIA ASSOCIATI	DUES AND MEMBERSHIP 11/23-	NOVEMBER2023	1	1010-422-10-48	DUES AND MEMBERSHIPS	177.00	177.00
Total NOVEMBER2023:										177.00	177.00
10/23	10/26/2023	219657	986	CARLSON'S TIRE PROS	TIRE REPAIRS-PW	96373	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	159.50	159.50
Total 96373:										159.50	159.50
10/23	10/26/2023	219658	10923	CITY MANAGEMENT ADV	ECONOMIC DEVELOPMENT DI	1	1	1000-465-10-43	PROFESSIONAL SVCS	13,500.00	13,500.00
Total 1:										13,500.00	13,500.00
10/23	10/26/2023	219659	148	COMPUTER LOGISTICS	23/24 FY COMPULOG CONTRA	84597	1	1000-417-10-43	TECHNICAL SVCS	5,480.00	5,480.00
Total 84597:										5,480.00	5,480.00
10/23	10/26/2023	219660	10925	CONWAY DATA LLC	ADVERTISEMENT	10124070	1	1000-465-10-45	ADVERTISING	2,600.00	2,600.00
Total 10124070:										2,600.00	2,600.00
10/23	10/26/2023	219661	156	CREATIVE FORMS & CO	TAX FORMS	120221	1	1000-415-10-46	SUPPLIES-GENERAL	388.78	388.78
Total 120221:										388.78	388.78
10/23	10/26/2023	219662	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET	047087	1	1000-417-10-43	TECHNICAL SVCS	95.00	95.00
Total 047087:										95.00	95.00
10/23	10/26/2023	219662	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	047137	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 047137:										40.00	40.00
10/23	10/26/2023	219662	10670	CURRENT ELECTRIC & A	115 N WEATHERLOW STREET S	047191	1	1011-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 047191:										99.00	99.00
10/23	10/26/2023	219662	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET	047263	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
10/23	10/26/2023	219662	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST	047263	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 047263:										88.00	88.00
10/23	10/26/2023	219663	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-PW	541747	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	249.37	249.37
Total 541747:										249.37	249.37
10/23	10/26/2023	219664	219	ED STAUB & SONS PETR	52.20 GAL UNLEADED GOLF CO	9818127	1	7530-451-52-46	GASOLINE	270.34	270.34
Total 9818127:										270.34	270.34
10/23	10/26/2023	219664	219	ED STAUB & SONS PETR	201.20 GAL PROPANE-GC	9820335	1	7530-451-52-46	PROPANE	466.78	466.78
Total 9820335:										466.78	466.78
10/23	10/26/2023	219664	219	ED STAUB & SONS PETR	42.33 GAL PROPANE-AIRPORT	9849098	1	7201-430-81-46	PROPANE	107.07	107.07
Total 9849098:										107.07	107.07
10/23	10/26/2023	219665	10916	EVERBANK N.A.	COPIER-PW	20402175	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	345.15	345.15
Total 20402175:										345.15	345.15
10/23	10/26/2023	219666	7161	EXPERIMENTAL AIRCRA	REIMBURSEMENT FOR AIRSHO	102423	1	7630-411-40-45	INS.AIRPORT AIR SHOW	410.50	410.50
Total 102423:										410.50	410.50
10/23	10/26/2023	219667	265	FRONTIER	257-3292 MUSEUM	3292 101023	1	1011-451-80-45	COMMUNICATION	115.82	115.82
Total 3292 101023:										115.82	115.82
10/23	10/26/2023	219667	265	FRONTIER	257-7098 NATURAL GAS	7098 100123	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98
Total 7098 100123:										85.98	85.98
10/23	10/26/2023	219668	1019	HONEY LAKE VALLEY RE	SUSAN RIVER 2023-2024-WATE	SUSANRIVER 23/24	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	1,027.00	1,027.00
Total SUSANRIVER 23/24:										1,027.00	1,027.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/23	10/26/2023	219669	10924	JEFFREY HEITHOFF	INDEPENDENT FEE ESTIMATE	53123	1	7201-430-81-43	TECHNICAL SVCS	2,330.00	2,330.00
Total 53123:										2,330.00	2,330.00
10/23	10/26/2023	219670	1399	KIRACK CONSTRUCTION	CDBG CV 2/3 00080 MEMORIAL	8344	1	2046-465-20-44	CONSTRUCTION SERVICES	75,883.57	75,883.57
Total 8344:										75,883.57	75,883.57
10/23	10/26/2023	219671	389	LASSEN COUNTY AUDIT	ANIMAL CONTROL 7/1/23-9/30/2	101623	1	1009-421-10-45	ANIMAL CONTROL CONTRACT	31,109.06	31,109.06
Total 101623:										31,109.06	31,109.06
10/23	10/26/2023	219671	389	LASSEN COUNTY AUDIT	DISPATCH SERVICES 7/1/23-9/3	101623.	1	1009-421-10-45	DISPATCH CONTRACT	80,491.85	80,491.85
Total 101623.:										80,491.85	80,491.85
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	099-260-026-000 PROPERTY TA	099260026000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	937.78	937.78
Total 099260026000 2023:										937.78	937.78
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-050-053-000 PROPERTY TA	101050053000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	640.04	640.04
Total 101050053000 2023:										640.04	640.04
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-270-025-000 PROPERTY TA	101270025000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	588.98	588.98
Total 101270025000 2023:										588.98	588.98
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-270-045-000 PROPERTY TA	101270045000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	535.44	535.44
Total 101270045000 2023:										535.44	535.44
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-270-046-000 PROPERTY TA	101270046000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	1,070.88	1,070.88
Total 101270046000 2023:										1,070.88	1,070.88
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-270-049-000 PROPERTY TA	101270049000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	588.98	588.98

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 101270049000 2023:										588.98	588.98
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-270-050-000 PROPERTY TA	101270050000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	1,820.52	1,820.52
Total 101270050000 2023:										1,820.52	1,820.52
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	101-270-051-000 PROPERTY TA	101270051000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	214.16	214.16
Total 101270051000 2023:										214.16	214.16
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	103-250-051-000 PROPERTY TA	103250051000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	60.92	60.92
Total 103250051000 2023:										60.92	60.92
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	103-250-052-000 PROPERTY TA	103250052000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	7,789.50	7,789.50
Total 103250052000 2023:										7,789.50	7,789.50
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	105-302-014-000 PROPERTY TA	105302014000 2023	1	1011-452-20-48	TAXES, FEES, PERMITS & CHA	56.88	56.88
Total 105302014000 2023:										56.88	56.88
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	105-331-013-000 PROPERTY TA	105331013000 2023	1	1011-452-20-48	TAXES, FEES, PERMITS & CHA	214.20	214.20
Total 105331013000 2023:										214.20	214.20
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	107-260-005-000 PROPERTY TA	107260005000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	30.38	30.38
Total 107260005000 2023:										30.38	30.38
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	107-260-028-000 PROPERTY TA	107260028000 2023	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	76.18	76.18
Total 107260028000 2023:										76.18	76.18
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-060-024-000 PROPERTY TA	116060024000 2023	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	1,723.02	1,723.02
Total 116060024000 2023:										1,723.02	1,723.02

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10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-150-004-000 PROPERTY TA	116150004000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	43.52	43.52
Total 116150004000 2023:										43.52	43.52
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-160-008-000 PROPERTY TA	116160008000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	450.90	450.90
Total 116160008000 2023:										450.90	450.90
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-180-004-000 PROPERTY TA	116180004000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	1,544.60	1,544.60
Total 116180004000 2023:										1,544.60	1,544.60
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-180-007-000 PROPERTY TA	116180007000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	234.50	234.50
Total 116180007000 2023:										234.50	234.50
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-180-047-000 PROPERTY TA	116180047000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	24.86	24.86
Total 116180047000 2023:										24.86	24.86
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-180-061-000 PROPERTY TA	116180061000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	21.70	21.70
Total 116180061000 2023:										21.70	21.70
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-190-001-000 PROPERTY TA	116190001000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	104.16	104.16
Total 116190001000 2023:										104.16	104.16
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-190-008-000 PROPERTY TA	116190008000 2023	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	21.72	21.72
Total 116190008000 2023:										21.72	21.72
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-230-005-000 PROPERTY TA	116230005000 2023	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	4,838.62	4,838.62
Total 116230005000 2023:										4,838.62	4,838.62
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-320-021-000 PROPERTY TA	116320021000 2023	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	69.36	69.36

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Total 116320021000 2023:										69.36	69.36
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-330-028-000 PROPERTY TA	116330028000 2023	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	88.30	88.30
Total 116330028000 2023:										88.30	88.30
10/23	10/26/2023	219672	401	LASSEN COUNTY TAX C	116-350-019-000 PROPERTY TA	116350019000 2023	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	12.54	12.54
Total 116350019000 2023:										12.54	12.54
10/23	10/26/2023	219673	572	QUILL CORPORATION	SUPPLIES-GAS	35142406	1	7401-430-62-46	SUPPLIES-GENERAL	30.30	30.30
10/23	10/26/2023	219673	572	QUILL CORPORATION	SUPPLIES-WATER	35142406	2	7110-430-42-46	SUPPLIES-GENERAL	30.30	30.30
Total 35142406:										60.60	60.60
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	POWER SPRAYER-GAS	519827	1	7401-430-62-46	SUPPLIES-GENERAL	6.52	6.52
Total 519827:										6.52	6.52
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	LOCK-PW	519961	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	50.64	50.64
Total 519961:										50.64	50.64
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	TOOLBOX-GAS	520057	1	7401-430-62-46	SUPPLIES-GENERAL	37.01	37.01
Total 520057:										37.01	37.01
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	FASTENERS-GAS	520062	1	7401-430-62-46	SUPPLIES-GENERAL	7.30	7.30
Total 520062:										7.30	7.30
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	BATTERIES-GAS	520069	1	7401-430-62-46	SUPPLIES-GENERAL	13.63	13.63
Total 520069:										13.63	13.63
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	520131	1	7110-430-42-46	SUPPLIES-GENERAL	27.06	27.06

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Total 520131:										27.06	27.06
10/23	10/26/2023	219674	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	520199	1	7110-430-42-44	REPAIR AND MAINTENANCE-FA	8.47	8.47
Total 520199:										8.47	8.47
10/23	10/26/2023	219675	9480	TAMCO CAPITAL CORPO	COMMUNICATIONS-FD	58473	1	1010-422-10-45	COMMUNICATIONS	205.20	205.20
Total 58473:										205.20	205.20
10/23	10/26/2023	219675	9480	TAMCO CAPITAL CORPO	COMMUNICATIONS-PW	58901	1	7620-430-10-45	COMMUNICATIONS	2,544.31	2,544.31
Total 58901:										2,544.31	2,544.31
10/23	10/26/2023	219676	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	942	1	1000-417-10-43	PROFESSIONAL SVCS	350.00	350.00
Total 942:										350.00	350.00
10/23	10/26/2023	219677	770	WESTERN NEVADA SUP	SUPPLIES- GAS	69982044	1	7401-430-63-47	VEHICLES	206.05	206.05
Total 69982044:										206.05	206.05
10/23	10/26/2023	219678	770	WESTERN NEVADA SUP	CDBG MERMORIAL PARK BATH	69959997	1	2046-465-20-46	SUPPLIES GENERAL	282.68	282.68
Total 69959997:										282.68	282.68
10/23	10/26/2023	219679	1192	ZAMORA'S TREE SERVIC	REMOVE TREE @ PLUMB STRE	425757	1	7620-430-10-43	PROFESSIONAL SVCS	600.00	600.00
Total 425757:										600.00	600.00
Grand Totals:										268,684.87	268,684.87

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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
10/23	10/31/2023	219682	728	U.S. POSTMASTER	UB BILLING GAS	103123	1	7401-430-62-46	POSTAGE	280.97	280.97
10/23	10/31/2023	219682	728	U.S. POSTMASTER	UB BILLING WATER	103123	2	7110-430-42-46	POSTAGE	545.41	545.41
Total 103123:										826.38	826.38
Grand Totals:										826.38	826.38

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
11/23	11/02/2023	219689	2	A-1 CHEMICAL INC	JANITORAL SUPPLIES-PARKS	1547445	1	1011-452-20-46	SUPPLIES-JANITORIAL	373.96	373.96
Total 1547445:										373.96	373.96
11/23	11/02/2023	219690	10930		REIMBURSE COMMUNITY DEP	103123	1	1000-2228-009	DEPOSITS-COMM CENTER RE	105.00	105.00
Total 103123:										105.00	105.00
11/23	11/02/2023	219691	9432	ALL SEASON HEATING	#0007 WOODSMOKE REDUCTI	102623	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
Total 102623:										5,000.00	5,000.00
11/23	11/02/2023	219692	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980144161	1	1011-452-20-44	LINEN SERVICES	7.48	7.48
11/23	11/02/2023	219692	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980144161	2	7620-430-10-44	LINEN SERVICE	48.23	48.23
Total 5980144161:										55.71	55.71
11/23	11/02/2023	219692	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	5980144162	1	7620-430-10-46	SUPPLIES-JANITORIAL	1.99	1.99
11/23	11/02/2023	219692	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980144162	2	2007-431-20-44	LINEN SERVICE	62.07	62.07
11/23	11/02/2023	219692	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980144162	3	7401-430-62-44	LINEN SERVICES	9.17	9.17
Total 5980144162:										73.23	73.23
11/23	11/02/2023	219692	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980144163	1	7401-430-62-44	LINEN SERVICES	84.16	84.16
Total 5980144163:										84.16	84.16
11/23	11/02/2023	219693	10390	AUTOZONE PARTS INC	SUPPLIES-FD	4015410151	1	1010-422-10-44	HYDRANTS- REPAIR & MAINTE	22.76	22.76
Total 4015410151:										22.76	22.76
11/23	11/02/2023	219694	9843	BADGER METER INC.	SUPPLIES-WATER	1614234	1	7110-430-42-46	SUPPLIES-GENERAL	1,615.02	1,615.02
Total 1614234:										1,615.02	1,615.02

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11/23	11/02/2023	219695	1116	CALIFORNIA BUILDING S	2ND QTR SPEC REV FUND SB 1	102723	1	1011-2205-006	DEPOSIT PAYABLE-SB 1473	133.20	133.20
Total 102723:										133.20	133.20
11/23	11/02/2023	219696	10927	CHRIS VILLERS	REFUND WATER DEPOSIT	10220700008	1	7110-2228-000	DEPOSITS-CUSTOMER	40.48	40.48
Total 10220700008:										40.48	40.48
11/23	11/02/2023	219697	161	CSK AUTO INC	BATTERY-STREETS	2740466053	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	169.38	169.38
Total 2740466053:										169.38	169.38
11/23	11/02/2023	219697	161	CSK AUTO INC	REPAIR & MAINT-GC	2740466057	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	40.02	40.02
Total 2740466057:										40.02	40.02
11/23	11/02/2023	219697	161	CSK AUTO INC	REPAIR & MAINT-GC	2740466418	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	33.54	33.54
Total 2740466418:										33.54	33.54
11/23	11/02/2023	219697	161	CSK AUTO INC	SPRAY PAINT-GAS	2740466691	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.30	8.30
11/23	11/02/2023	219697	161	CSK AUTO INC	SPRAY PAINT-WATER	2740466691	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.29	8.29
11/23	11/02/2023	219697	161	CSK AUTO INC	SPRAY PAINT-STREETS	2740466691	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	8.29	8.29
Total 2740466691:										24.88	24.88
11/23	11/02/2023	219697	161	CSK AUTO INC	CREDIT- STREETS	2740466758	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	22.00-	22.00-
Total 2740466758:										22.00-	22.00-
11/23	11/02/2023	219697	161	CSK AUTO INC	GREASE-GC	2740467532	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	9.19	9.19
Total 2740467532:										9.19	9.19
11/23	11/02/2023	219697	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740467667	1	7401-430-63-47	VEHICLES	245.68	245.68
Total 2740467667:										245.68	245.68
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740467679	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.69	13.69

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11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740467679	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	13.69	13.69
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740467679	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	13.69	13.69
Total 2740467679:										41.07	41.07
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740467760	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	23.51	23.51
Total 2740467760:										23.51	23.51
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740467762	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	15.68	15.68
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740467762	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	15.67	15.67
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740467762	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	15.67	15.67
Total 2740467762:										47.02	47.02
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740467837	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	18.04	18.04
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740467837	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	18.03	18.03
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740467837	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	18.03	18.03
Total 2740467837:										54.10	54.10
11/23	11/02/2023	219697	161	CSK AUTO INC	BATTERY-GAS	2740468729	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	118.85	118.85
Total 2740468729:										118.85	118.85
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740468896	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	114.27	114.27
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740468896	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	114.27	114.27
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740468896	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	114.27	114.27
Total 2740468896:										342.81	342.81
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740470045	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	73.22	73.22
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740470045	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	73.21	73.21
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740470045	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	73.21	73.21
Total 2740470045:										219.64	219.64
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740470166	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.35	13.35
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740470166	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	13.35	13.35

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11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740470166	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	13.34	13.34
Total 2740470166:										40.04	40.04
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-SNOW	2740470212	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	107.24	107.24
Total 2740470212:										107.24	107.24
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740470435	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	26.69	26.69
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740470435	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	26.69	26.69
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740470435	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	26.69	26.69
Total 2740470435:										80.07	80.07
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740470476	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.13	6.13
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740470476	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	6.13	6.13
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740470476	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.12	6.12
Total 2740470476:										18.38	18.38
11/23	11/02/2023	219697	161	CSK AUTO INC	CREDIT-SNOW	2740470519	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	43.82-	43.82-
Total 2740470519:										43.82-	43.82-
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-GAS	2740470744	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.60	3.60
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-WATER	2740470744	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.60	3.60
11/23	11/02/2023	219697	161	CSK AUTO INC	SUPPLIES-STREETS	2740470744	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.60	3.60
Total 2740470744:										10.80	10.80
11/23	11/02/2023	219697	161	CSK AUTO INC	U-JOINT-PW	2740470987	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	72.48	72.48
Total 2740470987:										72.48	72.48
11/23	11/02/2023	219697	161	CSK AUTO INC	REPAIR & MAINT-GC	2740471431	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	21.63	21.63
Total 2740471431:										21.63	21.63
11/23	11/02/2023	219698	194	DIAMOND SAW SHOP IN	MIX OIL-STREETS	19881	1	2007-431-20-46	SUPPLIES-GENERAL	32.15	32.15

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 19881:										32.15	32.15
11/23	11/02/2023	219699	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	100623	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	20.00	20.00
Total 100623:										20.00	20.00
11/23	11/02/2023	219700	219	ED STAUB & SONS PETR	318.10 GAL UNLEADED-GC	9857549	1	7530-451-52-46	GASOLINE	1,618.54	1,618.54
Total 9857549:										1,618.54	1,618.54
11/23	11/02/2023	219701	265	FRONTIER	021-0030-PD	0030 101023	1	1009-421-10-45	COMMUNICATIONS	537.09	537.09
Total 0030 101023:										537.09	537.09
11/23	11/02/2023	219701	265	FRONTIER	257-0315 AWOS AIRPORT	0315 101523	1	7201-430-81-45	COMMUNICATIONS	80.05	80.05
Total 0315 101523:										80.05	80.05
11/23	11/02/2023	219701	265	FRONTIER	257-5603 POLICE	5603 101023	1	1009-421-10-45	COMMUNICATIONS	60.02	60.02
Total 5603 101023:										60.02	60.02
11/23	11/02/2023	219702	10926		REFUND GAS DEPOSIT	10220500027	1	7401-2228-000	DEPOSITS-CUSTOMER	103.93	103.93
Total 10220500027:										103.93	103.93
11/23	11/02/2023	219703	10929		REFUND WATER DEPOSIT	10429150024	1	7110-2228-000	DEPOSITS-CUSTOMER	21.39	21.39
Total 10429150024:										21.39	21.39
11/23	11/02/2023	219704	10150		reimbursement mileage July-Sept	093023	1	1000-413-20-45	TRAVEL	48.73	48.73
Total 093023:										48.73	48.73
11/23	11/02/2023	219705	10810		REIM. FOR WORK PANTS	103123	1	7110-430-42-46	SUPPLIES-GENERAL	54.61	54.61
Total 103123:										54.61	54.61

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/23	11/02/2023	219706	9906		TR EX SACRAMENTO 11/5/23-11	101623	1	1009-421-10-45	TRAINING	862.50	862.50
Total 101623:										862.50	862.50
11/23	11/02/2023	219707	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-WATER	60400409346	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1,181.24	1,181.24
Total 60400409346:										1,181.24	1,181.24
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 102523	1	7530-451-52-46	ELECTRICITY	1,469.39	1,469.39
Total 122907 102523:										1,469.39	1,469.39
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE PUMP STATION	122910 102523	1	7530-451-52-46	ELECTRICITY	2,844.09	2,844.09
Total 122910 102523:										2,844.09	2,844.09
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 102523	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 122929 102523:										30.00	30.00
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE PUMP HOUSE	132052 102523	1	7530-451-52-46	ELECTRICITY	31.64	31.64
Total 132052 102523:										31.64	31.64
11/23	11/02/2023	219708	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 102523	1	7530-451-52-46	ELECTRICITY	506.30	506.30
Total 144281 102523:										506.30	506.30
11/23	11/02/2023	219708	437	LMUD	LITTLE LEAGUE AREA LIGHTS	3522 102523	1	1011-452-20-46	ELECTRICITY	74.53	74.53
Total 3522 102523:										74.53	74.53
11/23	11/02/2023	219708	437	LMUD	925 SIERRA RD SPORTS CTR	60453 102523	1	1011-452-20-46	ELECTRICITY	30.21	30.21
Total 60453 102523:										30.21	30.21
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE WINGFIELD CL	7394 102523	1	7530-451-50-46	ELECTRICITY	106.87	106.87

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 7394 102523:										106.87	106.87
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE CART BARN 2	7400 102523	1	7530-451-52-46	ELECTRICITY	43.35	43.35
Total 7400 102523:										43.35	43.35
11/23	11/02/2023	219708	437	LMUD	GOLF COURSE BARN 1 & 3	9312 102523	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 9312 102523:										30.00	30.00
11/23	11/02/2023	219709	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	40433	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	50.79	50.79
Total 40433:										50.79	50.79
11/23	11/02/2023	219710	9983	MODOC COUNTY RECOR	ADVERTISEMENT CDBG	78303	1	1000-417-10-45	ADVERTISING	132.00	132.00
Total 78303:										132.00	132.00
11/23	11/02/2023	219711	488	MORNING GLORY	SUPPLIES-STREETS	395952	1	2007-431-20-46	SUPPLIES-GENERAL	1,800.79	1,800.79
Total 395952:										1,800.79	1,800.79
11/23	11/02/2023	219712	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	174960	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	7.83	7.83
Total 174960:										7.83	7.83
11/23	11/02/2023	219713	10933		REFUND FACILITY RENTAL PAY	110123	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 110123:										75.00	75.00
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	519650	1	1011-424-20-46	SUPPLIES-GENERAL	35.05	35.05
Total 519650:										35.05	35.05
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	SUPPLIES-FD	520186	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	110.07	110.07
Total 520186:										110.07	110.07

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	SUPPLIES-FD	520192	1	1010-422-10-44	HYDRANTS- REPAIR & MAINTE	10.71	10.71
Total 520192:										10.71	10.71
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS	520196	1	2007-431-20-46	SUPPLIES-GENERAL	35.05	35.05
Total 520196:										35.05	35.05
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	FASTENERS- PARKS	520198	1	1011-452-20-44	MISC - REPAIR & MAINTENANC	19.51	19.51
Total 520198:										19.51	19.51
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	SMALL TOOLS-PARKS	520218	1	1011-452-20-46	SUPPLIES-SMALL TOOLS	20.45	20.45
Total 520218:										20.45	20.45
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	ADHESIVE-FD	520293	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	19.47	19.47
Total 520293:										19.47	19.47
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	FASTENERS-WATER	520322	1	7110-430-42-46	SUPPLIES-GENERAL	13.29	13.29
Total 520322:										13.29	13.29
11/23	11/02/2023	219714	76	SUSANVILLE ACE HARD	PAINT SUPPLIES	520487	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	17.13	17.13
Total 520487:										17.13	17.13
11/23	11/02/2023	219715	10931		DEPOSIT REIMB FOR COMMUN	103023	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00
Total 103023:										55.00	55.00
11/23	11/02/2023	219716	10932		CALAFCO CONFERENCE REIM	103123	1	8402-413-30-45	TRAVEL	1,443.94	1,443.94
Total 103123:										1,443.94	1,443.94
11/23	11/02/2023	219717	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	939	1	1009-421-10-44	CUSTODIAL	600.00	600.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 939:										600.00	600.00
11/23	11/02/2023	219717	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PW	946	1	7620-430-10-44	CUSTODIAL	300.00	300.00
Total 946:										300.00	300.00
11/23	11/02/2023	219718	10928		REFUND GAS DEPOSIT	10120650432	1	7401-2228-000	DEPOSITS-CUSTOMER	192.87	192.87
Total 10120650432:										192.87	192.87
Grand Totals:										23,883.61	23,883.61

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

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: November 15, 2023

SUBJECT: Authorize the use of civic contribution funds / city council discretionary funds for Lassen County Fair Grounds and Magical County Christmas.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Per the City's Civic Contribution Policy, Civic contributions are defined as financial contributions to events, individuals, charities, or other activities that provide a benefit to the community. Each councilmember is provided $1,000 annually, to be used at their discretion, upon majority vote of the council as voted on at a properly noticed council meeting. Councilmember Stafford requested that the City Administrator place an item on the agenda for the use of his discretionary fund allotment to purchase a picnic table for the Lassen County Fairgrounds. Additionally, Councilmember Schuster requested the use of her discretionary fund allotment to assist with the cost of fireworks for this year's Magical Country Christmas event.

Discretionary Funds Available:
Councilmember Schuster: $500
Councilmember Stafford: $1,000
Mayor McCourt: $1,000
Non-Discretionary Civic Contribution Funds Available: Approximately $4,500
Discretionary Funds Previously Allocated:
Councilmember Schuster: $500 (Homecoming Parade)
Councilmember Brown: $1,000 (Homecoming Parade)
Mayor Pro-Tem Herrera: $1,000 (Homecoming Parade)

FISCAL IMPACT: $1,000.00 for Magical Country Christmas Fireworks Sponsorship
$ 550.00 for Lassen County Fair Grounds - Picnic Table

ACTION REQUESTED: Motion to approve the use of civic contribution / discretionary funds as requested.

ATTACHMENTS:

doc03642320231103165451.pdf

PO Box 338 | 1516 Main Street | Susanville, CA 96130 | 530-257-4323 | Fax: 530-251-2561
www.lassencountychamber.org

Re: Magical Country Christmas Event

Dear Mr. Mayor and Council Members,

The Magical Country Christmas event began in 2005 as a means of bringing the community together to ring in the holiday season. The event is held annually on the first Saturday in December from 4:00pm – 7:00pm and includes Live Entertainment, Hot Toddy Walk, a Parade, Fireworks, and The Annual Christmas Tree Lighting. The event is always well attended with an average annual attendance estimated at 5000 people.

Lassen County Chamber of Commerce is looking for a Firework Sponsor for our 2023 Magical Country Christmas Event. As an event sponsor your Business will be recognized in advertising and will include an event poster with your logo. Sponsorship amounts this year are $250, $500, and $1000.

On behalf of the Lassen County Chamber of Commerce and the Magical Country Christmas Committee, thank you for taking the time to consider sponsoring this year's 2023 Magical Country Christmas Event. Your Sponsorship is tax deductible, for your records the Chamber's nonprofit ID # is 94-1542115.

We look forward to another successful event this year and appreciate your sponsorship.

Sincerely,

KAckley

Kelly Ackley
Executive Director
Lassen County Chamber of Commerce

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: November 15, 2023

SUBJECT: Consider appointment of Susanville Planning Commissioners.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: The Planning Commission performs many important functions on behalf of the City Council and is often responsible for providing recommendations related to the development, design, and growth of the city. The city has solicitated letters of interest for the terms of Commissioner Tony Ardito and Commissioner Rod DeBoer. Attached are letters of interest from both Commissioner Ardito and Commissioner DeBoer expressing their continued interest in serving the community as a Planning Commissioner. City Council authorization is required to renew both terms.

FISCAL IMPACT: Planning Commission stipend of $75.00 per month, included in annual budgets.

ACTION REQUESTED: Motion to ratify appointments to Planning Commission.

ATTACHMENTS:
Letter of Interest - DeBoer.pdf
Letter of Interest - Ardito.pdf

July 11, 2023

Heidi Whitlock
City Clerk
66 N. Lassen Street
Susanville, CA 96130

RE: Planning Commissioner Vacancy

Mrs. Whitlock;

I am writing you to express my interest in continuing to serve as a member for the City of Susanville Planning Commission. My background includes 38 years in law enforcement, United States Navy Veteran, Susanville City Council member for 17 years, 2 terms on the Lassen County Grand Jury, and 1 term as a Lassen County Transportation Commissioner. I strongly feel that I will continue to be a valued asset to the Planning Commission with my combined experiences and institutional knowledge of the City of Susanville. Thank you for your consideration.

Respectfully,

Rod DeBoer
Sgt/Mayor Retired

515 Nevada Street

Susanville, CA 96130

530-249-2352

Tony Ardito

City of Susanville

City Council, Dan Newton, Heidi Whitlock

66 N. Lassen Street

Susanville, CA 96130

Dear City of Susanville,

I am seeking a seat on the City of Susanville Planning Commission.

I would like to be considered to serve another term in the seat I currently hold that is expiring.

Sincerely,

Tony Ardito

515 Nevada Street

Susanville, CA 96130

530-249-2352

Tony Ardito

Lead Estimator

Crazy J's Concrete Inc.

2019 to Current

Responsible for bidding and managing construction projects for residential and commercial projects ranging from $1,000 to $3,000,000. I have worked in this field with several companies across northern California over the past 25+ years.

Correctional Sergeant

CDCR

1994-2000

Responsible for supervising other custody staff and the operations of the prison facility.

Reserve Deputy Sheriff

Nevada County Sheriff Department

1997-2004

Worked patrol shifts in Truckee, CA

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: November 15, 2023

SUBJECT:

Consider **Resolution No. 23-6256,** Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY:

City Council support is requested for the Sacred Heart Church's procession in honor of Our Lady of Guadalupe. For the event, the church requests permission to conduct a procession in honor of Our Lady of Guadalupe on Sunday, December 10, 2023. The church anticipates approximately 50 – 75 people to participate in this procession, which will include persons walking, a small parade float and Mexican dancers. This procession would begin at noon and take approximately twenty to thirty minutes. For the procession, the church has requested the closure of Nevada Street from N. Roop Street to Weatherlow Street and Union Street from North Alley to North Street.

FISCAL IMPACT:

Estimated cost of $370 for Public Works Department staff to close Nevada Street and Weatherlow Street.

ACTION REQUESTED:

Motion to approve Resolution No. 23-6256, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm.

ATTACHMENTS:

23-6256.pdf
Sacred Heart Request_2023.pdf

RESOLUTION No. 23-6256
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING SACRED HEART CHURCH PROCESSION IN HONOR OF OUR LADY OF GUADALUPE AND AUTHORIZING CLOSURE OF NEVADA STREET FROM N. ROOP STREET TO WEATHERLOW STREET AND UNION STREET FROM NORTH ALLEY TO NORTH STREET ON SUNDAY, DECEMBER 10, 2023, FROM 12:00 PM TO 1:00 PM

WHEREAS, City Council support is requested for the Sacred Heart Church's procession in honor of Our Lady of Guadalupe to be held on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm; and

WHEREAS, the event requires the closure of Nevada St. from N. Roop St. to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm for the event.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby supports the Sacred Heart Church's procession in honor of Our Lady of Guadalupe to be held on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm; and further authorizes the closure of Nevada Street from N. Roop Street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 10, 2023, from 12:00 pm to 1:00 pm

APPROVED:_______________________
Quincy McCourt, Mayor

ATTEST:_______________________
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of November 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____________________________
Margaret Long, City Attorney

City of Susanville
66 N Lassen St.
Susanville, CA 96130

3 October 2023

Subject: Request for Permission for a Procession by members of Sacred Heart Parish

Dear Sirs:

As in past years, Sacred Heart Catholic church wishes to conduct a short procession on SundayDecember 10, 2023 beginning at noon, in commemoration of Our Lady of Guadalupe.

The route will be the same as in past years, starting at N. Roop and Nevada Streets, turn left on to N. Weatherlow then on to church property. It should take about 20 minutes.

The participants will include persons walking, a small parade float and Mexican dancers.

Thank you in advance for your consideration. Please let me know if you have any questions,

A. Allison

Alicia H. Allison
Religious Education Coordinator
Sacred Heart Church

(530) 249-7342

AGENDA ITEM NO. 12.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: November 15, 2023

SUBJECT: City Project Priorities

PRESENTED BY: Dan Newton, City Administrator

SUMMARY:

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

Four (4) Priorities of City Council

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

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

The city posts a project priority list on the city's website and is attached for council's review and discussion. The list is not comprehensive but is representative of items to which the city is dedicating its staffing resources from a project standpoint.
Staff is seeking a discussion and possible direction.

FISCAL IMPACT: None

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:
231115_City_Priorities_List.docx

City of Susanville Work Priorities

November 15, 2023

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

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

Four (4) Priorities of City Council

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

Additional Priorities

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

Priorities of City Council and Additional Priorities

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code Updates and Policies
Public Facility Impact Fee: Self-Storage Analysis, Consultant Services Research, provide report	X				X		X		X
HUSA Survey: Conduct survey and provide report				X			X		
Purchasing Policy: Update and adopt					X		X		X
Master Sales Tax Agreement: Research, Develop, Develop Process, Project Schedule							X		
Title 10 (Parking Regulation): Updates					X		X		X
Water Rate Study	X				X				
Engineering and Traffic Survey of top 3 local roads					X				
Recruitments and Hiring: Air Quality Specialist, Assistant Engineer, Maintenance Worker I/II, PLHA CSO, Police Officer, FF I/FF II/FAE					X				

City of Susanville Work Priorities

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code Updates and Policies
GASB 87 Lease Requirements					X				
CDBG CV 2/3 Grant Memorial Park Bathroom Project					X		X	X	
SE Gateway: Landscaping Plan/Funding Assessment				X			X	X	
2021/2022 Audit	X				X				
General Plan Update: Research needs, research consultants and financial opportunities, and provide report	X			X	X		X		
State Controller Annual Comprehensive Financial Report (ACFR): Research, compile and provide report	X				X				
Develop Public Safety Chief Assessment Plan					X				
Affordable Housing Project Site Selection Discussions						X			
Employee Evaluation Policy: Meet and Confer/Report for Council Adoption									X
Local Early Action Planning Grant (LEAP): Housing zoning code revisions			X						X
Surface Mining Ordinance					X		X		
811 Cottage Code Enforcement			X		X		X		
Taxiway A Grant Closeout					X		X	X	
Airport Covid Grant(s)					X		X		
Economic Development Director Recruitment							X		
ARPA fund utilization plan							X	X	X
Pickleball Courts: research preliminary plans and gather estimates, provide report							X	X	X
Volunteer Trail Patrol		X			X	X			
St. Francis Code Enforcement			X		X		X		
SPD: Airport Shooting Range Proposal/Study	X				X			X	
Strategic Planning: Research and assess with staff, draft plan	X				X				
Section 115 Trust					X				
Community Garden: Electric Panel					X		X	X	
Economic Development Implementation Plan (EDIP): Complete and publish framework							X		
Volunteer Fire Department MOU: Research, update and provide report					X		X		
Per Capita Grant Project Completion and closeout							X	X	
SB 2 Planning Grant: Project/Grant Closeout									

City of Susanville Work Priorities

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code Updates and Policies
Natural Gas Appliance Program: Assess capacity to conduct natural gas appliance service calls					X		X		
Airport FBO/Manager RFP					X				
St. Francis Abatement			X	X					
2023/2024 Mid-year Budget: Review, Assess, Present for adoption									
Golf Course Operations Lease: Research and provide report for lease of golf course operations					X		X		
Geothermal Utility Ramsey Ditch Agreement					X			X	
City Hall Interior Repairs (insurance claim): update bid specs and bid project					X			X	
Special Use Permit: Research and assess need to update and improve special event permitting	X		X		X		X		X
Animal Control Ordinance: Research, review, and update	X		X						X
Title 17 Temporary Use Permit/Encroachment Permit: Assess and update code and policies	X		X				X		X
K9 Report					X				
Fire Training Agreement: Assess and update agreement					X				
Dogs at Large: Revise Abatement Order					X				
IIPP Safety Program Updates for PW/Fire/PD					X				
CDBG CV 2/3 Grant Crossroads Freezer Project: Plans/Bid							X		
Riverside Drive Trail: project development PS&E, R/W and design		X			X		X	X	
Local Agency Technical Assistance (LATA) Grant: Project implementation					X		X	X	
Employee Development Training Assessment					X				
Surplus of city property					X				
Sierra Road Complex – Urban Farming/Compost: Research, assess and provide report					X		X		
Fire Hazard Map: Monitor, research, and comment					X		X		
Johnstonville Road Water Line Replacement					X			X	
Fire Department Heating System Repairs: engineering plans assess and provide report, budgeting					X			X	

City of Susanville Work Priorities

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code Updates and Policies
Police Department Roof Repairs: engineering, budgeting					X			X	
Public Works Department Roof: engineering, budgeting					X			X	
Fleet Maintenance Program: Assessment of Public Works providing maintenance of Police and Fire fleet					X				
Fire Hydrant Fittings					X			X	
Local Hazard Mitigation Plan: update and provide report			X		X		X		
Defensible Space Inspection Program: implement LE-100 program			X		X		X		
Drone Policy: develop and implement									X
Emergency Services Agreement with SIR					X		X		
Wildfire Action Plan: perform risk assessment, complete community plan for Fire Wise Community certification renewal			X		X		X		
SE Gateway Bidding Process				X			X	X	
SE Gateway Construction				X			X	X	
COMPLETED FROM PROJECT LIST:									
PG&E Litigation					X		X		
Police Department Collision Repair					X				
City Phone System Upgrade					X			X	
Urban Water Management Plan					X				
SE Gateway: Construction Allocation				X			X		
Animal Control Partnership with Lassen County: research agreement and assess need for update					X				
Reorganization Plan: 606 Nevada Street completion					X			X	
CA Dept. of Fish and Wildlife Permit		X	X			X		X	
2023/2024 Budget: develop, present, report	X				X				
Economic Development Partnership with SIR: assess, develop, and create MOU	X				X		X		
Economic Development Director: create job and recruitment	X				X		X		
Shopping Cart Ordinance									X
Seasonal Firefighter Program			X		X				
Community Garden: propane tank removal, site assessment for outdoor sink, sink engineering, budget					X		X	X	

City of Susanville Work Priorities

Staff Work Program/Project List (Completed list cont.)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development Efforts	Infrastructure Improvements	Code Updates and Policies
Mitigation Fund Assessment					X				X
Susan River Vegetation Clearing: project planning and implementation, report		X	X		X			X	
Dogs-at-large: execute inspection warrant			X		X				
Employee Bargaining: Admin, SPOA, Fire, Misc, PW					X				
Per Capita Grant: Pump Track project					X		X	X	
SB 2 Planning Grant: Land Use Element present and adopt					X		X		X
Employee Bargaining: Pro-Tech Unit					X				
Employee Bargaining: Management Unit					X				
Community Garden Sink Project					X		X	X	
Lassen High School SRO Agreement					X		X		
Council/Board Live Stream: A/V improvements and implementation	X							X	
Lassen High School Student Resource Officer (SRO) Agreement					X		X		
Weatherlow Abatements: 63 & 67			X	X			X		
Dogs-at-Large: Execute abatement warrant.					X				
Vegetation Clearing: Susan River Corridor & Pat Murphy Little League Fields		X	X		X	X	X		
City Water Tank Maintenance Needs Assessment					X			X	

City of Susanville Work Priorities

The City of Susanville has 68 full-time positions allocated to each department as indicated below.

- Administration – 8.5 over three divisions [2.5 (Admin); 1(City Clerk); 5(Finance)]
- Fire – 8.5 over 2 divisions [2.5 (Admin); 6 (Operations)]
- Police – 21 over 2 divisions [3 (Admin); 19(Operations)]
- Public Works – 30 over 12 Divisions [5 (Admin); 1.5(Building Official/Inspector); 1.5(City Planner); 2 (Parks); 1(Code Enforcement); 4 (Water/Geothermal); 4(Gas); 4(Streets); 2(Engineers/Air Pollution); 1 (Mechanic); 1(Pool); 3(Utility Services)]

Departments such as Fire and Police focus on their core missions to protect the lives and safety of people and property within the community. Public Works operates similarly in the provision of water/geothermal and natural gas services and providing maintenance on city streets. Public Works; however, does have limited staffing resources to deliver projects. The following list is not a comprehensive list of city staff work priorities; however, it is representative of the priorities that city staff is currently working to accomplish.

Four Core Priorities of City Council

- Transparency
  - Publish List of City Work Priorities – Completed/On-going
  - ~~Council Meeting Live Stream Improvements – Goal is to improve audio and provide timestamping of video to correspond to agenda items. – Council approved 1/18/2023 begin project execution - Completed~~
  - ~~City App/media platform to engage the public – Susanville Click and Fix - Completed~~
  - ~~Budget Process – Incorporate Re-organization into Budget Structure / Evaluate Policies / Include Measure P - Completed~~

- Improve Susan River Trail
  - Adopt a Trail Program Implementation – there are still segments available for adoption.
  - Support Clean-Up Activities – On-going
  - Volunteer Trail Patrol

- Code Enforcement
  - Uptown Susanville – Pancera Plaza Area Trash Cleanup - Ongoing
  - Burned out structures near Main Street – Ongoing
  - Respond to complaints, property maintenance ordinance – Ongoing
  - Access and respond to need for abatement budget

- Improve Main Street
  - South East Gateway Project – Time extension request granted, Maintenance and Cooperative Agreement with CalTrans approved. Allocation paperwork submitted. Allocation expected in March 2023. Project can be bid after allocation is granted.

- CCC Closure
  - Monitor Closure Activities
  - Business/Economic Development

Financial Stability Efforts

City of Susanville Work Priorities

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

Provision of Essential Services

- Administration
  - Human Resources/employee recruitment and retention
  - Accounts payable
  - Accounts receivable
  - Utility billings
  - Grant management/billings
  - Budget oversight/preparation
  - Records management/public records requests
  - Review/update policies and procedures
  - Golf course maintenance and operations

- Fire
  - Respond to alarms and other emergency calls/incidents
  - Overhaul and salvage operations
  - Emergency rescue operations
  - Public service calls
  - Fire prevention inspections
  - Test and maintain hydrants and vehicles
  - Budget oversight/preparation
  - Grant development, administration, and management
  - Review/update policies and procedures

- Police
  - Patrol City
  - Respond to alarms and other emergency call/incidents
  - Make arrests as necessary
  - Investigate crimes
  - Reports
  - Enforcement of state, local, and federal laws
  - Budget oversight/preparation
  - Serve warrants
  - Animal Control
  - Traffic Enforcement
  - Review/update policies and procedures

- Public Works
  - Respond to utility service calls
  - Repair water, geothermal and natural gas leaks
  - Public safety awareness/conservation campaign
  - Urban water management plan updates
  - Maintain water and gas utilities in accordance with state, local, and federal laws
  - Reports
  - Street maintenance, repair, rehabilitation
  - Building permits and inspection
  - Zoning clearing for projects, use permits, general plan updates

- Code enforcement
- Park maintenance and upkeep
- Pool operation maintenance and operations
- Air pollution permitting, inspections, enforcement
- Oversee airport leases, planning, and project development

All Departments:

- Interface with Community Groups/Businesses/Agency Partners
  - Susanville Indian Rancheria
  - Lassen County
  - LMUD
  - Susanville Sanitation District
  - Local Area Revitalization Project
  - Lassen High School
  - Susanville School District
  - Lassen County Office of Education
  - Lassen Community College
  - Lassen Land and Trails Trust
  - Ducks Unlimited
  - LARP
  - Lassen County Chamber of Commerce
  - Lassen County Fairgrounds
- Review/update policies and procedures

Additional projects under development:

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

City of Susanville Work Priorities

Future Council Items List

1. Update on Charging Station Discussion
2. MOU with Lassen Historical Society
3. Discussion on Council goal setting
4. Discussion regarding American Rescue Plan Act Funding
5. Discussion regarding city vehicle and equipment surplus auction
6. Update on Animal Shelter agreement (how many animals, cost of, etc.)
7. Discussion regarding lack of inventory of affordable low-income housing in support of Lassen Family Services
8. Discussion on collaboration with Lassen County and Susanville Indian Rancheria and City of Susanville to hire a liaison to collaborate with all three entities
9. Discussion regarding options to work with community on animal control and animal shelter agreement
10. Discussion regarding Councilmembers volunteering on projects
11. Discussion regarding Councilmember trainings
12. Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth
13. Discussion regarding Council trainings and nepotism recusal policy trainings
14. Discussion regarding tier two of shopping cart ordinance
15. Discussion regarding increased theft within the community and increase council support to police department
16. Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn
17. Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year
18. Discussion proving funding to police department facility renovation
19. Discussion regarding banner permits
20. Discussion regarding dog ordinance
21. Discussion regarding ARPA funds and planning of use of funds
22. Discussion regarding street legal ATV and golf cart ordinance
23. Discussion regarding Veterans preference in hiring
24. Discussion regarding city's airport hangar current use as a city storage
25. Discussion regarding enforcement of shopping cart ordinance
26. Discussion regarding graffiti
27. Discussion regarding dog control and nuisance ordinance
28. Update on Speed Survey

AGENDA ITEM NO. 13.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: November 15, 2023

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, Interim City Administrator

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

FISCAL IMPACT: None

ACTION REQUESTED: Information Only.

ATTACHMENTS: