
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, December 20, 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. *CONFERENCE WITH LABOR NEGOTIATIONS – pursuant to Government Code §54957.6*
 1. *Firefighter Unit*
 - B. *PUBLIC EMPLOYEE APPOINTMENT - pursuant to Government Code Section §54957*
 1. *Economic Development Director*
 2. *City Administrator*
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*
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 December 6, 2023 regular meeting and the December 12, 2023 special meeting.*
 - 6.B *Vendor and payroll warrants*
 - 6.C *Utility Accounts Receivable Write-Offs*
 - 6.D *Consider Resolution No 23-6261, approving and authorizing the modification and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit*

7. PUBLIC HEARINGS:

- 7.A Consider Resolution No. 23-6262, Approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Crossroads Freezer Project
- 7.B Consider Resolution No. 23-6266, approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Memorial Park Bathroom Rehabilitation Project

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

9. NEW BUSINESS:

- 9.A City Procurement Policy and Credit Card Policy Updates Discussion
- 9.B Consider Resolution No. 23-6265, authorizing the City Administrator to execute an Addendum to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation
- 9.C Consider Ordinance No. 23-1041, amending section 12.32.030 (F) Structures, Plants, Trees, Rubbish of the Susanville Municipal Code regarding allowable activities at Loumena Tennis Courts.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

- 12.A Consider Ordinance No. 23-1040, amending city code to define Public Safety Chief and consider Resolution No. 23-6264, authorizing City Administrator to reorganize city departments as depicted in attached organizational chart. Consider Public Safety Chief job description.
- 12.B 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 January 3, 2024 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 January 3, 2024, in the areas designated on December 15, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: December 20, 2023

SUBJECT: Minutes of the City Council's December 6, 2023 regular meeting and the December 12, 2023 special meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's December 6, 2023 regular meeting and the December 12, 2023 special meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's December 6, 2023 regular meeting and the December 12, 2023 special meeting.

ATTACHMENTS:
[231206.cc.min.draft.pdf](#)
[231212.spec.cc.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 6, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:

Moved by Stafford; seconded by Herrera to approve agenda as presented.

Motion Carried: 5 - 0

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

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): None.

3. CLOSED SESSION:

City Council convened in closed session at 4:31 pm to discuss the following:

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

- Property: Ramsey Ditch
- Agency Negotiator: Dan Newton, City Administrator
- Negotiating Party: Kim Dieter
- Under Negotiation: Price/Terms

B. PUBLIC EMPLOYEE APPOINTMENT - pursuant to Government Code Section §54957

- 1. City Administrator

4. RETURN TO OPEN SESSION:

The City Council reconvened in open session at 5:00pm. The Pledge of Allegiance and Invocation were provided.

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

5. BUSINESS FROM THE FLOOR: No public comment.

6. CONSENT CALENDAR:

Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council's November 15, 2023 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's November 15, 2023 regular meeting.

[231115.min.draft.pdf](#)

6.B Vendor and payroll warrants

Motion to receive and file

[11-9-23.pdf](#)

[11-16-23.pdf](#)

6.C Consider **Resolution No. 23-6258**, approving contract with Express Evaluations, an employee evaluation software.

Motion to approve Resolution No. 23-6258, approving contract with Express Evaluations, an employee evaluation software.

[Quote for Susanville Essentials and Professional.pdf End User License Agreement - Susanville.docx 23-6258.pdf](#)

7. **PUBLIC HEARINGS:** No business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Schuster recognized Noreen Frieling and requested a moment of silence in her honor.

Council Member Stafford recognized the Chamber of Commerce, the City of Susanville, and all others who assisted in the Magical County Christmas event.

Mayor McCourt offered both the city's Mission Statement and the Land Acknowledgement Statement. He continued by stating that he has enjoyed serving on the council the past four years, that he has learned a lot regarding human nature, but he would be working on new endeavors therefore he would not be running for re-election on the Council.

9. **NEW BUSINESS:**

9.A Discussion regarding expenditure or ARPA Funds.

Mr. Newton provided an explanation of the item and requested Council discussion to include the ranking criteria of the suggested projects.

Jeremy Couso, Historical Society, requested that the funds be allocated for a storage building. He requested that there be a new building constructed or that the cinder block garage be renovated.

Rob Tyndall, Susanville Municipal Airport Commission, requested fire hydrants be added to the Airport for safety reasons as there are currently no hydrants.

Michael Blaschak, public, requested a noxious weed (goat head) eradication program.

Julie McKee, public, expressed appreciation for the fixes at the tennis courts and requested a phase 2 consisting of the construction of new pickleball courts.

Ann Carlson, public, also requested new pickleball courts, potentially where the old wading pool area is located at Memorial Park. She also requested that health and safety items and the leveraging of funds be considered as criteria.

Hopewheels, stated they are now a nonprofit and requested to be considered ARPA funds as they wish to build Hopewheels boxes to give out to children in need. They have recently partnered with the Ronald McDonald House. Boxes will cost about \$15.00 each and are to be distributed to Police and Fire Departments and will have the City of Susanville logos on them, assisting in promoting Susanville. He requested \$10,000 to help in their efforts to provide support to kids in crisis as well as promoting Susanville. He added that Jersey Jim (Board of Director President) who is on television with a Hotwheels challenge show, will also have boxes to give out, as well as them being available on Amazon.

David Teeter, public, reminded Council of the CEDS plan, as well as other plans that were previously created to consider. He continued by mentioning the uptown area, including the EV charging station, the Elks Lodge, etc.

Jacqui Henry, public, mentioned the increased feral cat population and requested that they be addressed.

Councilmember Stafford requested the following items be considered: cracks in the road, crosswalks with signals in the uptown area, grass and benches at the bark park, and a speed study to be completed.

Mayor McCourt stated that he was also asked to suggest an indoor sports facility, an arts center and also mentioned the crosswalk signals.

Council Member Brown requested that long term benefit and reward to the community also be added as a ranking criteria.

Mr. Newton suggested that if any categories should be weighted.

Council Member Schuster requested a way to score community member requests higher to which Mr. Newton suggested that there be a category called Citizen Initiated Request so that category will get a point.

[231206 Potential ARPA Projects - Word Cloud.pdf](#)

[231206 List of Discussed and Submitted Potential Projects.pdf](#)

9.B Consider **Resolution No. 23-6257**, Accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2022

Chandra Jabbs, Finance Director, provided an explanation of the item and introduced Brent Van Lant of the Auditing firm to provide a presentation of the financial statements.

Mr. Van Lant provided his presentation.

Ms. Jabbs addressed the one finding that occurred and requested approval of Resolution No. 23-6257.

Council Member Stafford inquired about the internal controls related to the golf course and Building Permit Tech positions and their taking of funds to which Ms. Jabbs provided a response.

[23-6257.pdf](#)

[appropriations limit report.pdf](#)

[AU-C 260 Conclusion Letter.pdf](#)

[internal control report 2022.pdf](#)

[management letter 2022.pdf](#)

[Final FS Susanville 6-30-22.pdf](#)

Moved by Schuster; seconded by Herrera to approve.

Motion to approve Resolution No.23-6257, Accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2022.

Motion Carried: 5- 0

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

Voting Against: None

9.C Discussion regarding Public Safety Chief Position

Mr. Newton provided an explanation of the item, including the difference between operational and administrative consolidation, and requested Council direction.

Council Member Schuster inquired as to whether or not this position would be available to respond to and assist local businesses.

Council Member Brown inquired of both the Acting Fire and Police Chief what they thought of the idea to which they both responded that they liked the idea as it would provide an extra boots on the ground position.

Curtis Bortle, public, suggested that the council remember that there is typically a rivalry between the departments and it has potential to become an issue depending on who fills the roll.

Michael Blakshak, public, supportive of the position, specifically with the ability to respond to businesses.

Sarah Chandler, public, has concerns that this position, requiring specific qualifications, would sit vacant for a while.

Council Member Stafford, Brown, and Herrera all like the idea of the Public Safety Chief and want to move it forward.

It was the consensus of the Council to move forward as quickly as possible.

Mr. Newton stated that the job description will be brought back at the December 20th meeting as he feels that it should be presented to the Council.

[PUBLIC SAFETY ADMINISTRATIVE CONSOLIDATION REPORT 12-6-2023.pdf](#)

9.D Consider **Resolution No. 23-6259**, authorizing the Streets Division to purchase 300 cubic yards of cinders from TNS Trucking and Ready Mix of Susanville, CA for \$7,839 dollars and authorize the Finance Director to adjust the Streets budgets as necessary.

Bob Godman, Public Works Director, provided an explanation of the item and requested approval of Resolution No. 23-6259.

[23-6259.pdf](#)

Motion to approve Resolution No. 23-6259, authorizing the Streets Division to purchase 300 cubic yards of cinders from TNS Trucking and Ready Mix of Susanville, CA for \$7,839 dollars and authorize the Finance Director to adjust the Streets budgets as necessary.

Moved by Stafford; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.E Consider **Resolution No. 23-6260**, adopting the city of Susanville Social Media Policy Motion to approve Resolution No. 23-6260, adopting the city of Susanville Social Media Policy

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6260.

[Social Media Policy.pdf](#)
[23-6260.pdf](#)

Moved by Herrera; seconded by Schuster to approve.

Motion Carried: 5- 0

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

Voting Against: None

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

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

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

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

13.A Department Reports

The City Clerk, Acting Fire Chief, Finance Director, Acting Police Chief, Public Works Director, City Administrator and Assistant to City Administrator all provided updates in their areas.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

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

[231206 Items List.pdf](#)

15. **ADJOURNMENT:**

Meeting was adjourned at 7:18pm.

Respectfully submitted by:

Heidi Whitlock, City Clerk

Quincy McCourt, Mayor

Approved on:

**SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
TUESDAY, DECEMBER 12, 2023 – 8:30 AM**

Mayor McCourt called the meeting to order at 8:30am.

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

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

Moved by Kevin Stafford; seconded by Russ Brown to approve the agenda as drafted.

Motion Carried: 5 - 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

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.

Jim McCarthy, public, addressed the Council and requested that the recruitment process for the Economic Development Director be halted until the new members of Council are seated.

3. CLOSED SESSION: The City Council convened in closed session at 8:35am to discuss the following:

A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957

1. Economic Development Director – Interviews

The Council took a recess at 10:15am and returned to closed session at 10:24am.

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

The Council reconvened in open session at 10:50am.

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

5. BUSINESS FROM THE FLOOR: None.

6. COUNCIL DISCUSSION/ANNOUNCEMENTS: None.

7. CITY ADMINISTRATOR REPORTS: None.

8. ADJOURNMENT: Motion to adjourn at 10:51am.

Quincy McCourt, Mayor

Heidi Whitlock, City Clerk

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: December 20, 2023

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated November 18, 2023 through December 8, 2023 numbered 219808-219958.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$199,125.35, plus \$334,066.46 in payroll warrants, for a total of \$533,191.81.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[11-17-23.pdf](#)
[11-30-23.pdf](#)
[12-07-23.pdf](#)
[12-08-23.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
11/23	11/17/2023	219808	728	U.S. POSTMASTER	UB BILLING GAS	11172023	1	7401-430-62-46	POSTAGE	787.47	787.47
11/23	11/17/2023	219808	728	U.S. POSTMASTER	UB BILLING WATER	11172023	2	7110-430-42-46	POSTAGE	405.67	405.67
Total 11172023:										1,193.14	1,193.14
Grand Totals:										1,193.14	1,193.14

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 11/30/2023 - 11/30/2023

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	11/30/2023	219816	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5503522851	1	7110-430-42-46	SUPPLIES-GENERAL	426.85	426.85
11/23	11/30/2023	219816	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5503522851	2	7401-430-62-46	SUPPLIES-GENERAL	256.11	256.11
11/23	11/30/2023	219816	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5503522851	3	2007-431-20-46	SUPPLIES-GENERAL	170.74	170.74
Total 5503522851:											
										853.70	853.70
11/23	11/30/2023	219817	9432	ALL SEASON HEATING	#0018 WOODSMOKE REDUCTI	112123	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 112123:											
										3,000.00	3,000.00
11/23	11/30/2023	219817	9432	ALL SEASON HEATING	#0001 WOODSMOKE REDUCTI	112023	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
Total 112023:											
										5,000.00	5,000.00
11/23	11/30/2023	219817	9432	ALL SEASON HEATING	#0003 WOODSMOKE REDUCTI	112123	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 112123:											
										3,000.00	3,000.00
11/23	11/30/2023	219818	8792	ALPINE LOCK AND KEY I	REKEY CITY HALL	0000156354	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	115.20	115.20
Total 0000156354:											
										115.20	115.20
11/23	11/30/2023	219819	10943		REFUND GAS DEPOSIT	10524450117	1	7401-2228-000	DEPOSITS-CUSTOMER	194.87	194.87
Total 10524450117:											
										194.87	194.87
11/23	11/30/2023	219820	10944		REFUND GAS DEPOSIT	10318600018	1	7401-2228-000	DEPOSITS-CUSTOMER	195.75	195.75
Total 10318600018:											
										195.75	195.75
11/23	11/30/2023	219821	148	COMPUTER LOGISTICS	23/24 FY COMPULOG CONTRA	84654	1	1000-417-10-43	TECHNICAL SVCS	5,480.00	5,480.00
Total 84654:											
										5,480.00	5,480.00
11/23	11/30/2023	219822	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	047126	1	7620-430-10-43	TECHNICAL SVCS	200.00	200.00

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 11/30/2023 - 11/30/2023

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 047126:											
11/23	11/30/2023	219822	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST	047526	1	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
11/23	11/30/2023	219822	10670	CURRENT ELECTRIC & A	CITY HALL SECURITY SYSTEM	047526	2	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
Total 047526:											
11/23	11/30/2023	219822	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	47386	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 47386:											
11/23	11/30/2023	219823	219	ED STAUB & SONS PETR	161.83 GAL PROPANE-AIRPORT	10016086	1	7201-430-81-46	PROPANE	381.11	381.11
Total 10016086:											
11/23	11/30/2023	219824	230	ENTENMANN - ROVIN CO	SUPPLIES-FD	0177429-IN	1	1010-422-10-46	SUPPLIES- GENERAL	1,164.27	1,164.27
Total 0177429-IN:											
11/23	11/30/2023	219825	10916	EVERBANK N.A.	COPIER-PW	9780290	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	345.15	345.15
Total 9780290:											
11/23	11/30/2023	219826	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	379384A	1	7112-430-42-43	PROFESSIONAL SVCS	35.00	35.00
Total 379384A:											
11/23	11/30/2023	219826	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	379385A	1	7110-430-42-43	PROFESSIONAL SVCS	164.00	164.00
Total 379385A:											
11/23	11/30/2023	219826	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	379549A	1	7110-430-42-43	PROFESSIONAL SVCS	110.00	110.00
Total 379549A:											
11/23	11/30/2023	219827	265	FRONTIER	021-0030-PD	0030 111023	1	1009-421-10-45	COMMUNICATIONS	478.92	478.92

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 3					
Check Issue Dates: 11/30/2023 - 11/30/2023												Nov 30, 2023 10:09AM	
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 0030 111023:												478.92	478.92
11/23	11/30/2023	219827	265	FRONTIER	257-1033-PARKS	1033 110523	1	1011-452-20-45	COMMUNICATIONS	151.77	151.77		
Total 1033 110523:												151.77	151.77
11/23	11/30/2023	219827	265	FRONTIER	257-1044 PRI	1044 110523	1	7620-430-10-45	COMMUNICATIONS	139.90	139.90		
Total 1044 110523:												139.90	139.90
11/23	11/30/2023	219827	265	FRONTIER	257-3292 MUSEUM	3292 111023	1	1011-451-80-45	COMMUNICATION	115.45	115.45		
Total 3292 111023:												115.45	115.45
11/23	11/30/2023	219828	10022	GRANICUS LLC	LIVE STREAMING HARDWARE	173288	1	1000-417-10-43	TECHNICAL SVCS	4,788.75	4,788.75		
Total 173288:												4,788.75	4,788.75
11/23	11/30/2023	219829	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	HYKK811	1	1000-417-10-43	PROFESSIONAL SVCS	128.19	128.19		
Total HYKK811:												128.19	128.19
11/23	11/30/2023	219830	391	LASSEN COUNTY CHAM	2023 DUES RENEWAL	11.13.2023	1	1000-417-10-48	DUES AND MEMBERSHIPS	400.00	400.00		
Total 11.13.2023:												400.00	400.00
11/23	11/30/2023	219831	391	LASSEN COUNTY CHAM	CIVIC CONTRIBUTION: FIREWO	112123	1	1000-466-33-46	CIVIC CONTRIBUTIONS	1,000.00	1,000.00		
Total 112123:												1,000.00	1,000.00
11/23	11/30/2023	219832	395	LASSEN COUNTY FAIR	CIVIC CONTRIBUTION: PICNIC	112123	1	1000-466-33-46	DISCRETIONARY - COUNCILMBR	550.00	550.00		
Total 112123:												550.00	550.00
11/23	11/30/2023	219833	411	LASSEN MOTOR PARTS	TOWELS-GAS	444122	1	7401-430-62-46	SUPPLIES-GENERAL	51.91	51.91		
Total 444122:												51.91	51.91

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 11/30/2023 - 11/30/2023

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	11/30/2023	219833	411	LASSEN MOTOR PARTS	BATTERY-PARKS	444269	1	1011-452-20-47	MACHINERY AND EQUIPMENT	207.66	207.66
Total 444269:											
11/23	11/30/2023	219834	417	LASSEN VETERINARY H	VACCINES K9 DOG-PD	080123	1	1009-421-13-45	TRAINING	202.00	202.00
Total 080123:											
11/23	11/30/2023	219835	10485	LEAF CAPITAL FUNDING	COPIER-FD	15590886	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	59.97	59.97
Total 15590886:											
11/23	11/30/2023	219836	425	LES SCHWAB TIRE CENT	FLAT REPAIRS-STREETS	60400410315	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	49.99	49.99
Total 60400410315:											
11/23	11/30/2023	219837	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 111023	1	1011-452-20-46	ELECTRICITY	40.48	40.48
Total 10262 111023:											
11/23	11/30/2023	219837	437	LMUD	STREET LIGHTS	14039 111023	1	2007-431-60-46	ELECTRICITY	228.42	228.42
Total 14039 111023:											
11/23	11/30/2023	219837	437	LMUD	STREET LIGHTS	14041 111023	1	2007-431-60-46	ELECTRICITY	4,480.10	4,480.10
Total 14041 111023:											
11/23	11/30/2023	219837	437	LMUD	S GAY ST-STREETS	24323 111023	1	2007-431-60-46	ELECTRICITY	82.77	82.77
Total 24323 111023:											
11/23	11/30/2023	219837	437	LMUD	66 N LASSEN ST	2466 111023	1	1000-417-10-46	ELECTRICITY	756.44	756.44
Total 2466 111023:											
11/23	11/30/2023	219837	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 111023	1	1011-452-20-46	ELECTRICITY	30.00	30.00

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Total 24661 111023:											
11/23	11/30/2023	219837	437	LMUD	STREET LIGHTS	2467 111023	1	2007-431-60-46	ELECTRICITY	2,000.65	2,000.65
Total 2467 111023:											
11/23	11/30/2023	219837	437	LMUD	65 N WEATHERLOW ST- FARKS	2865 111023	1	1011-452-20-46	ELECTRICITY	55.46	55.46
Total 2865 111023:											
11/23	11/30/2023	219837	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 111023	1	1011-452-20-46	ELECTRICITY	67.16	67.16
Total 2867 111023:											
11/23	11/30/2023	219837	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 111023	1	1011-452-20-46	ELECTRICITY	72.09	72.09
Total 2870 111023:											
11/23	11/30/2023	219837	437	LMUD	NORTH ST BASEBALL PARK ME	2873 111023	1	1011-452-20-46	ELECTRICITY	32.87	32.87
Total 2873 111023:											
11/23	11/30/2023	219837	437	LMUD	SKYLINE DR WELL 4-WATER	29831 111023	1	7110-430-42-46	ELECTRICITY	1,589.83	1,589.83
Total 29831 111023:											
11/23	11/30/2023	219837	437	LMUD	HARRIS DR & HWY 36-WATER	30658 111023	1	7110-430-42-46	ELECTRICITY	186.03	186.03
Total 30658 111023:											
11/23	11/30/2023	219837	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 111023	1	7112-430-42-46	ELECTRICITY	207.59	207.59
Total 350161 111023:											
11/23	11/30/2023	219837	437	LMUD	SAN FRANCISCO ST- STREETS	416835 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416835 111023:											

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11/23	11/30/2023	219837	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416848 111023:											
11/23	11/30/2023	219837	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416860 111023:											
11/23	11/30/2023	219837	437	LMUD	INSPIRATION POINT- STREETS	416915 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416915 111023:											
11/23	11/30/2023	219837	437	LMUD	CAMPBELL ST- STREETS	416940 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416940 111023:											
11/23	11/30/2023	219837	437	LMUD	WASHO LN- STREETS	416959 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416959 111023:											
11/23	11/30/2023	219837	437	LMUD	130 N LASSEN STREET- STREE	416962 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416962 111023:											
11/23	11/30/2023	219837	437	LMUD	MARTHA & ARNOLD STREET LI	421476 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 421476 111023:											
11/23	11/30/2023	219837	437	LMUD	130 N PINE ST- STREETS	425450 111023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 425450 111023:											
11/23	11/30/2023	219837	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 111023	1	2007-431-60-46	ELECTRICITY	272.69	272.69
Total 43511 111023:											
11/23	11/30/2023	219837	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 111023	1	1011-451-80-46	ELECTRICITY	60.80	60.80

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Total 43866 111023:											
11/23	11/30/2023	219837	437	LMUD	N PINE & COOK - SCADA-WATE	44153 111023	1	7110-430-42-46	ELECTRICITY	60.80	60.80
Total 44153 111023:											
11/23	11/30/2023	219837	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 111023	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44298 111023:											
11/23	11/30/2023	219837	437	LMUD	PAUTE LN SCADA-WATER	44316 111023	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44316 111023:											
11/23	11/30/2023	219837	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 111023	1	7110-430-42-46	ELECTRICITY	38.62	38.62
Total 45542 111023:											
11/23	11/30/2023	219837	437	LMUD	WELL #3-WATER	4559 111023	1	7110-430-42-46	ELECTRICITY	37.60	37.60
Total 4559 111023:											
11/23	11/30/2023	219837	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 111023	1	2007-431-60-46	ELECTRICITY	499.93	499.93
Total 49500 111023:											
11/23	11/30/2023	219837	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 111023	1	2007-431-60-46	ELECTRICITY	77.21	77.21
Total 49501 111023:											
11/23	11/30/2023	219837	437	LMUD	606 NEVADA STREET	58209 111023	1	7620-430-10-46	ELECTRICITY	195.21	195.21
Total 58209 111023:											
11/23	11/30/2023	219837	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 111023	1	1011-452-20-46	ELECTRICITY	59.97	59.97
Total 9283 111023:											
Total 1,001.15											

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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	11/30/2023	219837	437	LMUD	GEO PUMP #1	9297 111023	1	7301-430-52-46	ELECTRICITY	2,214.39	2,214.39
Total 9297 111023:											
11/23	11/30/2023	219837	437	LMUD	MAIN ST & PINE ST-STREETS	94811 111023	1	2007-431-60-46	ELECTRICITY	30.00	30.00
Total 94811 111023:											
11/23	11/30/2023	219838	10947		COMMUNITY CENTER DEPOSIT	112823	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00
Total 112823:											
11/23	11/30/2023	219839	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	40940	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	57.37	57.37
Total 40940:											
11/23	11/30/2023	219839	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	40995	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	77.48	77.48
Total 40995:											
11/23	11/30/2023	219840	9133	OWEN EQUIPMENT SALE	BALL SOCET-SB1	00061845	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	561.73	561.73
Total 00061845:											
11/23	11/30/2023	219841	546	PAYLESS BUILDING SUP	BOARDS-PARK	184057	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	103.92	103.92
Total 184057:											
11/23	11/30/2023	219842	548	PEE WEE ENTERPRISES	WORK @ MEMORIAL PARK-PA	23112101	1	1011-452-21-43	PROFESSIONAL SERVICES	2,833.82	2,833.82
Total 23112101:											
11/23	11/30/2023	219843	548	PEE WEE ENTERPRISES	IMPROVEMENT AT FRANK ERN	23111701	1	1011-452-21-43	PROFESSIONAL SERVICES	9,000.00	9,000.00
Total 23111701:											
11/23	11/30/2023	219844	556	PITNEY BOWES INC	POSTAGE	8000900000677660	1	1000-1410-002	INVENTORIES-POSTAGE	1,020.99	1,020.99

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Total 8000900000677660:													
11/23	11/30/2023	219845	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-10	1	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00		
11/23	11/30/2023	219845	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-10	2	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	3,720.00	3,720.00		
11/23	11/30/2023	219845	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-10	3	8402-413-30-45	TRAVEL	532.09	532.09		
Total LASSEN 2023-10:													
11/23	11/30/2023	219846	1562	R.E.Y ENGINEERS INC	SOUTHSIDE GATEWAY PROJEC	25040	1	2005-431-20-44	PROFESSIONAL SVCS	7,752.09	7,752.09		
Total 25040:													
11/23	11/30/2023	219847	5562		REIM. SUPPLIES	112823	1	7401-430-62-46	SUPPLIES-GENERAL	5,843.15	5,843.15		
Total 112823:													
11/23	11/30/2023	219848	10946		RETURN FACILTY RENTAL PAY	112723	1	1000-2228-009	DEPOSITS-COMM CENTER RE	38.98	38.98		
Total 112723:													
11/23	11/30/2023	219849	10948		REFUND WATER DEPOSIT	10504400020	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00		
Total 10504400020:													
11/23	11/30/2023	219850	1270	SILVER STATE BARRICA	MEASURING WHEEL-STREETS	025884	1	2007-431-20-46	SUPPLIES-GENERAL	2.83	2.83		
Total 025884:													
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	TARP-STREETS	520640	1	2007-431-20-46	SUPPLIES-GENERAL	178.75	178.75		
Total 520640:													
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	STAPLES-STREETS	520738	1	2007-431-20-46	SUPPLIES-GENERAL	37.01	37.01		
Total 520738:													
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	520839	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	15.18	15.18		
Total 520839:													
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	520839	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	10.71	10.71		

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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 520839:											
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	PIPE INSULATION-STREETS	520856	1	2007-431-20-46	SUPPLIES-GENERAL	10.71	10.71
Total 520856:											
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	520862	1	7401-430-62-46	SUPPLIES-GENERAL	8.47	8.47
Total 520862:											
11/23	11/30/2023	219851	76	SUSANVILLE ACE HARD	LOCK-PARKS	520888	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	25.57	25.57
Total 520888:											
11/23	11/30/2023	219852	677	SUSANVILLE SANITARY	1801 MAIN	2121 110123	1	1009-421-10-44	SEWER	40.91	40.91
Total 2121 110123:											
11/23	11/30/2023	219853	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	59212	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	52.00	52.00
Total 59212:											
11/23	11/30/2023	219854	9295	TAMCO CAPITAL CORP	COMMUNICATION- PD	5027210948	1	1009-421-10-43	TECHNICAL SERVICES	350.87	350.87
Total 5027210948:											
11/23	11/30/2023	219854	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5027323633	1	1010-422-10-45	COMMUNICATIONS	254.39	254.39
Total 5027323633:											
11/23	11/30/2023	219855	9480	TAMCO CAPITAL CORPO	COMMUNICATIONS-PD	61676-2	1	1009-421-10-45	COMMUNICATIONS	205.68	205.68
Total 61676-2:											
11/23	11/30/2023	219856	7610	TAMMY GRANLEES	RETURN OF FACILITY RENTAL	111723	1	1000-2228-009	DEPOSITS-COMM CENTER RE	433.00	433.00
Total 111723:											
										75.00	75.00

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11/23	11/30/2023	219857	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	947	1	1009-421-10-44	CUSTODIAL	600.00	600.00
Total 947:											
11/23	11/30/2023	219857	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	950	1	1000-417-10-43	PROFESSIONAL SVCS	350.00	350.00
Total 950:											
11/23	11/30/2023	219858	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	515352417	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.31	258.31
11/23	11/30/2023	219858	530	U.S. BANK EQUIPMENT F	COPIER-PD	515352417	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30
Total 515352417:											
11/23	11/30/2023	219859	728	U.S. POSTMASTER	UB BILLING GAS	113023	1	7401-430-62-46	POSTAGE	276.64	276.64
11/23	11/30/2023	219859	728	U.S. POSTMASTER	UB BILLING WATER	113023	2	7110-430-42-46	POSTAGE	537.01	537.01
Total 113023:											
11/23	11/30/2023	219860	10821	UBEO WEST LLC	COPIER CITY HALL	4305929	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	774.94	774.94
11/23	11/30/2023	219860	10821	UBEO WEST LLC	COPIER PD	4305929	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	121.76	121.76
Total 4305929:											
11/23	11/30/2023	219861	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9948071027	1	1009-421-10-45	COMMUNICATIONS	1,089.64	1,089.64
Total 9948071027:											
11/23	11/30/2023	219862	770	WESTERN NEVADA SUP	SUPPLIES- WATER	61025336	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	25.98	25.98
Total 61025336:											
11/23	11/30/2023	219862	770	WESTERN NEVADA SUP	SUPPLIES- GAS	61036307	1	7401-430-62-46	SUPPLIES-GENERAL	120.03	120.03
Total 61036307:											
Grand Totals:										77,006.16	77,006.16

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Report Criteria:

Report type: GL detail
Check Voided = False

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12/23	12/07/2023	219913	2	A-1 CHEMICAL INC	JANITORIAL SUPPLIES-CITY HA	1269938	1	1000-417-10-46	SUPPLIES-JANITORIAL	269.87	269.87
Total 1269938:											
12/23	12/07/2023	219914	9432	ALL SEASON HEATING	#0008 WOODSMOKE REDUCTI	120423	1	8407-430-10-48	GRANTS	269.87	269.87
Total 120423:											
12/23	12/07/2023	219915	696	ANSORGE INC	MONTHLY MAINT. FEE TO ASSE	2070	1	7201-430-81-43	TECHNICAL SVCS	600.00	600.00
Total 2070:											
12/23	12/07/2023	219916	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980138430	1	7110-430-42-44	LINEN SERVICE	65.75	65.75
Total 5980138430:											
12/23	12/07/2023	219916	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980140350	1	7110-430-42-44	LINEN SERVICE	61.05	61.05
Total 5980140350:											
12/23	12/07/2023	219916	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980142272	1	7110-430-42-44	LINEN SERVICE	61.05	61.05
Total 5980142272:											
12/23	12/07/2023	219916	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980144165	1	7110-430-42-44	LINEN SERVICE	56.20	56.20
Total 5980144165:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	175482177U037	1	2007-431-20-44	DISPOSAL	25.60	25.60
Total 175482177U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	175482181U037	1	2007-431-20-44	DISPOSAL	25.60	25.60

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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 175482181U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	626 MAIN ST-STREETS	175482186U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482186U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	175482187U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482187U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	1000 MAIN ST-STREETS	175482188U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482188U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	175482384U037	1	7620-430-10-44	DISPOSAL	218.91	218.91
Total 175482384U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	175482385U037	1	1000-417-10-44	DISPOSAL	215.84	215.84
Total 175482385U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	175482386U037	1	1011-452-20-44	DISPOSAL	212.77	212.77
Total 175482386U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	175482388U037	1	7620-430-10-44	DISPOSAL	225.04	225.04
Total 175482388U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	175482467U037	1	1011-452-20-44	DISPOSAL	311.22	311.22
Total 175482467U037:											
12/23	12/07/2023	219917	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	175482604U037	1	2007-431-20-44	DISPOSAL	100.34	100.34
Total 175482604U037:											

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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
12/23	12/07/2023	219918	98	CALIFORNIA ASSOCIATI	DUES AND MEMBERSHIP 12/23-	110923	1	1010-422-10-48	DUES AND MEMBERSHIPS	177.00	177.00
Total 110923:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	7620-430-10-45	COMMUNICATIONS	353.70	353.70
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1000-413-20-45	COMMUNICATIONS	140.10	140.10
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1010-422-10-45	COMMUNICATIONS	190.20	190.20
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1011-452-20-45	COMMUNICATIONS	53.40	53.40
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	2007-431-20-45	COMMUNICATIONS	106.80	106.80
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1011-424-20-45	COMMUNICATIONS	39.98	39.98
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	7401-430-62-45	COMMUNICATIONS	160.20	160.20
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	7110-430-42-45	COMMUNICATIONS	133.50	133.50
Total 84660:											
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1011-419-10-45	COMMUNICATIONS	39.98	39.98

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										Check Issue Dates: 12/7/2023 - 12/7/2023				Dec 07, 2023 01:51PM	
GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Check	Seq	Check		
Period	Issue Date	Number	Number			Number	Seq	No		Amount	Amount	Amount	Amount		
Total 84660.0:															
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1009-421-10-45	COMMUNICATIONS			39.98	39.98		
Total 84660:															
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1000-415-10-45	COMMUNICATIONS			727.50	727.50		
Total 84660.:															
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1000-411-40-45	COMMUNICATIONS			133.50	133.50		
Total 84660...:															
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1000-465-10-45	COMMUNICATIONS			26.70	26.70		
Total 84660...:															
12/23	12/07/2023	219919	148	COMPUTER LOGISTICS	WAVE PHONE CONTRACT 12/23	84660	1	1000-465-10-45	COMMUNICATIONS			53.40	53.40		
Total 84660...:															
12/23	12/07/2023	219920	10955	CONNER NORWOOD	REFUND GAS DEPOSIT	10102950237	1	7401-2228-000	DEPOSITS-CUSTOMER			80.65	80.65		
Total 10102950237:															
12/23	12/07/2023	219921	152	COUSO TECHNOLOGY &	TECHINICAL SERVICES	4984	1	1000-417-10-43	TECHNICAL SVCS			340.00	340.00		
Total 4984:															
12/23	12/07/2023	219922	6546	CRAZY J'S CONCRETE	FINAL DEPOSIT RETURN EP 23-	120523	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID			3,960.00	3,960.00		
Total 120523:															
12/23	12/07/2023	219923	161	CSK AUTO INC	IMPACT BITS-WATER	2740474001	1	7110-430-42-46	SUPPLIES-SMALL TOOLS			18.39	18.39		
Total 2740474001:															
12/23	12/07/2023	219923	161	CSK AUTO INC	SHIELDS-GAS	2740475355	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE			39.32	39.32		
12/23	12/07/2023	219923	161	CSK AUTO INC	SHIELDS-WATER	2740475355	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE			39.31	39.31		
12/23	12/07/2023	219923	161	CSK AUTO INC	SHIELDS-STREETS	2740475355	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE			39.31	39.31		

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Total 2740475355:											
12/23	12/07/2023	219923	161	CSK AUTO INC	SUPPLIES-GAS	2740475380	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	117.94	117.94
12/23	12/07/2023	219923	161	CSK AUTO INC	SUPPLIES-WATER	2740475380	2	7110-430-42-44	REPAIR AND MAINT-VEHICLE	23.45	23.45
12/23	12/07/2023	219923	161	CSK AUTO INC	SUPPLIES-STREETS	2740475380	3	2007-431-20-44	REPAIR AND MAINT-VEHICLE	23.44	23.44
Total 2740475380:											
12/23	12/07/2023	219923	161	CSK AUTO INC	SUPPLIES-GAS	2740475427	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	70.33	70.33
12/23	12/07/2023	219923	161	CSK AUTO INC	SUPPLIES-WATER	2740475427	2	7110-430-42-44	REPAIR AND MAINT-VEHICLE	28.87	28.87
12/23	12/07/2023	219923	161	CSK AUTO INC	SUPPLIES-STREETS	2740475427	3	2007-431-20-44	REPAIR AND MAINT-VEHICLE	28.86	28.86
Total 2740475427:											
12/23	12/07/2023	219923	161	CSK AUTO INC	TRACTOR FLUIDS-GAS	2740476250	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	86.59	86.59
12/23	12/07/2023	219923	161	CSK AUTO INC	TRACTOR FLUIDS-WATER	2740476250	2	7110-430-42-44	REPAIR AND MAINT-VEHICLE	54.12	54.12
12/23	12/07/2023	219923	161	CSK AUTO INC	TRACTOR FLUIDS-STREETS	2740476250	3	2007-431-20-44	REPAIR AND MAINT-VEHICLE	54.12	54.12
Total 2740476250:											
12/23	12/07/2023	219924	10950		REFUND WATER DEPOSIT	10306650023	1	7110-2228-000	DEPOSITS-CUSTOMER	17.85	17.85
Total 10306650023:											
12/23	12/07/2023	219925	10954		REFUND WATER DEPOSIT	10306350009	1	7110-2228-000	DEPOSITS-CUSTOMER	17.85	17.85
Total 10306350009:											
12/23	12/07/2023	219926	219	ED STAUB & SONS PETR	225 GAL PROPANE-GC	10014764	1	7530-451-52-46	PROPANE	59.54	59.54
Total 10014764:											
12/23	12/07/2023	219927	1484	EDGES ELECTRICAL GR	REPAIR & MAINT-CITY HALL	S6006928.001	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	564.79	564.79
Total S6006928.001:											
12/23	12/07/2023	219928	10951		REFUND GAS DEPOSIT	10118400018	1	7401-2228-000	DEPOSITS-CUSTOMER	11.26	11.26
Total 10118400018:											
12/23	12/07/2023	219928	10951		REFUND GAS DEPOSIT	10118400018	1	7401-2228-000	DEPOSITS-CUSTOMER	26.73	26.73

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Total 10118400018:											
12/23	12/07/2023	219929	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	379577A	1	7110-430-42-43	PROFESSIONAL SVCS	26.73	26.73
Total 379577A:											
12/23	12/07/2023	219929	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	379804A	1	7110-430-42-43	PROFESSIONAL SVCS	133.00	133.00
Total 379804A:											
12/23	12/07/2023	219930	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV006590	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
12/23	12/07/2023	219930	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV006590	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
Total SV006590:											
12/23	12/07/2023	219930	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV006673	1	7620-430-10-43	TECHNICAL SVCS	88.16	88.16
Total SV006673:											
12/23	12/07/2023	219931	985	GAMETIME	PLAYGROUND EQUIPMENT	PJI-0222614	1	2048-452-21-46	SUPPLIES GENERAL	312.63	312.63
Total PJI-0222614:											
12/23	12/07/2023	219932	10957		RETURN OF FACILITY RENTAL	112123	1	1000-2228-009	DEPOSITS-COMM CENTER RE	1,759.69	1,759.69
Total 112123:											
12/23	12/07/2023	219933	392	LASSEN CO CLERK'S OF	ADVERTISING-PLANNING	120423	1	1011-419-10-45	ADVERTISING	75.00	75.00
Total 120423:											
12/23	12/07/2023	219934	411	LASSEN MOTOR PARTS	SUPPLIES-PARK	445094	1	1011-452-20-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 445094:											
12/23	12/07/2023	219935	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-WATER	60400412067	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	115.17	115.17
Total 60400412067:											
12/23	12/07/2023	219935	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-WATER	60400412067	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	49.00	49.00

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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 60400412067:											
12/23	12/07/2023	219936	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 112523	1	7201-430-81-46	ELECTRICITY	135.32	135.32
Total 10108 112523:											
12/23	12/07/2023	219936	437	LMUD	GOLF COURSE PUMP STATION	122910 112523	1	7530-451-52-46	ELECTRICITY	190.79	190.79
Total 122910 112523:											
12/23	12/07/2023	219936	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 122929:											
12/23	12/07/2023	219936	437	LMUD	GOLF COURSE PUMP HOUSE	132052 112523	1	7530-451-52-46	ELECTRICITY	32.26	32.26
Total 132052 112523:											
12/23	12/07/2023	219936	437	LMUD	SOUTH ST - PW OFFICE	14590 112523	1	7620-430-10-46	ELECTRICITY	544.40	544.40
Total 14590 112523:											
12/23	12/07/2023	219936	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 112523	1	1011-452-20-46	ELECTRICITY	10.84	10.84
Total 1744 112523:											
12/23	12/07/2023	219936	437	LMUD	RIVERSIDE PARK LIGHTS	1999 112523	1	1011-452-20-46	ELECTRICITY	145.34	145.34
Total 1999 112523:											
12/23	12/07/2023	219936	437	LMUD	CADY SPRINGS	26784 112523	1	7110-430-42-46	ELECTRICITY	604.84	604.84
Total 26784 112523:											
12/23	12/07/2023	219936	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 112523	1	2007-431-60-46	ELECTRICITY	315.56	315.56
Total 35094 112523:											

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12/23	12/07/2023	219936	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 112523	1	2007-431-60-46	ELECTRICITY	176.59	176.59
Total 3651 112523:											
12/23	12/07/2023	219936	437	LMUD	720 SOUTH EMULSION TANK-P	38946 112523	1	7620-430-10-46	ELECTRICITY	118.08	118.08
Total 38946 112523:											
12/23	12/07/2023	219936	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	416851 112523	1	1011-452-20-46	ELECTRICITY	118.08	118.08
Total 416851 112523:											
12/23	12/07/2023	219936	437	LMUD	LAUREL ST- STREETS	416902 112523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416902 112523:											
12/23	12/07/2023	219936	437	LMUD	SOUTH ST- STREETS	416924 112523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416924 112523:											
12/23	12/07/2023	219936	437	LMUD	RICHMOND RD & PEARL CR- S	416984 112523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416984 112523:											
12/23	12/07/2023	219936	437	LMUD	1801 MAIN ST- STREETS	417512 112523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 417512 112523:											
12/23	12/07/2023	219936	437	LMUD	ORCHARD ST- STREETS	418802 112523	1	2007-431-60-46	ELECTRICITY	22.72	22.72
Total 418802 112523:											
12/23	12/07/2023	219936	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 112523	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 418824 112523:											
12/23	12/07/2023	219936	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 112523	1	2007-431-60-46	ELECTRICITY	38.61	38.61

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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 418833 112523:											
12/23	12/07/2023	219936	437 LMUD		MAIN & ALEXANDER SIGNAL-S	49496 112523	1	2007-431-60-46	ELECTRICITY	202.81	202.81
Total 49496 112523:											
12/23	12/07/2023	219936	437 LMUD		MAIN & FAIRFIELD-STREETS	49497 112523	1	2007-431-60-46	ELECTRICITY	160.59	160.59
Total 49497 112523:											
12/23	12/07/2023	219936	437 LMUD		MAIN & JOHNSTNVLE SIGNAL-	49498 112523	1	2007-431-60-46	ELECTRICITY	184.83	184.83
Total 49498 112523:											
12/23	12/07/2023	219936	437 LMUD		RIVERSIDE & MAIN LIGHTS-ST	49499 112523	1	2007-431-60-46	ELECTRICITY	303.10	303.10
Total 49499 112523:											
12/23	12/07/2023	219936	437 LMUD		471-920 JOHNSTONVILLE RD-AI	54333 112523	1	7201-430-81-46	ELECTRICITY	44.99	44.99
Total 54333 112523:											
12/23	12/07/2023	219936	437 LMUD		SPRING RIDGE BOOSTER	55754 112523	1	7110-430-42-46	ELECTRICITY	521.08	521.08
Total 55754 112523:											
12/23	12/07/2023	219936	437 LMUD		471-920 JOHNSTONVILLE RD AI	7146 112523	1	7201-430-81-46	ELECTRICITY	484.94	484.94
Total 7146 112523:											
12/23	12/07/2023	219936	437 LMUD		471-920 JOHNSTONVILLE RD AI	7154 112523	1	7201-430-81-46	ELECTRICITY	41.05	41.05
Total 7154 112523:											
12/23	12/07/2023	219936	437 LMUD		GOLF COURSE CART BARN 2	7400 112523	1	7530-451-52-46	ELECTRICITY	37.19	37.19
Total 7400 112523:											

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				Check Issue Dates: 12/7/2023 - 12/7/2023				Dec 07, 2023 01:51PM				
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	
12/23	12/07/2023	219936	437	LMUD	WELL #1-WATER	7714 112523	1	7110-430-42-46	ELECTRICITY	125.28	125.28	
Total 7714 112523:											125.28	125.28
12/23	12/07/2023	219936	437	LMUD	GOLF COURSE BARN 1 & 3	9312 112523	1	7530-451-52-46	ELECTRICITY	30.00	30.00	
Total 9312 112523:											30.00	30.00
12/23	12/07/2023	219936	437	LMUD	RIVERSIDE PARK	9501 112523	1	1011-452-20-46	ELECTRICITY	289.71	289.71	
Total 9501 112523:											289.71	289.71
12/23	12/07/2023	219936	437	LMUD	GEO PUMP #2	9503 112523	1	7301-430-52-46	ELECTRICITY	51.35	51.35	
Total 9503 112523:											51.35	51.35
12/23	12/07/2023	219936	437	LMUD	HOSPITAL LN-GEO	9963 112523	1	7301-430-52-46	ELECTRICITY	30.00	30.00	
Total 9963 112523:											30.00	30.00
12/23	12/07/2023	219937	10956		REFUND GAS DEPOSIT	10123720009	1	7401-2228-000	DEPOSITS-CUSTOMER	149.10	149.10	
Total 10123720009:											149.10	149.10
12/23	12/07/2023	219938	824	ODP BUSINESS Solutio	OFFICE SUPPLIES	340702332001	1	1000-415-10-46	SUPPLIES-GENERAL	22.18	22.18	
Total 340702332001:											22.18	22.18
12/23	12/07/2023	219939	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1226084	1	7401-430-62-43	TECHNICAL SVCS	51.20	51.20	
12/23	12/07/2023	219939	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1226084	2	7110-430-42-43	TECHNICAL SVCS	51.19	51.19	
Total 1226084:											102.39	102.39
12/23	12/07/2023	219940	534	OTIS ELEVATOR COMPA	MAINT. SERVICES FOR ELEVATI	100401370335	1	1000-417-10-43	TECHNICAL SVCS	4,203.43	4,203.43	
12/23	12/07/2023	219940	534	OTIS ELEVATOR COMPA	MAINT. SERVICES FOR ELEVATI	100401370335	2	1000-1430-105	PREPAID - OTHER	3,002.45	3,002.45	
Total 100401370335:											7,205.88	7,205.88
12/23	12/07/2023	219941	543	PAK N SHIP	SHIPPING-GAS	1775	1	7401-430-62-46	POSTAGE	33.00	33.00	

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Total 1775:											
12/23	12/07/2023	219942	556	PITNEY BOWES INC	E-Z SEAL	1024338335	1	1000-417-10-46	SUPPLIES-GENERAL	33.00	33.00
Total 1024338335:											
12/23	12/07/2023	219943	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-11	1	8402-413-30-46	POSTAGE	39.75	39.75
12/23	12/07/2023	219943	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-11	2	8402-413-30-46	SUPPLIES-GENERAL	26.09	26.09
12/23	12/07/2023	219943	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-11	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00
12/23	12/07/2023	219943	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2023-11	4	8402-413-30-43	PROFESSIONAL SVCS	1,435.00	1,435.00
Total LASSEN 2023-11:											
12/23	12/07/2023	219944	9689	PRENTICE LONG & EPPE	ATTORNEY CONTRACT 2023 C	6272	1	1000-412-10-43	PROFESSIONAL SVCS	6,500.00	6,500.00
Total 6272:											
12/23	12/07/2023	219945	572	QUILL CORPORATION	CREDIT	2214896	1	1000-415-10-46	SUPPLIES-GENERAL	15.79-	15.79-
Total 2214896:											
12/23	12/07/2023	219945	572	QUILL CORPORATION	OFFICE SUPPLIES	35782611	1	1000-415-10-46	SUPPLIES-GENERAL	69.90	69.90
Total 35782611:											
12/23	12/07/2023	219946	10953		REFUND GAS DEPOSIT	101230000118	1	7401-2228-000	DEPOSITS-CUSTOMER	150.69	150.69
Total 101230000118:											
12/23	12/07/2023	219947	10952		REFUND WATER DEPOSIT	10328600007	1	7110-2228-000	DEPOSITS-CUSTOMER	25.66	25.66
12/23	12/07/2023	219947	10952		REFUND GAS DEPOSIT	10328600007	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10328600007:											
12/23	12/07/2023	219948	1082	SIERRA CASCADE AGGR	SB1 PAVEMENT MAINT	10613	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	426.08	426.08
Total 10613:											
										426.08	426.08

M = Manual Check, V = Void Check

CITY OF SUSANVILLE										Check Register - Payments by Vendor		Page: 12
Check Issue Dates: 12/7/2023 - 12/7/2023										Dec 07, 2023 01:51PM		
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	
12/23	12/07/2023	219949	872	SLAKEY BROTHERS INC.	REPAIR HEATER-GC	857139055	1	7530-451-52-44	REPAIR & MAINT - BUILDING	178.47	178.47	
Total 857139055:												
12/23	12/07/2023	219950	76	SUSANVILLE ACE HARD	FASTENERS-WATER	520902	1	7110-430-42-46	SUPPLIES-GENERAL	178.47	178.47	
Total 520902:												
12/23	12/07/2023	219950	76	SUSANVILLE ACE HARD	FASTENERS-WATER	520903	1	7110-430-42-46	SUPPLIES-GENERAL	7.75	7.75	
Total 520903:												
12/23	12/07/2023	219950	76	SUSANVILLE ACE HARD	HARDWARE-PARKS	521077	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	5.81	5.81	
Total 521077:												
12/23	12/07/2023	219950	76	SUSANVILLE ACE HARD	ANTIFREEZE-PARKS	521143	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	43.87	43.87	
Total 521143:												
12/23	12/07/2023	219951	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54136	1	1009-421-10-47	VEHICLES	29.81	29.81	
Total 54136:												
12/23	12/07/2023	219951	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54138	1	1009-421-10-47	VEHICLES	928.96	928.96	
Total 54138:												
12/23	12/07/2023	219951	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54636	1	1009-421-10-47	VEHICLES	1,207.78	1,207.78	
Total 54636:												
12/23	12/07/2023	219952	9480	TAMCO CAPITAL CORPO	BUYOUT SETTLEMENT-FD	61731-2	1	1010-422-10-45	COMMUNICATIONS	714.42	714.42	
Total 61731-2:												
12/23	12/07/2023	219953	1474	THE SOURCE	EMPLOYMENT SCREENING	2533476	1	1000-416-10-43	TECHNICAL SVCS	351.00	351.00	
Total 2533476:												
12/23	12/07/2023	219953	1474	THE SOURCE	EMPLOYMENT SCREENING	2533476	1	1000-416-10-43	TECHNICAL SVCS	10.00	10.00	

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 13					
Check Issue Dates: 12/7/2023 - 12/7/2023												Dec 07, 2023 01:51PM	
GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Check		
Period	Issue Date	Number	Number			Number	Seq	No		Amount	Amount		
Total 2533476:													
12/23	12/07/2023	219954	10949	TISCHLER BISE INC	IMPACT FEE STUDY & ANALYSIS	20231102	1	1011-419-10-43	PROFESSIONAL SVCS	10.00	10.00		
Total 20231102:													
12/23	12/07/2023	219955	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PW	954	1	7620-430-10-44	CUSTODIAL	68,040.00	68,040.00		
Total 954:													
12/23	12/07/2023	219956	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61030119	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	300.00	300.00		
Total 61030119:													
12/23	12/07/2023	219956	770	WESTERN NEVADA SUP	REPAIRS-GAS	61045089	1	7401-430-62-46	SUPPLIES-GENERAL	23.96	23.96		
Total 61045089:													
12/23	12/07/2023	219956	770	WESTERN NEVADA SUP	SUPPLIES-GEO	61048123	1	7301-430-52-46	SUPPLIES-GENERAL	297.36	297.36		
Total 61048123:													
12/23	12/07/2023	219956	770	WESTERN NEVADA SUP	SUPPLIES- GAS	61050454	1	7401-430-62-46	SUPPLIES-GENERAL	17.69	17.69		
Total 61050454:													
12/23	12/07/2023	219956	770	WESTERN NEVADA SUP	HYDRANT SUPPLIES-FD	61052624	1	1010-422-10-44	HYDRANTS- REPAIR & MAINTEN	227.50	227.50		
Total 61052624:													
12/23	12/07/2023	219957	664	YOUR H2O PRO	PROFESSIONAL SERVICES0GC	5320	1	7530-451-52-43	PROFESSIONAL SERVICES	41.88	41.88		
Total 5320:													
Grand Totals:										213.30	213.30		
										116,062.05	116,062.05		

M = Manual Check, V = Void Check

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
12/23	12/08/2023	219958	10949	TISCHLER BISE INC	IMPACT FEE STUDY & ANALYSI	.20231102	1	1011-419-10-43	PROFESSIONAL SVCS	4,864.00	4,864.00
Total .20231102:										4,864.00	4,864.00
Grand Totals:										4,864.00	4,864.00

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Administrative Services

Action Date: December 20, 2023

SUBJECT: Utility Accounts Receivable Write-Offs

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: The Administrative Service Department is responsible for the collection of the revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billing system or performing a search using our current credit reposting agency resources and calling phone numbers from closed accounts. After all attempts have failed, staff brings report to City Council requesting approval to remove the uncollectible balance from our books and send them on to a collection agency. Our collection agency has access to additional records and has been successful in recovering additional funds. They have also informed us that accounts received in the first 6-12 months have the highest potential for recovery. As delinquent accounts age, there are limitations placed on collection options. The City receives 60% of delinquencies collected and there is no additional fee charged for this service. At this time we are requesting that the Council approves writing \$1,179.68 in uncollected utility revenues from March 23, 2023 thru December 8, 2023. Staff will then send the delinquent account balance to a collection agency for cost recovery.

FISCAL IMPACT: Write off \$1,179.68 in potential revenue with a portion to be later recovered through collections.

ACTION REQUESTED: Motion to approve to write-off accounts receivable and send \$1,179.68 to collections.

ATTACHMENTS:
[3811_001.pdf](#)

12/8/2023

Account #	Balanced Owed	Water Amount	Gas Amount	Deposits	Action Taken	Termination Bill	Last Payment
101.1751.00.05	\$1,179.68	\$443.76	\$735.92	Applied	No working number on file to call. No new address found in UE	8/2/2023	7/11/2023
Total	\$1,179.68						

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: December 20, 2023

SUBJECT: Consider **Resolution No 23-6261**, approving and authorizing the modification and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: On September 6, 2023 the City Council approved Resolution No. 23-6202 authorizing the modification of the Firefighters MOU to include the Assistant Fire Chief be added to the unit as the Professional Technical Bargaining Unit dissolved. Upon those changes being made, the Firefighter's Unit proposed clarification language needed in order to cleanup the Firefighter MOU. Those are as follows:

- Removal of numerical rating to achieve merit from 3.01 or above to "meets job standards" or above to be consistent with in place MOU's
- Modification of holiday language
- Addition of incentives
- Addition of vacation language to address accrual of Assistant Fire Chief position
- Increase minimum requirement standards by removal of Emergency Medical Responder Certificate as alternate certificate to EMT-B Certificate for all positions within the unit

FISCAL IMPACT: As determined by the terms negotiated by the Firefighter Bargaining Unit.

ACTION REQUESTED: Motion to approve Resolution No. 23- 6261, approving and authorizing the modification and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit

ATTACHMENTS:
[Side Letter No. 2.pdf](#)
[23-6261.pdf](#)



City of Susanville

(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

Firefighters Bargaining Unit Side Letter No. 2

The Operating Engineers Local Union No. 3 Firefighters Unit (UNIT) have met and conferred with the city of Susanville (CITY) and proposed the following changes to the Firefighter MOU dated January 1, 2023 through and including June 30, 2025.

1. Modification of language in MOU Section 7: Salary Scale, Merit Step, Career Development, and Pay Period removing numerical rating and modifying “meets job requirements” to “meets job standards” to be consistent with other in-place city MOUs.

7.C. MOU Current Language:

Merit Pay: In order to receive a salary step increase the employee shall demonstrate that he/she merits such an 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 the merit increase.

7.C. MOU New Language:

Merit Steps: Merit increases will not be automatic and will be based upon merit as evidenced by a performance evaluation. Employee evaluations resulting in a rating score of “Meets Job Standards” or above are eligible for a merit step increase.

2. Modification of language in MOU Section 13: Holidays to clean up language and provide clarification of floating holiday timeframe of usage. New language is in line with Employee Manual.

13.B. MOU Current Language:

Employee’s birthday (or a substitute day to be selected by mutual agreement between the employee and CITY). Each employee covered by this MOU shall receive one 24-hour shift off with pay for his/her birthday. This floating leave shift is offered whether or not the employee is scheduled to work on the birthday. This leave may be taken on the employee’s actual birthday or on an alternate day mutually agreed to the employee and CITY. However, if an alternate day is selected, the leave time must be taken within the current fiscal year. The CITY will not incur any overtime pay as the result of this holiday. The employee requesting time off shall advise the Fire Chief ninety (90) days in advance of the birthday or day of leave.

13.B. MOU New Language:

Floating Holiday (Employee’s birthday or a substitute day to be selected

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

mutually by employee and supervisor) Each employee is entitled to take one (1) floating holiday once per calendar year (January 1 - December 31). All UNIT members are eligible for the floating holiday.

Employees should notify their supervisor in advance of the date they intend to take their floating holiday. The floating holiday is a full day paid leave. The duration is equivalent to the employee's regular working hours. Supervisors will work with employees to ensure operational needs are met while granting the floating holiday. Floating holidays cannot be carried over to the following calendar year. In exceptional cases where the operational needs of the CITY cannot be met due to the absence of multiple employees on the same day, the CITY reserves the right to reschedule the floating holiday.

3. Effective January 6, 2024, the following incentives will be added to Section 7: Salary Scale, Merit Step, Career Development and Pay Period, Subsection D: Professional/Education Incentive Program:

1. Swift Water Rescue Technician 2.5%
2. CPR Instructor 2.5%
3. Low Angle Rope Operator Rescue Certification 2.5%
4. SCUBA Certification 2.5%
5. State Fire Marshall Training Instructor 2.5%

4. Addition of vacation language pertaining to the Assistant Fire Chief position. This language is the language that was outlined in the Professional-Technical MOU in which the position was transferred from with the dissolution of the Professional-Technical. The Assistant Fire Chief shall earn annual vacation credit accrued per pay period as specified below:

0-1 year 3.69
1-5 years 4.62
5-10 years 5.23
10-15 years 6.15
15-20 years 7.69
20 + years 9.23

Vacation credit will vest and become available for use upon the successful completion of the probationary period for the Assistant Fire Chief position. Accrued vacation time may be used during the probationary period, subject to the approval of the City Administrator on a case by-case basis. The maximum vacation accrual shall be 240 hours. The City Administrator may authorize increasing the maximum accrual for a defined period of time if the excess accrual was created because the City Administrator canceled the Assistant to the Fire Chief's scheduled vacation due

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

to a CITY emergency. Any vacation hours accrued over 240 hours shall be bought back by the City at fifty percent (50%) of employee's base salary during December special payroll.

5. Effective January 6, 2023, all positions within this UNIT will require current California EMT-B certifications. Job descriptions will reflect this change and Emergency Medical Responder Certificate will be removed from job descriptions and will not be interchangeable with the EMT-B certification. Job descriptions will include "Current California EMT-B Certificate or ability to obtain within 12 months of hire" for recruitment purposes.

This side letter will be in effect upon approval of the City Council at a regularly scheduled meeting and pay changes will be effective January 6, 2024. This side letter and the terms outlined shall remain in effect, through and including June 30, 2025, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This letter has been ratified by both the CITY and UNIT on the 20th day of December 2023.

Dan Newton, City Administrator

Art Frolli, Business Representative

Dale Johnson, UNIT Steward

Leon Myers, UNIT Steward

Quincy McCourt
Mayor
Thomas Herrera
Mayor pro tem

Councilmembers:
Mendy Schuster
Kevin Stafford
Russ Brown

RESOLUTION NO. 23-6261
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING THE MODIFICATION AND CONDITIONS TO THE
MEMORANDUM OF UNDERSTANDING WITH THE FIREFIGHTERS BARGAINING UNIT

WHEREAS, the dissolution of the Professional Technical Unit agreed to distribute the Assistant Fire Chief into the Firefighters Bargaining Unit as of July 8, 2023; and

WHEREAS, the Firefighters Bargaining Unit has ratified the respective agreement with the terms and conditions as outlined in the attached side letter; and

WHEREAS, the representatives from the Firefighters Bargaining Unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves and authorizes the following:

1. The Memorandum of Understanding with the Firefighters Bargaining Unit will adopt the attached side letter and incorporate the changes as outlined into the Firefighters Bargaining Unit for the period of July 8, 2023, through and including June 30, 2025; and
2. The Finance Director shall modify the 2023/2024 fiscal year budget as necessary to accommodate the outlined changes made by the Firefighters Bargaining Unit.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council for the City of Susanville held on the 20th day of December, 2023 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 7.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: December 20, 2023

SUBJECT: Consider **Resolution No. 23-6262**, Approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Crossroads Freezer Project

PRESENTED BY: Jolene Arredondo, Assistant to the City Administrator

SUMMARY: The Community Development Block Grant Coronavirus Response Program (CDBG CV 2&3) has notified grantees of unclaimed program funds that are available for construction projects that have experienced unanticipated cost increases. Construction project grantees that wish to request additional funding need to complete an application to claim program funding, conduct a public hearing, and submit supporting documentation outlining need for additional funding. While funding is not guaranteed, grantees with qualifying projects may request up to a 25% increase to their award resulting in a maximum award of 125% of our original application. The city of Susanville was awarded grant funding through the Community Development Block Grant Coronavirus Response Program funding to purchase a freezer for Crossroads Ministries and to complete necessary construction and site preparation to install the freezer. The grant project award was for a total of \$22,600 and the city is requesting the allowed amount of \$5,650 which will allow for bidding for the construction to occur.

FISCAL IMPACT: Increase grant project by \$5,650 for total project of \$28,250

ACTION REQUESTED: Approve **Resolution No. 23-6262**, Approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Crossroads Freezer Project

ATTACHMENTS:
[23-6262.pdf](#)

RESOLUTION NO 23-6262
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AN AMENDMENT TO THE STANDARD AGREEMENT ISSUED
UNDER THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CORONAVIRUS RESPONSE (CDBG-CV)

BE IT RESOLVED by the City Council of the city of Susanville as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California ("State") of a Request for Additional Funds to fill gaps created by documented unanticipated cost increases. The funds would be added to its existing CDBG-CV Standard Agreement(s) with the State numbered 20-CDBG-CV2-3-00152 (the "Standard Agreement(s)") pursuant to the State's June 2020 CDBG-CV1 Notice of Funding Availability; December 2020 CDBG-CV2 and CV3 Notice of Funding Availability (NOFA); and/or the CDBG Method of Distribution as described in the State of California 2019-2020 Annual Action Plan August 2020 Second Substantial Amendment and the CDBG-CV Method of Distribution as described in the State of California 2019-2020 Annual Action Plan August 2020 Fifth Substantial Amendment.

List of Activity Funding:

Current Authorized amount(s) under Standard Agreement 20-CDBG-CV2-3-00152:

- CDBG-CV: \$22,600
- Program Income: \$0
- Total: \$22,600

Amount of new CDBG-CV funds to be added to Standard Agreement 20-CDBG-CV2-3-00152:

- CDBG Not to exceed: \$5,650
- Program Income: \$0
- Total: \$5,650

Total amount of amended Standard Agreement 20-CDBG-CV2-3-00152:

- CDBG Grant Not to exceed \$28,250
- Program Income: \$0
- Total: \$28,250

SECTION 2:

The City Council acknowledges compliance with all state and federal public participation requirements with respect to the proposed amendments to the Standard Agreement described in Sections 1 above.

SECTION 3:

The City Council hereby authorizes and directs the City Administrator to execute and deliver all application(s), "Request(s) for Additional Funds," and/or amendments to the Standard Agreement and act on the City's behalf in all matters pertaining to all such application(s), "Request(s) for Additional Funds," and/or amendments.

SECTION 4:

If an amendment to the Standard Agreement is approved as contemplated above, the City Administrator is authorized to enter into, execute, and deliver an amendment to the Standard

1 Agreement and any and all other documentation which may be required by the State from time
2 to time for the purposes of this grant.

3 **SECTION 5:**

4 If an amendment to the Standard Agreement is approved, the City Administrator is authorized to
5 sign and submit Funds Requests and all required reporting forms and other documentation as
6 may be required by the State of California from time to time in connection with this grant.

7
8 APPROVED: _____
9 Quincy McCourt, Mayor

10
11 ATTEST: _____
12 Heidi Whitlock, City Clerk

13
14 PASSED AND ADOPTED at a regular meeting of the City Council of the city of
15 Susanville held on December 20, 2023 by the following vote:

16
17 AYES:
18 NOES:
19 ABSENT:
20 ABSTAIN:

21
22 _____
23 Heidi Whitlock, City Clerk

24
25 APPROVED AS TO FORM: _____
26 Margaret Long, City Attorney

27
28 **STATE OF CALIFORNIA**

City of Susanville

"I, Heidi Whitlock, City Clerk of the city of Susanville, State of California, hereby certify that (i)
the above and foregoing is a full, true, and correct copy of a resolution duly adopted by said City
Council on this 20th day of December, 2023; (ii) such resolution has not been amended,
modified, repealed or rescinded since the date of its adoption; and (iii) such resolution remains
in full force and effect."

Heidi Whitlock, City Clerk of the city of
Susanville, State of California

AGENDA ITEM NO. 7.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: December 20, 2023

SUBJECT: Consider **Resolution No. 23-6266**, approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-CV) for the Memorial Park Bathroom Rehabilitation Project

PRESENTED BY: Jolene Arredondo, Assistant to the City Administrator

SUMMARY: The Community Development Block Grant Coronavirus Response Program (CDBG CV 2&3) has notified grantees of unclaimed program funds that are available for construction projects that have experienced unanticipated cost increases. Construction project grantees that wish to request additional funding need to complete an application to claim program funding, conduct a public hearing, and submit supporting documentation outlining need for additional funding. While funding is not guaranteed, grantees with qualifying projects may request up to a 25% increase to their award resulting in a maximum award of 125% of our original application.

The city of Susanville was awarded grant funding through the Community Development Block Grant Coronavirus Response Program funding to replace the bathroom located at Memorial Park. Grant funding total is \$148,240 plus \$200,000 CDBG Program Income for a grant project total of \$348,240. Upon award of demolition and site preparation construction, City Council had approved the use of Park Dedication Funding to cover construction overages. The application for additional funding would eliminate the need to use Park Dedication Funding and would also allow project site elements to be included in this project such as security cameras for exterior of the bathroom facility, electric panel upgrades, and site elements to enhance the project.

Total project increase requesting: \$70,000.

FISCAL IMPACT: \$65,000 increase to CDBG CV Memorial Park Bathroom Rehabilitation Project - expenditures reimbursed by CDBG CV Grant

ACTION REQUESTED: Motion to approve Resolution No. 23-6266, approving an amendment to the Standard Agreement issued under the 2020 Community Development Block Grant Program Coronavirus Response (CDBG-

CV) for the Memorial Park Bathroom Rehabilitation Project

ATTACHMENTS:

[23-6266.pdf](#)

RESOLUTION NO 23-6266
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSNAIVLLE
APPROVING AN AMENDMENT TO THE STANDARD AGREEMENT ISSUED
UNDER THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CORONAVIRUS RESPONSE (CDBG-CV)

BE IT RESOLVED by the City Council of the city of Susanville as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California ("State") of a Request for Additional Funds to fill gaps created by documented unanticipated cost increases. The funds would be added to its existing CDBG-CV Standard Agreement(s) with the State numbered 20-CDBG-CV2-3-00080 (the "Standard Agreement(s)") pursuant to the State's June 2020 CDBG-CV1 Notice of Funding Availability; December 2020 CDBG-CV2 and CV3 Notice of Funding Availability (NOFA); and/or the CDBG Method of Distribution as described in the State of California 2019-2020 Annual Action Plan August 2020 Second Substantial Amendment and the CDBG-CV Method of Distribution as described in the State of California 2019-2020 Annual Action Plan August 2020 Fifth Substantial Amendment.

The City Council previously approved the use of \$200,000 of Program Income for this CDBG-CV activity which was included in the 20-CDBG-CV2-3-00080 activity and by this resolution will not use an additional amount a total commitment of \$200,000 of Program Income.

List of Activity Funding:

Current Authorized amount(s) under Standard Agreement 20-CDBG-CV2-3-00080:

- CDBG-CV: \$148,240
- Program Income: \$200,000
- Total: \$348,240

Amount of new CDBG-CV funds to be added to Standard Agreement 20-CDBG-CV2-3-00080:

- CDBG Not to exceed: \$70,000
- Program Income: \$0
- Total: \$70,000

Total amount of amended Standard Agreement 20-CDBG-CV2-3-00080:

- CDBG Grant Not to exceed \$218,240
- Program Income: \$200,000
- Total: \$418,240

SECTION 2:

The City Council acknowledges compliance with all state and federal public participation requirements with respect to the proposed amendments to the Standard Agreement described in Sections 1 above.

SECTION 3:

The City Council hereby authorizes and directs the City Administrator to execute and deliver all application(s), "Request(s) for Additional Funds," and/or amendments to the Standard Agreement and act on the City's behalf in all matters pertaining to all such application(s), "Request(s) for Additional Funds," and/or amendments.

1 **SECTION 4:**

2 If an amendment to the Standard Agreement is approved as contemplated above, the City
3 Administrator is authorized to enter into, execute, and deliver an amendment to the Standard
4 Agreement and any and all other documentation which may be required by the State from time
5 to time for the purposes of this grant.

6 **SECTION 5:**

7 If an amendment to the Standard Agreement is approved, the City Administrator is authorized to
8 sign and submit Funds Requests and all required reporting forms and other documentation as
9 may be required by the State of California from time to time in connection with this grant.

10 APPROVED: _____
11 Quincy McCourt, Mayor

12 ATTEST: _____
13 Heidi Whitlock, City Clerk

14 PASSED AND ADOPTED at a regular meeting of the City Council of the city of
15 Susanville held on December 20, 2023 by the following vote:

16 AYES:
17 NOES:
18 ABSENT:
19 ABSTAIN:

20 _____
21 Heidi Whitlock, City Clerk

22 APPROVED AS TO FORM: _____
23 Margaret Long, City Attorney

24 **STATE OF CALIFORNIA**

25 City of Susanville

26 "I, Heidi Whitlock, City Clerk of the city of Susanville, State of California, hereby certify that (i)
27 the above and foregoing is a full, true, and correct copy of a resolution duly adopted by said City
28 Council on this 20th day of December, 2023; (ii) such resolution has not been amended,
modified, repealed or rescinded since the date of its adoption; and (iii) such resolution remains
in full force and effect."

Heidi Whitlock, City Clerk of the city of
Susanville, State of California

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: December 20, 2023

SUBJECT: City Procurement Policy and Credit Card Policy Updates Discussion

PRESENTED BY: Dan Newton, City Administrator

SUMMARY:

Procurement policies play a crucial role in promoting transparency, efficiency, and accountability in the acquisition of goods and services by the city. As the City of Susanville continues to grow and evolve, it is imperative to update the existing Procurement Policy to guide the procurement processes and ensure compliance with legal and ethical standards. As referenced in the attached policy, it is also imperative to update the city's Credit Card Policy as the city staff utilizes the credit card program more frequently to procure services and supplies.

Procurement Policy Changes:

- City Administrator authorized to execute service agreements in the amount not to exceed \$25,000
- Department Heads authorized to execute service agreements in the amount not to exceed \$15,000
- Addition of Auction Purchasing
- Clarification of and language added to:
 - Vehicle purchasing
 - Surplus property
 - Emergency situation purchasing

Credit Card Policy Change:

- Credit cards will be issued by the Finance Department to individual employees by written recommendation of employee's Department Head.
- Clarification of:
 - Duties of the CAL-Card Program Administrator (Finance Director)
 - Cardholder Responsibilities
 - Accounts Payable Responsibilities
 - Department Head Responsibilities
 - Online usage
 - Lost or stolen cards

FISCAL IMPACT: None

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:

[Procurement Policy 2004.pdf](#)

[DRAFT city procurement policy 2.pdf](#)

[2001 Credit Card Policy \(1\).pdf](#)

[Credit Card Policy FINAL DRAFT.pdf](#)

CITY OF SUSANVILLE
CALIFORNIA

PROCUREMENT POLICY

(Revised as of May 2004)

I. DEFINITIONS

Budget Responsible Individual – A Department Director or Program Manager

Check Request – A request for payment for the purchase of supplies, materials, or equipment; for payment of service contracts; and or for payment of travel advances, reimbursements, and petty cash requests for employees.

Purchase Order Request – A request to authorize the purchase of supplies, materials or equipment, or equipment from a specific vendor.

Department Director – A director of a City Department authorized to expend department budgets.

Program Manager – An individual authorized to expend a non-departmental program budget.

II. PURCHASE ORDER REQUESTS AND CHECK REQUESTS

1. For any requested purchase of supplies, materials, equipment, or services, a Purchase Order Request form or a Check Request form prescribed by the Finance Department shall be utilized.
2. Purchase Order Requests and Check Requests shall be approved by the appropriate Budget Responsible Individual, who shall be responsible for providing complete information on the appropriate form prescribed by the Finance Department.
3. The Budget Responsible Individual shall make Purchase Order Requests and Check Requests only when there are sufficient funds in the program's budget to pay for the purchase, and the Budget Responsible Individual shall have the responsibility for ascertaining the sufficiency of funds prior to making a request.
4. The Finance Department shall provide periodic expenditure reports to provide Budget Responsible Individuals with accurate, up-to-date expenditures and budget information.
5. All Purchase Order Requests and Check Requests are to be signed by the appropriate Budget Responsible Individual, or in his/her absence by the City Administrator.

6. When a Purchase Order is properly completed, signed by the appropriate parties, and processed by the Finance Department, the Department requesting the Purchase Order shall be responsible for completing the order with the vendor.

7. When a Purchase order is issued, a copy of the Purchase Order may be sent to a vendor upon request; otherwise, the vendor shall receive a verbal confirmation of the order, the purchase order number, and the location of delivery or pick up from an authorized employee.

III. CONTRACTS FOR SERVICES

1. All contracts must be reviewed by the City Attorney prior to execution. All contracts must be signed by the Mayor (or his/her designee).

2. For all contracts for services, the Budget Responsible Individual is expected to provide a specific scope of work, pay rate or fee (with a not to exceed amount), and invoice schedule appropriate for the contract.

IV BID/QUOTE REQUIREMENTS

1. Purchases and Services Subject to Bid/Quote Requirements:

Purchases of supplies, materials, or equipment, the total cost of which is over \$3,000.00.

Service contracts substantially associated with the purchase of supplies, materials, or equipment, the total contract cost of which is over \$3,000.00 (*a Purchase Order for less than \$3000 may be issued if the vendor requires it*).

2. Whenever possible, Budget Responsible Individuals shall obtain three competitive bids or quotes for all subject purchases or service contracts. If it is not possible or practical to obtain competitive bids or quotes for Purchase Order Request or Check Request, a note shall be made on the Purchase Order Request or Check Request which briefly states the reason. Copies of bids and quotes need to be kept by the Budget Responsible Individual.

3. For subject purchases and services contracts, the total cost of which is under \$100,000.00, written quotes are preferred, but telephone quotes are acceptable if they are memorialized in writing. The Budget Responsible Individual shall ensure that such bids/quotes are obtained and that any other requirements of the specific funding source are satisfied.

4. For subject purchases and service contracts, the total cost of which is above \$100,000.00, the Budget Responsible Individual must obtain sealed written bids. Such sealed bids shall be submitted by vendors, and the award of the bid shall be confirmed in writing by the Budget Responsible Individual and shall satisfy the requirements of any funding sources.

4. Where the specifications of the products or services are met, the lowest bid/quote should be selected unless other factors apply. These factors include, but are not limited to:

- a. The ability of the vendor to carry out the contract at cost.
- b. The timeliness of the delivery of the product or service.
- c. Previous problems with defective merchandise or poor service from the vendor.
- d. Satisfaction of similar products previously received from the vendor.
- e. The need for consistency and uniformity. Consistency and uniformity for certain types of products should be maintained whenever possible (e.g. office furniture and partitions, colors, fabrics, styles of chairs, etc.).

EXCEPTIONS TO POLICY:

1. Communications and technology purchases are not subject to bid/quote requirements. Purchases of telecommunication equipment, computer equipment and software, or other technological equipment should be made with consideration of the need for compatibility with existing equipment and software to prevent purchases which cannot be supported by existing systems and personnel.

2. Emergency purchases are not subject to bid/quote requirements. In the case of any emergency (preservation of life or property), city employees may make purchases without the benefit of the bidding requirements. These purchases are justified when there is an immediate necessity of the operation of the departments and when such purchases are required for the health, safety, and welfare of people or for the protection of property.

3. Sole Source Provider - Where there is only one provider of a service or product, the Budget Responsible Individual is not required to obtain competitive bids or quotes, but the Purchase Order Request or Check Request shall include an explanation for the use of a sole source provider.

V. DELIVERY, RECEIPTS, AND PAYMENT

1. Vendors shall make deliveries of purchases according to the directions noted by the Program or Department at the time the order is made.

2. Budget Responsible Individuals shall be responsible for recording receipts, certifying the items received, and noting any differences between what is received and what was ordered, and confirming receipts of purchased items to the Finance Department. The submittal of a check request signed by the Budget Responsible Individual confirms receipt of the purchase, unless noted as an advance payment.



City of Susanville Procurement Policy

Scope: Citywide

Policy Contact:
City Clerk
(530) 252-5103
hwhitlock@cityofsusanville.org

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Adopted by Resolution Number: XX-XXXX on XX XX, XXXX

Supersedes:

Effective Date:

Policy Review Schedule: Every 2 years from adoption date

CITY OF SUSANVILLE

PROCUREMENT POLICY

INTRODUCTION

In order to establish efficient procedures for the purchasing of supplies and equipment, to secure for the city supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.¹ There is created a centralized purchasing authority in which is vested authority for the purchase of equipment, supplies, nonprofessional services and services not involving particular ability.²

When purchasing materials and supplies for the city, preference should be given to recyclable materials and supplies and/or materials and supplies containing recycled post-consumer materials, provided such materials and supplies are sufficient in performance, reasonably available and cost effective. When purchasing materials and supplies for the city, efforts should be made to avoid unnecessary waste generation. Consideration should be given to extended product life, product reusability, bulk purchasing, and avoidance of excessive packaging materials.³

DEFINITIONS

“Bidders List”: List of qualified contractors maintained and recorded by the Finance Director, identifying qualified bidders for city projects, identified according to categories of work. Also known as vendors catalogue file.

“Budget Responsible Individual”: City Department Head or Department Head appointed employee as appointed annually and reported to the Purchasing Authority.

“California Multiple Award Schedule (CMAS)”: Statewide contract that companies obtain to sell to California state and local government agencies.

“Check Request”: A request for payment for the purchase of supplies, materials, or equipment; for payment of service contracts; and or for payment of travel advances, reimbursements, and petty cash requests for employees.

“Contractual Service”: Rendering of services by an Independent Contractor, consisting of the Contractor’s time and effort.

“Department Head”: A head of a City Department authorized by city policy to expend department budgets. Department Heads are responsible for ensuring that purchases made for services and supplies are reasonably priced and competitive in the current market.

“Department of General Services (DGS)”: Award and manager of CMAS, along with other statewide contracts.

¹ City of Susanville Municipal Code 3.08.010

² City of Susanville Municipal Code 3.08.020

³ City of Susanville Municipal Code 3.08.170

“Emergency”: As defined by California Uniform Construction Cost Accounting Commission, an emergency is a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

“Finance Director”: Designated as purchasing authority for the city of Susanville.

“Formal Bidding”: Issuing a solicitation to qualified bidders that is prepared, advertised, and distributed with the intent of receiving bids or proposals in a sealed envelope(s) to be publicly opened at a set date and time. Public projects at a cost of more than \$200,000 must use formal bidding procedures pursuant PCC Section 22032(c)

“Local Bidder”: Business physically maintained and operating at a fixed office or other business premises located within the geographical limits of Lassen County. Local Bidder must have city business license, issued by the city of Susanville.

“Maintenance Agreement”: Routine, recurring, and usual work for the preservation or protection outlined in a written contract wherein the contractor (or vendor) agrees to maintain city equipment in good operating condition subject to terms and conditions agreeable to both the contractor (or vendor) and the city.⁴

“Public Project”: As defined by California Uniform Construction Cost Accounting Commission, all public projects performed by public agencies may include construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned leased or operated facility. Painting or repainting of any publicly owned, leased, or operated facility. In the case of publicly owned utility systems, construction, erection, improvement or repair of dams, reservoirs, power plants and electrical transmission lines of 230,000 volts and higher.

“Program Manager”: An individual authorized by Department Head to expend a non-departmental program budget.

“Purchase Order”: A request to authorize the purchase of supplies, materials or equipment, or equipment from a specific vendor.

“Purchasing Authority”: The City Finance Director is designated the purchasing authority for the city of Susanville.⁵

“Service Agreement”: A contract between a service provider and the city, outlining the terms and conditions and covering various aspects such as quality, availability, and responsibility of services.

“Vendor”: In the context of a purchasing policy for the City of Susanville, a vendor refers to an individual or a business entity that supplies goods, services, or works to the city in exchange for payment. Vendors can include suppliers, contractors, consultants, and other entities involved in providing products or services to the city.

⁴ City of Susanville Municipal Code 3.08.140

⁵ City of Susanville Municipal Code 2.24.010

I. Roles and Responsibilities

The Finance Director may delegate the routine administrative responsibilities in any other applicable purchasing regulation, as shall be prescribed by the city council. The Finance Director shall negotiate the purchase of equipment, supplies, nonprofessional services, or services not involving particular ability required by any office or department of the city in accordance with purchasing procedures prescribed by this policy, and such other rules or regulations as shall be prescribed by the city council. The Finance Director acts to procure for the city the needed quality in equipment, supplies, nonprofessional services, or services not involving particular ability required by any office or department of the city, at least expense to the city. The Finance Director shall encourage uniform bidding, and endeavor to obtain as full and open competition as possible on all purchases hereunder. Prepare and recommend to the city administrator and city council rules governing the purchase of equipment, supplies, nonprofessional services, or services not involving particular ability for the city.⁶

II. Purchase Orders

Purchase Orders are required for all purchases (including credit card purchases) exceeding \$3,000 and must be approved by the purchasing department's Department Head. Purchase orders must accompany informal quotes from at least three (3) vendors. Informal quotes must contain the names of the vendors, their business address and telephone numbers, and their price quotes. A description of the item purchased must be included with the purchase order with an accompanying statement that vendor quotes are for the same or substantially similar item (justification required). If the type of item being purchased is so specialized that less than three vendors are available, a signed memo documenting so must accompany purchase order and be included in submission.

If you are purchasing through CMAS and other DGS purchasing contracts, there is no need to obtain quotes from three vendors because these prices have already been negotiated. A signed memo documenting so must accompany purchase order and be included in submission.

III. Service Agreement(s)

All services require written agreements, including maintenance services, in excess of \$3,000 per year. Service procurements shall not be split for the purpose of evading the requirement to obtain a written agreement. Agreements must be approved by the City Attorney. Contractual services in excess of \$25,000 per agreement must go to City Council for approval. The City Administrator is authorized to execute agreements in the amount not to exceed \$25,000 without City Council Approval; Department Heads are authorized to execute agreements in the amount not to exceed \$15,000 without City Council or City Administrator approval.

All executed agreements must be filed with the City Clerk. Departments must identify no existing agreements are in place in which additional services could be added for an equal share of cost increase prior to executing contract. City departments must use the standard city contract forms whenever possible.

⁶ City of Susanville Municipal Code 3.08.030

IV. Local Purchase Preference

Except for Public Projects, local purchase preference is a two and one-half percent (2.5%) [higher quote] difference of quote price over the next vendor. A local vendor must submit a copy of a current city business license, issued by the city of Susanville, and complete and sign a declaration under penalty of perjury, stating that as of the date the request for bids quotes was issued, the business listed on the bid was physically maintained and operates at a fixed office or other business premises located within the geographical limits of Lassen County, and providing such other information as may be requested.⁷

V. Credit Cards

All credit cards purchases shall be made in conformance with the city's credit card policy.

VI. Splitting Orders

Purchases shall not be split for the purpose of evading the requirement to obtain a Purchase Order.

VII. Supplies, Materials, and Equipment Purchasing Thresholds:

VI.1. ITEMS COSTING BETWEEN \$0 and \$2,999: Inexpensive materials, supplies, and equipment can be purchased directly by department, no purchase order is required.

VI.2. ITEMS COSTING BETWEEN \$3,000 AND \$9,999: Purchase of these items requires a purchase order signed by an appointed Budget Responsible Individual with accompanying documentation.

VI.3. ITEMS COSTING BETWEEN \$10,000 AND \$59,999: Purchases of more than \$10,000 must be pre-approved by Administrator or (either through the annual budget process or through a separate council agenda item) and must be acquired through a formal bidding process with written responses from potential vendors, or a mass purchasing contract (GPO) with written response from the potential vendor. The Purchasing Authority will assist the department in setting up and approving the bidding process. This paragraph refers to the acquisition of both equipment and contractual services.

VI.4. Public Works Projects Over \$60,000 (or the state's current limit) Requires pre-approval by the City Administrator, the Budget Responsible Individual shall follow the formal contract procedure-bid requirements as found in SMC 3.08.090. Contracts shall be awarded by the City Council.

VI.5. Public projects of \$200,000 (or current CUCCAC limit) or less may be let to contract by informal procedures.

VI.6. Public projects of more than \$200,000 are subject to formal bidding procedure.

⁷ City of Susanville Municipal Code 3.08.160

VIII. Auction Purchasing

Department Head to submit Purchase Order to Finance Director for approval with a do not exceed amount with attached memo depicting reasonable explanation or like and kind comparison of item sought through auction.

IX. Vehicle Purchasing

Notwithstanding other requirements as presented in this policy, vehicles should be selected for purchase in accordance with approved vehicle replacement plans, if applicable. In general base model vehicles should be selected for purchase. When requesting a purchase order for a vehicle. Information regarding approved vehicle replacement plans shall be provided. If applicable.

X. Surplus Property

Department Heads shall annually notify the Finance Director if they have items to surplus and list the items in a format approved by City Administrator. Vehicles to be surplusd will need to have verification of city ownership prior to being placed on the list. Department Head will verify ownership with City Clerk prior to placing vehicles on surplus.

The Finance Director shall review the list of items for surplus, compile a comprehensive list and disseminate it to departments. Departments will review the list and notify the Finance Director of any items they desire from other departments. The Finance Director will recommend the transfer of surplus or unused supplies and equipment between departments as needed, and the sale of all supplies and equipment which cannot be used by any department, or which have become unsuitable for city use. Prepare a list from each department by July 1st of each year.⁸

Department receiving the surplusd item that have been fully depreciated will pay scrap value amount to department that surplusd the item.

Final proposed surplus list will be provided to City Administrator's office. City Administrator will prepare staff report for council approval and coordinate disposal / sale of surplus property

Items that are not purchased at auction may be disposed of. No minimum bid.

XI. Exemptions from Purchasing Policy in Emergency Situations:

An *emergency* is a situation where the public interest and necessity demand the immediate expenditure of public money to safeguard life, health and/or property.⁹ In cases of emergency when repair or replacements are necessary, the city council may, pursuant to a four-fifths vote, proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city council, by contractor, or by a combination of the two. The city council may delegate, by resolution or ordinance, to the appropriate Budget Responsible Individual, the authority to order action and expend funds as necessary.

⁸ City of Susanville Municipal Code 3.08.030

⁹ City of Susanville Municipal Code 3.08.070

CITY OF SUSANVILLE CREDIT CARD USE POLICY

PURPOSE

The Purpose of the City of Susanville Credit Card Use Policy is to provide guidelines for the use of City credit cards. The use of City credit cards is deemed to be an efficient use of City resources and provides for better control and accounting of funds than the use of cash. Proper use of credit cards may limit the City's liability in many cases. Because any use of a City credit card is the use of public funds the use thereof shall follow the guidelines of this policy.

POLICY

City credit cards are to be used in the conducting of **authorized** City business. **City credit cards will not be used for any personal expenses even if the intent is to reimburse the City at a later date.**

ALLOWED USES

1. Under certain circumstances, the use of a City credit card may be the most appropriate method for making travel arrangements and purchasing lodging, transportation and other minor purchases associated with official travel and activities of the City.
2. The purchase of authorized meals for which no cash advance has been received.
3. The purchase of fuel, oil and minor repairs of City owned vehicles.
4. The purchasing of other minor purchases associated with official functions and activities of the City.
5. The use of credit cards offers the City an alternative method of confirming travel reservations and making payments for related transportation, meals and lodging needs. However, significant problems can arise from inappropriate use and control of credit card purchases that can hinder any benefits associated with their use. To ensure that the use of City credit cards is not abused, the most practical approach is confidence in the discretion and judgment of City personnel. Accordingly, the use of City credit cards will be closely monitored by the Finance Director, and any abuses or excessive costs associated with the use of City credit cards will lead to termination of the offending person rather than development of more sophisticated internal control procedures.

PROHIBITED USES

1. Under the City's Travel Policy, the City reimburses employees for the use of their private automobile in conducting City business. Therefore, City credit cards may not be used to purchase gasoline for privately owned automobiles.
2. City credit cards will not be used for any personal expenses even if the intent is to reimburse the City at a later date including spouse and family member expenses.
3. Any purchases for which proper authorization has not been received.

PROCEDURES

1. City credit cards will be assigned by the City Clerk to each department, not to individual officers or employees. It is the responsibility of the Department Head to safeguard against misuse of cards under their control. Any unidentified charges on a credit card will be charged to the assigned department.
2. Employees requiring the use of a City credit card shall request the credit card from the Department Head not more than one business day in advance of departure on City business.
3. When a City credit card is used, the employee will make a notation on the front of the charge slip stating the purpose of the charge and, in the case of meal charges, the names of the persons for whom meals were purchased.
4. All purchases by City credit card shall be subject to all other purchasing policies, including those for travel and meals. Under no circumstances may credit cards be used to circumvent regular solicitation and review procurement procedures for purchasing goods and services, including vendor credit cards such as Wal-Mart, Safeway, Chevron, Costco and Office Depot.
5. City gasoline credit cards should only be used to fuel City vehicles in conjunction with out-of-area travel. For local travel, the City's fueling facilities at the Public Works Yard should be used. City gasoline cards are not to be used for the purchase of fuel in a privately-owned vehicle.
6. All credit card charges relating to travel shall be listed on the Travel Request and Expense Report. **All credit card charge slips must be retained and attached to the report. For purchases on a City credit card, the Finance Department must have the charge slip immediately (prior to receiving the bill or statement).**
7. Lodging expenses may be charged to the City credit card, but any charges due to persons other than City employees occupying a room, personal expenses, or incidentals must be paid for separately by the City employee and not charged to the City credit card.

DISPUTES

If items purchased with a City credit card are found defective, the department employee has the responsibility to return the item (s) to the merchant for replacement or to receive a credit on the

purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute and will not be paid until resolved.

A disputed item must be noted on the Statement of Account so it will not be paid until the problem is resolved.

LOST OR STOLEN CITY CREDIT CARDS

Should any employee lose or have a City credit card stolen, it is their responsibility to contact the City Clerk within 24 hours of discovery.

This policy does not claim to have addressed all contingencies and conditions. Any necessary and reasonable expense that may from time-to-time be justified due to circumstances or opportunities for the City will be honored upon approval by the Department Head and City Administrator. When in doubt, the employee must pay for the item and seek reimbursement, rather than charging items to the City credit card.

The City Administrator may, from time to time, make minor changes to procedures and forms necessary to implement this policy.

VIOLATIONS OF THE CITY CREDIT CARD USE POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION

**CITY OF SUSANVILLE
CITY CREDIT CARD USE AGREEMENT**

I agree to use this card only for actual and necessary business expenses for the City of Susanville, incurred by me in accordance with City procurement procedures. I understand and acknowledge that use of the card may not be delegated to anyone other than myself (except when a Department Head delegates use of a credit card to a department employee).

I agree to abide by the City of Susanville Credit Card Use Policy. I acknowledge that use of this card for any purpose other than official City of Susanville business is prohibited and will result in disciplinary action, up to and including termination. In addition, I will be required to reimburse the City of Susanville for such charges.

I agree to surrender the City Credit Card immediately upon retirement, termination, or upon request of the City Administrator. I understand that use of the City credit card after charge privileges are withdrawn is prohibited.

If the City credit card is lost or stolen, I will immediately notify the Finance Director. I understand that failure to promptly notify the Finance Director of the theft, loss or misplacement of the City credit card could make me responsible for any fraudulent use of the card.

**VIOLATIONS OF THE CITY CREDIT CARD USE POLICY WILL BE SUBJECT TO
DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION**

City Credit Card User:

Department Head

Date: _____

Date: _____

**CITY OF SUSANVILLE
REQUEST FOR CREDIT CARDS**

The City Administrator and Department Heads are authorized to use City credit cards for City authorized purposes only. Department Heads may designate departmental employees use of City credit cards. This form must be submitted to the Department Head prior to authorized use. The credit cards must be returned immediately after returning to the work site. A copy of this authorization must accompany any billing documents submitted by City employees other than Department Heads, to the Finance Department for payment.

NAME: _____

DEPARTMENT: _____

ACCOUNT CODE #: _____ - _____ - _____ - _____
FUND ACTIVITY OBJECT %

Purpose of Travel/Activity: _____

Location: _____

Dates: _____

Requested By: _____ Date: _____

Authorized By: _____
Department Head Date



City of Susanville Credit Card Policy

Scope: Citywide

Policy Contact:

City Clerk
(530) 252-5103
hwhitlock@cityofsusanville.org

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Adopted by Resolution Number: XX-XXXX on XX XX, XXXX

Supersedes:

Effective Date:

Policy Review Schedule: Every 2 years from adoption date and in accordance to applicable Procurement Policy updated or review.

CITY OF SUSANVILLE

CREDIT CARD USE POLICY

INTRODUCTION

The purpose of the city of Susanville Credit Card Use Policy is to establish guidelines for the appropriate use of city employee issued credit cards. The use of city credit cards is deemed to be an efficient use of city resources and provides for better control and accounting of funds than the use of cash. Proper use of credit cards may limit the city's liability in many cases. The use of the program is intended to provide appropriate city team members with a flexible payment mechanism for the acquisition of goods with flexible spending limits and merchant category codes. This Policy applies to all employees who are issued a city of Susanville Credit Card. Because any use of a city credit card is the use of public funds the use thereof shall follow the guidelines of this policy.

I. DEFINITIONS

CAL-Card: The city of Susanville utilizes the CAL-Card, which is the registered name of the State of California's Purchase Card Program. CAL-Card is a VISA purchase card provided by a State of California leveraged procurement agreement (LPA).

Department Head: City of Susanville designated Department Heads are depicted in the city's organizational chart and assume responsibilities for that department.

Missing Receipts Memo: Memo written to the Finance Division that explains rationale for missing credit card receipts. The memo should detail the description of the purchase, the budget the purchase should be coded to, and include Department Head signature.

Monthly Statement of Accounts: Account statement issued by credit card vendor listing all financial transactions per credit card user within a specific time period.

Program Administrator: The Program Administrator is responsible for reviewing required forms for completion, approving, and issuing the credit card. The city's Program Administrator is the city's Finance Director.

Split Purchases: Single procurement intentionally divided into two or more purchase transactions or orders to avoid procurement policy review or competitive selection.

II. GUIDELINES

City credit cards are to be used in the conducting of authorized city business. City credit cards will not be used for any personal expenses even if the intent is to reimburse the city at a later date. Failure to follow this Policy may lead to the suspension or termination of a credit card and disciplinary action. Credit cards will only be issued to cardholders who certify they have read, understand, and will comply with this policy. Employees issued credit cards are responsible for any and all use. Use of a city credit card is a privilege, and the Finance Director or his/her designee may suspend or revoke cards at any time in accordance with his/her assessment of the city's best interests such as, but no limit to, lack of timely submission of invoices and violations of this policy.

III. OBTAINING A CITY CREDIT CARD

Various employees are authorized to receive a CAL-Card issued in their name for city-related business. Employee Department Heads shall evaluate the operational necessity for issuance of a credit card based on the duties and responsibilities of employees and the operational requirement and provide recommendation to the Finance Director for the issuance and limit suggestion in writing.

IV. CREDIT CARDHOLDER RESPONSIBILITIES

1. Acknowledge receipt of the credit Card and understand the Credit Card Policy by completing the *User Agreement for City-Issued Credit Card Form* (see policy attachment).
2. Direct questions about the proper use of the credit Card to the Finance Director or his/her designee.
3. Ensure there is available budget for each credit Card transaction.
4. Never use the credit card for transactions other than for official city purchases.
5. Never split purchases to avoid credit card transaction limits.
6. Never purchase items or services not for city use, inappropriate items or services, or items or services which violate any city policy and must follow city procurement policies.
7. Never assign or loan your credit card to other employees.
8. Ensure that any use of the credit card is in accordance with this Policy.
9. Ensure the credit card is secure from theft and misuse.
10. Return the credit card upon request from the Finance Director, or designee.
11. Notify the Finance Director, or designee immediately if the credit card is lost or stolen.
12. Verify that the amount on the sales draft/receipt corresponds to the items purchased, including applicable taxes, before signing the sales draft/receipt.
13. Ensure the merchant provides an itemized receipt, which includes a description of the goods and/or services purchased, the quantity purchased, the price per item, amount of sales tax, total amount, shipping charges (if applicable), and date of purchase.
14. Keep records of the invoice or packing slip, and credit card slip for each credit card transaction and submit the receipts to the Finance Department for payment on the monthly statement of account.
15. Dispute charges, as appropriate, with the financial institution.
16. Ensure that all documentation supporting each transaction, including a document disputing charges or a Missing Receipt Memo, if applicable is attached to the monthly Statement of Account.
17. Record appropriate codes on the monthly Statement of Account and a description of each transaction.

V. DEPARTMENT HEAD RESPONSIBILITIES:

1. Department Heads are responsible for all Credit card purchases made by their subordinates.
2. Department Heads may designate intermediary reviewers, e.g., managers, supervisors, to review and confirm purchases made by cardholders before review and approval by the Department Head.
3. Evaluate the operational necessity for issuance of Credit cards to department employees based on the duties and responsibilities of employees and the operational requirement.
4. If operational necessity, complete and submit the *Application for Credit Cards* to the Finance Director or designee.
5. Accountable for the adherence to this Policy for department cardholders.
6. Accountable for the maintenance of appropriate internal controls.
7. Review and approve all Monthly Statement of Accounts for Department Cardholders ensuring that cardholders' Credit Card Monthly Statement of Account includes the appropriate documentation to support transactions.
8. Review the utilization of the credit cards on a periodic basis, at least annually, for the purpose of identifying credit cards that may no longer be needed or that may be under-utilized.

9. Review cardholder transactions for split purchases attempting to avoid transaction limits, purchases that are not for city use, inappropriate purchases, and purchases in violation of any city policy.
10. Follow appropriate disciplinary measures for violations of this policy.
11. Report violations of this policy to the Finance Director or designee.

VI. PROGRAM ADMINISTRATOR FOR CREDIT CARDS RESPONSIBILITIES:

The city of Susanville's Program Administrator will be the Finance Director or his/her designee. The Program Administrator's responsibilities include the following:

1. Maintain and review the citywide Credit Card Policy.
2. Establish and update credit card accounts, including termination of credit cards.
3. Administer transaction thresholds and transaction templates, which limit the utilization of credit cards, in accordance with this policy.
4. Review Monthly Statement of Accounts to verify the adherence to this policy and ensure that cardholders' credit card Monthly Statement of Account includes the appropriate documentation to support transactions.
5. Accountable for the maintenance of appropriate internal controls.
6. As needed, provide training and advice to credit cardholders.
7. Review cardholder transactions for split purchases attempting to avoid transaction limits, purchases that are not for city use, inappropriate purchases, and purchases in violation of any city policy.
8. Follow appropriate disciplinary measures for violations of this policy.
9. Report violations of this policy to the City Administrator and Department Heads.
10. Ensure destruction of credit cards of cardholders who left the city or a particular department and termination of the card with the issuing financial institution.
11. Ensure signed User Agreement for Credit Card is forwarded to Human Resources and included in the cardholder's personnel file.

VII. ACCOUNTS PAYABLE RESPONSIBILITIES:

1. Ensure the Monthly Statement of Accounts are exported from U.S. Bank into the financial software for monthly reporting.
2. As needed, provide program advice to credit cardholders.
3. Review cardholder transactions for split purchases attempting to avoid transaction limits, purchases that are not for city use, inappropriate purchases, and purchases in violation of any city policy.
4. Ensure that each credit card transaction is assigned an appropriate expense code on the Monthly Statement of Account and charges for accrual for California Sales Tax are identified.
5. Ensure that there is available budget for each Credit card transaction.
6. Issue payments for credit cards to the appropriate financial institution.
7. Report any violations of this policy to the Finance Director.

VII. ALLOWED USES:

1. Travel:

Under certain circumstances, the use of a city credit card may be the most appropriate method for making travel arrangements and purchasing lodging, transportation and other minor purchases associated with official travel and activities approved by the city. The use of credit cards offers the city an alternative method of confirming travel reservations and making payments for related transportation, meals, and lodging needs. However, significant problems can arise from inappropriate use and control of credit card purchases that can hinder any benefits associated with their use. To ensure that the use of city credit cards is not abused,

the most practical approach is confidence in the discretion and judgment of city personnel. Accordingly, the use of city credit cards will be closely monitored by the Finance Director and Finance Department. Any abuses or excessive costs associated with the use of city credit cards will lead to termination of the offending person rather than development of more sophisticated internal control procedures.

Lodging expenses may be charged to the city credit card, but any charges due to persons other than city employees occupying a room, personal expenses, or incidentals must be paid for separately by the city employee and not charged to the city credit card.

All credit card charges relating to travel shall be listed on the Travel Request and Expense Report. All credit card charge slips must be retained and attached to the report. For purchases on a city credit card, the Finance Department must have the charge slip immediately (prior to receiving the bill or statement).

2. Minor Purchases:

The purchase of authorized meals for which no cash advance has been received. The purchase of fuel, oil, and minor repairs of city owned vehicles when transaction cannot be invoiced directly to the city.

The purchase of other minor purchases associated with official functions and activities of the city, such as supplies purchased through a local vendor where the city does not have an established account with vendor (I.e., janitorial, office supplies, etc.).

3. Online Purchases:

When purchases cannot be procured locally, it may be necessary to purchase necessary items online with a city credit card. Credit cards may be used to execute these transactions when direct invoicing is not available. All city purchases utilizing city credit cards must follow the city's Procurement Policy.

4. Memberships and Subscription Charges:

Reoccurring charges for memberships and/or subscriptions may require credit card use if invoicing is unavailable.

VIII. PROHIBITED USES

1. Under the city's Travel Policy, the city reimburses employees for the use of their private automobile in conducting city business. Therefore, city credit cards may not be used to purchase gasoline for privately owned automobiles.
2. City credit cards will not be used for any personal expenses even if the intent is to reimburse the city at a later date including spouse and family member expenses.
3. Any purchases for which proper authorization has not been received.

IX. DISPUTES

If items purchased with a city credit card are found defective, the department employee has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute and will not be paid until resolved.

A disputed item must be noted on the Statement of Account so it will not be paid until the problem is resolved.

X. LOST OR STOLEN CITY CREDIT CARDS

Should any employee lose or have a city credit card stolen, it is their responsibility to notify their Department Head and contact the Finance Director within 24 hours of discovery.

This policy does not claim to have addressed all contingencies and conditions. Any necessary and reasonable expense that may from time-to-time be justified due to circumstances or opportunities for the City will be honored upon approval by the Department Head and City Administrator. When in doubt, the employee must pay for the item and seek reimbursement, rather than charging items to the city credit card.

The City Administrator or Finance Director may, from time to time, make minor changes to procedures and forms necessary to implement this policy.

VIOLATIONS OF THE CITY CREDIT CARD USE POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION

CITY OF SUSANVILLE

USER AGREEMENT FOR CITY ISSUED CREDIT CARD

The use of city credit cards is deemed to be an efficient use of city resources and provides for better control and accounting of funds than the use of cash. Proper use of credit cards may limit the city's liability in many cases. The city of Susanville utilizes the CAL-Card, which is the registered name of the State of California's Purchase Card Program. CAL-Card is a VISA purchase card provided by a State of California leveraged procurement agreement (LPA). The use of the program is intended to provide appropriate city team members with a flexible payment mechanism for the acquisition of goods with flexible spending limits and merchant category codes. This Policy applies to all employees who are issued a City of Susanville Credit Card.

By initialing the below terms, you agree to comply with the terms and policies of the City of Susanville Credit Card Policy

1. _____ I agree to use this card only for actual and necessary business expenses for the City of Susanville, incurred by me in accordance with City procurement policy and procedures. I understand and acknowledge that use of the card may not be delegated to anyone other than myself.
2. _____ I agree to abide by the City of Susanville Credit Card Use Policy. I acknowledge that use of this card for any purpose other than official City of Susanville business is prohibited and will result in disciplinary action, up to and including termination. In addition, I will be required to reimburse the City of Susanville for such charges.
3. _____ I agree to surrender the City Credit card immediately upon retirement, termination, or upon request of the City Administrator. I understand that use of the City credit card after charge privileges are withdrawn is prohibited.
4. _____ If the City credit card is lost or stolen, I will immediately notify the Finance Director. I understand that failure to promptly notify the Finance Director of the theft, loss or misplacement of the City credit card could make me responsible for any fraudulent use of the card.
5. _____ I have been provided with a copy of the City of Susanville Credit Card Policy and the City of Susanville Procurement Policy.
6. _____ VIOLATIONS OF THE CITY CREDIT CARD USE POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

Employee Name: _____

Department: _____

Signature: _____

Date: _____

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: December 20, 2023

SUBJECT: Consider **Resolution No. 23-6265**, authorizing the City Administrator to execute an Addendum to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: In recent years, the City of Susanville has experienced a growing reliance on technology for various administrative, operational, and public service functions. From maintaining essential records to facilitating communication channels, our dependence on IT systems has become integral to the smooth functioning of municipal services. As we continue to advance in the digital age, efficient and secure information technology infrastructure is fundamental to the success and functionality of local government operations. The city has utilized Computer Logistics for managed IT services since 2010 and currently pays \$5,480/month (\$65,760 annually), the cost is split between departments based on the cost allocation formula. Staff is requesting to continue the relationship with Computer Logistics for IT management and IT support.
Agreement Addendum budgetary increases as follows:
23/24 FY increase of \$986.50 for January 1 - June 30
24/25 FY: \$68,748.79 annual cost
25/26 FY: \$70,811.26 annual cost
26/27 July 1-Dec 31 \$35,928.86 - then renegotiate or review contract (proposed contract ends January 1, 2027)

FISCAL IMPACT: 23/24 FY increase of \$986.50 for January 1 - June 30, 24/25 FY: \$68,748.79 annual cost, 25/26 FY: \$70,811.26 annual cost

ACTION REQUESTED: Motion to approve Resolution No. 23-6265, authorizing the City Administrator to execute an Addendum to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

ATTACHMENTS:
[City of Susanville Partner Agreement Addendum 103123.pdf](#)

Contract Addendum: Addendum I

Contract Addendum I (herein referred to as the 'Agreement') is entered into on the 1st day of January month of 2024 ('Effective Date') between:

City of Susanville 66 North Lassen Street, Susanville, CA 96130 and Computer Logistics 1135 Pine St., Ste 202, Redding, CA 96001 who may be collectively referred to as 'the Parties' or generally as 'Party.'

WHEREAS Parties entered into a contract titled Resolution Number 19-5676 on the 15th day of July of 2019 (herein referred to as 'Contract') for purposes of Managed IT Services.

WHEREAS Parties mutually desire to amend the previously entered into the Agreement to achieve the purpose of the Agreement pursuant to the terms and conditions as set forth in the Agreement.

WHEREAS this Agreement is the first amendment to the Agreement and the most recent update to the Agreement.

IN CONSIDERATION OF the mutual promises herein, the Parties agree to amend their obligations in the existing Contract and fulfill the terms and conditions as listed below:

Amendments

Exhibit A attached to this Agreement represents the original provisions of the Contract that Parties mutually wish to amend. Parties agree that upon the Effective Date of this Agreement, Exhibit A provisions shall be unenforceable and deleted from the Contract in their entirety.

Exhibit B attached to this Agreement shall replace the provisions of the Contract as set forth in Exhibit A on the Effective Date of this Agreement. The provisions in Exhibit B shall remain in full force and effect until an additional addendum is drafted and signed, or the Contract is terminated.

No other change

Except as explicitly provided for in this Agreement, the remaining provisions, covenants, terms, and conditions of the Contract shall remain in full force and effect. No other change shall be permitted to the Contract or this Agreement unless Parties agree upon future amendments as described in the Future Amendments clause.

Future amendments

Parties may, upon their mutual agreement and discretion, choose to amend the Contract and this Agreement with a separate signed addendum. All prior addendums shall remain in full force and effect unless the new addendum explicitly invalidates the prior addendums.

Termination

Parties may, upon their mutual agreement and discretion, choose to amend the Contract and this Agreement, Parties must abide by the termination clause in the Contract.



Governing law

This Agreement shall be governed by the laws of the State of California. All suits or other legal action shall be construed in accordance with the laws of California and excluded from the laws of any other forum.

Provider	Client
Computer Logistics 1135 Pine Street, Ste 202 Redding, CA 96001	City of Susanville 66 North Lassen Street Susanville, CA 96130
Signed: _____	Signed: _____
Name: Bob Andrews _____	Name: Dan Newton _____
Title: CEO _____	Title: City Manager _____
Date: January 1, 2024 _____	Date: _____



Exhibit B

City of Susanville and City Administrator approve and authorize to enter into a renewal of the Managed IT Services Partner Agreement with Computer Logistics for another term of 3 years. To commence January 1, 2024. This Agreement will expire January 1, 2027. This contract has an automatic 3% increase annually to start in January 1, 2024.

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: December 20, 2023

SUBJECT: Consider **Ordinance No. 23-1041**, amending section 12.32.030 (F) Structures, Plants, Trees, Rubbish of the Susanville Municipal Code regarding allowable activities at Loumena Tennis Courts.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Current city code section 12.32.030(F) allows only tennis to be played at the Loumena Tennis Courts at Memorial Park. The proposed modification will allow tennis and pickleball to be played at Loumena Tennis Courts at Memorial Park.

FISCAL IMPACT: None.

ACTION REQUESTED: Waive first reading and introduce Ordinance No. 23-1041, amending section 12.32.030 (F) Structures, Plants, Trees, Rubbish of the Susanville Municipal Code regarding allowable activities at Loumena Tennis Courts.

ATTACHMENTS:
[23-1041.pdf](#)

ORDINANCE NO. 23-1041
AN ORDINANCE OF THE CITY OF SUSANVILLE
AMENDING SECTION 12.32.030 (F) STRUCTURES, PLANTS, TREES, RUBBISH OF THE
SUSANVILLE MUNICIPAL CODE REGARDING ALLOWABLE ACTIVITIES AT THE
LOUMENA TENNIS COURTS

Section 1. Section 12.32.030 (F) of the Susanville Municipal Code is hereby amended as follows:

It is unlawful for any person to engage in any activity other than tennis or pickleball at the Loumena Tennis Courts, Memorial Park. Prohibited activities shall include, but not be limited to: bicycling, skateboarding, skating, games other than tennis or pickleball, and loitering.

Section 2: The City Clerk shall, within fifteen (15) days after its passage, cause this Ordinance to be published at least once in the *Modoc Record*, a newspaper of general circulation, printed, published, and circulated within the general area.

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

Section 4. This Ordinance shall take effect on the thirty-first (31st) day after its passage.

INTRODUCED at a regular meeting of the City Council of the city of Susanville, California, on the 20th day of December 2023, and adopted at the regular meeting of the City Council on January 3, 2024.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing ordinance was adopted at a regular meeting of the City Council of the City of Susanville held on the 3rd day of January 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 12.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: December 20, 2023

SUBJECT: Consider **Ordinance No. 23-1040**, amending city code to define Public Safety Chief and consider **Resolution No. 23-6264**, authorizing City Administrator to reorganize city departments as depicted in attached organizational chart. Consider Public Safety Chief job description.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: On December 6, 2023, the City Council directed the City Administrator to proceed with creating the Public Safety Chief position. Ordinance No. 23-1040 amends the city code to define the term "Public Safety Chief". This amendment addresses the numerous references in the city code to the "police chief", "chief of police", and "fire chief". Resolution No. 23-6264 authorizes the City Administrator to reorganize city departments as depicted in the attached organizational chart. The city municipal code authorizes the City Administrator to recommend to the City Council the reorganization of departments, but the City Council must ultimately approve the reorganization. Finally, the city's department head hiring policy states that the process begins with a City Council-approved job announcement, which includes multiple references to the job description. Therefore, staff is seeking approval of the job description that is to be used in the preparing the standard city job announcement.

FISCAL IMPACT: Moderate cost increase because the proposed plan will net one additional staff position. This proposal is not intended to be a cost saving measure.

ACTION REQUESTED: Waive first reading and introduce Ordinance No. 23-1040, city code to define Public Safety Chief.
Motion to approve Resolution No. 23-6264, authorizing the City Administrator to reorganize city departments as depicted in the attached organizational chart.
Motion to approve Public Safety Chief job description and authorize City Administrator to fly the Public Safety Chief position using the

city's standard job announcement format.

ATTACHMENTS:

[23-6264.pdf](#)

[23-1040.pdf](#)

[Draft - Public Safety Chief Job Description December 20, 2023.pdf](#)

[210915 Adopted Dept Head Process.pdf](#)

ORDINANCE NO. 23-1040
AN ORDINANCE OF THE CITY OF SUSANVILLE
AMENDING SECTION 1.04.020 DEFINITIONS AND RULES OF CONSTRUCTION OF THE
SUSANVILLE MUNICIPAL CODE DEFINING PUBLIC SAFETY CHIEF

Section 1. Section 1.04.020 of the Susanville Municipal Code is hereby amended to add the definition of Public Safety Chief as follows:

Police Chief, the words "Police Chief" and "Chief of Police" shall be construed, in the absence of an individual holding that position, to mean the Public Safety Chief of the city of Susanville.

Fire Chief, the words "Fire Chief" shall be construed, in the absence of an individual holding that position, to mean the Public Safety Chief of the city of Susanville.

Section 2: The City Clerk shall, within fifteen (15) days after its passage, cause this Ordinance to be published at least once in the *Modoc Record*, a newspaper of general circulation, printed, published, and circulated within the general area.

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

Section 4. This Ordinance shall take effect on the thirty-first (31st) day after its passage.

INTRODUCED at a regular meeting of the City Council of the city of Susanville, California, on the 20th day of December 2023, and adopted at the regular meeting of the City Council on January 3, 2024.

APPROVED: _____
Quincy McCourt, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing ordinance was adopted at a regular meeting of the City Council of the City of Susanville held on the 3rd day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

DRAFT
PUBLIC SAFETY CHIEF

JOB INFORMATION:

The Police Chief is classified as an exempt Regular, full-time employee as defined by the city of Susanville's Employee Manual. The Public Safety Chief is represented by the Management Bargaining Unit and is compensated at Range 170-172 of the Unit's Salary Matrix.

JOB SUMMARY:

Under the administrative direction of the City Administrator, the Public Safety Chief oversees and directs all activities of the Public Safety Department in providing law enforcement, crime prevention, fire suppression, emergency preparedness, emergency medical services, and other services related to the protection of life and property in the city of Susanville. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering city goals and objectives within general policy guidelines. The Public Safety Chief carries out strategic planning for use of resources in the city and provides varied administrative support and relief program oversight to the City Administrator and other departments, as assigned; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinates the activities of the public safety department with those of other local departments and ensures that development plans and services provided are of the highest quality.

Provides leadership, short and long-term planning, and organizational development to the department.

Plans, organizes, and provides administrative direction and oversight for fire prevention, public education, and fire code inspection programs.

Plans, organizes, and provides administrative direction and oversight for comprehensive police services, security, and law enforcement programs.

Plans, organizes, and provides administrative direction on the city's emergency preparedness and hazardous material response activities.

Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; prepares and administers the department's budget.

Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances, and policies are consistently enforced.

Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.

Provides varied administrative support and relief program oversight to the City Administrator and other departments, as assigned.

Fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups.

Prepares, presents, and administers the department's annual budget. Monitors revenues and expenditures, ensuring fiscal responsibility of the department.

Prepares, recommends, and implements strategic plans to meet the City's current and long-range needs.

Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies, and a variety of public and private organizations.

Provides various administrative assistance to the City Administrator and other departments; acts as the City Administrator on a relief or as assigned basis.

Prioritizes and allocates available resources; reviews and evaluates program and service delivery; makes recommendations for improvement; and ensures maximum effective service provision.

Directs the development of specifications for the acquisition of a variety of equipment and apparatus.

Serves as or directs the provision of services of a designated representative as the ex-officio Sergeant-at-Arms of the Council; maintains order in the Council Chambers by carrying out all instructions given by the presiding officer.

Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.

Maintains and directs the maintenance of working and official departmental files.

Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.

Promote the department's efforts to actively and meaningfully engage all members of the Susanville community through easy-to-access and simple-to-understand methods.

QUALIFICATIONS:

REQUIRED LICENSES & CERTIFICATIONS:

- Must possess a valid California Class C driver's license, or ability to possess prior to appointment, and have a satisfactory driving record.
- Must be a sworn peace officer within California or have the ability to obtain peace officer status in California prior to appointment.
- Must have experience and training as a firefighter.
- Must possess a Bachelor's degree from an accredited college or university in Police Science, Fire Science, Public Administration, Political Science, or a closely related field.

PREFERRED QUALIFICATIONS:

- Two years of command or experience in the police service equivalent to the level of Lieutenant or above.
- Possession of a California P.O.S.T. Management certificate, or ability to possess prior to appointment.
- Possession of a California State Fire Marshal Company Officer Certificate or ability to possess prior to appointment.
- Any combination of experience and education that would provide the required knowledge and ability to manage a diverse public safety workforce will be considered.

ADDITIONAL EXPERIENCE OR ABILITY TO:

- Apply modern principles, practices and techniques of fire and police administration, organization, and operations, and their applicability to civic situations.
- Apply techniques for budget development and management of expenditures.
- Apply principles of supervision, training, and management of sworn and non-sworn staff.
- Apply methods and practices for the management of fire suppression, fire prevention, and fire investigation.
- Develop and maintain a working knowledge of the use and care of firearms and the apparatus and equipment used in law enforcement and fire protection.

PHYSICAL REQUIREMENTS:

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: rapid mental and physical movement in response to emergencies; visual acuity; outdoor activity, including exposure to weapons, intense and violent reactions of others; physical restraint of others; running; maneuvering a motor vehicle safely at rapid speed; bending; stooping; reaching overhead; climbing stairs and ladders; maneuvering on uneven surfaces; extensive public contact with individuals, small and large groups; data comparison, analysis and synthesis; attention to detail; persuasive communication; negotiation; multitasking; flexibility; tact; patience; and sensitivity.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

City Administrator Signature

Date

DEPARTMENT HEAD SELECTION PROCESS

I. Application Process

- A. Per the City of Susanville Employee Manual, Section 116: Job Posting – “In general, notices of all regular full-time job openings will be posted on employee bulletin boards prior to publication to the public, although the City reserves its discretionary right to not post a particular opening.”
 - 1. External Recruitment: Advertise job opening by posting City Council approved job announcement for a minimum of ten (10) days and flyer in the following (if applicable):
 - a. Employee Bulletin Board
 - b. Local News Paper
 - c. Professional Publications
 - d. Direct Mailers
 - e. Online Websites
 - 2. Internal Recruitments: Advertise job opening by posting City Council approved job announcement on the employee bulletin board in accordance with section 116 of the Susanville Employee Manual “Job Posting”. Such positions will not be released to the public.
- B. Applications Received at City Hall
 - 1. Must be received prior to closing date and time;
 - 2. Must include standard city application and any documents requested in job announcement, i.e. resume, cover letter, transcripts, certifications, etc.; and
 - 3. Must be submitted to the City Clerk
 - 4. Unless recruitment is for City Administrator, City Clerk to provide applications to the City Administrator, or City Administrator’s designee upon receipt.

II. Application Screening Process

- A. Initial applicant screening: Applicants are screened for compliance with job announcement and minimum requirements by the City Administrator’s designee, or the City Clerk, if for City Administrator position. The initial screener notes if applicant does not meet the minimum qualifications and/or has not complied with the job announcement.
- B. For City Administrator: City Council members screen all applications that meet minimum qualifications and are in compliance with job announcement to determine which candidates will receive an interview.
 - 1. Council Members will independently and confidentially indicate yes or no as to whether or not they want to interview an applicant.
 - 2. Applicants receiving three or more yes indications from Council Members will be interviewed.
 - 3. *In the event that more than 5 applicants receive three or more yes indications, those receiving 4 or more yes indications will be interviewed instead of those*

receiving 3 or more OR the council will re-evaluate the candidates choosing only their top 5 candidates in order to complete each panel in one day's time.

- C. **For All Other Department Heads:** The City Administrator shall screen all applications that meet minimum qualifications and are in compliance with job announcement to determine which candidates will receive an interview.
- D. A Designee will prepare letters of regret for Applicants not chosen to move on to the interview process within five (5) business days of this determination.

III. Interviews

- A. For City Administrator: If there are more than two candidates that meet minimum qualifications and are in compliance with job announcement, an ad hoc committee consisting of two Council Members and the City Administrator will convene to determine the composition of the interview panels. Once notified, interview panel members/organization have five working days to confirm their participation. After five working days, they forfeit their opportunity to participate in the process.
 - 1. Two panels will be convened, a Community Panel and Professional Panel.
 - a. Community Panel
 - 1. May consist of community leaders, business professionals, union representatives, representatives from other agencies, and Human Resources representative.
 - 2. Community Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during the community interview.
 - b. Professional Panel
 - 1. May consist of experts in the field, Department Heads, and an HR representative.
 - 2. Professional Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during professional interview.
 - 2. Scoring
 - a. Candidates will be scored by the interview panelists using City standard scoring sheet as attached as Exhibit A. Scores will be averaged from the Community and Professional panels.
 - 1. Community Panel will account for 40% of overall score.
 - 2. Professional Panel will count for 60% of overall score.
 - 3. The top two candidates and all qualified internal candidates, will be interviewed in closed session by the entire City Council. Based on negative results from the Professional and/or Community Panel interviews, the City Council may elect to

not interview one or both of the top two candidates, or any of the internal candidates.

4. The City Council selects the City Administrator pursuant to majority vote.

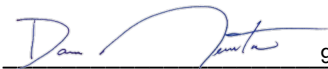
B. **For All Other Department Heads:** If there are more than two candidates that meet minimum qualifications and are in compliance with job announcement. The City Administrator shall create an interview panel that may include other internal or external department heads, community members or subject matter experts. The panel shall interview the candidates and candidates will be scored by the interview panelists using City standard scoring sheet as attached as Exhibit A.

1. The top two candidates and all qualified internal candidates, will be interviewed in closed session by the entire City Council and the City Administrator. Based on negative results from the Professional and/or Community Panel interviews, the City Council may elect to not interview one or both of the top two candidates, or any of the internal candidates.

2. The City Council will make recommendations to the City Administrator regarding hiring of the Department Head, but pursuant Susanville Municipal Code 2.08.090, the City Administrator makes the final hiring decision.

IV. Successful Candidate will continue to the pre-employment process.

V. Unsuccessful Candidates may be placed in a hiring pool for up to one year in the event the position becomes vacant again.



Signature Date

9/16/2022

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: December 20, 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:

[231220_City_Priorities_List.pdf](#)



City of Susanville Work Priorities

December 20, 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 Safety Chief: Develop position and implementation plan	X				X				
Public Facility Impact Fee: Self-Storage Analysis, Consultant Services Research, provide report	X				X		X		X
HUSA Survey: Conduct survey and provide report				X			X		
Purchasing Policy: Update and adopt					X		X		X
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				



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				
Recruitments and Hiring: Air Quality Specialist, Assistant Engineer, PLHA CSO, Police Officer, FF I/FF II/FAE					X				
SE Gateway: Landscaping Plan/Funding Assessment				X			X	X	
DR 4308 & DR 4301 (Flood Emergency) FEMA Grant Closeout					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				
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 and Hiring							X		
ARPA fund utilization plan & rating criteria							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	
Susanville Click & Fix & LHS Collaboration Efforts			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	



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
Airport FBO/Manager RFP					X				
SB 2 Planning Grant: Project/Grant Closeout									
Natural Gas Appliance Program: Assess capacity to conduct natural gas appliance service calls					X		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				
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		
Fire Hydrant Fittings					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	
Recruitments and Hiring: Maintenance Worker I/II									
Economic Development Director Recruitment	X						X		
2021/2022 Audit	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**



City of Susanville Work Priorities

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



City of Susanville Work Priorities

- 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

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: December 20, 2023

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, 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: