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, January 3, 2024 – 4:30 PM

CALL TO ORDER
ROLL CALL

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

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

3. **CLOSED SESSION:**
   A. PUBLIC EMPLOYEE APPOINTMENT - pursuant to Government Code Section §54957
   1. City Administrator - Agreement Amendment

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 20, 2023 regular meeting.

   6.B Vendor and payroll warrants

   6.C Consider Resolution No. 24-6269, approving relocation assistance for Economic Development Director.

7. **PUBLIC HEARINGS:**

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

9.A Consider Resolution No. 23-6263, authorizing the Public Works Director to execute a contract with Full Spectrum Inc. Engineering for the replacement of the Water Division's SCADA system Radios and authorize the Finance Director to adjust the water budget as necessary.

9.B Consider Resolution No. 24-6267, authorizing the Public Works Director to execute a Service Agreement with ALSCO Uniforms for the Public Works Department uniform and laundry service.

9.C Consider Resolution No. 24-6268, adopting the City of Susanville Employee Evaluation Policy

9.D Consider Resolution No. 24-6270, approving the first amendment to Employment Agreement for City Manager

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.

12.B 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.

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

15. ADJOURNMENT:

- ***The next regular meeting of the Susanville City Council will be held on January 17, 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 27, 2023.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	January 3, 2024
SUBJECT:	Minutes of the City Council's December 20, 2023 regular meeting.
PRESENTED BY:	Heidi Whitlock, City Clerk
SUMMARY:	Attached for the Council's review are the minutes of the City Council's December 20, 2023 regular meeting.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to waive the reading of and approval to receive and file the City Council's December 20, 2023 regular meeting.

ATTACHMENTS:
231220.cc.min.draft.pdf

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 20, 2023 – 4:30 PM

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

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

1. APPROVAL OF AGENDA:
Moved by Schuster; seconded by Stafford to approve.
Motion Carried: 4 - 0
Voting For: McCourt, Stafford, Schuster, Brown
Voting Against: None
Absent: Herrera

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): No public comment.

3. CLOSED SESSION:
The City Council convened in closed session at 4:30pm to discuss the following items:

A. CONFERENCE WITH LABOR NEGOTIATIORS – 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: Council Member Herrera arrived at 5:00pm.

The City Council reconvened in open session at 5:00pm.

The Pledge of Allegiance and Invocation were offered.

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

5. BUSINESS FROM THE FLOOR: Heather Bennett, Sexual Assault Coordinator with Lassen Family Services, provided information related to the services they provide as well as the substantial budget cuts that they will see this upcoming year.

6. CONSENT CALENDAR:
Mr. Newton requested that item 6D be considered separately as there is an error listed on item 5 within the side agreement as it states January 6, 2023 when it should state January 6, 2024.

Moved by Schuster; seconded by Herrera to approve consent items 6A-6C only.
Motion: 5 - 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

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

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.
231206.cc.min.draft.pdf
231212.spec.cc.min.draft.pdf

6.B Vendor and payroll warrants

Motion to receive and file
11-17-23.pdf
11-30-23.pdf
12-07-23.pdf
12-08-23.pdf

6.C Utility Accounts Receivable Write-Offs
Motion to approve to write-off accounts receivable and send $1,179.68 to collections.
3811_001.pdf

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

Side Letter No. 2.pdf
23-6261.pdf

Mr. Newton presented the item and explained that there was an error regarding the start date in the side letter that would require modification prior to approval. The request was made to change the start date to January 6, 2024, not 2023.
Motion to approve Resolution No. 23- 6261, approving and authorizing the modification and conditions to the Memorandum of Understanding with the Firefighters Bargaining Unit
Moved by Stafford; seconded by Herrera to approved with the requested date change.
Motion: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

7. <u>PUBLIC HEARINGS</u>:

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

Jolene Arredondo, Assistant to the City Administrator, provided an explanation of the item to the Council and requested approval of Resolution No. 23-6262.

Public Hearing opened and closed at 5:11pm with no comments.

23-6262.pdf

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
Moved by Stafford; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown

Voting Against: None

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

Jolene Arredondo, Assistant to the City Administrator, provided an explanation of the item to the Council and requested approval of Resolution No. 23-6266.

Public Hearing opened and closed at 5:14pm.

23-6266.pdf

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
Moved by Brown; seconded by Herrera to approve.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: The city's Mission statement and Land Acknowledgement statement where provided.

9. **NEW BUSINESS:**

9.A City Procurement Policy and Credit Card Policy Updates

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

Council direction was provided to move forward and to bring back the entire package, including updated Ordinance language.

Procurement Policy 2004.pdf
DRAFT city procurement policy 2.pdf
2001 Credit Card Policy (1).pdf
Credit Card Policy FINAL DRAFT.pdf

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

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 23-6265.

City of Susanville Partner Agreement Addendum 103123.pdf
23-6265.pdf

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
Moved by Herrera; seconded by Brown to approve.

Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

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.

Mr. Newton provided an explanation of the Ordinance No. 23-1041 and requested the Council waive the first reading and introduce this item.

23-1041.pdf

Motion to 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.
Moved by Schuster; seconded by Herrera, to waive the first reading and introduce Ordinance No. 23-1041.
Motion Carried: 5- 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

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

11. <u>SUSANVILLE MUNICIPAL ENERGY CORPORATION</u>: No business.

12. <u>CONTINUING BUSINESS</u>:

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.

Mr. Newton provided an explanation of Ordinance No. 23-1040 and requested the first reading of the Ordinance be waived and for said ordinance to be introduced.

Mr. Newton then presented the organizational chart and job description and stated that there will be a change in the chart to reflect that both the police department and fire departments will remain their own departments; however, the administrative functions will be combined and handled by the Public Safety Officer. In addition, the position title directly under the Assistant Fire Chief still needs to be determined.

Motion to waive first reading and introduce Ordinance No. 23-1040, city code to define Public Safety Chief.
Moved by Stafford, second by Brown.
Voting For: Stafford, Brown, Herrera, Schuster, McCourt
Voting Against: None

Motion to approve Resolution No. 23-6264, authorizing the City Administrator to reorganize city departments as depicted in the attached organizational chart with changes to reflect that both the fire and police departments will still remain separate departments and further authorizes Mr. Newton to determine the title directly under the Assistant Fire Chief.

Moved by Stafford, second by Brown.
Voting For: Stafford, Brown, Herrera, Schuster, McCourt
Voting Against: None

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.
Moved by Stafford, second by Schuster.
Voting For: Stafford, Brown, Herrera, Schuster, McCourt
Voting Against: None

23-6264.pdf
23-1040.pdf
Draft - Public Safety Chief Job Descripton December 20, 2023.pdf
210915 Adopted Dept Head Process.pdf

12.B City Project Priorities

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

The following requests were made: 1)revisit the dogs at large item, 2)discussion regarding the Little League Park, and 3) bring back the ARPA discussion item.

Mr. Newton responded that the Little League Park item and the ARPA item will be coming back at the second meeting in January.

231220_City_Priorities_List.pdf

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

Department Heads provided updates on the happenings in their departments.

14. FUTURE COUNCIL ITEMS: No business.

15. ADJOURNMENT: Motion to Adjourn at 6:22pm.

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Quincy McCourt, Mayor

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Heidi Whitlock, City Clerk

Approved on:

AGENDA ITEM NO. 6.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Alicia Cordova, Administrative Services
Action Date:	January 3, 2024
SUBJECT:	Vendor and payroll warrants
PRESENTED BY:	Chandra Jabbs, Finance Manager
SUMMARY:	Warrants dated December 9, 2023 through December 22, 2023 numbered 219903-219912, 219959-220039
FISCAL IMPACT:	Accounts Payable vendor warrants totaling $266,503.62, plus $329,395.59 in payroll warrants, for a total of $595,899.21.
ACTION REQUESTED:	Motion to receive and file

ATTACHMENTS:
12-14-23.pdf
12-18-23.pdf
12-21-23.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
12/23	12/14/2023	219972	1243	AIR RESOURCES BOARD	PROFESSIONAL SERVICES-AIR	HTSP2200-18	1	7620-430-11-43	PROFESSIONAL SERVICES	1,674.00	1,674.00
Total HTSP2200-18:										1,674.00	1,674.00
12/23	12/14/2023	219973	21	AIRGAS USA LLC	CHLORINE-WATER	9144388663	1	7110-430-42-46	SUPPLIES-GENERAL	3,381.07	3,381.07
Total 9144388663:										3,381.07	3,381.07
12/23	12/14/2023	219974	9432	ALL SEASON HEATING	#0009 WOODSMOKE REDUCTI	120823	1	8407-430-10-48	GRANTS	1,500.00	1,500.00
Total 120823:										1,500.00	1,500.00
12/23	12/14/2023	219974	9432	ALL SEASON HEATING	#0006 WOODSMOKE REDUCTI	12823	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 12823:										3,000.00	3,000.00
12/23	12/14/2023	219975	10390	AUTOZONE PARTS INC	SUPPLIES-GAS	4015424694	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.73	10.73
12/23	12/14/2023	219975	10390	AUTOZONE PARTS INC	SUPPLIES-WATER	4015424694	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	10.73	10.73
12/23	12/14/2023	219975	10390	AUTOZONE PARTS INC	SUPPLIES-STREETS	4015424694	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	10.73	10.73
Total 4015424694:										32.19	32.19
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	DISPOSAL FEES FOR LEAF CO	175481977U037	1	8404-430-15-48	GRANTS	3,644.58	3,644.58
Total 175481977U037:										3,644.58	3,644.58
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	SPAULDING GREENWASTE CL	175482024U037	1	8404-430-15-48	GRANTS	181.48	181.48
Total 175482024U037:										181.48	181.48
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	1205 MAIN STREET- STREETS	175482176U037	1	2007-431-20-44	DISPOSAL	96.60	96.60
Total 175482176U037:										96.60	96.60
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	175482178U037	1	2007-431-20-44	DISPOSAL	50.17	50.17

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 175482178U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	175482179U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482179U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	175482180U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482180U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	175482182U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482182U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	175482183U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482183U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	400 MAIN STREET- STREETS	175482184U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482184U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	175482185U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482185U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	175482189U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482189U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	175482190U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482190U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	175482191U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482191U037:										50.17	50.17

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	175482387U037	1	1009-421-10-44	DISPOSAL	212.77	212.77
Total 175482387U037:										212.77	212.77
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	1505 MAIN ST-FD	175482390U037	1	1010-422-10-44	DISPOSAL	215.84	215.84
Total 175482390U037:										215.84	215.84
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	175482475U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482475U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	1408 MAIN ST-STREETS	175482476U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482476U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	175482477U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482477U037:										50.17	50.17
12/23	12/14/2023	219976	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	175482493U037	1	2007-431-20-44	DISPOSAL	50.17	50.17
Total 175482493U037:										50.17	50.17
12/23	12/14/2023	219977	10635	CENTER FOR HEARING	PROFESSIONAL SERVICES-GA	20288	1	7401-430-62-43	PROFESSIONAL SVCS	323.53	323.53
12/23	12/14/2023	219977	10635	CENTER FOR HEARING	PROFESSIONAL SERVICES-WA	20288	2	7110-430-42-43	PROFESSIONAL SVCS	258.82	258.82
12/23	12/14/2023	219977	10635	CENTER FOR HEARING	PROFESSIONAL SERVICES-ST	20288	3	2007-431-20-43	PROFESSIONAL SVCS	258.82	258.82
12/23	12/14/2023	219977	10635	CENTER FOR HEARING	TECHNICAL SERVICES-PARKS	20288	4	1011-452-20-43	TECHNICAL SVCS	194.12	194.12
12/23	12/14/2023	219977	10635	CENTER FOR HEARING	PROFESSIONAL SERVICES-PW	20288	5	7620-430-10-43	PROFESSIONAL SVCS	64.71	64.71
Total 20288:										1,100.00	1,100.00
12/23	12/14/2023	219978	161	CSK AUTO INC	OIL, AIR FILTER-STREETS SB1	2740473996	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	320.01	320.01
Total 2740473996:										320.01	320.01
12/23	12/14/2023	219978	161	CSK AUTO INC	SUPPLIES-GAS	2740474014	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	22.18	22.18
12/23	12/14/2023	219978	161	CSK AUTO INC	SUPPLIES-WATER	2740474014	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	22.18	22.18
12/23	12/14/2023	219978	161	CSK AUTO INC	SUPPLIES-STREETS SB1	2740474014	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	22.18	22.18

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 2740474014:										66.54	66.54
12/23	12/14/2023	219978	161	CSK AUTO INC	DEGREASER-GAS	2740474889	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.21	7.21
12/23	12/14/2023	219978	161	CSK AUTO INC	DEGREASER-WATER	2740474889	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.21	7.21
12/23	12/14/2023	219978	161	CSK AUTO INC	DEGREASER- STREETS SB1	2740474889	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	7.21	7.21
Total 2740474889:										21.63	21.63
12/23	12/14/2023	219978	161	CSK AUTO INC	ANTIFREEZE-GAS	2740475298	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	40.02	40.02
12/23	12/14/2023	219978	161	CSK AUTO INC	ANTIFREEZE-WATER	2740475298	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	40.02	40.02
12/23	12/14/2023	219978	161	CSK AUTO INC	ANTIFREEZE-STREETS SB1	2740475298	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	40.01	40.01
Total 2740475298:										120.05	120.05
12/23	12/14/2023	219978	161	CSK AUTO INC	WASHER NOZZLE-GAS	2740476266	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	37.92	37.92
Total 2740476266:										37.92	37.92
12/23	12/14/2023	219978	161	CSK AUTO INC	MOTOR OIL-GAS	2740476365	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	43.28	43.28
12/23	12/14/2023	219978	161	CSK AUTO INC	MOTOR OIL-WATER	2740476365	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	43.28	43.28
12/23	12/14/2023	219978	161	CSK AUTO INC	MOTOR OIL-STREETS SB1	2740476365	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	43.28	43.28
Total 2740476365:										129.84	129.84
12/23	12/14/2023	219979	10670	CURRENT ELECTRIC & A	YEARLY FIRE TESTING-95 N W	047527	1	1011-452-20-43	TECHNICAL SVCS	195.00	195.00
12/23	12/14/2023	219979	10670	CURRENT ELECTRIC & A	YEARLY FIRE TESTING- 66 N LA	047527	2	1000-417-10-43	TECHNICAL SVCS	135.00	135.00
Total 047527:										330.00	330.00
12/23	12/14/2023	219980	9819	CXT INCORPORATED	BATHROOM FACILITY PURCHA	091923	1	2046-465-20-44	CONSTRUCTION SERVICES	170,233.02	170,233.02
Total 091923:										170,233.02	170,233.02
12/23	12/14/2023	219981	10959		REFUND GAS DEPOSIT	10203173316	1	7401-2228-000	DEPOSITS-CUSTOMER	74.50	74.50
Total 10203173316:										74.50	74.50
12/23	12/14/2023	219982	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	120423	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	30.00	30.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 120423:										30.00	30.00
12/23	12/14/2023	219983	219	ED STAUB & SONS PETR	111 GAL PROPANE-GC	10088313	1	7530-451-50-46	PROPANE	273.88	273.88
Total 10088313:										273.88	273.88
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	376962A	1	7530-451-52-43	PROFESSIONAL SERVICES	35.00	35.00
Total 376962A:										35.00	35.00
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	377502A	1	7110-430-42-43	PROFESSIONAL SVCS	164.00	164.00
Total 377502A:										164.00	164.00
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	377732A	1	7112-430-42-43	PROFESSIONAL SVCS	35.00	35.00
Total 377732A:										35.00	35.00
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	377733A	1	7110-430-42-43	PROFESSIONAL SVCS	110.00	110.00
Total 377733A:										110.00	110.00
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	377946A	1	7112-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 377946A:										117.00	117.00
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	378801A	1	7530-451-52-43	PROFESSIONAL SERVICES	35.00	35.00
Total 378801A:										35.00	35.00
12/23	12/14/2023	219984	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	378802A	1	7530-451-52-43	PROFESSIONAL SERVICES	35.00	35.00
Total 378802A:										35.00	35.00
12/23	12/14/2023	219985	265	FRONTIER	257-1887 BACKUP	1887 120123	1	1000-417-10-45	COMMUNICATIONS	75.98	75.98
Total 1887 120123:										75.98	75.98

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/23	12/14/2023	219985	265	FRONTIER	257-2520 GOLF COURSE	2520 120123	1	7530-451-52-45	COMMUNICATIONS	255.72	255.72
Total 2520 120123:										255.72	255.72
12/23	12/14/2023	219986	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S106166895.001	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	390.78	390.78
Total S106166895.001:										390.78	390.78
12/23	12/14/2023	219986	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S10623887.001	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	183.71	183.71
Total S10623887.001:										183.71	183.71
12/23	12/14/2023	219986	1075	INDEPENDENT ELECTRI	SUPPLIES-GAS	S106238887.001	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	183.71	183.71
Total S106238887.001:										183.71	183.71
12/23	12/14/2023	219987	10958	INTERMOUNTAIN ENTER	SUPPLIES-PARKS	6001110	1	1011-452-21-46	SUPPLIES-GENERAL	678.60	678.60
Total 6001110:										678.60	678.60
12/23	12/14/2023	219988	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING 11/23	7021761	1	7401-430-62-43	PROFESSIONAL SVCS	555.00	555.00
Total 7021761:										555.00	555.00
12/23	12/14/2023	219989	10963		REFUND WATER DEPOSIT	10420200002	1	7110-2228-000	DEPOSITS-CUSTOMER	38.72	38.72
Total 10420200002:										38.72	38.72
12/23	12/14/2023	219990	8167		REFUND OVERCHARGED PER	121323	1	1011-424-20-32	BUILDING PERMITS	50.00	50.00
Total 121323:										50.00	50.00
12/23	12/14/2023	219991	10961		REFUND B/L FEE	120723	1	9999-1001-005	CASH CLEARING - BUSINESS T	5.00	5.00
12/23	12/14/2023	219991	10961		REFUND SB1186 FEE	120723	2	1000-2205-007	DEPOSITS PAYABLE - SB 1186	4.00	4.00
12/23	12/14/2023	219991	10961		REFUND HOME INSPECTION	120723	3	1011-419-10-34	ZONING & SUBDIVISION FEES	90.00	90.00
Total 120723:										99.00	99.00
12/23	12/14/2023	219992	10485	LEAF CAPITAL FUNDING	EQUIPMENT RENTAL-PW	15692144	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	153.55	153.55

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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 15692144:										153.55	153.55
12/23	12/14/2023	219993	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 112523	1	7530-451-52-46	ELECTRICITY	50.36	50.36
Total 122907 112523:										50.36	50.36
12/23	12/14/2023	219993	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 112523	1	7530-451-52-46	ELECTRICITY	469.34	469.34
Total 144281 112523:										469.34	469.34
12/23	12/14/2023	219993	437	LMUD	1505 MAIN ST FIRE STATION	2876 112523	1	1010-422-10-46	ELECTRICITY	982.59	982.59
Total 2876 112523:										982.59	982.59
12/23	12/14/2023	219993	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 112523	1	1011-452-20-46	ELECTRICITY	74.53	74.53
Total 3522 112523:										74.53	74.53
12/23	12/14/2023	219993	437	LMUD	925 SIERRA RD SPORTS CTR	60453 112523	1	1011-452-20-46	ELECTRICITY	31.03	31.03
Total 60453 112523:										31.03	31.03
12/23	12/14/2023	219993	437	LMUD	GOLF COURSE OLD CLUB HOU	7394 112523	1	7530-451-50-46	ELECTRICITY	91.27	91.27
Total 7394 112523:										91.27	91.27
12/23	12/14/2023	219993	437	LMUD	1801 MAIN ST POLICE STATION	8314 112523	1	1009-421-10-46	ELECTRICITY	818.35	818.35
Total 8314 112523:										818.35	818.35
12/23	12/14/2023	219994	1508	MAIN STREET LUBE	REPAIR & MAINT-PD	41614	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	57.37	57.37
Total 41614:										57.37	57.37
12/23	12/14/2023	219995	6797		REFUND GAS OVERPAYMENT 1	10311300034	1	7401-2228-000	DEPOSITS-CUSTOMER	29.46	29.46
Total 10311300034:										29.46	29.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/23	12/14/2023	219996	7782		REFUND GAS OVERPAYMENT 5	10203173313	1	7401-2228-000	DEPOSITS-CUSTOMER	1.13	1.13
Total 10203173313:										1.13	1.13
12/23	12/14/2023	219997	10960		REFUND BL FEE	120723	1	9999-1001-004	CASH CLEARING - BUSINESS LI	50.00	50.00
12/23	12/14/2023	219997	10960		REFUND SB1186 FEE	120723	2	1000-2205-007	DEPOSITS PAYABLE - SB 1186	4.00	4.00
Total 120723:										54.00	54.00
12/23	12/14/2023	219998	10962		RETURN FACILITY RENTAL PAY	121223	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 121223:										75.00	75.00
12/23	12/14/2023	219999	546	PAYLESS BUILDING SUP	SUPPLIES-FD	188862	1	1010-422-10-46	SUPPLIES- GENERAL	62.21	62.21
Total 188862:										62.21	62.21
12/23	12/14/2023	220000	556	PITNEY BOWES INC	MONTHLY MAINT POSTAGE MA	3106415357	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	777.87	777.87
Total 3106415357:										777.87	777.87
12/23	12/14/2023	220001	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 113023	1	1000-417-10-45	COMMUNICATIONS	768.00	768.00
Total 58020 113023:										768.00	768.00
12/23	12/14/2023	220001	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 113023	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 113023:										185.00	185.00
12/23	12/14/2023	220001	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444 113023	1	7620-430-10-45	COMMUNICATIONS	368.56	368.56
Total 68444 113023:										368.56	368.56
12/23	12/14/2023	220001	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 113023	1	1010-422-10-45	COMMUNICATIONS	304.67	304.67
Total 69319 113023:										304.67	304.67
12/23	12/14/2023	220002	572	QUILL CORPORATION	OFFICE SUPPLIES	35835442	1	1000-415-10-46	SUPPLIES-GENERAL	18.16	18.16

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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 35835442:										18.16	18.16
12/23	12/14/2023	220002	572	QUILL CORPORATION	SUPPLIES	35908345	1	1000-415-10-46	SUPPLIES-GENERAL	503.31	503.31
Total 35908345:										503.31	503.31
12/23	12/14/2023	220003	10964		REFUND OVERPAYMENT CLOS	10113760110	1	7401-2228-000	DEPOSITS-CUSTOMER	120.00	120.00
Total 10113760110:										120.00	120.00
12/23	12/14/2023	220004	1479	SIERRA BROADCASTING	ADVERTISING-GAS	23110141	1	7401-430-62-45	ADVERTISING	499.00	499.00
Total 23110141:										499.00	499.00
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	ROPE-STREETS	521001	1	2007-431-20-46	SUPPLIES-GENERAL	22.40	22.40
Total 521001:										22.40	22.40
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS	521041	1	2007-431-20-46	SUPPLIES-GENERAL	18.50	18.50
Total 521041:										18.50	18.50
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	GEO-SUPPLIES	521137	1	7301-430-52-46	SUPPLIES-GENERAL	3.40	3.40
Total 521137:										3.40	3.40
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	SUPPLIES-GEO	521208	1	7301-430-52-46	SUPPLIES-SMALL TOOLS	24.70	24.70
Total 521208:										24.70	24.70
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	SUPPLIES-GEO	521349	1	7301-430-52-46	SUPPLIES-GENERAL	24.35	24.35
Total 521349:										24.35	24.35
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	521355	1	7401-430-62-46	SUPPLIES-GENERAL	9.72	9.72
Total 521355:										9.72	9.72

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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	12/14/2023	220005	76	SUSANVILLE ACE HARD	DOOR STOP-FD	521399	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	9.44	9.44
Total 521399:										9.44	9.44
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	521421	1	7401-430-62-46	SUPPLIES-GENERAL	35.06	35.06
Total 521421:										35.06	35.06
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	FASTENERS- GAS	521448	1	7401-430-62-46	SUPPLIES-GENERAL	16.45	16.45
Total 521448:										16.45	16.45
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	CREDIT-GAS	521456	1	7401-430-62-46	SUPPLIES-GENERAL	.35-	.35-
Total 521456:										.35-	.35-
12/23	12/14/2023	220005	76	SUSANVILLE ACE HARD	FASTENERS- FIRE	521466	1	1010-422-10-44	RESCUE- REPAIR & MAINTENA	22.05	22.05
Total 521466:										22.05	22.05
12/23	12/14/2023	220006	7416	SUSANVILLE RENTALS	REFUND GAS OVERPAYMENT 2	10301950111	1	9999-1001-001	CASH CLEARING - UTILITIES	47.02	47.02
Total 10301950111:										47.02	47.02
12/23	12/14/2023	220007	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	59227	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,119.16	1,119.16
Total 59227:										1,119.16	1,119.16
12/23	12/14/2023	220007	10822	SUSANVILLE TOWING	PROFESSIONAL SERVICES	77355	1	1011-425-20-43	PROFESSIONAL SVCS	150.00	150.00
Total 77355:										150.00	150.00
12/23	12/14/2023	220008	9295	TAMCO CAPITAL CORP	COMMUNICATION- PD	5027609973	1	1009-421-10-45	COMMUNICATIONS	415.28	415.28
Total 5027609973:										415.28	415.28
12/23	12/14/2023	220008	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5027715712	1	1010-422-10-45	COMMUNICATIONS	205.68	205.68

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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 5027715712:										205.68	205.68
12/23	12/14/2023	220009	712	TNS TRUCKING CO	300 CUBIC YARDS CINDERS	5799	1	2006-431-25-46	SUPPLIE - GENERAL	8,407.33	8,407.33
Total 5799:										8,407.33	8,407.33
12/23	12/14/2023	220009	712	TNS TRUCKING CO	TRANSFER BASE ROCK-GAS	5833	1	7401-430-62-46	SUPPLIES-GENERAL	225.32	225.32
12/23	12/14/2023	220009	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	5833	2	7110-430-42-46	SUPPLIES-GENERAL	225.31	225.31
12/23	12/14/2023	220009	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	5833	3	2005-431-20-44	REPAIR AND MAINTENANCE-MI	225.31	225.31
Total 5833:										675.94	675.94
12/23	12/14/2023	220009	712	TNS TRUCKING CO	CON ROCK-WATER	5834	1	7110-430-42-44	REPAIR AND MAINTENANCE-FA	56.84	56.84
Total 5834:										56.84	56.84
12/23	12/14/2023	220010	728	U.S. POSTMASTER	BUS. LICENSES INVOICES	121423	1	1000-415-10-46	POSTAGE	419.74	419.74
Total 121423:										419.74	419.74
12/23	12/14/2023	220011	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9950510951	1	1009-421-10-45	COMMUNICATIONS	2,179.50	2,179.50
Total 9950510951:										2,179.50	2,179.50
12/23	12/14/2023	220012	770	WESTERN NEVADA SUP	SUPPLIES-GEO	61061765	1	7301-430-52-46	SUPPLIES-GENERAL	714.77	714.77
Total 61061765:										714.77	714.77
12/23	12/14/2023	220013	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-73757	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total A-73757:										109.39	109.39
12/23	12/14/2023	220013	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-73760	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total A-73760:										218.78	218.78
Grand Totals:										211,820.43	211,820.43

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/23	12/18/2023	220014	728	U.S. POSTMASTER	UB BILLING WATER	121823	1	7110-430-42-46	POSTAGE	788.54	788.54
12/23	12/18/2023	220014	728	U.S. POSTMASTER	UB BILLING GAS	121823	2	7401-430-62-46	POSTAGE	406.22	406.22
Total 121823:										1,194.76	1,194.76
Grand Totals:										1,194.76	1,194.76

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	12/21/2023	220015	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5504227924	1	7401-430-62-46	SUPPLIES-GENERAL	245.10	245.10
12/23	12/21/2023	220015	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5504227924	2	7110-430-42-46	SUPPLIES-GENERAL	408.50	408.50
12/23	12/21/2023	220015	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5504227924	3	2007-431-20-46	SUPPLIES-GENERAL	163.39	163.39
Total 5504227924:										816.99	816.99
12/23	12/21/2023	220016	10969	ARC HEALTH & WELNES	PROFESSIONAL SERVICES-FD	580	1	1010-422-10-43	PROFESSIONAL SVCS	2,100.00	2,100.00
Total 580:										2,100.00	2,100.00
12/23	12/21/2023	220017	10965		REFUND WATER DEPOSIT	10413950013	1	7110-2228-000	DEPOSITS-CUSTOMER	10.74	10.74
Total 10413950013:										10.74	10.74
12/23	12/21/2023	220018	115	CASELLE INC	SOURCE CODE ESCROW 1/1/2	129623	1	1000-1430-105	PREPAID - OTHER	100.00	100.00
12/23	12/21/2023	220018	115	CASELLE INC	SOURCE CODE ESCROW 1/1/2	129623	2	1000-417-10-43	TECHNICAL SVCS	100.00	100.00
Total 129623:										200.00	200.00
12/23	12/21/2023	220019	156	CREATIVE FORMS & CO	ENVELOPES-GAS	120155	1	7401-430-62-46	SUPPLIES-GENERAL	1,193.05	1,193.05
12/23	12/21/2023	220019	156	CREATIVE FORMS & CO	ENVELOPES-WATER	120155	2	7110-430-42-46	SUPPLIES-GENERAL	1,193.06	1,193.06
Total 120155:										2,386.11	2,386.11
12/23	12/21/2023	220020	161	CSK AUTO INC	BEARING-GC	2740461519	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	111.97	111.97
Total 2740461519:										111.97	111.97
12/23	12/21/2023	220020	161	CSK AUTO INC	SUPPLIES-GC	2740469404	1	7530-451-52-46	SUPPLIES-GENERAL	60.86	60.86
Total 2740469404:										60.86	60.86
12/23	12/21/2023	220021	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	047372	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00

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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 047372:										40.00	40.00
12/23	12/21/2023	220022	173	DATCO SERVICES	SUBSTANCE TEST	12-279231	1	1000-416-10-43	TECHNICAL SVCS	104.00	104.00
Total 12-279231:										104.00	104.00
12/23	12/21/2023	220023	10967		COMMUNITY CENTER DEPOSIT	121223	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00
Total 121223:										55.00	55.00
12/23	12/21/2023	220024	184	DEPARTMENT OF JUSTI	FINGERPRINTS	699941	1	1000-416-10-45	FINGERPRINTING SERVICES	96.00	96.00
Total 699941:										96.00	96.00
12/23	12/21/2023	220025	219	ED STAUB & SONS PETR	5032 GAL UNLEADED	101136294	1	1000-1410-001	INVENTORIES-GASOLINE	16,716.94	16,716.94
Total 101136294:										16,716.94	16,716.94
12/23	12/21/2023	220025	219	ED STAUB & SONS PETR	1516 GAL DIESEL	10136310	1	1000-1410-001	INVENTORIES-GASOLINE	5,892.98	5,892.98
Total 10136310:										5,892.98	5,892.98
12/23	12/21/2023	220026	265	FRONTIER	257-1033-PARKS	1033 120523	1	1011-452-20-45	COMMUNICATIONS	165.88	165.88
Total 1033 120523:										165.88	165.88
12/23	12/21/2023	220026	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 120523	1	1000-417-10-45	COMMUNICATIONS	115.38	115.38
Total 2960 120523:										115.38	115.38
12/23	12/21/2023	220027	411	LASSEN MOTOR PARTS	CLAMPS-GAS	445677	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.25	4.25
Total 445677:										4.25	4.25
12/23	12/21/2023	220027	411	LASSEN MOTOR PARTS	SOCKETS-WATER	445817	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	60.61	60.61
Total 445817:										60.61	60.61

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/23	12/21/2023	220028	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-AIR	12589	1	7620-430-11-43	PROFESSIONAL SERVICES	330.00	330.00
Total 12589:										330.00	330.00
12/23	12/21/2023	220029	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-BUILDING	60400409611	1	1011-424-20-44	VEHICLE - REPAIR & MAINTENA	1,039.77	1,039.77
Total 60400409611:										1,039.77	1,039.77
12/23	12/21/2023	220030	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 121023	1	1011-452-20-46	ELECTRICITY	40.89	40.89
Total 10262 121023:										40.89	40.89
12/23	12/21/2023	220030	437	LMUD	STREET LIGHTS	14039 121023	1	2007-431-60-46	ELECTRICITY	228.42	228.42
Total 14039 121023:										228.42	228.42
12/23	12/21/2023	220030	437	LMUD	STREET LIGHTS	14041 121023	1	2007-431-60-46	ELECTRICITY	4,480.10	4,480.10
Total 14041 121023:										4,480.10	4,480.10
12/23	12/21/2023	220030	437	LMUD	S GAY ST-STREETS	24323 121023	1	2007-431-60-46	ELECTRICITY	63.67	63.67
Total 24323 121023:										63.67	63.67
12/23	12/21/2023	220030	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 121023	1	1011-452-20-46	ELECTRICITY	30.00	30.00
Total 24661 121023:										30.00	30.00
12/23	12/21/2023	220030	437	LMUD	STREET LIGHTS-STREETS	2467 121023	1	2007-431-60-46	ELECTRICITY	2,000.65	2,000.65
Total 2467 121023:										2,000.65	2,000.65
12/23	12/21/2023	220030	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 121023	1	1011-452-20-46	ELECTRICITY	67.57	67.57
Total 2865 121023:										67.57	67.57
12/23	12/21/2023	220030	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 121023	1	1011-452-20-46	ELECTRICITY	77.84	77.84

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2867 121023:										77.84	77.84
12/23	12/21/2023	220030	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 121023	1	1011-452-20-46	ELECTRICITY	76.81	76.81
Total 2870 121023:										76.81	76.81
12/23	12/21/2023	220030	437	LMUD	NORTH ST BASEBALL PARK ME	2873 121023	1	1011-452-20-46	ELECTRICITY	245.57	245.57
Total 2873 121023:										245.57	245.57
12/23	12/21/2023	220030	437	LMUD	SKYLINE DR WELL 4-WATER	29931 121023	1	7110-430-42-46	ELECTRICITY	446.43	446.43
Total 29931 121023:										446.43	446.43
12/23	12/21/2023	220030	437	LMUD	HARRIS DR & HWY 36-WATER	30658 121023	1	7110-430-42-46	ELECTRICITY	227.09	227.09
Total 30658 121023:										227.09	227.09
12/23	12/21/2023	220030	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 121023	1	7112-430-42-46	ELECTRICITY	289.71	289.71
Total 350161 121023:										289.71	289.71
12/23	12/21/2023	220030	437	LMUD	SAN FRANCISCO ST- STREETS	416835 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416835 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416848 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416860 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	INSPIRATION POINT- STREETS	416915 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416915 121023:										38.61	38.61

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/23	12/21/2023	220030	437	LMUD	CAMPBELL ST- STREETS	416940 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416940 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	WASHO LN- STREETS	416959 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416959 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	130 N LASSEN STREET- STREE	416962 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 416962 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	MARTHA & ARNOLD STREET LI	421476 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 421476 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	130 N PINE ST- STREETS	425450 121023	1	2007-431-60-46	ELECTRICITY	38.61	38.61
Total 425450 121023:										38.61	38.61
12/23	12/21/2023	220030	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 121023	1	2007-431-60-46	ELECTRICITY	272.69	272.69
Total 43511 121023:										272.69	272.69
12/23	12/21/2023	220030	437	LMUD	115 N WEATHERLOW ST	43866 121023	1	1011-451-80-46	ELECTRICITY	61.83	61.83
Total 43866 121023:										61.83	61.83
12/23	12/21/2023	220030	437	LMUD	N PINE & COOK - SCADA-WATE	44153 121023	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44153 121023:										30.00	30.00
12/23	12/21/2023	220030	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 121023	1	7110-430-42-46	ELECTRICITY	41.09	41.09
Total 44298 121023:										41.09	41.09
12/23	12/21/2023	220030	437	LMUD	PAIUTE LN SCADA-WATER	44316 121023	1	7110-430-42-46	ELECTRICITY	38.62	38.62

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44316 121023:										38.62	38.62
12/23	12/21/2023	220030	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 121023	1	7110-430-42-46	ELECTRICITY	99.60	99.60
Total 45542 121023:										99.60	99.60
12/23	12/21/2023	220030	437	LMUD	WELL #3-WATER	4559 121023	1	7110-430-42-46	ELECTRICITY	144.59	144.59
Total 4559 121023:										144.59	144.59
12/23	12/21/2023	220030	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 121023	1	2007-431-60-46	ELECTRICITY	77.21	77.21
Total 49500 121023:										77.21	77.21
12/23	12/21/2023	220030	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 121023	1	2007-431-60-46	ELECTRICITY	188.85	188.85
Total 49501 121023:										188.85	188.85
12/23	12/21/2023	220030	437	LMUD	606 NEVADA STREET	58209 121023	1	7620-430-10-46	ELECTRICITY	69.42	69.42
Total 58209 121023:										69.42	69.42
12/23	12/21/2023	220030	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 121023	1	1011-452-20-46	ELECTRICITY	761.78	761.78
Total 9283 121023:										761.78	761.78
12/23	12/21/2023	220030	437	LMUD	GEO PUMP #1	9297 121023	1	7301-430-52-46	ELECTRICITY	2,107.64	2,107.64
Total 9297 121023:										2,107.64	2,107.64
12/23	12/21/2023	220030	437	LMUD	MAIN ST & PINE ST-STREETS	94811 121023	1	2007-431-60-46	ELECTRICITY	41.50	41.50
Total 94811 121023:										41.50	41.50
12/23	12/21/2023	220031	10428	LOCAL AREA REVITALIZA	23/24 FY COMMUNITY GARDEN	121323	1	1000-466-33-46	CIVIC CONTRIBUTIONS	2,000.00	2,000.00
Total 121323:										2,000.00	2,000.00

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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
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SUPPLIES-STREETS SB1	0000554952.	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,136.11	1,136.11
Total 0000554952.:										1,136.11	1,136.11
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SWEEPER REPAIRS-SB1	00060640	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	35.31	35.31
Total 00060640:										35.31	35.31
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SWEEPER REPAIRS-SB1	00060704	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	141.55	141.55
Total 00060704:										141.55	141.55
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SWEEPER REPAIRS-SB1	00060880	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	133.22	133.22
Total 00060880:										133.22	133.22
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SWEEPER REPAIRS-SB1	00060914	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	1,736.02	1,736.02
Total 00060914:										1,736.02	1,736.02
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SWEEPER REPAIRS-SB1	00060915	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	1,613.51	1,613.51
Total 00060915:										1,613.51	1,613.51
12/23	12/21/2023	220032	9133	OWEN EQUIPMENT SALE	SWEEPER REPAIRS-SB1	00061060	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	150.49	150.49
Total 00061060:										150.49	150.49
12/23	12/21/2023	220033	546	PAYLESS BUILDING SUP	SUPPLIES-MEMORIAL PARKS	173045	1	2048-452-21-46	SUPPLIES GENERAL	263.51	263.51
Total 173045:										263.51	263.51
12/23	12/21/2023	220034	9613		FUEL REIMBURSEMENT	121823	1	7620-430-11-45	TRAVEL/TRAINING	40.00	40.00
12/23	12/21/2023	220034	9613		MILEAGE REIMBURSMENT	121823	2	7620-430-11-45	TRAVEL/TRAINING	895.39	895.39
Total 121823:										935.39	935.39
12/23	12/21/2023	220035	883	SILVER STATE INTERNAT	SUPPLIES-SNOW	X201127942:01	1	2006-431-25-46	SUPPLIE - GENERAL	1,575.50	1,575.50

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total X201127942:01:										1,575.50	1,575.50
12/23	12/21/2023	220036	76	SUSANVILLE ACE HARD	SUPPLIES-PW	521517	1	7620-430-10-46	SUPPLIES-GENERAL	14.57	14.57
Total 521517:										14.57	14.57
12/23	12/21/2023	220037	10966		REFUND WATER DEPOSIT	10223800011	1	7110-2228-000	DEPOSITS-CUSTOMER	34.50	34.50
Total 10223800011:										34.50	34.50
12/23	12/21/2023	220038	530	U.S. BANK EQUIPMENT F	UPSTAIRS COPIER CITY HALL	517360509	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	400.56	400.56
Total 517360509:										400.56	400.56
12/23	12/21/2023	220039	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIAL	A-73747	1	2046-465-20-44	RENT & LEASE EQUIP & VEHIC	453.65	453.65
Total A-73747:										453.65	453.65
Grand Totals:										53,488.43	53,488.43

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

M = Manual Check, V = Void Check

AGENDA ITEM NO. 6.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: January 3, 2024

SUBJECT: Consider **Resolution No. 24-6269,** approving relocation assistance for Economic Development Director.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The city has recently offered the position of Economic Development Director to an individual who lives outside of the area, over 250 miles from Susanville. It is common in such circumstances for agencies to offer relocation assistance to department head level positions. The city does not have a formal policy pertaining to relocation assistance; however, it is legal to provide assistance with the approval of the governing body.

The City Administrator has offered the position to a qualified candidate who is currently in the background process. Relocation assistance on a reimbursement basis has been offered up to $5,000 contingent upon Council approval. If approved, reimbursable expenses may include moving expenses, security deposits, closing costs on a home loan and/or other legitimate relocation expenses as approved by the City Administrator.

FISCAL IMPACT: Up to $5,000.00

ACTION REQUESTED: Motion to approve Resolution No. 24-6269, approving relocation assistance for Economic Development Director.

ATTACHMENTS:
24-6269.pdf

RESOLUTION NO. 24-6269
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING CITY ADMINISTRATOR TO PROVIDE RELOCATION ASSISTANCE FOR THE ECONOMIC DEVELOPMENT DIRECTOR

WHEREAS, the city of Susanville recognizes the importance of the recruitment of talented city employees, and

WHEREAS, it is common practice for agencies to provide relocation assistance to newly hired employees who will be relocating a significant distance, and

WHEREAS, the city does not have a written policy on relocation assistance; and

WHEREAS, in the absence of a written policy, relocation assistance may be provided to a new employee, upon approval of the governing board.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Susanville, California, hereby authorizes the city administrator to provide relocation assistance to the Economic Development Director position; and

BE IT FURTHER RESOLVED that relocation assistance for the Economic Development Director shall be on a reimbursement basis not to exceed $5,000 and may include moving expenses, security deposits, closing costs, and/or other legitimate relocation expenses as approved by the City Administrator.

APPROVED:________________________
Quincy McCourt, Mayor

ATTEST:________________________
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 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. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Bob Godman, Public Works
Action Date:	January 3, 2024
SUBJECT:	Consider **Resolution No. 23-6263,** authorizing the Public Works Director to execute a contract with Full Spectrum Inc. Engineering for the replacement of the Water Division's SCADA system Radios and authorize the Finance Director to adjust the water budget as necessary.
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	In October one of the Water Division's SCADA radios failed. It was on one the wells that the Water Division does not use in the Fall and Winter, it did bring to light that almost all of the Water Division's SCADA radios are extremely out of date. The SCADA system is vitally important in the operation of the Water and Gas divisions as it warns employees about potential issues and allows for 24/7 monitoring of the water, natural gas and geothermal systems. Full Spectrum Inc. Engineering has extensive knowledge about our SCADA system and has given staff an estimate of $42,110.00 for the radios and installation and programming. This is a Public Works Project that is under $60,000 and can therefore be done through negotiated contract. Staff is also asking for a 10% contingency which could bring the total cost of the upgrade to $46,321.00.
FISCAL IMPACT:	Up to $46,321 to the Water Division 7114 Fund, no impact to the General Fund.
ACTION REQUESTED:	Motion to approve Resolution No. 23-6263, authorizing the Public Works Director to execute a contract with Full Spectrum Inc. Engineering for the replacement of the Water Division's SCADA system Radios and authorize the Finance Director to adjust the water budget as necessary.

ATTACHMENTS:
Proposal_20231215 updated.pdf
24-6263.pdf

Full Spectrum Inc. Engineering

City of Susanville
720 South Street
Susanville, CA 96130

December 15, 2023

Attention: Reuben Downing, Gas Supervisor and Brian Bardouski, Water Supervisor

Proposal: 20231215 (Update of prior proposal 20231026)

Reference: **Radio upgrade for the SCADA communications network**

Dear Mr. Downing and Mr. Bardouski:

As per your request Full Spectrum Inc. Engineering is pleased to provide the following proposal to upgrade your radio network that provides communications between the Public Works office and all your SCADA sites.

Currently a portion of the SCADA network operates on 20-year-old technology with DATARADIO INTEGRA or CAL-AMP Radios. These radios have been discontinued causing a vulnerability if a radio failure occurred the SCADA system could be down for an extended period. Currently I believe radio failure has caused communication problems with the Well #1 site. The other portion of the radio network operates on Schneider Electric Trio K series serial radios. These radios, although over 10 years old, have not been obsolete yet.

This proposal plan provides 12 (install 11) new Schneider Electric Trio J Series Ethernet Radios, 900 MHz, FCC/IC CSA, AES (LTS).

The following sites are included in the upgrade:
MTU-00: Office
RTU-01: Well #1
RTU-02: Spare
RTU-03: Well #3
RTU-04: Well #4
RTU-05: Spare
RTU-09: Spring Ridge Tank & Booster
RTU-10: Harris Drive Tank & Booster
RTU-11: Bagwell Springs Tank
RTU-12: Piute Lane PRV
RTU-13: Pine Street PRV
RTU-14: Cherry Terrace PRV
RTU-15: Cady Springs Tank & Booster Station

The following Site or the Schneider Electric Trio Radios and not included in this upgrade.
RTU-06: Johnsonville Well/Tank
RTU-07: Gas System
RTU-08: North Street PRV

The Trio J Radios are 900 Mhz radio while the DATA INTEGRA radios operate in the 100 to 200 Mhz range. As such we would need to plan on replacing all the radio antennas as part of this project.

These radios allow both Serial communications and Ethernet communications simultaneously so the existing in place PLC equipment at each of the Scada sties can continue to operate and communicate serially while we can utilize ethernet communications on future step by step, site by site, upgrades etc.

The onsite portion of this work, perhaps along with some other needed SCADA work, should be able to be completed with one long work week perhaps to include a Saturday. City assistance may be required to install antenna equipment, including the use of a man lift that is not include in this proposal pricing.

Time and Materials (T&M) proposal costs:

12 Trio J 900 MHz Ethernet radios: $24,850
Antenna equipment and Appurtenances: $4,200
On stie 7 days
60 hours @ $145 = $8,700 (Installation/Programing)
Travel to/from site: $4,240
Hotel/Food = $1,120
Total: $42,110

Thanks for the opportunity!
Please let me know if you have any questions.

Sincerely,

Andrew Robinson

Andrew Robinson

Mission Statement: Provide quality engineering services to safeguard life, health, and the property of clients, with integrity, ensuring that the services provided are worthy of the clients investment.

Full Spectrum Inc.
P.O. Box 358
Nephi, UT 84648

Email: fullspec@juno.com
Phone: 435-623-4713
Cell: 435-660-0489

RESOLUTION NO. 24-6263
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CONTRACT WITH FULL SPECTRUM INC. ENGINEERS TO REPLACE, INSTALL AND PROGRAM SCADA SYSTEM RADIOS FOR THE WATER DIVISION AND AUTHORIZE THE FINANCE DIRECTOR TO ADJUST THE WATER BUDGET AS NECESSARY

WHEREAS, The city of Susanville operates a water utility, a natural gas utility and a geothermal utility; and

WHEREAS, the SCADA monitoring system is of vital importance for emergency monitoring and remote access for all three utilities; and

WHEREAS, the radios that the City's SCADA system are outdated and starting to fail; and

WHEREAS, the twelve radios that have been identified for replacement all serve the water utility; and

WHEREAS, replacement of the radios is an infrastructure replacement where the cost qualifies for the use of the Water Infrastructure Improvement Fund; and

WHEREAS, staff has received an estimate from Full Spectrum Inc. Engineers for $39,060.00 to replace, install, and program the outdated radios; and

WHEREAS, this is a Public Works Project under $60,000.00 and state guidelines allow it to be completed through negotiated contract.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Public Works Director to execute a contract and contract amendments up to ten percent of the contract price with Full Spectrum Inc. Engineers for the replacement, installation, and programming of twelve SCADA radios for the Water Division for a cost of $42,110.00 and authorizes the Finance Director to adjust the water budget as necessary.

APPROVED:________________________
Quincy McCourt, Mayor

ATTEST:________________________
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 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. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Marci Rojas, Public Works

Action Date: January 3, 2024

SUBJECT: Consider **Resolution No. 24-6267,** authorizing the Public Works Director to execute a Service Agreement with ALSCO Uniforms for the Public Works Department uniform and laundry service.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: In accordance to the MOU for the Public Works Bargaining Unit the city is to provide each employee in that unit with uniforms and laundry services .Public Works Service Agreement with Aramark has ended as of May 6, 2018, Public Works has not entered into a new agreement with Aramark. Although, Aramark has continued to provide uniform and laundry services to Public Works outside of the agreement. ALSCO is a newer company to our area providing Uniform & Laundry Services. Public Works would like to enter into a new 3-Year Service Agreement with ALSCO. The annual estimated cost would be approximately $10K per year, that will be split and paid by each division based on employee count. This cost is currently already budgeted in each division within Public Works Department. Public Works is requesting the City Council of the City of Susanville to authorize the Public Works Director to execute a 3-year service agreement with ALSCO for uniform and laundry services.

FISCAL IMPACT: The Public Works Department FY 23/24 is currently budgeted for linen, there will be no additional set-up cost and no additional Fiscal Impact to the 7620,7401,2007,7110 and 1011 budgets.

ACTION REQUESTED: Motion to approve Resolution No. 24-6267, authorizing the Public Works Director to execute a Service Agreement with ALSCO Uniforms for the Public Works Department uniform and laundry service.

ATTACHMENTS:
City of Susanville_ALASCO Service Agreement.pdf
24-6267.pdf

ALSCO UNIFORMS

Location No. **Master Agreement**

TERMS AND CONDITIONS FOR TEXTILE RENTAL SERVICE AGREEMENT

The parties hereby agree as follows:

1. **Scope of Agreement.** During the Term of this Agreement, Alsco, Inc. ("Supplier") shall be the exclusive supplier to Customer of the services and goods listed on Schedule A attached hereto, which may be amended from time to time through ordering, invoicing and usage. Pricing is based on the amount of goods and services covered by this Agreement and may change as the amount of goods and services changes.
2. **Term.** This Agreement shall remain in full force and effect for a period of 60 months, commencing on the date of installation of the goods. To the extent allowed by law, Customer agrees that this Agreement shall be automatically renewed for consecutive 60-month periods thereafter unless either party gives the other party written notice of termination by registered mail at least 90 days prior to the expiration of the current term.
3. **Charges.** Customer agrees to pay the charges set forth on Schedule A and other applicable charges, which are described in the Glossary on the reverse side of this Agreement and any updates to that list at *www.Alsco.com.* All charges are based on 52 weeks per year whether or not service is actually used. Revenue from all charges is used to offset costs and to provide general revenue to Supplier.
4. **Price Adjustments.** On the first anniversary date and annually thereafter, Customer agrees that Supplier will increase prices by 5%. Supplier shall notify Customer of the new prices in the form of an adjusted invoice or statement. In addition to the foregoing, if Supplier increases prices beyond this annual 5% increase as provided above ("Additional Price Increases"), Supplier shall notify Customer of the Additional Price Increase in the form of an adjusted invoice or statement. Customer shall have the right to reject any Additional Price Increase by giving written notice to Supplier within ten (10) days of the Additional Price Increase. In such event, Supplier shall have the option of terminating this Agreement, and Section 9 will then apply.
5. **Payment and Credit.** All charges shall be payable upon delivery, unless Customer applies for and Supplier provides a credit account. A Customer who has a credit account shall pay all charges for merchandise by the 10th day of the month following the month in which delivery is made (the due date). A Processing Fee of up to 4% may be imposed if Customer uses a credit card or electronic payment service to make payment. A Finance Charge of 1 1/2 % per month will be imposed on all past due credit account balances. If payment is not made within 30 days of the due date, Supplier may elect to revoke credit privileges and continue to supply goods on a cash-on-delivery basis only.
6. **Representation and Indemnity.** Customer agrees that unless indicated in writing by Supplier, (a) goods supplied are designed only for general purpose use, including working with non-hazardous materials, (b) goods supplied are not Flame Retardant or treated to resist acids or other caustic or hazardous materials, (c) Customer is solely responsible for the type, usage and placement of goods supplied, (d) Customer is solely responsible for safety at Customer's location(s), and (e) Customer is solely responsible for all taxes and changes in taxes applicable to Customer. Customer expressly agrees to indemnify, defend and hold Supplier harmless from any claim, liability or judgment, including court costs and attorneys' fees, arising out of the foregoing.
7. **Title to Goods and Replacing Lost or Damaged Goods**. All goods supplied under this Agreement are and shall remain Supplier's property. Goods individualized to a particular employee shall be immediately returned to Supplier when that employee of Customer using said goods terminates employment with Customer or when this Agreement expires or is otherwise terminated. All goods supplied hereunder shall be regularly cleaned and maintained by Supplier. During the Term, Supplier shall replace any goods that require replacement due to normal wear and tear at Supplier's sole cost and expense. Customer shall be responsible for all goods that are lost, destroyed, stolen or not returned as required herein, and with respect to such goods Customer shall promptly pay to Supplier the then current Replacement Charge for such goods (as specified in Schedule A as amended), including applicable sales and use taxes. Supplier has the right to enter upon Customer's premises to remove or take inventory of its goods at any time during Customer's regular business hours.
8. **Liquidated Damages.** Customer understands that Supplier owns the goods covered by this Agreement, that these goods may be unique to Customer's requirements, that the value of the goods is depreciating with time, and thus that the damages that Supplier may sustain as a result of Customer's breach or premature termination of this Agreement would be substantial and difficult, if not impossible, to determine. The parties therefore agree that in the event of Customer's failure to timely pay the fees and charges provided for herein, or in the event of any other breach or premature termination of this Agreement by Customer, Customer shall pay to Supplier as liquidated damages, and not as a penalty, a sum equal to the number of unexpired weeks remaining in the term then in effect multiplied by fifty percent (50%) of the average weekly charge for goods and services during the 10 weeks immediately preceding such failure to pay, breach or premature termination. The parties further agree that this formula is reasonable. This provision does not apply to termination pursuant to Section 11 of this Agreement.
9. **Payment for Goods Upon Termination.** Upon termination of this Agreement, with or without cause, Customer agrees to immediately return to Supplier all goods supplied pursuant to this Agreement. Customer also agrees to pay Supplier's then current Replacement Charge for any goods not returned or goods returned in a condition beyond normal wear and tear. For any specialty/custom goods, whether or not returned, Customer shall pay the then current Replacement Charge. Any payment required under this Section shall be in addition to any liquidated damages required pursuant to Section 8.
10. **Change of Customer's Location.** Customer shall give Supplier 30 days written notice prior to any change in the location to which goods and services are provided under this Agreement. So long as Customer's new location is within Supplier's route delivery area, this Agreement shall remain in full force and effect despite a change in Customer's location. In the event Customer's new location is outside Supplier's route delivery area, this Agreement shall be deemed terminated and the provisions of Sections 8 and 9 shall apply.
11. **Undertaking and Quality.** Supplier agrees to provide goods and services under this Agreement in accordance with accepted standards in the textile leasing/rental industry. In the event Customer believes that there are deficiencies in the quality of the service and/or goods furnished hereunder, Customer shall give written notice to Supplier by certified mail, specifying the precise nature of all deficiencies, and Supplier shall have 60 days after its receipt of such written notice to correct the claimed deficiencies. In the event Customer is, in good faith, not satisfied with Supplier's correction of the claimed deficiencies, Customer shall give written notice to Supplier by certified mail, return receipt requested, specifying the precise nature of the inadequate correction. Failure to give notice of inadequate correction shall create a conclusive presumption that Supplier has corrected the deficiencies. If Supplier fails to correct the deficiencies within 30 days after its receipt of the second notice provided herein, Customer may terminate this Agreement.
12. **Other Contracts.** Customer certifies that Supplier is in no way infringing upon any existing contract between Customer and another supplier and that Supplier has made no attempt to induce Customer to wrongfully terminate an existing contract with another supplier of services or goods covered by this Agreement.
13. **Enforcement of Agreement, Jurisdiction, Venue, Choice of Law, Waiver.** Customer shall pay Supplier's reasonable costs of enforcing, defending and/or protecting its rights under this Agreement, including attorneys' fees. The parties agree that the exclusive jurisdiction, forum, and venue for any suit with respect to this Agreement shall be the state or federal court of the county of Supplier's billing address. This Agreement, and any disputes arising under or related thereto, shall be governed by the laws of the state of Delaware without regard to conflicts of laws principles. FOR ANY DISPUTE WITH SUPPLIER, CUSTOMER KNOWINGLY AND VOLUNTARILY WAIVES ANY RIGHT TO A TRIAL BY JURY, ANY RIGHT TO SUE SUPPLIER AS PART OF A CLASS, AND ANY RIGHT TO CONSEQUENTIAL OR PUNITIVE DAMAGES.
14. **Binding Effect.** This Agreement shall be binding upon the representatives, successors and assigns of the parties. In the event Customer sells or transfers its business or principal assets, Customer shall cause any purchaser of such business or assets to assume in writing this Agreement and the obligations of Customer hereunder. In such event, Supplier shall have the option of terminating this Agreement, and Section 9 will then apply.
15. **Severability.** If any provision of this Agreement is determined to be invalid, all remaining terms and conditions shall remain in full force and effect.

CUSTOMER'S ACCEPTANCE:		SUPPLIER'S ACCEPTANCE:
CUSTOMER'S NAME: **City of Susanville- Master Agreement**	BY:________________	BY:________________
ADDRESS: **66 North Lassen St**	TITLE:________________	TITLE:________________
CITY, STATE, ZIP: **Susanville, CA 96130**	DATE:________________	DATE:________________

GLOSSARY OF ALSCO CHARGES

Note: Revenue from all charges listed below is used to offset costs and provide general revenue to Alsco.

Types of Service

Flat Rate Service: Some customers have agreed to be billed at the same amount each week.

Flex Rate Service: Some customers have agreed to have their inventory set every delivery based on either soil count or goods ordered back. Prices are then determined by multiplying unit prices by the soil count or order back number multiplied by 2.5 for deliveries once per week or 2.2 for deliveries more than once per week. Prices may or may not include Inventory Maintenance charges. This pricing will be shown as "Flex Rate" on Customer's invoice.

Unit Price with Minimum Usage Service: Some customers have agreed to use a certain minimum percentage of the inventory designated for their use, which may change over time based on Customer needs or usage. The agreed Inventory Minimum Quantity for an item is found by multiplying the agreed Inventory Minimum % on Schedule A and the then current Total Inventory for the item. When the quantity actually used by the customer for an item falls below the agreed Inventory Minimum Quantity, the customer is charged the unit price multiplied by the then current agreed Inventory Minimum Quantity for the item. This charge will be shown as "Inventory Minimum Charge" on Customer's invoice.

Special Charges

A/R Account Maintenance (AR Acct Maint): This charge may be applied to carry credit for non-COD customers.
C.O.D. Re-Charge: Rather than stopping service, this charge is made when COD payments are not made and our invoices must be re-submitted and collected at the time of the following delivery.
Early Retirement: The early retirement charge applies to garments that are removed from service early in their useful life based on Supplier's professional judgment.
Emblem Charge: This is a one-time charge to place an emblem or emblems on a new or replacement garment.
Excess Trash: This fee is charged for separating and disposing of trash from rental items when more than incidental amount of trash has been placed into the laundry bag.
Finance Charge: The finance charge reflects interest charged on past due accounts.
Freight: Freight is charged for delivering direct sale items directly from a manufacturer, by common carrier, or outside of our regular route delivery system.
Garment Inventory Maintenance: This is an optional program that offers a weekly charge in lieu of being billed for abused or damaged items. This is for garments only. This does not include lost garments.
Inventory Maintenance (Inventory Maint): This automatic recurring charge is to replenish lost or damaged textiles to maintain the level of inventory required by the customer. The inventory maintenance charge is established with the customer, based upon experience, and depending upon the type of textile product provided and its particular application. Inventories of napkins, aprons, shop towels, and bar towels typically need automatic replenishment.
Inventory Minimum (Inventory Min): If the customer has agreed to use a minimum percentage of the inventory designated for the customer, this is the charge if the usage falls below the agreed upon minimum. (See "Unit Price with Minimum Usage Service" explained above.)
Invoice Copy: There is no charge for the first invoice. This charge is for faxing or mailing additional copies of invoices, at the customer' s request.
Loss/Abuse/Damage (Loss/Abuse/Dam): This charge is to replace rental items that have been lost, misused or damaged beyond repair by Customer as identified by Supplier. In order to discourage misuse, the charge is the Replacement Charge shown on your contract or the full retail price.
NSF/Bounced Check (NSF Check): The NSF/bounced check charge is for checks that have been returned to us for non-sufficient funds.
Oversize Garment Charge (Oversize Gar Chg): The oversize garment charge reflects the additional cost of providing garments that are outside the normal range of sizes.
Preparation Charge (Preparation Chg): This is a charge for preparing a garment for use, identifying it to a person, completing alterations and adding it to account database.
Press Charge: The press charge is for atypical requests to press garments.
Processing Fee: This charge helps offset various fluctuating costs related to merchant fees, interchange fees, network fees, swipe fees, switch fees, chargebacks, and similar fees/charges imposed by credit card companies and other electronic payment service providers on Supplier.
Repair Charge: After quality control, a repair charge may be made for minor repairs on items that that have been exposed to conditions outside of normal use or abusive conditions, or by the customer's request to maintain appearance standards and avoid early replacement.
Replacement Charge (Replace Chg): This is the then current agreed upon unit price charge, which the customer must pay to purchase the inventory designated for the customer's use if the customer discontinues service before the end of the contract.
Restocking Fee: The restocking fee is charged to retrieve items from the customer and place them back into our storeroom.
Re-Stringing Charge (Re-String Chg): This fee is for replacing and re-threading laundry bag cords that have been cut or made unusable through improper tying by the customer.
Service Charge: This charge helps offset various fluctuating costs related to the environment, energy, service and delivery of our goods and services.
Special Delivery: This charge is for specially delivered items, delivered outside the regularly scheduled route delivery stop.
Uniform Shield: This is an optional program that offers a weekly charge in lieu of being billed for damaged items. This is for garments and patient gowns only. This program does not include intentional abuse or lost garments.

Print 3 Copies of Forms

RESET FORM

ALSCO UNIFORMS

SERVICE AGREEMENT
SCHEDULE A

Location #	Route #	Stop # S ☐ M ☐ T ■ W ☐ TH ☐ F ☐ S ☐	Frequency: Weekly ■ EOW ☐ E4W ☐ E8W ☐
New Account ☐ Additional ☐ New Item ☐ Increase Inventory ☐ Garment Upgrade ☐ Renewal ☐			Week: A ■ B ☐ C ☐ D ☐
Deliver To: City of Susanville		Bill To: City of Susanville	Irregular ■ Flat Rate ☐ Flex ☐
Address 66 North Lassen Street		Address 66 North Lassen Street	SIC Code J92
City, State, Zip Susanville, CA 96130		City, State, Zip Susanville, CA 96130	Special Billing
Phone 530-257-1045		Phone 530-257-1045	# Duplicate Invoices
Key Contact & Title Robert Godman		Key Contact & Title Robert Godman	# Returned Signed
E-Mail Address rgodman@cityofsusanville.org		E-Mail Address rgodman@cityofsusanville.org	PO #
Website		Industry: Healthcare ☐ Industrial ■ Facility Services ☐ Food & Beverage ☐	
Delivery Minimum 25	Special Delivery Charge 25	COD ☐ Charge Applied For ☐	Sales Code 60028
Time Open	Time Close	Contract Class	Salesperson Joshua Maniscalco
Tax ☐ Exempt ☐ #		Contract Expiration Date	Page of pages

Line No.	Item No.	Wearer Code	Wearer Name	Size	Item Description/Color	Delivery Quantities 1st	2nd	3rd	4th	5th	6th	Total Inv	Inventory Minimum Billing%	Qty.	Invoice Rule	Unit Price	Replacement Charge	Inv Maint. %
	22570				Indigo Blue 5 Pocket Jeans											$ 0.480		
	22592				Indigo Blue Carpenter Jean											$ 0.420		
	22633				Indigo Blue Womens Jean											$ 0.480		
	10093				Cotton Shirt											$ 0.350		
	2015				3x10 Slate Mat											$ 6.210		
	2005				3x4 Slate Mat											$ 3.450		
	2020				4x6 Slate Mat											$ 4.830		
	5005				Shop Towels											$ 0.105		
	87042 prem				Paper Towel											$ 6.500		
	87092 prem				Toilet Tissue Mini Twin											$ 5.500		
	87162 mild				Hand Soap											$ 3.500		
ISSUE DATE:					INVOICE DATES													

UNIFORM CHARGES	
Charge	Price/Each
Name Emblem	$ 1.50
Company Emblem	$ 1.50
Preparation Charge	$ 1.50
Oversize Charge	2.50
Other: ______________	
le: New ■ A ☐ B ☐	

Invoice Service Charge	%	$
Service Charge	10	$ 10.00
Inventory Maintenance	10	$ 10.00

UNIFORM SHIELD	Price/Each
Shirts	$ 0.06
Pants, Coats, Jackets	$ 0.08
Blended Coveralls	
Cotton Coveralls	

Notes:

Customer's Initials ________________

RESOLUTION NO. 24-6267
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A SERVICE AGREEMENT WITH ALSCO FOR UNIFORM AND LAUNDRY SERVICES

WHEREAS, the city of Susanville Public Works Department operates the Water, Gas, Streets and Parks Divisions; and

WHEREAS, the city of Susanville is to provide uniform and laundry services to each employee in the Public Works Bargaining Unit; and

WHEREAS, ALSCO can provide the uniform and laundry services; and

WHEREAS, staff has received a three-year service agreement from ALSCO to provide the Public Works Department with uniform and laundry services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the city of Susanville hereby authorizes the Public Works Director to execute a three-year service agreement with ALSCO to provide the Public Works Department with uniforms and laundry services.

APPROVED:________________________
Quincy McCourt, Mayor

ATTEST:________________________
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 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. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: January 3, 2024

SUBJECT: Consider **Resolution No. 24-6268**, adopting the City of Susanville Employee Evaluation Policy

PRESENTED BY: Dan Newton, City Administrator

SUMMARY:

The city of Susanville recognizes the importance of maintaining a fair, transparent, and consistent approach to employee evaluations; and acknowledges that a comprehensive employee evaluation policy can contribute to the professional development of our workforce, enhance communication between employees and supervisors, and ensure accountability and transparency in performance assessments.

At the December 6, 2023 City Council meeting, Council approved executing an agreement to procure and implement a new employee evaluation software. The implementation of a standardized evaluation process aligns with the city of Susanville's commitment to fostering a positive work environment and promoting continuous improvement among its employees; and In coordination with a new evaluation software, City staff has identified the need to update the Employee Manual to include a robust Employee Evaluation Policy. This policy has met the requirements of the meet and confer process for all city of Susanville Bargaining Units and has been reviewed by the city attorney.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 24-6268, adopting the City of Susanville Employee Evaluation Policy

ATTACHMENTS:
202312 Evaluation Policy FINAL DRAFT.pdf
24-6268.pdf

City of Susanville
Employee Evaluation Policy

Scope: Citywide

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

Table of Contents

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

EMPLOYEE PERFORMANCE EVALUATION POLICY

INTRODUCTION:

It is the policy of the City of Susanville to provide routine feedback to employees regarding performance on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory period in a new position. Subsequent performance evaluations are scheduled every twelve months, coinciding with the anniversary date of the employee's first evaluation date. (Introductory Period)[1]. Performance evaluation objectives are to motivate and guide employees toward greater self-development and improved performance by discussing significant strength and areas needing improvement in a positive constructive manner; provide a uniform means for Supervisors to make merit pay determinations based upon employee performance; to identify training; share successes; establish goals; discuss professional development; and open lines of communication.

I. GUIDELINES

Department Heads and/or Supervisors are responsible for conducting thorough, impartial, and timely performance evaluations with employees who report directly to them. The performance evaluation and evaluation program are intended to assist supervisors in recording their assessments of employee performance and in communicating the evaluation with employees.

Performance standards represent the level of performance that is exhibited by employees in fulfilling the duties and responsibilities assigned to their position. Performance standards are defined in Section V. Additional performance goals and/or professional development goals may be developed by the Supervisor and/or the employee and may be included for the purpose of performance evaluation. It is important that performance standards and performance expectations are communicated clearly to employees.

II. DEFINITIONS:

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

Introductory Employees: Employees whose performance is being evaluated to determine whether further employment in a specific position or within the city is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.[2]

Introductory Period: All new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. (Police and Fire employees work on an introductory basis for the first 365 days after their date of hire). Employees who are promoted or transferred within the city must complete a secondary introductory period of the same length with each reassignment to a new position.[3]

Minor Evaluation: A minor evaluation is an abbreviated evaluation used for Seasonal, Part-time, and Temporary employees to document and communicate employee performance. Minor Evaluations shall be completed in the format provided by the City Administrator.

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[1] City of Susanville Employee Manual, Section 209: Performance Evaluation
[2] City of Susanville Employee Manual, Section 201: Employment Categories
[3] City of Susanville Employee Manual, Section 205: Introductory Period

Personnel Action Form (PAF): City form used to communicate, document, and identify personnel changes such as update employee information, pay changes (or no change), personal information updates. Reference city of Susanville PAF Policy.

Rating Competency: Rating competency refers to the process of evaluating and assessing an individual's skills, knowledge, abilities, and performance in a specific area applicable to a given job classification. Examples of rating competencies include but are not limited to:

- Communication
- Job Knowledge
- Time Management
- Customer Service
- Teamwork
- Quality of Work
- Quantity of Work

Rating Score: Rating score is a numerical score giver to indicate the level of proficiency or expertise a person possesses in a particular rating competency or set of rating competencies. An overall rating score is provided by calculating the weighted average of all individual rating competency scores for a given job classification.

Part-time Employees: Employees who are not assigned to a temporary or introductory status and who are regularly scheduled to work fewer than 32 hours per week and do not exceed 1,040 hours per calendar year.[4]

Temporary Employees: Employees hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the first stated period does not imply a change in employment status. Temporary employees retain that status unless and until notified of a change. [5]

Rating Pitfalls:

- ***The "Halo Effect":*** Employees that are liked are seen as excellent in every area; if disliked, deficient in every area.
- ***Overweighing of Recent Occurrences:*** This includes either favorable or unfavorable ones, evaluations should reflect the prior year of performance, as a whole.
- ***"Central Tendency":*** Supervisor, reluctant to rate an employee either high or low, rates the employee average to avoid the need for justification. If an average rating occurs, the Supervisor will include goals and objectives for the employee therefore resulting in measurables for the following year's evaluation.
- ***The "Sunflower Effect":*** All employees are rated high in order to look good to the Supervisor's boss. It is the Department Head's responsibility to identify if Supervisors deploy this method and should address that upon fair evaluation of employee and Supervisor.

Regular Employee: Regular, full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the city's full-time schedule.[6]

Seasonal Employees: Employees that are either part-time are temporary as defined above that work during a time of the year when their services are needed due to city operation of specific city programs or services. Seasonal Employees may return to city employment in subsequent years following their initial city

[4] City of Susanville Employee Manual, Section 201: Employment Categories
[5] City of Susanville Employee Manual, Section 201: Employment Categories
[6] City of Susanville Employee Manual, Section 201: Employment Categories

appointments during the time of the year when their services are needed without participating in the full employee screening process. Seasonal employees who wish to return to work the following season shall submit a letter to their supervisor prior to the end of the season in which they are currently working.

Specific examples: Providing specific examples of employee performance means the evaluator must provide concrete evidence or a real-life scenario that helps to demonstrate how the rating score for a given rating competency is supported by the employee's behavior. A specific example serves to:

1. Illustrate Concepts: It provides a clear and tangible representation of an abstract or complex idea, making it easier for people to grasp and visualize;
2. Provide Evidence: Specific examples offer factual support for arguments, claims, or explanations, adding credibility and persuasiveness to discussions;
3. Enhance Understanding: By presenting a practical scenario, specific examples help individuals relate new information to their existing knowledge and experiences;
4. Clarify Ambiguity: When a concept is open to interpretation, a specific example can help remove uncertainty and provide a clear understanding of how the concept is intended to be understood.

Supervisor: Employee that supervises other city employees as depicted in the city of Susanville Organization Chart and as stated in the position job description.

III. TYPES OF EMPLOYEE EVALUATIONS BASED ON STATUS

a. Introductory Period

Formal performance evaluations shall be initiated before the end of an employee's introductory period in any new position. Employees who have not met the requirements of the position during the introductory period may be released from employment before the end of the introductory period. In those instances, no evaluation is performed. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The city uses this period to evaluate employee capabilities, work habits, and overall performance[7]. The employee's immediate supervisor should provide the employee with a pre-evaluation questionnaire at least 30 days prior to the end of the introductory period, the supervisor shall provide a date in which the self-evaluation should be returned to the supervisor providing the supervisor with adequate time to review employee pre-evaluation questionnaire. Pre-evaluation questionnaires are mandatory, and Supervisors shall require employees to complete the pre-evaluation questionnaire to identify training needed, develop employee goals, and identify employee strengths. Failure of an employee to complete the pre-evaluation questionnaire is not justification to delay the performance evaluation. If an employee fails to submit a pre-evaluation questionnaire, supervisor shall note the failure as part of the employee's evaluation.

The supervisor will schedule the evaluation and the review should occur at least one to two weeks *prior* to the conclusion of the introductory period. All introductory period evaluations must include a recommendation as to whether the employee has passed their introductory period; an explanation of an extension of introduction with a specified end date of extension with set next review; or whether the employee has not successfully completed their introductory period.

i. Introduction Personnel Action Form (PAF)

If an employee has successfully completed their introductory period, a Personnel Action Form (PAF)

[7] City of Susanville Employee Manual, Section 205: Introductory Period

should be created to demonstrate merit. A notation in the notes section of the PAF should include dictation that the employee has successfully completed the introductory period and is recommended to receive a merit increase. If granted a merit increase, the increase shall take effect at the beginning of the pay period in which the employee's anniversary date is contained therein.

If an employee's introductory period has been extended, a PAF should be created, marking No Change on the form and the PAF should notate the extension of the introduction time in the next review box on the form. A note can depict extension of introductory period, however further explanation is not necessary on the PAF form as that information will be identified within the evaluation.

Either the employee or the city may end the employment relationship at will at any time during the introductory period, with or without cause or advance notice.[8]

b. **Full-Time/Regular Employees**
Supervisors are charged with the task of completing timely performance evaluations of those employees to whom fall within their supervisory purview in their current job description and in accordance with the city's organization chart. Employees shall be evaluated annually with consideration of goals and objectives as communicated by the immediate supervisor. It is the Department Head's responsibility to ensure all employees are evaluated within the prescribed cycles and that rating competencies are consistent among comparable job classifications.

i. Full-Time/Regular Employees PAFs

Department Head, or designee, shall create a PAF based on the recommendation of evaluation. PAFs shall reflect any pay changes or no pay change and must be supported by evaluation content and employee bargaining unit standards. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the performance evaluation process[9]. A notation in the notes section of the PAF should include the employee recommended merit increase as a result of the annual performance evaluation result.

If an employee's performance period has been extended, a No Change PAF should be created and should reflect the extension of the performance time in the next review box on the PAF form. A note can depict extension of period, however further explanation is not necessary on the PAF form as that information will be identified within the evaluation.

It is **required** by supervisors to complete the evaluation for employees who may be topped out in their position's salary matrix. Performance evaluations intend to review job performance, share successes, establish goals, discuss professional development, and open lines of communication.

If granted a merit increase, the increase shall take effect at the beginning of the pay period in which the employee's anniversary date is contained therein.

c. Part-Time/Seasonal Employees
Department Heads and/or supervisors shall complete a minor evaluation for returning part-time/seasonal employees. This can occur upon the return of seasonal employee re-employment when an employee is not subject to the interview process. Positive performance evaluations may support merit increase as demonstrated by evaluation. Part-time employees shall be evaluated annually.

IV. EVALUATING PERFORMANCE

[8] City of Susanville Employee Manual, Section 205: Introductory Period
[9] City of Susanville Employee Manual, Section 209: Performance Evaluations

Performance evaluation results should not be a surprise to the employee as open communication with clear expectations between employees and supervisors should occur throughout the year. The rating scores by rating category should be fair and reflect the year-long effort made by the employees in the area measured by the rating category. A minimum of one specific example shall be provided to affirm the rating score, per rating competency, and supervisors should outline specific areas where the employee can improve as appropriate. All evaluations shall address expressed and/or documented concerns that have occurred over the evaluation period.

Employees will have a clearer understanding of expectations if reasonable goals and objectives are agreed upon annually with their immediate supervisor. This establishes the framework of future evaluations targeting areas where changes are needed to improve performance.

Supervisors shall endeavor to provide clear and accurate communication regarding areas needing improvement. It is in the employee's best interest that they understand where improvement is needed. The city requires all supervisors to seek initial and refresher training on completing evaluations, coaching/mentoring employees, and improving communication skills. Supervisors should avoid rating pitfalls as defined in Section II. Memos shall not replace employee evaluations.

V. PERFORMANCE STANDARDS

The following scale of performance will be used to evaluate the performance standards of each rating category. Each standard will be assigned a rating score that best depicts the employee's performance. If the rating category lacks importance in relation to the others for a given job classification, those rating categories representing the most important aspects for the position should be given the most weight. The weighting of rating categories must be consistent for all employees in a given job classification and shall not be modified without the approval of the City Administrator. Space is provided to include specific comments for each rating category, specific comments should lead to a complete understanding of why the rating was made.

Truly Superior - Employee demonstrates a high level of competency and consistently exceeds job expectations and delivers exceptional results in a way that adds significant value to their department and to the city. An employee is considered to have demonstrated truly superior employee performance when the employee earns an "exceeds expectations" or higher performance standard in more than half of the position's rating competencies. Specific examples substantiating the "exceeds expectations" ratings must be written in the evaluation completed by the employee's supervisor. The supervisor must summarize the specific examples substantiating "exceeds standards" in the evaluation summary and state in the evaluation summary that "these are examples of how the employee exhibits truly superior employee performance."

Outstanding – Employee consistently demonstrates competency that is superior to the job expectation. An employee is considered outstanding among his/her peers and is a positive role model. Work results and behavior are exceptional and valuable to the organization. (Rating Score 5.0)

Exceeds Expectations – Employee demonstrates competency that consistently meets and sometimes exceeds the job expectation. Employee is respected among his/her peers. Performance at this level provides a valuable contribution. (Rating Score 4.0)

Meets Job Standards– Employee demonstrates full competency that consistently meets the job expectation. Performance at this level provides a satisfactory contribution. (Rating Score 3.0)

Needs Improvement – Employee needs to improve performance in order to develop competency to meet the requirements of the current position. An employee's performance may have a negative impact on the operation of the work unit/department. Employee has performed some duties successfully. Work is occasionally inadequate, late, or poor quality. Performance clearly leaves room for improvement. (Rating Score 2.0)

Unacceptable – Employee needs to develop competency to meet the requirements of the current position. Employee's performance has a negative impact on the operation of the work unit/department. The employee is either unwilling or unable to meet acceptable job expectations. Work is frequently inadequate, late, or poor quality. Performance leaves substantial room for improvement. (Rating Score 1.0)

VI. PERFORMANCE EVALUATION MEETING

In advance of the performance evaluation meeting, the Department Head, or designee, shall schedule a meeting between employee and supervisor, at a time and place where a relaxing, uninterrupted, private discussion can take place. This scheduling should occur when the supervisor has sent notification of available self-evaluation to employee. In general, the performance evaluation meeting should occur prior to the end of the evaluation period.

Employees should feel comfortable providing the supervisor with feedback and/or discussing potential inaccuracies in the performance evaluation. Employees should be granted the opportunity to provide a timely written response if desired, and such a response is to be attached to the evaluation form.

An employee's signature on the evaluation form documents that the evaluation was completed and reviewed with them; it does not necessarily indicate agreement.

If there are items that are left open for whatever reason, the supervisor should make every effort to follow-up and close the item in a reasonable time period.

VII. WORK PLANS

When behavior and/or performance needs improvement, Supervisors may implement a specific work plan for the employee. Work plans focus on current behavior, why it is unacceptable, and clearly communicates the required improvements within a clearly established timeframe. Work plans should be both objective and measurable. The plan may specify the consequences of not meeting stated objectives within the prescribed timeframe. Work plans should always be discussed and developed with the Department Head. Communication between the Supervisor and the employee should be more frequent in order to provide direct feedback during the duration of the work plan.

VIII. FILING

Once completed and executed, employee performance evaluation, self-evaluations, and work plans are to be printed and attached to the accompanying PAF and processed according to the PAF procedure. Employee performance evaluations, self-evaluations, and work plan records shall be maintained in accordance with the record retention policy. A copy of the final evaluation must be provided to the employee.

RESOLUTION NO. 24-6268
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING THE CITY OF SUSANVILLE SOCIAL MEDIA POLICY

WHEREAS, the City of Susanville recognizes the importance of maintaining a fair, transparent, and consistent approach to employee evaluations; and

WHEREAS, a comprehensive employee evaluation policy can contribute to the professional development of our workforce, enhance communication between employees and supervisors, and ensure accountability and transparency in performance assessments; and

WHEREAS, the implementation of a standardized evaluation process aligns with the City of Susanville's commitment to fostering a positive work environment and promoting continuous improvement among its employees; and

WHEREAS, a well-defined employee evaluation policy provides a structured framework for recognizing and addressing individual strengths and areas for improvement, ultimately contributing to the overall success of the City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of Susanville, California, hereby adopts the Employee Evaluation Policy, as attached hereto as “Exhibit A”, to be effective upon adoption by City Council. This policy shall outline the procedures, criteria, and timelines for conducting employee evaluations within the City of Susanville.

BE IT FURHTER RESOLVED that a copy of the Employee Evaluation Policy shall be distributed to all employees, and training sessions shall be organized to familiarize them with the policy's provisions and expectations and all department heads and supervisors shall be responsible for the consistent implementation of the Employee Evaluation Policy, ensuring that evaluations are conducted fairly, objectively, and in accordance with the established guidelines.

APPROVED:______________________
Quincy McCourt, Mayor

ATTEST:______________________
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 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. 9.D
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	January 3, 2024
SUBJECT:	Consider **Resolution No. 24-6270,** approving the first amendment to Employment Agreement for City Manager
PRESENTED BY:	Margaret Long, City Attorney
SUMMARY:	The proposed amended employment agreement for the position of City Manager between the City of Susanville and Dan Newton is attached for Council's consideration and approval.
FISCAL IMPACT:	As stated in agreement.
ACTION REQUESTED:	Motion to approve Resolution No. 24-6470 approving Employment Agreement with Dan Newton.

ATTACHMENTS:
24-6270.pdf
Amendment Employment Agreement CM_Susanville (Newton) (003).pdf
21-5911 ORIGINAL AGREEMENT.pdf

RESOLUTION NO. 24-6270
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING EMPLOYMENT AGREEMENT WITH DAN NEWTON FOR THE POSITION OF CITY MANAGER

WHEREAS, the City of Susanville and Dan Newton have negotiated an amendment to the at-will agreement for the position of City Manager; and

WHEREAS, the at-will employment agreement was negotiated within the parameters established by City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the amendment to the at-will Employment Agreement with Dan Newton for the position of City Manager, attached hereto as Exhibit A, is hereby approved.

APPROVED:______________________
Quincy McCourt, Mayor

ATTEST:______________________
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 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

FIRST AMENDED EMPLOYMENT AGREEMENT

THIS FIRST AMENDED AGREEMENT, made and entered into effective ______, 2023 by and between the CITY OF SUSANVILLE, a municipal corporation, hereinafter called “City” and DAN NEWTON, hereinafter called “City Manager,” both of whom understand as follows:

WITNESSETH

WHEREAS, City desires to continue the employment City Manager, as the administrator of the City of Susanville, as provided by Government Code section 34852 and Susanville Municipal Code Chapter 2.08; and

WHEREAS, it is the desire of the City Council of the City of Susanville, hereinafter called "Council,” to provide certain benefits, establish certain conditions of employment and to set working conditions of said City Manager; and

WHEREAS, City desires to make amendments to the City Manager’s current agreement, including, but not limited to making his official title of his position from City Administrator to City Manager, which will require an amendment to Susanville Municipal Code Chapter 2.08; and

NOW, **THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as to amend the Agreement as follows:

Section 2. Term of Agreement

The term of this Agreement shall be the date of execution of this Agreement until August, 1, 2029 The parties may, by mutual agreement, renew or extend the term of this agreement for up to four years at any time.

City Manager further acknowledges that the City has made no limited expressed, or written assurances of continued employment with the City of Susanville other than as specifically set forth in this Amended Agreement and the originalAgreement.

Section 3. Salary

City agrees to pay City Manager at Range 184 step A-G as indicated in the attached City Manager bi-weekly salary matrix. The City City Manager will be placed at Step E in this range, and will be eligible to be placed at Step F within one year from the date of this agreement (August 1, 2022) and eligible to be placed at Step G a year thereafter (August 1, 2023)

City City Manager bi-weekly salary matrix will be adjusted City Manager up by 5% every January 1 during the term of this agreement, starting January 1, 2024. At least 30 days before January 1 of each year, the Council may request a meeting with the City Manager and modify the amount of this increase at the sole discretion of the Council.

In addition, Effective December 23, 2023, the global salary matrix will be increased by 8% as depicted in Exhibit "A".

Section 4. Additional Benefits

D. RETIREMENT:**1.** Employer Paid Member Contribution (EPMC): The CITY agrees to pay and report the value of EPMC to CalPERS as additional compensation 8% for City Manager.

2. Effective the pay period beginning December 23, 2023, the CITY will cease paying employer paid member contributions for City Manager.

3. Effective the pay period beginning December 23, 2023, City Manager will begin paying their respective employee shares of CalPERS normal costs.
The reference to City Administrator will be changed to City Manager for the totality of the Agreement. All other remaining provisions in the Agreement will remain the same.

IN WITNESS WHEREOF, the City of Susanville has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and City Manager has signed and executed this Agreement, both in duplicate, the day and year first above written.

Executed on _______, 202__, in the County of Lassen.

____

Quincy McCourt Mayor
City of Susanville

____

Dan Newton, City Manager

ATTEST:

____

Heidi Whitlock, City Clerk
City of Susanville

APPROVED AS TO FORM:

____

Margaret Long, City Attorney
City of Susanville

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
DECEMBER 23, 2023
BI-WEEKLY - 26 PAY PERIODS PER YEAR

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	724.33	760.56	798.58	838.51	880.44	924.46	970.68
102	742.45	779.57	818.54	859.47	902.45	947.57	994.95
103	760.56	798.58	838.51	880.44	924.46	970.68	1,019.22
104	779.58	818.55	859.47	902.46	947.58	994.95	1,044.71
105	798.58	838.51	880.44	924.46	919.11	965.07	1,013.32
106	818.55	859.47	902.45	947.57	994.95	1,044.69	1,096.93
107	838.50	880.43	924.46	970.67	1,019.21	1,070.17	1,123.68
108	859.47	902.46	947.58	994.96	1,044.71	1,096.93	1,151.79
109	880.43	924.45	970.67	1,019.21	1,070.17	1,123.68	1,179.86
110	902.45	947.57	994.95	1,044.69	1,096.93	1,151.78	1,209.37
111	924.45	970.67	1,019.20	1,070.16	1,123.66	1,179.86	1,238.85
112	947.57	994.95	1,044.69	1,096.93	1,151.78	1,209.37	1,269.83
113	970.67	1,019.21	1,070.17	1,123.68	1,179.87	1,238.86	1,300.80
114	994.95	1,044.69	1,096.92	1,151.78	1,209.36	1,269.83	1,333.32
115	1,019.21	1,070.16	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83
116	1,044.69	1,096.92	1,151.77	1,209.36	1,269.83	1,333.31	1,399.98
117	1,070.16	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12
118	1,096.93	1,151.78	1,209.37	1,269.83	1,333.32	1,399.99	1,470.00
119	1,123.68	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12	1,505.83
120	1,151.78	1,209.36	1,269.83	1,333.32	1,399.99	1,469.99	1,543.49
121	1,179.86	1,238.85	1,300.80	1,365.83	1,434.12	1,505.82	1,581.12
122	1,209.37	1,269.84	1,333.32	1,399.99	1,470.00	1,543.49	1,620.67
123	1,238.85	1,300.78	1,365.83	1,434.12	1,505.82	1,581.12	1,660.18
124	1,269.83	1,333.32	1,399.99	1,469.99	1,543.49	1,620.67	1,701.70
125	1,300.80	1,365.83	1,434.13	1,505.83	1,581.13	1,660.19	1,743.20
126	1,333.32	1,399.99	1,469.99	1,543.49	1,620.67	1,701.70	1,786.78
127	1,365.83	1,434.12	1,505.83	1,581.12	1,660.18	1,743.18	1,830.35
128	1,400.00	1,470.00	1,543.50	1,620.68	1,701.71	1,786.80	1,876.13
129	1,434.12	1,505.82	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86
130	1,470.00	1,543.49	1,620.67	1,701.70	1,786.80	1,876.13	1,969.94
131	1,505.82	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86	2,017.95
132	1,543.50	1,620.68	1,701.71	1,786.80	1,876.13	1,969.94	2,068.44
133	1,581.12	1,660.18	1,743.18	1,830.34	1,921.86	2,017.96	2,118.85
134	1,620.68	1,701.72	1,786.81	1,876.14	1,969.95	2,068.45	2,171.87
135	1,660.18	1,743.18	1,830.34	1,921.86	2,017.95	2,118.85	2,224.79
136	1,701.72	1,786.81	1,876.14	1,969.95	2,068.45	2,171.88	2,280.47
137	1,743.18	1,830.34	1,921.86	2,017.95	2,118.85	2,224.79	2,336.03
138	1,786.81	1,876.15	1,969.95	2,068.46	2,171.88	2,280.47	2,394.49
139	1,830.34	1,921.86	2,017.95	2,118.84	2,224.79	2,336.03	2,452.83
140	1,876.15	1,969.96	2,068.46	2,171.88	2,280.47	2,394.50	2,514.23
141	1,921.85	2,017.95	2,118.84	2,224.78	2,336.02	2,452.82	2,575.47
142	1,969.96	2,068.46	2,171.89	2,280.48	2,394.50	2,514.23	2,639.94
143	2,017.95	2,118.84	2,224.79	2,336.03	2,452.83	2,575.47	2,704.24
144	2,068.46	2,171.88	2,280.47	2,394.50	2,514.23	2,639.94	2,771.93
145	2,118.85	2,224.79	2,336.03	2,452.83	2,575.48	2,704.26	2,839.46
146	2,171.88	2,280.47	2,394.50	2,514.23	2,639.94	2,771.93	2,910.52
147	2,224.79	2,336.03	2,452.83	2,575.48	2,704.24	2,839.46	2,981.44
148	2,280.47	2,394.50	2,514.22	2,639.93	2,771.93	2,910.52	3,056.05
149	2,336.04	2,452.84	2,575.48	2,704.26	2,839.47	2,981.44	3,130.51
150	2,394.49	2,514.22	2,639.93	2,771.93	2,910.52	3,056.04	3,208.85
151	2,452.84	2,575.49	2,704.26	2,839.47	2,981.44	3,130.51	3,287.04
152	2,514.22	2,639.93	2,771.93	2,910.52	3,056.04	3,208.85	3,369.29
153	2,575.49	2,704.26	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40
154	2,639.93	2,771.93	2,910.51	3,056.04	3,208.84	3,369.29	3,537.76
155	2,704.26	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96
156	2,771.93	2,910.52	3,056.04	3,208.85	3,369.30	3,537.76	3,714.65
157	2,839.47	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96	3,805.16
158	2,910.51	3,056.04	3,208.84	3,369.29	3,537.76	3,714.64	3,900.38
159	2,981.45	3,130.52	3,287.04	3,451.40	3,623.96	3,805.16	3,995.43
160	3,056.04	3,208.85	3,369.29	3,537.76	3,714.65	3,900.38	4,095.39
161	3,130.51	3,287.04	3,451.39	3,623.96	3,805.16	3,995.42	4,195.18
162	3,208.85	3,369.29	3,537.76	3,714.65	3,900.38	4,095.39	4,300.16
163	3,287.04	3,451.39	3,623.96	3,805.16	3,995.42	4,195.18	4,404.94
164	3,369.30	3,537.76	3,714.65	3,900.38	4,095.39	4,300.17	4,515.18
165	3,451.39	3,623.96	3,805.15	3,995.42	4,195.18	4,404.94	4,625.19
166	3,537.76	3,714.64	3,900.38	4,095.39	4,300.16	4,515.17	4,740.93
167	3,623.96	3,805.15	3,995.42	4,195.18	4,404.94	4,625.20	4,856.46
168	3,714.65	3,900.38	4,095.39	4,300.16	4,515.18	4,740.93	4,977.98
169	3,805.15	3,995.42	4,195.18	4,404.94	4,625.20	4,856.46	5,099.27
170	3,900.38	4,095.40	4,300.17	4,515.18	4,740.94	4,977.98	5,226.89
171	3,995.42	4,195.20	4,404.95	4,625.20	4,856.46	5,099.28	5,354.24
172	4,095.40	4,300.17	4,515.18	4,740.94	4,977.98	5,226.89	5,488.23
173	4,195.20	4,404.95	4,625.20	4,856.46	5,099.28	5,354.25	5,621.96
174	4,300.17	4,515.18	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64
175	4,404.96	4,625.21	4,856.47	5,099.28	5,354.25	5,621.97	5,903.06
176	4,515.18	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64	6,050.78
177	4,625.21	4,856.47	5,099.30	5,354.26	5,621.97	5,903.06	6,198.22
178	4,740.94	4,977.99	5,226.89	5,488.24	5,762.64	6,050.78	6,353.32
179	4,856.47	5,099.30	5,354.26	5,621.97	5,903.06	6,198.22	6,508.13
180	4,977.99	5,226.90	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99
181	5,099.28	5,354.25	5,621.96	5,903.06	6,198.22	6,508.12	6,833.53
182	5,226.90	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99	7,004.53
183	5,354.26	5,621.97	5,903.07	6,198.23	6,508.13	6,833.54	7,175.22
184	5,488.24	5,762.65	6,050.79	6,353.33	6,670.99	7,004.55	7,354.77
185	5,625.44	5,906.71	6,202.05	6,512.16	6,837.76	7,179.66	7,538.64
186	5,762.65	6,050.79	6,353.33	6,671.00	7,004.53	7,354.77	7,722.51
187	5,906.71	6,202.05	6,512.16	6,837.77	7,179.65	7,538.64	7,915.57
188	6,050.79	6,353.33	6,671.00	7,004.55	7,354.76	7,722.51	8,108.63
189	6,202.05	6,512.16	6,837.77	7,179.66	7,538.63	7,915.57	8,311.35
190	6,353.33	6,671.00	7,004.55	7,354.77	7,722.50	8,108.63	8,514.06
191	6,512.16	6,837.77	7,179.66	7,538.64	7,915.56	8,311.35	8,726.91
192	6,671.00	7,004.55	7,354.77	7,722.51	8,108.62	8,514.06	8,939.76
193	6,837.77	7,179.66	7,538.64	7,915.57	8,311.33	8,726.91	9,163.26
194	7,004.55	7,354.77	7,722.51	8,108.63	8,514.05	8,939.76	9,386.76
195	7,179.66	7,538.64	7,915.57	8,311.35	8,726.90	9,163.26	9,621.43
196	7,354.77	7,722.51	8,108.63	8,514.06	8,939.75	9,386.76	9,856.09
197	7,538.64	7,915.57	8,311.35	8,726.91	9,163.25	9,621.43	10,102.49
198	7,722.51	8,108.63	8,514.06	8,939.76	9,386.74	9,856.09	10,348.89
199	7,915.57	8,311.35	8,726.91	9,163.26	9,621.42	10,102.49	10,607.62
200	8,108.63	8,514.06	8,939.76	9,386.76	9,856.08	10,348.89	10,866.34

RESOLUTION No. 21-5911
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING EMPLOYMENT AGREEMENT WITH DAN NEWTON FOR THE POSITION OF CITY ADMINISTRATOR

WHEREAS, the City of Susanville and Dan Newton have negotiated an at-will agreement for the position of City Administrator; and

WHEREAS, the at-will employment agreement was negotiated within the parameters established by City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the at-will Employment Agreement with Dan Newton for the position of City Administrator, attached hereto as Exhibit A, is hereby approved.

APPROVED: Mendy Schuster
Mendy Schuster, Mayor

ATTEST: Heidi Whitlock
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of August, 2021, by the following vote:

AYES:	Stafford, McCourt, Herrera & Schuster
NOES:	None
ABSENT:	Moore
ABSTAINING:	None

Heidi Whitlock
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: ________________
Margaret Long, City Attorney

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into effective August 4, 2021 by and between the CITY OF SUSANVILLE, a municipal corporation, hereinafter called "City" and DAN NEWTON, hereinafter called "Administrator," both of whom understand as follows:

WITNESSETH

WHEREAS, City desires to continue the employment of Administrator, as the City Administrator of the City of Susanville, as provided by Government Code section 34852 and Susanville Municipal Code Chapter 2.08; and

WHEREAS, City advertised for and selected Administrator as its top candidate for City Administrator; and

WHEREAS, it is the desire of the City Council of the City of Susanville, hereinafter called "Council," to provide certain benefits, establish certain conditions of employment and to set working conditions of said Administrator; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section l. Duties

City hereby agrees to employ Administrator as City Administrator of the City of Susanville to perform the functions and duties specified in the City Code and the Government Code of the State of California, and to perform other legally permissible and proper duties and functions as the Council shall from time and time assign.

A. Administrator shall perform his duties to the best of his ability in accordance with the highest professional and ethical standards of the profession.

B. Administrator shall not engage in any activity that is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law.

C. Administrator may perform teaching, writing, or consulting services or other such outside employment so long as those activities are not performed on City equipment or interfere with Administrator's obligations under this Agreement.

D. Administrator shall work such hours as necessary to perform the duties of City Administrator.

Section 2. Term of Agreement

The term of this Agreement shall be the date of execution of this Agreement until August, 1 2025. The parties may, by mutual agreement, renew or extend the term of this agreement for up to four years at any time. If the City does not intend to renew the agreement or to enter into a new agreement upon expiration of the term, City shall so notify Administrator not later than 1 year prior to this Agreement's expiration (August 1, 2024). If the City does not make such notification, the term of this contract is extended one year to August 1, 2026.

Administrator further acknowledges that the City has made no limited expressed, or written assurances of continued employment with the City of Susanville other than as specifically set forth in this Contract.

Section 3. Salary

City agrees to pay Administrator at Range 184 step A-G as indicated in the attached City Administrator bi-weekly salary matrix. The City Administrator will be placed at Step E in this range, and will be eligible to be placed at Step F within one year from the date of this agreement (August 1, 2022) and eligible to be placed at Step G a year thereafter (August 1, 2023)

City Administrator bi-weekly salary matrix may be adjusted periodically in accordance with adjustments to the City Management Unit salary matrix, upon written consent of both City and Administrator.

Section 4. Additional Benefits

A. <u>VECHICLE ALLOWANCE:</u>

During the term of this Agreement, Administrator, to the extent necessary to perform his duties shall use his own personal vehicle. City, in consideration thereof, shall provide Administrator an automobile allowance of three hundred and fifty dollars ($350) per month. Administrator shall be responsible for the payment of all operating expenses of the vehicle, including, but not limited to, gasoline, oil, service and repair, and if necessary, the replacement of his automobile. Administrator shall procure and maintain, at his expense, a comprehensive automobile liability policy on the vehicle being used by him, in an amount that is acceptable to the City. During the course of this Agreement, Administrator shall provide City with written documentation that said insurance policy is in full force and effect.

B. <u>CONTINUING EDUCATION:</u>

The CITY will provide up to one half of the cost of tuition and books toward completion of higher education, bachelors or masters degree, up to a maximum of $8,000.

C. <u>S.D.I.:</u>
The City will pay the State Disability Insurance for the Administrator.

D. <u>RETIREMENT:</u>

Employer Paid Member Contribution (EPMC): The CITY agrees to pay and report the value of EPMC to CalPERS as additional compensation. For the purpose of this agreement the EPMC is 8% of the employee's salary.

E. <u>HOLIDAYS</u>

Administrator shall be entitled to holidays as specified in the Employee Manual.

F. VACATION LEAVE

i. Administrator shall earn annual vacation credit prorated and accrued monthly on the following basis:

   1. 240 hours (9.23 per bi-weekly pay period)

ii. Maximum vacation accrual shall be 240 hours.

G. MANAGEMENT LEAVE

Administrator shall receive 80 hours Management leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year.

Management leave will be made available from the time of hire, at 20 hours credited for each three-month period remaining in the fiscal year during which the employee is hired, prorated for the first three-month period.

Management leave is made available in recognition of Management's responsibility to perform after-hours functions such as attending City Council meetings, citizen advisory commission/committee meetings, meeting/presentations to community groups, and participating in various CITY-related activities.

Management leave may not accrue, and any unused leave will extinguish as of June 30 each year. Administrator may sell up to 5 days (40 hours) of unused management leave back to the CITY during each December and may sell up to 5 days (40 hours) of unused management leave back in June of each year.

H. EMPLOYEE SICK LEAVE

i. Administrator will accrue and be able to use sick leave as set forth in the Employee Manual.

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

iii. Retirees will be eligible to purchase health insurance under this plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement will be paid out per month towards 50 percent of premium, subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at $15,000.

I. JURY DUTY

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

J. FAMILY ILLNESS/INJURY LEAVE

Family illness or injury leave may be taken in accordance with the Employee Manual.

K. BEREEAVEMENT LEAVE

Bereavement Leave is provided as per the Employee Manual.

L. HEALTH, DENTAL AND VISION INSURANCE

i. Effective July 1, 2015 the CITY shall pay the cost of health, dental and vision insurance premium for Administrator. Administrator shall contribute $46 per month towards the current plan premium. The CITY will continue to research options for the best cost-effective coverage, at its discretion. The CITY reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the CITY shall pay for such benefits. If the insurance provider is changed and the cost is less that $936 per month per employee, the CITY shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

ii. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time or retirement, will be paid out per month towards 50 percent of premium and is subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at $15,000.

iii. The CITY shall continue to pay the administrative fee for each unit member.

M. LIFE INSURANCE

Administrator will receive a $25,000 term life insurance policy to be paid for by the CITY.

N. IRS SECTION 125 PLAN; DEFERRED COMPENSATION PLAN

A. The CITY agrees to establish an IRS Section 125 Plan for use by Administrator.

B. The CITY will contribute $40 per pay period as a contribution to Administrator's Section 125 plan; or

C. The CITY will match up to two percent of the Administrator's gross salary in a deferred compensation plan with a maximum contribution of $40 per pay period.

O. FLEXIBLE BENEFIT

Administrator shall receive a $400 per year flexible benefit to be included in payroll in December of each year.

Section 5: Termination of Employment by City and Severance:

A. Administrator is an at-will Administrator serving at the pleasure of the City Council as provided in Government Code Section 36506. Subject to these authorities, nothing herein shall be taken to prevent, limit or otherwise interfere with the right of City to terminate the services of Administrator with or without cause; provided, however, City shall take no action to terminate the services of Administrator, without cause, within ninety (90) days after an election at which one or more new members are elected to the City Council. There is no express or implied promise made to Administrator for any form of continued employment. Notice of termination shall be provided to Administrator in writing.

B. If Administrator is terminated by the City prior to expiration of this Agreement, while still willing and able to perform the duties of the City Administrator, City agrees to pay Administrator a single lump sum payment made on the effective date of termination, in an amount equivalent to eighteen (18) months aggregate salary and aggregate medical insurance benefit allowance, if there are eighteen (18) or more months prior to the expiration date of this contract. Any such payment will release City from any further obligations under this Agreement. Contemporaneously with the delivery of the severance pay herein above set out, Administrator agrees to execute and deliver to City a release releasing City of all claims that Administrator may have against City.

C. Notwithstanding paragraph (B) above, City shall not be obligated to pay, and shall not pay, any amounts or continue any benefits under the provisions of paragraph (B), if Administrator is terminated because of a crime of moral turpitude or a violation of statute or law constituting misconduct in office. Further, City shall not be obligated to pay, and shall not pay, any amounts or continue any benefits under paragraph (B), in the event (i) Administrator voluntarily resigns or retires without affirmative action by City to terminate, initiate termination proceedings, or request resignation, or (ii) City determines not to renew this Agreement. In the circumstances outlined in this paragraph (C), Administrator shall only be entitled to the compensation accrued up until date of separation from the City, and such other termination benefits and payments as may be required by law.

D. All payments required are subject to and shall be interpreted to comply with the limitations set forth in Government Code Section 53260 regarding maximum severance pay.

E. Notwithstanding any other provision of this Agreement to the contrary, pursuant to California Government Code Section 53243.2, if this Agreement is terminated, any cash settlement related to the involuntary termination that the City Administrator may receive from the City shall be fully reimbursed to the City if the City Administrator is convicted of a crime involving an abuse of his office or position. The City Council may withhold payment of severance pay pending final disposition of any criminal charges.

Section 6: General Expenses

City shall reimburse Administrator for all actual and necessary expenses incurred in the performance of his official duties as City Administrator, including those incurred when traveling on business pertaining to City. Such expenses may include, but are not limited to hotel/motel costs, air/train/taxi fares, conference/meeting registration, parking fees and other such actual and necessary costs. The provisions of the City's Travel Policy shall govern reimbursement to Administrator for all business-related travel costs not in conflict with this Agreement. The Finance Manager is hereby authorized to disburse such monies upon receipt of duly executed expense or petty cash vouchers, receipts, statements, or personal affidavits.

Section 7. Indemnification, Insurance, and Bonding

City shall defend, save harmless, and indemnify Administrator against any tort, professional liability claim and demand, or other legal action, with the exclusion of any criminal charges arising out of an alleged act or omission occurring in the performance of Administrator's duties as City Administrator. Such defense of Administrator shall be subject to the limitations and in compliance with Government Code Sections 53243.1.

Additionally, pursuant to Susanville City Code section 2.08.030, Administrator shall obtain and be covered by an official bond in favor of the City, as beneficiary, for the faithful performance of his or her duties as prescribed by the Susanville Municipal Code and to account to the City for all monies and other properties coming into his possession or control. Such bond shall be in the amount of one-million dollars ($1,000,000). City shall bear the full cost of the required corporate surety bond.

Section 8. Other Terms and Conditions of Employment

The Council, in consultation with the Administrator, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Administrator, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or State law.

Section 9. Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City:	City Clerk 66 N Lassen St, Susanville, CA 96130
City Administrator:	Dan Newton (on file in Personnel Department)

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service. Either of the addresses may be changed as necessary without formal action or approval of the City Council.

Section 10. General Provisions

A. No provisions of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing by the City and the Administrator. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement shall be deemed a waiver of other provisions or conditions hereof.

B. This Agreement shall be binding upon or shall insure the benefit of the respective heirs, executors, administrators, successors and assigns of the parties provided, however, that Administrator may not assign Administrator's obligations hereunder.

C. This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Lassen.

D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. This Agreement is not assignable by either City or Administrator.

F. No party's failure to enforce any provision or provisions of this Agreement shall be construed in any way as a waiver of any such provision or provisions, or prevent that party thereafter from enforcing each and every other provision of this Agreement.

G. The provisions of this Agreement were arrived at through negotiation of the parties to this Agreement. Administrator acknowledges that he has entered into this Agreement voluntarily, and that he has reviewed it carefully, that he has been given the opportunity to review it with his own private legal counsel if he so desires, and that he is signing this Agreement with full knowledge of its contents.

IN WITNESS WHEREOF, the City of Susanville has caused this Agreement to be signed and executed in its behalf by its Mayor, and duly attested by its City Clerk, and Administrator has signed and executed this Agreement, both in duplicate, the day and year first above written.

Executed on August 4, 2021, in the County of Lassen.

____
Mendy Schuster, Mayor
City of Susanville

____
Dan Newton, Administrator

ATTEST:

____
Heidi Whitlock, City Clerk
City of Susanville

APPROVED AS TO FORM:

Margaret Long, City Attorney
City of Susanville

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
2020-2021 CITY ADMINSTRATOR
BI-WEEKLY - 26 PAY PERIODS PER YEAR

	STEP	STEP	STEP	STEP	STEP	STEP	STEP
RANGE	A	B	C	D	E	F	G
101	670.68	704.22	739.43	776.40	815.22	855.98	898.78
102	687.45	721.82	757.91	795.81	835.60	877.38	921.25
103	704.22	739.43	776.40	815.22	855.98	898.78	943.72
104	721.83	757.92	795.81	835.61	877.39	921.25	967.32
105	739.43	776.40	815.22	855.98	851.03	893.58	938.26
106	757.92	795.81	835.60	877.38	921.25	967.31	1015.68
107	776.39	815.21	855.98	898.77	943.71	990.90	1040.44
108	795.81	835.61	877.39	921.26	967.32	1015.68	1066.47
109	815.21	855.97	898.77	943.71	990.90	1040.44	1092.46
110	835.60	877.38	921.25	967.31	1015.68	1066.46	1119.79
111	855.97	898.77	943.70	990.89	1040.43	1092.46	1147.08
112	877.38	921.25	967.31	1015.68	1066.46	1119.79	1175.77
113	898.77	943.71	990.90	1040.44	1092.47	1147.09	1204.44
114	921.25	967.31	1015.67	1066.46	1119.78	1175.77	1234.56
115	943.71	990.89	1040.44	1092.46	1147.08	1204.44	1264.66
116	967.31	1015.67	1066.45	1119.78	1175.77	1234.55	1296.28
117	990.89	1040.44	1092.46	1147.08	1204.44	1264.65	1327.89
118	1015.68	1066.46	1119.79	1175.77	1234.56	1296.29	1361.11
119	1040.44	1092.46	1147.08	1204.44	1264.66	1327.89	1394.29
120	1066.46	1119.78	1175.77	1234.56	1296.29	1361.10	1429.16
121	1092.46	1147.08	1204.44	1264.66	1327.89	1394.28	1464.00
122	1119.79	1175.78	1234.56	1296.29	1361.11	1429.16	1500.62
123	1147.08	1204.43	1264.66	1327.89	1394.28	1464.00	1537.20
124	1175.77	1234.56	1296.29	1361.10	1429.16	1500.62	1575.65
125	1204.44	1264.66	1327.90	1394.29	1464.01	1537.21	1614.07
126	1234.56	1296.29	1361.10	1429.16	1500.62	1575.65	1654.43
127	1264.66	1327.89	1394.29	1464.00	1537.20	1614.06	1694.77
128	1296.30	1361.11	1429.17	1500.63	1575.66	1654.44	1737.16
129	1327.89	1394.28	1464.00	1537.20	1614.06	1694.76	1779.50
130	1361.11	1429.16	1500.62	1575.65	1654.44	1737.16	1824.02
131	1394.28	1464.00	1537.20	1614.06	1694.76	1779.50	1868.47
132	1429.17	1500.63	1575.66	1654.44	1737.16	1824.02	1915.22
133	1464.00	1537.20	1614.06	1694.76	1779.50	1868.48	1961.90
134	1500.63	1575.67	1654.45	1737.17	1824.03	1915.23	2010.99
135	1537.20	1614.06	1694.76	1779.50	1868.47	1961.90	2059.99
136	1575.67	1654.45	1737.17	1824.03	1915.23	2011.00	2111.55
137	1614.06	1694.76	1779.50	1868.47	1961.90	2059.99	2162.99
138	1654.45	1737.16	1824.03	1915.24	2011.00	2111.55	2217.12
139	1694.76	1779.50	1868.47	1961.89	2059.99	2162.99	2271.14
140	1737.18	1824.04	1915.24	2011.00	2111.55	2217.13	2327.99
141	1779.49	1868.47	1961.89	2059.98	2162.98	2271.13	2384.69
142	1824.04	1915.24	2011.01	2111.56	2217.13	2327.99	2444.39
143	1868.47	1961.89	2059.99	2162.99	2271.14	2384.69	2503.93
144	1915.24	2011.00	2111.55	2217.13	2327.99	2444.39	2566.61
145	1961.90	2059.99	2162.99	2271.14	2384.70	2503.94	2629.13
146	2011.00	2111.55	2217.13	2327.99	2444.39	2566.60	2694.93
147	2059.99	2162.99	2271.14	2384.70	2503.93	2629.13	2760.59
148	2111.55	2217.13	2327.98	2444.38	2566.60	2694.93	2829.68
149	2163.00	2271.15	2384.70	2503.94	2629.14	2760.59	2898.62
150	2217.12	2327.98	2444.38	2566.60	2694.93	2829.67	2971.16
151	2271.15	2384.71	2503.94	2629.14	2760.59	2898.62	3043.56
152	2327.98	2444.38	2566.60	2694.93	2829.67	2971.16	3119.71
153	2384.71	2503.94	2629.14	2760.60	2898.63	3043.56	3195.74
154	2444.38	2566.60	2694.92	2829.67	2971.15	3119.71	3275.70
155	2503.94	2629.14	2760.60	2898.63	3043.56	3195.74	3355.52
156	2566.60	2694.93	2829.67	2971.16	3119.72	3275.70	3439.49
157	2629.14	2760.60	2898.63	3043.56	3195.74	3355.52	3523.30
158	2694.92	2829.67	2971.15	3119.71	3275.70	3439.48	3611.46
159	2760.60	2898.63	3043.56	3195.74	3355.52	3523.30	3699.47
160	2829.67	2971.16	3119.71	3275.70	3439.49	3611.46	3792.03
161	2898.62	3043.56	3195.73	3355.52	3523.30	3699.46	3884.43
162	2971.16	3119.71	3275.70	3439.49	3611.46	3792.03	3981.63
163	3043.56	3195.73	3355.52	3523.30	3699.46	3884.43	4078.65
164	3119.72	3275.70	3439.49	3611.46	3792.03	3981.64	4180.72
165	3195.73	3355.52	3523.29	3699.46	3884.43	4078.65	4282.58
166	3275.70	3439.48	3611.46	3792.03	3981.63	4180.71	4389.75
167	3355.52	3523.29	3699.46	3884.43	4078.65	4282.59	4496.72
168	3439.49	3611.46	3792.03	3981.63	4180.72	4389.75	4609.24
169	3523.29	3699.46	3884.43	4078.65	4282.59	4496.72	4721.55
170	3611.46	3792.04	3981.64	4180.72	4389.76	4609.24	4839.71
171	3699.46	3884.44	4078.66	4282.59	4496.72	4721.56	4957.63
172	3792.04	3981.64	4180.72	4389.76	4609.24	4839.71	5081.69
173	3884.44	4078.66	4282.59	4496.72	4721.56	4957.64	5205.52
174	3981.64	4180.72	4389.76	4609.25	4839.71	5081.70	5335.78
175	4078.67	4282.60	4496.73	4721.56	4957.64	5205.53	5465.80
176	4180.72	4389.76	4609.25	4839.71	5081.70	5335.78	5602.57
177	4282.60	4496.73	4721.57	4957.65	5205.53	5465.80	5739.09
178	4389.76	4609.25	4839.71	5081.70	5335.78	5602.57	5882.70
179	4496.73	4721.57	4957.65	5205.53	5465.80	5739.09	6026.05
180	4609.25	4839.72	5081.70	5335.79	5602.58	5882.71	6176.84
181	4721.56	4957.64	5205.52	5465.80	5739.09	6026.04	6327.34
182	4839.72	5081.70	5335.79	5602.58	5882.71	6176.84	6485.68
183	4957.65	5205.53	5465.81	5739.10	6026.05	6327.35	6643.72
184	5081.70	5335.79	5602.58	5882.71	6176.84	6485.69	6809.97
185	5205.53	5465.80	5739.09	6026.05	6327.35	6643.72	6975.90
186	5335.79	5602.58	5882.71	6176.84	6485.69	6809.97	7150.38
187	5465.81	5739.10	6026.05	6327.36	6643.72	6975.91	7324.77
188	5602.51	5882.63	6176.76	6485.60	6809.88	7150.38	7507.90
189	5739.15	6026.11	6327.41	6643.78	6975.97	7324.77	7691.01
190	5882.64	6176.77	6485.61	6809.89	7150.38	7507.90	7883.29
191	6026.10	6327.41	6643.78	6975.98	7324.77	7691.02	8075.57
192	6176.77	6485.60	6809.89	7150.38	7507.90	7883.29	8277.46
193	6327.41	6643.78	6975.97	7324.77	7691.01	8075.57	8479.33
194	6485.61	6809.89	7150.38	7507.90	7883.30	8277.46	8691.34
195	6643.78	6975.97	7324.76	7691.01	8075.56	8479.34	8903.31
196	6809.68	7150.38	7507.90	7883.29	8277.46	8691.33	9125.90
197	6975.97	7324.77	7691.01	8075.56	8479.34	8903.30	9348.47
198	7150.38	7507.90	7883.30	8277.46	8691.33	9125.90	9582.20
199	7324.78	7691.02	8075.57	8479.35	8903.32	9348.48	9815.91
200	7507.90	7883.29	8277.46	8691.33	9125.90	9582.19	10061.30

AGENDA ITEM NO. 12.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: January 3, 2024

SUBJECT: Consider **Ordinance No. 23-1040**, amending city code to define Public Safety Chief.

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: On December 6, 2023, the City Council directed the City Administrator to proceed with the creation of a Public Safety Chief position. On December 20, 2023, the City Council introduced Ordinance No. 23-1040 amending 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". City Ordinances are required to be brought before the Council on two separate occasions, once to introduce and again for adoption. The Ordinance is now presented for the second time and has been prepared for adoption.

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: Motion to waive second reading and adopt Ordinance No. 23-1040, amending city code to define Public Safety Chief.

ATTACHMENTS:
23-1040.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

AGENDA ITEM NO. 12.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: January 3, 2024

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. Staff presented the first reading of the Ordinance at the December 20, 2023 meeting and is now being presented for adoption.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive second reading and adopt 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. 13.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	January 3, 2024
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:	

AGENDA ITEM NO. 14.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: January 3, 2024

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Any person may address the Council during Business from the Floor and throughout the City Council agenda's staff reports and agenda items. To encourage public participation in City Council meetings and address items brought forth to the podium by the public, staff has compiled a list from the past 3 months of City Council meetings and categorized items brought forth to the podium by date the comment was received, agenda item topic comment was received on, and public comments received during Business from the Floor for Council's review and to help staff prioritize and address public items.

FISCAL IMPACT: None.

ACTION REQUESTED: Informational item with possible direction to staff.

ATTACHMENTS:
240103 Future Items List.pdf

BUSINESS FROM THE FLOOR	
10/18/2023	Request to step up on Code Enforcement efforts due to a recent fire
11/1/2023	Consider shorter time period (less than 5 days) for placing upcoming "no parking" signs along Main Street
11/1/2023	Consider improving safety of sidewalks by placing two sided strobe lights on pedestrian crossing signs.
11/1/2023	Consider maintenance, upgrading and adding to the City's Christmas decorations along Main Street
11/15/2023	Consider agendizing the 75-unit apartment complex to discuss further
11/15/2023	Consider creation of a board as required to maintain status as a "Fire Wise Community"
12/6/2023	Consider noxious weed, goat head, abatement program (ARPA funding)
12/6/2023	Consider construction of new pickleball courts (ARPA funding)
12/6/2023	Consider addition of fire hydrants at the airport (ARPA funding)
12/6/2023	Consider storage building for Historical Society, fixing or newly constructed (ARPA funding)
12/6/2023	Consider EV charging stations, Elks Lodge Renovation, Uptown revitalization, the CEDS document (ARPA funding)

Council requested - FUTURE COUNCIL ITEMS	
	Discussion regarding MOU with Lassen Historical Society
	Discussion regarding American Rescue Plan Act Funding (ongoing)
	Discussion on collaboration with Lassen County and Susanville Indian Rancheria and City of Susanville to hire a liaison to collaborate with all three entities
	Discussion regarding options to work with community on animal control and animal shelter agreement
	Discussion regarding Councilmembers volunteering on projects
	Discussion regarding partnership with Lassen Family Services in efforts to prioritize youth
	Discussion regarding Council trainings and nepotism recusal policy training
	Discussion regarding tier two of shopping cart ordinance and enforcement of ordinance
	Discussion regarding increased theft within the community and increase council support to police department
	Discussion regarding proclamation declaring Susanville as a sanctuary city for the unborn
	Discussion regarding bringing Airport Capital Improvement Plan to council earlier in the year
	Discussion proving funding to police department facility renovation
	Discussion regarding banner permits
	Discussion regarding street legal ATV and golf cart ordinance
	Discussion regarding Veterans preference in hiring
	Discussion regarding city's airport hangar current use as a city storage
	Discussion regarding graffiti
	Discussion regarding dog/animal control nuisance ordinance
	Discussion regarding LARP Agreement for Operation and Maintenance of Susanville Community Garden
	Discussion regarding County housing development on city property options
8/2/2023	Discussion regarding Memorial Park Tennis Court ordinance change to include pickleball and discussion of city pickleball courts
	Update on Police Department grooming standards policy and uniform policy
	Discussion regarding street maintenance efforts and streets equipment procurement
11/15/2023	Consider corner of N. Weatherlow and North Street, landscaping (place on very bottom of red list)
11/15/2023	Reconsider proposed ban on 99 cent bottles
12/6/2023	ARPA Consideration - Cracks in roads
12/6/2023	ARPA Consideration - cross walk signals in uptown area
12/6/2023	ARPA Consideration - addition of grass and benches at BarkPark
12/6/2023	ARPA Consideration - Speed survey
12/6/2023	ARPA Consideration - Indoor Sports Facility
12/6/2023	ARPA Consideration - Arts center
12/20/2023	Revisit the dog s at large item as there has been activity again
12/20/2023	Bring back the ARPA funding discussion item
12/20/2023	Discussion regarding the Little League Park (including possible security options)

Completed Items	
~~8/16/2023~~	~~Consider support of both the Rails to Trails Festival and the Gravel Adventure Ride~~
~~11/1/2023~~	~~Consider the use of council discretionary funds to assist in the purchase of fireworks for Christmas event~~
~~11/1/2023~~	~~Request for street closure in support of Our Lady of Guadalupe on December 10, 2023~~
~~11/1/2023~~	~~Consider support of Chamber hosting the Magical Christmas event by waiving fees, etc~~
~~11/1/2023~~	~~Consider the use of council discretionary funds to assist in the purchase of fireworks for Christmas event~~