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, March 6, 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. *CONFERENCE WITH REAL PROPERTY NEGOTIATOR - pursuant to Government Code Section §54956.8*
      - *Property: Ramsey Ditch*
      - *Agency Negotiator: Dan Newton, City Administrator*
      - *Negotiating Party: Kim Dieter*
      - *Under Negotiation: Price/Terms*

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 February 21, 2024 regular meeting

   6.B Vendor and payroll warrants

7. **PUBLIC HEARINGS:**

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. NEW BUSINESS:

9.A Lassen High School Update

9.B Consider Resolution No. 24-6280, authorizing the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lift cables for hangar 9 at the Susanville Municipal Airport and authorize the Finance Director to adjust the Airport 7201 budget as necessary.

9.C Consider Resolution No. 24-6281, authorizing the City Administrator to execute an agreement with Tri-County Pumps to remove/repair two turbine pumps at Diamond Mountain Golf Course.

9.D Consider Resolution No. 24-6282, adopting credit card transaction fee schedule at the Diamond Mountain Golf Course

9.E Consider Resolution No.24-6283, Amending the Fiscal Year 2023-2024 City of Susanville Budget

9.F Discussion regarding auditing services.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

12.A Consider Proposed ARPA Expenditure Plan

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 March 20, 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 March 6, 2024 areas designated on March 1, 2024.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	March 6, 2024
SUBJECT:	Minutes of the City Council's February 21, 2024 regular meeting
PRESENTED BY:	Heidi Whitlock, City Clerk
SUMMARY:	Attached for the Council's review are the minutes of the City Council's February 21, 2024 regular meeting.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to waive the reading of and approval to receive and file the City Council's February 21, 2024 regular meeting.

ATTACHMENTS:
240221.cc.min.draft.pdf

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, FEBRUARY 21, 2024 – 5:00 PM

Meeting was called to order by Mayor McCourt at 5:00 p.m.

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

1. APPROVAL OF AGENDA:
Moved by Herrera; seconded by Schuster to approve the agenda with the following change: move item 12C to be heard prior to 9A.
Motion Carried: 5 - 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): No closed session.

3. **CLOSED SESSION:** No business.

4. **RETURN TO OPEN SESSION:** The Pledge of Allegiance and Invocation were provided.

Recognition and pinning ceremony for the newly hired Public Safety Chief, Michael Bollinger, occurred.

5. BUSINESS FROM THE FLOOR:
Sheriff McGarva introduced himself to the council as the newly appointed Sheriff/Coroner

No less than twelve members of the public expressed their support in using ARPA funds for the purchasing of the Sierra Theatre for a performing arts center.

Kelly Grossen, requested ARPA funding usage to be used for the south end of Lassen County

Larry Rogers, Susanville Elks Lodge, spoke in support of ARPA funding to be used to uphold maintenance needs for the Elks Lodge building.

Kelly Ackley, Executive Director Lassen County Chamber of Commerce requested use of ARPA funding for consideration for purchasing a new Christmas Tree for uptown Susanville.

Don Liple spoke on behalf of ARPA fund utilization for puncture vine "goat head" elimination program and referenced potential costs and presented plan on awareness effort.

Jacquie Henry spoke on exercising checks and balances in government and provided information on medical marijuana drug usage and marijuana industry.

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

6.A Minutes of the City Council's February 7, 2024 regular meeting

Motion to waive the reading of and approval to receive and file the City Council's February 7, 2024 regular meeting.

240207.cc.min.draft.pdf

6.B Vendor and payroll warrants
Motion to receive and file.

01-18-24.pdf
01-25-24.pdf
01-31-24.pdf
02-01-24.pdf
02-08-24.pdf

6.C Consider **Resolution No. 24-6274**, authorizing the Mayor to execute the Annual Certificate of Army Material Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 located at the Susanville Municipal Airport. Motion to approve Resolution No. 24-6274, authorizing the Mayor to execute the Annual Certificate of Army Material Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 located at the Susanville Municipal Airport.

Cobra Annual Certification.pdf
Huey Annual Certification.pdf
24-6274.pdf

6.D Consider **Resolution No. 24-6275**, authorizing the Mayor to execute annual certification of Army Material Status for the GPF M1917/18 Series Gun, Serial Number 884 for static display located at the Susanville Memorial Park

Motion to approve Resolution No. 24-6275, authorizing the Mayor to execute annual certification of Army Material Status for the GPF M1917/18 Series Gun, Serial Number 884 for static display located at the Susanville Memorial Park

GPF m1917_18 Series Gun.pdf
24-6275.pdf

6.E Consider **Resolution No. 24-6276**, authorizing the Mayor to execute the 2024 Loan Agreement between the National Museum of the United States Air Force and the City of Susanville for the Phantom Jet F-4C (RF) on loan for static display at the Susanville Municipal Airport

Motion to approve Resolution No. 24-6276, authorizing the Mayor to execute the 2024 Loan Agreement between the National Museum of the United States Air Force and the City of Susanville for the Phantom Jet F-4C (RF) on loan for static display at the Susanville Municipal Airport

Phantom Jet 2024_2029 agreement.pdf
24-6276.pdf

6.F Consider **Resolution No. 24-6277**, approving second amendment to the Land Lease Agreement between the city of Susanville and United Parcel Service, Inc. (UPS)

Motion to approve Resolution No. 24-6277, approving second amendment to the Land Lease Agreement between the city of Susanville and United Parcel Service, Inc. (UPS)

Second Land Lease Amendment _122024.doc
24-6277.doc
24-6277.pdf

7. PUBLIC HEARINGS: No business.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** The City's Mission Statement and Land Acknowledgement Statement were provided.

9. NEW BUSINESS:

9.A Consider **Resolution No. 24-6278,** terminating Airport Hangar Land Lease Agreement, Hangar #29 with Bill Meyers, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #29 with Aerialfire Support LLC.

Motion to approve Resolution No. 24-6278, terminating Airport Hangar Land Lease Agreement, Hangar #29 with Bill Meyers, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #29 with Aerialfire Support LLC.
Hangar 29 Bill of Sale.pdf 24-6278.pdf
Ground Lease #29_Aerialfire Support LLC.pdf

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

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

12.A Consider **Ordinance No. 23-1042,** Amending Section 2.08 to change the title of the City Administrator to City Manager and to update the entire city code to change all references to the City Administrator to the City Manager

Waive second reading and adopt Ordinance No. 23-1042, Amending Section 2.08 to change the title of the City Administrator to City Manager and to update the entire city code to change all references to the City Administrator to the City Manager
24-1042.pdf

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

12.B City Project Priorities

2400221_City_Priorities_List.pdf

12.C Continue discussion on ARPA funding.

Continue discussion regarding utilization of ARPA funds.

13. <u>CITY ADMINISTRATOR'S REPORTS</u>:

13.A Department Reports Information only.

14. <u>FUTURE COUNCIL ITEMS</u>: No items added.

15. <u>ADJOURNMENT</u>:
Moved by McCourt; seconded by Schuster to adjourn at 8:07p.m.
Motion Carried: 5 – 0
Voting For: McCourt, Stafford, Herrera, Schuster, Brown
Voting Against: None

Heidi Whitlock, City Clerk

Quincy McCourt, Mayor

AGENDA ITEM NO. 6.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Alicia Cordova, Finance
Action Date:	March 6, 2024
SUBJECT:	Vendor and payroll warrants
PRESENTED BY:	Chandra Jabbs, Finance Manager
SUMMARY:	Warrants dated February 11, 2024 through February 23, 2024 numbered 220318-220385.
FISCAL IMPACT:	Accounts Payable vendor warrants totaling $165,734.38, plus $365,031.81 in payroll warrants, for a total of $530,766.19.
ACTION REQUESTED:	Motion to receive and file

ATTACHMENTS:
02-15-24.pdf
02-16-24.pdf
02-22-24.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
02/24	02/15/2024	220318	10996		COMMUNTY CENTER REIMBUR	020724	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 020724:										50.00	50.00
02/24	02/15/2024	220319	11005		REFUND GAS DEPOSIT	10425500225	1	7401-2228-000	DEPOSITS-CUSTOMER	12.42	12.42
Total 10425500225:										12.42	12.42
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980149942	1	7401-430-62-44	LINEN SERVICES	84.16	84.16
Total 5980149942:										84.16	84.16
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980151797	1	7401-430-62-44	LINEN SERVICES	78.12	78.12
Total 5980151797:										78.12	78.12
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980155670	1	7401-430-62-44	LINEN SERVICES	87.64	87.64
Total 5980155670:										87.64	87.64
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980160125	1	7401-430-62-44	LINEN SERVICES	82.96	82.96
Total 5980160125:										82.96	82.96
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980163709	1	7401-430-62-44	LINEN SERVICES	80.39	80.39
Total 5980163709:										80.39	80.39
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980165725	1	7401-430-62-44	LINEN SERVICES	80.39	80.39
Total 5980165725:										80.39	80.39
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980167152	1	7401-430-62-44	LINEN SERVICES	94.84	94.84

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 5980167152:										94.84	94.84
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PW	5980167164	1	7620-430-10-44	LINEN SERVICE	44.25	44.25
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-PARKS	5980167164	2	1011-452-20-44	LINEN SERVICES	7.48	7.48
Total 5980167164:										51.73	51.73
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980167165	1	7401-430-62-44	LINEN SERVICES	9.17	9.17
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980167165	2	2007-431-20-44	LINEN SERVICE	47.50	47.50
Total 5980167165:										56.67	56.67
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980169049	1	7401-430-62-44	LINEN SERVICES	96.62	96.62
Total 5980169049:										96.62	96.62
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980170984	1	7401-430-62-44	LINEN SERVICES	96.62	96.62
Total 5980170984:										96.62	96.62
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980172886	1	7401-430-62-44	LINEN SERVICES	96.62	96.62
Total 5980172886:										96.62	96.62
02/24	02/15/2024	220320	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980172888	1	7110-430-42-44	LINEN SERVICE	55.24	55.24
Total 5980172888:										55.24	55.24
02/24	02/15/2024	220321	1231	ASBURY ENVIRONMENT	WASHER SERVICE-GAS	I500-01028786	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	46.77	46.77
02/24	02/15/2024	220321	1231	ASBURY ENVIRONMENT	WASHER SERVICE-WATER	I500-01028786	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	46.77	46.77
02/24	02/15/2024	220321	1231	ASBURY ENVIRONMENT	WASHER SERVICE-STREETS	I500-01028786	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	46.77	46.77
Total I500-01028786:										140.31	140.31
02/24	02/15/2024	220322	11001	CORE PSYCHOLOGICAL	PEPS-SA	7291	1	1000-416-10-43	PROFESSIONAL SVCS	500.00	500.00
Total 7291:										500.00	500.00

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
02/24	02/15/2024	220323	156	CREATIVE FORMS & CO	BUSINESS LICENSE CERTIFICA	120489	1	1000-415-10-46	SUPPLIES-GENERAL	758.72	758.72
Total 120489:										758.72	758.72
02/24	02/15/2024	220324	184	DEPARTMENT OF JUSTI	FINGERPRINTS	712696	1	1000-416-10-45	FINGERPRINTING SERVICES	128.00	128.00
Total 712696:										128.00	128.00
02/24	02/15/2024	220325	10523	DOWN RANGE INVESTM	SAFETY JACKETS-GAS	672201	1	7401-430-62-46	SUPPLIES - SAFETY ITEMS	785.68	785.68
02/24	02/15/2024	220325	10523	DOWN RANGE INVESTM	SAFETY JACKETS-WATER	672201	2	7110-430-42-46	SUPPLIES - SAFETY ITEMS	779.68	779.68
02/24	02/15/2024	220325	10523	DOWN RANGE INVESTM	SAFETY JACKETS-SNOW	672201	3	2006-431-25-46	SUPPLIE - GENERAL	593.76	593.76
02/24	02/15/2024	220325	10523	DOWN RANGE INVESTM	SAFETY JACKETS-PW	672201	4	7620-430-10-46	SUPPLIES-SAFETY ITEMS	389.89	389.89
Total 672201:										2,549.01	2,549.01
02/24	02/15/2024	220326	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	470325A	1	7112-430-42-43	PROFESSIONAL SVCS	39.00	39.00
Total 470325A:										39.00	39.00
02/24	02/15/2024	220326	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	470640A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00
Total 470640A:										141.00	141.00
02/24	02/15/2024	220326	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	470658A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 470658A:										117.00	117.00
02/24	02/15/2024	220327	265	FRONTIER	257-1887 BACKUP	1887 020124	1	1000-417-10-45	COMMUNICATIONS	75.98	75.98
Total 1887 020124:										75.98	75.98
02/24	02/15/2024	220327	265	FRONTIER	257-2520 GOLF COURSE	2520 020124	1	7530-451-52-45	COMMUNICATIONS	256.08	256.08
Total 2520 020124:										256.08	256.08
02/24	02/15/2024	220328	756	GRAINGER INC	DRILL BITS-PARKS	9014386305	1	1011-425-21-46	SUPPLIES-GENERAL	97.00	97.00
Total 9014386305:										97.00	97.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/24	02/15/2024	220329	11009		RETURN FACILITY RENTAL PAY	020724	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 020724:										75.00	75.00
02/24	02/15/2024	220330	11008	IDEASTAGE PROMOTION	ADVERTISMENT-GAS	240212-257909	1	7401-430-62-45	ADVERTISING	501.40	501.40
Total 240212-257909:										501.40	501.40
02/24	02/15/2024	220331	374	L.N. CURTIS & SONS	TURNOUTS-FD	INV789599	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	3,985.44	3,985.44
Total INV789599:										3,985.44	3,985.44
02/24	02/15/2024	220332	392	LASSEN CO CLERK'S OF	PROFESSIONAL SERVICES- BU	020624	1	1011-419-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 020624:										250.00	250.00
02/24	02/15/2024	220333	5027	LASSEN ECONOMIC DEV	REFUND GAS OVERPAYMENT F	10413350503	1	9999-1001-001	CASH CLEARING - UTILITIES	210.51	210.51
Total 10413350503:										210.51	210.51
02/24	02/15/2024	220334	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	448217	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	100.63	100.63
Total 448217:										100.63	100.63
02/24	02/15/2024	220335	11003		REFUND GAS DEPOSIT	10306904424	1	7401-2228-000	DEPOSITS-CUSTOMER	128.39	128.39
Total 10306904424:										128.39	128.39
02/24	02/15/2024	220336	467	METER VALVE & CONTR	SUPPLIES-GAS	INV-005974	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	174.64	174.64
Total INV-005974:										174.64	174.64
02/24	02/15/2024	220337	480	MINERS & PISANI INC	GAS METER	IN-022047	1	7401-1410-003	INVENTORY-GAS METERS	2,923.91	2,923.91
Total IN-022047:										2,923.91	2,923.91
02/24	02/15/2024	220338	11004		REFUND GAS DEPOSIT	102031511306	1	7401-2228-000	DEPOSITS-CUSTOMER	55.74	55.74

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 102031511306:										55.74	55.74
02/24	02/15/2024	220339	9983	MODOC COUNTY RECOR	ADVERTISEMENT-PLANNING	79309	1	1011-419-10-45	ADVERTISING	96.00	96.00
Total 79309:										96.00	96.00
02/24	02/15/2024	220339	9983	MODOC COUNTY RECOR	ADVERTISEMENT-PLANNING	79310	1	1011-419-10-45	ADVERTISING	87.00	87.00
Total 79310:										87.00	87.00
02/24	02/15/2024	220340	11002	T	REFUND GAS DEPOSIT	10108770021	1	7401-2228-000	DEPOSITS-CUSTOMER	138.96	138.96
Total 10108770021:										138.96	138.96
02/24	02/15/2024	220341	9133	OWEN EQUIPMENT SALE	REPAIR & MAINT-STREETS	00062474	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,106.39	1,106.39
Total 00062474:										1,106.39	1,106.39
02/24	02/15/2024	220341	9133	OWEN EQUIPMENT SALE	REPAIR & MAINT-STREETS	00062475	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	637.99	637.99
Total 00062475:										637.99	637.99
02/24	02/15/2024	220341	9133	OWEN EQUIPMENT SALE	REPAIR & MAINT-STREETS	00062480	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	52.11	52.11
Total 00062480:										52.11	52.11
02/24	02/15/2024	220342	556	PITNEY BOWES INC	POSTAGE	8000900000677660 02/4/2	1	1000-1410-002	INVENTORIES-POSTAGE	1,067.52	1,067.52
Total 8000900000677660 02/4/24:										1,067.52	1,067.52
02/24	02/15/2024	220343	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 013124	1	1010-422-10-45	COMMUNICATIONS	306.04	306.04
Total 69319 013124:										306.04	306.04
02/24	02/15/2024	220344	9689	PRENTICE LONG & EPPE	ATTORNEY CONTRACT 2023 C	6396	1	1000-412-10-43	PROFESSIONAL SVCS	6,500.00	6,500.00
Total 6396:										6,500.00	6,500.00

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
02/24	02/15/2024	220345	572	QUILL CORPORATION	OFFICE SUPPLIES	37007837	1	1000-415-10-46	SUPPLIES-GENERAL	232.58	232.58
Total 37007837:										232.58	232.58
02/24	02/15/2024	220346	11007	REAL ESTATE PROFESSI	REFUND OVERPAYMENT 59 N	10114450128	1	9999-1001-001	CASH CLEARING - UTILITIES	136.17	136.17
Total 10114450128:										136.17	136.17
02/24	02/15/2024	220347	10986		REFUND WATER OVERPAYMEN	10322300003.	1	9999-1001-001	CASH CLEARING - UTILITIES	80.00	80.00
Total 10322300003.:										80.00	80.00
02/24	02/15/2024	220348	10964		REFUND GAS OVERPAYMENT 7	10113760110.	1	9999-1001-001	CASH CLEARING - UTILITIES	120.00	120.00
Total 10113760110.:										120.00	120.00
02/24	02/15/2024	220349	5075	STATE OF CALIFORNIA	AUDIT INFORMATION 22/23 FY	021424	1	1000-417-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 021424:										150.00	150.00
02/24	02/15/2024	220350	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	522725	1	1011-452-20-46	SUPPLIES-GENERAL	18.98	18.98
Total 522725:										18.98	18.98
02/24	02/15/2024	220350	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	522848	1	1011-452-20-46	SUPPLIES-SMALL TOOLS	42.86	42.86
Total 522848:										42.86	42.86
02/24	02/15/2024	220351	10843		REFUND GAS OVERPAYMENT 6	10519860017	1	9999-1001-001	CASH CLEARING - UTILITIES	19.15	19.15
Total 10519860017:										19.15	19.15
02/24	02/15/2024	220352	7416		REFUND WATER OVERPAYMEN	10314000020	1	9999-1001-001	CASH CLEARING - UTILITIES	19.33	19.33
Total 10314000020:										19.33	19.33
02/24	02/15/2024	220352	7416		REFUND GAS OVERPAYMENT 5	10322650026	1	9999-1001-001	CASH CLEARING - UTILITIES	52.44	52.44

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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 10322650026:										52.44	52.44
02/24	02/15/2024	220352	7416		REFUND WATER OVERPAYMEN	10505500025	1	9999-1001-001	CASH CLEARING - UTILITIES	48.13	48.13
Total 10505500025:										48.13	48.13
02/24	02/15/2024	220353	11010	TITAN SOLAR	REIMBURSEMENT FOR PERMIT	021424	1	1011-424-20-32	BUILDING PERMITS	689.49	689.49
Total 021424:										689.49	689.49
02/24	02/15/2024	220354	712	TNS TRUCKING CO	TRANSFER BASE ROCK-CDBG	5892	1	2046-465-20-46	SUPPLIES GENERAL	675.94	675.94
Total 5892:										675.94	675.94
02/24	02/15/2024	220355	530	U.S. BANK EQUIPMENT F	UPSTAIRS COPIER CITY HALL	521746792	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	400.56	400.56
Total 521746792:										400.56	400.56
02/24	02/15/2024	220355	530	U.S. BANK EQUIPMENT F	COPIER-PD	522225044	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30
02/24	02/15/2024	220355	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	522225044	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.31	258.31
Total 522225044:										516.61	516.61
02/24	02/15/2024	220356	10821	UBEO WEST LLC	COPIER CITY HALL	4365962	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	41.22	41.22
02/24	02/15/2024	220356	10821	UBEO WEST LLC	COPIER PD	4365962	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	4.90	4.90
Total 4365962:										46.12	46.12
02/24	02/15/2024	220356	10821	UBEO WEST LLC	COPIER CITY HALL	4400157	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	556.58	556.58
02/24	02/15/2024	220356	10821	UBEO WEST LLC	COPIER PD	4400157	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	224.79	224.79
Total 4400157:										781.37	781.37
02/24	02/15/2024	220357	9757	VAN LANT & FANKHANEL	AUDIT 2021-22 AIR POLLUTION	021424	1	7620-430-11-43	PROFESSIONAL SERVICES	3,934.00	3,934.00
Total 021424:										3,934.00	3,934.00
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9954486597	1	1010-422-10-45	COMMUNICATIONS	339.68	339.68

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
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9954486597	2	1000-411-10-45	COMMUNICATIONS	125.73	125.73
Total 9954486597:										465.41	465.41
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9955456693	1	1009-421-10-45	COMMUNICATIONS	931.21	931.21
Total 9955456693:										931.21	931.21
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	9955568370	1	1000-413-20-45	COMMUNICATIONS	64.70	64.70
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - BU LDIN	9955568370	2	1011-424-20-45	COMMUNICATIONS	99.16	99.16
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9955568370	3	1011-452-20-45	COMMUNICATIONS	103.78	103.78
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9955568370	4	7620-430-10-45	COMMUNICATIONS	1,305.21	1,305.21
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9955568370	5	7620-430-11-45	COMMUNICATIONS	52.14	52.14
02/24	02/15/2024	220358	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	9955568370	6	7401-430-62-45	COMMUNICATIONS	329.28	329.28
Total 9955568370:										1,954.27	1,954.27
02/24	02/15/2024	220359	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-74313	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total A-74313:										109.39	109.39
02/24	02/15/2024	220359	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-74315	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total A-74315:										218.78	218.78
02/24	02/15/2024	220360	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIAL	A-74303	1	2046-465-20-44	RENT & LEASE EQUIP & VEHIC	528.65	528.65
Total A-74303:										528.65	528.65
Grand Totals:										36,475.63	36,475.63

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/24	02/16/2024	220361	728	U.S. POSTMASTER	UB BILLING GAS	021624	1	7401-430-62-46	POSTAGE	401.97	401.97
02/24	02/16/2024	220361	728	U.S. POSTMASTER	UB BILLING WATER	021624	2	7110-430-42-46	POSTAGE	780.31	780.31
Total 021624:										1,182.28	1,182.28
Grand Totals:										1,182.28	1,182.28

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
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	CREDIT-WATER	598000874	1	7110-430-42-44	LINEN SERVICE	191.71-	191.71-
Total 598000874:										191.71-	191.71-
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980147965	1	7401-430-62-44	LINEN SERVICES	8.78	8.78
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980147965	2	7110-430-42-44	LINEN SERVICE	280.58	280.58
Total 5980147965:										289.36	289.36
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980153767	1	7401-430-62-44	LINEN SERVICES	15.57	15.57
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980153767	2	7110-430-42-44	LINEN SERVICE	54.92	54.92
Total 5980153767:										70.49	70.49
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980170992	1	2007-431-20-44	LINEN SERVICE	47.50	47.50
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980170992	2	7401-430-62-44	LINEN SERVICES	9.17	9.17
Total 5980170992:										56.67	56.67
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980174676	1	7401-430-62-44	LINEN SERVICES	96.62	96.62
Total 5980174676:										96.62	96.62
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	5980174679	1	7401-430-62-44	LINEN SERVICES	15.17	15.17
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	5980174679	2	2007-431-20-44	LINEN SERVICE	48.33	48.33
Total 5980174679:										63.50	63.50
02/24	02/22/2024	220373	44	ARAMARK UNIFORM SER	UNIFORM SERVICE- WATER	5980174680	1	7110-430-42-44	LINEN SERVICE	55.24	55.24
Total 5980174680:										55.24	55.24
02/24	02/22/2024	220374	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	175622388U037	1	2007-431-20-44	DISPOSAL	52.68	52.68

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 175622388U037:										52.68	52.68
02/24	02/22/2024	220374	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	175622389U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 175622389U037:										52.68	52.68
02/24	02/22/2024	220374	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	175622391U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 175622391U037:										52.68	52.68
02/24	02/22/2024	220375	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	048134	1	7620-430-10-43	TECHNICAL SVCS	125.00	125.00
Total 048134:										125.00	125.00
02/24	02/22/2024	220376	10523	DOWN RANGE INVESTM	SUPPLIES-CODE ENF.	673800	1	1011-425-20-46	SUPPLIES-GENERAL	155.86	155.86
Total 673800:										155.86	155.86
02/24	02/22/2024	220377	265	FRONTIER	251-0015-PD	0015 020824	1	1009-421-10-45	COMMUNICATIONS	104.86	104.86
Total 0015 020824:										104.86	104.86
02/24	02/22/2024	220377	265	FRONTIER	257-1033-PARKS	1033 020524	1	1011-452-20-45	COMMUNICATIONS	166.39	166.39
Total 1033 020524:										166.39	166.39
02/24	02/22/2024	220377	265	FRONTIER	257-1044 PRI	1044 020524	1	7620-430-10-45	COMMUNICATIONS	226.16	226.16
Total 1044 020524:										226.16	226.16
02/24	02/22/2024	220377	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 020524	1	1000-417-10-45	COMMUNICATIONS	115.68	115.68
Total 2960 020524:										115.68	115.68
02/24	02/22/2024	220377	265	FRONTIER	257-7098 NATURAL GAS	7098 020124	1	7401-430-62-45	COMMUNICATIONS	257.94	257.94
Total 7098 020124:										257.94	257.94

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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
02/24	02/22/2024	220378	389	LASSEN COUNTY AUDIT	DISPATCH SERVICES 10/1/23-1	011724	1	1009-421-10-45	DISPATCH CONTRACT	82,567.18	82,567.18
Total 011724:										82,567.18	82,567.18
02/24	02/22/2024	220378	389	LASSEN COUNTY AUDIT	ANIMAL CONTROL 10/1/23-12/31	011724.	1	1009-421-10-45	ANIMAL CONTROL CONTRACT	25,679.18	25,679.18
Total 011724.:										25,679.18	25,679.18
02/24	02/22/2024	220379	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	3842	1	7110-430-42-44	DISPOSAL	10.96	10.96
Total 3842:										10.96	10.96
02/24	02/22/2024	220380	10485	LEAF CAPITAL FUNDING	COPIER-PW	15989674	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	153.55	153.55
Total 15989674:										153.55	153.55
02/24	02/22/2024	220381	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 021024	1	1011-452-20-46	ELECTRICITY	41.57	41.57
Total 10262 021024:										41.57	41.57
02/24	02/22/2024	220381	437	LMUD	STREET LIGHTS	14039 021024	1	2007-431-60-46	ELECTRICITY	231.61	231.61
Total 14039 021024:										231.61	231.61
02/24	02/22/2024	220381	437	LMUD	STREET LIGHTS	14041 021024	1	2007-431-60-46	ELECTRICITY	4,559.40	4,559.40
Total 14041 021024:										4,559.40	4,559.40
02/24	02/22/2024	220381	437	LMUD	S GAY ST-STREETS	24323 021024	1	2007-431-60-46	ELECTRICITY	59.65	59.65
Total 24323 021024:										59.65	59.65
02/24	02/22/2024	220381	437	LMUD	66 N LASSEN ST	2466 021024	1	1000-417-10-46	ELECTRICITY	891.71	891.71
Total 2466 021024:										891.71	891.71
02/24	02/22/2024	220381	437	LMUD	STREET LIGHTS	2467 021024	1	2007-431-60-46	ELECTRICITY	2,035.66	2,035.66

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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 2467 021024:										2,035.66	2,035.66
02/24	02/22/2024	220381	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 021024	1	1011-452-20-46	ELECTRICITY	70.17	70.17
Total 2865 021024:										70.17	70.17
02/24	02/22/2024	220381	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 021024	1	1011-452-20-46	ELECTRICITY	63.02	63.02
Total 2867 021024:										63.02	63.02
02/24	02/22/2024	220381	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 021024	1	1011-452-20-46	ELECTRICITY	30.00	30.00
Total 2870 021024:										30.00	30.00
02/24	02/22/2024	220381	437	LMUD	NORTH ST BALL PARK-MEM FIE	2873 021024	1	1011-452-20-46	ELECTRICITY	258.18	258.18
Total 2873 021024:										258.18	258.18
02/24	02/22/2024	220381	437	LMUD	SKYLINE DR WELL 4-WATER	29931 021024	1	7110-430-42-46	ELECTRICITY	157.80	157.80
Total 29931 021024:										157.80	157.80
02/24	02/22/2024	220381	437	LMUD	HARRIS DR & HWY 36-WATER	30658 021024	1	7110-430-42-46	ELECTRICITY	240.30	240.30
Total 30658 021024:										240.30	240.30
02/24	02/22/2024	220381	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 021024	1	7112-430-42-46	ELECTRICITY	325.68	325.68
Total 350161 021024:										325.68	325.68
02/24	02/22/2024	220381	437	LMUD	SAN FRANCISCO ST- STREETS	416835 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416835 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416848 021024:										39.39	39.39

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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
02/24	02/22/2024	220381	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416860 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	INSPIRATION POINT- STREETS	416915 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416915 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	CAMPBELL ST- STREETS	416940 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416940 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	WASHO LN- STREETS	416959 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416959 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	130 N LASSEN STREET- STREE	416962 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416962 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	MARTHA & ARNOLD STREET LI	421476 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 421476 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	130 N PINE ST- STREETS	425450 021024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 425450 021024:										39.39	39.39
02/24	02/22/2024	220381	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 021024	1	2007-431-60-46	ELECTRICITY	277.49	277.49
Total 43511 021024:										277.49	277.49
02/24	02/22/2024	220381	437	LMUD	115 N WEATHERLOW ST	43866 021024	1	1011-451-80-46	ELECTRICITY	68.70	68.70
Total 43866 021024:										68.70	68.70
02/24	02/22/2024	220381	437	LMUD	N PINE & COOK - SCADA-WATE	44153 021024	1	7110-430-42-46	ELECTRICITY	30.00	30.00

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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 44153 021024:										30.00	30.00
02/24	02/22/2024	220381	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 021024	1	7110-430-42-46	ELECTRICITY	41.15	41.15
Total 44298 021024:										41.15	41.15
02/24	02/22/2024	220381	437	LMUD	PAIUTE LN SCADA-WATER	44316 021024	1	7110-430-42-46	ELECTRICITY	39.25	39.25
Total 44316 021024:										39.25	39.25
02/24	02/22/2024	220381	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 021024	1	7110-430-42-46	ELECTRICITY	104.45	104.45
Total 45542 021024:										104.45	104.45
02/24	02/22/2024	220381	437	LMUD	WELL #3-WATER	4559 021024	1	7110-430-42-46	ELECTRICITY	136.53	136.53
Total 4559 021024:										136.53	136.53
02/24	02/22/2024	220381	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 021024	1	2007-431-60-46	ELECTRICITY	78.77	78.77
Total 49500 021024:										78.77	78.77
02/24	02/22/2024	220381	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 021024	1	2007-431-60-46	ELECTRICITY	207.83	207.83
Total 49501 021024:										207.83	207.83
02/24	02/22/2024	220381	437	LMUD	606 NEVADA STREET	58209 021024	1	7620-430-10-46	ELECTRICITY	72.90	72.90
Total 58209 021024:										72.90	72.90
02/24	02/22/2024	220381	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 021024	1	1011-452-20-46	ELECTRICITY	136.32	136.32
Total 9283 021024:										136.32	136.32
02/24	02/22/2024	220381	437	LMUD	GEO PUMP #1	9297 021024	1	7301-430-52-46	ELECTRICITY	2,351.71	2,351.71
Total 9297 021024:										2,351.71	2,351.71

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/24	02/22/2024	220381	437	LMUD	MAIN ST & PINE ST-STREETS	94811 021024	1	2007-431-60-46	ELECTRICITY	30.00	30.00
Total 94811 021024:										30.00	30.00
02/24	02/22/2024	220382	824	ODP BUSINESS SOLUTIO	FLYERS-CAL RECYCLE	353993998001	1	1011-452-24-46	SUPPLIES GENERAL	1,153.95	1,153.95
02/24	02/22/2024	220382	824	ODP BUSINESS SOLUTIO	FLYERS-GAS	353993998001	2	7401-430-62-45	ADVERTISING	1,153.94	1,153.94
Total 353993998001:										2,307.89	2,307.89
02/24	02/22/2024	220383	1270	SILVER STATE BARRICA	SUPPLIES-SB-1	031916	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	670.68	670.68
Total 031916:										670.68	670.68
02/24	02/22/2024	220384	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54642	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	644.82	644.82
Total 54642:										644.82	644.82
02/24	02/22/2024	220384	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	59231	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,171.68	1,171.68
Total 59231:										1,171.68	1,171.68
02/24	02/22/2024	220385	770	WESTERN NEVADA SUP	REPAIRS-PD	61114268	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	169.78	169.78
Total 61114268:										169.78	169.78
02/24	02/22/2024	220385	770	WESTERN NEVADA SUP	REPAIRS-PD	61123363	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	56.29	56.29
Total 61123363:										56.29	56.29
Grand Totals:										128,076.47	128,076.47

M = Manual Check, V = Void Check

AGENDA ITEM NO. 9.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: March 6, 2024

SUBJECT: Lassen High School Update

PRESENTED BY: Lassen High School - Students and Faculty

SUMMARY: In fall of 2023 Lassen High School Student Body and Faculty members met with city staff to discuss building a better relationship with the city of Susanville and focus efforts on marketing the Susanville Click & Fix App. In addition, the students would like to provide updates on achievements, goals, and events that the students of Lassen High have accomplished or are set to accomplish.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS:

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: March 6, 2024

SUBJECT: Consider **Resolution No. 24-6280**, authorizing the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lift cables for hangar 9 at the Susanville Municipal Airport and authorize the Finance Director to adjust the Airport 7201 budget as necessary.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The Susanville Municipal Airport recently lost the renter that it had renting hangar number 9 at the Airport. After staff inspected the hangar it was determined that the door seals for the hangar doors and the lifting cables for some of the doors needed to be replaced before we rent the hangar again. Staff has received an estimate from Trails West Construction to replace the seals and the cables for a total of $5,060.00. Staff is asking for the ability to pay up to a 10% over this amount in case of unforeseen difficulties in the project for a total of $5,560.00. This is a Public Works Project that falls under the $60,000 CUCCAC limit for informal bidding and can therefore be done through a negotiated contract.

FISCAL IMPACT: Up to $5,500 to the Airport 7201 Fund, no impact to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 24-6280, authorizing the Public Works Director to execute a contract with Trails West Construction for replacement of door seals and lift cables for hangar 9 at the Susanville Municipal Airport and authorize the Finance Director to adjust the Airport 7201 budget as necessary.

ATTACHMENTS:
24-6280.pdf
Trails West hangar 9 door quote.pdf

RESOLUTION NO. 24-6280
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE A CONTRACT WITH TRAILS WEST CONSTRUCTION FOR REPLACEMENT OF DOORS SEALS AND DOOR LIFT CABLES FOR HANGAR 9 (NINE) AT THE SUSANVILLE MUNICIPAL AIRPORT AND AUTHORIZE THE FINANCE DIRECTOR TO ADJUST THE AIRPORT 7201 BUDGET AS NECESSARY

WHEREAS, the City of Susanville operates the Susanville Municipal Airport; and

WHEREAS, the City of Susanville owns and rents hangar 9 at the Susanville Municipal Airport; and

WHEREAS, the door seals and lifting cables for the main hangar doors need to be replaced; and

WHEREAS, Trails West Construction of Litchfield California has provided the City with a quote to replace the main doors' seals and lift cables; and

WHEREAS, this is a Public Works project that falls under the $60,000 CUCCAC bidding limit.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Public Works Director to execute a contract with Trails West Construction for the replacement of door seals and lift cables on the three main hangar doors on hangar 9 at the Susanville Municipal Airport, and authorizes the Finance Director to adjust the Airport's 7201 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 6th day of March 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:____________________________
Margaret Long, City Attorney

Trails West Construction
~~#995002~~
#1052878

TRAILS WEST CONSTRUCTION

530.260.8123 • Fax: 530.254.6053
475-600 Ward Lake Rd.• Litchfield, CA 96117

PROPOSAL/INVOICE

Proposal/Invoice Submitted To: City Of Susanville	Date: 2/9/24
Job Location Address: 471-920 Johnstonville Dr.	
City, State, Zip: Susanville CA 96130	
Phone: 530-260-2388	Contact: Steve Detema

TRAILS WEST CONSTRUCTION HEREBY SUBMITS SPECIFICATIONS AND ESTIMATES FOR:

	$		$
Replace Bottom and Top Seal on three 48½'X 16' Schweiss Bi-Fold Airport Hangar Doors.	$3,530.00	Replace Lift Cables on 48½'X 16' Schweiss Bi-Fold Airport Hangar Door.	
		$510.00 per door. (Number of doors needing cable replacement to be determined)	
All quotes given include tax, parts, and labor, but do not include insurance, permitting fees, or any other fees. "If Required"		Right Column **Subtotal**	
		Left Column **Subtotal**	
		TOTAL	
		Amount of DEPOSIT REQUIRED	
		Upon Completion Of:	
		Upon Completion Of:	
Subtotal		**REMAINING BALANCE**	

This Building Construction & mechanic Lien Contract is made and entered into on (**Date**: 2/9/24 at (Address: 471-920 Johnstonville Dr. Susanville CA 96130) between (**Owner of Property**: City Of Susanville), hereafter referred to as "Owner", and Trails West Construction, hereafter referred to as Contractor. It is understood that "Owner" and "Contractor" may include multiple owners and contractors. The parties agree as follows: 1) In consideration of a sum of money agreed upon, Contractor agrees to perform, at his own expense, improvement work upon Owner's property located at said (above) address. Said improvements are to include (above) and are to be completed by (**Date**: ____________) 2) In consideration of the services described above, owner agrees to pay contractor a deposit of 10% of the contract price, not to exceed $1000 with the final amount upon completion which shall be paid in the amount of **$**____________cash/check. 3) To secure payment of contractor's expenses, the owner hereby gives an express materialman's, builder's, and mechanic s' lien against the property mentioned above and all improvements made to it. 4) Contractor agrees to carry insurance as required by law on the property, materials, workmen, and all other activities that contractor shall carry out upon the property. Owner, upon completion of the improvements, shall be responsible for obtaining insurance upon them. 5) Failure to complete the improvements, or failure to complete them according to the terms of this contract, shall not defeat the lien agreement and indebtedness of the owner to the contractor. In the event contractor fails to complete the contract, the owner's debt shall be as stated above less the reasonable cost of completing the work. 6) In the event owner makes any improvements to the property subsequent to the execution of this contract, it is agreed that owner's indebtedness and lien shall include said improvements. 7) The note or notes described above shall constitute first liens against the owner's properly, preferable to any foreclosure and any other notes given by the owner to other parties. 8) Contractor shall not start work until this agreement, and all notes and insurance specified in if, have been executed and filled with the appropriate county registry. Contract or will comply with all applicable laws and regulations in performing the work, including obtaining/verifying, at his own expense, any licenses or permits required.

In witness to their agreement to these terms and execution of this agreement, the parties must sign below:

TRAILS WEST CONSTRUCTION Proposes hereby to furnish material and labor —complete with above specifications, for the sum of:

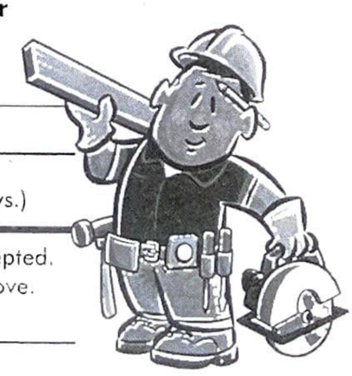
______________________________ Dollars: $ __________

______________________________ ______________

Contractor's Signature **Date**

(Note: This proposal may be withdrawn by Trails West Construction if not accepted within ________ days.)

ACCEPTANCE OF: The above prices, specifications and conditions are satisfactory and are hereby accepted. Trails West Contruction is authorized to do the work as specified. Payment will be made as outlined above.



______________________________ ______________

Customer's Signature **Date**

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	March 6, 2024
SUBJECT:	Consider **Resolution No. 24-6281,** authorizing the City Administrator to execute an agreement with Tri-County Pumps to remove/repair two turbine pumps at Diamond Mountain Golf Course.
PRESENTED BY:	Dan Newton, City Administrator
SUMMARY:	The Diamond Mountain Golf Course has three large irrigation pumps. Two are located on the 9 hole expansion (back 9). These two pumps were installed approximately 20 years ago and have not had any significant maintenance or repairs. One of the two pumps has developed a vibration and needs to be pulled, inspected, and repaired. Both pumps sometimes operate in tandem to irrigate the entire course. The third irrigation pump, which is located on the original course (front 9) is non-operational. Therefore, the two pumps on the back 9 are essential to keeping the course irrigated during the summer months. The staff has solicited an estimate from Tri-County pumps to pull the pumps, inspect and repair them. The estimated cost is $26,000. This work, if it can be completed before the irrigation season, is pre-emptive to avoid an in-season pump failure. Staff feels it is prudent to move forward with this pump repair; however, there is not adequate cash in the Golf Course fund to complete the necessary work. Staff is recommending that the Golf Course borrow money from the General Fund to complete the repairs. Repairing the pumps is a General Fund eligible expense; however, under the proposed loan structure the Golf Course Fund will repay the General Fund over the term of 5 years with interest at a rate commensurate with the city's LAIF investment return which is normally between 1% and 3%.
FISCAL IMPACT:	Not to exceed $27,000 as a loan from the city's General Fund.
ACTION REQUESTED:	Motion to approve Resolution No. 24-6281, authorizing the City Administrator to execute an agreement with Tri-County Pumps to remove/repair two turbine pumps at Diamond Mountain Golf Course.

ATTACHMENTS:
24-6281.pdf

RESOLUTION NO. 24-6281
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH TRI-COUNTY PUMPS TO REMOVE AND REPAIR TWO TURBINE PUMPS AT THE DIAMOND MOUNTAIN GOLF COURSE

WHEREAS, the city owns and operates the Diamond Mountain Golf Course; and

WHEREAS, the golf course has three large irrigation pumps that are located on the 9 hole expansion and were installed approximately 20 years ago; and

WHEREAS, the irrigation pumps on the 9 hole expansion (back 9) are essential to keeping the course irrigated during the summer months; and

WHEREAS, the irrigation pumps need maintenance and potential repairs that require the pumps to be pulled, inspected and repaired; and

WHEREAS, this work is pre-emptive to avoid an in-season pump failure and is prudent as the third irrigation pump located on the front 9 of the course in non-operational; and

WHEREAS, estimates for maintenance and repairs for the pumps has been provided by Tri-County Pumps; and

WHEREAS, the golf course will need to borrow money from the General Fund to complete the repairs and will repay the General Fund over the term of 5 years with interest at a rate commensurate with the city's LAIF investment return.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the City Administrator to execute an agreement with Tri-County Pumps and authorizes the Finance Director to modify the budget as necessary and implement General Fund loan to the Diamond Mountain Golf Course.

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 6th day of March 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:	Jolene Arredondo, Administrative Services
Action Date:	March 6, 2024
SUBJECT:	Consider **Resolution No. 24-6282**, adopting credit card transaction fee schedule at the Diamond Mountain Golf Course
PRESENTED BY:	Jolene Arredondo, Assistant to the City Administrator

SUMMARY:

In the FY 2021/2022 Audit, Auditors provided recommendations to city staff in order to improve cash receipting procedures at the golf course. Currently the golf course uses a generic cash register system with a Z-tape. Pro-shop staff take payments and input those into the cash register system manually and have the ability to void transactions. This current method has no user login to identify who voids transactions on the register and therefore needs improvement. It is recommended by the Auditors to only use manual receipt books in rare occasions and maintain tight controls over their use. The auditors advised the city to consider implementing a more formal cash register system for the payments collected at the golf course in order to maintain internal controls over the cash register. Staff has been researching point of sale systems (POS) with low cost and ease of use at the Diamond Mountain Golf Course. In this research, it is important to find a POS solution that will allow cash, check and credit card transactions at a low cost to the customer and to the city.

Since the transition to US Bank in early 2022, credit card transaction fees have accumulated to cost the golf course nearly $12,000. Depending on credit card usage at the golf course, credit card transaction fees can cost anywhere from $400 to $1,200 per month as demonstrated in the attached Merchant Fee spreadsheet. Currently, there is no fee schedule in place to recuperate those transaction costs. With the need to implement a Point of Sale (POS) system to improve cash receipting controls at the golf course, there is an opportunity for the city to implement a fee schedule with the start of the 2024 golf season. It is important to note that this is not intended to be profitable revenue stream, the fee schedule, if approved, is intended to reduce the merchant fee expenses incurred at the golf course. Credit card transaction fees vary depending on type of customer credit card (debit versus credit), how the card is ran (swipe/tap versus manual entry), and credit card vendor (Mastercard, AMEX, VISA, etc.) and standard POS systems charge 2.6% plus $0.10 per credit card transaction for affordable no commitment basic systems.

Implementing an amount per transaction fee versus a percentage of transaction fee schedule for credit card transactions at Diamond Mountain Golf Course will provide transparency and consistency for customers regarding the costs associated with using credit cards for payments, thereby enhancing trust and satisfaction. Additionally, adopting a fee schedule will enable the golf course to cover the expenses incurred from processing credit card transactions, ensuring financial sustainability in the long run.

FISCAL IMPACT: Transaction fee based on credit card usage and transaction amount. This fee schedule is not intended to generate revenue but recuperate transaction fee costs.

ACTION REQUESTED: Motion to approve Resolution No. 24-6282, adopting credit card transaction fee schedule at the Diamond Mountain Golf Course

ATTACHMENTS:

Merchant Fee Analysis.pdf
24-6282.pdf
Attachment A - Fee Schedule.docx

Summary of Merchant Fees at the Diamond Mountain Golf Course										
	Number of Transactions	Total Credit Card Sales	Credit Card Processing Charges	PIN Debit Charges	AMEX Charge	Payment Network & Associated Fees	Authroization Fees	Card Minimum Bill Fee	US Bank Other Fees	US Bank Account Fee	Total Fees
Feb-22	0	$ -	$ -	$ -	$ -	$ -	$ -	$ 5.00	$ 15.00	$ -	$ 20.00
Mar-22	314	$ 27,210.67	$ 261.03	$ 156.78	$ -	$ 134.35	$ 0.33		$ -	$ -	$ 552.49
Apr-22	503	$ 25,465.30	$ 222.88	$ 190.44	$ 4.20	$ 198.29	$ 0.38		$ -	$ -	$ 616.19
May-22	708	$ 34,065.52	$ 270.05	$ 267.07	$ 3.72	$ 280.88	$ 0.77		$ -	$ -	$ 822.49
Jun-22	740	$ 37,333.33	$ 400.95	$ 249.19	$ 12.65	$ 291.78	$ 0.63		$ 15.00	$ -	$ 970.20
Jul-22	838	$ 32,177.50	$ 233.90	$ 297.09	$ 4.98	$ 348.12	$ 2.20		$ 15.00	$ -	$ 901.29
Aug-22	715	$ 30,442.96	$ 277.61	$ 252.27	$ 4.52	$ 304.33	$ 0.56		$ 15.00	$ -	$ 854.29
Sep-22	518	$ 20,721.86	$ 161.89	$ 164.19	$ 74.86	$ 210.23	$ 0.21	$ -	$ 15.00	$ 99.99	$ 726.37
Oct-22	590	$ 24,217.99	$ 225.68	$ 196.10	$ 2.42	$ 218.10	$ 0.23		$ 15.00	$ -	$ 657.53
Nov-22	0	$ -	$ -	$ -	$ -	$ 0.68	$ 0.10	$ 5.00	$ 15.00	$ -	$ 20.78
Dec-22	0	$ -	$ -	$ -	$ -	$ -	$ -	$ 5.00	$ 15.00	$ -	$ 20.00
Jan-23	0	$ -	$ -	$ -	$ -	$ -	$ -	$ 5.00	$ 15.00	$ -	$ 20.00
Feb-23	0	$ -	$ -	$ -	$ -	$ -	$ -	$ 5.00	$ 15.00	$ -	$ 20.00
Mar-23	0	$ -	$ -	$ -	$ -	$ 0.02	$ -	$ 5.00	$ 15.00	$ -	$ 20.02
Apr-23	509	$ 32,861.26	$ 222.06	$ 253.05	$ 6.81	$ 214.94	$ 0.52	$ -	$ 15.00		$ 712.38
May-23	865	$ 41,008.77	$ 334.97	$ 349.21	$ 5.05	$ 349.01	$ 0.63	$ -	$ 15.00	$ (299.96)	$ 753.91
Jun-23	935	$ 48,956.52	$ 566.59	$ 336.21	$ 5.50	$ 358.00	$ 0.48	$ -	$ 15.00	$ -	$ 1,281.78
Jul-23	930	$ 39,485.63	$ 345.73	$ 323.66	$ 9.69	$ 361.48	$ 0.51	$ -	$ 15.00	$ -	$ 1,056.07
Aug-23	746	$ 34,510.74	$ 352.73	$ 266.26	$ 2.51	$ 44.86	$ 0.57	$ -	$ 15.00	$ -	$ 681.93
Sep-23	560	$ 25,854.37	$ 262.20	$ 200.69	$ 4.22	$ 67.76	$ 0.90	$ -	$ 15.00	$ 99.99	$ 650.76
Oct-23	462	$ 17,690.24	$ 135.47	$ 158.28	$ 9.12	$ 41.47	$ 0.09	$ -	$ 15.00	$ -	$ 359.43
Nov-23	231	$ 9,688.15	$ 64.35	$ 94.61	$ 1.10	$ 15.46	$ 0.37	$ -	$ 15.00	$ -	$ 190.89
Dec-23	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15.00		$ 15.00
Jan-24	0	$ -	$ -	$ -	$ -	$ -	$ -	$ 5.00	$ 15.00	$ -	$ 20.00
Feb-24	0	$ -	$ -	$ -	$ -	$ -	$ -	$ 5.00	$ 15.00	$ -	$ 20.00
Totals	10164	$ 481,690.81	$ 4,338.09	$ 3,755.10	$ 151.35	$ 3,439.76	$ 9.48	$ 40.00	$ 330.00	$ 199.98	$ 11,963.80

Estimated Merchant Fees with Implementation of Transaction Fee Schedule and POS System Fees									
	Number of Transactions	Total Credit Card Sales	Average Credit Card Transaction	Transaction Fee based on Average Credit Card Transaction	Estimated POS System Transaction Fee Cost to City (based on average)	Payment Network & Associated Fees	Other Bank Fees	US Bank Account Fee	Total Fees
Feb-22	0	$ -				$ -	$ 15.00	$ -	$ 15.00
Mar-22	314	$ 27,210.67	$ 86.66	$ 628.00	$ 659.40	$ 134.35	$ -	$ -	$ 793.75
Apr-22	503	$ 25,465.30	$ 50.63	$ 754.50	$ 804.80	$ 198.29	$ -	$ -	$ 1,003.09
May-22	708	$ 34,065.52	$ 48.12	$ 708.00	$ 778.80	$ 280.88	$ -	$ -	$ 1,059.68
Jun-22	740	$ 37,333.33	$ 50.45	$ 1,110.00	$ 1,184.00	$ 291.78	$ 15.00	$ -	$ 1,490.78
Jul-22	838	$ 32,177.50	$ 38.40	$ 838.00	$ 921.80	$ 348.12	$ 15.00	$ -	$ 1,284.92
Aug-22	715	$ 30,442.96	$ 42.58	$ 715.00	$ 786.50	$ 304.33	$ 15.00	$ -	$ 1,105.83
Sep-22	518	$ 20,721.86	$ 40.00	$ 518.00	$ 569.80	$ 210.23	$ 15.00	$ 99.99	$ 895.02
Oct-22	590	$ 24,217.99	$ 41.05	$ 590.00	$ 649.00	$ 218.10	$ 15.00	$ -	$ 882.10
Nov-22	0	$ -	$ -	$ -	$ -	$ 0.68	$ 15.00	$ -	$ 15.68
Dec-22	0	$ -	$ -	$ -	$ -	$ -	$ 15.00	$ -	$ 15.00
Jan-23	0	$ -	$ -	$ -	$ -	$ -	$ 15.00	$ -	$ 15.00
Feb-23	0	$ -	$ -	$ -	$ -	$ -	$ 15.00	$ -	$ 15.00
Mar-23	0	$ -	$ -	$ -	$ -	$ 0.02	$ 15.00	$ -	$ 15.02
Apr-23	509	$ 32,861.26	$ 64.56	$ 763.50	$ 814.40	$ 214.94	$ 15.00		$ 1,044.34
May-23	865	$ 41,008.77	$ 47.41	$ 865.00	$ 951.50	$ 349.01	$ 15.00	$ (299.96)	$ 1,015.55
Jun-23	935	$ 48,956.52	$ 52.36	$ 1,402.50	$ 1,496.00	$ 358.00	$ 15.00	$ -	$ 1,869.00
Jul-23	930	$ 39,485.63	$ 42.46	$ 930.00	$ 1,023.00	$ 361.48	$ 15.00	$ -	$ 1,399.48
Aug-23	746	$ 34,510.74	$ 46.26	$ 746.00	$ 820.60	$ 44.86	$ 15.00	$ -	$ 880.46
Sep-23	560	$ 25,854.37	$ 46.17	$ 560.00	$ 616.00	$ 67.76	$ 15.00	$ 99.99	$ 798.75
Oct-23	462	$ 17,690.24	$ 38.29	$ 462.00	$ 508.20	$ 41.47	$ 15.00	$ -	$ 564.67
Nov-23	231	$ 9,688.15	$ 41.94	$ 231.00	$ 254.10	$ 15.46	$ 15.00	$ -	$ 284.56
Dec-23	0	$ -	$ -	$ -	$ -	$ -	$ 15.00		$ 15.00
Jan-24	0	$ -	$ -	$ -	$ -	$ -	$ 15.00	$ -	$ 15.00
Feb-24	0	$ -	$ -	$ -	$ -	$ -	$ 15.00	$ -	$ 15.00
Totals	10164	$ 481,690.81		$ 11,821.50	$ 12,837.90	$ 3,439.76	$ 330.00	$ 199.98	$ 15,492.13

RESOLUTION NO. 24-6282
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING CREDIT CARD TRANSACTION FEE SCHEDULE AT THE DIAMOND MOUNTAIN GOLF COURSE

WHEREAS, the city owns and operates the Diamond Mountain Golf Course; and

WHEREAS, the golf course accepts payments made by customer debit and credit cards which accumulate merchant processing fees; and

WHEREAS, a fee schedule will allow Diamond Mountain Golf Course to cover expenses related to processing credit card transactions, ensuring financial viability and stability for the golf course; and

WHEREAS, the adoption of a fee schedule will provide clarity and consistency for customers regarding the costs associated with credit card payments.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the credit card fee schedule as depicted in Attachment A effective immediately at the Diamond Mountain Golf Course and allow the Finance Director to modify the golf course 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 6th day of March 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:______________________________
Margaret Long, City Attorney

Attachment A

DIAMOND MOUNTAIN GOLF COURSE CREDIT CARD TRANSACTION FEE SCHEDULE

Credit Card Transaction Amount	Credit Card Transaction Fee
$20.00 - $50.00	$1.00
$50.01 - $75.00	$1.50
$75.01 - $100.00	$2.00
$100.01 - $200.00	$3.00
$200.01 +	$3.50

AGENDA ITEM NO. 9.E
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Finance

Action Date: March 6, 2024

SUBJECT: Consider **Resolution No.24-6283**, Amending the Fiscal Year 2023-2024 City of Susanville Budget

PRESENTED BY: Chandra Jabbs, Finance Director

SUMMARY: Each year the City adopts a budget that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California. Expenses are projected to fund critical operations, meeting with Department Heads and the City Council to establish the priorities for the upcoming year. The City again reviews the budget at mid-year and adjusts these projections based on more up-to date revenue allocations from the County and State, and any expense changes that were not predicted or occurred during the first six months.
This mid-year budget reflects current projections for some of our tax revenues as our contract with HdL helps provide us with more real-time information regarding our tax allocations. Additionally, we have included the report from the Sales Tax Oversight Board (STOB) for your review and consideration.

FISCAL IMPACT: General Fund expenditures budget of $10,455,094, all other funds budget $14,069,560 for a total City budget of $24,524,853.

ACTION REQUESTED: Motion to approve Resolution No. 24-6283, Amending the Fiscal Year 2023-2024 City of Susanville Budget

ATTACHMENTS:
24-6283.pdf
FY 23.24 Midyear Exhibit A 3.6.24.pdf
STOB Mid-Year Report 23-24.pdf
Midyear Budget Changes 3.6.24.pdf
FY 23.24 Exhibit A Fund Level Budget - ORIGINAL.pdf

RESOLUTION NO. 24-6283
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AMENDING THE FISCAL YEAR 2023-2024 CITY OF SUSANVILLE BUDGET

WHEREAS, the City Council of the City of Susanville has formally adopted the budget process and policies for the City; and

WHEREAS, the City Council of the City of Susanville has set forth in these policies that the budget will be reviewed at Mid-year or more frequently; and

WHEREAS, the City Council has received, reviewed, and approved the proposed FY 2023-2024 Mid-year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the Fiscal Year 2023-2024 Mid-year budget as set forth in Exhibit A, attached hereto and made a part hereof.

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 6th day of March 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: ____________________________
Margaret Long, City Attorney

Exhibit A City of Susanville Mid-year Budget 2023-2024

		Revenue	Expense	Transfer In	Transfer Out
1000	GENERAL FUND	$8,213,048	$2,271,961	($1,440,298)	$7,418,283
1002	GF-ECONOMIC DEVELOPMENT	$2			
1004	GF-PANCERA	$10			
1005	GF-RESERVE ACCOUNT	$2,000			
1006	POLICE FACILITIES & EQUIP FUND	$50	$0		
1007	FIRE FACILITIES & EQUIP FUND	$500	$0		
1008	ADMIN SVCS FACILITIES & EQUIP	$20	$0		
1009	PUBLIC SAFETY POLICE	$330,680	$4,283,030	($4,131,683)	$284,119
1010	PUBLIC SAFETY FIRE	$558,147	$2,476,619	($2,053,313)	$134,841
1011	PW GENERAL FUND	$442,504	$1,423,684	($1,087,992)	$165,682
2002	STATE COPS	$149,892	$116,418		
2004	AMERICAN RESCUE PLAN ACT	$0	$4,175		
2005	ROAD MAINT AND REHAB SB-1	$398,243	$335,888		
2006	SNOW REMOVAL	$56,303	$63,295		
2007	STREETS & HIGHWAYS	$542,527	$527,291	($129,488)	$337,840
2010	STREET MITIGATION	$1,000			
2011	POLICE MITIGATION	$3,000			
2012	FIRE MITIGATION	$3,000			
2013	PARK DEDICATION FUND	$500	$46,310		
2016	CDBG REVOLVING LOAN FUND	$3,000			
2018	HOME REVOLVING FUND	$3,000	$0		
2030	TRAFFIC SAFETY	$3,000			
2035	TRAFFIC SIGNALS FUND	$200			
2037	SKYLINE BICYCLE LANE	$200			
2043	HCD LEAP GRANT	$65,000	$57,027		
2045	STATE OF CA 2021 OTS STEP GRANT	$89,560	$89,560		
2046	2022 CDBG CV2/3	$440,551	$433,781		
2047	HCD SB2 GRANT	$139,601	$24,565		
2048	PER CAPITA PARKS GRANT	$177,952	$89,109		
2049	LATA GRANT	$500,000	$500,000		
3010	SIERRA ROAD DOG PARK		$0		
4003	CITY HALL		$136,389	($136,388)	
4005	COMMUNITY POOL DEBT SERVICE		$101,176	($101,176)	
7110	WATER SYSTEM	$2,318,000	$2,198,841		$848,454
7112	JOHNSTONVILLE WATER SYSTEM	$17,578	$13,195		
7114	WATER CAPITAL IMPROVEMENTS	$655,395	$0		
7201	AIRPORT	$251,215	$354,811	($15,000)	$53,898
7202	AIRPORT CIP FUND		$0		$15,000
7301	GEOTHERMAL UTILITY	$90,000	$64,619		$64,078
7401	NATURAL GAS	$5,002,060	$4,194,509	($171,415)	$975,393
7530	GOLF COURSE	$391,000	$444,679	($27,000)	$46,083
7620	PW ADMIN & ENGINEERING FUND	$12,500	$1,348,060	($1,314,229)	$3,536
7630	RISK MANAGEMENT FUND	$1,141,863	$1,171,321		
8402	LAFCO	$61,480	$82,094		
8404	AIR POLLUTION	$1,779,796	$1,447,447		$260,776
8405	AIR POLLUTION-CARL MOYER	$225,000	$225,000		
8406	REGIONAL WATER MANAGEMENT GROUP		$0		
	Grand Total	24,069,376	24,524,853	(10,607,983)	10,607,983

Local Sales Tax Oversight Board

Susanville, California

Mid-Year Report for FY 2023-2024

Background

At the general election held on June 7, 2022, the voters of Susanville passed Measure P, a local one-cent Transaction and Use Tax (i.e. sales tax). On June 29, 2022, the City Council certified the election results, confirming the passage of Measure P, and, as called for in Measure P, established the Sales Tax Oversight Board. Although Measure P tax revenues are legally general purpose funds, the City Council is committed to using the funds in accordance with the Advisory Measure Q, which states that revenues should be used to balance the budget to maintain and enhance existing public safety services (police and fire), and provide funding to support street infrastructure improvements, and provide funding to support economic development efforts designed to increase businesses, jobs, and visitors.

Introduction

The Sales Tax Oversight Board (STOB) consists of five members, all residents of the City of Susanville, appointed by the City Council. The STOB is charged with the responsibility to report to the City Council on the revenue and expenditures of the Local Sales Tax (also referred to as "Transaction and Use Tax"). The STOB will review the city's proposed budget/finance documents at three points throughout the year as follows:

1) Annual Budget Proposal to City Council
2) Mid-Year Budget Review Proposal to City Council
3) Year End Final Expenditure review

The STOB's function is strictly that of oversight. It is not within the purview of the STOB to direct staff, recommend any particular contracts or define the scope of a project. These responsibilities remain under the authority of the City Council, City Administrator, and City professional staff.

Summary of FY 2023-2024 Measure P Budgeted Revenues and Expenditures

The City of Susanville budgeted $2,431,000 based upon projections received from the City's sales tax consultant from reports received for 4th quarter FY22/23. As the City's General Fund has historically operated under a budgeted deficit, the intent for the FY 23/24 budget was to continue to balance the Public Safety budgets in FY23-24. Additionally, the City proposed to allocate Measure P based upon a formula that is consistent with Advisory Measure Q.

FY 23/24 Measure P Budgeted Revenue Allocations

Projected Measure P Revenue	**$2,431,000**	
Economic Development	($110,377)	50% of ED budget
Streets	($60,000)	MOE Match
Remaining Measure P Revenue	**$2,260,623**	
Police Transfer	($1,469,405)	65%
Fire Transfer	($791,218)	35%
Unbudgeted Measure P Funding	**$0.00**	

FY 2023-2024 Measure P Revenues To Date

For FY 23/24, the City has currently received five months of sales tax allocations with a total received amount of $961,791.19 over this period. Revenues are not anticipated to reach the levels initially projected when the budget was adopted.

FY 2023-2024 Measure P Expenditures To Date

The Police Department has expended approximately 59% of their operating budget as of February 22, 2024. This is currently on pace with expending their full budget by the end of the fiscal year.

The Fire Department has expended approximately 39% of their operating budget as of February 22, 2024. Savings are anticipated in the Fire fund as the Fire Chief's retirement and other vacancies produced significant salary savings for the fire budget.

The Streets Department is anticipating the need for a $60,000 transfer from the general fund to meet the MOE requirements of the RMRA funds. Traditionally, this transfer is booked at the end of the fiscal year.

Proposed Mid-year FY23-24 Budget Adjustments

Measure P Revenue Adjustments

Receipts from the Measure P tax measure are not projected to meet initial estimates for FY 23/24. This is due to factors such as lower gas prices than FY22/23 and declines in consumer spending as inflation has reduced consumer disposable income. The City's sales tax consultant recommends reducing the projected revenues from Measure P to $2,372,000, which reduces revenues by $59,000.

Measure P Expenditure Adjustments

No expenditure reductions are being proposed for any department. Shortfalls from decreased revenues will be covered by the General Fund surplus and Legacy Tax revenues.

We are maintaining the distribution of funding between Police (65%) and Fire (35%) as proposed in June, which was based upon historical expenditures.

Proposed Mid-year FY23-24 Expenditure Budget

	Legacy Tax/ Grants/Other GF	Measure P	Total Budget
Police	$3,136,094	$1,431,055	$4,567,149
Fire	$1,840,892	$770,568	$2,611,460
Streets	-	$60,000	$60,000
Economic Development	-	$110,377	$110,377
Community Services	$1,546,811	-	$1,546,811
Administration (1000 Fund)	$2,307,811	-	$2,307,811
Totals	$8,831,608	$2,372,000	$11,203,608

The proposed FY 23/24 budget allocates all available Measure P funds for eligible purposes as described in Advisory Measure Q. Measure P provides the funding for 35% of the overall Police budget and 38% of the overall Fire budget.

Final percentage distribution of the Measure P funding is 61% Police, 33% Fire, 4% Economic Development, and 2% Streets.

In the event that a budget is not fully expended by year end, budget policy also includes that any unexpended funds in the Fire and Police funds will remain in their respective funds. This will allow these departments to build a cash balance that could be used to support capital purchases that may be necessary in future budget years. The police and fire department have identified capital needs such as SCBA radios, body cameras, and security systems as future projects that may be budgeted in future years with any remaining cash balance.

Conclusions

Upon review of the proposed adjustments to the FY 2023-24 budget, the STOB has concluded:

- The expenditures for police and fire were found to be consistent with and in support of Measure P and Advisory Measure Q, as funds are being used to balance the budget to maintain and enhance existing public safety services.
- The expenditures for streets were found to be consistent with and in support of Measure P and Advisory Measure Q, as funds were used to support street infrastructure improvements.
- Proposed projects for the unbudgeted funds are supported and would be consistent with Measure P and Advisory Measure Q.

This report has been researched, assembled and present in a manner the STOB believes is consistent with the stated objectives of the City of Susanville Transaction and Use Tax Ordinance, Ordinance No. 22-1035. The figures provided in the report were provided to the STOB by City staff and have not been independently verified.

In accordance with those directives, the Mid-Year Report for FY 2023-2024 of the Sales Tax Oversight Committee is respectfully submitted:

Tom Downing, Chairman ______________________

Curtis Bortle, Vice Chairman ______________________

Tony Ardito ______________________

Rita Heath ______________________

Jan Newbold ______________________

2023-2024 MID-YEAR BUDGET SUMMARY

GENERAL FUND 1000

General Fund

	Revenues	Expenses	
Beginning Budget	447,310		
Resolution 23-6174 (Next Request Software)		6,100	
Resolution 23-6169 (Right of Way Reimbursement)	12,300		
Resolution 23-6246 (CalMuni Advisors)		5,700	
Resolution 23-6265 (Compulog)		987	
Resolution 24-6272 (Hazard Mitigation Plan)		6,160	
Resolution 23-6258 (Express Evaluations)		4,000	
Elections		25,000	Reimbursement to County for elections for 2022 (2) & 2024
Attorney Increase		18,000	Contract increased from $60k to $78K in 23/24
Property Tax in Lieu of VLF	80,000		1st payment rec'd in January - 1/2 of full amount
Measure P Reduction	-59,000		Q2 projections from HDL
Bradley Burns Reduction	-50,000		Q2 projections from HDL
UAL Increase for CalPERS Payoff Obligation		28,413	
Negotiated Salary Adjustments		53,813	
Transfer to Golf Course		27,000	Pump Repair/Replacement on Back 9
Transfer out for UAL for PD/FD/Parks		292,335	
Ending Budget	-36,898		

Public Safety Police 1009

	Revenues	Expenses	
Beginning Deficit Budget — Beginning Deficit Budget	0		
Resolution 22-6070 (PD Emergency Facility)		35,320	
Resolution 23-6115 (PD Tahoe Outfit)		16,500	
Resolution 23-6200 (Walmart Donation)	1,000	1,000	
Resolution 23-6162 (PLHA Grant)	127,080	91,046	
Overtime Budget Increase		40,000	Higher overtime rates, backfill training, cover vacations, down 1 Officer(shift coverage)
Animal Control		20,000	Projected Increase, only 1 Quarter has been payed
Equipment		10,000	MOU with POA for Gym Equipment Purchase
Travel/Training		10,000	Backfill future management training x2,future SLI training
Equipment		5,000	Bullet Proof Vest purchase
Professional Services		4,000	Adjustment was never made after the new equipment cost agreement with Ray Morgan
UAL Increase for CalPERS Payoff Obligation	106,132	106,132	
	-104,786		

Public Safety Fire 1010

	Revenues	Expenses
	0	
UAL Increase for CalPERS Payoff Obligation	47,815	47,815
Ending Budget	0	

Community Services GF 1011

	Revenues	Expenses
Beginning Deficit Budget — Beginning Deficit Budget	0	
Resolution 23-6214 (LMUD ATV)	11,500	23,000
Resolution 23-6168 (BB Granite)		9,000
Resolution 23-6173 (Pickleball)		2,500
Resolution 23-6134 & 6135 (Abatements)	42,720	42,720
Resolution 23-6213 (Mitigation Plan)	34,020	68,040
Negotiated Salary Adjustments	42,555	42,555
UAL Increase for CalPERS Payoff Obligation	19,093	19,093
Fuel Cost Increase		1,850
Ending Budget	-58,870	

State Cops Grant

		Revenues	Expenses	
Beginning Budget		41,317		
	UAL Increase for CalPERS Payoff Obligation		7,843	
		33,474		

AMERICAN RESCUE PLAN 2004

		Revenues	Expenses	
Beginning Budget		0		
	Resolution 23-6170 (Garden Sink)		4,175	
Ending Budget		-4,175		

RMRA SB1 2005

	Revenues	Expenses	
Beginning Budget	113,548		
Resolution 23-6259 (Snow Cinders)		7,839	
Resolution 24-6271 (Stoneco)		20,000	
Supplies		3,500	Increased projects slated for RMRA funds
Gasoline		8,000	Increased projects slated for RMRA funds
Overtime		2,000	Increased projects slated for RMRA funds
UAL Increase for CalPERS Payoff Obligation		9,854	
Ending Budget	62,355		

Snow Removal Fund 2006

	Revenues	Expenses	
Beginning Budget	-5,992		
Resolution 23-6259 (Snow Cinders)	7,839	7,839	
Supplies		1,000	Chains/Bulk Snow Melt
Ending Budget	-6,992		

Streets Fund 2007

	Revenues	Expenses	
Beginning Deficit Budget	-175,517		
Resolution 23-6130 (Curb & Gutter Carryover)		11,839	
Standby Time		5,760	low initial estimate
Ending Budget	-193,116		

Fire Mitigation Fund 2012

		Revenues	Expenses
	Beginning Budget	3,000	
	Ending Budget	3,000	

Park Dedication Fund 2013

		Revenues	Expenses
	Beginning Budget	500	
Resolution 23-6215 (Memorial Park Bathroom)			46,310
	Ending Budget	-45,810	

HCD LEAP Grant 2043

		Revenues	Expenses
Beginning Budget	Beginning Budget	7,973	
Ending Budget	Ending Budget	7,973	

OTS Step Grant 2045

		Revenues	Expenses
	Beginning Budget	0	
Resolution 23-6243 (OTS STEP GRANT FY23/24)		50,000	50,000
	Ending Budget	0	

CDBG 2046

		Revenues	Expenses
	Beginning Budget	6,770	
Resolution 23-6215 (Memorial Park Bathroom)		46,310	46,310
	Ending Budget	6,770	

Per Capital Grant 2048

		Revenues	Expenses
	Beginning Budget	88,843	
	Ending Budget	88,843	

LATA GRANT 2049

		Revenues	Expenses
	Beginning Budget	0	
	Ending Budget	0	

Water 711X

		Revenues	Expenses	
	Beginning Budget	118,516		
Resolution 20-6023 (Well #3 Emergency)			5,300	
Resolution 23-6175 (Water Tank Cleaning)			30,075	
Resolution 24-6263 (SCADA Radios)			55,000	
Resolution 24-6272 (Hazard Mitigation Plan)			3,080	
Resolution 23-6251 (Cady Springs Fencing)			47,580	
UAL Increase for CalPERS Payoff Obligation			9,115	
Overtime			10,000	Low initial estimate
Professional Services			9,668	FGL Rate Increase
Electricity			10,200	Rate Increase
Gasoline			1,980	Fuel Price Increase
Linen Budget			1,155	Underbudgeted
Dues/Memberships			600	Low initial estimate
Vehicle Repair/Replacement			4,280	
	Ending Budget	-69,517		

GEOTHERMAL 7301

		Revenues	Expenses	
	Beginning Budget	-34,537		
Electricity			2,160	rate increase
Taxes/Fees/Permits			2,000	SWRCB permit fee increase
	Ending Budget	-38,697		

NATURAL GAS 7401

		Revenues	Expenses	
	Beginning Budget	30,578		
Resolution 24-6272 (Hazard Mitigation Plan)			3,080	
UAL Increase for CalPERS Payoff Obligation			12,925	
Professional Services			8,500	low initial estimate
Gasoline			2,500	fuel increase
	Ending Budget	3,573		

Airport 720X

		Revenues	Expenses
	Beginning Deficit Budget	-150,509	
Resolution 23-6242 (Airport PMMP grant)		120,015	127,000
	Ending Budget	-157,494	

Golf Course 7530

		Revenues	Expenses	
	Beginning Budget	-15,758		
Greens Fees		40,000		
Cart Fees		5,000		
Advertising		3,000		
Resolution 23-6220 (GC Well Pump)			12,000	
Resolution 23-6249 (Mower)			57,000	
Employee Costs			17,804	Negotiated salary adjustments
Professional Services			5,200	Irrigation Service Support
Electricity			10,000	Rate increase
Gasoline			3,000	
Repair & Maintenance - Equipment		27,000	27,000	Pump Repair/Replacement on Back 9
	Ending Budget	-72,762		

PW Admin 7620

		Revenues	Expenses
	Beginning Deficit Budget	7,793	
UAL Increase for CalPERS Payoff Obligation			32,660
	Ending Budget	-24,867	

RISK MANAGEMENT 7630

		Revenues	Expenses
	Beginning Deficit Budget	-29,458	
	Ending Budget	-29,458	

Exhibit A City of Susanville Budget 2023-2024

		Revenue	Expense	Transfer In	Transfer Out
1000	GENERAL FUND	$8,229,748	$2,123,788	($1,440,298)	$7,098,948
1002	GF-ECONOMIC DEVELOPMENT	$2			
1004	GF-PANCERA	$10			
1005	GF-RESERVE ACCOUNT	$2,000			
1006	POLICE FACILITIES & EQUIP FUND	$50	$0		
1007	FIRE FACILITIES & EQUIP FUND	$500	$0		
1008	ADMIN SVCS FACILITIES & EQUIP	$20	$0		
1009	PUBLIC SAFETY POLICE	$202,600	$3,944,032	($4,025,551)	$284,119
1010	PUBLIC SAFETY FIRE	$558,147	$2,428,804	($2,005,498)	$134,841
1011	PW GENERAL FUND	$431,004	$1,214,926	($949,604)	$165,682
2002	STATE COPS	$149,892	$108,575		
2004	AMERICAN RESCUE PLAN ACT		$0		
2005	ROAD MAINT AND REHAB SB-1	$398,243	$284,695		
2006	SNOW REMOVAL	$48,464	$54,456		
2007	STREETS & HIGHWAYS	$542,527	$509,692	($129,488)	$337,840
2010	STREET MITIGATION	$1,000			
2011	POLICE MITIGATION	$3,000			
2012	FIRE MITIGATION	$3,000			
2013	PARK DEDICATION FUND	$500	$0		
2016	CDBG REVOLVING LOAN FUND	$3,000			
2018	HOME REVOLVING FUND	$3,000	$0		
2030	TRAFFIC SAFETY	$3,000			
2035	TRAFFIC SIGNALS FUND	$200			
2037	SKYLINE BICYCLE LANE	$200			
2043	HCD LEAP GRANT	$65,000	$57,027		
2045	STATE OF CA 2021 OTS STEP GRANT	$39,560	$39,560		
2046	2022 CDBG CV2/3	$394,241	$387,471		
2047	HCD SB2 GRANT	$139,601	$24,565		
2048	PER CAPITA PARKS GRANT	$177,952	$89,109		
2049	LATA GRANT	$500,000	$500,000		
3010	SIERRA ROAD DOG PARK		$0		
4003	CITY HALL		$136,389	($136,388)	
4005	COMMUNITY POOL DEBT SERVICE		$101,176	($101,176)	
7110	WATER SYSTEM	$2,318,000	$2,010,808		$848,454
7112	JOHNSTONVILLE WATER SYSTEM	$17,578	$13,195		
7114	WATER CAPITAL IMPROVEMENTS	$655,395	$0		
7201	AIRPORT	$131,200	$227,811	($15,000)	$53,898
7202	AIRPORT CIP FUND		$0		$15,000
7301	GEOTHERMAL UTILITY	$90,000	$60,459		$64,078
7401	NATURAL GAS	$5,002,060	$4,167,504	($171,415)	$975,393
7530	GOLF COURSE	$343,000	$312,675		$46,083
7620	PW ADMIN & ENGINEERING FUND	$12,500	$1,315,400	($1,314,229)	$3,536
7630	RISK MANAGEMENT FUND	$1,141,863	$1,171,321		
8402	LAFCO	$61,480	$82,094		
8404	AIR POLLUTION	$1,779,796	$1,447,447		$260,776
8405	AIR POLLUTION-CARL MOYER	$225,000	$225,000		
8406	REGIONAL WATER MANAGEMENT GROUP		$0		
	Grand Total	23,674,332	23,037,978	(10,288,648)	10,288,648

AGENDA ITEM NO. 9.F
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Finance

Action Date: March 6, 2024

SUBJECT: Discussion regarding auditing services.

PRESENTED BY: Chandra Jabbs, Finance Director

SUMMARY: The City entered into an agreement in 2019 with Van Lant & Fankhanel, LLP to complete the annual audit of the City's financial statements to remain in compliance with State and Federal reporting. This agreement was for 3 years, with 2 years as an optional extension of the contract. Van Lant & Fankhanel has performed the annual audit for the City since FY 2018-2019. Work is currently underway on the final year of this contract, which is to complete the FY 2022-2023 audit.

GFOA recommends changing auditing firms approximately every 5 years, in order to maintain transparency with accounting records; however there are no set laws for how often a municipality needs to change firms. The following is a list of the accounting firms who performed our annual audit over the last several years:

Van Lant & Fankhanel - FY 18/19 - FY 22/23 (5 years)
Badawi & Associates - FY 12/13 - FY 17/18 (6 years)
Moss, Levy & Hartzheim - FY 03/04 - FY 11/12 (9 years)

During the FY 2021-2022 audit, the auditor identified Timeliness and Accuracy of Accounting Records as a weakness in internal controls during the audit period. Significant delays during the FY 2021-2022 year limited the ability to complete the audit in the timely manner. Staff recognizes these issues and continues to strive to return to the regular audit schedule of completing the annual audit within 180 days of the fiscal year end. In order to meet these objectives, staff would like to extend the agreement with Van Lant & Fankhanel for an additional 2 years, in order to get ourselves aligned with these reporting objectives. Staff is seeking direction regarding the prioritization of timely reporting versus changing auditing firms for increased transparency.

FISCAL IMPACT: None; discussion only.

ACTION REQUESTED: Discussion item with possible direction to staff.

ATTACHMENTS:

AGENDA ITEM NO. 12.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: March 6, 2024

SUBJECT: Consider Proposed ARPA Expenditure Plan

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: Attached is a proposed ARPA expenditure plan for City Council's consideration and direction to staff.

History:
On December 20, 2023, City Council discussed the proposed expenditure of ARPA funds. The discussion included the list of projects received and ranking criteria.
On January 17, 2024, City Council again discussed the proposed expenditure of ARPA funds. The discussion included a ranked list of projects. Council directed staff to bring back a report regarding the city's debt pay-off amount, including interest savings if the loans were paid off, and a plan on bolstering the city's code enforcement program. Staff will provide reports on both of these items at the meeting. In addition, the City Council set February 7, 2024 as the deadline for submitting requests for the use of ARPA funds.
On February 7, 2024, City Council discussed the item and took input from the public. Council directed staff to prepare a recommended ARPA expenditure plan based on the discussed ranking criteria, with consideration of previously discussed funding categories and any other consideration as directed by Council.
On February 21, 2024, City Council discussed the item again and took input from the public.
Staff has prepared a recommended ARPA expenditure plan for consideration by City Council.

The American Rescue Plan Act provided approximately $3.5 million to the city of Susanville. The funds can be used for a variety of items with an expenditure/obligation deadline of December 31, 2024. On January 6, 2022 the U.S. Department of Treasury released their Final Rule for Coronavirus State and Local Fiscal Recovery (SLFRF) under ARPA. The most flexible spending category under the SLFRF grant program is “Replacement of Lost Revenue” for government services, which the final rule says generally includes any service traditionally provided by local governments. To take advantage of this category of spending, the interim rule required all grantees, regardless of size, to perform a complex calculation to determine how much revenue a locality could claim as lost. The final rule presents a significantly simpler option by permitting local governments to choose a "standard allowance" for lost revenue of $10 million for the lifetime of their grant. Local governments may continue to use the amount provided under the calculation, but for those that select the standard allowance, they may use up to $10 million for government services with streamlined reporting requirements compared to those that choose to stay with their calculated amount. In practice, almost no Non-Entitlement Unit of local governments received a grant larger than $10 million under the SLFRF program. So in effect, the rule excuses almost local governments with fewer than 50,000 residents who received their grant through their state from requirements associated with the calculation of lost revenue, if they choose, and instead allows all those smaller cities and towns to claim the standard allowance. The city has approximately $2.5 million in ARPA funds remaining. At previous council meetings the City Council discussed apportioning the funds to the following categories: $1,000,000 for economic development as an external investment. For example, improving Main St. building facades. $500,000 for economic development as an internal investment. For example, hiring an outside firm to provide professional development training to city staff and recommend improvements to development processes. $500,000 for marketing Susanville and $500,000 for city facility repairs and improvements. Input has been provided by the public as well as city staff and council members.

FISCAL IMPACT: Expenditure of approximately $2.65 million in ARPA funds.

ACTION REQUESTED: Provide direction to staff.

ATTACHMENTS:
Proposed ARPA Expenditure Plan.pdf

Proposed ARPA Expenditure Plan

Introduction:

In 2022, the city of Susanville received $3.59 million in American Rescue Plan Act (ARPA) funds. The funds were received during a time of financial crisis for the city, when the city was facing a $1.2 million deficit budget. Approximately $0.94 million in ARPA funds have been expended for items such as operating capital, essential worker premium pay, and numerous smaller items. The city has $2.65 million in ARPA funds remaining for disbursement.

The intended use of ARPA funds encompasses an approach aimed at addressing pressing needs, fostering recovery, and promoting long-term resilience within our community. These funds were earmarked for a variety of critical purposes, including but not limited to economic revitalization, public health initiatives, infrastructure improvements, and support for vulnerable populations affected by the COVID-19 pandemic. Specifically, this proposal allocates ARPA funds towards stimulating local businesses and enhancing infrastructure and services. Through strategic allocation and responsible stewardship of ARPA funds, we aim to build a stronger, more resilient community that is better equipped to thrive in the face of future challenges.

Many promising ideas have been brought forward by community members, the City Council, community organizations, and city staff. The engagement from the community on this item has been impressive and inspiring. Unfortunately, there is not enough funding available to accommodate all of the requests. This proposed plan has been prepared the Council's consideration, the plan takes into account previous discussions at public meetings, Council direction, and public input. The proposed plan considers the scoring matrix, overall community benefit, public infrastructure, and debt repayment.

The scoring matrix and criteria definitions are included in this report as Attachment A. Projects were scored across sixteen (16) categories and overall project scores ranged from 10 to 30. To provide continuity between previous and current discussions, each project was placed into one of five categories closely representing each of the four (4) categories that were derived during 2022 City Council discussion. The four (4) 2022 categories are as follows:

1. Economic Development – External Investment
2. Economic Development – Internal Investment
3. Economic Development – Marketing
4. City Infrastructure Improvements

A fifth debt repayment category has been added as shown on the next page. All recommended projects scored 22 or above on the ranking criteria matrix. Many high-scoring projects are not recommended for funding in part to ensure that critical infrastructure needs within the city and partial debt repayment are addressed.

The proposed ARPA fund expenditures have been divided into 5 categories as provided below and included in the attached project ranking list/scoring matrix (Attachment A).

- Category 1: Private investment for community benefit
- Category 2: Invest in marketing of Susanville to support economic development.
- Category 3: Invest in organization efficiency by updating existing policies and procedures, developing new policies and procedures, and training staff in the implementation of them.
- Category 4: Invest in the organization by addressing infrastructure needs.
- Category 5: Payoff Debt.

Category 1: $1,000,000: Private Investment for Community Benefit		
Performing Arts Center	$1,000,000	
		$ 1,000,000
Category 2: Marketing		
Susanville Marketing Campaign	$159,048	
		$159,048
Category 3: Policies/Procedures		
Complete General Plan Update 50%	$200,000	
		$200,000
Category 4: Infrastructure		
Fire Department Heating/Roof	$520,000	
Police Department Interior/Exterior Roof	$250,000	
City Hall Interior Repairs	$75,000	
		$845,000
Category 5: Payoff Debt $447,462		
PNC Bank : City Hall Loan	$447,462	
		$447,462
	TOTAL	$2,651,510
	TOTAL ARPA FUNDS AVAILABLE	$2,651,510

Category 1: Private investment for community benefit.

Investing ARPA funding into the development of a privately operated performing arts center for public benefit is a decision that can yield significant long-term advantages for our city. Such a project not only serves as a cultural hub but also fosters economic growth and community cohesion. Private projects often possess the agility and resources necessary to implement creative solutions to complex challenges.

A performing arts center has the potential to revitalize our city's cultural landscape, offering diverse programming that enriches the lives of residents and attracts visitors. By leveraging ARPA funds to support this project, we can stimulate job creation in the arts sector, bolstering our local economy and providing opportunities for artists and performers.

The establishment of a performing arts center in the heart of the community not only enhances cultural enrichment but also preserves the historic integrity of the Sierra Theater, ensuring that it remains a cherished and invaluable asset for generations to come.

Category 2: Marketing

Using ARPA funding for a comprehensive marketing campaign is an investment with far-reaching benefits for our city. In times of economic uncertainty and recovery, effective communication is paramount to stimulate local commerce, attract investment, and foster community resilience. A well-executed marketing campaign can showcase the unique attributes of our city, highlighting its strengths, attractions, and opportunities for growth. By strategically promoting our city as a desirable destination for tourism, business, and investment, we can stimulate economic activity, create jobs, and generate revenue streams vital for our post-pandemic recovery efforts. Moreover, a robust marketing campaign can enhance community pride and engagement, instilling confidence in residents and stakeholders alike. By leveraging ARPA funds to support a dynamic marketing initiative, we not only amplify the visibility of our city on a regional and national scale but also lay the groundwork for sustained prosperity and vitality in the years to come. Investing in a marketing campaign is not just an expenditure; it's an investment in the future success and prosperity of our city and its residents.

Category 3: Policies and Procedures

Investing in a comprehensive update of the city's general plan is not merely a matter of urban planning; it is a strategic move that can significantly bolster economic prosperity. By ensuring that our city's policies align with current economic realities and future opportunities, we can attract investment, stimulate job creation, and foster business growth. A well-crafted general plan update can identify strategic areas for development, streamline regulatory processes, and promote development that supports a diverse economy.

Investing ARPA funding in a comprehensive update of the city's general plan is essential to ensuring the continued economic well-being and growth of our community. The general plan serves as the backbone of our city's development, guiding decisions on land use, transportation, housing, safety, and environmental protection. By allocating ARPA funds to update the general plan, we can ensure that our policies and strategies are relevant, responsive, and reflective of our current needs and priorities.

Category 4: Infrastructure

Investing ARPA funding into repairing vital city buildings, including the police department, fire department, and city hall, is an imperative step towards safeguarding the well-being and safety of our community. These buildings are paramount to the provision of essential city services. Neglecting their maintenance jeopardizes the functionality of these critical facilities. By allocating Investing in infrastructure improvements demonstrates our commitment to prioritizing public safety and civic engagement, instilling confidence in residents and building public trust.

Furthermore, investing in the repair of vital city buildings has broader economic implications, serving as a catalyst for local job creation and economic activity. The construction and renovation projects necessitated by building repairs will generate employment opportunities for construction workers, contractors, and other related industries, stimulating economic growth at the local level.

Category 5: Pay-off debt

Using ARPA funding to pay off debt is a strategic and prudent decision that can yield numerous benefits for our city's financial health and long-term stability. By alleviating the burden of existing debt obligations, we can free up valuable resources that can be redirected towards critical priorities such as infrastructure improvements, public services, and economic development initiatives. Paying off debt not only reduces interest payments over time but also improves our city's creditworthiness, potentially lowering borrowing costs for future projects and investments. Moreover, reducing debt levels enhances our fiscal resilience, providing a buffer against economic downturns and unforeseen emergencies.

Conclusion:

The proposed expenditure plan for the ARPA funds reflects a thoughtful and strategic approach aimed at addressing the immediate needs of our community while also laying the groundwork for long-term resilience and prosperity. The plan prioritizes investments across five key categories, encompassing private investment for community benefit, marketing, policies and procedures, infrastructure, and debt repayment. Through careful consideration of public input, council direction, and community benefit, this plan seeks to maximize the impact of ARPA funds, ensuring that they are utilized effectively to support economic revitalization, enhance public services, and promote the well-being of all residents.

Attachment A

Project List

PROPOSED IDEAS/PROJECTS	Overall Score	Funding Category	Recommended
Code Enforcement Abatement Fund	30	3	
Sewer Capacity Study	30	4	
Backhoe with Mowing Boom	27	4	
New Christmas Lights	27	3	
Stake Park Design - $15,000	27	4	
Performing Arts Center	27	1	X
New Christmas Decorations (more than lights)	26	3	
Building Façade Vouchers	25	1	
Pay off Debt	25	5	X
Repair Tennis Courts	23	4	
Animal Control Program Funding	23	3	
Pickle Ball Courts	23	4	
City Hall Interior Repairs	23	4	X
S.E. Gateway Landscaping	23	1	
Elks Lodge Facility Support	23	1	
T-Hangars at Airport	22	4	
Fire Dept Heating	22	4	X
Police Dept Exterior Repairs	22	4	X
Electric Vehicle Charging Stations	22	4	
Goathead Abatement Program	22	3	
Hope Wheels	22	2	
Fire Dept Roof	22	4	X
Police Dept Roof	22	4	X
Police Dept Interior Repairs	22	4	X
Bark Park grass and site amenities	21	4	
Message Board at Memorial Park Bathroom	21	4	
Indoor Sports Facility	21	1	
Airport Fire Protection & Hydrants	21	4	
General Plan Housing Element	21	3	
Compost Facility	21	4	
Community Security Cameras	20	1	
Street Dept Equipment - Crack Sealer	20	4	
Museum Storage Building	19	4	
Solar Lights for Susan River Trail	19	4	
Fire Department Property Expansion	19	4	
Pool Landscaping	19	4	
Main Street Crosswalk Safety Improvements	19	4	
Scooters for the trail	18	3	
Main St. Decorative Solar Lights	18	4	
Main Street Safety Study Implementation	18	1	
Golf Course Irrigation Improvements	18	4	
Homeless Encampment Cleanup Funding	18	3	
Susan River Parkway	17	4	
Bike Rack/Bike Lane	17	4	
Uptown Pocket Park	17	4	
Veterans Memorial Exhibit in Memorial Park	17	4	
Development Infrastructure Improvements (internet improvements, bu	17	4	
Speed Survey Consultants	17	3	
Purchase Dr. Uppal's property for Crossroads Ministries $1 million	17	1	
Little League Parking Improvemetns	16	4	
Golf Course Tunnel	16	4	
Citizen's Boot Camp - How to keep your property safe	15	3	
Repave Susan River Trail	13	4	
Sidewalk Repair / New Sidewalk	12	4	
Improve Water Infrastructure for Fire Protection	12	4	
Marketing Susanville	12	2	
Susanville Agriculture Park	10	1	

Criteria Definitions:

1) Transparency: Proposed expenditure of funds will lead to improved public access/awareness to city government processes
2) Improve Main Street: Proposed expenditure of funds will lead to improvements to Susanville's Main Street.
3) Code Enforcement: Proposed expenditure of funds will improve the city's code enforcement program.
4) Improve Susan River Trail: Proposed expenditure of funds will improve the city's Susan River Trail.
5) Provision of Essential Services: Proposed expenditure of funds will benefit the provision of essential services. For example, facilities and equipment, training, additional budget resources, etc.
6) Homelessness: Proposed expenditure of funds will be used to address homelessness within the city of Susanville.
7) Infrastructure Improvements: Proposed expenditure of funds will improve the city's streets, utilities, parks, and building infrastructure.
8) Code and Policy Updates: Proposed expenditure of funds would lead to adoption of new or revised code and policy updates.
9) Enhancement of Economic Development: Up to three points

   Proposed expenditure of funds would lead to improved opportunities for business development, business expansion or business profitability within the city. (one point)

   Proposed expenditure of funds would lead to increased tourism opportunities within the city. (one point)

   Proposed expenditure of funds would lead to increased industry within the city. (one point)

10) Community Benefit: The proposed expenditure of funds will have a long-term benefit to the community.
11) Alternative Source Likely: There is another funding source that can be used to accomplish the proposed project.
12) Health and Safety: Proposed expenditure of funds will improve health and safety within the community. Items such as community cleanliness, fire education/prevention, pedestrian safety, law enforcement, traffic safety, etc.
13) Return on investment: The proposed expenditure of funds will result in generating business activity, including increased retail activity, community pride, jobs, agency collaboration, etc. The return on investment category is rated on a scale of 1 to 5, with 1 being a perceived low return on investment and 5 being a perceived high return on investment.
14) Project Readiness: Proposed expenditure of funds is ready to proceed, there is a cost estimate identified and scope of work, and environmental clearance obtained or CEQA exemption eligible. Ranked on a scale of 0 – 4 with zero (0) being not ready, and one (1) point for each of the items described above.
15) Citizen Initiation: Proposed expenditure of funds has been initiated by one or more citizens.
16) Resources Required: Proposed expenditure of funds will require city resources. This category is ranked on a scale of 1 -10 with one (1) requiring significant resources and ten (10) requiring minimal resources.

AGENDA ITEM NO. <u>13.A</u>
Discussion Item

<u>SUSANVILLE CITY COUNCIL AGENDA ITEM</u>

Submitted By:	Heidi Whitlock, Administrative Services
Action Date:	March 6, 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:	March 6, 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:
240306 Future Items List.pdf

BUSINESS FROM THE FLOOR	
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)
1/17/2024	Consider ARPA for Performing Arts Center
1/17/2024	Consider ARPA for Skate Park design
2/7/2024	Consider ARPA funds for the following: Skatepark design, Hopewheels, Puncture Vine Program, Performing Arts Center, Crossroads - building purchase, Elks Lodge remodel assistance, Compost complex, etc.
2/21/2024	Consider ARPA funds for the purchase of a new Christmas Tree for the uptown Susanville Christmas event

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	Discussion regarding the Little League Park (including possible security options)
1/3/2024	Speed Study to be completed
1/3/2024	Review sick leave policy

Completed Items	
	~~Discussion regarding homelessness within the community~~
	~~Discussion regarding council personal social media accounts~~
	~~Update from LARP on Community Garden~~
	~~Discussion regarding the sale or lease of Diamond Mountain Golf Course~~
	~~Discussion regarding proclamation for KSUE 75 years of service~~
	~~Discussion regarding donation to American Legion/VFW~~
~~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~~
~~12/20/2023~~	~~Bring back the ARPA funding discussion item~~
~~1/17/2024~~	~~ARPA Consideration - Pay off debt, bring back amounts & bring back amount for Code Enforcement Abatement Fund~~