

---

CITY OF SUSANVILLE  
66 N. Lassen Street • Susanville CA  
Mendy Schuster, Mayor  
Russ Brown, Mayor pro tem  
Dawn Miller • Patrick Parrish • Curtis Bortle

---

Susanville City Council  
**Regular Council Meeting • City Council Chambers**  
Wednesday, May 1, 2024 – 4:30 PM

CALL TO ORDER  
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:**
  - A. *PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957*
    1. *City Administrator Evaluation*
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
  - *Reconvene in open session at 5:00pm*
  - *Pledge of allegiance*
  - *Invocation*
  - *Report any changes to agenda*
  - *Report any action out of Closed Session*
  - *Proclamations, awards or presentations by the City Council*
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 April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting.*
  - 6.B *Vendor and payroll warrants.*
7. **PUBLIC HEARINGS:**
  - 7.A *Consider Resolution No. 24-6305, approving a cost report for 105 Russell Street in the amount of \$10,000.00.*
  - 7.B *Consider Resolution No. 24-6506, approving a lien to be recorded with the Lassen County Recorder's Office for 105 Russell Street in the amount of \$10,000.00.*

**8. COUNCIL DISCUSSION/ANNOUNCEMENTS:**

**9. NEW BUSINESS:**

9.A FY 2024-2025 Budget Discussion

9.B Consider proposed Procurement Policy and Credit Card Policy for 2024/2045 FY Adoption

9.C Consider Resolution No. 24-6307, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.

9.D Consider Resolution No. 24-6308, approving the increase to the 7110 Water Budget and further authorizing the Finance Director to amend the WaterÂ budget as needed.

9.E Consider Resolution No. 24-6309, adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2024-25 per the Road Repair and Accountability Act (RMRA)

9.F Consider Resolution No. 24-6312, approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.

9.G Consider Resolution No. 24-6313, authorizing the Finance Director to increase the Diamond Mountain Golf Course Budget by \$12,000 for maintenance and repairs

9.H Discussion regarding Code Enforcement policies and procedures.

9.I Discussion regarding proclamations

9.J Discussion regarding city website.

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

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

**12. CONTINUING BUSINESS:**

12.A Consider Resolution 24-6310, authorizing Finance Director to modify the budget to accommodate revenues and expenditures for Proposition 1 Round 1 Integrated Regional Water Management Grant.

12.B Consider Resolution No. 24-6314, authorizing City Manager to execute agreement with First Serve Productions Inc., for the repair and resurfacing of tennis courts and adding pickleball striping.

**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 May 15, 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](http://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 May 1, 2024 in the areas designated on April 26, 2024.***

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Minutes of the City Council's April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting.

**PRESENTED BY:** Heidi Whitlock, City Clerk

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to waive the reading of and approval to receive and file the City Council's April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting.

**ATTACHMENTS:**  
[240401.cc.spec.min.draft.pdf](#)  
[240403.cc.min.draft.1.pdf](#)  
[240423.cc.spec.min.draft.pdf](#)

**SUSANVILLE CITY COUNCIL  
Special Council Meeting Minutes  
MONDAY, APRIL 1, 2024 – 11:00 AM**

Mayor McCourt called the meeting to order at 11:00 a.m.

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

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

Dan Newton, City Manager, requested that item 2D be heard after 2E.

Motion to approve the agenda with the requested change.

Moved by Schuster; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

**2. NEW BUSINESS:**

- 2.A-B Consider **Resolution No. 24-6302** of the City Council of the City of Susanville reciting the facts of the General Municipal Election held on March 5, 2024 declaring the results and such matters as provided by law.

Heidi Whitlock, City Clerk, stated that the city of Susanville consolidated its election with Lassen County on March 5, 2024 and the County Clerk has since provided the city with the certified canvass of the election results. Approval of Resolution No. 24-6302 was requested.

[24-6302 Election Results.pdf](#)

[24 Election Results - Certified.pdf](#)

Motion to approve Resolution No. 24-6302 of the City Council of the City of Susanville reciting the facts of the General Municipal Election held on March 5, 2024 declaring the results and such matters as provided by law.

Moved by McCourt; seconded by Herrera to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 2.C Ms. Whitlock administered the Oath of Office to Council Member Bortle, Council Member Miller and Council Member Parrish.

The new Council Members took their seats at the dais.

- 2.E The nomination process for Mayor and Mayor pro tem was then explained.

Council Member Bortle nominated Council Member Schuster as Mayor as she has experience in the position. Motion seconded by Council Member Brown.

Motion Carried: 5- 0

Voting For: Bortle, Brown, Miller, Parrish, Schuster

Voting Against: None

Mayor Schuster requested nominations for Mayor pro tem.

Council Member Miller nominated Council Member Brown as Mayor pro tem. Motion seconded by Council Member Bortle.

Motion Carried: 5-0  
Voting For: Miller, Bortle, Parrish, Schuster, Brown  
Voting Against: None

- 2.D Mr. Newton provided a history of the three outgoing Council Members and explained the amount of work that goes into being a Council Member and presented each member with a plaque recognizing their years of service.

Mr. Newton asked the outgoing members if they would like to say anything regarding their service.

Kevin Stafford stated that being a Council Member had been a great experience. He wanted to let the new Council Members know that things take time in government and wished them luck.

Thomas Herrera stated that he will miss city staff as he is so thankful for each one of them. He thanked the Council Members that remained on the Council and stated his excitement for the newly seated Members.

Quincy McCourt stated how optimistic he was for the new Council.

3. **BUSINESS FROM THE FLOOR:**

Cody Loflin, public, offered thanks to the outgoing Council Members and also stated his optimism for the new Council. Mr. Loflin presented letters of interest for the positions now open on the Planning Commission and Sales Tax Oversight Committee due to change in Council.

4. **ADJOURNMENT:** Meeting adjourned at 12:32p.m.

---

Heidi Whitlock, City Clerk

---

Mendy Schuster, Mayor

**SUSANVILLE CITY COUNCIL**  
**Regular Council Meeting Minutes**  
**WEDNESDAY, APRIL 3, 2024 – 5:00 PM**

Mayor pro tem Brown called the meeting to order at 5:00p.m.

Roll Call of Councilmembers Present: Brown, Bortle, Parrish, Miller. Absent: Schuster

**1. APPROVAL OF AGENDA:**

Motion to approve the agenda as submitted.

Moved by Council Member Bortle, second by Council Member Miller

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

**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 was offered.

Michael Bollinger, Public Safety Chief, recognized Kevin Stafford, and Allen Sobol for their recent promotions to Police Lieutenant.

Bob Godman, Public Works Director, read a proclamation in recognition of Brian Bardouski, Water Supervisor, for his many years of service as he will be retiring at the end of April.

Proclamations for both Child Abuse Awareness month and Sexual Assault Awareness month were read for the month of April.

**BUSINESS FROM THE FLOOR:** Both Thomas Braun and Julianne Peppertone, public members, shared their support for a permanent performing arts center.

**5. CONSENT CALENDAR:**

**6.A** Minutes of the City Council's March 6, 2024 regular meeting

Motion to waive the reading of and approval to receive and file the City Council's March 6, 2024 regular meeting.

[240320.cc.min.draft.pdf](#)

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

[03-21-24.pdf](#)

[3-14-24.pdf](#)

[3-18-24.pdf](#)

**6.C** Monthly Financial Reports October-December 2023

Motion to receive and file monthly financial reports for October through December 2023

[Fund Balances Report\\_2023\\_10.pdf](#)

[Cash Report 10\\_2023 US Bank.pdf](#)

[Daily Deposit Report 10\\_2023 US Bank.pdf](#)

[Fund Balances Report\\_2023\\_11.pdf](#)

[Cash Report 11\\_2023 US Bank.pdf](#)

[Daily Deposit Report 11\\_2023 US Bank.pdf](#)

[Fund Balances Report\\_2023\\_12.pdf](#) [Cash Report 12\\_2023 US Bank.pdf](#)  
[Daily Deposit Report 12\\_2023 US Bank.pdf](#)  
[Cash Report OCT.NOV.DEC.23 TRICOUNTIES.pdf](#)  
[Daily Deposit Report OCT - DEC 2023 TRICOUNTIES.pdf](#)  
[Income Statement 12.31.23.pdf](#)

Motion to approve the consent calendar as presented.  
Moved by Council Member Bortle, second by Council Member Miller  
Motion carries: 4-0  
Ayes: Bortle, Miller, Parrish, Brown  
Absent: Schuster

**7. PUBLIC HEARINGS:**

7.A Consider **Resolution No. 24-6296**, Accepting FY 2022-23 Annual Report of Development/Mitigation Fees

[24-6296.pdf](#)

Chandra Jabbs, Finance Director, provided an explanation of the item and requested approval of Resolution No. 24-6296.

Mayor pro tem Brown opened the public hearing at 5:32p.m.

Eileen Richard, public, inquired as to whether or not there was a deadline to spend the funds to which Ms. Jabbs responded.

Mayor pro tem Brown closed the public hearing at 5:33p.m.

Motion to approve Resolution No. 24-6296, Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2022-23

Moved by Council Member Parrish, second by Council Member Bortle

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

**COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Bortle offered the Land Acknowledgement Statement.

Council Member Bortle mentioned that the Council Members who were appointed to LAFCo are no longer on the Council and inquired as to when the appointments will occur as there will be no city representation at that particular meeting.

Mr. Newton stated that the list will be presented at the May 1<sup>st</sup> meeting and that he will be attending the LAFCo meeting.

**9. NEW BUSINESS:**

9.A Consider **Resolution No. 24-6291**, approving the increase to the 2006 Snow Budget and further authorizing the Finance Director to amend the Snow budget as needed.

[24-6291.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6291.

Motion to approve Resolution No. 24-6291, approving the increase to the 2006 Snow Budget and further authorizing the Finance Director to amend the Snow budget as needed.  
Moved by Council Member Bortle, second by Council Member Parrish  
Motion carries: 4-0  
Ayes: Bortle, Miller, Parrish, Brown  
Absent: Schuster

- 9.B Consider **Resolution No. 24-6297**, approving the road closure of North St from N. Weatherlow st. to Grand Ave. and donation of Police and Public Works overtime for the annual Walk a Mile event held on April 27, 2024 from 7:00am to 2:00pm.

[Road Closure Request 2024\\_Lassen Family Services.pdf](#)  
[WALK A MILE CLOSURE 2024.pdf](#)  
[24-6297.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6297.

Motion to approve Resolution No.24-6297, approving a road closure of North St from N. Weatherlow Street to Grand Ave. and donation of Police and Public Works overtime for the annual Walk a Mile event held on April 27, 2024 from 7:00am to 2:00pm.  
Moved by Council Member Bortle, second by Council Member Miller  
Motion carries: 4-0  
Ayes: Bortle, Miller, Parrish, Brown  
Absent: Schuster

- 9.C Consider **Resolution No. 24-6298**, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of River St. from Fairfield Dr. to the entrance of the Pat Murphy Little League Park, additional road closure of Fairfield Dr. from River St. to the Midtown South Alley on Fairfield Dr., on April 13, 2024 from 7:00 A.M. to 10:30 A.M.

[Letter to City Council Opening Day Parade Request 2024.docx](#)  
[LITTLE LEAGUE PARADE 2024.pdf 24-6298.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6298.

Mayor pro tem Brown thanked staff for all they do for the listed events.

Motion to approve Resolution No. 24-6298, Supporting the Susanville Little League Opening Day Parade and authorizing the closure of River St. from Fairfield Dr. to the entrance of the Pat Murphy Little League Park, additional road closure of Fairfield Dr. from River St. to the Midtown South Alley on Fairfield Dr., on April 13, 2024 from 7:00 A.M. to 10:30 A.M.  
Moved by Council Member Miller, second by Council Member Parrish  
Motion carries: 4-0  
Ayes: Bortle, Miller, Parrish, Brown  
Absent: Schuster

- 9.D Consider **Resolution No. 24-6299**, authorizing the Mayor to execute an agreement with CGI Communications, Inc. D/B/A CGI Digital ("CGI") for Production of Promotional Videos.

[CGI agreement.pdf](#)  
[24-6299.pdf](#)

Tamra Spade, Economic Development Director, provided an explanation of the item and requested approval of Resolution No. 24-6299.

Council Member Parrish inquired as to where the videos will be posted.

Ms. Spade stated that they could be on YouTube or other sites as a promotional tool.

Council Member Bortle asked what benefit CGI gets for doing this at no charge to which Ms. Spade stated that they will be contacting other businesses to see if they are also interested in their services but there are no promises or guarantees as it is not required that they do so. She added that a letter will be sent out to local businesses to let them know that they will be contacted.

Council Member Parrish inquired as to the timeframe of getting the videos out to which Ms. Spade responded that it could be a few months.

Motion to approve Resolution No. 24-6299, authorizing the Mayor to execute an agreement with CGI Communications, Inc. D/B/A CGI Digital ("CGI") for Production of Promotional Videos.

Moved by Council Member Parrish, second by Council Member Bortle

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.E Consider **Resolution No. 24-6300**, terminating Airport Hangar Land Lease Agreement, Hangar #33 with Terrence Howard, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #33 with Aerialfire Support LLC.

[Bill of Sale.pdf](#)

[Ground Lease Hangar 33\\_ Aerialfire Support LLC.pdf](#)  
[24-6300.pdf](#)

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6300.

Council Member Bortle brought an error forward regarding the lease term to be adjusted to which Mr. Godman agreed.

Motion to approve Resolution No. 24-6300, terminating Airport Hangar Land Lease Agreement, Hangar #33 with Terrence Howard, and authorizing Mayor to execute an Airport Ground Lease Agreement for Hangar #33 with Aerialfire Support LLC.

Moved by Council Member Bortle, second by Council Member Miller

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

- 9.F Receive HdL Q3 2023 Reports

Ms. Spade provided information to the Council regarding the reports and stated that the item was for information only.

[PUBLIC - California Consensus Forecast 3Q 2023.pdf](#)

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

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

12. **CONTINUING BUSINESS**:

12.A Consider **Resolution No. 24-6301**, approving fee adjustment for developer impact fees for Skyline Self Storage.

[Standiford Letter - Fire Fees Only.pdf](#)  
[24-6301.pdf](#)

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 24-6301.

Motion to approve Resolution No. 24-6301, approving fee adjustment for developer impact fees for Skyline Self Storage.

Moved by Council Member Miller, second by Council Member Bortle

Motion carries: 4-0

Ayes: Bortle, Miller, Parrish, Brown

Absent: Schuster

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

13.A Department Reports Information only.

Present Department Heads and the Assistant to the City Manager provided an update on their departments.

14. **FUTURE COUNCIL ITEMS**:

14.A Future Council Items

[240403 Future Items List.pdf](#)

Mr. Newton stated that this item provides an opportunity for the Council to add items that were previously brought up and direct staff to work on those items.

Council Member Bortle requested a discussion on the state of the city's code enforcement and procedures of code enforcement as he believes that are different procedures based on if something is a fee or an abatement etc., that can make code enforcement complex. He added that with the city getting a new code enforcement officer the Council should discuss a more streamlined process. He added it would be just a discussion item and provide direction to staff if needed based on that discussion.

Mr. Newton stated that the item could come back for discussion as well as the city priority list, as it would be good for the newly seated council to review to see if the current priorities are in line with what they would like to see.

15. **ADJOURNMENT**: Motion to adjourn at 6:22p.m.

---

Heidi Whitlock, City Clerk

---

Mendy Schuster, Mayor

**SUSANVILLE CITY COUNCIL  
Special Council Meeting Minutes  
TUESDAY, APRIL 23, 2024 – 5:00 PM**

Mayor Schuster called the meeting to order at 5:00pm.

Roll Call of Councilmembers Present: Mayor Schuster, Mayor pro tem Brown, Council Member Bortle, Council Member Parrish, Council Member Miller

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

Dan Newton, City Manager, requested that item 10A be heard prior to Business from the Floor as most of the audience was in attendance for that item.

Moved by Mayor pro tem Brown; seconded by Council Member Bortle to approve as modified.

Motion Carried: 5 - 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

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: (recess if necessary)** The Pledge of Allegiance and Invocation were provided.

**5. BUSINESS FROM THE FLOOR:** *Item moved to immediately follow Item 10A.*

**6. CONSENT CALENDAR:** No business.

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

**8. COUNCIL DISCUSSION/ANNOUNCEMENTS:** Mayor pro tem Brown commended the Lassen Community College Men's Baseball team and Coach Avilla as they have been doing work out on the greens at the golf course the past few days.

**9. NEW BUSINESS:**

9.A Consider **Resolution No. 24-6303**, amending the Susanville City Council Committee List  
Motion to approve Resolution No. 24-6303, amending the Susanville City Council Committee List.

Dan Newton, City Manager, provided an explanation of the item and requested council approval of Resolution No. 24-6303.

Council Member Bortle requested that the Lassen County Coordination Council be removed as it is no longer active as well as the Abandoned Vehicle JPA.

Mayor Schuster inquired of Mr. Newton if there were any issues with the requested changes to which he responded that he thought Council Member Bortle was correct, so he saw no harm in removing them.

[24-6303.pdf](#)

Motion to approve Resolution No. 24-6303, amending the Susanville City Council Committee List.

Moved by Council Member Bortle; seconded by Mayor pro tem Brown to approve with the requested amendments.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

**10. CONTINUING BUSINESS:**

10.A Consider **Resolution No. 24-6304**, approving expenditure of ARPA funds for infrastructure improvements, general plan update, and marketed as presented in proposed ARPA Expenditure Plan. Consider direction to staff regarding providing ARPA funds for private non-profit entities for community benefit.

Mr. Newton provided an explanation of the item and requested council discussion, and possible approval, of Resolution No. 24-6304. He specified that the presented resolution is only accounting for \$1.204 million, as listed in categories 2-4 on the resolution. He also stated that the remaining funds would be either set aside for a public benefit, to pay off a city debt, or for the purchase of a needed engine for the Fire Department.

Mr. Newton continued by stating the additional items were requested as part of the community engagement process. He added that there are many items on the list that would require more research to come up with costs and requested that council provide five projects to move forward so staff can begin researching those chosen to bring back for consideration.

Council Member Miller inquired as to whether or not the engine would be new or used to which Chief Bollinger responded that more research would have to occur to determine the best option.

Mayor Schuster invited community members to speak on the item stating that each person would have five minutes.

Thomas Braun, public, stated his support for a performing arts center.

Julianne Pepetone, public, also stated her support for a performing arts center. She added that if the city provided the funds to purchase the building, they would be able to get the volunteers, the fundraising, etc... going.

Holly Egan, public, wanted to remind the city council that the pickleball club, approximately 14-16 months ago, requested funds to refurbish the tennis courts. She added that when they approached the council at that time, there were about 60-70 people in the club. She stated that there are now 167 people. She stated that \$100,000 may complete this project.

Carolyn Smith, Sierra Theatre owner, stated that the theatres have not yet recovered, and will never recover, from Covid. She requested the city consider the idea of the performing arts center.

Abby Gerdtz, performing artist and arts educator for Julliard in New York, stated that there are no full-time arts teachers in the city. She added that the arts should not be considered a luxury item, as it is essential for growth and much more. She requested city assistance in funding the place where this can occur.

Chris Van Deventer, public, stated his concern with the potential spending of funds to specific groups and stated that the city should be utilizing the funds to take care of its

infrastructure. He added that police patrolling should be increased as well as code enforcement.

Larry Rogers, Elks Lodge, welcomed the new council members and reminded them of the needs of the Elks Lodge.

Linda Alberico, public, stated that she would love to see younger families move here. However, if the city were to purchase the "performing arts center" they should run it to ensure that performances are geared towards younger families and not just the symphony.

Jason Rona, public, stated his experience with fixing fire trucks and knows the cost associated with them. He also works on the haunted House for Best of Broadway. He would love to see everyone get everything they are asking for; however, he would like to ensure that city infrastructure and the Fire Department are taken care of first as there will be no city if it burns down.

Phil Fetterman, public, stated that there are so many untapped resources in the city and there is a wide array of options to choose from. There are a ton of young people involved in Best of Broadway (150 people), a drum line, a choir at the high school and more.

Tom Tinell, public, stated that the last City Council asked the City Manager to find money for the Elks Lodge and yet it is not on the proposed list. He asked that the Elks Lodge not be forgotten.

Eileen Richard, public, stated that movie theatres are a for profit business and provide sales tax, etc... for the city. She shared her concern that if the theatres are taken over by a nonprofit organization, does that mean that the city will lose out on sales tax money, etc... She requested those who are requesting money stay to listen to see who else is requesting funding, so they hear what the competition is as it is currently a contest. The performing arts will continue, even without a new venue.

Chris Gallagher, Lassen County Board Member and part of the Susanville Symphony, provided a story of a place in San Jose that looked very much like the Sierra Theatre where they charge \$40+ per person and then they also serve food and beverages. He stated that his family of four people spent over \$650 for two hours on entertainment and that this place was packed. He added that he has been in the Golden Poppy and that is a great asset for the uptown area. Mr. Gallagher also thanked Chief Bollinger for his efforts as the Public Safety Chief.

John Shaw, public, brought up the river and that there was a river walk project started by a previous city administrator that should be revitalized. He also reminded the Council of the Rite Aid building being vacant, as well as the empty lot that was previously proposed to have a pocket park. He added that HUSA would assist in that effort as they had approximately \$30,000.

Ray White, public, also provided his support for the performing arts center.

Ben Wade, public, stated that the Symphony does not want the Sierra Theatre, but rather the community wants and needs a performing arts center. He asked the Council to remember why they ran for council, as he was sure it was to make changes and asked how they wanted to build Susanville back up.

Maria Fregulia, public, stated her support for the Elks Lodge.

Council Member Parrish inquired as to what Tamra Spade, Economic Development Director, would need for the marketing plan, what it would include, and the cost to which she responded.

Council Member Miller stated that when she was looking at the list, specifically the introduction of the firetruck, she sees the necessities. She understands all of the requests, however she would like to consider a vault bathroom at the Little League Park.

Council Member Bortle stated that he agreed with the items presented on the Resolution. He inquired as to whether or not the city hall remodel debt was taken off to help pay for the fire engine. He added that the engine is a need, not a want. He added that he sees two lists in front of them. One represents the needs as presented on the resolution and the other is a list of wants.

Mayor pro tem Brown is okay moving forward with the list on the resolution. However, he also would like to see Code Enforcement, improved museum storage, and the Elks Lodge on the list.

Council Member Parrish requested more information on the fire engine of the Public Safety Chief. He also asked if the city is responsible for running someone else's business or helping a business out. He stated his concern if the Council provided the funding and then the business fails to move forward.

Council Member Bortle responded that this is a great point and inquires as to what do we need to do to protect the community interest if something happens to the organization receiving those funds. He stated that he would be fine moving forward with a few of the proposed projects if there was a way to protect the community's interest.

Council Member Parrish stated that he wants to see a business plan and asks why the businesses don't seek out a personal loan.

Mayor Schuster stated the following items were on her list to include; museum storage, tennis courts, little league fields (bathrooms and other improvements), golf course irrigation system, and now the firetruck. However, she also wants to know how the arrangements are made to protect the interest.

Council Member Bortle requested the city hall remodel debt money (\$448,000) to be earmarked for the new fire truck.

Mayor pro tem Brown stated it may be better to get a new firetruck as Council Member Parrish stated.

Council Member Parrish stated his approval with Category 5, 4, 3, 2. However, he suggested that the \$1 million in category 1 go towards the firetruck.

Council Member Bortle added that the city will need a way to make money which the city does through collecting sales tax. However, he also added that the Elks Lodge does seem to be a common interest among the Council. He suggested finding a firetruck but use the ARPA funds to invest in something that can bring in money.

Council Member Parrish agreed and requested a business plan to protect the community. He stated he still stands with category 2, 3, 4, 5 and that paying off debt is always a good idea.

Mayor Schuster inquired of the members what categories they all agreed with, of which they all agreed with categories 2, 3, & 4.

Mr. Newton added that there are some additional funds, for instance, the Dixie Fire monies and Park Mitigation Funds, that the city may be able to use in addition to the ARPA funding if needed.

Mayor Schuster requested to discuss category 5 and asked how much the Dixie Fire monies were, to which Mr. Newton responded approximately \$580k.

Council Member Bortle stated that he would like staff to move forward with potential costs of museum storage improvement, tennis courts and code enforcement and then work with symphony and Elk's Lodge.

Mayor pro tem Brown stated that he would like to take category 5 money and put it towards a fire engine and requested that the Council choose two more projects on the list as staff requested five items and they have only been given three so far.

Mr. Newton stated that a bid was received for the tennis courts for \$60,000 and park mitigation funds could potentially be used.

Council Member Bortle stated that we would like to approve the resolution as presented and then direct staff to gather more information on the other areas for future consideration.

Mr. Newton requested Council direction.

Council stated that the Council is in support of categories 2-4 and Mr. Newton is to work with the Susanville Symphony and the Elks Lodge. It was also requested that staff bring back information on the museum storage item, the tennis courts, little league bathroom, code enforcement costs and the cost of the firetruck.

[Proposed ARPA Expenditure Plan.pdf](#)  
[24-6304.pdf](#)

Motion to approve Resolution No. 24-6304, approving expenditure of ARPA funds for infrastructure improvements, general plan update, and marketed as presented in proposed ARPA Expenditure Plan. Consider direction to staff regarding providing ARPA funds for private non-profit entities for community benefit.

Moved by Council Member Bortle; seconded by Mayor pro tem Brown to approve.

Motion Carried: 5- 0

Voting For: Schuster, Brown, Bortle, Parrish, Miller

Voting Against: None

**5. BUSINESS FROM THE FLOOR:** No comment.

**11. CITY MANAGER REPORTS:** Mr. Newton reminded the Council that there will be a special meeting occurring before the regularly scheduled meeting on May 1<sup>st</sup> in order to provide Council training . The special meeting will start at 2:30pm.

12. **FUTURE COUNCIL ITEMS:** Council Member Parrish requested discussion on proclamations and the city website. All in agreement.
13. **ADJOURNMENT:**  
Moved by Mayor pro tem Brown; seconded by Council Member Bortle to adjourn at 7:22pm.  
Motion Carried: 5 - 0  
Voting For: Schuster, Brown, Bortle, Parrish, Miller  
Voting Against: None

---

Heidi Whitlock, City Clerk

---

Mendy Schuster, Mayor

*Approved on:*

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Alicia Cordova, Finance

**Action Date:** May 1, 2024

**SUBJECT:** Vendor and payroll warrants.

**PRESENTED BY:** Chandra Jabbs, Finance Manager

**SUMMARY:** Warrants dates March 25, 2024 through April 19, 2024 numbered 220339, 220551-220727.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$1,341,553.75, plus \$626,733.77 in payroll warrants, for a total of \$1,968,287.52.

**ACTION REQUESTED:** Motion to receive and file.

**ATTACHMENTS:**  
[03-28-24.pdf](#)  
[03-29-24.pdf](#)  
[04-04-24.pdf](#)  
[04-11-24.pdf](#)  
[04-18-24.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 |
|----------------------|------------------|--------------|---------------|---------------------|---------------------------|----------------|---------|----------------|-----------------------------|------------|--------------|
| 03/24                | 03/28/2024       | 220555       | 21            | AIRGAS USA LLC      | ACETYLENE/ARGON//OXYGEN/  | 5506462812     | 1       | 7110-430-42-46 | SUPPLIES-GENERAL            | 500.94     | 500.94       |
| 03/24                | 03/28/2024       | 220555       | 21            | AIRGAS USA LLC      | ACETYLENE/ARGON//OXYGEN/  | 5506462812     | 2       | 7401-430-62-46 | SUPPLIES-GENERAL            | 333.97     | 333.97       |
| Total 5506462812:    |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220556       | 10599         |                     | TR EX COL FAX 2-22- 2-23  | 02142023       | 1       | 1000-415-10-45 | TRAINING                    | 167.61     | 167.61       |
| Total 02142023:      |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220557       | 9432          | ALL SEASON HEATING  | #0027 WOODSMOKE REDUCTI   | 032224         | 1       | 8407-430-10-48 | GRANTS                      | 5,000.00   | 5,000.00     |
| Total 032224:        |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220558       | 11032         |                     | REFUND GAS DEPOSIT        | 10531901407    | 1       | 7401-2228-000  | DEPOSITS-CUSTOMER           | 98.93      | 98.93        |
| Total 10531901407:   |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220559       | 10390         | AUTOZONE PARTS INC  | SUPPLIES-FD               | 4015463590     | 1       | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 4.54       | 4.54         |
| Total 4015463590:    |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220560       | 11031         |                     | REFUND WATER DEPOSIT      | 10226800005    | 1       | 7110-2228-000  | DEPOSITS-CUSTOMER           | 2.88       | 2.88         |
| 03/24                | 03/28/2024       | 220560       | 11031         |                     | REFUND GAS DEPOSIT        | 10226800005    | 2       | 7401-2228-000  | DEPOSITS-CUSTOMER           | 200.00     | 200.00       |
| Total 10226800005:   |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220561       | 11037         |                     | FARMER CYCLE 5 HEAVY DUTY | 032624         | 1       | 8404-430-13-48 | GRANTS                      | 340,000.00 | 340,000.00   |
| Total 032624:        |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220562       | 1307          | C&S WASTE SOLUTIONS | 1801 MAIN ST-PD           | 175719552U037  | 1       | 1009-421-10-44 | DISPOSAL                    | 199.09     | 199.09       |
| Total 175719552U037: |                  |              |               |                     |                           |                |         |                |                             |            |              |
| 03/24                | 03/28/2024       | 220562       | 1307          | C&S WASTE SOLUTIONS | 1801 MAIN ST-PD           | 175719682U037  | 1       | 1009-421-10-44 | DISPOSAL                    | 223.41     | 223.41       |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 3/28/2024 - 3/28/2024

| GL<br>Period         | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                 | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title          | Seq<br>Amount | Check<br>Amount |
|----------------------|---------------------|-----------------|------------------|-----------------------|----------------------------|-------------------|------------|------------------|---------------------------|---------------|-----------------|
| Total 175719882U037: |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220563          | 11029            |                       | REFUND WATER OVERPAYMEN    | 10224450017       | 1          | 9999-1001-001    | CASH CLEARING - UTILITIES | 223.41        | 223.41          |
| Total 10224450017:   |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220564          | 11028            | CITY OF MURRIETA POLI | PURCHASE OF K-9 VEHICLE    | 032624            | 1          | 1009-421-10-47   | VEHICLES                  | 36.42         | 36.42           |
| Total 032624:        |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220565          | 148              | COMPUTER LOGISTICS    | 23/24 FY COMPULOG CONTRA   | 84941             | 1          | 1000-417-10-43   | TECHNICAL SVCS            | 4,657.90      | 4,657.90        |
| Total 84941:         |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220565          | 148              | COMPUTER LOGISTICS    | ADDENDUM TO PARTNER AGR    | 84941             | 1          | 1000-417-10-43   | TECHNICAL SVCS            | 986.50        | 986.50          |
| Total 84941:         |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220566          | 10670            | CURRENT ELECTRIC & A  | 606 NEVADA ST SECURITY     | 048657            | 1          | 7620-430-10-43   | TECHNICAL SVCS            | 144.00        | 144.00          |
| Total 048657:        |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220566          | 10670            | CURRENT ELECTRIC & A  | 470-895 CIRCLE DR SECURITY | 048688            | 1          | 7530-451-52-43   | TECHNICAL SERVICES        | 40.00         | 40.00           |
| Total 048688:        |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220566          | 10670            | CURRENT ELECTRIC & A  | 75 N WEATHERLOW ST SECURI  | 048815            | 1          | 1011-452-20-43   | TECHNICAL SVCS            | 99.00         | 99.00           |
| Total 048815:        |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220567          | 11039            |                       | CARL MOYER CYCLE 24 HEAVY  | 032624            | 1          | 8405-430-10-48   | GRANTS                    | 99.00         | 99.00           |
| Total 032624:        |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
| 03/24                | 03/28/2024          | 220568          | 11034            |                       | REFUND GAS DEPOSIT         | 10401000003       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER         | 48,477.00     | 48,477.00       |
| Total 10401000003:   |                     |                 |                  |                       |                            |                   |            |                  |                           |               |                 |
|                      |                     |                 |                  |                       |                            |                   |            |                  |                           | 378.61        | 378.61          |
|                      |                     |                 |                  |                       |                            |                   |            |                  |                           | 378.61        | 378.61          |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 3/28/2024 - 3/28/2024

| GL<br>Period          | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                | Description             | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title            | Seq<br>Amount | Check<br>Amount |
|-----------------------|---------------------|-----------------|------------------|----------------------|-------------------------|-------------------|------------|------------------|-----------------------------|---------------|-----------------|
| 03/24                 | 03/28/2024          | 220569          | 1261             | DIAMOND TRUCK AND A  | REPAIR ALTERNATOR-FD    | 5813              | 1          | 1010-422-10-44   | VEHICLE - REPAIR & MAINTENA | 2,644.40      | 2,644.40        |
| Total 5813:           |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220570          | 10916            | EVERBANK N.A.        | COPIER-PW               | 9930053           | 1          | 7620-430-10-44   | RENT & LEASE EQUIP & VEHIC  | 375.15        | 375.15          |
| Total 9930053:        |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220571          | 1033             | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-D | 471383A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS           | 141.00        | 141.00          |
| Total 471383A:        |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220572          | 265              | FRONTIER             | 251-0015-PD             | 0015 030824       | 1          | 1009-421-10-45   | COMMUNICATIONS              | 90.69         | 90.69           |
| Total 0015 030824:    |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220572          | 265              | FRONTIER             | 021-0030-PD             | 0030 031024       | 1          | 1009-421-10-45   | COMMUNICATIONS              | 826.89        | 826.89          |
| Total 0030 031024:    |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220572          | 265              | FRONTIER             | 257-0315 AWOS AIRPORT   | 0315 031524       | 1          | 7201-430-81-45   | COMMUNICATIONS              | 80.17         | 80.17           |
| Total 0315 031524:    |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220573          | 6690             |                      | REFUND GAS DEPOSIT      | 10319200002       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER           | 50.07         | 50.07           |
| Total 10319200002:    |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220574          | 1075             | INDEPENDENT ELECTRI  | SUPPLIES-GAS            | S106302569 001    | 1          | 7401-430-62-46   | SUPPLIES-GENERAL            | 222.03        | 222.03          |
| Total S106302569 001: |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220575          | 10995            | INLAND SUPPLY CO INC | TOILET PAPER-PW         | 5000427           | 1          | 7620-430-10-46   | SUPPLIES-JANITORIAL         | 97.42         | 97.42           |
| 03/24                 | 03/28/2024          | 220575          | 10995            | INLAND SUPPLY CO INC | TOILET PAPER-CITY HALL  | 5000427           | 2          | 1000-417-10-46   | SUPPLIES-JANITORIAL         | 97.43         | 97.43           |
| Total 5000427:        |                     |                 |                  |                      |                         |                   |            |                  |                             |               |                 |
| 03/24                 | 03/28/2024          | 220576          | 10695            |                      | REFUND KEY DEPOSIT      | 032223            | 1          | 1000-2228-009    | DEPOSITS-COMM CENTER RE     | 15.00         | 15.00           |
| 03/24                 | 03/28/2024          | 220576          | 10695            |                      | REFUND COMMUNITY CENTER | 032223            | 2          | 1011-462-20-36   | RENT-COMMUNITY CENTER       | 50.00         | 50.00           |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE  |                  |              |               |                     | Check Register - Payments by Vendor      |                |         | Page: 4              |                           |            |              |
|---------------------|------------------|--------------|---------------|---------------------|------------------------------------------|----------------|---------|----------------------|---------------------------|------------|--------------|
|                     |                  |              |               |                     | Check Issue Dates: 3/28/2024 - 3/28/2024 |                |         | Mar 28, 2024 10:34AM |                           |            |              |
| 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 032223:       |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220577       | 11036         |                     | FARMER CYCLE 5 HEAVY-DUTY                | 032624         | 1       | 8404-430-13-48       | GRANTS                    | 351,880.43 | 351,880.43   |
| Total 032624:       |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220578       | 9906          |                     | TR EX WEST SACRAMENTO PO                 | 022824         | 1       | 1009-421-10-45       | TRAINING                  | 379.50     | 379.50       |
| Total 022824:       |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220579       | 1335          | LASSEN COUNTY OFFIC | REFUND WATER OVERPAYMEN                  | 10331800006.   | 1       | 9999-1001-001        | CASH CLEARING - UTILITIES | 38.65      | 38.65        |
| Total 10331800006.: |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220580       | 437           | LMUD                | 1801 MAIN ST POLICE STATION              | 8314 022524    | 1       | 1009-421-10-46       | ELECTRICITY               | 1,039.44   | 1,039.44     |
| Total 8314 022524:  |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220581       | 1508          | MAIN STREET LUBE    | REPAIR & MAINT- PD                       | 43586          | 1       | 1009-421-10-44       | VEHICLE-REPAIR & MAINTENA | 57.37      | 57.37        |
| Total 43586:        |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220582       | 11035         |                     | PHYSICAL FITNESS REIMBURS                | 032024         | 1       | 1010-422-10-47       | MACHINERY AND EQUIPMENT   | 250.00     | 250.00       |
| Total 032024:       |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220583       | 11033         |                     | REFUND GAS DEPOSIT                       | 10436750036    | 1       | 7401-2228-000        | DEPOSITS-CUSTOMER         | 67.63      | 67.63        |
| Total 10436750036:  |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220584       | 480           | MINERS & PISANI INC | GAS METER                                | IN-022436      | 1       | 7401-1410-003        | INVENTORY-GAS METERS      | 1,764.16   | 1,764.16     |
| Total IN-022436:    |                  |              |               |                     |                                          |                |         |                      |                           |            |              |
| 03/24               | 03/28/2024       | 220585       | 11038         |                     | CARL MOYER CYCLE 24 HEAVY                | 032624         | 1       | 8405-430-10-48       | GRANTS                    | 36,394.00  | 36,394.00    |
| Total 032624:       |                  |              |               |                     |                                          |                |         |                      |                           |            |              |

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 |
|---------------------|------------------|--------------|---------------|----------------------|---------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 03/24               | 03/28/2024       | 220586       | 11027         |                      | REFUND GAS OVERPAYMENT    | 10418850005    | 1       | 9999-1001-001  | CASH CLEARING - UTILITIES  | 191.85     | 191.85       |
| Total 10418850005:  |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220587       | 558           | PLUMAS-SIERRA        | INTERNET ACCESS CIRCUIT-P | 63630 022924   | 1       | 1009-421-10-45 | COMMUNICATIONS             | 185.00     | 185.00       |
| Total 63630 022924: |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220588       | 7071          | SMITH PROPERTIES     | REFUND WATER OVERPAYMENT  | 10324950003    | 1       | 9999-1001-001  | CASH CLEARING - UTILITIES  | 38.65      | 38.65        |
| Total 10324950003:  |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220589       | 11030         |                      | REFUND GAS DEPOSIT        | 10313400112    | 1       | 7401-2228-000  | DEPOSITS-CUSTOMER          | 98.01      | 98.01        |
| Total 10313400112:  |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220590       | 11028         |                      | REFUND GAS OVERPAYMENT    | 10320500002    | 1       | 9999-1001-001  | CASH CLEARING - UTILITIES  | 22.14      | 22.14        |
| Total 10320500002:  |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220591       | 76            | SUSANVILLE ACE HARD  | SUPPLIES-PD               | 523743         | 1       | 1009-421-10-44 | FACILITY-REPAIR & MAINTENA | 161.28     | 161.28       |
| Total 523743:       |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220591       | 76            | SUSANVILLE ACE HARD  | WASHER & DRYER PARTS-FD   | 524013         | 1       | 1010-422-10-46 | SUPPLIES-COVID             | 87.43      | 87.43        |
| Total 524013:       |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220592       | 677           | SUSANVILLE SANITARY  | 1801 MAIN                 | 2121 030124    | 1       | 1009-421-10-44 | SEWER                      | 52.00      | 52.00        |
| Total 2121 030124:  |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220593       | 10822         | SUSANVILLE TOWING    | TOWING-PD                 | 81381          | 1       | 1009-421-10-44 | VEHICLE-REPAIR & MAINTENA  | 350.00     | 350.00       |
| Total 81381:        |                  |              |               |                      |                           |                |         |                |                            |            |              |
| 03/24               | 03/28/2024       | 220594       | 9544          | TONY'S CLEANING SERV | JANITORIAL SERVICES- PD   | 979            | 1       | 1009-421-10-44 | CUSTODIAL                  | 600.00     | 600.00       |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE |                  |              |               |                      |                           |                |         |                |                   | Check Register - Payments by Vendor      |              | Page: 6              |  |
|--------------------|------------------|--------------|---------------|----------------------|---------------------------|----------------|---------|----------------|-------------------|------------------------------------------|--------------|----------------------|--|
|                    |                  |              |               |                      |                           |                |         |                |                   | Check Issue Dates: 3/28/2024 - 3/28/2024 |              | Mar 28, 2024 10:34AM |  |
| 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 979:         |                  |              |               |                      |                           |                |         |                |                   | 600.00                                   | 600.00       |                      |  |
| 03/24              | 03/28/2024       | 220594       | 9544          | TONY'S CLEANING SERV | JANITORIAL SERVICES- PW   | 986            | 1       | 7620-430-10-44 | CUSTODIAL         | 300.00                                   | 300.00       |                      |  |
| Total 986:         |                  |              |               |                      |                           |                |         |                |                   | 300.00                                   | 300.00       |                      |  |
| 03/24              | 03/28/2024       | 220595       | 749           | VERIZON WIRELESS     | CELLULAR PHONES - PD      | 9957911995     | 1       | 1009-421-10-45 | COMMUNICATIONS    | 1,005.23                                 | 1,005.23     |                      |  |
| Total 9957911995:  |                  |              |               |                      |                           |                |         |                |                   | 1,005.23                                 | 1,005.23     |                      |  |
| 03/24              | 03/28/2024       | 220596       | 11025         | WEIST LAW            | PROFESSIONAL SERVICES-CIT | 2024-M109      | 1       | 1000-417-10-43 | PROFESSIONAL SVCS | 990.00                                   | 990.00       |                      |  |
| 03/24              | 03/28/2024       | 220596       | 11025         | WEIST LAW            | PROFESSIONAL SERVICES-WA  | 2024-M109      | 2       | 7110-430-42-43 | PROFESSIONAL SVCS | 1,485.00                                 | 1,485.00     |                      |  |
| Total 2024-M109:   |                  |              |               |                      |                           |                |         |                |                   | 2,475.00                                 | 2,475.00     |                      |  |
| 03/24              | 03/28/2024       | 220597       | 770           | WESTERN NEVADA SUP   | SUPPLIES- WATER           | 61172656       | 1       | 7110-430-42-46 | SUPPLIES-GENERAL  | 86.18                                    | 86.18        |                      |  |
| Total 61172656:    |                  |              |               |                      |                           |                |         |                |                   | 86.18                                    | 86.18        |                      |  |
| Grand Totals:      |                  |              |               |                      |                           |                |         |                |                   | 803,766.00                               | 803,766.00   |                      |  |

Report Criteria:

Report type: GL detail  
Check Voided = False

M = Manual Check, V = Void Check

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

| GL<br>Period  | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee           | Description      | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title | Seq<br>Amount | Check<br>Amount |
|---------------|---------------------|-----------------|------------------|-----------------|------------------|-------------------|------------|------------------|------------------|---------------|-----------------|
| 03/24         | 03/29/2024          | 220598          | 728              | U.S. POSTMASTER | UB BILLING GAS   | 032924            | 1          | 7401-430-62-46   | POSTAGE          | 280.81        | 280.81          |
| 03/24         | 03/29/2024          | 220598          | 728              | U.S. POSTMASTER | UB BILLING WATER | 032924            | 2          | 7110-430-42-46   | POSTAGE          | 545.12        | 545.12          |
| Total 032924: |                     |                 |                  |                 |                  |                   |            |                  |                  | 825.93        | 825.93          |
| Grand Totals: |                     |                 |                  |                 |                  |                   |            |                  |                  | 825.93        | 825.93          |

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 |
|----------------------|------------------|--------------|---------------|---------------------|---------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 04/24                | 04/04/2024       | 220605       | 10981         | ALSCO INC           | UNIFORMS-PW               | LREN1918826    | 1       | 7620-430-10-44 | LINEN SERVICE              | 35.53      | 35.53        |
| Total LREN1918826:   |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220606       | 1231          | ASBURY ENVIRONMENT  | WASHER SERVICE-GAS        | I500-01048201  | 1       | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE   | 46.77      | 46.77        |
| 04/24                | 04/04/2024       | 220606       | 1231          | ASBURY ENVIRONMENT  | WASHER SERVICE-WATER      | I500-01048201  | 2       | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE  | 46.77      | 46.77        |
| 04/24                | 04/04/2024       | 220606       | 1231          | ASBURY ENVIRONMENT  | WASHER SERVICE-STREETS    | I500-01048201  | 3       | 2005-431-20-44 | REPAIR AND MAINTENANCE VE  | 46.77      | 46.77        |
| Total I500-01048201: |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220607       | 10390         | AUTOZONE PARTS INC  | REPAIR & MAINT-PARKS      | 4015464876     | 1       | 1011-452-20-44 | MISC - REPAIR & MAINTENANC | 5.19       | 5.19         |
| Total 4015464876:    |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 1205 MAIN STREET- STREETS | 175798908U037  | 1       | 2007-431-20-44 | DISPOSAL                   | 104.21     | 104.21       |
| Total 175798908U037: |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 725 MAIN STREET-STREETS   | 175798909U037  | 1       | 2007-431-20-44 | DISPOSAL                   | 26.88      | 26.88        |
| Total 175798909U037: |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 819 MAIN STREET- STREETS  | 175798910U037  | 1       | 2007-431-20-44 | DISPOSAL                   | 52.68      | 52.68        |
| Total 175798910U037: |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 801 MAIN STREET- STREETS  | 175798911U037  | 1       | 2007-431-20-44 | DISPOSAL                   | 52.68      | 52.68        |
| Total 175798911U037: |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 701 MAIN STREET- STREETS  | 175798912U037  | 1       | 2007-431-20-44 | DISPOSAL                   | 52.68      | 52.68        |
| Total 175798912U037: |                  |              |               |                     |                           |                |         |                |                            |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 605 ASH STREET-STREETS    | 175798913U037  | 1       | 2007-431-20-44 | DISPOSAL                   | 26.88      | 26.88        |

M = Manual Check, V = Void Check

| GL<br>Period         | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description              | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title | Seq<br>Amount | Check<br>Amount |
|----------------------|---------------------|-----------------|------------------|---------------------|--------------------------|-------------------|------------|------------------|------------------|---------------|-----------------|
| Total 175798913U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 617 MAIN ST-STREETS      | 175798914U037     | 1          | 2007-431-20-44   | DISPOSAL         | 26.88         | 26.88           |
| Total 175798914U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 611 MAIN STREET- STREETS | 175798915U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798915U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 400 MAIN STREET- STREETS | 175798916U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798916U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 600 MAIN ST-STREETS      | 175798917U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798917U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 626 MAIN ST-STREETS      | 175798918U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798918U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 732 MAIN STREET-STREETS  | 175798919U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798919U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 1000 MAIN ST-STREETS     | 175798920U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798920U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 700 MAIN STREET- STREETS | 175798921U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798921U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |
| 04/24                | 04/04/2024          | 220608          | 1307             | C&S WASTE SOLUTIONS | 822 MAIN STREET- STREETS | 175798922U037     | 1          | 2007-431-20-44   | DISPOSAL         | 52.68         | 52.68           |
| Total 175798922U037: |                     |                 |                  |                     |                          |                   |            |                  |                  |               |                 |

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 |
|----------------------|------------------|--------------|---------------|---------------------|--------------------------|----------------|---------|----------------|------------------|------------|--------------|
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 950 MAIN STREET- STREETS | 175798923U037  | 1       | 2007-431-20-44 | DISPOSAL         | 52.68      | 52.68        |
| Total 175798923U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 470-895 CIRCLE DR        | 175798924U037  | 1       | 7530-451-52-44 | DISPOSAL         | 268.89     | 268.89       |
| Total 175798924U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 925 SIERRA ST-PW         | 175799114U037  | 1       | 7620-430-10-44 | DISPOSAL         | 235.41     | 235.41       |
| Total 175799114U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 66 N LASSEN ST           | 175799115U037  | 1       | 1000-417-10-44 | DISPOSAL         | 229.41     | 229.41       |
| Total 175799115U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 95 N WEATHERLOW ST       | 175799116U037  | 1       | 1011-452-20-44 | DISPOSAL         | 223.41     | 223.41       |
| Total 175799116U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 720 SOUTH ST-SHOP        | 175799118U037  | 1       | 7620-430-10-44 | DISPOSAL         | 247.42     | 247.42       |
| Total 175799118U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 1110 NORTH STREET        | 175799194U037  | 1       | 1011-452-20-44 | DISPOSAL         | 326.79     | 326.79       |
| Total 175799194U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 900 MAIN ST-STREETS      | 175799202U037  | 1       | 2007-431-20-44 | DISPOSAL         | 52.68      | 52.68        |
| Total 175799202U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 1408 MAIN ST-STREETS     | 175799203U037  | 1       | 2007-431-20-44 | DISPOSAL         | 52.68      | 52.68        |
| Total 175799203U037: |                  |              |               |                     |                          |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS | 1616 MAIN STREET-STREETS | 175799204U037  | 1       | 2007-431-20-44 | DISPOSAL         | 52.68      | 52.68        |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE   |                  |              |               | Check Register - Payments by Vendor    |                           |                |         | Page: 4              |                           |            |              |
|----------------------|------------------|--------------|---------------|----------------------------------------|---------------------------|----------------|---------|----------------------|---------------------------|------------|--------------|
|                      |                  |              |               | Check Issue Dates: 4/4/2024 - 4/4/2024 |                           |                |         | Apr 04, 2024 11:31AM |                           |            |              |
| 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 175799204U037: |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS                    | 65 N LASSEN ST-STREETS    | 175799220U037  | 1       | 2007-431-20-44       | DISPOSAL                  | 52.68      | 52.68        |
| Total 175799220U037: |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220608       | 1307          | C&S WASTE SOLUTIONS                    | 732 MAIN STREET-STREETS   | 175799328U037  | 1       | 2007-431-20-44       | DISPOSAL                  | 105.36     | 105.36       |
| Total 175799328U037: |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220609       | 152           | COUSO TECHNOLOGY &                     | TECHINCAL SERVICES        | 5222           | 1       | 1000-417-10-43       | TECHNICAL SVCS            | 340.00     | 340.00       |
| Total 5222:          |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | HYDRAULIC OIL-GAS         | 2740492128     | 1       | 7401-430-62-44       | REPAIR AND MAINT-VEHICLE  | 27.06      | 27.06        |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | HYDRAULIC OIL-WATER       | 2740492128     | 2       | 7110-430-42-44       | REPAIR AND MAINTENANCE-VE | 27.06      | 27.06        |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | HYDRAULIC OIL-STREETS SB1 | 2740492128     | 3       | 2005-431-20-44       | REPAIR AND MAINTENANCE VE | 27.06      | 27.06        |
| Total 2740492128:    |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | TUBE BENDER-PW            | 2740493404     | 1       | 7620-430-10-44       | REPAIR AND MAINTENANCE-VE | 16.23      | 16.23        |
| Total 2740493404:    |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | CREDIT- PW                | 2740493513     | 1       | 7620-430-10-44       | REPAIR AND MAINTENANCE-VE | 16.23      | 16.23        |
| Total 2740493513:    |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | BATTERY-GAS               | 2740494959     | 1       | 7401-430-62-44       | REPAIR AND MAINT-VEHICLE  | 141.10     | 141.10       |
| Total 2740494959:    |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | WIPER FLUID-PW            | 2740494966     | 1       | 7620-430-10-44       | REPAIR AND MAINTENANCE-VE | 4.61       | 4.61         |
| Total 2740494966:    |                  |              |               |                                        |                           |                |         |                      |                           |            |              |
| 04/24                | 04/04/2024       | 220610       | 161           | CSK AUTO INC                           | REPAIR & MAINT-PW         | 2740495553     | 1       | 7620-430-10-44       | REPAIR AND MAINTENANCE-VE | 32.62      | 32.62        |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE |                  |              |               |                      |                            | Check Register - Payments by Vendor    |         |                |                              | Page: 5              |              |
|--------------------|------------------|--------------|---------------|----------------------|----------------------------|----------------------------------------|---------|----------------|------------------------------|----------------------|--------------|
|                    |                  |              |               |                      |                            | Check Issue Dates: 4/4/2024 - 4/4/2024 |         |                |                              | Apr 04, 2024 11:31AM |              |
| 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 2740495553:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220610       | 161           | CSK AUTO INC         | POWER PLUG-PW              | 2740495634                             | 1       | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE    | 14.61                | 14.61        |
| Total 2740495634:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220610       | 161           | CSK AUTO INC         | RAPID FIRE-PW              | 2740495648                             | 1       | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE    | 24.00                | 24.00        |
| Total 2740495648:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220610       | 161           | CSK AUTO INC         | CREDIT-PW                  | 2740495665                             | 1       | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE    | 49.62                | 49.62        |
| Total 2740495665:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220610       | 161           | CSK AUTO INC         | SPARK PLUG-PW              | 2740495985                             | 1       | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE    | 21.69                | 21.69        |
| Total 2740495985:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220610       | 161           | CSK AUTO INC         | SPLITTER-GAS               | 2740496148                             | 1       | 7401-430-62-46 | SUPPLIES-GENERAL             | 8.65                 | 8.65         |
| Total 2740496148:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220611       | 10670         | CURRENT ELECTRIC & A | NEW BATTERIES-CITY HALL    | 049045                                 | 1       | 1000-417-10-44 | FACILITY - REPAIR & MAINTENA | 74.00                | 74.00        |
| Total 049045:      |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220612       | 188           | DEPARTMENT OF WATE   | ANNUAL DAM FEES 24/25 BARR | 1800162895                             | 1       | 7110-1430-105  | PRE-PAID OTHER               | 3,995.00             | 3,995.00     |
| Total 1800162895:  |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220613       | 198           | DITCH WITCH EQUIPMEN | HAND WHEEL-WATER           | 570088                                 | 1       | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE    | 129.76               | 129.76       |
| Total 570088:      |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |
| 04/24              | 04/04/2024       | 220614       | 219           | ED STAUB & SONS PETR | 209.73 GAL PROPANE-AIRPORT | 10592660                               | 1       | 7201-430-81-46 | PROPANE                      | 503.28               | 503.28       |
| Total 10592660:    |                  |              |               |                      |                            |                                        |         |                |                              |                      |              |

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 |
|-----------------|------------------|--------------|---------------|-----------------------|-----------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 04/24           | 04/04/2024       | 220614       | 219           | ED STAUB & SONS PETR  | 120 GAL PROPANE-GC          | 10606946       | 1       | 7530-451-50-46 | PROPANE                    | 311.46     | 311.46       |
| Total 10606946: |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220614       | 219           | ED STAUB & SONS PETR  | TANK RENT-GC CIRCLE DR      | 10624381       | 1       | 7530-451-52-44 | RENT & LEASES EQUIP & VEHI | 311.46     | 311.46       |
| Total 10624381: |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220614       | 219           | ED STAUB & SONS PETR  | TANK RENT-GC WINGFIELD RD   | 10625055       | 1       | 7530-451-52-44 | RENT & LEASES EQUIP & VEHI | 1.00       | 1.00         |
| Total 10625055: |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220615       | 1033          | FGL ENVIRONMENTAL     | WEEKLY WATER SAMPLING-D     | 471626A        | 1       | 7110-430-42-43 | PROFESSIONAL SVCS          | 175.00     | 175.00       |
| Total 471626A:  |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220615       | 1033          | FGL ENVIRONMENTAL     | WEEKLY WATER SAMPLING-JO    | 471628A        | 1       | 7112-430-42-43 | PROFESSIONAL SVCS          | 39.00      | 39.00        |
| Total 471628A:  |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220616       | 257           | FOREST OFFICE EQUIPM  | MAINT.CONTRACT FOLD MACHI   | SV007198       | 1       | 7401-430-52-43 | TECHNICAL SVCS             | 44.08      | 44.08        |
| 04/24           | 04/04/2024       | 220616       | 257           | FOREST OFFICE EQUIPM  | MAINT.CONTRACT FOLD MACHI   | SV007198       | 2       | 7110-430-42-43 | TECHNICAL SVCS             | 44.08      | 44.08        |
| Total SV007198: |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220617       | 1362          | IRON MOUNTAIN INFO. M | CITY HALL SHREDDING         | JJRV359        | 1       | 1000-417-10-43 | PROFESSIONAL SVCS          | 125.12     | 125.12       |
| Total JJRV359:  |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220618       | 411           | LASSEN MOTOR PARTS    | ADAPTER-STREETS SB1         | 449981         | 1       | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI  | 4.08       | 4.08         |
| Total 449981:   |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220619       | 10485         | LEAF CAPITAL FUNDING  | KYOCERA COPIER-FD           | 16242724       | 1       | 1010-422-10-44 | RENT & LEASES EQUIP & VEHI | 236.48     | 236.48       |
| Total 16242724: |                  |              |               |                       |                             |                |         |                |                            |            |              |
| 04/24           | 04/04/2024       | 220620       | 437           | LMUD                  | 471-920 JOHNSTONVILLE RD-AI | 10108 032524   | 1       | 7201-430-81-46 | ELECTRICITY                | 118.33     | 118.33       |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 4/4/2024 - 4/4/2024

| 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 10108 032524:  |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | GOLF COURSE IRR WELL/ NAG  | 122907 032524  | 1       | 7530-451-52-46 | ELECTRICITY      | 118.33     | 118.33       |
| Total 122907 032524: |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | GOLF COURSE PUMP STATION   | 122910 032524  | 1       | 7530-451-52-46 | ELECTRICITY      | 50.60      | 50.60        |
| Total 122910 032524: |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | GOLF COURSE IRR PUMP/BTH   | 122929 032524  | 1       | 7530-451-52-46 | ELECTRICITY      | 50.60      | 50.60        |
| Total 122929 032524: |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | GOLF COURSE PUMP HOUSE     | 132052 032524  | 1       | 7530-451-52-46 | ELECTRICITY      | 138.93     | 138.93       |
| Total 132052 032524: |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | 470-895 CIRCLE DR-CLUB HOU | 144281 032524  | 1       | 1011-452-20-46 | ELECTRICITY      | 30.00      | 30.00        |
| Total 144281 032524: |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | SOUTH ST ROOSEVELT AREA L  | 1744 032524    | 1       | 1011-452-20-46 | ELECTRICITY      | 152.60     | 152.60       |
| Total 1744 032524:   |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | RIVERSIDE PARK LIGHTS      | 1999 032524    | 1       | 1011-452-20-46 | ELECTRICITY      | 236.09     | 236.09       |
| Total 1999 032524:   |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | CADY SPRINGS               | 26784 032524   | 1       | 7110-430-42-46 | ELECTRICITY      | 11.04      | 11.04        |
| Total 26784 032524:  |                  |              |               |       |                            |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | 1505 MAIN ST FIRE STATION  | 2876 032524    | 1       | 1010-422-10-46 | ELECTRICITY      | 200.87     | 200.87       |
| Total 2876 032524:   |                  |              |               |       |                            |                |         |                |                  |            |              |
| Total 551.54         |                  |              |               |       |                            |                |         |                |                  |            |              |
| Total 972.14         |                  |              |               |       |                            |                |         |                |                  |            |              |

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 |
|----------------------|------------------|--------------|---------------|-------|-----------------------------|----------------|---------|----------------|------------------|------------|--------------|
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | RICHMOND RD BRIDGE-STREE    | 35094 032524   | 1       | 2007-431-60-46 | ELECTRICITY      | 320.67     | 320.67       |
| Total 35094 032524:  |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | LITTLE LEAGUE AREA LIGHTS-  | 3522 032524    | 1       | 1011-452-20-46 | ELECTRICITY      | 76.09      | 76.09        |
| Total 3522 032524:   |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | N WEATHERLOW ST SIGNALS-    | 3651 032524    | 1       | 2007-431-60-46 | ELECTRICITY      | 168.65     | 168.65       |
| Total 3651 032524:   |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | LITTLE LEAGUE PARK DRIVEW   | 416851 032524  | 1       | 1011-452-20-46 | ELECTRICITY      | 39.39      | 39.39        |
| Total 416851 032524: |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | LAUREL ST- STREETS          | 416902 032524  | 1       | 2007-431-60-46 | ELECTRICITY      | 39.39      | 39.39        |
| Total 416902 032524: |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | SOUTH ST- STREETS           | 416924 032524  | 1       | 2007-431-60-46 | ELECTRICITY      | 39.39      | 39.39        |
| Total 416924 032524: |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | RICHMOND RD & PEARL CR- S   | 416984 032524  | 1       | 2007-431-60-46 | ELECTRICITY      | 39.39      | 39.39        |
| Total 416984 032524: |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | 1801 MAIN ST STREET LT      | 417512 032524  | 1       | 2007-431-60-46 | ELECTRICITY      | 39.39      | 39.39        |
| Total 417512 032524: |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | ORCHARD ST- STREETS         | 418802 032524  | 1       | 2007-431-60-46 | ELECTRICITY      | 23.12      | 23.12        |
| Total 418802 032524: |                  |              |               |       |                             |                |         |                |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | RIVERSIDE DR. & RIVER- STRE | 418824 032524  | 1       | 2007-431-60-46 | ELECTRICITY      | 39.39      | 39.39        |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE   |                  |              |               |       | Check Register - Payments by Vendor    |                |         | Page: 9              |                  |            |              |
|----------------------|------------------|--------------|---------------|-------|----------------------------------------|----------------|---------|----------------------|------------------|------------|--------------|
|                      |                  |              |               |       | Check Issue Dates: 4/4/2024 - 4/4/2024 |                |         | Apr 04, 2024 11:31AM |                  |            |              |
| 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 418824 032524: |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | RIVERSIDE DR. & LAUREL- STR            | 418833 032524  | 1       | 2007-431-60-46       | ELECTRICITY      | 39.39      | 39.39        |
| Total 418833 032524: |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | MAIN & ALEXANDER SIGNAL-S              | 49496 032524   | 1       | 2007-431-60-46       | ELECTRICITY      | 197.10     | 197.10       |
| Total 49496 032524:  |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | MAIN & FAIRFIELD-STREETS               | 49497 032524   | 1       | 2007-431-60-46       | ELECTRICITY      | 159.88     | 159.88       |
| Total 49497 032524:  |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | MAIN & JOHNSTNVLE SIGNAL-              | 49498          | 1       | 2007-431-60-46       | ELECTRICITY      | 185.38     | 185.38       |
| Total 49498:         |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | RIVERSIDE & MAIN SIGNALS-S             | 49499 032524   | 1       | 2007-431-60-46       | ELECTRICITY      | 299.28     | 299.28       |
| Total 49499 032524:  |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | 471-920 JOHNSTONVILLE RD-AI            | 54333 032524   | 1       | 7201-430-81-46       | ELECTRICITY      | 43.04      | 43.04        |
| Total 54333 032524:  |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | SPRING RIDGE BOOSTER                   | 55754 032524   | 1       | 7110-430-42-46       | ELECTRICITY      | 482.57     | 482.57       |
| Total 55754 032524:  |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | 925 SIERRA RD SPORTS CTR               | 60453 032524   | 1       | 1011-452-20-46       | ELECTRICITY      | 32.52      | 32.52        |
| Total 60453 032524:  |                  |              |               |       |                                        |                |         |                      |                  |            |              |
| 04/24                | 04/04/2024       | 220620       | 437           | LMUD  | 471-920 JOHNSTONVILLE RD AI            | 7146 032524    | 1       | 7201-430-81-46       | ELECTRICITY      | 528.41     | 528.41       |
| Total 7146 032524:   |                  |              |               |       |                                        |                |         |                      |                  |            |              |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE |                  |              |               | Check Register - Payments by Vendor    |                             |                |         | Page: 10             |                            |            |              |
|--------------------|------------------|--------------|---------------|----------------------------------------|-----------------------------|----------------|---------|----------------------|----------------------------|------------|--------------|
|                    |                  |              |               | Check Issue Dates: 4/4/2024 - 4/4/2024 |                             |                |         | Apr 04, 2024 11:31AM |                            |            |              |
| 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 |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | 471-920 JOHNSTONVILLE RD AI | 7154 032524    | 1       | 7201-430-81-46       | ELECTRICITY                | 41.25      | 41.25        |
| Total 7154 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | GOLF COURSE OLD CLUB HOU    | 7394 042524    | 1       | 7530-451-50-46       | ELECTRICITY                | 79.95      | 79.95        |
| Total 7394 042524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | GOLF COURSE CART BARN 2     | 7400 032524    | 1       | 7530-451-52-46       | ELECTRICITY                | 34.21      | 34.21        |
| Total 7400 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | WELL #1-WATER               | 7714 032524    | 1       | 7110-430-42-46       | ELECTRICITY                | 267.26     | 267.26       |
| Total 7714 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | GOLF COURSE BARN 1 & 3      | 9312 032524    | 1       | 7530-451-52-46       | ELECTRICITY                | 30.00      | 30.00        |
| Total 9312 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | RIVERSIDE PARK              | 9501 032524    | 1       | 1011-452-20-46       | ELECTRICITY                | 198.03     | 198.03       |
| Total 9501 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | GEO PUMP #2                 | 9503 032524    | 1       | 7301-430-52-46       | ELECTRICITY                | 50.61      | 50.61        |
| Total 9503 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220620       | 437           | LMUD                                   | HOSPITAL LN-GEO             | 9963 032524    | 1       | 7301-430-52-46       | ELECTRICITY                | 30.00      | 30.00        |
| Total 9963 032524: |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220621       | 10616         |                                        | RETURN COMMUNITY CENTER/    | 03272024       | 1       | 1000-2228-009        | DEPOSITS-COMM CENTER RE    | 55.00      | 55.00        |
| Total 03272024:    |                  |              |               |                                        |                             |                |         |                      |                            |            |              |
| 04/24              | 04/04/2024       | 220622       | 10729         | NORCAL TURF TECH AN                    | ANNUAL REEL SHARPENING      | 1562           | 1       | 7530-451-52-44       | REPAIR & MAINTENANCE - EQU | 3,400.00   | 3,400.00     |

M = Manual Check, V = Void Check

## CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 4/4/2024 - 4/4/2024Page: 11  
Apr 04, 2024 11:31AM

| GL<br>Period         | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                | Description               | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title             | Seq<br>Amount | Check<br>Amount |
|----------------------|---------------------|-----------------|------------------|----------------------|---------------------------|-------------------|------------|------------------|------------------------------|---------------|-----------------|
| Total 1562:          |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220623          | 546              | PAYLESS BUILDING SUP | LIGHTWEIGHT CONCRETE-STR  | 209513            | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE-MI    | 7.63          | 7.63            |
| Total 209513:        |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220623          | 546              | PAYLESS BUILDING SUP | CAULK WHITE-PD            | 210555            | 1          | 1009-421-10-44   | FACILITY-REPAIR & MAINTENA   | 81.71         | 81.71           |
| Total 210555:        |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220624          | 548              | PEE WEE ENTERPRISES  | SUPPLIES-PARKS            | 23022201          | 1          | 1011-452-21-46   | SUPPLIES-GENERAL             | 583.00        | 583.00          |
| Total 23022201:      |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220625          | 10563            | POLICY CONSULTING AS | LAFCO STAFF SVCS & EXPENS | LASSEN 2024-3     | 1          | 8402-413-30-43   | LAFCO EXEC. OFFICE SVC       | 3,500.00      | 3,500.00        |
| 04/24                | 04/04/2024          | 220625          | 10563            | POLICY CONSULTING AS | LAFCO STAFF SVCS & EXPENS | LASSEN 2024-3     | 2          | 8402-413-30-43   | LAFCO BROWN ACT COMPLIAN     | 208.33        | 208.33          |
| 04/24                | 04/04/2024          | 220625          | 10563            | POLICY CONSULTING AS | LAFCO STAFF SVCS & EXPENS | LASSEN 2024-3     | 3          | 8402-413-30-43   | PROFESSIONAL SVCS            | 822.50        | 822.50          |
| Total LASSEN 2024-3: |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220626          | 1296             | RENTAL GUYS          | ROLLER-PD                 | 977087-5          | 1          | 1009-421-10-44   | FACILITY-REPAIR & MAINTENA   | 56.79         | 56.79           |
| Total 977087-5:      |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220627          | 632              | SEZZI CONCRETE & MAT | 2 YDS WOOD CHIPS-CDBG CV  | 26773             | 1          | 2046-465-20-46   | SUPPLIES GENERAL             | 169.46        | 169.46          |
| Total 26773:         |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD  | PADLOCK-PARKS             | 523878            | 1          | 1011-452-21-44   | FACILITY - REPAIR & MAINTENA | 32.14         | 32.14           |
| Total 523878:        |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD  | CONCRETE-GAS              | 523890            | 1          | 7401-430-62-46   | SUPPLIES-GENERAL             | 38.06         | 38.06           |
| Total 523890:        |                     |                 |                  |                      |                           |                   |            |                  |                              |               |                 |
| 04/24                | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD  | PUTTY TAPE-PARK           | 523972            | 1          | 1011-452-20-44   | FACILITY - REPAIR & MAINTENA | 17.53         | 17.53           |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 4/4/2024 - 4/4/2024

| GL<br>Period  | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description          | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title             | Seq<br>Amount | Check<br>Amount |
|---------------|---------------------|-----------------|------------------|---------------------|----------------------|-------------------|------------|------------------|------------------------------|---------------|-----------------|
| Total 523972: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | REPAIR & MAINT-PARKS | 523978            | 1          | 1011-452-20-44   | FACILITY - REPAIR & MAINTENA | 16.41         | 16.41           |
| Total 523978: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | WD40-STREETS SB1     | 523979            | 1          | 2005-431-20-44   | REPAIR AND MAINTENANCE-MI    | 16.55         | 16.55           |
| Total 523979: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | CONCRETE-GAS         | 524073            | 1          | 7401-430-62-46   | SUPPLIES-GENERAL             | 38.06         | 38.06           |
| Total 524073: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | REPAIR & MAINT-PARKS | 524081            | 1          | 1011-452-20-44   | MISC - REPAIR & MAINTENANC   | 4.96          | 4.96            |
| Total 524081: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | LOCK-PARKS           | 524105            | 1          | 1011-452-20-44   | MISC - REPAIR & MAINTENANC   | 10.71         | 10.71           |
| Total 524105: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | REPAIR & MAINT-PARKS | 524119            | 1          | 1011-452-20-44   | MISC - REPAIR & MAINTENANC   | 23.30         | 23.30           |
| Total 524119: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | PAINT REMOVER-PARKS  | 524124            | 1          | 1011-452-20-46   | SUPPLIES-GENERAL             | 9.54          | 9.54            |
| Total 524124: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | CREDIT-PARKS         | 524131            | 1          | 1011-452-20-44   | MISC - REPAIR & MAINTENANC   | 1.95-         | 1.95-           |
| Total 524131: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |
| 04/24         | 04/04/2024          | 220628          | 76               | SUSANVILLE ACE HARD | REPAIR & MAINT-PARKS | 524148            | 1          | 1011-452-20-44   | MISC - REPAIR & MAINTENANC   | 11.28         | 11.28           |
| Total 524148: |                     |                 |                  |                     |                      |                   |            |                  |                              |               |                 |

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 |
|-------------------|------------------|--------------|---------------|----------------------|------------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 04/24             | 04/04/2024       | 220628       | 76            | SUSANVILLE ACE HARD  | REPAIR & MAINT-PARKS         | 524151         | 1       | 1011-452-20-44 | MISC - REPAIR & MAINTENANC | 23.86      | 23.86        |
| Total 524151:     |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220628       | 76            | SUSANVILLE ACE HARD  | OUTLET COVER-PARKS           | 524164         | 1       | 1011-452-20-44 | MISC - REPAIR & MAINTENANC | 5.54       | 5.54         |
| Total 524164:     |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220629       | 10822         | SUSANVILLE TOWING    | REPAIR & MAINT-PD            | TEMP 4         | 1       | 1009-421-10-44 | VEHICLE-REPAIR & MAINTENA  | 967.75     | 967.75       |
| Total TEMP 4:     |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220630       | 11000         |                      | TR EX SANTA ROSA 4/10/24-4/1 | 040224         | 1       | 1000-465-10-45 | TRAVEL                     | 516.74     | 516.74       |
| Total 040224:     |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220631       | 208           | TOM DOWNING          | REIM HEALTH INSURANCE        | 032824         | 1       | 7610-2239-006  | RETIREE SICK LEAVE BANK PA | 423.90     | 423.90       |
| Total 032824:     |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220632       | 9544          | TONY'S CLEANING SERV | JANITORIAL SERVICES- CITY H  | 982            | 1       | 1000-417-10-43 | PROFESSIONAL SVCS          | 350.00     | 350.00       |
| Total 982:        |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220633       | 749           | VERIZON WIRELESS     | CELLULAR PHONES - FIRE       | 9959424564     | 1       | 1010-422-10-45 | COMMUNICATIONS             | 339.68     | 339.68       |
| 04/24             | 04/04/2024       | 220633       | 749           | VERIZON WIRELESS     | CELLULAR PHONES - PD         | 9959424564     | 2       | 1009-421-10-45 | COMMUNICATIONS             | 41.91      | 41.91        |
| 04/24             | 04/04/2024       | 220633       | 749           | VERIZON WIRELESS     | CELLULAR PHONES - ECON D     | 9959424564     | 3       | 1000-465-10-45 | COMMUNICATIONS             | 41.91      | 41.91        |
| 04/24             | 04/04/2024       | 220633       | 749           | VERIZON WIRELESS     | CELLULAR PHONES - CITY CO    | 9959424564     | 4       | 1000-411-10-45 | COMMUNICATIONS             | 125.73     | 125.73       |
| Total 9959424564: |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220634       | 11042         | VICTORIA BURNS       | REIM. PERMIT 22147           | 03212024       | 1       | 1011-424-20-32 | BUILDING PERMITS           | 161.25     | 161.25       |
| Total 03212024:   |                  |              |               |                      |                              |                |         |                |                            |            |              |
| 04/24             | 04/04/2024       | 220635       | 770           | WESTERN NEVADA SUP   | SUPPLIES-GEO                 | 61176583       | 1       | 7301-430-52-44 | REPAIR AND MAINTENANCE - F | 279.50     | 279.50       |
| Total 61176583:   |                  |              |               |                      |                              |                |         |                |                            |            |              |

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 |
|----------------|------------------|--------------|---------------|--------------------|----------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 04/24          | 04/04/2024       | 220836       | 1198          | WESTWOOD SANITATIO | PORTABLE TOILET - MEMORIAL | A-74749        | 1       | 2046-485-20-44 | RENT & LEASE EQUIP & VEHIC | 292.68     | 292.68       |
| Total A-74749: |                  |              |               |                    |                            |                |         |                |                            |            |              |
| Grand Totals:  |                  |              |               |                    |                            |                |         |                |                            |            |              |
|                |                  |              |               |                    |                            |                |         |                |                            | 292.68     | 292.68       |
|                |                  |              |               |                    |                            |                |         |                |                            | 27,830.78  | 27,830.78    |

Report Criteria:

Report type: GL detail

Check Voided = False

Check Issue Dates: 4/11/2024 - 4/11/2024

Apr 11, 2024 10:05AM

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 |
|----------------------|------------------|--------------|---------------|---------------------|----------------------------|----------------|---------|----------------|---------------------------|------------|--------------|
| 04/24                | 04/11/2024       | 220638       | 11049         |                     | RETURN FACILITY RENTALS PY | 040824         | 1       | 1000-2228-009  | DEPOSITS-COMM CENTER RE   | 75.00      | 75.00        |
| Total 040824:        |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220639       | 9216          |                     | TR EX SACRAMENTO CITY LEA  | 041024         | 1       | 1000-411-10-45 | TRAVEL                    | 270.28     | 270.28       |
| Total 041024:        |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220640       | 1231          | ASBURY ENVIRONMENT  | WASTE OIL-GAS              | 1500-01050795  | 1       | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE  | 92.68      | 92.68        |
| 04/24                | 04/11/2024       | 220640       | 1231          | ASBURY ENVIRONMENT  | WASTE OIL-WATER            | 1500-01050795  | 2       | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 92.68      | 92.68        |
| 04/24                | 04/11/2024       | 220640       | 1231          | ASBURY ENVIRONMENT  | WASTE OIL-STREET'S SB1     | 1500-01050795  | 3       | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 92.68      | 92.68        |
| Total 1500-01050795: |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220641       | 11047         |                     | REFUND GAS DEPOSIT         | 10531800845    | 1       | 7401-2228-000  | DEPOSITS-CUSTOMER         | 183.32     | 183.32       |
| Total 10531800845:   |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220642       | 11043         |                     | REFUND GAS DEPOSIT         | 10524450407    | 1       | 7401-2228-000  | DEPOSITS-CUSTOMER         | 126.85     | 126.85       |
| Total 10524450407:   |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220643       | 1307          | C&S WASTE SOLUTIONS | DOYEL CLEAN UP             | 175798751U037  | 1       | 8404-430-15-48 | GRANTS                    | 1,610.70   | 1,610.70     |
| Total 175798751U037: |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220643       | 1307          | C&S WASTE SOLUTIONS | 1801 MAIN ST-PD            | 175798776U037  | 1       | 1009-421-10-44 | DISPOSAL                  | 461.22     | 461.22       |
| Total 175798776U037: |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220643       | 1307          | C&S WASTE SOLUTIONS | STANDISH CLEAN UP          | 175798854U037  | 1       | 8404-430-15-48 | GRANTS                    | 334.50     | 334.50       |
| Total 175798854U037: |                  |              |               |                     |                            |                |         |                |                           |            |              |
| 04/24                | 04/11/2024       | 220643       | 1307          | C&S WASTE SOLUTIONS | 1801 MAIN ST-PD            | 175799117U037  | 1       | 1009-421-10-44 | DISPOSAL                  | 446.82     | 446.82       |

M = Manual Check, V = Void Check

| GL<br>Period         | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description               | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title          | Seq<br>Amount | Check<br>Amount |
|----------------------|---------------------|-----------------|------------------|---------------------|---------------------------|-------------------|------------|------------------|---------------------------|---------------|-----------------|
| Total 175799117U037: |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220644          | 9678             |                     | TR EX MCCLELLAN POST SPEC | 030424            | 1          | 1009-421-10-45   | TRAINING                  | 446.82        | 446.82          |
| Total 030424:        |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220645          | 11001            | CORE PSYCHOLOGICAL  | PROFESSIONAL SERVICES     | 7374              | 1          | 1000-416-10-43   | PROFESSIONAL SVCS         | 862.50        | 862.50          |
| Total 7374:          |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220646          | 156              | CREATIVE FORMS & CO | REMINDEMS-GAS             | 120551            | 1          | 7401-430-62-46   | SUPPLIES-GENERAL          | 862.50        | 862.50          |
| 04/24                | 04/11/2024          | 220646          | 156              | CREATIVE FORMS & CO | REMINDEMS-WATER           | 120551            | 2          | 7110-430-42-46   | SUPPLIES-GENERAL          | 500.00        | 500.00          |
| Total 120551:        |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220647          | 161              | CSK AUTO INC        | FUSE HOLDER-GAS           | 2740496160        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE  | 587.01        | 587.01          |
| 04/24                | 04/11/2024          | 220647          | 161              | CSK AUTO INC        | FUSE HOLDER-WATER         | 2740496160        | 2          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE | 587.01        | 587.01          |
| 04/24                | 04/11/2024          | 220647          | 161              | CSK AUTO INC        | FUSE HOLDER-STREETS SB1   | 2740496160        | 3          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE | 1,174.02      | 1,174.02        |
| Total 2740496160:    |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220647          | 161              | CSK AUTO INC        | MEGACRIMP-GAS             | 2740496688        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE  | 18.35         | 18.35           |
| Total 2740496688:    |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220647          | 161              | CSK AUTO INC        | BATTERY-PW                | 2740496874        | 1          | 7620-430-10-44   | REPAIR AND MAINTENANCE-VE | 10.50         | 10.50           |
| Total 2740496874:    |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220647          | 161              | CSK AUTO INC        | ANTIFREEZE-GAS            | 2740496875        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE  | 151.97        | 151.97          |
| Total 2740496875:    |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220648          | 931              |                     | TR EX SACRAMENTO CITY LEA | 040824            | 1          | 1000-413-20-45   | TRAVEL                    | 42.15         | 42.15           |
| Total 040824:        |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| 04/24                | 04/11/2024          | 220649          | 173              | DATCO SERVICES      | EMPLOYEE 2ND QTRLY SVC FE | 184710            | 1          | 1000-416-10-43   | TECHNICAL SVCS            | 270.28        | 270.28          |
| Total 220649:        |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |
| Total 535.50         |                     |                 |                  |                     |                           |                   |            |                  |                           |               |                 |

M = Manual Check, V = Void Check

| GL<br>Period       | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                 | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title           | Seq<br>Amount | Check<br>Amount |
|--------------------|---------------------|-----------------|------------------|-----------------------|----------------------------|-------------------|------------|------------------|----------------------------|---------------|-----------------|
| Total 184710:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220649          | 173              | DATCO SERVICES        | SUBSTANCE TEST             | 4-93702           | 1          | 1000-416-10-43   | TECHNICAL SVCS             | 535.50        | 535.50          |
| Total 4-93702:     |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220650          | 1565             | DIRTY JOE'S CAR WASH  | CAR WASH- PD               | 040424            | 1          | 1009-421-10-44   | VEHICLE-REPAIR & MAINTENA  | 676.00        | 676.00          |
| Total 040424:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220651          | 230              | ENTENMANN - ROVIN CO  | SUPPLIES-FD                | 0180193-IN        | 1          | 1010-422-10-43   | VOLUNTEERS                 | 60.00         | 60.00           |
| 04/24              | 04/11/2024          | 220651          | 230              | ENTENMANN - ROVIN CO  | SUPPLIES-FD                | 0180193-IN        | 2          | 1010-422-10-46   | SUPPLIES- GENERAL          | 33.25         | 33.25           |
| Total 0180193-IN:  |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220652          | 1356             |                       | RETURN FACILITY RENTAL PY  | 020724            | 1          | 1000-2228-009    | DEPOSITS-COMM CENTER RE    | 62.80         | 62.80           |
| 04/24              | 04/11/2024          | 220652          | 1356             |                       | RETURN FACILITY RENTAL PY  | 020724            | 2          | 7530-451-50-36   | RENTS & ROYALTIES          | 96.05         | 96.05           |
| Total 020724:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220653          | 1033             | FGL ENVIRONMENTAL     | WEEKLY WATER SAMPLING-D    | 471810A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS          | 75.00         | 75.00           |
| Total 471810A:     |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220654          | 257              | FOREST OFFICE EQUIPM  | COPIER-FD                  | SV007312          | 1          | 1010-422-10-44   | RENT & LEASES EQUIP & VEHI | 175.00        | 175.00          |
| Total SV007312:    |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220655          | 10995            | INLAND SUPPLY CO INC  | PAPER TOWELS-CITY HALL     | 5000282           | 1          | 1000-417-10-46   | SUPPLIES-JANITORIAL        | 250.00        | 250.00          |
| 04/24              | 04/11/2024          | 220655          | 10995            | INLAND SUPPLY CO INC  | TRASH CAN LINERS- CAL RECY | 5000282           | 2          | 1011-452-24-46   | SUPPLIES GENERAL           | 32.67         | 32.67           |
| Total 5000282:     |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220656          | 1362             | IRON MOUNTAIN INFO. M | POLICE DEPARTMENT SHREDD   | JHZD879           | 1          | 1009-421-10-43   | PROFESSIONAL SERVICES      | 243.02        | 243.02          |
| Total JHZD879:     |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220657          | 11046            |                       | REFUND GAS DEPOSIT         | 10121900033       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER          | 215.50        | 215.50          |
| Total 10121900033: |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220657          | 11046            |                       | REFUND GAS DEPOSIT         | 10121900033       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER          | 458.52        | 458.52          |
| Total 10121900033: |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220657          | 11046            |                       | REFUND GAS DEPOSIT         | 10121900033       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER          | 127.56        | 127.56          |
| Total 10121900033: |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/11/2024          | 220657          | 11046            |                       | REFUND GAS DEPOSIT         | 10121900033       | 1          | 7401-2228-000    | DEPOSITS-CUSTOMER          | 20.57         | 20.57           |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE  |                     |                 |                  | Check Register - Payments by Vendor      |                             |                   |            | Page: 4              |                            |               |                 |
|---------------------|---------------------|-----------------|------------------|------------------------------------------|-----------------------------|-------------------|------------|----------------------|----------------------------|---------------|-----------------|
|                     |                     |                 |                  | Check Issue Dates: 4/11/2024 - 4/11/2024 |                             |                   |            | Apr 11, 2024 10:05AM |                            |               |                 |
| GL<br>Period        | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                                    | Description                 | Invoice<br>Number | Inv<br>Seq | GL Account<br>No     | GL Account Title           | Seq<br>Amount | Check<br>Amount |
| Total 10121900033:  |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220658          | 8861             |                                          | REFUND WATER OVERPAYMEN     | 10331500021       | 1          | 9999-1001-001        | CASH CLEARING - UTILITIES  | 270.61        | 270.61          |
| Total 10331500021:  |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220659          | 11045            |                                          | REFUND GAS DEPOSIT          | 10114070012       | 1          | 7401-2228-000        | DEPOSITS-CUSTOMER          | 142.09        | 142.09          |
| Total 10114070012:  |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220660          | 392              | LASSEN CO CLERK'S OF                     | ADVERTISING-PLANNING        | 040124            | 1          | 1011-425-20-43       | PROFESSIONAL SVCS          | 250.00        | 250.00          |
| Total 040124:       |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220661          | 10485            | LEAF CAPITAL FUNDING                     | COPIER-PW                   | 16297615          | 1          | 7620-430-10-44       | RENT & LEASE EQUIP & VEHIC | 168.91        | 168.91          |
| Total 16297615:     |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220662          | 437              | LMUD                                     | SOUTH ST - PW OFFICE        | 14590 032524      | 1          | 7620-430-10-46       | ELECTRICITY                | 1,128.82      | 1,128.82        |
| Total 14590 032524: |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220662          | 437              | LMUD                                     | 720 SOUTH EMULSION TANK-P   | 38646 032524      | 1          | 7620-430-10-46       | ELECTRICITY                | 446.60        | 446.60          |
| Total 38646 032524: |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220662          | 437              | LMUD                                     | 1801 MAIN ST POLICE STATION | 8314 032524       | 1          | 1009-421-10-46       | ELECTRICITY                | 1,115.15      | 1,115.15        |
| Total 8314 032524:  |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220663          | 10713            |                                          | TR EX MCCLELLAN C APOST S   | 030424            | 1          | 1009-421-10-45       | TRAINING                   | 862.50        | 862.50          |
| Total 030424:       |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |
| 04/24               | 04/11/2024          | 220664          | 11044            |                                          | REFUND GAS DEPOSIT          | 10324101306       | 1          | 7401-2228-000        | DEPOSITS-CUSTOMER          | 92.47         | 92.47           |
| Total 10324101306:  |                     |                 |                  |                                          |                             |                   |            |                      |                            |               |                 |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE  |                  |              |               | Check Register - Payments by Vendor      |                            |                |         | Page: 5              |                   |            |              |
|---------------------|------------------|--------------|---------------|------------------------------------------|----------------------------|----------------|---------|----------------------|-------------------|------------|--------------|
|                     |                  |              |               | Check Issue Dates: 4/11/2024 - 4/11/2024 |                            |                |         | Apr 11, 2024 10:05AM |                   |            |              |
| 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 |
| 04/24               | 04/11/2024       | 220665       | 9983          | MODOC COUNTY RECOR                       | ADVERTISEMENT-AIRPORT      | 79587          | 1       | 7201-430-81-43       | PROFESSIONAL SVCS | 528.00     | 528.00       |
| Total 79587:        |                  |              |               |                                          |                            |                |         |                      |                   |            | 528.00       |
| 04/24               | 04/11/2024       | 220666       | 1228          | ONLINE INFORMATION S                     | ONLINE UTILITY EXCHANGE RE | 1248371        | 1       | 7401-430-62-43       | TECHNICAL SVCS    | 70.58      | 70.58        |
| 04/24               | 04/11/2024       | 220666       | 1228          | ONLINE INFORMATION S                     | ONLINE UTILITY EXCHANGE RE | 1248371        | 2       | 7110-430-42-43       | TECHNICAL SVCS    | 70.57      | 70.57        |
| Total 1248371:      |                  |              |               |                                          |                            |                |         |                      |                   |            | 141.15       |
| 04/24               | 04/11/2024       | 220667       | 558           | PLUMAS-SIERRA                            | INTERNET ACCESS CIRCUIT    | 58020 032924   | 1       | 1000-417-10-45       | COMMUNICATIONS    | 768.00     | 768.00       |
| Total 58020 032924: |                  |              |               |                                          |                            |                |         |                      |                   |            | 768.00       |
| 04/24               | 04/11/2024       | 220667       | 558           | PLUMAS-SIERRA                            | INTERNET ACCESS CIRCUIT-P  | 63630 032924   | 1       | 1009-421-10-45       | COMMUNICATIONS    | 375.00     | 375.00       |
| Total 63630 032924: |                  |              |               |                                          |                            |                |         |                      |                   |            | 375.00       |
| 04/24               | 04/11/2024       | 220667       | 558           | PLUMAS-SIERRA                            | INTERNET ACCESS CIRCUIT-P  | 68444 032924   | 1       | 7620-430-10-45       | COMMUNICATIONS    | 370.20     | 370.20       |
| Total 68444 032924: |                  |              |               |                                          |                            |                |         |                      |                   |            | 370.20       |
| 04/24               | 04/11/2024       | 220668       | 572           | QUILL CORPORATION                        | TONER-FINANCE              | 37810317       | 1       | 1000-415-10-46       | SUPPLIES-GENERAL  | 287.93     | 287.93       |
| Total 37810317:     |                  |              |               |                                          |                            |                |         |                      |                   |            | 287.93       |
| 04/24               | 04/11/2024       | 220669       | 11041         | RPH&H ENTERPRISES IN                     | #27 WOODSMOKE REDUCTION    | 040124         | 1       | 8407-430-10-48       | GRANTS            | 5,000.00   | 5,000.00     |
| Total 040124:       |                  |              |               |                                          |                            |                |         |                      |                   |            | 5,000.00     |
| 04/24               | 04/11/2024       | 220670       | 85            |                                          | TR EX SACRAMENTO CITY LEA  | 040824         | 1       | 1000-411-10-45       | TRAVEL            | 270.28     | 270.28       |
| Total 040824:       |                  |              |               |                                          |                            |                |         |                      |                   |            | 270.28       |
| 04/24               | 04/11/2024       | 220671       | 11030         |                                          | REFUND GAS DEPOSIT         | 10313400112    | 1       | 7401-2228-000        | DEPOSITS-CUSTOMER | 98.01      | 98.01        |
| Total 10313400112:  |                  |              |               |                                          |                            |                |         |                      |                   |            | 98.01        |
| 04/24               | 04/11/2024       | 220672       | 76            | SUSANVILLE ACE HARD                      | SUPPLIES-PARKS             | 524140         | 1       | 1011-425-21-46       | SUPPLIES-GENERAL  | 24.14      | 24.14        |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE                       |                     |                 |                  |                     |                           |                   |            |                  |                            | Check Register - Payments by Vendor |                 | Page: 6 |  |
|------------------------------------------|---------------------|-----------------|------------------|---------------------|---------------------------|-------------------|------------|------------------|----------------------------|-------------------------------------|-----------------|---------|--|
| Check Issue Dates: 4/11/2024 - 4/11/2024 |                     |                 |                  |                     |                           |                   |            |                  |                            | Apr 11, 2024 10:05AM                |                 |         |  |
| GL<br>Period                             | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description               | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title           | Seq<br>Amount                       | Check<br>Amount |         |  |
| Total 524140:                            |                     |                 |                  |                     |                           |                   |            |                  |                            | 24.14                               | 24.14           |         |  |
| 04/24                                    | 04/11/2024          | 220672          | 76               | SUSANVILLE ACE HARD | SUPPLIES-PARKS            | 524167            | 1          | 1011-425-21-46   | SUPPLIES-GENERAL           | 33.10                               | 33.10           |         |  |
| Total 524167:                            |                     |                 |                  |                     |                           |                   |            |                  |                            | 33.10                               | 33.10           |         |  |
| 04/24                                    | 04/11/2024          | 220672          | 76               | SUSANVILLE ACE HARD | SUPPLIES-FD               | 524213            | 1          | 1010-422-10-46   | SUPPLIES-COVID             | 45.70                               | 45.70           |         |  |
| Total 524213:                            |                     |                 |                  |                     |                           |                   |            |                  |                            | 45.70                               | 45.70           |         |  |
| 04/24                                    | 04/11/2024          | 220672          | 76               | SUSANVILLE ACE HARD | CHAINSAW-FD               | 524298            | 1          | 1010-422-10-46   | SUPPLIES- SMALL TOOLS      | 184.13                              | 184.13          |         |  |
| Total 524298:                            |                     |                 |                  |                     |                           |                   |            |                  |                            | 184.13                              | 184.13          |         |  |
| 04/24                                    | 04/11/2024          | 220673          | 7416             |                     | REFUND GAS OVERPAYMENT 3  | 10410740221       | 1          | 9999-1001-001    | CASH CLEARING - UTILITIES  | 23.65                               | 23.65           |         |  |
| Total 10410740221:                       |                     |                 |                  |                     |                           |                   |            |                  |                            | 23.65                               | 23.65           |         |  |
| 04/24                                    | 04/11/2024          | 220674          | 11000            |                     | TR EX SACRAMENTO CITY LEA | 040824            | 1          | 1000-465-10-45   | TRAVEL                     | 270.28                              | 270.28          |         |  |
| Total 040824:                            |                     |                 |                  |                     |                           |                   |            |                  |                            | 270.28                              | 270.28          |         |  |
| 04/24                                    | 04/11/2024          | 220675          | 10821            | UBEO WEST LLC       | COPIER CITY HALL          | 4463705           | 1          | 1000-417-10-44   | RENT & LEASES EQUIP & VEHI | 417.76                              | 417.76          |         |  |
| 04/24                                    | 04/11/2024          | 220675          | 10821            | UBEO WEST LLC       | COPIER PD                 | 4463705           | 2          | 1009-421-10-44   | RENT & LEASES EQUIP & VEHI | 192.96                              | 192.96          |         |  |
| Total 4463705:                           |                     |                 |                  |                     |                           |                   |            |                  |                            | 610.72                              | 610.72          |         |  |
| 04/24                                    | 04/11/2024          | 220676          | 770              | WESTERN NEVADA SUP  | SUPPLIES-WATER            | 61186797          | 1          | 7110-430-42-46   | SUPPLIES-GENERAL           | 17.32                               | 17.32           |         |  |
| Total 61186797:                          |                     |                 |                  |                     |                           |                   |            |                  |                            | 17.32                               | 17.32           |         |  |
| 04/24                                    | 04/11/2024          | 220677          | 1198             | WESTWOOD SANITATIO  | PORTABLE TOILET - SKYLINE | A-74840           | 1          | 1011-452-20-44   | RENT & LEASES EQUIP & VEHI | 109.39                              | 109.39          |         |  |
| Total A-74840:                           |                     |                 |                  |                     |                           |                   |            |                  |                            | 109.39                              | 109.39          |         |  |
| 04/24                                    | 04/11/2024          | 220677          | 1198             | WESTWOOD SANITATIO  | PORTABLE TOILET-GOLF COUR | A-74843           | 1          | 7530-451-52-44   | RENT & LEASES EQUIP & VEHI | 218.78                              | 218.78          |         |  |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE |            |        |        | Check Register - Payments by Vendor      |         |     |            | Page: 7              |           |
|--------------------|------------|--------|--------|------------------------------------------|---------|-----|------------|----------------------|-----------|
|                    |            |        |        | Check Issue Dates: 4/11/2024 - 4/11/2024 |         |     |            | Apr 11, 2024 10:05AM |           |
| GL                 | Check      | Check  | Vendor | Description                              | Invoice | Inv | GL Account | Seq                  | Check     |
| Period             | Issue Date | Number | Number |                                          |         |     |            |                      |           |
|                    |            |        | Payee  |                                          | Number  | Seq | No         | Amount               | Amount    |
| Total A-74843:     |            |        |        |                                          |         |     |            |                      |           |
|                    |            |        |        |                                          |         |     |            | 218.78               | 218.78    |
| Grand Totals:      |            |        |        |                                          |         |     |            |                      |           |
|                    |            |        |        |                                          |         |     |            | 23,043.30            | 23,043.30 |

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

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE     |                  |              |               |                       |                           |                |         |                |                         | Check Register - Payments by Vendor      |              | Page: 1              |  |
|------------------------|------------------|--------------|---------------|-----------------------|---------------------------|----------------|---------|----------------|-------------------------|------------------------------------------|--------------|----------------------|--|
|                        |                  |              |               |                       |                           |                |         |                |                         | Check Issue Dates: 4/18/2024 - 4/18/2024 |              | Apr 18, 2024 12:53PM |  |
| 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 |                      |  |
| 04/24                  | 04/18/2024       | 220689       | 21            | AIRGAS USA LLC        | ACETYLENE/ARGON/OXYGEN/   | 5507181891     | 1       | 7110-430-42-46 | SUPPLIES-GENERAL        | 582.69                                   | 582.69       |                      |  |
| 04/24                  | 04/18/2024       | 220689       | 21            | AIRGAS USA LLC        | ACETYLENE/ARGON/OXYGEN/   | 5507181891     | 2       | 7401-430-62-46 | SUPPLIES-GENERAL        | 388.46                                   | 388.46       |                      |  |
| Total 5507181891:      |                  |              |               |                       |                           |                |         |                |                         |                                          | 971.15       | 971.15               |  |
| 04/24                  | 04/18/2024       | 220690       | 11050         |                       | REIMBURSEMENT FOR GROUND  | 041624         | 1       | 7201-430-81-36 | AIRPORT - LEASES        | 527.03                                   | 527.03       |                      |  |
| Total 041624:          |                  |              |               |                       |                           |                |         |                |                         |                                          | 527.03       | 527.03               |  |
| 04/24                  | 04/18/2024       | 220691       | 1116          | CALIFORNIA BUILDING S | SB 1473 FEES 1ST QTR 2024 | 040424         | 1       | 1011-2205-006  | DEPOSIT PAYABLE-SB 1473 | 76.50                                    | 76.50        |                      |  |
| Total 040424:          |                  |              |               |                       |                           |                |         |                |                         |                                          | 76.50        | 76.50                |  |
| 04/24                  | 04/18/2024       | 220692       | 148           | COMPUTER LOGISTICS    | WAVE PHONE CONTRACT 3/24- | .....84951     | 1       | 1000-413-20-45 | COMMUNICATIONS          | 433.49                                   | 433.49       |                      |  |
| Total .....84951:      |                  |              |               |                       |                           |                |         |                |                         |                                          | 433.49       | 433.49               |  |
| 04/24                  | 04/18/2024       | 220692       | 148           | COMPUTER LOGISTICS    | WAVE PHONE CONTRACT 3/24- | ....84951      | 1       | 1000-413-20-45 | COMMUNICATIONS          | 300.00-                                  | 300.00-      |                      |  |
| Total .....84951:      |                  |              |               |                       |                           |                |         |                |                         |                                          | 300.00-      | 300.00-              |  |
| 04/24                  | 04/18/2024       | 220692       | 148           | COMPUTER LOGISTICS    | WAVE PHONE CONTRACT 3/24- | ....84951      | 1       | 1000-417-10-45 | COMMUNICATIONS          | 60.00                                    | 60.00        |                      |  |
| Total ....84951:       |                  |              |               |                       |                           |                |         |                |                         |                                          | 60.00        | 60.00                |  |
| 04/24                  | 04/18/2024       | 220692       | 148           | COMPUTER LOGISTICS    | WAVE PHONE CONTRACT 3/24- | ..84951        | 1       | 7110-430-42-45 | COMMUNICATIONS          | 133.50                                   | 133.50       |                      |  |
| Total ..84951:         |                  |              |               |                       |                           |                |         |                |                         |                                          | 133.50       | 133.50               |  |
| 04/24                  | 04/18/2024       | 220692       | 148           | COMPUTER LOGISTICS    | WAVE PHONE CONTRACT 3/24- | ..84951        | 1       | 1011-424-20-45 | COMMUNICATIONS          | 39.98                                    | 39.98        |                      |  |
| Total ..84951:         |                  |              |               |                       |                           |                |         |                |                         |                                          | 39.98        | 39.98                |  |
| 04/24                  | 04/18/2024       | 220692       | 148           | COMPUTER LOGISTICS    | WAVE PHONE CONTRACT 3/24- | ..84951        | 1       | 1011-419-10-45 | COMMUNICATIONS          | 39.98                                    | 39.98        |                      |  |

M = Manual Check, V = Void Check

| GL<br>Period          | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee              | Description               | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title | Seq<br>Amount | Check<br>Amount |
|-----------------------|---------------------|-----------------|------------------|--------------------|---------------------------|-------------------|------------|------------------|------------------|---------------|-----------------|
| Total .84951:         |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 0000000084951     | 1          | 1011-452-20-45   | COMMUNICATIONS   | 53.40         | 53.40           |
| Total 00000000084951: |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 0000000084951     | 1          | 7401-430-62-45   | COMMUNICATIONS   | 160.20        | 160.20          |
| Total 00000000084951: |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 0000000084951     | 1          | 2007-431-20-45   | COMMUNICATIONS   | 53.40         | 53.40           |
| Total 00000000084951: |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 0000000084951     | 1          | 7620-430-10-45   | COMMUNICATIONS   | 353.70        | 353.70          |
| Total 00000000084951: |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 0000084951        | 1          | 1000-465-10-45   | COMMUNICATIONS   | 53.40         | 53.40           |
| Total 0000084951:     |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 00084951          | 1          | 1000-411-40-45   | COMMUNICATIONS   | 26.70         | 26.70           |
| Total 00084951:       |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 0084951           | 1          | 1000-415-10-45   | COMMUNICATIONS   | 133.50        | 133.50          |
| Total 0084951:        |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 12/23 | 084951            | 1          | 1010-422-10-45   | COMMUNICATIONS   | 190.20        | 190.20          |
| Total 084951:         |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |
| 04/24                 | 04/18/2024          | 220692          | 148              | COMPUTER LOGISTICS | WAVE PHONE CONTRACT 3/24- | 84951             | 1          | 1009-421-10-45   | COMMUNICATIONS   | 727.50        | 727.50          |
| Total 84951:          |                     |                 |                  |                    |                           |                   |            |                  |                  |               |                 |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor

Check Issue Dates: 4/18/2024 - 4/18/2024

Apr 18, 2024 12:53PM

| GL<br>Period      | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee               | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title            | Seq<br>Amount | Check<br>Amount |
|-------------------|---------------------|-----------------|------------------|---------------------|----------------------------|-------------------|------------|------------------|-----------------------------|---------------|-----------------|
| 04/24             | 04/18/2024          | 220693          | 11001            | CORE PSYCHOLOGICAL  | PEPS-SA                    | 7381              | 1          | 1000-416-10-43   | PROFESSIONAL SVCS           | 500.00        | 500.00          |
| Total 7381:       |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220694          | 156              | CREATIVE FORMS & CO | ENVELOPES PERMIT #7-GAS    | 120549            | 1          | 7401-430-62-46   | SUPPLIES-GENERAL            | 1,059.15      | 1,059.15        |
| 04/24             | 04/18/2024          | 220694          | 156              | CREATIVE FORMS & CO | ENVELOPES PERMIT #7-WATE   | 120549            | 2          | 7110-430-42-46   | SUPPLIES-GENERAL            | 1,059.15      | 1,059.15        |
| Total 120549:     |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220694          | 156              | CREATIVE FORMS & CO | ENVELOPES-GAS              | 120550            | 1          | 7401-430-62-46   | SUPPLIES-GENERAL            | 941.20        | 941.20          |
| 04/24             | 04/18/2024          | 220694          | 156              | CREATIVE FORMS & CO | ENVELOPES-WATER            | 120550            | 2          | 7110-430-42-46   | SUPPLIES-GENERAL            | 941.20        | 941.20          |
| Total 120550:     |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220695          | 161              | CSK AUTO INC        | MEGACRIMP-GAS              | 2740497941        | 1          | 7401-430-62-44   | REPAIR AND MAINT-VEHICLE    | 8.22          | 8.22            |
| 04/24             | 04/18/2024          | 220695          | 161              | CSK AUTO INC        | MEGACRIMP-WATER            | 2740497941        | 2          | 7110-430-42-44   | REPAIR AND MAINTENANCE-VE   | 8.21          | 8.21            |
| 04/24             | 04/18/2024          | 220695          | 161              | CSK AUTO INC        | MEGACRIMP-STREET SB1       | 2740497941        | 3          | 2005-431-20-44   | REPAIR AND MAINTENANCE VE   | 8.21          | 8.21            |
| Total 2740497941: |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220696          | 182              | DEPARTMENT OF CONS  | 1ST QTR SMIP FEE REPORT 20 | 04092024          | 1          | 1011-2205-003    | DEPOSITS-STRONG MOTION P    | 93.47         | 93.47           |
| Total 04092024:   |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220697          | 164              | DEPARTMENT OF JUSTI | FINGERPRINT - APS          | 726154            | 1          | 1000-416-10-45   | FINGERPRINTING SERVICES     | 198.00        | 198.00          |
| Total 726154:     |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220698          | 194              | DIAMOND SAW SHOP IN | REPAIR & MAINT-FD          | 20112             | 1          | 1010-422-10-44   | RESCUE- REPAIR & MAINTENA   | 1,909.53      | 1,909.53        |
| Total 20112:      |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220699          | 1261             | DIAMOND TRUCK AND A | REPAIRS & MAINT-FD         | 5830              | 1          | 1010-422-10-44   | VEHICLE - REPAIR & MAINTENA | 165.00        | 165.00          |
| Total 5830:       |                     |                 |                  |                     |                            |                   |            |                  |                             |               |                 |
| 04/24             | 04/18/2024          | 220700          | 1033             | FGL ENVIRONMENTAL   | WEEKLY WATER SAMPLING-D    | 471926A           | 1          | 7110-430-42-43   | PROFESSIONAL SVCS           | 141.00        | 141.00          |

M = Manual Check, V = Void Check

| GL Period          | Check Issue Date | Check Number | Vendor Number | Payee                | Description                 | Invoice Number | Inv Seq | GL Account No  | GL Account Title  | Seq Amount | Check Amount |
|--------------------|------------------|--------------|---------------|----------------------|-----------------------------|----------------|---------|----------------|-------------------|------------|--------------|
| Total 471926A:     |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220700       | 1033          | FGL ENVIRONMENTAL    | WEEKLY WATER SAMPLING-D     | 472270A        | 1       | 7110-430-42-43 | PROFESSIONAL SVCS | 141.00     | 141.00       |
| Total 472270A:     |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220701       | 265           | FRONTIER             | 257-1033-PARKS              | 1033 040524    | 1       | 1011-452-20-45 | COMMUNICATIONS    | 141.00     | 141.00       |
| Total 1033 040524: |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220701       | 265           | FRONTIER             | 257-1887 BACKUP             | 1887 040124    | 1       | 1000-417-10-45 | COMMUNICATIONS    | 166.02     | 166.02       |
| Total 1887 040124: |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220701       | 265           | FRONTIER             | 257-2520 GOLF COURSE        | 2520 040124    | 1       | 7530-451-52-45 | COMMUNICATIONS    | 87.98      | 87.98        |
| Total 2520 040124: |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220701       | 265           | FRONTIER             | 257-2960 HVAC/ELEVATOR LINE | 2960 040524    | 1       | 1000-417-10-45 | COMMUNICATIONS    | 282.40     | 282.40       |
| Total 2960 040524: |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220701       | 265           | FRONTIER             | 257-7098 NATURAL GAS        | 7098 040124    | 1       | 7401-430-52-45 | COMMUNICATIONS    | 115.31     | 115.31       |
| Total 7098 040124: |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220702       | 10995         | INLAND SUPPLY CO INC | GLOVES-CAL RECYCLE          | 5000467-01     | 1       | 1011-452-24-46 | SUPPLIES GENERAL  | 97.98      | 97.98        |
| Total 5000467-01:  |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220703       | 7451          |                      | CARL MOYER CYCLE 25 HEAVY   | 041124         | 1       | 8405-430-10-48 | GRANTS            | 557.49     | 557.49       |
| Total 041124:      |                  |              |               |                      |                             |                |         |                |                   |            |              |
| 04/24              | 04/18/2024       | 220704       | 9081          |                      | TR EX ELK GROVE INTERNAL A  | 041724         | 1       | 1009-421-10-45 | TRAINING          | 50,000.00  | 50,000.00    |
| Total 041724:      |                  |              |               |                      |                             |                |         |                |                   |            |              |
|                    |                  |              |               |                      |                             |                |         |                |                   | 172.50     | 172.50       |
|                    |                  |              |               |                      |                             |                |         |                |                   | 172.50     | 172.50       |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE  |                  |              |               |                      | Check Register - Payments by Vendor      |                |         | Page: 5              |                       |            |              |
|---------------------|------------------|--------------|---------------|----------------------|------------------------------------------|----------------|---------|----------------------|-----------------------|------------|--------------|
|                     |                  |              |               |                      | Check Issue Dates: 4/18/2024 - 4/18/2024 |                |         | Apr 18, 2024 12:53PM |                       |            |              |
| 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 |
| 04/24               | 04/18/2024       | 220705       | 11022         | LASSEN RESILIENCY CO | OES REIMBURSEMENT FOR SA                 | 040924         | 1       | 1009-421-10-45       | INVESTIGATIVE FUNDS   | 5,635.00   | 5,635.00     |
| Total 040924:       |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220706       | 1321          | LAW OFFICES OF GREG  | PROFESSIONAL SERVICES-AIR                | 12710          | 1       | 7620-430-11-43       | PROFESSIONAL SERVICES | 300.00     | 300.00       |
| Total 12710:        |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220707       | 437           | LMUD                 | HARRIS DR & HWY 36-WATER                 | 30658 041024   | 1       | 7110-430-42-46       | ELECTRICITY           | 240.30     | 240.30       |
| Total 30658 041024: |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220708       | 480           | MINERS & PISANI INC  | SUPPLIES- GAS                            | IN-022397      | 1       | 7401-430-63-47       | MACHINERY & EQUIPMENT | 1,093.29   | 1,093.29     |
| 04/24               | 04/18/2024       | 220708       | 480           | MINERS & PISANI INC  | SUPPLIES- GAS                            | IN-022397      | 2       | 7401-430-62-47       | MACHINERY & EQUIPMENT | 1,283.06   | 1,283.06     |
| Total IN-022397:    |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220709       | 10725         | PACE SUPPLY CORP     | SUPPLIES-GAS                             | 319400644      | 1       | 7401-430-62-46       | SUPPLIES-GENERAL      | 23.88      | 23.88        |
| Total 319400644:    |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220710       | 7909          |                      | FARMER CYCLE 5 HEAVY-DUTY                | 041224         | 1       | 8404-430-13-48       | GRANTS                | 304,520.00 | 304,520.00   |
| Total 041224:       |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220711       | 558           | PLUMAS-SIERRA        | INTERNET ACCESS CIRCUIT-FD               | 69319 032924   | 1       | 1010-422-10-45       | COMMUNICATIONS        | 306.04     | 306.04       |
| Total 69319 032924: |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220712       | 572           | QUILL CORPORATION    | SUPPLIES-CITY COUNCIL                    | 38055259       | 1       | 1000-411-10-46       | SUPPLIES-GENERAL      | 71.42      | 71.42        |
| Total 38055259:     |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220713       | 1296          | RENTAL GUYS          | SNAKE-MEMORIAL PARK BATH                 | 979269-5       | 1       | 2046-465-20-46       | SUPPLIES GENERAL      | 101.56     | 101.56       |
| Total 979269-5:     |                  |              |               |                      |                                          |                |         |                      |                       |            |              |
| 04/24               | 04/18/2024       | 220714       | 628           | SCORE                | WORKERS COMP 7/23-6/24                   | Q4FY2324       | 1       | 7630-411-40-42       | WORKERS' COMPENSATION | 127,699.07 | 127,699.07   |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE |                  |              |               | Check Register - Payments by Vendor      |                          |                |         | Page: 6              |                           |            |              |
|--------------------|------------------|--------------|---------------|------------------------------------------|--------------------------|----------------|---------|----------------------|---------------------------|------------|--------------|
|                    |                  |              |               | Check Issue Dates: 4/18/2024 - 4/18/2024 |                          |                |         | Apr 18, 2024 12:53PM |                           |            |              |
| 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 Q4FY2324:    |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220715       | 632           | SEZZI CONCRETE & MAT                     | WALK ON BARK-MEMORIAL PA | 1398           | 1       | 2046-465-20-46       | SUPPLIES GENERAL          | 169.47     | 127,699.07   |
| Total 1398:        |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220716       | 11052         |                                          | MOU PHYSICAL FITNESS     | 041124         | 1       | 1010-422-10-47       | MACHINERY AND EQUIPMENT   | 250.00     | 169.47       |
| Total 041124:      |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220717       | 1479          | SIERRA BROADCASTING                      | ADVERTISING-GAS          | 24030159       | 1       | 7401-430-62-45       | ADVERTISING               | 499.00     | 250.00       |
| Total 24030159:    |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220718       | 76            | SUSANVILLE ACE HARD                      | BORAX-FD                 | 524357         | 1       | 1010-422-10-46       | SUPPLIES-JANITORIAL       | 10.71      | 499.00       |
| Total 524357:      |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220718       | 76            | SUSANVILLE ACE HARD                      | FASTENERS- GAS           | 524416         | 1       | 7401-430-62-46       | SUPPLIES-GENERAL          | 2.06       | 10.71        |
| Total 524416:      |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220718       | 76            | SUSANVILLE ACE HARD                      | SPRAYER-GAS              | 524495         | 1       | 7401-430-62-46       | SUPPLIES-SMALL TOOLS      | 3.50       | 2.06         |
| Total 524495:      |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220718       | 76            | SUSANVILLE ACE HARD                      | RAKE-GAS                 | 524499         | 1       | 7401-430-62-46       | SUPPLIES-SMALL TOOLS      | 28.24      | 3.50         |
| Total 524499:      |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220719       | 806           | SUSANVILLE AVIATION                      | FUEL-AIRPORT             | 5032           | 1       | 7201-430-81-46       | GASOLINE                  | 150.70     | 28.24        |
| Total 5032:        |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
| 04/24              | 04/18/2024       | 220720       | 10822         | SUSANVILLE TOWING                        | REPAIR & MAINT-PD        | 19102          | 1       | 1009-421-10-44       | VEHICLE-REPAIR & MAINTENA | 630.52     | 150.70       |
| Total 19102:       |                  |              |               |                                          |                          |                |         |                      |                           |            |              |
|                    |                  |              |               |                                          |                          |                |         |                      |                           | 630.52     | 630.52       |

M = Manual Check, V = Void Check

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 4/18/2024 - 4/18/2024

| GL<br>Period       | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                 | Description                | Invoice<br>Number | Inv<br>Seq | GL Account<br>No | GL Account Title           | Seq<br>Amount | Check<br>Amount |
|--------------------|---------------------|-----------------|------------------|-----------------------|----------------------------|-------------------|------------|------------------|----------------------------|---------------|-----------------|
| 04/24              | 04/18/2024          | 220720          | 10822            | SUSANVILLE TOWING     | REPAIR & MAINT-PD          | 19104             | 1          | 1009-421-10-44   | VEHICLE-REPAIR & MAINTENA  | 185.11        | 185.11          |
| Total 19104:       |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220721          | 689              | SWRCB                 | ANNUAL PERMIT FEE-WATER    | SW-0292438        | 1          | 7110-430-42-48   | TAXES, FEES, PERMITS & CHA | 49.86         | 49.86           |
| 04/24              | 04/18/2024          | 220721          | 689              | SWRCB                 | ANNUAL PERMIT FEE-WATER    | SW-0292438        | 2          | 7110-1430-105    | PRE-PAID OTHER             | 150.14        | 150.14          |
| Total SW-0292438:  |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220722          | 11051            |                       | REIMBURSEMENT FOR GROUND   | 041624            | 1          | 7201-430-81-36   | AIRPORT - LEASES           | 348.26        | 348.26          |
| Total 041624:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220723          | 530              | U.S. BANK EQUIPMENT F | UPSTAIRS COPIER CITY HALL  | 526493507         | 1          | 1000-417-10-44   | RENT & LEASES EQUIP & VEHI | 400.56        | 400.56          |
| Total 526493507:   |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220723          | 530              | U.S. BANK EQUIPMENT F | COPIER POLICE DEPARTMENT   | 526746516         | 1          | 1009-421-10-44   | RENT & LEASES EQUIP & VEHI | 258.30        | 258.30          |
| 04/24              | 04/18/2024          | 220723          | 530              | U.S. BANK EQUIPMENT F | COPIER DOWNSTAIRS CITY HA  | 526746516         | 2          | 1000-417-10-44   | RENT & LEASES EQUIP & VEHI | 258.31        | 258.31          |
| Total 526746516:   |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220724          | 728              | U.S. POSTMASTER       | UB BILLING WATER           | 041824            | 1          | 7110-430-42-46   | POSTAGE                    | 790.59        | 790.59          |
| 04/24              | 04/18/2024          | 220724          | 728              | U.S. POSTMASTER       | UB BILLING GAS             | 041824            | 2          | 7401-430-62-46   | POSTAGE                    | 407.28        | 407.28          |
| Total 041824:      |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220725          | 1568             | VERIFORCE             | TECHNICAL SERVICES- GAS    | INV00184745       | 1          | 7401-430-62-43   | TECHNICAL SVCS             | 612.00        | 612.00          |
| Total INV00184745: |                     |                 |                  |                       |                            |                   |            |                  |                            |               |                 |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - ADMIN    | 9960520994        | 1          | 1000-413-20-45   | COMMUNICATIONS             | 62.85         | 62.85           |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - BUILDIN  | 9960520994        | 2          | 1011-424-20-45   | COMMUNICATIONS             | 151.11        | 151.11          |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - PARKS    | 9960520994        | 3          | 1011-452-20-45   | COMMUNICATIONS             | 103.76        | 103.76          |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - PUBLIC   | 9960520994        | 4          | 7620-430-10-45   | COMMUNICATIONS             | 1,228.97      | 1,228.97        |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - AIR POLL | 9960520994        | 5          | 7620-430-11-45   | COMMUNICATIONS             | 52.13         | 52.13           |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - GAS      | 9960520994        | 6          | 7401-430-62-45   | COMMUNICATIONS             | 201.26        | 201.26          |
| 04/24              | 04/18/2024          | 220726          | 749              | VERIZON WIRELESS      | CELLULAR PHONES - WATER    | 9960520994        | 7          | 7110-430-42-45   | COMMUNICATIONS             | 220.42        | 220.42          |

M = Manual Check, V = Void Check

| CITY OF SUSANVILLE                       |            |        |        |                    | Check Register - Payments by Vendor |          |     |                | Page: 8          |        |                      |            |
|------------------------------------------|------------|--------|--------|--------------------|-------------------------------------|----------|-----|----------------|------------------|--------|----------------------|------------|
| Check Issue Dates: 4/18/2024 - 4/18/2024 |            |        |        |                    |                                     |          |     |                |                  |        | Apr 18, 2024 12:53PM |            |
| GL                                       | Check      | Check  | Vendor | Payee              | Description                         | Invoice  | Inv | GL Account     | GL Account Title | Seq    | Check                |            |
| Period                                   | Issue Date | Number | Number |                    |                                     | Number   | Seq | No             |                  | Amount | Amount               |            |
| Total 9960520994:                        |            |        |        |                    |                                     |          |     |                |                  |        |                      |            |
| 04/24                                    | 04/18/2024 | 220727 | 770    | WESTERN NEVADA SUP | SUPPLIES- GAS                       | 61186559 | 1   | 7401-430-62-46 | SUPPLIES-GENERAL | 189.61 | 189.61               |            |
| Total 61186559:                          |            |        |        |                    |                                     |          |     |                |                  |        |                      |            |
| 04/24                                    | 04/18/2024 | 220727 | 770    | WESTERN NEVADA SUP | SUPPLIES-GAS                        | 61194605 | 1   | 7401-430-62-46 | SUPPLIES-GENERAL | 112.75 | 112.75               |            |
| Total 61194605:                          |            |        |        |                    |                                     |          |     |                |                  |        |                      |            |
| Grand Totals:                            |            |        |        |                    |                                     |          |     |                |                  |        | 511,187.74           | 511,187.74 |

Report Criteria:

Report type: GL detail

Check Voided = False

M = Manual Check, V = Void Check

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6305**, approving a cost report for 105 Russell Street in the amount of \$10,000.00.

**PRESENTED BY:** Kelly Mumper, City Planner

**SUMMARY:** The City of Susanville City Council voted unanimously to uphold the Planning Commissions decision to administer \$10,000.00 fine to the Tezak Family Trust and Marino Family Living Trust for fines accrued during the Abetment Order that was issued to 105 Russell Street, Susanville, CA 96130. This action was memorialized by Resolution No. 24-6287 which requires the property owner's to pay the fine by May 6, 2024 in order to avoid interest penalties.

**FISCAL IMPACT:** \$10,000.00 to the Code Enforcement Abatement Fund if/when the property is sold.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6305, approving a cost report for 105 Russell Street in the amount of \$10,000.00.

**ATTACHMENTS:**  
[24-6305.pdf](#)  
[Public Hearing Notice\\_Recordation of Lien 105 Russell Street.docx](#)  
[Cost Report - 105 Russell Street.docx](#)

**RESOLUTION NO. 24-6305**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING A COST REPORT OF UNPAID ADMINISTRATIVE CIVIL PENALTIES**  
**ISSUED AGAINST 105 RUSSELL STREET**

**WHEREAS**, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

**WHEREAS**, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

**WHEREAS**, the real property located at 105 Russell Street also known by assessors' parcel number 105-320-013-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

**WHEREAS**, the approved nuisance abatement order was not complied with during the abatement order time period and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

**WHEREAS**, the amount of unpaid administrative fines, penalties, and accrued interest as of May 1, 2024, is in the amount of \$10,000.00; and

**WHEREAS**, the property owners appealed the Planning Commissions decision to the City Council at a regularly scheduled meeting held on March 20, 2024; and

**WHEREAS**, the City Council upheld the Planning Commission's decision to uphold the fines unanimously by Resolution No. 24-6287; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council approves the cost report presented to the city council and orders the owners of 105 Russell Street, APN 105-320-013-000, Tezak Family Trust and the Marino Family Living Trust, to pay the total amount of \$10,000.00 and any future interest accrued, which shall commence on May 7, 2024, if the fine is not paid by the property owners by May 6, 2024, as outlined by Resolution No. 24-6287.

APPROVED: \_\_\_\_\_  
Mendy Schuster, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of May 2024, by the following vote:

AYES:  
NOES:  
ABSENT:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_

Margaret Long, City Attorney

## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Susanville will conduct a Public Hearing pursuant to Susanville Municipal Code Section 8.32.230 to consider the adoption of a resolution authorizing the recordation of a lien with the Office of the Clerk-Record for the County of Lassen for unpaid administrative fines, penalties, and interest. The City Council shall receive, hear, and consider the report, together with any other relevant evidence, objections, protests, or testimony.

**NOTICE IS HEREBY GIVEN** to the following property owners, property owner's agent, firms, corporations, or other entity in charge of the following properties in the city limits of Susanville that the City of Susanville intends to record a lien on said property with the Office of the Clerk-Recorder for the County of Lassen:

- Tezak Family Trust/Marino Family Living Trust – LN2024-001 (**Case No. NA#2023-003**)
  - 105 Russell Street | APN 105-320-013-000
  - \$10,0000.00

The Public Hearing will be held on **Wednesday May 1, 2024, at 5:00 P.M.** (or as soon thereafter as the agenda permits) in the **Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California.** The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. Thursday April 25, 2024, for City Council review.



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT  
(§ 8.32.210 SMC)

### Property Details

|                                        |                                                                                                        |
|----------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Address:</b>                        | <b>105 Russell Street, Susanville, California 96130</b>                                                |
| <b>APN:</b>                            | <b>105-320-013-000</b>                                                                                 |
| <b>Property Owner:</b>                 | <b>Tezak Family Trust &amp; Marino Family Living Trust</b>                                             |
| <b>Approximate Parcel Size:</b>        | <b>29,620 sq. ft.</b>                                                                                  |
| <b>Approximate Structure Size:</b>     | <b>Single Family Residence (1,352 sq. ft.)<br/>2 Accessory Structures (600 sq. ft.)</b>                |
| <b>Zoning:</b><br><b>General Plan:</b> | <b>C-2: General Commercial and Shopping Center District<br/>General Commercial and Shopping Center</b> |

### Background

Susanville Municipal Code Chapter 8.32 provides a method for the identification and abatement of public nuisances within the city and the recovery of costs. Specifically, whenever the enforcement official determines that a public nuisance exists, pursuant to the municipal code, the enforcement official shall request the property owner abate the nuisance during a reasonable timeframe (not less than 10-days). If the nuisance is not abated within that time, the matter may be set for hearing before the Susanville Planning Commission acting as the nuisance abatement hearing board. If the hearing board determines a public nuisance exists, the property owner is therefore ordered by the Susanville Planning Commission to abate the nuisance within an allotted time. The nuisance abatement order issued is consistent with Section 8.32.130 of the Susanville Municipal Code. The written nuisance abatement order sets to memorialize the findings made by the Commission and provides for the means and manner to abate the nuisances upon the property.

In addition to the findings and orders contained within the nuisance abatement order, the Susanville Planning Commission may consider the addition of administrative civil assessment penalties for failing to comply with the order. The authority to assess administrative civil penalties by the Planning Commission is authorized by Susanville Municipal Code § 8.32.290. 8.32.290 SMC allows for the Planning Commission to impose penalties upon persons responsible for creating, maintain or fostering a public nuisance in an amount not to exceed a maximum of five hundred dollars per day for each day that the public nuisance occurs and shall not exceed ten thousand dollars. In determining the amount of the penalty, the Planning Commission may take any or all of the following factors into consideration:

- The period of time during which the public nuisance occurred.
- The nature, frequency, and recurrence of the public nuisance.
- The ease with which the public nuisance could have been abated.
- Good faith efforts made to deter the public nuisance or ameliorate its effects.
- The economic impact of the penalty upon person responsible for payment.
- The impact of the public nuisance on the community.
- Such other factors as just may require.

In accordance with the Susanville Municipal Code, the enforcement official may recover its administrative and abatement costs for the abatement of public nuisance through the recording of a proposed lien and imposition of a special assessment against the subject property. All property owners are provided with an opportunity to pay these costs within a minimum of 10 days notice of any preliminary cost reports. If the owner does not pay, a public hearing setting



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT  
(§ 8.32.210 SMC)

the final cost report shall be scheduled with the city council. The city council shall receive, hear, and consider the cost report, together with any other relevant evidence, objections, protests, or testimony. Thereupon, the city council may make such revision, correction, or modification to the report as it may deem just after which, by resolution, the details of the report, as submitted or revised, corrected, or modified, shall be confirmed. Subsequent to the cost report hearing, the city council shall consider if the aforementioned proposed lien shall become a lien, the council may also order the costs be specially assessed against the property and collected at the same time and in the same manner as property taxes are collected.

The enforcement of the Susanville Municipal Code, other ordinances adopted by the city, conditions of approval of entitlements, permits, and CEQA reviews, and terms and conditions of city agreement made pursuant to the police power is a matter of public health, safety, and welfare and serves important public purposes.

### Public Nuisance or Violation Determination

The residential/commercial property located at 105 Russell Street, is the current site of location where the violations existed during the abatement order period and after. Due to the condition of the property, the decision by city staff to declare the building to be hazardous to human habitation and the issuance of a Do Not Enter order was issued.

### Official notices and orders were issued by various staff members of the City of Susanville:

- Notice of Violation issued on March 21, 2023, by Cody Loflin, Code Enforcement.
- Notice of Intention to Abate and Notice of Public Hearing issued on May 5, 2023, by Cody Loflin, Code Enforcement.
- Notice of Assessment issued on January 18, 2024, by Kelly Mumper, Code Enforcement Supervisor.

**Nuisance Abatement Order Approved:** June 13, 2023, by Resolution No. 23-1148.

**Appeal Filed:** None filed.

**Nuisance Abatement Order Appeal Hearing Date:** N/A.

**Determination of Appeal Hearing:** N/A.

**Administrative Civil Penalties Hearing:** January 9, 2024.

**Determination of Planning Commission:** Approved assessment by Resolution No. 23-1164.

**Appeal Filed:** Yes.

**Determination of Appeal Hearing:** Upheld by City Council by Resolution No. 24-6287.

### Itemized Costs and Penalties Related to Abatement:

The following penalties are related to this case pursuant to Susanville Municipal Code Chapter 8.32.

| ADMINISTRATIVE FINES, PENALTIES, INTEREST                                                                                                  |                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Planning Commission Resolution No. 23-1164</li><li>• City Council Resolution No. 24-6287</li></ul> | <ul style="list-style-type: none"><li>• \$10,000.00 Administrative Civil Penalty</li><li>Noncompliance with Order (Appeal Denied)</li></ul> |



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT  
(§ 8.32.210 SMC)

**Late Payment Penalties and Interest:**

8.32.310 SMC: Any person who fails to remit payment to the city of any penalty, cost or any other charge required to be paid to the city pursuant to a nuisance abatement order under this chapter on or before the date the penalty, cost or other charge is due shall, in addition to the amount of the penalty, cost, and charge, pay interest on the amounts due at the rate of ten percent per annum, pro-rata, from the date on which the amount due first became delinquent until the date that payment is received by the city.

**Owners Mailing Address**

Marino Family Living Trust  
P.O. Box 152  
Janesville, CA 96114

Tezak Family Trust  
P.O. Box 2700  
Fort Myers Beach, FL 33932

Tezak Family Trust  
50 Chapel Street  
Fort Myers Beach FL, 33931

Tezak Family Trust  
971 Leah Circle  
Reno, NV 89511

Tezak Family Trust  
2301 Oddie Blvd Space #140  
Reno, NV 89512

Because the fines, penalties, and interest have not been collected, pursuant to Susanville Municipal Code Section 8.32.230, Code Enforcement is asking the council to:

- A. Order that the proposed lien of \$10,000.00 become a lien on the above property and that the lien can be recorded in the Office of the Clerk-Recorder for the County of Lassen on May 7, 2024, if the fines are not paid by May 6, 2024, by 4:30 PM.

**Notice to Owners and Possessors**

Pursuant to Susanville Municipal Code Section 8.32.200, Susanville Code Enforcement with an affidavit of service, and filing with the City Clerk with said affidavit, has notified the following owner of record and persons known to be in possession of the property of the hearing:

Marino Family Living Trust  
P.O. Box 152  
Janesville, CA 96114



CITY OF SUSANVILLE CODE ENFORCEMENT COST REPORT  
(§ 8.32.210 SMC)

Tezak Family Trust  
P.O. Box 2700  
Fort Myers Beach, FL 33932

Tezak Family Trust  
50 Chapel Street  
Fort Myers Beach FL, 33931

Tezak Family Trust  
971 Leah Circle  
Reno, NV 89511

Tezak Family Trust  
2301 Oddie Blvd Space #140  
Reno, NV 89512

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Kelly Mumper, Building & Planning Division

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6506**, approving a lien to be recorded with the Lassen County Recorder's Office for 105 Russell Street in the amount of \$10,000.00.

**PRESENTED BY:** Kelly Mumper, City Planner/Code Enforcement Supervisor

**SUMMARY:** The City of Susanville City Council voted unanimously to uphold the Planning Commissions decision to administer a \$10,000.00 fine to the Tezak Family Trust and Marino Family Living Trust for fines accrued during the Abatement Order that was issued to 105 Russell Street, Susanville, CA 96130. This action was memorialized by Resolution No. 24-6287 which requires the property owner's to pay the fine by May 6, 2024, in order to avoid interest penalties.  
The property is currently for sale which is why staff is proceeding in an expedited manner for lien recordation.

**FISCAL IMPACT:** \$10,000.00 to the Code Enforcement Abatement Fund if/when the property is sold.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6506, approving a lien to be recorded with the Lassen County Recorder's Office for 105 Russell Street in the amount of \$10,000.00.

**ATTACHMENTS:**  
[Public Hearing Notice\\_Recordation of Lien 105 Russell Street.docx](#)  
[Grant Deed Legal Description.pdf](#)  
[24-6306.pdf](#)

## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Susanville will conduct a Public Hearing pursuant to Susanville Municipal Code Section 8.32.230 to consider the adoption of a resolution authorizing the recordation of a lien with the Office of the Clerk-Record for the County of Lassen for unpaid administrative fines, penalties, and interest. The City Council shall receive, hear, and consider the report, together with any other relevant evidence, objections, protests, or testimony.

**NOTICE IS HEREBY GIVEN** to the following property owners, property owner's agent, firms, corporations, or other entity in charge of the following properties in the city limits of Susanville that the City of Susanville intends to record a lien on said property with the Office of the Clerk-Recorder for the County of Lassen:

- Tezak Family Trust/Marino Family Living Trust – LN2024-001 (**Case No. NA#2023-003**)
  - 105 Russell Street | APN 105-320-013-000
  - \$10,0000.00

The Public Hearing will be held on **Wednesday May 1, 2024, at 5:00 P.M.** (or as soon thereafter as the agenda permits) in the **Susanville City Council Chambers located at 66 North Lassen Street, Susanville, California.** The public is invited to attend and provide oral and/or written comments. Written comments must be received prior to 4:00 P.M. Thursday April 25, 2024, for City Council review.

WHEN RECORDED MAIL TO

Name WAYNE TEZAK  
HELEN TEZAK et al  
Street Address P.O. BOX 800  
City & State SUSANVILLE, CA 96130

MAIL TAX STATEMENTS TO

Name SAME AS ABOVE  
Street Address  
City & State

BOOK 545 PAGE 675

RECORDED AT REQUEST OF  
**TICOR TITLE INSURANCE CO.**  
at 35 minutes past 10 A m., on

NOV 15 1991

in Vol. 545 at page 675  
**Official Records, Lassen County, California**  
Irene Doyle **RECORDER**  
Fees 5.00 pd Doc. No. **6547**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Order No: 45913  
AP No: 105-320-13

## Grant Deed

The undersigned grantor declares that Documentary transfer tax is \$77.55, computed on full value of the property conveyed. City of Susanville.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

GERALDINE MAXINE BELCASTRO, A WIDOW

hereby GRANTS to WAYNE TEZAK AND HELEN TEZAK, AS CO-TRUSTEES OF THE TEZAK FAMILY TRUST DATED JANUARY, 1991 AS TO AN UNDIVIDED 1/2 INTEREST AND FRANK R. MARINO AND FRIDA MARINO, HUSBAND AND WIFE AS JOINT TENANTS AS TO AN UNDIVIDED 1/2 INTEREST

the following described real property in the City of Susanville, County of Lassen, State of California:

PARCEL NO. 1:

PARCEL A, AS SHOWN ON THAT CERTAIN PARCEL MAP NO. 37A-7-79 FOR FRANK AND GERTRUDE MAXINE BELCASTRO, FILED AUGUST 1, 1979 IN BOOK 16 OF MAPS, AT PAGES 84 AND 85, LASSEN COUNTY RECORDS.

RESERVING THEREFROM A NON-EXCLUSIVE EASEMENT FOR ACCESS AND UTILITY, OVER, UNDER AND ACROSS THE NORTHERLY 25' OF PARCEL A, DESIGNATED, "25' ACCESS AND UTILITY EASE.," AS SHOWN ON THAT CERTAIN PARCEL MAP NO. 37A-7-79 FOR FRANK AND GERALDINE MAXINE BELCASTRO, FILED AUGUST 1, 1979 IN BOOK 16 OF MAPS, AT PAGES 84 AND 85, LASSEN COUNTY RECORDS.

Dated: OCTOBER 22, 1991

Geraldine Maxine Belcastro  
GERALDINE MAXINE BELCASTRO

STATE OF CALIFORNIA, COUNTY OF Lassen : SS.

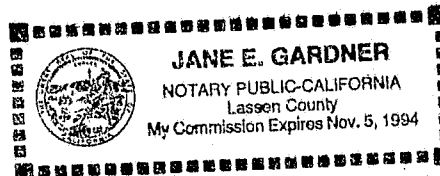
On 11-4-91 before me, the undersigned, a Notary Public in and for said State, personally appeared Geraldine Maxine Belcastro

, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Signature

Jane E. Gardner



**RESOLUTION NO. 24-6306**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING A LIEN TO BE RECORDED WITH THE LASSEN COUNTY RECORDER FOR**  
**UNPAID ADMINISTRATIVE CIVIL PENALTIES ISSUED AGAINST 105 RUSSELL STREET**  
**(APN 105-320-013-000)**

**WHEREAS**, California Government Code Sections 36901, 38771, and 38773.5(a) authorizes the City of Susanville to enact ordinances declaring what constitutes a nuisance, the procedures for abating nuisance conditions, providing for the recovery of costs and attorney fees to abate the nuisance, and providing for the collection of civil penalties; and

**WHEREAS**, the Susanville City Council adopted Ordinance 17-1011, that declares what constitutes a nuisance, and adopted Chapter 8.32 of the Susanville Municipal Code to outline the procedures for the abatement of nuisance conditions and for the collection of fines and penalties associated with the issuance of administrative civil penalties; and

**WHEREAS**, the real property located at 105 Russell Street also known by assessors' parcel number 105-320-013-000 was subject to nuisance abatement order ordered by the Susanville Planning Commission; and

**WHEREAS**, the approved nuisance abatement order was not complied with during the abatement order time period and the Susanville Planning Commission ordered the assessment of administrative civil penalties in the amount of \$10,000.00 to be collected from the property owner; and

**WHEREAS**, the amount of unpaid administrative fines, penalties, and accrued interest as of May 7, 2024, is in the amount of \$10,000.00; and

**WHEREAS**, the Susanville City Council approved, by Resolution No. 24-6305, the cost report and ordered the owner of 105 Russell Street, APN 105-320-013-000, Tezak Family Trust and the Marino Family Living Trust, to pay to the City of Susanville in the amount of \$10,000.00 by May 6, 2024, by 4:30 PM.

**WHEREAS**, the city clerk shall record the lien with the Lassen County Records Office no sooner than May 7, 2024 and;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council orders the recordation of this resolution, Resolution No. 24-6306, with the Office of the Clerk-Recorder for the County of Lassen and that such recordation shall constitute a lien against the real property located at 105 Russell Street, APN 105-320-013-000, and owned by Tezak Family Trust and the Marino Family Living Trust.

**BE IT FURTHER RESOLVED** that the amount of such lien shall be \$10,000.00 plus interest at the legal rate of ten percent per annum commencing on May 7, 2024, and all other costs which may thereafter come due and continuing thereon until said lien and any accrued interest is paid in full.

APPROVED: \_\_\_\_\_  
Mendy Schuster, Mayor

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of May 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Chandra Jabbs, Finance

**Action Date:** May 1, 2024

**SUBJECT:** FY 2024-2025 Budget Discussion

**PRESENTED BY:** Chandra Jabbs, Finance Director

**SUMMARY:** Staff has initiated the development of the 2024-2025 Fiscal Year budget. The first steps of the process include an assessment of revenue projections, expenditure projections, and schedule preparation. The Draft FY 2024/25 Budget is under development. There is a desire to begin the public engagement process for the Draft FY 2024/25 Budget, and the proposed budget policy will be presented at the May 1, 2024 City Council meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Discussion Item - Direction to Staff

**ATTACHMENTS:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Jolene Arredondo, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Consider proposed Procurement Policy and Credit Card Policy for 2024/2045 FY Adoption

**PRESENTED BY:** Dan Newton, City Manager

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

At the December 20, 2023 city council meeting, city staff presented proposed changes to the city's Procurement Policy and Credit Card Policy. In order to implement the proposed policy, the city's municipal code must be amended. At this time city staff would like to amend city code and adopt the Procurement Policy and Credit Card in conjunction with the council adoption of the 2024/2025 Fiscal Year Budget.

Procurement Policy Changes:

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

Credit Card Policy Change:

- Credit cards will be issued by the Finance Department to individual employees by written recommendation of employee's

Department Head.

- Clarification of:
  - Duties of the CAL-Card Program Administrator (Finance Director)
  - Cardholder Responsibilities
  - Accounts Payable Responsibilities
  - Department Head Responsibilities
  - Online usage
  - Lost or stolen cards

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Provide direction to staff

**ATTACHMENTS:**

[Procurement Policy 2004.pdf](#)

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

[DRAFT City Procurement Policy.pdf](#)

[DRAFT Credit Card Policy.docx](#)



CITY OF SUSANVILLE  
CALIFORNIA

## PROCUREMENT POLICY

(Revised as of May 2004)

### I. DEFINITIONS

Budget Responsible Individual – A Department Director or Program Manager

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

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

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

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

### II. PURCHASE ORDER REQUESTS AND CHECK REQUESTS

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

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

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

### **III. CONTRACTS FOR SERVICES**

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

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

### **IV BID/QUOTE REQUIREMENTS**

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

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

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

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

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

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

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

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

#### **EXCEPTIONS TO POLICY:**

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

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

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

#### **V. DELIVERY, RECEIPTS, AND PAYMENT**

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

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

## CITY OF SUSANVILLE CREDIT CARD USE POLICY

### PURPOSE

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

### POLICY

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

### ALLOWED USES

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

## PROHIBITED USES

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

## PROCEDURES

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

## DISPUTES

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

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

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

#### **LOST OR STOLEN CITY CREDIT CARDS**

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

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

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

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

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

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

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

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

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

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

City Credit Card User:

Department Head

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF SUSANVILLE  
REQUEST FOR CREDIT CARDS**

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

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACCOUNT CODE #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
FUND                      ACTIVITY                      OBJECT                      %

Purpose of Travel/Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_

Dates: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Authorized By: \_\_\_\_\_  
Department Head                      Date



# City of Susanville Procurement Policy

**Scope:** Citywide

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

## Table of Contents

|                                                                       |   |
|-----------------------------------------------------------------------|---|
| INTRODUCTION .....                                                    | 2 |
| DEFINITIONS.....                                                      | 2 |
| II. Purchase Orders.....                                              | 4 |
| III. Service Agreement(s).....                                        | 4 |
| IV. Local Purchase Preference .....                                   | 5 |
| V. Credit Cards.....                                                  | 5 |
| VI. Splitting Orders .....                                            | 5 |
| VII. Supplies, Materials, and Equipment Purchasing Thresholds:.....   | 5 |
| VIII. Auction Purchasing .....                                        | 6 |
| IX. Vehicle Purchasing .....                                          | 6 |
| X. Equipment Leasing.....                                             | 6 |
| XI. Surplus Property .....                                            | 6 |
| XII. Exemptions from Purchasing Policy in Emergency Situations: ..... | 7 |

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

**Supersedes:** Procurement Police 2004 version

**Effective Date:**

**Policy Review Schedule:** Every 2 years from adoption date

# CITY OF SUSANVILLE

## PROCUREMENT POLICY

---

### INTRODUCTION

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

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

### DEFINITIONS

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

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

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

**“California Uniform Construction Cost Accounting Commission (CUCCAC)”:** Commission created to administer the California Uniform Public Construction Cost Accounting Act; appointed by the State Controller.

**“California Uniform Public Construction Cost Accounting (CUPCCA)”:** Legislative Act enacted to help promote uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state of California. PCC Section 22000, et seq.

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

---

<sup>1</sup> City of Susanville Municipal Code 3.08.010

<sup>2</sup> City of Susanville Municipal Code 3.08.020

<sup>3</sup> City of Susanville Municipal Code 3.08.170

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

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

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

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

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

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

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

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

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

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

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

**“Purchasing Authority”:** The city Finance Director is designated the purchasing authority for the city of Susanville.<sup>5</sup>

---

<sup>4</sup> City of Susanville Municipal Code 3.08.140

<sup>5</sup> City of Susanville Municipal Code 2.24.010

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

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

## **I. Roles and Responsibilities**

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

## **II. Purchase Orders**

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

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

## **III. Service Agreement(s)**

All contractual services require written agreements, including maintenance services, in excess of \$3,000 per year. Service procurements shall not be split for the purpose of evading the requirement to obtain a written agreement. Agreements must be approved by the City Attorney. Contractual services in excess of \$25,000 per agreement must go to City Council for approval. The City Manager is

---

<sup>6</sup> City of Susanville Municipal Code 3.08.030

authorized to execute agreements in the amount not to exceed \$25,000 without City Council approval; Department Heads are authorized to execute agreements in the amount not to exceed \$15,000 without City Council or City Manager approval.

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

#### **IV. Local Purchase Preference**

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

#### **V. Credit Cards**

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

#### **VI. Splitting Orders**

Purchases shall not be split for the purpose of evading the requirement of obtaining a Purchase Order. It is unlawful to split or separate into smaller orders the purchase of supplies, materials, or services of the purpose of evading the competitive bidding provisions. Violation of this section constitutes an infraction.<sup>8</sup>

#### **VII. Supplies, Materials, and Equipment Purchasing Thresholds:**

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

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

**VI.3.** ITEMS COSTING BETWEEN \$10,000 AND \$59,999: Purchases of more than \$10,000 must be pre-approved by the City Manager or through the annual budget process or through a separate council agenda item and must be acquired through a formal bidding process with written responses from potential vendors, or a mass purchasing contract (GPO) with written response from the potential vendor. The Purchasing Authority will assist the department in

---

<sup>7</sup> City of Susanville Municipal Code 3.08.160

<sup>8</sup> City of Susanville Municipal Code 3.08.120

setting up and approving the bidding process. This paragraph refers to the acquisition of both equipment and contractual services.

- VI.4.** PUBLIC WORKS PROJECTS OVER \$60,000 (or current CUPCCA limit) Requires pre-approval by the City Manager, the Budget Responsible Individual shall follow the formal contract procedure-bid requirements as found in SMC 3.08.090. All contracts shall be awarded by the City Council.
- VI.5.** PUBLIC PROJECTS LESS THAN \$200,000 (or current CUPCCA limit) may be let to contract by informal procedures as set by CUPCCA. All contracts shall be awarded by the City Council.
- VI.6.** PUBLIC PROJECTS MORE THAN \$200,000 (or current CUPCCA limit) are subject to formal bidding procedures. All contracts shall be awarded by the City Council.

## **VIII. Auction Purchasing**

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

## **IX. Vehicle Purchasing**

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

## **X. Equipment Leasing**

Leasing of equipment shall be in accordance with the provisions as set forth in this policy. Department Heads acquiring said assets shall provide a cost analysis of payment options which shall include lease versus purchase and review of lease agreement proposed. The cost analysis shall include, but not be limited to, the type of lease, be it operating lease or capital lease, purchase options (cash versus financing), lease rate, purchase price, payment schedule, interest rate, expected useful life, residual value at lease end, maintenance, service, and supply costs.<sup>9</sup>

It shall be the policy of the city of Susanville that when property is acquired by lease rather than outright purchase that all lease agreements must be reviewed by both the Finance Director and City Attorney prior to consideration by City Council.

## **XI. Surplus Property**

Department Heads shall annually notify the Finance Director if they have items to surplus and list the items in a format approved by City Manager showing all supplies and equipment which are no longer used which have become obsolete or worn out. Vehicles to be surplus will need to have verification

---

<sup>9</sup> City of Susanville Municipal Code 3.08.130

of city ownership prior to being placed on the list. Department Head will verify ownership with City Clerk prior to placing vehicles on surplus.

The Finance Director shall review list of items for surplus, compile a comprehensive list and disseminate to departments. Departments will review the list and notify Finance Director of any items they desire from other departments. Finance Director shall have the authority to make transfers between departments of any usable surplus supplies or equipment as needed.<sup>10</sup> Department receiving the surplused item will pay depreciated (scrap value) amount to the department that has surplused the item. This amount is to be determined by the Finance Director. The final proposed surplus list will be provided to City Manager's office. City Manager will prepare staff report for council approval and coordinate disposal and/or sale of surplus property. Items that are not purchased at auction may be disposed of. No minimum bid.

## **XII. Exemptions from Purchasing Policy in Emergency Situations:**

An *emergency* is a situation where the public interest and necessity demand the immediate expenditure of public money to safeguard life, health and/or property.<sup>11</sup> In cases of emergency when repair or replacements are necessary, the city council may, pursuant to a four-fifths vote, proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city council, by contractor, or by a combination of the two. The city council may delegate, by resolution or ordinance, to the appropriate Budget Responsible Individual, the authority to order action and expend funds as necessary.

---

<sup>10</sup> City of Susanville Municipal Code 3.08.030

<sup>11</sup> City of Susanville Municipal Code 3.08.070



# City of Susanville Credit Card Policy

---

**Scope:** Citywide

**Policy Contact:**

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

## Table of Contents

|                                                                    |   |
|--------------------------------------------------------------------|---|
| INTRODUCTION .....                                                 | 2 |
| I. DEFINITIONS .....                                               | 2 |
| II. GUIDELINES .....                                               | 2 |
| III. OBTAINING A CITY CREDIT CARD .....                            | 3 |
| IV. CREDIT CARDHOLDER RESPONSIBILITIES .....                       | 3 |
| V. DEPARTMENT HEAD RESPONSIBILITIES: .....                         | 3 |
| VI. PROGRAM ADMINISTRATOR FOR CREDIT CARDS RESPONSIBILITIES: ..... | 4 |
| VII. ACCOUNTS PAYABLE RESPONSIBILITIES: .....                      | 4 |
| VII. ALLOWED USES: .....                                           | 4 |
| VIII. PROHIBITED USES .....                                        | 5 |
| IX. DISPUTES .....                                                 | 5 |
| X. LOST OR STOLEN CITY CREDIT CARDS .....                          | 6 |
| USER AGREEMENT FOR CITY ISSUED CREDIT CARD .....                   | 7 |

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

**Supersedes:**

**Effective Date:**

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

# CITY OF SUSANVILLE

## CREDIT CARD USE POLICY

---

### INTRODUCTION

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

### I. DEFINITIONS

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

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

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

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

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

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

### II. GUIDELINES

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

### III. OBTAINING A CITY CREDIT CARD

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

### IV. CREDIT CARDHOLDER RESPONSIBILITIES

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

### V. DEPARTMENT HEAD RESPONSIBILITIES:

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

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

## **VI. PROGRAM ADMINISTRATOR FOR CREDIT CARDS RESPONSIBILITIES:**

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

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

## **VII. ACCOUNTS PAYABLE RESPONSIBILITIES:**

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

## **VII. ALLOWED USES:**

### **1. Travel:**

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

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

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

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

2. **Minor Purchases:**

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

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

3. **Online Purchases:**

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

4. **Memberships and Subscription Charges:**

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

## **VIII. PROHIBITED USES**

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

## **IX. DISPUTES**

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

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

## **X. LOST OR STOLEN CITY CREDIT CARDS**

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

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

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

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

CITY OF SUSANVILLE

USER AGREEMENT FOR CITY ISSUED CREDIT CARD

---

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

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

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

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Marci Rojas, Public Works

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6307**, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** LARP has requested from the City Council permission to close Pancera Plaza for the Farmer's Market on the following Saturdays, June 8th, 15th, 22nd and 29th, July 13th, and 27th, August 5th, 12th, 26th, September 9th, 16th and 23rd and 29th. For the three night markets LARP is requesting permission to close Pancera Plaza for the following dates, June 28th, July 19th, and August 16th, 30th and September 20th. For the Day Markets Pancera Plaza would be closed from 9pm Friday night to 1pm Saturday afternoon and Night Markets Pancera Plaza would be closed from 3pm to 9pm the day of the markets. LARP will be issued an Encroachment Permit, at no cost, that clearly communicates both LARP's responsibility and the city's responsibility, in conducting the Farmer's Market event.

**FISCAL IMPACT:** Staff time and equipment is as follows :

|                    |                   |
|--------------------|-------------------|
| PW staff time -    | \$2,448.39        |
| PD Staff time -    | \$804.00          |
| PW Equipment cost- | <u>\$1,245.66</u> |
| Total cost         | \$4,498.05        |

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6307, approving street closures for Pancera Plaza (South Gay Street from Cottage to Main Street) for thirteen Saturday morning Farmer's Markets and three Night Markets.

**ATTACHMENTS:**  
[2024 LARP Street closure request.pdf](#)  
[24-6307.pdf](#)

March 18th 2024

RE: Susanville Farmers Market 2024 Street Closures

Hello Mr. Godman,

We are requesting a street closure for Pancera Plaza for each of LARP Co-Op's Uptown Susanville Farmers Markets Saturday Events, and closure of Pancera Plaza and Cottage Street from Gay St. to Lassen St for Night Markets. Dates and times are listed below:

June 2024:

Morning Markets (8:00am - 12:00pm): 6/8, 6/15, 6/22 6/29

July 2024:

Morning Markets (8:00am - 12:00pm): 7/13, 7/27

Night Markets (5:00pm - 8:30pm): 7/3

August 2024::

Morning Markets (8:00am - 12:00pm): 8/3, 8/10, 8/17, 8/31

Night Markets (5:00pm - 8:30pm): 8/21

September 2024:

Morning Markets (8:00am - 12:00pm): 9/7, 9/21, 9/28

Night Markets (5:00pm - 8:30pm): 9/11

We need the morning market closures to take place the night before at 10 PM until 1 PM on the day of the event.

For the Night Markets we need closures as early as possible on the Wednesday.

Thank you,

David Teeter

CEO for Local Area Revitalization Project Co-Op

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Marci Rojas, Public Works

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6308**, approving the increase to the 7110 Water Budget and further authorizing the Finance Director to amend the Water budget as needed.

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** The City of Susanville 7110 Water Budget will need an expenditure increase to the fiscal year 2023/2024 budget. The Water Budget will need the increase to cover related cost to water operations, including fuel, repairs, and employee cost. Staff is requesting the City Council to authorize the budget increase of \$17,500.00 from Budget 7110 Available Cash and authorize the Finance Director to make necessary budget amendments to the 7110 Water Budget.

**FISCAL IMPACT:** No cost to the General Fund. \$17,500.00 transferred from 7110 Available Cash Fund

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6308, approving the increase to the 7110 Water Budget and further authorizing the Finance Director to amend the Water budget as needed.

**ATTACHMENTS:**  
[24-6308.pdf](#)



**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Erik Edholm, Public Works

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6309**, adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2024-25 per the Road Repair and Accountability Act (RMRA)

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** Attached is a proposed project list for adoption and submittal comprising Streets division relate projects within the City that staff is recommending be targeted for funding under the RMRA program adopted by the State. The State requires that local agencies submit a list of projects adopted by each local agency via resolution each fiscal year on or before July 1 to receive funds. These funds are associated with any that may be available under the Road Maintenance and Rehabilitation Account (RMRA) also known commonly as SB1. The amount of the funds available for pavement work to the City is estimated at \$412,293.00 for FY 24/25. This year's program focuses on other related projects allowed under the RMRA (SB1) guidelines. City staff has proposed two projects including landscaping on the Southeast Gateway Project and various maintenance activities performed by city staff which includes pavement maintenance, pavement striping; drainage maintenance; street sign upgrades and right of way clearing.

**FISCAL IMPACT:** Maintenance and rehabilitation funds through the RMRA program require a matching MOE from the General Fund each fiscal in the amount of \$166,717.00 in order to receive an estimated \$412,293.00 by the State (published in January 2024).

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6309, adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2024-25 per the Road Repair and Accountability Act (RMRA) and further authorize the Public Works Director to submit the attached list of proposed eligible projects to the State

**ATTACHMENTS:**  
[RMRA Proposed FY24-25 Project List.pdf](#)  
[24-6309.pdf](#)

# EXHIBIT 'A'

| SUSANVILLE 'RMRA' PROJECT LIST<br>Construction Cost Estimate<br>FY 24-25 |                                     |      |              | Project 1                                                        |              | Project 2                                                                                                                                                                                                         |       |
|--------------------------------------------------------------------------|-------------------------------------|------|--------------|------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| PROJECT SCOPE & PROGRAM REPORT -                                         |                                     |      |              | PROJECT DESCRIPTION:<br>SOUTHEAST GATEWAY PROJECT<br>LANDSCAPING |              | PROJECT DESCRIPTION:<br>MAINTENANCE ACTIVIES TO BE<br>PERFORMED BY CITY FORCES<br>INCLUDING: PAVEMENT MAINTENANCE,<br>DRAINAGE MAINTNEANCE, RIGHT OF<br>WAY CLEARING, STREET SIGN<br>UPGRADING, PAVEMENT STRIPING |       |
|                                                                          |                                     |      |              | PROJECT LOCATION:<br>MAIN STREET / SR 36                         |              | PROJECT LOCATION:<br>VARIOUS CITY STREETS                                                                                                                                                                         |       |
|                                                                          |                                     |      |              | ESTIMATED USEFUL LIFE:<br>20 YEARS                               |              | ESTIMATED USEFUL LIFE:<br>4 YEARS                                                                                                                                                                                 |       |
|                                                                          |                                     |      |              | PROPOSED SCHEDULE FOR<br>COMPLETION:<br>SEPTEMBER 2024           |              | PROPOSED SCHEDULE FOR<br>COMPLETION:<br>JUNE 2024                                                                                                                                                                 |       |
| Item No.                                                                 | Item Description                    | Unit | Unit Price   | Quantity                                                         | Total        | Quantity                                                                                                                                                                                                          | Total |
| 1                                                                        | AUTOMATIC FLUSH VALVE               | EA   | \$ 50.00     | 11                                                               | \$ 550.00    | 1                                                                                                                                                                                                                 | \$ -  |
| 2                                                                        | FLUSH VALVE                         | EA   | \$ 250.00    | 9                                                                | \$ 2,250.00  | 1                                                                                                                                                                                                                 | \$ -  |
| 3                                                                        | SOIL AMENDMENT                      | EA   | \$ 163.00    | 7                                                                | \$ 1,141.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 4                                                                        | ORGANIC FERTILIZER                  | EA   | \$ 8.00      | 17                                                               | \$ 136.00    | 0                                                                                                                                                                                                                 | \$ -  |
| 5                                                                        | PLANT (GROUP U)                     | EA   | \$ 175.00    | 34                                                               | \$ 5,950.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 6                                                                        | PLANT ESTABLISHMENT WORK            | LS   | \$ 2,000.00  | 1                                                                | \$ 2,000.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 7                                                                        | WOOD MULCH                          | CY   | \$ 65.00     | 20                                                               | \$ 1,300.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 8                                                                        | 205062 ROOT BARRIER                 | LF   | \$ 12.00     | 100                                                              | \$ 1,200.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 9                                                                        | CONTROL AND NEUTRAL CONDUCTORS      | LS   | \$ 7,500.00  | 1                                                                | \$ 7,500.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 9                                                                        | 1" REMOTE CONTROL VALVE             | EA   | \$ 400.00    | 11                                                               | \$ 4,400.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 10                                                                       | SOLAR POWERED IRRIGATION CONTROLLER | EA   | \$ 15,000.00 | 2                                                                | \$ 30,000.00 | 0                                                                                                                                                                                                                 | \$ -  |
| 11                                                                       | 1" BACKFLOW PREVENTER ASSEMBLY      | EA   | \$ 4,000.00  | 2                                                                | \$ 8,000.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 12                                                                       | FLOW SENSOR                         | EA   | \$ 1,000.00  | 2                                                                | \$ 2,000.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 13                                                                       | TREE WELL SPRINKLER ASSEMBLY        | EA   | \$ 100.00    | 68                                                               | \$ 6,800.00  | 0                                                                                                                                                                                                                 | \$ -  |
| 14                                                                       | 2" GATE VALVE                       | EA   | \$ 1,000.00  | 6                                                                | \$ 6,000.00  | 0                                                                                                                                                                                                                 | \$ -  |

# EXHIBIT 'A'

| SUSANVILLE 'RMRA' PROJECT LIST<br>Construction Cost Estimate<br>FY 24-25 |                                         |    |               | Project 1                                                        |              | Project 2                                                                                                                                                                                                           |               |
|--------------------------------------------------------------------------|-----------------------------------------|----|---------------|------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| PROJECT SCOPE & PROGRAM REPORT -                                         |                                         |    |               | PROJECT DESCRIPTION:<br>SOUTHEAST GATEWAY PROJECT<br>LANDSCAPING |              | PROJECT DESCRIPTION:<br>MAINTENANCE ACTIVITIES TO BE<br>PERFORMED BY CITY FORCES<br>INCLUDING: PAVEMENT MAINTENANCE,<br>DRAINAGE MAINTNEANCE, RIGHT OF<br>WAY CLEARING, STREET SIGN<br>UPGRADING, PAVEMENT STRIPING |               |
|                                                                          |                                         |    |               | PROJECT LOCATION:<br>MAIN STREET / SR 36                         |              | PROJECT LOCATION:<br>VARIOUS CITY STREETS                                                                                                                                                                           |               |
|                                                                          |                                         |    |               |                                                                  |              |                                                                                                                                                                                                                     |               |
| 15                                                                       | 3/4" PLASTIC PIPE (SCH 40)(SUPPLY LINE) | LF | \$ 16.00      | 2,320                                                            | \$ 37,120.00 | 1                                                                                                                                                                                                                   | \$ -          |
| 16                                                                       | 1" PLASTIC PIPE (SCH 40)(SUPPLY LINE)   | LF | \$ 16.00      | 145                                                              | \$ 2,320.00  | 1                                                                                                                                                                                                                   | \$ -          |
| 17                                                                       | 2" PLASTIC PIPE (SCH 40)(SUPPLY LINE)   | LF | \$ 20.00      | 2,740                                                            | \$ 54,800.00 | 0                                                                                                                                                                                                                   | \$ -          |
| 18                                                                       | IRRIGATION WATER SERVICE CHARGE         | LS | \$ 2,000.00   | 1                                                                | \$ 2,000.00  | 0                                                                                                                                                                                                                   | \$ -          |
| 19                                                                       | MAINTENANCE - CITY EMPLOYEE COST        | LS | \$ 161,629.00 | 0                                                                | \$ -         | 1                                                                                                                                                                                                                   | \$ 161,629.00 |
| 20                                                                       | MAINTENANCE - EQUIPMENT COST            | LS | \$ 19,500.00  | 0                                                                | \$ -         | 1                                                                                                                                                                                                                   | \$ 19,500.00  |
| 21                                                                       | MAINTENANCE - MATERIAL COST             | LS | \$ 28,500.00  | 0                                                                | \$ -         | 1                                                                                                                                                                                                                   | \$ 28,500.00  |
|                                                                          |                                         |    |               | SUBTOTAL \$ 175,467                                              |              | SUBTOTAL \$ 209,629                                                                                                                                                                                                 |               |
|                                                                          |                                         |    |               | 10% CONT. \$ 17,547                                              |              | \$ - \$ -                                                                                                                                                                                                           |               |
|                                                                          |                                         |    |               | SUBTOTAL \$ 193,014                                              |              | TOTAL \$ 209,629                                                                                                                                                                                                    |               |
|                                                                          |                                         |    |               | CONSTRUCTION \$ 193,014                                          |              | CONSTRUCTION \$ 209,629                                                                                                                                                                                             |               |
|                                                                          |                                         |    |               | 5% CON ENG \$ 9,651                                              |              | \$ -                                                                                                                                                                                                                |               |
|                                                                          |                                         |    |               | \$ 202,664                                                       |              | \$ 209,629                                                                                                                                                                                                          |               |
|                                                                          |                                         |    |               | ESTIMATED TOTAL PROJECT COST \$ 412,293                          |              |                                                                                                                                                                                                                     |               |
|                                                                          |                                         |    |               | ESTIMATED RMRA FUNDING FY 24/25 \$ 412,293                       |              |                                                                                                                                                                                                                     |               |

**RESOLUTION NO. 24-6309**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADOPTING THE FISCAL YEAR 2024-2025 LIST OF PROJECTS FOR MAINTENANCE**  
**FUNDED BY SB1 IN COMPLIANCE WITH THE ROAD REPAIR AND**  
**ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, it is the desire of City of Susanville to acquire certain funds as made available from the State in compliance with the Road Repair and Accountability Act of 2017 (Chapter 5 of, Statutes of 2017) also known as Senate Bill 1 (SB 1) to address transportation funding shortfalls, and

**WHEREAS**, the City of Susanville is required to adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA) as created by SB1 which includes descriptions, locations and schedules of implementation along with useful life; and

**WHEREAS**, the City of Susanville is estimated to receive approximately \$412,293 over the course of the fiscal year to use in participating in an annual streets maintenance program and allowed under the RMRA anticipated to be made available commencing with Fiscal Year 2024-2025; and

**WHEREAS**, the State of California requires submittal of a list of candidate locations intended for maintenance and/or rehabilitation be provided prior to the State on or before July 1 of each year; and

**WHEREAS**, the City of Susanville has prepared a list of street related maintenance and repair projects suitable for improving City streets as part of an ongoing maintenance program in order to secure said funds and participate in the Act with the intent of funding a maintenance program through full compliance with the RMRA; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found City streets are at-risk and in need of repair to ensure good quality for maintenance and rideability purposes thus justifying the RMRA as an overall investment in local streets with a focus on maintenance and safety to provide a significant and positive benefit to the community.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville does hereby adopt the attached list of candidate streets identified as Exhibit 'A' to be funded in part or solely with FY 24/25 RMRA revenues for the purpose of maintenance measures and to secure funds from the State in compliance with Senate Bill 1 and the Road Repair and Accountability Act of 2017.

APPROVED: \_\_\_\_\_  
Mendy Schuster, 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 1<sup>st</sup> day of May 2024, by the following vote:

AYES:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Marci Rojas, Public Works

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6312**, approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.

**PRESENTED BY:** Bob Godman, Public Works Director

**SUMMARY:** Due to LMUD rate increase, the Geothermal Utility Budget is in need of \$7,600 expenditure increase for fiscal year 2023/2024. Staff is requesting the City Council approve the budget increase and authorize the finance manager to make necessary changes.

**FISCAL IMPACT:** Budget amendment to the 7301 Geothermal Utility Budget. No cost to the General Fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6312, approving an increase to the 7301 Geothermal Utility Budget and authorizing the Finance Director to make necessary changes to said budget.

**ATTACHMENTS:**  
[24-6312.pdf](#)



**AGENDA ITEM NO. 9.G**  
**Action Item**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Jolene Arredondo, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6313**, authorizing the Finance Director to increase the Diamond Mountain Golf Course Budget by \$12,000 for maintenance and repairs

**PRESENTED BY:** Jolene Arredondo, Assistant to the City Manager

**SUMMARY:** The Diamond Mountain Golf Course opened on March 23, 2024 and has has a successful spring season thus far with 131 rounds played in the 5 days the course was able to open in March and 1153 rounds played through April 23, 2024. Golf Course Annual Memberships are up to 30 memberships and the course is anticipated to meet revenue projections, if the weather continues to cooperate.

In spring of every year, course maintenance begins with course aeration which involves using special machinery built to punch through the turf and deep into the soil. This machinery then removes the section of soil and turf, known as a 'plug'. This will create a channel for air and water and will enable new growth to occur. The plugging of the greens for the 2024 season was completed with volunteers such as the LCC Baseball team and the loyal volunteers of the golf course. What typically takes two days of work was prolonged due to the equipment repair needs. In order to repair and complete overdue maintenance to the equipment, staff is requesting a budget increase to complete the repairs needed.

Additionally, as the course opens for operations inspections and maintenance is completed by golf course staff to the sprinkler system. Sprinkler replacement parts vary in cost from \$100 to \$400 per sprinkler head depending on repair needs. It is difficult to anticipate these repair costs until the system can be turned on and inspected. The initial inspection resulted in the need to repair and replace several sprinklers, and therefore staff is seeking an increase to the budget in anticipation to repair and replace additional sprinklers through the end of the fiscal year.

**FISCAL IMPACT:** Increase of \$12,000 to the golf course budget from the golf course cash balance

**ACTION REQUESTED:**

Motion to approve Resolution No. 24-6313, authorizing the Finance Director to increase the Diamond Mountain Golf Course Budget by \$12,000 for maintenance and repairs

**ATTACHMENTS:**

[24-6313.pdf](#)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28

5

6

7  
8

9  
10

11

12

13

14

15

16

17

18  
19

20

22

23

24

25

27

28

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Discussion regarding Code Enforcement policies and procedures.

**PRESENTED BY:** Dan Newton, City Manager

**SUMMARY:** Several sections of the city's municipal code relate to code enforcement. Staff will provide a brief report regarding some elements of the city code that, if modified, would enhance the code enforcement program.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Direction to Staff

**ATTACHMENTS:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Discussion regarding proclamations

**PRESENTED BY:** Dan Newton, City Manager

**SUMMARY:** On April 23, 2024, the City Council directed the city manager to schedule a discussion regarding proclamations.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Provide direction to staff.

**ATTACHMENTS:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Discussion regarding city website.

**PRESENTED BY:** Dan Newton, City Manager

**SUMMARY:** On April 23, 2024, the city council directed staff to schedule a discussion regarding the city's website.

**FISCAL IMPACT:** TBD

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution 24-6310**, authorizing Finance Director to modify the budget to accommodate revenues and expenditures for Proposition 1 Round 1 Integrated Regional Water Management Grant.

**PRESENTED BY:** Dan Newton, City Manager

**SUMMARY:** Through a Memorandum of Understanding with three (3) other jurisdictions in our region with statutory authority over water, the city of Susanville is designated as the lead agency for implementation grants. In 2021, the city was awarded a grant from the California Department of Water Resources (DWR). The Lassen Irrigation Company is the ultimate recipient of the funds and is designated as the project sponsor.

The design phase for the project is now underway and the city has received invoices from LIC. There is no budget authority to pay the LIC in the 2023/2024 budget. Staff is requesting a budget increase in the amount of \$1,045,000 to accommodate the payments to the LIC. Per the agreement between the city and the LIC, the city does not pay LIC until the city receives the funds from the DWR.

**FISCAL IMPACT:** Pass through of \$1,045,000 in Regional Water Management Grant Funds to Lassen Irrigation Company

**ACTION REQUESTED:** Motion to approve Resolution 24-6310, Authorizing the Finance Director to modify the budget to accommodate revenues and expenditures for Proposition 1 Round 1 Integrated Regional Water Management Grant.

**ATTACHMENTS:**  
[24-6310.pdf](#)

**RESOLUTION NO. 24-6310**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE FINANCE DIRECTOR TO MODIFY THE BUDGET TO AMMODATE**  
**PASSTHROUGH PAYMENT TO THE LASSEN IRRIGATION COMPANY FOR EXPENSES**  
**INCURRED FOR THE JOHNSTONVILLE DAM PROJECT**

**WHEREAS**, in October of 2019, the City Council took action by Resolution No.19-5725 for the purpose of submitting a grant application to the Department of Water Resources (DWR) for a Proposition 1 grant as made available for the Lahontan Basin Regional Water Management Group (RWMG); and

**WHEREAS**, the City was notified on June 9, 2020 of its success in receiving said grant and being awarded an amount of no more than \$1,100,000 for the purpose of administrating and constructing a dam in Johnstonville for the Lassen Irrigation Company (LIC); and

**WHEREAS**, although the grant award was accepted, the budget was never adjusted to accommodate the expenses; and

**WHEREAS**, the project is now underway, and the city has recently received invoices from the Lassen Irrigation Company for expenses incurred for the design of the project; and

**WHEREAS**, the city Finance Director needs approval from the City Council to modify the budget.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby authorizes the Finance Director to modify the budget as necessary to accommodate the project expenses in the amount of \$1,045,000.

APPROVED: \_\_\_\_\_  
Mendy Schuster, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of May 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Dan Newton, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Consider **Resolution No. 24-6314**, authorizing City Manager to execute agreement with First Serve Productions Inc., for the repair and resurfacing of tennis courts and adding pickleball striping.

**PRESENTED BY:** Dan Newton, City Manager

**SUMMARY:** The tennis courts at Memorial Park are in need of repair and resurfacing. Through the assistance of a local contractor, city staff was connected to First Serve Productions Inc., a California licensed contractor, specializing in tennis court refurbishment. First Serve Productions Inc. has provided the city with a quote to repair and resurface tennis courts and add pickleball striping in the amount of \$59,800.

The scope of work includes:

1. Cut out approximately 500 LF of root damage and fill to make level with current surface. Fill area approximately 120' on east side of court with concrete and court patch binder.
2. Clean out and Fill approximately 400 LF of cracks that don't need a dig out.
3. Fill all the cracks with court patch binder and Sand down the entire surface.
4. Apply 2 coats of acrylic resurfacer to the court.
5. Apply 2 coats of full color acrylic to court. Color TBD
6. Layout and Stripe 2 Tennis Courts (white line paint) and 8 Pickleball Courts with color TBD.
7. Install New Set of Tennis Net Sleeves, Posts, Center Anchor and Net. Per Set if needed.

Pursuant to the California public contract code, public works projects under \$60,000 may be done by negotiated contract, without the need for formal bidding.

Staff is recommending the use of park dedication funds to repair the tennis courts. There is approximately \$160,000 available in the city's park dedication fund that can be used for this project.

**FISCAL IMPACT:**

Option 1: \$59,800 from park dedication fund.

Option 2: \$59,800 from ARPA fund.

**ACTION REQUESTED:**

Motion to approve Resolution No. 24-6314, authorizing City Manager to execute agreement with First Serve Productions Inc., for the repair and resurfacing of tennis courts and adding pickleball striping.

**ATTACHMENTS:**

[24-6314.pdf](#)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28

5

6

8

10

13  
14

16

18

20

21

24

26

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Department Reports

**PRESENTED BY:** Dan Newton, City Manager

**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:**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, Administrative Services

**Action Date:** May 1, 2024

**SUBJECT:** Future Council Items

**PRESENTED BY:** Dan Newton, City Manager

**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:**  
[240501.Future Items List.pdf](#)

### LAST THREE MONTHS

#### BUSINESS FROM THE FLOOR

- 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
- 3/6/2024 Consider ARPA funding for a Puncture Vine Eradication Program, Hopewheels, Performing Arts Center and the renovation of the Elk's Lodge. A business assistance program was also requested.
- 3/20/2024 Consider ARPA Funds towards Performing Arts Center
- 3/20/2024 Focus on Code Enforcement Efforts
- 4/3/2024 Request for Performing Arts Center
- 4/23/2024 Reminder to consider ARPA funds for pickleball courts
- 4/23/2024 Request to bring back the River Trail Project
- 4/23/2024 Request to consider ARPA funds for the Little League Park

#### Council requested - FUTURE COUNCIL ITEMS

- 3/6/2024 Requested policy regarding how long each Council Member can speak
- 4/3/2024 Requested discussion on Code Enforcent procedures and possible streamlining of processes.
- 4/23/2024 Requested discussion on city website
- 4/23/2024 Requested discussion on proclamations

#### Completed Items

- ~~1/17/2024 ARPA Consideration – Pay off debt, bring back amounts & bring back amount for Code Enforcement Abatement Fund~~
- ~~3/6/2024 Stafford requested remaining discretionary funds to go to the Chamber of Commerce~~
- ~~3/6/2024 McCourt requested remaining discretionary funds to go to the skatepark – no funds remaining~~
- 1/17/2024 Consider ARPA for Performing Arts Center
- 1/17/2024 Consider ARPA for Skate Park design