
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 15, 2024 – 5:00 PM

MEETING TO START AT 5:00PM DUE TO NO CLOSED SESSION

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
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)*
 - *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 May 1, 2024 regular meeting.*
 - 6.B *Consider Resolution No. 24-6311, approving the Unrepresented Employee List with associated salaries and also approval of the amended Approved Position List.*
7. **PUBLIC HEARINGS:**
8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**
9. **NEW BUSINESS:**
 - 9.A *Consider Resolution No. 24-6315, Approving and authorizing the mayor to execute Addendum*

#1 to the Agreement for Professional Auditing Services with Van Lant & Fankhanel, LLP

- 9.B Consider Resolution No. 24-6316, authorizing the Public Safety Chief to execute standard agreement with the United Way of Northern California in regards to licenses for the Homeless Management Information System (HMIS).
- 9.C Consider Resolution No. 24-6317, authorizing the Public Works Director to execute short term rental contracts for Hangar 9 at the Airport until a long term lease can be established.
- 9.D Consider Resolution No. 24-6318, Adopting the city of Susanville Regular Full-Time Employee Hiring Policy
- 9.E Consider Resolution No. 24-6319, authorizing the Public Safety Chief to execute a Memorandum of Understanding with 1582, LLC.
- 9.F Consider Resolution No. 24-6320, Creating a temporary moratorium on city proclamations.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION:

12. CONTINUING BUSINESS:

12.A Draft Fiscal Year 2024/25 Budget Presentation

12.B City Project Priorities

13. CITY MANAGER'S REPORTS:

13.A Department Reports

14. FUTURE COUNCIL ITEMS:

15. ADJOURNMENT:

- **The next regular meeting of the Susanville City Council will be held on June 5, 2024 at 4:30PM.**

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

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

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for May 15, 2024 in the areas designated on May 10, 2024.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: May 15, 2024

SUBJECT: Minutes of the City Council May 1, 2024 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 1, 2024 regular meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's minutes from the May 1, 2024 regular meeting.

ATTACHMENTS:
[240501.cc.agd.min.draft.pdf](#)

**SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, MAY 1, 2024 – 4:30 PM**

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

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

1. APPROVAL OF AGENDA:

Moved by Brown; seconded by Miller to approve.

Motion Carried: 5 - 0

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

Voting Against: None

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

3. CLOSED SESSION:

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

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

1. City Administrator Evaluation

4. RETURN TO OPEN SESSION: The City Council reconvened in open session at 5:01pm.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Manager, stated that the agenda was approved with no changes. He reported that the Council met in closed session to discuss the above-mentioned item. He added that direction was provided to staff but no reportable action was taken.

Bob Godman, Public Works Director, introduced Jeffrey Sterling as the city's new Air Quality Specialist.

5. BUSINESS FROM THE FLOOR:

Dave Martin, Diamond Mountain Golf Course Manager, wanted to recognize those who have volunteered at the course, specifically Frank Avilla, for helping with the greens.

Doug Shy, public, requested police patrol on Bunyan Road due to the speed of cars when there are children present.

Larry Rogers, Elk Lodge, stated that he is here to see if there is an update on the potential funding and to answer any questions the Council may have.

John Lightfoot, public, introduced himself to the new council and reminded them of the homeless issue along the river.

6. CONSENT CALENDAR:

Moved by Miller; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council's April 1, 2024 and April 23, 2024 special meetings and April 3, 2024 regular meeting.

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.

[240401.cc.spec.min.draft.pdf](#)

[240403.cc.min.draft.1.pdf](#)

[240423.cc.spec.min.draft.pdf](#)

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

[03-28-24.pdf](#)

[03-29-24.pdf](#)

[04-04-24.pdf](#)

[04-11-24.pdf](#)

[04-18-24.pdf](#)

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.

Council Member Bortle recused himself from this item and 7B as he was on the Planning Commission prior to being elected and voted on the item.

Kelly Mumper, City Planner, provided an explanation of the item and requested Council approval of Resolution No. 24-6305.

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

Public Hearing closed at 5:12pm.

[24-6305.pdf](#)

[Public Hearing Notice_Recordation of Lien 105 Russell Street.docx](#)

[Cost Report - 105 Russell Street.docx](#)

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

Moved by Brown; seconded by Parrish to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Abstain: Bortle

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.

Kelly Mumper, City Planner, provided an explanation of the item and requested Council approval of Resolution No. 24-6306.

Public Hearing opened at 5:15pm.

Debbie & Frank Marino, partial owners of the property, stated that the property is currently being sold and they are wanting the lien to not be recorded as they were told that it could effect the sale.

Margaret Long, City Attorney, stated that legally, they will need to secure the lien to be able to take payment. However, if their attorney believes that getting the lien will impede the sale that she would be happy to discuss with them to figure out their options.

Public Hearing closed at 5:21pm.

[Public Hearing Notice_Recordation of Lien 105 Russell Street.docx](#)
[Grant Deed Legal Description.pdf](#)
[24-6306.pdf](#)

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.

Moved by Miller; seconded by Parrish to approve.

Motion Carried: 4- 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

Abstain: Bortle

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Council Member Bortle stated that he went to Sacramento to meet with the staff of the State Assembly and State Senator representatives.

Mayor Schuster stated that the next Lassen College baseball game is a big game for them. An audience member stated that the game had been moved to May 2, 2024.

Council Member Brown requested discussion on council member pay raises. Schuster and Parrish agree to bring the item back at a future meeting.

9. NEW BUSINESS:

9.A FY 2024-2025 Budget Discussion Discussion Item

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

Council discussion occurred.

Mr. Newton stated that the timeline would be to bring the budget back on May 15th. However, there would be a comment period as well as the need to make appointments to the Susanville Tax Oversight Board as they are an integral part of the process.

It was the consensus of the Council to fly the positions for the STOB vacancies.

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

Mr. Newton presented the policies and requested Council direction to move ahead with the Municipal Code changes.

Council Member Bortle stated that he is in favor of the increases but would like there to be reporting requirement to ensure more checks and balances between staff and the Council. Parrish and Schuster agreed with the request.

Linda Alberico, public, inquired as to whether or not the city paid off credit cards every month to which Mr. Newton confirmed.

[Procurement Policy 2004.pdf](#)
[2001 Credit Card Policy \(1\).pdf](#)
[DRAFT City Procurement Policy.pdf](#)
[DRAFT Credit Card Policy.docx](#)

- 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.

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No.24-6307.

Council Member Parrish inquired as to who paid the \$4,498.05 and if this is a city sponsored event.

Mr. Newton responded that there is a cost to the city to do a street closure and there is also a benefit for the city as the market vendors are there and selling the products to the community as well as drawing people into the area for the event. Although there will be some returned revenue in the form of sales tax, the real benefit is to the community for allowing the events.

Council Member Parrish shared his concern regarding when enough is enough and inquired as to whether or not those groups should be required to pay for a portion of the event costs even if it was between 10%-30%.

Council Member Bortle shared that he is in support of these events as they provide a significant benefit to the public.

Council Member Miller stated how many people show up or have moved to the area due to the Uptown Magical Christmas event. She added that events are necessary to bring the community together.

Further discussion occurred regarding the item.

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

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.

Moved by Bortle; seconded by Brown to approve.

Motion Carried: 4- 1

Voting For: Schuster, Brown, Curtis Bortle, Miller

Voting Against: Parrish

- 9.D 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.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6308.

[24-6308.pdf](#)

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.

Moved by Brown; seconded by Bortle to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 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)

Mr. Godman provided an explanation of the item and requested Council approval of Resolution No. 24-6309.

John Lightfoot, public, stated his concern regarding the lack of crosswalk around the Spirit gas station.

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

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.

Moved by Bortle; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 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.

Mr. Godman provided an explanation of the item and requested approval of Resolution No. 24-6312.

Council Member Bortle inquired as to what the geothermal utility was being used for.

Mr. Godman provided a list of buildings that utilized the utility.

[24-6312.pdf](#)

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.

Moved by Brown; seconded by Miller to approve.

Motion Carried: 5- 0

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

Voting Against: None

- 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

Jolene Arredondo, Assistant to the City Manager, provided an explanation of the item and requested approval of Resolution No. 24-6313.

David Teeter, public, stated that with the city's request of a business plan for multiple businesses, inquired if the city had one for the golf course.

[24-6313.pdf](#)

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.

Moved by Miller; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

9.H Discussion regarding Code Enforcement policies and procedures.

Mr. Newton stated that this item was added at the request of a council member and provided a brief explanation of the item. He mentioned code chapter 8 and that it contains different types of abatements and also the processes.

Council Member Bortle would like the city abatement process as straight forward and efficient as possible. He added that the efficiency of the process may help people be more compliant.

Mayor Schuster inquired whether this was only related to the property maintenance ordinance to which Mr. Newton responded. She also added that ordinance changes take a lot of staff time and would support Mr. Newton to use his discretion to which the council agreed.

9.I Discussion regarding proclamations

Provide direction to staff.

Mr. Newton stated that discussion was requested on this item by a council member. He added that there are a core set of proclamations that have been brought forward every year.

Council Member Parrish asked if there were any guidelines related to proclamations or acknowledgements. He voiced his concern with what could occur if the city continues on this path and requested that a set of guidelines be created. He would like to prevent those issues from occurring and stop having proclamations until that time.

Council Member Bortle inquired of the city attorney if a policy is required.

Ms. Long stated that it will always be recommended to have a policy as there are multiple factors to consider.

Council Member Bortle inquired as to how long it would take to create one.

Mr. Newton stated that there has been some work done already so it may not take long to create a policy.

Council Member Parrish inquired as to whether or not the council can just stop the proclamations to which Ms. Long said yes, the proclamations are not required, but if the city continues it has to be kept fair to everyone.

Jim McCarthy, public, commended the council for the changes that he is seeing. He stated that the city is a business and prayers and proclamations should not be in a meeting.

Leanne Vanderly, public, mentioned the previous request to proclaim Susanville as a sanctuary city for the unborn.

David Teeter, public, stated that this is the Council's chance to take their stand as those who come through Susanville will be from California.

Council Member Parrish stated that he was correct, government should not be taking a stance on social justice issues. There are freeways and people will come.

Council Member Bortle stated that it has to be all or nothing. He added that his concern is that the city will need to be ready to tell the Veteran's that they will no longer get one.

Mayor Schuster stated that there would be so many if we did them all. She stated that she would prefer to stay away from social issues.

Ms. Long stated that it is all or nothing, but within categories.

Council Member Parrish stated perhaps all Armed Forces related items should be permitted.

Council Member Miller agreed that she could get behind the Armed Forces, but not the social issues.

Mr. Newton stated, if categories are desired, it will take more time and that the item will not be placed on the next agenda. He added that there are a lot of options depending on what is being requested.

Ms. Long stated that there are multiple jurisdictions that are doing this currently and a moratorium was put in place while this occurs.

Council Member Bortle would like the item to be brought back at the next meeting so the public had more opportunity to comment to which Mr. Newton agreed.

9.J Discussion regarding city website.

Mayor Schuster requested a 5-minute recess at 7:10pm.

The Council reconvened at 7:17pm.

Mr. Newton stated that Council Member Parrish requested that discussion occur on this item and also added that Tamra Spade, Economic Development Director, has been working with the web designer and staff to update the website.

Council Member Parrish explained his concerns with the website.

Council Member Bortle stated that, based on what staff has presented to him, he feels that staff is on the right track and would like them to continue.

Council Member Parrish stated that he agreed and added that he would like to keep things local, but doesn't want to simply continue doing the same thing.

Council Member Bortle stated that the main thing that needs to be fixed is the ability to access it on a mobile device as well as how it appears in a web search.

Council Member Parrish stated that he would like to see staff tell the current web designer what we want but also look around and get costs by other designers.

Mayor pro tem Brown stated that he is okay with staff continuing on the path they are on to see what can be done. If not, then do the other research.

Ms. Spade stated that she has had conversations with the current designer and will be providing them with the changes to see if it can be done.

Council Member Miller stated that where she works they had a company that came in and created it all in 3 months since all they did were those types of business.

Mr. Newton stated he felt the direction is to communicate changes wanted to the current designer, get a timetable of how long it would take, possibly bring back a contract if he can do it the first meeting in June.

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.

Mr. Newton provided an explanation of the item and requested approval of Resolution No.24-6310.

[24-6310.pdf](#)

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.

Moved by Bortle; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

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.

Mr. Newton provided an explanation of the item and requested approval of Resolution No. 24-6314. He added that the mention of eight courts however, is not yet finalized.

Mayor Schuster inquired as to whether or not there were still money to spend on the parks if we use the park funds.

Mr. Newton responded that yes, there are additional funds available.

Motion to approve by Brown; seconded by Miller to approve original motion as written. Mayor Schuster inquired as to whether or not Mayor pro tem Brown stating as written will affect the project as it states eight courts in the resolution.

Mr. Newton stated that yes, so the record should reflect that the Council provided the City Manager with discretion to modify the number of pickleball courts as appropriate.

[24-6314.pdf](#)

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 with discretion provided to the City Manager to modify the number of courts as appropriate.

Moved by Brown; seconded by Miller to approve Resolution No. 24-6314 with the above-mentioned change.

Motion Carried: 5- 0

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

Voting Against: None

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports Information only.

City Department Heads and the Assistant to the City Administrator provided updates on their departments.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

Council Member Miller requested setting up a 115 Trust account to pay the CalPERs deficit when needed again. She added that if the Council chose to pay off the \$400,000 debt with the ARPA funds, the amount that is not being paid towards that payment every month could be placed in that trust account. Full council support to bring back the item.

Mayor Schuster inquired about taxing short-term rentals and Ms. Long states that she will look into whether or not the city can do so.

Mr. Newton stated that our city planner has also been working on that item. Bortle and Miller agreed to bring the item back for discussion.

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

15. ADJOURNMENT:

Moved by Miller; seconded by Bortle to adjourn at 8:21pm.

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: Heidi Whitlock, Administrative Services

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6311**, approving the Unrepresented Employee List with associated salaries and also approval of the amended Approved Position List.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Pursuant to Section 2.08.090 the City Manager's duty is to appoint and remove or promote or demote any and all officers and employees of the city with the approval of the city council. The approved position list is a mechanism used to demonstrate City Council approval for the positions that the City Manager can fill as well as the associated ranges. At this time, positions that have been approved by Council but have yet to be approved on the list including the Public Safety Chief, two Lieutenant positions, and the part time economic development Administrative Staff Assistant.

The need also exists to update the Unrepresented Employee List, by resolution, and associated salary matrix due to the multiple changes in minimum wages over the past seven (7) years as well as negotiations by the Susanville Police Officers Association related to Reserve Officer pay.

FISCAL IMPACT:

ACTION REQUESTED: Motion to approve Resolution No. 24-6311, approving the Unrepresented Employee List with associated salaries and also approval of the amended Approved Position List.

ATTACHMENTS:

[24-6311.pdf](#)

[240501 APL.pdf](#)

[2024 PT Positions List with Salary Matrix Ranges.pdf](#)

[2024 PT Positions with Assoc. Salary Ranges 1.pdf](#)

Last Approved 10/18/2023

Department/Position

Range

Step A

Step G & H

Unit

REGULAR, FULL-TIME

ADMINISTRATIVE SERVICES

City Manager*	184	\$	142,694.24	\$	191,224.02	Contract
Assistant to City Manager	148-150	\$	64,628.20	\$	95,542.20	Admin
Admin Staff Assistant (Base-II)	124-128	\$	36,409.88	\$	56,551.04	Misc

CITY CLERK

City Clerk*	164-170	\$	91,982.02	\$	142,694.24	Mgmt
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ECONOMIC DEVELOPMENT

Economic Development Director *	170-174	\$	106,480.66	\$	157,320.54	Mgmt
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FINANCE

Finance Director*	170-174	\$	106,480.66	\$	157,320.54	Mgmt
Account Tech II (Base - II)	142-146	\$	56,787.12	\$	88,200.58	Misc
Account Tech - Account Tech I (Base- II)	124-128 or 133-137	\$	36,409.88	\$	70,624.58	Misc
Account Tech - Account Tech I (Base- II)	124-128 or 133-137	\$	36,409.88	\$	70,624.58	Misc
Account Tech - Account Tech I (Base- II)	124-128 or 133-137	\$	36,409.88	\$	70,624.58	Misc

FIRE & POLICE

Public Safety Chief*	170-172	\$	106,480.66	\$	149,828.90	Mgmt
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Assistant Fire Chief	145-150	\$	66,037.40	\$	105,132.04	Fire
Fire Fighter I - Engineer OR Captain (No more than 3 Captains)*	129-142 or 141-146	\$	44,484.44	\$	95,244.24	Fire
Fire Fighter I - Engineer OR Captain (No more than 3 Captains)*	129-142 or 141-146	\$	44,484.44	\$	95,244.24	Fire
Fire Fighter I - Engineer OR Captain (No more than 3 Captains)*	129-142 or 141-146	\$	44,484.44	\$	95,244.24	Fire
Fire Fighter I - Engineer	129 - 142	\$	44,484.44	\$	86,286.72	Fire
Fire Fighter I - Engineer	129 - 142	\$	44,484.44	\$	86,286.72	Fire
Fire Fighter I - Engineer	129 - 142	\$	44,484.44	\$	86,286.72	Fire
Admin Staff Assistant - Fire (Base - II)	138-142	\$	51,446.46	\$	79,905.28	Misc

*At descretion of the Fire Chief with City Administrator approval

Police Lieutenant	147-156	\$	77,394.20	\$	123,358.56	SPOA
Police Lieutenant	147-156	\$	77,394.20	\$	116,338.56	SPOA
Police Sergeant	143-152	\$	70,115.24	\$	111,756.84	SPOA
Police Sergeant	143-152	\$	70,115.24	\$	111,756.84	SPOA
Police Sergeant	143-152	\$	70,115.24	\$	111,756.84	SPOA
Police Sergeant	143-152	\$	70,115.24	\$	111,756.84	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer (SRO)	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Police Officer	136-145	\$	58,985.42	\$	94,017.04	SPOA
Administrative Assistant	142-144	\$	55,726.06	\$	82,333.68	Admin
Community Services Officer (Base - II)	132-136	\$	44,361.98	\$	68,902.08	Misc
Community Services Officer (Base - II) (PHLA Grant funded)	132-136	\$	44,361.98	\$	68,902.08	Misc
Youth Services Officer - Grant funded	132-136	\$	44,361.98	\$	68,902.08	n/a

PUBLIC WORKS

Public Works Director *	168-174	\$	101,409.88	\$	157,320.54	Mgmt
Assistant Director of Operations	154-158	\$	72,066.28	\$	111,931.56	Admin
Assistant Director of Engineering	154-158	\$	72,066.28	\$	111,931.56	Admin
Building Official	152-154	\$	68,593.72	\$	101,404.42	Admin
City Planner	152-154	\$	68,593.72	\$	101,404.42	Admin
Water Utility Supervisor (Base - II)	145-147	\$	60,607.04	\$	85,330.96	PWorks
Gas Utility Supervisor (Base - II)	144-146	\$	59,128.94	\$	83,249.66	PWorks
Park/Facilities Maint Superintendent (Base - II)	143-145	\$	57,686.72	\$	81,219.32	PWorks
Streets Maintenance Super. (Base - II)	143-145	\$	57,686.72	\$	81,219.32	PWorks
Air Quality Specialist	140-151	\$	53,043.38	\$	100,378.98	Admin
Building Permit Tech	140-142	\$	53,043.38	\$	78,415.74	Admin
Program Coordinator	140-142	\$	53,043.38	\$	78,415.74	Admin
Assistant Engineer	140-142	\$	53,043.38	\$	78,415.74	Admin

Pool Director (reimbursed by HLVR)	138-140	\$	48,545.64	\$	71,766.76	Admin
Code Enforcement Officer I/II	136-138	\$	48,054.76	\$	71,040.84	Admin
Water System Op II - III (Base - II)	133-135 or 139-141	\$	45,064.76	\$	73,580.78	PWorks
Water System Op II - III (Base - II)	133-135 or 139-141	\$	45,064.76	\$	73,580.78	PWorks
Gas Technician II - III (Base -II)	132-134 or 138-140	\$	43,965.74	\$	71,786.00	PWorks
Gas Technician II - III (Base -II)	132-134 or 138-140	\$	43,965.74	\$	71,786.00	PWorks
Gas Technician II - III (Base -II)	132-134 or 138-140	\$	43,965.74	\$	69,025.06	PWorks
Mechanic II (Base - II)	131-133	\$	42,893.24	\$	60,390.98	PWorks
Street Maint Operator II - III (Base - II)	131-133 or 137-139	\$	42,893.24	\$	70,035.16	PWorks
Utilities Services Technician (Base - II)	125-127	\$	36,986.82	\$	52,075.14	Pworks
Utilities Services Technician (Base - II)	125-127	\$	36,986.82	\$	52,075.14	Pworks
Parks Maintenance Worker II (Base - II)	125-127	\$	36,986.82	\$	52,075.14	Pworks
Admin Staff Assistant (Base -II)	124-128	\$	36,409.88	\$	56,551.04	Misc
Maintenance Worker I - II (Base - II) (S)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Maintenance Worker I - II (Base - II) (S)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Maintenance Worker I - II (Base - II) (G)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks
Maintenance Workr I-II (Base - II) (W)	123-125 or 125-127	\$	35,204.52	\$	52,075.14	PWorks

PART-TIME

ADMIN

Parks Maintenance Worker - P/T

Parks Maintenance Worker - P/T

Economic Development PT Admin Staff Assistant

Human Resources Investigator

Construction Technician

POLICE

Community Service Officer - P/T

POOL

Assistant Pool Manager

Pool Maintenance Worker

Head Swim Instructor

Head Lifeguard

Head Program Instructor

Lifeguard/Swim Instructor (# of positions as needed)

Lifeguard/Swim Instructor

Lifeguard/Swim Instructor

Lifeguard/Swim Instructor

Lifeguard/Swim Instructor

Lifeguard/Swim Instructor

Lifeguard/Swim Instructor

Lifeguard/Swim Instructor

GOLF COURSE

Golf Course Business Manager P/T

Head Maintenance Worker

Maintenance

Maintenance

Pro Shop Worker

Pro Shop Worker

Pro Shop Worker

Pro Shop Worker

Pro Shop Worker

Pro Shop Worker

Pro Shop Worker

Carts

Carts

Carts

Carts

TEMPORARY

ADMIN

Intern

POLICE

Reserve Police Officer:

		Hourly Wage		
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
944	\$	26.01	\$	29.43
954	\$	33.30	\$	37.68
951	\$	30.92	\$	34.99
932	\$	19.34	\$	21.88
935	\$	20.83	\$	23.57
924	\$	16.27	\$	17.96
928	\$	17.53	\$	19.83
928	\$	17.53	\$	19.83
928	\$	17.53	\$	19.83
922 D-F	\$	16.27	\$	17.10
923 D-F	\$	16.27	\$	17.10
924 D-F	\$	16.27	\$	17.10
925 D-F	\$	16.27	\$	17.10
926 D-F	\$	16.27	\$	17.10
927 D-F	\$	16.27	\$	17.10
928 D-F	\$	16.27	\$	17.10
929 D-F	\$	16.27	\$	17.10
960	\$	38.62	\$	43.69
930	\$	18.41	\$	20.83
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
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922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10
922 D-F	\$	16.27	\$	17.10

Hourly Wage

922 \$ 16.27 \$ 17.10 n/a

Reserve Police Officer 1

Reserve Police Officer 2

Reserve Police Officer 3

Reserve Police Officer 4

Reserve Police Officer 5

Up to 5 positions funded thru salary savings

FIRE

Fire Captain (Side Letter)

Fire Captain (Side Letter)

Seasonal Firefighter

Seasonal Firefighter

Seasonal Firefighter

PUBLIC WORKS

Assistant Engineer

Gas Technician II (Gas Surveyor)

Intern (PW)

Intern (PW)

Intern (PW)

VARIOUS

Summer Laborer

Summer Laborer

Summer Laborer

Summer Laborer

Summer Laborer

CONTRACT POSITIONS

POLICE

Officer Trainee

City Attorney - contracted flat rate

Airport Manager - \$1,896.86 per month

946	\$	27.33	\$	30.92	n/a
946	\$	27.33	\$	30.92	n/a
946	\$	27.33	\$	30.92	n/a
946	\$	27.33	\$	30.92	n/a
946	\$	27.33	\$	30.92	n/a

924	\$	16.27	\$	17.96	n/a
924	\$	16.27	\$	17.96	n/a
922	\$	16.27	\$	17.96	n/a
922	\$	16.27	\$	17.96	n/a
922	\$	16.27	\$	17.96	n/a

944	\$	26.01	\$	29.43	n/a
931	\$	18.87	\$	21.35	n/a
922	\$	16.27	\$	17.10	n/a
922	\$	16.27	\$	17.10	n/a
922	\$	16.27	\$	17.10	n/a

922	\$	16.27	\$	17.10	n/a
922	\$	16.27	\$	17.10	n/a
922	\$	16.27	\$	17.10	n/a
922	\$	16.27	\$	17.10	n/a
922	\$	16.27	\$	17.10	n/a

932					n/a
-----	--	--	--	--	-----

Unrepresented Employees Salary Schedule -- Resolution No. 24-6311, Exhibit A

Position	Range	A	B	C	D	E	F	
EXISTING Ranges:								
Parks Maintenance Worker PT	922				16.27	16.68	17.10	Continuing through Jan. 3, 2025
HLVRA - Lifeguard/Swim Instructor					16.27	16.68	17.10	
Golf Course - Maintenance					16.27	16.68	17.10	
Golf Course - Pro Shop Attendant					16.27	16.68	17.10	
Golf Course - Cart Washer					16.27	16.68	17.10	
Intern - Admin					16.27	16.68	17.10	
Intern - Public Works					16.27	16.68	17.10	
Reserve Police Officer					16.27	16.68	17.10	
Seasonal Firefighter					16.27	16.68	17.10	
Summer Laborer (Public Works)					16.27	16.68	17.10	
HLVRA - Pool Maintenance Worker	924		16.27	16.68	17.10	17.52	17.96	
Fire Captain (Side Letter)			16.27	16.68	17.10	17.52	17.96	
Updated Ranges from above:								
Parks Maintenance Worker PT	925	16.27	16.68	17.10	17.52	17.96	18.41	Updated Ranges for above to take effect on Jan. 4, 2025.
HLVRA - Lifeguard/Swim Instructor		16.27	16.68	17.10	17.52	17.96	18.41	
Golf Course - Maintenance		16.27	16.68	17.10	17.52	17.96	18.41	
Golf Course - Pro Shop Attendant		16.27	16.68	17.10	17.52	17.96	18.41	
Golf Course - Cart Washer		16.27	16.68	17.10	17.52	17.96	18.41	
Intern - Admin		16.27	16.68	17.10	17.52	17.96	18.41	
Intern - Public Works		16.27	16.68	17.10	17.52	17.96	18.41	
Seasonal Firefighter		16.27	16.68	17.10	17.52	17.96	18.41	
Summer Laborer (Public Works)		16.27	16.68	17.10	17.52	17.96	18.41	
HLVRA - Pool Maintenance Worker	926	16.68	17.10	17.52	17.96	18.41	18.87	
Fire Captain (Side Letter)								
Head Program Instructor	928	17.52	17.96	18.45	18.87	19.34	19.83	
Golf Course - Head Maintenance Worker	930	18.41	18.87	19.34	19.83	20.32	20.83	
Gas Technician II (Gas Surveyor)	931	18.87	19.34	19.83	20.32	20.83	21.35	
Community Services Officer PT	932	19.34	19.83	20.32	20.83	21.35	21.88	
HLVRA - Assistant Pool Manager	935	20.83	21.35	21.88	22.43	22.99	23.57	
Assistant Engineer (PT - Public Works)	944	26.01	26.66	27.33	28.01	28.71	29.43	
ED Administrative Staff Assistant		26.01	26.66	27.33	28.01	28.71	29.43	
Reserve Police Officer	946	27.33	28.01	28.71	29.43	30.17	30.92	
Construction Technician	951	30.92	31.70	32.49	33.30	34.13	34.99	
Human Resources Investigator	954	33.30	34.13	34.99	35.86	36.76	37.68	
Golf Course Business Manager PT	960	38.62	39.58	40.57	41.59	42.63	43.69	Wage Change Per SPOA MOU effective immediately

Salary Matrix - Part-Time, Temporary and Unrepresented

ADOPTED on: (Ranges 922-924 no longer valid after 1/03/2025)

	A	B	C	D	E	F
922				16.27	16.68	17.10
923			16.27	16.68	17.10	17.52
924		16.27	16.68	17.10	17.52	17.96
925	16.27	16.68	17.10	17.52	17.96	18.41
926	16.68	17.10	17.52	17.96	18.41	18.87
927	17.10	17.52	17.96	18.41	18.87	19.34
928	17.52	17.96	18.41	18.87	19.34	19.83
929	17.96	18.41	18.87	19.34	19.83	20.32
930	18.41	18.87	19.34	19.83	20.32	20.83
931	18.87	19.34	19.83	20.32	20.83	21.35
932	19.34	19.83	20.32	20.83	21.35	21.88
933	19.83	20.32	20.83	21.35	21.88	22.43
934	20.32	20.83	21.35	21.88	22.43	22.99
935	20.83	21.35	21.88	22.43	22.99	23.57
936	21.35	21.88	22.43	22.99	23.57	24.16
937	21.88	22.43	22.99	23.57	24.16	24.76
938	22.43	22.99	23.57	24.16	24.76	25.38
939	22.99	23.57	24.16	24.76	25.38	26.01
940	23.57	24.16	24.76	25.38	26.01	26.66
941	24.16	24.76	25.38	26.01	26.66	27.33
942	24.76	25.38	26.01	26.66	27.33	28.01
943	25.38	26.01	26.66	27.33	28.01	28.71
944	26.01	26.66	27.33	28.01	28.71	29.43
945	26.66	27.33	28.01	28.71	29.43	30.17
946	27.33	28.01	28.71	29.43	30.17	30.92
947	28.01	28.71	29.43	30.17	30.92	31.70
948	28.71	29.43	30.17	30.92	31.70	32.49
949	29.43	30.17	30.92	31.70	32.49	33.30
950	30.17	30.92	31.70	32.49	33.30	34.13
951	30.92	31.70	32.49	33.30	34.13	34.99
952	31.70	32.49	33.30	34.13	34.99	35.86
953	32.49	33.30	34.13	34.99	35.86	36.76
954	33.30	34.13	34.99	35.86	36.76	37.68
955	34.13	34.99	35.86	36.76	37.68	38.62
956	34.99	35.86	36.76	37.68	38.62	39.58
957	35.86	36.76	37.68	38.62	39.58	40.57
958	36.76	37.68	38.62	39.58	40.57	41.59
959	37.68	38.62	39.58	40.57	41.59	42.63
960	38.62	39.58	40.57	41.59	42.63	43.69

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Finance

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6315**, Approving and authorizing the mayor to execute Addendum #1 to the Agreement for Professional Auditing Services with Van Lant & Fankhanel, LLP

PRESENTED BY: Chandra Jabbs, Finance Director

SUMMARY: The City entered into an agreement in 2019 with Van Lant & Fankhanel, LLP to complete the annual audit of the City's financial statements to remain in compliance with State and Federal reporting. The existing contract expires with completing the FY 22/23 audit, after 5 years of services. On March 6, 2024, the City brought this item for discussion to extend the contract for an additional two years in order to keep progressing toward the goal of completing each year's annual audit within 180 days of fiscal year end following the delays in the completion of the FY 20/21 & FY 21/22 audit. The direction received was to move forward with a contract extension to continue working to realign the City with those reporting objectives.

FISCAL IMPACT: No fiscal impact to FY 23/24. Budget expense of \$39,500 in FY24/25 & FY25/26, which includes \$5,900 for the Air Pollution Control District and \$3,600 for the Single Audit each year.

ACTION REQUESTED: Motion to approve Resolution No. 24-6315, Approving and authorizing the mayor to execute Addendum #1 to the Agreement for Professional Auditing Services with Van Lant & Fankhanel, LLP.

ATTACHMENTS:
[24-6315.pdf](#)
[Addendum #1.docx](#)

**AGREEMENT FOR AUDITING SERVICES
BETWEEN THE CITY OF SUSANVILLE AND VAN LANT & FANKHANEL, LLP
ADDENDUM #1**

This Addendum #1 to the Agreement for Auditing Services between the City of Susanville (“City”) and Van Lant & Fankhanel LLP (“Consultant”) dated April 17, 2019, is made and entered into this ____ day of _____, 2024.

RECITALS

WHEREAS, under the Agreement, the Consultant provides the City with auditing services as outlined in the proposal received by the City; and

WHEREAS, the parties desire to extend the contract for an additional two years.

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

1. TERM

This Addendum renews the Agreement for another term of 2 years to complete the auditing services for FY 2023/2024 and FY 2024/2025.

2. PAYMENT

The City agrees to pay the Consultant the following amounts for providing services:

FY 2023/2024 \$39,500

FY 2024/2025 \$39,500

3. FUTURE AMENDMENTS

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

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SUSANVILLE:

CONSULTANT

Mendy Schuster
Mayor
City of Susanville

By:_____
Greg Fankhanel
Partner
Van Lant and Fankhanel, LLP
Certified Public Accountants

APPROVED AS TO FORM:

ATTEST:

Margaret Long
City Attorney
City of Susanville

Heidi Whitlock
City Clerk
City of Susanville

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Victoria Estrada, Police

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6316**, authorizing the Public Safety Chief to execute standard agreement with the United Way of Northern California in regards to licenses for the Homeless Management Information System (HMIS).

PRESENTED BY: Rebecca Peconom, CSO

SUMMARY: The United Way of Northern California is a non-profit that manages the Homeless Management Information System (HMIS) on behalf of HUD. HMIS is a data entry system that tracks homeless throughout the country. Access to this system will allow us the ability to track homeless that are living in and around Susanville. In the future it will also allow us to partner with Lassen County Community and Social Services to provide cross over of services.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 24-6316, authorizing the Public Safety Chief to execute standard agreement with the United Way of Northern California in regards to licenses for the Homeless Management Information System (HMIS).

ATTACHMENTS:
[United Way Contact Sheet.pdf](#)
[24-6316.pdf](#)



United Way of
Northern California

United Way of Northern California

Contract Information Sheet

Agency Legal Name: City of Susanville
Address: 606 North Lassen St
City: Susanville Zip: 96130
Program Lead: Rebecca Peconom
Phone Number: 530) 251-7896
Email Address: rpeconom@CityofSusanville.org
Does your Agency accept documents for electronic signature? Y/N _____

Signer Information

Print Authorized Signer Name: Michael Bollinger Title: Public Safety Chief
Email Address: mbollinger@CityofSusanville.org Contact Number: 530) 257-5603
Secondary Signer Name (if applicable): _____ Title: _____
Email Address: _____ Contact Number: _____
Address for notices: 1801 main st, Susanville CA 96130

Legal status: ☐ Sole proprietor ☐ Partnership ☐ Corporation ☒ Other _____ Tax ID _____

If your agency requires additional signatures blocks please provide the name and title of the additional signers.

Please include the following documents:

1. Resolution authorizing signature –

- If the Applicant Agency is a **non-profit**:
 - A resolution authorizing the signer must be obtained naming the title of the person who may sign on behalf of the nonprofit.
- If the Applicant Agency is a **corporation**:
 - Two signatures must be obtained:
 - One from the officers – i.e. chairman, president etc.
 - One from the financial group – i.e. treasurer, secretary, etc.
- If a resolution is obtained by the Board of Directors, one person may sign the contract.

2. Copy of Insurance - (1) a policy of Commercial General Liability with limits of liability of not less than \$1 million per occurrence; (2) a policy of Workers' Compensation providing statutory coverage; and (3) such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under the Agreement. Additional Insurance requirements may apply.

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RESOLUTION NO. 24-6316
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE PUBLIC SAFETY CHIEF TO EXECUTE STANDARD
AGREEMENT WITH THE UNITED WAY OF NORTHERN CALIFORNIA

WHEREAS, the Susanville Police Department is responsible for providing public safety within the City of Susanville; and

WHEREAS, the Susanville Police Department has identified the need for a data management system to track the homeless population within the City of Susanville.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Public Safety Chief to execute standard agreement with the United Way of Northern California in regards to licenses for the Homeless Management Information System (HMIS).

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 15th day of May 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6317**, authorizing the Public Works Director to execute short term rental contracts for Hangar 9 at the Airport until a long term lease can be established.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Hangar 9 normally rents for \$3,000 per month. In an effort to make some of that rent back while the hangar is empty staff is asking Council for permission to rent bays of the hangar out for short terms. The leases would be from over night storage to month long leases that would be month to month, so they would not interfere if the Airport were to find an entity that wanted to rent the entire hangar on a long term lease.

FISCAL IMPACT: Up to \$700 per month to the Airport 7201 Fund.

ACTION REQUESTED: Motion to approve Resolution No. 24-6317, authorizing the Public Works Director to execute short term rental contracts for Hangar 9 at the Airport until a long term lease can be established.

ATTACHMENTS:
[24-6317.pdf](#)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6318**, Adopting the city of Susanville Regular Full-Time Employee Hiring Policy

PRESENTED BY: Jolene Arredondo, Assistant to the City Manager

SUMMARY: City staff have identified various policy and codes that need updating and amending, one of which is the regular full-time employee hiring policy. Attached is the previous version of the policy for reference of changes, this policy was adopted by City Council in May 2020. Policy changes provide a more robust policy referencing both existing city code and the existing city of Susanville Employee Manual references. Clarifications of the process will allow more consistency and transparency to the organization. The highlights of changes proposed include the following:

- Clarification of types of recruitments (internal, external, open until filled, ongoing)
- Clarification of Application Screening Process
- Clarification of Interview Process
 - Addition of pre-employment examinations to the policy
- Clarification of Administrative Interview Process
- Addition of signing bonuses process of approval
- Addition of Unconditional Offer Letter language
- Addition of Conditional Offer Letter language
- Clarification of Pre-Employment Process

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 24-6318, Adopting the city of Susanville Regular Full-Time Employee Hiring Policy

ATTACHMENTS:
[Regular Full Time Employee Hiring Policy.pdf](#)
[24-6318.pdf](#)



City of Susanville

Regular Full-Time Employee Hiring Policy

Scope: Citywide

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

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Adopted by Resolution No.: 24-6318 on May 15, 2024

Supersedes: May 2020 version

Effective Date: May 15, 2024

Policy Review Schedule: Annual review

CITY OF SUSANVILLE
REGULAR FULL-TIME HIRING POLICY

INTRODUCTION

The city of Susanville recognizes that our employees are our most valuable asset, driving our success and fulfilling our mission. As such, we are committed to maintaining a comprehensive hiring policy that ensures fairness, transparency, and efficiency in the recruitment and selection of regular full-time employees. This policy outlines the procedures and guidelines that govern the hiring process to attract, evaluate, and onboard qualified individuals who align with our organization's values, goals, and culture.

I. GUIDELINES

This policy reflects our dedication to upholding legal and ethical standards in all aspects of the hiring process, including compliance with relevant employment laws, regulations, and best practices. We aim to cultivate a positive candidate experience that reflects our organization's values and fosters long-term relationships with potential employees. As we continue to grow and evolve, this policy will be regularly reviewed and updated to align with emerging trends, changing needs, and evolving best practices in recruitment and talent management.

Recruitments are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.¹

Recruitments are created by the Assistant to the City Manager or an HR Representative. Recruitments shall be reviewed and approved by the City Manager prior to posting notice. Each recruitment (job posting notice) will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).²

II. DEFINITIONS

Candidate: A candidate is an individual who is being considered or evaluated for a specific role within an organization. The term "candidate" is often used interchangeably with "applicant" and refers to someone who is actively seeking employment opportunities and is in contention for a particular job position.

Conditional Offer Letter: Employment offer letter signed by the City Manager detailing position wages notifying a position has been offered to a candidate with conditions the candidate successfully completes pre-employment process.

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

¹ City of Susanville Employee Manual, Section 116: Job Posting

² City of Susanville Employee Manual, Section 116: Job Posting

External Recruitment: The process of filling job vacancies within an organization by sourcing candidates from outside the city. Unlike internal recruitments, which involve promoting or transferring existing employees to new roles, external recruitment seeks candidates who are not currently employed by the city.

HR Representative: City of Susanville designated employees with Human Resources responsibilities, employees include but are not limited to the City Clerk, City Manager, and the Assistant to the City Manager.

Insufficient Applicant Pool: situation where the number or quality of applicants for a particular position is considered insufficient or inadequate to effectively fill the vacancy. In other words, there are too few applicants, and/or their qualifications or experience do not meet the requirements or standards set for the position.

Hybrid Panel: when two or less applicants are received after an external recruitment, the Standard Interview Panel and Admin Interview panel are combined into one Hybrid panel, consisting of the Department Head, Supervisor, HR representative, and at least one additional employee.

Internal Recruitment: The practice of filling job vacancies within an organization by selecting candidates who are already employed by the city. Instead of seeking candidates externally, internal recruitment involves identifying and considering existing employees for new roles, promotions, transfers, or lateral moves within the organization.

Minimum Qualifications: Essential certifications, skills, experience, and attributes that candidates must possess to be considered for a particular job position. These qualifications are established in the job description. Minimum qualifications serve as the basic criteria that candidates must meet to demonstrate their suitability for the role.

Recruitment: Process of actively seeking out, attracting, and engaging qualified individuals to fill vacant positions within an organization. Recruitments, also known as “job posting notice” will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).³

Regular full-time Employee: Regular, full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the city’s full-time schedule.⁴

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

Unconditional Offer Letter: Letter delivered to candidates who have successfully completed pre-employment process detailing wages, start date and pertinent employment information.

III. TYPES OF RECRUITMENTS

Internal Recruitments

To be eligible to apply for an available position, current employees must have performed competently for at least ninety (90) calendar days in their current position. Employees who have a written warning on file,

³ City of Susanville Employee Manual, Section 116: Job Posting

⁴ City of Susanville Employee Manual, Section 201: Employment Categories

or are on suspension, are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.⁵

To apply for an open position, employees should submit a job application to the City Clerk's Office listing job-related skills and accomplishments. It should also describe how their current experience with the city and prior work experience and/or education qualifies them for the position.⁶

When a position becomes available it is best practice to post the recruitment for a minimum of ten (10) days internally. Internal recruitments are posted on all department's employee bulletin boards and shared via email to all employees. Full-time employee entry level positions do not need to be flown externally unless there is a potential financial gain for existing employees as a result of employee bargaining unit changes and/or incentives. Internal recruitments are not to be released to the public.

- If there are **zero (0)** qualified applications received for the position, the recruitment will be modified as necessary and be re-flown externally.
- If **two (2) or more** internal applications are received and meet the minimum qualifications of the position as set forth in the screening process, the interview process may proceed and therefore there is no need for the recruitment to be flown externally.
- If **only one (1)** application is received, the recruitment will be flown externally to provide a chance for a sufficient applicant pool. If no additional applications are received after an internal and external recruitment cycle, proceed with the application screening process and interview process as set forth below.

External Recruitments

When a vacancy exists and an internal recruitment period has closed with an insufficient applicant pool, external recruitment will commence. External recruitments may be submitted electronically to the City Clerk and verbiage of that must be included on the recruitment. External recruitments must be posted for a minimum of ten (10) days, however the Department Head may recommend an extended recruitment of more days if desired.

- If **zero (0)** applications are received by the closing date of the recruitment, a new recruitment shall be made with new dates and/or open until filled notated on the recruitment.

Open Until Filled Recruitments

When one or more vacancies exist, Department Heads may recommend an open until filled recruitment. These recruitments will not have a recruitment closing date listed but must include a first review date and the recruitments must have the following verbiage, "Open until filled with applications received first review on MM/DD/YYYY. Applications received after this date will be reviewed upon receipt."

- If **zero (0)** applications are received by the initial review date, applications received after the date identified will be reviewed upon receipt. Each application received will proceed with the screening process as identified in this policy as an individual applicant.
- Recruitments that do not receive applications 90 days after posting should be reviewed by the Assistant to the City Manager and notification to the Department Head should occur to review position recruitment.

⁵ City of Susanville Employee Manual Section 116: Job Posting

⁶ City of Susanville Employee Manual Section 116: Job Posting

Ongoing Recruitments

When no vacancies exist, however, there is a need to maintain a consistent and qualified talent pool, ensuring the city can promptly fill vacant positions with suitable candidates. Ongoing recruitments enable the city to attract top talent by fostering engagement with potential candidates over time, ultimately supporting the achievement of strategic objectives and sustained growth.

- Upon receipt of applications, each application received will proceed with the screening process as identified in this policy as an individual applicant. If the applicant meets minimum qualifications, Assistant to the City Manager will notify the recruitment's Department Head and also notify the applicant that, although no vacancy exists, the city will hold their application up to one year in the event of a vacancy or impending vacancy.

Recruitments with Signing Bonuses

Recruitments that have failed to attract applicants and have demonstrated unsuccessful recruitment attempts may be considered to include a signing bonus. Signing bonuses must be approved by the City Manager and the payout schedule of said bonus must be detailed on the recruitment posting.

IV. ADVERTISING OF RECRUITMENTS

All recruitments will be advertised by posting approved job recruitment for a minimum of ten (10) days in the following spaces:

- Employee Bulletin Board (printed)
- City website Human Resource page
- Posted (and shared) to city social media(s)
- Emailed to newspaper, radio, and local news outlets (when appropriate)
- Online Websites (I.e. North State Jobs, Indeed, industry recruitment sites, etc.)
- Professional Publications (if warranted)
- Direct Mailers (if warranted)

V. APPLICATION SCREENING PROCESS

1. All applications submitted:
 - Must be received by the recruitment closing date and time.
 - Must include standard city application, resume, cover letter and any documents requested in job announcement (i.e. transcripts, certifications, etc.)
 - Must be submitted to the City Clerk
2. Upon receipt of applications, the City Clerk turns applications over to the Assistant to the City Manager. Applications are screened for compliance with job announcement requirements by Assistant to the City Manager and are compiled into a spreadsheet listing minimum requirements and qualifications. Spreadsheet should include if applicant *meets* or *does not meet* minimum qualifications. The Assistant to the City Manager will notify the Department Head and City Clerk that the screen of applications received is complete.

When there is adequate time remaining prior to the application deadline, the Assistant to the City Manager will contact applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials (i.e. resume, cover letter, city standard application, etc.). Applicants who submit incomplete applications on the day of the deadline will not be contacted.

Applicants may not be contacted when submitting incomplete applications if a significant applicant pool (5 or more qualified applicants) exists.

3. Assistant to the City Manager will contact Department Head when **seven (7) or more** applications have been received that meet the minimum qualifications for the position. Assistant to the City Manager and Department Head will collaborate to reduce the interview pool to six (6) based on education, experience, and other job-related skills. Assistant to City Manager may also contact Department Head at their discretion to determine if an applicant(s) meet the minimum qualifications.
4. When **six (6) or less** applications have been received that meet the minimum qualifications for the position, those applicants will be moved forward in the interview process. Assistant to City Manager may contact Department Head at their discretion to determine if an applicant(s) meet the minimum qualifications.
5. When **two (2) or less** applications have been received that meet the minimum qualifications, Assistant to the City Manager will collaborate with the Department Head to determine if the applicant pool is sufficient and/or to decide if the interview process should proceed.
 - If the applicant pool is deemed insufficient, Assistant to the City Manager will reach out to the applicants to notify them the recruitment has been extended and their application will be held to include in continuing recruitment.
 - If the applicant pool is deemed sufficient, the City Manager will convene with the Department Head and determine if it is appropriate to proceed with a Hybrid Panel.
6. The Department Head will recommend to the City Clerk which applicants will be interviewed and at that time also provide recommendations of interview panelist.
7. The Assistant to the City Manager will prepare a letter of regret for incomplete job applications to be signed by the City Manager and mailed or emailed within five (5) business days after the recruitment closing.

VI. INTERVIEW PROCESS

1. The City Clerk and City Manager will convene to determine the composition of the interview panel while considering input received from the recruitment Department Head.

2. Standard Interview Panel:

Generally, the standard interview panel will, at a minimum, consist of: one (1) HR Representative, subject matter expert(s), and at least one (1) other city employee.

If necessary, to compile an appropriate list of questions, panel members may be asked to submit three interview questions for consideration. Final determination of questions to be asked during the interview panel will be determined by the City Clerk and Department Head.

3. Interview Scoring:

Candidates will be scored by the interview panelists using the city standard scoring sheet. All candidates will be ranked by the panel. The panel shall evaluate experience, education, and interview performance

and, using their judgement and discretion, rank the applicants. The panel may recommend that some candidates not be considered for the position.

In the selection process when current employees are interviewing in an external recruitment pool of applicants; current, qualified city employees will be given a five percent additional consideration where test or evaluation scores are used in ranking applicants.⁷

4. **Examinations:**

Examinations may be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which will test fairly the qualifications of candidates such as achievement and aptitude tests, written tests, personal interview, performance tests, physical agility tests, evaluation of daily work performance, work samples or any combinations of these or other tests. Physical, medical, and psychological tests may be given as part of any examination.⁸ In any examination, the City Manager or designee may include, in addition to city tests, a qualifying test or tests, and set minimum standards therefor.⁹

Pre-employment examinations will be directly relevant to the specific job requirements and essential functions outlined in the job description. Pre-employment examinations and process of execution shall be made at request from the Department Head and will be approved by the City Manager. Pre-employment examinations should be noticed on the job recruitment.

- Timing of Examinations: Pre-employment examinations will be conducted after the initial screening of applications received and reviewed for qualifications and interview stages of the hiring process. Candidates who meet minimum requirements and have been selected to continue in the interview process will be notified by an HR Representative of the required examinations and provided with necessary instructions.
 - Candidate Consent: Candidates will be required to provide informed consent before undergoing any pre-employment examinations. They will also be informed of the purpose and nature of the examinations, as well as their rights regarding the use and confidentiality of examination results. All information obtained through pre-employment examinations will be treated confidentially.
 - Reasonable Accommodation: The city will provide reasonable accommodation for candidates with disabilities to ensure equal access to pre-employment examinations, as required by law.
 - Documentation and Records: Documentation of pre-employment examination results will be maintained securely and stored in accordance with the City Clerk's record-keeping policies.
5. After all interviews have been completed, the panel will convene to provide recommendation of top two (2) candidates to continue in interview process. Top two (2) recommendations should be supported by scores given by individual panelist from the scoring rank. The panel will notify the HR Representative participating in the interview panel of the top two (2) recommendations. City Clerk to contact the Department Head to arrange scheduling of the administrative interview.

For interview processes including examinations, the panel will score the candidates and provide recommendations; however, the top two (2) candidates will be determined by the HR Representative

⁷ City of Susanville Employee Manual, Section 116: Job Posting

⁸ City of Susanville Municipal Code, 2.56.060: Appointments

⁹ City of Susanville Employee Manual, Section 116: Job Posting

participating in the interview panel and the Department Head; considering examination scores and interview panel scores. Scores shall prevail in making the determination for administrative interviews, ties will be decided by the interview panel recommendations.

6. Administrative Interview:

The top two (2) candidates will be interviewed by the position Supervisor (when applicable), the Department Head, and an HR Representative. A set of questions shall be compiled by the Department Head and Supervisor and submitted to HR representative for review and approval. Based on the results of the panel interviews, the Department Head and Supervisor may elect to not interview any of the candidates if they are not recommended to be considered for the position by the interview panel. Administrative interviews should occur within ten (10) days of the primary interview panel.

7. Once a top candidate has been chosen as a result of the administrative interview, the City Clerk will prepare letters of regret for applicants not chosen to move forward on to the interview process within ten (10) business days of determination. Unsuccessful applicants will be placed in a hiring pool for up to one (1) year in the event the position becomes vacant again.
8. The successful candidate will be provided with a conditional offer and will continue onto the pre-employment process.

VII. CONDITIONAL OFFER LETTER

Upon completion of the interview process, Department Heads will review the top candidate's qualifications, certifications, and position's bargaining unit incentives (if applicable) to determine the wage in which the candidate can be offered. The Department Head will obtain approval from the City Manager of the wage to be offered to the candidate based on candidate qualifications and budget capacity. Within five (5) business days from the completion of the administrative interview, the Department Head will verbally offer the candidate the position and negotiate the candidate's wages.

If the candidate accepts, the Department Head will notify the City Clerk who will prepare a conditional offer letter to be signed by the City Manager and sent to the candidate. The conditional offer letter shall include a signature line for the candidate to sign memorializing the acceptance of the position and will detail the wages accepted, pertinent employment information and information on how to begin the pre-employment process. Once the signed conditional offer letter has been returned to the city, the pre-employment process will begin.

VIII. PRE-EMPLOYMENT PROCESS

To ensure that individuals who join the city are well qualified and have a strong potential to be productive and successful, it is the policy of the city to perform background checks including the employment references of all applicants.¹⁰

As part of the pre-employment background process the City Manager, or designee, will appoint the appropriate HR Representative or a qualified background check employee or an external professional service to complete the background and reference checks based on recruitment position job classification.

¹⁰ ty of Susanville Employee Manual, Section 203: Employment Background Checks

For internal recruitments, reference checks of an existing regular full-time employee may be made, and an applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Background checks include, as appropriate based on job classification, a criminal background check, drug screening, reference checks, employment verification, eligibility to work in United States, credit checks, and fitness for duty (psychological and medical examinations).

IX. UNCONDITIONAL OFFER LETTER

Once the candidate has successfully completed the pre-employment process, the City Clerk will notify the Department Head and will prepare an unconditional offer letter of employment and Personnel Action Form for the City Manager to sign. The unconditional offer letter will include the employee's start date, wages, and pertinent employment information.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Cheyenne Ratkey, Fire

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6319**, authorizing the Public Safety Chief to execute a Memorandum of Understanding with 1582, LLC.

PRESENTED BY: M. Bollinger, Public Safety Chief

SUMMARY: 1582, LLC provides NFPA 1582 compliant Medical Exams for Firefighters. These exams provide a comprehensive roadmap for fire departments to assess firefighter readiness to perform essential job functions. 1582, LLC also provides Presumptive Heart/Lung Physical in which the FF MOU states "effective July 1, 2021, the CITY agrees to cover the cost of a cardiac stress test and chest x-ray every two (2) years for each employee covered by this Memorandum of Understanding, should they elect to have one."

FISCAL IMPACT: The estimated annual cost of \$5,000 for Voluntary Annual Firefighter Physicals, as per Firefighter Bargaining Unit and MOU, and \$700.00 per every newly hired Firefighter for the Mandatory Physical Fitness and Pre-Employment Physical which is allocated in the 1010 Fire Department budget.

ACTION REQUESTED: Motion to approve Resolution No. 24-6319, authorizing the Public Safety Chief to execute a Memorandum of Understanding with 1582, LLC.

ATTACHMENTS:
[Susanville Fire Service MOU 2024.pdf](#)
[24-6319.pdf](#)

MEMORANDUM OF UNDERSTANDING
BETWEEN
1582 MEDICAL CORPORATION
AND
SUSANVILLE FIRE DEPARTMENT

THIS Memorandum of Understanding is made between Susanville Fire Department, Participating Employer (hereinafter the "Employer"), and 1582 Medical Corporation, (hereinafter "1582").

WHEREAS the Employer and "1582", have entered a Memorandum of Understanding (hereinafter "MOU") to provide annual NFPA "1582" physicals for eligible participants.

WHEREAS the MOU provides that the Employer will compensate "1582" for each NFPA "1582" physical performed.

WHEREAS the MOU provides that "1582" and the Employer will mutually agree to a time and place to perform the NFPA "1582" physicals.

WHEREAS the MOU further provides that "1582" and the Employer may agree that additional testing will be performed at the Employer's request.

NOW THEREFORE, in support of the above, the Parties agree to the following:

"1582" will perform NFPA 1582 Compliant Medical Exams for all eligible Susanville Fire Department Members at a date and location agreed up by Employer and 1582

Employer agrees to identify to 1582 employee's participants that will be receiving an NFPA 1582 physical by providing a completed roster with employee last name, first name, DOB, gender, phone number and email address to 1582, no later than thirty (30) days prior to testing.

If 1582 exams are conducted on-site a representative of 1582 will reach out to employer for coordination of location and equipment arrival. The employer will provide rooms or areas that will be utilized for the exams. Employer and 1582 will discuss and agree on the timeline that said equipment remains on site for the entire testing period. If the exams are performed in the 1582 mobile unit, employer will communicate to 1582 staff where the unit will be housed.

The Employer will use its best efforts to communicate to employees that the 1582 exam paperwork is required to be completed prior to exam. Required paperwork will be provided electronically to Employer two weeks prior to the exam.

1. Employer agrees that it will be financially responsible for remitting payment for all scheduled physicals of firefighters agreed upon at the execution of this MOU regardless of whether the firefighter completed their physical. Employer and 1582 shall use their best efforts to re-schedule the incomplete participant during the testing period if necessary. The MOU must be executed prior to the testing period.
2. In the event the Participating Employer fails to provide a 30-day notice to cancel a mobile run event, Employer shall reimburse 1582 an amount equivalent to 20% of the entire scheduled Mobile Event.

Upon receipt of exam invoice, Employer agrees to make payment to “1582” within thirty (30) days from the date of the invoice.

All services and pricing are outlined on Attachment 1 of this MOU.

1582	Susanville Fire Department:
By: _____	By: _____
Paul Granstrom	Print Name: _____
Title: President	Title: _____
Date: _____	Date: _____

1582 Compliant Exam – 2023 Program

This “all-inclusive” **NFPA 1582 Compliant Exam** has promotional pricing (through FY2022) for your consideration includes the **On-Site Mobile Fee** or **conducted at 1582 Office**. Our exams are conducted onsite on your Department’s various Battalion Shifts. We can provide contract pricing and timeline commitments to fit your Department needs.

As required in **NFPA 1582**, we use only licensed physicians for your evaluations. Our competitor(s) use mid-level providers, such as nurse practitioners or physician assistants to conduct your member evaluations which does not achieve the NFPA standard.

1582 Extended Panel

Laboratory Blood / Urine Testing:	1582 Extended Panel
Complete Blood Count w/ Differential	Included
Comprehensive Metabolic Panel	Included
Fasting Lipid Panel (LDL, HDL, Trig, Cholesterol)	Included
Urinalysis (with Micro if indicated)	Included
Diabetes Screening - Fasting Blood Glucose / Hemoglobin A1C	Included
Thyroid Panel with TSH	Included
Hemoccult Test (at age 40+)	Included
CA-125 (female fighters only)	Included
Prostate Specific Antigen Screening (male firefighters only)	Included
Vitamin D	Included
High-Sensitivity C-Reactive Protein (hs-CRP)	Included
Occupational Health Testing	
Audiogram (OSHA Rated Hearing Booth)	Included
Biometric Screening (BMI or Calipers Skinfold)	Included
Spirometry (Pulmonary Function Test)	Included
Vital Signs	Included
Vision Screening	Included
Blood Pressure Monitoring	Included
Resting EKG	Included
Cardiopulmonary / Fitness Evaluation (Chapter 8)	
Stress EKG, WFI Protocol <i>(Chapter 8.2.2.1 - An evaluation of aerobic capacity shall be performed after appropriate medical evaluation)</i>	Included
Physician Exam - (NFPA 1582 Compliant)	
Physical Examination (as outlined in Chapter 7.6)	Included
Medical History Review	Included
Skin Cancer Assessment	Included
Health Promotion Counseling	Included
Sleep Disturbance Apnea Questionnaire	Included
Cardiac Risk Stratification	Included
OSHA Resp. Questionnaire / Clearance Letter	Included
Firefighter Medical Clearance – 1582 Tiers	Included

Total Cost per Fire Member

\$675.00

Minimum of 40 appointments at this rate, volumes less than 40 requires possible negotiation

Expanded Tests, Services and Panels are also available

Optional Additional Services

Price

Thyroid, Carotid and Aortic Aneurysm Ultrasounds* Pancreas, Liver, Gallbladder, Spleen and Kidney Ultrasounds*
 Optional: External Pelvic Ultrasound (Females)*, Prostate Ultrasound (Males)*, Testicular Ultrasound (Males)*
Must have Sonographer Scheduled and Minimum Volumes are required
 * denotes this is a non-diagnostic screening only

Chapter 8 - Muscular Strength, Endurance & Flexibility \$ 50.00

Lab Testing	
Grail (One Test) Cancer Screening	\$ 699.00
Hepatitis A Titer	\$ 30.00
Hepatitis B Titer	\$ 30.00
Measles, Mumps, Rubella (MMR) Titer	\$ 80.00
Meningococcal Titer	\$ 30.00
Polio Titer	\$ 50.00
Tetanus Diphtheria Titer	\$ 45.00
Varicella Titer	\$ 45.00
Testosterone Blood Test	\$ 35.00
C Reactive Protein (Cardiac)	\$ 45.00
NMR Lipoprotein	\$ 75.00
Heavy Metal (24 Hour Urine Occupational Exposure – Hazmat Testing)	\$ 125.00
Cholinesterase (Hazmat)	\$ 76.00
Infectious Disease Screening	
Hepatitis A Virus Screening Test	\$ 35.00
Hepatitis B Virus Screening Test	\$ 35.00
Hepatitis C Virus Screening Test	\$ 35.00
Hepatitis Profile Screening (Immunization and Infection Hep A,B,C)	\$ 80.00
HIV Screening	\$ 40.00
PPD TB Skin Test	\$ 40.00
QuantiFERON Gold TB Blood Test	\$ 75.00
Infectious Disease Management	
Flu Vaccine	\$ 25.00
Hepatitis A Vaccination Shot (Series of Two)	\$ 75.00
Hepatitis B Vaccination Shot (Series of Three)	\$ 60.00
Meningococcal Vaccine	\$ 150.00
MMR	\$ 80.00
TDaP (Tetanus Diphtheria Pertussis) Vaccine	\$ 80.00
TwinRix Vaccination Shot (Series of Three)	\$ 105.00
Varicella Vaccine	\$ 120.00
Polio Vaccine Booster	\$ 125.00
Additional Services	
MET Test Cardiopulmonary Stress Test (with Cardiology Overread)	\$ 200.00
Two View Chest X-Ray (PA and LAT) with Overread	\$ 68.00
CDL Paperwork (if bundled with 1582 Physical)	\$ 50.00
DOT CDL Examination and Paperwork (Standalone)	\$ 100.00

1582 Pre-Employment Panel

Laboratory Blood / Urine Testing:	1582 Extended Panel
Complete Blood Count w/ Differential	Included
Comprehensive Metabolic Panel	Included
Fasting Lipid Panel (LDL, HDL, Trig, Cholesterol)	Included
Urinalysis (with Micro if indicated)	Included
Diabetes Screening - Fasting Blood Glucose / Hemoglobin A1C	Included
Hepatitis Profile Screening (Infection to A,B,C and Immunity to A and	Included
Urine Drug Testing	Included
Occupational Health Testing	
Audiogram (OSHA Rated Hearing Booth)	Included
Biometric Screening (BMI or Calipers Skinfold)	Included
Spirometry (Pulmonary Function Test)	Included
Vital Signs	Included
Vision Screening	Included
Blood Pressure Monitoring	Included
Resting EKG	Included
TB Testing (PPD)	Included
2 View Chest X-Ray (PA and LAT) with Radiologic Interpretation	Included
Cardiopulmonary / Fitness Evaluation (Chapter 8)	
Stress EKG, WFI Protocol <i>(Chapter 8.2.2.1 - An evaluation of aerobic capacity shall be performed after appropriate medical evaluation)</i>	Included
Physician Exam - (NFPA 1582 Compliant)	
Physical Examination (as outlined in Chapter 7.6)	Included
Medical History Review	Included
Skin Cancer Assessment	Included
Health Promotion Counseling	Included
Sleep Disturbance Apnea Questionnaire	Included
Cardiac Risk Stratification	Included
OSHA Resp. Questionnaire / Clearance Letter	Included
Firefighter Medical Clearance – 1582 Tiers	Included
PSPRS Paperwork	Included

Total Cost per Candidate

\$700.00

Miscellaneous Services -	
Travel Time:	\$100.00/per hour
Mileage:	\$.60cent/per mile
OSHA Respirator and Clearance Letter	\$75.00/per member
Spirometry:	\$50.00/per member

Please note that the pricing of these services is subject to change.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: May 15, 2024

SUBJECT: Consider **Resolution No. 24-6320**, Creating a temporary moratorium on city proclamations.

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Currently, the City of Susanville lacks a formalized policy outlining the parameters and criteria for items to be presented as proclamations at City Council meetings. While proclamations serve as a means to recognize individuals, groups, or events, the absence of clear guidelines raises concerns regarding fairness and inclusivity in the selection process.

The moratorium serves to provide an opportunity for the development and implementation of a proclamation policy that promotes equity, transparency, and inclusivity in the recognition process.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 24-6320, Creating a temporary moratorium on city proclamations.

ATTACHMENTS:
[24-6320.pdf](#)

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SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: May 15, 2024

SUBJECT: Draft Fiscal Year 2024/25 Budget Presentation

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Staff will present the Draft Fiscal Year 2024/25 Budget at the meeting.

Staff is requesting direction regarding the proposed budget adoption schedule.

1) May 15, 2024 - Present Draft Budget - open 30-day public comment period.
2) June 5, 2024 - Appoint members to the Susanville Sales Tax Oversight Board
3) June 14, 2024 - Close the 30-day public comment period
4) June 19, 2024 - Approve expenditure authority to August 7, 2024
5) June 24, 2024 - STOB meeting
6) Compile comments and prepare final budget documents
7) July 17, 2024- Present Final Budget for approval by City Council.

FISCAL IMPACT: The Draft Fiscal Year 2024/25 Budget presents the proposed expenditures and anticipated revenues for the upcoming fiscal year.

ACTION REQUESTED: Provide direction to staff regarding the proposed budget adoption schedule.

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: May 15, 2024

SUBJECT: City Project Priorities

PRESENTED BY: Dan Newton, City Manager

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

Four (4) Priorities of City Council

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

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

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

FISCAL IMPACT: None

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:

[20240515_Work Priority list.pdf](#)



City of Susanville Work Priorities

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

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

Four (4) Priorities from the City Council:

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

Additional Priorities:

- Provision of Essential Services
- Homelessness
- Enhancement of Economic Development Efforts
- Infrastructure Improvements

Staff Work Program/Project List	Council Priorities								
	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic Development	Infrastructure Improvements	Code and Policy Updates
2024/2025 Budget: staff review, prepare and provide report and develop workshops	X				X				X
Public Facility Impact Fee: Consultant Report Review, Provide Report to council	X				X		X		X
ARPA Funds: Research funding recommended projects and present to council	X				X		X		
Procurement Policy: ordinance changes & adoption	X				X				
SE Gateway Project bidding process							X	X	
Title 10 (Parking Regulation): ordinance changes & adoption	X				X		X		X

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic	Infrastructure Improvements	Code and Policy Updates
Engineering & Traffic Survey: top 3 local roads								X	
Security Cameras: PW, PD, FD								X	
Recruitments & Hiring: Police Officer & Sergeant, Code Enforcement Officer, Seasonal Pool Employees, Water Utility Supervisor, Economic Development Assistant (P/T), Account Technician I/II, Parks & Facilities Superintendent					X				
Ramsey Ditch Geothermal Agreement	X				X			X	
Volunteer Fire Department MOU: research, update, and provide report					X				
Skyline Apartment Complex: research, assess, and review	X						X		
Dogs at Large: revise abatement order			X						X
2022/2023 Audit: prepare, assess, and provide report	X								
Local Early Action Planning Grant (LEAP): Housing zoning code revisions - grant closeout									X
Hiring Policy: review, assess, provide report, adopt	X				X				X
Economic Development Implementation Plan (EDIP): complete and publish framework	X						X		
HUSA Survey: conduct survey and provide report	X			X			X		
Pickleball Courts: resurfacing tennis courts to accommodate both pickleball and tennis							X	X	X
Volunteer River Trail Patrol: recruit and implement		X				X			
St. Francis: code enforcement and abatement			X	X					
Local Agency Technical Assistance (LATA) Grant: project implementation, engineering designs, meet with consultants							X	X	
Johnstonville Rd water line replacement								X	
Strategic Planning: research needs, assess with staff, draft plan	X				X			X	
Section 115 Trust					X				
City Surplus: property and item auction	X								
Community Garden: Electric Panel								X	

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic	Infrastructure Improvements	Code and Policy Updates
Per Capita Grant: grant closeout							X	X	
Airport FBO FRP	X				X		X		
SB2 Planning Grant: grant closeout					X				X
Natural Gas Appliance Program: assess capacity to conduct natural gas appliance service calls					X				
Golf Course Irrigation Pumps: maintenance and repairs as needed								X	
CDBG CV 2/3: Crossroads Freezer Project						X			
Golf Course Operations: research lease opportunities and provide report							X	X	
Surface Mining Ordinance					X		X		X
CDBG CV 2/3: Memorial Park Bathroom Project							X	X	
Express Evaluations: employee training and implement					X				
General Plan Update: Engage with consultants, assess needs, provide periodic reports	X			X	X		X	X	X
City Hall Interior Repair: update bid specs and bid project (insurance claims)								X	
Master Sales Tax Agreement: research, develop, create project schedule	X				X		X	X	
Shooting Range: research, assess, and present					X			X	
Local Hazard Mitigation Plan: collaborate with Lassen County and SIR, assess needs, provide report and adopt	X		X		X				
Golf Cart Lease End (Oct. 2024): research lease end options	X							X	
Special Use Permit: research, assess need, implement	X		X		X		X		X
Barry Reservoir NAWCA Grant - Ducks Unlimited							X		
Type 1 Fire Engine Replacement: research funding opportunities, provide report					X			X	
Charter City: research, assess, and provide report	X				X		X		X
811 Cottage St code enforcement			X						
Title 17 Temporary Use/Encroachment Permit: assess and update code, policy and processes	X		X						X
SPD Roof Repairs: engineering and budget					X			X	
Fire Training Agreement: assess and update agreement					X			X	

Staff Work Program/Project List	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic	Infrastructure Improvements	Code and Policy Updates
Riverside Drive Trail: project development PS&E, R/W and design		X						X	
Employee development training assessment					X				
Urban Farming/Compost: research, assess and provide report							X		
Fleet Maintenance Program: assessment of PW providing maintenance to Police, Fire and Admin fleet vehicles					X			X	
SFD Heating System: engineering plans, assess and provide report, budget capacity					X			X	
SPW Roof: engineering and budgeting					X			X	
105 Russell Ave: Code Enforcement & lien process	X		X						
Employee Bargaining: Management and Admin Unit					X				
Code Enforcement Policies & Procedures	X		X						X
Defensible Space Inspection Program: implement LE-100 program			X		X		X		
COMPLETED PROJECTS									
ARPA Funds: Present for direction on project funding to new council	X				X		X		
23/24 Mid-Year Budget: review, assess, present, adopt	X				X				
State Controller Annual Comprehensive Financial Report (ACFR): research, compile, provide report	X								
PG&E Dixie Fire Litigation					X				
Fire Hydrant Fittings					X			X	
SPD Collision Repair					X			X	
City phone system upgrade					X			X	
Urban Water Management Plan					X				
SE Gateway: construction allocation				X				X	
Animal Control: review partnership with Lassen County and assess needs for update to agreement	X		X		X				
Reorganization Plan: 606 Nevada St office					X			X	
CA Dept. of Fish & Wildlife Permit		X						X	X
23/24 Budget: assess, present, adopt	X				X				X
Economic Development MOU with SIR	X						X		
ARPA Funds: develop project rating criteria	X						X		
Mitigation Fund Assessment: research consultants	X						X		
Shopping Cart Ordinance	X		X						
City Water Tank(s): assess maintenance needs					X			X	

COMPLETED Staff Work Program/Project List (cont.)	Transparency	Improve Susan River Trail	Code Enforcement	Improve Main Street	Provision of Essential Services	Homelessness	Enhancement of Economic	Infrastructure Improvements	Code and Policy Updates
Economic Development Director: recruitment and hiring					X		X		
Affordable Housing Project: work with Lassen County for site selection and assessment						X			
GASB 87 Lease Requirements	X				X				
Seasonal Firefighter Program: recruitment and implement program	X		X		X				
Community Garden: propane tank removal, site assessment for outdoor sink, engineering for sink, project budget	X							X	
Susan River Vegetation: project planning, clearing, implementation and report		X	X						
Dogs-at-large: execute inspection warrant			X						
CDBG CV Emergency Services Grant closeout	X				X			X	
Employee Evaluation Policy: draft, meet & confer, present and adopt					X				X
Public Safety Chief: develop position, recruit and hire					X				
Per Capita Grant: pump track and lighting project							X	X	
SB2 Planning Grant: Land Use Element present and adopt	X				X		X		
LHS Student Resource Officer (SRO) Agreement					X				
Susanville Click & Fix: LHS collaboration effort	X						X		
Weatherlow Abatement: 63 & 67			X						
Recruitments & Hiring: MW I/II, Air Quality Specialist, Golf Course Seasonals, FF, Police Officer, Water System Operator, Water Utility Supervisor, Account Technician, PLHA CSO, Administrative Staff Assistant	X				X				
DR 4301 & 4301 (Flood) FEMA grant closeout					X			X	
Local Hazard Mitigation Plan: collaborate with Lassen County and SIR, identify funding for Lassen County to draft plan	X		X		X				
Pickleball Courts: research preliminary plans, gather estimates, provide report							X	X	X
General Plan Update: research needs, consultants, financials opportunities, and provide report	X			X	X		X	X	X

The City of Susanville has 70 full-time positions allocated to each department as indicated below.

Administration	3
City Clerk	1
Economic Development	1
Finance	5
Fire	8
Police	22
Public Works	30
	70

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

Four (4) Core Priority of City Council:

Transparency

	<u>Status</u>
Publish list of city work priorities	Completed/Ongoing
Live Stream: implemented council and city boards live stream for increased access to meeting and content	Completed/Ongoing
Susanville Click & Fix: media platform to engage the public	Completed/Ongoing
Budget Process: incorporate re-organization into budget structure, evaluate policies, increase workshops and public engagement	Completed/Ongoing

Improve Susan River Trail

Adopt-a-River Trail Program	Implemented/Ongoing
Support Clean-up Activities	Ongoing
Volunteer Trail Patrol Program	No progress

Code Enforcement

Uptown Susanville: Pancera Plaza Area	Ongoing
Weatherlow St	Completed
Cottage Street	Ongoing
Respond to complaints, property maintenance ordinance	Ongoing
Access and respond to need for abatement budget	Completed
Weed abatement program suing seasonal firefighters	Completed/Ongoing

Improve Main Street

South East Gateway Project - time extension request grants, maintenance and cooperative agreement with CalTRANS approved. Allocation paperwork	Ongoing
HUSA Survey	Ongoing
St. Francis Abatement	Ongoing

CCC Closure

Monitor closure activities	Ongoing
Monitor business/economic impacts	Ongoing

Financial Stability Efforts

Economic Development Implementation Strategies	In progress
Ad Hoc	In progress
Master Sales Tax Agreement with Lassen County	No progress
EDIP implementation	In progress
Expenditure Reduction Plan Development - needs modification based on measure P	No progress
Department Strategic Plans	In progress
Salary Survey	No progress
Fee Schedule	In progress
Cost Allocation	In progress
Business Development - Cannabis analysis	Completed
Review combined services agreements	Ongoing
Directly billable activities	Ongoing
Implement procedures/policies to control expenses	Ongoing
Sale of real property	No progress
Reorganization Implementation	Completed
CalPERS UAL Policy	In progress
<u>Provision of Essential Services</u>	
<u>Administration</u>	
Human Resources	
Employee Recruitment & Retention	
Grant Management	
Budget oversight/preparation	
Review/Update policies and procedures	
Golf Course maintenance and operations	
Interface with Community Groups/Businesses/Agency Partners/Stakeholders	
<u>City Clerk</u>	
Human Resources	
Records Management	
Public Records Requests	
Insurance	
Risk Assessment	
Interface with Community Groups/Businesses/Agency Partners/Stakeholders	
<u>Economic Development</u>	
Economic Development Implementation Strategies	
Interface with Community Groups/Businesses/Agency Partners/Stakeholders	
<u>Finance</u>	
Accounts Payable	
Accounts Receivable	
Utility Billing	
Budget oversight	
Interface with Community Groups/Businesses/Agency Partners/Stakeholders	
<u>Fire</u>	
Respond to alarms and other emergency calls/incidents	
Overhaul and salvage operations	
Emergency rescue operations	

Public Service calls
Fire prevention inspections
Test and maintain hydrants and vehicles
Budget oversight/preparation
Grant development, administration and management
Review/Update policies and procedures
Interface with Community Groups/Businesses/Agency Partners/Stakeholders

Police

Patrol City
Respond to alarms and other emergency call/incidents
Make arrests as necessary
Investigate crimes
Enforce local, state, and federal law
Budget oversight/preparation
Serve warrants
Animal Control
Traffic enforcement
Review/Update policies and procedures
Interface with Community Groups/Businesses/Agency Partners/Stakeholders

Public Works

Respond to utility service calls
repair water, geothermal and natural gas leaks
Public safety awareness/conservation
Urban water management plans/updates
Maintain water and gas utilities in accordance with state, local and federal laws
Street maintenance, repair and rehabilitation
Building permits and inspections
Zoning clearing for projects, use permits, general plan updates
Code Enforcement
Park maintenance and upkeep
Pool operation, maintenance and operations
Air pollution permitting, inspections, and enforcement
Oversee airport leases, planning, and project development
Interface with Community Groups/Businesses/Agency Partners/Stakeholders

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: May 15, 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: