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

Susanville City Council
Regular Council Meeting • City Council Chambers
Wednesday, June 19, 2024 – 4:30 PM

CALL TO ORDER
ROLL CALL

1. **APPROVAL OF AGENDA:** *(Additions and/or Deletions)*
2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*
3. **CLOSED SESSION:**
 - A. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** - *pursuant to Government Code Section §54956.8*
 - *Property: Ramsey Ditch*
 - *Agency Negotiator: Dan Newton, City Manager*
 - *Negotiating Party: Kim Dieter*
 - *Under Negotiation: Price/Terms*
 - B. **CONFERENCE WITH LABOR NEGOTIATORS** - *pursuant to Government Code Section §54957.6*
 1. *Administrative Unit*
 2. *Firefighters Unit*
 3. *Management Unit*
 4. *SPOA Unit*
4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
 - *Reconvene in open session at 5:00pm*
 - *Pledge of allegiance*
 - *Invocation*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Proclamations, awards or presentations by the City Council*
5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
Presentations are subject to a five-minute limit.
6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*
 - 6.A [Minutes of the City Council's June 5, 2024 regular meeting.](#)

6.B Vendor and payroll warrants

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

9.A Consider Resolution No. 24-6324, continuing Resolution authority to meet payroll and vendor warrants in the absence of a formally adopted budget for FY 2024-2025 through August 7, 2024 or the adoption of the City's budget, whichever comes first.

9.B Consider Resolution No. 24-6325, approving amended golf course fees at the Diamond Mountain Golf Course

9.C ***REVISED ITEM***Consider Resolution No. 24-6326, authorizing the Finance Director to adjust the Water 7110 budget.

9.D Water Rate Study Presentation

9.E Consider Resolution No. 24-6327, authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.

9.F Consider City Councilmember compensation

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

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

12. **CONTINUING BUSINESS:**

12.A Discussion regarding American Rescue Plan Act (ARPA) funds

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 July 3, 2024 at 4:30PM.**

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

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

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for June 19, 2024 in the areas designated on June 14, 2024.

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: June 19, 2024

SUBJECT: Minutes of the City Council's June 5, 2024 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's June 5, 2024 regular meeting

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's June 5, 2024 regular meeting.

ATTACHMENTS:
[240605.cc.min.draft.pdf](#)

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, JUNE 5, 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: 4 - 0

Voting For: Schuster, Brown, Parrish, Miller

Voting Against: None

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

3. CLOSED SESSION:

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

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

1. City Administrator - Evaluation

Council Member Bortle entered at 4:32pm.

4. RETURN TO OPEN SESSION: The City Council reconvened in open session at 5:10pm.

The Pledge of Allegiance and Invocation were provided.

Dan Newton, City Manager, stated that the Council, prior to closed session, approved the agenda as presented then met in closed session to discuss the above-mentioned items. Direction was provided to staff with no reportable action taken.

Michael Bollinger, Public Safety Chief, recognized Zach Hoffman for his recent promotion to Fire Engineer.

5. BUSINESS FROM THE FLOOR:

Scott, public, inquired as to whether or not a recycling center will be coming back to the area.

Jake Hibbits, public, read a portion of an article regarding the Stonewall Uprising/Rebellion between the LGBTQ+ community and law enforcement. He stated he would be back on Juneteenth to request a proclamation and the rescinding of the previously approved moratorium on proclamations.

Quincy McCourt, public, shared his thoughts on what the Council should do regarding economic development.

6. CONSENT CALENDAR:

Moved by Miller; seconded by Brown to approve.

Motion Carried: 5 - 0

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

Voting Against: None

6.A Minutes of the City Council May 15, 2024 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the May 15, 2024 regular meeting.
[240515.cc.min.draft.pdf](#)

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

[04-23-24.pdf](#)

[04-30-24.pdf](#)

[05-01-24.pdf](#)

[05-15-24.pdf](#)

[05-16-24.pdf](#)

[05-17-24.pdf](#)

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Bortle stated that he was invited and attended the Susanville Indian Rancheria graduation ceremony. He then offered the Land Acknowledgement Statement.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6321**, authorizing the closure of Main Street from Cottage Street to Rob's Way on July 20, 2024 for the Lassen County Fair Parade between 9:30 a.m. and 11:30 a.m. and authorizing the Public Works Director to execute a Caltrans Encroachment Permit application as required.

Bob Godman, Public Works Director, provided an explanation of the item and requested Council approval of Resolution No. 24-6321.

Council Member Parrish inquired as to whether or not this was a county parade and why the city pays for it if it is a county event. He then asked if the city should request that the county pay for, or at least share the cost of, the parade since it is their event.

Council Member Bortle responded that it is a public benefit, the city members are county members and vice versa to which Mayor pro tem Brown agreed.

[Letter to the City - Road Closure - 2024.pdf](#)
[24-6321.pdf](#)

Motion to approve Resolution No. 24-6321, authorizing the closure of Main Street from Cottage Street to Rob's Way on July 20, 2024 for the Lassen County Fair Parade between 9:30 a.m. and 11:30 a.m. and authorizing the Public Works Director to execute a Caltrans Encroachment Permit application as required.

Moved by Brown; seconded by Bortle to approve.

Motion Carried: 4- 1

Voting For: Schuster, Brown, Bortle, Miller

Voting Against: Parrish

9.B Consider **Resolution No. 24-6322**, Authorizing road closure of North St. between Grand Ave and N. Weatherlow on June 29, 2024 from 8:00am to 10:30am in support of Lassen County Chamber of Commerce Annual Show N' Shine Car Show in Memorial Park.

Director Godman provided an explanation of the item and requested Council approval of Resolution No. 24-6322.

Chris Johnson, Chamber, stated that they are not doing the events to raise money, they are holding the events to draw in more people.

David Teeter, Chamber, stated that, although he understands where Council Member Parrish is coming from and appreciates looking out for city funds, but it is a bit misguided, although he is happy to see that the rest of the council seems to understand that.

Quincy McCourt, public, stated to Council Member Parrish that the two things that need to occur for economic development to work are consistency and collaboration.

Council Member Parrish stated he appreciated the comments, and he does have a unique perspective. He simply wants to protect the city taxpayers and their tax money.

[LCCC road closure request.pdf](#)
[24-6322.pdf](#)

Motion to approve Resolution No. 24-6322, Authorizing the road closure of North St. between Grand Ave and N. Weatherlow on June 29, 2024 from 8:00am to 10:30am in support of Lassen County Chamber of Commerce Annual Show N' Shine Car Show in Memorial Park.

Moved by Brown; seconded by Miller to approve.

Motion Carried: 3- 1

Voting For: Schuster, Brown, Miller

Voting Against: Parrish

9.C Consider directing City Manager to prioritize strategic planning efforts. Consider creation of a strategic planning Ad Hoc Committee.

Provide direction, motion to create an Ad Hoc Committee (two council members).

Mr. Newton provided an explanation of the item, including the request to permit staff to complete the items above the blue line on the priority list by the first of the year prior to working on the plan. Mr. Newton then requested Council direction.

Council Member Miller requested that all five members meet so everyone was on the same page.

Mr. Newton stated that it can be done, but it would have to be researched to ensure it is done corrected.

Council Member Bortle stated that the Council should be very deliberate on the tasks that staff are being asked to complete. He added that with inflation and the current economy, policy decisions and direction to staff could put the city in a better position to bring in business.

Mayor pro tem Brown stated that he would prefer the Ad Hoc due to the reduced staff time, but he would support either item.

Mayor Schuster stated that she agreed with Council Member Miller as this is the best way to learn from each other and set policy. She added that she would suggest that staff bring back something at the first of the year but include the entire council.

Mr. Newton requested the timeline to complete all of the items above the blue line.

It was the consensus of the Council to have staff work on the completion of items above the blue line on the city priority list prior to working on the strategic plan.

9.D Consider **Resolution No. 24-6323**, authorizing the City Manager to execute a revision to the 2007 Landscape Maintenance Agreement with CALTRANS for the maintenance of the Southeast Gateway Project landscaping.

Director Godman provided an explanation of the item and requested Council approval of Resolution No. 24-6323.

[24-6323.pdf](#)

[LMA-Susanville-36,139-Var-2007.pdf](#)

[Revised Exhibit A-4,5,6.pdf](#)

Motion to approve Resolution No. 24-6323, authorizing the City Manager to execute a revision to the 2007 Landscape Maintenance Agreement with CALTRANS for the maintenance of the Southeast Gateway Project landscaping.

Moved by Parrish; seconded by Brown to approve.

Motion Carried: 5- 0

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

Voting Against: None

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

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

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

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

13.A Department Reports Information only.

City department heads provided an update on the current happenings in their departments.

Mr. Newton stated that, with the second meeting in July falling on the first day of fair, we may want to discuss the meeting.

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

Informational item with direction to staff.

Council Member Parrish requested a discussion on the updates to the website. Brown agreed.

Mayor Schuster requested that the public comment time be limited to three minutes.

[240605.Future.Item.List.pdf](#)

15. **ADJOURNMENT:** Moved by Bortle; seconded by Brown to adjourn at 6:27pm.

Heidi Whitlock, City Clerk

Mandy Schuster, Mayor

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Finance

Action Date: June 19, 2024

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated May 18, 2024 through June 7, 2024 numbered 220927-221070.

FISCAL IMPACT: Accounts Payable vendor warrants totaling 119,441.07, plus \$358,864.71 in payroll warrants, for a total of \$478,305.78.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
[5-30-24.pdf](#)
[5-31-24.pdf](#)
[06-06-24.pdf](#)

Report Criteria:

Report type: GL detail
Check Validated = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/24	05/30/2024	220944	11055	1582 MEDICAL CORPORA	SPIRO RESPIRATORY TESTING	644	1	1010-422-10-43	VOLUNTEERS	2,203.88	2,203.88
05/24	05/30/2024	220944	11055	1582 MEDICAL CORPORA	SPIRO RESPIRATORY TESTING	644	2	1010-422-10-43	PROFESSIONAL SVCS	828.88	828.88
Total 644:											3,032.76
05/24	05/30/2024	220945	10981	ALSCO INC	UNIFORMS-PW	LREN1936812	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1936812:											35.53
05/24	05/30/2024	220945	10981	ALSCO INC	UNIFORMS-STREETTS	LREN1936813	1	2007-431-20-44	LINEN SERVICE	62.63	62.63
Total LREN1936813:											62.63
05/24	05/30/2024	220945	10981	ALSCO INC	UNIFORMS-GAS	LREN1936814	1	7401-430-62-44	LINEN SERVICES	97.36	97.36
Total LREN1936814:											97.36
05/24	05/30/2024	220945	10981	ALSCO INC	UNIFORMS-PARKS	LREN1936816	1	1011-452-20-44	LINEN SERVICES	35.00	35.00
Total LREN1936816:											35.00
05/24	05/30/2024	220945	10981	ALSCO INC	UNIFORMS-PW	LREN1936817	1	7620-430-10-44	LINEN SERVICE	77.27	77.27
05/24	05/30/2024	220945	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1936817	2	7620-430-10-46	SUPPLIES-JANITORIAL	82.00	82.00
Total LREN1936817:											159.27
05/24	05/30/2024	220946	10083	AMERIGEN POWER SOL	GENERATOR REPAIR/SERVICE-	01-15247	1	1010-422-10-43	TECHNICAL SVCS	634.25	634.25
Total 01-15247:											634.25
05/24	05/30/2024	220947	7687		REFUND GAS DEPOSIT	10314350311	1	7401-2228-000	DEPOSITS-CUSTOMER	73.01	73.01
Total 10314350311:											73.01
05/24	05/30/2024	220948	11076		REFUND GAS DEPOSIT	10505650001	1	7401-2228-000	DEPOSITS-CUSTOMER	193.88	193.88

M = Manual Check, V = Void Check

CITY OF SUSANVILLE										Check Register - Payments by Vendor		May 30, 2024 11:17AM		Page: 2
Check Issue Dates: 5/30/2024 - 5/30/2024														
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount			
Total 10506650001:										193.88	193.88			
05/24	05/30/2024	220949	986	CARLSON'S TIRE PROS	REPAIR & MAINT-PW	0995	1	7620-430-11-44	VEHICLE REPAIR & MAINTENA	160.00	160.00			
Total 0995:										160.00	160.00			
05/24	05/30/2024	220949	986	CARLSON'S TIRE PROS	REPAIR & MAINT-STREETS SB1	0997	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,189.01	1,189.01			
Total 0997:										1,189.01	1,189.01			
05/24	05/30/2024	220949	986	CARLSON'S TIRE PROS	REPAIR & MAINT-STREETS SB1	1003	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,189.01	1,189.01			
Total 1003:										1,189.01	1,189.01			
05/24	05/30/2024	220949	986	CARLSON'S TIRE PROS	REPAIR & MAINT-STREETS SB1	1015	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,151.29	1,151.29			
Total 1015:										1,151.29	1,151.29			
05/24	05/30/2024	220950	148	COMPUTER LOGISTICS	23/24 FY COMPULOG CONTRA	85153	1	1000-417-10-43	TECHNICAL SVCS	5,644.40	5,644.40			
Total 85153:										5,644.40	5,644.40			
05/24	05/30/2024	220951	161	CSK AUTO INC	OIL FILTER, MOTOR OIL-AIR PO	2740104733	1	7620-430-11-44	VEHICLE REPAIR & MAINTENA	50.96	50.96			
Total 2740104733:										50.96	50.96			
05/24	05/30/2024	220951	161	CSK AUTO INC	REPAIR & MAINT-GC	2740106383	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	9.73	9.73			
Total 2740106383:										9.73	9.73			
05/24	05/30/2024	220951	161	CSK AUTO INC	REPAIR & MAINT-GC	2740106393	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	11.89	11.89			
Total 2740106393:										11.89	11.89			
05/24	05/30/2024	220951	161	CSK AUTO INC	STARTER-GC	2740107193	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	187.26	187.26			
Total 2740107193:										187.26	187.26			

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 3			
				Check Issue Dates: 5/30/2024 - 5/30/2024				May 30, 2024 11:17AM			
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/24	05/30/2024	220952	10670	CURRENT ELECTRIC & A	606 NEVADA ST SECURITY	049279	1	7620-430-10-43	TECHNICAL SVCS	65.00	65.00
Total 049279:											
05/24	05/30/2024	220953	194	DIAMOND SAW SHOP IN	SMALL TOOLS-STREETS	20129	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	15.05	15.05
Total 20129:											
05/24	05/30/2024	220953	194	DIAMOND SAW SHOP IN	SMALL TOOLS-STREETS	20144	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	31.38	31.38
Total 20144:											
05/24	05/30/2024	220953	194	DIAMOND SAW SHOP IN	SUPPLIES-FD	20206	1	1010-425-20-46	SUPPLIES	865.89	865.89
Total 20206:											
05/24	05/30/2024	220954	10372		DEPOSIT RETURN EP 24-06	052024	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	447.50	447.50
Total 052024:											
05/24	05/30/2024	220955	219	ED STAUB & SONS PETR	66.04 GAL PROPANE-AIRPORT	10808454	1	7201-430-81-46	PROPANE	177.74	177.74
Total 10808454:											
05/24	05/30/2024	220955	219	ED STAUB & SONS PETR	367.50 GAL UNLEADED-GC	10824763	1	7530-451-52-46	GASOLINE	1,564.97	1,564.97
Total 10824763:											
05/24	05/30/2024	220956	10916	EVERBANK N.A.	COPIER-PW	9998588	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	345.15	345.15
Total 9998588:											
05/24	05/30/2024	220957	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	471627A	1	7530-451-52-43	PROFESSIONAL SERVICES	39.00	39.00
Total 471627A:											
05/24	05/30/2024	220957	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	471629A	1	7530-451-52-43	PROFESSIONAL SERVICES	39.00	39.00

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CITY OF SUSANVILLE				Check Register - Payments by Vendor				May 30, 2024 11:17AM		Page: 4	
Check Issue Dates: 5/30/2024 - 5/30/2024											
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 471629A:											
05/24	05/30/2024	220957	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING- G	471725A	1	7530-451-52-43	PROFESSIONAL SERVICES	45.00	45.00
Total 471725A:											
05/24	05/30/2024	220957	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473094A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00
Total 473094A:											
05/24	05/30/2024	220958	265	FRONTIER	257-3292 MUSEUM	3292 051024	1	1011-451-80-45	COMMUNICATION	115.31	115.31
Total 3292 051024:											
05/24	05/30/2024	220959	11074		REFUND GAS DEPOSIT	10203141705	1	7401-2228-000	DEPOSITS-CUSTOMER	114.29	114.29
Total 10203141705:											
05/24	05/30/2024	220960	392	LASSEN CO CLERK'S OF	ADVERTISING-PLANNING	050124	1	1011-419-10-47	SOFTWARE	250.00	250.00
Total 050124:											
05/24	05/30/2024	220961	389	LASSEN COUNTY AUDIT	LIABILITY INS-CSAC	050824.	1	8402-413-30-45	INSURANCE-LIABILITY	1,000.00	1,000.00
Total 050824.:											
05/24	05/30/2024	220962	6843		RETURN FIREWORK CLEAN-UP	07192023	1	1000-2228-011	FIREWORKS CLEAN UP BOND	103.11	103.11
Total 07192023:											
05/24	05/30/2024	220963	10485	LEAF CAPITAL FUNDING	COPIER-FD	16548650	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	110.60	110.60
Total 16548650:											
05/24	05/30/2024	220964	1300		REIM STATION SUPPLIES	052924	1	1010-422-10-46	SUPPLIES-JANITORIAL	62.25	62.25
Total 052924:											

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CITY OF SUSANVILLE					Check Register - Payments by Vendor				Page: 5		
					Check Issue Dates: 5/30/2024 - 5/30/2024				May 30, 2024 11:17AM		
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/24	05/30/2024	220965	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 051024	1	1011-452-20-46	ELECTRICITY	37.99	37.99
Total 10262 051024:											
05/24	05/30/2024	220965	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 052524	1	7530-451-52-46	ELECTRICITY	1,772.63	1,772.63
Total 122907 052524:											
05/24	05/30/2024	220965	437	LMUD	STREET LIGHTS	14039 051024	1	2007-431-60-46	ELECTRICITY	231.61	231.61
Total 14039 051024:											
05/24	05/30/2024	220965	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 052524	1	7530-451-52-46	ELECTRICITY	358.07	358.07
Total 144281 052524:											
05/24	05/30/2024	220965	437	LMUD	S GAY ST-STREETS	24323 051024	1	2007-431-60-46	ELECTRICITY	51.03	51.03
Total 24323 051024:											
05/24	05/30/2024	220965	437	LMUD	66 N LASSEN ST	2466 051024	1	1000-417-10-46	ELECTRICITY	719.26	719.26
Total 2466 051024:											
05/24	05/30/2024	220965	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 051024	1	1011-452-20-46	ELECTRICITY	58.39	58.39
Total 2865 051024:											
05/24	05/30/2024	220965	437	LMUD	65 N WEATHERLOW ST- PARKS	2867 051024	1	1011-452-20-46	ELECTRICITY	65.54	65.54
Total 2867 051024:											
05/24	05/30/2024	220965	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 051024	1	1011-452-20-46	ELECTRICITY	52.92	52.92
Total 2870 051024:											
05/24	05/30/2024	220965	437	LMUD	NORTH ST BASEBALL PARK ME	2873 051024	1	1011-452-20-46	ELECTRICITY	119.59	119.59

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2873 051024:											
05/24	05/30/2024	220965	437	LMUD	SKYLINE DR WELL 4-WATER	29931 051024	1	7110-430-42-46	ELECTRICITY	599.98	599.98
Total 29931 051024:											
05/24	05/30/2024	220965	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 052524	1	1011-452-20-46	ELECTRICITY	76.09	76.09
Total 3522 052524:											
05/24	05/30/2024	220965	437	LMUD	SAN FRANCISCO ST- STREETS	416835 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416835 051024:											
05/24	05/30/2024	220965	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416848 051024:											
05/24	05/30/2024	220965	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416860 051024:											
05/24	05/30/2024	220965	437	LMUD	INSPIRATION POINT- STREETS	416915 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416915 051024:											
05/24	05/30/2024	220965	437	LMUD	CAMPBELL ST- STREETS	416940 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416940 051024:											
05/24	05/30/2024	220965	437	LMUD	WASHO LN- STREETS	416959 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416959 051024:											
05/24	05/30/2024	220965	437	LMUD	130 N LASSEN STREET- STREE	416962 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416962 051024:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/24	05/30/2024	220965	437	LMUD	MARTHA & ARNOLD STREET LI	421476 051024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 421476 051024:											
05/24	05/30/2024	220965	437	LMUD	130 N PINE ST- STREETS	425450 051024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 425450 051024:											
05/24	05/30/2024	220965	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 051024	1	2007-431-60-46	ELECTRICITY	277.49	277.49
Total 43511 051024:											
05/24	05/30/2024	220965	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 051024	1	1011-451-80-46	ELECTRICITY	61.12	61.12
Total 43866 051024:											
05/24	05/30/2024	220965	437	LMUD	N PINE & COOK - SCADA-WATE	44153 051024	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44153 051024:											
05/24	05/30/2024	220965	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 051024	1	7110-430-42-46	ELECTRICITY	39.04	39.04
Total 44298 051024:											
05/24	05/30/2024	220965	437	LMUD	PAIUTE LN SCADA-WATER	44316 051024	1	7110-430-42-46	ELECTRICITY	37.78	37.78
Total 44316 051024:											
05/24	05/30/2024	220965	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 051024	1	7110-430-42-46	ELECTRICITY	100.03	100.03
Total 45542 051024:											
05/24	05/30/2024	220965	437	LMUD	WELL #3-WATER	4559 051024	1	7110-430-42-46	ELECTRICITY	297.29	297.29
Total 4559 051024:											
05/24	05/30/2024	220965	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 051024	1	2007-431-60-46	ELECTRICITY	78.77	78.77

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										Check Issue Dates: 5/30/2024 - 5/30/2024					
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount				
Total 49500 051024:												78.77	78.77		
05/24	05/30/2024	220965	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 051024	1	2007-431-60-46	ELECTRICITY	197.53	197.53				
Total 49501 051024:												197.53	197.53		
05/24	05/30/2024	220965	437	LMUD	606 NEVADA STREET	58209 051024	1	7620-430-10-46	ELECTRICITY	94.14	94.14				
Total 58209 051024:												94.14	94.14		
05/24	05/30/2024	220965	437	LMUD	925 SIERRA RD SPORTS CTR	60453 052524	1	1011-452-20-46	ELECTRICITY	30.21	30.21				
Total 60453 052524:												30.21	30.21		
05/24	05/30/2024	220965	437	LMUD	GOLF COURSE WINGFIELD CL	7394 052524	1	7530-451-50-46	ELECTRICITY	124.32	124.32				
Total 7394 052524:												124.32	124.32		
05/24	05/30/2024	220965	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 051024	1	1011-452-20-46	ELECTRICITY	810.45	810.45				
Total 9283 051024:												810.45	810.45		
05/24	05/30/2024	220965	437	LMUD	MAIN ST & PINE ST-STREETS	94811 051024	1	2007-431-60-46	ELECTRICITY	30.00	30.00				
Total 94811 051024:												30.00	30.00		
05/24	05/30/2024	220966	11077		REFUND GAS DEPOSIT	10507900222	1	7401-2228-000	DEPOSITS-CUSTOMER	195.26	195.26				
Total 10507900222:												195.26	195.26		
05/24	05/30/2024	220967	9983	MODOC COUNTY RECOR	ADVERTISEMENT	1332	1	1000-411-40-45	ADVERTISING	43.50	43.50				
Total 1332:												43.50	43.50		
05/24	05/30/2024	220967	9983	MODOC COUNTY RECOR	ADVERTISEMENT	1333	1	1000-411-40-45	ADVERTISING	36.00	36.00				
Total 1333:												36.00	36.00		

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount		
05/24	05/30/2024	220968	11075		REFUND GAS DEPOSIT	10306902415	1	7401-2228-000	DEPOSITS-CUSTOMER	151.17	151.17		
Total 10306902415:													
05/24	05/30/2024	220969	9652	NOVAH ELECTRIC	REPAIRS & MAINT-FD	2951-1	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	2,220.00	2,220.00		
Total 2951-1:													
05/24	05/30/2024	220970	824	ODP BUSINESS Solutio	FLYERS	363796442001	1	1011-425-20-46	SUPPLIES-GENERAL	2,307.87	2,307.87		
Total 363796442001:													
05/24	05/30/2024	220971	9133	OWEN EQUIPMENT SALE	SUPPLIES-STREETS SB1	00063589	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,506.35	1,506.35		
Total 00063589:													
05/24	05/30/2024	220971	9133	OWEN EQUIPMENT SALE	BEARING-TAKE UP-STREETS S	00063633	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	260.04	260.04		
Total 00063633:													
05/24	05/30/2024	220972	10725	PACE SUPPLY CORP	SUPPLIES-GEO	319495931	1	7301-430-52-46	SUPPLIES-GENERAL	49.76	49.76		
Total 319495931:													
05/24	05/30/2024	220973	546	PAYLESS BUILDING SUP	SUPPLIES-PW	220972	1	7620-430-12-46	SUPPLIES-GENERAL	34.55	34.55		
Total 220972:													
05/24	05/30/2024	220973	546	PAYLESS BUILDING SUP	SUPPLIES-PW	224501	1	7620-430-12-46	SUPPLIES-GENERAL	19.47	19.47		
Total 224501:													
05/24	05/30/2024	220974	572	QUILL CORPORATION	SUPPLIES-FINANCE	38605312	1	1000-415-10-46	SUPPLIES-GENERAL	106.06	106.06		
Total 38605312:													
05/24	05/30/2024	220974	572	QUILL CORPORATION	SUPPLIES-FINANCE	38623513	1	1000-415-10-46	SUPPLIES-GENERAL	71.42	71.42		

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				Check Issue Dates: 5/30/2024 - 5/30/2024				May 30, 2024 11:17AM			
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 38623513:											
05/24	05/30/2024	220975	11030		REFUND GAS DEPOSIT	10313400112	1	7401-2228-000	DEPOSITS-CUSTOMER	71.42	71.42
Total 10313400112:											
05/24	05/30/2024	220976	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	525133	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	74.15	74.15
Total 525133:											
05/24	05/30/2024	220976	76	SUSANVILLE ACE HARD	KEY-PARK	525147	1	1011-452-20-46	SUPPLIES-GENERAL	3.89	3.89
Total 525147:											
05/24	05/30/2024	220976	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	525496	1	1011-452-20-46	SUPPLIES-GENERAL	39.72	39.72
Total 525496:											
05/24	05/30/2024	220976	76	SUSANVILLE ACE HARD	BULB-CITY HALL	525646	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	46.73	46.73
Total 525646:											
05/24	05/30/2024	220976	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	525659	1	1011-452-20-44	MISC - REPAIR & MAINTENANC	10.71	10.71
Total 525659:											
05/24	05/30/2024	220976	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	525680	1	1011-452-20-46	SUPPLIES-GENERAL	21.22	21.22
Total 525680:											
05/24	05/30/2024	220977	712	TNS TRUCKING CO	BASE ROCK-WATER	6048	1	7112-430-42-46	SUPPLIES GENERAL	296.01	296.01
Total 6048:											
05/24	05/30/2024	220978	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	995	1	1009-421-10-44	CUSTODIAL	1,000.00	1,000.00
Total 995:											
										1,000.00	1,000.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/24	05/30/2024	220979	530	U.S. BANK EQUIPMENT F	COPIER-PD	528997257	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	258.30	258.30
05/24	05/30/2024	220979	530	U.S. BANK EQUIPMENT F	COPIER DOWNSTAIRS CITY HA	528997257	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	258.31	258.31
Total 528997257:											
05/24	05/30/2024	220980	1568	VERIFORCE	SOFTWARE RENEWAL 9/1/24-8/	INV00190276	1	7401-1430-105	PRE-PAID OTHER	2,573.42	2,573.42
05/24	05/30/2024	220980	1568	VERIFORCE	SOFTWARE RENEWAL 9/1/24-8/	INV00190276	2	7401-1430-105	PRE-PAID OTHER	526.58	526.58
Total INV00190276:											
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9961917514	1	1010-422-10-45	COMMUNICATIONS	339.60	339.60
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9961917514	2	1000-411-10-45	COMMUNICATIONS	125.67	125.67
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - ECON. D	9961917514	3	1000-465-10-45	COMMUNICATIONS	41.89	41.89
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - PLHA CS	9961917514	4	1009-421-10-45	COMMUNICATIONS	41.89	41.89
Total 9961917514:											
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	9963013578	1	1000-413-20-45	COMMUNICATIONS	63.28	63.28
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9963013578	2	1011-424-20-45	COMMUNICATIONS	99.14	99.14
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9963013578	3	1011-452-20-45	COMMUNICATIONS	103.76	103.76
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	9963013578	4	7401-430-62-45	COMMUNICATIONS	207.74	207.74
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9963013578	5	7620-430-11-45	COMMUNICATIONS	938.61	938.61
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9963013578	6	7620-430-10-45	COMMUNICATIONS	1,356.09	1,356.09
Total 9963013578:											
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9964423096	1	1000-411-10-45	COMMUNICATIONS	1,501.73	1,501.73
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9964423096	2	1010-422-10-45	COMMUNICATIONS	339.60	339.60
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - ECON. D	9964423096	3	1000-465-10-45	COMMUNICATIONS	41.89	41.89
05/24	05/30/2024	220981	749	VERIZON WIRELESS	CELLULAR PHONES - PLHA CS	9964423096	4	1009-421-10-45	COMMUNICATIONS	41.89	41.89
Total 9964423096:											
05/24	05/30/2024	220982	770	WESTERN NEVADA SUP	SUPPLIES-FD	61198360	1	1010-422-10-44	HYDRANTS- REPAIR & MAINTA	522.85	522.85
Total 61198360:											
05/24	05/30/2024	220982	770	WESTERN NEVADA SUP	SUPPLIES-GC	61237555	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	42.80	42.80

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 61237555:											
05/24	05/30/2024	220983	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	175647	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total 175647:											
05/24	05/30/2024	220983	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	175648	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total 175648:											
Grand Totals:											
										44,342.76	44,342.76

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

M = Manual Check, V = Void Check	
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Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/24	05/31/2024	220984	931		REIM. FOR UP TO HALF OF THE	052824	1	1000-413-20-42	TUITION REIMBURSEMENTS	2,000.00	2,000.00
Total 052824:											
05/24	05/31/2024	220985	728	U.S. POSTMASTER	WATER BILLING POSTAGE	053124	1	7110-430-42-46	POSTAGE	546.25	546.25
05/24	05/31/2024	220985	728	U.S. POSTMASTER	GAS BILLING POSTAGE	053124	2	7401-430-62-46	POSTAGE	281.40	281.40
Total 053124:											
Grand Totals:											
										827.65	827.65
										2,827.65	2,827.65

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 6/6/2024 - 6/6/2024

Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/24	06/06/2024	221026	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5507893461	1	7110-430-42-46	SUPPLIES-GENERAL	510.57	510.57
06/24	06/06/2024	221026	21	AIRGAS USA LLC	ACETYLENE/ARGON/OXYGEN/	5507893461	2	7401-430-62-46	SUPPLIES-GENERAL	340.38	340.38
Total 5507893461:											850.95
06/24	06/06/2024	221026	21	AIRGAS USA LLC	CHLORINE-WATER	9148597714	1	7110-430-42-46	SUPPLIES-GENERAL	3,379.77	3,379.77
Total 9148597714:											3,379.77
06/24	06/06/2024	221026	21	AIRGAS USA LLC	CHLORINE-WATER	9149318507	1	7110-430-42-46	SUPPLIES-GENERAL	3,233.42	3,233.42
Total 9149318507:											3,233.42
06/24	06/06/2024	221027	11082	ALLISON DEATON	REFUND GAS DEPOSIT	10307200045	1	7401-2228-000	DEPOSITS-CUSTOMER	83.21	83.21
Total 10307200045:											83.21
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-PW	LREN1936815	1	7620-430-10-44	LINEN SERVICE	30.00	30.00
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-WATER	LREN1936815	2	7110-430-42-44	LINEN SERVICE	55.80	55.80
Total LREN1936815:											85.80
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-PW	LREN1938502	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1938502:											35.53
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-STREETS	LREN1938503	1	2007-431-20-44	LINEN SERVICE	45.31	45.31
Total LREN1938503:											45.31
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-GAS	LREN1938504	1	7401-430-62-44	LINEN SERVICES	71.38	71.38
Total LREN1938504:											71.38
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-PW	LREN1938505	1	7620-430-10-44	LINEN SERVICE	8.28	8.28

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										Check Issue Dates: 6/6/2024 - 6/6/2024			Jun 06, 2024 01:10PM	
GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL	GL	Seq	Seq	Seq	Seq	Seq
Period	Issue Date	Number	Number			Number	Seq	Account	Account	Amount	Amount	Amount	Amount	Amount
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-WATER	LREN1938505	2	7110-430-42-44	LINEN SERVICE	54.59	54.59	54.59	54.59	54.59
Total LREN1938505:														
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-PARKS	LREN1938506	1	1011-452-20-44	LINEN SERVICES	62.87	62.87	62.87	62.87	62.87
Total LREN1938506:														
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-PW	LREN1938507	1	7620-430-10-44	LINEN SERVICE	77.27	77.27	77.27	77.27	77.27
06/24	06/06/2024	221028	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1938507	2	7620-430-10-46	SUPPLIES-JANITORIAL	82.00	82.00	82.00	82.00	82.00
Total LREN1938507:														
06/24	06/06/2024	221028	10981	ALSCO INC	UNIFORMS-PW	LREN1940221	1	7620-430-10-44	LINEN SERVICE	159.27	159.27	159.27	159.27	159.27
Total LREN1940221:														
06/24	06/06/2024	221029	11084		REFUND GAS DEPOSIT	10506350247	1	7401-2228-000	DEPOSITS-CUSTOMER	35.53	35.53	35.53	35.53	35.53
Total 10506350247:														
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	175958652U037	1	2007-431-20-44	DISPOSAL	143.28	143.28	143.28	143.28	143.28
Total 175958652U037:														
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	175958656U037	1	2007-431-20-44	DISPOSAL	26.88	26.88	26.88	26.88	26.88
Total 175958656U037:														
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	175958657U037	1	2007-431-20-44	DISPOSAL	26.88	26.88	26.88	26.88	26.88
Total 175958657U037:														
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	175958660U037	1	2007-431-20-44	DISPOSAL	105.36	105.36	105.36	105.36	105.36
Total 175958660U037:														
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	175958667U037	1	7530-451-52-44	DISPOSAL	52.68	52.68	52.68	52.68	52.68
Total 175958667U037:														
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	175958667U037	1	7530-451-52-44	DISPOSAL	268.89	268.89	268.89	268.89	268.89

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Period	Issue Date	Number	Number			Number	Seq	Account	No	Amount	Amount	Amount	
Total 175958667U037:													
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	175958658U037	1	7620-430-10-44	DISPOSAL	230.45	230.45	230.45	
Total 175958858U037:													
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	175958859U037	1	1000-417-10-44	DISPOSAL	226.93	226.93	226.93	
Total 175958859U037:													
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	175958860U037	1	1011-452-20-44	DISPOSAL	223.41	223.41	223.41	
Total 175958860U037:													
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	175958862U037	1	7620-430-10-44	DISPOSAL	237.47	237.47	237.47	
Total 175958862U037:													
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	175958938U037	1	1011-452-20-44	DISPOSAL	326.79	326.79	326.79	
Total 175958938U037:													
06/24	06/06/2024	221030	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	175959073U037	1	2007-431-20-44	DISPOSAL	105.36	105.36	105.36	
Total 175959073U037:													
06/24	06/06/2024	221031	986	CARLSON'S TIRE PROS	REPAIR & MAINT-WATER	1106	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1,306.09	1,306.09	1,306.09	
Total 1106:													
06/24	06/06/2024	221032	11089		COMMUNITY CENTER DEPOSIT	051324	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00	55.00	
Total 051324:													
06/24	06/06/2024	221033	10491		TR EX ORLANDO FL GFOA ANN	031924	1	1000-415-10-45	TRAINING	431.10	431.10	431.10	
Total 031924:													

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/24	06/06/2024	221034	148	COMPUTER LOGISTICS	EQUIPMENT RENEWAL	85210	1	1010-422-10-43	TECHNICAL SVCS	151.00	151.00
06/24	06/06/2024	221034	148	COMPUTER LOGISTICS	EQUIPMENT RENEWAL	85210	2	7620-430-10-43	TECHNICAL SVCS	168.95	168.95
06/24	06/06/2024	221034	148	COMPUTER LOGISTICS	EQUIPMENT RENEWAL	85210	3	1011-419-10-43	PROFESSIONAL SVCS	151.00	151.00
06/24	06/06/2024	221034	148	COMPUTER LOGISTICS	EQUIPMENT RENEWAL	85210	4	1000-417-10-43	TECHNICAL SVCS	1,472.14	1,472.14
Total 85210:											1,943.09
06/24	06/06/2024	221035	152	COUSO TECHNOLOGY &	HOSTING & MAINT WEBSITE	5279	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 5279:											340.00
06/24	06/06/2024	221036	161	CSK AUTO INC	CREDIT- PW	2740101296	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	47.62-	47.62-
Total 2740101296:											47.62-
06/24	06/06/2024	221036	161	CSK AUTO INC	THERMOSTAT-PW	2740101855	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	7.34	7.34
Total 2740101855:											7.34
06/24	06/06/2024	221036	161	CSK AUTO INC	GLOVES-GAS	2740101856	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.56	9.56
06/24	06/06/2024	221036	161	CSK AUTO INC	GLOVES-WATER	2740101856	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	9.56	9.56
06/24	06/06/2024	221036	161	CSK AUTO INC	GOLVES-STREETTS SB1	2740101856	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	9.56	9.56
Total 2740101856:											28.68
06/24	06/06/2024	221036	161	CSK AUTO INC	SPARK PLUG-PW	2740101904	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	134.78	134.78
Total 2740101904:											134.78
06/24	06/06/2024	221036	161	CSK AUTO INC	COP BOOT-PW	2740101920	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	44.51	44.51
Total 2740101920:											44.51
06/24	06/06/2024	221036	161	CSK AUTO INC	CREDIT-GAS	2740102528	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	46.72-	46.72-
Total 2740102528:											46.72-
06/24	06/06/2024	221036	161	CSK AUTO INC	TUBING-GAS	2740103538	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.72	17.72

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Total 2740103538:											
06/24	06/06/2024	221036	161	CSK AUTO INC	FUEL TUBING-GAS	2740103582	1	7401-430-82-44	REPAIR AND MAINT-VEHICLE	17.72	17.72
Total 2740103582:											
06/24	06/06/2024	221036	161	CSK AUTO INC	HEADLIGHTS-STREETS SB1	2740103690	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	6.27	6.27
Total 2740103690:											
06/24	06/06/2024	221036	161	CSK AUTO INC	STARTER-STREETS SB1	2740104008	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	210.65	210.65
Total 2740104008:											
06/24	06/06/2024	221036	161	CSK AUTO INC	CONNECTOR-WATER	2740104679	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	206.15	206.15
Total 2740104679:											
06/24	06/06/2024	221036	161	CSK AUTO INC	SWIVEL-WATER	2740105161	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	259.80	259.80
Total 2740105161:											
06/24	06/06/2024	221036	161	CSK AUTO INC	REPAIR & MAINT-STREETS SB1	2740106096	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	184.86	184.86
Total 2740106096:											
06/24	06/06/2024	221036	161	CSK AUTO INC	SUPPLIES-STREETS SB1	2740106395	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	184.86	184.86
Total 2740106395:											
06/24	06/06/2024	221037	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	049470	1	7530-451-52-43	TECHNICAL SERVICES	30.94	30.94
Total 049470:											
06/24	06/06/2024	221037	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST	049471	1	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
06/24	06/06/2024	221037	10670	CURRENT ELECTRIC & A	CITY HALL SECURITY SYSTEM	049471	2	1000-417-10-43	TECHNICAL SVCS	80.00	80.00
										121.00	121.00

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Total 049471:											
06/24	06/06/2024	221038	194	DIAMOND SAW SHOP IN	SUPPLIES-STREETS SB2	20147	1	2005-431-20-46	SUPPLIES-GENERAL	201.00	201.00
Total 20147:											
06/24	06/06/2024	221038	194	DIAMOND SAW SHOP IN	SUPPLIES-GAS	20170	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	53.00	53.00
Total 20170:											
06/24	06/06/2024	221039	11083		REFUND GAS DEPOSIT	10320350015	1	7401-2228-000	DEPOSITS-CUSTOMER	251.38	251.38
Total 10320350015:											
06/24	06/06/2024	221040	219	ED STAUB & SONS PETR	86.20 GAL DIESEL-GC	10850877	1	7530-451-52-46	GASOLINE	21.99	21.99
Total 10850877:											
06/24	06/06/2024	221041	10525	ESO SOLUTIONS INC	DUES & MEMBERSHIP 7/1/24-6/	ESO-141567	1	1010-1430-105	PREPAID OTHER	364.03	364.03
Total ESO-141567:											
06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473252A	1	7110-430-42-43	PROFESSIONAL SVCS	2,502.40	2,502.40
Total 473252A:											
06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	473253A	1	7112-430-42-43	PROFESSIONAL SVCS	34.00	34.00
Total 473253A:											
06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473254A	1	7110-430-42-43	PROFESSIONAL SVCS	39.00	39.00
Total 473254A:											
06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473255A	1	7110-430-42-43	PROFESSIONAL SVCS	175.00	175.00
Total 473255A:											
06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473255A	1	7110-430-42-43	PROFESSIONAL SVCS	34.00	34.00
Total 473255A:											

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06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473641A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 473641A:											
06/24	06/06/2024	221042	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	473637A	1	7110-430-42-43	PROFESSIONAL SVCS	141.00	141.00
Total 473637A:											
06/24	06/06/2024	221043	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV007508	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
06/24	06/06/2024	221043	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV007508	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
Total SV007508:											
06/24	06/06/2024	221043	257	FOREST OFFICE EQUIPM	COPIES-PW	SV007595	1	7620-430-10-43	TECHNICAL SVCS	417.24	417.24
Total SV007595:											
06/24	06/06/2024	221044	11081		REFUND GAS DEPOSIT	10515510006	1	7401-2228-000	DEPOSITS-CUSTOMER	147.20	147.20
Total 10515510006:											
06/24	06/06/2024	221045	303	HEATH CONSULTANTS IN	PROFESSIONAL SERVICES-GA	1145203	1	7401-430-62-43	TECHNICAL SVCS	829.04	829.04
Total 1145203:											
06/24	06/06/2024	221046	11085		REFUND GAS DEPOSIT	10439510023	1	7401-2228-000	DEPOSITS-CUSTOMER	71.57	71.57
Total 10439510023:											
06/24	06/06/2024	221047	11088		RETURN FACILITY RENTAL PAY	052924	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 052924:											
06/24	06/06/2024	221048	374	L.N. CURTIS & SONS	SAFETY SUPPLIES-FD	INV904545	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	1,619.28	1,619.28
Total INV904545:											
06/24	06/06/2024	221049	383	LASCO	SUPPLIES-FD	4010	1	1010-422-10-46	SUPPLIES-COVID	59.19	59.19

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Period	Issue Date	Number	Number			Number	Seq	No	Amount			Amount	Amount	
Total 4010:														
06/24	06/06/2024	221049	383	LASCO	SUPPLIES-FD	4026	1	1010-422-10-44	59.19	VEHICLE - REPAIR & MAINTENA		59.19	59.19	
Total 4026:														
06/24	06/06/2024	221050	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	3956	1	1011-452-20-44	1.00	DISPOSAL		1.00	1.00	
06/24	06/06/2024	221050	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	3956	2	7110-430-42-46	5.82	SUPPLIES-GENERAL		5.82	5.82	
06/24	06/06/2024	221050	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	3956	3	2005-431-20-44	25.99	REPAIR AND MAINTENANCE-MI		25.99	25.99	
06/24	06/06/2024	221050	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	3956	4	2005-431-20-44	8.28	REPAIR AND MAINTENANCE-MI		8.28	8.28	
Total 3956:														
06/24	06/06/2024	221050	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	3989	1	2005-431-20-44	15.66	REPAIR AND MAINTENANCE-MI		15.66	15.66	
Total 3989:														
06/24	06/06/2024	221051	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 052524	1	7201-430-81-46	114.96	ELECTRICITY		114.96	114.96	
Total 10108 052524:														
06/24	06/06/2024	221051	437	LMUD	GOLF COURSE PUMP STATION	122910 052524	1	7530-451-52-46	2,378.99	ELECTRICITY		2,378.99	2,378.99	
Total 122910 052524:														
06/24	06/06/2024	221051	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 052524	1	7530-451-52-46	30.00	ELECTRICITY		30.00	30.00	
Total 122929 052524:														
06/24	06/06/2024	221051	437	LMUD	GOLF COURSE PUMP HOUSE	132052 052524	1	7530-451-52-46	86.15	ELECTRICITY		86.15	86.15	
Total 132052 052524:														
06/24	06/06/2024	221051	437	LMUD	SOUTH ST - PW OFFICE	14590 052524	1	7620-430-10-46	640.92	ELECTRICITY		640.92	640.92	
Total 14590 052524:														
06/24	06/06/2024	221051	437	LMUD	SOUTH ST ROOSEVELT AREAL	1744 052524	1	1011-452-20-46	11.04	ELECTRICITY		11.04	11.04	

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Total 1744 052524:												11.04	11.04
06/24	06/06/2024	221051	437	LMUD	RIVERSIDE PARK LIGHTS	1999 052524	1	1011-452-20-46	ELECTRICITY	75.95	75.95		
Total 1999 052524:												75.95	75.95
06/24	06/06/2024	221051	437	LMUD	CADY SPRINGS	26784 052524	1	7110-430-42-46	ELECTRICITY	602.02	602.02		
Total 26784 052524:												602.02	602.02
06/24	06/06/2024	221051	437	LMUD	1505 MAIN ST FIRE STATION	2876 052524	1	1010-422-10-46	ELECTRICITY	1,106.74	1,106.74		
Total 2876 052524:												1,106.74	1,106.74
06/24	06/06/2024	221051	437	LMUD	720 SOUTH EMULSION TANK-P	38646 052524	1	7620-430-10-46	ELECTRICITY	241.77	241.77		
Total 38646 052524:												241.77	241.77
06/24	06/06/2024	221051	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 052524	1	1011-452-20-46	ELECTRICITY	19.69	19.69		
Total 416851 052524:												19.69	19.69
06/24	06/06/2024	221051	437	LMUD	LAUREL ST- STREETS	416902 052524	1	2007-431-60-46	ELECTRICITY	19.69	19.69		
Total 416902 052524:												19.69	19.69
06/24	06/06/2024	221051	437	LMUD	SOUTH ST- STREETS	416924 052524	1	2007-431-60-46	ELECTRICITY	39.39	39.39		
Total 416924 052524:												39.39	39.39
06/24	06/06/2024	221051	437	LMUD	RICHMOND RD & PEARL CR- S	416984 052524	1	2007-431-60-46	ELECTRICITY	19.69	19.69		
Total 416984 052524:												19.69	19.69
06/24	06/06/2024	221051	437	LMUD	1801 MAIN ST- STREETS	417512 052524	1	2007-431-60-46	ELECTRICITY	39.39	39.39		
Total 417512 052524:												39.39	39.39

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06/24	06/06/2024	221051	437	LMUD	ORCHARD ST- STREETS	418802 052524	1	2007-431-60-46	ELECTRICITY	23.12	23.12
Total 418802 052524:											
06/24	06/06/2024	221051	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 052524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418824 052524:											
06/24	06/06/2024	221051	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 052524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418833 052524:											
06/24	06/06/2024	221051	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 052524	1	2007-431-60-46	ELECTRICITY	188.12	188.12
Total 49498 052524:											
06/24	06/06/2024	221051	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 052524	1	2007-431-60-46	ELECTRICITY	302.01	302.01
Total 49499 052524:											
06/24	06/06/2024	221051	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 052524	1	7201-430-81-46	ELECTRICITY	40.94	40.94
Total 54333 052524:											
06/24	06/06/2024	221051	437	LMUD	SPRING RIDGE BOOSTER	55754 052524	1	7110-430-42-46	ELECTRICITY	679.83	679.83
Total 55754 052524:											
06/24	06/06/2024	221051	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 052524	1	7201-430-81-46	ELECTRICITY	458.17	458.17
Total 7146 052524:											
06/24	06/06/2024	221051	437	LMUD	471-920 JOHNSTONVILLE RD AI	7154 052524	1	7201-430-81-46	ELECTRICITY	41.25	41.25
Total 7154 052524:											
06/24	06/06/2024	221051	437	LMUD	GOLF COURSE CART BARN 2	7400 052524	1	7530-451-52-46	ELECTRICITY	45.14	45.14

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Total 7400 052524:											
06/24	06/06/2024	221051	437	LMUD	WELL #1-WATER	7714 052524	1	7110-430-42-46	ELECTRICITY	175.90	175.90
Total 7714 052524:											
06/24	06/06/2024	221051	437	LMUD	GOLF COURSE BARN 1 & 3	9312 052524	1	7530-451-52-46	ELECTRICITY	30.00	30.00
Total 9312 052524:											
06/24	06/06/2024	221051	437	LMUD	RIVERSIDE PARK	9501 052524	1	1011-452-20-46	ELECTRICITY	69.96	69.96
Total 9501 052524:											
06/24	06/06/2024	221051	437	LMUD	GEO PUMP #2	9503 052524	1	7301-430-52-46	ELECTRICITY	50.82	50.82
Total 9503 052524:											
06/24	06/06/2024	221051	437	LMUD	HOSPITAL LN-GEO	9963 052524	1	7301-430-52-46	ELECTRICITY	30.21	30.21
Total 9963 052524:											
06/24	06/06/2024	221052	1508	MAIN STREET LUBE	REPAIR & MAINT- PD	45463	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	60.62	60.62
Total 45463:											
06/24	06/06/2024	221053	11086		RETURN FACILITY RENTAL PAY	060324	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 060324:											
06/24	06/06/2024	221054	488	MORNING GLORY	PROFESSIONAL SVCS-GC	397756	1	7530-451-52-43	PROFESSIONAL SERVICES	400.01	400.01
Total 397756:											
06/24	06/06/2024	221055	9652	NOVAH ELECTRIC	REPAIR & MAINT-GEO	2709	1	7301-430-52-43	PROFESSIONAL SVC	300.00	300.00
Total 2709:											

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 12			
				Check Issue Dates: 6/6/2024 - 6/6/2024				Jun 06, 2024 01:10PM			
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/24	06/06/2024	221055	9652	NOVAH ELECTRIC	REPAIR & MAINT-GEO	2772	1	7301-430-52-43	PROFESSIONAL SVC	150.00	150.00
Total 2772:											150.00
06/24	06/06/2024	221055	9652	NOVAH ELECTRIC	REPAIR & MAINT-GEO	2855	1	7301-430-52-43	PROFESSIONAL SVC	150.00	150.00
Total 2855:											150.00
06/24	06/06/2024	221055	9652	NOVAH ELECTRIC	REPAIR & MAINT-FD	2952	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	2,500.00	2,500.00
Total 2952:											2,500.00
06/24	06/06/2024	221055	9652	NOVAH ELECTRIC	REPAIR & MAINT-FD	3015	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	1,375.00	1,375.00
Total 3015:											1,375.00
06/24	06/06/2024	221056	10495		REIMBURSEMENT FOR PANEL	060424	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 060424:											100.00
06/24	06/06/2024	221057	11079		REFUND GAS DEPOSIT	10503818615	1	7401-2228-000	DEPOSITS-CUSTOMER	84.50	84.50
Total 10503818615:											84.50
06/24	06/06/2024	221058	556	PITNEY BOWES INC	INK CARTRIDGES	1025276529	1	1000-417-10-46	SUPPLIES-GENERAL	287.49	287.49
Total 1025276529:											287.49
06/24	06/06/2024	221058	556	PITNEY BOWES INC	MONTHLY MAINT POSTAGE MA	3106686878	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	622.17	622.17
06/24	06/06/2024	221058	556	PITNEY BOWES INC	MONTHLY MAINT POSTAGE MA	3106686878	2	1000-1430-105	PREPAID - OTHER	155.70	155.70
Total 3106686878:											777.87
06/24	06/06/2024	221059	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2024-5	1	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00
Total LASSEN 2024-5:											3,500.00
06/24	06/06/2024	221060	9699	PRENTICE LONG & EPPE	REMAINING 23/24 FY CONTRAC	6681	1	1000-412-10-43	PROFESSIONAL SVCS	6,500.00	6,500.00

M = Manual Check, V = Void Check

CITY OF SUSANVILLE										Check Register - Payments by Vendor		Page: 13	
										Check Issue Dates: 6/6/2024 - 6/6/2024		Jun 06, 2024 01:10PM	
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount		
Total 6681:													
06/24	06/06/2024	221061	11087	QUALITY TELECOM CON	DEPOSIT RETURN EP 24-05	053124	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	10,610.00	10,610.00		
Total 053124:													
06/24	06/06/2024	221062	11078	RAGTOP FIRE HELMETS	SAFETY SUPPLIES-FD	9555	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	1,738.80	1,738.80		
Total 9555:													
06/24	06/06/2024	221062	11078	RAGTOP FIRE HELMETS	SAFETY SUPPLIES-FD	9564	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	648.05	648.05		
Total 9564:													
06/24	06/06/2024	221063	1127	ROSS' LADDER SERVICE	PROFESSIONAL SERVICES-FD	1018	1	1010-422-10-43	PROFESSIONAL SVCS	2,082.25	2,082.25		
Total 1018:													
06/24	06/06/2024	221064	76	SUSANVILLE ACE HARD	FASTENERS-WATER	525092	1	7110-430-42-44	REPAIR AND MAINTENANCE-FA	1.88	1.88		
Total 525092:													
06/24	06/06/2024	221064	76	SUSANVILLE ACE HARD	FILTER-WATER	525318	1	7110-430-42-44	REPAIR AND MAINTENANCE-FA	40.91	40.91		
Total 525318:													
06/24	06/06/2024	221064	76	SUSANVILLE ACE HARD	OIL-WATER	525505	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	8.56	8.56		
Total 525505:													
06/24	06/06/2024	221064	76	SUSANVILLE ACE HARD	GLOVES-WATER	525786	1	7110-430-42-46	SUPPLIES-GENERAL	22.40	22.40		
Total 525786:													
06/24	06/06/2024	221065	638	THATCHER COMPANY	SUPPLIES-WATER	2024400102509	1	7110-430-42-46	SUPPLIES-GENERAL	1,323.34	1,323.34		
Total 2024400102509:													

M = Manual Check, V = Void Check

CITY OF SUSANVILLE					Check Register - Payments by Vendor			Page: 14			
					Check Issue Dates: 6/6/2024 - 6/6/2024			Jun 06, 2024 01:10PM			
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/24	06/06/2024	221065	638	THATCHER COMPANY	CREDIT-WATER	2024400900416	1	7110-430-42-46	SUPPLIES-GENERAL	80.00-	80.00-
Total 2024400900416:											
06/24	06/06/2024	221066	712	TNS TRUCKING CO	SUPPLIES-WATER	5944	1	7110-430-42-46	SUPPLIES-GENERAL	1,184.28	1,184.28
Total 5944:											
06/24	06/06/2024	221066	712	TNS TRUCKING CO	TRANSFER BASE ROCK-GAS	6047	1	7401-430-62-46	SUPPLIES-GENERAL	687.72	687.72
06/24	06/06/2024	221066	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	6047	2	7110-430-42-46	SUPPLIES-GENERAL	687.72	687.72
06/24	06/06/2024	221066	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	6047	3	2005-431-20-46	SUPPLIES-GENERAL	225.32	225.32
Total 6047:											
06/24	06/06/2024	221067	11080	:	REFUND GAS DEPOSIT	10531900307	1	7401-2228-000	DEPOSITS-CUSTOMER	53.53	53.53
Total 10531900307:											
06/24	06/06/2024	221068	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PW	1002	1	7620-430-10-44	CUSTODIAL	300.00	300.00
Total 1002:											
06/24	06/06/2024	221068	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	998	1	1000-417-10-43	PROFESSIONAL SVCS	350.00	350.00
Total 998:											
06/24	06/06/2024	221069	9757	VAN LANT & FANKHANEL	21/22 FY AUDITING SERVICES	060324	1	1000-417-10-43	PROFESSIONAL SVCS	3,714.00	3,714.00
Total 060324:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES-WATER	51246432	1	7110-430-42-46	SUPPLIES-GENERAL	1,387.88	1,387.88
Total 51246432:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES-STREETTS sb1	61228579	1	2005-431-20-46	SUPPLIES-GENERAL	51.96	51.96
Total 61228579:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61252894	1	7110-430-42-46	SUPPLIES-GENERAL	22.21	22.21

M = Manual Check, V = Void Check

CITY OF SUSANVILLE				Check Register - Payments by Vendor				Page: 15			
				Check Issue Dates: 6/6/2024 - 6/6/2024				Jun 06, 2024 01:10PM			
GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 61252894:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61254746	1	7110-430-42-46	SUPPLIES-GENERAL	32.93	32.93
Total 61254746:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES- GAS	61267720	1	7401-430-62-46	SUPPLIES-GENERAL	656.93	656.93
Total 61267720:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES-GC	61272074	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	43.33	43.33
Total 61272074:											
06/24	06/06/2024	221070	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61274796	1	7110-430-42-46	SUPPLIES-GENERAL	48.04	48.04
Total 61274796:											
Grand Totals:										72,270.66	72,270.66

Report Criteria:

Report type: GL detail

Check Voided = False

M = Manual Check, V = Void Check

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Chandra Jabbs, Finance

Action Date: June 19, 2024

SUBJECT: Consider **Resolution No. 24-6324**, continuing Resolution authority to meet payroll and vendor warrants in the absence of a formally adopted budget for FY 2024-2025 through August 7, 2024 or the adoption of the City's budget, whichever comes first.

PRESENTED BY: Chandra Jabbs, Finance Director

SUMMARY: Each fiscal year the City Council approves and adopts a budget as required by law. With the approval and adoption of the budget, Council gives staff the authorization to spend for the fiscal year. Without a formally adopted budget the City cannot legally encumber and expend funds and the Finance Director cannot issue checks.

FISCAL IMPACT: Without the proper authorization, the Finance Department would not be able to pay vendors and employees causing the City to shut down operations.

ACTION REQUESTED: Motion to approve Resolution No 24-6324, continuing Resolution authority to meet payroll and vendor warrants in the absence of a formally adopted budget for FY 2024-2025 through August 7, 2024 or the adoption of the City's budget, whichever comes first.

ATTACHMENTS:
[24-6324.pdf](#)

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SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: June 19, 2024

SUBJECT: Consider **Resolution No. 24-6325**, approving amended golf course fees at the Diamond Mountain Golf Course

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The Diamond Mountain Golf Course is a valuable recreational asset for the community; providing residents, students, and visitors with access to golf facilities at reasonable rates. However, over the past few years, the course has faced financial pressures due to a variety of economic factors (inflation, increased minimum wage, increased electrical costs, increase equipment repair costs, equipment failures, etc.) and delayed infrastructure maintenance. These pressures have made it necessary to reevaluate our current rate structure to ensure the sustainability and continued operation of the golf course.

While the proposed rate increases are essential, course operations are committed to maintaining accessibility for all members of the community. Options such as discounted rates for seniors, juniors and twilight hours will continue to be available, and new discounted rates for veterans have been added to the fee schedule. The proposed rate increase at Diamond Mountain Golf Course is a strategic and necessary step to address the financial challenges posed by increased operational costs, inflation, and rising wages. By implementing this adjustment, we can ensure the continued provision of a quality golfing experience and the long-term sustainability of the course.

Rationale for Rate Increase(s):

- Increased Operational Costs:
 - Inflation: The general inflation rate has significantly impacted the cost of goods and services required for the maintenance and operation of the golf course. Prices for essential supplies, equipment, and utilities have seen a marked increase, straining our budget.
 - Maintenance Costs: Regular upkeep and maintenance of the golf course are crucial to preserving its quality and playability. Costs for turf management, irrigation systems,

and equipment maintenance services have risen, necessitating additional funds to maintain the equipment needed for course operations.

- Increased Minimum Wage:
 - Wage Adjustments: The recent increases in the state minimum wage have had a direct impact on labor costs. As an employer of seasonal and part-time staff, the golf course has experienced a substantial rise in payroll expenses for minimum staffing efforts needed to operate the pro-shop, range, carts, and course maintenance.

Long term planning and Sustainability:

- Long-term Viability: To ensure the long-term sustainability of the Diamond Mountain Golf Course, it is imperative to adjust our rates. This will allow us to not only cover current operating costs but also help to address the deferred course maintenance that has occurred in the past years.

Proposed rate increase effective July 1, 2024 is as follows:

- \$3.00 increase to all green fees Monday-Sunday & Holidays for players ages 17+
- \$40.00 increase to 10 round play cards
- Addition of Active Military and Veteran to discounted green fees

Proposed rate increase effective January 1, 2025 is as follows:

- \$2.00 increase to green fees Monday-Sunday & Holidays for players ages 17+
- \$1.00 increase to green fees Monday-Sunday & Holidays for Veterans, Active Military & Seniors
- \$2.00 increase to cart rental fees
- \$15.00 increase to 10 round play cards
- \$100.00 increase to Individual Memberships
- \$200.00 increase to Individual Memberships with course cart
- \$100.00 increase to Couple Membership
- \$200.00 increase to Couple Membership with course cart

FISCAL IMPACT:

Increase of golf course fees received at the Diamond Mountain Golf Course

ACTION REQUESTED:

Motion to approve Resolution No. 24-6325, amending golf course fees at the Diamond Mountain Golf Course

ATTACHMENTS:

[2024 Fee Schedule.pdf](#)

[24-6325.pdf](#)

[Attachment A.B Fee Schedule Update.pdf](#)

Fee Schedule Effective January 4, 2023, Resolution No. 23-6081

Green Fees			
	Monday-Thursday	Friday - Sunday & Holidays	
9 Holes	\$ 20.00	\$ 25.00	
18 Holes	\$ 25.00	\$ 30.00	
<u>Junior (17 & Under)</u>			
9 Holes	\$ 10.00	\$ 10.00	
18 Holes	\$ 15.00	\$ 15.00	
<u>Veteran, Activity Military & Senior (over 62)</u>			
9 Holes	\$ 12.00	\$ 17.00	
18 Holes	\$ 17.00	\$ 22.00	
<u>Twilight (after 2:00 P.M.)</u>			
18 Holes	\$ 15.00	\$ -	
Cart Fees			
	per person		
9 Holes	\$ 10.00		
18 Holes	\$ 15.00		
Spectator	\$ 5.00		
Trail Fee	\$ 5.00		
Driving Range			
Small Bucket	\$ 5.00		
Large Bucket	\$ 8.00		
Specials			
<u>Punch Cards</u>			
10 Rounds 9 Holes w/ Course Cart	\$	235.00	
10 Rounds 9 Holes	\$	145.00	
10 Rounds 18 Holes w/ Course Cart	\$	295.00	
10 Rounds 18 Holes	\$	210.00	
Unlimited Driving Range	\$	250.00	
25 Small Driving Range Buckets	\$	100.00	
Memberships			
Individual	\$	1,400.00	
Individual w/ Course Cart	\$	1,700.00	
Couple	\$	1,950.00	
Couple w/ Course Cart	\$	2,250.00	
\$100 discount given if memberships are purchased between January 1 through March 31 annually			
Trail Fee	\$	100.00	
Trail Fee w/ Storage - Gas	\$	150.00	
Trail Fee w/ Storage - Electric	\$	200.00	

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Attachment A
Fee Schedule Effective July 1, 2024

<u>Green Fees</u>			
	Monday-Thursday	Friday - Sunday & Holidays	
9 Holes	\$ 23.00	\$ 28.00	
18 Holes	\$ 28.00	\$ 33.00	
<u>Junior (17 & Under)</u>			
9 Holes	\$ 10.00	\$ 10.00	
18 Holes	\$ 15.00	\$ 15.00	
<u>Veteran, Active Military & Senior (over 62)</u>			
9 Holes	\$ 15.00	\$ 20.00	
18 Holes	\$ 20.00	\$ 25.00	
<u>Twilight (after 2:00 P.M.)</u>			
18 Holes	\$ 20.00	\$ -	
<u>Cart Fees</u>			
	per person		
9 Holes	\$ 10.00		
18 Holes	\$ 15.00		
Spectator	\$ 5.00		
Trail Fee	\$ 5.00		
<u>Driving Range</u>			
Small Bucket	\$ 5.00		
Large Bucket	\$ 8.00		
<u>Specials</u>			
<u>Punch Cards</u>			
10 Rounds 9 Holes w/ Course Cart	\$	275.00	
10 Rounds 9 Holes	\$	185.00	
10 Rounds 18 Holes w/ Course Cart	\$	335.00	
10 Rounds 18 Holes	\$	250.00	
Unlimited Driving Range	\$	250.00	
25 Small Driving Range Buckets	\$	100.00	
<u>Memberships</u>			
Individual	\$	1,400.00	
Individual w/ Course Cart	\$	1,700.00	
Couple	\$	1,950.00	
Couple w/ Course Cart	\$	2,250.00	
\$100 discount given if memberships are purchased between January 1 through March 31 annually			
Trail Fee	\$	100.00	
Trail Fee w/ Storage - Gas	\$	150.00	
Trail Fee w/ Storage - Electric	\$	200.00	

Attachment B
Fee Scheduled Effective January 1, 2025

<u>Green Fees</u>			
	Monday-Thursday	Friday - Sunday & Holidays	
9 Holes	\$ 25.00	\$ 30.00	
18 Holes	\$ 30.00	\$ 35.00	
<u>Junior (17 & Under)</u>			
9 Holes	\$ 10.00	\$ 10.00	
18 Holes	\$ 15.00	\$ 15.00	
<u>Veteran, Active Military & Senior (over 62)</u>			
9 Holes	\$ 16.00	\$ 21.00	
18 Holes	\$ 21.00	\$ 26.00	
<u>Twilight (after 2:00 P.M.)</u>			
18 Holes	\$ 20.00	\$ -	
<u>Cart Fees</u>			
	per person		
9 Holes	\$ 12.00		
18 Holes	\$ 17.00		
Spectator	\$ 5.00		
Trail Fee	\$ 5.00		
<u>Driving Range</u>			
Small Bucket	\$ 5.00		
Large Bucket	\$ 8.00		
<u>Specials</u>			
<u>Punch Cards</u>			
10 Rounds 9 Holes w/ Course Cart	\$	290.00	
10 Rounds 9 Holes	\$	200.00	
10 Rounds 18 Holes w/ Course Cart	\$	350.00	
10 Rounds 18 Holes	\$	260.00	
Unlimited Driving Range	\$	250.00	
25 Small Driving Range Buckets	\$	100.00	
<u>Memberships</u>			
Individual	\$	1,500.00	
Individual w/ Course Cart	\$	1,900.00	
Couple	\$	2,050.00	
Couple w/ Course Cart	\$	2,450.00	
\$100 discount given if memberships are purchased between January 1 through March 31 annually			
Trail Fee	\$	100.00	
Trail Fee w/ Storage - Gas	\$	150.00	
Trail Fee w/ Storage - Electric	\$	200.00	

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: June 19, 2024

SUBJECT: ***REVISED ITEM***

Consider **Resolution No. 24-6326**, authorizing the Finance Director to adjust the Water 7110 budget.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: In the past staff have prepared very conservative budgets, especially for enterprise funds. While conservative budgets make it easier for directors to stay within the budget, they do not give an accurate picture to Council and ultimately the citizens of Susanville. In an effort to be more transparent and give Council a more accurate budget look, staff have in recent years prepared budgets that more closely represent accurate spending estimates. The downside to this is that unforeseen circumstances can find divisions without budget at the end of the fiscal year. This year we had an employee retire who was carrying a very significant amount of unfunded liability. As this was not budgeted and unforeseen, the 7110 Water Budget will need a budget amendment in the amount of \$15,000 to cover the remaining employee and operations cost through FY 23/24. We are asking Council to approve the Finance Director to make the necessary budget amendment to the 7110 Water Budget using the 7110 Available Cash Fund.

FISCAL IMPACT: \$20,000 from Water 7110 available cash, no impact to the General Fund.

ACTION REQUESTED: Motion to approve Resolution No. 24-6326, authorizing the Finance Director to adjust the Water 7110 budget.

ATTACHMENTS:
[Revised Res. 24-6326.pdf](#)

RESOLUTION No. 24-6326
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE FINANCE DIRECTOR TO MAKE NECESSARY BUDGET
AMENDMENTS TO THE CITY 7110 WATER BUDGET

WHEREAS, the City of Susanville operates the Water Budget; and

WHEREAS, the 2023/2024 Water budget requires an increase of \$20,000.00 to cover related water operations and employee cost; and

WHEREAS, the 7110 Water Budget will need an expenditure increase to the fiscal year 2023/2024 budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the budget increase and further authorizes the Finance Director to make necessary budget amendments to the City's 7110 Water Budget.

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 19th day of June 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: June 19, 2024

SUBJECT: Water Rate Study Presentation

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: Dan Bergmann, of IGService, has completed an analysis of the city's water utility rate structure. The report with recommendations is attached. Staff is looking for direction to proceed with the water rate increase notification process pursuant to state law (Prop 218). The report provided by IGService is attached.

FISCAL IMPACT: None

ACTION REQUESTED: Direction to Staff

ATTACHMENTS:
[240613 Water Rate Study Staff Report IGServices.pdf](#)

Presentation of 2024 Water Rate Study Findings

BACKGROUND: The last rate study was done by City staff in September 2016. The result of that rate study and city council action was new rates in place January 2017 pursuant to Resolution No. 16-5339 on December 7, 2016. Accordingly, those rates have been in place for the past seven years. The City contracted with Dan Bergmann of IGService to conduct a rate study reviewing the financial status of the water enterprise, and to reset rates consistent with cost-of-service guidelines pursuant to California's Proposition 218. The conclusions of the rate study are complete, and Mr. Bergmann will provide a presentation at the June 19th City Council meeting. The formal written report will be completed by June 28th.

DISCUSSION:

Revenue Increases Needed. The overall revenue increases recommended in the rate study are:

- 15 percent the first year,
- 15 percent the second year, and
- 4 percent in the following three years.

The following is an explanation of the process to determine the revenue needed over the next five-year period, and the rationale for setting rates. The revenue determination is for the total needed, whereas the rate setting to customers varies from the overall 15 percent based on customer type.

Operating Cash vs. Infrastructure Cash. The water enterprise is comprised of two major funds for planning purposes: Available Operating Cash (Fund 7110) for operations, and Infrastructure Cash (Fund 7114) defined in Resolution 16-5339 for infrastructure replacement. In the rate study, the Infrastructure Fund and associated customer surcharges are preserved. A capital improvement program is outlined utilizing available Infrastructure Fund revenue during the five-year planning period of the rate study. The rate study resets rates based on achieving a healthy level of operating cash after the infrastructure surcharges have been collected and credited to the infrastructure fund.

Operating Expenses are Up. Operating expenses of the water enterprise have been increasing since the last rate study, primarily driven by inflation. Specifically, over the past five years, costs for operations and maintenance have increased 34 percent, or \$450,000. Without an increase in revenue for the water enterprise, the available fund balance for operating cash will become negative in FY25. A revenue increase is needed to balance operating costs with operating expense such that the operating cash fund balance be maintained at a positive amount, and ideally grow to provide some level of operating cash reserve. For example, a twenty percent reserve balance of one year's expenses of two million dollars would be \$600,000. Based on the proposed increases in the rate study, operating cash reserves would increase to \$412,000 by the end of five years, significant movement toward a healthy fund balance.

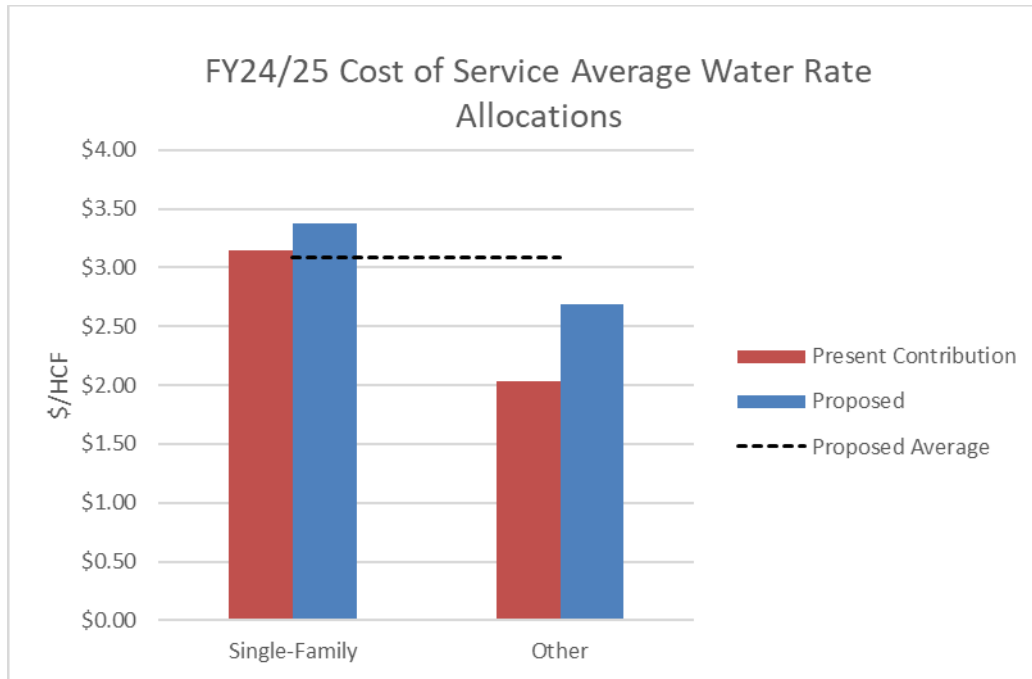
Water Sales are Down. Water sales volumes for FY24 are projected to be seven percent lower than FY23. This is a result of less irrigation coming out of the drought and because of the long

spring reaching into summer 2023 following the very long winter. The result is a projected seven percent lower revenue for FY24. For planning purposes, the assumption is that lower water sales will continue; however, the proposed rate increases are staged such that if increased sales occur in FY25, the rate increase for FY26 can be less than the 15 percent proposed for the second year. (Rates can be lowered by City Council approval without going through the Proposition 218 process but can't be increased.) Accordingly, in Fall of 2025, a review can be done of water sales to determine if the second rate increase for October 2024 can be less than 15 percent the second year.

Water Rate Increases. Consistent with the existing rate structure, seasonal rates are retained: Higher Irrigation rates for May through October, and lower Non-Irrigation rates for November through April. The existing seasonal rate difference is \$0.50 per hundred cubic feet (HCF). The proposed difference from the rate study is \$0.57 based on the calculated cost premium to provide water in the irrigation months. This results in customers paying slightly more in summer versus winter.

The existing rate structure includes 300 cubic feet of water in the base charge each month. This means customers pay for 300 cubic feet if they use it or don't use it. The proposed rate structure does not include any water in the base charge such that customers pay for all volumes used. To compensate the largest group of customers impacted, single-family residential, in the proposed rate structure the fixed monthly charge has been reduced such that single family are not penalized for paying for all water metered. Though the fixed rate is not reduced for all other customers, the volume rate is set for all other customers such that cost-of-service equity is preserved in overall rate setting.

Cost-of-service rate setting requires that customers be separated into customer classes. For Susanville, because the customer base is relatively small, the defined customer classes are single-family homes, which is well defined, and then all other customers. Separating out single-family, the cost-of-service analysis reveals that more of the revenue increase should come from mainly commercial customers (the "all other" category) than from single-family residential customers. Specifically, the revenue increase in the first year from other customers should be 32 percent, and the revenue increase from single-family residential should be just seven percent. The combined weighted average of these two increases is the 15 percent overall needed in the first year. The reason is that single-family households are already contributing disproportionately more than other customers because of the fixed monthly portion currently paid in the rates. The result is that single-family is presently paying a much higher average cost for water. This is illustrated in the bar chart below showing overall average rates paid by customers (volume rates combined with fixed monthly rates). In the proposed rates, single-family customers will pay slightly above the average cost to provide water, and all other customers, on average, will still pay less than the average. This is logical because more customer service effort is required for the many single-family customers, and homes tend to have higher summer peaking for irrigation.



Existing and proposed rates, including recalculated drought rates, are attached. The combined metered rates and fixed monthly charges in the first-year result in a 15 percent overall revenue increase, based on the existing, lower, level of water sales. In the second year, if sales volumes increase, city council may lower the second 15 percent increase, as mentioned earlier.

FISCAL IMPACT: The fiscal impact in the first full year is a projected revenue increase of \$311,000, or 15 percent based on FY24 projected revenue. The fiscal impact in the second full year will be an additional \$358,000 based on the additional 15 percent if it is fully needed. Assuming water sales do not increase and both 15 percent increases are implemented, the Operating Cash will become negative for FY25 and FY26, but then become positive and grow to \$411,000 by FY29, the fifth year of the rate-setting period.

Regarding compliance with the Series 2019 bond covenant to collect 25 percent more net revenue than the bond payment amounts, the bond covenant will still be met even during the years of operating cash losses. This is because the infrastructure surcharge revenue collected is counted as operating revenue, whereas the expenditures of infrastructure funds are classified primarily as capital improvements.

Susanville Water Enterprise Revenues, Expenses, Debt Service, and Cash Balances												
	FY18/19	FY19/20	FY20/21	FY21/22 ¹	FY22/23	FY23/24	1	2	3	4	5	
	Audited	Audited	Audited	Audited	Unaudited	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
Metered Water Volumes (HCF)			909,349	893,000	828,200	772,000	767,000	767,000	767,000	767,000	767,000	
Operating Revenues						Potential Annual Rate Increases:	15.0%	15.0%	4.0%	4.0%	4.0%	
Revenue from Rates	\$2,018,369	\$2,220,346	\$2,315,601	\$2,301,930	\$2,224,000	\$2,074,000	\$2,385,000	\$2,743,000	\$2,853,000	\$2,967,000	\$3,086,000	
Revenue from Infrastructure Surcharge	653,624	654,297	657,045	659,879	653,195	660,000	660,000	660,000	660,000	660,000	660,000	
Revenue from Johnstonville / CalTrans	14,653	17,296	18,894	16,004	17,507	17,000	17,000	17,000	17,000	17,000	17,000	
Other Water Revenue	13,603	12,845	6,783	4,985	3,654	5,000	5,000	5,000	5,000	5,000	5,000	
Connections & Source Development	22,017	18,955	15,214	6,845	10,929	8,000	8,000	8,000	8,000	8,000	8,000	
Total Operating Revenue	2,722,266	2,923,739	3,013,537	2,989,643	2,909,285	2,764,000	3,075,000	3,433,000	3,543,000	3,657,000	3,776,000	
Operating Expenses											Inflation	
Salaries and Benefits	374,387	445,853	391,372	413,279	323,000	370,000	389,000	408,000	428,000	449,000	471,000	5%
PERS Pension	21,783	58,109	46,343	86,341	86,000	90,000	95,000	100,000	105,000	110,000	116,000	5%
Internal Services (Admin/PW/Eng)	574,941	724,262	689,131	711,996	770,953	810,000	851,000	894,000	939,000	986,000	1,035,000	5%
Supplies	78,791	65,449	65,237	72,242	96,509	99,000	102,000	105,000	108,000	111,000	114,000	3%
Water	40,340	51,352	55,594	50,647	50,500	52,000	54,000	56,000	58,000	60,000	62,000	3%
Electricity and Gasoline	67,328	77,388	88,823	83,838	96,509	101,000	106,000	111,000	117,000	123,000	129,000	5%
Technical and Professional Services	30,264	24,659	21,782	44,543	84,787	30,000	32,000	34,000	36,000	38,000	40,000	5%
Taxes, Fees, Permits & Charges	37,037	36,281	39,683	36,093	43,044	44,000	45,000	46,000	47,000	48,000	49,000	3%
Other Operating Expenses	112,793	107,498	235,838	187,315	242,061	249,000	256,000	264,000	272,000	280,000	288,000	3%
Total Operating Expenses	1,337,664	1,590,851	1,633,803	1,686,294	1,793,363	1,845,000	1,930,000	2,018,000	2,110,000	2,205,000	2,304,000	
Net Operating Income	1,384,602	1,332,888	1,379,734	1,303,349	1,115,922	919,000	1,145,000	1,415,000	1,433,000	1,452,000	1,472,000	
Interest Income	105,280	84,181	1,420	15,324	73,000	83,000	41,000	32,000	37,000	45,000	48,000	
Net Income Available for Debt Service	1,489,882	1,417,069	1,381,154	1,318,673	1,188,922	1,002,000	1,186,000	1,447,000	1,470,000	1,497,000	1,520,000	
Debt Service	743,624	476,779	569,040	672,618	752,651	752,786	752,802	752,691	645,918	645,827	646,000	
Debt Service Coverage Ratio	2.00	2.97	2.43	1.96	1.58	1.33	1.58	1.92	2.28	2.32	2.35	
Net Revenue after Debt Service	746,258	940,290	812,114	646,055	436,271	249,214	433,198	694,309	824,082	851,173	874,000	
Transfers (Out)	(60,888)	(600,543)	-	(39,960)	(26,468)	(26,468)	(26,468)	(26,468)	(26,468)	(26,468)	(26,468)	
Less Transfers to Infrastructure Fund					(653,195)	(660,000)	(660,000)	(660,000)	(660,000)	(660,000)	(660,000)	
Down Payment for Barry Reservoir	-	-	-	(150,000)	-	-	-	-	-	-	-	
Net Revenue	685,370	339,747	812,114	456,095	(243,392)	(437,254)	(253,270)	7,841	137,614	164,705	187,532	
True up adjustment		(1,389,452)	33,788	16,164								
Total Available Cash	3,550,276	2,500,571	3,346,473	3,818,732								
Fund Balance Detail												
Available Operating Cash 7110	(121,557)	436,002	629,007	443,390	604,489	167,235	(86,036)	(78,195)	59,419	224,124	411,656	
Series 2019 Rate Stabilization 7111	3,000,000	858,600	858,600	858,600	858,600	858,600	858,600	858,600	858,600	858,600	858,600	
Johnstonville 7112	32,389	46,379	49,565	56,386	45,364	60,000	60,000	60,000	60,000	60,000	60,000	
Infrastructure 7114	639,444	1,159,590	1,809,301	2,460,356	2,647,186	975,381	782,381	997,381	1,277,381	1,262,381	1,622,381	
Totals	3,550,276	2,500,571	3,346,473	3,818,732	4,155,639	2,061,216	1,614,945	1,837,786	2,255,400	2,405,105	2,952,637	

Exhibit "A"						
City of Susanville Water Rates and Charges						
	Current Rates	Proposed Rates				
		10/1/2024	10/1/2025	10/1/2026	10/1/2027	10/1/2028
		Reset ¹	15%	4%	4%	4%
Metered Rates All Water (\$/HCF) ^{2,3}						
Single-Family Homes						
Irrigation (May - October)	\$1.63	\$1.87	\$2.15	\$2.24	\$2.33	\$2.42
Non-Irrigation (November - April)	\$1.13	\$1.30	\$1.50	\$1.56	\$1.62	\$1.68
All Other Customers						
Irrigation	\$1.63	\$2.15	\$2.47	\$2.57	\$2.67	\$2.78
Non-Irrigation	\$1.13	\$1.58	\$1.82	\$1.89	\$1.97	\$2.05
Fixed Monthly Charges (\$/Mo)						
Single-Family Homes up to 1" Meter	\$23.65	\$20.10	\$23.12	\$24.04	\$25.00	\$26.00
All Other Meters						
5/8" x 3/4" Meter	\$23.65	\$27.20	\$31.28	\$32.53	\$33.83	\$35.18
1" Meter	\$31.93	\$36.72	\$42.23	\$43.92	\$45.68	\$47.51
1.5" Meter	\$41.60	\$47.84	\$55.02	\$57.22	\$59.51	\$61.89
2" Meter	\$54.11	\$62.23	\$71.56	\$74.42	\$77.40	\$80.50
3" Meter	\$81.37	\$93.58	\$108.00	\$112.00	\$116.00	\$121.00
4" Meter	\$124.84	\$143.57	\$165.00	\$172.00	\$179.00	\$186.00
6" Meter	\$217.27	\$249.86	\$287.00	\$298.00	\$310.00	\$322.00
8" Meter	\$289.69	\$333.14	\$383.00	\$398.00	\$414.00	\$431.00
10" Meter	\$362.10	\$416.42	\$479.00	\$498.00	\$518.00	\$539.00

Notes:

1. The combined reset of Rates and Charges in the first year achieves an overall revenue increase of 15 percent.
2. "HCF" or "CCF" is Hundred Cubic Feet, equal to 748 gallons. One cubic foot is 7.48 gallons.
3. The proposed Rates apply to all volumes. This means 300 cubic feet is no longer be included in the Fixed Monthly Charge.

City of Susanville Drought Rates						
Metered Rates All Water (\$/HCF)	Current Rates	Proposed Drought Rates				
		7/1/2024 Reset	7/1/2025 15%	7/1/2026 4%	7/1/2027 4%	7/1/2028 4%
Stage 1: "Water Shortage Awareness"						
Single-Family Homes						
Irrigation (May - October)	\$1.88	\$2.34	\$2.69	\$2.80	\$2.91	\$3.03
Non-Irrigation (November - April)	\$1.38	\$1.77	\$2.03	\$2.11	\$2.19	\$2.28
All Other Customers						
Irrigation	\$1.88	\$2.37	\$2.72	\$2.83	\$2.94	\$3.06
Non-Irrigation	\$1.38	\$1.80	\$2.07	\$2.15	\$2.24	\$2.33
Stage 2: "Water Shortage Alert"						
Single-Family Homes						
Irrigation (May - October)	\$2.04	\$2.57	\$2.96	\$3.08	\$3.20	\$3.33
Non-Irrigation (November - April)	\$1.54	\$2.00	\$2.31	\$2.40	\$2.50	\$2.60
All Other Customers						
Irrigation	\$2.04	\$2.64	\$3.04	\$3.16	\$3.29	\$3.42
Non-Irrigation	\$1.54	\$2.07	\$2.38	\$2.48	\$2.58	\$2.68
Stage 3: "Water Shortage Emergency"						
Single-Family Homes						
Irrigation (May - October)	\$2.24	\$2.88	\$3.31	\$3.44	\$3.58	\$3.72
Non-Irrigation (November - April)	\$1.74	\$2.31	\$2.65	\$2.76	\$2.87	\$2.98
All Other Customers						
Irrigation	\$2.24	\$2.99	\$3.44	\$3.58	\$3.72	\$3.87
Non-Irrigation	\$1.74	\$2.42	\$2.78	\$2.89	\$3.01	\$3.13

ACTION REQUESTED: Pursuant to the information presented, consider directing staff to issue a Proposition 218-compliant water rate increase notice to all water customers to increase rates effective October 1, 2024, and each year thereafter for the next four years.

AGENDA ITEM NO. 9.E
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Erik Edholm, Public Works

Action Date: June 19, 2024

SUBJECT: Consider **Resolution No. 24-6327**, authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The project funding is provided through the State Transportation Improvement Program (STIP). The project is located on the embankment of the old mill ponds south of Riverside Drive. Program Supplement Agreement Revision is needed for reimbursement of Right of Way and design expenses. We are asking the Council to authorize the mayor to sign a Program Supplement Agreement Revision and authorize the Finance Director to make necessary budget amendments to the 2007 budget for the Riverside Drive Trail Project.

FISCAL IMPACT: \$50,000 in Right of Way and \$300,000 in design funds through State Transportation Improvement Program. This project is funded with state transportation funds, no local match is anticipated.

ACTION REQUESTED: Motion to approve Resolution No. 24-6327, authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.

ATTACHMENTS:
[24-6327.pdf](#)

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	June 19, 2024
SUBJECT:	Consider City Councilmember compensation
PRESENTED BY:	Dan Newton, City Manager
SUMMARY:	Susanville is a general law city and is therefore bound by California Government Code section 36516 as it pertains to city councilmember salaries. In January 1, 2024, the law in California changed regarding general law cities and council member salaries. Since 1984 city councilmember salaries have been capped at \$300.00 per month; however these caps have been increased as indicated below: 1. In cities up to and including 35,000 in population, up to and including nine hundred fifty dollars (\$950) per month. 2. In cities over 35,000 up to and including 50,000 in population, up to and including one thousand two hundred seventy-five dollars (\$1,275) per month. 3. In cities over 50,000 up to and including 75,000 in population, up to and including one thousand six hundred dollars (\$1,600) per month. 4. In cities over 75,000 up to and including 150,000 in population, up to and including one thousand nine hundred dollars (\$1,900) per month. 5. In cities over 150,000 up to and including 250,000 in population, up to and including two thousand five hundred fifty dollars (\$2,550) per month. 6. In cities over 250,000 population, up to and including three thousand two hundred dollars (\$3,200) per month. If enacted, changes to councilmember salaries will not take effect until new councilmembers' terms begin. Staff is seeking direction regarding if the Council wants to proceed with an ordinance modification.
FISCAL IMPACT:	TBD
ACTION REQUESTED:	Provide Direction to Staff

ATTACHMENTS:

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: June 19, 2024

SUBJECT: Discussion regarding American Rescue Plan Act (ARPA) funds

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The following documents are attached to this agenda item:

- 1) Staff report
- 2) Susanville Elk's Lodge Business Proposal
- 3) Susanville Performing Arts Center Business Proposal
- 4) Museum Storage Building Cost Estimate
- 5) Little League Bathroom Cost Estimate

The estimated cost of projects is \$3,045,000, and only \$1,446,000 in ARPA funding remaining.

FISCAL IMPACT: Allocation of \$1,446,000 of remaining ARPA funds.

ACTION REQUESTED: Provide direction to staff.

ATTACHMENTS:

[Staff Report.docx](#)

[Susanville Elks Lodge Business Proposal 6.1.24.pdf](#)

[SPAC Proposal 6.13.24.pdf](#)

[Engineers Estimate - Museum Storage.pdf](#)

[Engineers Estimate - Little League Bathroom.pdf](#)

ARPA Summary:

On April 23, 2024 the City Council approved the use of \$1,204,000 in ARPA Funds as indicated below.

Amount	Description
\$75,000	City Hall / Interior Repairs
\$520,000	Fire Department / Repair and relace the roof and heating system
\$250,000	Police Department / Interior and exterior improvements and roof repairs
\$159,000	Marketing campaign to promote economic recovery and tourism
\$200,000	50% of total cost for a comprehensive General Plan Update
\$1,204,000	Total Allocated

There are seven additional projects that the Council directed staff to evaluate for consideration of the remaining \$1,446,000 in ARPA funds.

- 1) Fire engine
- 2) Elk's Lodge repairs
- 3) Performing Arts Center
- 4) Museum storage
- 5) Little League Bathroom
- 6) Code Enforcement Abatement
- 7) Tennis Court Improvements

- 1) Fire engine:

The city fire department has identified a need to replace engine # 621. Write about #621. How often does it get used? What is its purpose? What is wrong with it? What is the plan.

- 2) Elk's Lodge repairs

The Susanville Elks Lodge has requested approximately \$150,000 for repairs at the Susanville Elks Lodge building. The Susanville Elks Lodge has prepared a business proposal indicating proposed revenues and expenditures (Attached).

- 3) Performing Arts Center

The Susanville Performing Arts Center Group has requested approximately \$970,000 and has provided a business proposal for their proposed project of acquiring the Sierra Movie Theatre and converting it into a performing arts center (Attached).

- 4) Museum Storage Building

The Lassen County Arts Council has provided a conceptual plan for their needs to store many items in their collection. The square foot are of the proposed storage facility is

2300 SF. Upon direction of the City Council staff has prepared a rough estimate of the construction of a metal building behind the museum. The estimated cost is \$340,000 (Attached).

5) Little League Bathroom

Staff has prepared a rough estimate for installing a vault-type bathroom at the little league field. The estimated cost is \$88,000 (Attached).

6) Code Enforcement Abatement Fund

Staff has included an allocation of ARPA funds to code enforcement abatement of \$250,000 to be part of the ARPA discussion. Code enforcement abatement funds would be utilized to pay for the cost of cleaning up properties when other attempts at compliance have failed.

7) Tennis Court Improvements

This project is underway with Park Dedication Funding no ARPA funds are needed. \$0.

8) Debt repayment is also part of the City Council's discussion.

	Amount	Description
1	\$800,000	Fire Engine
2	\$150,000	Elks Lodge Improvements
3	\$970,000	Performing Arts Center
4	\$244,000	Museum Storage
5	\$143,000	Little League Vault Bathroom
6	\$250,000	Code Enforcement Abatement
7	\$ 0	Tennis Courts
8	\$447,000	City Hall Debt Repayment
	\$3,004,000	Total Projects Need
	\$1,446,000	Remaining ARPA
	\$1,558,000	Additional Need

Staff is seeking direction regarding how the City Council would like to proceed regarding ARPA funding.

Susanville Elks Lodge #1487

Benevolent and Protective Order of Elks



*A Business Proposal for the Future of the Elks
Organization in the City of Susanville, California*

PREFACE

This is an update to Business Plan which was developed January 2024.

For 100 years the members of Susanville Elks Lodge Number 1487 have been conscientious caretakers of the landmark building at the head of main street. When they were hit by a critical financial crisis beyond their control the future looked dim. Instead of giving up, the members came together determined to find a way to survive.

Before the pandemic brought everything to a complete standstill, an issue with the balcony was discovered. An inspection revealed hidden problems and an engineering study was done to determine what repairs would be required. At the same time, funds were being identified to repair the balcony.

The balcony, for many years, has been a big attraction to organizations/individuals wanting to schedule events at the building. The view down main street cannot be duplicated anywhere else.

Before work began to repair the balcony, the Elks had to completely shut down the building due to the pandemic. For the next two years no income meant no charitable giving for youth and veteran programs, which was mentally draining on the members. But, beyond that, fixed costs had to be met. Insurance had to be maintained, taxes had to be paid, utilities were necessary to keep the building safe. Determined to survive the crisis, after building fund dollars were depleted, the members reached into their own pockets for the thousands of dollars needed to keep the building from deteriorating.

Today, the members recognize that what worked for decades to help with building fixed costs and charitable programs for youth and veterans could no longer be the primary source of income. Instead of depending on outside sources to book activities, a marketing team is developing immediate and long-range programs to support building costs and increase charitable giving. These plans include a wide variety of programs to include regular family events like the successful Spring Fling, Monday night football, Taco night, and other community activities. The budget for 2024-2025 is calculating a small surplus with projections for continued growth in the out years. The goal is to ensure another 100 years of charitable support of community youth and veterans and to keep the building a shining icon of the city.

Hopes remains that the City Council will realize how important a landmark the building is, (referred to by many as “The Jewel of Susanville”) and help with improving the appearance of main street by approving American Rescue Plan Act funds needed to repair the iconic main street building façade.

Susanville Elks Lodge No. 1487

COVID Recovery Plan

For 100 years the members of Susanville Elks Lodge No. 1487 provided charitable programs supporting youth and veterans of the community, while also dedicated to the upkeep of the Susanville icon at the top of Main Street. A pandemic stopped all activity by the Elks for two-years. The resulting financial crisis meant the members had to expend all funds set aside for building repairs to meet necessary expenses to include taxes, insurance and critical utilities. Then, members reached into their own pockets to keep the building from further deterioration.

The Federal Government realized the financial hardship on non-profit organizations like the Susanville Elks Lodge and designated funds for these very circumstances. If the Susanville City Council understands the importance of granting money necessary to partially recover, by replacing building maintenance funds expended to keep the building safe during the two-year pandemic, the members will be able to dedicate efforts to fully recovering.

The members expect to conduct business as they did for the century before COVID struck and build on those efforts to have an even greater impact on youth and veteran programs and to ensure the stately building on Main Street remains for many more years.

As the community at large comes back to life, numerous organizations/clubs/individuals are filling the Elks calendar with events, and the members are planning more community activities. This recovery plan includes bringing back Monday Night Football and Tuesday Taco Night, among other family-oriented events. Due to public demand, the very successful Spring Fling is being reviewed with the idea of have a similar program several times a year. These events average from 75 to 150 attendees with some even higher.

Financial projections for this recovery year include approximately \$18,000 from membership. Activities, including those addressed in the preceding paragraph, will generate \$44,000 in food and bar sales. Additionally, special events will bring in nearly \$10,000 in additional income. Rental income from property will generate \$7,200. Total income for the 2024-2025 period is expected to be approximately \$80,000, with expenses near \$78,000 resulting in a net gain of \$2,000. These figures are a great improvement over the two-year period of the closure due to the pandemic when. each year. the primary income was from membership dues and rental property. Income totaling approximately \$25,000 and necessary expenses of more than \$45,000 resulted in a \$20,000 deficit each of the two years.

Plans to recover from the crisis created by the pandemic will ensure income continues to increase in the future through the return of traditional programs and expansion of new programs. The result will provide continuing support to youth and veteran programs and ensure the symbol of Susanville remains a landmark to be proud of. The members of Susanville Elks Lodge No. 1487 remain confident that future efforts will be successful, as they have been during the past 100 years.

EXECUTIVE SUMMARY

Mission Statement:

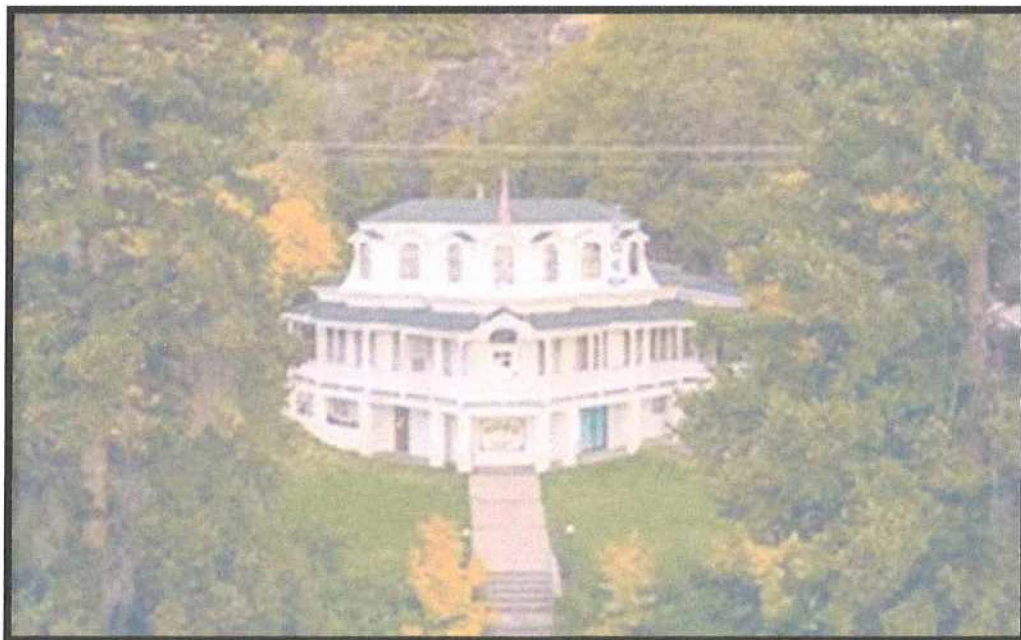
To inculcate the principles of Charity, Justice, Brotherly Love and Fidelity; to recognize a belief in God; to promote the welfare and enhance the happiness of its Members; to quicken the spirit of American patriotism; to cultivate good fellowship; to perpetuate itself as a fraternal organization, and to provide for its government, the Benevolent and Protective Order of Elks of the United States of America will serve the people and communities through benevolent programs, demonstrating that Elks Care and Elks Share.

Objectives:

- Provide a welcoming environment for members and guests.
- Support local charitable initiatives through fundraising and volunteer efforts.
- Offer social and recreational activities for members and the community.

Location:

400 Main Street, Susanville, California 96130



ORGANIZATIONAL OVERVIEW

Background:

The Elks organization was founded in New York City on February 16, 1868, under the name "Jolly Corks" by 15 actors, entertainers and others associated with the theater. In ensuing years, membership expanded to other professions. This Fraternal Order was founded "To promote and practice the four cardinal virtues of Charity, Justice, Brotherly Love and Fidelity; to promote the welfare and enhance the happiness of its members; to quicken the spirit of American Patriotism and cultivate good fellowship".

Structure:

The Elks organization is directed on a national level by Grand Lodge in Chicago, Illinois. Locally, the Susanville Elks Lodge reports to the California Hawaii Elks Association (CHEA). The Susanville Elks Lodge is operated by annually elected Officers and a Board of Trustees.

Membership:

The Order is a non-political, non-sectarian and strictly American fraternity. Proposal for membership in the Order is only by invitation of a member in good standing. To be accepted as a member, one must be an American citizen, believe in God, be of good moral character and be at least 21 years old.

Facilities:

In Susanville, the Elks Lodge owns the building illustrated above at 400 Main Street, Susanville. In addition to the Lodge building, the Susanville Elks owns one rental property on the premises. The Facilities at the Susanville Elks Lodge include a full bar, kitchen, dining room, and meeting room. The Susanville Elks Lodge also boasts having the best view in town.

PROGRAMS AND SERVICES

Community Outreach:

The Elks Foundation, and by extension the Susanville Elks Lodge, contribute to the Elks National Foundation's Scholarship Program and regularly provides scholarships to local students attending Lassen High School. The Susanville Elks Lodge also provides scholarships to children with disabilities by contributing to a program of supporting services to aid these children at no cost to their families. This is the fundamental aim of CHEA's Major Project known as the Purple Pig. Other community events include the Americanism Essay Contest and the Elks Drug Awareness Program.

Youth Activities:

In addition to local scholarships, Susanville Elks hosts the annual Susanville Hoop Shoot at Johnsonville School to highlight the Elks commitment to America's youth through their annual free throw basketball contest. In addition to the Hoop Shoot, Susanville Elks lodge has a plan in place to host the Elks Soccer Shoot program.

Veterans Support:

The Elks are committed to their Mission, "So long as there are veterans, the Benevolent and Protective Order of Elks will never forget them". The Susanville Elks regularly donates meals to the American Legion Post 204 Friday lunches.

Social Events:

Other social events include regular meeting nights for the membership on the first and third Thursday of the month. The annual observance of Flag Day on June 14th, and the annual Spring Fling Dance which is scheduled for March 9th this year. The Elks Lodge historically has hosted a Monday Night Football party during football season and regular Taco Nights.



MARKETING AND PROMOTION

Brand Identity:

The Elks Foundation and by Extension the Susanville Elks Lodge is distinctly American. For one hundred years the majestic building at the top of town has stood to support the community of Susanville. Its iconic architecture draws attention to those who drive past and leave an impact on travelers when they are gone.

Promotional Strategies:

Strategies that have been adopted and implemented by the Susanville Elks Lodge include radio advertisement, advertisement via local digital sources. The Susanville Elks Lodge has created a Facebook page and an Instagram account. Currently the Elks Lodge is pursuing opportunities to create a website.

Member Engagement:

Members of the Susanville Elks Lodge have traditionally been informed from a monthly bulletin that is circulated either online or via the postal service. Contact has been made with Forest Office Supply to reorganize a method to distribute a monthly bulletin to keep members informed. Other methods of engaging members and recruiting new members are from community engagement. Some activities include bi-monthly meetings at the Elks Lodge and hosting community events. Such events include Football Night, Taco Night, the Spring Fling, and other events scheduled throughout the year.



REVENUE STREAMS

Membership Dues:

Each member renews their membership annually. Of their dues paid to Grand Lodge, California Hawaii Elks Association, and the Susanville Lodge, the local lodge receives \$125.00. This is an increase from 2023 annual dues where the local lodge received \$100.00. Annual increases in dues are proposed and voted on by the membership.

Event Revenue:

The community is welcome to rent the Susanville Elks Lodge with the sponsorship of a lodge member. To rent the lodge room the cost is \$400.00. To rent the kitchen is an additional \$400.00 with a security deposit. Currently event revenue is on pace to surpass last year's event revenue as the lodge has hosted two events this year with an additional three scheduled in the next two months.

Donations and Sponsorships:

At each meeting members are encouraged to make donations for special events discussed during the meetings. Recently a letter was sent to the membership to solicit donations to assist in covering the operating cost of the Susanville Elks Lodge. Other considerations include making a public appeal to the community to solicit donations to cover the costs of repairs to the Susanville Elks Lodge building.

Grants and Funding:

The Susanville Elks Lodge has been awarded grants in the past from CHEA to host special events. Currently under development is a crowdfunding campaign on Go Fund Me requesting donations to assist in the restoration of the Susanville Elks Lodge in preparation for its one-hundred-year anniversary.

OPERATIONAL PLAN

Facility Management:

Currently the facility is managed by the Susanville Elks Lodge House Committee made up of both the Elks Lodge Trustees and Chair Officers. Facility Maintenance is conducted primarily by Elks Lodge members who facilitate repairs in their respective fields. Facility cleaning and ground keeping is conducted by volunteers from the membership.

Staffing:

On paid staff the Susanville Elks Lodge has a Treasurer and a Secretary. Other positions such as a bar manager, kitchen manager, and events coordinator are entirely volunteer.

Financial Management:

The financial management of the Susanville Elks Lodge is conducted by the Lodge Treasurer in coordination with the Board of Trustees. The position of Treasurer is voted on annually by the membership. The House Committee and Board of Trustees are responsible for preparing a consolidated annual budget for approval by the membership. The Treasurer is responsible for accounts-payable and receivable and reporting the financial position of the lodge at each business meeting.

Risk Management:

The Susanville Elks Lodge is prepared for a number of liabilities by ensuring the lodge building as required by Grand Lodge Statues. The local lodge maintains an emergency or restricted account that is accessed only in the case of an emergency. Since the COVID-19 pandemic, the Susanville Elks Lodge restricted funds have been utilized to supplement operating cost associated with maintaining the Susanville Elks Lodge building while attempting to recover from the devastating impact COVID-19 had on our local community.

GROWTH AND EXPANSION

Expansion Opportunities:

The Susanville Elks Lodge is excited to focus new opportunities on bringing the community back to the lodge. Historically the Elks Lodge has focused fundraising to support operating cost by renting out the Lodge for events. While this is still encouraged, the Elks Lodge primary focus has shifted to holding Elks events at the Elks Lodge. These events would include monthly Taco Nights, a seasonal community dance, movie nights on the lawn during the summer, and other events designed to bring the community of Susanville back to their Elks Lodge.

Partnerships:

The Susanville Elks Lodge is eager to partner with other community organizations and stakeholders to improve the financial position of the local lodge while restoring the Elks Lodge building. The members of the Susanville Elks Lodge are proud to support the community of Susanville and the surrounding area and are eager to work with community leaders to identify potential partners, sponsors and collaborators to restore the “Gem of Susanville”.

Technology Integration:

In the last year the Susanville Elks Lodge has transitioned from a primarily cash only operation for events to installing an electronic point of sales system that accepts debit and all major credit cards. In addition, the Elks Lodge has initiated advertisement on social media to include Facebook and Instagram. Considerations are also being made to expand advertising, enhance member communication and improve efficiency with the development of a website solely for the Susanville Elks Lodge.

APPENDIX:

Additional Resources:

Appendix A-NST Engineering Plans

Appendix B-Estimated costs for repairs made to the Elks Lodge Balcony

Appendix C-Estimated costs for repainting the Elks Lodge Building

APPENDIX A

Engineering Plans for the Susanville Elks Lodge Balcony restoration project

APPENDIX B

Construction estimates for the Susanville Elks Lodge Balcony restoration project

APPENDIX C

Painting estimates for the Susanville Elks Lodge restoration project

Susanville Performing Arts Center (SPAC)



Council asked for equity in the governing body and contract, longevity and sustainability and prioritized the need for a benefit to the community. (updated as of 6/13/2024)

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Executive Summary

Many uptown Susanville landmark buildings have remained vacant for years. The Sierra Theatre is slated for closure in August unless it can be sold to an investor who will transform it. Without the capital from such a sale, it is likely that the uptown theaters will close too, unable to continue their loan payments, which would lead to two more iconic buildings being added to the list of vacancies on Main Street in Susanville. Those mentioned are not the only Main Street businesses struggling. This creates an opportunity for the city of Susanville to invest affordably.

The Susanville Performing Arts Center (SPAC) is poised to become the heart of Lassen County, offering a variety of unique performances and events that cater to the community's needs. With an initial investment of \$969,700, SPAC is committed to transforming a historic building into a vibrant venue for the arts. The business plan projects a steady increase in profitability over five years, with a conservative yet optimistic approach to revenue and expenses. The center's financial strategy is designed to ensure sustainability and growth, with a focus on ticket sales and rental income as primary revenue streams.

SPAC's operational model emphasizes community engagement and accessibility, with plans to attract an average of 300 attendees per event at an affordable ticket price. The center will also generate income through strategic rentals, balancing non-profit and profit business use. The projected annual revenue growth, coupled with controlled operational expenses, positions SPAC as a financially viable and culturally enriching entity. Our vision is to create a space where art thrives, community bonds strengthen, and cultural experiences are shared, all while maintaining fiscal responsibility and profitability. The success of this model will be dependent on the governing body and the Theater Manager. A detailed outline of the construct of the governing body includes members from all corners of the community. A job description for the Theater Manager has been included in the appendix.

At a Glance

- **Financial Details:**
 - Initial Investment: \$969,700
 - Monthly Operational Expenses: \$3,360
 - Annual Staffing Expenses: \$72,252 (primarily volunteer-based)
 - Marketing Expenses: \$40,000 annually
 - Yearly Revenue Projections (Year 1 to Year 5): \$336,000 to \$533,610
 - Net Profit Projections (Year 1 to Year 5): average of \$35K
- **Governance and Management:** The success of SPAC hinges on a diverse governing body and a skilled Theater Manager, whose roles are outlined in the appendix.
- **SWOT Analysis:**
 - **Strengths:** Revenue generation for Susanville, community engagement, diverse income streams, strategic location, controlled operational model, and cultural impact.

- **Weaknesses:** Substantial initial capital requirement, dependence on volunteer staff, and an unproven business model.
- **Opportunities:** Engaging youth and seniors, economic revitalization of Main Street, educational partnerships, and overall community development.
- **Threats:** Potential economic downturns, competition from other venues, and regulatory changes affecting operational costs.
- **Revenue Streams:** A combination of ticket sales, rentals, and concessions, supported by volunteer staffing, is expected to generate significant revenue.
- **Community and Economic Stimulus:** SPAC will create jobs, attract tourism, and host events, leading to economic growth and community engagement.
 - SPAC offers enriching arts programs tailored to ignite creativity in youth and provide cultural enrichment for seniors, fostering intergenerational connections within the community.
- **Collaboration:** SPAC seeks partnerships with local entities such as the Susanville Indian Rancheria, Lassen County Arts Council, and the City of Susanville, among others.
- **Strategic Location:** The center's location is ideal for touring artists, adding to its appeal and potential to draw crowds.
- **Volunteer Strategy:** SPAC plans to utilize volunteers initially, with a transition to paid staff in year three, reflecting a growth and reinvestment strategy.
- **Event Projections:** A diverse schedule of events throughout the year, each expected to draw around 240 attendees.
- **Renovations:** An extensive renovation plan underscores SPAC's commitment to accessibility and modernization, ensuring the venue meets contemporary standards for a performing arts center.

Five-Year Financial Forecast

The Susanville Performing Arts Center (SPAC) is poised to become a cultural and economic hub in Lassen County, with a strategic financial plan that projects increasing profitability over five years. Through a mix of ticket sales, rentals, and concessions, SPAC aims to draw significant revenue, supported by a robust volunteer program to manage initial staffing costs. The center's diverse event schedule and strategic location for touring artists are expected to drive community engagement and contribute to the local economy. With careful cost management and community-focused initiatives, SPAC's forecast demonstrates a sustainable model for cultural enrichment and economic growth.

Here are five key ways SPAC will stimulate the local economy (See 1 on Source Page):

1. **Job Creation:** The arts sector employs millions, and SPAC will add to this by providing new jobs in various capacities, from administration to technical support.
2. **Economic Growth:** By attracting tourism and hosting events, SPAC will inject vitality into the local economy, increasing business for nearby establishments.
3. **Trade Surplus:** The circulation of goods associated such as food and attire and more.
4. **Community Engagement:** This will be a major resource for the **seniors, 55+**. SPAC will drive social interaction and cooperation, leading to a more connected and economically vibrant community. See 2 on Source Page.
5. **Educational Impact:** This will be a major resource for the **kids**. With Talent programs and partnerships, SPAC will enhance academic performance and engagement, leading to a more skilled workforce.

Directly, a performing arts center like SPAC can create a range of job opportunities including:

- **Management Roles:** Such as a theater manager, operations manager, and financial manager to oversee the center's activities.

- **Creative Roles:** Including directors, choreographers, set designers, costume designers, lighting and sound technicians, and stage managers.
- **Performance Roles:** Actors, musicians, dancers, and other performers who will bring productions to life. Imagine earning money from performing, even though we do it for the love of it! Fortunately, some of our musicians are lucky enough to land paying gigs, even here, even now!
- **Educational Staff:** Instructors and coaches who may offer workshops, classes, and training programs.
- **Administrative and Support Staff:** Box office attendants, marketing and PR staff, administrative assistants, and customer service representatives.
- **Technical and Production Crew:** Such as sound and lighting engineers, stagehands, prop managers, and maintenance staff.

Indirectly, the presence of SPAC is expected to stimulate the local economy by attracting visitors, which benefits nearby businesses such as restaurants, hotels, and retail stores. Please review case studies throughout.

The Strategic Advantage of SPAC for Touring Artists

The rationale is clear: if goods can efficiently transit through Susanville, so can performances. Artists on tour are in constant search of venues that align with their routes. SPAC, situated on this busy thoroughfare, would naturally appeal to such artists, offering them a stage to engage with new audiences and enrich their tour schedules. Our conversations may soon turn to excited anticipations: "Let's see who is performing at SPAC next week!"

Year-to-Year Breakdown of Profit and Loss:

****It is important to note that we have subtracted \$72,000 from expenses due to credentialed volunteers that have committed a reliable length of time. We have then added to the expenses a hefty valuation of unknowns. Year three shows adding the cost of paid staff and still a contingency. Many of the numbers included in the forecast are based on actual sales and expenses that are taking place in Susanville currently. Later, in the document, you will read many potential additional revenue generators. The real game changer is bringing acts and people to town! This will be a major focus during the construction phase.****

The SPAC is envisioned as Lassen County's cultural nexus, with a conservative yet ambitious financial plan that underscores the community's commitment to responsible stewardship and profitability. This forecast delineates a prudent financial trajectory, **emphasizing profit as a catalyst for equitable access, facility longevity, and community enrichment.**

Revenue Channels:

Annual Local Event Schedule and Projections:

- **January:** TBD
- **February:** TBD
- **March:** Best of Broadway (first week), Symphony Concert (mid-March)
- **April:** Swing Band Concert
- **May:** Battle of the Bands Concert, Symphony Pops Concert
- **June:** Graduations, Dance Recitals
- **July:** Music Festival
- **August:** Best of Broadway Full Production
- **September:** TBD
- **October:** Symphony Concert, Additional Concert (TBD)

- **November:** TBD
- **December:** Nutcracker, Dance Recitals, Symphony Holiday Concert

Each event is projected to draw 300 attendees, however local rentals equate to offset annual overhead less any staffing.

Program Projections:

- **Public Performances:** 1,200 (65+) and 1,500 (K-12) yearly attendees.
- **Ushering Program:** 50 yearly participants.
- **Outreach/Scholarship Program:** 300 yearly attendees.
- **Seniors Art Social:** 400 yearly attendees.
- **Intergenerational ARTreach Project:** 500 yearly attendees.
- **Symphony Academy of Music:** 200 yearly attendees.
- **Performing and Visual Arts Summer Camp:** 150 summer attendees.
- **Creativity in the Classroom:** 250 yearly participants.
- **Main Events:** 50 varied costs performances.

This analysis provides a conservative estimate of the days allocated for events and rentals, along with the associated revenue. It's important to note that the actual number of event days could be higher, and the rental income could vary based on the mix of non-profit and profit business rentals.

Initial Investment

Initial Requested Capital and Renovation Expenses:

- **Acquisition Cost of Building:** \$400,000
- **Renovation Expenditure:** \$566,600
- **Escrow and Title Fee:** \$3,100 (one-time)
- **Aggregate Initial Capital:** \$969,700

Secondary Requested Operating Capital:

- **Two years Overhead:** Up to: **\$96,000**
- Minimum projection is \$2k/month
- During operation overhead less staffing is noted directly below

Monthly Operational Expenses:

- **Property Taxes:** \$367
- **Insurance Premiums:** \$600
- **Utilities:** \$1,723
- **Facility Upkeep:** \$670
- **Total Operational Expenses:** \$3,360

Annual Staffing Expenses:

- **Facility Manager:** \$57,250 (60% of median salary)
- **Part-time Marketing Manager:** \$15,000 (60% of median salary)
- **Technical Staff:** Volunteer-based, \$0 cost

- **Volunteer Coordinator:** Volunteer-based, \$0 cost
- **Box Office Attendant:** Volunteer-based, \$0 cost

Marketing Expenses::

- **Online Presence:** \$10,000 annually for digital marketing.
- **Traditional Advertising:** \$5,000 annually for print media.
- **Community Engagement:** \$10,000 annually for local events.
- **Outreach/Marketing Campaign:** \$15,000 annually for strategic initiatives.

Staffing and Other Costs:

- **Cleaning Fees:** Budgeted at \$20,000 annually. Included in year one staffing costs.

Five year Breakdown:

Year	Ticket Sales	Rentals	Concessions	Fundraising	Staffing	Maintenance	Marketing	Unforeseen Costs	OH less staff	Artist Shares	Net Profit
1	\$336,000	\$40,300	\$30,000	\$6,000	\$72,252	\$18,000	\$40,000	\$5,000	\$51,420	\$168,000	\$57,628
2	\$352,800	\$42,315	\$31,500	\$6,300	\$75,863	\$18,900	\$42,000	\$5,250	\$53,991	\$176,400	\$60,512
3	\$388,080	\$44,431	\$33,075	\$6,615	\$150,000	\$19,845	\$44,100	\$5,513	\$56,691	\$194,040	\$2,013
4	\$426,888	\$46,652	\$34,729	\$6,946	\$165,000	\$20,837	\$46,305	\$5,788	\$59,525	\$213,444	\$4,316
5	\$533,610	\$48,985	\$36,465	\$7,294	\$200,000	\$21,879	\$48,620	\$6,078	\$62,501	\$266,805	\$20,471

In the initial three-year period, the SPAC will strategically leverage volunteer support to mitigate staffing expenditures. The inaugural year, which precedes the timeline detailed in the above table, coincides with the construction phase. This **foundational** year is dedicated to extensive outreach efforts, with the objective of establishing a **robust lineup** of performances and events for the official opening year. Year 3, net profit drops as expenses increase for professional staff resulting in an increase in profit in the seasons to follow. This is a growth and reinvestment strategy!

Ticket Sales Break Even Analysis: (*Artists are anticipated to receive half of the ticket sales.*)

Ticket Price	Shows Quantity	Guests @ 80% occupancy	Unit	Concessions	Revenue per Show
\$15	20	240	Year	\$12,000	\$72,000
\$25	10	240	Year	\$6,000	\$60,000
\$35	10	240	Year	\$6,000	\$84,000
\$50	10	240	Year	\$6,000	\$120,000
Annual Revenue				\$30,000	\$336,000

Rentals:

Rental Type	Rate	Unit	OH less staff	OH Unit	Break-Even Quantity	Total
Daily Rental (Thurs – Sun)	\$850	Day	\$3,360	Month	18	\$15,300
Daily Rental (Mon-Wed)	\$500	Day			14	\$7,000

Hourly Rental	\$75	Hour		60	\$4,500
Monthly Package Deal	\$4,500	3 Months		3	\$13,500
Annual Totals			\$40,320		\$40,300

Concessions:

Event Costs/Profits	Description	Cost (per event)	Revenue (per event)	Notes	Quantity of Events - examples				
Meals & Drinks	10 basic meals and a variety of drinks including beer and wine	\$115.00	\$600	Assumes 80% occupancy	14	35	50	75	100
Staffing	Wages for employees per event	\$85.00	-	Based on \$16/hr average wage					
Event Costs/Profits	-	\$200.00	\$400	-	\$5,600	\$14,000	\$20,000	\$30,000	\$40,000
Open during Rentals				Rental QTY	50	70	80	90	100
Meals & Drinks	10 basic meals and a variety of drinks including beer and wine		\$50	Assumes 80% occupancy	\$2,500	\$3,500	\$4,000	\$4,500	\$5,000
Staffing	Wages for employees per event	-	-	Based on \$16/hr average wage					
Event Costs/Profits	-	\$0.00	\$50	-					
Overhead Concession (Annual)		Annual costs below							
Health Inspections	Regular inspections to comply with health codes	\$500.00	-	Mandatory for operation					
Menu Management	Updating and creating new menus periodically	\$250.00	-	Seasonal updates assumed					
Vendor Relations	Managing relationships and price quotes from food/beverage suppliers	\$1,000.00	-	Includes negotiation time					
Signage & Marketing	Signage for the stand and marketing efforts	\$750.00	-	Essential for visibility					
POS System	Hardware and software for transactions	\$500.00	-	Includes transaction fees					
Maintenance & Utilities	Upkeep of the stand and utility costs	\$1,250.00	-	Electricity, water, etc.					
Training & Hiring	Training new staff and hiring costs	\$500.00	-	Includes onboarding materials					
Management	Managerial staff and oversight	\$1,500.00	-	Assumes one manager per shift					
Licenses & Permits	Necessary legal documentation for operation	\$1,000.00	-	Preparation documents					
Equipment Purchase/Lease	Cooking and refrigeration equipment	\$1,500.00	-	Depreciation or lease costs					
Repairs & Emergencies	Unplanned maintenance for equipment	\$500.00	-	Contingency budget					
Waste Management	Disposal of trash and recycling	\$250.00	-	Assumes one dumpster rental					

Insurance	Liability and property insurance	\$750.00	-	Essential for risk management					
Miscellaneous Costs	Other unforeseen expenses	\$750.00	-	For unexpected needs					
Annual Overhead Expenses		\$11,000.00		Less Annual Overhead	-\$2,900	\$6,500	\$13,000	\$23,500	\$34,000

According to data from the National Association of Concessionaires, patrons at performing arts venues spend an average of \$2.50 on a per capita basis. This means at 80% occupancy, the concession stand may contribute an average of \$600 of revenue per event. There are plenty of efficiency mechanisms and convenience factors that can increase that average depending on how well we business. Typically, concession stand food items are designed to generate between 50% – 70% profit after food cost and labor. That indicates a profit of \$400.00 additionally during each event.

Year One Staffing:

Salaries and Wages	Performers, technicians, administrative staff	\$6,021	Dependent on staffing levels and pay rates	\$72,252
Total Monthly Operational Expenses		\$6,021		\$72,252

Marketing:

Marketing Category	Annual Expense
Online Presence	\$10,000
Traditional Advertising	\$5,000
Community Engagement	\$10,000
Outreach/Marketing Campaign	\$15,000
Annual Total	\$40,000

Overhead less Staffing:

Expense Category	Details	Cost	Notes	Annual
Fixed Monthly Expenses				
Property Taxes		\$367	Based on property value and local tax rate	\$4,404
Insurance Premiums		\$600	May include liability, property, and other insurance	\$7,200
Utilities		\$1,723	Includes electricity, water, heating, cooling, and internet	\$20,676
Facility Upkeep		\$670	Regular maintenance and repairs	\$8,040
Emergency Repairs	Unforeseen facility issues	\$500	Can be significant, depends on incident	\$6,000
Overdue Maintenance	Delayed upkeep leading to larger issues	\$250	Preventative measures can reduce this cost	\$3,000
Compliance Costs	Adhering to regulations and codes	\$50	Includes permits, inspections, and fees	\$600
Security	Event security and surveillance	\$100	Necessary for safety, varies by event size	\$1,200
Technical Equipment Rental	Specialized equipment for performances	-	Required for certain productions	

Cleaning and Sanitation	Post-event and regular cleaning	\$25	Essential for health standards	\$300
Damage Waiver	Coverage for damages during events	-	Optional but can prevent large unexpected costs	
Variable Monthly Expenses		\$4,285	Total	\$51,420

SWOT Analysis

Strengths:

- **Revenue stream for the City of Susanville.**
- **Community Engagement:** SPAC's focus on community engagement and accessibility is a strong asset. Plans to attract an average of 240 attendees per event at affordable prices will ensure inclusivity and broad participation.
- **Diverse Revenue Streams:** A mix of ticket sales, rentals, and concessions provides multiple channels for income, reducing reliance on any single source.
- **Strategic Location:** SPAC's location is advantageous for attracting touring artists and visitors, which can boost local tourism and economy.
- **Operational Model:** The operational model emphasizes controlled expenses and volunteer support to manage staffing costs, which is a prudent approach to financial sustainability.
- **Cultural Impact:** SPAC aims to become a cultural hub, offering a variety of performances and events that cater to different demographics, enhancing the cultural fabric of Lassen County.

Weaknesses:

- **Initial Capital Requirement:** The initial investment of \$969,700 is substantial. Operating expenses for the first two years estimated at a minimum of 48K.
- **Dependence on Volunteer Staff:** Heavy reliance on volunteers could lead to challenges in maintaining consistent service levels and operational efficiency.
- **Unproven Business Model:** As a new venture, SPAC's business model is yet to be tested, and there may be unforeseen challenges in execution and market response.

Opportunities:

- **Youth and Seniors:**
 - This is all about the **kids**. Beyond performances, there is community in the arts from all avenues providing a safe environment for our youth to engage and grow.
 - Many programs of the SPAC are intentionally designed to include the **seniors** with participation programs and connection platforms.
- **Economic Revitalization:** SPAC has the opportunity to revitalize Main Street by transforming vacant buildings into vibrant venues, potentially reversing the trend of business closures.
- **Educational Partnerships:** Collaborations with local educational institutions can provide enriching experiences for **students** and position SPAC as an educational resource.
- **Community Development:** SPAC can drive economic growth and job creation, contributing positively to the local economy and community well-being.

Threats:

- **Economic Downturns:** Economic fluctuations could impact funding, donations, and attendance, affecting SPAC's financial stability.

- **Competition:** Other entertainment venues and leisure activities could compete for the same audience, impacting SPAC's market share.
- **Regulatory Changes:** Changes in regulations or policies could affect operational costs, such as property taxes, insurance premiums, and compliance costs.

Financial Forecast Highlights:

- **Year-to-Year Growth:** The financial forecast projects a steady increase in profitability over five years, with a conservative yet optimistic approach to revenue and expenses.
- **Break-Even Analysis:** The break-even analysis for ticket sales shows a well-thought-out plan for pricing and occupancy rates, ensuring financial viability.
- **Investment in Community:** The plan includes significant investment in community engagement and marketing, which is essential for building a strong brand presence and community support.

Community Benefits

Painting a Picture of The Susanville Performing Arts Center (SPAC)

Churches, medical, schools, businesses, artists, families, and other organizations throughout our community stand to benefit from this innovative space and the services that will be available for all of us to utilize for generations to come.

What is the Susanville Performing Arts Center?

It's an inviting venue to bring the best and brightest in arts, entertainment, education, and business to Main Street. It's an event space for public and private ventures. It's a destination for curious travelers wanting to explore something new. It's your new "go-to" for date night. It's an open and friendly environment for the whole family. It's a breath of fresh air and innovation right here in Lassen County. It's a hub for culture, creation and community. It's the place you want to be.

Vision:

The Susanville Performing Arts Center aims to be a place where creativity will be ignited, where imaginations will be fueled, where compassion will thrive and where diverse stories and experiences will be shared and celebrated. It will be a place to share and pass down our heritage. We intend to place the beneficiaries of this initiative, our community, in the center of every plan and decision that is made. We believe that everyone has value and can contribute to the artistic ecosystem that we are building together. We wish to cultivate and sustain a vibrant and inclusive space that will be transformative and enriching for everyone who visits this place. And we envision new generations of culturally competent, expressive, empathic, resilient leaders who can better serve their communities and our world.

Mission:

The Susanville Performing Arts Center is a community-based and a community-guided facility that will be a benefit for our city in countless ways. We are dedicated to serving our community and listening to the needs and desires of the people who reside here in Lassen County. The intention behind this project is to build a unique space in our community that will be a hub for culture and community and a warm and inviting home for all ages and all walks of life. The Susanville Performing Arts Center aims to house not only high-quality arts, entertainment and cultural events but other services including a venue for conferences, public and private school events, interfaith events for our houses of worship in town, educational programs for all ages and much more.

This endeavor will bring new energy and positive activity to Uptown Main Street, which is so important for our economy and for local businesses in the area.

Community Benefits and Economic Transformation through Performing Arts Centers

Performing arts centers serve as cultural hubs that can significantly benefit communities by fostering social cohesion, boosting the economy, and enhancing the quality of life. This report delves into the various community benefits provided by such centers and examines case studies that illustrate their transformative impact on local economies.

Our town, once a hub of prosperity, now echoes with quiet streets and shuttered windows.

In this moment of need, there are no singular heroes, no key players — only the hard working will of Susanville's residents.

It's about more than fixing up the Sierra Theater and the Elks Lodge; it's about reigniting the landmarks that define us.

The Susanville Performing Arts Center (SPAC) is little bits and parts of all of us in Susanville and links our heritage to each other. It is a solid call for investment, not from distant stakeholders, but from the very being of our own town and from every corner. SPAC is our opportunity to rekindle economic growth and cultural richness.

This is how we bring back what was lost by remembering today.

SPAC is our community's resolve to turn the tide and solve the city's challenges united and vibrant. Let's make SPAC the cornerstone of Susanville's renaissance and our past.

Performing arts centers are essential to communities for several reasons:

1. **Social Cohesion:** They foster social cohesion, encouraging community well-being. [By bringing people together, they help grow a sense of belonging and shared identity1.](#)
2. **Economic Driver:** They act as economic drivers, revitalizing communities, encouraging social interaction, and boosting local businesses. [This can be especially impactful in rural areas where they may be the primary source of performing arts entertainment2.](#)
3. **Cultural Enrichment:** They enrich the cultural landscape, providing a platform for expression, creativity, and education. [This contributes to a more vibrant, diverse, and resilient community3.](#)
4. [Historical Preservation: They preserve and celebrate local history and heritage, often revitalizing historic buildings and landmarks, which can become central to a community's identity4.](#)
5. [Educational Opportunities: They offer educational programs that can enhance skills, knowledge, and cultural literacy, benefiting both young and old5.](#)

In essence, the Susanville Performing Arts Center (SPAC) is not just a building; it's a catalyst for unity, growth, and prosperity. It's where culture meets commerce, where history is honored, and the future is shaped. SPAC is the key to unlocking Susanville's potential, making it an indispensable part of the community's fabric.

Social and Cultural Benefits

- [**Community Engagement:** Performing arts centers encourage social interaction and cooperation, leading to a more connected community.](#)
- [**Educational Impact:** They provide educational opportunities, increasing academic performance and engagement among students.](#)
- [**Cultural Enrichment:** These centers become venues for cultural exchange, preserving local traditions while introducing global perspectives.](#)

Health Benefits

- [**Well-being:** Engagement with the arts is linked to better health outcomes, including lower obesity rates and improved cognitive function, especially among older adults.](#)

Economic Benefits

- [**Job Creation:** The arts sector contributes significantly to job creation, with millions employed in various cultural industries.](#)
- [**Economic Growth:** Arts and cultural activities can drive economic growth by attracting tourism and revitalizing neighborhoods.](#)
- [**Trade Surplus:** The arts sector often generates a trade surplus, contributing positively to the national economy.](#)

Case Studies

1. The Kennedy Center, Washington, D.C.
 - [Acts as a major driver of cultural tourism, significantly contributing to the local economy.](#)
 - [Offers extensive educational programs, impacting local schools and communities.](#)
2. The AT&T Performing Arts Center, Dallas, TX
 - [Transformed the local arts scene, leading to increased business for surrounding restaurants and shops.](#)
 - [Created a vibrant cultural district that attracts visitors from across the region.](#)
3. The Adrienne Arsht Center, Miami, FL
 - [Played a pivotal role in the revitalization of downtown Miami, leading to increased property values and business development.](#)
 - [Hosts a variety of performances and community events, making arts accessible to a diverse population.](#)
4. [Link to the 6 Additional Case Studies](#)

Community Benefits Conclusion:

Performing arts centers are more than entertainment venues; they are catalysts for community development, economic growth, and social well-being. The case studies demonstrate that with strategic planning and community involvement, these centers can transform local economies and become integral parts of the social fabric.

Partnerships

The SPAC represents a beacon of cultural and economic revitalization for the city of Susanville, CA. At the heart of SPAC's success lies the power of collaboration and shared vision among its partners. This section outlines the multifaceted ways in which potential partners can contribute to the SPAC project, ensuring its growth and sustainability as a cultural hub.

Potential Partners and Contribution Avenues

- **Susanville Indian Rancheria:** By investing in SPAC, the Rancheria can honor and showcase culture, providing a platform for cultural exchange and education.
- **Lassen County Arts Council:** With over 40 years of promoting the arts, the LCAC can bring a wealth of experience to SPAC. They can co-host events, provide artistic content, and offer educational resources, enriching the cultural tapestry of Susanville. Imagine the SPAC as a living gallery displaying pieces as patrons enjoy.
- **Susanville Arts Council**
- **Lassen Community College:** The college can collaborate with SPAC to offer joint educational programs, internships, and use of facilities, enriching the academic experience with practical exposure to the arts.

- **Lassen High Schools:** High schools can utilize SPAC for events and performances, integrating arts into the curriculum and fostering student **talent**.
- **Local Churches:** Churches can host interfaith events and community gatherings at SPAC, promoting unity and cultural dialogue.
- **Local Contractors:** Integral to SPAC's construction, local contractors can offer their expertise in building and renovation, ensuring the center reflects Susanville's unique character. Their contributions can range from hands-on construction to in-kind donations of materials and labor, fostering job creation and skill development within the community.
- **Chamber of Commerce:** The Chamber can support SPAC through business networking events, workshops, and seminars, driving economic development and professional growth.
- **Lassen County:** The county can facilitate SPAC's operations through infrastructural support, grants, and policy advocacy, aligning with broader economic development goals.
- **City of Susanville:** As the catalyst for SPAC, the city can lead by example, providing financial backing, strategic partnerships, and championing SPAC as a cornerstone of community revitalization.
- **CASA:** CASA can play a vital role in advocating for children and families within the community. Their involvement can raise awareness about SPAC and its mission, fostering a sense of community responsibility.
- **Lassen Family Services:** Lassen Family Services, a vital organization in Susanville, CA, supports victims of domestic violence, sexual assault, child abuse, and elder abuse. They offer services such as a 24-hour crisis line, legal aid, emergency shelter, and counseling, contributing to SPAC's mission of cultural revitalization. There are major educational and healing opportunities here!
- So many more!

Ways to Contribute

1. **Investments:** Financial contributions to support SPAC's capital and operational expenses, ensuring long-term viability. There are members in the abovementioned list interested in investing and waiting to see if the city has any skin in the game before partnering in this revitalization effort.
2. **Shared Spaces:** Offering spaces within SPAC for partners to conduct their activities, fostering a sense of community ownership.
3. **Shared Calendars:** Coordinating event schedules to maximize facility usage and community engagement.
4. **In-Kind Support:** Donating goods, services, or expertise to reduce operational costs and enhance SPAC's offerings.
5. **Volunteer Programs:** Encouraging community members to volunteer at SPAC, building a strong foundation of local support.
6. **Educational Collaborations:** Developing joint programs with educational institutions of all ages to nurture the next generation of artists and arts enthusiasts.
7. **Cultural Exchanges:** Hosting diverse cultural events that reflect the rich history of Susanville's community.

Governing Body

The SPAC Board, hereinafter referred to as the Board, shall be established to oversee the rehabilitation and operation of the Susanville Performing Arts Center, hereinafter referred to as SPAC. The Board shall be comprised of nine community stakeholders, ensuring a diverse and equitable representation from all sectors of the community. The Board shall ensure that SPAC serves a broad range of uses, including all forms of art, educational activities, and community enrichment programs. The Board will operate independently, with one member appointed by the **City Council** to facilitate communication and alignment with city interests. The three local governing bodies will appoint members to the board which include the **Susanville Indian Rancheria, City of Susanville and Lassen County**.

SPAC Board

- **Chairperson:** Shall be elected from among the Board members. The Chairperson shall be responsible for scheduling and chairing Board meetings, reporting activities to the community, and leading the SPAC Executive Committee.
- **Co-Chairperson:** Shall be elected from among the Board members; shall replace the Chairperson when absent; shall be a member of the SPAC Executive Committee.
- **Secretary:** Shall be elected from among the Board members; shall generate meeting agendas and take written minutes at all Board meetings; shall manage all correspondence involving the Board.
- **Treasurer:** Shall be elected from among the Board members; shall maintain, account for, and disburse funds as directed by the Board.
- **City Council Appointee:** Shall be appointed by the City Council; shall represent the city's interest in the operation of SPAC; shall attend all Board meetings.
- **Members No. 1 – 5:** Shall be community stakeholders, selected through a fair and transparent nomination process that represents all corners of the town; shall attend all Board meetings.
- **Stakeholder Members:** (Members No. 1 through 5) shall be committed to the mission and vision of SPAC and actively participate in its programs and initiatives.
- **Executive Committee:** Shall be comprised of the Chairperson, Co-Chairperson, Secretary, and Treasurer. The SPAC Executive Committee shall convene to address urgent operational issues when it is not feasible to assemble the full Board. Actions taken by the Executive Committee shall be limited to emergency circumstances and will be reported to the full Board at the subsequent regular meeting.

Board Composition and Financial Contributions

Each member of the Board is suggested to contribute an equal monthly amount to cover the minimum overhead costs for operating expenses. This collective financial commitment will help ensure the stability of SPAC during its formative years and demonstrate the Board's vested interest in the success of the center. For example, if each member contributed \$250.00 monthly to cover the minimum overhead, the risks of operating expenses lessen greatly.

Representation on the Board

The Board shall consider including representatives from the following entities to enhance governance and community engagement:

- City of Susanville
- Susanville Indian Rancheria
- Lassen County
- Symphony Society
- Best of Broadway
- Lassen County Arts Council
- A local business representative

Benefits of a Nine-Member Board

A nine-member board offers a balanced approach to governance, allowing for a wide range of perspectives while remaining small enough to facilitate effective decision-making. The diversity of the board ensures that various community interests are represented, fostering a comprehensive approach to the arts.

Pros and Cons of a Nine-Member Board

Pros:

- Diverse expertise and backgrounds contribute to well-rounded decision-making.
- Adequate representation without being too large to manage or coordinate.
- Opportunities for sub-committees, spreading workload and allowing focused attention on specific areas.

Cons:

- Potential for slower decision-making due to the need for consensus among a larger group.
- Risk of conflicting interests or opinions leading to gridlock.
- More challenging to schedule meetings and coordinate activities with a larger group.

Programs Potentially Offered

The Susanville Performing Arts Center aims to become a premier institution that offers a diverse range of programs encompassing all aspects of the performing arts. This report outlines the potential programs and compares them with established performing arts centers to ensure a comprehensive and competitive offering.

Potential Programs Offered

1. Music Performances

- **Symphony Orchestra:** Regular season performances, special holiday concerts, and educational matinees.
- **Chamber Music:** Intimate performances featuring small ensembles.
- **Jazz Series:** Performances from local and touring jazz musicians.
- **World Music:** Showcasing musical traditions from around the globe.

2. Dance

- **Ballet:** Classical and contemporary ballet performances.
- **Modern Dance:** Collaborations with dance companies to present modern works.
- **Folk Dance:** Celebrating cultural heritage through dance.

3. Theater

- **Plays:** A mix of classic and modern plays, including community theater productions.
- **Musicals:** Large-scale musical productions.
- **Children's Theater:** Performances and workshops designed for young audiences.

4. Visual Arts

- **Art Exhibits:** Rotating exhibits featuring local and regional artists.
- **Film Series:** Screening of independent and critically acclaimed films.
- **Lectures and Workshops:** Educational programs for artists and enthusiasts.

5. Educational Outreach

- **School Partnerships:** Programs tailored for K-12 students, including performances and workshops.
- **Master Classes:** Opportunities for intensive learning with visiting artists.
- **Lifelong Learning:** Courses and lectures for adult learners.
- **Summer Programs:** Workshops and Camps offered to Students of all ages.

6. Community Engagement

- **Open Mic Nights:** A platform for local artists to perform and connect.
- **Festivals:** Annual events celebrating arts and culture.
- **Volunteer Programs:** Engaging the community in supporting the arts center.

Snapshot:

Program	Implementation Date	Projected Expenses	Projected Revenue	Projected Profit	Yearly Participants	Yearly Attendance
Public Performances (65+)	Post-renovation	\$30,000	\$84,000	\$54,000	-	1,200
Ushering Program (65+)	Fall 2025	\$5,000		-\$5,000	50	-
Outreach/Scholarship Program (65+)	Fall 2025	\$10,000		-\$10,000	-	300
Seniors Art Social (65+)	Fall 2026	\$8,000	\$12,000	\$4,000	-	400
Intergenerational ARTreach Project (65+)	Fall 2026	\$15,000	\$25,000	\$10,000	-	500
Symphony Academy of Music (K-12)	Post-renovation	\$25,000	\$40,000	\$15,000	-	200
Performing and Visual Arts Summer Camp (K-12)	Summer 2026	\$18,000	\$35,000	\$17,000	-	150
Traveling Artists	Throughout the year	\$22,000	\$50,000	\$28,000	-	1,000
Total	-	\$133,000	\$246,000	\$113,000	50	3,750

The offerings presented by SPAC are grounded in market-based potentialities. In an effort to provide a conservative and realistic financial outlook, many of these figures have been **deliberately excluded** from our initial revenue forecast. This approach ensures that we present a prudent fiscal snapshot, demonstrating SPAC's capacity to endure the test of time and market fluctuations while maintaining the potential for future growth and adaptability.

SPAC is dedicated to fostering a vibrant community space that serves the diverse needs of all age groups, with a special focus on programs tailored for the **55+ demographic and the Kindergarten - 12th grade demographic** in Lassen County. Here is an outline of potential programs we plan to offer:

For the 55+ Demographic:

- **Public Performances:** Immediately following our renovation completion, we will host a variety of performances and visual arts events, including rotating galleries and concerts by touring ensembles, specifically welcoming our senior community members.
- **Ushering Program:** Starting in Fall 2025, we will provide opportunities for seniors to volunteer as ushers, offering them a chance to engage with the arts and receive complimentary tickets for their service.
- **Outreach/Scholarship Program:** Also beginning in Fall 2025, this program will extend the reach of the arts to senior centers and assisted living facilities, enriching the lives of seniors through mini-concerts and informative sessions about SPAC.
- **Seniors Art Social:** Launching in Fall 2026, this quarterly event will create a social space for seniors to connect and express themselves through art, led by our advisory board and guest facilitators.
- **Intergenerational ARTreach Project:** Starting in Fall 2026, this initiative will bridge generational gaps by bringing community members together to collaborate on various art projects.

For the Kindergarten - 12th Grade Demographic:

- **Symphony Academy of Music:** Post-renovation, we will offer weekly music classes and annual performances, nurturing the musical talents of students across different age groups and skill levels.

- **Performing and Visual Arts Summer Camp:** By Summer 2026, we aim to launch a summer camp that provides a comprehensive arts experience, including dance, music, theater, and more, tailored to the needs of each age group.
- **Outreach/Scholarship Program:** Planned for implementation by Fall 2025, this program will introduce the arts to students and educators, offering after-school and weekend arts education, with scholarships for eligible participants.
- **Creativity in the Classroom:** By Fall 2026, we seek to integrate arts education into the school curriculum, collaborating with local schools and teachers to inspire creativity during school hours.

Assessing Program Effectiveness: To ensure the success and relevance of our programs, we will implement ongoing assessments, including self-assessments by participants, institutional assessments, and observational assessments by third parties. This will help us continuously improve and adapt our offerings to meet the evolving needs of our community.

SPAC is committed to creating a dynamic and inclusive environment that supports personal growth, education, and well-being through the arts. We believe these programs will not only enhance the feeling of belonging for Lassen County seniors and youth, but also provide meaningful experiences for all who participate.

Comparative Analysis

To ensure the Susanville Performing Arts Center's offerings are competitive, we compare them with leading performing arts centers:

1. The Kennedy Center (Washington, D.C.)
 - [Offers a broad spectrum of performances, including those by the National Symphony Orchestra and the Washington National Opera.](#)
 - [Hosts a variety of educational and outreach programs.](#)
2. Lincoln Center (New York City)
 - [Home to 11 resident organizations, including the New York Philharmonic and the Metropolitan Opera.](#)
 - [Provides a wide range of educational initiatives and free community programs.](#)
3. The Walt Disney Concert Hall (Los Angeles)
 - [Known for its architectural marvel and the resident Los Angeles Philharmonic.](#)
 - [Offers a blend of classical and contemporary music performances.](#)
4. The Curtis R. Priem Experimental Media and Performing Arts Center (EMPAC) (Troy, NY)
 - [A unique venue that merges art with science, providing space for experimental media and performing arts.](#)
 - [Hosts a variety of performances and educational programs.](#)

Rental Schedule

Rental Rates 2025

Susanville Performing Arts Center, Susanville California

This is a general summary of rental rates. Please note that daily rates are billed for 8 hours and hourly rates require a minimum of 3 hours. As a part of our mission, we also offer discounts to non-profit and youth organizations. For more information, contact_____ at_____

Facility Rental.

Stage Thurs – Sun	\$850
Stage Mon-Wed	\$500
Stage hourly	\$75

Staffing

Facility setup/cleanup hourly	\$75
House manager	\$50/ hour
Sound tech	\$175

		Lighting Tech	\$175
<u>Hospitality and Bar</u>		Volunteer Coordinator	\$150
No Bar/bar closed	\$250	Box office Attendant	\$75
No Intermission Charge	\$175		
<u>Marketing & Ticket Sales</u>			
Full Marketing and ticket sales	\$700	Postering	\$125
Ticket setup and sales	\$150	Graphic Design	\$125
Website update	\$100	Social Media	\$100
Targeted email	\$75	PR & Community Calendars	\$100

Additional ticketing fees applied are at the discretion of the Performing Arts Center. This is not a complete list of rental fees nor a contractual agreement. Fees are subject to change. The Performing Arts Center is managed by the Susanville Symphony, an 501C3 non-profit organization.

Utilizing Performing Arts Venues for Diverse Podcast Productions

Performing arts venues, traditionally the domain of live theater, music, and dance, are increasingly being repurposed as multimedia hubs for podcast production. This trend capitalizes on the high-quality acoustics and production facilities of these spaces to create professional-grade podcasts that span a variety of topics, from veterans’ stories to gardening advice.

Industry Insights

The performing arts industry has seen a shift towards incorporating podcasts and other digital media formats as a means to reach broader audiences and diversify content offerings. Theaters like the Lincoln Center have adapted to include online performances and podcasts, ensuring accessibility and engagement with different community segments.

Venue Adaptation for Podcasts

To successfully utilize a venue like the SPAC for podcast production, several adaptations are necessary:

- **Acoustic Optimization:** Ensure the venue’s acoustics are conducive to high-quality audio recording, which may involve modifications to the existing soundproofing and audio equipment.
- **Technical Infrastructure:** Upgrade technology for audio and video recording, broadcasting, and streaming to accommodate various podcast formats.
- **Flexible Space Design:** Create spaces within the venue that can be easily reconfigured for different types of podcast recordings, from intimate interviews to larger panel discussions.

Podcast Production Strategy

A comprehensive strategy for podcast production in a performing arts venue should include:

- **Diverse Programming:** Develop a lineup of podcasts that cater to a wide range of interests, ensuring content relevance for the local community and beyond.
- **Professional Promotion:** Leverage the venue’s existing marketing channels and community partnerships to promote the podcasts and attract listeners.
- **Community Involvement:** Involve local experts, personalities, and groups in podcast creation to foster a sense of ownership and engagement with the content.

Renovations

Project Plan for Sierra Theater Renovation

Project Overview: The Sierra Theater, a cherished historical landmark, is set to undergo a comprehensive renovation to remodel it into a modern performing arts center. This project will enhance the theater’s functionality, accessibility, and aesthetic appeal, ensuring it meets contemporary standards and serves as a cultural beacon for Susanville. It is important to note that the project will cost more than the projected costs. As this is essential for the revival of Susanville, the project must continue. **Therefore, it requires us to prioritize the renovation scope of work ranging from necessity to ensuring it is both professional and of the highest quality; however the timeline is reflective of the entire scope of work if funded completely.**

Project Phase	Scope of Work	Timeline	Cost Estimate
Stage/Balcony Extension	Demolition and expansion of the current stage. Reinforcement and construction of an extended platform with new flooring.	July - August 2024	\$182,000
ADA Compliant Restrooms	Complete overhaul and expansion to meet ADA standards. Upgraded plumbing and installation of compliant fixtures.	August - September 2024	\$90,000
Dressing Rooms and Backstage Area	Modernization of dressing rooms and backstage amenities.	January - February 2025	\$33,000
Lighting System Upgrade	Removal and replacement of outdated fixtures with energy-efficient LED lighting. Integration of a contemporary lighting control system.	June - July 2024	\$62,000
Acoustical Engineering	Acoustic enhancements for optimal sound distribution.	October - November 2024	\$52,000
Lobby and Concessions Area	Redesign for improved aesthetics and functionality. Modernization of concession facilities.	November - December 2024	\$23,000
Seating and Accessibility	Reconfiguration of seating for improved accessibility and comfort.	September - October 2024	\$64,900
Exterior Facade and Marquee	Restoration of the exterior and marquee to reflect its historical significance.	March - April 2025	\$47,000
Contingency (10%)	Reserved for unforeseen changes or challenges.	Throughout Project	\$12,700
Total	Comprehensive renovation to modernize the Sierra Theater.	June 2024 - May 2025	\$566,600

Comparative Case Studies

- Case Studies Renovations of historic theaters often aim to improve seating, acoustics, lighting, and accessibility while preserving the building's character.
 - For example, the Richardson Performing Arts Center underwent a renovation that included new seating arrangements, updated lighting, and improved stage rigging, all while ensuring ADA compliance. See 4 on Source Page.
 - Similarly, the Clifton Cultural Arts Center's renovation involved an intelligent redesign of space, integrating modern amenities with the preservation of historical elements. See 3 on Source Page.

Renovation Conclusion:

The renovation of the Sierra Theater is a strategic investment that will revitalize a historic venue, foster community engagement, and contribute to the cultural and economic development of Susanville. This detailed project plan and scope of work outline the steps and costs involved in bringing this vision to fruition, ensuring transparency and accountability throughout the renovation process.

Market Analysis

- The arts and cultural sector is a significant contributor to the U.S. economy, with a growth of 13.7% from 2020-2021. See 6 on Source Page. The market size of the arts, entertainment, and recreation industry was valued at around \$379 billion in 2022 and is forecasted to reach \$422.71 billion in 2023. See 5 on Source Page.
- For Susanville, leveraging the Sierra Theater as a performing arts center could tap into this growing market, attracting both local residents and tourists, and contributing to the economic and cultural vibrancy of the area.
- The Performing Art Companies Market size is estimated at USD 193.38 billion in 2024, and is expected to reach USD 254.78 billion by 2029, growing at a CAGR of 5.67% during the forecast period (2024-2029). The performing arts companies market is a diverse and dynamic industry with various activities such as theater, dance, music, and opera. The industry encompasses many businesses, from small local theaters to large-scale production companies. The market has grown steadily over the last few years due to various factors, including the increasing popularity of live performances, rising demand for unique and authentic experiences, and the development of digital technology in the entertainment industry. Additionally, regional theaters, dance troupes, touring companies, and independent artists operate at various scales. The rise of digital technology has impacted the industry, with companies exploring digital platforms for streaming performances, online ticket sales, and virtual experiences. Performing arts organizations are increasingly focused on engaging audiences through interactive experiences, educational programs, and community outreach initiatives. Source: <https://www.mordorintelligence.com/industry-reports/performing-art-companies-market>

Comprehensive Marketing and Communication Strategy for SPAC

The Susanville Performing Arts Center (SPAC) is envisioned as a dynamic hub for arts, culture, education, and community engagement. This detailed strategy outlines our approach to leverage external talent buyers, optimize ticket sales, and engage the community to ensure SPAC's success and sustainability.

Business Model and Talent Acquisition

- **External Talent Buyers:** SPAC will partner with talent buyers specializing in country music to curate a lineup that resonates with the local community's preferences, optimizing operational efficiency and maximizing ticket sales.
- **Diverse Talent Roster:** We aim for a mix of well-known headliners and emerging artists to attract a broad audience, with strategic scheduling to maintain interest throughout the year.

Marketing and Promotion

- **Tiered Seating:** Implementing a tiered pricing model with premium pricing for front-row seats and economy pricing for back rows, enhancing revenue and customer satisfaction.
- **Digital Presence:** Establishing a strong online footprint through a user-friendly website and active social media engagement, complemented by traditional advertising to reach all demographics.
- **Community Engagement:** Partnering with local entities to integrate SPAC into the community fabric, supported by promotional events and artist collaboration programs.

Strategic Communication Plan

- **Vision and Mission:** Communicating SPAC's commitment to igniting creativity and fostering a vibrant, inclusive space for arts and education.
- **Communication Objectives:** Raising awareness, engaging the community, attracting partnerships, generating support, and promoting events.
- **Target Audiences:** Local residents, potential partners, media outlets, and tourists.
- **Key Messages:** Positioning SPAC as a hub for arts, culture, and community events, and a significant contributor to Susanville's cultural and economic renaissance.
- **Communication Channels:** Utilizing social media, a dedicated website, local media, email newsletters, and community events to disseminate information and engage with stakeholders.

Action Plan

- **Pre-Launch:** Developing branding and building an online presence, with community engagement initiatives to introduce SPAC.
- **Launch:** Hosting a grand opening event and securing media coverage to highlight SPAC's offerings.
- **Post-Launch:** Maintaining ongoing communication, promoting events, gathering feedback, and developing partnerships to ensure SPAC's growth and relevance.

Operational Considerations

- **Staff Training:** Focusing on delivering an exceptional customer experience.
- **Infrastructure Optimization:** Ensuring efficient crowd management and a seamless event experience.
- **Risk Management:** Establishing contingency plans, including insurance policies and flexible contract terms, to handle potential cancellations or changes in the lineup.

Direct Marketing Initiatives

- **Digital and Traditional Advertising:** A multi-channel approach ensures comprehensive market penetration, targeting both digital natives and those less active online.
- **Artist Collaboration Program:** Establishing partnerships with top artist management agencies, leveraging industry insights to curate a lineup that resonates with SPAC's brand and audience preferences.
- **Targeted Social Media Campaigns:** Creating highly targeted campaigns that reach and resonate with artists and their followers, ensuring high engagement rates and conversion.
- **Influencer and Industry Outreach:** Engaging with key influencers and thought leaders in the music and arts industry to create buzz around SPAC.
- **Personalized Email Marketing:** Crafting narratives that tell the story of SPAC's commitment to the arts, backed by testimonials and audience reception data.
- **Exclusive Networking Events:** Hosting high-profile networking events that provide value to artists beyond just performance opportunities.

- **Strategic Cross-Promotion:** Partnering with local businesses, cultural institutions, and tourism boards to create packages and experiences that promote SPAC.
- **Press and Media Relations:** Maintaining strong relationships with key media outlets for regular coverage and top-of-mind awareness among artists and the public.
- **Artist Loyalty Programs:** Designing programs to reward artists who choose SPAC repeatedly, fostering long-term relationships.

Through a comprehensive marketing and communication strategy, SPAC will establish itself as a premier venue for performances and a leader in the arts community, capable of attracting and supporting top-tier talent while serving as a transformative force for Lassen County. The strategic approach encompasses talent acquisition, marketing synergy, and community-focused initiatives, ensuring SPAC's enduring legacy.

Grants Resources

Grant Type	Program Name	Application Deadline	Contact Information	Website
Federal	National Endowment for the Arts - Grants for Arts Projects: Theater	Varies	Contact form available on website	NEA Grants
State	California Arts Council - Grant Programs & Applications	Varies	(916) 322-6555	CAC Grants
Private	Mellon Foundation - Arts and Culture Grant Programs	Inquiry-based	Contact form available on website	Mellon Grants
California Program	California Nonprofit Performing Arts Grant Program	Closed for 2023	(888) 870-2203	CA Nonprofit Arts

Contingency Plan

Objective

To ensure the sustainability and success of the SPAC in the face of financial or operational challenges. This is intended to be a preparation document that outlines concepts during challenging times so as not to be surprised and react without intention. Although the precise outcome cannot be devised, this is a strategy to slow down if needed, stop, turn around and head back towards solvency before heading too far down the red path. The ultimate plan of course as the major emphasis of the contingency plan is to stay the course with the business plan and remain profitable for the community!

Risk Assessment

- Identify potential risks, such as funding shortfalls or lower-than-expected community support.
 - Break even analysis for minimum overhead costs.
 - Hiring a strong manager that packs the house.

Operational Contingencies

- **Reduced Operations:** Scale back programming and operational hours to match available funding.

- **Volunteer Utilization:** Increase reliance on volunteers to manage and run events.
- **Partnerships:** Form partnerships with local businesses and educational institutions for shared events and reduced costs.

Financial Contingencies

- **Alternative Funding:** Explore alternative funding sources such as grants, corporate sponsorships, and community fundraising events.
 - Consider reaching out to organizations like Americans for the Arts and the Mellon Foundation for potential funding opportunities and guidance.
- **Budget Adjustments:** Revise the budget to prioritize essential expenses and cut non-critical spending.
- **Emergency Fund:** Establish an emergency fund to cover unexpected shortfalls.

Communication Plan

- **Stakeholder Notification:** Inform stakeholders and supporters about potential changes and seek their input.
- **Public Relations:** Maintain transparency with the public to preserve trust and support.

Implementation Timeline

Develop a timeline for when each contingency action will be evaluated and potentially enacted. This will be up to the governing body to define said monitoring regularity and board reporting and updates.

Monitoring and Review

Regularly review the effectiveness of the contingency plan and adjust as necessary.

Closure Plan

- In the worst-case scenario where the SPAC must close:
 - **Asset Liquidation:** Determine the process for liquidating assets.
 - **Staff Transition:** Assist staff with transition plans.
 - **Archiving:** Preserve records and document the SPAC's history for future reference.

Community Engagement - Questions and Answers

We offer a summary of community concerns that have been voiced as well as responses followed by the actual questions submitted publicly via social media.

Community concerns

The community has expressed several concerns regarding the establishment and operation of the Susanville Performing Arts Center (SPAC). They are curious about the timing of the business plan's development and the initiation of the project, questioning why these elements were not in place at the outset. There is interest in the lineup of events and whether SPAC is ready to host them upon opening. The community is also inquiring about the projected costs for necessary repairs and modifications, seeking clarity on the financial implications of the project.

Questions have been raised about the operational model of SPAC, whether it will be a city enterprise or a private endeavor, and how this choice will affect bureaucratic processes. The community is concerned about the potential for SPAC to become a financial burden, similar to past projects, and seeks assurance that it will be financially sustainable.

without requiring bailouts. Employment opportunities created by SPAC are also a topic of interest, with inquiries about the number of jobs and the nature of the roles.

Lastly, the community is keen to understand the strategic advantage SPAC offers to touring artists and how it will integrate into the cultural landscape of Susanville. They desire a fair and representative governing body for SPAC, with a structure that allows for effective decision-making and includes voices from all corners of the town, including the possibility of involvement from the Susanville Indian Rancheria (SIR). The community's concerns reflect a desire for transparency, financial prudence, and inclusive participation in SPAC's development and future.

SPAC responses

In response to the community's concerns, we at SPAC would like to clarify that the development of the business plan and community engagement initiatives required time to ensure thoroughness and inclusivity. We are excited to announce that 14 events are already lined up if the deal goes through, and we are exploring additional opportunities for theater rehearsals and other creative uses of the space.

Financially, SPAC is on solid ground with a detailed business plan that outlines necessary repairs and upgrades, including ADA-compliant restrooms, to ensure a top-quality performing arts center. We aim to operate as a nonprofit to maximize efficiency and community benefit, with liability insurance and other expenses carefully considered. Employment opportunities at SPAC may include a full-time manager, a part-time facilitator, and a cleaning crew, supplemented by the generous support of community volunteers during the first year/s.

Strategically, SPAC's location positions us as an attractive venue for touring artists, offering a new cultural dimension to Susanville's Main Street. We are committed to ensuring that SPAC is a sustainable and vibrant addition to our community, not a financial burden. Our governance structure is designed to be fair and representative, with the possibility of including diverse voices such as the Susanville Indian Rancheria (SIR). We are dedicated to making SPAC a beacon of cultural and economic growth for Susanville, fostering a legacy of community enrichment and engagement.

Questions and Answers

****Q:** Why didn't we start earlier? Why wasn't the business plan ready when the opportunity was announced? Why didn't we create this page from the get-go?**

A: The answer is straightforward: these processes required time. The city's significant achievement was engaging our community in participation. And... we are all talking! Finally! The city requested our ideas, and we responded. They established a rubric to evaluate our ideas and ranked us.

A dream that once seemed distant has now become a shared evolving vision. As it began to materialize, so did the essential framework. The business plan, previously nonexistent, is now prepared. The Facebook page, once missing, is now live. Partnerships and opportunities we hadn't anticipated are now joining.

****Q:** So in the event this purchase goes through, are events already lined up?**

A: Yes, there are currently 14 events scheduled, which will utilize approximately 20 calendar days of the year. Additionally, we have received inquiries from interested parties regarding potential theater rehearsal rentals, amounting to about 92 days. The remainder of the year offers ample opportunity for our collective creativity.

****Q:** What is the projected cost of repairs?**

A: The project entails various anticipated costs, which extend beyond mere repairs being that the building is in good shape. We have comprehensive scopes of work outlined, with a timeline extending into 2025. Necessary modifications include ADA-compliant restroom upgrades and enhancements essential for a quality performing arts center. Ultimately, this endeavor is a community project, and its final scope depends on our involvement.

****Q: When would the SPAC be open and for how long?****

A: The SPAC is slated to open immediately following the acquisition and closing of escrow, with the goal of hosting a one time initial show within two weeks. Subsequently, we will commence the construction documents phase.

****Q: Is this going to be a city enterprise, or private?****

A: While several options are under consideration, channeling funds into a nonprofit organization appears to be the most advantageous, as it would circumvent the bureaucratic constraints typically associated with government entities.

****Q: How much is the liability insurance?****

A: Various verbal quotes for liability insurance have been obtained and factored into the monthly expenses. A detailed presentation on this will be given on Tuesday night.

****Q: How many people are going to be employed by this center?****

A: The business plan includes one full-time manager, a part-time facilitator, and a cleaning crew. In the first year, we will also rely on the many individuals who have volunteered their services. Further details will be provided on Tuesday night at the theater.

****Q: You say this is going to boost the economy; what are the projections on cost vs profit?****

A: The projections, which will be disclosed on Tuesday night, are based on conservative estimates and still indicate profitability. Moreover, 'profit' has been redefined to signify reinvestment into the community's sustainability, longevity, and maintenance of the building, including scholarships for attendance, among other benefits.

****Q: Or is this going to end up as a money pit like the pool?****

A: Unlike the pool, which relies on annual contributions of \$80,000 from both the county and the city, the SPAC's business plan does not require bailouts. It is predicated on sound mathematics and performance, forecasting profit even after accounting for building maintenance, marketing, and staffing expenses.

****Q: Will you discuss the job creation potential of the SPAC. ****

A: It's important to recognize that the impact of a performing arts center on employment is multifaceted and extends well beyond the initial few years of staffing.

In a community like Susanville, the establishment of SPAC can be a significant contributor to the local economy. While the initial years may rely on a lean staff and the support of volunteers, the long-term vision includes a robust full-time staff and a thriving ecosystem of related businesses and services.

Directly, a performing arts center like SPAC can create a range of job opportunities including:

- Management Roles: Such as a theater manager, operations manager, and financial manager to oversee the center's activities.

- **Creative Roles:** Including directors, choreographers, set designers, costume designers, lighting and sound technicians, and stage managers.
- **Performance Roles:** Actors, musicians, dancers, and other performers who will bring productions to life. Imagine earning money from performing, even though we do it for the love of it! Fortunately, some of our musicians are lucky enough to land paying gigs, even here, even now!
- **Educational Staff:** Instructors and coaches who may offer workshops, classes, and training programs.
- **Administrative and Support Staff:** Box office attendants, marketing and PR staff, administrative assistants, and customer service representatives.
- **Technical and Production Crew:** Such as sound and lighting engineers, stagehands, prop managers, and maintenance staff.

Indirectly, the presence of SPAC is expected to stimulate the local economy by attracting visitors, which benefits nearby businesses such as restaurants, hotels, and retail stores.

We are committed to ensuring that SPAC becomes a beacon of cultural and economic growth for Susanville, and we look forward to seeing the positive changes it will bring to our community.

****Q: What is the Strategic Advantage of SPAC for Touring Artists?****

A: Susanville's Main Street, frequented by a daily stream of 20,000 vehicles, is a testament to its strategic location - a potential goldmine for the SPAC. As semi trucks navigate this corridor, so too are touring artists likely to do, making SPAC an ideal, logical venue en route to their primary destinations.

****Q: What is the logical appeal of SPAC?****

A: The rationale is clear: if goods can efficiently transit through Susanville, so can performances. Artists on tour are in constant search of venues that align with their routes. SPAC, situated on this busy thoroughfare, would naturally appeal to such artists, offering them a stage to engage with new audiences and enrich their tour schedules. Our conversations may soon turn to excited anticipations: "Let's see who is performing at SPAC next week!"

****Q: Who makes up SPAC?****

A: SPAC is not just about the Symphony.

Yes, the Susanville Symphony stepped up to the plate, and we're grateful they did. The Symphony is an integral part of SPAC.

For this to be a success, we realized that we all had to work together wholeheartedly, and we needed to do so right now!

This initiative stretches beyond any one group. It involves everyone—patrons who sit in the audience, performers, those who strum guitars, film, sing, and present laughable comedy, as well as those who play the trumpet, violin, and cello. It's for those who have photography exhibits or for poetry slams. Or for training, conferences, and school programs!

It's for those of us who are looking for something to do. Those of us with visiting family excited for regular activities and those who are excited about date night at a venue with ever changing entertainment.

****Q:** Why should the city invest instead of just fix some of the repairs our town faces?******

A: It's essential to consider the long-term impact of our investments, especially when presented with once-in-a-generation funding opportunities like ARPA.

Investing in the SPAC is not just a one-time expenditure; it's a strategic investment that makes way for a lasting return on investment (ROI). Cultural infrastructure such as SPAC has been shown to stimulate local economies, drive tourism, and create jobs. These benefits, in turn, can fund numerous future infrastructure improvements.

Unlike one-time infrastructure projects, which are important but tend to quickly recede into the backdrop of daily life, SPAC represents a continuous investment in our community's cultural and economic vitality.

Balancing the immediate impact of infrastructure upgrades with the sustained contribution of business development is key. In the long term, fostering business opportunities provides continuous returns, while infrastructure work, though essential, addresses an immediate need.

Through business development, we enable ourselves to afford more city maintenance and improvements.

****Q:** The business plan which is unavailable to see at this moment; Is there a clear pathway and structure for SPAC to stand independently moving into the future written in?******

A: Yes it is possible, however that can be a request of the City if they would prefer a different nonprofit be created called SPAC, but currently, the Symphony Society has volunteered. It is possible to create this down the road but that would be a decision that the governing board of SPAC would consider and vote on? The current proposed structure allows for autonomy for SPAC to make decisions independently of the Susanville Symphony Society.

****Q:** What does the board structure look like for SPAC? What organizations have a voice?******

A: The board structure is laid out in the SPAC proposal. The board structure currently accounts for 9 members. There will only be one representative from any given organization allowed on the governing board at a time.

****Q** Has our Native American people been asked if they would like to have a space to tell their stories. Is the SIR involved?******

A: SIR Susanville Indian Rancheria would love to be a part of it. Currently they are waiting to see if the city is ready to make a serious investment in our future and see if they would like to contribute in addition to the city. When SPAC becomes a reality, they would be interested in using the space for a variety of interests.

****Q:** How are board members appointed for SPAC?******

A: We are all open to whatever is the most fair method to create a board based on community, maybe applications and the applicants choose.

****Q:** Can we amend the board structure to include either 7 or 9 members instead of 8? Even numbers are not helpful when voting.******

A: Yes.

History of video recorded records of Susanville Arts

The video log catalog shared with the Susanville Performing Arts Center includes a variety of recorded events. The collection features four Best of Broadway shows, a Shakespeare play, and several Symphony Concerts with themes like 'Classical Masterpieces' and 'Swing'. Seasonal events such as 'First Breath of Winter' and 'Eternal Spring' are also part of the catalog, along with multiple performances of the 'Nutcracker' and dance recitals.

Jazz events include two performances by Kenney Polson and other jazz concerts, adding to the center's musical diversity. Pop and rock are represented with events like 'Hollywood Vibe' and 'Iconic Movie Songs'. Community events such as 'Concert on the Green' and the local Music Festival have been key in bringing people together.

Special tributes in the catalog include a 'Tribute to John Williams' and a Veterans Day event. Overall, the catalog documents over 50 events, showcasing the range of performances that have contributed to Susanville's cultural scene.

Susanville has a lot to enjoy! We want to reveal it!

Source Page:

1. <https://www.arts.gov/news/press-releases/2021/new-report-released-economic-impact-arts-and-cultural-sect>
[or](#)
2. <https://www.arts.gov/news/press-releases/2023/new-data-show-economic-activity-us-arts-cultural-sector-2021>
3. <https://www.thinkchamplin.com/realize/detail/31/clifton-cultural-arts-center-arts-center-renovations>
4. <https://wdmarchitects.com/case-studies/renovation-of-historic-richardson-performing-arts-center/>
5. <https://www.statista.com/statistics/1174737/arts-entertainment-recreation-industry-market-size-us/>
6. <https://www.arts.gov/news/press-releases/2023/new-data-show-economic-activity-us-arts-cultural-sector-2021>

Susanville Performing Arts Center

DEC25

PRIVATE EVENT/CLASS

VOLUNTEER EVENT

OPEN TO PUBLIC

SCHEDULED PRIVATE REHEARSAL

NATIONAL HOLIDAY

SCHEDULE

Wed/Thurs 2-3	Notations Studio Christmas Recital 1:00PM & 6:00PM						
Friday 5	Sierra Theatre Concert Series Caleb Montgomery 7:00PM		PRIVATE LESSON RENTAL HOURS 2:00PM-8:00PM	VOLUNTEER HOLIDAY DECORATION EVENT FOR THE SIERRA THEATRE 2:00PM-8:00PM	NOTATIONS STUDIO CHRISTMAS RECITAL 1:00PM & 6:00PM	NOTATIONS STUDIO CHRISTMAS RECITAL 1:00PM & 6:00PM	SIERRA THEATRE CONCERT PRESENTS 7:00PM
Wednesday 10	Lassen High School Christmas Choir Concert 6:00PM	REHEARSAL SUSANVILLE SYMPHONY SOCIETY 2:00PM-6:00PM	PRIVATE LESSON RENTAL HOURS 2:00PM-8:00PM		LASSEN HIGH SCHOOL CHRISTMAS CHOIR CONCERT 6:00PM		REHEARSAL RDC: THE NUTCRACKER PRESENTED BY BEST OF BROADWAY
Sat/Sun 13-14	Reno Dance Company The Nutcracker Presented By Best of Broadway 2:00PM & 7:00PM 1:00PM & 6:00PM	7	8	9	10	11	12
Fri/Sat 19-20	Susanville Symphony Christmas Concert 7:00PM	RENO DANCE COMPANY THE NUTCRACKER PRESENTED BY BEST OF BROADWAY 1:00PM & 6:00PM	PRIVATE LESSON RENTAL HOURS 2:00PM-8:00PM	RICHMOND ELEMENTARY CHRISTMAS CONCERT 6:00PM		DRESS REHEARSAL SUSANVILLE SYMPHONY SOCIETY	SUSANVILLE SYMPHONY SOCIETY CHRISTMAS CONCERT 7:00PM
Sun 21	Sierra Theatre A Christmas Sing-A-Long 6:30PM	14	15	16	17	18	19
Wed 31	Sierra Theatre Concert Series New Years Eve Live Local Music 8:00PM	21	22	23	24	25	26
		28	29	30	31	1	2
							3

Theater Manager Job Description:

Job Title: Theater Manager

Location: Susanville Performing Arts Center (SPAC)

Position Type: Full-Time

Job Description: The Susanville Performing Arts Center (SPAC) seeks a dynamic and experienced Theater Manager to lead our day-to-day operations. This pivotal role requires a blend of passion for the arts and a sharp acumen for business management. The Theater Manager will be the driving force behind SPAC's mission to deliver exceptional performance experiences and foster a vibrant cultural community.

Key Responsibilities:

- **Operational Leadership:** Oversee all aspects of SPAC's daily operations, ensuring seamless functionality and the highest standards of excellence.
- **Team Management:** Recruit, manage, and inspire a dedicated team of staff and volunteers, fostering a collaborative and productive work environment.
- **Performance Booking:** Curate a diverse array of touring and local performances, educational programs, and non-performance-based rentals, aligning with SPAC's strategic vision.
- **Financial Oversight:** Administer monthly financial operations and adhere to the approved budget, maximizing resource efficiency and financial health.
- **Sales Supervision:** Direct ticket pricing strategies and box office operations to optimize revenue and audience satisfaction.
- **Customer Experience:** Manage front-of-house activities and concessions to ensure a welcoming and enjoyable experience for all patrons.
- **Marketing and Outreach:** Spearhead marketing initiatives, enhancing SPAC's visibility and engagement within the community.
- **Facility Stewardship:** Supervise renovations, construction, and maintenance efforts to maintain SPAC's aesthetic appeal and operational integrity.
- **Compliance and Rights Management:** Maintain awareness of and compliance with Performance Rights issues, safeguarding SPAC's legal and ethical standing.
- **Strategic Reporting:** Provide comprehensive reports to the Governing Body/Board of Directors, articulating SPAC's progress and strategic direction.

Qualifications:

- **Communication Excellence:** Exceptional ability to communicate effectively with diverse stakeholders, including staff, volunteers, board members, performers, and patrons.
- **Leadership Prowess:** Proven leadership and management skills, with the ability to motivate and guide teams towards shared goals.
- **Industry Expertise:** A minimum of 3 years of experience in theater management or a closely related field.
- **Strategic Vision:** Strong decision-making skills and the ability to develop programming that resonates with the regional community.
- **Organizational Mastery:** Detail-oriented and organized, with a track record of managing complex operations and multitasking with precision.
- **Community Focus:** A commitment to creating an inclusive and welcoming space for all who engage with SPAC.

- **Grant-Writing Proficiency:** Experience in grant-writing is preferred, with the ability to secure funding for SPAC's initiatives.

Application Process: Qualified candidates are invited to submit a resume, cover letter, and a minimum of two professional references. Applications will be reviewed on a rolling basis until the position is filled.

SPAC is an equal opportunity employer and strongly encourages applications from people of all backgrounds. We are committed to creating a diverse environment and are proud to be an inclusive organization.

Join us at SPAC and play a central role in shaping the cultural landscape of Susanville. Apply today!

PURCHASE AGREEMENT (example)

This Purchase Agreement ("Agreement") is entered into as of [Date], by and between Carolyn Smith and Mike Smith ("Sellers"), and Susanville Performing Arts Center ("Buyer"), a (pending) newly created non-profit organization with pending 501©(3) status.

1. **Sale of Property** The Sellers hereby agree to sell, and the Buyer agrees to purchase, the real property known as the Sierra Theatre, located at [819 Main Street], Susanville, CA ("Property").

2. **Purchase Price** The purchase price for the Property shall be [Amount], payable as follows:

- Initial deposit of [Amount] due upon execution of this Agreement.
- The balance of the purchase price shall be paid at closing.
- The amount is dependent on remaining factors such as timeline and funding source.

3. **Due Diligence** The Buyer shall have [Number] days from the date of this Agreement to conduct due diligence investigations of the Property.

4. **Closing** The closing of the purchase and sale of the Property shall take place on [Date], or as otherwise mutually agreed upon by the parties.

5. **Representations and Warranties** The Sellers represent and warrant that they are the sole owners of the Property and have the right to sell the Property.

6. **Conditions Precedent** The Buyer's obligations under this Agreement are contingent upon the Buyer obtaining 501©(3) status.

7. **Default** If either party defaults in the performance of their obligations under this Agreement, the non-defaulting party shall have all remedies available at law or in equity.

8. **Governing Law** This Agreement shall be governed by and construed in accordance with the laws of the State of California.

9. **Entire Agreement** This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, both written and oral, concerning the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SELLERS:

Carolyn Smith _____

Mike Smith _____

BUYER:

Susanville Performing Arts Center

By: _____

Name:

Title:

Engineer's estimate - Museum Storage

ITEM	DESCRIPTION	QUANTITY	UNITS	Cost/Unit	Total Cost	
1	MOBILIZATION	1	LS	\$ 10,000.00		\$ 10,000.00
2	DEMO GARAGE	1	LS	\$ 15,000.00		\$ 15,000.00
3	SITE PREP - GRADING	3000	SF	\$ 2.00		\$ 6,000.00
4	ESTABLISH ELECTRICAL CON.	1	LS	\$ 5,000.00		\$ 5,000.00
5	SLAB	2300	SF	\$ 25.00		\$ 57,500.00
6	Metal Building	2300	SF	\$ 35.00		\$ 80,500.00
7	Electrical	1	LS	\$ 20,000.00		\$ 20,000.00
8	Contingency	1	LS	\$ 30,000.00		\$ 30,000.00
				Subtotal		\$ 224,000.00
	Plans Specifications Estimate					\$ 20,000.00
				Total		\$ 244,000.00

Engineer's estimate - Little League Bathroom

ITEM	DESCRIPTION	QUANTITY	UNITS	Cost/Unit	Total Cost	
1	MOBILIZATION	1	LS	\$ 5,000.00		\$ 5,000.00
2	EXCAVATION	30	CY	\$ 175.00		\$ 5,250.00
3	BUILDING PREP	1	LS	\$ 5,000.00		\$ 5,000.00
4	WATER SUPPLY	1	LS	\$ 5,000.00		\$ 5,000.00
5	PRECAST VAULT BATHROOM	1	LS	\$ 90,000.00		\$ 90,000.00
6	Contingency 20%	1	LS	\$ 22,050.00		\$ 22,050.00
				Sub Total		\$ 132,300.00
	Plans, Specifications, Permits					\$ 10,000.00
				Total		\$ 142,300.00

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, Administrative Services

Action Date: June 19, 2024

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The City Manager's Report 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: