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

Susanville City Council

Regular Council Meeting • City Council Chambers

Wednesday, December 4, 2024 – 5:00 PM

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

CALL TO ORDER
ROLL CALL

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

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

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

4. **RETURN TO OPEN SESSION:**
   - *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 November 19, 2024 special meeting and the November 20, 2024 regular meeting.

   6.B Vendor and payroll warrants

   6.C Utility Accounts Receivable Write-Offs.

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

9.A Consider Resolution No. 24-6384,Â approving and authorizing the Mayor to execute agreement with Lance and Patricia Monath for the encroachment of ADA accessible ramp into North Alley.

9.B Consider Resolution No. 24-6387, approving the 2025 through 2030 Airport Capital Improvement Plan.

9.C Consider waiving the first reading and introducing Ordinance No. 24-1047, temporarily suspending Title 3 Revenue and Finance Chapter 3.32 of the Susanville Municipal Code - Public Facilities Impact Fee for a period of five years.

9.D Consider accepting Honey Lake Valley Recreation Authority amendment letter from the HLVRA Board and discussion regarding changes that Council may wish to make to the joint powers agreement and give direction to staff.

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

12.A Consider Resolution No. 24-6386, adopting the city of Susanville Procurement Policy and Resolution No. 24-6388, adopting the city of Susanville Credit Card Policy

13. CITY MANAGER'S REPORTS:

13.A Department Reports

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

15. ADJOURNMENT:

- ***The next regular meeting of the Susanville City Council will be held on December 18, 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 December 4, 2024 in the areas designated on November 27, 2024 .

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: December 4, 2024

SUBJECT: Minutes of the City Council November 19, 2024 special meeting and the November 20, 2024 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's November 19, 2024 special meeting and the November 20, 2024 regular meeting.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to waive the reading of and approval to receive and file the City Council's minutes from the November 19, 2024 special meeting and the November 20, 2024 regular meeting.

ATTACHMENTS:
241119.cc.spec.min.draft.pdf
241120.cc.min.draft.pdf

SUSANVILLE CITY COUNCIL
Special Council Meeting Minutes
TUESDAY, NOVEMBER 19, 2024 – 10:00 AM

Mayor Schuster called the meeting to order at 10:00am.

Roll Call of Councilmembers Present: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Absent: Patrick Parrish

1. APPROVAL OF AGENDA: *(Additions and/or Deletions)*
Moved by Russ Brown; seconded by Curtis Bortle to approve.
Motion Carried: 4 - 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Patrick Parrish

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

3. CLOSED SESSION: No business.

4. RETURN TO OPEN SESSION: Mayor Schuster offers the pledge of allegiance and the invocation.

5. BUSINESS FROM THE FLOOR: No comments.

6. CONSENT CALENDAR: No business.

7. PUBLIC HEARINGS: No business.

8. NEW BUSINESS:

8.A Consider **Resolution No. 24-6375**, authorizing the execution of construction services agreements for investigation, search, traffic safety, and partial demolition, also authorizing the execution of a professional services agreement with NST engineering to assess the structure, and authorizing the finance director to modify the budget in response to the St. Francis fire of November 1, 2024.

Dan Newton, City Manager, stated that multiple items are needed for this project including a contract with PeeWee Enterprises for assisting in the investigation and placing k-rail on Main Street. The cost for their services is just under $8,800. This was verbally agreed upon, but approval is requested prior to signing this contract.

Mr. Newton stated that he did execute an agreement with NST Engineering for a structural assessment of the building.

He added that the third item is for the partial demolition of the Main Street fronting wall. He stated that contract language is currently being reviewed with multiple contractors and that there is a court proceeding this afternoon. If the hold is lifted by the court, the demo is scheduled for this Friday, depending on weather. He added that the resolution is for $94,800 but it is written in a way that would permit spending up to that amount.

Council Member Bortle inquired if the front facing wall was going to be braced by the property owner. Mr. Newton responded that it was discussed, but he is unaware of whether the owner's engineer showed up on the day stated by the owner.

Mayor pro tem Brown inquired as to whether the costs are recoverable to which Mr. Newton responded that, at this time, they are all recoverable.

24-6375 St. Francis.pdf

Motion to approve Resolution No. 24-6375, authorizing the execution of construction services agreements for investigation, search, traffic safety, and partial demolition, also authorizing the execution of a professional services agreement with NST engineering to assess the structure, and authorizing the finance director to modify the budget in response to the St. Francis fire of November 1, 2024.
Moved by Russ Brown; seconded by Dawn Miller to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Parrish

9. **CONTINUING BUSINESS:** No business.

10. **ADJOURNMENT:** Adjourn at 10:12AM.

Heidi Whitlock, City Clerk	Mendy Schuster, Mayor

Approved on:

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, NOVEMBER 20, 2024 – 4:30 PM

Mayor Schuster called the meeting to order at 4:30pm.
Roll Call of Councilmembers Present: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Absent: Dawn Miller

1. **APPROVAL OF AGENDA:**
   Moved by Russ Brown; seconded by Curtis Bortle to approve.
   Motion Carried: 4 - 0
   Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
   Voting Against: None
   Absent: Miller

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

3. **CLOSED SESSION:**
   The City Council convened in closed session at 4:30pm to discuss the following item:
   A. CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
      1. Management Unit

4. **RETURN TO OPEN SESSION:**
   The City Council reconvened in open session at 5:00pm. The pledge of allegiance and invocation were provided.

   Dan Newton, City Manager, stated that prior to going into closed session, the Council approved the agenda as written. The Council then met in closed session to discuss the above-mentioned item to which direction was provided to staff, but no reportable action was taken.

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

6. **CONSENT CALENDAR:**
   6.A Minutes of the City Council November 6, 2024 regular meeting.

   Council Member Bortle requested 6A to be considered separately. He then requested a change to the minutes regarding the spelling of a community member's name.

   241106.cc.min.draft.pdf

   Motion to waive the reading of and approval to receive and file the City Council's minutes from the October 16, 2024, regular meeting.
   Moved by Curtis Bortle; seconded by Patrick Parrish to approve with the requested change.
   Motion Carried: 4- 0
   Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
   Voting Against: None
   Absent: Miller

   6.B Vendor and payroll warrants

   10-03-24.pdf
   10-09-24.pdf

10-17-24.pdf
10-18-24.pdf
10-24-24.pdf
10-31-24.pdf

Motion to receive and file
Moved by Russ Brown; seconded by Patrick Parrish to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Council Member Bortle provided the land acknowledgement statement.

9. **NEW BUSINESS:**

9.A Consider **Resolution No. 24-6378**, approving and accepting a donation of $2,000 from the Walmart Spark Good Foundation for the Fire Department and Police Department.

Michael Bengoa Bollinger, Public Safety Chief, provided an explanation of the item and requested council approval of resolution No. 24-6378.

24-6378.pdf

Motion to approve Resolution No. 24-6378, approving and accepting a donation of $2,000 from the Walmart Spark Good Foundation for the Fire Department and Police Department
Moved by Curtis Bortle; seconded by Russ Brown to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

9.B Consider **Resolution No. 24-6379**, authorizing the City Manager to execute a contract with Sunrise Engineering Inc. to design a 2,100 foot extension of the city's eight inch polyethylene natural gas pipeline.

Bob Godman, Public Works Director, provided an explanation of the item and requested council approval of resolution no. 24-6379.

Design Proposal - Sunrise Engineering - 2024.pdf
24-6379.pdf

Motion to approve Resolution No. 24-6379, authorizing the City Manager to execute a contract with Sunrise Engineering Inc. to design a 2,100 foot extension of the city's eight inch polyethylene natural gas pipeline.
Moved by Curtis Bortle; seconded by Patrick Parrish to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

9.C Consider **Resolution No. 24-6380**, authorizing the Mayor to execute a Letter Agreement for Consultative Services with Interstate Gas Services Inc. (Dan Bergman) for consulting assistance related to the the City's natural gas utility.

Mr. Godman provided an explanation of the item and requested council approval of resolution no. 24-6380.

24-6380.pdf
IGS Agreement November 2024 Proposed.docx

Motion to approve Resolution No. 24-6380, authorizing the Mayor to execute a Letter Agreement for Consultative Services with Interstate Gas Services Inc. (Dan Bergman) for consulting assistance related to the City's natural gas utility.
Moved by Patrick Parrish; seconded by Russ Brown to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

9.D Consider **Resolution No. 24-6381,** authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for the Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.

Mr. Godman provided an explanation of the item and requested council approval of resolution no. 24-6381.

Maria Fregulia, public, inquired as to whether or not there is a contract in place to which Mr. Godman responded not yet.

24-6381.pdf

Motion to approve Resolution No. 24-6381, authorizing Mayor to sign a Program Supplement Agreement Revision with Caltrans for the Riverside Drive Trail Project and authorize the budget amendment to the 2007 budget for the Riverside Drive Trail Project.
Moved by Russ Brown; seconded by Curtis Bortle to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

9.E Consider **Resolution No. 24-6382,** Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 8, 2024, from 12:00 pm to 1:00 pm.

Mr. Godman provided an explanation of the item and requested council approval of resolution no. 24-6382.

24-6382.pdf
Sacred Heart Church 2024 Request.pdf

Motion to approve Resolution No. 24-6382, Supporting Sacred Heart Church procession in honor of Our Lady of Guadalupe and authorizing closure of Nevada street from N. Roop

street to Weatherlow Street and Union Street from North Alley to North Street on Sunday, December 8, 2024, from 12:00 pm to 1:00 pm.
Moved by Curtis Bortle; seconded by Russ Brown to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

9.F Consider **Resolution No. 24-6383**, authorizing the Finance Director to increase the golf course community services budget by $7,500 and authorizing the City Manager to execute an agreement with Smith's Pumps for repairs needed at the well pump located on the front nine near the Wingfield Clubhouse at the Diamond Mountain Golf Course

Jolene Arredondo, Assistant to the City Manager, provided an explanation of the item and requested council approval of resolution no. 24-6383.

24-6383.pdf

Motion to approve Resolution No. 24-6383, authorizing the Finance Director to increase the golf course community services budget by $7,500 and authorizing the City Manager to execute an agreement with Smith's Pumps for repairs needed at the well pump located on the front nine near the Wingfield Clubhouse at the Diamond Mountain Golf Course.
Moved by Patrick Parrish; seconded by Russ Brown to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

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

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

12.A Consider waiving second reading and adopting **Ordinance No. 24-1046**, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal Code, including sections 3.08.010 through 3.08.200.

Mr. Newton provided an explanation of the item and requested the council waive the second reading and adopt ordinance no. 24-1046.

24-1046.pdf

Motion to waive second reading and adopt Ordinance No. 24-1046, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal Code, including sections 3.08.010 through 3.08.200.
Moved by Curtis Bortle; seconded by Russ Brown to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

12.B Consider **Resolution No. 24-6385,** authorizing the Mayor to execute a contract with PACE Engineering, Inc. to provide engineering services for the HVAC Replacement Project at Susanville Fire Department.

Chief Bollinger provided an explanation of the item and requested council approval of resolution no. 24-6385.

24-6385.pdf
Ltr Prop_ Susanville Fire Station HVAC Replacement.pdf
1080.05 EA Susanville Fire Station - HVAC Replacement.pdf
21-5948.pdf

Motion to approve Resolution No. 24-6385, authorizing the Mayor to execute a contract with PACE Engineering, Inc. to provide engineering services for the HVAC Replacement Project at Susanville Fire Department.
Moved by Russ Brown; seconded by Curtis Bortle to approve with the change to the number on the attached resolution to reflect the correct resolution no. 24-6385.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

12.C Discussion regarding 830 Main Street - St. Francis

Mr. Newton provided an explanation of the item and requested council discussion and direction regarding what should be completed moving forward.

Ms. Fregulia, public, inquired as to whether or not the property owner would be billed for the work being performed.

Mr. Newton responded that yes, the property owner would be responsible for not only the abatement of the building but also the cost of the fencing, etc... He stated that some cost recovery methods could include placing a lien on the property, etc...

Unidentified member of the public inquired as to if it could be made into a memorial and left as is, even if it meant moving the building.

Mr. Newton responded that the building is a blight as well as a public safety risk that needs to be addressed as quickly as possible.

Review emergency actions taken to safeguard the public and determine if it is necessary to continue the emergency action.
Moved by Russ Brown; seconded by Curtis Bortle to approve the continuation of the emergency action.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Patrick Parrish
Voting Against: None
Absent: Miller

13. CITY MANAGER'S REPORTS:
13.A Department Reports

The department heads in attendance provided an update on the happenings within their departments.

14. FUTURE COUNCIL ITEMS:
14.A Future Council Items

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

Mayor Schuster would like an item regarding the Community Garden as LARP has not yet provided their annual report. Brown and Parrish support the request. Mr. Newton stated that he will see if they can attend prior to the end of the year.

241120.FutureItemsList.pdf

15. ADJOURNMENT: Adjourn at 6:06pm.

Heidi Whitlock, City Clerk	Mendy Schuster, Mayor

Approved on:

AGENDA ITEM NO. 6.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Finance

Action Date: December 4, 2024

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dates November 4, 2024 through November 20, 2024 numbered 222558-222597, 222608-222613, 222629-222694.

FISCAL IMPACT: Accounts Payable vendor warrants totaling $753,978.75, plus $384,624.31 payroll warrants, for a total of $1,138,603.06.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
11-7-24.pdf
11-14-24.pdf
11-18-24.pdf

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/24	11/07/2024	222560	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5511444571	1	7401-430-62-46	SUPPLIES-GENERAL	221.93	221.93
11/24	11/07/2024	222560	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5511444571	2	7110-430-42-46	SUPPLIES-GENERAL	577.73	577.73
11/24	11/07/2024	222560	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5511444571	3	2007-431-20-46	SUPPLIES-GENERAL	148.12	148.12
	Total 5511444571:									947.78	947.78
11/24	11/07/2024	222561	9432	ALL SEASON HEATING	#0039 WOODSMOKE REDUCTI	.102524	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
	Total .102524:									5,000.00	5,000.00
11/24	11/07/2024	222561	9432	ALL SEASON HEATING	#0043 WOODSMOKE REDUCTI	101524	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
	Total 101524:									5,000.00	5,000.00
11/24	11/07/2024	222561	9432	ALL SEASON HEATING	#0046 WOODSMOKE REDUCTI	102524	1	8407-430-10-48	GRANTS	1,500.00	1,500.00
	Total 102524:									1,500.00	1,500.00
11/24	11/07/2024	222561	9432	ALL SEASON HEATING	#0038 WOODSMOKE REDUCTI	102924	1	8407-430-10-48	GRANTS	1,500.00	1,500.00
	Total 102924:									1,500.00	1,500.00
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-STREETS	LREN1974404	1	2007-431-20-44	LINEN SERVICE	53.68	53.68
	Total LREN1974404:									53.68	53.68
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-GAS	LREN1974405	1	7401-430-62-44	LINEN SERVICES	78.18	78.18
	Total LREN1974405:									78.18	78.18
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PW	LREN1974406	1	7620-430-10-44	LINEN SERVICE	9.13	9.13
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-WATER	LREN1974406	2	7110-430-42-44	LINEN SERVICE	83.33	83.33
	Total LREN1974406:									92.46	92.46

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
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PARKS	LREN1974407	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1974407:										42.24	42.24
11/24	11/07/2024	222562	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1974408	1	7620-430-10-46	SUPPLIES-JANITORIAL	92.04	92.04
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PW	LREN1974408	2	7620-430-10-44	LINEN SERVICE	67.23	67.23
Total LREN1974408:										159.27	159.27
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PW	LREN1976047	1	7620-430-10-44	LINEN SERVICE	35.00	35.00
Total LREN1976047:										35.00	35.00
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-STREETS	LREN1976048	1	2007-431-20-44	LINEN SERVICE	102.30	102.30
Total LREN1976048:										102.30	102.30
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-GAS	LREN1976049	1	7401-430-62-44	LINEN SERVICES	127.44	127.44
Total LREN1976049:										127.44	127.44
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PW	LREN1976050	1	7620-430-10-44	LINEN SERVICE	9.13	9.13
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-WATER	LREN1976050	2	7110-430-42-44	LINEN SERVICE	83.33	83.33
Total LREN1976050:										92.46	92.46
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PARKS	LREN1976051	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1976051:										42.24	42.24
11/24	11/07/2024	222562	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1976052.	1	7620-430-10-46	SUPPLIES-JANITORIAL	88.32	88.32
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PW	LREN1976052.	2	7620-430-10-44	LINEN SERVICE	48.60	48.60
Total LREN1976052.:										136.92	136.92
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-STREETS	LREN1977655	1	2007-431-20-44	LINEN SERVICE	70.63	70.63
Total LREN1977655:										70.63	70.63

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
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-GAS	LREN1977656	1	7401-430-62-44	LINEN SERVICES	82.80	82.80
Total LREN1977656:										82.80	82.80
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-WATER	LREN1977657	1	7110-430-42-44	LINEN SERVICE	92.46	92.46
Total LREN1977657:										92.46	92.46
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PARKS	LREN1977658	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1977658:										42.24	42.24
11/24	11/07/2024	222562	10981	ALSCO INC	UNIFORMS-PW	LREN19874403	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN19874403:										35.53	35.53
11/24	11/07/2024	222563	11232		REIMBURSE DEPOSIT FOR CO	102824	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00
Total 102824:										55.00	55.00
11/24	11/07/2024	222564	11171	BEFORE THE MOVE INC	ADVERTISING-GAS	53518	1	7401-430-62-45	ADVERTISING	393.00	393.00
Total 53518:										393.00	393.00
11/24	11/07/2024	222565	11230		REFUND GAS DEPOSIT	10314350103	1	7401-2228-000	DEPOSITS-CUSTOMER	19.75	19.75
Total 10314350103:										19.75	19.75
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	176329623U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176329623U037:										26.88	26.88
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	176329627U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176329627U037:										26.88	26.88
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	176329628U037	1	2007-431-20-44	DISPOSAL	52.68	52.68

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 176329628U037:										52.68	52.68
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	176329631U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329631U037:										52.68	52.68
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	176329638U037	1	7530-451-52-44	DISPOSAL	381.87	381.87
Total 176329638U037:										381.87	381.87
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	176329828U037	1	7620-430-10-44	DISPOSAL	232.13	232.13
Total 176329828U037:										232.13	232.13
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	176329829U037	1	1000-417-10-44	DISPOSAL	227.77	227.77
Total 176329829U037:										227.77	227.77
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	176329830U037	1	1011-452-20-44	DISPOSAL	223.41	223.41
Total 176329830U037:										223.41	223.41
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	176329832U037	1	7620-430-10-44	DISPOSAL	240.86	240.86
Total 176329832U037:										240.86	240.86
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	1505 MAIN ST-FD	176329834U037	1	1010-422-10-44	DISPOSAL	227.77	227.77
Total 176329834U037:										227.77	227.77
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	176329908U037	1	1011-452-20-44	DISPOSAL	326.79	326.79
Total 176329908U037:										326.79	326.79
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	176329934U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329934U037:										52.68	52.68

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/24	11/07/2024	222566	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176330042U037	1	2007-431-20-44	DISPOSAL	105.36	105.36
Total 176330042U037:										105.36	105.36
11/24	11/07/2024	222567	1307	C&S WASTE SOLUTIONS	LEAF COLLECTION	176329394U037	1	8404-430-15-48	GRANTS	239.64	239.64
Total 176329394U037:										239.64	239.64
11/24	11/07/2024	222567	1307	C&S WASTE SOLUTIONS	HERLONG CLEAN UP	176329409U037	1	8404-430-15-48	GRANTS	360.57	360.57
Total 176329409U037:										360.57	360.57
11/24	11/07/2024	222567	1307	C&S WASTE SOLUTIONS	SPAULDING GREENWASTE CL	176329442U037	1	8404-430-15-48	GRANTS	381.08	381.08
Total 176329442U037:										381.08	381.08
11/24	11/07/2024	222568	986	CARLSON'S TIRE PROS	REPAIR & MAINT-GC	4483	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	30.00	30.00
Total 4483:										30.00	30.00
11/24	11/07/2024	222568	986	CARLSON'S TIRE PROS	REPAIR & MAINT-GC	4532	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	50.00	50.00
Total 4532:										50.00	50.00
11/24	11/07/2024	222569	11209	CIVICPLUS LLC	NEXT REQUEST PLATFORM	320561	1	1000-411-40-43	PROFESSIONAL SVCS	6,813.00	6,813.00
Total 320561:										6,813.00	6,813.00
11/24	11/07/2024	222570	148	COMPUTER LOGISTICS	24/25 FY CONTRACT MANAGED	85632	1	1000-417-10-43	TECHNICAL SVCS	5,681.90	5,681.90
Total 85632:										5,681.90	5,681.90
11/24	11/07/2024	222571	156	CREATIVE FORMS & CO	TAX FORMS	120783	1	1000-415-10-46	SUPPLIES-GENERAL	401.81	401.81
Total 120783:										401.81	401.81
11/24	11/07/2024	222572	161	CSK AUTO INC	COPPER PLUG-GAS	2740133957	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.87	4.87

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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 2740133957:										4.87	4.87
11/24	11/07/2024	222572	161	CSK AUTO INC	BREAK DRUM & ROTOR-GC	2740134629	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	80.00	80.00
Total 2740134629:										80.00	80.00
11/24	11/07/2024	222572	161	CSK AUTO INC	ANTIFREEZE-GAS	2740135681	1	7401-430-62-46	SUPPLIES-GENERAL	28.10	28.10
11/24	11/07/2024	222572	161	CSK AUTO INC	ANTIFREEZE-WATER	2740135681	2	7110-430-42-46	SUPPLIES-GENERAL	28.10	28.10
11/24	11/07/2024	222572	161	CSK AUTO INC	ANTIFREEZE-STREETS	2740135681	3	2007-431-20-46	SUPPLIES-GENERAL	28.11	28.11
Total 2740135681:										84.31	84.31
11/24	11/07/2024	222572	161	CSK AUTO INC	COIL-PW	2740135796	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	41.20	41.20
Total 2740135796:										41.20	41.20
11/24	11/07/2024	222572	161	CSK AUTO INC	CREDIT- PW	2740135814	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	41.20-	41.20-
Total 2740135814:										41.20-	41.20-
11/24	11/07/2024	222572	161	CSK AUTO INC	SUPPLIES-STREETS SB1	2740135875	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	28.84	28.84
Total 2740135875:										28.84	28.84
11/24	11/07/2024	222572	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740136613	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.99	12.99
11/24	11/07/2024	222572	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740136613	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	12.99	12.99
11/24	11/07/2024	222572	161	CSK AUTO INC	REPAIR & MAINT-PW	2740136613	3	7620-430-10-44	REPAIR AND MAINTENANCE-VE	13.01	13.01
Total 2740136613:										38.99	38.99
11/24	11/07/2024	222572	161	CSK AUTO INC	KNIFE & RAZOR BLADES-GAS	2740136661	1	7401-430-62-46	SUPPLIES-GENERAL	11.18	11.18
11/24	11/07/2024	222572	161	CSK AUTO INC	KNIFE & RAZOR BLADES-WATE	2740136661	2	7110-430-42-46	SUPPLIES-GENERAL	11.18	11.18
11/24	11/07/2024	222572	161	CSK AUTO INC	KNIFE & RAZOR BLADES-STRE	2740136661	3	2007-431-20-46	SUPPLIES-GENERAL	11.18	11.18
Total 2740136661:										33.54	33.54
11/24	11/07/2024	222572	161	CSK AUTO INC	BATTERY-GAS	2740137071	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	468.22	468.22

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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 2740137071:									468.22	468.22
11/24	11/07/2024	222572	161	CSK AUTO INC	AIR & FUEL FILTER-GC	2740137460	1	7530-451-52-44	REPAIR & MAINTENANCE - EQU	42.38	42.38
	Total 2740137460:									42.38	42.38
11/24	11/07/2024	222572	161	CSK AUTO INC	BATTERY-PARK	2740137462	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	206.02	206.02
	Total 2740137462:									206.02	206.02
11/24	11/07/2024	222572	161	CSK AUTO INC	TERM BOLT-PARK	2740137501	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	9.73	9.73
	Total 2740137501:									9.73	9.73
11/24	11/07/2024	222572	161	CSK AUTO INC	SEAT COVERS-WATER	2740137965	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	37.88	37.88
	Total 2740137965:									37.88	37.88
11/24	11/07/2024	222573	10937		REIMBURSE DEPOSIT FOR CO	102824	1	1000-2228-009	DEPOSITS-COMM CENTER RE	55.00	55.00
	Total 102824:									55.00	55.00
11/24	11/07/2024	222574	184	DEPARTMENT OF JUSTI	FINGERPRINTS	767733	1	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
	Total 767733:									32.00	32.00
11/24	11/07/2024	222575	194	DIAMOND SAW SHOP IN	CHAIN-PARKS	20509	1	1011-452-20-44	MISC - REPAIR & MAINTENANC	42.53	42.53
	Total 20509:									42.53	42.53
11/24	11/07/2024	222575	194	DIAMOND SAW SHOP IN	AIR FILTER-GAS	20512	1	7401-430-62-46	SUPPLIES-GENERAL	27.47	27.47
	Total 20512:									27.47	27.47
11/24	11/07/2024	222575	194	DIAMOND SAW SHOP IN	CHAIN-STREETS SB1	20519	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	21.22	21.22
	Total 20519:									21.22	21.22

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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
11/24	11/07/2024	222575	194	DIAMOND SAW SHOP IN	SPARK PLUGS-WATER	20522	1	7110-430-42-47	MACHINERY AND EQUIPMENT	34.87	34.87
Total 20522:										34.87	34.87
11/24	11/07/2024	222576	224	EMPIRE INSIGNIAS	REPAIRS & MAINT-STREETS SB	EMPS6568470	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,000.21	1,000.21
Total EMPS6568470:										1,000.21	1,000.21
11/24	11/07/2024	222577	10706		CA POST ICI ADVANCED CHILD	100824	1	1009-421-10-45	TRAINING	301.00	301.00
Total 100824:										301.00	301.00
11/24	11/07/2024	222578	257	FOREST OFFICE EQUIPM	COPIES-PW	SV008385	1	7620-430-10-43	TECHNICAL SVCS	342.43	342.43
Total SV008385:										342.43	342.43
11/24	11/07/2024	222578	257	FOREST OFFICE EQUIPM	COPIER-FD	SV008409	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	33.17	33.17
Total SV008409:										33.17	33.17
11/24	11/07/2024	222579	265	FRONTIER	257-0315 AWOS AIRPORT	0315 101524	1	7201-430-81-45	COMMUNICATIONS	81.13	81.13
Total 0315 101524:										81.13	81.13
11/24	11/07/2024	222580	1019	HONEY LAKE VALLEY RE	SUSAN RIVER 2023-2024-WATE	SUSAN RIVER 2024-2025	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	1,028.00	1,028.00
Total SUSAN RIVER 2024-2025:										1,028.00	1,028.00
11/24	11/07/2024	222581	10995	INLAND SUPPLY CO INC	JANITORIAL SUPPLIES-GC	1096149	1	7530-451-50-46	JANITORIAL SUPPLIES	41.44	41.44
Total 1096149:										41.44	41.44
11/24	11/07/2024	222582	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	JXBH915	1	1000-417-10-43	PROFESSIONAL SVCS	125.77	125.77
Total JXBH915:										125.77	125.77
11/24	11/07/2024	222583	7140		RETURN OF FACILITY RENTAL	110524	1	1000-2228-009	DEPOSITS-COMM CENTER RE	125.00	125.00

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Total 110524:										125.00	125.00
11/24	11/07/2024	222584	10150		reimbursement mileage July-Sept	102824	1	1000-413-20-45	TRAVEL	69.01	69.01
Total 102824:										69.01	69.01
11/24	11/07/2024	222585	11231		REFUND WATER DEPOSIT	10420051019	1	7110-2228-000	DEPOSITS-CUSTOMER	4.35	4.35
11/24	11/07/2024	222585	11231		REFUND GAS DEPOSIT	10420051019	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10420051019:										204.35	204.35
11/24	11/07/2024	222586	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	461825	1	7401-430-62-46	SUPPLIES-GENERAL	39.26	39.26
Total 461825:										39.26	39.26
11/24	11/07/2024	222608	10485	LEAF CAPITAL FUNDING	COPIER-FD	17335916	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	118.76	118.76
Total 17335916:										118.76	118.76
11/24	11/07/2024	222608	10485	LEAF CAPITAL FUNDING	COPIER-PW	17381237	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	140.73	140.73
Total 17381237:										140.73	140.73
11/24	11/07/2024	222609	11228		REFUND GAS DEPOSIT	10306900115	1	7401-2228-000	DEPOSITS-CUSTOMER	180.72	180.72
Total 10306900115:										180.72	180.72
11/24	11/07/2024	222610	467	METER VALVE & CONTR	METERS-WATER	INV-007329	1	7110-430-42-43	TECHNICAL SVCS	2,775.45	2,775.45
Total INV-007329:										2,775.45	2,775.45
11/24	11/07/2024	222611	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-04	1	1011-419-11-43	PROFESSIONAL SVCS	15,561.48	15,561.48
Total SUSANVILLEHE-GPU-04:										15,561.48	15,561.48
11/24	11/07/2024	222612	11229		REFUND GAS CONNECT FEE	102924	1	7401-430-62-37	GAS CONNECT	10.00	10.00
11/24	11/07/2024	222612	11229		REFUND GAS CREDIT CHECK	102924	2	7401-430-62-34	REIMBURSEMENTS	2.70	2.70

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Total 102924:										12.70	12.70
11/24	11/07/2024	222613	11226	PLUMAS RURAL SERVIC	REFUND GAS DEPOSIT	10125040004	1	7401-2228-000	DEPOSITS-CUSTOMER	191.87	191.87
Total 10125040004:										191.87	191.87
11/24	11/07/2024	222629	9689	PRENTICE LONG & EPPE	PROFESSIONAL SVC-PD	6991	1	1009-421-10-43	PROFESSIONAL SERVICES	2,261.99	2,261.99
Total 6991:										2,261.99	2,261.99
11/24	11/07/2024	222629	9689	PRENTICE LONG & EPPE	ATTORNEY CONTRACT 204/25	7057	1	1000-412-10-43	PROFESSIONAL SVCS	6,500.00	6,500.00
Total 7057:										6,500.00	6,500.00
11/24	11/07/2024	222630	1562	R.E.Y ENGINEERS INC	PROFESSIONAL SERVICES RE	26779	1	2007-431-39-43	PROFESSIONAL SERVICES	25,083.57	25,083.57
Total 26779:										25,083.57	25,083.57
11/24	11/07/2024	222631	11225		REFUND GAS OVERPAYMENT	10228970013	1	9999-1001-001	CASH CLEARING - UTILITIES	45.92	45.92
Total 10228970013:										45.92	45.92
11/24	11/07/2024	222632	8673	S.T. RHOADES CONSTRU	RETENTION RELEASE	.110524	1	2007-2206-000	RETAINAGE PAYABLE	30,379.48-	30,379.48-
Total .110524:										30,379.48-	30,379.48-
11/24	11/07/2024	222632	8673	S.T. RHOADES CONSTRU	CONSTRUCTION SERVICES RE	110524	1	2007-431-39-44	CONSTRUCTION SERVICES	607,589.50	607,589.50
Total 110524:										607,589.50	607,589.50
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SMALL TOOLS-FD	529214	1	1010-422-10-46	SUPPLIES- SMALL TOOLS	78.08	78.08
Total 529214:										78.08	78.08
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS	529432	1	2007-431-20-46	SUPPLIES-GENERAL	203.54	203.54
Total 529432:										203.54	203.54

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11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SPARE KEYS-GAS	529437	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.68	10.68
Total 529437:										10.68	10.68
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	REPAIR & MAINT-FD	529484	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	31.15	31.15
Total 529484:										31.15	31.15
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	ROLLERS-PARKS	529511	1	1011-452-20-46	SUPPLIES-GENERAL	17.13	17.13
Total 529511:										17.13	17.13
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	529525	1	7401-430-62-46	SUPPLIES-GENERAL	28.02	28.02
Total 529525:										28.02	28.02
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SUPPLIES-GAS	529532	1	7401-430-62-46	SUPPLIES-GENERAL	9.54	9.54
Total 529532:										9.54	9.54
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SWITCH-PARKS	529560	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	2.91	2.91
Total 529560:										2.91	2.91
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	AIR PLUG-GAS	529641	1	7401-430-62-46	SUPPLIES-GENERAL	4.47	4.47
Total 529641:										4.47	4.47
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS SB1	529684	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	79.87	79.87
Total 529684:										79.87	79.87
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	SUPPLIES-STREETS	529727	1	2007-431-20-46	SUPPLIES-GENERAL	26.27	26.27
Total 529727:										26.27	26.27
11/24	11/07/2024	222633	76	SUSANVILLE ACE HARD	LOCK-CITY HALL	529791	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	19.47	19.47

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Total 529791:										19.47	19.47
11/24	11/07/2024	222634	873	SUSANVILLE FORD	REPAIR & MAINT- PD	5012354X1	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	106.31	106.31
Total 5012354X1:										106.31	106.31
11/24	11/07/2024	222635	10822	SUSANVILLE TOWING	FUEL-PD	19383	1	1010-422-10-46	GASOLINE	594.95	594.95
Total 19383:										594.95	594.95
11/24	11/07/2024	222635	10822	SUSANVILLE TOWING	REPAIRS & MAINT-PD	59331	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	2,093.47	2,093.47
Total 59331:										2,093.47	2,093.47
11/24	11/07/2024	222635	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	SPD83	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,001.50	1,001.50
Total SPD83:										1,001.50	1,001.50
11/24	11/07/2024	222636	10404	THE INTERMOUNTAIN NE	ADVERTISEMENT	20240898	1	1000-411-40-45	ADVERTISING	90.00	90.00
11/24	11/07/2024	222636	10404	THE INTERMOUNTAIN NE	SOFTWARE SUPPORT	20240898	2	1011-419-10-47	SOFTWARE	1,920.00	1,920.00
Total 20240898:										2,010.00	2,010.00
11/24	11/07/2024	222636	10404	THE INTERMOUNTAIN NE	TECHNICAL SVC-FINANCE	20240981	1	1000-415-10-48	TAXES, FEES, PERMITS & CHA	132.00	132.00
Total 20240981:										132.00	132.00
11/24	11/07/2024	222636	10404	THE INTERMOUNTAIN NE	ADVERTISEMENT	20240986	1	1011-425-20-45	ADVERTISING	120.00	120.00
Total 20240986:										120.00	120.00
11/24	11/07/2024	222637	1141	THOMPSON GARAGE DO	SERVICED DOOR-PW	7371	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	1,200.00	1,200.00
Total 7371:										1,200.00	1,200.00
11/24	11/07/2024	222638	712	TNS TRUCKING CO	TRANSFER BASE ROCK-GAS	6270	1	7401-430-62-46	SUPPLIES-GENERAL	225.31	225.31
11/24	11/07/2024	222638	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	6270	2	7110-430-42-46	SUPPLIES-GENERAL	225.32	225.32
11/24	11/07/2024	222638	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	6270	3	2005-431-20-46	SUPPLIES-GENERAL	225.31	225.31

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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 6270:										675.94	675.94
11/24	11/07/2024	222639	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9976556401	1	1010-422-10-45	COMMUNICATIONS	339.84	339.84
11/24	11/07/2024	222639	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9976556401	2	1000-411-10-45	COMMUNICATIONS	167.80	167.80
11/24	11/07/2024	222639	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9976556401	3	1009-421-10-45	COMMUNICATIONS	41.95	41.95
11/24	11/07/2024	222639	749	VERIZON WIRELESS	CELLULAR PHONES - CODE EN	9976556401	4	1000-465-10-45	COMMUNICATIONS	41.95	41.95
Total 9976556401:										591.54	591.54
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-GAS	61360634	1	7401-430-62-46	SUPPLIES-GENERAL	411.54	411.54
Total 61360634:										411.54	411.54
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	VALVER REPAIR-PARKS	61414978	1	1011-452-21-44	FACILITY - REPAIR & MAINTENA	71.93	71.93
Total 61414978:										71.93	71.93
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61417067	1	7110-430-42-46	SUPPLIES-GENERAL	336.75	336.75
Total 61417067:										336.75	336.75
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61462247	1	7110-430-42-46	SUPPLIES-GENERAL	105.38	105.38
Total 61462247:										105.38	105.38
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61462965	1	7110-430-42-46	SUPPLIES-GENERAL	199.29	199.29
Total 61462965:										199.29	199.29
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	61483792	1	1011-452-20-46	SUPPLIES-GENERAL	26.21	26.21
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	61483792	2	1011-452-20-44	FACILITY - REPAIR & MAINTENA	161.86	161.86
Total 61483792:										188.07	188.07
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	61487731	1	1011-452-20-46	SUPPLIES-SMALL TOOLS	76.85	76.85
Total 61487731:										76.85	76.85

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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
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61488556	1	7110-430-42-46	SUPPLIES-GENERAL	8.97	8.97
Total 61488556:										8.97	8.97
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61488558	1	7110-430-42-46	SUPPLIES-GENERAL	109.18	109.18
Total 61488558:										109.18	109.18
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	PIPE TAPE-WATER	61489393	1	7110-430-42-46	SUPPLIES-GENERAL	44.74	44.74
Total 61489393:										44.74	44.74
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	61489910	1	2007-431-20-46	SUPPLIES-GENERAL	25.98	25.98
Total 61489910:										25.98	25.98
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-GAS	61492217	1	7401-430-62-46	SUPPLIES-GENERAL	610.13	610.13
Total 61492217:										610.13	610.13
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61494472	1	7110-430-42-46	SUPPLIES-GENERAL	479.67	479.67
Total 61494472:										479.67	479.67
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61495910	1	7110-430-42-46	SUPPLIES-GENERAL	22.78	22.78
Total 61495910:										22.78	22.78
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	SUPPLIES-GAS	61496426	1	7401-430-62-46	SUPPLIES-GENERAL	280.97	280.97
Total 61496426:										280.97	280.97
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	CREDIT-PW	CM61437534	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	6.64-	6.64-
Total CM61437534:										6.64-	6.64-
11/24	11/07/2024	222640	770	WESTERN NEVADA SUP	CREDIT-WATER	CM61462247	1	7110-430-42-46	SUPPLIES-GENERAL	49.72-	49.72-

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 CM61462247:										49.72-	49.72-
11/24	11/07/2024	222641	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIAL	I77683	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total I77683:										109.39	109.39
11/24	11/07/2024	222641	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	I77684	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total I77684:										218.78	218.78
11/24	11/07/2024	222642	11059	WFP SHIP AND PRINT	TECHNICAL SVCS-WATER	7273	1	7110-430-42-43	TECHNICAL SVCS	63.26	63.26
Total 7273:										63.26	63.26
11/24	11/07/2024	222643	10756	WINTON PRODUCTS CO	SUPPLIES-GAS	10898	1	7401-430-62-46	SUPPLIES-GENERAL	133.23	133.23
Total 10898:										133.23	133.23
Grand Totals:										679,036.36	679,036.36

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

M = Manual Check, V = Void Check

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/24	11/14/2024	222649	11233	323 SCADA SERVICES LL	PROFESSIONAL SERVICES-GA	CS102024	1	7401-430-62-43	PROFESSIONAL SVCS	196.50	196.50
Total CS102024:										196.50	196.50
11/24	11/14/2024	222650	9432	ALL SEASON HEATING	#0040 WOODSMOKE REDUCTI	111224	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
11/24	11/14/2024	222650	9432	ALL SEASON HEATING	#0041 WOODSMOKE REDUCTI	111224	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 111224:										8,000.00	8,000.00
11/24	11/14/2024	222651	9064		REIMBURSEMENT FOR PARKIN	110824	1	1009-421-10-45	TRAINING	80.00	80.00
Total 110824:										80.00	80.00
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-PW	LREN1977654	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1977654:										35.53	35.53
11/24	11/14/2024	222652	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1977659	1	7620-430-10-46	SUPPLIES-JANITORIAL	78.77	78.77
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-PW	LREN1977659	2	7620-430-10-44	LINEN SERVICE	80.50	80.50
Total LREN1977659:										159.27	159.27
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-PW	LREN1979270	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1979270:										35.53	35.53
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-STREETS	LREN1979271	1	2007-431-20-44	LINEN SERVICE	62.63	62.63
Total LREN1979271:										62.63	62.63
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-GAS	LREN1979272	1	7401-430-62-44	LINEN SERVICES	82.80	82.80
Total LREN1979272:										82.80	82.80
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-WATER	LREN1979273	1	7110-430-42-44	LINEN SERVICE	92.46	92.46

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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 LREN1979273:										92.46	92.46
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-PARKS	LREN1979274	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1979274:										42.24	42.24
11/24	11/14/2024	222652	10981	ALSCO INC	JANITORIAL SUPPLIES-PW	LREN1979275	1	7620-430-10-46	SUPPLIES-JANITORIAL	78.77	78.77
11/24	11/14/2024	222652	10981	ALSCO INC	UNIFORMS-PW	LREN1979275	2	7620-430-10-44	LINEN SERVICE	80.50	80.50
Total LREN1979275:										159.27	159.27
11/24	11/14/2024	222653	61		REIM HEALTH INSURANCE DEC	110824	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	457.41	457.41
Total 110824:										457.41	457.41
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	1205 MAIN STREET- STREETS	176329622U037	1	2007-431-20-44	DISPOSAL	193.63	193.63
Total 176329622U037:										193.63	193.63
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	176329624U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329624U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	176329625U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329625U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	176329626U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329626U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	176329629U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329629U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	400 MAIN STREET- STREETS	176329630U037	1	2007-431-20-44	DISPOSAL	52.68	52.68

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 176329630U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	626 MAIN ST-STREETS	176329632U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329632U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176329633U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329633U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	1000 MAIN ST-STREETS	176329634U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329634U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	176329635U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329635U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	176329636U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329636U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	176329637U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329637U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	176329831U037	1	1009-421-10-44	DISPOSAL	223.41	223.41
Total 176329831U037:										223.41	223.41
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	176329916U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329916U037:										52.68	52.68
11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	1408 MAIN ST-STREETS	176329917U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329917U037:										52.68	52.68

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11/24	11/14/2024	222654	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	176329918U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176329918U037:										52.68	52.68
11/24	11/14/2024	222655	11236	CORLA BERTRAND	REFUND WATER OVERPAYMEN	10329100001	1	9999-1001-001	CASH CLEARING - UTILITIES	1.47	1.47
11/24	11/14/2024	222655	11236	CORLA BERTRAND	REFUND GAS OVERPAYMENT	10329100001	2	9999-1001-001	CASH CLEARING - UTILITIES	28.27	28.27
Total 10329100001:										29.74	29.74
11/24	11/14/2024	222656	156	CREATIVE FORMS & CO	ENVELOPES-GAS	120788	1	7401-430-62-46	SUPPLIES-GENERAL	194.22	194.22
11/24	11/14/2024	222656	156	CREATIVE FORMS & CO	ENVELOPES-WATER	120788	2	7110-430-42-46	SUPPLIES-GENERAL	194.21	194.21
Total 120788:										388.43	388.43
11/24	11/14/2024	222656	156	CREATIVE FORMS & CO	ENVELOPES PERMIT #7-WATE	120789	1	7110-430-42-46	SUPPLIES-GENERAL	732.59	732.59
11/24	11/14/2024	222656	156	CREATIVE FORMS & CO	ENVELOPES PERMIT #7-GAS	120789	2	7401-430-62-46	SUPPLIES-GENERAL	732.59	732.59
Total 120789:										1,465.18	1,465.18
11/24	11/14/2024	222656	156	CREATIVE FORMS & CO	REMINDERS-WATER	120790	1	7110-430-42-46	SUPPLIES-GENERAL	519.05	519.05
11/24	11/14/2024	222656	156	CREATIVE FORMS & CO	REMINDERS-GAS	120790	2	7401-430-62-46	SUPPLIES-GENERAL	519.05	519.05
Total 120790:										1,038.10	1,038.10
11/24	11/14/2024	222657	10004		FUEL	110824	1	7530-451-52-46	GASOLINE	142.71	142.71
Total 110824:										142.71	142.71
11/24	11/14/2024	222658	194	DIAMOND SAW SHOP IN	CHAIN-WATER	20529	1	7110-430-42-46	SUPPLIES-GENERAL	43.03	43.03
Total 20529:										43.03	43.03
11/24	11/14/2024	222659	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	110124	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	108.00	108.00
Total 110124:										108.00	108.00
11/24	11/14/2024	222659	1565	DIRTY JOE'S CAR WASH	CAR WASH- PARKS	110124	1	1011-425-20-46	SUPPLIES-GENERAL	12.00	12.00

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Total 110124.:										12.00	12.00
11/24	11/14/2024	222660	11245		REFUND GAS OVERPAYMENT	10437250041	1	9999-1001-001	CASH CLEARING - UTILITIES	28.91	28.91
Total 10437250041:										28.91	28.91
11/24	11/14/2024	222661	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV008297	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
11/24	11/14/2024	222661	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV008297	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
Total SV008297:										88.16	88.16
11/24	11/14/2024	222662	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING 10/24	7021821	1	7401-430-62-43	PROFESSIONAL SVCS	740.00	740.00
Total 7021821:										740.00	740.00
11/24	11/14/2024	222663	1362	IRON MOUNTAIN INFO. M	POLICE DEPARTMENT SHREDD	JWRZ576	1	1009-421-10-43	PROFESSIONAL SERVICES	128.22	128.22
Total JWRZ576:										128.22	128.22
11/24	11/14/2024	222664	11238		REFUND GAS DEPOSIT	10437100017	1	7401-2228-000	DEPOSITS-CUSTOMER	123.24	123.24
Total 10437100017:										123.24	123.24
11/24	11/14/2024	222665	9081		SHERMAN BLOCK LEADERSHIP	110824	1	1009-421-10-45	TRAINING	301.00	301.00
Total 110824:										301.00	301.00
11/24	11/14/2024	222666	11239		REFUND GAS DEPOSIT	10114180019	1	7401-2228-000	DEPOSITS-CUSTOMER	196.16	196.16
Total 10114180019:										196.16	196.16
11/24	11/14/2024	222667	11235		REFUND GAS DEPOSIT	10114040023	1	7401-2228-000	DEPOSITS-CUSTOMER	166.16	166.16
Total 10114040023:										166.16	166.16
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	331778	1	2007-431-20-44	DISPOSAL	5.00	5.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 331778:										5.00	5.00
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	331793	1	2007-431-20-44	DISPOSAL	6.89	6.89
Total 331793:										6.89	6.89
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	332244	1	7110-430-42-44	DISPOSAL	2.25	2.25
Total 332244:										2.25	2.25
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	332488	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	9.63	9.63
Total 332488:										9.63	9.63
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	332504	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	15.75	15.75
Total 332504:										15.75	15.75
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	332525	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	22.05	22.05
Total 332525:										22.05	22.05
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	332570	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	17.46	17.46
Total 332570:										17.46	17.46
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	332587	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	8.82	8.82
Total 332587:										8.82	8.82
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	332598	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	21.60	21.60
Total 332598:										21.60	21.60
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	332937	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	4.14	4.14
Total 332937:										4.14	4.14

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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
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	332952	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	6.30	6.30
Total 332952:										6.30	6.30
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	332970	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	5.72	5.72
Total 332970:										5.72	5.72
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	333009	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	5.00	5.00
Total 333009:										5.00	5.00
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-SB1	333020	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	3.12	3.12
Total 333020:										3.12	3.12
11/24	11/14/2024	222668	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	333029	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	1.30	1.30
Total 333029:										1.30	1.30
11/24	11/14/2024	222669	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 102524	1	7201-430-81-46	ELECTRICITY	143.35	143.35
Total 10108 102524:										143.35	143.35
11/24	11/14/2024	222669	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 101024	1	1011-452-20-46	ELECTRICITY	37.15	37.15
Total 10262 101024:										37.15	37.15
11/24	11/14/2024	222669	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 102524	1	7530-451-52-46	ELECTRICITY	1,983.17	1,983.17
Total 122907 102524:										1,983.17	1,983.17
11/24	11/14/2024	222669	437	LMUD	STREET LIGHTS	14039 101024	1	2007-431-60-46	ELECTRICITY	231.61	231.61
Total 14039 101024:										231.61	231.61
11/24	11/14/2024	222669	437	LMUD	STREET LIGHTS	14041 101024	1	2007-431-60-46	ELECTRICITY	4,559.40	4,559.40

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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 14041 101024:										4,559.40	4,559.40
11/24	11/14/2024	222669	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 102524	1	7530-451-52-46	ELECTRICITY	416.95	416.95
Total 144281 102524:										416.95	416.95
11/24	11/14/2024	222669	437	LMUD	SOUTH ST - PW OFFICE	14590 102524	1	7620-430-10-46	ELECTRICITY	674.57	674.57
Total 14590 102524:										674.57	674.57
11/24	11/14/2024	222669	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 102524	1	1011-452-20-46	ELECTRICITY	11.04	11.04
Total 1744 102524:										11.04	11.04
11/24	11/14/2024	222669	437	LMUD	RIVERSIDE PARK	1999 102524	1	1011-452-20-46	ELECTRICITY	93.83	93.83
Total 1999 102524:										93.83	93.83
11/24	11/14/2024	222669	437	LMUD	S GAY ST-STREETS	24323 101024	1	2007-431-60-46	ELECTRICITY	72.48	72.48
Total 24323 101024:										72.48	72.48
11/24	11/14/2024	222669	437	LMUD	STREET LIGHTS	2467 101024	1	2007-431-60-46	ELECTRICITY	2,035.66	2,035.66
Total 2467 101024:										2,035.66	2,035.66
11/24	11/14/2024	222669	437	LMUD	CADY SPRINGS	26784 102524	1	7110-430-42-46	ELECTRICITY	686.14	686.14
Total 26784 102524:										686.14	686.14
11/24	11/14/2024	222669	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 101024	1	1011-452-20-46	ELECTRICITY	50.82	50.82
Total 2865 101024:										50.82	50.82
11/24	11/14/2024	222669	437	LMUD	65 N WEATHERLOW ST- PARKS	2867 101024	1	1011-452-20-46	ELECTRICITY	57.76	57.76
Total 2867 101024:										57.76	57.76

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
11/24	11/14/2024	222669	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 101024	1	1011-452-20-46	ELECTRICITY	78.79	78.79
Total 2870 101024:										78.79	78.79
11/24	11/14/2024	222669	437	LMUD	NORTH ST BASEBALL PARK ME	2873 101024	1	1011-452-20-46	ELECTRICITY	70.80	70.80
Total 2873 101024:										70.80	70.80
11/24	11/14/2024	222669	437	LMUD	1505 MAIN ST FIRE STATION	2876 102524	1	1010-422-10-46	ELECTRICITY	921.67	921.67
Total 2876 102524:										921.67	921.67
11/24	11/14/2024	222669	437	LMUD	SKYLINE DR WELL 4-WATER	29931 101024	1	7110-430-42-46	ELECTRICITY	4,125.01	4,125.01
Total 29931 101024:										4,125.01	4,125.01
11/24	11/14/2024	222669	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 102524	1	2007-431-60-46	ELECTRICITY	320.67	320.67
Total 35094 102524:										320.67	320.67
11/24	11/14/2024	222669	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 102524	1	1011-452-20-46	ELECTRICITY	76.09	76.09
Total 3522 102524:										76.09	76.09
11/24	11/14/2024	222669	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 102524	1	2005-431-20-46	SAFETY LIGHTING	172.43	172.43
Total 3651 102524:										172.43	172.43
11/24	11/14/2024	222669	437	LMUD	720 SOUTH EMULSION TANK-P	38646 102524	1	7620-430-10-46	ELECTRICITY	203.29	203.29
Total 38646 102524:										203.29	203.29
11/24	11/14/2024	222669	437	LMUD	SAN FRANCISCO ST- STREETS	416835 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416835 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69

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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 416848 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 102524	1	1011-452-20-46	ELECTRICITY	19.69	19.69
Total 416851 102524:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416860 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	LAUREL ST- STREETS	416902 102524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416902 102524:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	INSPIRATION POINT- STREETS	416915 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416915 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	SOUTH ST- STREETS	416924 102524	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416924 102524:										39.39	39.39
11/24	11/14/2024	222669	437	LMUD	CAMPBELL ST- STREETS	416940 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416940 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	WASHO LN- STREETS	416959 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416959 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	130 N LASSEN STREET- STREE	416962 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416962 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	RICHMOND RD & PEARL CR- S	416984 102524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416984 102524:										19.69	19.69

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11/24	11/14/2024	222669	437	LMUD	1801 MAIN ST-SAFETY LIGHTIN	417512 102524	1	2005-431-20-46	SAFETY LIGHTING	39.39	39.39
Total 417512 102524:										39.39	39.39
11/24	11/14/2024	222669	437	LMUD	ORCHARD ST- STREETS	418802 102524	1	2007-431-60-46	ELECTRICITY	23.12	23.12
Total 418802 102524:										23.12	23.12
11/24	11/14/2024	222669	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 102524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418824 102524:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 102524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418833 102524:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	MARTHA & ARNOLD STREET LI	421476 101024	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 421476 101024:										39.39	39.39
11/24	11/14/2024	222669	437	LMUD	130 N PINE ST- STREETS	425450 101024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 425450 101024:										19.69	19.69
11/24	11/14/2024	222669	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 101024	1	2007-431-60-46	ELECTRICITY	277.49	277.49
Total 43511 101024:										277.49	277.49
11/24	11/14/2024	222669	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 101024	1	1011-451-80-46	ELECTRICITY	66.17	66.17
Total 43866 101024:										66.17	66.17
11/24	11/14/2024	222669	437	LMUD	N PINE & COOK - SCADA-WATE	44153 101024	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44153 101024:										30.00	30.00
11/24	11/14/2024	222669	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 101024	1	7110-430-42-46	ELECTRICITY	37.99	37.99

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Total 44298 101024:										37.99	37.99
11/24	11/14/2024	222669	437	LMUD	PAIUTE LN SCADA-WATER	44316 101024	1	7110-430-42-46	ELECTRICITY	35.68	35.68
Total 44316 101024:										35.68	35.68
11/24	11/14/2024	222669	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 101024	1	7110-430-42-46	ELECTRICITY	75.21	75.21
Total 45542 101024:										75.21	75.21
11/24	11/14/2024	222669	437	LMUD	WELL #3-WATER	4559 101024	1	7110-430-42-46	ELECTRICITY	4,064.88	4,064.88
Total 4559 101024:										4,064.88	4,064.88
11/24	11/14/2024	222669	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 102524	1	2005-431-20-46	SAFETY LIGHTING	200.26	200.26
Total 49496 102524:										200.26	200.26
11/24	11/14/2024	222669	437	LMUD	MAIN & FAIRFIELD-SB-1 SAFET	49497 102524	1	2005-431-20-46	SAFETY LIGHTING	164.50	164.50
Total 49497 102524:										164.50	164.50
11/24	11/14/2024	222669	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 102524	1	2005-431-20-46	SAFETY LIGHTING	188.75	188.75
Total 49498 102524:										188.75	188.75
11/24	11/14/2024	222669	437	LMUD	RIVERSIDE & MAIN LIGHTS-SB-	49499 102524	1	2005-431-20-46	SAFETY LIGHTING	302.64	302.64
Total 49499 102524:										302.64	302.64
11/24	11/14/2024	222669	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 101024	1	2007-431-60-46	ELECTRICITY	78.77	78.77
Total 49500 101024:										78.77	78.77
11/24	11/14/2024	222669	437	LMUD	MAIN & FOSS SIGNAL LIGHT-SB	49501 101024	1	2005-431-20-46	SAFETY LIGHTING	211.83	211.83
Total 49501 101024:										211.83	211.83

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11/24	11/14/2024	222669	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 102524	1	7201-430-81-46	ELECTRICITY	42.62	42.62
Total 54333 102524:										42.62	42.62
11/24	11/14/2024	222669	437	LMUD	SPRING RIDGE BOOSTER	55754 102524	1	7110-430-42-46	ELECTRICITY	583.09	583.09
Total 55754 102524:										583.09	583.09
11/24	11/14/2024	222669	437	LMUD	606 NEVADA STREET	58209 101024	1	7620-430-10-46	ELECTRICITY	96.45	96.45
Total 58209 101024:										96.45	96.45
11/24	11/14/2024	222669	437	LMUD	925 SIERRA RD SPORTS CTR	60453 102524	1	1011-452-20-46	ELECTRICITY	30.21	30.21
Total 60453 102524:										30.21	30.21
11/24	11/14/2024	222669	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 102524	1	7201-430-81-46	ELECTRICITY	440.09	440.09
Total 7146 102524:										440.09	440.09
11/24	11/14/2024	222669	437	LMUD	471-920 JOHNSTONVILLE RD AI	7154 102524	1	7201-430-81-46	ELECTRICITY	41.67	41.67
Total 7154 102524:										41.67	41.67
11/24	11/14/2024	222669	437	LMUD	GOLF COURSE CLUB HOUSE	7394 102524	1	7530-451-50-46	ELECTRICITY	106.03	106.03
Total 7394 102524:										106.03	106.03
11/24	11/14/2024	222669	437	LMUD	WELL #1-WATER	7714 102524	1	7110-430-42-46	ELECTRICITY	927.80	927.80
Total 7714 102524:										927.80	927.80
11/24	11/14/2024	222669	437	LMUD	1801 MAIN ST POLICE STATION	8314 102524	1	1009-421-10-46	ELECTRICITY	1,115.15	1,115.15
Total 8314 102524:										1,115.15	1,115.15
11/24	11/14/2024	222669	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 101024	1	1011-452-20-46	ELECTRICITY	1,119.73	1,119.73

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Total 9283 101024:										1,119.73	1,119.73
11/24	11/14/2024	222669	437	LMUD	MAIN ST & PINE ST-SB1 SAFET	94811 101024	1	2005-431-20-46	SAFETY LIGHTING	30.00	30.00
Total 94811 101024:										30.00	30.00
11/24	11/14/2024	222669	437	LMUD	RIVERSIDE PARK LIGHTS	9501 102524	1	1011-452-20-46	ELECTRICITY	109.28	109.28
Total 9501 102524:										109.28	109.28
11/24	11/14/2024	222669	437	LMUD	GEO PUMP #2	9503 102524	1	7301-430-52-46	ELECTRICITY	51.66	51.66
Total 9503 102524:										51.66	51.66
11/24	11/14/2024	222669	437	LMUD	HOSPITAL LN-GEO	9963 102524	1	7301-430-52-46	ELECTRICITY	30.00	30.00
Total 9963 102524:										30.00	30.00
11/24	11/14/2024	222670	11237		REFUND WATER OVERPAYMEN	10404700000	1	9999-1001-001	CASH CLEARING - UTILITIES	105.72	105.72
11/24	11/14/2024	222670	11237		REFUND GAS OVERPAYMENT	10404700000	2	9999-1001-001	CASH CLEARING - UTILITIES	354.97	354.97
Total 10404700000:										460.69	460.69
11/24	11/14/2024	222671	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1287021	1	7401-430-62-43	TECHNICAL SVCS	66.40	66.40
11/24	11/14/2024	222671	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1287021	2	7110-430-42-43	TECHNICAL SVCS	66.40	66.40
Total 1287021:										132.80	132.80
11/24	11/14/2024	222672	9133	OWEN EQUIPMENT SALE	SWEEPER 332 REPAIR-STREET	.00064958	1	2005-431-20-47	MACHINERY AND EQUIPMENT	11,660.50	11,660.50
Total .00064958:										11,660.50	11,660.50
11/24	11/14/2024	222672	9133	OWEN EQUIPMENT SALE	SWEEPER 332 REPAIR-STREET	00064958	1	2005-431-20-47	MACHINERY AND EQUIPMENT	434.62	434.62
Total 00064958:										434.62	434.62
11/24	11/14/2024	222673	11243	PINNACLE TACTICAL SO	TRAINING-PD	1845	1	1009-421-10-45	TRAINING	1,500.00	1,500.00

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Total 1845:										1,500.00	1,500.00
11/24	11/14/2024	222674	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-CI	58020 103124	1	1000-417-10-45	COMMUNICATIONS	768.00	768.00
Total 58020 103124:										768.00	768.00
11/24	11/14/2024	222674	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 103124	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 103124:										185.00	185.00
11/24	11/14/2024	222674	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444 103124	1	7620-430-10-45	COMMUNICATIONS	371.43	371.43
Total 68444 103124:										371.43	371.43
11/24	11/14/2024	222674	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 103124	1	1010-422-10-45	COMMUNICATIONS	307.05	307.05
Total 69319 103124:										307.05	307.05
11/24	11/14/2024	222675	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2024-10	1	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00
11/24	11/14/2024	222675	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2024-10	2	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	722.50	722.50
11/24	11/14/2024	222675	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN-2024-10	3	8402-413-30-45	TRAVEL	247.32	247.32
Total LASSEN-2024-10:										4,469.82	4,469.82
11/24	11/14/2024	222676	572	QUILL CORPORATION	SUPPLIES-FINANCE	41115388	1	1000-415-10-46	SUPPLIES-GENERAL	273.31	273.31
Total 41115388:										273.31	273.31
11/24	11/14/2024	222676	572	QUILL CORPORATION	SUPPLIES-FINANCE	41138334	1	1000-415-10-46	SUPPLIES-GENERAL	46.74	46.74
Total 41138334:										46.74	46.74
11/24	11/14/2024	222676	572	QUILL CORPORATION	SUPPLIES-FINANCE	41237035	1	1000-415-10-46	SUPPLIES-GENERAL	9.41	9.41
Total 41237035:										9.41	9.41
11/24	11/14/2024	222676	572	QUILL CORPORATION	SUPPLIES-FINANCE	41245193	1	1000-415-10-46	SUPPLIES-GENERAL	313.90	313.90

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Total 41245193:										313.90	313.90
11/24	11/14/2024	222677	1217	SEAN BITLE	SERVICE AGREEMENT 24/25 FY	515	1	7530-451-52-43	PROFESSIONAL SERVICES	4,000.00	4,000.00
Total 515:										4,000.00	4,000.00
11/24	11/14/2024	222678	1082	SIERRA CASCADE AGGR	SUPPLIES- WATER	11548	1	7110-430-42-46	SUPPLIES-GENERAL	1,983.75	1,983.75
Total 11548:										1,983.75	1,983.75
11/24	11/14/2024	222679	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54469	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	120.00	120.00
Total 54469:										120.00	120.00
11/24	11/14/2024	222679	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	78703	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	437.50	437.50
Total 78703:										437.50	437.50
11/24	11/14/2024	222680	11234		REFUND GAS DEPOSIT	10126200321	1	7401-2228-000	DEPOSITS-CUSTOMER	159.70	159.70
Total 10126200321:										159.70	159.70
11/24	11/14/2024	222681	10404	THE INTERMOUNTAIN NE	ADVERTISEMENT-PLANNING	20240926	1	1011-419-10-45	ADVERTISING	324.00	324.00
Total 20240926:										324.00	324.00
11/24	11/14/2024	222682	11242	TIER-1 CONCEPTS	TRAINING-PD	2024-2-5	1	1009-421-10-45	TRAINING	1,100.00	1,100.00
Total 2024-2-5:										1,100.00	1,100.00
11/24	11/14/2024	222683	11244		COMMUNITY CENTER DEPOSIT	110724	1	1000-2228-009	DEPOSITS-COMM CENTER RE	105.00	105.00
Total 110724:										105.00	105.00
11/24	11/14/2024	222684	770	WESTERN NEVADA SUP	HYDRANTS-FD	61393280	1	1010-422-10-44	HYDRANTS- REPAIR & MAINTE	936.11	936.11
Total 61393280:										936.11	936.11

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
Grand Totals:										73,669.49	73,669.49

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

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
11/24	11/18/2024	222694	728	U.S. POSTMASTER	UB BILLING GAS	111824	1	7401-430-62-46	POSTAGE	432.78	432.78
11/24	11/18/2024	222694	728	U.S. POSTMASTER	UB BILLING WATER	111824	2	7110-430-42-46	POSTAGE	840.12	840.12
Total 111824:										1,272.90	1,272.90
Grand Totals:										1,272.90	1,272.90

AGENDA ITEM NO. 6.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Alicia Cordova, Finance

Action Date: December 4, 2024

SUBJECT: Utility Accounts Receivable Write-Offs.

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: The Finance Department is responsible for the collection of the utility revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billing system or performing a search using our current credit reposting agency resources and calling phone numbers from closed accounts. After all attempts have failed, staff brings reports to City Council requesting approval to remove the uncollectible balance from our books and send them on to a collection agency. Our collection agency has access to additional records and has been successful in recovering additional funds. They have also informed us that accounts received in the first 6-12 months have the highest potential for recovery. As delinquent accounts age, there are limitations placed on collection options. The City receives 60% of delinquencies collected and there is no additional fee charges for this service.

Resolution 22-6080 approved the Accounts Receivable Policy, which provides that accounts with balances over $1,000 must be submitted to Council for approval for write-off. Currently, there is only a single account with an uncollectible balance over $1,000. At the time we are requesting that the Council approves writing $1,338.20 in uncollected utility revenues from September 6, 2024 to November 20, 2024. Staff will then send delinquent account balance to a collection agency for cost recovery.

FISCAL IMPACT: Write off $1,338.20 in potential revenue with a portion to be later recovered through collections.

ACTION REQUESTED: Motion to approve to write-off accounts receivable and send $1,338.20 to collections.

ATTACHMENTS:
COLLECTIONS LIST $1000 AND OVER.xlsx

11/20/2024

Account #	Balanced Owed	Water Amount	Gas Amount	Deposits	Action Taken	Termination Date
105.0140.00.20	$1,338.20	$210.98	$1,127.22	None	No new address found on the Online Information Website, no response to bills being mailed out.	6/13/2024
Total	**$1,338.20**					

Last Payment
1/29/2024

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Erik Edholm, Public Works
Action Date:	December 4, 2024
SUBJECT:	Consider **Resolution No. 24-6384,** approving and authorizing the Mayor to execute agreement with Lance and Patricia Monath for the encroachment of ADA accessible ramp into North Alley.
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Lance and Patricia Monath are the property owners of 805 Main Street. The rear of the property abuts North Alley of which the city has reserved a 20 foot right of way. The Monath's have requested to encroach 4.5 feet in North Alley to allow for the installation of an ADA accessible ramp to the rear entrance of 805 Main Street. Existing utility poles encroach 4.5 feet in the alley right of way limiting the use of the 20 foot right of way. The installation of the ADA accessible ramp would not further limit the flow of traffic through the alley.
FISCAL IMPACT:	None
ACTION REQUESTED:	Motion to approve Resolution No. 24-6384, approving and authorizing the Mayor to execute agreement with Lance and Patricia and Monath for the encroachment of an ADA accessible ramp into North Alley.

ATTACHMENTS:
24-6384.pdf
Monath North Alley Encroachment.docx

RESOLUTION NO. 24-6384
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH LANCE AND PATRICIA MONATH FOR ENCROACHMENT INTO NORTH ALLEY RIGHT OF WAY

WHEREAS, Lance and Patricia Monath of 805 Main St have requested consideration from the City of Susanville to encroach into North Alley to install an ADA accessible ramp; and

WHEREAS, due to the location of existing utility poles in the alley the encroachment will not further impact the flow of traffic on the alley; and

NOW THEREFORE, BE IT RESOLVED, that the Mayor of the City of Susanville is hereby authorized to execute the AGREEMENT FOR ENCROACHMENT ON NORTH ALLEY RIGHT OF WAY between the City of Susanville and Lance and Patricia Monath.

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 4th day of December 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:______________________________
Margaret Long, City Attorney

AGREEMENT FOR ENCROACHMENT ON NORTH ALLEY RIGHT OF WAY

This Agreement, entered into this ___ day of December, 2024, by and between the City of Susanville ("City") and Lance and Patricia Monath ("Monaths") property owners of 809 Main Street, Susanville, California.

WHEREAS, the City of Susanville has reserved a 20-foot right of way of North Alley between North Gay Street and North Weatherlow Street; and

WHEREAS, Monaths own property at 805 Main Street of which rear property line abuts said right of way; and

WHEREAS, existing utility poles encroach 4.5 feet into said right of way: and

WHEREAS, Monaths wish to install an ADA accessible ramp on rear property line of 805 Main Street encroaching 4.5 feet into said right of way; and

WHEREAS, said encroachment will not further in any way interfere with the flow of traffic on North Alley between North Gay Street and North Weatherlow Street; and

WHEREAS, by this Agreement Lance and Patricia Monath acknowledge that their ADA accessible ramp encroaches upon the right of way and further acknowledge that there is a possibility that at some time in the future City may need to utilize the entire 20 feet of North Alley right of way; and

WHEREAS, the City assumes no liability for the ADA accessible ramp encroaching into the North Alley right of way; and

WHEREAS, responsibility for ensuring compliance and maintaining safe access in the area around the ramp rests with the Monaths; and

WHEREAS, both parties wish to cooperate in allowing the installation of ADA accessible ramp while still maintaining the right of way to the City;

NOW, THEREFORE, the City of Susanville and the Monaths, agree as follows:

1) That the Monaths shall be allowed to install ADA accessible ramp at the rear property line of 809 Main Street in the North Alley right of way and encroach 4.5 feet into said right of way; and

2) That the Monaths agree that City allowing this encroachment to persist in no way jeopardizes or invalidates City's right of way.

This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to this Agreement shall be valid.

Entered into this _____________ day of December, 2024.

CITY OF SUSANVILLE

By :_____________________________

Name : ___________________________

Title : ___________________________

Date : ___________________________

APPROVED AS TO FORM:

By : ________________________________

Name:___________________________________

Title :___________________________________

Date :__________________________________

OWNER:

By :___________________________

Name : ___________________________

Address:__________________________

Date : ___________________________

OWNER

By : _________________________________

Name: ________________________________

Address : ______________________________

Date : ________________________________

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Marci Rojas, Public Works
Action Date:	December 4, 2024
SUBJECT:	Consider **Resolution No. 24-6387**, approving the 2025 through 2030 Airport Capital Improvement Plan.
PRESENTED BY:	Bob Godman, Public Works Director
SUMMARY:	Each year staff works with the Susanville Municipal Airport Commission to prepare a five year Airport Capital Improvement Plan. The plan outlines planning and execution dates for projects at the Susanville Airport that can utilize the annual FAA AIP grant and over the next five years the Federal Government is offering addition funding through the BIL grants. The AIP funds can be built up over three years so some of the larger projects in this years ACIP reflect that.
FISCAL IMPACT:	None, but the ACIP is needed to secure up to $284,000 per year in project funding from the FAA.
ACTION REQUESTED:	Motion to approve Resolution No. 24-6387, approving the 2025 through 2030 Airport Capital Improvement Plan.

ATTACHMENTS:
ACIP 2025 2030 Submission ex..pdf
24-6387.pdf

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

FY 2025 - 2030

							DATE:	10/10/2024
Airport: Susanville Municipal Airport	**State:**	California	**NPIAS#**	06-0251			**LOCID**	SVE
Project Description & Year	**Federal Funds**	**State Funds**	**Local**	**Total**	**Funding Source**	**Environmental**	**Start Date**	**Comp. Date**
2025								
1 - Taxiway 'B' Reconstruction (~650 LF), Phase II - Construction (PCI: 50)	$ 448,000	$ 11,745	$ 60,623	$ 520,368	AIP	CATEX 2021	May-25	Dec-25
2 - AWOS Replacement	$ 150,000	$ 10,500	$ 83,255	$ 245,000	AIP/BIL	N/A	May-25	Dec-25
TOTAL (FY 2025)	**$ 598,000**	**$ 22,245**	**$ 143,878**	**$ 765,368**				
2026								
1 - South Apron (~110,000 SF) Reconstruction Re-Package (PCI: 50)	$ 10,800	$ 540	$ 660	$ 12,000	BIL	CATEX 2024	Jun-24	Dec-26
2 - Taxiway 'C' Reconstruction (~800 LF) - Re-Package (PCI:50)	$ 10,800	$ 540	$ 660	$ 12,000	BIL	CATEX 2024	Jun-24	Dec-26
TOTAL (FY 2026)	**$ 21,600**	**$ 1,080**	**$ 1,320**	**$ 24,000**				
2027								
1 - South Apron (~110,000 SF) Reconstruction - Construction (PCI: 50)	$ 675,000	$ 33,750	$ 41,250	$ 750,000	AIP	CATEX 2024	Jun-25	Dec-27
2 - Taxiway 'C' Reconstruction (~800 LF) - Construction (PCI: 50)	$ 585,000	$ 29,250	$ 35,750	$ 650,000	AIP	CATEX 2024	Jun-25	Dec-27
3 - Runway 29-11 (~4,050 LF) Sealcoat - Design (PCI: 50)	$ 67,500	$ 3,375	$ 4,125	$ 75,000	BIL	CATEX 2023	May-25	Dec-27
4 - Perimeter Fence (~4,100 LF) - WHA/WHMP	$ 108,000	$ 5,400	$ 6,600	$ 120,000	BIL	NA	May-25	May-28
5 - Taxiway 'D' Reconstruction (~800 LF) - Design (PCI:50)	$ 88,200	$ 4,410	$ 5,390	$ 98,000	BIL	CATEX 2023	Jun-24	Dec-27
TOTAL (FY 2027)	**$ 1,435,500**	**$ 71,775**	**$ 87,725**	**$ 1,595,000**				
2028								
1 - Taxiway 'D' Reconstruction (~800 LF) - Construction (PCI:50)	$ 360,000	$ 18,000	$ 22,000	$ 400,000	AIP	CATEX 2024	Jun-24	Dec-28
TOTAL (FY 2028)	**$ 360,000**	**$ 18,000**	**$ 22,000**	**$ 400,000**				
2029								
1 - Fence Installation - Design	$ 85,500	$ 4,275	$ 5,225	$ 95,000	BIL	CATEX 2019	Jun-29	Dec-29
2 - Runway 29-11 (~4,050 LF) Sealcoat - Construction (PCI: 50)	$ 450,000	$ 22,500	$ 27,500	$ 500,000	AIP	CATEX 2024	Jun-29	Dec-29
TOTAL (FY 2029)	**$ 535,500**	**$ 26,775**	**$ 32,725**	**$ 595,000**				
2030								
1 - Fence Installation - Construction	$ 450,000	$ 22,500	$ 27,500	$ 500,000	AIP	CATEX 2019	Jun-30	Dec-30
TOTAL (FY 2030)	**$ 450,000**	**$ 22,500**	**$ 27,500**	**$ 500,000**				
TOTALS	**$ 3,444,700**	**$ 164,580**	**$ 317,843**	**$ 3,928,368**				

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2025

LEGEND

1 TAXIWAY 'B' RECONSTRUCTION (~650 LF), PHASE II - CONSTRUCTION (PCI: 50)

2 AWOS REPLACEMENT

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2025		
Shown On ALP	**Project Type***	**Project Description**	**Federal Share**	**Local Share**	**State Share**	**Total**
Y	D – BIL	1 - Taxiway B Rehabilitation, Phase II - Construction	$ 431,431	$ 60,623	$ 11,745	$ 520,368
Y	D-AIP/BIL	2 - AWOS Replacement	$ 150,000	$ 83,255	$ 10,500	$ 245,000
		TOTAL	**$ 598,000**	**$ 143,878**	**$ 22,245**	**$ 765,368**

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1 - The existing taxiway pavement is in poor condition (3,000 SY). A 2020 evaluation determined the pavement to have a PCI of 24. This project is Phase II of the pavement reconstruction project for the taxiway and apron; this portion will include reconstruction of taxiway Bravo pavement.

2- Replace obsolete instruments and computer in the AWOS system using current infrastructure.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 –Bid awarded September 4,2024
1 - Anticipated Construction Schedule: March 2025
1 - Anticipated Grant Closeout: December 2025

2-Anticipated Bid opening March 2025
2-Anticipated Construction May-July 2025
2- Anticipated Closeout December 2026

NEPA Environmental Status (Date of FONSI or CATEX Approval)

1 - CATEX revalidated in 2020

Land Title Status & Date of Exhibit "A" Status	Date
Owned by the City of Susanville Fee Simple	August 1999

Open AIP Funded Projects	Expected Close-out Date
03-06-0251-018-2021 - Taxiway 'A' Reconstruction Project	December 2025

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Robert Godman, Public Works Director
Name and Title of Authorized Representative (Print or Type)

Contact Name and Title (Print or Type)

10/10/24

(530) 252-5105

Signature Date Contact Phone (Print or Type)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2026		
Shown On ALP	**Project Type***	**Project Description**	**Federal Share**	**Local Share**	**State Share**	**Total**
Y	D - BIL	1 - South Apron Reconstruction (110,000 SF) - Re-Package	$ 10,800	$ 660	$ 540	$ 12,000
Y	D - BIL	2 - Taxiway 'C' Reconstruction (800LF) - Re-Package	$ 10,800	$ 660	$ 540	$ 12,000
		TOTAL	**$ 21,600**	**$ 1,320**	**$ 1,080**	**$ 24,000**

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1 - The asphalt concrete pavement on the existing apron is close to failing (110,000 SY). This project is to reconstruct the apron with a new asphalt concrete structural section per FAA standards.

2 - The asphalt concrete pavement on the existing Taxiway 'C' is close to failing (800 LF). This project is to reconstruct the Taxiway with a new asphalt concrete structural section per FAA standards.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 - 100% Plans and Specifications to be submitted January 2026 1 - Anticipated Bid Opening: March 2026
1 - Anticipated Grant Closeout: June 2026
2 - 100% Plans and Specifications to be submitted January 2026 2 - Anticipated Bid Opening: March 2026
2 - Anticipated Grant Closeout: June 2026

NEPA Environmental Status (Date of FONSI or CATEX Approval)

1 - Revalidate CATEX in 2025
2 - Revalidate CATEX in 2025

Land Title Status & Date of Exhibit "A" Status	Date
Owned by the City of Susanville Fee Simple	August 1999

Open AIP Funded Projects	Expected Close-out Date
03-06-0251-018-2021 - Taxiway 'A' Reconstruction Project	December 2025

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Robert Godman, Public Works Director

Name and Title of Authorized Representative (Print or Type)

Contact Name and Title (Print or Type)

10/10/2024

(530) 252-5105

Signature Date Contact

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2026

LEGEND

(1) SOUTH APRON (~110,000 SF) RECONSTRUCTION RE-PACKAGE (PCI:50)

(2) TAXIWAY 'C' RECONSTRUCTION (~800 LF) - RE-PACKAGE (PCI:50)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		**Susanville Municipal Airport**	**Fiscal Year**	**2026**		
Shown On ALP	**Project Type***	**Project Description**	**Federal Share**	**Local Share**	**State Share**	**Total**
Y	D - AIP	1 - South Apron Reconstruction (110,000 SF) - Construction	$ 675,000	$ 33,750	$ 41,250	$ 750,000
Y	D - AIP	2 - Taxiway 'C' Reconstruction (800LF) - Construction	$ 585,000	$ 29,250	$ 35,750	$ 650,000
Y	D - BIL	3 - Runway Sealcoat - Design	$ 67,500	$ 3,375	$ 4,125	$ 75,000
Y	P - BIL	4 - Perimeter Fence - (WHA/WHMP)	$ 108,000	$ 5,400	$ 6,600	$ 120,000
Y	D - AIP	5 - Taxiway 'D' Reconstruction (~630LF) - Design	$ 88,200	$ 4,410	$ 5,390	$ 98,000
		TOTAL	**$ 1,435,500**	**$ 71,775**	**$ 87,725**	**$ 1,595,000**

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1 - The asphalt concrete pavement on the existing apron is close to failing (110,000 SY). This project is to reconstruct the apron with a new asphalt concrete structural section per FAA standards.
2 - The asphalt concrete pavement on the existing Taxiway 'C' is close to failing (800 LF). This project is to reconstruct the Taxiway with a new asphalt concrete structural section per FAA standards.
3 - Design: Apply a crack seal and seal coat, and re-apply pavement markings to Runway 11-29 (4,051' x 75') and Taxiway connectors.
4 - Study for Perimeter Fence Installation (approximately 4,100 LF of 8' fence). There are areas on the airport with minimal fencing, where wildlife can gain access to the airport and cause safety issues.
5 - The asphalt concrete pavement on the existing Taxiway 'D' is close to failing (~630 LF). This project is to reconstruct the Taxiway with a new asphalt concrete structural section per FAA standards.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 - Anticipated Bid Opening: March 2027
1 - Anticipated Construction Schedule: August 2027 to October 2027
1 - Anticipated Grant Closeout: March 2027
2 - Anticipated Bid Opening: March 2027
2 - Anticipated Construction Schedule: August 2027 to October 2027
2 - Anticipated Grant Closeout: March 2027
3 - 100% Plans and Specifications to be submitted December 2027 3 - Anticipated Bid Opening: March 2028
3 - Anticipated Grant Closeout: May 2027
4 - 100% Plans and Specifications to be submitted March 2027 4 - Anticipated Bid Opening: May 2027
4 - Anticipated Grant Closeout: December 2027
5 - 100% Plans and Specifications to be submitted March 2027
5 - Anticipated Construction Schedule: August 2027 to October 2027 5 - Anticipated Grant Closeout: December 2027

NEPA Environmental Status (Date of FONSI or CATEX Approval)

- Revalidate CATEX in 2025
- Revalidate CATEX in 2025
- CATEX in 2025
- NO CATEX
- CATEX in 2025

Land Title Status & Date of Exhibit "A" Status	Date
Owned by the City of Susanville Fee Simple	August 1999

Open AIP Funded Projects	Expected Close-out Date
03-06-0251-018-2021 - Taxiway 'A' Reconstruction Project	December 2025

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

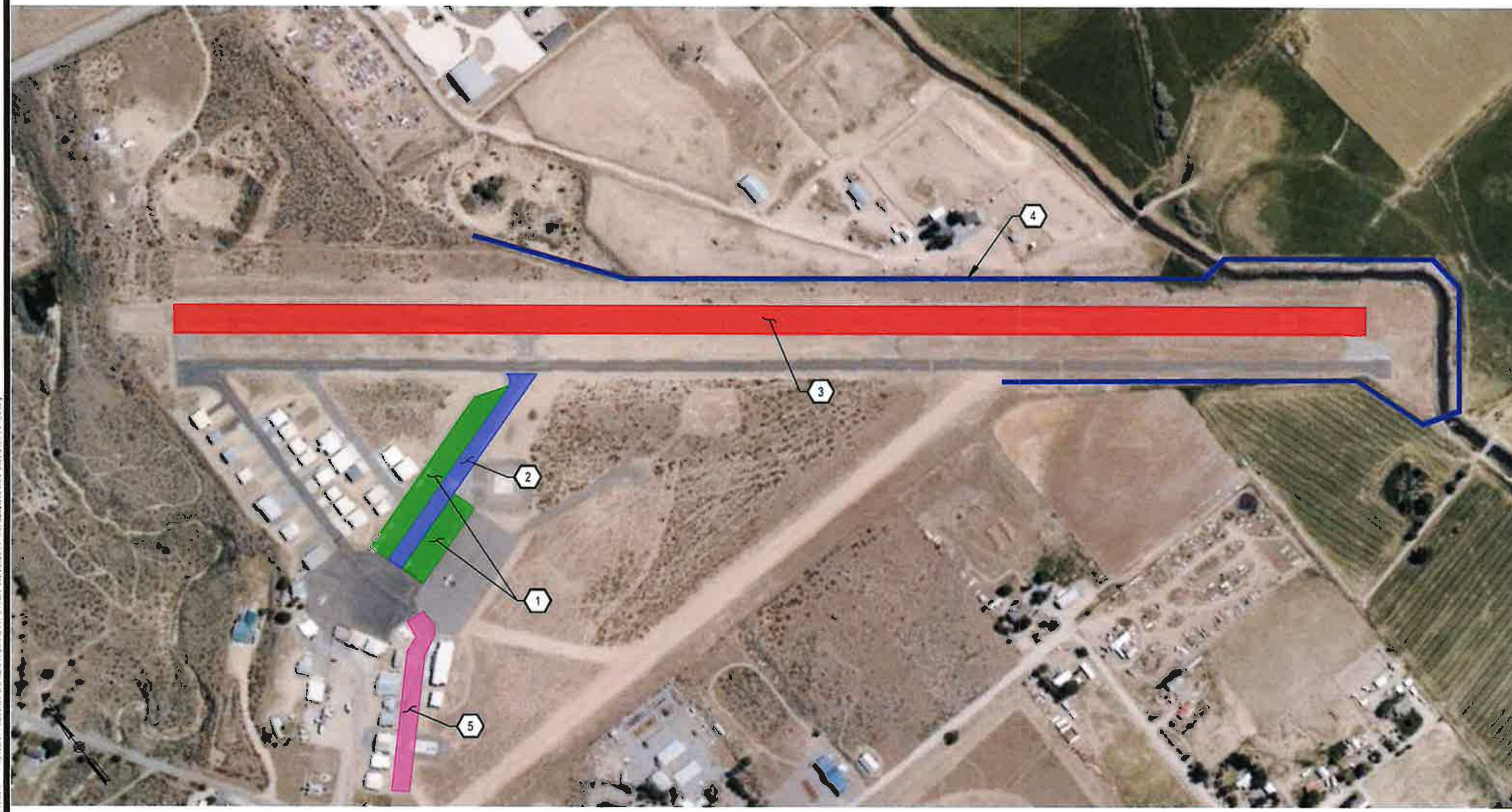
Robert Godman, Public Works Director
Name and Title of Authorized Representative (Print or Type) | Contact Name and Title (Print or Type)

10/10/2024 | (530) 252-5105
Signature | Date | Contact Phone (Print or Type)

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2027



LEGEND

- 1 SOUTH APRON (~110,000 SF) RECONSTRUCTION - CONSTRUCTION (PCI:50)
- 2 TAXIWAY 'C' RECONSTRUCTION (~800) - CONSTRUCTION (PCI:50)
- 3 RUNWAY 29-11 (~4,050) SEALCOAT - DESIGN (PCI:50)
- 4 PERIMETER FENCE (~4100 LF) - WHA/WHMP
- 5 TAXIWAY 'D' RECONSTRUCTION (~630LF) – DESIGN (PCI:50)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2028		
Shown On ALP	**Project Type***	**Project Description**	**Federal Share**	**Local Share**	**State Share**	**Total**
Y	D - AIP	1 - 5 - Taxiway 'D' Reconstruction (~630LF) - Construction	$ 360,000	$ 18,000	$ 22,000	$ 400,000
		TOTAL	**$ 360,000**	**$ 18,000**	**$ 22,000**	**$ 400,000**

* D - Development; P - Planning; E – Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1 - The asphalt concrete pavement on the existing Taxiway 'D' is close to failing (~630 LF). This project is to reconstruct the Taxiway with a new asphalt concrete structural section per FAA standards.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 - Anticipated Bid Opening: May 2028
1 - Anticipated Construction Schedule: August 2028 to October 2028
1 - Anticipated Grant Closeout: May 2029

NEPA Environmental Status (Date of FONSI or CATEX Approval)

1 - CATEX in 2026

Land Title Status & Date of Exhibit "A" Status	Date
Owned by the City of Susanville Fee Simple	August 1999

Open AIP Funded Projects	Expected Close-out Date
03-06-0251-018-2021 - Taxiway 'A' Reconstruction Project	December 2025

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Robert Godman, Public Works Director
Name and Title of Authorized Representative (Print or Type) | Contact Name and Title (Print or Type)

Signature | 10/10/2024 Date | (530) 252-5105 Contact Phone (Print or Type)

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2028

LEGEND

1 TAXIWAY 'D' RECONSTRUCTION (~630LF) - CONSTRUCTION

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2029		
Shown On ALP	**Project Type***	**Project Description**	**Federal Share**	**Local Share**	**State Share**	**Total**
Y	D – BIL	1 - Perimeter Fence – Design	$ 85,500	$ 5,225	$ 4,275	$ 95,000
Y	D - AIP	2 - Runway Sealcoat - Construction	$ 450,000	$ 22,500	$ 27,500	$ 500,000
		TOTAL	**$ 535,500**	**$ 26,775**	**$ 32,725**	**$ 595,000**

* D - Development; P - Planning; E – Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1 - Design Perimeter Fence (approximately 4,100 LF of 8' fence). There are areas on the airport with minimal fencing, where wildlife can gain access to the airport and cause safety issues.
2. Apply a crack seal and seal coat, and re-apply pavement markings to Runway 11-29 (4,051' x 75') and Taxiway connectors.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 - 100% Plans and Specifications to be submitted March 2029
1 - Anticipated Bid Opening: May 2029
1 - Anticipated Grant Closeout: December 2029
2 - Anticipated Bid Opening: May 2029
2 - Anticipated Construction Schedule: September 2029 to September 2029
2 - Anticipated Grant Closeout: May 2030

NEPA Environmental Status (Date of FONSI or CATEX Approval)

1 - CATEX in 2027
2 - CATEX in 2027

Land Title Status & Date of Exhibit "A" Status	Date
Owned by the City of Susanville Fee Simple	August 1999

Open AIP Funded Projects	Expected Close-out Date
03-06-0251-018-2021 - Taxiway A Reconstruction Project	December 2025

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Robert Godman, Public Works Director
Name and Title of Authorized Representative (Print or Type)

Contact Name and Title (Print or Type)

(530) 252-5105
Contact Phone (Print or Type)

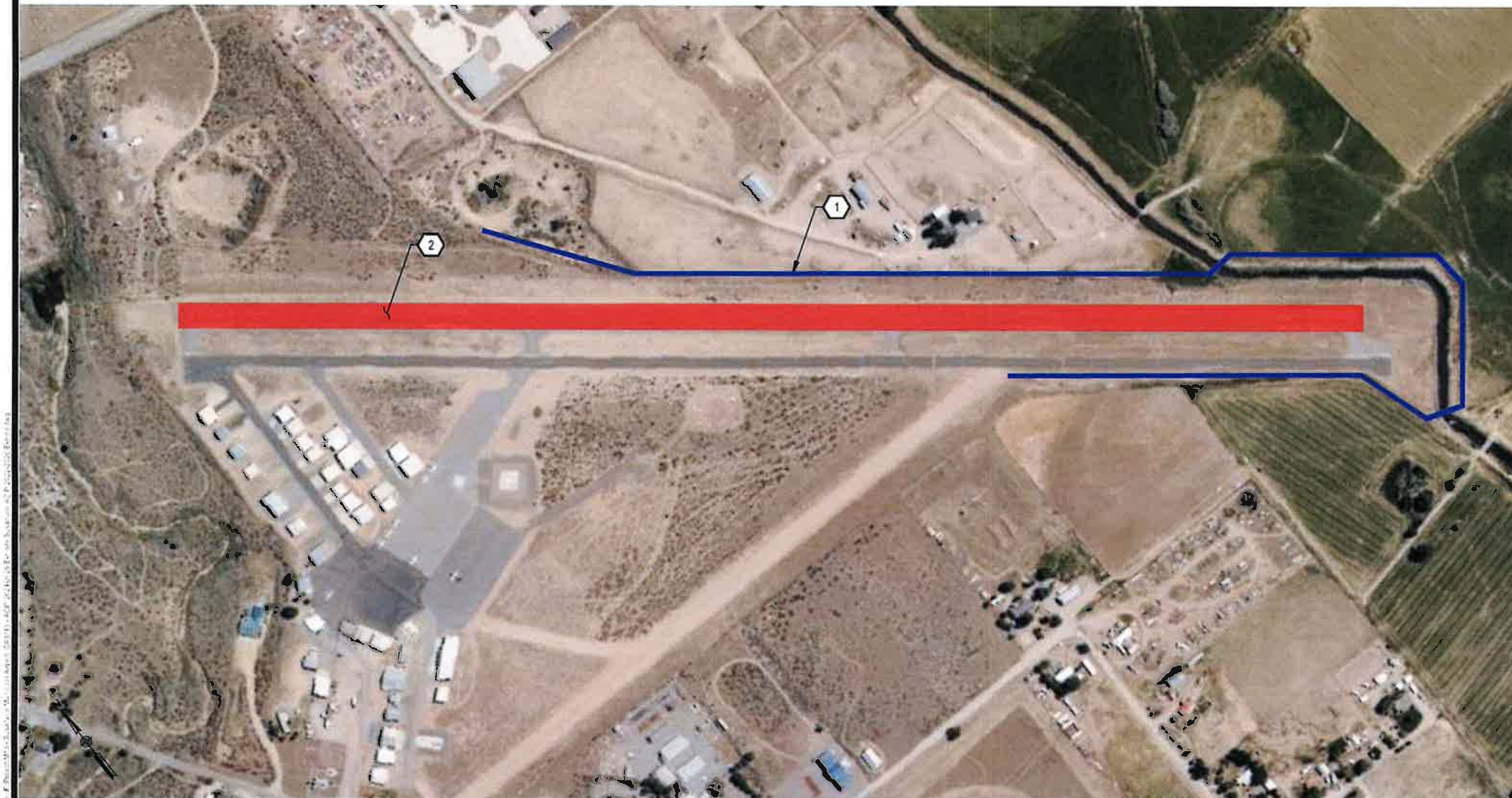
Signature

10/10/2024
Date

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2029



LEGEND

- 1 FENCE INSTALLATION – DESIGN
- 2 RUNWAY 29-11 (~4,050 LF) SEALCOAT - CONSTRUCTION (PCI:50)

SUSANVILLE MUNICIPAL AIRPORT ACIP DATA SHEET

Airport Name		Susanville Municipal Airport	Fiscal Year	2030		
Shown On ALP	**Project Type***	**Project Description**	**Federal Share**	**Local Share**	**State Share**	**Total**
Y	D - AIP	1 - Perimeter Fence - Construction	$ 450,000	$ 27,500	$ 22,500	$ 500,000
		TOTAL	**$ 450,000**	**$ 27,500**	**$ 22,500**	**$ 500,000**

* D - Development; P - Planning; E - Environmental

PROVIDE THE FOLLOWING DETAILED INFORMATION FOR PROJECTS ANTICIPATED WITHIN 1-2 YEARS

Detail Project Description (Square/Lineal Footage or Length/Width)

1 - Construct Perimeter Fence Installation (approximately 4,100 LF of 8' fence). There are areas on the airport with minimal fencing, where wildlife can gain access to the airport and cause safety issues.

Project Schedule (Anticipated date for bids or negotiated prices, consultant selection for planning or environmental projects, length of construction or design, planning or environmental process)

1 - Anticipated Bid Opening: February 2030
1 - Anticipated Construction Schedule: May 2030 to August 2030
1 - Anticipated Grant Closeout: May 2031

NEPA Environmental Status (Date of FONSI or CATEX Approval)

1 - CATEX in 2027

Land Title Status & Date of Exhibit "A" Status	Date
Owned by the City of Susanville Fee Simple	August 1999

Open AIP Funded Projects	Expected Close-out Date
03-06-0251-018-2021 - Taxiway 'A' Reconstruction Project	December 2025

Certification: To the best of my knowledge and belief, all information shown in the ACIP Data Sheet is true and correct and had been duly authorized by the Sponsor.

Robert Godman, Public Works Director
Name and Title of Authorized Representative (Print or Type) | Contact Name and Title (Print or Type)

10/14/2024
Signature | Date | (530) 252-5105
Contact Phone (Print or Type)

SUSANVILLE MUNICIPAL AIRPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

ACIP FY 2030

LEGEND

1 FENCE INSTALLATION - CONSTRUCTION

RESOLUTION NO. 24-6387
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING THE FEDERAL AVIATION ADMINISTRATION (FAA) FISCAL YEAR 2025-2030 SUSANVILLE MUNICIPAL AIRPORT, AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)

WHEREAS, the Federal Aviation Administration (FAA) conducts their annual update of the Airport Capital Improvement Plan (ACIP) and uses the ACIP to identify and prioritize airport capital improvement needs and to plan the distribution of Airport Improvement Program (AIP) funds; and

WHEREAS, all proposed projects must comply with the National Environmental Policy Act (NEPA), be depicted on the City's approved Airport Layout Plan (ALP), and be included in the City's ACIP submission in order to be eligible for the AIP funding; and

WHEREAS, the City is required to identify all proposed projects for which the City is requesting grant funding; and

WHEREAS, the Susanville Municipal Airport Commission (SMAC) has made the proposed ACIP recommendation.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Susanville hereby approves the 2025-2030 ACIP as presented at the December 4, 2024, meeting.

APPROVED: ______________________
Mendy Schuster, Mayor

ATTEST: ______________________
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the Cityof Susanville, held on the 4th day of December 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: ______________________
Margaret Long, City Attorney

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Tamra Spade, Economic Development

Action Date: December 4, 2024

SUBJECT: Consider waiving the first reading and introducing **Ordinance No. 24-1047,** temporarily suspending Title 3 Revenue and Finance Chapter 3.32 of the Susanville Municipal Code - Public Facilities Impact Fee for a period of five years.

PRESENTED BY: Tamra Spade, Economic Development Director

SUMMARY:

In recognition of the current economic conditions and to promote growth and development within the City of Susanville, staff request the city council enact a five-year moratorium on the collection of Development Impact Fees. During this period, all new residential, commercial, and industrial developments shall be exempt from paying the fees outlined in Chapter 3.32.

The city council would continue to assess the city's development and infrastructure needs during this moratorium and reserves the right to modify, extend, or terminate the moratorium as necessary. At the end of the five-year period, unless further action is taken by the council, the development impact fees shall resume as outlined in the following sections.

In establishing the fee structure and moratorium, it has been found the fees and temporary suspension to be consistent with the general plan. Pursuant to Government Code Section §65913.2, staff has considered the effects of the fee and the moratorium with respect to the city's housing and commercial needs as established in the general plan.

FISCAL IMPACT: Estimated, $77,700 annual revenue reduction from public facility impact moratorium per Tischler Bise feasibility study. Streets: $23,400; Police: $30,100; $24,200.

ACTION REQUESTED: Motion to waiving the first reading and introducing Ordinance No. 24-1047, temporarily suspending Title 3 Revenue and Finance Chapter 3.32 of the Susanville Municipal Code - Public Facilities Impact Fee for a period of five years.

ATTACHMENTS:

24-1047.pdf

Susanville, CA Feasibility Study_1.26.24.docx

ORDINANCE No. 24-1047
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE TEMPORARILY SUSPENDING TITLE 3 REVENUE AND FINANCE CHAPTER 3.32 OF THE SUSANVILLE MUNICIPAL CODE – PUBLIC FACILITIES IMPACT FEE FOR A PERIOD OF FIVE YEARS

The City Council of the city of Susanville does hereby ordain as follows:

SECTION 1:
City of Susanville Municipal Code: Title 3 Revenue and Finance, Chapter 3.32, is hereby amended to add the following:

3.32.70 City waiver of or reduction of or deferment of fees:
The city may waive fees or reduce fees or defer fees pursuant to this Chapter by resolution or impose a moratorium on collection of fees for a specified, limited amount of time.

SECTION 2.
The City Clerk shall, within fifteen (15) days after its passage, cause this Ordinance to be published at least once in a newspaper of general circulation, printed, published, and circulated within the general area.

INTRODUCED at a regular meeting of the City Council of the city of Susanville, California, on the 4th day of December 2024, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the ________day of ___________ 2024.

APPROVED: ________________________
Mendy Schuster, Mayor

ATTEST: ________________________
Heidi Whitlock, City Clerk

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the_____ day of ______________ 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: __________________________
Margaret Long, City Attorney

Development Impact Fee Feasibility Study

Submitted to:

City of Susanville, California

January 26, 2024

Prepared by:

TischlerBise

FISCAL | ECONOMIC | PLANNING

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Impact Fee Feasibility Study
City of Susanville, California

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EXECUTIVE SUMMARY

The City of Susanville, California, retained TischlerBise, Inc. to examine the feasibility of continuing and updating its development impact fee program. It is the intent of the City of Susanville to evaluate impact fees for: (1) streets, (2) police, and (3) fire infrastructure. This report presents the findings used to determine the next steps recommended by TischlerBise, Inc. It is intended to serve as supporting documentation for the evaluation of impact fees in the City of Susanville.

OVERVIEW OF IMPACT FEES

Impact fees are one-time payments used to fund capital improvements necessitated by new growth. Impact fees have been utilized by local governments in various forms for at least sixty years. Impact fees are not without limitations and should not be regarded as the total solution for infrastructure financing needs. Rather, they should be considered one component of a comprehensive revenue portfolio to ensure adequate provision of public facilities and maintenance of current levels of service in a community. Any community considering impact fees should note the following limitations:

- Impact fees can only be used to finance capital infrastructure and cannot be used to finance ongoing operations and/or maintenance and rehabilitation costs; and

- Impact fees cannot be deposited in the local government's General Fund. The funds must be accounted for separately in individual accounts and earmarked for the capital expenses for which they were collected; and

- Impact fees cannot be used to correct existing infrastructure deficiencies unless there is a funding plan in place to correct the deficiency for all current residents and businesses in the community.

SUMMARY OF FINDINGS

A summary of findings from our evaluation is listed below:

- The city has seen a stagnation in growth. Over the last five years, there has been an annual average of seven new homes constructed in the City. Identified in the Susanville General Plan 2019-2024 Housing Element, there is a realistic infill capacity to add 563 single family housing units and 476 multifamily housing units in the existing city limits. Additionally, there is an existing residential development project of a 70-unit apartment complex which is estimated to add 105 new residents.

- There is considerable potential to expand the existing tax base with annexation of the surrounding unincorporated areas. Identified in the 2022 City of Susanville Land Use Assessment Report, there is potential for a total of 25,693 residents if all areas were annexed to expand city limits, a 281 percent increase from 2023. Currently, the City's policy is to pursue only voluntary annexation of unincorporated communities that approach the City.

- Conversations with City staff indicate that impact fees are a very small portion of the funding received by the Streets, Police, and Fire Departments. While there are growth related needs for the departments, the current situation with stagnating growth makes showing the nexus between need, benefit, and proportionality for an impact fee program difficult.

- Economic development has been a priority for City leaders to spur employment along with quality-of-life benefits to residents. Downtown Susanville has not attracted the desired vibrant business environment, however, there are a few potential commercial projects on the edge of the city that would bring needed healthcare services and on-going tax revenue.

RECOMMENDATIONS

A summary of recommendations from our evaluation is listed below:

- Streets: The Streets Department receives additional funding from the State that vastly outweighs the revenue from the current impact fee program. For Streets to justify the collection of impact fees, projects that add capacity are required such as adding additional lanes, traffic signals, or turn lanes. As it stands, the majority of projects are for maintenance or efficiency purposes with one potential project in conjunction with Caltrans actually reducing the capacity of Main St which runs through the heart of downtown Susanville. Therefore, TischlerBise recommends that Susanville temporarily halt its Streets impact fee program.

- Police: According to conversations with staff, the Police Department is facing significant shortages in space, vehicles, and radio communication systems. It is clear that as the city grows there will be a need for more officers and additional building space along with vehicles and overhaul of the radio communication network. However, with stagnating growth it is difficult to show a clear benefit and proportionality of an impact fee program to new residents. Therefore, TischlerBise recommends that Susanville temporarily halt its Police impact fee program.

- Fire: Susanville Fire Department provides services to both the city and on occasion the surrounding areas of Lassen County. The Fire Department receives AFG grants for new fire apparatus and receives additional funding through a levy that covers between 80 and 90 percent of operational expenses. While there are potential plans to expand with an additional station on the northern side of the city (potentially being co-housed with the Police Department), current response times are reasonable due to the central location of the existing station. Due to stagnating growth, level of service may not be a concern unless there is a large spike in growth pushing response times higher. Therefore, TischlerBise recommends that Susanville temporarily halt its Fire impact fee program.

OVERVIEW OF IMPACT FEES

Impact fees are one-time payments used to fund capital improvements necessitated by new growth. Impact fees have been utilized by local governments in various forms for at least sixty years. Impact fees are not without limitations and should not be regarded as the total solution for infrastructure financing needs. Rather, they should be considered one component of a comprehensive revenue portfolio to ensure adequate provision of public facilities and maintenance of current levels of service in a community. Any community considering impact fees should note the following limitations:

- Impact fees can only be used to finance capital infrastructure and cannot be used to finance ongoing operations and/or maintenance and rehabilitation costs; and
- Impact fees cannot be deposited in the local government's General Fund. The funds must be accounted for separately in individual accounts and earmarked for the capital expenses for which they were collected; and
- Impact fees cannot be used to correct existing infrastructure deficiencies unless there is a funding plan in place to correct the deficiency for all current residents and businesses in the community.

LEGAL FRAMEWORK

U.S. Constitution. Like all land use regulations, development exactions, including impact fees, are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. Both state and federal courts have recognized the imposition of impact fees on development as a legitimate form of land use regulation, provided the fees meet standards intended to protect against regulatory takings. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is in the protection of public health, safety, and welfare by ensuring that development is not detrimental to the quality of essential public services.

There is little federal case law specifically dealing with impact fees, although other rulings on other types of exactions (e.g., land dedication requirements) are relevant. In one of the most important exaction cases, the U. S. Supreme Court found that a government agency imposing exactions on development must demonstrate an "essential nexus" between the exaction and the interest being protected (See *Nollan v. California Coastal Commission,* 1987). In a more recent case (*Dolan v. County of Tigard, OR,* 1994), the Court ruled that an exaction also must be "roughly proportional" to the burden created by development. However, the *Dolan* decision appeared to set a higher standard of review for mandatory dedications of land than for monetary exactions such as impact fees.

THE MITIGATION FEE ACT

California's development impact fee statute originated in Assembly Bill 1600 during the 1987 session of the Legislature and took effect in January of 1989. AB 1600 added several sections to the Government

Code, beginning with Section 66000. Since that time the development impact fee statute has been amended from time to time, and in 1997 was officially titled the "Mitigation Fee Act." Unless otherwise noted, code sections referenced in this report are from the Government Code.

The Act does not limit the types of capital improvements for which development impact fees may be charged. It defines public facilities very broadly to include "public improvements, public services and community amenities." Although the issue is not specifically addressed in the Mitigation Fee Act, other provisions of the Government Code (see Section 65913.8) prohibit the use of development impact fees for maintenance or operating costs. Consequently, the fees calculated in this report are based on capital costs only.

The Mitigation Fee Act does not use the term "mitigation fee" except in its official title. It does use the more common term "impact fee" but only defines the word "fee," which is defined as "a monetary exaction, other than a tax or special assessment, … that is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project …." To avoid confusion with other types of fees, this report uses the widely-accepted term "impact fee," which should be understood to mean "fee" as defined in the Mitigation Fee Act.

Assembly Bill 602 amending Section 66016.5 effective January of 2022 requires that before the adoption of an impact fee, an impact fee nexus study must be adopted and, if applicable, identify the existing level of service of public facilities and the new proposed level of service. Any nexus study adopted after July 1 2022 must "calculate fees imposed on a housing development project proportionally to the square footage of proposed units of the development." Additionally, a nexus study must be completed every eight years.

The Mitigation Fee Act contains requirements for establishing, increasing and imposing development impact fees. They are summarized below. It also contains provisions that govern the collection and expenditure of fees and requires annual reports and periodic re-evaluations of development impact fee programs. Certain fees or charges related to development are exempted from the requirements of the Mitigation Fee Act. Among them are fees in lieu of park land dedication as authorized by the Quimby Act (Section 66477), fees collected pursuant to a reimbursement agreement or developer agreement, and fees for processing development applications.

REQUIRED FINDINGS

There are three reasonable relationship requirements for impact fees that are closely related to "rational nexus", or "reasonable relationship" requirements enunciated by a number of state courts. Although the term "dual rational nexus" is often used to characterize the standard by which courts evaluate the validity of development impact fees under the U. S. Constitution, we prefer a more rigorous formulation that recognizes three elements: "impact or need" "benefit," and "proportionality." The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S. Supreme Court in the *Dolan* case.

The reasonable relationship language of the statute is considered less strict than the rational nexus standard used by many courts. We will use the nexus terminology in this feasibility report because it is more concise and descriptive. Individual elements of the nexus standard are discussed further in the following paragraphs.

Demonstrating a Need. All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the supply of facilities is not increased to satisfy that additional demand, the quality, or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to impact fees. Following this requirement, an impact fee study details the impact from development on improvement needs in terms of quantifiable relationships between various types of development and the demand for specific facilities, based on applicable level-of-service standards.

Demonstrating a Benefit. A sufficient benefit relationship requires that impact fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. However, nothing in the U.S. Constitution or California law requires that facilities funded with impact fee revenues be available *exclusively* to development paying the fees. In other words, existing development may benefit from these improvements as well.

Procedures for the earmarking and expenditure of fee revenues are typically mandated by the State enabling act, as are procedures to ensure that the fees are expended expeditiously or refunded. For example, in California pursuant to Section 66001(d), on the fifth fiscal year following the first deposit into the impact fee fund and every five years after, the local agency collecting the fee must make findings in accordance with Section 66001(a) in connection with the annual report specified in Section 66006(b). Failure to adequately do so results in the need to refund the undisbursed collected dollars to the owner of record of the project sites originally contributing to the fund. Such an example can be found in *Walker v. City of San Clemente, 2015*. All of these requirements are intended to ensure that developments benefit from the impact fees they are required to pay. Thus, an adequate showing of benefit must address procedural as well as substantive issues.

Demonstrating Proportionality. The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case (although the relevance of that decision to impact fees has been debated) and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify development-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development. The demand for facilities is measured in terms of relevant and measurable attributes of development. For example, the need for road improvements is measured by the number of vehicle trips generated by development.

SUMMARY OF CAPITAL IMPROVEMENT PLANS AND DEVELOPMENT IMPACT FEES

Development impact fees can be calculated by any one of several legitimate methods. The choice of a particular method depends primarily on the service characteristics and planning requirements for each facility type. Each method has advantages and disadvantages in a particular situation, and to some extent can be interchangeable, because each allocates facility costs in proportion to the needs created by development.

Reduced to its simplest terms, the process of calculating development impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities. The following paragraphs discuss three basic methods for calculating development impact fees, and how each method can be applied.

Cost Recovery. The rationale for the cost recovery approach is that new development is paying for its share of the useful life and remaining capacity of facilities already built or land already purchased from which new growth will benefit. This methodology is often used for systems that were oversized such as sewer and water facilities.

Incremental Expansion. The incremental expansion method documents the current level of service (LOS) for each type of public facility in both quantitative and qualitative measures, based on an existing service standard (such as park land acres per 1,000 residents). This approach ensures that there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments, with LOS standards based on current conditions in the community.

Plan-Based. The plan-based method allocates costs for a specified set of improvements to a specified amount of development. Facility plans identify needed improvements, and land use plans identify development. In this method, the total cost of relevant facilities is divided by total demand to calculate a cost per unit of demand. Then, the cost per unit of demand is multiplied by the amount of demand per unit of development (e.g., housing units or square feet of building area) in each category to arrive at a cost per specific unit of development (e.g., single family detached unit).

Credits. Regardless of the methodology, a consideration of "credits" is integral to the development of a legally valid impact fee methodology. There are two types of "credits," each with specific and distinct characteristics, but both of which should be addressed in the calculation of development impact fees. The first is a credit due to possible double payment situations. This could occur when contributions are made by the property owner toward the capital costs of the public facility covered by the impact fee. This type of credit is integrated into the impact fee calculation. The second is a credit toward the payment of a fee for dedication of public sites or improvements provided by the developer and for which the facility fee is imposed.

Growth & Revenue Concerns

Susanville is the county seat of Lassen County, California and is the only incorporated city in the county. The region is stagnating in terms of growth but is close to high growth areas, being less than an hour drive away from Reno, Nevada along US 395. The most recent estimates using US Census Bureau Decennial (2020) data had Susanville's population at 9,099 household population and approximately 5,219 jobs.

DEVELOPMENT TRENDS

According to conversations with City staff, while there is not significant development happening around the city at this time, there is potential for infill development with available parcels allowing for 563 additional single family units and 476 multifamily units. Additionally, there is a 70-unit multifamily apartment complex in the residential pipeline that is anticipated to be constructed in the near future. Those new multifamily housing units are estimated to bring 105 new residents to the city.

City staff are working to bring in additional commercial development as well. Among the pipeline of future development projects, there is a medical facility planned on the northern edge of the city's impact area and a commercial project catering to the trucking and logistics industries. Both would bring needed economic activity. The medical facility would provide services to Susanville residents that need to drive to Reno for care and the trucking site would generate a meaningful amount of tax revenue to the City's budget.

REVENUE & LEVEL OF SERVICE CONCERNS

Conversations with City staff indicate that like most communities across the country, Susanville is finding it harder and harder to fund City services and facilities at desirable levels without grants or additional funding. The closure of one of the two state prisons near Susanville was a large economic hit to the city by nature of both being a large source of employment and economic activity with families moving to the city to be closer to the incarcerated.

The Streets Department indicated that a nominal portion of completed projects are funded from the collection of impact fees with most of their funding coming from the State. While there are a number of growth-related projects, State funding is sufficient to cover the cost.

Similarly, the Fire Department indicated that much of their funding comes from grants, more specifically the AFG (Assistance to Firefighters Grant) from FEMA, and a levy that covers between 80 and 90 percent of operating expenses.

During interviews with City staff, it was indicated that especially for police there is a need for additional staff and capital facilities in order to maintain the current level of service as growth occurs. The Police Department does not receive the same level of grant or State funding and has existing station maintenance needs that are not impact fee eligible.

ECONOMIC DEVELOPMENT & LOCAL CONSIDERATIONS

City staff indicated that there is a potential truck stop that is in talks to be developed on the south side of the city. Conservatively, this truck stop would generate $300,000 annually in tax revenue which is nearly half of what the impact fee program is projected to generate over ten years at current growth rates. The removal of the impact fee program could thus incentivize similar development to expand sources of revenue potentially allowing the City to grow at a more accelerated rate.

There is large existing potential surrounding Susanville for annexation to expand the tax base, drive revenue for additional funding of City services, and provide additional land for development. The current plan of City staff is to annex these unincorporated communities voluntarily, and thus far there has been minimal interest from the communities to do so. Identified in the 2022 City of Susanville Land Use Assessment Report, the potential total population in the event of annexation is 25,693, a 281 percent increase from 2023.

On January 9, 2024, the Board of Supervisors for Shasta County, neighbor to Susanville, voted to remove their development impact fees with a major argument being that the removal of impact fees would incentivize economic development from smaller developers. At the moment, Lassen County does not have impact fees as well. It is the opinion of TischlerBise that a similar consideration to temporarily halt the impact fee program until growth trends accelerate could be beneficial to Susanville.

Lastly, the United States Supreme Court is hearing an impact fee related case from California. Sheetz v. County of El Dorado is addressing the proportionately of El Dorado County's traffic impact mitigation program and if the program meets the constitutionally of the Takings Clause. At the time of this report, a decision had not been made, however, there is indication that the Court will side with the plaintiff. In this case, TischlerBise anticipates a heightened level of scrutiny on impact fees in California and nationally.

DEMOGRAPHIC ASSUMPTIONS

Impact fees often use per capita standards and persons per housing unit or persons per household to derive proportionate share fee amounts. Housing types have varying household sizes and, consequently, a varying demand on City infrastructure and services. Thus, it is important to differentiate between housing types and size.

When persons per housing unit (PPHU) is used in the development impact fee calculations, infrastructure standards are derived using year-round population. In contrast, when persons per household (PPHH) is used in the development impact fee calculations, the fee methodology assumes all housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. For the purposes of this feasibility study, TischlerBise will be using persons per housing unit for analysis.

Based on housing characteristics, TischlerBise will be using two housing unit categories: single family and multifamily. Each housing type has different characteristics which results in a different demand on City facilities and services. Figure 1 shows the US Census American Community Survey 2022 5-Year Estimates data for Susanville. Single family units have a PPHU of 2.33 persons and multifamily units have a household size of 1.60 persons. Additionally, there is a housing mix of 77 percent single family and 23 percent multifamily.

The estimates in Figure 1 are for PPHU calculations. Base year population and housing units are estimated with another, more recent data source.

Figure 1. Persons per Housing Unit

Housing Type	Persons	Housing Units	Persons per Housing Unit	Households	Persons per Household	Housing Unit Mix
Single Family [1]	7,461	3,206	2.33	2,708	2.76	77%
Multifamily [2]	1,560	977	1.60	739	2.11	23%
Total	9,021	4,183	2.16	3,447	2.62	

[1] Includes attached and detached single family homes and mobile homes
[2] Includes all other types
Source: U.S. Census Bureau, 2022 American Community Survey 5-Year Estimates

BASE YEAR HOUSING UNITS AND POPULATION

Base year population is derived from US 2020 Decennial Census and building permit data. Based off this data, the base year population estimate for the City is 9,142. PPHU data shown in Figure 1 is used to convert this total population number to a total housing unit number, which is estimated to be 4,232. Then the housing unit mix percentage is applied to this total housing unit estimate to get a breakdown between single and multifamily units.

Note: Susanville household population is used in this analysis since other population types (i.e., those in detention centers) do not have a direct impact on city infrastructure.

Figure 2. Base Year Housing Units and Population

City of Susanville, CA	Base Year 2023
Household Population [1]	9,142
Housing Units [1]	
Single Family	3,244
Multifamily	989
Total Housing Units	4,232

[1] U.S. Census Bureau, 2020 Decennial Census, City of Susanville Building Permit History, TischlerBise analysis

BUILDING PERMIT HISTORY & REALISTIC INFILL

To illustrate the residential development trends in Susanville, the past five years of building permit history is listed for Susanville in Figure 3. Over the last five years, there has been an annual average of two single family units and five multifamily units.

Figure 3. City of Susanville Building Permit History

Housing Type	Total	5-Year Average
Single Family	12	2
Multifamily	27	5
Total	39	7

Source: City of Susanville Planning & Building Services

Additionally, the City of Susanville performed analysis on realistic capacity and available infill parcels which were included in the Susanville General Plan 2019-2024 Housing Element. Figure 4 below shows a summary of the findings to further highlight residential development potential in the city.

Figure 4. Realistic Residential Development Capacity by Zoning Type

Realistic Capacity by Zoning Type	Single Family	Multifamily
R-1	271	-
R-2	-	68
R-3	-	306
R-3A	-	31
R-4	-	71
MHP	156	-
Plus: Infill Parcels	136	-
Total	563	476

Source: Susanville General Plan 2019-2024 Housing Element

HOUSING UNIT AND POPULATION PROJECTIONS

To highlight the growth potential in the city, TischlerBise has projected two scenarios of growth. The first Status Quo Scenario (Figure 5) is based on annual average trend from the building permit data. The second is an Accelerated Infill Scenario (Figure 6) using the realistic capacity identified in the 2019 *General Plan*. This Accelerated Infill Scenario is assumed to be developed over the course of twenty years, with ten years of growth shown. Both scenarios include the 70-unit apartment complex discussed earlier in the report in 2024.

In the Status Quo Scenario, the past housing construction trends are assumed to continue through the next ten years. The five-year annual average totals are included in the projections to estimate housing growth in the city. Population growth is estimated based on housing development and PPHU by housing type. As a result, there are 135 new housing units projected in the city over the next ten years, 20 units single family and 115 units multifamily. Based on the housing development, population in the city is estimated to grow by 232 residents or 2.5 percent. The majority of this growth being the apartment complex underway.

Figure 5. Residential Development Projections – Status Quo Scenario

City of Susanville, CA	Base Year 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total Increase
Household Population	9,142	9,259	9,272	9,285	9,298	9,310	9,323	9,336	9,348	9,361	9,374	232
Percent Increase		*1.3%*	*0.1%*	*0.1%*	*0.1%*	*0.1%*	*0.1%*	*0.1%*	*0.1%*	*0.1%*	*0.1%*	*2.5%*
Housing Units												
Single Family	3,244	3,246	3,248	3,250	3,252	3,254	3,256	3,258	3,260	3,262	3,264	20
Multifamily [1]	989	1,059	1,064	1,069	1,074	1,079	1,084	1,089	1,094	1,099	1,104	115
Total Housing Units	4,232	4,305	4,312	4,319	4,326	4,333	4,340	4,347	4,354	4,361	4,368	135

Source: Annual average new construction totals in the city are assumed to continue over the next ten years. Population growth is based on housing development and PPHU factors.
[1] Includes Duplex, Triplex, and Fourplex units

Under the Accelerated Infill Scenario there are 566 new housing units projected in the city over the next ten years. Resulting in 282 single family units and 284 multifamily units. Population growth is estimated based on housing development and PPHU by housing type. Based on the housing development, population in the City is estimated to grow by 1,111 residents, a 12.1 percent increase from the base year.

Figure 6. Residential Development Projections – Accelerated Infill Scenario

City of Susanville, CA	Base Year 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total Increase
Household Population	9,142	9,319	9,423	9,527	9,630	9,734	9,838	9,941	10,045	10,149	10,252	1,111
Percent Increase		*1.9%*	*1.1%*	*1.1%*	*1.1%*	*1.1%*	*1.1%*	*1.1%*	*1.0%*	*1.0%*	*1.0%*	*12.1%*
Housing Units												
Single Family	3,244	3,272	3,300	3,328	3,356	3,385	3,413	3,441	3,469	3,497	3,525	282
Multifamily [1]	989	1,059	1,082	1,106	1,130	1,154	1,178	1,201	1,225	1,249	1,273	284
Total Housing Units	4,232	4,330	4,382	4,434	4,486	4,538	4,590	4,642	4,694	4,746	4,798	566

Source: City of Susanville General Plan 2019-2024 Housing Element; TischlerBise analysis
[1] Includes Duplex, Triplex, and Fourplex units

CURRENT EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA

Utilizing ESRI Business Analyst data and the Susanville Land Use Assessment Report, the base year (2023) total employment in the city is estimated at 5,219 jobs. ESRI Business Analyst profile data is used to breakdown this job total. Listed in Figure 7, there are an estimated 1,637 retail jobs, 245 office jobs, 208 industrial jobs, and 3,129 institutional jobs located in the city.

To estimate the nonresidential floor area, employee density factors from the Institute of Transportation Engineers (ITE) *Trip Generation* Manual (2021) are applied to job estimates. Figure 8 lists the land use type and density factors that are included in the analysis. Overall, there is 2,073,888 square feet estimated in the city in the base year. Institutional and retail development make up the majority of this with a combined 90 percent of the total floor area.

Figure 7. Base Year Employment and Nonresidential Floor Area

City of Susanville	Base Year Jobs [1]	% of Total	Base Year Sq. Ft. [2]	% of Total
Retail	1,637	31%	771,027	37%
Office	245	5%	75,215	4%
Industrial	208	4%	132,496	6%
Institutional	3,129	60%	1,095,150	53%
Total	5,219	100%	2,073,888	100%

[1] Susanville Land Use Assessment Report, ESRI Business Analyst
[2] Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021)

Figure 8. Institute of Transportation Engineers (ITE) Employment Density Factors

Employment Industry	ITE Code	Land Use	Demand Unit	Emp per Dmd Unit	Sq. Ft. per Emp
Retail	820	Shopping Center	1,000 Sq Ft	2.12	471
Office	710	General Office	1,000 Sq Ft	3.26	307
Industrial	110	Light Industrial	1,000 Sq Ft	1.57	637
Institutional	610	Hospital	1,000 Sq Ft	2.86	350

Source: *Trip Generation* , Institute of Transportation Engineers, 11th Edition (2021)

Shown in Figure 9 is the jobs per resident factor used for employment and nonresidential floor area projections. Currently, there are 0.57 jobs for every resident in Susanville. This is relatively high; however, Susanville is the employment center for Lassen County, thus attracting an inflow of employment.

Figure 9. Jobs per Resident Factor

City of Susanville, CA	Base Year 2023
Household Population	9,142
Base Year Jobs	5,219
Jobs per Resident	0.57

EMPLOYMENT AND NONRESIDENTIAL FLOOR AREA PROJECTIONS

Similar to the residential growth projections, presented below are two growth scenarios. First, in Figure 10 is the Status Quo scenario where growth continues at the current pace. Next is an Accelerated Infill Scenario shown in Figure 11. This Accelerated Infill Scenario is assumed to be developed over the course of twenty years, with ten years of growth shown. Both scenarios include the 40,000 square foot medical facility discussed earlier in the report in 2024. Employment projections are based on the jobs per resident factor for each scenario.

Job growth in the Status Quo Scenario is detailed in Figure 9. Over the next ten years there is a projected increase of 132 jobs in the city, a 2.5 percent increase from the base year. Retail and institutional developments account for the greatest share of the increase.

Job growth is converted into nonresidential floor area using the ITE square feet per employee factors shown in Figure 8. Over the next ten years there is a projected increase of 93,000 square feet, a 4.5 percent increase from the base year.

Figure 10. Employment and Nonresidential Floor Area Projections – Status Quo Scenario

Industry	Base Year 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total Increase
Jobs [1]												
Retail	1,637	1,641	1,645	1,649	1,654	1,658	1,662	1,666	1,670	1,674	1,679	42
Office	245	246	246	247	247	248	249	249	250	251	251	6
Industrial	208	209	209	210	210	211	211	212	212	213	213	5
Institutional	3,129	3,137	3,145	3,153	3,161	3,169	3,177	3,185	3,193	3,200	3,208	79
Total	5,219	5,232	5,245	5,259	5,272	5,285	5,298	5,312	5,325	5,338	5,351	132
Nonresidential Floor Area (1,000 sq. ft.) [2]												
Retail	771	773	775	777	779	781	783	785	787	789	791	20
Office	75	75	76	76	76	76	76	77	77	77	77	2
Industrial	132	133	133	133	134	134	134	135	135	135	136	3
Institutional	1,095	1,138	1,141	1,144	1,146	1,149	1,152	1,155	1,158	1,160	1,163	68
Total	2,074	2,119	2,124	2,130	2,135	2,140	2,146	2,151	2,156	2,162	2,167	93

[1] Susanville Land Use Assessment Report; ESRI Business Analyst; TischlerBise analysis
[2] Source: Institute of Transportation Engineers, *Trip Generation* , 2021

Job growth in the Accelerated Infill Scenario is shown in Figure 11. Over the next ten years there is a projected increase of 634 jobs in the city, a 12.1 percent increase from the base year. Retail and institutional developments account for the greatest share of the increase.

Job growth is converted into nonresidential floor area using the ITE square feet per employee factors. Over the next ten years there is a projected increase of 289,000 square feet, a 13.9 percent increase from the base year.

Figure 11. Employment and Nonresidential Floor Area Projections – Accelerated Infill Scenario

Industry	Base Year 2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total Increase
Jobs [1]												
Retail	1,637	1,657	1,677	1,697	1,717	1,736	1,756	1,776	1,796	1,816	1,836	199
Office	245	248	251	254	257	260	263	266	269	272	275	30
Industrial	208	211	213	216	218	221	223	226	228	231	233	25
Institutional	3,129	3,167	3,205	3,243	3,281	3,319	3,357	3,395	3,433	3,471	3,509	380
Total	5,219	5,282	5,346	5,409	5,473	5,536	5,599	5,663	5,726	5,790	5,853	634
Nonresidential Floor Area (1,000 sq. ft.) [2]												
Retail	771	780	789	798	807	816	825	834	843	852	861	90
Office	75	76	77	78	79	80	81	82	83	84	85	10
Industrial	132	134	136	138	140	142	144	146	148	150	152	20
Institutional	1,095	1,148	1,161	1,174	1,187	1,200	1,213	1,226	1,239	1,252	1,265	170
Total	2,074	2,138	2,163	2,188	2,213	2,238	2,263	2,288	2,313	2,338	2,363	289

[1] City of Susanville General Plan 2019-2024 Housing Element; ESRI Business Analyst; TischlerBise analysis
[2] Source: Institute of Transportation Engineers, *Trip Generation* , 2021

Shown below in Figure 12 is a summary of total growth between the two scenarios over the next ten years highlighting the minimal growth if the status quo is maintained.

Figure 12. Summary of Residential and Nonresidential Growth Projections by Scenario

Growth Scenario	10-Year Population Growth	10-Year Job Growth
Status Quo	232	132
Accelerated Infill	1,111	634

IMPACT FEE FEASIBILITY ANALYSIS

The results of onsite discussions with City of Susanville staff are discussed below. The purpose of these discussions was to illustrate each department's outlook on their growth-related needs as well as identify capital improvement projects in the pipeline.

STREETS

There is little doubt that growth will cause an increase in vehicle trips on the City street network. In order to justify street impact fees, the City will need to provide expansion of either streets or intersections to future development. This typically means additional lanes, traffic signals, or turn lanes. Below are identified projects that may have a future growth-related share:

- Improvements at the Numa intersection
- Improvements along Skyline Rd
- Potentially exploring adding a traffic circle at the 5-way intersection of Paiute & Chestnut

However, the majority of the Streets Department's activities are maintenance and rehab of existing gravel roads, paved roads, and pathways. Activities such as resurfacing, adding curbs and gutters, etc., do not explicitly increase capacity and therefore are not eligible for impact fees. Additionally, generally new street projects are not eligible for 100 percent impact fee funding because of the demand from the existing residents. Additionally, one potential project in conjunction with Caltrans would actually lower lane capacity from Main St which runs through downtown Susanville.

POLICE

The Susanville Police Department has experienced an increasing number of calls for service. Calls for service are up 35 percent year over year and at current employment levels for the Police Department, which have been at the same levels since 2003, there is difficulty keeping up with demand. There are existing deficiencies with the radio communication system that need overhaul and the existing police station is deteriorating. However, repairs for existing deficiencies are not impact fee eligible. Additionally, there is a need to expand station space for storage and room for fleet vehicles, as well as for a second secured entrance. Police staff identified that currently the biggest use of impact fee dollars is purchasing and fully outfitting new fleet units which costs approximately $72,000 for each vehicle.

Currently, most of the funding for the Police Department comes from a one percent Public Safety Tax on sales with impact fees mostly being used for new fleet units. While there are growth-related needs for the Police Department, growth itself is stagnating which limits the revenue potential and more importantly the benefit of an impact fee program to new residents.

FIRE

The Susanville Fire Department is well staffed with both full-time employees and reliable volunteers able to respond to calls for service around the clock. Response times are also reasonable as the existing station is centrally located. Currently, a potential new fire station is being explored that could be co-housed with Police near Skyline Rd. Fire staff identified that currently the biggest use of impact fee dollars is purchasing new SCBAs. The Fire Department receives AFG grants which are used to purchase new fire apparatus with the most recent being a new ladder truck purchased for $1,200,000 in 2021.

Additionally, the Fire Department is also funded through a fire levy which, according to staff, covers 80 to 90 percent of the department's operating expenses. While there are growth-related needs for Fire services, growth itself is stagnating which limits the revenue potential and more importantly the benefit of an impact fee program to new and existing residents. As response times are now, level of service may not be a concern unless there is a large spike in growth.

CASH FLOW PROJECTIONS FOR CURRENT IMPACT FEE

This section summarizes the potential cash flow to the City of Susanville with the current development impact fee schedule for both growth scenarios. Figure 13 lists the current impact fees by square foot footage for each department.

Figure 13. Current Impact Fees by Department

Current Fees by Department	Residential Fee per Sq. Ft. [1]	Commercial Fee per Sq. Ft.
Streets	$0.98	$0.98
Police	$1.26	$1.26
Fire	$0.93	$1.15

[1] Note: Future ave. single family unit is 1,500 sq. ft.; future ave. multifamily unit is 1,000 sq. ft.; Source: General Plan 2019-2024 Housing Element

Figure 14 shows the projected revenue over ten years for both growth scenarios. Under the Status Quo Scenario there is an estimated total of $777,000 revenue over ten years between the three departments. Under the Accelerated Infill Scenario projected revenue is estimated to be $3,219,000 over ten years, resulting in over a $1,000,000 for each department. It is important to note that realistic capital expansion over the next ten years is considerably different if impact fee revenue is $1,000,000 compared to $250,000 for each department.

Figure 14. Projected Revenue by Department

Streets

Growth Scenario	Projected 10-Year Impact Fee Revenue	Annual Average
Status Quo	$234,000	$23,400
Accelerated Infill	$976,000	$97,600

Police

Growth Scenario	Projected 10-Year Impact Fee Revenue	Annual Average
Status Quo	$301,000	$30,100
Accelerated Infill	$1,254,000	$125,400

Fire

Growth Scenario	Projected 10-Year Impact Fee Revenue	Annual Average
Status Quo	$242,000	$24,200
Accelerated Infill	$989,000	$98,900

Total

Growth Scenario	Projected 10-Year Impact Fee Revenue	Annual Average
Status Quo	$777,000	$77,700
Accelerated Infill	$3,219,000	$321,900

CAPITAL IMPROVEMENTS NEEDED TO SERVE GROWTH

Shown in Figure 15 are projected facility space needs for both Police and Fire split between the growth scenarios. At current levels of growth, the Police Department has a growth-related need of 308 additional square feet of facility space. The average cost per square foot of $250 for Police facility space is multiplied by the need to find the projected capital need from growth ($77,000). In the Accelerated Infill Scenario, there is a growth-related need of 1,293 additional square feet of Police facility space. The average cost per square foot is multiplied by the need to find the projected capital need from growth ($323,250).

Similarly for Fire facility space, at current levels of growth, the Fire Department has a growth-related need of 227 additional square feet of facility space. The average cost per square foot of $400 for Fire facility space is multiplied by the need to find the projected capital need from growth ($90,800). In the Accelerated Infill Scenario, there is a growth-related need of 954 additional square feet of Fire facility space. The average cost per square foot is multiplied by the need to find the projected capital need from growth ($381,600).

The combined growth-related need for both departments at current levels of growth is 535 square feet of facility space with a capital need of $167,800. Under the Accelerated Infill Scenario, the combined growth-related need for both departments is 2,247 square feet of facility space with a capital need of $704,850.

Figure 15. Summary of Department Needs by Growth Scenario

Police

Police Facility Needs by Growth Scenario	10-Year Growth-Related Need (Sq. Ft.)	Growth-Related Cost
Status Quo	308	$77,000
Accelerated Infill	1,293	$323,250

Fire

Fire Facility Needs by Growth Scenario	10- Year Growth-Related Need (Sq. Ft.)	Growth-Related Cost
Status Quo	227	$90,800
Accelerated Infill	954	$381,600

Total

Facility Needs by Growth Scenario	10- Year Growth-Related Need (Sq. Ft.)	Growth-Related Cost
Status Quo	535	$167,800
Accelerated Infill	2,247	$704,850

TAKEAWAYS

Although both scenarios show some level of growth for the City of Susanville, a more detailed understanding of the results is important. Below is a summary and a few takeaways of the impact fee feasibility analysis:

- The city has experienced a stagnation in growth which makes linking the nexus between “need” and “benefit” of the impact fee program to new growth difficult. Over the last five years, there has been an annual average of seven new homes constructed in the city. While there is an existing project for a 70-unit apartment complex and additional potential for infill development, the main concern is that there is not enough growth to show a clear benefit in reevaluating or continuing the impact fee program. At status quo levels, population growth is projected to be 2.5 percent over ten years, while in the Accelerated Infill Scenario population growth is projected to be 12.1 percent over ten years.
- Conversations with City staff indicate that impact fees make up a small portion of revenue generated for each department. To recap, the estimated total revenue potential under the Status Quo Scenario is $777,000 over ten years while under the Accelerated Infill Scenario estimated total revenue is $3,219,000 over ten years. Streets receives additional funding from the State, Fire receives AFG grants and revenue from a levy that covers approximately 80 to 90 percent of operating expenses, and Police receives additional funding from a Public Safety Tax that amounts to one percent of sales. There are growth-related needs, however, stagnated growth means that the required nexus between “need” and “benefit” is limited.
- There are economic development concerns at the local, state, and national level that should be considered when evaluating Susanville’s impact fee program. It is the opinion of TischlerBise

that a temporarily halt the impact fee program (similar to Shasta County) until growth trends accelerate could be beneficial to Susanville.

- For example, the potential new truck stop would conservatively generate $300,000 annually in tax revenue which is nearly half of the projected impact fee revenue generated over ten years in the Status Quo Scenario. The removal of the impact fee program could incentivize similar development, expanding sources of revenue and allowing the City to address facility and personnel levels of service.

RECOMMENDATION

There is a need in Susanville to consider economic development strategies. One approach communities can implement is to lessen the cost burden on development by reducing building fees and impact fees. With Shasta County ending its impact fee program, Susanville will be the only community in the area with impact fees, increasing the cost of construction compared to its neighbors. Additionally, the current level of growth in Susanville is not generating a meaningful amount of new demand on facilities nor generating a meaningful amount of impact fee revenue. Also, much of the growth-related cost to Susanville is not impact fee eligible (i.e., hiring of additional police patrol). With this in mind, TischlerBise recommends that Susanville halt their impact fee program for Police, Fire, and Streets.

However, impact fees play a critical role in funding capital expansion. If Susanville were to begin growing similar to the Accelerated Infill Scenario, TischlerBise recommends reinstating the impact fees. This would include a comprehensive analysis of current capital costs, capital needs, and consistency with California's Mitigation Fee Act.

AGENDA ITEM NO. 9.D
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Bob Godman, Public Works

Action Date: December 4, 2024

SUBJECT: Consider accepting Honey Lake Valley Recreation Authority amendment letter from the HLVRA Board and discussion regarding changes that Council may wish to make to the joint powers agreement and give direction to staff.

PRESENTED BY: Bob Godman, Public Works Director & HLVRA Executive Director

SUMMARY: Increases to the minimum wage and inflation have had serious impact to the operations of the Pool. The HLVRA relies on generous support from the City of Susanville and Lassen County, however the fiscal impacts of the last few years have greatly impacted the HLVRA's ability to provide recreation serves and properly care for the facility. The HLVRA Board has approved the attached letter and ask for increased funding in the future. Staff also have concerns that the current accounting system for the HLVRA is very cumbersome, so we would ask to change the system so the City does all of the accounting for the HLVRA. Finally, staff is looking for Council's direction about how long they would like the HLVRA agreement to be amended for.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff on how Council would like to proceed with amending the HLVRA joint powers agreement with Lassen County.

ATTACHMENTS:

AGENDA ITEM NO. 12.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: December 4, 2024

SUBJECT: Consider **Resolution No. 24-6386,** adopting the city of Susanville Procurement Policy and **Resolution No. 24-6388**, adopting the city of Susanville Credit Card Policy

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Procurement policies play a crucial role in promoting transparency, efficiency, and accountability in the acquisition of goods and services by the city. As the city of Susanville continues to grow and evolve, it is imperative to update the existing Procurement Policy to guide the procurement processes and ensure compliance with legal and ethical standards. At the November 6, 2024 city council meeting, staff introduced Ordinance No. 24-1046, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal code and presented proposed modifications. The proposed modifications to Chapter 3.08 provide efficiencies in procurement of goods and services and clarity for procurement processes. The Procurement Policy copies Chapter 3.08 and provides in depth processes for city staff. As referenced in the attached policy, it is also imperative to update the city's Credit Card Policy as the city staff utilizes the credit card program more frequently to procure services and supplies.

Procurement Policy Changes:

- Identification and clarity of roles and responsibilities
- City Manager authorized to execute service agreements in the amount not to exceed $25,000
- Department Heads authorized to execute service agreements in the amount not to exceed $15,000
- Addition of language requiring written agreements for services over $3,000
- Addition of Professional Services Procurement
- Expansion of Public Project Procurement procedures
- Addition of Auction Purchasing
- Clarification of and language added to:
    - Vehicle purchasing
    - Surplus property
    - Emergency situation purchasing

Credit Card Policy Change:

- Credit cards will be issued by the Finance Department to individual employees by written recommendation of employee's Department Head.
- Clarification of:
    - Duties of the CAL-Card Program Administrator (Finance Director)
    - Cardholder Responsibilities
    - Accounts Payable Responsibilities
    - Department Head Responsibilities
    - Online usage
    - Lost or stolen cards

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Resolution No. 24-6386, adopting the city of Susanville Procurement Policy and Resolution No. 24-6388, adopting the city of Susanville Credit Card Policy

ATTACHMENTS:

Procurement Policy 2004.pdf
24-6386.pdf
2024 Procurement Policy.pdf
2001 Credit Card Policy (1).pdf
24-6388.pdf
2024 Credit Card Policy.pdf

CITY OF SUSANVILLE
CALIFORNIA

PROCUREMENT POLICY

(Revised as of May 2004)

I. DEFINITIONS

Budget Responsible Individual – A Department Director or Program Manager

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

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

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

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

II. PURCHASE ORDER REQUESTS AND CHECK REQUESTS

1. For any requested purchase of supplies, materials, equipment, or services, a Purchase Order Request form or a Check Request form prescribed by the Finance Department shall be utilized.

2. Purchase Order Requests and Check Requests shall be approved by the appropriate Budget Responsible Individual, who shall be responsible for providing complete information on the appropriate form prescribed by the Finance Department.

3. The Budget Responsible Individual shall make Purchase Order Requests and Check Requests only when there are sufficient funds in the program's budget to pay for the purchase, and the Budget Responsible Individual shall have the responsibility for ascertaining the sufficiency of funds prior to making a request.

4. The Finance Department shall provide periodic expenditure reports to provide Budget Responsible Individuals with accurate, up-to-date expenditures and budget information.

5. All Purchase Order Requests and Check Requests are to be signed by the appropriate Budget Responsible Individual, or in his/her absence by the City Administrator.

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

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

III. CONTRACTS FOR SERVICES

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

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

IV BID/QUOTE REQUIREMENTS

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

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

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

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

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

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

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

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

EXCEPTIONS TO POLICY:

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

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

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

V. DELIVERY, RECEIPTS, AND PAYMENT

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

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

RESOLUTION NO. 24-6386
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING THE CITY OF SUSANVILLE PROCUREMENT POLICY

WHEREAS, the city of Susanville recognizes the need to establish clear, consistent, and efficient policies and procedures for the procurement of goods, services, and construction to ensure the effective and responsible use of public funds; and

WHEREAS, adopting a comprehensive procurement policy will promote transparency, accountability, and fairness in the procurement process while ensuring compliance with applicable local, state, and federal laws and regulations; and

WHEREAS, the city council has approved amendments to the city of Susanville Municipal Code, Chapter 3 for Title 3, Revenue and Finance by Ordinance 24-1046 at the November 6, 2024, regular city council meeting; and

WHEREAS, the proposed city of Susanville Procurement Policy, which outlines the guiding principles, procedures, and authorization levels for purchases made on behalf of the city reflects changes in Chapter 3 for Title 3 of the city of Susanville Municipal Code; and

WHEREAS, the adoption of this policy will enhance the City's ability to manage contracts, maintain fiscal responsibility, and ensure the highest value and quality in procurement activities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the following:

1. Adoption of the city of Susanville Procurement Policy, as presented, to govern the procurement of goods, services, and construction for the city; and

2. The City Manager and Finance Director are authorized and directed to implement the Procurement Policy and ensure compliance with its provisions by all city departments; and

3. The City Manager is further authorized to make minor administrative updates to the Procurement Policy as necessary to remain in compliance with applicable laws and regulations, provided such changes are reported to the City Council in a timely manner; and

4. This resolution shall take effect immediately upon adoption of Ordinance 24-1046, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal Code, including sections 3.08.010 through 3.08.200.

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 4th day of December 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:________________________________
Margaret Long, City Attorney

City of Susanville
Procurement Policy

Scope: Citywide

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

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Adopted by Resolution Number: 24-6386 on December 4, 2024

Supersedes: Procurement Policy 2004 version

Effective Date: December 28, 2024 with Ordinance No. 24-1046

Policy Review Schedule: Every 2 years from adoption date

INTRODUCTION

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

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

DEFINITIONS

“Bidders List”: List of qualified contractors identifying qualified bidders for city projects, identified according to categories of work. Also known as vendors catalogue file.

“Budget Responsible Individual”: City department head or department head appointed employee as appointed annually and reported to the Purchasing Authority.

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

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

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

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

[1] City of Susanville Municipal Code 3.08.010
[2] City of Susanville Municipal Code 3.08.020
[3] City of Susanville Municipal Code 3.08.170

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

“Department Head”: A head of a city department authorized by city policy to expend department budgets. Department heads are responsible for ensuring that purchases made for services and supplies are reasonably priced and competitive in the current market. Department heads include the city clerk, public safety chief, public works director, finance director, economic development director, or any other city official designated as a department head by the city council.

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

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

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

“Force Account”: Use of city’s own forces in public projects of $60,000 or less

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

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

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

“Non-Purchasable Equipment”: Equipment which is available through “lease only” plans.

“Professional Services”: Services provided to the city that are any of the following: professional architectural; landscaping architectural; professional engineering; environmental; land surveying; construction project management; legal, accounting; professional planning services; and administrative services.[5]

“Public Project”: As defined by Section 22002 of the California Public Contract code, may include construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned leased or operated facility. Painting or repainting of any publicly owned, leased, or operated facility. In the case of publicly owned utility systems, construction, erection,

[4] City of Susanville Municipal Code 3.08.140
[5] City of Susanville Municipal Code 3.08.010

improvement or repair of dams, reservoirs, power plants and electrical transmission lines of 230,000 volts and higher.

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

"Purchasable Equipment": Equipment which can be acquired through "lease with option to purchase" type plans.

"Purchasing Authority": The city finance director is designated the purchasing authority for the city of Susanville. [6]

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

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

I. Roles and Responsibilities

A. Finance Director

The city finance director is designated as purchasing authority for the city of Susanville. The finance director shall ensure that the purchase of equipment, supplies, professional or nonprofessional services, or services not involving particular ability required by any office or department of the city in accordance with purchasing procedures prescribed by this policy, and such other rules or regulations as shall be prescribed by the city council. The finance director acts to procure for the city the needed quality in equipment, supplies, nonprofessional services, or services not involving particular ability required by any office or department of the city, at least expense to the city. The finance director shall encourage uniform bidding, and endeavor to obtain as full and open competition as possible on all purchases hereunder. Prepare and recommend to the city manager and city council rules governing the purchase of equipment, supplies, nonprofessional services, or services not involving particular ability for the city. The finance director shall maintain a bidder's list, vendors' catalogue file, and records for the efficient operation of this procurement policy.[7]

The finance director, upon written approval of the city manager, may authorize in writing any city department to purchase or contract for specified supplies and equipment independently of the purchasing authority, but the finance director shall require that such purchases or contracts be made pursuant to Chapter 3.08 of the Susanville Municipal Code.

[6] City of Susanville Municipal Code 2.24.010
[7] City of Susanville Municipal Code 3.08.030

The finance director, or delegate pursuant to 3.08.030 of the Susanville Municipal Code, shall keep a list of qualified contractors that identifies qualified bidders for city projects identified according to categories of work. Also known as vendors catalogue file.

The finance director shall keep an up-to-date list of authorized signers and designated responsible individuals with listed invoice signatory thresholds, purchase order signatory thresholds, and related budget divisions in which they can sign for. The authorized signers list is submitted annually by each department head to the finance director and kept on file by the finance director.

B. City Clerk
The city clerk will maintain records of all executed agreements and contractual agreements and ensure that no contract or agreement in excess of $25,000 shall be entered into without city council approval. The city clerk will attest by signatory action on all agreements that agreements are signed by the appropriate city officials.[8]

C. City Manager
The city manager is authorized to execute agreements in the amount not to exceed $25,000 including multiyear agreements not exceeding $25,000 in aggregate, agreements in excess of $25,000 require city council approval. Services, in excess of $3,000, including multiyear agreements exceeding $3,000 in aggregate, require written agreements in a form approved by the city attorney. The city manager may not delegate contract signatory authority.

The city manager will consider recommendations of the finance director and, as appropriate, delegate the routine administrative responsibilities as specified in this policy, and other applicable purchasing regulations as shall be prescribed by the city council. The city manager will provide periodic reports to the city council regarding city manager approved agreements under $25,000 executed by the city manager or department heads. [9]

D. Department Head(s)
Department heads are authorized to execute agreements in the amount not to exceed $15,000 including multiyear agreements not exceeding $15,000 in aggregate, without the city manager or city council approval. Prior to executing any agreements, department heads will identify no existing agreements or contracts are in place and which additional services could be added for an equal share of cost increase prior to executing any agreement or contract.[10] Services, in excess of $3,000, including multiyear agreements exceeding $3,000 in aggregate, require written agreements in a form approved by the city attorney.

Department heads may not delegate contract signatory authority; however, department heads are responsible for submitting an authorized signers list notating designated individuals to the finance director notating signatory thresholds for department invoices and purchase orders. Department heads will be responsible for updating the list when personnel changes occur.

[8] City of Susanville Municipal Code 3.08.030
[9] City of Susanville Municipal Code 3.08.030
[10] City of Susanville Municipal Code 3.08.030

II. Purchase Orders

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

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

The finance director shall not issue any purchase order for equipment, supplies, nonprofessional services or nonprofessional services not involving particular ability for which there is an insufficient appropriation in the budgetary account against which said purchase is to be charged.[11]

III. Service Agreements

Services, in excess of $3,000, including multiyear agreements exceeding $3,000 in aggregate, require written agreements in a form approved by the city attorney.[12] Service procurements shall not be split for the purpose of evading the requirement to obtain a written agreement.

Contractual services in excess of $25,000 per agreement must go to the city council for approval. The city manager is authorized to execute agreements in the amount not to exceed $25,000 without city council approval; department heads are authorized to execute agreements in the amount not to exceed $15,000 without city council or city manager approval. All executed agreements under the $25,000 threshold will be reported to the city council at a frequency as directed. All executed agreements must be filed with the city clerk and the city clerk shall attest by signatory action on all agreements that agreements are signed by the appropriate city officials.[13]

Departments must identify no existing agreements are in place in which additional services could be added for an equal share of the cost increase prior to executing agreement.[14] City departments must use the standard city agreement forms whenever possible.

IV. Professional Services

Procurement of the architectural, landscape architectural, engineering, environmental, and land surveying, construction management, and environmental services as defined in California Government Section 4525 shall be made as follows:

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[11] City of Susanville Municipal Code 3.08.080
[12] City of Susanville Municipal Code 3.08.180
[13] City of Susanville Municipal Code 3.08.030
[14] City of Susanville Municipal Code 3.08.140

1. Selection shall be made on the basis of demonstrated competence and professional qualifications for the satisfactory performance of the services required at a reasonable cost.

2. Selection procedures for projects using city funds:
    a. The city shall endeavor to obtain a statement of qualifications from no less than three firms. If statement of qualifications from three firms cannot be obtained, the requesting department shall provide a written justification statement of the process used to solicit statements, specifically stating the number of firms contacted and the reasons that qualifications from at least three firms could not be obtained. The finance director shall review the justification statement and approve the selection process to move forward or require the department to increase their efforts. In the event the finance department is implementing the selection process the city manager shall approve the justification statement if needed.

    b. The requesting department's department head shall convene a review committee, the review committee shall:
        i. Consist of at least three members knowledgeable in the field of services being solicited. Committee members shall not have any financial interest or personal relationship with any of the firms that have submitted statements of qualifications.
        ii. Review the experience qualifications of the prospective firms and select three firms based on demonstrated competence and qualifications.
        iii. Engage in discussions with the top three firms, or fewer as approved in section "a" above. Discussions shall include anticipated concepts, the relative utility of alternative methods of approach for furnishing required services, and cost.
        iv. Make a recommendation to the department head based on the responses to selection criteria in section iii above.

3. Selection procedures for projects using grant or other non-city funding sources:
    a. Absent any procurement requirements specific to the funding source being utilized, the city shall follow Section 2 "Selection procedures for projects using city funds".

    b. When the funding source for a project requires a specific competitive selection process, the city shall adhere to the specific competitive selection process required by the granting agency for the applicable funding source.

4. Procurement of financial, economic, accounting, legal, professional planning services, or administrative services shall be made as follows:
    a. Selection shall be made on the basis of demonstrated competence and professional qualifications for the satisfactory performance of services required at a reasonable cost.

    b. Specific competitive selection requirements of funding entity must be adhered to when applicable.

V. Local Purchase Preference

Except for federal contracts and public projects, or when utilizing funding that does not allow local preference, a local vendor may qualify for local purchase preference. Local purchase preference is a two and one-half percent (2.5%) [higher quote] difference of a quote price over the next vendor. A local vendor must submit a copy of a current city business license, issued by the city of Susanville, and complete and sign a declaration under penalty of perjury, stating that as of the date the request for quotes was issued, the business listed on the quote was physically maintained and operates at a fixed office or other business premises located within the geographical limits of Lassen County, and providing such other information as may be requested.[15] Verification of active city business licenses can be made by written request to the finance department, or copies of the active license can be provided by vendor with submission of quote.

VI. Credit Cards

All credit cards purchases shall be made in conformance with the city's Credit Card Policy.

VII. Splitting Orders

Purchases shall not be split for the purpose of evading the requirement of obtaining a Purchase Order. It is unlawful to split or separate into smaller orders the purchase of supplies, materials, or services of the purpose of evading the competitive bidding provisions.

VIII. Supplies, Materials, and Equipment Purchasing

Except in cases of emergency as described in 3.08.200 of the Susanville Municipal Code, the finance director shall not issue any purchase order for equipment, supplies, nonprofessional services or nonprofessional services not involving particular ability for which there is an insufficient appropriation in the budgetary account against which said purchase is to be charged.[16]

When purchasing from a local vendor within city limits, verification of active business license must be obtained. Verification can be obtained by written requests to the finance department.

The department head shall inspect supplies and equipment delivered and determine their conformance with the specifications set forth in the order or contract. The department head shall have authority to require chemical and physical tests of samples submitted with bids, and samples of deliveries which are necessary to determine their quality and conformance with specifications. Department heads may delegate this duty to an appropriate department of the city.[17]

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

2. ITEMS COSTING BETWEEN $3,000 AND $14,999: Purchase of these items requires a purchase order signed by a budget responsible individual with accompanying documentation.

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[15] City of Susanville Municipal Code 3.08.160
[16] City of Susanville Municipal Code 3.08.080
[17] City of Susanville Municipal Code 3.08.100

3. ITEMS COSTING OVER $15,000: Purchases of more than $15,000 must be pre-approved by the city manager.

4. PUBLIC PROJECTS LESS THAN $60,000: Requires pre-approval by the city manager and may be completed by force account or negotiated contract. Multiple quotes are not required. Public project purchases must be conducted in accordance with the most recently adopted California Unform Cost Accounting Policies and Procedures Manual.

5. PUBLIC PROJECTS LESS THAN $200,000 may be let to contract by informal procedures as set by SMC 03.08.070. Public project purchases must be conducted in accordance with the most recently adopted California Unform Cost Accounting Policies and Procedures Manual.

6. PUBLIC PROJECTS MORE THAN $200,000 are subject to formal bidding procedures as set by SMC 03.08.090. All contracts shall be awarded by the city council. Public project purchases must be conducted in accordance with the most recently adopted California Unform Cost Accounting Policies and Procedures Manual.

IX. Auction Purchasing

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

X. Vehicle Purchasing

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

XI. Equipment Leasing

Leasing equipment shall be in accordance with the provisions as set forth in this policy. Department heads acquiring said assets shall provide a cost analysis of payment options which shall include lease versus purchase and review of lease agreement proposed. The cost analysis shall include, but not be limited to, the type of lease, be it operating lease or capital lease, purchase options (cash versus financing), lease rate, purchase price, payment schedule, interest rate, expected useful life, residual value at lease end, maintenance, service, and supply costs.[18] Department heads may execute lease agreements in an amount not to exceed $15,000 and $25,000 for the city manager. Leasing agreements, in excess of $3,000, including multiyear agreements exceeding $3,000 in aggregate, require written agreements in a form approved by the city attorney. Leasing agreements must be assigned an agreement number provided by the city clerk prior to execution.

[18] City of Susanville Municipal Code 3.08.130

For leasing of non-purchasable equipment in excess of $15,000 for department heads and in excess of $25,000 for the city manager, it shall be the policy of the city of Susanville that when property is acquired by lease rather than outright purchase that all lease agreements must be reviewed by both the finance director and the city attorney prior to consideration by city council and must be signed by the mayor or city manager after said and approval by the city council.[19]

For leasing of non-purchasable equipment in excess of $15,000 for department heads and in excess of $25,000 for city manager, it shall also be the policy for all lease agreements that the head of the department acquiring said asset shall be required to provide a cost analysis of payment options which shall include lease versus purchase and review of any lease agreement proposed. The cost analysis shall include, but not be limited to, the type of lease, be it operating lease or capital lease, purchase options (cash versus financing), lease rate, purchase price, payment schedule, interest rate, expected useful life, residual value at lease end, maintenance, service and supply costs.[20]

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

It shall be the policy of the city of Susanville that when property is acquired by lease rather than outright purchase that all lease agreements and documentation must be reviewed by both the finance director and the city attorney prior to consideration by city council.

XII. Surplus Property

Department heads shall annually notify the finance director if they have items to surplus and list the items in a format approved by the city manager showing all supplies and equipment which are no longer used which have become obsolete or worn out. Vehicles to be surplused will need to have verification of city ownership prior to being placed on the list.[21] The department head of the department owning the vehicle proposed to be surplused will verify ownership with the city clerk prior to placing vehicles on surplus list.

The finance director shall have the authority to make transfers between departments of any usable surplus supplies or equipment as needed[22] should another department desire items from the surplus list. The department receiving the surplused item will pay depreciated (scrap value) amount, determined by the finance director, to the department that has surplused the item. The final proposed public surplus list will be provided to the city manager's office which will prepare a staff report for council approval and coordinate disposal and/or sale of surplus property. Items that are not purchased at auction may be disposed of. No minimum bid.[23]

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[19] City of Susanville Municipal Code 3.08.130
[20] City of Susanville Municipal Code 3.08.130
[21] City of Susanville Municipal Code 3.08.110
[22] City of Susanville Municipal Code 3.08.030
[23] City of Susanville Municipal Code 3.08.110

XIII. Exemptions from Purchasing Policy in Emergency Situations:

All bidding requirements and purchases of equipment, supplies, nonprofessional services, and nonprofessional services not requiring a particular ability may be dispensed with in an emergency. An emergency is a situation where the public interest and necessity demand the immediate expenditure of public money to safeguard life, health and/or property.[24]

The city manager is authorized pursuant to Government Code section 22050 to order any action to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes without giving notice for bids or to let contracts. The city manager must report the action to the city council for review within 7 days after the action or at the next regularly scheduled meeting if that meeting will occur not later than fourteen (14) days after the action. The city council shall review the emergency action at least every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless the city manager has terminated the action prior to the city council reviewing the emergency action, in which case the city manager will report to the city council the city manager's decision to terminate the action at the next regularly scheduled meeting. When the city council reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.[25]

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[24] City of Susanville Municipal Code 3.08.200
[25] City of Susanville Municipal Code 3.08.200

CITY OF SUSANVILLE
CREDIT CARD USE POLICY

PURPOSE

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

POLICY

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

ALLOWED USES

1. Under certain circumstances, the use of a City credit card may be the most appropriate method for making travel arrangements and purchasing lodging, transportation and other minor purchases associated with official travel and activities of the City.

2. The purchase of authorized meals for which no cash advance has been received.

3. The purchase of fuel, oil and minor repairs of City owned vehicles.

4. The purchasing of other minor purchases associated with official functions and activities of the City.

5. The use of credit cards offers the City an alternative method of confirming travel reservations and making payments for related transportation, meals and lodging needs. However, significant problems can arise from inappropriate use and control of credit card purchases that can hinder any benefits associated with their use. To ensure that the use of City credit cards is not abused, the most practical approach is confidence in the discretion and judgment of City personnel. Accordingly, the use of City credit cards will be closely monitored by the Finance Director, and any abuses or excessive costs associated with the use of City credit cards will lead to termination of the offending person rather than development of more sophisticated internal control procedures.

PROHIBITED USES

1. Under the City's Travel Policy, the City reimburses employees for the use of their private automobile in conducting City business. Therefore, City credit cards may not be used to purchase gasoline for privately owned automobiles.

2. City credit cards will not be used for any personal expenses even if the intent is to reimburse the City at a later date including spouse and family member expenses.

3. Any purchases for which proper authorization has not been received.

PROCEDURES

1. City credit cards will be assigned by the City Clerk to each department, not to individual officers or employees. It is the responsibility of the Department Head to safeguard against misuse of cards under their control. Any unidentified charges on a credit card will be charged to the assigned department.

2. Employees requiring the use of a City credit card shall request the credit card from the Department Head not more than one business day in advance of departure on City business.

3. When a City credit card is used, the employee will make a notation on the front of the charge slip stating the purpose of the charge and, in the case of meal charges, the names of the persons for whom meals were purchased.

4. All purchases by City credit card shall be subject to all other purchasing policies, including those for travel and meals. Under no circumstances may credit cards be used to circumvent regular solicitation and review procurement procedures for purchasing goods and services, including vendor credit cards such as Wal-Mart, Safeway, Chevron, Costco and Office Depot.

5. City gasoline credit cards should only be used to fuel City vehicles in conjunction with out-of-area travel. For local travel, the City's fueling facilities at the Public Works Yard should be used. City gasoline cards are not to be used for the purchase of fuel in a privately-owned vehicle.

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

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

DISPUTES

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

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

LOST OR STOLEN CITY CREDIT CARDS

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

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

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

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

CITY OF SUSANVILLE
CITY CREDIT CARD USE AGREEMENT

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

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

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

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

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

City Credit Card User:	Department Head
______________________________	___________________________________
Date:__________	Date:__________

CITY OF SUSANVILLE
REQUEST FOR CREDIT CARDS

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

NAME: ________________________________

DEPARTMENT: ________________________________

ACCOUNT CODE #: _______ - _______ - _______ - _______
FUND ACTIVITY OBJECT %

Purpose of Travel/Activity: ____
____
____

Location: ____
____

Dates: ____

Requested By:__________________________ **Date:** ____________________________

****

Authorized By: ____ ____________________
Department Head **Date**

RESOLUTION NO. 24-6388
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING THE CITY OF SUSANVILLE CREDIT CARD POLICY

WHEREAS, the city of Susanville recognizes the necessity of providing authorized employees with access to city-issued credit cards for efficient management of approved expenses related to city operations; and

WHEREAS, the use of City-issued credit cards requires clear guidelines to ensure appropriate usage, accountability, and compliance with applicable laws and regulations; and

WHEREAS, the proposed city of Susanville Credit Card Policy establishes detailed procedures, controls, and safeguards to govern the issuance, use, and oversight of employee credit cards in conducting City business; and

WHEREAS, the adoption of the Credit Card Policy will promote transparency, fiscal responsibility, and the efficient administration of city resources; and

WHEREAS, the City Council has reviewed and supports the proposed policy as an important tool to maintain accountability and prevent misuse of city-issued credit cards.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the following:

1. Adoption of the city of Susanville Credit Card Policy, as presented, to govern the issuance, use, and oversight of city-issued credit cards by employees; and

2. The City Manager and Finance Director, or their designee, are authorized to implement and enforce the Credit Card Policy and ensure compliance with its provisions by all applicable employees and departments; and

3. The City Manager is further authorized to make minor administrative updates to the Credit Card Policy as necessary to remain in compliance with applicable laws and regulations, provided such changes are reported to the City Council in a timely manner; and

4. This resolution shall take effect immediately upon adoption of Ordinance 24-1046, amending Chapter 3 for Title 3, Revenue and Finance of the Susanville Municipal Code, including sections 3.08.010 through 3.08.200.

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 4th day of December 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:__________________________________
Margaret Long, City Attorney

City of Susanville
Credit Card Policy

Scope: Citywide

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

Table of Contents

Adopted by Resolution Number: 24-6388 on December 4, 2024

Supersedes: 2001 version Credit Card Policy

Effective Date: December 28, 2024 (adoption of 2024 version Procurement Policy)

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

CITY OF SUSANVILLE

CREDIT CARD USE POLICY

INTRODUCTION

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

DEFINITIONS

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

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

"Missing Receipts Memo": Memo written to the finance department that explains rationale for missing credit card receipts. The memo should detail the description of the purchase, the budget the purchase should be coded to, and include department head signature.

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

"Program Administrator": The program administrator is responsible for reviewing required forms for completion, approving, and issuing the credit card. The city's program administrator is the city's finance director.

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

I. GUIDELINES

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

II. OBTAINING A CITY CREDIT CARD

Various employees are authorized to receive a CAL-Card issued in their name for city-related business.

Employee department heads shall evaluate the operational necessity for issuance of a credit card based on the duties and responsibilities of employees and the operational requirement and provide recommendation to the finance director for the issuance and limit suggestion in writing.

III. CREDIT CARDHOLDER RESPONSIBILITIES

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

IV. DEPARTMENT HEAD RESPONSIBILITIES:

1. Department heads are responsible for all credit card purchases made by their subordinates.
2. Department heads may designate intermediary reviewers, e.g., managers, supervisors, to review and confirm purchases made by cardholders before review and approval by the department head.

3. Evaluate the operational necessity for issuance of credit cards to department employees based on the duties and responsibilities of employees and the operational requirement.

4. If operational necessity, complete and submit the *Application for Credit Cards* to the finance director or designee.

5. Accountable for the adherence to this policy for department cardholders.

6. Accountable for the maintenance of appropriate internal controls.

7. Review and approve all monthly statements of accounts for department cardholders ensuring that cardholders' credit card monthly statement of account includes the appropriate documentation to support transactions.

8. Review the utilization of the credit cards on a periodic basis, at least annually, for the purpose of identifying credit cards that may no longer be needed or that may be under-utilized.

9. Review cardholder transactions for split purchases attempting to avoid transaction limits, purchases that are not for city use, inappropriate purchases, and purchases in violation of any city policy.

10. Follow appropriate disciplinary measures for violations of this policy.

11. Report violations of this policy to the finance director, or designee.

VI. PROGRAM ADMINISTRATOR FOR CREDIT CARDS RESPONSIBILITIES:

The city of Susanville's program administrator will be the finance director or his/her designee. The program administrator's responsibilities include the following:

1. Maintain and review the citywide Credit Card Policy.

2. Establish and update credit card accounts, including termination of credit cards.

3. Administer transaction thresholds and transaction templates, which limit the utilization of credit cards, in accordance with this policy.

4. Review monthly statement of accounts to verify the adherence to this policy and ensure that cardholders' credit card monthly statement of account includes the appropriate documentation to support transactions.

5. Accountable for the maintenance of appropriate internal controls.

6. As needed, provide training and advice to credit cardholders.

7. Review cardholder transactions for split purchases attempting to avoid transaction limits, purchases that are not for city use, inappropriate purchases, and purchases in violation of any city policy.

8. Follow appropriate disciplinary measures for violations of this policy.

9. Report violations of this policy to the city manager and department heads.

10. Ensure destruction of credit cards of cardholders who left the city or a particular department and termination of the card with the issuing financial institution.

11. Ensure signed User Agreement for Credit Card is forwarded to human resources and included in the cardholder's personnel file.

VII. ACCOUNTS PAYABLE RESPONSIBILITIES:

1. Ensure the monthly statement of accounts are exported from U.S. Bank into the financial software for monthly reporting.

2. As needed, provide program advice to credit cardholders.

3. Review cardholder transactions for split purchases attempting to avoid transaction limits, purchases that are not for city use, inappropriate purchases, and purchases in violation of any city policy.

4. Ensure that each credit card transaction is assigned an appropriate expense code on the monthly statement of account and charges for accrual for California Sales Tax are identified.

5. Ensure that there is available budget for each credit card transaction.

6. Issue payments for credit cards to the appropriate financial institution.

7. Report any violations of this policy to the finance director.

VII. ALLOWED USES:

1. **Travel:**
   Under certain circumstances, the use of a city credit card may be the most appropriate method for making travel arrangements and purchasing lodging, transportation and other minor purchases associated with official travel and activities approved by the city. The use of credit cards offers the city an alternative method of confirming travel reservations and making payments for related transportation, meals, and lodging needs. However, significant problems can arise from inappropriate use and control of credit card purchases that can hinder any benefits associated with their use. To ensure that the use of city credit cards is not abused, the most practical approach is confidence in the discretion and judgment of city personnel. Accordingly, the use of city credit cards will be closely monitored by the finance director and finance department. Any abuses or excessive costs associated with the use of city credit cards will lead to termination of the offending person rather than development of more sophisticated internal control procedures.

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

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

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

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

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

4. **Memberships and Subscription Charges:**
Reoccurring charges for memberships and/or subscriptions may require credit card use if invoicing is unavailable.

VIII. PROHIBITED USES

1. Under the city's Travel Policy, the city reimburses employees for the use of their private automobile in conducting city business. Therefore, city credit cards may not be used to purchase gasoline for privately owned automobiles.

2. City credit cards will not be used for any personal expenses even if the intent is to reimburse the city at a later date including spouse and family member expenses.

3. Any purchases for which proper authorization has not been received.

IX. DISPUTES

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

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

X. LOST OR STOLEN CITY CREDIT CARDS

Should any employee lose or have a city credit card stolen, it is their responsibility to notify their department head and contact the finance director within 24 hours of discovery.

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

The city manager or finance director may, from time to time, make minor changes to procedures and forms necessary to implement this policy.

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

CITY OF SUSANVILLE

USER AGREEMENT FOR CITY ISSUED CREDIT CARD

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

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

1. ________ I agree to use this card only for actual and necessary business expenses for the city of Susanville, incurred by me in accordance with city procurement policy and procedures. I understand and acknowledge that use of the card may not be delegated to anyone other than myself.

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

3. ________ I agree to surrender the city credit card immediately upon retirement, termination, or upon request of the city manager. I understand that use of the city credit card after charge privileges are withdrawn is prohibited.

4. ________ If the city credit card is lost or stolen, I will immediately notify the finance director. I understand that failure to promptly notify the finance director of the theft, loss or misplacement of the city credit card could make me responsible for any fraudulent use of the card.

5. ________ I have been provided with a copy of the city of Susanville Credit Card Policy and the city of Susanville Procurement Policy.

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

Employee Name: ____

Department: ____

Signature: ____

Date: ________________________

AGENDA ITEM NO. 13.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Heidi Whitlock, City Clerk
Action Date:	December 4, 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:	

AGENDA ITEM NO. 14.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: December 4, 2024

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Manager

SUMMARY: Council may provide direction to staff to bring back items for discussion or action at a future meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Possible direction to staff.

ATTACHMENTS:
241204.Future.Items.List.pdf

LAST THREE MONTHS (9/4/2024 to current)

BUSINESS FROM THE FLOOR

11/6/2024	Consider program and faciliites for the homeless youth of the community
11/6/2024	Consider purchasing the old Uppal building for a homeless facility

Council requested - FUTURE COUNCIL ITEMS

9/18/2024	Request to bring back an ARPA discussion item due to the Elk's Lodge no longer accepting the funds - IN PROGRESS
9/18/2024	Request to have the council review and possibly update the priorities
9/18/2024	Request to bring back scope of work for the Wingfield Clubhouse improvements
9/18/2024	Request to discuss a Master Plan for the Barry Reservoir area
11/20/2024	Request to bring back an item regarding the community garden and LARP

Completed List Items

~~8/21/2024~~	~~Request to bring back a resolution related to natural gas purchases at 80%~~
~~8/21/2024~~	~~Request to bring back discussion to disolve the planning commission~~
~~9/4/2024~~	~~Request to discuss Barry Reservoir Project~~
~~9/4/2024~~	~~Request to discuss old clubhouse updates~~
~~9/4/2024~~	~~Request to discuss dissolving of Planning Commission~~
~~9/18/2024~~	~~Planning Commission discussion item to be brought back on October 16, 2024~~