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

Susanville City Council

Regular Council Meeting • City Council Chambers

Wednesday, December 17, 2025 – 4:30 PM

Call to Order
Roll Call

1. **Approval of Agenda:** (Additions and/or Deletions)

2. **Public Comment Regarding Closed Session Items (if any):** Any person may address the City Council at this time upon any subject for discussion during Closed Session.
   A. PUBLIC EMPLOYMENT - pursuant to Government Code §54957
      1. Public Works Director
      2. Public Safety Chief

4. **Return to Open Session:** (recess if necessary)
   - Reconvene in open session at 5:00 PM
   - Pledge of Allegiance
   - Invocation
   - Report any changes to agenda
   - Report any action out of Closed Session
   - Awards or Presentations by the City Council

5. **Business from the Floor:** Any person may address the City 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 three-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 December 3, 2025 regular meeting

   6.B. Vendor and Payroll Warrants

7. **Public Hearings:**

   7.A. Consider **Resolution No. 25-6501,** Accepting FY 2024-25 Annual Report of Development/Mitigation Fees

8. **Council Discussion/Announcements:**

9. New Business:

9.A. Consider **Resolution No. 25-6500**, approving a budget increase and authorizing the City Manager to execute an agreement for the SCADA system upgrade and PRV maintenance.

9.B. Consider purchase of Hangar #30 at the Susanville Municipal Airport

10. Susanville Community Redevelopment Agency:

11. Susanville Municipal Energy Corporation:

12. Planning Commission :

13. Continuing Business:

14. City Manager's Reports:

15. Future Council Items:

15.A. Future Council Items

16. Adjournment:

- **The next regular meeting of the Susanville City Council will be held on January 7, 2026 at 4:30 PM.**

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.gov, 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 17, 2025 in the areas designated on December 12, 2025.

Agenda Item No. 6.A.
Agenda Item

Susanville City Council Agenda Item

Submitted By:	Heidi Whitlock, City Clerk
Action Date:	December 17, 2025
Subject:	Minutes of the City Council December 3, 2025 regular meeting
Presented By:	Heidi Whitlock, City Clerk
Summary:	Minutes of the City Council December 3, 2025 regular meeting.
Fiscal Impact:	None.
Action Requested:	Motion to approve and file the minutes of the City Council's December 3, 2025 regular meeting.

Attachments:
1. 2025.12.03.cc.min

Regular Council Meeting Minutes
Wednesday, December 3, 2025 – 5:00 PM

Call to Order
Roll Call

Mayor Schuster called the meeting to order at 5:00PM.
Council Members in attendance: Schuster, Brown, Bortle, & Miller
Absent: Bortle

1. **Approval of Agenda:** (Additions and/or Deletions)

MOVER:	Mayor Pro Tem Russ Brown
SECONDER:	Council Member Patrick Parrish
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

2. **Public Comment Regarding Closed Session Items: (No Closed Session) :**

No comment.

4. **Return to Open Session:** (recess if necessary)
   - Reconvene in open session at 5:00 PM
   - Pledge of Allegiance
   - Invocation
   - Report any changes to agenda
   - Report any action out of Closed Session
   - Awards or Presentations by the City Council

5. **Business from the Floor:** Any person may address the City 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 three-minute limit.

Eric Perry, speaking on behalf of Lassen High School Baseball, voiced concerns that they may not be able to host baseball games at Memorial Park since the fire that occurred this summer. He inquired about the plan for getting it completed as they need to know how to schedule and whether or not they can host games. He also inquired if there was contingency plan if it does not get to playable condition prior to their season starting.

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.

MOVER:	Mayor Pro Tem Russ Brown
SECONDER:	Council Member Dawn Miller
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

6.A. Minutes of the City Council November 19, 2025 regular meeting

6.B. Vendor and Payroll Warrants

7. **Public Hearings (No business):**

8. **Council Discussion/Announcements:**

Mayor Schuster thanked the Lassen Community College Baseball team for their participation in putting up the uptown Christmas tree.

9. **New Business (No business):**

10. **Susanville Community Redevelopment Agency (No business):**

11. **Susanville Municipal Energy Corporation (No business):**

12. **Planning Commission (No business):**

13. **Continuing Business:**

13.A. Consider **Ordinance No. 25-1050**, Amending certain Sections of Chapter 04 of Title 15 Building and Construction, of the Susanville Municipal Code to reflect the adoption of the California Building Standards Code, 2025 Title 24 edition Chapters 1-12 and referenced Appendices.

Erik Edholm, Assistant Director of Engineering, provided an explanation of the item and requested the Council waive the second reading and adopt Ordinance No. 25-1050.

MOVER:	Council Member Patrick Parrish
SECONDER:	Council Member Dawn Miller
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Dawn Miller

NAYS:	None
RESULT:	Passed

13.B. Discussion regarding Memorial Ball Park Grandstand Fire Emergency Operations

Dan Newton, City Manager, provided an update on the Grandstand Fire and requested approval to continue with the emergency operations in order to get the field back in operation.

MOVER:	Council Member Dawn Miller
SECONDER:	Mayor Pro Tem Russ Brown
AYES:	Mayor Mendy Schuster, Mayor Pro Tem Russ Brown, Council Member Patrick Parrish, Council Member Dawn Miller
NAYS:	None
RESULT:	Passed

14. City Manager's Reports (No business):

15. Future Council Items:

15.A. Future Council Items

Council Member Miller inquired about items that were listed as completed and if they were still being worked on.
Mr. Newton responded that they were marked off the list if discussion was requested and the discussion occurred. However, if direction was provided to staff during the discussion, staff would still be working on that task.

16. Adjournment:

5:27pm

- **The next regular meeting of the Susanville City Council will be held on December 17, 2025, at 4:30 PM.**

Heidi Whitlock, City Clerk

Mendy Schuster, Mayor

Approved on:

Agenda Item No. 6.B.
Agenda Item

Susanville City Council Agenda Item

Submitted By:	Stefanie Steward, Asst. Director - Finance
Action Date:	December 17, 2025
Subject:	Vendor and Payroll Warrants
Presented By:	Chandra Jabbs, Finance Director
Summary:	Warrants dated November 19, 2025 through December 2, 2025 numbered 225347-225367, 225369-225375, 225377-225473.
Fiscal Impact:	Accounts Payable warrants totaling $225,777.87, plus $514,156.87 in Payroll warrants, for a total of $739,934.74.
Action Requested:	Motion to file and receive.

Attachments:

1. 11-20-2025
2. 11-26-2025

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
11/25	11/20/2025	225348	11488		REFUND GAS DEPOSIT	10504900029	1	7401-2228-000	DEPOSITS-CUSTOMER	169.79	169.79
Total 10504900029:										169.79	169.79
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2056806CRD- WATER	LREN2056806-CRD	1	7110-430-42-44	LINEN SERVICE	6.00-	6.00-
Total LREN2056806-CRD:										6.00-	6.00-
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2067116 LAUNDRY- GAS	LREN2067116	1	7401-430-62-44	LINEN SERVICES	172.57	172.57
Total LREN2067116:										172.57	172.57
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2067119 LAUNDRY- WATE	LREN2067119	1	7110-430-42-44	LINEN SERVICE	65.04	65.04
Total LREN2067119:										65.04	65.04
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2067119CRD LAUNDRY- W	LREN2067119-CRD	1	7110-430-42-44	LINEN SERVICE	.09-	.09-
Total LREN2067119-CRD:										.09-	.09-
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068821 MATS- PW	LREN2068821	1	7620-430-10-44	LINEN SERVICE	33.54	33.54
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068821 MATS- PW	LREN2068821	2	7620-430-10-46	SUPPLIES-JANITORIAL	166.96	166.96
Total LREN2068821:										200.50	200.50
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068822 LAUNDRY- GAS	LREN2068822	1	7401-430-62-44	LINEN SERVICES	86.68	86.68
Total LREN2068822:										86.68	86.68
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068823 LAUNDRY- PARK	LREN2068823	1	1011-452-20-44	LINEN SERVICES	46.13	46.13
Total LREN2068823:										46.13	46.13
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068824 LAUNDRY- STRE	LREN2068824	1	2007-431-20-44	LINEN SERVICE	58.93	58.93

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 LREN2068824:										58.93	58.93
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068825 LAUNDRY- WATE	LREN2068825	1	7110-430-42-44	LINEN SERVICE	64.95	64.95
Total LREN2068825:										64.95	64.95
11/25	11/20/2025	225349	10981	ALSCO INC	LREN2068826 MATS- PW	LREN2068826	1	7620-430-10-44	LINEN SERVICE	38.99	38.99
Total LREN2068826:										38.99	38.99
11/25	11/20/2025	225350	98	CALIFORNIA ASSOCIATI	DUES AND MEMBERSHIP 12/25-	DECEMBER 2025 BILLIN	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	265.50	265.50
Total DECEMBER 2025 BILLING:										265.50	265.50
11/25	11/20/2025	225351	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	054192	1	1000-417-10-43	TECHNICAL SVCS	144.00	144.00
11/25	11/20/2025	225351	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	054192	2	1011-452-20-43	TECHNICAL SVCS	120.00	120.00
Total 054192:										264.00	264.00
11/25	11/20/2025	225351	10670	CURRENT ELECTRIC & A	SECURITY SYSTEM MONITORI	054291	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 054291:										40.00	40.00
11/25	11/20/2025	225352	11491		FF ENDORSEMENT DMV FEE R	5404	1	1010-422-10-43	PROFESSIONAL SVCS	45.95	45.95
Total 5404:										45.95	45.95
11/25	11/20/2025	225353	11495		REFUND WATER DEPOSIT	10305800001	1	7110-2228-000	DEPOSITS-CUSTOMER	21.79	21.79
Total 10305800001:										21.79	21.79
11/25	11/20/2025	225354	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	OCT 2025	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	276.00	276.00
Total OCT 2025:										276.00	276.00
11/25	11/20/2025	225355	219	ED STAUB & SONS PETR	286.00 CARB PREM 10% ETHL-	12922494	1	7530-451-52-46	GASOLINE	1,171.35	1,171.35

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 12922494:										1,171.35	1,171.35
11/25	11/20/2025	225356	11493		REFUND GAS DEPOSIT	10120651325	1	7401-2228-000	DEPOSITS-CUSTOMER	64.53	64.53
Total 10120651325:										64.53	64.53
11/25	11/20/2025	225357	1484	EDGES ELECTRICAL GR	DOTTIE CON BODY- PARKS	S6583362.001	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	55.75	55.75
Total S6583362.001:										55.75	55.75
11/25	11/20/2025	225358	11494		REFUND GAS DEPOSIT	10526770014	1	7401-2228-000	DEPOSITS-CUSTOMER	64.03	64.03
Total 10526770014:										64.03	64.03
11/25	11/20/2025	225359	265	FRONTIER	251-0015-PD	0015 110825	1	1009-421-10-45	COMMUNICATIONS	80.87	80.87
Total 0015 110825:										80.87	80.87
11/25	11/20/2025	225359	265	FRONTIER	257-1887 BACKUP	1887 110125	1	1000-417-10-45	COMMUNICATIONS	137.48	137.48
Total 1887 110125:										137.48	137.48
11/25	11/20/2025	225359	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 110525	1	1000-417-10-45	COMMUNICATIONS	132.69	132.69
Total 2960 110525:										132.69	132.69
11/25	11/20/2025	225360	298	HAT CREEK CONSTRUCT	RAP-LIME TAG- WATER	2637	1	7110-430-42-46	SUPPLIES-GENERAL	535.16	535.16
11/25	11/20/2025	225360	298	HAT CREEK CONSTRUCT	RAP-LIME TAG- STREETS SB1	2637	2	2005-431-20-46	SUPPLIES-GENERAL	505.16	505.16
Total 2637:										1,040.32	1,040.32
11/25	11/20/2025	225361	11492		REFUND GAS DEPOSIT	1029994008	1	7401-2228-000	DEPOSITS-CUSTOMER	163.00	163.00
Total 1029994008:										163.00	163.00
11/25	11/20/2025	225362	10995	INLAND SUPPLY CO INC	PURPLE HEAT ICE MELT- PARK	1110969	1	1011-452-20-46	SUPPLIES-GENERAL	84.43	84.43

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 1110969:										84.43	84.43
11/25	11/20/2025	225362	10995	INLAND SUPPLY CO INC	DOG WASTE TRASH BAGS- PA	1110970	1	1011-452-20-46	SUPPLIES-GENERAL	153.69	153.69
11/25	11/20/2025	225362	10995	INLAND SUPPLY CO INC	DOG WASTE TRASH BAGS- CIT	1110970	2	1000-417-10-46	SUPPLIES-JANITORIAL	686.84	686.84
Total 1110970:										840.53	840.53
11/25	11/20/2025	225363	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	KVVW161	1	1000-417-10-43	PROFESSIONAL SVCS	132.12	132.12
Total KVVW161:										132.12	132.12
11/25	11/20/2025	225364	11486		REFUND GAS DEPOSIT	10507060008	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10507060008:										200.00	200.00
11/25	11/20/2025	225365	11487		REFUND WATER DEPOSIT	10223000021	1	7110-2228-000	DEPOSITS-CUSTOMER	19.58	19.58
Total 10223000021:										19.58	19.58
11/25	11/20/2025	225366	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	372079	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	5.00	5.00
Total 372079:										5.00	5.00
11/25	11/20/2025	225366	412	LASSEN REGIONAL SOLI	GREEN WASTE- STREETS SB1	372575	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	1.00	1.00
Total 372575:										1.00	1.00
11/25	11/20/2025	225366	412	LASSEN REGIONAL SOLI	WASTE- GAS	373446	1	7401-430-62-44	REPAIR AND MAINTENANCE-FA	10.80	10.80
Total 373446:										10.80	10.80
11/25	11/20/2025	225366	412	LASSEN REGIONAL SOLI	WASTE- GAS	373475	1	7401-430-62-44	REPAIR AND MAINTENANCE-FA	10.53	10.53
Total 373475:										10.53	10.53
11/25	11/20/2025	225366	412	LASSEN REGIONAL SOLI	WASTE- GAS	373480	1	7401-430-62-44	REPAIR AND MAINTENANCE-FA	20.07	20.07

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 373480:										20.07	20.07
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	TIRE REPAIRS-WATER	60400468370	1	7110-430-42-46	SUPPLIES-GENERAL	1,122.35	1,122.35
Total 60400468370:										1,122.35	1,122.35
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	MINIMUM MOBILE TRUCK FEE-	60400468701	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	72.99	72.99
Total 60400468701:										72.99	72.99
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	TRUCK TIRE DISMOUNT/MOUN	60400469249	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	352.60	352.60
Total 60400469249:										352.60	352.60
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	SOLIDEAL LUG- STREETS SB1	60400469444	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	1,635.89	1,635.89
Total 60400469444:										1,635.89	1,635.89
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	FLAT REPAIRS-STREETS SB1	60400472075	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	50.99	50.99
Total 60400472075:										50.99	50.99
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	FLAT REPAIRS-STREETS SB1	60400475341	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	197.18	197.18
Total 60400475341:										197.18	197.18
11/25	11/20/2025	225367	425	LES SCHWAB TIRE CENT	DISMOUNT & MOUNT- STREET	60400487510	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	44.99	44.99
Total 60400487510:										44.99	44.99
11/25	11/20/2025	225368	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-14	1	1011-419-11-43	PROFESSIONAL SVCS	8,771.25	8,771.25
Total SUSANVILLEHE-GPU-14:										8,771.25	8,771.25
11/25	11/20/2025	225368	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-15	1	1011-419-11-43	PROFESSIONAL SVCS	10,618.60	10,618.60
Total SUSANVILLEHE-GPU-15:										10,618.60	10,618.60

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
11/25	11/20/2025	225368	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-16	1	1011-419-11-43	PROFESSIONAL SVCS	12,587.81	12,587.81
	Total SUSANVILLEHE-GPU-16:									12,587.81	12,587.81
11/25	11/20/2025	225368	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-17	1	1011-419-11-43	PROFESSIONAL SVCS	13,562.50	13,562.50
	Total SUSANVILLEHE-GPU-17:									13,562.50	13,562.50
11/25	11/20/2025	225369	11489	MORGAN WHITLOW	REFUND GAS DEPOSIT	10326900011	1	7401-2228-000	DEPOSITS-CUSTOMER	71.45	71.45
	Total 10326900011:									71.45	71.45
11/25	11/20/2025	225370	11490	NATALIE FOLKMAN		10311050240	1	7401-2228-000	DEPOSITS-CUSTOMER	168.64	168.64
	Total 10311050240:									168.64	168.64
11/25	11/20/2025	225371	5006	OATES CONSTRUCTION/	PLHA ACTIVITY DELIVERY REN	111325	1	1009-421-23-48	ACTIVITY DELIVERY (GRANTS)	1,450.00	1,450.00
	Total 111325:									1,450.00	1,450.00
11/25	11/20/2025	225372	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444 103125	1	7620-430-10-45	COMMUNICATIONS	371.55	371.55
	Total 68444 103125:									371.55	371.55
11/25	11/20/2025	225373	9689	PRENTICE LONG & EPPE	ATTORNEY CONTRACT 25/26 F	8036	1	1000-412-10-43	PROFESSIONAL SVCS	6,500.00	6,500.00
	Total 8036:									6,500.00	6,500.00
11/25	11/20/2025	225373	9689	PRENTICE LONG & EPPE	PROFESSIONAL SVC- ATTORN	8037	1	1000-412-10-43	PROFESSIONAL SVCS	323.00	323.00
	Total 8037:									323.00	323.00
11/25	11/20/2025	225374	10227	RIGGS AMBULANCE SER	HEARTSAVER CARDS- FD	2938	1	1010-422-10-46	SUPPLIES- GENERAL	69.00	69.00
	Total 2938:									69.00	69.00
11/25	11/20/2025	225375	660	STATE WATER RESOURC	DRINKING WATER CERT RENE	111725	1	7110-430-42-45	TRAVEL	90.00	90.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
	Total 111725:									90.00	90.00
11/25	11/20/2025	225376	9946	SUN RIDGE SYSTEMS IN	RIMS ANNUAL SUPPORT SERV	8872	1	1009-421-10-43	TECHNICAL SERVICES	12,178.00	12,178.00
	Total 8872:									12,178.00	12,178.00
11/25	11/20/2025	225377	76	SUSANVILLE ACE HARD	2G TANK SPRAYER- WATER	537662	1	7110-430-42-46	SUPPLIES-GENERAL	43.83	43.83
	Total 537662:									43.83	43.83
11/25	11/20/2025	225377	76	SUSANVILLE ACE HARD	CABLETIE- BUILDING	537945	1	1011-424-20-46	SUPPLIES-GENERAL	10.71	10.71
	Total 537945:									10.71	10.71
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	606 NEVADA-PW	1274 110325	1	7620-430-10-44	SEWER	61.86	61.86
	Total 1274 110325:									61.86	61.86
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	66 N LASSEN- ADMIN	1276 110325	1	1000-417-10-44	SEWER	136.88	136.88
	Total 1276 110325:									136.88	136.88
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	115 N WEATHERLOW- PARKS	1448 110325	1	1011-452-20-44	SEWER	68.44	68.44
	Total 1448 110325:									68.44	68.44
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	65 N WEATHERLOW - PARKS	1449 110325	1	1011-452-20-44	SEWER	205.32	205.32
	Total 1449 110325:									205.32	205.32
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	1505 MAIN- FD	2064 110325	1	1010-422-10-44	SEWER	136.88	136.88
	Total 2064 110325:									136.88	136.88
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	1801 MAIN ST-PD	2121 110325	1	1009-421-10-44	SEWER	68.44	68.44
	Total 2121 110325:									68.44	68.44

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
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	720 SOUTH ST-PW	3203 110325	1	7620-430-10-44	SEWER	68.44	68.44
	Total 3203 110325:									68.44	68.44
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	1850 RIVER ST-PARKS	3667 110325	1	1011-452-20-44	SEWER	68.44	68.44
	Total 3667 110325:									68.44	68.44
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR - PARKS	3668 110325	1	1011-452-20-44	SEWER	150.88	150.88
	Total 3668 110325:									150.88	150.88
11/25	11/20/2025	225378	677	SUSANVILLE SANITARY	1200 NORTH ST-PARKS	3669 110325	1	1011-452-20-44	SEWER	68.44	68.44
	Total 3669 110325:									68.44	68.44
11/25	11/20/2025	225379	10822	SUSANVILLE TOWING	VEHICLE REPAIR- PD	59867	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,755.88	1,755.88
	Total 59867:									1,755.88	1,755.88
11/25	11/20/2025	225380	638	THATCHER COMPANY	CLORINE- WATER	2025400104901	1	7110-430-42-46	SUPPLIES-GENERAL	4,155.15	4,155.15
	Total 2025400104901:									4,155.15	4,155.15
11/25	11/20/2025	225381	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	1139	1	1009-421-10-44	CUSTODIAL	700.00	700.00
	Total 1139:									700.00	700.00
11/25	11/20/2025	225382	10821	UBEO WEST LLC	COPIER PD	5067789	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	205.01	205.01
11/25	11/20/2025	225382	10821	UBEO WEST LLC	COPIER CITY HALL	5067789	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	497.32	497.32
11/25	11/20/2025	225382	10821	UBEO WEST LLC	COPIER CITY HALL	5067789	3	1000-417-10-45	PRINTING AND BINDING	163.38	163.38
11/25	11/20/2025	225382	10821	UBEO WEST LLC	COPIER PD	5067789	4	1009-421-10-45	PRINTING & BINDING	141.25	141.25
	Total 5067789:									1,006.96	1,006.96
11/25	11/20/2025	225383	1492	ULINE, INC.	CROEN CONTROL BARRIER- S	199552067	1	2005-431-20-46	SUPPLIES-GENERAL	3,632.83	3,632.83
	Total 199552067:									3,632.83	3,632.83

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
11/25	11/20/2025	225384	770	WESTERN NEVADA SUP	BLK STL NIP- GAS	61995890	1	7401-430-62-46	SUPPLIES-GENERAL	1,659.74	1,659.74
	Total 61995890:									1,659.74	1,659.74
11/25	11/20/2025	225384	770	WESTERN NEVADA SUP	BLK MAMBA L GLV- STREETS S	61995894	1	2005-431-20-46	SUPPLIES-GENERAL	77.94	77.94
	Total 61995894:									77.94	77.94
11/25	11/20/2025	225385	1198	WESTWOOD SANITATIO	SKYLINE PARK-PARKS	I81876	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
	Total I81876:									109.39	109.39
11/25	11/20/2025	225385	1198	WESTWOOD SANITATIO	COMMUNITY GARDEN- PARKS	I81920	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	120.11	120.11
	Total I81920:									120.11	120.11
	Grand Totals:									90,590.16	90,590.16

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
11/25	11/26/2025	225395	9432	ALL SEASON HEATING	WRP #101 RUTH HOOPER	853866378	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
	Total 853866378:									5,000.00	5,000.00
11/25	11/26/2025	225395	9432	ALL SEASON HEATING	WRP #116 ROBERT BEELER	853866530	1	8407-430-10-48	GRANTS	2,500.00	2,500.00
	Total 853866530:									2,500.00	2,500.00
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070481 MATS- PW	LREN2070481	1	7620-430-10-44	LINEN SERVICE	78.21	78.21
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070481 MATS- PW	LREN2070481	2	7620-430-10-46	SUPPLIES-JANITORIAL	122.29	122.29
	Total LREN2070481:									200.50	200.50
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070482 LAUNDRY- GAS	LREN2070482	1	7401-430-62-44	LINEN SERVICES	86.68	86.68
	Total LREN2070482:									86.68	86.68
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070483 LAUNDRY- PARK	LREN2070483	1	1011-452-20-44	LINEN SERVICES	46.13	46.13
	Total LREN2070483:									46.13	46.13
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070484 LAUNDRY- STRE	LREN2070484	1	2007-431-20-44	LINEN SERVICE	58.93	58.93
	Total LREN2070484:									58.93	58.93
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070485 LAUNDRY- WATE	LREN2070485	1	7110-430-42-44	LINEN SERVICE	64.95	64.95
	Total LREN2070485:									64.95	64.95
11/25	11/26/2025	225396	10981	ALSCO INC	LREN2070486 MATS- PW	LREN2070486	1	7620-430-10-44	LINEN SERVICE	38.99	38.99
	Total LREN2070486:									38.99	38.99
11/25	11/26/2025	225397	1231	ASBURY ENVIRONMENT	PARTS WASHER SERVICE/REN	1500-01294760	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	47.77	47.77
11/25	11/26/2025	225397	1231	ASBURY ENVIRONMENT	PARTS WASHER SERVICE/REN	1500-01294760	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	47.77	47.77

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11/25	11/26/2025	225397	1231	ASBURY ENVIRONMENT	PARTS WASHER SERVICE/REN	1500-01294760	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	47.77	47.77
	Total 1500-01294760:									143.31	143.31
11/25	11/26/2025	225398	986	CARLSONS TIRE PROS	TIRE SERVICE- PD	12286	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	150.00	150.00
	Total 12286:									150.00	150.00
11/25	11/26/2025	225399	10491		PARK LIGHTS REFUND 10/29/25	111925	1	1011-452-20-34	PARK UTILITY FEES	13.00	13.00
	Total 111925:									13.00	13.00
11/25	11/26/2025	225400	148	COMPUTER LOGISTICS	2025/2026 FY CONTRACT IT SE	86665	1	1000-417-10-43	TECHNICAL SVCS	6,111.90	6,111.90
	Total 86665:									6,111.90	6,111.90
11/25	11/26/2025	225401	161	CSK AUTO INC	LED LIGHT- STREETS SB1	2740-207442	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	32.03	32.03
	Total 2740-207442:									32.03	32.03
11/25	11/26/2025	225401	161	CSK AUTO INC	AIR FILTER-WATER	2740-208750	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	132.38	132.38
	Total 2740-208750:									132.38	132.38
11/25	11/26/2025	225401	161	CSK AUTO INC	AIR FILTER- STREETS SB1	2740-208835	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	123.82	123.82
	Total 2740-208835:									123.82	123.82
11/25	11/26/2025	225401	161	CSK AUTO INC	AIR FILTER- SNOW	2740-208836	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	55.18	55.18
	Total 2740-208836:									55.18	55.18
11/25	11/26/2025	225401	161	CSK AUTO INC	HDLT RESTORE- STREETS SB1	2740-208851	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	27.61	27.61
	Total 2740-208851:									27.61	27.61
11/25	11/26/2025	225401	161	CSK AUTO INC	LED LIGHT- STREETS SB1	2740-208932	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	32.03-	32.03-

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 2740-208932:										32.03-	32.03-
11/25	11/26/2025	225401	161	CSK AUTO INC	DRILL BIT ST- GAS	2740-209195	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	22.96	22.96
11/25	11/26/2025	225401	161	CSK AUTO INC	DRILL BIT ST- WATER	2740-209195	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	22.96	22.96
11/25	11/26/2025	225401	161	CSK AUTO INC	DRILL BIT ST- PARKS	2740-209195	3	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	6.56	6.56
11/25	11/26/2025	225401	161	CSK AUTO INC	DRILL BIT ST- STREETS SB1	2740-209195	4	2005-431-20-44	REPAIR AND MAINTENANCE VE	13.12	13.12
Total 2740-209195:										65.60	65.60
11/25	11/26/2025	225401	161	CSK AUTO INC	MOTOR OIL- WATER	2740-209597	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	16.22	16.22
Total 2740-209597:										16.22	16.22
11/25	11/26/2025	225401	161	CSK AUTO INC	BATTERY- PARKS	2740-209608	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	.97	.97
11/25	11/26/2025	225401	161	CSK AUTO INC	BATTERY- WATER	2740-209608	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.41	3.41
11/25	11/26/2025	225401	161	CSK AUTO INC	BATTERY-GAS	2740-209608	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.41	3.41
11/25	11/26/2025	225401	161	CSK AUTO INC	BATTERY-STREETS SB1	2740-209608	4	2005-431-20-44	REPAIR AND MAINTENANCE VE	1.94	1.94
Total 2740-209608:										9.73	9.73
11/25	11/26/2025	225401	161	CSK AUTO INC	AIR FILTER-PW	2740-209645	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	164.50	164.50
Total 2740-209645:										164.50	164.50
11/25	11/26/2025	225401	161	CSK AUTO INC	SEAT COVERS- WATER	2740-209694	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	86.59	86.59
Total 2740-209694:										86.59	86.59
11/25	11/26/2025	225401	161	CSK AUTO INC	MINIBAR- PW	2740-210671	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	430.82	430.82
Total 2740-210671:										430.82	430.82
11/25	11/26/2025	225402	219	ED STAUB & SONS PETR	141.03 PROPANE LP-AIRPORT	13309943	1	7201-430-81-46	PROPANE	365.40	365.40
Total 13309943:										365.40	365.40
11/25	11/26/2025	225403	1484	EDGES ELECTRICAL GR	DOTTIE RED WASHER- PARKS	S6584889.001	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	6.29	6.29

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Total S6584889.001:										6.29	6.29
11/25	11/26/2025	225403	1484	EDGES ELECTRICAL GR	BUSHED NIPPLE- PARK	S6585153.001	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	1.60	1.60
Total S6585153.001:										1.60	1.60
11/25	11/26/2025	225403	1484	EDGES ELECTRICAL GR	CLR 2PRT CONN- PARKS	S6585597.001	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	98.42	98.42
Total S6585597.001:										98.42	98.42
11/25	11/26/2025	225403	1484	EDGES ELECTRICAL GR	NEUTRAL LUG- PARKS	S6586145.001	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	95.58	95.58
Total S6586145.001:										95.58	95.58
11/25	11/26/2025	225403	1484	EDGES ELECTRICAL GR	WIRE CUT- PARKS	S6586507.001	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	293.44	293.44
Total S6586507.001:										293.44	293.44
11/25	11/26/2025	225404	10867	EMERGENCY VEHICLE O	2025 CHEVY TAHOE OUTFITTIN	8662	1	2051-421-20-47	MACHINERY AND EQUIPMENT	16,202.49	16,202.49
11/25	11/26/2025	225404	10867	EMERGENCY VEHICLE O	2025 CHEVY TAHOE OUTFITTIN	8662	2	2002-421-10-47	EQUIPMENT-SAFETY	6,527.46	6,527.46
Total 8662:										22,729.95	22,729.95
11/25	11/26/2025	225405	1033	FGL ENVIRONMENTAL	WATER SAMPLING-WATER	590784A	1	7110-430-42-43	PROFESSIONAL SVCS	175.00	175.00
Total 590784A:										175.00	175.00
11/25	11/26/2025	225405	1033	FGL ENVIRONMENTAL	WATER SAMPLING-DW	590962A	1	7112-430-42-43	PROFESSIONAL SVCS	39.00	39.00
Total 590962A:										39.00	39.00
11/25	11/26/2025	225405	1033	FGL ENVIRONMENTAL	WATER SAMPLING-WATER	590964A	1	7110-430-42-43	PROFESSIONAL SVCS	117.00	117.00
Total 590964A:										117.00	117.00
11/25	11/26/2025	225406	265	FRONTIER	257-3292 MUSEUM	3292 111025	1	1011-451-80-45	COMMUNICATION	132.69	132.69

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Total 3292 111025:										132.69	132.69
11/25	11/26/2025	225407	298	HAT CREEK CONSTRUCT	LIME RAP TAG- WATER	2175	1	7110-430-42-46	SUPPLIES-GENERAL	633.85	633.85
11/25	11/26/2025	225407	298	HAT CREEK CONSTRUCT	LIME RAP TAG- STREETS SB1	2175	2	2005-431-20-46	SUPPLIES-GENERAL	633.85	633.85
Total 2175:										1,267.70	1,267.70
11/25	11/26/2025	225408	5027	LASSEN ECONOMIC DEV	REFUND GAS OVERPAYMENT-	10507060008	1	9999-1001-001	CASH CLEARING - UTILITIES	60.28	60.28
Total 10507060008:										60.28	60.28
11/25	11/26/2025	225409	411	LASSEN MOTOR PARTS	DRILL BIT SET- GAS	480521	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	56.84	56.84
11/25	11/26/2025	225409	411	LASSEN MOTOR PARTS	DRILL BIT SET- WATER	480521	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	56.83	56.83
11/25	11/26/2025	225409	411	LASSEN MOTOR PARTS	DRILL BIT SET- PARKS	480521	3	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	16.23	16.23
11/25	11/26/2025	225409	411	LASSEN MOTOR PARTS	DRILL BIT SET- STREETS SB1	480521	4	2005-431-20-44	REPAIR AND MAINTENANCE VE	32.46	32.46
Total 480521:										162.36	162.36
11/25	11/26/2025	225409	411	LASSEN MOTOR PARTS	CARLYLE PLUG TAP- STREETS	480531	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	68.18	68.18
Total 480531:										68.18	68.18
11/25	11/26/2025	225410	1508	MAIN STREET LUBE	VEHICLE REPAIR- PD	56370	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	97.75	97.75
Total 56370:										97.75	97.75
11/25	11/26/2025	225411	11470	METROPOLITAN PLANNI	SERVICE AGREEMENT 6/02/25-	2005380	1	1011-419-10-43	PROFESSIONAL SVCS	11,002.50	11,002.50
Total 2005380:										11,002.50	11,002.50
11/25	11/26/2025	225412	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-14	3	1011-419-11-43	PROFESSIONAL SVCS	8,771.25	8,771.25
Total SUSANVILLEHE-GPU-14:										8,771.25	8,771.25
11/25	11/26/2025	225412	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-15	3	1011-419-11-43	PROFESSIONAL SVCS	1,847.35	1,847.35
Total SUSANVILLEHE-GPU-15:										1,847.35	1,847.35

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11/25	11/26/2025	225412	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-16	3	1011-419-11-43	PROFESSIONAL SVCS	1,969.21	1,969.21
	Total SUSANVILLEHE-GPU-16:									1,969.21	1,969.21
11/25	11/26/2025	225412	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-17	3	1011-419-11-43	PROFESSIONAL SVCS	13,562.50	13,562.50
	Total SUSANVILLEHE-GPU-17:									13,562.50	13,562.50
11/25	11/26/2025	225413	11497	POCKET UP	BUS TAX FOR RETURN ITEM	BL#22577	1	9999-1001-005	CASH CLEARING - BUSINESS T	5.01	5.01
	Total BL#22577:									5.01	5.01
11/25	11/26/2025	225414	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2025-10	1	8402-413-30-46	SUPPLIES-GENERAL	18.89	18.89
11/25	11/26/2025	225414	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2025-10	2	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00
11/25	11/26/2025	225414	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2025-10	3	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	700.00	700.00
11/25	11/26/2025	225414	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2025-10	4	8402-413-30-45	TRAVEL	273.06	273.06
	Total LASSEN 2025-10:									4,491.95	4,491.95
11/25	11/26/2025	225415	1270	SILVER STATE BARRICA	CUSTOM SIGN- STREETS SB1	101362	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	408.45	408.45
	Total 101362:									408.45	408.45
11/25	11/26/2025	225416	194	STEVE PHILLIPS	CARL MOYER GRANT RLG-25-9	111825	1	8405-430-10-48	GRANTS	300.00	300.00
11/25	11/26/2025	225416	194	STEVE PHILLIPS	CARL MOYER GRANT RLG-25-9	111825	2	8405-430-10-48	GRANTS	200.00	200.00
11/25	11/26/2025	225416	194	STEVE PHILLIPS	CARL MOYER GRANT RLG-25-8	111825	3	8405-430-10-48	GRANTS	330.00	330.00
11/25	11/26/2025	225416	194	STEVE PHILLIPS	CARL MOYER GRANT RLG-25-8	111825	4	8405-430-10-48	GRANTS	200.00	200.00
	Total 111825:									1,030.00	1,030.00
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	MISC HILLMAN FASTENERS- W	537860	1	7110-430-42-46	SUPPLIES-GENERAL	15.98	15.98
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	MISC HILLMAN FASTENERS- G	537860	2	7401-430-62-46	SUPPLIES-GENERAL	15.98	15.98
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	MISC HILLMAN FASTENERS- PA	537860	3	1011-452-20-46	SUPPLIES-GENERAL	4.56	4.56
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	MISC HILLMAN FASTENERS- ST	537860	4	2005-431-20-46	SUPPLIES-GENERAL	9.12	9.12
	Total 537860:									45.64	45.64
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	BLK&GLD BIT- GAS	538022	1	7401-430-62-46	SUPPLIES-GENERAL	9.70	9.70
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	BLK&GLD BIT- WATER	538022	2	7110-430-42-46	SUPPLIES-GENERAL	9.70	9.70

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
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	BLK&GLD BIT- PARKS	538022	3	1011-452-20-46	SUPPLIES-GENERAL	2.63	2.63
11/25	11/26/2025	225417	76	SUSANVILLE ACE HARD	BLK&GLD BIT- STREETS SB1	538022	4	2005-431-20-46	SUPPLIES-GENERAL	4.26	4.26
	Total 538022:									26.29	26.29
11/25	11/26/2025	225418	806	SUSANVILLE AVIATION	REPAIR PARTS- AIRPORT	5458	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	359.57	359.57
	Total 5458:									359.57	359.57
11/25	11/26/2025	225419	689	SWRCB	ANNUAL PERMIT FEE-STREETS	SW-0332051	1	2007-431-39-43	PROFESSIONAL SERVICES	565.00	565.00
	Total SW-0332051:									565.00	565.00
11/25	11/26/2025	225420	11402	THE GUN WORKS LLC	AMMO- PD	1454	1	1009-421-10-47	MACHINERY AND EQUIPMENT	2,949.38	2,949.38
	Total 1454:									2,949.38	2,949.38
11/25	11/26/2025	225426	728	U.S. POSTMASTER	UB BILLING WATER	11262025	1	7110-430-42-46	POSTAGE	614.64	614.64
11/25	11/26/2025	225426	728	U.S. POSTMASTER	UB BILLING GAS	11262025	2	7401-430-62-46	POSTAGE	316.63	316.63
	Total 11262025:									931.27	931.27
11/25	11/26/2025	225421	9757	VAN LANT & FANKHANEL	AUDIT FY 22/23	112025	1	1000-417-10-43	PROFESSIONAL SVCS	3,789.00	3,789.00
	Total 112025:									3,789.00	3,789.00
11/25	11/26/2025	225421	9757	VAN LANT & FANKHANEL	FY 23/24 AUDIT	112025.01	1	1000-417-10-43	PROFESSIONAL SVCS	30,000.00	30,000.00
11/25	11/26/2025	225421	9757	VAN LANT & FANKHANEL	FY 23/24 AUDIT AIR POLLUTION	112025.01	2	7620-430-11-43	PROFESSIONAL SERVICES	5,900.00	5,900.00
	Total 112025.01:									35,900.00	35,900.00
11/25	11/26/2025	225422	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	6128766788	1	1010-422-10-45	COMMUNICATIONS	155.44	155.44
11/25	11/26/2025	225422	749	VERIZON WIRELESS	CELLULAR PHONES - ECON. D	6128766788	2	1000-465-10-45	COMMUNICATIONS	38.86	38.86
11/25	11/26/2025	225422	749	VERIZON WIRELESS	CELLULAR PHONES - PD	6128766788	3	1009-421-10-45	COMMUNICATIONS	38.86	38.86
11/25	11/26/2025	225422	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CLE	6128766788	4	1000-411-10-45	COMMUNICATIONS	155.44	155.44
	Total 6128766788:									388.60	388.60
11/25	11/26/2025	225423	770	WESTERN NEVADA SUP	GLV STL NIP- WATER	12028432	1	7112-430-42-46	SUPPLIES GENERAL	1,956.50	1,956.50

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 12028432:										1,956.50	1,956.50
11/25	11/26/2025	225423	770	WESTERN NEVADA SUP	ROMA RED GSKT- WATER	12028433	1	7110-430-42-46	SUPPLIES-GENERAL	640.89	640.89
Total 12028433:										640.89	640.89
11/25	11/26/2025	225423	770	WESTERN NEVADA SUP	PSI MWS REEL- WATER	61925671	1	7110-430-42-46	SUPPLIES-GENERAL	1,628.24	1,628.24
Total 61925671:										1,628.24	1,628.24
11/25	11/26/2025	225423	770	WESTERN NEVADA SUP	AQUAPHALT- STREETS SB1	62024294	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	76.33	76.33
Total 62024294:										76.33	76.33
11/25	11/26/2025	225423	770	WESTERN NEVADA SUP	DIAB DIAMOND DISC METAL CU	62033637	1	7110-430-42-46	SUPPLIES-GENERAL	80.17	80.17
Total 62033637:										80.17	80.17
11/25	11/26/2025	225423	770	WESTERN NEVADA SUP	SMBL 226 FCRC- WATER	62034072	1	7110-430-42-46	SUPPLIES-GENERAL	306.35	306.35
Total 62034072:										306.35	306.35
11/25	11/26/2025	225424	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	I81878	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total I81878:										218.78	218.78
11/25	11/26/2025	225425	1192	ZAMORA'S TREE SERVIC	TREE CUT DOWN- STREETS SB	084619	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	1,000.00	1,000.00
Total 084619:										1,000.00	1,000.00
Grand Totals:										135,187.71	135,187.71

M = Manual Check, V = Void Check

Report Criteria:

Report type: GL detail

Check.Voided = False

Agenda Item No. 7.A.
Standard Review

Susanville City Council Agenda Item

Submitted By: Chandra Jabbs, Finance Director

Action Date: December 17, 2025

Subject: Consider **Resolution No. 25-6501,** Accepting FY 2024-25 Annual Report of Development/Mitigation Fees

Presented By: Chandra Jabbs, Finance Director

Summary: Government Code Section 66000, also known as the Mitigation Fee Act, provides the legal authority for local agencies to charge and collect development impact fees for new development within their jurisdiction. The fees require new developments to pay their fair share of their impact on existing facilities and to pay for new facilities to maintain existing service levels. Government Code 66001 requires local agencies that impose a fee as a condition of approval of a development project to identify the purpose of the fee and the use to which the fee is to be put. After the adoption of the 1990 General Plan, the City contracted with The Abby Group to prepare a Capital Facilities Mitigation Analysis which projected population growth and future development and the cost of the additional public facilities that would be needed to serve the increased population. The cost of the new facilities was then divided by the number of projected homes and square feet of commercial development to determine a fair share cost for each new development. Periodically, the City has increased these fees to more closely keep up with inflation. In some cases, the City has also adopted additional provisions outlining the use of specific funds. Municipal Code Title 3, Chapter 32, outlines the use of Public Facilities impact fees for Police, Fire, Street and Traffic Facility and Maintenance. Municipal Code Title 16, Chapter 32, outlines the use of Parkland Dedication Fees. Most impact fees apply equally to all new development within the City limits.

However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area, of which 3 are still active.
#93-2471 Establishing the Skyline Drive/Numa Signal Traffic Signal Fund
#95-2649 Establishing a Class 1 Bicycle Lane Construction Fund for Skyline Road
#14-5108 Establishing Traffic Signal Fund by combining

Skyline/Numa and Skyline/139

All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered “restricted” funds and expenditures are made only for the purpose for which the fee was originally collected. Government Code 6600 (b) outlines the annual reporting requirements.

On February 5, 2025, the City Council imposed a 5-year moratorium on the public facilities impact fees as specified by Resolution 25-6405. These fees have not been collected since that time.

Fiscal Impact: None.

Action Requested: Motion to approve Resolution No. 25-6501, Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2024-25

Attachments:

1. 25-6501

RESOLUTION NO. 25-6501
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ACCEPTING REVENUES AND EXPENDITURES REPORT FOR THE CITY OF SUSANVILLE MITIGATION FUNDS

WHEREAS, the City of Susanville charges capital facilities and maintenance improvement fees for developments within the city limits; and

WHEREAS, the purpose of these fees is to reduce the impact on the City of Susanville caused by new development; and

WHEREAS, the money is collected and deposited into separate funds and interest income is allocated on average cash balance in each fund; and

WHEREAS, the City of Susanville has set up the following funds:

Street Mitigation Fund
Police Mitigation Fund
Fire Mitigation Fund
Park Dedication Fund
Traffic Signal Fund
Skyline Bicycle Lane Fund

WHEREAS, Government Code Section 66006 requires local agencies to report information on the collection and use of development/mitigation fees; and

WHEREAS, the following fees were charged, collected and spent in fiscal year 2024-2025 as itemized on Appendix A:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville does hereby accept the revenues and expenditures report for The City of Susanville's Mitigation Funds.

APPROVED: ______________________________
Mendy Schuster, Mayor

ATTEST : ______________________________
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville, held on the 17th day of December, 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: ______________________________
Margaret Long, City Attorney

APPENDIX A
RESOLUTION No. 25-6501

Streets Mitigation Fund

Amount of fees:	$	1.04 square foot of new commercial/residential conditioned living space
	$	0.00 per Res 25-6405 Moratorium of Public Facilities Impact Fees as of February 5, 2025

Beginning Fund Balance at 7/1/24:		$	68,272
Fees and interest collected during FY 2024-25:			
	Fees	$	0
	Interest	$	3,200
Expenditures and type during FY 2024-25:		$	0
Fees returned or allocated during FY 2024-25:		$	0
Ending Fund Balance at 6/30/25:		$	71,472
Amount of fees in ending balance at the Five Year Point:		$	22,838

Funds committed to the following project:

Police Mitigation Fund

Amount of fees:	$	1.34 per square foot of new commercial/residential conditioned living space
	$	0.00 per Res 25-6405 Moratorium of Public Facilities Impact Fees as of February 5, 2025

Beginning Fund Balance at 7/1/24:		$	46,356
Fees and interest collected during FY 2023-24:			
	Fees	$	0
	Interest	$	1,483
Expenditures and type during FY 2024-25:			
Police Vehicle Purchase		$	28,275
Fees returned or allocated during FY 2024-25:		$	0
Ending Fund Balance at 6/30/25:		$	46,356
Amount of fees in ending balance at the Five Year Point:		$	0

Funds committed to the following project:

Fire Mitigation Fund

Amount of fees:	$	0.98 per square foot of all new residential space
	$	1.22 per square foot of all new commercial space
	$	0.00 per Res 25-6405 Moratorium of Public

Facilities Impact Fees as of February 5, 2025

Beginning Fund Balance at 7/1/24:		$ 101,270
Fees and interest collected during FY 2024-25:		
	Fees	$ 0
	Interest	$ 2,890
Expenditures and type during FY 2024-25:		
Fire Personnel Turnouts		$ 99,629
Fees returned or allocated during FY 2024-25:		$ 0
Ending Fund Balance at 6/30/25:		$ 4,531
Amount of fees in ending balance at the Five Year Point:		$ 0

Funds committed to the following project:

Park Dedication Fund

Amount of fees:
- $ 571.58 - single family homes
- $ 457.62 - per unit for duplexes, triplexes and fourplexes
- $ 413.84 - per unit for multifamily dwellings
- $ 388.34 - per unit for mobile homes in mobile home parks

Beginning Fund Balance at 7/1/24:		$ 166,682
Fees and interest collected during FY 2024-25:		
	Fees	$ 1,373
	Interest	$ 7,856
Expenditures and type during FY 2024-25:		
Tennis/Pickleball Court Resurfacing		$ 59,800
Memorial Park Bathroom		$ 26,433
Fees returned or allocated during FY 2024-25:		$ 0
Ending Fund Balance at 6/30/25:		$ 89,678
Amount of fees in ending balance at the Five Year Point:		$ 50,973

Funds committed to the following project:
Skyline Community Park

Skyline Bicycle Lane Established by Res #95-2649

Amount of fees: $ 173.72 - per lot per year and increases $5.16 per year within Skyline Terrace

Beginning Fund Balance at 7/1/24:		$ 10,994
Fees and interest collected during FY 2024-25:		
	Fees	$ 0

Interest	$	518
Expenditures and type during FY 2024-25:	$	0
Fees returned or allocated during FY 2024-25:	$	0
Ending Fund Balance at 6/30/25:	$	11,512
Amount of fees in ending balance at the Five Year Point:	$	9,180

Funds committed to the following project:
Bicycle lane constructed in 1998.

Traffic Signal Fund Established by Res #14-5108

Beginning Fund Balance at 7/1/24:	$	91,087
Fees and interest collected during FY 2024-25:		
Fees	$	0
Interest	$	4,290
Expenditures and type during FY 2024-25:	$	0
Fees returned or allocated during FY 2024-25:	$	0
Ending Fund Balance at 6/30/25:	$	95,377
Amount of fees in ending balance at the Five-Year Point:	$	75,855

Funds committed to the following project:

Skyline/Numa:	$	85,475

Agenda Item No. 9.A.
Standard Review

Susanville City Council Agenda Item

Submitted By:	Marci Rojas, Program Coordinator
Action Date:	December 17, 2025
Subject:	Consider **Resolution No. 25-6500**, approving a budget increase and authorizing the City Manager to execute an agreement for the SCADA system upgrade and PRV maintenance.
Presented By:	Erik Edholm, Asst. Director - Engineering
Summary:	The Public Works Department is responsible for operating and maintaining the City of Susanville's water systems. To support these operations, the Department utilizes a Supervisory Control and Data Acquisition (SCADA) system to monitor system performance and ensure reliable service. Our consultant, Full Spectrum, Inc., has recommended upgrading obsolete equipment within the City's SCADA system at multiple water site locations. In addition, the Water Division Supervisor has identified the need for maintenance and replacement of Pressure Reducing Valves (PRVs) across the system. To complete the PRV maintenance work, the City has obtained an agreement with Cla-Valve in an amount not to exceed $25,000.00. As separate public works projects under $60,000 these activities may be performed through negotiated contracts. However, in accordance with the City's budget policy, a budget increase is required to proceed with both the SCADA system upgrade and the PRV maintenance and replacement work. Staff has prepared Resolution No. 25-6500 for consideration. The resolution authorizes the City Manager to execute an agreement with Full Spectrum, Inc. for the SCADA system equipment upgrade, approves a budget increase of $65,000.00 to the 7114 fund, and authorizes the Finance Director to make the necessary budget adjustments to complete the work.
Fiscal Impact:	$65,000.00 from the 7114 Available Cash, 7114 Available Cash Balance as of June 30, 2025 $4,046,617.00
Action Requested:	Motion to approve Resolution No. 25-6500, approving a budget increase and authorizing the City Manager to execute an agreement for the SCADA system upgrade and PRV maintenance.

Attachments:

1. 25-6500

RESOLUTION No. 25-6500
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING A BUDGET INCREASE AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR THE SCADA SYSTEM UPGRADE AND PRV MAINTENANCE

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

WHEREAS, the City utilizes a Supervisory Control and Data Acquisition (SCADA) system to monitor, operate, and maintain safe and reliable water service; and

WHEREAS, the City's consultant, Full Spectrum, Inc., has recommended upgrading obsolete SCADA system equipment at various water site locations; and

WHEREAS, the Water Division Supervisor has further identified the need for maintenance and replacement of Pressure Reducing Valves (PRVs) at multiple sites, and the City has obtained an agreement with Cla-Valve in an amount not to exceed $25,000.00 to complete the PRV work; and

WHEREAS, Full Spectrum has provided a quote to complete the equipment upgrade in the amount of $39,910.00; and

WHEREAS, both the SCADA system upgrade and PRV maintenance qualify as separate public works projects under $60,000 and may be completed through negotiated contracts; and

WHEREAS, in accordance with the City's budget policy, a budget increase is required to complete the SCADA system upgrade; and

WHEREAS, the City Council desires to authorize the necessary budget adjustments and execution of agreements to complete this work.

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

1. A budget increase in the amount of $65,000.00 is hereby approved for the 7114 fund to support the SCADA system equipment upgrade and PRV maintenance.

2. The City Manager is authorized to execute an agreement with Full Spectrum, Inc. for the SCADA system upgrade.

3. The Finance Director is authorized to make all necessary budget amendments to complete the SCADA upgrade and PRV maintenance work.

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 17th day of December 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _______________________________
Margaret Long, City Attorney

Agenda Item No. 9.B.
Standard Review

Susanville City Council Agenda Item

Submitted By:	Marci Rojas, Program Coordinator
Action Date:	December 17, 2025
Subject:	Consider purchase of Hangar #30 at the Susanville Municipal Airport
Presented By:	Erik Edholm, Asst. Director - Engineering
Summary:	As part of the agreement between the City of Susanville and those currently owning hangars at the Susanville Municipal Airport, the City has first right of refusal when a current owner decides to sell his/her hangar. At this time, Dale Miller, owner of Hangar #30 submitted a notice of intent to sell said hangar for $50,000. Hangar #30 is 2,016 square feet. The anticipated return on investment is 21 years for the purchase of the hanger assuming a renter was obtained immediately, minimal repairs were required, and annual rent of $2,419.20 was collected.
Fiscal Impact:	$50,000 if purchased
Action Requested:	Provide direction to staff

Attachments:

1. ROI Hangar 30

PURCHASE PRICE :	$ 50,000.00	ANTICIPATED RETURN ON INVESTMENT AIRPORT HANGAR 30																
YEARS		1	2	3	4	5	10	15	16	17	18	19	20	21	22	23	24	25
								COSTS ESCALATED AT 2% ANNUALLY										
ESTIMATED RENT INCOME		$ 2,419	$ 2,468	$ 2,517	$ 2,567	$ 2,619	$ 2,891	$ 3,192	$ 3,256	$ 3,321	$ 3,387	$ 3,455	$ 3,524	$ 3,595	$ 3,667	$ 3,740	$ 3,815	$ 3,891
MAINTENENACE EXPENSES		$ 505	$ 515	$ 506	$ 516	$ 507	$ 519	$ 512	$ 522	$ 513	$ 523	$ 514	$ 524	$ 515	$ 525	$ 516	$ 526	$ 517
NET ANNUAL REVENUE		$ 1,914	$ 1,952	$ 2,011	$ 2,051	$ 2,112	$ 2,372	$ 2,680	$ 2,734	$ 2,808	$ 2,864	$ 2,941	$ 3,000	$ 3,080	$ 3,141	$ 3,224	$ 3,289	$ 3,374
CUMMULATIVE REVENUE		$ 1,914	$ 3,867	$ 5,878	$ 7,929	$ 10,040	$ 21,369	$ 34,141	$ 36,875	$ 39,683	$ 42,547	$ 45,488	$ 48,488	$ 51,568	$ 54,710	$ 57,934	$ 61,222	$ 64,596
ROI		4%	8%	12%	16%	20%	43%	68%	74%	79%	85%	91%	97%	103%	109%	116%	122%	129%

Agenda Item No. 15.A.
Standard Review

Susanville City Council Agenda Item

Submitted By:	Heidi Whitlock, City Clerk
Action Date:	December 17, 2025
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:	Direction to staff.

Attachments:

1. 251217.Future.Items.List

LAST THREE MONTHS (9/17/2025 to current)

BUSINESS FROM THE FLOOR

Council requested - FUTURE COUNCIL ITEMS

9/17/2025	Bring back Policy related to special events
11/5/2025	Request for discussion regarding the updating of the Council Chambers.
12/3/2025	Reminder provided regarding bringing back a discussion item for Memorial Park - lighting, cameras (item previously included budget policy for funding park improvements)

Completed List Items

9/17/2025	~~Request made to post information related to the status of the St. Francis for the public~~ (posted 9/19/2025)