**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, September 4, 2024 – 4:30 PM**

***CALL TO ORDER***
***ROLL CALL***

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

2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the Council at this time upon any subject for discussion during Closed Session.*

3. **CLOSED SESSION:**
   - *A. CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6*
     1. *Administrative Unit*
     2. *Management Unit*

4. **RETURN TO OPEN SESSION:** *(recess if necessary)*
   - *Reconvene in open session at 5:00pm*
   - *Pledge of allegiance*
   - *Invocation*
   - *Report any changes to agenda*
   - *Report any action out of Closed Session*
   - *Proclamations, awards or presentations by the City Council*

5. **BUSINESS FROM THE FLOOR:** *Any person may address the Council at this time upon any subject on the agenda or not on the agenda within the jurisdiction of the City Council. However, comments on items on the agenda may be reserved until the item is discussed and any matter not on the agenda that requires action will be referred to staff for a report and action at a subsequent meeting.*
   *Presentations are subject to a five-minute limit.*

6. **CONSENT CALENDAR:** *All matters listed under the Consent Calendar are considered to be routine by the City Council. There will be no separate discussion on these items. Any member of the public or the City Council may request removal of an item from the Consent Calendar to be considered separately.*

   6.A Minutes of the City Council August 21, 2024 regular meeting.

   6.B Vendor and payroll warrants

7. **PUBLIC HEARINGS:**

   7.A Consider Ordinance No. 24-1044, amending Title 17 of the Susanville Municipal Code to add sections which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

9.A Consider Resolution No. 24-6351, authorizing the Public Safety Chief to execute standard agreement with the State of California Office of Traffic Safety and accepting $50,000 in grant funding from the Selective Traffic Enforcement Program (STEP).

9.B Consider Resolution No. 24-6352, approving the Taxiway B reconstruction Project and authorize the Finance Director to adjust the Airport Budget as necessary.

9.C Consider Resolution No. 24-6353, approving the Permanent Local Housing Allocation 2020 Statement of work and budget.

9.D Consider Resolution No. 24-6354, approving an alternate funding structure for the Local Agency Formation Commission

9.E Consider Resolution No. 24-6355, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Thursday, October 31, 2024, from 3:30 pm to 5:30 pm; authorizing the Public Works Director to close South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Thursday, October 31, 2024, from 12:00 pm to 6:00 pm; and to seek a Caltrans permit for Main Street (State Route 36) from Cottage Street to Weatherlow Street on Thursday, October 31, 2024, from 3:00 pm to 6:00 pm.

9.F Consider funding allocation for Golf Course

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

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

12. **CONTINUING BUSINESS:**

12.A Consider Ordinance No 24-1043, Amending Section 2.04.010 Councilmembers' salaries and compensation of the Susanville Municipal Code.

12.B Consider Resolution No. 24-6356,Â authorizing the City Manager to execute an Agreement between the City of Susanville (City) and CivicPlus for the City of Susanville Website redesign and annual recurring services.

12.C Consider Resolution No. 24-6357, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

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 September 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 September 4, 2024 in the areas designated on August 30, 2024.*

**AGENDA ITEM NO. 6.A**
**Action Item**

## SUSANVILLE CITY COUNCIL AGENDA ITEM

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

**Action Date:** September 4, 2024

**SUBJECT:** Minutes of the City Council August 21, 2024 regular meeting.

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's August 21, 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 August 21, 2024 regular meeting.

**ATTACHMENTS:**
240821.cc.min.draft.pdf

**SUSANVILLE CITY COUNCIL**
**Regular Council Meeting Minutes**
**WEDNESDAY, AUGUST 21, 2024 – 4:30 PM**

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

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

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

Council Member Bortle arrived at 4:31pm.

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

**3. CLOSED SESSION:**
The Council convened in closed session at to discuss the following items:
A. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957
   1. City Manager evaluation
B. CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
   1. Administrative Unit
   2. Management Unit

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

Mayor Schuster requested all stand for the Pledge of Allegiance and Invocation.

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 to discuss item 3A from the above-mentioned items with no reportable action taken; however, direction was provided to staff. Council will be reconvening in closed session following the conclusion of open session to discuss item 3B.

Public Works Director Bob Godman and Public Safety Chief, Mike Bollinger, provided employee recognitions for Josh Anderson, Kelly Mumper, Alex Dominguez, KC Capron, and Cameron Monahan for 5 years of service. Officer Michael Hoover and Lieutenant Jake Stafford for ten (10) years of service, Assistant Director of Operations for Public Works, Billy Hoffman, for fifteen (15) years of service and Assistant Fire Chief Tom Hernandez for twenty (20) years of service.

Chief Bollinger also introduced Madison Hennessy as the newest police officer.

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

**6. CONSENT CALENDAR:**
6.A Minutes of the City Council August 7, 2024 regular meeting.

Motion to waive the reading of and approval to receive and file the City Council's minutes from the August 7, 2024 regular meeting.
240807.cc.min.draft.pdf

Moved by Brown; seconded by Bortle to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

**7. PUBLIC HEARINGS:**

7.A **REVISED Resolution** Consider **Resolution No. 24-6350**, approving increased water rates beginning October 1, 2024, and each year thereafter for the following four years.

Mayor Schuster opened the public hearing at 5:16pm.

Bob Godman, Public Works Director, provided a brief history of current water rates, stated that only 5 protest letters were received, and introduced Dan Bergman, of IGServices, to present more information regarding the item. Director Godman requested approval of Resolution No. 24-6350.

Unidentified member of the public inquired about the surcharge amount and when it would come off as the drought is now over to which Mr. Godman responded that it is an infrastructure surcharge and not a drought surcharge.

Ross Humbolt, public, voiced his concern regarding the rates.

Robert Laraby, public, stated that he understands what it is like to be on a board that faces a rate increase. He inquired as to why it took seven years to complete a rate increase.

Mayor Schuster stated that she is not in favor of the 15%, 15%, 4% and 4% over 4 years but would be in favor of approving the resolution for one year only.

Council Member Parrish stated that he would be for it to give residents time to get used to it, especially if it is required by Sacramento.

Mayor pro tem Brown agreed that it needed to happen but added that studies need to occur every 3-5 years to ensure a slower increase.

Council Member Bortle stated that the city provides an essential service to the community and that system is so old that it is past the depreciation stage. The entire system needs to be replaced at this point and he does not believe that there is any way to prevent a rate increase. He added however, that it is important to protect the water system, and the city also needs to think about what it will need in the future.

Mr. Bergman stated that it is industry standard for a rate study to be conducted every 5 years. He added that typically the rate study is done in the fourth year and implemented in the 5th year if needed. He also added that the first 15% is staged up front anticipating the rate increase.

Discussion occurred regarding the item, and it was the consensus of the council that the statement regarding the second 15% water rate increase will be reviewed in September 2025.

Mayor Schuster closed the public hearing at 6:05pm.

Water Rate Study Report.docx

24-6350.doc

Motion to approve Resolution No. 24-6350, approving increased water rates beginning October 1, 2024, and each year thereafter for the following four years.
Moved by Parrish; seconded by Miller to approve with the following change: "the 2nd water rate increase, not to exceed 15%, as presented for 2025 will be revisited by city council in September 2025".
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

Council recessed for a break at 6:09pm.

Council reconvened at 6:15pm

**8. COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Council Member Bortle stated that he went to the Sierra Alliance meeting and Doug LaMalfa was there this morning. He then provided the Land Acknowledgement statement.

**9. NEW BUSINESS:**

9.A Natural Gas Enterprise Annual Update

Director Godman once again introduced Mr. Bergman to present the natural gas update who provided a positive report on the natural gas system.

Gas Enterprise Update 2024.docx

9.B Consider appointment of Susanville Planning Commissioners.

Heidi Whitlock, City Clerk, provided an explanation of the item and requested the Council to make appointments as needed.

Council Member Miller suggested the dissolution of the Planning Commission and simply have those items heard by the City Council.

Mr. Newton stated that there have been discussions with staff regarding the dissolution of the commission and there are many pros in doing so. However, it would be a project that would need to be implemented and we would still need to have it currently.

Council Member Miller stated that there are a lot of cancelled meetings and inquired as to what they did.

Mr. Newton responded that they oversee some code enforcement items, etc. but if there are no items to hear, they would not hold the meeting.

Mayor Schuster inquired as to how long it would take to make the change to which Mr. Newton responded that we are not currently aware of how long, but it may take six months or longer.

Mr. Newton stated that appointments should occur tonight and then provide direction to staff to agendize it for a future meeting to start the process of dissolution.

WayneJambois.PCLetter.pdf
MatthewEltzroth.PCLetter.pdf

CodyLoflin.PCLetter.pdf
MariaFregulia.PCLetter.pdf

Moved by Brown; seconded by Bortle to appoint William Jambois and Matthew Eltzroth to the Planning Commission and Maria Fregulia and Cody Loflin as alternates.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.C Consider **Resolution No. 24-6345,** authorizing the Public Works Director to sign an agreement with Before the Movie to provide public awareness safety advertisement for the City of Susanville's Natural Gas Division.

Director Godman provided an explanation of the item and requested approval of Resolution No. 24-6345.

24-6345.pdf
Before the Movie.pdf

Motion to approve Resolution No. 24-6345, authorizing the Public Works Director to sign an agreement with Before the Movie to provide public awareness safety advertisement for the City of Susanville's Natural Gas Division.
Moved by Miller; seconded by Parrish to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.D Consider **Resolution No. 24-6346,** authorizing the Public Works Director to close one block of Sunkist Drive in front of the Senior Center for the purpose of a Superhero Fun Run and walk on Saturday, October 5, 2024, from 6:00am to 12:00pm.

Director Godman provided an explanation of the item and requested approval of Resolution No. 24-6346.

24-6346.pdf
CASA Superhero Run 2024 request.pdf

Motion to approve Resolution No. 24-6346, authorizing the Public Works Director to close one block of Sunkist Drive in front of the Senior Center for the purpose of a Superhero Fun Run and walk on Saturday, October 5, 2024, from 6:00am to 12:00pm.
Moved by Bortle; seconded by Brown to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.E Consider **Resolution No. 24-6347**, authorizing the City of Susanville to agree to the terms of service agreement with the Stripe, Inc. to provide the processing of payments for Solar App Plus to the City of Susanville.

Director Godman provided an explanation of the item and requested approval of Resolution No. 24-6347.

24-6347.pdf

Stripe, Inc service agreement.pdf

Motion to approve Resolution No. 24-6347, authorizing the City of Susanville to agree to the terms of service agreement with the Stripe, Inc. to provide the processing of payments for Solar App Plus to the City of Susanville.
Moved by Bortle; seconded by Miller to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.F Consider **Resolution No. 24-6348,** authorizing Mayor to sign Amendment No. 4 to Agreement No. 19-03 Between REY and the city of Susanville for the design phase of Southeast Gateway Project.

Director Godman provided an explanation of the item and requested approval of Resolution No. 24-6348.

24-6348.pdf
211006_Amendment_REY_SE_Gateway_4.pdf
Susanville Gateway - Amendment 4 Req.pdf

Motion to approve Resolution No. 24-6348, authorizing Mayor to sign Amendment No. 4 to Agreement No. 19-03 Between REY and the city of Susanville for the design/construction phase of Southeast Gateway Project.
Moved by Brown; seconded by Parrish to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

9.G Consider **Resolution No. 24-6349**, authorizing the City Manager to execute an agreement for professional services with R.E.Y. Engineers Inc. to assist in the Southeast Gateway Project with Construction Management, Inspection, and Material Testing Services and to authorize the Finance Director to adjust the budget as necessary.

Director Godman provided an explanation of the item and requested approval of Resolution No. 24-6349.

24-6349.pdf
Proposal for Susanville Southeast Gateway_REY_072624.pdf

Motion to approve Resolution No. 24-6349, authorizing the City Manager to execute an agreement for professional services with R.E.Y. Engineers Inc. to assist in the Southeast Gateway Project with Construction Management, Inspection, and Material Testing Services and to authorize the Finance Director to adjust the budget as necessary.
Moved by Brown; seconded by Parrish to approve.
Motion Carried: 5- 0
Voting For: Schuster, Brown, Bortle, Parrish, Miller
Voting Against: None

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

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

**12. CONTINUING BUSINESS:**

12.A Discussion regarding consideration of a temporary moratorium on Public Facility Impact Fees Direction to Staff

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

Council provided direction to staff to bring back a 5-year temporary moratorium.

Council Member Parrish inquired as to how staff would get the word out there to which Mr. Newton responded.

Council Member Miller inquired as to whether or not they could be on the radio to advertise it.

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

13.A Department Reports

Department heads in attendance and the Assistant to the City Manager provided updates on the happenings within their departments.

**14. FUTURE COUNCIL ITEMS:**

14.A Future Council Items

Council Member Bortle requested discussion on the water rate study time frame should be.

Council Member Miller inquired as to what information the city would receive from the PlacerIA software to which Ms. Spade responded.

240821.FutureItemsList.pdf

**15. ADJOURNMENT:**

The Council recessed at 7:20pm prior to go back into closed session at 7:28pm.

The Council reconvened in open session at 8:24pm where Mr. Newton stated that the Council discussed item 3B, direction was provided to staff, but no reportable action taken.

The Council adjourned at 8:25pm.

_____ _____

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:** September 4, 2024

**SUBJECT:** Vendor and payroll warrants

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

**SUMMARY:** Warrants dated July 27, 2024 through August 23, 2024 numbered 221388-221587.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling $769,165.65, plus $697,216.29 in payroll warrants, for a total of $1,466,381.94.

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

**ATTACHMENTS:**
7-31-24.pdf
8-01-24.pdf
8-07-24.pdf
8-15-24.pdf
8-16-24.pdf
8-22-24.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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 07/24 | 07/31/2024 | 221388 | 728 | U.S. POSTMASTER | UB BILLING GAS | 073124 | 1 | 7401-430-62-46 | POSTAGE | 300.44 | 300.44 |
| 07/24 | 07/31/2024 | 221388 | 728 | U.S. POSTMASTER | UB BILLING WATER | 073124 | 2 | 7110-430-42-46 | POSTAGE | 583.23 | 583.23 |
| Total 073124: | | | | | | | | | | 883.67 | 883.67 |
| Grand Totals: | | | | | | | | | | 883.67 | 883.67 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/01/2024 | 221389 | 981 | ALLIANT INSURANCE SE | ACIP CRIME RENEWAL 5/21/24- | 2727366 | 1 | 7630-411-40-45 | INSUR.CRIME BOND LIAB | 202.00 | 202.00 |
| 08/24 | 08/01/2024 | 221389 | 981 | ALLIANT INSURANCE SE | ACIP CRIME RENEWAL 5/21/24- | 2727366 | 2 | 7630-411-40-45 | INSUR.CRIME BOND LIAB | 1,800.00 | 1,800.00 |
| Total 2727366: | | | | | | | | | | 2,002.00 | 2,002.00 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1952297 | 1 | 7620-430-10-44 | LINEN SERVICE | 35.53 | 35.53 |
| Total LREN1952297: | | | | | | | | | | 35.53 | 35.53 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-STREETS | LREN1952298 | 1 | 2007-431-20-44 | LINEN SERVICE | 62.63 | 62.63 |
| Total LREN1952298: | | | | | | | | | | 62.63 | 62.63 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-GAS | LREN1952299 | 1 | 7401-430-62-44 | LINEN SERVICES | 78.47 | 78.47 |
| Total LREN1952299: | | | | | | | | | | 78.47 | 78.47 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1952300 | 1 | 7620-430-10-44 | LINEN SERVICE | 10.00 | 10.00 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-WATER | LREN1952300 | 2 | 7110-430-42-44 | LINEN SERVICE | 130.67 | 130.67 |
| Total LREN1952300: | | | | | | | | | | 140.67 | 140.67 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PARKS | LREN1952301 | 1 | 1011-452-20-44 | LINEN SERVICES | 44.40 | 44.40 |
| Total LREN1952301: | | | | | | | | | | 44.40 | 44.40 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1952302 | 1 | 7620-430-10-44 | LINEN SERVICE | 80.35 | 80.35 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | JANITORIAL SUPPLIES-PW | LREN1952302 | 2 | 7620-430-10-46 | SUPPLIES-JANITORIAL | 89.00 | 89.00 |
| Total LREN1952302: | | | | | | | | | | 169.35 | 169.35 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1954014 | 1 | 7620-430-10-44 | LINEN SERVICE | 35.53 | 35.53 |
| Total LREN1954014: | | | | | | | | | | 35.53 | 35.53 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-STREETS | LREN1954015 | 1 | 2007-431-20-44 | LINEN SERVICE | 62.63 | 62.63 |
| Total LREN1954015: | | | | | | | | | | 62.63 | 62.63 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-GAS | LREN1954016 | 1 | 7401-430-62-44 | LINEN SERVICES | 90.80 | 90.80 |
| Total LREN1954016: | | | | | | | | | | 90.80 | 90.80 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1954017 | 1 | 7620-430-10-44 | LINEN SERVICE | 10.00 | 10.00 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-WATER | LREN1954017 | 2 | 7110-430-42-44 | LINEN SERVICE | 82.46 | 82.46 |
| Total LREN1954017: | | | | | | | | | | 92.46 | 92.46 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PARKS | LREN1954018 | 1 | 1011-452-20-44 | LINEN SERVICES | 44.40 | 44.40 |
| Total LREN1954018: | | | | | | | | | | 44.40 | 44.40 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1954019 | 1 | 7620-430-10-44 | LINEN SERVICE | 80.00 | 80.00 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | JANITORIAL SUPPLIES-PW | LREN1954019 | 2 | 7620-430-10-46 | SUPPLIES-JANITORIAL | 89.35 | 89.35 |
| Total LREN1954019: | | | | | | | | | | 169.35 | 169.35 |
| 08/24 | 08/01/2024 | 221390 | 10981 | ALSCO INC | RAGS-STREETS SB-1 | LREN1954219 | 1 | 2005-431-20-46 | SUPPLIES-GENERAL | 32.18 | 32.18 |
| Total LREN1954219: | | | | | | | | | | 32.18 | 32.18 |
| 08/24 | 08/01/2024 | 221391 | 38 | AMERICAN WATER WOR | MEMBERSHIP DUES-WATER | S0164720 | 1 | 7110-430-42-48 | DUES AND MEMBERSHIPS | 291.10 | 291.10 |
| 08/24 | 08/01/2024 | 221391 | 38 | AMERICAN WATER WOR | MEMBERSHIP DUES-WATER | S0164720 | 2 | 7110-1430-105 | PRE-PAID OTHER | 29.90 | 29.90 |
| Total S0164720: | | | | | | | | | | 321.00 | 321.00 |
| 08/24 | 08/01/2024 | 221392 | 10390 | AUTOZONE PARTS INC | STAPLERS-GAS | 4015509894 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 11.36 | 11.36 |
| 08/24 | 08/01/2024 | 221392 | 10390 | AUTOZONE PARTS INC | STAPLERS-WATER | 4015509894 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 11.36 | 11.36 |
| 08/24 | 08/01/2024 | 221392 | 10390 | AUTOZONE PARTS INC | STAPLERS-STREETS SB1 | 4015509894 | 3 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 11.36 | 11.36 |
| Total 4015509894: | | | | | | | | | | 34.08 | 34.08 |
| 08/24 | 08/01/2024 | 221393 | 11137 | | RETURN FACILITY RENTAL PAY | 072924 | 1 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 75.00 | 75.00 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total 072924: | | | | | | | | | | 75.00 | 75.00 |
| 08/24 | 08/01/2024 | 221394 | 148 | COMPUTER LOGISTICS | 24/25 FY CONTRACT MANAGED | 85343 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 5,681.90 | 5,681.90 |
| Total 85343: | | | | | | | | | | 5,681.90 | 5,681.90 |
| 08/24 | 08/01/2024 | 221395 | 156 | CREATIVE FORMS & CO | BILLS-GAS | 120655 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 1,531.90 | 1,531.90 |
| 08/24 | 08/01/2024 | 221395 | 156 | CREATIVE FORMS & CO | BILLS-WATER | 120655 | 2 | 7110-430-42-46 | SUPPLIES-GENERAL | 1,531.89 | 1,531.89 |
| Total 120655: | | | | | | | | | | 3,063.79 | 3,063.79 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-GAS | 2740112892 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 20.22 | 20.22 |
| Total 2740112892: | | | | | | | | | | 20.22 | 20.22 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | HAND CLEANER-PW | 2740114376 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 30.29 | 30.29 |
| Total 2740114376: | | | | | | | | | | 30.29 | 30.29 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | COOPER PLUS-PW | 2740114529 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-FA | 4.87 | 4.87 |
| Total 2740114529: | | | | | | | | | | 4.87 | 4.87 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | STARTER-PW | 2740114646 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 152.90 | 152.90 |
| Total 2740114646: | | | | | | | | | | 152.90 | 152.90 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-PW | 2740115473 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 11.89 | 11.89 |
| Total 2740115473: | | | | | | | | | | 11.89 | 11.89 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | PUNCH SET-PW | 2740115603 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 46.54 | 46.54 |
| Total 2740115603: | | | | | | | | | | 46.54 | 46.54 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | CREDIT-STREETS SB1 | 2740115617 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 5.73- | 5.73- |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | CREDIT- PW | 2740115617 | 2 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 43.30- | 43.30- |

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 |
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| Total 2740115617: | | | | | | | | | | 49.03- | 49.03- |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | BLOWER MOTOR-WATER | 2740116223 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 47.02 | 47.02 |
| Total 2740116223: | | | | | | | | | | 47.02 | 47.02 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | AIR FILTER-STREETS | 2740116842 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-VE | 54.03 | 54.03 |
| Total 2740116842: | | | | | | | | | | 54.03 | 54.03 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | FAN CLUTCH-STREETS | 2740116884 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-VE | 77.36 | 77.36 |
| Total 2740116884: | | | | | | | | | | 77.36 | 77.36 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-WATER | 2740116906 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 18.80 | 18.80 |
| Total 2740116906: | | | | | | | | | | 18.80 | 18.80 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-GAS | 2740116955 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 8.66 | 8.66 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-WATER | 2740116955 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 8.65 | 8.65 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-STREETS SB1 | 2740116955 | 3 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 8.65 | 8.65 |
| Total 2740116955: | | | | | | | | | | 25.96 | 25.96 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | ELECTRIC FAN-STREETS | 2740117092 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-VE | 97.96 | 97.96 |
| Total 2740117092: | | | | | | | | | | 97.96 | 97.96 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | DRAIN PLUG-WATER | 2740117269 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 3.41 | 3.41 |
| Total 2740117269: | | | | | | | | | | 3.41 | 3.41 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | SUPPLIES-GC | 2740118358 | 1 | 7530-451-56-44 | REPAIR & MAINTENANCE MISC | 128.89 | 128.89 |
| Total 2740118358: | | | | | | | | | | 128.89 | 128.89 |
| 08/24 | 08/01/2024 | 221396 | 161 | CSK AUTO INC | QUICK MOUNT-STREETS | 27401187404 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-VE | 8.92 | 8.92 |

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 |
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| Total 27401187404: | | | | | | | | | | 8.92 | 8.92 |
| 08/24 | 08/01/2024 | 221397 | 931 | | TR EX MTC VISALIA CA 8/6/24-8/ | 073124 | 1 | 1000-465-10-45 | TRAVEL | 207.50 | 207.50 |
| Total 073124: | | | | | | | | | | 207.50 | 207.50 |
| 08/24 | 08/01/2024 | 221398 | 184 | DEPARTMENT OF JUSTI | FINGERPRINTS | 732813 | 1 | 1000-416-10-45 | FINGERPRINTING SERVICES | 288.00 | 288.00 |
| Total 732813: | | | | | | | | | | 288.00 | 288.00 |
| 08/24 | 08/01/2024 | 221398 | 184 | DEPARTMENT OF JUSTI | FINGERPRINTS | 746451 | 1 | 1000-416-10-45 | FINGERPRINTING SERVICES | 96.00 | 96.00 |
| Total 746451: | | | | | | | | | | 96.00 | 96.00 |
| 08/24 | 08/01/2024 | 221399 | 219 | ED STAUB & SONS PETR | 270.30 GAL UNLEADED-GC | 11072548 | 1 | 7530-451-52-46 | GASOLINE | 1,138.58 | 1,138.58 |
| Total 11072548: | | | | | | | | | | 1,138.58 | 1,138.58 |
| 08/24 | 08/01/2024 | 221399 | 219 | ED STAUB & SONS PETR | 84.70 GAL DIESEL-GC | 11077861 | 1 | 7530-451-52-46 | GASOLINE | 340.56 | 340.56 |
| Total 11077861: | | | | | | | | | | 340.56 | 340.56 |
| 08/24 | 08/01/2024 | 221400 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-WS | 476013A | 1 | 7112-430-42-43 | PROFESSIONAL SVCS | 39.00 | 39.00 |
| Total 476013A: | | | | | | | | | | 39.00 | 39.00 |
| 08/24 | 08/01/2024 | 221400 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-DW | 476105A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 31.00 | 31.00 |
| Total 476105A: | | | | | | | | | | 31.00 | 31.00 |
| 08/24 | 08/01/2024 | 221400 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-DW | 476106A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 31.00 | 31.00 |
| Total 476106A: | | | | | | | | | | 31.00 | 31.00 |
| 08/24 | 08/01/2024 | 221400 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-DW | 476255A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 141.00 | 141.00 |
| Total 476255A: | | | | | | | | | | 141.00 | 141.00 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
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| 08/24 | 08/01/2024 | 221401 | 265 | FRONTIER | 251-0015-PD | 0015 070824 | 1 | 1009-421-10-45 | COMMUNICATIONS | 147.26 | 147.26 |
| Total 0015 070824: | | | | | | | | | | 147.26 | 147.26 |
| 08/24 | 08/01/2024 | 221401 | 265 | FRONTIER | 257-0315 AWOS AIRPORT | 0315 071524 | 1 | 7201-430-81-45 | COMMUNICATIONS | 80.44 | 80.44 |
| Total 0315 071524: | | | | | | | | | | 80.44 | 80.44 |
| 08/24 | 08/01/2024 | 221401 | 265 | FRONTIER | 257-3292 MUSEUM | 3292 071024 | 1 | 1011-451-80-45 | COMMUNICATION | 116.09 | 116.09 |
| Total 3292 071024: | | | | | | | | | | 116.09 | 116.09 |
| 08/24 | 08/01/2024 | 221401 | 265 | FRONTIER | 257-7098 NATURAL GAS | 7098 070124 | 1 | 7401-430-62-45 | COMMUNICATIONS | 97.98 | 97.98 |
| Total 7098 070124: | | | | | | | | | | 97.98 | 97.98 |
| 08/24 | 08/01/2024 | 221402 | 11135 | | REFUND GAS DEPOSIT | 10120650350 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 189.85 | 189.85 |
| Total 10120650350: | | | | | | | | | | 189.85 | 189.85 |
| 08/24 | 08/01/2024 | 221403 | 1362 | IRON MOUNTAIN INFO. M | CITY HALL SHREDDING | JRHX981 | 1 | 1000-417-10-43 | PROFESSIONAL SVCS | 125.30 | 125.30 |
| Total JRHX981: | | | | | | | | | | 125.30 | 125.30 |
| 08/24 | 08/01/2024 | 221404 | 11134 | | REFUND GAS DEPOSIT | 10526060011 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 88.53 | 88.53 |
| Total 10526060011: | | | | | | | | | | 88.53 | 88.53 |
| 08/24 | 08/01/2024 | 221405 | 11136 | | EP 24-22 RETURN | 073024 | 1 | 1001-2228-001 | DEPOSITS-CURB, GUTTER, SID | 1,188.00 | 1,188.00 |
| Total 073024: | | | | | | | | | | 1,188.00 | 1,188.00 |
| 08/24 | 08/01/2024 | 221406 | 374 | L.N. CURTIS & SONS | SAFETY EQUIPMENT-FD | INV848259 | 1 | 1010-422-10-46 | SUPPLIES- SAFETY ITEMS | 298.23 | 298.23 |
| Total INV848259: | | | | | | | | | | 298.23 | 298.23 |
| 08/24 | 08/01/2024 | 221407 | 9700 | | REFUND GAS DEPOSIT | 10403410105 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 102.69 | 102.69 |

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 |
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| Total 10403410105: | | | | | | | | | | 102.69 | 102.69 |
| 08/24 | 08/01/2024 | 221408 | 389 | LASSEN COUNTY AUDIT | ANIMAL CONTROL 4/1/24-6/30/2 | 07192024 | 1 | 1009-421-10-45 | ANIMAL CONTROL CONTRACT | 26,552.58 | 26,552.58 |
| Total 07192024: | | | | | | | | | | 26,552.58 | 26,552.58 |
| 08/24 | 08/01/2024 | 221408 | 389 | LASSEN COUNTY AUDIT | DISPATCH SERVICES 04/01/24- | 07192024. | 1 | 1009-421-10-45 | DISPATCH CONTRACT | 70,516.02 | 70,516.02 |
| Total 07192024.: | | | | | | | | | | 70,516.02 | 70,516.02 |
| 08/24 | 08/01/2024 | 221409 | 10485 | LEAF CAPITAL FUNDING | COPIER-PW | 16758112 | 1 | 7620-430-10-44 | RENT & LEASE EQUIP & VEHIC | 153.55 | 153.55 |
| Total 16758112: | | | | | | | | | | 153.55 | 153.55 |
| 08/24 | 08/01/2024 | 221409 | 10485 | LEAF CAPITAL FUNDING | COPIER-FD | 16857665 | 1 | 1010-422-10-44 | RENT & LEASES EQUIP & VEHI | 118.76 | 118.76 |
| Total 16857665: | | | | | | | | | | 118.76 | 118.76 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD-AI | 10108 072524 | 1 | 7201-430-81-46 | ELECTRICITY | 46.73 | 46.73 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD-AI | 10108 072524 | 2 | 7201-430-81-46 | ELECTRICITY | 93.47 | 93.47 |
| Total 10108 072524: | | | | | | | | | | 140.20 | 140.20 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE IRR WELL/ NAG | 122907 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 1,066.00 | 1,066.00 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE IRR WELL/ NAG | 122907 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 2,132.20 | 2,132.20 |
| Total 122907 072524: | | | | | | | | | | 3,198.20 | 3,198.20 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE PUMP STATION | 122910 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 1,327.00 | 1,327.00 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE PUMP STATION | 122910 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 2,654.20 | 2,654.20 |
| Total 122910 072524: | | | | | | | | | | 3,981.20 | 3,981.20 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE IRR PUMP/8TH | 122929 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 10.00 | 10.00 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE IRR PUMP/8TH | 122929 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 20.00 | 20.00 |
| Total 122929 072524: | | | | | | | | | | 30.00 | 30.00 |

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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 |
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| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE PUMP HOUSE | 132052 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 138.95 | 138.95 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE PUMP HOUSE | 132052 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 278.00 | 278.00 |
| Total 132052 072524: | | | | | | | | | | 416.95 | 416.95 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 470-895 CIRCLE DR-CLUB HOU | 144281 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 248.22 | 248.22 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 470-895 CIRCLE DR-CLUB HOU | 144281 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 496.80 | 496.80 |
| Total 144281 072524: | | | | | | | | | | 745.02 | 745.02 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SOUTH ST - PW OFFICE | 14590 072524 | 1 | 7620-430-10-46 | ELECTRICITY | 241.68 | 241.68 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SOUTH ST - PW OFFICE | 14590 072524 | 2 | 7620-430-10-46 | ELECTRICITY | 483.36 | 483.36 |
| Total 14590 072524: | | | | | | | | | | 725.04 | 725.04 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SOUTH ST ROOSEVELT AREA L | 1744 072524 | 1 | 1011-452-20-46 | ELECTRICITY | 3.64 | 3.64 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SOUTH ST ROOSEVELT AREA L | 1744 072524 | 2 | 1011-452-20-46 | ELECTRICITY | 7.40 | 7.40 |
| Total 1744 072524: | | | | | | | | | | 11.04 | 11.04 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE PARK LIGHTS | 1999 072524 | 1 | 1011-452-20-46 | ELECTRICITY | 23.56 | 23.56 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE PARK LIGHTS | 1999 072524 | 2 | 1011-452-20-46 | ELECTRICITY | 47.13 | 47.13 |
| Total 1999 072524: | | | | | | | | | | 70.69 | 70.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | CADY SPRINGS | 26784 072524 | 1 | 7110-430-42-46 | ELECTRICITY | 296.01 | 296.01 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | CADY SPRINGS | 26784 072524 | 2 | 7110-430-42-46 | ELECTRICITY | 592.01 | 592.01 |
| Total 26784 072524: | | | | | | | | | | 888.02 | 888.02 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RICHMOND RD BRIDGE-STREE | 35094 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 106.89 | 106.89 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RICHMOND RD BRIDGE-STREE | 35094 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 213.78 | 213.78 |
| Total 35094 072524: | | | | | | | | | | 320.67 | 320.67 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | LITTLE LEAGUE AREA LIGHTS | 3522 072524 | 1 | 1011-452-20-46 | ELECTRICITY | 25.36 | 25.36 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | LITTLE LEAGUE AREA LIGHTS | 3522 072524 | 2 | 1011-452-20-46 | ELECTRICITY | 50.73 | 50.73 |

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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 |
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| Total 3522 072524: | | | | | | | | | | 76.09 | 76.09 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | N WEATHERLOW ST SIGNALS- | 3651 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 52.99 | 52.99 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | N WEATHERLOW ST SIGNALS- | 3651 072524 | 2 | 2005-431-20-46 | SAFETY LIGHTING | 105.98 | 105.98 |
| Total 3651 072524: | | | | | | | | | | 158.97 | 158.97 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 720 SOUTH EMULSION TANK-P | 38646 072524 | 1 | 7620-430-10-46 | ELECTRICITY | 76.45 | 76.45 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 720 SOUTH EMULSION TANK-P | 38646 072524 | 2 | 7620-430-10-46 | ELECTRICITY | 152.91 | 152.91 |
| Total 38646 072524: | | | | | | | | | | 229.36 | 229.36 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | LITTLE LEAGUE PARK DRIVEW | 416851 072524 | 1 | 1011-452-20-46 | ELECTRICITY | 6.56 | 6.56 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | LITTLE LEAGUE PARK DRIVEW | 416851 072524 | 2 | 1011-452-20-46 | ELECTRICITY | 13.13 | 13.13 |
| Total 416851 072524: | | | | | | | | | | 19.69 | 19.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | LAUREL ST- STREETS | 416902 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 6.56 | 6.56 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | LAUREL ST- STREETS | 416902 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 13.13 | 13.13 |
| Total 416902 072524: | | | | | | | | | | 19.69 | 19.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SOUTH ST- STREETS | 416924 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 12.99 | 12.99 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SOUTH ST- STREETS | 416924 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 26.40 | 26.40 |
| Total 416924 072524: | | | | | | | | | | 39.39 | 39.39 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RICHMOND RD & PEARL CR- S | 416984 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 6.56 | 6.56 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RICHMOND RD & PEARL CR- S | 416984 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 13.13 | 13.13 |
| Total 416984 072524: | | | | | | | | | | 19.69 | 19.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 1801 MAIN ST STREET LT | 417512 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 13.13 | 13.13 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 1801 MAIN ST-SAFETY LIGHTIN | 417512 072524 | 2 | 2005-431-20-46 | SAFETY LIGHTING | 26.26 | 26.26 |
| Total 417512 072524: | | | | | | | | | | 39.39 | 39.39 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | ORCHARD ST- STREETS | 418802 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 7.71 | 7.71 |

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| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | ORCHARD ST- STREETS | 418802 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 15.41 | 15.41 |
| Total 418802 072524: | | | | | | | | | | 23.12 | 23.12 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE DR. & RIVER- STRE | 418824 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 6.56 | 6.56 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE DR. & RIVER- STRE | 418824 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 13.13 | 13.13 |
| Total 418824 072524: | | | | | | | | | | 19.69 | 19.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE DR. & LAUREL- STR | 418833 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 6.56 | 6.56 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE DR. & LAUREL- STR | 418833 072524 | 2 | 2007-431-60-46 | ELECTRICITY | 13.13 | 13.13 |
| Total 418833 072524: | | | | | | | | | | 19.69 | 19.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | MAIN & ALEXANDER SIGNAL-S | 49496 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 63.81 | 63.81 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | MAIN & ALEXANDER SIGNAL-S | 49496 072524 | 2 | 2005-431-20-46 | SAFETY LIGHTING | 127.62 | 127.62 |
| Total 49496 072524: | | | | | | | | | | 191.43 | 191.43 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | MAIN & FAIRFIELD-STREETS | 49497 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 55.18 | 55.18 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | MAIN & FAIRFIELD-SB-1 SAFET | 49497 072524 | 2 | 2005-431-20-46 | SAFETY LIGHTING | 110.37 | 110.37 |
| Total 49497 072524: | | | | | | | | | | 165.55 | 165.55 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | MAIN & JOHNSTNVLE SIGNAL- | 49498 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 63.62 | 63.62 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | MAIN & JOHNSTNVLE SIGNAL- | 49498 072524 | 2 | 2005-431-20-46 | SAFETY LIGHTING | 127.23 | 127.23 |
| Total 49498 072524: | | | | | | | | | | 190.85 | 190.85 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE & MAIN LIGHTS-ST | 49499 072524 | 1 | 2007-431-60-46 | ELECTRICITY | 101.44 | 101.44 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE & MAIN LIGHTS-SB- | 49499 072524 | 2 | 2005-431-20-46 | SAFETY LIGHTING | 202.88 | 202.88 |
| Total 49499 072524: | | | | | | | | | | 304.32 | 304.32 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD-AI | 54333 072524 | 1 | 7201-430-81-46 | ELECTRICITY | 13.29 | 13.29 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD-AI | 54333 072524 | 2 | 7201-430-81-46 | ELECTRICITY | 26.59 | 26.59 |
| Total 54333 072524: | | | | | | | | | | 39.88 | 39.88 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SPRING RIDGE BOOSTER | 55754 072524 | 1 | 7110-430-42-46 | ELECTRICITY | 314.65 | 314.65 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | SPRING RIDGE BOOSTER | 55754 072524 | 2 | 7110-430-42-46 | ELECTRICITY | 629.31 | 629.31 |
| Total 55754 072524: | | | | | | | | | | 943.96 | 943.96 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 925 SIERRA RD SPORTS CTR | 60453 072524 | 1 | 1011-452-20-46 | ELECTRICITY | 10.14 | 10.14 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 925 SIERRA RD SPORTS CTR | 60453 072524 | 2 | 1011-452-20-46 | ELECTRICITY | 20.28 | 20.28 |
| Total 60453 072524: | | | | | | | | | | 30.42 | 30.42 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD AI | 7146 072524 | 1 | 7201-430-81-46 | ELECTRICITY | 183.29 | 183.29 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD AI | 7146 072524 | 2 | 7201-430-81-46 | ELECTRICITY | 366.57 | 366.57 |
| Total 7146 072524: | | | | | | | | | | 549.86 | 549.86 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD AI | 7154 072524 | 1 | 7201-430-81-46 | ELECTRICITY | 13.89 | 13.89 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | 471-920 JOHNSTONVILLE RD AI | 7154 072524 | 2 | 7201-430-81-46 | ELECTRICITY | 27.78 | 27.78 |
| Total 7154 072524: | | | | | | | | | | 41.67 | 41.67 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE CLUB HOUSE | 7394 072524 | 1 | 7530-451-50-46 | ELECTRICITY | 39.69 | 39.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE CLUB HOUSE | 7394 072524 | 2 | 7530-451-50-46 | ELECTRICITY | 79.80 | 79.80 |
| Total 7394 072524: | | | | | | | | | | 119.49 | 119.49 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE CART BARN 2 | 7400 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 18.94 | 18.94 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE CART BARN 2 | 7400 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 38.40 | 38.40 |
| Total 7400 072524: | | | | | | | | | | 57.34 | 57.34 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | WELL #1-WATER | 7714 072524 | 1 | 7110-430-42-46 | ELECTRICITY | 1,088.69 | 1,088.69 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | WELL #1-WATER | 7714 072524 | 2 | 7110-430-42-46 | ELECTRICITY | 2,177.37 | 2,177.37 |
| Total 7714 072524: | | | | | | | | | | 3,266.06 | 3,266.06 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE BARN 1 & 3 | 9312 072524 | 1 | 7530-451-52-46 | ELECTRICITY | 10.00 | 10.00 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GOLF COURSE BARN 1 & 3 | 9312 072524 | 2 | 7530-451-52-46 | ELECTRICITY | 20.00 | 20.00 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total 9312 072524: | | | | | | | | | | 30.00 | 30.00 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE PARK LIGHTS | 9501 072524 | 1 | 1011-452-20-46 | ELECTRICITY | 47.71 | 47.71 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | RIVERSIDE PARK LIGHTS | 9501 072524 | 2 | 1011-452-20-46 | ELECTRICITY | 95.43 | 95.43 |
| Total 9501 072524: | | | | | | | | | | 143.14 | 143.14 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GEO PUMP #2 | 9503 072524 | 1 | 7301-430-52-46 | ELECTRICITY | 16.59 | 16.59 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | GEO PUMP #2 | 9503 072524 | 2 | 7301-430-52-46 | ELECTRICITY | 33.18 | 33.18 |
| Total 9503 072524: | | | | | | | | | | 49.77 | 49.77 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | HOSPITAL LN-GEO | 9963 072524 | 1 | 7301-430-52-46 | ELECTRICITY | 11.19 | 11.19 |
| 08/24 | 08/01/2024 | 221410 | 437 | LMUD | HOSPITAL LN-GEO | 9963 072524 | 2 | 7301-430-52-46 | ELECTRICITY | 22.39 | 22.39 |
| Total 9963 072524: | | | | | | | | | | 33.58 | 33.58 |
| 08/24 | 08/01/2024 | 221411 | 1508 | MAIN STREET LUBE | REPAIR & MAINT- PD | 43821 | 1 | 1009-421-10-44 | VEHICLE-REPAIR & MAINTENA | 57.37 | 57.37 |
| Total 43821: | | | | | | | | | | 57.37 | 57.37 |
| 08/24 | 08/01/2024 | 221412 | 10403 | MINTIER HARNISH LP | PROFESSIONAL SVC | SUSANVILLEHE-GPU-01 | 1 | 1011-419-11-43 | PROFESSIONAL SVCS | 27,316.26 | 27,316.26 |
| Total SUSANVILLEHE-GPU-01: | | | | | | | | | | 27,316.26 | 27,316.26 |
| 08/24 | 08/01/2024 | 221413 | 9983 | MODOC COUNTY RECOR | ADVERTISEMENT-PLANNING | 1965 | 1 | 1011-419-10-45 | ADVERTISING | 102.00 | 102.00 |
| Total 1965: | | | | | | | | | | 102.00 | 102.00 |
| 08/24 | 08/01/2024 | 221414 | 516 | NFPA | SUBSCRIPTION 1YR- FD | 352620 072224 | 1 | 1010-422-10-48 | DUES AND MEMBERSHIPS | 225.00 | 225.00 |
| Total 352620 072224: | | | | | | | | | | 225.00 | 225.00 |
| 08/24 | 08/01/2024 | 221415 | 10490 | OAK WOODS ESTATES H | GREEN WASTE DISPOSAL PRO | 073024 | 1 | 8404-430-15-48 | GRANTS | 800.37 | 800.37 |
| Total 073024: | | | | | | | | | | 800.37 | 800.37 |
| 08/24 | 08/01/2024 | 221416 | 10725 | PACE SUPPLY CORP | REPAIR & MAINT-GC | 319705432 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 49.12 | 49.12 |

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 319705432: | | | | | | | | | | 49.12 | 49.12 |
| 08/24 | 08/01/2024 | 221417 | 546 | PAYLESS BUILDING SUP | PLYWOOD | 232232 | 1 | 1011-425-21-46 | SUPPLIES-GENERAL | 19.47 | 19.47 |
| Total 232232: | | | | | | | | | | 19.47 | 19.47 |
| 08/24 | 08/01/2024 | 221417 | 546 | PAYLESS BUILDING SUP | PLYWOOD | 235970 | 1 | 1011-425-21-46 | SUPPLIES-GENERAL | 112.25 | 112.25 |
| Total 235970: | | | | | | | | | | 112.25 | 112.25 |
| 08/24 | 08/01/2024 | 221418 | 556 | PITNEY BOWES INC | POSTAGE | 8000900000677660 07312 | 1 | 1000-1410-002 | INVENTORIES-POSTAGE | 3,591.50 | 3,591.50 |
| Total 8000900000677660 073124: | | | | | | | | | | 3,591.50 | 3,591.50 |
| 08/24 | 08/01/2024 | 221419 | 563 | POULSEN WELDING SHO | REPAIRS-GEO | 4048 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE - F | 1,366.21 | 1,366.21 |
| Total 4048: | | | | | | | | | | 1,366.21 | 1,366.21 |
| 08/24 | 08/01/2024 | 221420 | 572 | QUILL CORPORATION | SUPPLIES-FINANCE | 39513497 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 71.42 | 71.42 |
| Total 39513497: | | | | | | | | | | 71.42 | 71.42 |
| 08/24 | 08/01/2024 | 221421 | 1479 | SIERRA BROADCASTING | ADVERTISING-GAS | 24060151 | 1 | 7401-430-62-45 | ADVERTISING | 499.00 | 499.00 |
| Total 24060151: | | | | | | | | | | 499.00 | 499.00 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SUPPLIES- WATER | 526639 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 8.56 | 8.56 |
| Total 526639: | | | | | | | | | | 8.56 | 8.56 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SUPPLIES-GAS | 526733 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 7.59 | 7.59 |
| Total 526733: | | | | | | | | | | 7.59 | 7.59 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 526845 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 24.31 | 24.31 |
| Total 526845: | | | | | | | | | | 24.31 | 24.31 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | FASTENERS- GAS | 526858 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 3.42 | 3.42 |
| Total 526858: | | | | | | | | | | 3.42 | 3.42 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SUPPLIES-FD | 526953 | 1 | 1010-422-10-46 | SUPPLIES- GENERAL | 224.32 | 224.32 |
| Total 526953: | | | | | | | | | | 224.32 | 224.32 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SPRAY PAINT-FD | 526978 | 1 | 1010-422-10-46 | SUPPLIES- SAFETY ITEMS | 25.69 | 25.69 |
| Total 526978: | | | | | | | | | | 25.69 | 25.69 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527074 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 33.38 | 33.38 |
| Total 527074: | | | | | | | | | | 33.38 | 33.38 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SCALE BOLT-WATER | 527084 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 10.71 | 10.71 |
| Total 527084: | | | | | | | | | | 10.71 | 10.71 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SUPPLIES-GAS | 527145 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 14.60 | 14.60 |
| Total 527145: | | | | | | | | | | 14.60 | 14.60 |
| 08/24 | 08/01/2024 | 221422 | 76 | SUSANVILLE ACE HARD | SMALL TOOLS-FD | 527195 | 1 | 1010-422-10-46 | SUPPLIES- SMALL TOOLS | 102.27 | 102.27 |
| Total 527195: | | | | | | | | | | 102.27 | 102.27 |
| 08/24 | 08/01/2024 | 221423 | 677 | SUSANVILLE SANITARY | 1801 MAIN | 2121 070124 | 1 | 1009-421-10-44 | SEWER | 52.00 | 52.00 |
| Total 2121 070124: | | | | | | | | | | 52.00 | 52.00 |
| 08/24 | 08/01/2024 | 221424 | 11132 | | REFUND GAS DEPOSIT | 10122100310 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 25.71 | 25.71 |
| Total 10122100310: | | | | | | | | | | 25.71 | 25.71 |
| 08/24 | 08/01/2024 | 221425 | 11000 | | TR EX VISALIA MTC MEETING 8 | 073024 | 1 | 1000-465-10-45 | TRAVEL | 207.50 | 207.50 |

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 073024: | | | | | | | | | | 207.50 | 207.50 |
| 08/24 | 08/01/2024 | 221426 | 712 | TNS TRUCKING CO | SUUPLIES-WATER | 6154 | 1 | 7112-430-42-46 | SUPPLIES GENERAL | 320.14 | 320.14 |
| Total 6154: | | | | | | | | | | 320.14 | 320.14 |
| 08/24 | 08/01/2024 | 221427 | 9544 | TONY'S CLEANING SERV | JANITORIAL SERVICES- CITY H | 1014 | 1 | 1000-417-10-43 | PROFESSIONAL SVCS | 350.00 | 350.00 |
| Total 1014: | | | | | | | | | | 350.00 | 350.00 |
| 08/24 | 08/01/2024 | 221428 | 10376 | TRAFFIC LOGIX CORPO | DUES & MEMBERSHIPS-PD | SIN25905 | 1 | 1009-421-10-44 | RENT & LEASES EQUIP & VEHI | 700.00 | 700.00 |
| Total SIN25905: | | | | | | | | | | 700.00 | 700.00 |
| 08/24 | 08/01/2024 | 221429 | 966 | TURF STAR INC | SPRINKLERS-GC | INV028983 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 1,643.86 | 1,643.86 |
| Total INV028983: | | | | | | | | | | 1,643.86 | 1,643.86 |
| 08/24 | 08/01/2024 | 221430 | 749 | VERIZON WIRELESS | CELLULAR PHONES - CITY CO | 9969309294 | 1 | 1000-411-10-45 | COMMUNICATIONS | 167.64 | 167.64 |
| 08/24 | 08/01/2024 | 221430 | 749 | VERIZON WIRELESS | CELLULAR PHONES - FD | 9969309294 | 2 | 1010-422-10-45 | COMMUNICATIONS | 339.68 | 339.68 |
| 08/24 | 08/01/2024 | 221430 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PD | 9969309294 | 3 | 1009-421-10-45 | COMMUNICATIONS | 41.91 | 41.91 |
| 08/24 | 08/01/2024 | 221430 | 749 | VERIZON WIRELESS | CELLULAR PHONES - ECON. D | 9969309294 | 4 | 1000-465-10-45 | COMMUNICATIONS | 41.91 | 41.91 |
| Total 9969309294: | | | | | | | | | | 591.14 | 591.14 |
| 08/24 | 08/01/2024 | 221431 | 11103 | VERSATERM PUBLIC SA | DISPATCH | INV36-00382 | 1 | 1009-421-10-45 | DISPATCH CONTRACT | 600.00 | 600.00 |
| Total INV36-00382: | | | | | | | | | | 600.00 | 600.00 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61315228 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 547.51 | 547.51 |
| Total 61315228: | | | | | | | | | | 547.51 | 547.51 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61319958 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 101.50 | 101.50 |
| Total 61319958: | | | | | | | | | | 101.50 | 101.50 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61327493 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 176.80 | 176.80 |

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 61327493: | | | | | | | | | | 176.80 | 176.80 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61337202 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 75.93 | 75.93 |
| Total 61337202: | | | | | | | | | | 75.93 | 75.93 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61338692 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 403.88 | 403.88 |
| Total 61338692: | | | | | | | | | | 403.88 | 403.88 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61346102 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 4.43 | 4.43 |
| Total 61346102: | | | | | | | | | | 4.43 | 4.43 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES- GAS | 61348014 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 219.53 | 219.53 |
| Total 61348014: | | | | | | | | | | 219.53 | 219.53 |
| 08/24 | 08/01/2024 | 221432 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61353981 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 24.09 | 24.09 |
| Total 61353981: | | | | | | | | | | 24.09 | 24.09 |
| 08/24 | 08/01/2024 | 221433 | 1198 | WESTWOOD SANITATIO | PORTABLE TOILET - SKYLINE | I76619 | 1 | 1011-452-20-44 | RENT & LEASES EQUIP & VEHI | 109.39 | 109.39 |
| Total I76619: | | | | | | | | | | 109.39 | 109.39 |
| 08/24 | 08/01/2024 | 221433 | 1198 | WESTWOOD SANITATIO | PORTABLE TOILET-GOLF COUR | I76620 | 1 | 7530-451-52-44 | RENT & LEASES EQUIP & VEHI | 218.78 | 218.78 |
| Total I76620: | | | | | | | | | | 218.78 | 218.78 |
| 08/24 | 08/01/2024 | 221434 | 11133 | | REFUND GAS DEPOSIT | 10203174004 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 145.60 | 145.60 |
| Total 10203174004: | | | | | | | | | | 145.60 | 145.60 |
| Grand Totals: | | | | | | | | | | 173,535.85 | 173,535.85 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/07/2024 | 221445 | 21 | AIRGAS USA LLC | ACETYLENE/ARGON//OXYGEN/ | 5509312499 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 218.00 | 218.00 |
| 08/24 | 08/07/2024 | 221445 | 21 | AIRGAS USA LLC | ACETYLENE/ARGON//OXYGEN/ | 5509312499 | 2 | 7110-430-42-46 | SUPPLIES-GENERAL | 546.95 | 546.95 |
| 08/24 | 08/07/2024 | 221445 | 21 | AIRGAS USA LLC | ACETYLENE/ARGON//OXYGEN/ | 5509312499 | 3 | 7110-430-42-46 | SUPPLIES-GENERAL | 140.83 | 140.83 |
| Total 5509312499: | | | | | | | | | | 905.78 | 905.78 |
| 08/24 | 08/07/2024 | 221446 | 8792 | ALPINE LOCK AND KEY I | REPAIR & MAINT-PW | 0000171109 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-FA | 1,547.79 | 1,547.79 |
| Total 0000171109: | | | | | | | | | | 1,547.79 | 1,547.79 |
| 08/24 | 08/07/2024 | 221447 | 11147 | | REFUND GAS OVERPAYMENT | 10531800742 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 187.63 | 187.63 |
| Total 10531800742: | | | | | | | | | | 187.63 | 187.63 |
| 08/24 | 08/07/2024 | 221448 | 10390 | AUTOZONE PARTS INC | REPAIR & MAINT-PW | 4015508928 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 1,685.15 | 1,685.15 |
| Total 4015508928: | | | | | | | | | | 1,685.15 | 1,685.15 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 725 MAIN STREET-STREETS | 176127830U037 | 1 | 2007-431-20-44 | DISPOSAL | 26.88 | 26.88 |
| Total 176127830U037: | | | | | | | | | | 26.88 | 26.88 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 605 ASH STREET-STREETS | 176127834U037 | 1 | 2007-431-20-44 | DISPOSAL | 26.88 | 26.88 |
| Total 176127834U037: | | | | | | | | | | 26.88 | 26.88 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 617 MAIN ST-STREETS | 176127835U037 | 1 | 2007-431-20-44 | DISPOSAL | 52.68 | 52.68 |
| Total 176127835U037: | | | | | | | | | | 52.68 | 52.68 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 600 MAIN ST-STREETS | 176127838U037 | 1 | 2007-431-20-44 | DISPOSAL | 52.68 | 52.68 |
| Total 176127838U037: | | | | | | | | | | 52.68 | 52.68 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 470-895 CIRCLE DR | 176127845U037 | 1 | 7530-451-52-44 | DISPOSAL | 268.89 | 268.89 |

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 176127845U037: | | | | | | | | | | 268.89 | 268.89 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 925 SIERRA ST-PW | 176128035U037 | 1 | 7620-430-10-44 | DISPOSAL | 232.13 | 232.13 |
| Total 176128035U037: | | | | | | | | | | 232.13 | 232.13 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 66 N LASSEN ST | 176128036U037 | 1 | 1000-417-10-44 | DISPOSAL | 227.77 | 227.77 |
| Total 176128036U037: | | | | | | | | | | 227.77 | 227.77 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 95 N WEATHERLOW ST | 176128037U037 | 1 | 1011-452-20-44 | DISPOSAL | 223.41 | 223.41 |
| Total 176128037U037: | | | | | | | | | | 223.41 | 223.41 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 720 SOUTH ST-SHOP | 176128039U037 | 1 | 7620-430-10-44 | DISPOSAL | 240.86 | 240.86 |
| Total 176128039U037: | | | | | | | | | | 240.86 | 240.86 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 1110 NORTH STREET | 176128116U37 | 1 | 1011-452-20-44 | DISPOSAL | 326.79 | 326.79 |
| Total 176128116U37: | | | | | | | | | | 326.79 | 326.79 |
| 08/24 | 08/07/2024 | 221449 | 1307 | C&S WASTE SOLUTIONS | 732 MAIN STREET-STREETS | 176128251U037 | 1 | 2007-431-20-44 | DISPOSAL | 105.36 | 105.36 |
| Total 176128251U037: | | | | | | | | | | 105.36 | 105.36 |
| 08/24 | 08/07/2024 | 221450 | 96 | CALAFCO | CALAFCO DUES 24/25 | 2024-17 | 1 | 8402-413-30-48 | DUES AND MEMBERSHIPS | 1,631.00 | 1,631.00 |
| Total 2024-17: | | | | | | | | | | 1,631.00 | 1,631.00 |
| 08/24 | 08/07/2024 | 221451 | 1116 | CALIFORNIA BUILDING S | 2ND QTR SB 1473 FEE REPORT | 073024 | 1 | 1011-2205-006 | DEPOSIT PAYABLE-SB 1473 | 11.50 | 11.50 |
| Total 073024: | | | | | | | | | | 11.50 | 11.50 |
| 08/24 | 08/07/2024 | 221452 | 161 | CSK AUTO INC | AIR FILTER-GAS | 2740117475 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 85.31 | 85.31 |
| Total 2740117475: | | | | | | | | | | 85.31 | 85.31 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/07/2024 | 221452 | 161 | CSK AUTO INC | REPAIR & MAINT-WATER | 2740118242 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 281.04 | 281.04 |
| Total 2740118242: | | | | | | | | | | 281.04 | 281.04 |
| 08/24 | 08/07/2024 | 221452 | 161 | CSK AUTO INC | REPAIR & MAINT-WATER | 2740118271 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 290.48 | 290.48 |
| Total 2740118271: | | | | | | | | | | 290.48 | 290.48 |
| 08/24 | 08/07/2024 | 221452 | 161 | CSK AUTO INC | REPAIR & MAINT-PARKS | 2740118451 | 1 | 1011-452-20-44 | VEHICLE - REPAIR & MAINTENA | 128.72 | 128.72 |
| Total 2740118451: | | | | | | | | | | 128.72 | 128.72 |
| 08/24 | 08/07/2024 | 221452 | 161 | CSK AUTO INC | CREDIT-PARKS | 2740118728 | 1 | 1011-452-20-44 | VEHICLE - REPAIR & MAINTENA | 20.00- | 20.00- |
| Total 2740118728: | | | | | | | | | | 20.00- | 20.00- |
| 08/24 | 08/07/2024 | 221452 | 161 | CSK AUTO INC | GASKET-WATER | 274017292 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 5.12 | 5.12 |
| Total 274017292: | | | | | | | | | | 5.12 | 5.12 |
| 08/24 | 08/07/2024 | 221453 | 173 | DATCO SERVICES | SUBSTANCE TEST | 8-187301 | 1 | 1000-416-10-43 | TECHNICAL SVCS | 120.00 | 120.00 |
| Total 8-187301: | | | | | | | | | | 120.00 | 120.00 |
| 08/24 | 08/07/2024 | 221454 | 194 | DIAMOND SAW SHOP IN | REPAIR & MAINT-PARKS | 20348 | 1 | 1011-452-20-44 | VEHICLE - REPAIR & MAINTENA | 12.94 | 12.94 |
| Total 20348: | | | | | | | | | | 12.94 | 12.94 |
| 08/24 | 08/07/2024 | 221454 | 194 | DIAMOND SAW SHOP IN | REPAIR & MAINT-WATER | 20349 | 1 | 7110-430-42-47 | MACHINERY AND EQUIPMENT | 21.60 | 21.60 |
| Total 20349: | | | | | | | | | | 21.60 | 21.60 |
| 08/24 | 08/07/2024 | 221455 | 198 | DITCH WITCH EQUIPMEN | REPAIR & MAINT-WATER | 909593 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 436.93 | 436.93 |
| Total 909593: | | | | | | | | | | 436.93 | 436.93 |
| 08/24 | 08/07/2024 | 221456 | 1484 | EDGES ELECTRICAL GR | REPAIR & MAINT-GEO | S6206636.001 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE - F | 674.30 | 674.30 |

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 S6206638.001: | | | | | | | | | | 674.30 | 674.30 |
| 08/24 | 08/07/2024 | 221457 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-DW | 476103A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 117.00 | 117.00 |
| Total 476103A: | | | | | | | | | | 117.00 | 117.00 |
| 08/24 | 08/07/2024 | 221457 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-DW | 476545A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 31.00 | 31.00 |
| Total 476545A: | | | | | | | | | | 31.00 | 31.00 |
| 08/24 | 08/07/2024 | 221458 | 257 | FOREST OFFICE EQUIPM | SUPPLIES-FD | INV-6683 | 1 | 1010-422-10-46 | SUPPLIES- GENERAL | 51.50 | 51.50 |
| Total INV-6683: | | | | | | | | | | 51.50 | 51.50 |
| 08/24 | 08/07/2024 | 221458 | 257 | FOREST OFFICE EQUIPM | MAINT.CONTRACT FOLD MACHI | SV007822 | 1 | 7401-430-62-43 | TECHNICAL SVCS | 44.08 | 44.08 |
| 08/24 | 08/07/2024 | 221458 | 257 | FOREST OFFICE EQUIPM | MAINT.CONTRACT FOLD MACHI | SV007822 | 2 | 7110-430-42-43 | TECHNICAL SVCS | 44.08 | 44.08 |
| Total SV007822: | | | | | | | | | | 88.16 | 88.16 |
| 08/24 | 08/07/2024 | 221458 | 257 | FOREST OFFICE EQUIPM | KYOCERA COPIER -PW | SV007910 | 1 | 7620-430-10-43 | TECHNICAL SVCS | 342.43 | 342.43 |
| Total SV007910: | | | | | | | | | | 342.43 | 342.43 |
| 08/24 | 08/07/2024 | 221458 | 257 | FOREST OFFICE EQUIPM | COLOR COPIES-FD | SV007934 | 1 | 1010-422-10-44 | RENT & LEASES EQUIP & VEHI | 34.68 | 34.68 |
| Total SV007934: | | | | | | | | | | 34.68 | 34.68 |
| 08/24 | 08/07/2024 | 221459 | 756 | GRAINGER INC | SUPPLIES-GAS | 9195335147 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 23.97 | 23.97 |
| Total 9195335147: | | | | | | | | | | 23.97 | 23.97 |
| 08/24 | 08/07/2024 | 221460 | 1362 | IRON MOUNTAIN INFO. M | POLICE DEPARTMENT SHREDD | JPXR414 | 1 | 1009-421-10-43 | PROFESSIONAL SERVICES | 127.74 | 127.74 |
| Total JPXR414: | | | | | | | | | | 127.74 | 127.74 |
| 08/24 | 08/07/2024 | 221461 | 11142 | | REFUND GAS DEPOSIT | 10126510005 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 186.27 | 186.27 |

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 10126510005: | | | | | | | | | | 186.27 | 186.27 |
| 08/24 | 08/07/2024 | 221462 | 10598 | | PANEL DEPOSIT | 072924 | 1 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 100.00 | 100.00 |
| Total 072924: | | | | | | | | | | 100.00 | 100.00 |
| 08/24 | 08/07/2024 | 221463 | 11152 | | FARMER CYCLE GRANT | 073024 | 1 | 8404-430-13-48 | GRANTS | 140,600.00 | 140,600.00 |
| Total 073024: | | | | | | | | | | 140,600.00 | 140,600.00 |
| 08/24 | 08/07/2024 | 221464 | 11145 | | REFUND GAS DEPOSIT | 10311050349 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 197.29 | 197.29 |
| Total 10311050349: | | | | | | | | | | 197.29 | 197.29 |
| 08/24 | 08/07/2024 | 221465 | 10531 | | REFUND GAS DEPOSIT | 10311050239 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 175.04 | 175.04 |
| Total 10311050239: | | | | | | | | | | 175.04 | 175.04 |
| 08/24 | 08/07/2024 | 221466 | 11140 | | REFUND GAS DEPOSIT | 10406500005 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 322.33 | 322.33 |
| Total 10406500005: | | | | | | | | | | 322.33 | 322.33 |
| 08/24 | 08/07/2024 | 221467 | 11150 | LASSEN CRIME STOPPE | REIM. SIGNS | 080124 | 1 | 1009-421-10-45 | DISPATCH CONTRACT | 303.10 | 303.10 |
| Total 080124: | | | | | | | | | | 303.10 | 303.10 |
| 08/24 | 08/07/2024 | 221468 | 11146 | | REFUND GAS DEPOSIT | 10301300015 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 77.94 | 77.94 |
| Total 10301300015: | | | | | | | | | | 77.94 | 77.94 |
| 08/24 | 08/07/2024 | 221469 | 437 | LMUD | 1505 MAIN ST FIRE STATION | 2876 072524 | 1 | 1010-422-10-46 | ELECTRICITY | 442.82 | 442.82 |
| 08/24 | 08/07/2024 | 221469 | 437 | LMUD | 1505 MAIN ST FIRE STATION | 2876 072524 | 2 | 1010-422-10-46 | ELECTRICITY | 764.86 | 764.86 |
| Total 2876 072524: | | | | | | | | | | 1,207.68 | 1,207.68 |
| 08/24 | 08/07/2024 | 221469 | 437 | LMUD | 1801 MAIN ST POLICE STATION | 8314 072524 | 1 | 1009-421-10-46 | ELECTRICITY | 539.96 | 539.96 |
| 08/24 | 08/07/2024 | 221469 | 437 | LMUD | 1801 MAIN ST POLICE STATION | 8314 072524 | 2 | 1009-421-10-46 | ELECTRICITY | 1,079.91 | 1,079.91 |

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 8314 072524: | | | | | | | | | | 1,619.87 | 1,619.87 |
| 08/24 | 08/07/2024 | 221470 | 10428 | LOCAL AREA REVITALIZA | SUPPLIES-PARKS | 1024 | 1 | 1011-452-20-46 | SUPPLIES-GENERAL | 416.16 | 416.16 |
| Total 1024: | | | | | | | | | | 416.16 | 416.16 |
| 08/24 | 08/07/2024 | 221471 | 11139 | LP GAS SERVICES | REFUND WATER DEPOSIT | 10326450000 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 55.46 | 55.46 |
| Total 10326450000: | | | | | | | | | | 55.46 | 55.46 |
| 08/24 | 08/07/2024 | 221472 | 1520 | MEL NORTHEY CO INC | REPAIR & MAINT-PARK | 99364 | 1 | 1011-452-20-44 | FACILITY - REPAIR & MAINTENA | 154.00 | 154.00 |
| Total 99364: | | | | | | | | | | 154.00 | 154.00 |
| 08/24 | 08/07/2024 | 221473 | 481 | MISSION LINEN & UNIFO | JANITORIAL SUPPLIES-PD | 522072251 | 1 | 1009-421-10-46 | SUPPLIES-JANITORIAL | 305.27 | 305.27 |
| Total 522072251: | | | | | | | | | | 305.27 | 305.27 |
| 08/24 | 08/07/2024 | 221474 | 9983 | MODOC COUNTY RECOR | ADVERTISEMENT-PLANNING | 1964 | 1 | 1011-419-10-45 | ADVERTISING | 108.00 | 108.00 |
| Total 1964: | | | | | | | | | | 108.00 | 108.00 |
| 08/24 | 08/07/2024 | 221475 | 11141 | | RETURN FACILITY RENTAL PAY | 080524 | 1 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 75.00 | 75.00 |
| Total 080524: | | | | | | | | | | 75.00 | 75.00 |
| 08/24 | 08/07/2024 | 221476 | 1228 | ONLINE INFORMATION S | ONLINE UTILITY EXCHANGE RE | 1270591 | 1 | 7401-430-62-43 | TECHNICAL SVCS | 54.97 | 54.97 |
| 08/24 | 08/07/2024 | 221476 | 1228 | ONLINE INFORMATION S | ONLINE UTILITY EXCHANGE RE | 1270591 | 2 | 7110-430-42-43 | TECHNICAL SVCS | 54.96 | 54.96 |
| Total 1270591: | | | | | | | | | | 109.93 | 109.93 |
| 08/24 | 08/07/2024 | 221477 | 556 | PITNEY BOWES INC | POSTAGE | 8000900000677660 08042 | 1 | 1000-1410-002 | INVENTORIES-POSTAGE | 576.50 | 576.50 |
| Total 8000900000677660 080424: | | | | | | | | | | 576.50 | 576.50 |
| 08/24 | 08/07/2024 | 221478 | 558 | PLUMAS-SIERRA | INTERNET ACCESS CIRCUIT-CI | 58020 073124 | 1 | 1000-417-10-45 | COMMUNICATIONS | 768.00 | 768.00 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Total 58020 073124: | | | | | | | | | 768.00 | 768.00 |
| 08/24 | 08/07/2024 | 221478 | 558 | PLUMAS-SIERRA | INTERNET ACCESS CIRCUIT-P | 68444 073124 | 1 | 7620-430-10-45 | COMMUNICATIONS | 371.43 | 371.43 |
| | Total 68444 073124: | | | | | | | | | 371.43 | 371.43 |
| 08/24 | 08/07/2024 | 221478 | 558 | PLUMAS-SIERRA | INTERNET ACCESS CIRCUIT-FD | 69319 073124 | 1 | 1010-422-10-45 | COMMUNICATIONS | 307.05 | 307.05 |
| | Total 69319 073124: | | | | | | | | | 307.05 | 307.05 |
| 08/24 | 08/07/2024 | 221479 | 10563 | POLICY CONSULTING AS | LAFCO STAFF SVCS & EXPENS | LASSEN 2024-7 | 1 | 8402-413-30-43 | LAFCO EXEC. OFFICE SVC | 3,500.00 | 3,500.00 |
| 08/24 | 08/07/2024 | 221479 | 10563 | POLICY CONSULTING AS | LAFCO STAFF SVCS & EXPENS | LASSEN 2024-7 | 2 | 8402-413-30-43 | LAFCO BROWN ACT COMPLIAN | 1,295.00 | 1,295.00 |
| 08/24 | 08/07/2024 | 221479 | 10563 | POLICY CONSULTING AS | LAFCO STAFF SVCS & EXPENS | LASSEN 2024-7 | 3 | 8402-413-30-43 | MUNICIPAL SVC REVIEW-LAFC | 1,102.50 | 1,102.50 |
| | Total LASSEN 2024-7: | | | | | | | | | 5,897.50 | 5,897.50 |
| 08/24 | 08/07/2024 | 221480 | 9689 | PRENTICE LONG & EPPE | REMAINING 23/24 FY CONTRAC | 6838 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 66.00 | 66.00 |
| | Total 6838: | | | | | | | | | 66.00 | 66.00 |
| 08/24 | 08/07/2024 | 221481 | 1286 | PROFORCE LAW ENFOR | SUPPLIES-PD | 553348 | 1 | 1009-421-10-47 | MACHINERY AND EQUIPMENT | 1,041.37 | 1,041.37 |
| | Total 553348: | | | | | | | | | 1,041.37 | 1,041.37 |
| 08/24 | 08/07/2024 | 221482 | 572 | QUILL CORPORATION | TONER-FINANCE | 39650451 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 297.68 | 297.68 |
| | Total 39650451: | | | | | | | | | 297.68 | 297.68 |
| 08/24 | 08/07/2024 | 221482 | 572 | QUILL CORPORATION | TONER-FINANCE | 39674432 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 309.57 | 309.57 |
| | Total 39674432: | | | | | | | | | 309.57 | 309.57 |
| 08/24 | 08/07/2024 | 221483 | 1040 | R & R PRODUCTS INC | REPAIR & MAINT-GC | CD2928204 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - EQU | 1,089.24 | 1,089.24 |
| | Total CD2928204: | | | | | | | | | 1,089.24 | 1,089.24 |
| 08/24 | 08/07/2024 | 221484 | 11144 | | REFUND GAS DEPOSIT | 10208400019 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 126.26 | 126.26 |

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 10208400019: | | | | | | | | | | 126.26 | 126.26 |
| 08/24 | 08/07/2024 | 221485 | 11149 | | REFUND WATER DEPOSIT | 1032500005 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 50.00 | 50.00 |
| 08/24 | 08/07/2024 | 221485 | 11149 | | REFUND GAS DEPOSIT | 1032500005 | 2 | 7401-2228-000 | DEPOSITS-CUSTOMER | 200.00 | 200.00 |
| 08/24 | 08/07/2024 | 221485 | 11149 | | REFUND GAS OVERPAYMENT | 1032500005 | 3 | 9999-1001-001 | CASH CLEARING - UTILITIES | 24.37 | 24.37 |
| Total 1032500005: | | | | | | | | | | 274.37 | 274.37 |
| 08/24 | 08/07/2024 | 221486 | 640 | SIERRA ELECTRONICS | NEW RADIOS FOR VEHICLES-G | AR46234 | 1 | 7401-430-62-47 | MACHINERY & EQUIPMENT | 4,033.91 | 4,033.91 |
| Total AR46234: | | | | | | | | | | 4,033.91 | 4,033.91 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | SUPPLIES-PARKS | 527130 | 1 | 1011-452-21-46 | SUPPLIES-GENERAL | 125.69 | 125.69 |
| Total 527130: | | | | | | | | | | 125.69 | 125.69 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | FASTENERS- PARKS | 527208 | 1 | 1011-452-20-44 | FACILITY - REPAIR & MAINTENA | 62.88 | 62.88 |
| Total 527208: | | | | | | | | | | 62.88 | 62.88 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | SUPPLIES- PARKS | 527404 | 1 | 1011-452-20-46 | SUPPLIES-GENERAL | 19.84 | 19.84 |
| Total 527404: | | | | | | | | | | 19.84 | 19.84 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | PAINT-STREETS SB1 | 527410 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 7.78 | 7.78 |
| Total 527410: | | | | | | | | | | 7.78 | 7.78 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | GEO-SUPPLIES | 527438 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE-MI | 28.78 | 28.78 |
| Total 527438: | | | | | | | | | | 28.78 | 28.78 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | SUPPLIES-STREETS SB1 | 527447 | 1 | 2005-431-20-46 | SUPPLIES-GENERAL | 17.53 | 17.53 |
| Total 527447: | | | | | | | | | | 17.53 | 17.53 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | BATTER-GEO | 527450 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE-MI | 7.59 | 7.59 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total 527450: | | | | | | | | | | 7.59 | 7.59 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | CREDIT-GEO | 527451 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE-MI | 7.59- | 7.59- |
| Total 527451: | | | | | | | | | | 7.59- | 7.59- |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | GEO-SUPPLIES | 527458 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE-MI | 3.56 | 3.56 |
| Total 527458: | | | | | | | | | | 3.56 | 3.56 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527461 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 20.24 | 20.24 |
| Total 527461: | | | | | | | | | | 20.24 | 20.24 |
| 08/24 | 08/07/2024 | 221487 | 76 | SUSANVILLE ACE HARD | FASTENERS-GEO | 527473 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE - F | 58.33 | 58.33 |
| Total 527473: | | | | | | | | | | 58.33 | 58.33 |
| 08/24 | 08/07/2024 | 221488 | 1002 | SUSANVILLE VOLUNTEE | ANNUAL CONTRACT SERVICES | 073024 | 1 | 1010-422-10-43 | VOLUNTEERS | 22,000.00 | 22,000.00 |
| Total 073024: | | | | | | | | | | 22,000.00 | 22,000.00 |
| 08/24 | 08/07/2024 | 221489 | 1474 | THE SOURCE | EMPLOYMENT SCREENING | 2533816 | 1 | 1000-416-10-43 | TECHNICAL SVCS | 10.00 | 10.00 |
| Total 2533816: | | | | | | | | | | 10.00 | 10.00 |
| 08/24 | 08/07/2024 | 221490 | 11151 | | FARMER CYCLE GRANT | 073024 | 1 | 8404-430-13-48 | GRANTS | 171,338.09 | 171,338.09 |
| Total 073024: | | | | | | | | | | 171,338.09 | 171,338.09 |
| 08/24 | 08/07/2024 | 221491 | 9544 | TONY'S CLEANING SERV | JANITORIAL SERVICES- PW | 1018 | 1 | 7620-430-10-44 | CUSTODIAL | 300.00 | 300.00 |
| Total 1018: | | | | | | | | | | 300.00 | 300.00 |
| 08/24 | 08/07/2024 | 221492 | 718 | TRI COUNTY PUMP CO | BACK 9 REPAIRS-GC | 060324 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - EQU | 19,188.53 | 19,188.53 |
| Total 060324: | | | | | | | | | | 19,188.53 | 19,188.53 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/07/2024 | 221493 | 9942 | U.S. BANK CORPORATE | SUPPLIES-ADMIN | 2904 072524 | 1 | 1000-413-20-46 | SUPPLIES-GENERAL | 25.33 | 25.33 |
| 08/24 | 08/07/2024 | 221493 | 9942 | U.S. BANK CORPORATE | SOFTWARE SUPPORT-ADMIN | 2904 072524 | 2 | 1000-413-20-47 | SOFTWARE | 99.00 | 99.00 |
| 08/24 | 08/07/2024 | 221493 | 9942 | U.S. BANK CORPORATE | SOFTWARE SUPPORT-ADMIN | 2904 072524 | 3 | 1000-413-20-47 | SOFTWARE | .99 | .99 |
| Total 2904 072524: | | | | | | | | | | 125.32 | 125.32 |
| 08/24 | 08/07/2024 | 221493 | 9942 | U.S. BANK CORPORATE | TRANING-PD | 4085 072524 | 1 | 1009-421-13-45 | TRAINING | 138.66 | 138.66 |
| Total 4085 072524: | | | | | | | | | | 138.66 | 138.66 |
| 08/24 | 08/07/2024 | 221494 | 770 | WESTERN NEVADA SUP | SUPPLIES- WATER | 61302405-1 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 227.82 | 227.82 |
| Total 61302405-1: | | | | | | | | | | 227.82 | 227.82 |
| 08/24 | 08/07/2024 | 221494 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61348252 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 479.81 | 479.81 |
| Total 61348252: | | | | | | | | | | 479.81 | 479.81 |
| 08/24 | 08/07/2024 | 221494 | 770 | WESTERN NEVADA SUP | SUPPLIES- GAS | 61350620 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 711.22 | 711.22 |
| Total 61350620: | | | | | | | | | | 711.22 | 711.22 |
| 08/24 | 08/07/2024 | 221494 | 770 | WESTERN NEVADA SUP | SUPPLIES- WATER | 61353973 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 234.90 | 234.90 |
| Total 61353973: | | | | | | | | | | 234.90 | 234.90 |
| 08/24 | 08/07/2024 | 221494 | 770 | WESTERN NEVADA SUP | SUPPLIES-PARKS | 61354347 | 1 | 1011-452-20-46 | SUPPLIES-SMALL TOOLS | 49.64 | 49.64 |
| Total 61354347: | | | | | | | | | | 49.64 | 49.64 |
| 08/24 | 08/07/2024 | 221495 | 11148 | | REFUND GAS DEPOSIT | 10203184705 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 178.83 | 178.83 |
| Total 10203184705: | | | | | | | | | | 178.83 | 178.83 |
| 08/24 | 08/07/2024 | 221496 | 11143 | | REFUND GAS DEPOSIT | 10322050019 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 43.92 | 43.92 |
| Total 10322050019: | | | | | | | | | | 43.92 | 43.92 |

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: | | | | | | | | | | 387,149.69 | 387,149.69 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/15/2024 | 221500 | 10692 | | REFUND GAS DEPOSIT | 10509650440 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 103.70 | 103.70 |
| Total 10509650440: | | | | | | | | | | 103.70 | 103.70 |
| 08/24 | 08/15/2024 | 221501 | 21 | AIRGAS USA LLC | ACETYLENE/ARGON//OXYGEN/ | 5510021503 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 564.34 | 564.34 |
| 08/24 | 08/15/2024 | 221501 | 21 | AIRGAS USA LLC | ACETYLENE/ARGON//OXYGEN/ | 5510021503 | 2 | 7401-430-62-46 | SUPPLIES-GENERAL | 224.93 | 224.93 |
| 08/24 | 08/15/2024 | 221501 | 21 | AIRGAS USA LLC | ACETYLENE/ARGON//OXYGEN/ | 5510021503 | 3 | 2007-431-20-46 | SUPPLIES-GENERAL | 145.30 | 145.30 |
| Total 5510021503: | | | | | | | | | | 934.57 | 934.57 |
| 08/24 | 08/15/2024 | 221502 | 31 | ALPINE FIRE SERVICES I | FIRE EXTINGUISHER SER-FIRE | 0808424 | 1 | 1010-422-10-43 | TECHNICAL SVCS | 268.23 | 268.23 |
| Total 0808424: | | | | | | | | | | 268.23 | 268.23 |
| 08/24 | 08/15/2024 | 221502 | 31 | ALPINE FIRE SERVICES I | FIRE EXTINGUISHER SER-CITY | 0808524 | 1 | 1000-417-10-43 | PROFESSIONAL SVCS | 314.66 | 314.66 |
| Total 0808524: | | | | | | | | | | 314.66 | 314.66 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1955774 | 1 | 7620-430-10-44 | LINEN SERVICE | 35.53 | 35.53 |
| Total LREN1955774: | | | | | | | | | | 35.53 | 35.53 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-STREETS | LREN1955775 | 1 | 2007-431-20-44 | LINEN SERVICE | 62.63 | 62.63 |
| Total LREN1955775: | | | | | | | | | | 62.63 | 62.63 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-GAS | LREN1955776 | 1 | 7401-430-62-44 | LINEN SERVICES | 82.80 | 82.80 |
| Total LREN1955776: | | | | | | | | | | 82.80 | 82.80 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1955777 | 1 | 7620-430-10-44 | LINEN SERVICE | 10.00 | 10.00 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-WATER | LREN1955777 | 2 | 7110-430-42-44 | LINEN SERVICE | 82.46 | 82.46 |
| Total LREN1955777: | | | | | | | | | | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PARKS | LREN1955778 | 1 | 1011-452-20-44 | LINEN SERVICES | 44.40 | 44.40 |
| Total LREN1955778: | | | | | | | | | | 44.40 | 44.40 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1955779 | 1 | 7620-430-10-44 | LINEN SERVICE | 80.35 | 80.35 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | JANITORIAL SUPPLIES-PW | LREN1955779 | 2 | 7620-430-10-46 | SUPPLIES-JANITORIAL | 89.00 | 89.00 |
| Total LREN1955779: | | | | | | | | | | 169.35 | 169.35 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1957517 | 1 | 7620-430-10-44 | LINEN SERVICE | 35.53 | 35.53 |
| Total LREN1957517: | | | | | | | | | | 35.53 | 35.53 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-STREETS | LREN1957518 | 1 | 2007-431-20-44 | LINEN SERVICE | 62.63 | 62.63 |
| Total LREN1957518: | | | | | | | | | | 62.63 | 62.63 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-GAS | LREN1957519 | 1 | 7401-430-62-44 | LINEN SERVICES | 82.80 | 82.80 |
| Total LREN1957519: | | | | | | | | | | 82.80 | 82.80 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1957520 | 1 | 7620-430-10-44 | LINEN SERVICE | 10.00 | 10.00 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-WATER | LREN1957520 | 2 | 7110-430-42-44 | LINEN SERVICE | 82.46 | 82.46 |
| Total LREN1957520: | | | | | | | | | | 92.46 | 92.46 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PARKS | LREN1957521 | 1 | 1011-452-20-44 | LINEN SERVICES | 44.40 | 44.40 |
| Total LREN1957521: | | | | | | | | | | 44.40 | 44.40 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1957522 | 1 | 7620-430-10-44 | LINEN SERVICE | 80.35 | 80.35 |
| 08/24 | 08/15/2024 | 221503 | 10981 | ALSCO INC | JANITORIAL SUPPLIES-PW | LREN1957522 | 2 | 7620-430-10-46 | SUPPLIES-JANITORIAL | 89.00 | 89.00 |
| Total LREN1957522: | | | | | | | | | | 169.35 | 169.35 |
| 08/24 | 08/15/2024 | 221504 | 10945 | BELKORP AG LLC | REPAIR & MAINT-GC | 1002817 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - EQU | 143.62 | 143.62 |
| Total 1002817: | | | | | | | | | | 143.62 | 143.62 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/15/2024 | 221505 | 1307 | C&S WASTE SOLUTIONS | SPAULDING GREENWASTE CL | 176127640U037 | 1 | 8404-430-15-48 | GRANTS | 381.08 | 381.08 |
| Total 176127640U037: | | | | | | | | | | 381.08 | 381.08 |
| 08/24 | 08/15/2024 | 221506 | 11012 | | REFUND GAS DEPOSIT | 10100200906 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 75.97 | 75.97 |
| Total 10100200906: | | | | | | | | | | 75.97 | 75.97 |
| 08/24 | 08/15/2024 | 221507 | 152 | COUSO TECHNOLOGY & | HOSTING & MAINT WEBSITE | 5335 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 340.00 | 340.00 |
| Total 5335: | | | | | | | | | | 340.00 | 340.00 |
| 08/24 | 08/15/2024 | 221508 | 156 | CREATIVE FORMS & CO | DOOR HANGERS-WATER | 120646 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 280.41 | 280.41 |
| Total 120646: | | | | | | | | | | 280.41 | 280.41 |
| 08/24 | 08/15/2024 | 221509 | 161 | CSK AUTO INC | GLASS CLEANER-GAS | 2740120320 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 18.22 | 18.22 |
| 08/24 | 08/15/2024 | 221509 | 161 | CSK AUTO INC | GLASS CLEANER-WATER | 2740120320 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-VE | 18.21 | 18.21 |
| 08/24 | 08/15/2024 | 221509 | 161 | CSK AUTO INC | GLASS CLEANER-STREETS SB | 2740120320 | 3 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 18.21 | 18.21 |
| Total 2740120320: | | | | | | | | | | 54.64 | 54.64 |
| 08/24 | 08/15/2024 | 221510 | 931 | | REIM TRAVEL EXPENSE | 081424 | 1 | 1000-413-20-45 | TRAVEL | 178.92 | 178.92 |
| Total 081424: | | | | | | | | | | 178.92 | 178.92 |
| 08/24 | 08/15/2024 | 221511 | 10751 | DERBY'S CRITTER CARE | REFUND OVERPAYMENT ON C | 040323 | 1 | 9999-1001-004 | CASH CLEARING - BUSINESS LI | 24.00 | 24.00 |
| Total 040323: | | | | | | | | | | 24.00 | 24.00 |
| 08/24 | 08/15/2024 | 221512 | 194 | DIAMOND SAW SHOP IN | SUPPLIES-GAS | 20360 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 230.77 | 230.77 |
| Total 20360: | | | | | | | | | | 230.77 | 230.77 |
| 08/24 | 08/15/2024 | 221513 | 10523 | DOWN RANGE INVESTM | SUPPLIES-CODE ENFORCEME | 710355 | 1 | 1011-425-20-46 | SUPPLIES-GENERAL | 203.57 | 203.57 |
| 08/24 | 08/15/2024 | 221513 | 10523 | DOWN RANGE INVESTM | SUPPLIES-AIR POLLUTION | 710355 | 2 | 7620-430-11-46 | SUPPLIES GENERAL | 135.71 | 135.71 |
| Total 710355: | | | | | | | | | | 339.28 | 339.28 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/15/2024 | 221514 | 219 | ED STAUB & SONS PETR | 4633 GAL UNLEADED | 11165195 | 1 | 1000-1410-001 | INVENTORIES-GASOLINE | 16,951.11 | 16,951.11 |
| 08/24 | 08/15/2024 | 221514 | 219 | ED STAUB & SONS PETR | 3523 GAL DIESEL | 11165195 | 2 | 1000-1410-001 | INVENTORIES-GASOLINE | 13,219.69 | 13,219.69 |
| | Total 11165195: | | | | | | | | | 30,170.80 | 30,170.80 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-WS | 470367A | 1 | 7112-430-42-43 | PROFESSIONAL SVCS | 642.00 | 642.00 |
| | Total 470367A: | | | | | | | | | 642.00 | 642.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-WS | 4727734 | 1 | 7112-430-42-43 | PROFESSIONAL SVCS | 39.00 | 39.00 |
| | Total 4727734: | | | | | | | | | 39.00 | 39.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-WS | 476107A | 1 | 7112-430-42-43 | PROFESSIONAL SVCS | 73.00 | 73.00 |
| | Total 476107A: | | | | | | | | | 73.00 | 73.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WATER SAMPLING-WS | 476256A | 1 | 7112-430-42-43 | PROFESSIONAL SVCS | 39.00 | 39.00 |
| | Total 476256A: | | | | | | | | | 39.00 | 39.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-D | 476544A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 141.00 | 141.00 |
| | Total 476544A: | | | | | | | | | 141.00 | 141.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-D | 476546A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 29.00 | 29.00 |
| | Total 476546A: | | | | | | | | | 29.00 | 29.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING-D | 476866A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 117.00 | 117.00 |
| | Total 476866A: | | | | | | | | | 117.00 | 117.00 |
| 08/24 | 08/15/2024 | 221515 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING | 476868A | 1 | 7110-430-42-43 | PROFESSIONAL SVCS | 31.00 | 31.00 |
| | Total 476868A: | | | | | | | | | 31.00 | 31.00 |
| 08/24 | 08/15/2024 | 221516 | 10121 | FITCH RATINGS INC | GAS COVERAGE PERIOD 9/1/24 | 7119102044 | 1 | 7401-430-62-43 | PROFESSIONAL SVCS | 8,333.34 | 8,333.34 |
| 08/24 | 08/15/2024 | 221516 | 10121 | FITCH RATINGS INC | GAS COVERAGE PERIOD 9/1/24 | 7119102044 | 2 | 7401-1430-105 | PRE-PAID OTHER | 1,666.66 | 1,666.66 |

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 7119102044: | | | | | | | | | | 10,000.00 | 10,000.00 |
| 08/24 | 08/15/2024 | 221517 | 265 | FRONTIER | 257-1887 BACKUP | 1887 080124 | 1 | 1000-417-10-45 | COMMUNICATIONS | 93.47 | 93.47 |
| Total 1887 080124: | | | | | | | | | | 93.47 | 93.47 |
| 08/24 | 08/15/2024 | 221517 | 265 | FRONTIER | 257-2520 GOLF COURSE | 2520 080124 | 1 | 7530-451-52-45 | COMMUNICATIONS | 283.48 | 283.48 |
| Total 2520 080124: | | | | | | | | | | 283.48 | 283.48 |
| 08/24 | 08/15/2024 | 221517 | 265 | FRONTIER | 257-7098 NATURAL GAS | 7098 080124 | 1 | 7401-430-62-45 | COMMUNICATIONS | 97.98 | 97.98 |
| Total 7098 080124: | | | | | | | | | | 97.98 | 97.98 |
| 08/24 | 08/15/2024 | 221518 | 11154 | | REFUND WATER OVERPAYMEN | 10506450012 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 37.35 | 37.35 |
| 08/24 | 08/15/2024 | 221518 | 11154 | | REFUND GAS OVERPAYMENT | 10506450012 | 2 | 9999-1001-001 | CASH CLEARING - UTILITIES | 14.50 | 14.50 |
| Total 10506450012: | | | | | | | | | | 51.85 | 51.85 |
| 08/24 | 08/15/2024 | 221519 | 11153 | | RETURN FACILITY RENTAL PAY | 081324 | 1 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 75.00 | 75.00 |
| Total 081324: | | | | | | | | | | 75.00 | 75.00 |
| 08/24 | 08/15/2024 | 221520 | 10830 | | REFUND WATER DEPOSIT | 10305700026 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 58.26 | 58.26 |
| Total 10305700026: | | | | | | | | | | 58.26 | 58.26 |
| 08/24 | 08/15/2024 | 221521 | 5027 | | REFUND GAS OVERPAYMENT P | 10406050001 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 48.15 | 48.15 |
| Total 10406050001: | | | | | | | | | | 48.15 | 48.15 |
| 08/24 | 08/15/2024 | 221521 | 5027 | | REFUND GAS OVERPAYMENT | 10531902007 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 787.22 | 787.22 |
| Total 10531902007: | | | | | | | | | | 787.22 | 787.22 |
| 08/24 | 08/15/2024 | 221522 | 10485 | LEAF CAPITAL FUNDING | COPIER-PW | 16909539 | 1 | 7620-430-10-44 | RENT & LEASE EQUIP & VEHIC | 168.91 | 168.91 |

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 16909539: | | | | | | | | | | 168.91 | 168.91 |
| 08/24 | 08/15/2024 | 221523 | 437 | LMUD | 472-105 JOHNSTONVILLE WATE | 350161 081024 | 1 | 7112-430-42-46 | ELECTRICITY | 88.25 | 88.25 |
| Total 350161 081024: | | | | | | | | | | 88.25 | 88.25 |
| 08/24 | 08/15/2024 | 221523 | 437 | LMUD | GEO PUMP #1 | 9297 081024 | 1 | 7301-430-52-46 | ELECTRICITY | 2,048.88 | 2,048.88 |
| Total 9297 081024: | | | | | | | | | | 2,048.88 | 2,048.88 |
| 08/24 | 08/15/2024 | 221524 | 11155 | | REFUND GAS DEPOSIT | 10327000116 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 182.76 | 182.76 |
| Total 10327000116: | | | | | | | | | | 182.76 | 182.76 |
| 08/24 | 08/15/2024 | 221525 | 514 | | REFUND GAS DEPOSIT | 10401210202 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 158.04 | 158.04 |
| Total 10401210202: | | | | | | | | | | 158.04 | 158.04 |
| 08/24 | 08/15/2024 | 221526 | 10725 | PACE SUPPLY CORP | SUPPLIES-GC | 319736754 | 1 | 7530-451-52-46 | SUPPLIES-GENERAL | 4.19 | 4.19 |
| Total 319736754: | | | | | | | | | | 4.19 | 4.19 |
| 08/24 | 08/15/2024 | 221527 | 9689 | PRENTICE LONG & EPPE | PROFESSIONAL SVC | .6837 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 866.66 | 866.66 |
| Total .6837: | | | | | | | | | | 866.66 | 866.66 |
| 08/24 | 08/15/2024 | 221527 | 9689 | PRENTICE LONG & EPPE | ATTORNEY CONTRACT 204/25 | 6837 | 1 | 1000-412-10-43 | PROFESSIONAL SVCS | 5,633.34 | 5,633.34 |
| Total 6837: | | | | | | | | | | 5,633.34 | 5,633.34 |
| 08/24 | 08/15/2024 | 221528 | 572 | QUILL CORPORATION | SUPPLIES-FD | 39742874 | 1 | 1010-422-10-46 | SUPPLIES- GENERAL | 139.35 | 139.35 |
| Total 39742874: | | | | | | | | | | 139.35 | 139.35 |
| 08/24 | 08/15/2024 | 221528 | 572 | QUILL CORPORATION | SUPPLIES-FD | 39744867 | 1 | 1010-422-10-46 | SUPPLIES- GENERAL | 16.01 | 16.01 |
| Total 39744867: | | | | | | | | | | 16.01 | 16.01 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/15/2024 | 221528 | 572 | QUILL CORPORATION | SUPPLIES-FD | 39846197 | 1 | 1010-422-10-46 | SUPPLIES- GENERAL | 80.08 | 80.08 |
| | Total 39846197: | | | | | | | | | 80.08 | 80.08 |
| 08/24 | 08/15/2024 | 221529 | 1479 | SIERRA BROADCASTING | ADVERTISING-GAS | 24070135 | 1 | 7401-430-62-45 | ADVERTISING | 499.00 | 499.00 |
| | Total 24070135: | | | | | | | | | 499.00 | 499.00 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527278 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 28.24 | 28.24 |
| | Total 527278: | | | | | | | | | 28.24 | 28.24 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527306 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 17.13 | 17.13 |
| | Total 527306: | | | | | | | | | 17.13 | 17.13 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527492 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 20.45 | 20.45 |
| | Total 527492: | | | | | | | | | 20.45 | 20.45 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SUPPLIES-GAS | 527531 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 15.18 | 15.18 |
| | Total 527531: | | | | | | | | | 15.18 | 15.18 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | REPAIR & MAINT-FD | 527553 | 1 | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 51.79 | 51.79 |
| | Total 527553: | | | | | | | | | 51.79 | 51.79 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | REPAIR & MAINT-GEO | 527606 | 1 | 7301-430-52-44 | REPAIR AND MAINTENANCE - F | 11.45 | 11.45 |
| | Total 527606: | | | | | | | | | 11.45 | 11.45 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527609 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 11.68 | 11.68 |
| | Total 527609: | | | | | | | | | 11.68 | 11.68 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SUPPLIES-WATER | 527629 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 35.06 | 35.06 |

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 527629: | | | | | | | | | | 35.06 | 35.06 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | REPAIR & MAINT-FD | 527637 | 1 | 1010-422-10-44 | FACILITY -REPAIR & MAINTENA | 10.71 | 10.71 |
| Total 527637: | | | | | | | | | | 10.71 | 10.71 |
| 08/24 | 08/15/2024 | 221530 | 76 | SUSANVILLE ACE HARD | SMALL TOOLS-FD | 527698 | 1 | 1010-422-10-46 | SUPPLIES- SMALL TOOLS | 43.82 | 43.82 |
| Total 527698: | | | | | | | | | | 43.82 | 43.82 |
| 08/24 | 08/15/2024 | 221531 | 10822 | SUSANVILLE TOWING | REPAIR & MAINT-FD | 1282367 | 1 | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 1,500.00 | 1,500.00 |
| Total 1282367: | | | | | | | | | | 1,500.00 | 1,500.00 |
| 08/24 | 08/15/2024 | 221532 | 9337 | SWRCB-DWOCP | WATER EXAM D2- | 081424 | 1 | 7110-430-42-45 | TRAVEL | 65.00 | 65.00 |
| Total 081424: | | | | | | | | | | 65.00 | 65.00 |
| 08/24 | 08/15/2024 | 221533 | 638 | THATCHER COMPANY | SUPPLIES-WATER | 2024400104250 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 2,170.15 | 2,170.15 |
| Total 2024400104250: | | | | | | | | | | 2,170.15 | 2,170.15 |
| 08/24 | 08/15/2024 | 221534 | 9383 | THE PAPE GROUP INC | REPAIR & MAINT-GC | 15358533 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - EQU | 2,895.95 | 2,895.95 |
| Total 15358533: | | | | | | | | | | 2,895.95 | 2,895.95 |
| 08/24 | 08/15/2024 | 221535 | 10821 | UBEO WEST LLC | COPIER CITY HALL | 4587502 | 1 | 1000-417-10-44 | RENT & LEASES EQUIP & VEHI | 729.20 | 729.20 |
| 08/24 | 08/15/2024 | 221535 | 10821 | UBEO WEST LLC | COPIER PD | 4587502 | 2 | 1009-421-10-44 | RENT & LEASES EQUIP & VEHI | 364.59 | 364.59 |
| Total 4587502: | | | | | | | | | | 1,093.79 | 1,093.79 |
| 08/24 | 08/15/2024 | 221536 | 9757 | VAN LANT & FANKHANEL | AUDIT FY 22/23 | 070224 | 1 | 1000-417-10-43 | PROFESSIONAL SVCS | 8,000.00 | 8,000.00 |
| Total 070224: | | | | | | | | | | 8,000.00 | 8,000.00 |
| 08/24 | 08/15/2024 | 221537 | 770 | WESTERN NEVADA SUP | REPAIRS-FD | 61358089 | 1 | 1010-422-10-44 | FACILITY -REPAIR & MAINTENA | 54.36 | 54.36 |

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 61358089: | | | | | | | | | 54.36 | 54.36 |
| 08/24 | 08/15/2024 | 221537 | 770 | WESTERN NEVADA SUP | SUPPLIES-PARKS | 61366955 | 1 | 1011-452-20-46 | SUPPLIES-SMALL TOOLS | 25.38 | 25.38 |
| 08/24 | 08/15/2024 | 221537 | 770 | WESTERN NEVADA SUP | REPAIRS-PARK | 61366955 | 2 | 1011-452-20-44 | FACILITY - REPAIR & MAINTENA | 38.47 | 38.47 |
| | Total 61366955: | | | | | | | | | 63.85 | 63.85 |
| 08/24 | 08/15/2024 | 221537 | 770 | WESTERN NEVADA SUP | SUPPLIES-GC | 61379839 | 1 | 7530-451-52-46 | SUPPLIES-GENERAL | 12.15 | 12.15 |
| | Total 61379839: | | | | | | | | | 12.15 | 12.15 |
| | Grand Totals: | | | | | | | | | 73,407.63 | 73,407.63 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/16/2024 | 221538 | 728 | U.S. POSTMASTER | UB BILLING GAS | 081624 | 1 | 7401-430-62-46 | POSTAGE | 434.42 | 434.42 |
| 08/24 | 08/16/2024 | 221538 | 728 | U.S. POSTMASTER | UB BILLING WATER | 081624 | 2 | 7110-430-42-46 | POSTAGE | 843.29 | 843.29 |
| Total 081624: | | | | | | | | | | 1,277.71 | 1,277.71 |
| Grand Totals: | | | | | | | | | | 1,277.71 | 1,277.71 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/22/2024 | 221553 | 981 | ALLIANT INSURANCE SE | AMVP-ENDT #7-FOURTH QUAR | 2770116 | 1 | 7630-411-40-45 | INSURANCE-PROPERTY | 87.00 | 87.00 |
| Total 2770116: | | | | | | | | | | 87.00 | 87.00 |
| 08/24 | 08/22/2024 | 221554 | 31 | ALPINE FIRE SERVICES I | FIRE EXTINGUISHER SER-PW | 08-07124 | 1 | 7620-430-10-43 | PROFESSIONAL SVCS | 2,445.36 | 2,445.36 |
| Total 08-07124: | | | | | | | | | | 2,445.36 | 2,445.36 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1947044 | 1 | 7620-430-10-44 | LINEN SERVICE | 35.53 | 35.53 |
| Total LREN1947044: | | | | | | | | | | 35.53 | 35.53 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-STREETS | LREN1947045 | 1 | 2007-431-20-44 | LINEN SERVICE | 89.20 | 89.20 |
| Total LREN1947045: | | | | | | | | | | 89.20 | 89.20 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-GAS | LREN1947046 | 1 | 7401-430-62-44 | LINEN SERVICES | 97.36 | 97.36 |
| Total LREN1947046: | | | | | | | | | | 97.36 | 97.36 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1947047 | 1 | 7620-430-10-44 | LINEN SERVICE | 10.00 | 10.00 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-WATER | LREN1947047 | 2 | 7110-430-42-44 | LINEN SERVICE | 82.35 | 82.35 |
| Total LREN1947047: | | | | | | | | | | 92.35 | 92.35 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-PARKS | LREN1947048 | 1 | 1011-452-20-44 | LINEN SERVICES | 35.00 | 35.00 |
| Total LREN1947048: | | | | | | | | | | 35.00 | 35.00 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | UNIFORMS-PW | LREN1947049 | 1 | 7620-430-10-44 | LINEN SERVICE | 75.00 | 75.00 |
| 08/24 | 08/22/2024 | 221555 | 10981 | ALSCO INC | JANITORIAL SUPPLIES-PW | LREN1947049 | 2 | 7620-430-10-46 | SUPPLIES-JANITORIAL | 84.27 | 84.27 |
| Total LREN1947049: | | | | | | | | | | 159.27 | 159.27 |
| 08/24 | 08/22/2024 | 221556 | 10390 | AUTOZONE PARTS INC | DIESEL EXHAUST FLUID-FD | 4015522515 | 1 | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 41.98 | 41.98 |

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 4015522515: | | | | | | | | | | 41.98 | 41.98 |
| 08/24 | 08/22/2024 | 221557 | 61 | | REIM HEALTH INSURANCE AUG | 082024 | 1 | 7610-2239-006 | RETIREE SICK LEAVE BANK PA | 914.82 | 914.82 |
| Total 082024: | | | | | | | | | | 914.82 | 914.82 |
| 08/24 | 08/22/2024 | 221558 | 10987 | | REFUND GAS DEPOSIT | 10114080018. | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 169.74 | 169.74 |
| Total 10114080018.: | | | | | | | | | | 169.74 | 169.74 |
| 08/24 | 08/22/2024 | 221559 | 1307 | C&S WASTE SOLUTIONS | 400 MAIN STREET- STREETS | 176127837U037 | 1 | 2007-431-20-44 | DISPOSAL | 52.68 | 52.68 |
| Total 176127837U037: | | | | | | | | | | 52.68 | 52.68 |
| 08/24 | 08/22/2024 | 221559 | 1307 | C&S WASTE SOLUTIONS | 626 MAIN ST-STREETS | 176127839U037 | 1 | 2007-431-20-44 | DISPOSAL | 52.68 | 52.68 |
| Total 176127839U037: | | | | | | | | | | 52.68 | 52.68 |
| 08/24 | 08/22/2024 | 221559 | 1307 | C&S WASTE SOLUTIONS | 732 MAIN STREET-STREETS | 176127840U037 | 1 | 2007-431-20-44 | DISPOSAL | 52.68 | 52.68 |
| Total 176127840U037: | | | | | | | | | | 52.68 | 52.68 |
| 08/24 | 08/22/2024 | 221559 | 1307 | C&S WASTE SOLUTIONS | 1000 MAIN ST-STREETS | 176127841U037 | 1 | 2007-431-20-44 | DISPOSAL | 52.68 | 52.68 |
| Total 176127841U037: | | | | | | | | | | 52.68 | 52.68 |
| 08/24 | 08/22/2024 | 221560 | 98 | CALIFORNIA ASSOCIATI | DUES AND MEMBERSHIP 9/24-F | 080924 | 1 | 7630-411-40-45 | INSUR.FIRE SALARY PROTECTI | 206.50 | 206.50 |
| Total 080924: | | | | | | | | | | 206.50 | 206.50 |
| 08/24 | 08/22/2024 | 221561 | 986 | CARLSON'S TIRE PROS | REPAIR & MAINT-PW | 2444 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 212.22 | 212.22 |
| 08/24 | 08/22/2024 | 221561 | 986 | CARLSON'S TIRE PROS | REPAIR & MAINT-AIR POLLUTIO | 2444 | 2 | 7620-430-11-44 | VEHICLE REPAIR & MAINTENA | 750.00 | 750.00 |
| Total 2444: | | | | | | | | | | 962.22 | 962.22 |
| 08/24 | 08/22/2024 | 221561 | 986 | CARLSON'S TIRE PROS | REPAIR & MAINT-PW | 2811 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 1,008.60 | 1,008.60 |

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 2811: | | | | | | | | | | 1,008.60 | 1,008.60 |
| 08/24 | 08/22/2024 | 221562 | 148 | COMPUTER LOGISTICS | DOCKING STATION-CITY CLER | 85412 | 1 | 1000-411-40-47 | MACHINERY AND EQUIPMENT | 278.19 | 278.19 |
| Total 85412: | | | | | | | | | | 278.19 | 278.19 |
| 08/24 | 08/22/2024 | 221563 | 152 | COUSO TECHNOLOGY & | TECHINCAL SERVICES | 5332 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 503.95 | 503.95 |
| Total 5332: | | | | | | | | | | 503.95 | 503.95 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | SUPPLIES-STREETS SB1 | 2740119669 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 6.99 | 6.99 |
| Total 2740119669: | | | | | | | | | | 6.99 | 6.99 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | SUPPLIES-STREETS SB1 | 2740119740 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 320.43 | 320.43 |
| Total 2740119740: | | | | | | | | | | 320.43 | 320.43 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | SUPPLIES-STREETS SB1 | 2740120958 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 140.70 | 140.70 |
| Total 2740120958: | | | | | | | | | | 140.70 | 140.70 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | SUPPLIES-PW | 2740120978 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 43.27 | 43.27 |
| Total 2740120978: | | | | | | | | | | 43.27 | 43.27 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | REPAIR & MAINT-PW | 2740120989 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 154.21 | 154.21 |
| Total 2740120989: | | | | | | | | | | 154.21 | 154.21 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | ALTERNATOR-STREETS SB1 | 2740121001 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 149.49 | 149.49 |
| Total 2740121001: | | | | | | | | | | 149.49 | 149.49 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | BATTERY-STREETS SB1 | 2740121057 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 556.16 | 556.16 |
| Total 2740121057: | | | | | | | | | | 556.16 | 556.16 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | SUPPLIES-STREETS SB1 | 2740121073 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 270.60 | 270.60 |
| Total 2740121073: | | | | | | | | | | 270.60 | 270.60 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | CORE RETURN-STREETS SB1 | 2740121309 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 65.23- | 65.23- |
| Total 2740121309: | | | | | | | | | | 65.23- | 65.23- |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | REPAIR & MAINT-PW | 2740121497 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 313.90 | 313.90 |
| Total 2740121497: | | | | | | | | | | 313.90 | 313.90 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | ALTERNATOR-STREETS SB1 | 2740121541 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 508.60 | 508.60 |
| Total 2740121541: | | | | | | | | | | 508.60 | 508.60 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | BRAKE ROTOR-PW | 2740121702 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-VE | 115.83 | 115.83 |
| Total 2740121702: | | | | | | | | | | 115.83 | 115.83 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | BRAKE CLEANER-STREETS SB | 2740122608 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 16.32 | 16.32 |
| Total 2740122608: | | | | | | | | | | 16.32 | 16.32 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | ALTERNATOR-STREETS SB1 | 2740122748 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 149.49 | 149.49 |
| Total 2740122748: | | | | | | | | | | 149.49 | 149.49 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | FUEL CAP-STREETS SB1 | 2740123863 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 9.15 | 9.15 |
| Total 2740123863: | | | | | | | | | | 9.15 | 9.15 |
| 08/24 | 08/22/2024 | 221564 | 161 | CSK AUTO INC | CREDIT- STREETS SB1 | 2740123884 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE VE | 188.46- | 188.46- |
| Total 2740123884: | | | | | | | | | | 188.46- | 188.46- |
| 08/24 | 08/22/2024 | 221565 | 9163 | | REIMBURSEMENT RIG CHECK | 081924 | 1 | 1010-422-10-45 | TRAVEL | 353.07 | 353.07 |

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 081924: | | | | | | | | | | 353.07 | 353.07 |
| 08/24 | 08/22/2024 | 221566 | 1565 | DIRTY JOE'S CAR WASH | CAR WASH- PD | 080624 | 1 | 1009-421-10-47 | VEHICLES | 108.00 | 108.00 |
| Total 080624: | | | | | | | | | | 108.00 | 108.00 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-WATER | 710373 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 571.17 | 571.17 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-GAS | 710373 | 2 | 7401-430-62-46 | SUPPLIES-GENERAL | 384.75 | 384.75 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-STREETS | 710373 | 3 | 2007-431-20-46 | SUPPLIES-GENERAL | 379.08 | 379.08 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-PW | 710373 | 4 | 7620-430-10-46 | SUPPLIES-GENERAL | 437.78 | 437.78 |
| Total 710373: | | | | | | | | | | 1,772.78 | 1,772.78 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-WATER | 710379 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 221.16 | 221.16 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-CODE ENFORCEME | 710379 | 2 | 1011-425-20-46 | SUPPLIES-GENERAL | 110.57 | 110.57 |
| Total 710379: | | | | | | | | | | 331.73 | 331.73 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-AIR POLLUTION | 710381 | 1 | 7620-430-11-46 | SUPPLIES GENERAL | 201.17 | 201.17 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-CODE ENFORCEME | 710381 | 2 | 1011-425-20-46 | SUPPLIES-GENERAL | 201.17 | 201.17 |
| 08/24 | 08/22/2024 | 221567 | 10523 | DOWN RANGE INVESTM | SUPPLIES-WATER | 710381 | 3 | 7110-430-42-46 | SUPPLIES-GENERAL | 362.34 | 362.34 |
| Total 710381: | | | | | | | | | | 764.68 | 764.68 |
| 08/24 | 08/22/2024 | 221568 | 219 | ED STAUB & SONS PETR | 283.80 GAL UNLEADED-GC | 11189570 | 1 | 7530-451-52-46 | GASOLINE | 1,147.31 | 1,147.31 |
| Total 11189570: | | | | | | | | | | 1,147.31 | 1,147.31 |
| 08/24 | 08/22/2024 | 221569 | 9581 | ELK GROVE AUTO GROU | PURCHASE 2 VEHICLES 2024 D | 081924 | 1 | 1009-421-10-47 | VEHICLES | 105,615.38 | 105,615.38 |
| Total 081924: | | | | | | | | | | 105,615.38 | 105,615.38 |
| 08/24 | 08/22/2024 | 221570 | 265 | FRONTIER | 257-1033-PARKS | 1033 080524 | 1 | 1011-452-20-45 | COMMUNICATIONS | 152.50 | 152.50 |
| Total 1033 080524: | | | | | | | | | | 152.50 | 152.50 |
| 08/24 | 08/22/2024 | 221570 | 265 | FRONTIER | 257-2960 HVAC/ELEVATOR LINE | 2960 080524 | 1 | 1000-417-10-45 | COMMUNICATIONS | 115.96 | 115.96 |

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 2960 080524: | | | | | | | | | | 115.96 | 115.96 |
| 08/24 | 08/22/2024 | 221570 | 265 | FRONTIER | 257-3292 MUSEUM | 3292 081024 | 1 | 1011-451-80-45 | COMMUNICATION | 115.96 | 115.96 |
| Total 3292 081024: | | | | | | | | | | 115.96 | 115.96 |
| 08/24 | 08/22/2024 | 221571 | 9566 | | RETURN EP DEPOSIT PERMIT | 081824 | 1 | 1001-2228-001 | DEPOSITS-CURB, GUTTER, SID | 160.00 | 160.00 |
| Total 081824: | | | | | | | | | | 160.00 | 160.00 |
| 08/24 | 08/22/2024 | 221572 | 237 | JOHN DEERE FINANCIAL | SUPPLIES-GC | 1002817 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - EQU | 143.62 | 143.62 |
| Total 1002817: | | | | | | | | | | 143.62 | 143.62 |
| 08/24 | 08/22/2024 | 221573 | 389 | LASSEN COUNTY AUDIT | PARKING FEES 23/24 FY | 081924 | 1 | 1000-2205-004 | COUNTY PAYABLE | 675.00 | 675.00 |
| Total 081924: | | | | | | | | | | 675.00 | 675.00 |
| 08/24 | 08/22/2024 | 221574 | 11158 | | REIMBURSE PARK FEES | 081424 | 1 | 1011-452-20-36 | RENT-CITY PARKS | 147.50 | 147.50 |
| Total 081424: | | | | | | | | | | 147.50 | 147.50 |
| 08/24 | 08/22/2024 | 221575 | 437 | LMUD | 66 N LASSEN ST | 2466 081024 | 1 | 1000-417-10-46 | ELECTRICITY | 1,320.72 | 1,320.72 |
| Total 2466 081024: | | | | | | | | | | 1,320.72 | 1,320.72 |
| 08/24 | 08/22/2024 | 221575 | 437 | LMUD | HARRIS DR & HWY 36-WATER | 30658 081024 | 1 | 7110-430-42-46 | ELECTRICITY | 63.65 | 63.65 |
| Total 30658 081024: | | | | | | | | | | 63.65 | 63.65 |
| 08/24 | 08/22/2024 | 221576 | 11157 | | REIMBURSE HOA FEES | 082024 | 1 | 1011-419-10-34 | ZONING & SUBDIVISION FEES | 90.00 | 90.00 |
| Total 082024: | | | | | | | | | | 90.00 | 90.00 |
| 08/24 | 08/22/2024 | 221577 | 481 | MISSION LINEN & UNIFO | JANITORIAL SUPPLIES-PD | 522027381 | 1 | 1009-421-10-46 | SUPPLIES-JANITORIAL | 246.81 | 246.81 |
| Total 522027381: | | | | | | | | | | 246.81 | 246.81 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/22/2024 | 221578 | 9983 | MODOC COUNTY RECOR | ADVERTISEMENT-PLANNING | 2057 | 1 | 1011-419-10-45 | ADVERTISING | 97.50 | 97.50 |
| Total 2057: | | | | | | | | | | 97.50 | 97.50 |
| 08/24 | 08/22/2024 | 221578 | 9983 | MODOC COUNTY RECOR | ADVERTISEMENT-PLANNING | 2058 | 1 | 1011-419-10-45 | ADVERTISING | 97.50 | 97.50 |
| Total 2058: | | | | | | | | | | 97.50 | 97.50 |
| 08/24 | 08/22/2024 | 221579 | 11159 | | TR EX MODESTO CA SARB/CAS | 082224 | 1 | 1009-421-10-45 | TRAINING | 147.50 | 147.50 |
| Total 082224: | | | | | | | | | | 147.50 | 147.50 |
| 08/24 | 08/22/2024 | 221580 | 11156 | | RETURN OF FACILITY RENTAL | 081924 | 1 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 75.00 | 75.00 |
| Total 081924: | | | | | | | | | | 75.00 | 75.00 |
| 08/24 | 08/22/2024 | 221581 | 11093 | ROADSAFE TRAFFIC SY | SUPPLIES-STREETS SB1 | 213536 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 241.40 | 241.40 |
| Total 213536: | | | | | | | | | | 241.40 | 241.40 |
| 08/24 | 08/22/2024 | 221581 | 11093 | ROADSAFE TRAFFIC SY | SUPPLIES-WATER | 213537 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 1,111.73 | 1,111.73 |
| Total 213537: | | | | | | | | | | 1,111.73 | 1,111.73 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | SUPPLIES-STREETS SB1 | 527796 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 3.89 | 3.89 |
| Total 527796: | | | | | | | | | | 3.89 | 3.89 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | SUPPLIES-STREETS SB1 | 527815 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 31.73 | 31.73 |
| Total 527815: | | | | | | | | | | 31.73 | 31.73 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | PAINT TRAY-STREETS SB1 | 527817 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 3.50 | 3.50 |
| Total 527817: | | | | | | | | | | 3.50 | 3.50 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | SUPPLIES-STREETS SB1 | 527818 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 16.55 | 16.55 |

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 527818: | | | | | | | | | | 16.55 | 16.55 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | SUPPLIES-FD | 527822 | 1 | 1010-422-10-47 | MACHINERY AND EQUIPMENT | 48.70 | 48.70 |
| Total 527822: | | | | | | | | | | 48.70 | 48.70 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | SAFETY SUPPLIES-FD | 527823 | 1 | 1010-422-10-46 | SUPPLIES- SAFETY ITEMS | 15.58 | 15.58 |
| Total 527823: | | | | | | | | | | 15.58 | 15.58 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | PAINT ROLLER-STREETS SB1 | 527830 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 17.88 | 17.88 |
| Total 527830: | | | | | | | | | | 17.88 | 17.88 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | BOLT CUTTERS-FD | 527862 | 1 | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 98.01 | 98.01 |
| Total 527862: | | | | | | | | | | 98.01 | 98.01 |
| 08/24 | 08/22/2024 | 221582 | 76 | SUSANVILLE ACE HARD | PAINT SUPPLIES-STREETS SB1 | 527975 | 1 | 2005-431-20-44 | REPAIR AND MAINTENANCE-MI | 15.37 | 15.37 |
| Total 527975: | | | | | | | | | | 15.37 | 15.37 |
| 08/24 | 08/22/2024 | 221583 | 10822 | SUSANVILLE TOWING | REPAIR & MAINT-FD | 48180 | 1 | 1010-422-10-44 | VEHICLE - REPAIR & MAINTENA | 2,901.77 | 2,901.77 |
| Total 48180: | | | | | | | | | | 2,901.77 | 2,901.77 |
| 08/24 | 08/22/2024 | 221584 | 9544 | TONY'S CLEANING SERV | JANITORIAL SERVICES- PD | 1019 | 1 | 1009-421-10-44 | CUSTODIAL | 600.00 | 600.00 |
| Total 1019: | | | | | | | | | | 600.00 | 600.00 |
| 08/24 | 08/22/2024 | 221585 | 530 | U.S. BANK EQUIPMENT F | UPSTAIRS COPIER CITY HALL | 535393078 | 1 | 1000-417-10-44 | RENT & LEASES EQUIP & VEHI | 400.56 | 400.56 |
| Total 535393078: | | | | | | | | | | 400.56 | 400.56 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PD | 9970280982 | 1 | 1009-421-10-45 | COMMUNICATIONS | 1,013.01 | 1,013.01 |
| Total 9970280982: | | | | | | | | | | 1,013.01 | 1,013.01 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - ADMIN | 9970392839 | 1 | 1000-413-20-45 | COMMUNICATIONS | 63.67 | 63.67 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - BUILDIN | 9970392839 | 2 | 1011-424-20-45 | COMMUNICATIONS | 99.16 | 99.16 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PARKS | 9970392839 | 3 | 1011-452-20-45 | COMMUNICATIONS | 103.78 | 103.78 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - CODE EN | 9970392839 | 4 | 1011-425-20-45 | COMMUNICATIONS | 20.22 | 20.22 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - GAS | 9970392839 | 5 | 7401-430-62-45 | COMMUNICATIONS | 228.58 | 228.58 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - AIR POLL | 9970392839 | 6 | 7620-430-11-45 | COMMUNICATIONS | 104.28 | 104.28 |
| 08/24 | 08/22/2024 | 221586 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PUBLIC | 9970392839 | 7 | 7620-430-10-45 | COMMUNICATIONS | 1,450.22 | 1,450.22 |
| | Total 9970392839: | | | | | | | | | 2,069.91 | 2,069.91 |
| 08/24 | 08/22/2024 | 221587 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61373383 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 299.46 | 299.46 |
| | Total 61373383: | | | | | | | | | 299.46 | 299.46 |
| 08/24 | 08/22/2024 | 221587 | 770 | WESTERN NEVADA SUP | SUPPLIES-WATER | 61377565 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 172.40 | 172.40 |
| | Total 61377565: | | | | | | | | | 172.40 | 172.40 |
| 08/24 | 08/22/2024 | 221587 | 770 | WESTERN NEVADA SUP | SUPPLIES- WATER | 61380416 | 1 | 7110-430-42-46 | SUPPLIES-SMALL TOOLS | 268.24 | 268.24 |
| | Total 61380416: | | | | | | | | | 268.24 | 268.24 |
| | Grand Totals: | | | | | | | | | 132,911.10 | 132,911.10 |

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

M = Manual Check, V = Void Check

**AGENDA ITEM NO. 7.A**
**Public Hearing**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

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

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Ordinance No. 24-1044**, amending Title 17 of the Susanville Municipal Code to add sections which regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

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

**SUMMARY:** A complete summary of the project is attached to this item and labeled as Administrative Report and CEQA Determination.

The Public Review Draft which includes all of the tracked changes proposed has been posted to the City of Susanville Website under the Planning Division and has been made available for viewing at the Planning and Building Permit Counter in City Hall and is available to the public at this public hearing.

At its August 7, 2024 meeting, the City Council waived the first reading and introduced Ordinance No. 24-1044; however, additional changes were needed and those adjustments have now been made. Staff is requesting to waive the first reading and reintroduce Ordinance No. 24-1044.

City Staff has determined that the City of Susanville is still in compliance with the Public Hearing and Noticing Requirements pursuant to Section 65853-65857 of the Government Code (Planning and Zoning Laws).

**FISCAL IMPACT:** Approximately $1,100.00 in code publishing company charges.

**ACTION REQUESTED:** Motion to waive the first reading and reintroduce Ordinance No. 24-1044, amending Title 17 of the Susanville Municipal Code to add section which regulate and streamline density bonus and affordable

housing incentives, accessory dwelling units (ADU's), reasonable accommodations, multifamily design standards, and establishing standards for their uses.

**ATTACHMENTS:**

24-1044.pdf
PC Recommendation to CC Resolution No. 24-1175.pdf
Public Hearing Notice ADU-OD-RO Ord. .docx
Administrative Report and CEQA Determination.docx

**ORDINANCE No. 24-1044**
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AMENDING TITLE 17 ZONING OF THE SUSANVILLE MUNICIPAL CODE SPECIFICALLY SECTION 17.104.110 - MULTIFAMILY DEVELOPMENT STANDARDS AND THE ADDITION OF SECTION 17.112.080 APPLICATIONS AND PROCEDURES – REASONABLE ACCOMMODATION, SECTION 17.130 DENSITY BONUSES AND AFFORDABLE HOUSING INCENTIVES, AND SECTION 17.132 ACCESSORY DWELLING UNITS**

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

**SECTION 1:**
**Section 17.08.010 Definitions** of the Susanville Municipal Code is hereby amended as follows:

Unless otherwise provided, whenever the words, terms or phrases listed in this section are used in this title, they shall have the meanings respectively ascribed to them in this section. All words, terms and phrases not otherwise defined herein shall be given their usual and customary meaning, unless the context clearly indicates a different meaning is intended. Words not listed in this section shall be defined by reference to the *New Illustrated Book of Development Definitions,* 1999, Moskowitz & Lindbloom. Absent guidance there, words not found in this book shall be defined by reference to the *Merriam-Webster Online Dictionary,* most current edition.

"Agriculture" means the activity of growing and harvesting crops, rearing and managing livestock; the commercial production of plants and animals. "Agriculture" does not include the processing of agricultural products.

"Airport" means any area of land used or intended to be used for the landing and takeoff of aircraft and appurtenant areas used or intended to be used for airport buildings, facilities or rights-of-way.

"Alley" means a public or private thoroughfare, affording a secondary means of vehicular access to abut- ting property.

"Apartment" means any building or portion thereof which is designed and built for occupancy of more than two families.

Automobile Wrecking Yards. See "Junk yards." "Base flood" means the flood having a one percent
chance of being equaled or exceeded in any given year (i.e., the "one hundred-year" flood as defined in Section 15.40.050 of the Susanville Municipal Code).

"Bed and breakfast guest facility" means an owner- occupied single-family residence that provides guest rooms, without individual kitchen facilities, for temporary sleeping purposes by overnight guests. Such use may include meal service limited to the overnight guests.

"Block" means all property fronting upon one side of a street, between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, dead-end street or unsubdivided land. An intercepting street shall determine only the boundary of the block on the side of a street which it intercepts.

"Boardinghouse" or "rooming house" means a dwelling having only one kitchen and used for the purpose of providing lodging or meals and lodging for pay or compensation of any kind, computed by day, week, or month to persons other than the family occupying the dwelling.

"Building" means any structure having a roof sup- ported by columns or walls, and designed for the shelter, housing or enclosure of any person, animal or personal property. "Building" does not include any tent, trailer, recreational vehicle or other vehicle.

"Building frontage" means those building elevations which face upon a street or parking area between the building and the street.

Building Height. See "Structural height."

Building, Main. “Main building” means a building or mobile home in which the principal use of the lot and/or building site is conducted.

Building, Residential Accessory. “Residential accessory building” means a detached building subordinate to and located on the same building site as a residence, the use of which is incidental to that of the residential use; does not include any building designed or used for human habitation.

“Building site” means land occupied or intended to be occupied by a main building and accessory buildings, together with all open space required by this title, which is located on a lot or parcel of land that has been lawfully created and meets all criteria of the city for the intended use. Unless otherwise designated, “building site” has the same meaning as “lot.”

“Campground” means land or premises used or in- tended to be used, let or rented for occupancy by campers traveling by automobile recreational vehicle, or for occupancy by tents or similar quarters.

“Caretaker’s or night watchperson’s quarters” means an area not larger than four hundred (400) square feet, designed to be used by one person, either a caretaker or night watchperson, within a main building in which an authorized commercial or industrial use exists, and is incidental to the established commercial or industrial use.

“Church” means a building, together with its accessory buildings, maintained and controlled by a body organized to conduct religious worship and used primarily for religious worship and related activities. “Church” does not include “school.”

“City” means the city of Susanville.

“City boundary” means the boundary of the city. “City council” means the city council of the city.

“Combining district” means any district which is established to be combined with appropriate principal districts.

“Condominium” means an estate in real property consisting of an undivided interest in common in a portion of real property, together with a separate interest in space called a unit in a residential, industrial or commercial building on the real property, such as an apartment, office or store. In addition, a condominium may include a separate interest in other portions of the real property.

“Cottage food operation” means the use of a private home for the preparation of food for sale in accordance with the Section 113758 of the Health and Safety Code of the state of California. A cottage food operation must be registered with or have a permit from the local environmental health department, or equivalent enforcement agency, as required by Section 114365 of the Health and Safety Code of the state of California.

“Day care center” means any child day care facility other than a family day care home and includes infant centers, preschools, and extended day care facilities.

Day Care Home, Large. “Large day care home” means a home which regularly provides nonmedical care, protection and supervision for nine to fourteen (14) children, inclusive, in the provider’s own house, for a period of less than twenty-four (24) hours per day, while the parents or guardian are away. “Children” includes the resident children who are under the age of twelve (12), and all other children under the age of eighteen (18).

Day Care Home, Small. “Small day care home“ means a home which regularly provides nonmedical care, protection and supervision for eight or fewer children, for a period of less than twenty-four (24) hours per day, while the parents or guardians are away. “Children” includes resident children under the age of twelve (12), and all other children under the age of eighteen (18).

“Density” means the number of residential dwelling units allowed per acre of land as set forth in the general plan. A net density will be achieved as determined by minimum lot sizes in each zone district, except for planned developments and townhouses which can vary lot sizes to achieve a gross density.

"Dog kennel" means any premises wherein any per- son engages in the business of boarding, breeding, buying, letting for hire, training for a fee, or selling dogs; any premises where seven or more dogs at least four months of age are kept, except a veterinary hospital or an animal shelter operated by a governmental agency.

"Dwelling unit" means a structure or the part of a structure that is used as a home, residence or sleeping place by one person who maintains a household or by two or more persons who maintain a common house- hold, with facilities for sleeping, cooking, eating and sanitation.

"Easement" means an area of a lot reserved for use for public utilities or public or private purposes.

"Emergency shelter" means any noncommercial facility which may provide temporary occupancy of six months or less for a homeless person, and may also provide meals, showers and/or laundry facilities. Specialized programs and services related to the needs of residents may also be provided.

***"Employee Housing" means housing provided for six or fewer employees and shall be deemed a single-unit dwelling. Residents of the employee housing must be employed by the owner of the home.***

"Family" means one or more persons occupying premises and living as a single bona fide housekeeping unit, including all necessary domestic employees of such family.

Garage or Carport, Private. "Private garage or car- port" means a residential accessory building or an attached garage or carport designed primarily for the storage of automobiles.

"Group care home" means a residential facility li- censed by any federal, state or local agency which pro- vides housing and nonmedical care for children, elderly persons, or physically and mentally handicapped persons in a family-like environment. A group care home is a non-detention facility and does not include emergency or homeless shelters, half-way houses for parolees or convicted persons or living groups. "Group care homes" include the following:

1. An intermediate care facility, developmentally disabled habilitative and intermediate care facility/ developmentally disabled-nursing or congregate living facility as identified in state of California Health and Safety Code Section 1267.8;
2. A community care facility as identified in state of California Health and Safety Code Section 1566.3;
3. A residential care facility for the elderly as identified in state of California Health and Safety Code Section 1569.85;
4. An alcoholism or drug abuse recovery or treatment facility as identified in state of California Health and Safety Code Section 11834.02;
5. A home for the care of mentally disordered or otherwise handicapped person as identified in state of California Welfare and Institutions Code Section 5116;
6. A home for the care of dependent and neglected children as identified in the state of California Welfare and Institutions Code Section 300, but not including ward of the court as identified in the state of California Welfare and Institutions Code Section 601.5;

"Home occupation" means any activity carried out for gain by a resident and conducted as a customary, incidental and accessory use in or from the resident's dwelling unit.

"Junk" means fabricated items which are either abandoned or no longer usable for the purpose for which they were made, and which are not presently being re- stored or repaired, including, but not limited to, scrap iron, tin, brass, copper, lead or zinc and all other scrap metals and their alloys, bones, rags, paper and paper products, all used cloth, clothing, rubber, rope, tinfoil, bottles, machinery, tools, appliances, fixtures, utensils, lumber, wood, fabrics, boxes or crates, plastics or other synthetic products, paint, clay or porcelain products, pipe fittings, automobile or airplane tires, used automobiles and automobile parts, and all other manufactured

goods which are so worn, deteriorated, or obsolete as to make them unusable in their existing condition, regard- less of whether such material is being held for sale or storage.

"Junk yard/wrecking yard" means the use of more than one hundred (100) square feet of the area on any lot or contiguous lots used for the storage of junk, and/or for the dismantling or "wrecking" of automobiles or other vehicles or machinery, whether for sale or storage. "Kitchen" means any room or area intended or designed to be used for the preparation or cooking of food.

"Kitchen" does not include a wet bar.

"Lot" means a parcel of land upon which not more than one building site may be designated, unless applicable zone district regulations provide otherwise. Unless otherwise designated, "lot" has the same meaning as "building site."

Lot, Corner. "Corner lot" means a lot having frontage on two intersecting streets. For the purpose of this title the narrowest frontage of a corner lot facing the street is the front, and the longest frontage facing the intersecting street is the side, irrespective of the direction in which the dwelling faces.

"Lot depth" means the average lineal distance be- tween the front and rear lot lines, measured perpendicular to the front lot line.

Lot, Flag. "Flag lot" means an L-shaped lot in which one arm of the lot, typically thirty (30) feet in width (pole portion), fronts on the street and is used solely as a driveway.

Lot, Interior. "Interior lot" means a lot other than a corner lot.

Lot, Key. "Key lot" means the first lot to the rear of a corner lot, the front lot line of which is a continuation of the sideline of the corner lot regardless of any alley or right-of-way between the corner and key lots.

Lot Line, Front. "Front lot line" means the lot line abutting a street. In the case of a lot that abuts more than one street, the property owner may choose which street the front lot line is on; except, in a group of developed lots, the front line shall be on the same side as the developed lots.

Lot Line, Rear. "Rear lot line" means the lot line which is opposite and most distant from the front lot line. In the case of an irregular or triangular shaped lot; a line a minimum of ten (10) feet in length within the lot, parallel to and at the maximum distance from the front lot line.

Lot Line, Side. "Side lot line" means any lot line that is not a front or rear lot line.

Lot, Through. "Through lot" means a lot, other than a corner lot, having, frontage on two approximately parallel streets.

"Lot width" means the lineal distance between the side lot lines, measured at a right angle to the lot depth at a point midway between the front and rear lot line.

***"Low Barrier Navigation Center" means housing or shelter in which a resident who is homeless or at risk of homelessness may live temporarily while waiting to move into permanent housing.***

"Lowest floor" means the lowest floor of the lowest enclosed area including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered the building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non- elevation design requirements of this title. Finish mate- rials such as, but not limited to, carpet, vinyl and tile shall not be included in elevation measurements of the lowest floor. Elevation measurements of the lowest floor shall be taken at the top of the sub-floor material.

"Manufactured home" means a structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width, or forty (40) body feet or more in length, or, when erected on-site, is three hundred twenty (320) or more square feet, and which is built on

a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification and complies with the standards established under this part. “Manufactured home” includes a mobile home subject to the National Manufactured Housing Construction and Safety Act of 1974 (42 USC, Sec. 5401, et seq.).

“Mini-storage” means a building or group of buildings in a controlled-access compound that contains varying sizes of individual compartmental and controlled- access stalls or lockers for the self-service dead storage of customer’s goods or wares, and within which no business activity, other than rental of storage units is conducted.

“Mobile home” means a structure transportable in one or more sections, which is eight body feet or more in width and is thirty-two (32) body feet or more in length, is more than three hundred twenty (320) square feet in internal living area and which is built on a permanent chassis and designed to be used as a dwelling unit, with or without a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein. Mobile home does not include a recreational vehicle, commercial coach, any automobile trailer, camp trailer, camper, house car motor vehicle, or other vehicle defined in the California Vehicle Code, or any factory-built housing as defined in the California Health and Safety Code.

“Mobile home park” means any area or tract of land where two or more mobile home lots are rented or leased, held out for rent or lease, or were formerly held out for rent or lease and later converted to a subdivision, cooperative, condominium, or other form of resident ownership, to accommodate manufactured homes or mobile homes used for human habitation. The rental paid for a manufactured home or mobile home shall be deemed to include rental for the lot it occupies.

“Motel or hotel” means a single building or a group of detached or semi-detached buildings containing guest rooms or apartments, which group is designed and used primarily for the accommodation of transient automobile travelers.

“Multifamily dwelling” means a building containing three or more dwelling units.

“Nonconforming buildings and uses” means those structures, buildings, mobile homes and uses which were lawful when established, but which do not conform to subsequently established zoning requirements.

Office, Professional. “Professional office” means an office from which a doctor, lawyer, engineer, architect, surveyor, real estate salesperson, accountant, bookkeep- er, income tax consultant, advertiser, appraiser, drafts- man, credit agency, mortgage/finance company, collection agency, stock and bond broker, secretarial service, social worker, insurance, title insurance, travel agency, and offices of governmental, charitable, cultural, educational, recreational and social organizations, etc. may offer services.

Parking Lot, Public. “Public parking lot” means a parking lot for vehicles created to serve the public at large either as a separate business or as an accessory use to a business, whether owned by a governmental agency or by a private person or business. “Parking lot” is not intended to include a parking lot developed to serve a public building such as a courthouse, City Hall, library, school, etc.

“Parking space” means an accessible and usable asphalt or concrete paved space on a building site, or adjacent lot, at least nine feet by twenty (20) feet, for the parking of motor vehicles off the street.

“Planning commission” means the city planning commission.

“Public use” means the use of land owned or possessed by a public entity for public facilities or services, when the land, facility or service is available to members of the public in

common with each other, including, but not limited to, public parks, human cemeteries, schools, fire halls, libraries, hospitals and other public buildings and uses. “Public use” includes quasi-public uses such as private or parochial schools, private hospitals and other uses that are similar in character and im- pact to uses typically operated as public uses. “Public use” does not include public utilities, airports or church- es.

“Public utility” means the use of land for public utility purposes by an entity providing pipeline, cable, gas, electrical, telephone, telegraph, water or sewage service that is subject to the jurisdiction of the California Public Utilities Commission. “Public utility” also includes the use of land for utility purposes, whether or not owned, controlled or operated by a public entity, whose services are performed for or commodities delivered to the public or any portion thereof. Private energy production, transmission relay, repeater, translator, radio and television towers and equipment and cable television facilities are also considered public utilities. “Public utility” does not include airports or television, radio or community television antenna system administration offices or other types of administrative offices or maintenance yards.

“Recreational vehicle” means any motor home, travel trailer, truck camper or camping trailer, with or without motor power, designed for human habitation for recreational or emergency occupancy, which meets all of the following criteria:

1. Contains less than three hundred twenty (320) square feet of internal living room area, excluding built- in equipment including, but not limited to, wardrobe, closets, cabinets, kitchen units or fixtures, and bath or toilet rooms;
2. Contains four hundred (400) square feet or less of gross area measured at maximum horizontal projections;
3. Is built on a single chassis; and
4. Is either self-propelled, truck-mounted, or permanently towable on the highways without a permit.

“Recreational vehicle park” means an area or tract of land developed and operated with one or more spaces which are rented or leased for parking and utilizing recreational vehicles on a temporary basis.

Residence, Multifamily. “Multifamily residence” means a building or buildings containing three or more dwelling units, such as an apartment house, apartment hotel or flat.

Residence, Senior Citizen. “Senior citizen residence” means a dwelling unit which is attached to or detached from, a primary residence on a parcel zoned for a single- family residence, if the dwelling unit is intended for the sole occupancy of one adult or two adult persons who are sixty-two (62) years of age or over, and the area of floor space of the attached dwelling unit does not exceed thirty (30) percent of the existing living area or the area of the floor space of the detached dwelling unit does not exceed one thousand two hundred (1,200) square feet.

Residence, Single-Family. “Single-family residence” means a detached building containing a single dwelling unit, including a mobile home certified under the National Mobile Home Construction and Safety Act of 1974 that complies with all provisions of state law and this code and the city development standards applicable to mobile homes installed on foundation systems and that would be defined as a mobile home if not installed on a foundation system.

Residence, Two-Family, Duplex. “Two-family du- plex residence” means a building containing two independent dwelling units under one roof (duplex).

Residence, Three-Family, Triplex. “Three-family triplex residence” means a building containing three independent dwelling units under one roof (triplex).

Residence, Four-Family, Fourplex. “Four-family fourplex residence” means a building containing four independent dwelling units under one roof (fourplex).

Restaurant, Fast Food. “Fast food restaurant” means any establishment whose principal business is the sale of foods and beverages to the customer in a ready-to- consume state, for consumption either within the restaurant building or for take-out consumption, and whose design or principal method of operation includes serving food and beverages in edible containers or in paper, plastic or other disposable containers.

Restaurant, Standard. “Standard restaurant” means any establishment whose principal business is the sale of foods and beverages to the customer in a ready-to- consume state, usually for consumption within the restaurant, and whose design or principal method of operation includes one or both of the following characteristics:

1. Customers, normally provided with an individual menu, are served foods and beverages by a restaurant employee at the same table or counter at which such items are consumed.

2. A cafeteria-type operation where foods and beverages generally are consumed within the building.

“Retail sales business” means the selling of goods, wares, articles, commodity or merchandise directly to the ultimate consumer.

“Shopping center” means two or more retail stores and/or service establishments, or one retail store and one service establishment, sharing customer parking areas, regardless of whether such stores and/or establishments occupy separate structures or are under separate owner- ships.

Sign. Sign definitions are provided in Section 17.128.040.

***“Single-Room Occupancy” (SRO). Any residential structure containing more than five units intended or designed to be used, rented, or hired out to be occupied for sleeping purposes, generally for one person per unit. Individual units typically share communal features, (e.g., kitchen, bathroom, entertainment area).***

“Skilled nursing/intermediate care facility” means a facility or a part of a hospital which provides twenty- four (24) hour inpatient care. Twenty-four (24) hour inpatient care may include skilled nursing, physician and pharmaceutical services and an activity program.

“Story” means the portion of a building between the surface of the next floor above it, or if there is no floor above it, then the space between the floor and ceiling above it.

“Street” means a public thoroughfare which affords principal means of access to abutting property, including avenue, place, way, drive, lane, boulevard, highway, road and any other thoroughfare except an alley as de- fined herein.

“Street frontage” means the portion of a lot fronting on a street.

“Street line” means the boundary between a street right-of-way and property.

“Structural alterations” means any change in the sup- porting members of a building, such as bearing walls, columns, beams or girders.

“Structural height” means the height of a structure measured from the average finished grade at the base of the structure to the highest point of the structure, excluding elevator equipment rooms, ventilation and air- conditioning equipment.

“Structure” means anything constructed or erected, the use of which requires location on or in the ground or attachment to something located on or in the ground, including fences and swimming pools.

***“Supportive Housing” means housing with no limit on length of stay, that is occupied by the target population and that is linked to on-site or off-site services that assist the supportive housing resident in retaining the housing, improving his or her***

***health status, and maximizing his or her ability to live, and when possible, work in the community. Supportive housing units are residential uses allowed in any zone allowing residential uses, subject only to those requirements and restrictions that apply to other residential uses of the same type in the same zone.***

"Townhouse" means a single-family dwelling unit attached to one or more single-family dwelling units, provided only one dwelling unit is located on a lot. A townhouse may also include an undivided interest in common in a lot, that is contiguous to the townhouse lots.

"Transitional housing" means housing with supportive services for up to twenty-four (24) months that is exclusively designated and targeted for recently home- less persons. Transitional housing includes self- sufficiency development services, with the ultimate goal of moving recently homeless persons to permanent housing as quickly as possible, and limits rent and ser- vice fees to an ability-to-pay formula reasonably consistent with HUD's requirements for subsidized housing for low-income persons. Rent and service fees paid for transitional housing may be reserved, in whole or in part, to assist residents in moving to permanent housing. Transitional housing and supportive housing are considered residential use and allowed in property zoned R-1, R-2, R-3, R-3A, R-4, C-1, and C-2.

"Truck terminal" means any facility designed to serve as a carrier end point for the delivery and receipt of goods, which may include loading docks, storage shed, management offices, truck storage and employee and customer parking.

"Truck yard" means any facility, including buildings and/or outdoor storage, servicing, maintenance and/or repair of two or more vehicles having a gross vehicle weight of more than ten thousand (10,000) pounds each.

"Use" means the purpose for which land or a building
or mobile home is designed, arranged, or intended or for which either land or building is or may be occupied or maintained.

Use, Accessory. "Accessory use" means any use that is incidental or subordinate to an existing principal use, is customarily a part of and is clearly incidental and secondary to the principal use, and does not change the character of that principal use.

"Vehicle trip" means a one-way trip by a motorized vehicle.

"Watercourse" means a drainage way which has a defined bed, banks and channel and which carries a flow of water at least periodically.

"Wet bar" means a sink and small refrigerator.

"Yard" means an open space, on the same lot with a building, which is unoccupied by any structure and un- obstructed from the ground upward by any structure, except as otherwise provided in this title, exclusive of any portion of any court, street alley, sidewalk or road right-of-way.

Yard, Front. "Front yard" means a yard extending across the front of the lot between the side lot lines and measured from the front line of the lot to the nearest line of the building; provided, however, that if any official plan line has been established for the street upon which the lot faces, the front yard measurement shall be taken from such official plan line to the nearest line of the building.

Yard, Interior Side. "Interior side yard" means a yard along the interior sideline of the lot to a width equivalent to or greater than that required by the district in which the lot is situated and extending from the front yard to the rear yard.

Yard, Rear. "Rear yard" means a yard extending across the full width of the lot and measured between the rear line of the lot and the nearest line of the main building.

Yard, Street Side. "Street side yard" means a yard along a side street, right-of-way or easement to a width equivalent to or greater than that required by the district in which the lot is

situated and extending from the front yard to the rear yard. (Ord. 2020-1023 § 1, 2020; Ord. 13-989 § 1, 2013; Ord. 08-957 § 1, 2008; Ord. 06-932 §1, 2006; Ord. 00-866 § 2, 2000)

**SECTION 2:**

**Section 17.12.20 Permitted uses** is hereby amended as follows:

The following uses are permitted outright in the R-1 district if a building permit, where necessary, is issued:

A. Single-family residences, except that mobile or manufactured homes on foundation systems are subject to subsection B of this section;

B. A manufactured home certified under the National Mobile Home Construction and Safety Act of 1974 (42 U.S.C. Section 5401 et seq.) and installed on a foundation system and meeting other adopted development standards, in lieu of a frame-constructed dwelling, provided said unit is not more than ten (10) years old at the time it is installed;

***C. Accessory Dwelling Units, attached, detached, and junior (17.104.100)***

***D. Child day care home, up to 14 children.***

***E. Community Care Facility.***

***F. Employee housing with six or less persons.***

***G. Accessory buildings, structures and uses when constructed concurrently or subsequently to the main building:***

*1.* ***Decks, fences, patios, and retaining walls,***

*2.* ***Private garages, carports, porte cochere (cover over the driveway at a side yard entrance to the main building for sheltering persons entering or leaving vehicles),***

*3.* ***Private swimming pools, hot tubs, and saunas,***

*4.* ***Storage sheds for tools, garden supplies, non- commercial greenhouses and firewood used on site. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 3:**

**Section 17.12.040 Uses requiring a use permit** is hereby amended as follows:

The following uses are permitted in the R-1 district if a use permit is issued:

A. Senior citizen residence, subject to development standards in Section 17.104.040;

B. Church;

C. ***Temporary subdivision sales office and contractor's yard;***

D. ***Bed and breakfast guest facility, subject to development standards in Section 17.104.080; and***

E. ***Public or private parking lot when adjacent to a "C" or "M" district, subject to the transitional parking standards in Section 17.100.170; and***

F. ***Townhouse. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 4:**

**Section 17.16.020 Permitted uses** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the R-2 district if a building permit, where necessary, is issued:

A. Single-family residences;

B. ***Accessory Dwelling Units, attached, detached, or junior (17.104.100);***

C. ***A manufactured home per Section 17.12.020(B);***

D. ***Duplex or two-family residences;***

E. ***Employee housing with six or less persons;***

F. ***Community care facility;***
G. ***Accessory buildings, structures and uses when constructed concurrently or subsequently to the main buildings:***
    1. ***Decks, fences, patios and retaining walls,***
    2. ***Private garages or carports, porte cochere (cover over the driveway at a side yard entrance to the main building for sheltering persons entering or leaving vehicles),***
    3. ***Private swimming pools, hot tubs, and saunas, and***
    4. ***Storage sheds for tools, garden supplies, non- commercial greenhouses and firewood used on site;***
H. ***Child day care home, up to 14 children;***

**SECTION 5:**

**Section 17.16.040 Uses requiring a use permit** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the R-2 district if a use permit is issued and subject to the provisions of Chapter 17.104, General Provisions, Conditions, Exceptions and Special Uses:

A. Large day care home, subject to development standards in Section 17.104.070;
B. Townhouses;
C. Temporary residential development sales office and contractor's yard;
D. ***Church;***
E. ***Bed and breakfast guest facility, subject to the provisions of Chapter 17.104.080;***
F. ***Skilled nursing/intermediate care facility serving no more than fifteen (15) people; and***
G. ***Public or private parking lot when adjacent to a "C" or "M" district subject to the development standards of Section 17.100.160. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 6:**

**Section 17.20.020 Permitted uses** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the R-3 district if a building permit, where necessary, is issued:

A. ***Accessory Dwelling Units, attached, detached, and junior (17.104.100);***
B. ***Duplex or two-family residences;***
C. ***Triplex;***
D. ***Single-family residences, manufactured homes per Section 17.12.020(B) and all uses permitted by right or with an administrative permit in the R-3 district, are permitted on parcels that are zoned R-3(A), (single- family homes are not allowed in the R-3 zone district);***
E. ***Employee housing with six or less persons;***
F. ***Accessory buildings and uses commonly found in residential development, including a swimming pool, tennis courts, clubhouse, etc.;***
G. ***Child daycare home, up to 14 children;***
H. ***Community Care Facility.***

**SECTION 7:**

**Section 17.20.040 Uses requiring use permit** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the R-3 and R-3(A) district is a use permit is issued:

A. ***Rooming house or boardinghouse or dwelling group;***
B. ***Private club, fraternity, sorority or lodge, except those for which the chief activity is a service customarily carried on by a business;***
C. ***Church;***
D. ***Day care center;***
E. ***Bed and breakfast guest facility, subject to the provisions of Section 17.104.080;***
F. ***Skilled nursing/intermediate care facility;***
G. ***Public or private parking lot when adjacent to a "C" or "M" district subject to the development standards of Section 17.100.160;***
H. ***Single-family residences, except those con- structed in developments exceeding seven dwellings per acre, that exist as of the effective date of the ordinance codified in this title (December 2000) are permitted and may be maintained and reconstructed if destroyed but no new single-family residences shall be constructed on vacant parcels in the R-3 zone district;***
I. ***Fourplexes and multifamily with more than four dwellings per structure;***
J. ***Townhouse. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 8:**

**Section 17.24.020 Permitted uses** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the R-4 district is a building permit, where necessary, is issued:

A. Triplex;
B. Fourplex;
C. Multifamily units with up to 12 (twelve) dwellings per structure;
D. ***Transitional Housing;***
E. ***Supportive Housing;***
F. ***Low Barrier Navigation Center;***
G. ***Employee housing with less than six persons;***
H. ***Accessory Dwelling Units, attached, detached, and junior (17.104.100);***
I. ***Accessory buildings and uses commonly found in multifamily developments, including garages, carports, laundry facilities, rental and administrative offices, recreational facilities incidental and in conjunction with a multifamily development, including a swimming pool, tennis courts, clubhouse, etc.; and***
J. ***Community care facility;***
K. ***Child day care home, up to 14 children.***

**SECTION 9:**

**Section 17.24.040 Uses requiring use permit** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the R-4 district is a use permit is issued:

A. ***Rooming house or boardinghouse or dwelling group;***
B. ***Private club, fraternity, sorority or lodge, except those for which the chief activity is a service customarily carried on by a business;***
C. ***Church;***
D. ***Day care center;***
E. ***Bed and breakfast guest facility, subject to the provisions of Section 17.104.080;***
F. ***Single Room Occupancy Units;***

G. Skilled nursing/intermediate care facility;
H. Public or private parking lot when adjacent to a "C" or "M" district subject to the development standards of Section 17.100.160;
I. Multifamily units with more than 12 (twelve) dwelling units per structure; and
J. Townhouses. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

**SECTION 10:**

**Section 17.28.020 Permitted** uses of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted outright in the MHP district:

A. Mobile home parks meeting the site development standards of Section 17.28.060;
B. Residential mobile homes placed in an approved mobile home park;
C. Accessory uses commonly found in mobile home parks, including a car garage or carport space, storage facilities, laundry facilities, recreational vehicle parking, maintenance equipment storage areas, space rental and administrative office and other accessory uses commonly found in mobile home parks;
D. Common recreation areas and facilities, including a swimming pool, tennis courts, clubhouse, etc.; and
E. ***Community care facility;***
F. ***Child day care home, up to 14 children;***
G. ***Employee housing with less than six persons.***

**SECTION 11:**

**Section 17.32.020 Uses permitted within buildings** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-1 district if conducted within a building:

A. A convenience market.
B. Uses that commonly accompany a convenience market, including:
    1. Retail sales, including a variety store, drug store, florist, confectionery store or delicatessen;
    2. Service uses, including barber, beauty salon, standard restaurant, laundromat, laundry, dry cleaning, locksmith, or shoe repair; and
    3. Small professional office, such as insurance or real estate sales, CPA's, medical, dental or legal ser- vices.
C. Other neighborhood friendly and servicing uses such as a bookstore, boutique shop, bakery, art gallery or studio, craft sales including limited product assembly, pet shop, interior decorating store, music store or vocal instruction, photo studio, wedding chapel or reception center, health and exercise centers, spas and massage therapy.
D. A one-family residence, when attached or included within the main building in which the primary commercial use exists. Any permit required for the commercial use must first be issued. A stand-alone single-family residence is also allowed, subject to R-1 development standards.
***E. Community care facility;***
***F. Child day care home, up to 14 children;***
***G. Accessory dwelling units, attached, detached, and junior (17.104.100)***
***H. Employee housing with less than six persons;***
***I. Recycling facilities as set forth in Chapter 17.124. (Ord. 08-958 § 1, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 12:**

**Section 17.32.030 Uses requiring use permit** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-1 district is a use permit is issued:

A. Auto Gas Sales;
B. Day Care Center
C. Church;
D. Private clubs, fraternities, sororities and lodges, excepting those whose chief activity of which is a service customarily carried on as a business;
E. Convalescent Hospital;
F. Mortuary;
G. Bed and Breakfast;
H. Small scale repair shop for lawnmowers, saws, etc., if conducted wholly within an enclosed building;
I. Duplex or two single family residences, subject to R-2 development standards;
J. Triplex, fourplex, and multifamily residential units from five to twent (20) dwelling units per acre, subject to R-3 development standards for triplex or R-4 site development standards for fourplex and multifamily;
K. ***Low Barrier Navigation Center;***
L. ***Recycling facilities as set forth in Chapter 17.124;***
M. ***Thrift store or secondhand store;***
N. ***Full or partial conversion of a single-family home to a nonresidential use allowed in the district;***
O. ***Skilled nursing/intermediate care facility;***
P. ***Townhouse;***
Q. ***Supportive Housing***
R. ***Mixed uses (any mix of uses allowed in this zone district with or without a use permit). (Ord. 2020- 1023 § 2, 2020; Ord. 2020-1022 § 2, 2020; Ord. 08-958 § 2, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 13:**

**Section 17.36.020 Uses within buildings** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-2 district if conducted within a building:

A. Antique or household appliance;
B. Bank or other financial institutions that provides a direct service to the public; insurance or real estate sales;
C. Barbershop or beauty shop;
D. Book store or pet shop;
E. Business, professional, government or medical office; medical, dental, or optical laboratory; blueprinting; photocopying and printing; business college or trade school;
F. Butcher shop or meat locker;
G. Computer sales and service;
H. Department or drug store;
I. Dry cleaners or laundry;
J. Employment agency;
K. Furniture or hardware store;
L. Any general retail commercial structure or shopping center under eighty thousand (80,000) square feet in size (includes all buildings within the shopping center);

M. Grocery store or supermarket;
N. Health spa or massage therapy;
O. Interior decorating:
P. Jewelry store:
Q. Liquor store;
R. Lodge, fraternal organization;
S. Mortuary;
T. Music store or vocal instruction;
U. Newsstand, newspaper office;
V. Nursery or garden supply;
W. Photo supplies or photo studio;
X. Pool or billiard hall;
Y. Radio or TV station;
Z. Repair shop for shoes, radios, televisions, or other domestic appliances;
AA. Recycling facilities as set forth in Section 17.124;
BB. Standard restaurant;
CC. Studios;
DD. Taxidermist;
EE. Theater, motion picture or live;
FF. Wedding chapel; and
GG. ***Accessory Dwelling Units, attached, detached, and junior in conjunction with an existing residence (17.104.100);***
HH. ***Employee housing with less than six persons in an existing residence;***
II. ***Child day care home, up to 14 children, in an existing single-family home;***
JJ. ***Community care facility in an existing single-family home. (Ord. 08-958 § 3, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 14:**

**Section 17.36.030 Uses requiring use permit** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-2 district is a use permit is issued:

A. Service station, self-serve and nonself-serve or mechanical car wash, auto repair services, auto body and painting business, and equipment rental;
B. Automobile repair including tune-up, carburetor shop, transmission and radiator repair, electrical special- ty, front end alignment, top and upholstery shop, wheel balancing and the installation of brakes, mufflers and tires;
C. Bar, nightclub or cardroom;
D. Commercial recreational uses, including but not limited to bowling alley, skating rink, video game center, miniature golf, kiddie rides, amusement center, driving range and sports auditorium;
E. Dealership for sales of new or used auto, boats, motorcycle, or mobile homes, including truck sales and incidental service and repair;
F. Fast food restaurant, including drive-in and drive-through restaurants, drive-through establishments, film processing booths and drive-up station for prescriptions;
G. Motel or hotel;
H. Bus terminal;
I. Veterinarian clinic, provided any kennels are located entirely within a building;
J. Day care center;
K. Outdoor storage or sales associated with any of the uses permitted in Section 17.36.020;

L. Emergency shelter;

***M. A single-family residence, when included within or attached to the main building in which the commercial use exists, and residence will be inhabited by the owner or operator of the commercial use. Any use permit required for the commercial use must first be issued;***

***N. Single-family residences that exist as of the effective date of the ordinance codified in this chapter are permitted and may be maintained and reconstructed if destroyed but no new single-family residences shall be constructed on vacant parcels;***

***O. Multifamily dwellings or residential units in mixed use developments with commercial or office uses or free-standing dwellings; the density for free-standing multifamily units shall not exceed twenty (20) dwelling units per acre; the density for mixed use developments shall be determined by the use permit;***

***P. Single Room Occupancy Units;***

Q. Church;

R. Recreation vehicle park;

S. Parking structures;

T. Any shopping center eighty thousand (80,000) square feet or larger in size (includes all buildings within the shopping center);

***U. Accessory Dwelling Units, attached, detached, and junior (17.104.100);***

***V. Employee housing with less than six persons;***

***W. Recycling facilities as set forth in Section 17.124;***

***X. Full or partial conversion of a single-family home to a nonresidential use allowed in the district;***

***Y. Private club, fraternity, sorority or lodge;***

***Z. Supportive Housing;***

***AA. Townhouse. (Ord. 2020-1023 § 2, 2020; Ord. 08-958 § 4, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 15**

**Section 17.40.020 Permitted uses** of the Susanville Municipal Code is hereby amended as follows:

The following uses shall be allowed in this zone:

A. Services uses:
   1. Banks and similar financial institutions;
   2. Data processing and computer centers, including service and maintenance;
   3. Executive, administrative and professional offices;
   4. Government office buildings and public facilities, utility offices, post offices, and parks;
   5. Health and exercise centers/spas and massage therapy;
   6. Medical offices;
   7. Veterinarian offices;
   8. Dry cleaners or laundry; and
   9. Similar uses as determined by the community development director.

B. Retail:
   1. Antique stores;
   2. Appliance sales with incidental repair;
   3. Bakery;

4. Barbershops;
5. Beauty shops;
6. Book stores, stationery;
7. Boutique shops;
8. Business service establishments, such as blueprinting and metal stamps, duplicating, accounting printing and photocopying services;
9. Confectionery;
10. Craft sales, including limited product assembly;
11. Florist shops;
12. Grocery;
13. Pet shops;
14. Pharmacies
15. Photography studios;
16. Radio and television stations (excluding transmission facilities);
17. Restaurants, including those with roof gardens;
18. Sidewalk cafés (see Section 17.40.050);
19. Specialty clothing/leather goods;
20. Specialty/gourmet food items;
21. Tailor, dressmaking and millinery shops;
22. Toys/novelty stores; and
23. Similar uses as determined by the community development director.

C. Cultural uses:
1. Art galleries;
2. Museums;
3. Studios for professional work including photography, music, drama, dancing, sculpture, painting, ceramics, weaving and jewelry;
4. Theaters and cinemas;
5. Similar uses as determined by the community development director.

D. Residential uses:
***1. Community care facility;***
***2. Child day care home, up to 14 children;***
***3. Employee housing with less than six persons;***
***4. Accessory Dwelling Units, attached, detached, and junior (17.104.100);***
***5. Home occupation in conjunction with an al- lowed residential use;***
***6. Single-family home. (Ord. 08-958 § 5, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 16:**

**Section 17.40.030 Uses requiring a use permit** of the Susanville Municipal Code is hereby amended as follows:

A. Assembly or concert halls;
B. Hotels/motels;
C. Nightclubs;
D. Nursery schools and day care centers;
E. Parking garages;
F. Private clubs and lodges;
G. Churches and related facilities;
H. Public or private schools and colleges for general or vocational education in a classroom setting;

I. Duplex, triplex, fourplex, multifamily dwellings or residential units in mixed use developments with commercial or office uses or free-standing dwellings; the density for free-standing multifamily units shall not exceed twenty (20) dwelling units per acre; the density for mixed use developments shall be determined by the use permit;
J. Automobile, or truck sales and service;
K. On-sale and off-sale alcoholic beverage sales;
L. Street vendors utilizing movable carts;
M. Thrift shops, secondhand shops and pawnshops;
N. Bed and breakfast inn (see regulations contained in Section 17.104.080);
O. Single Room Occupancy Units;
P. Clinics and laboratories;
Q. Farmer's market;
R. Supportive Housing;
S. Skilled nursing/intermediate care facility. (Ord. 08-958 § 6, 2008; Ord. 06-932 § 1, 2006; Ord. 00-866 §2, 2000)

**SECTION 17:**

**Section 17.44.030 Uses requiring use permit** of the Susanville Municipal Code is hereby amended as follows:

The following uses are permitted in the C-O district if a use permit is issued:

A. Business college or trade school;
B. Office condominiums;
C. Church;
D. Day care center;
E. Skilled nursing/intermediate care facility;
F. Private clubs, fraternities, sororities and lodges, excepting those the chief activity of which is a service customarily carried on as a business;
G. Hospitals and convalescent hospitals;
H. Mortuaries;
I. A single-family residence, when attached or included within the main building in which the commercial use exists, and residence will be inhabited by the owner or operator of the commercial use. Any use permit required for the commercial use must first be issued;
J. Multifamily residential units from five to twenty (20) dwelling units per acre; and
K. ***Supportive Housing;***
L. ***Mixed uses (any mix of uses allowed in this zone district when any of the uses require a use permit). (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)***

**SECTION 18:**

**Section 17.96.040 Landscaping** of the Susanville Municipal Code is hereby amended as follows:

The following general landscaping requirements apply:

A. Areas Requiring Landscaping.
    1. Parking Areas. Open parking areas containing five or more required vehicle spaces which abuts a public street shall be landscaped to a depth of ten (10) feet, measured from the abutting street right-of-way line, with openings for walkway and/or driveway purposes, in accordance with city standards. Street trees at a rate of one tree per thirty (30) feet of frontage and shrubs at a rate of one shrub per twenty-five (25) square feet shall be planted in this area. Grass may be substituted for shrubs on a per square foot basis;

2. Large Parking Areas. Open parking areas, excluding underground or structural parking, which contain twenty (20) or more spaces, shall be landscaped to a minimum of ten (10) percent of the gross lot area used for off-street parking and access thereto, exclusive of any landscaped strip abutting the street right-of-way or area used for walkways or driveways. This required landscaping shall be located within or adjacent to the parking lot and shall include one tree, of a species suited to the area climate zone, for every eight parking spaces. One landscaped planting area at least one hundred forty (140) square feet in size, parallel to parking spaces, is required for each twelve (12) parking spaces unless ap- proved otherwise by the community development director;
3. Parking Next to Residential Areas. A minimum three-foot-wide landscaped strip shall be planted and maintained along the edge of parking areas that abut residential districts. This shall be counted as a part of the ten (10) percent landscaped area described in subsection (A)(2) of this section if adjacent to a parking area, if applicable;
4. Commercial, Industrial and Multifamily Yard Area. For commercial, industrial or multifamily residential uses, required yards adjoining public streets shall be landscaped to a depth of ten (10) feet. The landscaped area shall include one tree for each thirty (30) feet of frontage and one shrub for each twenty-five (25) square feet. Yards (building setbacks) adjacent to interior property lines shall be similarly landscaped unless approved otherwise by the community development director.

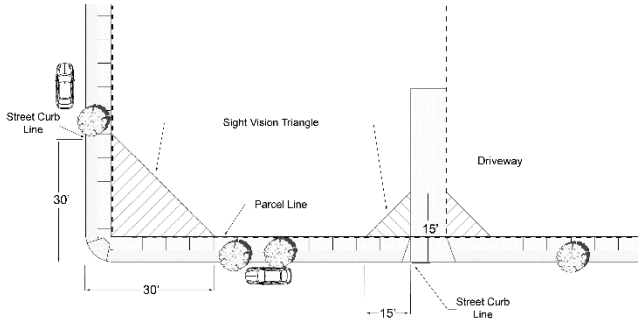
B. Landscaping Materials. Required landscaping may consist of a combination of plant and non-plant material, provided no less than fifty (50) percent of the required landscaped area shall be living plant material, based on mature plant size. Trees shall be from at least fifteen (15) gallon size containers and shrubs shall be from at least two-gallon size containers, except for uses requiring a use permit seventy-five (75) percent of trees shall be at least 1.5 inches in caliper and seventy-five (75) percent of shrubs shall be at least from five-gallon size containers. Tree sizes may be increased for areas where larger trees are removed from a site or additional screening is needed. All disturbed areas of the parcel not included under roof or for vehicular areas shall be covered with concrete, asphalt, or landscaping with an ap- propriate weed mat; where appropriate, native plants, xeriscaping, or other drought resistant plants are encouraged.

C. Watering. All required planted areas shall be served with adequate and permanent watering systems, except where native plants are used, a temporary watering system may be used until plants are well established. All plants shall be maintained in a healthy, living condition.

D. Border Materials. Except where abutting a side- walk, all required landscaped areas shall be enclosed by either a concrete curb having a minimum height of six inches, or a wooden frame constructed from materials such as railroad ties or other heavy lumber materials which measure no less than six inches in diameter.

E. Maintenance. All required landscaped areas shall be maintained in a neat and clean condition.

F. Sight Distance. In order to provide safe sight distance at driveways and street intersections, all plant material within a thirty (30) foot triangle at the intersection of streets, and a fifteen (15) foot triangle at the intersection of driveways and streets, shall be no more than two feet in height above the curb level, except for trees which are trimmed so that no branches extend lower than six feet above the curb **(see figure below);**




G. Exceptions. Any portion of this section may be modified to achieve an equal or greater excellence in arrangement, design or attractiveness than would be realized by the normal standards of this section if a use permit is obtained.

H. Landscaping Plan. All landscaping required by this section shall be installed and maintained in accordance with a landscaping plan. The plan shall be submitted to and approved by the community development director prior to issuance of a building permit or use permit, and shall show the location, size and variety of all plants, water supply and other pertinent improvements. This plan may be combined with a parking plan. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

**SECTION 19:**

**Section 17.104.070 Large day care home** of the Susanville Municipal Code is hereby amended as follows:

**Section 17.104.070 Child day care home.**

A childcare home use may be established in addition to a permitted residential use, provided:

A. ***It provides care for up to fourteen (14) children with the maximum number of children at any time being fourteen (14). This includes the licensee's children under the age of ten (10) and all other children under the age of eighteen (18);***

B. It may be located in a single-family residence or mobile home;

C. No signs are permitted;

D. All fire safety requirements shall be met, including a fire safety clearance by the State Fire Marshal;

E. A parking and loading area shall be provided. The loading area may be located in a front or side yard that typically is used as a driveway that leads to a garage or parking area. The parking and loading area shall be paved;

F. A fence or wall subject to the height limitations of Section 17.96.030 may be required to provide appropriate buffering, security or safety considerations, as determined by the planning commission; and

G. A minimum of twenty (20) percent of the lot area shall be useable open space. (Ord. 06-932 § 1, 2006; Ord. 00-866 § 2, 2000)

**SECTION 20:**

**Section 17.104.110 Multifamily development standards** of the Susanville Municipal Code is hereby amended as follows:

**Section 17.104.110 Susanville Multi-Unit Objective Design Standards**

***Multifamily dwellings including fourplexes that contain four or more dwellings per structure or more than four dwellings per lot shall conform with the following development standards.***

A. ***Site Layout and Design***

1. ***Natural Features. Existing natural features such as trees, rivers, streams, ponds, hillsides, rock formations, and native vegetation shall be incorporated into landscaping plans. All cultivation of medical marijuana within the city shall be subject to the provisions of this section.***
2. ***Alternative Energy Applications. All structures shall be designed to allow for the installation of alternative energy technologies including but not limited to active solar, wind, or other emerging technologies, and shall comply with the following standards.***
   - ***a. Installation of solar technology on structures such as rooftop photovoltaic cell arrays shall be installed in accordance with the State Fire Marshal safety regulations and guidelines.***
   - ***b. Roof-mounted equipment shall be located in such a manner so as to not preclude the installation of solar panels.***
3. ***Clustering. In a development with five or more structures, the structures shall be clustered into groups of a minimum of two structures to maximize common open space.***
4. ***Pedestrian/Bicycle Circulation.***
   - ***a. All structures, facilities, parking areas, amenities, and common areas shall be internally connected by pedestrian pathways with a minimum width of three feet.***
   - ***b. Pedestrian pathways shall be separated from parking areas by landscaping, curbs, or other edge treatments.***
   - ***c. Pedestrian pathways shall be directly connected to adjacent public sidewalks on each street frontage.***
5. ***Bicycle Parking. For all projects, 0.5 Class II bicycle parking spaces (i.e., inverted U-rack, ribbon rack, wave rack) are required per dwelling unit.***
6. ***Service Areas and Auxiliary Structures. Service areas and auxiliary structures (i.e., trash receptacles, propane, gas and oil tanks, utility boxes) shall be fully screened from public street view with the following development standards:***
   - ***a. Opaque walls or fencing made with materials and color palette submitted as part of the project application.***
   - ***b. Landscaping***
   - ***c. Vehicle and pedestrian access gates***
   - ***d. The following materials are prohibited for any on-site service areas and auxiliary structures:***
     - ***i. Cyclone or chain link;***
     - ***ii. Vinyl; and***
     - ***iii. Barb wire, razor wire***
7. ***Setbacks.***
   - ***a. Front yard setbacks along a street right-of-way shall reflect the average setback of existing adjacent residential structures within two hundred (200) feet, which may be greater than those set in each zone district. Modulated or varied building setbacks shall be considered if they avoid the creation of a monotonous streetscape.***

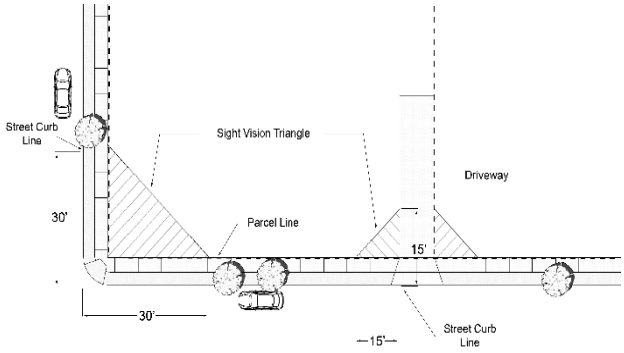
*b. Structures greater than one story or 20 feet in height, whichever is greater, adjacent to single-story residential dwellings shall be set back from property lines by at least one times the height of the multi-unit structure.*

*8. Sight Distance Area. Development proposed adjacent to any public or private street or alley intersection shall be designed to provide a sight distance area for pedestrian and traffic safety.*

*a. Measurement of Sight Distance Area. A sight distance area shall be measured as follows:*

*i. Corner Parcels. On corner parcels, the sight distance area shall be formed by a 90-degree triangle with two sides measuring 30 feet along both the front and side street curb lines, said length beginning at their intersection, and a third side connecting the two ends running diagonally across the property. See figure under Subsection ii below.*

*ii. Parcels Containing or Abutting a Right-Of-Way Easement, Private Drive, or Alley. On parcels containing or abutting a parcel containing a right-of-way easement, private drive, or alley, the sight distance area shall be formed by a 90-degree triangle with two sides measuring 15 feet along each side of the right-of-way easement, private drive, or alley and the street curb line abutting the roadway, said length beginning at their intersection, and a third side connecting the two ends running diagonally across the property. See figure below (Sight Distance Area).*




*b. Height limit. No structure, sign, landscape element, or fence shall exceed 24 inches in height within the sight distance area, except for trees with their canopy trimmed so that no branches extend lower than six feet above the curb grade.*

*c. Maintenance. The sight distance area shall be continuously maintained by the individual property owner(s) in compliance with the standards established in this Section.*

*B. Architectural Design*

*1. Building Color*

*a. All structures in a project shall include one primary color and no more than two accent colors, in addition to the color of the roofing material.*

*b. Each structure elevation shall include two colors within the color palette submitted as part of the project application.*

*2. Building Material.*

*a. The following highly-reflective structure materials are prohibited as exterior materials or as roofing. Highly reflective materials include:*

*i. Any zinc or Zinc-Aluminum coated sheet or polished metal;*

*ii. Stainless steel;*

*iii. Aluminum;*

*iv. Copper sealed against oxidation;*
*v. Glazed terra cotta tiles; and*
*vi. High gloss paint finishes with a light reflectance and/or chroma value exceeding 50 percent.*

*b. For structures over three stories, at least two materials shall be used, in addition to glazing and railings. Any one material must comprise at least 20 percent of the structure.*

*3. Fences and Walls. The following materials are prohibited for all fences and walls:*
*a. Electrified;*
*b. Barb wire/razor wire;*
*c. Sharp objects such as spires and glass;*
*d. Cyclone or chain link; and*
*e. Vinyl*

*4. Rooftop Equipment. Rooftop mechanical equipment shall be screened from view with either using a building parapet or opaque materials.*

*5. Structure Massing. Structures that have a length longer than 30 feet shall include facades with varying modulation with a minimum of two feet at intervals of no more than 10 feet.*

*C. Parking, Landscaping, Open Space, and Lighting*

*1. Open Space. The following development standards apply to multi-unit developments with four or more dwelling units.*
*a. Public Open Space. Projects shall provide open space areas and/or community site amenities. Functional open space areas and community site amenities shall exclude areas required for zoning setbacks.*
*i. Public Open Space. Public open space areas shall include a minimum of two of the following amenities equivalent to a minimum of 200 square feet per dwelling unit.*
*1. Courtyard/Garden with seating and/or tables for up to eight people*
*2. Pergola, shade, trellis, or arbor structure not taller than 10 feet*
*3. BBQ area with a minimum of two fixed barbeques and tables*
*4. Sports Court (i.e., bocce ball, table tennis, badminton, tennis, pickleball basketball, volleyball)*
*5. Splash pad no smaller than 50 square feet*
*6. In-ground swimming pool or above-ground and/or in-ground hot tub*
*7. Open lawn area(s) with no dimension less than 10 feet*
*8. Community room (i.e., library room with bookshelves and seating for at least five people, media room with television and seating for at least 10 people, game room with at least two game tables or consoles, gym/fitness room with at least five pieces of gym equipment, co-working space with wi-fi, tables and seating for at least eight people*
*ii. Connections. Public open space areas shall be directly connected to all interior space areas (i.e., community room, recreation room, exercise center), trash and recycling enclosures, laundry facilities*

*(if applicable), structure entrances, parking areas, and mail delivery areas by pedestrian-oriented pathways.*

*iii. Landscaping. A minimum of 15 percent of the required public open space shall be landscaped with materials and planting consistent with the standards in 17.96.040 and the subject parcels underlying base zone landscaping requirements.*

*b. Private Open Space. Each dwelling unit shall have outdoor space designed for the exclusive use of that dwelling unit in accordance with the following standards:*

*i. Ground Floor Units. Each ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a covered or uncovered patio to allow for light, air, and privacy.*

*ii. Above Ground Floor Units. Each above ground floor dwelling unit shall include a minimum of 40 square feet of private open space in the form of a terrace, balcony, or rooftop patio to allow for light, air, and privacy.*

*2. Exterior Lighting*

*a. Pedestrian-oriented bollard lighting no higher than three feet shall be provided in active pedestrian areas for safety and security. For the purpose of this standard, active pedestrian areas are defined as internal walkways between structures and amenities, walkways adjacent to parking areas, and walkways connecting to the public right-of-way.*

*b. Area lighting shall be shielded downward to reduce light pollution in adjacent properties.*

*c. Pedestrian pathway lighting features shall not exceed eight feet in height and shall have minimum illumination levels of 0.5 foot-candles at the pathway surface.*

*d. Lighting features in parking, storage, and recreational areas shall not exceed 20 feet.*

*3. Landscaping. Landscaping standards shall be in accordance with City standards in 17.96.040.*

*4. Parking. The number of parking spaces required per project shall comply with the underlying base zone parking requirements (17.100.140) and the following development standards:*

*a. Parking Lot Design and Location*

*i. For multi-unit development projects greater than four dwelling units, surface parking areas shall not be located between the structure(s) and the primary street frontage.*

*ii. Parking areas within a site shall be internally connected and use shared driveways.*

*b. Parking Lot Landscaping. Landscaping standards shall be in accordance with City standards in 17.96.040.*

**SECTION 21:**

Section 17.112.080 of the Susanville Municipal Code is hereby added as follows:

***Section 17.112.080 - Applications and Procedures – Reasonable Accommodation***

***A. Purpose. This Section provides a procedure to request Reasonable Accommodation for persons with disabilities seeking equal access to housing under the California Fair Employment and Housing Act, the Federal Fair Housing Act, and the Americans with Disabilities Act (ADA) (referred to in this Section as the Acts) in the application of zoning laws and other land use regulations, policies, and procedures. A Reasonable Accommodation is typically an adjustment to physical design standards (e.g., setbacks) to accommodate the placement of wheelchair ramps or other exterior modifications to a structure in response to the needs of a qualifying disabled resident. [Source: NEW]***

***B. Applicability. The provisions established in this Section shall apply as follows:***

***1. Eligible Applicants. The following persons may submit a request for Reasonable Accommodation:***

***a. A request for Reasonable Accommodation may be made by any person with a disability, their representative, or any entity, when the application of a zoning law or other land use regulation, policy, or practice acts as a barrier to fair housing opportunities. [Source: NEW]***

***b. A person with a disability is a person who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having this type of impairment, or anyone who has a record of this type of impairment. Also see other disabilities covered under the Acts. [Source: NEW]***

***2. Eligible Requests. Requests for Reasonable Accommodations shall comply with the following:***

***a. A request for Reasonable Accommodation may include a modification or exception to the practices, rules, and standards for the development, siting, and use of housing or housing-related facilities that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice. [Source: NEW]***

***b. A request for Reasonable Accommodation shall comply with all applicable provisions established in Chapter 17.112 (Applications and Procedures), of this Title. [Source: NEW]***

***C. Application Filing, Processing, and Review. The filing, processing, and review of an application for a Reasonable Accommodation shall comply with the following:***

***1. Application. An application for Reasonable Accommodation shall be filed and processed in compliance with this Paragraph. The application shall include the information and materials specified in the most up-to-date application form, together with the required fee in compliance with the Master Fee Schedule. [Source: NEW]***

***2. Filing with Other Land Use Applications. If the project involves both a request for Reasonable Accommodation and some other discretionary approval (i.e., use permit), the applicant shall file the information required by Subparagraph 1 (Application), above, together with the materials required for the other discretionary approval. [Source: NEW]***

***3. Responsibility of the Applicant. It is the responsibility of the applicant to provide evidence in support of the findings required by, of this Section. [Source: NEW]***

***4. Review Authority. The community development director or city manager designee shall be the review authority and shall be responsible for accepting, reviewing, and acting on Reasonable Accommodation requests. [Source: NEW]***

5. *Application and Review Procedures. Upon receipt of a Reasonable Accommodation request, the community development director or city manager designee shall make a written decision and either approve, conditionally approve, approve with modifications, or deny a request for accommodation. See Subsection D (Findings and Decision). [Source: NEW]*

D. *Findings and Decision. The written decision to approve, conditionally approve, approve with modifications, or deny a request for Reasonable Accommodation shall consider the following factors: [Source: NEW]*
   1. *Whether the land use, which is the subject of the request, will be used by an individual defined as disabled under the Acts; [Source: NEW]*
   2. *Whether the request for Reasonable Accommodation is necessary to make specific land uses available to an individual with a disability under the Acts; [Source: NEW]*
   3. *Whether the requested Reasonable Accommodation would impose an undue financial or administrative burden on the City; [Source: NEW]*
   4. *Whether the requested Reasonable Accommodation would require a fundamental alteration in the nature of a City program or law, including, but not limited to, land use and zoning; [Source: NEW]*
   5. *Potential impact on surrounding uses; [Source: NEW]*
   6. *Physical attributes of the property and structures; and [Source: NEW]*
   7. *Alternative Reasonable Accommodations that may provide an equivalent level of benefit. [Source: NEW]*

E. *Conditions of Approval. In approving a request for Reasonable Accommodation, the community development director or city manager designee shall impose conditions of approval deemed reasonable and necessary to ensure the Reasonable Accommodation will comply with Subsection D (Findings and Decision). of this Section. [Source: NEW]*

F. *Rescission and Discontinuance. The rescission and discontinuance of a Reasonable Accommodation shall comply with the following provisions:*

G. *Rescission. An approval or conditional approval of a Reasonable Accommodation request application made in compliance with this Section may be conditioned may be rescinded or automatically expired under appropriate circumstances (e.g., the disabled individual vacates the subject parcel), unless allowed to remain in compliance with Subparagraph B (Discontinuance), below. [Source: NEW]*

H. *Discontinuance. A request for Reasonable Accommodation shall be deemed discontinued in the following circumstances:*
   1. *A Reasonable Accommodation shall lapse if the exercise of rights granted by it is discontinued for at least 180 consecutive days. [Source: NEW]*
   2. *If the person(s) initially occupying the parcel or land use vacates, the Reasonable Accommodation shall remain in effect only if the community development director or city manager designee first determines that: [Source: NEW]*
      a. *The modification is physically integrated into the structure and cannot easily be removed or altered to comply with the provisions of this Section; or [Source: NEW]*
      b. *The Reasonable Accommodation is to be used by another qualifying individual with a disability. If a Reasonable Accommodation is to be used by another qualifying individual, the community development director or*

***city manager designee shall request the applicant or the successor(s)-in-interest to the property to provide documentation that subsequent occupants are qualifying persons with disabilities. Failure to provide the documentation within 10 business days (excluding holidays) of the date of a request by the community development director or city manager designee shall constitute grounds for discontinuance of the previously approved Reasonable Accommodation. [Source: NEW]***

***SECTION 22:***
***Section 17.130 of the Susanville Municipal Code is hereby added as follows:***

***Section 17.130 DENSITY BONUSES AND AFFORDABLE HOUSING INCENTIVES***

***17.130.010 Purpose and Intent.***
***Residential development shall comply with the allowability of density bonuses, incentives, exemptions, and concessions in compliance with State Density Bonus Law (Government Code Section 65915, as revised). Government Code 65915 requires the City to provide incentives for affordable housing, senior housing, and childcare facilities.***

***SECTION 23:***
***Section 17.132 of the Susanville Municipal Code is hereby added as follows:***

***Section 17.132 ACCESSORY DWELLING UNITS (ADUS)***

***17.132.010. Purpose and Intent.***
***The purpose and intent of this Chapter is as follows:***

***A. Purpose. The purpose of this Chapter is to provide regulations for the development of accessory dwelling units through a ministerial process consistent with California Government Code Section 65852.2.***

***B. Intent. The regulations in this Chapter are intended to:***
1. ***Implement the provisions of the General Plan Housing Element;***
2. ***Assure compliance with California Government Code Section 65852.2 and other relevant housing legislation;***
3. ***Encourage the development of accessory dwelling units;***
4. ***Streamline and minimize governmental constraints on residential development; and***
5. ***Minimize potential adverse impacts on the public health, safety, and general welfare that may be associated with accessory dwelling units.***

***17.132.020. Acknowledgement.***
***The City recognizes the State of California is facing a severe housing crisis. The City acknowledges accessory dwelling units and junior accessory dwelling units expand lower cost housing opportunities and are an essential component of the City and State's housing supply.***

***17.132.030. Applicability.***
***The regulations established in this Chapter shall apply to all accessory dwelling units where allowed in compliance with Section 17.132.040 (Where Allowed) of this Chapter and State law. Any construction, establishment, alteration, enlargement, or modification of an accessory dwelling unit shall comply with the requirements of this Chapter and the***

*California Building Code. An accessory dwelling unit that conforms to the standards of this Chapter shall not be:*

*A. Deemed to be inconsistent with the General Plan designation and zone for the parcel on which the accessory dwelling unit is located;*

*B. Deemed to exceed the allowable density for the parcel on which the accessory dwelling unit is located;*

*C. Considered in the application of any City ordinance, policy, or program to limit residential growth; and*

*D. Required to correct a nonconforming zoning condition as defined in Section 17.132.050 (Definitions). This does not prevent the City from enforcing compliance with applicable building standards in compliance with Health and Safety Code Section 17980.12.*

*17.132.040. Where Allowed.*

*In compliance with California Government Code Section 65852.2, accessory dwelling units shall be allowed by-right (ministerially permitted) in any zone which allows for residential uses. This includes mixed-use zoning districts which allow residential and zones which allow residential as a conditionally permitted use.*

*17.132.050. Permit Requirements and Processing Procedures.*

*An application for an accessory dwelling unit that complies with all applicable requirements of this Chapter and California Government Code Section 65852.2 shall be approved ministerially through the Building Permit process. A Building Permit application for an accessory dwelling unit on a parcel with an existing or proposed single-unit or multi-unit dwelling shall be acted upon within 60 days of the Building Permit application being complete. The Building Permit applicant may request a delay in the City processing of the Building Permit, which shall result in the tolling of the 60-day time period.*

*17.132.060. Types of Accessory Dwelling Units.*

*An accessory dwelling unit approved under this Chapter may be one of the following types:*

*A. Attached. An accessory dwelling unit that is created in whole or in part from newly constructed space that is attached to the proposed or existing primary dwelling, such as through a shared wall, floor, or ceiling.*

*B. Detached. An accessory dwelling unit that is created in whole or in part from newly constructed space that is detached or separated from the proposed or existing primary dwelling, including an existing stand-alone garage converted into an accessory dwelling unit. The detached accessory dwelling unit shall be located on the same parcel as the proposed or existing primary dwelling.*

*C. Converted. Is entirely located within the proposed or existing primary dwelling or accessory structure, including but not limited to attached garages, storage areas, or similar uses; or an accessory structure including but not limited to studio, pool house, or other similar structure. See Section 17.16.100 (Standards Applicable to Converted Accessory Dwelling Units) of this Chapter.*

*D. Junior Accessory Dwelling Unit. A junior accessory dwelling unit is a unit that meets all the following (see Section 17.132.170 (Standards Applicable to Junior Accessory Dwelling Units) for additional regulations):*

1. *Shall only be allowed on parcels zoned for single-unit residences and that include an existing or proposed single-unit dwelling.*
2. *Is entirely located within a proposed or existing primary single-unit dwelling.*
3. *Has independent exterior access from the primary dwelling.*
4. *Has sanitation facilities that are either shared with or separate from those of the primary dwelling.*
5. *Includes an efficiency kitchen, which includes a cooking facility with appliances, food preparation counter, and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.*

*17.132.070. Types and Number of Units Allowed.*

*A. Single-Unit Dwelling Zones. Accessory dwelling units and junior accessory dwelling units are allowed in single-unit residential zones in the following combinations:*

1. *One Attached Unit and One Junior Accessory Dwelling Unit. One attached accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.*
2. *One Converted Unit and One Junior Accessory Dwelling Unit. One converted space accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.*
3. *One Detached Unit and One Junior Accessory Dwelling Unit. One detached accessory dwelling unit and one junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-unit dwelling.*

*B. Multi-Unit Dwelling Areas. Accessory dwelling units are allowed in multi-unit dwelling zones in the following combinations:*

1. *Converted Spaces within a Multi-Unit Residential Dwelling Structure.*
   a. *Within any multi-unit residential dwelling structure used exclusively for residential use, portions of such structures that are not used as livable space may be converted to accessory dwelling units, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, provided that any such space converted to an accessory dwelling unit complies with minimum State building standards for dwellings.*
   b. *At least one accessory dwelling unit shall be allowed within an existing multi-unit dwelling structure if the total number of accessory dwelling units within the structure does not exceed 25 percent of the existing units.*
2. *Detached Accessory Dwelling Units. Up to two detached accessory dwelling units shall be allowed on a parcel where a multi-unit residential dwelling structure exists.*

*17.132.080. Standards Applicable to All Accessory Dwelling Units.*

*The following standards apply to all accessory dwelling units and junior accessory dwelling units constructed on or moved to a new parcel and to the remodeling or rebuilding of existing single-unit residential dwelling or multi-unit residential dwelling structures to create an accessory dwelling unit.*

*A. Parcel Size and Width. No minimum parcel size or parcel width standards shall apply to the construction of an accessory dwelling unit.*

*B. Parcel Coverage. An accessory dwelling unit shall comply with the parcel coverage requirements of the applicable zoning district, except in the case where the allowable parcel coverage would preclude an accessory dwelling unit, one attached or detached accessory dwelling unit with a maximum size of 800 square feet, regardless*

*of the number of bedrooms, shall be allowed and shall comply with the requirements of this Chapter.*

*C. Owner Occupancy. The property owner is not required to occupy the accessory dwelling unit or primary dwelling located on the parcel.*

*D. Separate Access Required. An accessory dwelling unit shall have exterior access that is separate from the exterior access for the primary dwelling.*

*E. Fire Sprinklers. Fire sprinklers are required in an accessory dwelling unit if they are required in the primary dwelling per the California Building Code.*

*F. Permanent Foundation.*

*1. All accessory dwelling units shall be permanently attached to a permanent foundation as defined by the California Building Code.*

*2. The use of a recreational vehicle, commercial coach, trailer, motor home, camper, camping trailer, boat, or other apparatus not designed for permanent human habitation is prohibited.*

*G. Nonconforming Conditions. The correction of nonconforming zoning conditions is not required in order to establish an accessory dwelling unit on a parcel with a primary dwelling.*

*H. Illegal Units. This Chapter shall not validate any existing illegal accessory dwelling units or junior accessory dwelling units. The standards and requirements for the conversion of an illegal accessory unit to a legal conforming unit shall be the same as for a new accessory dwelling unit.*

*I. Design. Accessory dwelling units shall comply with the following general design standards:*

*1. Within any historic district zone or historic district overlay zone, the design of accessory dwelling units shall be consistent with the design and development guidelines applicable to such zones.*

*2. If the accessory dwelling unit is a manufactured home, the manufactured home shall be erected and permanently attached on a permanent foundation and shall be made to match the primary dwelling in terms of architectural style, exterior materials and colors, and roof pitch.*

*J. No Separate Conveyance. Except as provided in Government Code Section 65852.26, an accessory dwelling unit shall not be sold or otherwise conveyed separately from the parcel and the primary dwelling(s).*

*K. Rental Term. No accessory dwelling unit shall be rented for a term of less than 30 days.*

*L. Impact Fees. No impact fees (including school fees) shall be charged to an accessory dwelling unit that is less than 750 square feet in size. Any impact fee charged to an accessory dwelling unit 750 square feet or larger in size shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g. the floor area of the primary dwelling, divided by the floor area of the accessory dwelling unit, times the typical fee amount charged for a new dwelling). For purposes of calculating the fees for an accessory dwelling unit on a lot with a multi-family dwelling, the proportionality shall be based on the average square footage of the*

*units within that multi-family dwelling structure. For accessory dwelling units converting existing space with a 150 square foot expansion, a total unit square footage over 750 square feet shall be charged proportionately in relation to the square footage of the primary dwelling unit(s).*

*17.132.090. Additional Standards Applicable to Attached and Detached Accessory Dwelling Units.*

*The following standards shall apply only to attached and detached accessory dwelling units.*

*A. Unit Size Requirements. Attached and detached accessory dwelling units shall comply with the following unit size requirement:*

*1. Attached Units. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed. an attached accessory dwelling unit shall not exceed 50 percent of the floor area of the primary dwelling.*

*2. Detached Units. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed.*

*3. Unit Type Combinations. A detached, new construction accessory dwelling unit may be combined on the same parcel with one junior accessory dwelling unit. When combined with a junior accessory dwelling unit, the maximum size of the detached accessory dwelling unit is limited to 800 square feet, regardless of the number of bedrooms.*

*4. Measurement of Unit Size. Square footage is measured from the exterior walls at the building envelope, excluding any garage area or unenclosed covered porch areas. For the purposes of measurement all attached and/or interior storage areas, mezzanines, lofts, attics (except those less than seven feet in height accessed by a crawlspace and/or other code compliant access), and similar uses shall be counted in the total square footage.*

*B. Height. Accessory dwelling units are limited to a maximum height of 16 feet, except as established below:*

*1. Detached Units Located Adjacent Transit Services. If a detached accessory dwelling is located within a half-mile of a major transit stop or high-quality transit corridor, as defined in Chapter 17.04 (General Provisions and Definitions), the unit is limited to a maximum height of 18 feet, and may be up to two feet taller, for a maximum of 20 feet, if necessary to match the roof pitch of the primary dwelling unit.*

*2. Detached Units on Multi-Family Residential Dwelling Parcels. If a detached accessory dwelling is located on a parcel with a multistory, multi-family dwelling structure, the detached accessory dwelling unit is limited to a maximum height of 18 feet.*

*3. Accessory Dwelling Units Above Garages. An accessory dwelling unit located above a detached garage is limited to a maximum height of 25 feet.*

*4. Attached Units. An accessory dwelling attached to the primary dwelling is limited to the height allowed in the underlying zoning district.*

*C. Parking. One off-street parking space is required for an accessory dwelling unit in addition to that required for the primary dwelling, except as established below.*

*1. No off-street parking shall be required if any of the following circumstances exist:*

*a. The accessory dwelling unit is located within one-half mile of public transit.*
*b. The accessory dwelling unit is located on a property which is recognized as historically significant.*
*c. The accessory dwelling unit is part of the existing primary residence or an existing accessory structure.*
*d. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.*
*e. Where there is a car share vehicle located within one block of the accessory dwelling unit.*

*2. The required off-street parking space may be covered or uncovered and shall be allowed in tandem and in setback areas, unless the review authority makes specific findings that such parking is not feasible due to specific site topographical or fire and life safety conditions.*

*3. If a garage, carport, or covered parking is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, replacement parking is not required.*

*17.132.100. Standards Applicable to Converted Accessory Dwelling Units.*
*The following standards apply only to converted accessory dwelling units:*

*A. Limited Expansion. Conversions may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure if the expansion is for the sole purpose of accommodating ingress and egress to the converted structure.*

*B. Exterior Access Required. The converted space or structure shall have exterior access.*

*C. Setbacks. An accessory dwelling unit or portion of an accessory dwelling unit located within the existing space of an existing dwelling or within an existing detached accessory structure shall not require a setback from the rear, street side, or interior side property lines.*

*D. Parking. No additional off-street parking is required for the converted accessory dwelling unit. If replacement parking is provided, the replacement spaces shall be located in any configuration on the same parcel as the accessory dwelling unit and may include but is not limited to covered spaces, uncovered spaces, or tandem spaces. Replacement parking may only occur on driveways leading to a required parking space or in rear yard on a paved surface.*

*E. Unit Size Requirements. The conversion of an existing accessory structure or a portion of the existing primary dwelling to an accessory dwelling unit is not subject to unit size requirements established in this Chapter. For example, if an existing 2,000 square-foot accessory structure was converted to an accessory dwelling unit, it would not be subject to the established unit size requirements.*

*17.132.110. Standards Applicable to Junior Accessory Dwelling Units.*
*The following standards apply only to junior accessory dwelling units.*

*A. Where Allowed. Junior accessory dwelling units shall only be allowed on parcels zoned for single-unit residential dwellings and that include an existing or proposed single-unit dwelling.*

***B. Location on Parcel. A junior accessory dwelling unit shall be allowed in the following locations:***

1. ***Within the walls of an existing or proposed single-unit dwelling.***
2. ***Combined with a detached or new construction accessory dwelling unit. When combined with a junior accessory dwelling unit, the maximum size of the accessory dwelling unit is limited to 800 square feet, regardless of the number of bedrooms.***

***C. Number of Units Per Parcel. A maximum of one junior accessory dwelling unit shall be allowed on any parcel.***

***D. Unit Size Requirements. The total area of floor space for a junior accessory dwelling unit shall not exceed 500 feet and shall not expand the size of an existing single-unit dwelling by more than 150 square feet, provided such expansion is provided solely for the purpose of accommodating ingress and egress.***

***E. Efficiency Kitchen. A junior accessory dwelling unit shall include an efficiency kitchen, requiring and limited to the following components:***

1. ***A sink with a maximum waste line drain of one-and-on-half inches;***
2. ***A cooking facility with appliances which do not require electrical service greater than one 120 volts or natural or propane gas;***
3. ***A food preparation counter or counters that total at least 15 square feet in area; and***
4. ***Food storage cabinets that total at least 30 square feet of shelf space.***

***F. Parking. No off-street parking is required for the junior accessory dwelling unit.***

***G. Entrance. The junior accessory dwelling unit shall include an exterior entrance separate from the main entrance to the existing or proposed single-unit dwelling. If a bathroom facility is not shared with the single-unit dwelling, the junior accessory dwelling may, but is not required to, include an interior entry into the main living area, which may include a second interior doorway for sound attenuation.***

***H. Deed Restriction. Junior accessory dwelling units shall comply with the following deed restriction requirements:***

1. ***Deed Restriction Required. Prior to issuance of a Building Permit for a junior accessory dwelling unit, a deed restriction shall be recorded against the title of the property in the Tehama Recorder's office and a copy filed with the City. The deed restriction shall run with the land and bind all future owners. The form of the deed restriction will be provided by the City and shall provide that:***
   a. ***The junior accessory dwelling unit shall not be sold separately from the primary dwelling, except as may otherwise be permitted by State law.***
   b. ***The junior accessory dwelling unit is restricted to the approved size and other attributes allowed by this Section.***
   c. ***The deed restriction runs with the land and shall be enforced against future property owners.***
2. ***Deed Restriction Removal. The deed restriction may be removed if the property owner eliminates the junior accessory dwelling unit. To remove the deed restriction, a property owner shall make a written request of the City, providing evidence that the junior accessory dwelling unit is eliminated. The City shall determine the junior accessory dwelling unit has been eliminated. If the junior***

***accessory dwelling unit is not entirely physically removed but is only eliminated by virtue of having a necessary component of a junior accessory dwelling unit removed, the remaining structure and improvements shall otherwise comply with all applicable development and building standards.***

3. ***Enforcement. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the accessory dwelling unit in violation of the recorded restrictions or abatement of the illegal unit.***

**SECTION 24.**

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 September 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 No. 24-1044 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 4th day of September, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

**RESOLUTION PC 24-1175**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUSANVILLE RECOMMENDING TO THE CITY COUNCIL APPROVAL OF ORDINANCE NO. 24-1044, AMENDING MUNICIPAL CODE TITLE 17 (ZONING), TO ADD CHAPTERS 17.130, 17.132, 17.136, AND 17.112.080 TO REGULATE AND STREAMLINE DENSITY BONUS AND AFFORDABLE HOUSING INCENTIVES, ACCESSORY DWELLING UNITS (ADUS), REASONABLE ACCOMMODATIONS, MULTIFAMILY OBJECTIVE DESIGN STANDARDS, AND ESTABLISHING STANDARDS FOR THEIR USES**

**WHEREAS,** the City of Susanville is under contract with Mintier Harnish Planning Consultants, utilizing LEAP grant funding, to conduct updates to the Susanville Municipal Code Title 17 in order to comply with the State Housing and Community Development Departments 6th (2019-2024) and 7th (2024-2029) Housing Element Updates for the *City of Susanville General Plan 1990-2010*; and

**WHEREAS**, section 65852.2 of the California Government Code provides that every city, county or city and county shall adopt an ordinance that creates an expedited, streamlined permitting process for accessory dwelling units (ADU's), Objective Design Standards, Reasonable Accommodations; and

**WHEREAS**, Senate Bill 35 establishes and requires standards for multifamily housing projects to be allowed by right, without discretionary review, consistent with State Law; and

**WHEREAS,** the proposed changes to Title 17 (Zoning) of the Susanville Municipal Code will include all requirements pertaining to relevant state housing laws which include Senate Bill (SB-35), (SB-166), (SB-330), Assembly Bill (AB-68), (AB-881), (SB-13), (AB-587), (AB-670, (AB-2221), (SB-897), (AB-345), (AB-3182), (AB-682), (AB-1551), (AB-571), (AB-634), (SB-290), (AB-682), (AB-101); and

**WHEREAS**, the City of Susanville Planning Commission at a public hearing held on May 28, 2024, which was noticed in the Modoc Record on May 16, 2024, has considered both written and verbal comments presented concerning the proposed update as required by City Code Section 17 .112.20 E; and

**WHEREAS,** it is the City's intention that nothing in these Chapters shall be construed to allow persons to engage in conduct that endangers others or causes a public nuisance.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Susanville:

**SECTION 1:** Makes the following findings:

1. The proposed Text Amendments are consistent with the objectives, policies, general land uses, and programs of the City of Susanville General Plan and Zoning section of the City of Susanville Municipal Code.

2. The proposed ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15282(h)(r),(s), and 15283 (Article 19 "Categorical Exemptions", of CEQA) because it does not have the potential for resulting in significant physical changes to the environment, directly or indirectly.

3. The Environmental Impact Report Addendum (State Clearing House Number **1989050810**) that was prepared for the 2019-2024 Housing Element update which was certified by the State Housing and Community Development Department, adequately addresses the potential impacts associated with the proposed Ordinance additions and amendments. None of the circumstances presented in the Ordinance updates would trigger the need for a subsequent EIR addendum or Mitigated/Negative Declaration pursuant Section 15062 of the CEQA Guidelines.

4. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular use, with the conditions imposed thereon, be detrimental to or contrary to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use and will not be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the city.

**SECTION 2**: Recommends to City Council adoption of Ordinance No. 24-1044 amending Title 17 of the Susanville Municipal Code as follows:

Amendment of Chapter 17.08 "Definitions" to include "Employee Housing", "Low Barrier Navigation Center", "Single Room Occupancy", "Supportive Housing"

Amendment of Chapters 17.12, 17.16, 17.20, 17.24, 17.28, 17.32, 17.36, 17.40, 17.44, 17.96, and 17.104 (Objective Design Standards for Multifamily Housing).

Addition of Chapter 17.132 Density Bonus and Affordable Housing.

Addition of Addition of Chapter 17.136 Accessory Dwelling Units (ADUs).

Addition of Chapter 17.112.080 Reasonable Accommodations.

**SECTION 3**. Government Code Section 65860 provides that zoning ordinances must be consistent with the City's general plan. The Planning Commission hereby makes a finding that the zoning ordinance is consistent with the General Plan as it furthers the following objectives and goals of the General Plan's 2019-2024 Housing Element.

**SECTION 4**: The City of Susanville Planning Commission does hereby ordain that Chapter 17 is hereby recommended to be amended as shown in **Exhibit A, and Exhibit B,** and attached hereto adding Chapters 17.130, 17.132, 17.136, 17.112.080, and amending Chapters 17.08 and 17.12, 17.16, 17.20, 17.24, 17.28, 17.32, 17.36, 17.40, 17.44, 17.96, 17.104, to regulate and streamline density bonus and affordable housing incentives, accessory dwelling units (ADUs), reasonable accommodations, multifamily objective design standards, and establishing standards for their uses within the City's Municipal Code.

**SECTION 5.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or its application to any person or circumstance is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances. The Planning Commission declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared severable.

APPROVED: _____
Melanie Westbrook, Chairperson
Planning Commission
City of Susanville, State of California

ATTEST: Ruth McElrath FOR.
Heidi Whitlock, City Clerk
Secretary to the Planning Commission

The foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 28th day of May 2024, by the following vote:

AYES: DeBoer, Merchant, Eltzroth, Jambois and Westbrook
NOES: None
ABSENT: None
ABSTAIN: None

Ruth McElrath FOR.
Heidi Whitlock, City Clerk
Secretary to the Planning Commission

**CITY OF SUSANVILLE PLANNING DEPARTMENT**
**NOTICE OF PUBLIC HEARING**

The City of Susanville Planning Commission will be holding a public hearing to allow public comment on three proposed ordinances which will update Tite 17 of the Susanville Municipal Code. All three ordinances are required by state law in order to achieve compliance with the Department of Housing and Community Developments State Housing Laws for cycle 6 and 7 for the City of Susanville's Housing Element Update of the General Plan.

The City of Susanville is proposing to amend Title 17 (Zoning) to add provisions to allow for Accessory Dwelling Unit streamlining, Reasonable Accommodations, and Objective Design Standards for Multi-Family Housing Projects. The proposed project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15332. This project is scheduled to have a public hearing by the Planning Commission at 5:30 p.m. on May 28, 2024, in the City of Susanville City Council Chambers located at 66 N. Lassen Street Susanville, CA 96130. The administrative draft of all three ordinances are available for review upon request at the aforementioned address.

The public is invited to attend and provide verbal and/or written comments on the proposed project. Written comments must be received at the above address at, or prior to, the meeting date and time. Note: Any appeals regarding the above-mentioned proposal must be based on comments made known (either through written or verbal comments) at the public hearing. Appellants must also be represented at the public hearing for an appeal to be accepted by the City Council. "If you challenge the City's action on this proposal in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City at, or prior to, the public hearing." Govt. Code 65009. Any questions regarding this or the proposal may be directed to the City Planner, Kelly Mumper at (530) 252-5104 during normal business hours.

BY: Kelly Mumper, City Planner
FOR: City of Susanville, Planning Commission

# *ADMINSTRATIVE REPORT*

August 7, 2024

City of Susanville

## Housing Element Compliant Zoning Code Amendments to Increase Housing Supply and Affordability

# Environmental Determination

## Background

The City of Susanville is considering adoption of Zoning Code amendments to implement its 2019-2024 Housing Element and comply with State law. These amendments include accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and several other technical amendments as specified in the 2019-2024 Housing Element Action Programs. The City has prepared these amendments in response to recent changes in California law that require all cities and counties to adopt such provisions to increase housing supply and affordability. Because this action requires City Council approval, and such approval will establish new development regulations, the action is considered a Project under the California Environmental Quality Act. As such, the City is required to make an environmental determination for the Project prior to any action on the Project. To make this determination, the following considerations are addressed here: the Project Description, relevant State Housing Law, the 2019-2024 Housing Element, and the 2019-2024 Housing Element Addendum to the 1990 General Plan PEIR.

## Project Description

The proposed Project includes several Zoning Code amendments intended to comply with State law, and implement the 2019-2024 Housing Element, including accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and several other technical amendments.

Accessory Dwelling Unit Provisions.

The existing Second Residential Dwelling Ordinance are revised to include provisions and regulations for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) pursuant to Action Program 1.2. The purpose of the new ADU provisions is to provide regulations for the development of accessory dwelling units through a ministerial process consistent with California Government Code Section 65852.2. The regulations are intended to:

- Implement the provisions of the General Plan Housing Element.
- Assure compliance with California Government Code Section 65852.2 and other relevant housing laws.

- Encourage the development of accessory dwelling units.
- Streamline and minimize governmental constraints on residential development.
- Minimize potential adverse impacts on public health, safety, and general welfare that may be associated with accessory dwelling units.

Some of the key ADU provisions include:

- ADUs are allowed on every residential parcel.
- Over the counter ministerial approval of ADUs.
- Define detached, attached, and junior ADUs.
- Detached, attached, and junior ADUs are allowed on a parcel with a single family dwelling.
- Standards that apply to all ADUs include parcel size, parcel coverage, design, rental terms, impact fees, and fire sprinklers.
- Standards that apply to attached and detached ADUs include; unit size, structure height, and parking requirements.
- Standards that apply to converted ADUs include expansion limits, exterior access, setbacks, parking, and unit size.
- Standards that apply to JADUs include where they allowed, location on parcel, number of units, unit size, efficiency kitchen, parking, unit entrance, and deed restrictions

Objective Multifamily Residential Design and Development Standards

The Project includes objective design and development standards for multifamily residential development, including standards for multifamily uses in the R-2. R-3, and R-4 zones in compliance with Senate Bill 35 (Action Program 2.12). These standards establish a process to permit multi-family housing by-right, without discretionary review, consistent with State law. The standards are intended to facilitate increased development at allowable densities and provide guidance and certainty in design standards to ensure quality housing is developed in the city. The significant features of the new standards are:

- Site Layout and Design. The site layout and design standards address natural features; alternative energy applications; clustering; pedestrian and bicycle circulation; bicycle parking; service areas and auxiliary structures; setbacks; and site distance area
- Architecture Design. Architectural design standards address building color and materials' fences and walls; roof top equipment; and structure massing.
- Parking, Landscaping, Open Space, and Lighting. The parking, landscaping, open space, and lighting standards address open space; exterior lighting, and parking

Technical Zoning Code Amendments

The Project includes several technical Zoning Code amendments intended to streamline housing production and implement several 2019-2024 Housing Element action programs. The amendments include:

- Employee Housing. Allows employee housing in all zoning districts that allow residential uses to comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6. (Action Program 1.2)
- Single Room Occupancy Units. Defines and allows single room occupancy units with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) zoning districts. (Action Program 1.2)
- Transitional and Supportive Housing. Defines and allows transitional and supportive housing as permitted uses subject to the same restrictions on residential uses in the same type of structure. In addition, transitional and supportive housing is allowed as permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses. (Action Program 1.2)
- Reasonable Accommodations Ordinance. Includes reasonable accommodation provisions that formalize a general process for reasonable accommodations. (Action Program 2.7)
- Low Barrier Navigation Centers. Includes provisions to allow low barrier navigation centers for homeless per Government Code 65660-65668. (2019-2024 Housing Element Action Program 2.9)
- Density Bonus Law. Amends the Zoning Code to comply with State density bonus law. (Action Program 2.11)

## CEQA Requirement

The California Environmental Quality Act (CEQA) requires public agencies to evaluate the potential physical impacts of proposed projects prior to approving a project and, if necessary, impose feasible mitigation measures to reduce significant project impacts to a less than significant level. Once a proposed action is determined to be a project as defined by CEQA, a Lead Agency can make one of four basic determinations: the project is statutorily or categorically exempt; the project impacts have already been addressed as a part of another project impact analysis; prepare a negative declaration or mitigated negative declaration; or prepare an environmental impact report (for which there are several sub-categories).

If the City determines the proposed Project is part of a larger project (the 1990 General Plan or the 2019-24 Housing Element) it must make certain additional determinations. When an EIR has been certified or an Addendum to that EIR, in this case the 1990 General Plan PEIR, no subsequent EIR or negative declaration needs to be prepared for that project unless the lead agency makes one of more of the following determinations:

1. Substantial changes are proposed in the project which will require major revisions of the previous EIR or negative declaration;
2. Substantial changes will occur with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR or negative declaration; or
3. New information of substantial importance shows any of the following:
    a. The project will have one or more significant effects not discussed in the previous EIR or negative declaration;

b. Significant effects previously examined will be substantially more severe than shown in the previous EIR;
c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the Project; or
d. Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effects on the environment.

# Analysis

In order to make a determination for the appropriate CEQA analysis for the proposed Project, the City has considered relevant State laws; adopted City plans, policies, programs; and previous CEQA analysis, which are described here.

## Relevant State Housing Law

Increasing concern in the last few years about housing supply and affordability in California have resulted in the State enacting a number of new laws aimed at addressing those concerns. One key aspect of the new housing laws is to limit local government discretion related to the approval of new housing development. The underlying intent of many of the new laws is to make it easier and less costly to develop new housing in California, especially higher density, more affordable housing. To this end, several new State laws now require local governments to establish accessory dwelling units regulations and objective design and development standards for multi-family residential development, and a non-discretionary, by-right approval process for those developments. New state law also requires a number of other zoning code provisions be revised or included to increase housing supply and affordability. The following is a partial summary of some of the relevant, new State housing laws that are the impetus for this Project.

*SB 35*

This law establishes a streamlined, ministerial review process for certain multi-family affordable housing projects that are proposed in local jurisdictions that have not met regional housing needs, until 2026. Projects streamlined under this law must meet relevant objective standards.

*SB 166*

This law amends the No Net Loss Zoning law to require local governments to accommodate remaining unmet housing need at all times, identifying new sites for affordable housing when market-rate housing is developed on sites for affordable housing.

*SB 330*

This law prohibits a city or county from enacting a development policy or standard that would reduce intensity of land use, impose subjective design review standards, limit the amount of housing, impose development moratoriums, limit land use approvals or permits, cap housing units, or cap population. The law additionally makes numerous changes to housing permitting. Preliminary applications for housing may be submitted and must contain specified information. Local governments are prohibited

from applying ordinances to a development after a preliminary application is submitted and cannot hold more than five hearings on approval of a housing project that complies with objective standards when the preliminary application is deemed complete. These provisions expire on January 1, 2025.

AB 68, AB 881, SB 13, AB 587, AB 670, and AB 671

These laws were part of the first State ADU and JADU legislation. Among other things, these laws address the following provisions:

- Prohibit local jurisdictions from establishing minimum parcel sizes for ADUs.
- Clarify that areas designated by local agencies for ADUs may be based on the adequacy of water and sewer services, as well as on impacts on traffic flow and public safety.
- Prohibit local jurisdictions from requiring replacement off-street parking for ADUs created through the conversion of a garage, carport or covered parking structure.
- Reduce the maximum ADU and JADU application review time from 120 days to 60 days.
- Clarify that "public transit" includes various means of transportation that charge set fees, run on fixed routes, and are available to the public.
- Establish impact fee exemptions and limitations based on the size of the ADU. ADUs up to 750 square feet are exempt from impact fees, and ADUs that are larger than 750 square feet may be charged impact fees but only fees that are proportional in size (by square foot) to those for the primary dwelling unit.
- Allow the construction of JADUs even where a local agency has not adopted an ordinance expressly authorizing them.
- Allows a permitted JADU to be constructed within the walls of the proposed or existing single-family residence and eliminates the required inclusion of an existing bedroom and an interior entry into the single-family residence.

AB 2221

This law makes clarifying changes to existing ADU law to close procedural and permitting loopholes for approving ADUs at the local level. Existing State law requires local agencies to "act on" an ADU application within 60 days. AB 2221 eliminates the ambiguity of this requirement by clarifying that local agencies shall approve or deny an ADU application within 60 days of application submittal. Additionally, AB 2221 prohibits local agencies from imposing front setback requirements for ADUs that are 800 square feet or smaller in size and which otherwise adhere to the established side and rear setbacks.

SB 897

This law amends the existing height limit requirement for attached and detached ADUs. Under SB 897 local agencies must allow ADUs taller than 16 feet in the following circumstances:

- If the ADU is located within a half-mile of a major transit stop or high-quality transit corridor, a detached ADU that is on a parcel with a single-family or multi-family dwelling may be up to 18 feet in height by-right, and the ADU be up to two feet taller (for a maximum of 20 feet) if necessary to match the roof pitch to that of the primary dwelling.

- If a detached ADU is on a parcel with an existing or proposed multistory multi-family dwelling, the ADU may be up to 18 feet in height, regardless of how close it is to transit.
- An attached ADU may now be up to 25 feet high or as high as a primary dwelling is allowed under the underlying zone, whichever is lower. However, a local agency may still limit the ADU to two stories.

AB 345

This law requires the allowance of the separate conveyance of ADUs from the primary dwelling in certain circumstances, including:

- The property is held in a recorded tenancy in common agreement that meets certain requirements.
- There is an enforceable restriction on the use of the property between the low-income buyer and nonprofit that complies with the requirements of the Revenue and Taxation Code.
- The ADU or primary dwelling was built or developed by a qualified nonprofit.
- The entire property is subject to affordability restrictions to assure that the ADU and primary dwelling are preserved for owner-occupied, low-income housing for 45 years and are sold or resold only to a qualified buyer.

AB 3182

This law further address barriers to the development and use of ADUs and JADUs. The law, among other changes, addresses the following:

- Applications for ADUs or JADUs must be deemed approved (not just subject to ministerial approval) if the local agency has not acted on the completed application within 60 days.
- Provides for the rental or leasing of a separate interest ADU or JADU in a common interest development. However, no less than 25 percent of the separate interest units within a common interest development be allowed as rental or leasable units.
- Requires ministerial approval of an application for a building permit within a residential or mixed-use zone to create one ADU and one JADU per parcel, within the proposed or existing single-family dwelling if certain conditions are met.

AB 682

This law expands the existing density bonus law to include “shared housing buildings” as a housing development eligible for a density bonus and/or concession. The law defines a “shared housing building” as a residential mixed-use structure with five or more shared housing units, and one or more common kitchen and dining area, designed for permanent residence by its tenants. The law does not allow a local agency to require any minimum unit size requirements or minimum bedroom requirements for a shared housing building.

AB 1551

This law reinstates a previous law that sunset January 1, 2022, granting density bonuses to commercial developers. To be eligible for one of the six commercial density bonuses the developer must partner

with an affordable housing developer to build affordable housing where at least 30 percent are affordable to low-income households or 15 percent are affordable to very low-income households. The affordable units can either be built on the commercial site, or the developer can donate land or a cash payment to the affordable housing developer to construct affordable housing units elsewhere in the jurisdiction.

AB 571

This law places additional limits on the impact fees qualifying projects. Specifically, the law prohibits local agencies from charging affordable housing impact fees, including inclusionary zoning fees and in-lieu fees, against affordable units in density bonus housing developments.

AB 634

This law requires longer affordability periods for qualifying projects. The law allows a local government to adopt provisions requiring an affordability period of more than 55 years in density bonus housing projects. However, the local ordinance cannot impose affordability periods of more than 55 years in developments financed with low-income housing tax credits.

SB 290

This law makes several changes to the density bonus law, including:

- Provides one incentive or concession for density bonus projects that include at least 20 percent of the units for lower income students in a student housing development.
- Eliminates the ability of local governments to disapprove a developer's request for an incentive or concession, or a waiver or modification of development standards, on the grounds that it would have a specific adverse impact on the physical environment.
- Provides parking standards of one-half space per bedroom for housing developments which include at least 40 percent moderate income units that are located within a half mile of a major transit stop.
- Eliminates the requirement that for-sale units for moderate income households must be in a "common interest development" to qualify for a density bonus.
- Clarifies that for purposes of qualifying for a density bonus, the "total units" in a housing development include affordable units that are designated to satisfy local inclusionary housing requirements.
- Clarifies that for purposes of qualifying for a density bonus, affordable units for very low- or lower- income households can be either rental or for-sale units. (Affordable units for moderate income households still must be for-sale units and may not be rental units)

AB 682

This law expands the existing density bonus law to include "shared housing buildings" as a housing development eligible for a density bonus and/or concession. Density bonus provisions must include "shared housing buildings" as a residential building type that is eligible for a density bonus and/or concession and adopt a definition of "shared housing building" that is compliant with the State definition.

This law establishes that low barrier navigation center developments are essential tools for alleviating the homeless crisis in the State and are a matter of Statewide concern. As such, the law mandates low barrier navigation centers be allowed by-right in areas zoned for mixed uses and nonresidential zones permitting multi-family dwellings. In addition, local agencies may not impose parking requirements onto low barrier navigation centers.

## 2019-2024 Housing Element Action Programs

It is important to confirm that the Project is consistent with the 2019-2024 Housing Element. While the Housing Element is formally part of the 1990 General Plan, the 2019-2024 Element was prepared separately from (and subsequent to) the General Plan. The Housing Element includes several action programs which call for updating the Zoning Code to address compliance with State housing law.

Action Program [1.2]: Amend the Zoning Code to address the following:

> Accessory Dwelling Units (ADU). Ensure compliance with Assembly Bill 2299 and Senate Bill 1069.
>
> Employee Housing. Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6.
>
> Single Room Occupancy Units. Define and allow with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) Zoning Districts.
>
> Transitional and Supportive Housing. Define and allow transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses in the same type of structure. In addition, transitional and supportive housing must be allowed as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.
>
> Emergency Shelters. Allow emergency shelters by-right, without discretionary review, in the Public Facilities (PF) zoning district.

Action Program [2.7]: Develop and formalize a process for persons with disabilities to make a request to modify residential development standards to accommodate their specialized needs and streamline the permit review process.

Action Program [2.9]: Revise the Zoning Code to allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Action Program [2.11]: Amend the Zoning Codde to comply with State density bonus law.

Action Program [2.12]: Establish a written policy or procedure and other guidance as appropriate to specify the SB 35 streamlining approval process and standards for eligible projects.

## 2019-2024 Housing Element Addendum

The 2019-2024 Housing Element Addendum served as the environmental documentation for the 2019-2024 Housing Element update. The addendum to the 1990 General Plan Environmental Impact Report (EIR) (State Clearinghouse Number 1989050810) demonstrates that the analysis contained in that EIR adequately addressed the potential physical impacts associated with implementation of the 2019-2024 Housing Element and that none of the conditions described in California Environmental Quality Act (CEQA) Guidelines Section 15162 calling for the preparation of a subsequent EIR or negative declaration occurred.

The City adopted the 1990 General Plan and certified the General Plan EIR. While the General Plan EIR did not address the 2019-2024 Housing Element, the policies and programs in the General Plan address all physical development in the city. The Addendum compared the policy and program changes from the previous 5$^{th}$ cycle Housing Element to the 2019-2024 6$^{th}$ cycle Housing element.

As a policy document, the Housing Element will not result in physical changes to the environment but encourages the provision of affordable housing within the land use designations shown in the Land Use Element of the General Plan. None of the policies or programs in the 2019-2024 Housing Element would result in physical changes to the environment. Construction that could result in physical changes to the environment within the City is required to comply with the General Plan, Zoning Code, State and Federal permits, and local development standards. The 2019-2024 Housing Element serves as the City's guiding policy and program document to meet future needs of housing for all the City's economic levels. The 2019-2024 Housing Element replaces the existing 2014-2019 Housing Element.

## Conclusion

As noted above, the Lead Agency can make one of four basic determinations for a Project as to the appropriate action to comply with CEQA: the project is statutorily or categorically exempt; the Project impacts have already been addressed in an environmental analysis as a part of a larger project; prepare a negative declaration or mitigated negative declaration; or prepare an environmental impact report (for which there are several sub-categories). Considered here is whether the 2019-2024 Housing Element Addendum addressed the potential environmental effects of the proposed Project, which will result in amendments to the City Zoning Code intended to increase housing supply and affordability.

While the proposed Project subject to this present analysis is not a "subsequent development project," it is both a subsequent project governed by the General Plan and will enable subsequent development projects subject to the proposed Zoning Code amendments and objective design standards. Since these subsequent projects will not be subject to discretionary review and therefore, not subject to additional CEQA analysis, the question is whether the 2019-2024 Housing Element Addendum adequately addresses the potential Project environmental impacts. The proposed Project is consistent with and implements the 2019-2024 Housing Element. Housing Element programs call for the City to amend the Zoning Code to address the following:

Accessory Dwelling Units (ADU). Ensure compliance with Assembly Bill 2299 and Senate Bill 1069.

Employee Housing. Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6.

Single Room Occupancy Units. Define and allow single room occupancy units with a use permit in the Multi-Family Residential (R-4), Uptown Business District (UBD) and General Commercial (C-2) Zoning Districts.

Transitional and Supportive Housing. Define and permit transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure and allow supportive housing as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.

Emergency Shelters. Allow emergency shelters by-right, without discretionary review, in the Public Facilities (PF) zoning district.

Reasonable Accommodation. Develop and formalize a process that a person with disabilities will need to go through to make a reasonable accommodation request in order to accommodate the needs of persons with disabilities and streamline the permit review process.

Low Barrier Navigation Centers. Allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Density Bonus. Comply with State density bonus law (Government Code Section 65915, as revised).

Objective Residential Design and Development Standards. Establish objective residential design and development standards to comply with the SB 35 streamlining approval process and standards for eligible projects, as set forth under GC Section 65913.4.

The proposed Project includes new Zoning Code provisions that address accessory dwelling units, objective multifamily residential design and development standards, single room occupancy units, transitional and supportive housing, emergency shelters, reasonable accommodations, low barrier navigation centers, and density bonus as specified in the 2019-2024 Housing Element. The City has prepared these standards in response to recent changes in California law that require all cities and counties to adopt such standards to increase housing supply and affordability. These provisions are intended to provide opportunities for the private sector to address the housing needs of citizens of all economic levels.

All the of these new Zoning Code provisions were addressed in the 2019-2024 Housing Element Addendum. The proposed Project is consistent with and implements the 2019-2024 Housing Element, which is an integral part of the General Plan. Based on the analysis, we conclude that the 2019-2024 Housing Element Addendum fully and adequately addresses the potential environmental impacts of the proposed Project.

Finally, based on the forgoing analysis, none of the circumstances described in CEQA Guidelines Section 15062 have occurred that would require the preparation of a subsequent EIR or Negative Declaration. There are no substantial changes proposed in the original project (the 1990 General Plan). This proposed Project serves as implementing several Housing Element programs. No substantial changes will occur with respect to the circumstances under which the Project will be undertaken. Finally, no new

information has become available that would indicate new or more severe impacts would occur as a result of the project.

## Recommendation

It is recommended that the City Council find that:

1. The proposed Zoning Code amendments addressing accessory dwelling unit provisions, objective multifamily residential design and development standards, reasonable accommodations, and other technical amendments (the proposed Project) are consistent with the 2019-2024 Housing Element;
2. The 2019-2024 Housing Element Addendum fully addresses the potential environmental impacts of the proposed Project, all potentially significant environmental impacts can be mitigated to a less than significant level or are subject to overriding social or economic considerations;
3. No substantial changes are proposed as a part of the Project which will require any revisions to the 2019-2024 Housing Element Addendum due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
4. No substantial changes will occur with respect to the circumstances under which the project is undertaken which will require major revisions to the 2019-2024 Housing Element Addendum due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects;
5. There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the 2019-2024 Housing Element Addendum was certified as complete, that would show any of the following:
    a. The Project would have one or more significant effects not discussed in the 2019-2024 Housing Element Addendum;
    b. Significant effects previously examined would be substantially more severe than shown in the 2019-2024 Housing Element Addendum;
    c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the Project; or
    d. Mitigation measures or alternatives which are considerably different from those analyzed in the 2019-2024 Housing Element Addendum would substantially reduce one or more significant effects on the environment measure or alternative; and
6. The proposed Ordinance which would amend Title 17 of the Susanville Municipal Code qualifies for multiple statutory exemptions from the California Environmental Quality Act (CEQA) pursuant to Section 15282(h)(r) which states that the adoption of an ordinance regarding second units in a single family or multi family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in the Section 21080.17 of the Public Resources Code, and for Determinations made regarding a city or county's regional housing needs as set forth in Section 65584 of the Government Code.

7. The third statutory exemption falls under Section 15283 of the CEQA Guidelines which states that CEQA does not apply to regional housing needs determinations made by the Department of Housing and Community Development, a council of governments, or a city or county pursuant to Section 65584 of the Government Code.
8. No further environmental analysis for the proposed Project is required and a notice of exemption will be filed by the City Planner with the Lassen County Recorder's Office once the Ordinance has been adopted by City Council.

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

## SUSANVILLE CITY COUNCIL AGENDA ITEM

**Submitted By:** Victoria Estrada, Police

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Resolution No. 24-6351**, authorizing the Public Safety Chief to execute standard agreement with the State of California Office of Traffic Safety and accepting $50,000 in grant funding from the Selective Traffic Enforcement Program (STEP).

**PRESENTED BY:** Lieutenant Kevin "Jake" Stafford

**SUMMARY:** The Susanville Police Department recently applied for the State of California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) and received grant award notification in the amount of $50,000. These grant funds will be utilized for increasing best practice strategies to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The Susanville Police Department will extend it efforts through this grant to utilize a three prong approach in training, enforcement operations and public outreach. The First approach is to adequately train officers by attending Standard Field Sobriety Test classes, Advanced Roadside Impaired Driver Enforcement classes, Drug Recognition Expert classes and will become instructors in Standard Field Sobriety Testing. The second approach will utilize traffic enforcement operations. The third approach is through community outreach and increasing social media presence and increasing Traffic Safety Presentations to the public.

**FISCAL IMPACT:** $50,000 in grant funding

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6351, authorizing the Public Safety Chief to execute standard agreement with the State of California Office of Traffic Safety and accepting $50,000 in grant funding from the Selective Traffic Enforcement Program (STEP).

**ATTACHMENTS:**
24-6351.pdf
DRAFT Grant Agreement - PT25233 (3).pdf

**RESOLUTION NO. 24-6351**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE PUBLIC SAFETY CHIEF TO EXECUTE STANRDARD AGREEMENT WITH STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY AND ACCEPTING $50,000 IN GRANT FUNDING THROUGH THE SELECTIVE ENFORCEMENT PROGRAM (STEP)**

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

**WHEREAS,** the Susanville Police Department has identified and applied for grant funding to increase enforcement and prevention of traffic safety through the Selective Traffic Enforcement Program (STEP) grant; and

**WHEREAS**, the Susanville Police Department has been awarded grant funding through the STEP program in the amount of $50,000.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby accepts the STEP Grant Program Award of $50,000, authorizes the Public Safety Chief to execute standard agreement with the Office of Traffic Safety and authorizes the Finance Director to modify the budget as necessary to accommodate the expenditure of grant funds.

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 September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

**1. GRANT TITLE**
**Selective Traffic Enforcement Program (STEP)**

**2. NAME OF AGENCY**
**Susanville**

**3. Grant Period**
From: 10/01/2024
To: 09/30/2025

**4. AGENCY UNIT TO ADMINISTER GRANT**
**Susanville Police Department**

**5. GRANT DESCRIPTION**
Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

**6. Federal Funds Allocated Under This Agreement Shall Not Exceed: $50,000.00**

**7. TERMS AND CONDITIONS:** The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)
- Exhibit A – Certifications and Assurances
- Exhibit B* – OTS Grant Program Manual
- Exhibit C – Grant Electronic Management System (GEMS) Access

*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.

These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**8. Approval Signatures**

A. GRANT DIRECTOR
NAME: Kevin Stafford
TITLE: Sergeant
EMAIL: kstafford@cityofsusanville.org
PHONE: (530) 257-5603
ADDRESS: 66 North Lassen Street
Susanville, CA 96130

*(Signature)* *(Date)*

B. AUTHORIZING OFFICIAL
NAME: Michael Bollinger
TITLE: Chief of Police
EMAIL: mbollinger@cityofsusanville.org
PHONE: 530-257-5603
ADDRESS: 1801 Main Street
Susanville, CA 96130

*(Signature)* *(Date)*

C. FISCAL OFFICIAL
NAME: Chandra Jabbs
TITLE: Finance Manager
EMAIL: cjabbs@cityofsusanville.org
PHONE: (530) 257-1000
ADDRESS: 66 N. Lassen Street
Susanville, CA 96130

*(Signature)* *(Date)*

D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY
NAME: Barbara Rooney
TITLE: Director
EMAIL: barbara.rooney@ots.ca.gov
PHONE: (916) 509-3030
ADDRESS: 2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

*(Signature)* *(Date)*

| E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY | **9. SAM INFORMATION** |
|---|---|
| NAME: Carolyn Vu<br>ADDRESS: 2208 Kausen Drive, Suite 300<br>Elk Grove, CA 95758 | SAM #: S1TDY7NBNDA6<br>REGISTERED ADDRESS: 66 N. LASSEN ST.<br>CITY: Susanville<br>ZIP+4: 96130-4518 |

**10. PROJECTED EXPENDITURES**

| FUND | CFDA | ITEM/APPROPRIATION | F.Y. | CHAPTER | STATUTE | PROJECTED EXPENDITURES |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | **AGREEMENT TOTAL** | | **$50,000.00** |
| *I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.* | | | | AMOUNT ENCUMBERED BY THIS DOCUMENT<br>**$50,000.00** | | |
| | | | | PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT<br>**$ 0.00** | | |
| OTS ACCOUNTING OFFICER'S SIGNATURE | DATE SIGNED | | | TOTAL AMOUNT ENCUMBERED TO DATE<br>**$50,000.00** | | |

## 1. PROBLEM STATEMENT

Susanville is the county seat of Lassen County. Susanville, a former logging and mining town, is the site of one state prison High Desert which is a maximum security prison. With a population of approximately 17,000, the population density was 2,294.8 inhabitants per square mile. There were 3,882 housing units at an average density of 657.9 per square mile. The racial makeup of the city was 76.0% white, 12.5% African American, 3.2% Native American, 1.1% Asian, 0.9% Pacific Islander, 3.5% from other races, and 2.8% from two or more races. Hispanic or Latino of any race were 15.6% of the population. The age distribution was 2,559 people (14.3%) under the age of 18, 2,547 (14.2%) aged 18 to 24, 7,633 (42.5%) aged 25 to 44, 4,024 people (22.4%) aged 45 to 64, and 1,184 (6.6%) people who were 65 or older.

The Susanville Police Department in 2023 took a total of 48 traffic crash investigations for the year. In the first 6 months of 2024 the Susanville Police Department has taken a total of 13 traffic crashes. We are anticipating a decrease in traffic crash in 2024 compared to 2023. The Susanville Police Department completed 17 driving under the influence investigations in 2023. In the first 6 months of 2024 the Susanville Police Department has completed 26 driving under the influence investigations. This is a concerning upward trend to our agency and can potentially be explained by more officers receiving training in driving under the influence investigations, and more experienced officers coming into the department as laterals.

The Susanville Police Department is looking to extend its efforts into proactive traffic enforcement to reduce the number of people injured or killed in our city. The Susanville Police Department plans to utilize a three prong approach that will utilize training, enforcement operations, and public outreach. The first approach is to adequately train officers by having them attend Standard Field Sobriety Test classes, Advanced Roadside Impaired Driver Enforcement classes, and Drug Recognition Expert classes. SFST, ARIDE and DRE classes would ensure that personnel would be able to conduct thorough driving under the influence investigations. The second approach would utilize traffic enforcement operations. These operations would include DUI saturation patrols, Distracted Driver operations, Click it or Ticket operations, and Pedestrian/Bicycle Safety Enforcement Operations. These traffic enforcement operations allow our staff to utilize best practice approaches for days and times of when to conduct these operations for the most effective outcomes. In the summer of 2023 the Susanville Police Department was able to utilize our department motorcycle and a motorcycle officer on traffic enforcement operations. A motorcycle officer was utilized on 3 enforcement operations in the Summer of 2023. The third approach is through community outreach. The Susanville Police Department would utilize social media to participate in various OTS/NHTSA campaigns throughout the year and inform the citizens of Susanville. The department would utilize community presentations to keep the public informed of our efforts to reduce the number of people injured or killed in our city.

## 2. PERFORMANCE MEASURES

### A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.

16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

| **B. Objectives:** | **Target Number** |
|---|---|
| 1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release. | 1 |
| 2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month. | 12 |
| 3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly. | 12 |
| 4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training. | 2 |
| 5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training. | 4 |
| 6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed). | 1 |
| 7. Send law enforcement personnel to SFST Instructor training. | 2 |
| 8. Conduct DUI Saturation Patrol operation(s). | 10 |
| 9. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations. | 4 |
| 10. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting. | 1 |
| 11. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers. | 1 |
| 12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers. | 2 |
| 13. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety. | 2 |
| 14. Participate in highly visible collaborative DUI Enforcement operations. | 1 |
| 15. Participate in highly visible collaborative Traffic Enforcement operations. | 1 |

**3. METHOD OF PROCEDURE**

**A. <u>Phase 1 – Program Preparation</u> (1st Quarter of Grant Year)**

- The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.
- In order to develop/maintain the "DUI BOLOs," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.

- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements:
Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

**B. Phase 2 – Program Operations (Throughout Grant Year)**

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS grant coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with embargoed date and time or with “INTERNAL ONLY: DO NOT RELEASE” message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.

- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the OTS Grants Materials Approval Process Guidelines and OTS Grants Media Approval Process FAQs on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

**C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

**4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

**5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

| FUND NUMBER | CATALOG NUMBER (CFDA) | FUND DESCRIPTION | TOTAL AMOUNT |
|---|---|---|---|
| 164AL-25 | 20.608 | Minimum Penalties for Repeat Offenders for Driving While Intoxicated | $25,000.00 |
| 402PT-25 | 20.600 | State and Community Highway Safety | $25,000.00 |

| COST CATEGORY | FUND NUMBER | UNIT COST OR RATE | UNITS | TOTAL COST TO GRANT |
|---|---|---|---|---|
| **A. PERSONNEL COSTS** | | | | |
| **Straight Time** | | | | $0.00 |
| **Overtime** | | | | |
| DUI Saturation Patrols | 164AL-25 | $1,856.00 | 10 | $18,560.00 |
| Collaborative DUI Enforcement | 164AL-25 | $2,155.00 | 1 | $2,155.00 |
| Benefits- 164OT @ 20.75% | 164AL-25 | $20,650.00 | 1 | $4,285.00 |
| Traffic Enforcement | 402PT-25 | $1,230.00 | 4 | $4,920.00 |
| Distracted Driving | 402PT-25 | $1,230.00 | 1 | $1,230.00 |
| Motorcycle Safety | 402PT-25 | $925.00 | 1 | $925.00 |
| Pedestrian and Bicycle Enforcement | 402PT-25 | $1,230.00 | 2 | $2,460.00 |
| Traffic Safety Educational Presentations | 402PT-25 | $310.00 | 2 | $620.00 |
| Collaborative Traffic Enforcement | 402PT-25 | $1,230.00 | 1 | $1,230.00 |
| Benefits- 402OT @ 20.75% | 402PT-25 | $11,385.00 | 1 | $2,362.00 |
| Category Sub-Total | | | | $38,747.00 |
| **B. TRAVEL EXPENSES** | | | | |
| In State Travel | 402PT-25 | $4,253.00 | 1 | $4,253.00 |
| | | | | $0.00 |
| Category Sub-Total | | | | $4,253.00 |
| **C. CONTRACTUAL SERVICES** | | | | |
| | | | | $0.00 |
| Category Sub-Total | | | | $0.00 |
| **D. EQUIPMENT** | | | | |
| | | | | $0.00 |
| Category Sub-Total | | | | $0.00 |
| **E. OTHER DIRECT COSTS** | | | | |
| Lidar Device | 402PT-25 | $2,500.00 | 1 | $2,500.00 |
| Vehicle Speed Feedback Sign | 402PT-25 | $4,500.00 | 1 | $4,500.00 |
| Category Sub-Total | | | | $7,000.00 |
| **F. INDIRECT COSTS** | | | | |
| | | | | $0.00 |
| Category Sub-Total | | | | $0.00 |
| **GRANT TOTAL** | | | | **$50,000.00** |

| BUDGET NARRATIVE |
|---|
| **PERSONNEL COSTS** |
| DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel |
| Benefits- 164OT @ 20.75% - Benefits breakdown<br>Workmans Comp 12%<br>Social Security 6.2%<br>Medicare 1.45%<br>State Disability Insurance 1.1%<br>Total Benefits 20.75%<br><br>Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant. |
| Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Motorcycle Safety - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel. |
| Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel. |
| Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel |
| Benefits- 402OT @ 20.75% - Benefits breakdown<br>Workmans Comp 12%<br>Social Security 6.2%<br>Medicare 1.45%<br>State Disability Insurance 1.1%<br>Total Benefits 20.75%<br><br>Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant. |
| |
| **TRAVEL EXPENSES** |
| In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include Lifesavers March 2025 and OTS Traffic Safety Law Enforcement Forum 2025. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds. |
| **CONTRACTUAL SERVICES** |
| - |
| **EQUIPMENT** |
| - |
| **OTHER DIRECT COSTS** |
| Lidar Device - Light detection and ranging device used to measure the speed of motor vehicles. This device will be used for speed enforcement. Costs may include lidar devices, batteries, tax, and shipping. |
| Vehicle Speed Feedback Sign - Solar, battery powered or hardwired pole-mounted sign to display the speed of vehicles. Costs may include modifications and accessories. Installation is at the expense of the grantee. |
| **INDIRECT COSTS** |

-

**STATEMENTS/DISCLAIMERS**

There will be no program income generated from this grant.

Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

**Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

**The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:**

**GENERAL REQUIREMENTS**
The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
- 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs;
- 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**NONDISCRIMINATION**
**(applies to all subrecipients as well as States)**
The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- *49 CFR part 21* (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- *28 CFR 50.3* (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,* (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972,* as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973,* (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- *The Age Discrimination Act of 1975,* as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- *Executive Order 12898*, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- *Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government (*advancing equity across the Federal Government); and
- *Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

**GENERAL ASSURANCES**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

**SPECIFIC ASSURANCES**
More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of 49 CFR part 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
    a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
    b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
    a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
    b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub- grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

**THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The Subgrantee will provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
b. Establishing a drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The grantee's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs;
    4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
    5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    1. Abide by the terms of the statement;
    2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
    1. Taking appropriate personnel action against such an employee, up to and including termination;
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

**POLITICAL ACTIVITY (HATCH ACT)**
**(applies to all subrecipients as well as States)**

**The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.**

**CERTIFICATION REGARDING FEDERAL LOBBYING**
**(applies to all subrecipients as well as States)**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**
**(applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**
**(applies to all subrecipients as well as States)**

**INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded,** as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (*https://www.sam.gov/*).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
    a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
    b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
    c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
    d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

**INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded,** as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website ( *https://www.sam.gov/*).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**BUY AMERICA**
**(applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**CERTIFICATION ON CONFLICT OF INTEREST**
**(applies to subrecipients as well as States)**

**GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
    a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
    b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

**DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

**PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**
**(applies to all subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

**POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

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

## SUSANVILLE CITY COUNCIL AGENDA ITEM

**Submitted By:** Bob Godman, Public Works

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Resolution No. 24-6352**, approving the Taxiway B reconstruction Project and authorize the Finance Director to adjust the Airport Budget as necessary.

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

**SUMMARY:** The City advertised for bids to reconstruct Taxiway B in April of 2024. Hat Creek Construction Inc. was the only bidder for the project. Their bid was for $431,431. In addition, C&S Engineers who have contracted with the Airport for construction consulting have agreed to a contract amendment for construction engineering and materials testing for the Taxiway B Reconstruction Project for the cost of $88,937. This brings the total cost of the Taxiway B Reconstruction Project to $520,368. The FAA is offering the City grant funding in the amount of $448,000 for the Taxiway B reconstruction Project, which leaves $72,368 that the Airport would need to pay for the Taxiway B Project.

We are asking that Council;

1) Award the bid to Hat Creek Construction Inc.
2)Authorize the Public Works Director to execute a grant agreement with the FAA in the amount of $448,000
3)Authorize the City Manager to execute an agreement with Hat Creek Construction
4)Authorize the Public Works Director to execute a contract amendment for the construction engineering and materials testing with C&S Engineers in the amount of $88,937
5)Authorize the Public Works Director to issue a "Notice to Proceed" upon receipt and execution of all necessary documents
6)Authorize the Finance Director to modify the budget to complete the project not to exceed $520,368.

**FISCAL IMPACT:** Bid for reconstruction of Taxiway B from Hat Creek Construction Inc. for $431,431.
Estimate from C&S Engineers for construction engineering and materials testing for Taxiway B reconstruction Project $88,937.
Total estimated Project cost $520,368.
FAA grant amount $448,000

Cost to the Airport Fund $72,368.
No impact to the General Fund.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6352, approving the Taxiway B reconstruction Project and authorize the Finance Director to adjust the Airport Budget as necessary.

**ATTACHMENTS:**
24-6352.pdf
Susanville TWY B CA-CI Proposal.pdf
Taxiway B Scope of Work AGENDA.docx

**RESOLUTION NO. 24-6352**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING THE TAXIWAY B RECONSTRUCTION PROJECT**

**WHEREAS,** the City of Susanville (City) owns and operates the Susanville Municipal Airport; and

**WHEREAS,** the City has applied for and has been awarded a grant from the FAA to reconstruct Taxiway B in the amount of $448,000; and

**WHEREAS**, the City has bid the project and determined the lowest responsible bidder to be Hat Creek Construction Inc. in the amount of $431,431; and

**WHEREAS**, the work requires construction engineering for inspection and materials testing during construction; and

**WHEREAS**, the City has competitively selected C&S Engineers to perform engineering services at the Airport.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville does hereby approve as follows:

1. Award bid to Hat Creek Construction Inc. in the amount of $431,431, and
2. Authorize the Public Works Director to execute a grant agreement with the FAA in the amount of $448,000, and
3. Authorize the City Manager to execute a construction agreement with Hat Creek Construction Inc., and
4. Authorize the Public Works Director to execute a contract amendment with C&S Engineers in the amount of $88,937, and
5. Authorize the Public Works Director to issue a “Notice to Proceed” upon receipt and execution of all necessary documents, and
6. Authorize the Finance Director to modify the budget to complete the project not to exceed $520,368

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 September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

# SCHEDULE A

## SCOPE OF WORK

**Project Title:** **Taxiway B Reconstruction Project**
**Airport Name:** **Susanville Municipal Airport**
**Services Provided:** **Construction Administration and Observation**

**Project Description:**
The CONSULTANT shall provide required services to perform construction administration and observation services for the Taxiway "B" project (the "Project"). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) with a possible matching grant from the California Department of Transportation (Caltrans).

The existing Taxiway 'B' pavement needs full reconstruction. Removal of the full structural pavement width will occur prior to placement of new asphalt on a compacted base material, which will go on an proposed separation fabric based on the underlying existing soil conditions. After completion of the new pavement section, taxiway centerline striping will be applied to meet current standards. The construction schedule is estimated to be 15 work days.

Services to be provided by the CONSULTANT shall include the following:

**BID PHASE**

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the SPONSOR publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). One bid phase will be conducted, for the first plan set. Bidding of the second plan set shall be performed under a separate scope of work. The CONSULTANT shall assist the SPONSOR during this Phase as required.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Assist the SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive and respond as required to questions from potential bidders regarding the Contract Documents.
3. Schedule and conduct one (1) pre-bid conference by the SPONSOR and advise the SPONSOR on matters relating to design. Prepare meeting minutes of the pre-bid conference(s).
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR'S approval.
5. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt, "Buy American" certificate, subcontractors and suppliers list, Disadvantaged Business Enterprise (DBE) certification, eligibility certification, corporate bidder's certification, non-discrimination statement and non-segregated facilities certificate. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement. Formal contact of the contractor's references shall be made upon SPONSOR's request or if the contractor has no past working relationship with the CONSULTANT, the SPONSOR, or FAA.
6. Prepare final bid tabulation, recommendation/rejection of award to the SPONSOR, and a sample award letter. Request concurrence of award from FAA.

## CONSTRUCTION CONTRACT ADMINISTRATION PHASE

The Construction Contract Administration Phase shall consist of observation of the construction to become generally familiar with the progress and quality of the Contractor's work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA during the construction of the Project. Construction Contract Administration includes the following services:

1. Preparation of grant application packages for the FAA and CALTRANS grants, coordination of their execution by the SPONSOR; and submission to the funding agencies.

2. Schedule and conduct a pre-construction conference. Prepare and distribute minutes.

3. Schedule and conduct weekly construction coordination meetings. Resident Project Representative (RPR) will attend all the meetings in person. The Project Manager will attend each meeting by conference call or in person (2 in person meetings anticipated). Prepare and distribute minutes.

4. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.

5. Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods on the schedule and quality of the Project.

6. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the SPONSOR in resolving contractor claims and disputes.

7. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the SPONSOR when necessary.

8. Prepare, review, and approve monthly and final payments to Contractor(s).

9. Conduct final inspections of the completed Project with the SPONSOR's airport personnel, FAA and the Contractor.

10. Perform an orderly closeout of the Project as required by the SPONSOR and the FAA.

11. Furnish the SPONSOR one reproducible set of the record drawings for the completed Project taken from the annotated record drawings prepared by the construction observer based upon Contractor-provided information.

12. Prepare and submit the final construction contract report.

## CONSTRUCTION OBSERVATION PHASE

The RPR phase shall consist of construction observation by a full-time construction observer and supporting staff who will also:

1. Maintain project records and documentation in accordance with FAA requirements.

2. Review documents and submissions by Contractor(s) pertaining to scheduling and advise the SPONSOR as to their acceptability.

3. Observe the Work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work. Neither the activities of the construction observer and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve Contractor of its obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Work in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.

4. Attend pre-construction conference and weekly progress meetings.

5. Prepare and submit inspection reports of construction activity and problems encountered as required by the SPONSOR and FAA.

6. Collect weekly payrolls for Davis Bacon Act Compliance and review prior to each pay estimate.

The CONSULTANT agrees to perform the services in the Construction Observation Phase of this Project during the construction contract period, estimated to be as follows:

**COMPENSATION FOR SERVICES:**

The total compensation to the CONSULTANT (excluding any additional services) under this task order shall be a lump sum not to exceed **eighty-eight thousand nine hundred and thirty-seven dollars ($88,937.00)**, which includes all labor, materials, equipment, printing, outside services, traveling, costs, and incidentals as necessary to complete the work. Engineer shall provide invoices and supporting documents or backup in a format acceptable to the City.

**ASSUMPTIONS:**

The following are assumptions that were made and incorporated into the Scope of Work in order to determine specific tasks for project completion:

A. The Contractor and/or City will be responsible for all permits.

END OF SCHEDULE

**C&S ENGINEERS, INC.**
**ARCHITECTURAL/ENGINEERING**
**WORK SUMMARY**

PROJECT: Taxiways B Reconstruction Project
SERVICES: Construction Administration and Observation
CLIENT: Susanville Municipal Airport
CLIENT MGR: Bob Godman

| CONT NO. | PHASE NO. | TASK | Admin Asst. | Construction Observer (OT) | Construction Observer | Project Engineer | Managing Engineer | TOTAL LABOR HOURS | TOTAL LABOR | DIRECT COSTS | SERVICES BY OTHERS | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | *$ 107.00* | *$ 167.00* | *$ 147.00* | *$ 188.00* | *$ 285.00* | | | | | |
| | | **Construction Administration Phase** | **34** | | **8** | **109** | **23** | **174** | **$ 31,861** | **$ -** | **$ -** | **$31,861.00** |
| | | Coordination with the County, FAA and Caltrans | | | | | 10 | 10 | $2,850 | | | $2,850.00 |
| | | Submittal & Shop Drawing Review | | | | 15 | 2 | 17 | $3,390 | | | $3,390.00 |
| | | Record Drawings | | | 8 | 15 | 2 | 25 | $4,566 | | | $4,566.00 |
| | | Weekly Meetings and Design Support | | | | 15 | 3 | 18 | $3,675 | | | $3,675.00 |
| | | Monthly Payment Application and Certified Payroll Review/Preparation | 10 | | | 24 | 2 | 36 | $6,152 | | | $6,152.00 |
| | | Final Closeout Report (FAA Required Checklist Items) | 16 | | | 32 | 4 | 52 | $8,868 | | | $8,868.00 |
| | | Prepare Certificates of Construction Completion | 8 | | | 8 | | 16 | $2,360 | | | $2,360.00 |
| | | **Construction Observation Phase** | | **20** | **150** | | | **170** | **$ 25,390** | **$ -** | **$ -** | **$25,390.00** |
| | | Construction Observation | | 20 | 150 | | | 170 | $25,390 | | | $25,390.00 |
| | | **Quality Assurance Testing** | | | | | | | **$ -** | **$ -** | **$ 25,000** | **$25,000.00** |
| | | Engeo | | | | | | | | | $25,000 | $25,000.00 |
| | | **Direct Expenses** | | | | | | | **$ -** | **$ 6,686** | **$ -** | **$6,686.00** |
| | | C&S | | | | | | | | $6,686 | | $6,686.00 |
| | | **All Tasks Total** | **34** | **20** | **158** | **109** | **23** | **344** | **$ 57,251** | **$ 6,686** | **$ 25,000** | **$ 88,937** |

# CONSULTING/ENGINEERING
# COST SUMMARY
# SCHEDULE "B"

PROJECT NAME: Taxiways B Reconstruction Project
PROJ DESCRIPTION: Construction Administration and Observation
CLIENT: Susanville Municipal Airport
CLIENT MANAGER: Bob Godman

DATE: 8/22/2024
A/E: C & S ENGINEERS, INC.

**I. DIRECT SALARY , OVERHEAD & PROFIT COSTS:**

| | TITLE | RATE OF PAY ($/HR) | @ | HOURS | | COST |
|---|---|---|---|---|---|---|
| A. | Admin Asst. | $ 107.00 | X | 34.00 | = | $3,638 |
| B. | Construction Observer (OT) | $ 167.00 | X | 20.00 | = | $3,340 |
| C. | Construction Observer | $ 147.00 | X | 158.00 | = | $23,226 |
| D. | Project Engineer | $ 188.00 | X | 109.00 | = | $20,492 |
| E. | Managing Engineer | $ 285.00 | X | 23.00 | = | $6,555 |

**TOTAL ESTIMATE OF LABOR: $57,251**

**II. ESTIMATE OF DIRECT EXPENSES:**

A. TRAVEL, BY AUTO:
450 mile* @ 15 Trip(s) @ $0.66 = $4,421.00

B. PER DIEM:
15 DAYS @ 1 PERSONS @ $151.00 = $2,265.00

Subtotal = $6,686.00

**TOTAL ESTIMATE OF DIRECT EXPENSES: $6,686.00**

**III. SERVICES BY OTHERS:**

| | | |
|---|---|---|
| A. | Quality Assurance Testing | $25,000 |

**TOTAL SERVICES BY OTHERS: $25,000**

**IV. TOTALS:**

**TOTAL CONSTRUCTION ADMINISTRATION SERVICES : $88,937.00**

## SCHEDULE A
## SCOPE OF WORK

**Project Title: Taxiway B Reconstruction Project**
**Airport Name: Susanville Municipal Airport**
**Services Provided: Construction Administration and Observation**
**Project Description:**

The CONSULTANT shall provide required services to perform construction administration and observation services for the Taxiway "B" project (the "Project"). The Project will be performed and constructed by the
SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) with a possible matching grant from the California Department of Transportation (Caltrans).

The existing Taxiway 'B' pavement needs full reconstruction. Removal of the full structural pavement width will occur prior to placement of new asphalt on a compacted base material, which will go on an proposed separation fabric based on the underlying existing soil conditions. After completion of the new pavement section, taxiway centerline striping will be applied to meet current standards. The construction schedule is estimated to be 15 work days.

Services to be provided by the CONSULTANT shall include the following:

**BID PHASE**

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the SPONSOR publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). One bid phase will be conducted, for the first plan set. Bidding of the second plan set shall be performed under a separate scope of work. The CONSULTANT shall assist the SPONSOR during this Phase
as required.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Assist the SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive and respond as required to questions from potential bidders regarding the Contract Documents.
3. Schedule and conduct one (1) pre-bid conference by the SPONSOR and advise the SPONSOR on matters relating to design. Prepare meeting minutes of the pre-bid conference(s).
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR'S approval.
5. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt, "Buy American" certificate, subcontractors and suppliers list, Disadvantaged Business Enterprise (DBE) certification, eligibility certification, corporate bidder's certification, non-discrimination statement and nonsegregated facilities certificate. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement. Formal contact of the contractor's references shall be made upon SPONSOR's request or if the contractor has no past working relationship with the CONSULTANT, the SPONSOR, or FAA.
6. Prepare final bid tabulation, recommendation/rejection of award to the SPONSOR, and a sample award letter. Request concurrence of award from FAA.

**CONSTRUCTION CONTRACT ADMINISTRATION PHASE**

The Construction Contract Administration Phase shall consist of observation of the construction to become
generally familiar with the progress and quality of the Contractor's work to determine if the work is

proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the
SPONSOR by acting as its liaison and Project coordinator with the FAA during the construction of the Project. Construction Contract Administration includes the following services:
1. Preparation of grant application packages for the FAA and CALTRANS grants, coordination of their execution by the SPONSOR; and submission to the funding agencies.
2. Schedule and conduct a pre-construction conference. Prepare and distribute minutes.
3. Schedule and conduct weekly construction coordination meetings. Resident Project Representative (RPR) will attend all the meetings in person. The Project Manager will attend each meeting by conference call or in person (2 in person meetings anticipated). Prepare and distribute minutes.
4. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.
5. Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods on the schedule and quality of the Project.
6. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the SPONSOR in resolving contractor claims and disputes.
7. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the SPONSOR when necessary.
8. Prepare, review, and approve monthly and final payments to Contractor(s).
9. Conduct final inspections of the completed Project with the SPONSOR's airport personnel, FAA and the Contractor.
10. Perform an orderly closeout of the Project as required by the SPONSOR and the FAA.
11. Furnish the SPONSOR one reproducible set of the record drawings for the completed Project taken from the annotated record drawings prepared by the construction observer based upon Contractorprovided information.
12. Prepare and submit the final construction contract report.

**CONSTRUCTION OBSERVATION PHASE**

The RPR phase shall consist of construction observation by a full-time construction observer and supporting
staff who will also:
1. Maintain project records and documentation in accordance with FAA requirements.
2. Review documents and submissions by Contractor(s) pertaining to scheduling and advise the SPONSOR as to their acceptability.
3. Observe the Work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work. Neither the activities of the construction observer and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve Contractor of its obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Work in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.
4. Attend pre-construction conference and weekly progress meetings.
5. Prepare and submit inspection reports of construction activity and problems encountered as required by the SPONSOR and FAA.
6. Collect weekly payrolls for Davis Bacon Act Compliance and review prior to each pay estimate.

The CONSULTANT agrees to perform the services in the Construction Observation Phase of this Project during the construction contract period, estimated to be as follows:

**COMPENSATION FOR SERVICES:**

The total compensation to the CONSULTANT (excluding any additional services) under this task order shall be a lump sum not to exceed **eighty-eight thousand nine hundred and thirty-seven dollars ($88,937.00)**, which includes all labor, materials, equipment, printing, outside services, traveling, costs,

and incidentals as necessary to complete the work. Engineer shall provide invoices and supporting documents or backup in a format acceptable to the City.

**ASSUMPTIONS:**

The following are assumptions that were made and incorporated into the Scope of Work in order to determine specific tasks for project completion:

A. The Contractor and/or City will be responsible for all permits.

END OF SCHEDULE

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

## SUSANVILLE CITY COUNCIL AGENDA ITEM

**Submitted By:** Rebecca Peconom, Police

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Resolution No. 24-6353**, approving the Permanent Local Housing Allocation 2020 Statement of work and budget.

**PRESENTED BY:** Rebecca Peconom, CSO

**SUMMARY:**

The Permanent Local Housing Allocation (PLHA) is funded by the California Department of Housing and Community Development to be utilized to assist persons who are experiencing or at risk of homelessness. Fund were allocated to the City of Susanville and each year a statement of work and a budget is required to be submitted before funds are to be dispersed. The attached allocation plan has been reviewed by the California Department of Housing and Community Development.

**FISCAL IMPACT:** Additional funds of $120,752.60 from the California Department of Housing and Community Development.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6353, approving the Permanent Local Housing Allocation 2020 Statement of work and budget.

**ATTACHMENTS:**
24-6353.pdf
Approved_Corrected PLHA Allocation Agreement 6.25.24.docx

**RESOLUTION NO. 24-6353**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING THE PERMANENT LOCAL HOUSING ALLOCATION 2020 STATEMENT OF WORK AND BUDGET**

**WHEREAS,** the State of California (the "State"), Department of Housing and Community Development (the "Department") issued a Notice of Funding Available (NOFA) dated August 17, 2022 under the Permanent Local Housing Allocation (PLHA) Program; and

**WHEREAS,** the Department awarded the City of Susanville $141,632.00 for the 2020 round of funding with an additional $1,304.05 carried over from the 2019 round of funding.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby approves the Permanent Local Housing Allocation 2020 Statement of Work and Budget.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

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

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

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## CITY OF SUSANVILLE PLHA 2020 ALLOCATION STATEMENT OF WORK

## Duty Statement:

Pursuant to Guidelines Section 301 (a)(6), the primary responsibility of the Community Service Officer (CSO) is to specialize in addressing the population within the city of Susanville that are at risk of homelessness or are experiencing homelessness and to implement and oversee initiatives that align with the Permanent Local Housing Allocation (PLHA) grant requirements. The CSO position works closely with personnel and sworn officers at the Susanville Police Department and assists in supportive/case management and connect applicable population with available services provided by the state and local social services existing within the community. The position serves as the liaison between support service entities and focuses efforts on enhancing city services. Sworn personnel coordinate with the CSO and are able to refer and recommend homeless or those at risk of homelessness or in need of housing services to the CSO for case management and assistance. The CSO provides information, assistance, manages support cases, provides education, and work with current housing services provided by Lassen County and the state. The CSO is knowledgeable of active programs and about referring to appropriate programs, services, and support.

Currently other city staff lack the resources to stay up to date on housing and assistance programs available and refers members of the community to Lassen County leaving a gap in our public service; the CSO fills that gap. The CSO has a primary office location at the Susanville Police Department, however the position will be frequently interacting with the public.

## Community Service Officer Key Duties/Responsibilities:

1. Outreach and Engagement:
    - Conduct regular outreach to individuals experiencing homelessness or at risk of homelessness.
    - Establish a rapport with community members to better understand their needs and challenges.

2. Resource Coordination:
    - Collaborate with local service providers, shelters, and government agencies to ensure seamless access to available resources.
    - Assist individuals in navigating social services, housing assistance programs, and relevant support networks.

3. Grant Compliance:
    - Stay informed about the requirements outlined in the PLHA grant to ensure full compliance.
    - Document and report on activities, outcomes, and success stories to meet grant reporting obligations.

4. Community Education:
    - Organize workshops, provide regular updates to the city council, provide informational sessions to educate city staff and the community about homelessness issues.
    - Foster a better understanding of available resources and the importance of community involvement.

5. Collaboration with Law Enforcement:
    - Work closely with law enforcement to address public safety concerns related to homelessness.
    - Act as a liaison between the community and law enforcement agencies to promote a collaborative approach.

6. Case Management
    - Provide case management services to those who are homeless or at risk of homelessness.

| Projected Cost Break Down | ANNUAL COSTS |
|---|---|
| Base Salary | $59,038.00 |
| Life Insurance | $275.00 |
| Health Insurance Premium | $18,132.00 |
| Workers' Compensation | $3,129.00 |
| Social Security | $3,879.00 |
| Medicare | $907.00 |
| State Disability Insurance | $688.00 |
| State Unemployment | $626.00 |
| Calpers | $8,140.00 |
| Deferred Salary* | $650.00 |
| Leave Buy Back** | $2,232.00 |
| Uniform allowance*** | $650.00 |
| TOTAL | $98,346.00 |

*MOU requirement listed in Section 8.
**MOU requirement listed in Section 14E.
***MOU requirement listed in Section 13.

## Statement of Necessity: Street Outreach

In compliance with the NOFA and Guidelines Section 301 (a) detailing eligible activities for PLHA and 24 CFR Section 576.101 detailing eligible street outreach components the CSO will participate in street outreach at least once per month. 24 CFR Section 576.101 (a) (1) details the allowable costs associated with building relationships with those who are homeless or at risk of homelessness which the City of Susanville will be utilizing as follows:

1. Addressing Physical Needs
    - Provide meals, blankets, and toiletries, while connecting and providing information and referrals to programs.

| Cost Breakdown | Amount Requested |
|---|---|
| Blankets (100 at $2.50 each) | $250.00 |
| Toiletry Bags (70 at $10 each) | $700.00 |
| Clothing Bags (50 @ 25 each) | $1,250.00 |
| Meals (75 at $15 each) | $1,125.00 |
| Total | $3,325.00 |

## Statement of Necessity: Rapid Rehousing

In compliance with the NOFA and Guidelines Section 301 (a) detailing eligible activities for PLHA and 24 CFR 576.104 and 24 CFR 576.105 detailing eligible Rapid Rehousing components the CSO will provide Rapid Rehousing Assistance. A policy for this program will be created by the CSO prior to the expenditure of any funds. Based on the availability of funding and the need in the area, Rapid Rehousing Services will be budgeted to assist 4 households. The program will be utilized as follows:

1. Rental Application Fees
    - Cover the cost of up to 5 rental applications fees per household.

2. Security Deposits
    - Provide up to $2,000 in deposits directly to the landlord. These security deposits will be capped at no more than 2 months' worth of rent.

3. Utility Deposits
    - Provide up to 2 utility deposits per household.

| Cost Breakdown | Amount Requested |
|---|---|
| Rental Application Fees (20 at $50 each) | $1,000.00 |
| Security Deposits (4 at $2,000 each) | $8,000.00 |
| Utility Deposits (8 at $375 each) | $3,000.00 |
| Total | $12,000.00 |

## Statement of Necessity: Direct Administrative Costs

In managing the Permanent Local Housing Allocation program, the City of Susanville would incur various administrative costs to ensure the smooth operation of the initiative.

1. Payroll: The city would need to allocate funds for staff involved in the program, including project managers, administrative assistants, and other personnel responsible for its day-to-day operations. Salaries, benefits, and other related expenses would be part of the overall payroll budget.

2. IT Services: Given the increasing reliance on technology, the city would need to invest in IT services to manage data, maintain a secure network, and implement any necessary software or systems for program management. This could involve the purchase of software licenses, hardware upgrades, and ongoing IT support.

3. Project Oversight: Effective project oversight is crucial for the success of any initiative. Costs related to project management tools, reporting mechanisms, and regular reviews to ensure the program aligns with its objectives would be part of the administrative expenses.

Considering the unique nature of the Permanent Local Housing Allocation program, it's essential for the City of Susanville to allocate resources wisely to guarantee its efficiency and success. By carefully managing these administrative costs, the city can ensure that the program runs smoothly and achieves its intended goals in providing permanent housing solutions for the community. *Below is a breakdown for the eligible amount of Direct Administrative Costs as allowed in the grant, however ranking the importance of the position, the city prioritizes purchasing the CSO communication devices and a workstation over administrative costs and would reduce allowable amount to promote efficiency and effectiveness to this position and the community in which it serves.*

| Cost Breakdown | Amount Requested |
|---|---|
| Direct Administrative Costs (5% of 2020 Allocation) | $7,081.60 |
| Total | $7,081.60 |

## Statement of Necessity: Carryover

In compliance with the NOFA the City of Susanville is requesting $22,183.45 of the 2020 funding be carried over to the 2021 year. The carryover of funding will allow us to pay for a position through the entirety of our contract ending in 2030.

# Attachment 1: General Budget

| Cost Breakdown | Amount Requested |
|---|---|
| 2020 Award Amount | $141,632.00 |
| 2019 Carryover | $1,304.05 |
| 2020 Total | $142,936.05 |
| | |
| Personnel Cost | $98,346.00 |
| Street Outreach | $3,325.00 |
| Rapid Rehousing | $12,000.00 |
| Direct Administrative Costs | $7,081.60 |
| Requested Total | $120,752.60 |
| Requested Carryover to 2021 | $22,183.45 |
| 2020 Total | $142,936.05 |

# Attachment 2: Job Description

# Attachment 3: Employee Memorandum of Understanding

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

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

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

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Resolution No. 24-6354**, approving an alternate funding structure for the Local Agency Formation Commission

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

**SUMMARY:** At the Lassen Local Agency Formation Commission (LAFCO) meeting held on June 10, 2024, the Commission considered whether to invite special districts to have representation on LAFCO. The Commission decided that an alternative funding structure for LAFCO's budget was necessary in order to minimize the burden on the special districts should they join. Any alternative funding structure must be approved by the current member agencies, which includes the County of Lassen and the City of Susanville. LAFCO's current operations budget is adopted at $69,594.10, of which the City of Susanville contributes an equal split with Lassen County of $34,797.05.

The law has a formula requiring special districts to pay a third of LAFCO's operating costs based on its ratio of revenues to cumulative independent special district revenues in the County, unless another formula is otherwise agreed to by the City and the County. LAFCO is recommending that the County and City approve an alternative funding structure allocating 16% of LAFCO's operating costs to the special districts. Below indicates the financial impact to the agencies under each funding scenario. In both funding scenarios, the County and City will benefit from savings with special districts in LAFCO.

LAFCO Member Agency Budget Allocation Options for Special District Membership

- City of Susanville 24/25 FY Allocation as adopted in budget: $34,797.05
    - City of Susanville's Allocation: No change
- Allocation of 1/3 equal split of LAFCO Operation
    - City of Susanville's Allocation: $23,198.03
- Allocation of 16% of LAFCO Budget to Special Districts
    - City of Susanville's Allocation: $29,229.52

Attached to the staff report is a memo providing background

| | |
|---|---|
| | information on special district representation on LAFCO and the financial impacts to the member agencies as a result of the proposed alternative funding structure. |
| **FISCAL IMPACT:** | Reduction of annual LAFCO contribution of $34,797.05 to $23,198.03 **OR** $29,229.52 depending on budget allocation option approved by City Council. |
| **ACTION REQUESTED:** | Motion to approve Resolution No. 24-6354, approving an alternate funding structure for the Local Agency Formation Commission |

**ATTACHMENTS:**
24-6354.pdf
Memo to LAFCO Member Agencies.pdf

**RESOLUTION NO. 24-6354**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AN ALTERNATIVE FUNDING STRUCTURE FOR THE LOCAL AGENCY FORMATION COMMISSION**

**WHEREAS,** the city of Susanville believes it is important that independent special districts have a voice in Local Agency Formation Commission (LAFCO) affairs; and

**WHEREAS,** the city of Susanville believes that it is important for LAFCO to have the perspective from the independent special districts that are in its deliberations; and

**WHEREAS**, for these reasons, the city of Susanville supports the representation of independent special districts on the Local Agency Formation Commission of Lassen County as provided for in the Cortese-Knox-Hertzberg Act of 2000; and

**WHEREAS**, the city of Susanville understands that one third of the LAFCO operating costs borne by the independent special districts may be financially burdensome, particularly for those paying a larger portion of the allocation; and

**WHEREAS**, the city of Susanville, in the interest of ensuring independent special districts have representation on LAFCO for the reasons mentioned, agree to an alternative funding allocation for LAFCO as allowed by Government Code Section 56381.

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

1. The independent special districts will be responsible for 16% of the LAFCO operating budget apportioned as described in Government Code Section 56381(b)(4), should they elect to join.

2. The remaining 84% of the operating budget will be allocated one-half to Lassen County and one-half to the city of Susanville as currently apportioned, upon seating of the independent special district representation. Future operating budgets will be apportioned in the same manner unless an alternative is approved as set forth in Government Code Section 56381(b)(4).

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 September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

# LASSEN LOCAL AGENCY FORMATION COMMISSION

5050 Laguna Blvd #112-711
Elk Grove, CA 95758
(310)936-2639
jennifer@pcateam.com
lassenlafco.org

Memorandum

Date: August 5, 2024

To: County of Lassen, City of Susanville

From: Lassen Local Agency Formation Commission

Re: Seating of Special Districts on LAFCO and Proposed Alternate Funding Allocation

At Lassen LAFCO's meeting on June 10, 2024, the Commission considered whether to invite special districts to have representation on LAFCO. The Commission decided that an alternative funding structure for LAFCO's budget was necessary in order to minimize the burden on the special districts should they join. Any alternative funding structure must be approved by the current member agencies, which includes the County of Lassen and the City of Susanville. It is requested that the respective governing bodies of these agencies approve the attached resolution, thereby formally approving the allocation of 16% of LAFCO's budget to special districts upon joining LAFCO, as opposed to a third as codified in Government Code. Included in this memo is related background on special district representation on LAFCO and the financial impacts to the member agencies as a result of the proposed alternative funding structure.

Approximately half of all LAFCOs in the State have special district representation. Special districts in Lassen do not have a voice equal to the County and the City in LAFCO affairs, including the formation of new districts, the consolidation, merger or dissolution of existing districts, annexations and changes of organization and the establishment, amendment and updates to spheres of influence boundaries. The ability to have a direct voice in all LAFCO affairs is now more compelling given LAFCO's expanded mandates and independence. Special districts have a vested interest in LAFCO actions as it has oversight over their existence and growth. LAFCO has the potential to make a decision that would affect a particular district without the perspective and concern that only special districts seated on the Commission could provide.

In order to join LAFCO, special districts would be responsible for funding one third of LAFCO's operating costs. The law has a formula requiring special districts to pay a third of LAFCO's operating costs based on its ratio of revenues to cumulative independent special district revenues in the County, unless another formula is otherwise agreed to by the City and the County. Lassen LAFCO recommends that the County and City approve an alternative funding structure allocating a 16% of LAFCO's operating costs to the special districts. Below indicates the financial impact to the agencies under each funding scenario. In both funding scenarios, the County and City will benefit from savings with special districts on LAFCO.

| Lassen LAFCO Member Agency Budget Allocation Options for Special District Membership | | | |
|---|---|---|---|
| | **FY 24-25 Allocation Actual** | **FY 24-25 Allocation 1/3 to Special Districts** | **FY 24-25 Allocation 16% to Special Districts** |
| County of Lassen | $ 34,797.05 | $ 23,198.03 | $ 29,229.52 |
| City of Susanville | $ 34,797.05 | $ 23,198.03 | $ 29,229.52 |
| Special Districts | $ - | $ 23,198.03 | $ 11,135.06 |
| Total | $ 69,594.10 | $ 69,594.10 | $ 69,594.10 |

LAFCO plans to consider inviting special districts to vote on whether they desire representation on LAFCO at its October 21, 2024 meeting. Therefore, it is requested that the agencies consider the resolution prior to that date to enable the Commission to have an informed discussion on the matter.

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

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

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

**Action Date:** September 4, 2024

**SUBJECT:**

Consider **Resolution No. 24-6355,** supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Thursday, October 31, 2024, from 3:30 pm to 5:30 pm; authorizing the Public Works Director to close South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Thursday, October 31, 2024, from 12:00 pm to 6:00 pm; and to seek a Caltrans permit for Main Street (State Route 36) from Cottage Street to Weatherlow Street on Thursday, October 31, 2024, from 3:00 pm to 6:00 pm.

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

**SUMMARY:**

The Lassen County Chamber of Commerce would like to partner with the city to conduct that annual Safe and Sane Halloween event on Thursday, October 31, 2024, from 3:30 pm to 5:30 pm. This is a historic event for the community and businesses and community organizations from throughout Lassen County are welcome to set up a booth in Uptown Susanville to meet the public and hand out candy. The Lassen County Chamber of Commerce, organizes the event by scheduling the entertainment, designating booth locations, and promotional cost for the event. The estimated cost to the Lassen County Chamber of Commerce to host this community event is approximately $3,250. In 2023 the Safe and Sane event had 67 businesses participate in handing out candy to the public. It is estimated each business and/or organization spends between $250 - $500 on items to give to the trick-or-treaters; which brings the community estimated contribution to around $20,000.The city conducts the street closure and provides insurance for the event.

Resolution No. 24-6355 authorizes the Public Works Director to close South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Thursday, October 31, 2024, from 12:00 pm to 6:00 pm; and to seek a permit from Caltrans for the closure of Main (State Route 36) from Cottage Street to Weatherlow Street on Thursday, October 31, 2024, from 3:00 pm to 6:00 pm.

This event requires Public Works Department employees to set up, take down traffic control signs, and assist the Police Department with traffic control.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

**FISCAL IMPACT:**

Public Works Dept. Estimate Costs Staff time & Equipment $1278.53

Police Dept. Estimated Costs Staff time $ 2520.00

TOTAL ESTIMATED COST $3798.53

**ACTION REQUESTED:**

Motion to approve Resolution No. 24-6355, supporting the Lassen County Chamber of Commerce, Safe and Sane Halloween event on Thursday, October 31, 2024, from 3:30 pm to 5:30 pm; authorizing the Public Works Director to close South Gay Street (Pancera Plaza) from Main Street to Cottage Street on Thursday, October 31, 2024, from 12:00 pm to 6:00 pm; and to seek a Caltrans permit for the closure of Main (State Route 36) from Cottage Street to Weatherlow Street on Thursday, October 31, 2024, from 3:00 pm to 6:00 pm.

**ATTACHMENTS:**

24-6355.pdf
2024 Halloween Closure.pdf

**RESOLUTION No. 24-6355**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING THE LASSEN COUNTY CHAMBER OF COMMERCE SAFE AND SANE HALLOWEEN EVENT ON OCTOBER 31, 2024, FROM 3:30 PM TO 5:30 PM; AUTHORIZING THE PUBLIC WORKS DIRECTORTO CLOSE SOUTH GAY STREET (PANCERA PLAZA) FROM MAIN STREET TO COTTAGE STREET ON THURSDAY, OCTOBER 31, 2024 FROM 12:00 PM TO 6:00PM; AND TO SEEK A CALTRANS PERMIT FOR MAIN STREET (STATE ROUTE 36) FROM COTTAGE STREET TO WEATHERLOW STREET ON THURSDAY, OCTOBER 31, 2024, FROM 3:00 PM TO 6:00 PM**

**WHEREAS**, Lassen County Chamber of Commerce is hosting the annual Safe and Sane Halloween event on Thursday, October 31, 2024, from 3:30 pm to 5:30 pm; and

**WHEREAS**, Lassen County Chamber of Commerce has requested the closure of Main Street from Cottage Street to Weatherlow Street from 3:00pm to 6:00pm; and

**WHEREAS**, Lassen County Chamber of Commerce has requested the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 6:00 pm on Thursday, October 31, 2024, for the event; and

**WHEREAS**, Caltrans requires an Encroachment Permit application to be submitted in order to close Main Street (State Route 36) for this event.

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

1. The City of Susanville supports the Lassen County Chamber of Commerce Safe and Sane Halloween event to be held on Thursday, October 31, 2024, from 3:30 pm to 5:30 pm; and
2. The City supports the closure of Main (State Route 36) from Cottage Street to Weatherlow Street from 3:00 pm to 6:00 pm on Thursday, October 31, 2024, for the event; and
3. The City authorizes the closure of South Gay Street (Pancera Plaza) from Main Street to Cottage Street from 12:00 pm to 6:00 pm on Thursday, October 31, 2024, for the event.

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 September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

David Teeter
Executive Director
Lassen County Chamber of Commerce
1516 Main Street
Susanville California 96130
530-257-4323

08/19/2024

Dan Newton
City of Susanville
66 North Lassen Street
Susanville CA 96130

Dear Mr. Newton,

The Lassen County Chamber of Commerce is requesting the street closure of Main Street from Cottage to Weatherlow Street for the purposes of putting on the annual Safe and Sane Halloween Celebration. We would also like to close South Gay Street from Main to Cottage for the event. The event is on Thursday October 31st, 2024, and runs from 3:30 PM to 5:30 PM so we would like the closures at the appropriate time on Main as allowed and for 1:30 PM for Pancera Plaza (South Gay). At this event we will have dance performances, a costume contest for children and pets, and of course costumes and trick or treat provided by our business community. With the difficult economic conditions for many of our local businesses we ask that you waive all costs for the street closure.

Please don't hesitate to reach out to me if you have any questions. We appreciate your consideration and look forward to another successful event.

Respectfully,

David Teeter

Lassen County Chamber of Commerce

**AGENDA ITEM NO. 9.F**
**Discussion Item**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

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

**Action Date:** September 4, 2024

**SUBJECT:** Consider funding allocation for Golf Course

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

**SUMMARY:** The city of Susanville received a PG&E settlement in the amount of approximately $579,000. The settlement was deposited into the city general fund and held in reserve until council allocated $570,995.24 toward the purchase of a new fire engine (Resolution No. 24-6334). A portion of that settlement was a result of revenue losses experienced at the golf course due to power outages and air quality impacts.

The golf course operations budget is performing well; however, differed irrigation infrastructure and equipment maintenance require additional funding to address capital improvement needs for the golf course.

Staff is requesting council discussion and consideration regarding allocating general fund (PG&E - Settlement) to the golf course.

**FISCAL IMPACT:** To be determined

**ACTION REQUESTED:** Direction to staff

**ATTACHMENTS:**

**AGENDA ITEM NO. 12.A**
**Action Item**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

**Submitted By:** Heidi Whitlock, City Clerk

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Ordinance No 24-1043**, Amending Section 2.04.010 Councilmembers' salaries and compensation of the Susanville Municipal Code.

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

**SUMMARY:**

Susanville is a general law city and is therefore bound by California Government Code section §36516 as it pertains to city council-member salaries. Salaries of city councilmembers have been capped at $300.00 per month since 1984 and have not been updated since that time despite an over 300% increase in the cost of living. Lengthy time commitments and the limited pay may discourage residents from running for office, especially those who may be low-income residents, single parents, and/or young people. SB329, effective January 1, 2024, acknowledges the important work of local government officials and the time and dedication it requires. As such, the salary caps have been increased for various population sizes.

Section 36516(a)(2)(A) of the updated code now states “In cities up to and including 35,000 in population, up to and including nine hundred fifty dollars ($950) per month.”

SB329 does not change existing law governing when compensation changes may take effect and, if approved, the updated rate will not take effect until a new city council term begins. In the case of councilmembers serving staggered terms, which occurs in Susanville, all councilmembers may receive the salary increase once one or more councilmembers begin a new term in office.

**FISCAL IMPACT:** No fiscal impact until a new city council term begins. However, there will be an increase to the general fund at that time of $39,000.

**ACTION REQUESTED:** Waive first reading and introduce Ordinance No 24-1043, Amending

Section 2.04.010 "Councilmembers' salaries and compensation" of the Susanville Municipal Code.

**ATTACHMENTS:**
24-1043.pdf

**ORDINANCE No. 24-1043**
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AMENDING TITLE 2.04.010 OF THE SUSANVILLE MUNICIPAL CODE PERTAINING TO COUNCIL MEMBER SALARIES**

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

**SECTION 1.**
Section 2.04.010 of the Susanville Municipal Code is hereby amended as follows:

Section 2.04.010 **Councilmembers' salaries and compensation.**

Each member of the city council shall receive compensation, commencing pursuant to applicable law, on January 1, 2024, pursuant to Government Code Sections §36516 and §36516.5 and any subsequent amendments and/or substitutions thereto as follows:
A monthly salary of $950 per month, plus coverage of the councilmember under the city of Susanville's health insurance plan provided said health insurance benefits are available to and paid by the city for its employees.

**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 September, 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 No. 24-1043 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

**AGENDA ITEM NO. 12.B**
**Action Item**

## SUSANVILLE CITY COUNCIL AGENDA ITEM

**Submitted By:** Tamra Spade, Economic Development

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Resolution No. 24-6356,** authorizing the City Manager to execute an Agreement between the City of Susanville (City) and CivicPlus for the City of Susanville Website redesign and annual recurring services.

**PRESENTED BY:** Tamra Spade, Economic Development Director

**SUMMARY:** As part of the City's ongoing efforts to enhance digital services and improve community engagement, a Request for Proposal (RFP) was issued for the development of a new municipal website. The RFP attracted over 20 responses from various vendors specializing in public sector technology solutions. A selection committee was formed to review and evaluate the proposals received. CivicPlus was selected as the best vendor for this project being recognized for providing public sector technology solutions that automate processes, digitize services, and enhance civic experiences. Their proposed website design will empower residents to stay informed access services, while using any device. The new website will offer up-to-date, easily accessible information and foster a more engaged community by reflecting the values and needs of the City of Susanville. The City of Susanville currently utilizes CivicPlus solutions. The new website will integrate seamlessly with these existing systems, further streamlining operations and improving the overall user experience.

**FISCAL IMPACT:** $24,949.00 for the first-year initial redesign including annual services. $6,500.00 annual recurring services will start in year two. Total for first-year $24,949.00 will come from the General Fund with costs allocated to other funds through the 24/25 cost program study.

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6356, authorizing the City Manager to execute an Agreement between the City of Susanville (City) and CivicPlus for the City of Susanville Website redesign and annual recurring services.

**ATTACHMENTS:**
24-6356.pdf
CivicPlus_Response_-_Website_Hosting_and_Redesign_Services_-_Susanville__CA_-_07152024.pdf

**RESOLUTION NO. 24-6356**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CIVICPLUS FOR THE CITY OF SUSANVILLE WEBSITE REDESIGN AND ANNUAL RECURRING SERVICES**

**WHEREAS,** the city of Susanville relies on CivicPlus to provide a website design that will empower residents to stay informed offering up-to-date information, and

**WHEREAS,** CivicPlus serves public organizations nationwide and is recognized for providing public sector website solutions; and

**WHEREAS**, the Finance Director will need to increase the budget in the amount of $24,949.00; and

**WHEREAS**, the City Council of the City of Susanville has received, reviewed, and approved the proposed agreement.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby authorizes the City Manager to execute the CivicPlus agreement for the City of Susanville Website Redesign and Annual Recurring Services and further authorizes the Finance Director to increase the budget in the amount of $24,949.00.

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 September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

CIVICENGAGE®
municipal websites
CENTRAL

# Website Hosting and Redesign Services

City of Susanville, California

**PRESENTED BY:**

**Hector Ortega, Account Executive**

July 15, 2024



CIVICPLUS®

July 15, 2024

Tamra Spade, Economic Development Director
City of Susanville
66 N Lassen Street
Susanville, CA 96130
Submittal via email: Tspade@CityofSusanville.org

RE: Website Hosting and Redesign Services

Dear Ms. Spade and Selection Committee:

Every interaction between a member of your community and your local government is an opportunity to create a positive civic experience. At CivicPlus, LLC (CivicPlus), our mission is to help make local governments work better. To do that, we build technology solutions to empower you and your staff to create digital interactions that are personal, one-stop, and frictionless.

With CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) Susanville won't simply be getting a website—you'll also obtain the tools to build a trusted and long-term relationship between you and your residents. By partnering with CivicPlus, you'll receive:

- Responsive design that is available to your residents from anywhere on any device
- Comprehensive suite of modules and tools tailored to the functionality you need most
- Guaranteed redesign after four years of service to keep your website fresh and innovative
- Hands-on migration of existing content by our team of experts
- 24/7/365 emergency support with secure hosting and maintenance

Your new website will be developed on the most robust and flexible CMS available. Web Central is an easy-to-use suite of cloud-based tools built specifically for local government. You'll be able to inform and empower your residents and staff in more efficient ways.

I welcome the opportunity to discuss our proposed solution for Susanville and answer any questions you may have about partnering with CivicPlus.

Sincerely,



**HECTOR ORTEGA**
**Account Executive**
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785.370.7811

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# Company Overview

## CivicPlus History



CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.

Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

**EXPERIENCE**

**25+** Years

**10,000+** Customers

**850+** Employees

**RECOGNITION**

**Inc. 5000** 11-time Honoree

**GovTech** 2024 Top 100 Company

**Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.




### Contact

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civicplus.com

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



# Executive Summary

| | |
|---|---|
| **CONTENT MANAGEMENT SYSTEM** | **Streamline your processes** and add self-service options to reduce calls and walk-ins with our easy-to-use CMS specifically designed for local government.<br><br>**Provide access** to your website from any device, screen size, and orientation with a responsive and optimized design.<br><br>**Ensure information is easily accessible for all your residents** with a website that is built to be highly accessible at go live, following and using the accessibility standards outlined within Section 508 and WCAG Level A & AA. |
| **IMPLEMENTATION** | **Rely on a dedicated team of industry experts** as they guide you through implementation.<br><br>**Lean on your consultant** as they evaluate your specific needs and make recommendations for solutions to meet your goals.<br><br>**Collaborate with your art director** to develop a design that captures your community's unique brand.<br><br>**Enhance your content for usability and accessibility** with intuitive navigation as our Content Development Team performs a hands-on migration of content, documents, and images to your new website.<br><br>**Participate in personalized one-on-one education** led by a CivicPlus trainer so you can confidently update your website long after launch. |
| **HOSTING, SECURITY, & SUPPORT** | **Maintain peace of mind** with an enterprise-level hosting environment monitored 24/7/365 and backed by a guaranteed 99.9% uptime (excluding maintenance).<br><br>**Reach out to our award-winning, in-house Technical Support Team** available via chat, phone, and email with your questions or access self-service tutorials and user guides on the CivicPlus Help Center 24/7/365.<br><br>**Receive continuous system updates** to keep your system running at the optimal capacity.<br><br>**Partner with your customer success manager** who will help you use the tools and products CivicPlus offers to create an ongoing strategy to better engage your residents. |

# References

## CHINO, CALIFORNIA

cityofchino.org

**Vivian Castro, Deputy City Manager/Public Information Officer**
**Email:** vcastro@cityofchino.org
**Phone:** 909.334.3307




## DUBLIN, CALIFORNIA

dublin.ca.gov

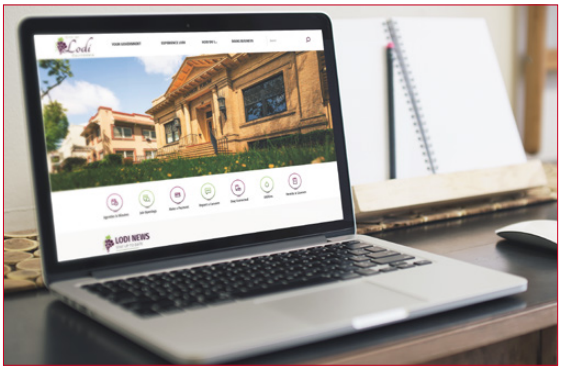
**Shari Jackman, Communications Manager/Public Information Office**
**Email:** shari.jackman@dublin.ca.gov
**Phone:** 925.556.4555




## LODI, CALIFORNIA

lodi.gov

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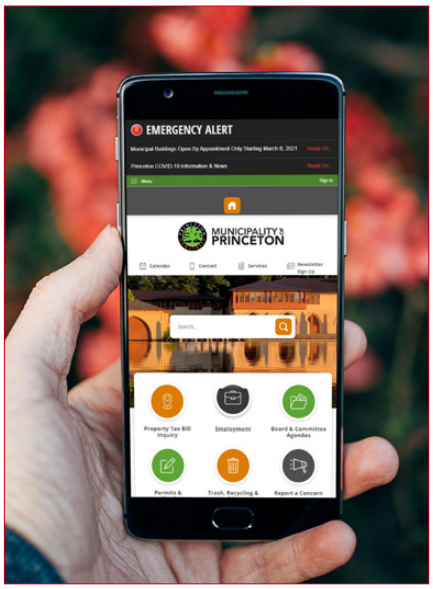
# CMS Features & Functionality



CivicPlus' Web Central CMS is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Modules & Widgets




### RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Calendar Program** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

**Submit Requests and Report Issues** – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

**Form Center** – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**Get Community Input** – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

**Pop-up Modal** – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

## ASSET MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Archive Center** – Manage and retain serial and older documents.

**Document Center** – Organize and manage documents in one central repository.

**Public Assets** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

## SITE NAVIGATION AND ORGANIZATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.



**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.

**Quick Links** – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

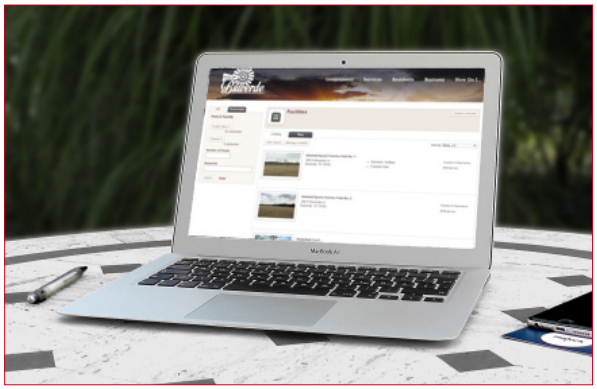
**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.

**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

## DEPARTMENT-SPECIFIC

There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

**Activities** – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.



**Facilities & Reservations** – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

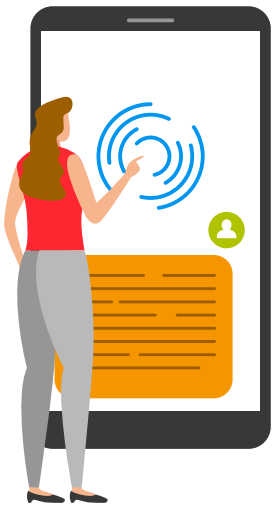
**Job Postings** – Post available jobs online and accept online applications.

**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

## COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

**Community Voice Widget** – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



**Custom HTML Widget** – Embed videos or other HTML features in your page.

**Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

**Form Center Widget** – Embed simple forms on a page.

**Image Widget** – Add images to a page.

**Notify Me Widget** – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

**Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.

**Slideshow Widget** – Add a slideshow of images.

**Tabbed Widget** – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# Administrative Features



The administration of your Web Central website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

**History Log** – Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

**Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

## USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

**Automatic Alt Tags** – Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

**Preset Styling Standards and Ongoing Styling Flexibility** – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to http://civicplus.com/248/Awards-and-Recognition, you can send them to http://civicplus.com/awards.

**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

**Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.

**Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

**Site Search Log** – All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

**Translation** – Integration with Google Translate translates web pages into over 100 languages.

## ADA COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:



- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/ WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides two long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Monsido Website Optimization & Compliance Tools** – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.

# Banners

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Included in Susanville's project is 10 separate banners to help visually differentiate different departments or sections of your website. Each banner can rotate through multiple photos as a slide show.

# The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

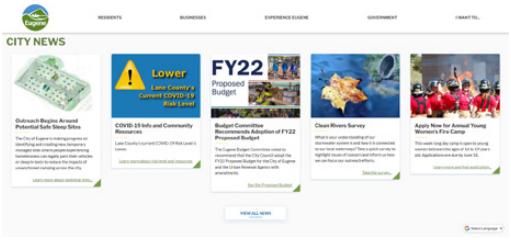
## INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are examples of integrations you can create with Web Central:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

## ONLINE NEWSROOM/CALENDAR WITH NEWS FLASH

The News Flash Module provides an area where important and timely news and announcements are posted. Any department may utilize this module for posting information that is specific to their department, like a change in meeting location, results from an election, rain-out announcements for sports fields, and more. News Flash is a dynamic page element that may be placed on any page, and each News Flash item has its own start and expiration date.




# Further Elaboration on Scope

| Scope Item | CivicPlus Response |
|---|---|
| **General Requirements Include** | |
| Intuitive, mobile responsive design for simple navigation – easy to find and use tabs and drop-down boxes – two clicks to find desired information – ADA compliant | Our content development and graphic design teams have worked on thousands of government websites, utilizing best practices for navigation and usability. Our methods are proven, and design and architecture are more fully developed during project consultation. Ultimately, we build what our customers want. Intuitive navigation features make it easy for website visitors to find information throughout the website in less than two clicks. Your site will be built using a fully responsive web design. All information on the site is available, with the same functionality across desktops, smartphones, tablets, and laptops. CivicPlus website designs are currently built using WCAG 2.1 Level AA guidelines and provides several tools for ADA compliance validation. |
| A social media bar for all relevant social media platforms | CivicPlus can sync your website to your Facebook, Instagram, and X (formerly Twitter) profiles to automatically publish news, notices, and calendar events with a link to your website for more information. Other social networking sites (such as LinkedIn, YouTube, TikTok, etc.) can be featured on your website and included as quick links and graphic links to your profile on those websites. Third-party sites that offer embed options for use within an iframe can also be supported. |

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| opt-in box," "subscription box," or "lead capture box." To be able to collect email addresses and other contact information from visitors who are interested in receiving updates, newsletters, promotions, or other communications. | Web Central includes the Notify Me module. Residents can subscribe to email or text message notifications and related to any web content you would like to share. Create unlimited subscriber lists can be kept private for internal use also. This process would not utilize your email servers. Subscription lists can be imported into the system and assigned an appropriate category to receive the desired updates. Third-party subscription sign ups can be linked to or embedded depending on the resources provided by the third-party service. |
| A video header on the home page, with ability to change out videos as needed | Web Central supports video banners on the homepage and video banner content can be changed by users of appropriate permission level. |
| Photo header on other sections of the webpage with ability to have different photos for each section/department and the ability change out photos as desired | We have included ten (10) Banners to the proposed project scope. Design/apply a unique banner on an interior web page and its sub-pages. Additional banners can be added to project scope upon request. Banner content can be changed by users of appropriate permission level. |
| Ability to embed photographs of city facilities and events in the site | Web Central includes a Facilities module that provides this functionality. |
| Integration of audio and video | Third party content such as videos, audio, and social media feeds can be embedded on the site using the custom HTML widget. Audio and video files may also be uploaded to the site. Supported file types are listed here: https://www.civicengage.civicplus.help/hc/en-us/articles/115004786013-Supported-File-Types-for-Upload |
| Standard website features while maintaining a unique and consistent look | Our content development and graphic design teams have worked on thousands of government websites, utilizing best practices for navigation and usability. Our methods are proven, and design and architecture are more fully developed during project consultation. Ultimately, we build what our customers want. |
| Easy maintenance by city staff, including making programmable changes internally without having to contact vendor | The Web Central product is designed for ease of use for all administrative users in all areas. No need for knowledge of HTML to update pages or images with drag and drop creation of content. Widgets are used at the page level not only to place content, but to organize it and present it in a user-friendly way. Many design elements and processes are updated by backend users with appropriate permissions and training. |
| Ability to plug in future technologies | Our development staff will stay by your side, rolling out new features, new applications, and new suggestions so you can better serve your community. CivicPlus' roadmaps are based on input from current customers. Customers can request desired features and enhancements in the Help Center. There, you can view all requested enhancements, make comments, and even see if an enhancement is planned to be added to the roadmap. |

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| Search engine and web crawler optimized | Search Engine Optimization (SEO) is a vital element in developing a successful website. In today's world, it must be viewed as ongoing. But the days of just including "keywords" have passed. Through CivicPlus' CMS and the talented professionals helping you craft your message online, we will include not only optimal keywords but clear, direct, and descriptive content. Content that search engines, such as Google and Bing, now employ to rank their search results. Relevant descriptors and keywords are used as part of the setup of each new page in our process – making your site easier to find and keeping it top-of-mind for your visitors. During the content migration and training, we will work with you to determine the best practices of including searchable terms and descriptors and train your staff on best practices to do the same for future pages. As part of your project, we will submit all this information for you to multiple search engines so your site will be ready to be searched and found as it goes live. After going live you have access to change and update page content, descriptions, tags, and keywords. |
| Detailed analytics reporting | Google Analytics is included with all CivicPlus websites. If you choose to partner with CivicPlus you will be assigned a dedicated Account Manager who can assist with reviewing your analytics and providing best practices and feedback relative to that data. |
| Multiple redundant backups for transparent downtime recovery | With Standard Hosting, CivicPlus is hosting the website in our Kansas City data center with a warm backup site in another state for disaster recovery. All of the hosting facility's databases and web servers are backed up nightly; all backups are stored securely off-site. CivicPlus maintains a "warm" off-site hosting facility (in the United States and outside of Kansas) for use in the event of complete failure of the primary hosting facility. Data housed at the primary facility is replicated to CivicPlus' backup disaster-recovery location multiple times per day. |
| Fully functional, both viewing and editing, with the major browsers and operating systems on PC and Mac | Web Central is device agnostic. Supported browsers on a PC are the latest versions of Edge, Firefox, and Chrome. Supported browsers on a Mac are the latest versions of Safari, Firefox, and Chrome. |
| City of Susanville will own the website code | After full and complete payment, the customer will own the Customer Content (defined as website graphic designs, the page content, all module content, all importable/exportable data, and all archived information relevant to the work and deliverables). Intellectual Property of the CivicPlus Web Central Content Management System (CMS) will remain the property of CivicPlus. Data can be imported and exported throughout much of the system in CSV and, in some cases, PDF formats. |
| **Required Features** | |
| Current events and announcements on the home page | Our content development and graphic design teams have worked on thousands of government websites, utilizing best practices for navigation and usability. Our methods are proven, and design and architecture are more fully developed during project consultation. Ultimately, we build what our customers want. |
| CAN-SPAM-compliant email subscription program for an e-newsletter and public service announcements | Web Central includes the Notify Me Module or the optional enhancement CivicSend to send bulk emails to subscriber lists. Both Notify Me and CivicSend are CAN-SPAM compliant. |

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| Ability to post and download forms and securely submit online | Web Central CMS includes a Form Center module that provides this functionality. The Form Center helps content creators easily develop every aspect of an online form with no programming knowledge necessary. Forms are created through a simple drag-and-drop interface similar to web pages. |
| Online calendar must be downloadable and available for import into users' personal calendars | The Web Central CMS includes a Calendar module that provides this functionality. |
| Searchable business directory | Web Central includes the Community Resource Directory module. |
| **Scope of Work** | |
| 1. Creation of a highly useable website using dynamic design and organization that will allow users to easily find information | Our content development and graphic design teams have worked on thousands of government websites, utilizing best practices for navigation and usability. Our methods are proven, and design and architecture are more fully developed during project consultation. Ultimately, we build what our customers want. The powerful, predictive site search included with the Web Central CMS automatically indexes all content making it easy for visitors to find information. |
| 2. Convey a sense of place and organizational culture consistent with the city brand | We can incorporate your current branding into the newly designed website. |
| 3. Demonstrate the city's commitment to transparency and high-quality customer service by increasing measurable public self-service options | The Web Central CMS is an established product with over 7,500 local government customers and includes over 40+ modules developed to streamline the day-to-day tasks of local government and improve resident access to available public services. |
| 4. Act as a marketing tool for the City of Susanville, providing users with news about city projects and events | Included with Web Central is a News Flash module, which provides this functionality. Individual news items can be shared on any number of pages based on the category when using the dedicated News Flash page widget. |
| 5. Consolidate and migrate existing content to the new website | CivicPlus content team will manually complete the agreed-upon content migration. They will cover every page of your primary website, to optimize and carry over your content, document, links, agendas, minutes, images, contact information, and more. They will be checking for broken links, misspellings, and ensure content is standardized for the web. |
| 6. Incorporate various specific needs of each department and the community as a whole into the overall design | Included in the proposed project scope is our Alignment Virtual Consulting. We will work with departments to identify ways to align the website project with their department goals. |
| **Integration of Third-party Sites and Services** | |
| Third party tools, features and databases should have the same look and feel as the city's website and the links to the third-party websites should be integrated into the site's navigation: | Integration can take place on varying levels with Web Central, from simply linking to a third-party hosted site, to embedding content from other existing sites using the custom HTML widget, or custom programming to integrate services using our API Documentation. We are open to discussing this further to scope the desired outcome within your budget. |

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| Possibility of live streaming city's government TV channel and future video streaming service for videos and city meetings | Third-party streams can be embedded on the website with the Custom HTML widget. CivicPlus Media is an optional enhancement that will enable native video streaming and storage within the website if desired. |
| GIS mapping viewer | Interactive maps, such as Google Maps or GIS maps, are supported by embedding on any page using the Custom HTML widget. Image mapping is supported by embedding on any page using the Custom HTML widget. You can code the image mapping manually in the widget or use a third-party Image Map editor to generate the code for you. |
| Integration of the City's 'Click and Fix' App | Integration can take place on varying levels with Web Central, from simply linking to a third-party hosted site, to embedding content from other existing sites using the custom HTML widget, or custom programming to integrate services using our API Documentation. Our team will ensure your SeeClickFix 311 CRM solution is properly integrated into any preferred areas of your new website. |
| Integration of the City's Bill Pay system / Invoice Cloud | We will link or embed any current third-party bill pay systems, payment processors, payment portals, etc. |
| Integration of the Granicus agenda system and meeting video | Integration can take place on varying levels with the CivicPlus Web Central CMS, from simply linking to a third-party hosted site to embedding content from other existing sites using the custom HTML widget. |
| Integration of Police Department reporting system / Sun Ridge Systems | Integration can take place on varying levels with the CivicPlus Web Central CMS, from simply linking to a third-party hosted site to embedding content from other existing sites using the custom HTML widget or custom programming to integrate services using API Documentation. We are open to discussing this further to scope the desired outcome within your budget. |
| **Browser/Device Compatibility** | |
| Responsive site design. Any new website design for this project should be easily viewable from a desktop, tablet or mobile device of any manufacturer. The user experience should be similar across all devices, allowing for differences in device layouts or requirements | Your Web Central site will be built using a fully responsive web design. All information on the site is available, with the same functionality across desktops, smartphones, tablets, and laptops. |
| Fully functional, both viewing and editing, with the major browsers and operating systems on PC and Mac. | Web Central is device agnostic. Supported browsers on a PC are the latest versions of Edge, Firefox, and Chrome. Supported browsers on a Mac are the latest versions of Safari, Firefox, and Chrome. |
| Ensure implementation is functional with the current versions and one version back of major browsers and operating systems | CivicPlus will ensure that our software works properly with the current plus one official versions back for all major browsers. These browsers include: Apple Safari, Firefox, Internet Explorer, Edge, and Google Chrome. This support is contingent on the original software manufacturer's active support of the product, such that if they end support for a product or version, CivicPlus can no longer support that solution in our development or testing. |

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| The site will be required to support browser versions that are more than 3 years old where the older version still accounts for 10% of site Web traffic | CivicPlus will ensure that our software works properly with the current plus one official versions back for all major browsers. These browsers include: Apple Safari, Firefox, Internet Explorer, Edge, and Google Chrome. This support is contingent on the original software manufacturer's active support of the product, such that if they end support for a product or version, CivicPlus can no longer support that solution in our development or testing. |
| The site will not be required to support any browser no longer available for download from the manufacturer's website or whose manufacturer has ceased development | CivicPlus will ensure that our software works properly with the current plus one official versions back for all major browsers. These browsers include: Apple Safari, Firefox, Internet Explorer, Edge, and Google Chrome. This support is contingent on the original software manufacturer's active support of the product, such that if they end support for a product or version, CivicPlus can no longer support that solution in our development or testing. |
| The site will not support browsers for operating systems not currently supported by the OS' manufacturing company, or whose manufacturer has ceased development | CivicPlus will ensure that our software works properly with the current plus one official versions back for all major browsers. These browsers include: Apple Safari, Firefox, Internet Explorer, Edge, and Google Chrome. This support is contingent on the original software manufacturer's active support of the product, such that if they end support for a product or version, CivicPlus can no longer support that solution in our development or testing. |
| Functional viewing and editing with all major mobile devices. The website will be easy to use by viewers and content managers with all major mobile devices, including but not limited to: | Your entire CivicPlus website will be developed using responsive web design to be fully mobile-responsive. This ensures that users have a consistent experience across all devices and screen sizes. All information on the site is available, with the same functionality across desktops, smartphones, tablets, and laptops. |
| Tablets – iPad, Samsung Tablet, MS Surface | Yes. |
| Smart Phones – iPhone, Blackberry, Android and Windows Mobile phones | Yes. |
| **Search Engine Accessibility** | |
| The site should be accessible by spiders for the purpose of indexing the site. | Web Central is accessible by spiders to crawl easily for indexing. |
| The site should be structured in a manner that spiders can crawl easily. | The Web Central CMS creates dynamically generated breadcrumbs, sitemap, and XML sitemap, allowing easy access to site structure for spiders to crawl. Options to add a description and keywords to each page are available to be used by the internal search engine as well as search engines crawling your site. |
| The site should provide meta-title and meta-description tags that can be maintained by city staff. | At the page level Description, Keywords and Page tags are all available for edit. Content created within content types, as well as assets like video, images and documents have Description fields that provide the ability for users to modify and manage this metadata. |

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| The site should provide robust and prominent smart search functionality allowing users to type in a word or phrase to find information on the site. | The powerful, predictive site search included with the Web Central CMS automatically indexes all content making it easy for visitors to find information. All site content and associated databases are searchable. The site search will only contain results from the website. Archived content can be included or excluded from the site search, it is up to the City. Advanced search allows end user to search by content type, date range, words, or phrases. |
| The search feature should provide results for a single word, combination of words, or the exact phrase searching using quotation marks. | Advanced search allows end users to search by content type, date range, words, or phrases. |
| The search feature should auto correct and/or provide results that best match misspelled words or phrases. | Site search is predictive and will suggest alternatives in the case of misspelled words or phrases. |
| The search feature should enable search of both HTML pages and documents, such as PDF files. | Our Site Search automatically indexes all published content on your website making it easy for visitors to find information. Content such as documents and images are searchable by the content within them when uploaded in a readable format or converted to PDF within the CMS. Pages are indexed with page content and metadata. You will have access to modify page tags, keywords, and descriptions. |
| Results will be returned in order of relevance based on the frequency of the search words in the page content or metadata, and results can be browsed by category. | The search tool looks at everything in a long string and calculates how many times a term is referenced in content areas, descriptions, widgets, (etc). If a term is also in a title or keywords, then it shows higher in the results. The rest of the results are based on the frequency of the search term. |
| Users should be able to browse search results within different content types, such as documents, event calendar and news. | Advanced search allows end user to search by content type, date range, words, or phrases. |
| **Integrated RSS Feeds** | |
| RSS Feed Reader: Ability for staff to set up feed readers for important city information | There is a single RSS feed for all pages. Modules have separate feeds for each category. RSS can also be implemented using the RSS widget on a page. Additionally, other data, hosted elsewhere could be iframed or embedded using the included Custom HTML widget. |

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| **Data Migration** | |
| Proposals should include the necessary process for migrating the data and files from the existing site into any new or upgraded CMS. This includes indexing and integrating existing content into the new design and navigation structure. | The CivicPlus content team will manually complete the agreed-upon content migration. They will cover every page of your primary website, to optimize and carry over your content, documents, links, agendas, minutes, images, contact information, and more. They will ensure content is standardized for the web. Navigation will be established as part of the website design process, and ease of use is a key component of all CivicPlus website designs. |
| **Long-Term Management** | |
| Include a strategy for the long-term management of the website's architecture and Content Management System including: | System Updates: We set high standards for government websites with our services. Every month, CivicPlus pushes new updates to your CMS and infrastructure, many of which are released from customer suggested feature enhancements. With CivicPlus, your content management system will be upgraded to keep pace with industry improvements and your visitors' changing needs.<br><br>Continuing Partnership: Your customer success manager will help find solutions for your changing needs by creating an ongoing strategy to better engage your citizens using the tools and products CivicPlus offers.<br><br>Third-Party Software: CivicPlus routinely integrates with other software to maximize the efficiency and effectiveness of our platform. Most integrations are embedded tools, allowing you to seamlessly leverage the technology with no additional steps.<br><br>Maintenance: Updates happen twice a month and are done 10 p.m. Saturday evening to 6 a.m. Sunday morning. You will see announcements in your Web Central Dashboard, as well as, emailed communication. These activities are performed alternate Saturday's with one Saturday being used for Hosting & Patching, and other Saturday's for software patches, bug fixes, enhancements and upgrades. Most of the updates are done with within a short window and expected to be completed in 15 minutes or less. If extended outages are expected, notices are provided at a minimum of two weeks. |
| Review site usage statistics and provide the city suggestions for improvements on a bi-annual basis | Your assigned account manager will reach out as many times your organization prefers to review website analytics, and provide recommendations on how to best improve your website to meet your goals. |

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| Maintenance of website architecture | System Updates: We set high standards for government websites with our services. Every month, CivicPlus pushes new updates to your CMS and infrastructure, many of which are released from customer suggested feature enhancements. With CivicPlus, your content management system will be upgraded to keep pace with industry improvements and your visitors' changing needs.<br><br>Maintenance: Updates happen twice a month and are done 10 p.m. Saturday evening to 6 a.m. Sunday morning. You will see announcements in your Web Central Dashboard, as well as, emailed communication. These activities are performed alternate Saturday's with one Saturday being used for Hosting & Patching, and other Saturday's for software patches, bug fixes, enhancements and upgrades. Most of the updates are done with within a short window and expected to be completed in 15 minutes or less. If extended outages are expected, notices are provided at a minimum of two weeks. |
| Technical support of CMS | Our knowledgeable staff is available from 7 a.m. to 7 p.m. (CST) by phone, email, and live chat. Emergency services are available after regular hours with our on-call staff 24/7/365. Online support can be accessed through your website dashboard. Any ongoing tickets are available online to track the status. Additionally, you will have a dedicated Account Manager.<br>See SLA for specifics on response times. Also, the CivicPlus Help Center includes videos and step-by-step tutorials for every module inside Web Central. You do not have the ability to directly customize Help Content. Suggestions and comments can be submitted via the Help Center. |
| Assistance with implementation of third-party software on the website | Integration can take place on varying levels with Web Central, from simply linking to a third-party hosted site, to embedding content from other existing sites using the custom HTML widget, or custom programming to integrate services using our API Documentation. We are open to discussing this further to scope the desired outcome within your budget. |

# Implementation

## Ultimate Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical ultimate project ranges from 16 – 28 weeks. Susanville's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

| | | |
|---|---|---|
| **PHASE 1: INITIATE** | 2-4 Weeks | • Project Kickoff Meeting<br>• Planning & Scheduling |
| **PHASE 2: ANALYZE** | 4-6 Weeks | • Customer Deliverable Submission<br>• Consulting Engagement<br>• Design Discovery Meeting<br>• Content Process Meeting<br>• Mood Board & Layout Proposal |
| **PHASE 3: DESIGN & CONFIGURE** | 6-10 Weeks | • Design Concept Development<br>• Design Concept Meeting<br>• Content Development<br>• Agendas & Minutes Migration<br>• Website Completion |
| **PHASE 4: OPTIMIZE** | 1-2 Weeks | • Website Finalization |
| **PHASE 5: EDUCATE** | 1-2 Weeks | • Training Engagement |
| **PHASE 6: LAUNCH** | 2-4 Weeks | • Launch Confirmation Meeting<br>• Website Launch |

# Ultimate Package Designs

You'll meet with your art director to discuss your website vision and build your custom layout. We will then collaborate with you to create a custom design that represents your community. We will focus on including the functionality to meet your website needs, including an option for up to three Advanced Design Components, if desired. Advanced Design Components provide next-level user engagement by leveraging the latest design enhancements in the Web Central product. Your art director will help you choose the components that work best for your website goals and desired site maintenance level.

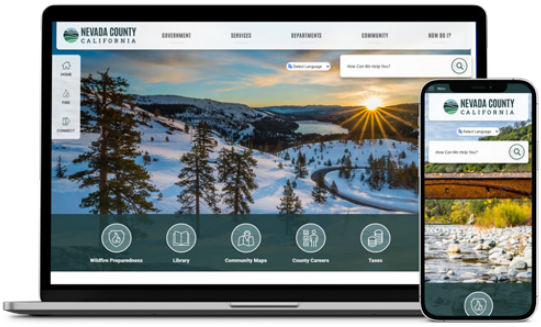
## MOOD BOARD & LAYOUT PROPOSAL

Your project team will present a custom mood board reflecting the colors and/or imagery that will set the tone for your design. A mood board is a collection of colors and/or images used to align the visual direction of the project.

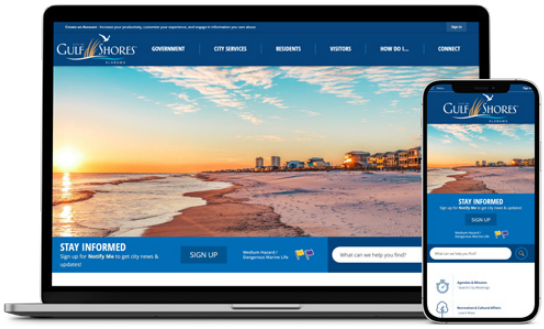
This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application. Aligning project goals and design through the layout proposal ensures a timely and efficient implementation of your Web Central website. Once approved, the mood board and layout proposal will be used to guide the design concept for your website.

## DESIGN EXAMPLES

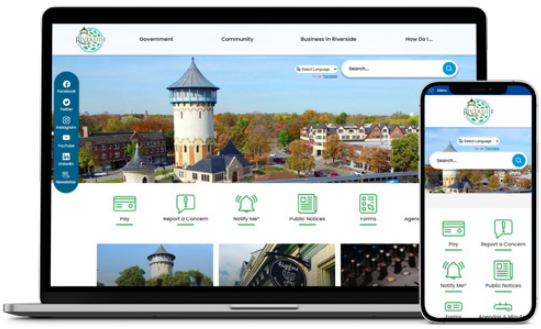
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the ultimate implementation package.



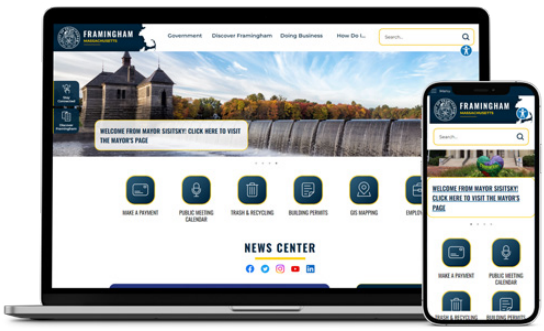

**Nevada County, CA**
nevadacountyca.gov




**Gulf Shores, AL**
gulfshoresal.gov



**Riverside, IL**
riverside.il.us




**Framingham, MA**
framinghamma.gov

# Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.



- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

## Phased Approach

### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

### PHASE 2: ANALYZE

**Customer Deliverables** – Susanville will be responsible for submitting deliverables as outlined.

**Align Consulting** – Align Consulting involves establishing goals for a project, addressing stakeholder needs, and establishing collective goals. This process helps stakeholders understand the project's scope, resources, and tasks required for implementation. By fostering meaningful conversations, stakeholders can achieve a shared vision and a successful website project.

**Design Discovery Meeting** – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

**Content Process Meeting** – Meet with your project manager and web content specialist to detail our content development process.

**Mood Board & Layout Proposal** – A custom layout in greyscale format and recommended color palette will be created by your art director, to which you'll have the ability to review and provide feedback and approval.

## PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

**Content Development** – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – Susanville will receive a completed production website featuring your approved design combined with the finished content.

## PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

## PHASE 5: EDUCATE

**Training Engagement** – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration and you can obtain hands-on experience.

In addition, your trainer will go into a deep-dive of the department-specific software modules such as Facilities and Activities with Parks and Recreation, Jobs with HR, and Bids with Procurement in your Advanced User Training.

## PHASE 6: LAUNCH

**Website Launch Confirmation Meeting** – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

**Website Launch** – After final confirmation, your website will be made live and available to the public.

# Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



# 48-Month Redesign

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after every 48 months of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

# Consolidate and Migrate Existing Content

Consolidating and migrating your data will be achieved through Content Development and Align Consulting. More information on Align Consulting can be found below and Content Development can be found on page 23.

## ALIGN CONSULTING

Our consultants start with the philosophy that no project can be successful unless all stakeholders have a common definition of success. In this consult, stakeholders discuss and establish goals for implementing an enterprise software solution. Stakeholders leave with an understanding of the scope and resources required for implementation and alignment on the strategic goals of the project. The most successful implementations are those in which all stakeholders—elected officials, department representatives, project team, and residents (optional)—take time to have the tough conversations up front.

With Align Consulting, your professional consultant will facilitate meaningful conversations with your team to:

- Outline the needs for all stakeholders and discuss differing perspectives for the website project
- Establish collective goals for the project which address needs from applicable departments, external audiences, and staff
- Outline the scope of the project and review the tasks, activities, roles and responsibilities required to implement, launch and sustain an enterprise-wide solution

# Knowledge Transfer and Skills Training

Our training team provides multiple training sessions along with testing access to ensure your team is positioned for a seamless transition to an electronic agenda management process.

- **Basic Administrative Training** – The initial training available to system administrators provides a high-level walkthrough of the agenda process and available tools. This session provides system administrators with the baseline knowledge needed to manage agendas.
- **Advanced Administrative Training** – The follow-up administrative training builds on the basic training session. We provide in-depth explanations on system capabilities and discussion of other available functions.
- **Standard User/Approver Training** – The user training session will prepare your staff for using the electronic management tools, which includes item management and approval workflows.
- **Video Tutorials** – The video repository includes tutorials covering several commonly asked questions and basic functions within the system. All users can access video content directly through the module.

We find that hands-on experience with the system, prior to your go-live date, is the best way to ensure that administrators and users are comfortable with the electronic management process. Your staff will be given the opportunity to access the system and manage a mock-agenda.

Support is available throughout all implementation phases and after your go-live date.

## PROJECT TEAM

From project management to design and development to training and support, a professional and experienced project team will assist you throughout the development process to ensure your project's success and your complete satisfaction. Based on our years of experience administering projects, it has become our policy to assign individual team members at the project start that connect with your style and municipality's needs. As such, we do not provide names or resumes of team members during the RFP process. Rest assured that your project team, once assigned, will deliver the attention and effort you need and deserve to create a website that achieves your vision of success.

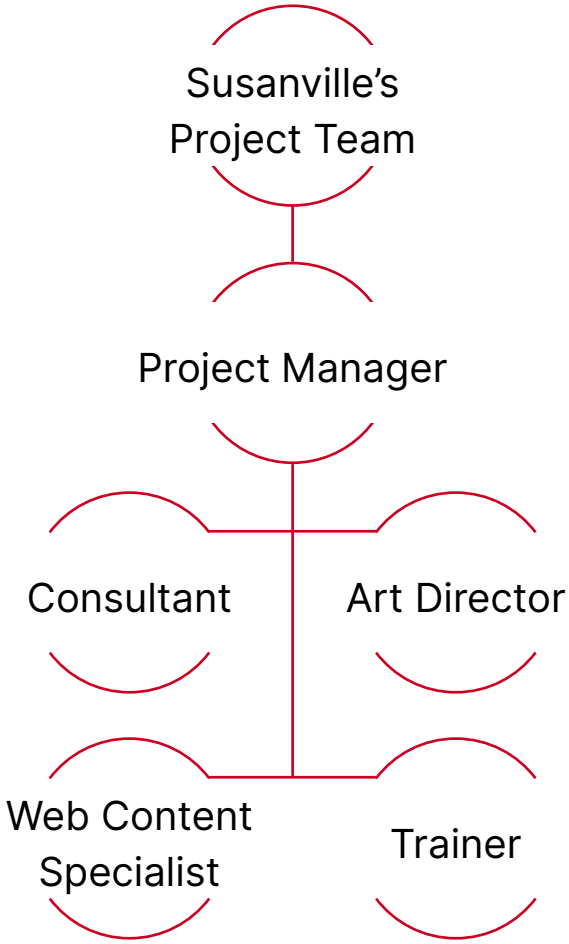
**Project Manager** – Provides communication, establishes project plan, schedules project resources, facilitates project tasks, ensures requirements are met according to scope

**Consultant** – Examines current state, recommends solutions to challenges, provides actionable steps for implementation

**Art Director** – Establishes vision for website design, collaborates with graphic design team to create website design to meet your needs, coordinates design application to functioning website

**Web Content Specialist** – Guides content development process, ensuring application of best practices for usability and accessibility

**Trainer** – Educates your team to use the Web Central system and demonstrates effective use of tools and functionality



# TEAM LEADERS

Our expert team leaders will coordinate qualified specialists who will work directly with you throughout your project development and beyond.



## Tiffany Williamson, Senior Vice President of Product

**Education** – BA Speech Communication, JD Pepperdine University School of Law

**Resume** – Chief Technology Officer & General Manager, VP Operations & Global Segment Marketing, VP Global Segment Planning & Marketing, Director, Strategic Planning

**15+ Years Experience** – Building and scaling SaaS platforms for the Government, Education, and Legal markets



## Adam Block, Senior Director of Professional Services

**Education** – BS Business Administration Management; Economics

**Resume** – Lead Project Manager; Financial Services

**10+ Years Experience** – Project Management; Business Management; Team Building; Customer Service



## Jeremy Wilson, Senior Director of Customer Success

**Education** – BS Political Science

**Resume** – Assistant Manager of Account Management; Solutions Specialist

**5+ Years Experience** – Customer Service; Leadership Sales; Team Building



## Jim Flynn, Director of Information Security

**Education** – BA Computer Information Systems

**Resume** – Chief Systems Architect; Information Technology Director; Software Engineer

**20+ Years Experience** – Cybersecurity; Hosting; Network Infrastructure; System and Software Architecture

# Continuing Services

## Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.



### AWARD-WINNING

Over the past six years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and eight Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees and 100 or More Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, Remote Customer Service Innovation of the Year, and Achievement in Customer Experience. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

### CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



## ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

**Connection** – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

**Direction** – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

## CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

## MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

# Hosting

## Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of **99.9% uptime**, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

| | |
|---|---|
| Data Center | • Redundant Power Supply<br>• Uninterruptible Power Supply (UPS) Systems<br>• Enhanced Cooling Infrastructure<br>• Diesel Engine Generators<br>• Energy Storage<br>• Redundant HVAC Systems<br>• N+1 Redundancy<br>• Fully Redundant Network<br>• System Monitoring – 24/7/365 |
| Security | • Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats<br>• OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities<br>• Server Management Services Ensure Smooth Operation & Optimal Performance<br>• Regular Software Updates & Security Patches<br>• Antivirus Management & Updates Protect Against Malware<br>• Continuous System Monitoring for Health & Performance |
| Performance | • Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability<br>• Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery<br>• Unparalleled Browsing Experience for Users on Your Website or Application |
| Hosting | • Enhanced Security and Compliance<br>• CMS software updates<br>• Server management & monitoring<br>• Multi-tiered software architecture<br>• Server software updates & security patches<br>• Database server updates & security patches<br>• Antivirus management & updates<br>• Server-class hardware from nationally recognized provider<br>• Redundant firewall solutions<br>• High performance SAN with N+2 reliability |
| Disaster Recovery | • Emergency After-Hours Support, Live Agent (24/7)<br>• Online Status Monitor by Data Center<br>• 8-Hour Guaranteed Recovery Time Objective (RTO)<br>• 24-Hour Guaranteed Recovery Point Objective (RPO)<br>• Pre-Emptive Monitoring for Disaster Situations<br>• Multiple, Geographically Diverse Data Centers |
| DDoS Protection & Mitigation | • Cloudflare's Reverse Proxy to Protect Your Network<br>• Access to Advanced Tools that Defend Against DDoS Attacks<br>• Utilize Cloudflare's Massive Network Capacity of 30 Tbps<br>• A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets |

**AGENDA ITEM NO. 12.C**
**Discussion Item**

## SUSANVILLE CITY COUNCIL AGENDA ITEM

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

**Action Date:** September 4, 2024

**SUBJECT:** Consider **Resolution No. 24-6357,** authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

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

**SUMMARY:**

In spring of 2022, Ducks Unlimited presented to the City Council their vision to restore and enhance the waterfowl habitat on the city owned Barry Reservoir water storage reservoir and the property that came with the reservoir when it was purchased. Since that time, Ducks Unlimited has secured funding from the U.S. Fish and Wildlife Service to enhance and restore 3,790 acres of wetlands and associated uplands to benefit waterfowl, shorebirds, and other waterbird species that use the Barry Reservoir area for breeding, migrating and wintering.

City staff has met with Ducks Unlimited's grant project team to discuss overall project scope and timeline, and visit the project site. The next steps to begin the project are to enter into a site specific agreement with Ducks Unlimited. The agreement outlines the city's responsibilities as it relates to the project which includes in-kind services to implement the restoration and enhancement activities and ongoing maintenance/management at Barry Reservoir.

**FISCAL IMPACT:** In-kind funding/services not to exceed $14,480

**ACTION REQUESTED:** Motion to approve Resolution No. 24-6357, authorizing the mayor to execute the Site-Specific Agreement between the city of Susanville and Ducks Unlimited, Inc. for the Barry Reservoir Wetland Enhancement Project

**ATTACHMENTS:**
24-6357.pdf
Barry_LLTT-DU_4-22-22.pdf
Barry_Res_Overview.pdf
SSA - NAWCA - Final.pdf

**RESOLUTION NO. 24-6357**
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE THE SITE-SPECIFIC AGREEMENT BETWEEN THE CITY OF SUSANVILLE AND DUCKS UNLIMITED, INC. FOR THE BARRY RESERVOIR WETLAND ENHANCEMENT PROJECT**

**WHEREAS,** the city owns the Barry Reservoir and surrounding wetland and lands; and

**WHEREAS,** Ducks Unlimited, Inc. mission statement is to conserve, restore, and manage wetlands and associated habitats for North America's waterfowl; and

**WHEREAS**, Ducks Unlimited has proposed a project to restore and enhance the waterfowl habitat on the city owned Barry Reservoir; and

**WHEREAS**, Ducks Unlimited has secured funding from the US Fish and Wildlife Service to enhance and restore 3,790 acres of wetlands and associated uplands to benefit waterfowl, shorebirds, and other waterbird species that use the Barry Reservoir area for breed, migrating and wintering; and

**WHEREAS**, Ducks Unlimited has proposed a Site-Specific Agreement between Ducks Unlimited and the city of Susanville for the project outlining each agency's activities efforts and ongoing management and maintenance of the project; and

**WHEREAS,** the city as the owner of Barry Reservoir will provide in-kind funding for the development of the project in an amount not to exceed $14,480.00.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the city of Susanville hereby authorizes the mayor to execute the Site-Specific Agreement with Ducks Unlimited for the Barry Reservoir Wetland Enhancement Project and authorizes the Finance Director to increase the budget by $14,480 for in-kind funding contributions to the project.

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 September 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

P.O. Box 1461
Susanville, CA 96130
Phone: (530) 257-3252
www.lassenlandandtrailstrust.org

April 25, 2022

City of Susanville
Attn: Mendy Schuster, Mayor
66 N. Lassen St
Susanville, CA 96130

Dear Mayor Schuster:

Lassen Land & Trails Trust and Ducks Unlimited are interested in developing a partnership with the City of Susanville on the Barry Reservoir property to improve the wildlife, recreation, and educational values of the property. In 2012, Lassen Land & Trails Trust and community partners developed a draft conceptual plan which provides an overview of the desired uses and potential challenges of the site. As part of this process, Ducks Unlimited also developed a wetland enhancement design to improve the wildlife value of the property. The conceptual plan includes the following opportunities for the future:

Habitat Enhancement and Creation
- Increase water storage capacity of the reservoir and enhance existing wetland habitat values
- Create seasonal wetland habitat in the current agricultural field
- Maintain water in the reservoir year-round for wildlife and improve nesting habitat

Recreation
- Small trail system along portion of Barry Reservoir, which may include wildlife observation blinds and boardwalk
- Connection to Skyline Trail

Education
- Interpretative signs including information on topics such as wildlife, plants, and cultural value of the site
- Outdoor classroom for Lassen College and local schools

If this concept fits with the City's desired use of the property, Ducks Unlimited is currently developing a grant proposal that could include planning and implementation of the improvements to the reservoir, including increased storage capacity while improving nesting habitat for waterbirds, as well as creating a series of potholes and swales that would provide additional seasonal wetland habitat below the dam. The final design and specific details for this property would be developed as part of the grant-funded process. Additionally, Lassen Land & Trails Trust would be interested in partnering with the City to pursue grant funds to develop recreational and educational opportunities of the property.

We look forward to discussing this project and the potential uses of the property, which would benefit the community by increasing recreation and education opportunities, while also improving the habitat value for wildlife. Thank you for your consideration of this proposed partnership.

Sincerely,

Amy Holmen

Amy Holmen
Project Manager, Lassen Land & Trails Trust




DUCKS UNLIMITED

**Figure 1. Barry Reservoir Proposed Habitat Enhancement**

N

0 250 500 1,000 1,500

203

**SITE SPECIFIC AGREEMENT**

**Project Name: Barry Reservoir Wetland Enhancement Project**

**Project Number: USCA0675101**

This Site-Specific Agreement (SSA) is effective this _____ day of_____, 2024 between **Ducks Unlimited, Inc.** (hereinafter "DU") and the **City of Susanville** (hereinafter "Cooperator).

**WHEREAS,** DU and the Cooperator have entered into this SSA to assist in the development of the Barry Reservoir Wetland Enhancement Project on lands at Barry Reservoir (hereinafter "Site") as described in the Project Proposal (hereinafter "SSA Project") attached as Exhibit A to benefit migratory waterfowl and other natural resources as described in the North American Wetlands Conservation Act (hereinafter "NAWCA") Proposal titled SONEC: Honey Lake Sub-basin Wetlands II (hereinafter "Grant Proposal") incorporated into this Agreement by reference; and

**WHEREAS**, DU has secured funding pursuant to the Grant Proposal through Grant Agreement Number F23AP01087-00 (hereinafter "Grant") between DU and the U.S. Fish and Wildlife Service (hereinafter "FWS"). The purpose of the Grant is to enhance and restore 3,790 acres of wetlands and associated uplands to benefit waterfowl, shorebirds, and other waterbird species that use the area for breeding, migrating and wintering; and

**WHEREAS**, the Cooperator has agreed to assist DU as provided in this SSA in the effort to implement the restoration and enhancement activities and ongoing management and maintenance activities for the Site as identified within the Grant Proposal.

**NOW, THEREFORE,** in consideration of the above premises and other terms and conditions listed herein, DU and the Cooperator agree as follows:

## I. DEFINITIONS

When used in this SSA, the following terms shall have the meanings in this Section.

1. "Project Period" – The Project Period starts on the date that the FWS Contracting Officer signed the Grant (4/1/2023) and ends three years afterwards.

2. "Program Income" - is gross income earned by the cooperator that is directly generated as a result of this SSA. Program Income includes, but is not limited to,

income from fees for services performed, the sale of commodities, and the use or rental of personal or real property acquired under this SSA.

## II. DU AGREES:

1. To construct, or cause to be constructed, the SSA Project, subject to the terms and conditions of this SSA, in substantial compliance with the Site development plans and specifications developed pursuant to Section II. 3. of this SSA.

2. To commence the construction of the SSA Project in 2025. Should construction of the SSA Project not commence during 2025 for reasons beyond the control of the parties including, but not limited to, the failure to timely obtain required permits, agreements, leases, approvals, and access rights necessary for the development of the SSA Project, the parties will commence the construction of the SSA Project in a mutually acceptable future year. The parties recognize the construction of the SSA Project cannot be accomplished unless all required permits are granted.

3. To obtain the topographic, soils, and hydrological data required to design the SSA Project; prepare Site development plans and specifications for the SSA Project; and submit same to Cooperator for review and mutual approval.

4. To develop and acquire all required permit applications necessary for the development of the SSA Project.

5. To prepare all SSA Project bid specifications, accept or reject all contract bids, and be solely responsible for making any contract changes, additions, or deletions as the work progresses. The prime contractor shall be required to provide performance and payment bonds and carry casualty and liability insurance. The contracts shall provide that the contractor acknowledges that the Cooperator is not a party and will assert no claims against the Cooperator in any disputes with subcontractors, material men, or DU.

6. To provide SSA Project alignment and grade staking, and construction management services.

7. To provide funding for the development of the SSA Project in an amount not to exceed Two Hundred Twenty Thousand and Ninety-Three Dollars ($220,093); in cash and indirect overhead, for the funding of DU's obligations under Section II.1., and as described in Exhibit A. Of those funds, One Hundred Ninety-Five Thousand and Four Hundred Sixty-Four Dollars ($195,464) are from the Grant.

## III. COOPERATOR AGREES:

1. To provide in-kind funding for the development of the SSA Project in an amount equal to or not to exceed Fourteen Thousand and Four Hundred Eighty Dollars

($14,480). In-kind contributions shall be included in the total funding donation described in this Section III.1. and must be agreed upon by DU and Cooperator.

2. To obtain, at Cooperator's reasonable expense and effort, all required agreements, leases, approvals, and access rights necessary for the development of the SSA Project and provide to DU, and its officers, employees, agents, and the like, all reasonable assistance and cooperation necessary for the implementation of this SSA.

3. To routinely inspect the Site when any construction is in progress and keep DU advised of any desired changes, additions, or deletions to the SSA Project construction.

4. To provide routine inspection, operation, rehabilitation, and maintenance necessary to maintain the continuing viability and functioning of the SSA Projects throughout the term of this SSA.

5. To manage the Site to provide habitat that is attractive to breeding pairs and beneficial to native waterfowl, waterbird, and shorebird production and beneficial to migrating and wintering waterfowl, waterbirds, and shorebirds as described in the Project Proposal.

6. To provide DU with all information reasonably requested by DU that is necessary to meet DU's obligations under the Grant that is held by Cooperator within the time period specified by DU in any request for information.

7. To report any Program Income earned during the Project Period to the DU Project Officer. In accordance with Title 43 of the Code of Federal Regulations (CFR), sections 12.65 or 12.924 as appropriate (https://www.govinfo.gov/app/details/CFR-2003-title43-vol1/CFR-2003-title43-vol1-sec12-65), DU authorizes the Cooperator to use program income and to treat it as additional funds committed under this SSA. The Cooperator must use the program income for the purposes and under the terms and conditions of this SSA. DU will not deduct it from the amount of the funds provided under this SSA and will treat it as additional funds committed under the SSA for the purposes of the SSA Projects. The Cooperator will have no obligation to DU for program income earned after the Project Period.

8. To use the documents listed below to establish principles for determining which costs are allowable or eligible based on the type of organization. The Cooperator must not use funds under this SSA or matching dollars for: research studies; non-Grant-Project-specific communications products; travel for Federal employees; the cost of existing residences, structures, or buildings unnecessary for wetlands conservation purposes; the cost of constructing, removing, or repairing residences, structures, or buildings; or a cost (consideration) in excess of $1.00 to buy an option to purchase an interest in real property.

a. Office of Management and Budget (OMB) Federal Cost Principles 2 CFR Part 230: Cost Principles for Non-Profit Organizations (https://www.govinfo.gov/app/details/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part230)
b. OMB Federal Cost Principles 2 CFR Part 225: Cost Principles for State, Local and Indian Tribal Governments (https://www.govinfo.gov/app/details/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part225)
c. OMB Federal Cost Principles 2 CFR Part 220: Cost Principles for Educational Institutions (https://www.govinfo.gov/app/details/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part220)
d. 48 CFR 31.2, "Contracts with Commercial Organizations" (https://www.govinfo.gov/app/details/CFR-2011-title48-vol1/CFR-2011-title48-vol1-part31-subpart31-2)
e. North American Wetlands Conservation Act, U.S. Standard Grant Application Instructions 2020 "Grant Funds -Eligible Activities and Costs," "Match Funds - Eligible Activities and Costs," (https://www.fws.gov/migratorybirds/pdf/grants/EligibilityCriteria.pdf).

9. To comply with the provisions of this Section with regard to all supplies and other expendable property purchased with funds provided under this SSA or with matching dollars or received as a matching in-kind donation. Title to such supplies and other expendable property will vest in the Cooperator upon acquisition. If there is a residual inventory of unused supplies exceeding $5,000 in total aggregate value upon termination or completion of the SSA Projects and the supplies are not needed for any other federally sponsored SSA Projects or program, the Cooperator will retain the supplies for use on non-federally sponsored activities or sell them, but must, in either case, compensate DU for its share. The amount of compensation must be computed in the same manner as presented in Section II.10. of this SSA for equipment.

10. To manage and dispose of equipment acquired in whole or in part under this SSA in compliance with 43 CFR 12.934 (https://www.govinfo.gov/app/details/CFR-2003-title43-vol1/CFR-2003-title43-vol1-sec12-934).

11. To acknowledge in news releases or other information on the SSA Project published or released for publication by them that funding was made possible through NAWCA, FWS, and DU.

12. To ensure that any habitat restored, enhanced, and/or created is managed for the purposes for which it was intended in the Grant Project. If the Cooperator does not ensure that such habitat is managed for the Grant Project purpose in whole or in part, it agrees to pay DU for a portion of the original habitat restoration, enhancement, or creation attributable to funds provided under this SSA. The requirements of this Section shall be in force for 25 years from the end of the Project Period unless limited by easements, leases, other legal instruments, or

special considerations described in the Grant Proposal or approved by the DU Project Officer.

13. To ensure that any habitats restored, enhanced, or created in the SSA Project (including such work completed with matching funds or as a matching in-kind contribution) are available for site-inspection by DU, FWS, and or their respective designee(s) to ensure that such habitat is managed for the purposes for which it was intended in the Grant Proposal. The requirements of this Section shall be in force for 25 years from the end of the Project Period unless limited by easements, leases, other legal instruments, or special considerations described in the Grant Proposal or approved by the DU Project Officer.

14. That the Federal Government and DU have the right, unless waived by DU, to:
    a. Obtain, reproduce, publish or otherwise use the data first produced under this SSA; and
    b. Authorize others to receive, reproduce, publish, or otherwise use the data.

15. That the Cooperator certifies: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Cooperator to any person for influencing or attempting to influence an officer or employee of an agency, Member of Congress, an officer or employer of Congress, or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal Grant, the making of any Federal loan, the entering into of any cooperative agreement, and extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement. (b) If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with funding under this SSA, the Cooperator shall complete and submit to DU Standard Form – LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions. (c) The Cooperator shall require that the language of this Section be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under this SSA, grants, loans, and cooperative agreement and that all subrecipients shall certify and disclose accordingly. (d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The making of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

16. That the Cooperator certifies: (a) any facility to be utilized in performance of this SSA is not listed on the Environmental Protection Agency List of Violating Facilities; (b) To promptly notify DU prior to signing this SSA of receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that any facility which the

Cooperator proposes to use for the performance of this SSA is under consideration to be listed on the Environmental Protection Agency List of Violating Facilities; (c) to include substantially this certification, including this subparagraph (c) in every nonexempt sub-agreement.

17. (a) To comply with all requirements of Section 114 of the Clean Air Act as amended (42 U.S.C. 1857, et seq, as amended by Public Law 91-604) and Section 303 of the Federal Water Pollution Act (33 U.S.C. 1251 et seq, as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in Section 114 and Section 303 of the Air Act and the Water Act respectively, and all regulations and guidelines issued thereunder, before the effective date of this SSA. (b) That no portion of the work required by this SSA will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date of this Agreement unless and until the Environmental Protection Agency eliminated the name of such facility or facilities from such listing. (c) To use their best effort to comply with clean air standards and clean water standards at facilities in which this SSA is performed. (d) To insert the substance of the provisions of this Section in any nonexempt sub-agreement including this subpart (d).

The terms of this Section have the following meanings:

(1) The term "Air Act" means the Clean Air Act as amended (42 U.S.C. 1857, et seq, as amended by Public Law 91-604)

(2) The term "Water Act" means the Federal Water Pollution Act (33 U.S.C. 1251 et seq, as amended by Public Law 92-500)

(3) The terms "clean air standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in Section 110(d) of the Air Act (42 U.S.C. 1857 c-5(d)), and approved implementation procedure or plan under Section 111(c) or Section iii(d), respectively of the Air Act (42 U.S.C. 1857c-6(c) or (d),or an approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

(4) The terms "clean water standards" means any enforceable limitation, control, condition, prohibition, standards, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342), or by a local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).

(5) The term "compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with the scheduled or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency, or any air or water pollution control issued pursuant thereto.

(6) The term "facility" means any building, plant, installation, structure, mine, vessel or other floating craft, location or site of operations, owned, leased, or supervised by a sponsor, to be utilized in the performance of an agreement or sub-agreement. Where a location or site of operations contains or included more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are collated in one geographical area.

## IV. DU AND COOPERATOR AGREE:

1. To show the SSA Project to potential bidders as deemed necessary and hold pre-construction conferences with the successful bidder(s) prior to commencement of SSA Project construction.

2. To conduct a final inspection of the Site prior to accepting any completed SSA Project developments. In the event the parties are unable to agree as to the acceptability of the completed SSA Project developments, they shall select a mutually acceptable third party whose decision shall be binding.

3. To periodically review the Site management pursuant to this SSA to study and consider any needed modifications.

4. To acknowledge the contribution of each party in any oral or written communications related to the Site. Subject to available funding, DU will provide mutually acceptable SSA Projects signs, and the Cooperator will erect and maintain these signs along roads, entrances, and/or convenient viewing locations on the Sites in close proximity to the SSA Project.

5. To recognize outside contributors who might provide significant funding to help underwrite the SSA Project's costs or who otherwise are mutually deemed to deserve special recognition; this recognition can include signs, plaques, and/or cairns on the Sites. The principal costs of such recognition shall be borne by the party initiating the recognition.

6. That this SSA shall not be construed as binding either party to expend in any one fiscal year any sum in excess of authorized appropriations administratively allocated for the purpose of this SSA or donated funds designated for these SSA Project, or to involve either party in any contract or other obligation for further expenditure of money in excess of such appropriations or allocations.

7. To mutually consider the possibility of funding any extraordinary SSA Project repairs that might be required.

8. That the Site will remain under the jurisdiction of the Cooperator and that the Cooperator will be solely responsible for the Site's administration and management.

9. A. DU appoints Phelan McKinney as its Project Officer (916) 200-8796.
B. Cooperator appoints Dan Newton as its Project Officer (530) 257-1000).

The parties may change their respective Project Officer at any time by providing the other party with the name of their new Project Officer.

10. That this SSA shall become effective upon the date first listed above and thereafter it will continue in force until all obligations under this SSA have been completed, or unless this SSA is mutually terminated or modified through written amendment by the parties at an earlier date.

11. RELATIONSHIP BETWEEN THE PARTIES: It is expressly understood that the parties, and the agents and employees thereof, shall act in an independent capacity and as an independent party, and not as officers, employees or agents of the other party.

12. AMENDMENT: This agreement may be amended or modified only by a written instrument signed by both parties.

13. JURISDICTION AND VENUE: This Agreement and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Agreement shall be in Lassen County, California.

**IN WITNESS WHEREOF**, the parties hereto have executed the SSA as of this date and year first written above.

| **CITY OF SUSANVILLE** | **DUCKS UNLIMITED, INC.** |
|---|---|
| By: _____ Date | By: _____ Date |
| Name: _____ | Name: Jeffrey McCreary |
| Title: _____ | Title: Director of Operations |
| Address: _____ | Address: 3074 Gold Canal Drive |
| _____ | Rancho Cordova, CA 95670 |

## EXHIBIT A

## PROPOSED RESTORATION/ENHANCEMENT PROJECT

| | |
|---|---|
| Project Number: | USCA0675101 |
| Project Name: | Barry Reservoir Wetland Enhancement |
| Joint Venture Status: | JV Code: IWJV |
| Area Name: | Intermountain West Joint Venture |
| Location: | County: Lassen County |
| UTM: | **10T** **0700697E** **4477181N** |
| Ownership and Management: | The project area is located on land owned by the City of Susanville. Barry Reservoir was purchased to serve as additional surface water storage for city residents. Future management of the site will fall to City of Susanville. |
| Size: | Project site:<br>Seasonal/Semi-permanent Wetlands: 31 acres<br><br>Total Project Area: 31 acres |
| Project Activities: | Barry Reservoir was purchased to serve as additional surface water storage for city residents. There are now plans to develop conceptual restoration design alternatives to improve the habitat and public access values of the property. Project activities will include excavating the reservoir to improve the water storage capacity and creating topographic variability throughout, including creating nesting islands through regrading. Seeding will occur on disturbed areas to restore native vegetation. The project will enhance 21 acres of palustrine emergent wetlands and 10 acres of mixed riparian habitat. |
| History and Management: | Almost a decade ago, Lassen Land and Trails Trust (LLTT) was an interested buyer of the property and worked with Ducks Unlimited (DU) to develop conceptual restoration design alternatives to improve the habitat and public access values of the property. However, LLTT did not purchase the property. LLTT remains invested in the property to assist with improving the habitat values and develop trails and educational materials for the local community to access the site. |
| Wildlife Values Ancillary Benefits: | Several feet of sediment have accumulated within the reservoir since its construction in 1944 which has limited the storage capacity and decreased its value for waterfowl, waterbirds and shorebirds. Grant and match funds will be used to enhance habitat values for waterfowl and other waterbirds through excavating the reservoir to improve the water storage capacity while creating topographic variability throughout, including creating nesting islands. Seeding will occur on disturbed areas to restore native vegetation. Increasing storage capacity and creating shallow islands throughout will provide improved habitat for over-water nesting species as well as provide brood rearing habitat for local |

| | |
|---|---|
| | waterfowl. Grant and match funds will be used to enhance 21 acres of **PEM** acres and 10 acres of **PFO** of wetland habitat. |
| Project Cost Estimate: | NAWCA: $189,464 cash for direct costs and $6,000 for indirect project costs<br>Ducks Unlimited: $8,749 donated indirect project cost<br>Lassen Land and Trails Trust: $1,400 in kind services<br>City of Susanville: $14,480 in kind services |
| Length of Agreement: | 25 Years after the end of period of performance (i.e. March 31, 2051) |

**AGENDA ITEM NO. 13.A**
**Discussion Item**

**SUSANVILLE CITY COUNCIL AGENDA ITEM**

| | |
|---|---|
| **Submitted By:** | Heidi Whitlock, Administrative Services |
| **Action Date:** | September 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, Administrative Services

**Action Date:** September 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:**
240904.FutureItemsList.pdf

**LAST THREE MONTHS**

## BUSINESS FROM THE FLOOR

| | |
|---|---|
| 6/19/2024 | Request to create a rebate program to provide funds to business owners for repairs to their business (only to be completed by local constractors) to help our local businesses. Chamber may help with funding. |
| 6/19/2024 | Request for a gate to be placed at the top of the Little League field |
| 7/3/2024 | Request to cut weeds on 1105 Orlo |
| 7/3/2024 | Request city support of current businesses |
| 7/16/2024 | Consider doing away with the Planning Commission and have the planning department handle the duties |

## Council requested - FUTURE COUNCIL ITEMS

| | |
|---|---|
| 6/5/2024 | Request to bring back a change to limit public comment to 3 minutes |
| 7/3/2024 | Request made to look into Silver Slippers Pool Program |
| 7/16/2024 | Request made to change the code to reflect 3 minute public comment times |
| 8/7/2024 | Request made to place trash receptacles at Inspiration Point |
| 8/7/2024 | Request for discussion regarding gas pricing in the city |
| 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 |

## Completed Items

| | |
|---|---|
| ~~6/5/2024~~ | ~~Update on website requested~~ |
| ~~4/23/2024~~ | ~~Reminder to consider ARPA funds for pickleball courts~~ |
| ~~4/23/2024~~ | ~~Request to consider ARPA funds for the Little League Park~~ |
| ~~4/23/2024~~ | ~~Requested discussion on city website~~ |