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, January 15, 2025 – 4:30 PM

CALL TO ORDER
ROLL CALL

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

2. **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any):** *Any person may address the 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. *Admin Unit*
     2. *Management Unit*
   - *B. PUBLIC EMPLOYMENT - pursuant to Government Code Section §54957*
     1. *City Manager evaluation*

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 three-minute limit.

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

   6.A Minutes of the City Council December 18, 2024 regular meeting.

   6.B Vendor and payroll warrants

   6.C Consider Resolution No. 25-6398, approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2024, through and including June 30, 2025

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

8. **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

9. **NEW BUSINESS:**

9.A Consider Resolution No. 25-6400,Â returning donation received from the Local Area Revitalization (LARP) Co-Op in the amount of $50,000 back to the Local Area Revitalization (LARP) Co-Op

9.B Presentation of Community Garden Report and Operation and Maintenance Agreement.

9.C Consider Resolution No. 25-6395, Adoption of Workplace Violence Prevention Program and Policy as required by SB553.

9.D Consider Resolution No. 25-6399, authorizing the City Manager to execute Addendum #2 to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

9.E Consider Resolution No. 25-6397, Authorizing the City Manager to execute an agreement between the City of Susanville (City) and Beacon Economics for consulting services to develop an Economic Development Strategic Plan.

9.F Citywide Strategic Planning Introduction

9.G Consider Lassen County Transportation Commission (LCTC) request for letter of support to include in grant application package with Caltrans for their Electric Vehicle Charging infrastructure Master Plan.

9.H Consider Lassen Country Transportation Commission's request for City Council letter of support for the Bizz Johnson Extension East Feasibility Study for the Caltrans Sustainable Grant Application.

9.I Consider Resolution No. 25-6401, authorizing the City Manager to execute a contract with Pee Wee Enterprises for culvert replacement on Ramsey Ditch and authorize the Finance Director to modify the budget as necessary to complete the work.

9.J Consider Resolution No. 25-6402, authorizing the finance director to increase the code enforcement abatement fund in the amount of $25,000 for work associated with completing a hazardous materials assessment, waste characterization, and preliminary engineering work for the demolition and removal of the fire damaged St. Francis Hotel.

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

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

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

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

13.A Department Reports

14. **FUTURE COUNCIL ITEMS:**

14.A Future Council Items

15. ADJOURNMENT:

- ***The next regular meeting of the Susanville City Council will be held on February 5, 2025 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 January 15, 2025 in the areas designated on January 10, 2025.

AGENDA ITEM NO. 6.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: January 15, 2025

SUBJECT: Minutes of the City Council December 18, 2024 regular meeting.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's December 18, 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 December 18, 2024 regular meeting.

ATTACHMENTS:
241218.cc.min.draft.pdf

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, DECEMBER 18, 2024 – 4:30 PM

Mayor Schuster called the meeting to order at 4:31pm.

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

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

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

3. **CLOSED SESSION:**
   The City Council met in closed session at 4:32pm to discuss the following:
   A. CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
   1. Admin Unit

4. **RETURN TO OPEN SESSION:** The Council reconvened in open session at 5:00pm. The Pledge of Allegiance and Invocation were provided.

   Dan Newton, City Manager, stated that prior to meeting in closed session, the Council approved the agenda as presented. The Council then met in closed session to discuss the above-mentioned item. Direction was provided to staff with no reportable action taken; however, the Council will reconvene in closed session at the conclusion of open session.

   Bob Godman, Public Works Director, introduced Michael Wolstenholm, the city's newest Maintenance Worker and Alex Dominguez who recently promoted to the Water Operator position.

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

6. **CONSENT CALENDAR:**
   6.A Minutes of the City Council December 4, 2024 regular meeting.

   241204.cc.min.draft.pdfa

   Motion to waive the reading of and approval to receive and file the City Council's minutes from the December 4, 2024, regular meeting.
   Moved by Russ Brown; seconded by Dawn Miller to approve.
   Motion Carried: 3 - 0
   Voting For: Mendy Schuster, Russ Brown, Dawn Miller
   Voting Against: None
   Abstain: Bortle
   Absent: Parrish

6.B Vendor and payroll warrants

11-21-24.pdf
11-26-24.pdf
11-27-24.pdf

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

7. PUBLIC HEARINGS:

7.A Consider **Resolution No. 24-6389**, Accepting FY 2023-24 Annual Report of Development/Mitigation Fees

Mayor Schuster opened the public hearing at 5:04pm.

Mr. Newton provided an explanation of the item and requested Council approval of Resolution No. 24-6389.

David Teeter, public, inquired as to how much a stop light cost to which Mr. Newton responded that he would project somewhere between $250,000 and $500,000.

Mayor Schuster closed the public hearing at 5:13pm.

24-6389.pdf

Motion to approve Resolution No. 24-6389, Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2023-24
Moved by Dawn Miller; seconded by Russ Brown to approve.
Motion Carried: 4 - 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Parrish

8. COUNCIL DISCUSSION/ANNOUNCEMENTS: Councilmember Bortle provided the land acknowledgement statement.

Mayor Schuster offered thanks to everyone who participated in the Uptown Magical Christmas event.

9. NEW BUSINESS:

9.A Community Garden Report

Mr. Teeter of the Local Area Revitalization Project (LARP) provided information regarding the community garden and stated that the items presented to the Council consist of the updates but not yet a full report.

Mayor pro tem Brown inquired as to the number of users of the garden and if those users are returners or new community members and requested the latest audit. He stated his interest in seeing if there is turnover or return users.

Mr. Teeter stated that they aim to help the low-income community but there is a garden community advisory committee now and they will be presenting and best able to respond to questions.

Mary Piowaty, LARP, provided her experience with the garden as well as a story written by Mimi Rena.

Mark Northrop, LARP, also provided his experiences in the garden. He added that one family uses it as a home-schooling area. He also read two letters from other supportive community members.

9.B Economic Development Update

Tamra Spade, Economic Development Director, provided an update on the city's economic development endeavors.

No less than seven public members expressed their concern with the potential projects, including the water usage and the biomass plant that was previously abandoned.

City of Susanville presentation 12.12.24.pdf

9.C Consider the rescheduling or canceling of the regularly scheduled January 1, 2025 (New Year's Day) City Council meeting.

By motion, determine reschedule date or cancel the regularly scheduled January 1, 2025 (New Year's Day) City Council meeting.

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

Moved by Curtis Bortle; seconded by Russ Brown to cancel the January 1st meeting.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Parrish

9.D Consider **Resolution No. 24-6390**, Authorizing the Finance Director to increase the budget for the Police Mitigation Fund in the amount of $30,000 for the purchase of a 2019 Dodge Durango for the Police Department.

Mike Bollinger, Public Safety Chief, provided an explanation of the item and requested approval of Resolution No. 24-6390.

Councilmember Miller inquired about the installation of the equipment on the vehicle and if it booked out prior to purchase to which he responded that yes, it is booked our prior and they install the equipment themselves.

Vehicle Quote
24-6390.doc

Motion to approve Resolution No. 24-6390, Approving the use of funds from the Police Mitigation Budget in an amount not to exceed $30,000 for costs related to purchasing of vehicle and outfitting for the Police Department's 2019 Dodge Durango
Moved by Russ Brown; seconded by Curtis Bortle to approve.
Motion Carried: 4- 0

Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Parrish

9.E Consider **Resolution No. 24-6392**, authorizing the Finance Director to increase the budget for the Fire Mitigation fund in the amount of $100,000 for the purchase of self-contained breathing apparatus.

Chief Bollinger provided an explanation of the item and requested approval of Resolution No. 24-6392.

24-6392.doc

Motion to approve Resolution No. 24-6392, authorizing the Finance Director to increase the budget for the Fire Mitigation fund in the amount of $100,000 for the purchase of self-contained breathing apparatus.
Moved by Curtis Bortle; seconded by Dawn Miller to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Parrish

9.F Consider **Resolution No. 24-6394,** allocating General Fund and American Rescue Plan Act (ARPA) funds to various projects.

Margaret Long, City Attorney, provided an explanation of the item and requested Council approval of Resolution No. 24-6394.

24-6370 Rescinding Elks Lodge Allocation.pdf
24-6334 Purchase of Fire Engine.pdf
24-6328 Allocating ARPA Funds.pdf
DMGC Potential Projects.pdf
24-6394.docx

Moved by Dawn Miller; seconded by Russ Brown to approve.
Motion to approve Resolution No. 24-6394, allocating General Fund and American Rescue Plan Act (ARPA) funds to various projects.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None
Absent: Parrish

10. SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY: No business.

11. SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12. CONTINUING BUSINESS:

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

Ms. Spade provided an explanation of the item and requested the adoption of Ordinance No. 24-1047.

24-1047.doc

Motion to waive the second reading and adopt Ordinance No. 24-1047, temporarily suspending Title 3 Revenue and Finance Chapter 3.32 of the Susanville Municipal Code - Public Facilities Impact Fee for a period of five years.
Moved by Russ Brown; seconded by Dawn Miller to approve.
Motion Carried: 4- 0
Voting For: Mendy Schuster, Russ Brown, Curtis Bortle, Dawn Miller
Voting Against: None

13. CITY MANAGER'S REPORTS:
13.A Department Reports - Department heads in attendance shared information regarding their departments.

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

Mr. Newton provided a brief explanation of the item and inquired as to whether the Council had any changes to the future items list.

Councilmember Miller stated that she receives comments regarding the quality of our sound system and requested discussion to fix it. Brown and Schuster support bringing it back.

Mayor Schuster requested bringing back the LARP agreement to review it since there is a new council. Miller and Bortle agreed.

Mayor Schuster requested the return of $50,000 for a CEQA that will not happen. Brown and Bortle agreed.

241218 Future Items List.docx

The Council took a short break at 6:47pm prior to going back into closed session.

The Council reconvened in closed session at 6:51pm.

The Council reconvened in open session at 7:09pm. No reportable action was taken and direction was provided to staff.

15. ADJOURNMENT: Adjourned at 7:10pm.

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, City Clerk

Action Date: January 15, 2025

SUBJECT: Vendor and payroll warrants

PRESENTED BY: Chandra Jabbs, Finance Manager

SUMMARY: Warrants dated December 5, 2024 through December 30, 2024 numbered 223076-223268.

FISCAL IMPACT: Accounts Payable vendor warrants totaling $765,285.54, plus $662,615.34 in payroll warrants, for a total of $1,427,900.88.

ACTION REQUESTED: Motion to receive and file

ATTACHMENTS:
12-5-24.pdf
12-16-24.pdf
12-18-24.pdf
12-19-24.pdf
12-26-24.pdf
12-30-24.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
12/24	12/05/2024	223076	891	ALLSTAR FIRE EQUIPME	SAFETY SUPPLIES-PD	260391	1	1009-421-10-46	SUPPLIES-SAFETY ITEMS	262.07	262.07
Total 260391:										262.07	262.07
12/24	12/05/2024	223077	11272	ANTHONY TODD JOHNST	CA POST D.R.E UPDATE ROSE	110824	1	2045-421-23-45	TRAVEL	129.00	129.00
Total 110824:										129.00	129.00
12/24	12/05/2024	223078	11267	AXIA HOME LOANS	REFUND GAS DEPOSIT	10410190001	1	7401-2228-000	DEPOSITS-CUSTOMER	158.25	158.25
Total 10410190001:										158.25	158.25
12/24	12/05/2024	223079	11171	BEFORE THE MOVIE INC	ADVERTISING-GAS	53519	1	7401-430-62-45	ADVERTISING	393.00	393.00
Total 53519:										393.00	393.00
12/24	12/05/2024	223080	61		REIM HEALTH INSURANCE JAN	120224	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	506.85	506.85
Total 120224:										506.85	506.85
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	617 MAIN ST-STREETS	176141862U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176141862U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	1205 MAIN STREET- STREETS	176414856U037	1	2007-431-20-44	DISPOSAL	193.63	193.63
Total 176414856U037:										193.63	193.63
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	725 MAIN STREET-STREETS	176414857U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176414857U037:										26.88	26.88
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	819 MAIN STREET- STREETS	176414858U037	1	2007-431-20-44	DISPOSAL	52.68	52.68

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 176414858U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	801 MAIN STREET- STREETS	176414859U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414859U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	701 MAIN STREET- STREETS	176414860U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414860U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	605 ASH STREET-STREETS	176414861U037	1	2007-431-20-44	DISPOSAL	26.88	26.88
Total 176414861U037:										26.88	26.88
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	611 MAIN STREET- STREETS	176414863U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414863U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	400 MAIN STREET- STREETS	176414864U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414864U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	600 MAIN ST-STREETS	176414865U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414865U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	626 MAIN ST-STREETS	176414866U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414866U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176414867U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414867U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	1000 MAIN ST-STREETS	176414868U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414868U037:										52.68	52.68

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	700 MAIN STREET- STREETS	176414869U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414869U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	822 MAIN STREET- STREETS	176414870U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414870U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	950 MAIN STREET- STREETS	176414871U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176414871U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	176415061U037	1	7620-430-10-44	DISPOSAL	232.13	232.13
Total 176415061U037:										232.13	232.13
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	176415062U037	1	1000-417-10-44	DISPOSAL	227.77	227.77
Total 176415062U037:										227.77	227.77
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	176415063U037	1	1011-452-20-44	DISPOSAL	223.41	223.41
Total 176415063U037:										223.41	223.41
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	720 SOUTH ST-SHOP	176415065U037	1	7620-430-10-44	DISPOSAL	240.86	240.86
Total 176415065U037:										240.86	240.86
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	1505 MAIN ST-FD	176415067U037	1	1010-422-10-44	DISPOSAL	227.77	227.77
Total 176415067U037:										227.77	227.77
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	900 MAIN ST-STREETS	176415148U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176415148U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	1408 MAIN ST-STREETS	176415149U037	1	2007-431-20-44	DISPOSAL	52.68	52.68

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 176415149U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	1616 MAIN STREET-STREETS	176415150U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176415150U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	65 N LASSEN ST-STREETS	176415166U037	1	2007-431-20-44	DISPOSAL	52.68	52.68
Total 176415166U037:										52.68	52.68
12/24	12/05/2024	223081	1307	C&S WASTE SOLUTIONS	732 MAIN STREET-STREETS	176415274U037	1	2007-431-20-44	DISPOSAL	105.36	105.36
Total 176415274U037:										105.36	105.36
12/24	12/05/2024	223082	986	CARLSON'S TIRE PROS	REPAIR & MAINT-GAS	4905	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	100.00	100.00
Total 4905:										100.00	100.00
12/24	12/05/2024	223082	986	CARLSON'S TIRE PROS	REPAIR & MAINT-PARKS	5260	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	780.36	780.36
Total 5260:										780.36	780.36
12/24	12/05/2024	223083	11266		REFUND GAS DEPOSIT	10218800018	1	7401-2228-000	DEPOSITS-CUSTOMER	60.47	60.47
Total 10218800018:										60.47	60.47
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740138369	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	252.33	252.33
Total 2740138369:										252.33	252.33
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740139350	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	170.40	170.40
Total 2740139350:										170.40	170.40
12/24	12/05/2024	223084	161	CSK AUTO INC	CREDIT-PARKS	2740139361	1	1011-452-20-44	VEHICLE - REPAIR & MAINTENA	22.00-	22.00-
Total 2740139361:										22.00-	22.00-

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
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740139621	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	263.85	263.85
Total 2740139621:										263.85	263.85
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740139958	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	159.80	159.80
Total 2740139958:										159.80	159.80
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740140901	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	68.17	68.17
Total 2740140901:										68.17	68.17
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740142178	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	97.51	97.51
Total 2740142178:										97.51	97.51
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740142239	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	27.76	27.76
Total 2740142239:										27.76	27.76
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740142377	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	37.09	37.09
Total 2740142377:										37.09	37.09
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740142732	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	42.27	42.27
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740142732	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	42.27	42.27
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-STREETS	2740142732	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	42.29	42.29
Total 2740142732:										126.83	126.83
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-PW	2740143479	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	75.45	75.45
Total 2740143479:										75.45	75.45
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740143497	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.93	7.93
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740143497	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.93	7.93
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-STREETS	2740143497	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.92	7.92

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Total 2740143497:										23.78	23.78
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-PW	2740143561	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	65.11	65.11
Total 2740143561:										65.11	65.11
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740143564	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.21	7.21
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740143564	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.21	7.21
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-STREETS	2740143564	3	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.21	7.21
Total 2740143564:										21.63	21.63
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-PW	2740143609	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	126.83	126.83
Total 2740143609:										126.83	126.83
12/24	12/05/2024	223084	161	CSK AUTO INC	CREDIT-PW	2740143683	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	167.45-	167.45-
Total 2740143683:										167.45-	167.45-
12/24	12/05/2024	223084	161	CSK AUTO INC	REPAIR & MAINT-FD	2740144471	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	87.04	87.04
Total 2740144471:										87.04	87.04
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	050041	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 050041:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET SECURIT	050149	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST SECURI	050149	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 050149:										88.00	88.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	115 N WEATHERLOW STREET S	050190	1	1011-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 050190:										99.00	99.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	050216	1	7530-451-52-43	TECHNICAL SERVICES	35.00	35.00

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Total 050216:										35.00	35.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	CODE CHAGE	050218	1	1000-417-10-43	TECHNICAL SVCS	130.00	130.00
Total 050218:										130.00	130.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	CODE CHAGE 8/8/24 66 N LASS	050229	1	1000-417-10-43	TECHNICAL SVCS	35.00	35.00
Total 050229:										35.00	35.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	050301	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 050301:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	050309	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 050309:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET SECURIT	050414	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST SECURI	050414	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 050414:										88.00	88.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	CODE CHAGE 8/28/24 66 N LAS	050452	1	1000-417-10-43	TECHNICAL SVCS	35.00	35.00
Total 050452:										35.00	35.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	050507	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 050507:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	050515	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 050515:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET SECURIT	050616	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST SECURI	050616	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 050616:										88.00	88.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	606 NEVADA ST SECURITY	050689	1	7620-430-10-43	TECHNICAL SVCS	144.00	144.00
Total 050689:										144.00	144.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST SECURI	050769	1	1011-452-20-43	TECHNICAL SVCS	99.00	99.00
Total 050769:										99.00	99.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	115 N WEATHERLOW STREET S	050937	1	1011-451-80-43	TECHNICAL SVCS	66.00	66.00
Total 050937:										66.00	66.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET SECURIT	050969	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST SECURI	050969	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 050969:										88.00	88.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	051066	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 051066:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	051073	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 051073:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	66 N LASSEN STREET SECURIT	051156	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	75 N WEATHERLOW ST SECURI	051156	2	1011-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 051156:										88.00	88.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	470-895 CIRCLE DR SECURITY	051255	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 051255:										40.00	40.00
12/24	12/05/2024	223085	10670	CURRENT ELECTRIC & A	720 SOUTH STREET	051262	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00

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Total 051262:										40.00	40.00
12/24	12/05/2024	223086	194	DIAMOND SAW SHOP IN	SAW FILES-PARKS	20566	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	16.24	16.24
Total 20566:										16.24	16.24
12/24	12/05/2024	223087	11270		REFUND OVERPAYMENT 548 L	10234450022	1	9999-1001-001	CASH CLEARING - UTILITIES	17.45	17.45
Total 10234450022:										17.45	17.45
12/24	12/05/2024	223088	219	ED STAUB & SONS PETR	134.30 GAL PROPANE-GC	11550915	1	7530-451-52-46	PROPANE	347.66	347.66
Total 11550915:										347.66	347.66
12/24	12/05/2024	223089	1484	EDGES ELECTRICAL GR	STICK LIGHTS-GAS	S6309728.001	1	7401-430-62-46	SUPPLIES-GENERAL	65.81	65.81
Total S6309728.001:										65.81	65.81
12/24	12/05/2024	223090	11245		REFUND GAS OVERPAYMENT	10437250041	1	9999-1001-001	CASH CLEARING - UTILITIES	28.91	28.91
Total 10437250041:										28.91	28.91
12/24	12/05/2024	223091	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV008517	1	7620-430-10-43	TECHNICAL SVCS	301.88	301.88
Total SV008517:										301.88	301.88
12/24	12/05/2024	223092	1289	FULL SPECTRUM INC	SCADA WORK	20241003	1	7110-430-42-43	PROFESSIONAL SVCS	2,030.00	2,030.00
Total 20241003:										2,030.00	2,030.00
12/24	12/05/2024	223093	11264		REFUND GAS DEPOSIT	10304900015	1	7401-2228-000	DEPOSITS-CUSTOMER	133.91	133.91
Total 10304900015:										133.91	133.91
12/24	12/05/2024	223094	11265	R	REFUND GAS DEPOSIT	10439520018	1	7401-2228-000	DEPOSITS-CUSTOMER	28.39	28.39
Total 10439520018:										28.39	28.39

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12/24	12/05/2024	223095	11009		COMMUNITY CENTER DEPOSIT	112024	1	1000-2228-009	DEPOSITS-COMM CENTER RE	105.00	105.00
Total 112024:										105.00	105.00
12/24	12/05/2024	223096	1400		NEW LAW & ELECTION SEMINA	102824	1	1000-411-40-45	TRAVEL	247.00	247.00
Total 102824:										247.00	247.00
12/24	12/05/2024	223097	1362	IRON MOUNTAIN INFO. M	CITY HALL SHREDDING	JYDG600	1	1000-417-10-43	PROFESSIONAL SVCS	126.52	126.52
Total JYDG600:										126.52	126.52
12/24	12/05/2024	223098	11268		REFUND GAS DEPOSIT	10531901208	1	7401-2228-000	DEPOSITS-CUSTOMER	142.60	142.60
Total 10531901208:										142.60	142.60
12/24	12/05/2024	223099	11271		REFUND WATER OVERPAYMEN	10431300046	1	9999-1001-001	CASH CLEARING - UTILITIES	38.65	38.65
Total 10431300046:										38.65	38.65
12/24	12/05/2024	223100	11263		REFUND WATER DEPOSIT	10302200014	1	7110-2228-000	DEPOSITS-CUSTOMER	46.20	46.20
Total 10302200014:										46.20	46.20
12/24	12/05/2024	223101	392	LASSEN COUNTY CLERK	SOFTWARE-PLANNING	111324	1	1011-419-10-47	SOFTWARE	250.00	250.00
Total 111324:										250.00	250.00
12/24	12/05/2024	223102	10485	LEAF CAPITAL FUNDING	COPIER-FD	17476747	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	118.76	118.76
Total 17476747:										118.76	118.76
12/24	12/05/2024	223103	437	LMUD	471-920 JOHNSTONVILLE RD-AI	10108 112524	1	7201-430-81-46	ELECTRICITY	75.42	75.42
Total 10108 112524:										75.42	75.42
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE IRR WELL/ NAG	122907 112524	1	7530-451-52-46	ELECTRICITY	550.29	550.29

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Total 122907 112524:										550.29	550.29
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE PUMP STATION	122910 112524	1	7530-451-52-46	ELECTRICITY	988.63	988.63
Total 122910 112524:										988.63	988.63
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 112524	1	7530-451-52-46	ELECTRICITY	33.00	33.00
Total 122929 112524:										33.00	33.00
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE PUMP HOUSE	132052 112524	1	7530-451-52-46	ELECTRICITY	508.78	508.78
Total 132052 112524:										508.78	508.78
12/24	12/05/2024	223103	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 112524	1	7530-451-52-46	ELECTRICITY	278.15	278.15
Total 144281 112524:										278.15	278.15
12/24	12/05/2024	223103	437	LMUD	SOUTH ST - PW OFFICE	14590 112524	1	7620-430-10-46	ELECTRICITY	1,011.05	1,011.05
Total 14590 112524:										1,011.05	1,011.05
12/24	12/05/2024	223103	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 112524	1	1011-452-20-46	ELECTRICITY	11.04	11.04
Total 1744 112524:										11.04	11.04
12/24	12/05/2024	223103	437	LMUD	RIVERSIDE PARK	1999 112524	1	1011-452-20-46	ELECTRICITY	212.86	212.86
Total 1999 112524:										212.86	212.86
12/24	12/05/2024	223103	437	LMUD	CADY SPRINGS	26784 112524	1	7110-430-42-46	ELECTRICITY	618.84	618.84
Total 26784 112524:										618.84	618.84
12/24	12/05/2024	223103	437	LMUD	1505 MAIN ST FIRE STATION	2876 112524	1	1010-422-10-46	ELECTRICITY	972.14	972.14
Total 2876 112524:										972.14	972.14

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12/24	12/05/2024	223103	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 112524	1	2007-431-60-46	ELECTRICITY	320.88	320.88
Total 35094 112524:										320.88	320.88
12/24	12/05/2024	223103	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 112524	1	1011-452-20-46	ELECTRICITY	76.09	76.09
Total 3522 112524:										76.09	76.09
12/24	12/05/2024	223103	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 112524	1	2007-431-60-46	ELECTRICITY	178.74	178.74
Total 3651 112524:										178.74	178.74
12/24	12/05/2024	223103	437	LMUD	720 SOUTH EMULSION TANK-P	38646 112524	1	7620-430-10-46	ELECTRICITY	272.69	272.69
Total 38646 112524:										272.69	272.69
12/24	12/05/2024	223103	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 112524	1	1011-452-20-46	ELECTRICITY	19.69	19.69
Total 416851 112524:										19.69	19.69
12/24	12/05/2024	223103	437	LMUD	LAUREL ST- STREETS	416902 112524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416902 112524:										19.69	19.69
12/24	12/05/2024	223103	437	LMUD	SOUTH ST- STREETS	416924 112524	1	2007-431-60-46	ELECTRICITY	39.39	39.39
Total 416924 112524:										39.39	39.39
12/24	12/05/2024	223103	437	LMUD	RICHMOND RD & PEARL CR- S	416984 112524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416984 112524:										19.69	19.69
12/24	12/05/2024	223103	437	LMUD	1801 MAIN ST-SAFETY LIGHTIN	417512 112524	1	2005-431-20-46	SAFETY LIGHTING	39.39	39.39
Total 417512 112524:										39.39	39.39
12/24	12/05/2024	223103	437	LMUD	ORCHARD ST- STREETS	418802 112524	1	2007-431-60-46	ELECTRICITY	23.12	23.12

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Total 418802 112524:										23.12	23.12
12/24	12/05/2024	223103	437	LMUD	RIVERSIDE DR. & RIVER- STRE	418824 112524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418824 112524:										19.69	19.69
12/24	12/05/2024	223103	437	LMUD	RIVERSIDE DR. & LAUREL- STR	418833 112524	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 418833 112524:										19.69	19.69
12/24	12/05/2024	223103	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 112524	1	2005-431-20-46	SAFETY LIGHTING	206.15	206.15
Total 49496 112524:										206.15	206.15
12/24	12/05/2024	223103	437	LMUD	MAIN & FAIRFIELD-SB-1 SAFET	49497 112524	1	2005-431-20-46	SAFETY LIGHTING	163.45	163.45
Total 49497 112524:										163.45	163.45
12/24	12/05/2024	223103	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 112524	1	2005-431-20-46	SAFETY LIGHTING	188.75	188.75
Total 49498 112524:										188.75	188.75
12/24	12/05/2024	223103	437	LMUD	RIVERSIDE & MAIN LIGHTS-SB-	49499 112524	1	2005-431-20-46	SAFETY LIGHTING	303.69	303.69
Total 49499 112524:										303.69	303.69
12/24	12/05/2024	223103	437	LMUD	471-920 JOHNSTONVILLE RD-AI	54333 112524	1	7201-430-81-46	ELECTRICITY	43.88	43.88
Total 54333 112524:										43.88	43.88
12/24	12/05/2024	223103	437	LMUD	SPRING RIDGE BOOSTER	55754 112524	1	7110-430-42-46	ELECTRICITY	305.70	305.70
Total 55754 112524:										305.70	305.70
12/24	12/05/2024	223103	437	LMUD	925 SIERRA RD SPORTS CTR	60453 112524	1	1011-452-20-46	ELECTRICITY	31.47	31.47
Total 60453 112524:										31.47	31.47

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12/24	12/05/2024	223103	437	LMUD	471-920 JOHNSTONVILLE RD AI	7146 112524	1	7201-430-81-46	ELECTRICITY	493.08	493.08
Total 7146 112524:										493.08	493.08
12/24	12/05/2024	223103	437	LMUD	471-920 JOHNSTONVILLE RD AI	7154 112524	1	7201-430-81-46	ELECTRICITY	41.46	41.46
Total 7154 112524:										41.46	41.46
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE CLUB HOUSE	7394 112524	1	7530-451-50-46	ELECTRICITY	111.07	111.07
Total 7394 112524:										111.07	111.07
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE CART BARN 2	7400 112524	1	7530-451-52-46	ELECTRICITY	41.16	41.16
Total 7400 112524:										41.16	41.16
12/24	12/05/2024	223103	437	LMUD	WELL #1-WATER	7714 112524	1	7110-430-42-46	ELECTRICITY	575.25	575.25
Total 7714 112524:										575.25	575.25
12/24	12/05/2024	223103	437	LMUD	GOLF COURSE BARN 1 & 3	9312 112524	1	7530-451-52-46	ELECTRICITY	33.00	33.00
Total 9312 112524:										33.00	33.00
12/24	12/05/2024	223103	437	LMUD	RIVERSIDE PARK	9501 112524	1	1011-452-20-46	ELECTRICITY	307.81	307.81
Total 9501 112524:										307.81	307.81
12/24	12/05/2024	223103	437	LMUD	GEO PUMP #2	9503 112524	1	7301-430-52-46	ELECTRICITY	52.71	52.71
Total 9503 112524:										52.71	52.71
12/24	12/05/2024	223103	437	LMUD	HOSPITAL LN-GEO	9963 112524	1	7301-430-52-46	ELECTRICITY	30.00	30.00
Total 9963 112524:										30.00	30.00
12/24	12/05/2024	223104	1508	MAIN STREET LUBE	VEHICLE MAINT- PD	47348	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	85.68	85.68

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 47348:										85.68	85.68
12/24	12/05/2024	223105	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1297716	1	7401-430-62-43	TECHNICAL SVCS	71.11	71.11
12/24	12/05/2024	223105	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	1297716	2	7110-430-42-43	TECHNICAL SVCS	71.11	71.11
Total 1297716:										142.22	142.22
12/24	12/05/2024	223106	556	PITNEY BOWES INC	INK CARTRIDGES	1026476023	1	1000-417-10-46	SUPPLIES-GENERAL	287.49	287.49
Total 1026476023:										287.49	287.49
12/24	12/05/2024	223106	556	PITNEY BOWES INC	MONTHLY MAINT POSTAGE MA	3106942628	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	777.87	777.87
Total 3106942628:										777.87	777.87
12/24	12/05/2024	223107	576	R.S.S.E. INC	REPAIR FUEL TANK CONTROL	37130	1	7620-430-10-43	TECHNICAL SVCS	3,169.01	3,169.01
Total 37130:										3,169.01	3,169.01
12/24	12/05/2024	223108	11273	R	DEPOSIT REIMBURSEMENT FO	120224	1	1000-2228-009	DEPOSITS-COMM CENTER RE	105.00	105.00
Total 120224:										105.00	105.00
12/24	12/05/2024	223109	1026	SMITH'S PUMPS INC	WELL PUMP & MOTOR REPLAC	5757	1	7530-451-50-43	PROFESSIONAL SVCS	5,660.38	5,660.38
Total 5757:										5,660.38	5,660.38
12/24	12/05/2024	223110	76	SUSANVILLE ACE HARD	SUPPLIES- PARKS	530229	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	64.57	64.57
Total 530229:										64.57	64.57
12/24	12/05/2024	223110	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	530239	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	8.76	8.76
Total 530239:										8.76	8.76
12/24	12/05/2024	223110	76	SUSANVILLE ACE HARD	SUPPLIES- WATER	530271	1	7110-430-42-46	SUPPLIES-GENERAL	12.09	12.09

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 530271:										12.09	12.09
12/24	12/05/2024	223110	76	SUSANVILLE ACE HARD	DEADBOLTS-PARKS	530377	1	1011-452-20-44	FACILITY - REPAIR & MAINTENA	23.37	23.37
Total 530377:										23.37	23.37
12/24	12/05/2024	223111	806	SUSANVILLE AVIATION	PAPI BULBS-AIRPORT	5221	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	299.88	299.88
Total 5221:										299.88	299.88
12/24	12/05/2024	223112	11269		REFUND GAS DEPOSIT	10438100132	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
12/24	12/05/2024	223112	11269		REFUND WATER OVERPAYMEN	10438100132	2	9999-1001-001	CASH CLEARING - UTILITIES	.38	.38
12/24	12/05/2024	223112	11269		REFUND GAS OVERPAYMENT	10438100132	3	9999-1001-001	CASH CLEARING - UTILITIES	30.77	30.77
Total 10438100132:										231.15	231.15
12/24	12/05/2024	223113	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- CITY H	1045	1	1000-417-10-43	PROFESSIONAL SVCS	350.00	350.00
Total 1045:										350.00	350.00
12/24	12/05/2024	223114	749	VERIZON WIRELESS	CELLULAR PHONES - CODE EN	9978989261	1	1000-465-10-45	COMMUNICATIONS	41.95	41.95
12/24	12/05/2024	223114	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9978989261	2	1010-422-10-45	COMMUNICATIONS	339.84	339.84
12/24	12/05/2024	223114	749	VERIZON WIRELESS	CELLULAR PHONES - CITY CO	9978989261	3	1000-411-10-45	COMMUNICATIONS	167.80	167.80
12/24	12/05/2024	223114	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9978989261	4	1009-421-10-45	COMMUNICATIONS	41.95	41.95
Total 9978989261:										591.54	591.54
12/24	12/05/2024	223115	11262	WAVE TECHNOLOGIES L	COMMUNICATIONS-AIR POLLU	Q-4073	1	7620-430-11-45	COMMUNICATIONS	265.42	265.42
Total Q-4073:										265.42	265.42
12/24	12/05/2024	223116	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	I78073	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total I78073:										109.39	109.39
Grand Totals:										33,113.76	33,113.76

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/24	12/16/2024	223134	11233	323 SCADA SERVICES LL	TECHNICAL SVCS-GAS	CS112024	1	7401-430-62-43	TECHNICAL SVCS	249.00	249.00
Total CS112024:										249.00	249.00
12/24	12/16/2024	223134	11233	323 SCADA SERVICES LL	TECHNICAL SVCS-GAS	CS120424	1	7401-430-62-43	TECHNICAL SVCS	750.00	750.00
Total CS120424:										750.00	750.00
12/24	12/16/2024	223135	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5512150195	1	7401-430-62-46	SUPPLIES-GENERAL	228.87	228.87
12/24	12/16/2024	223135	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5512150195	2	7110-430-42-46	SUPPLIES-GENERAL	596.51	596.51
12/24	12/16/2024	223135	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5512150195	3	2007-431-20-46	SUPPLIES-GENERAL	152.59	152.59
Total 5512150195:										977.97	977.97
12/24	12/16/2024	223136	9432	ALL SEASON HEATING	#0061 WOODSMOKE REDUCTI	120524	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
Total 120524:										5,000.00	5,000.00
12/24	12/16/2024	223136	9432	ALL SEASON HEATING	#0057 WOODSMOKE REDUCTI	120924	1	8407-430-10-48	GRANTS	5,000.00	5,000.00
Total 120924:										5,000.00	5,000.00
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-STREETS	LREN1982458	1	2007-431-20-44	LINEN SERVICE	62.63	62.63
Total LREN1982458:										62.63	62.63
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-GAS	LREN1982459	1	7401-430-62-44	LINEN SERVICES	82.80	82.80
Total LREN1982459:										82.80	82.80
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-PARKS	LREN1982461	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1982461:										42.24	42.24
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-PW	LREN1982462	1	7620-430-10-44	LINEN SERVICE	113.40	113.40

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Total LREN1982462:										113.40	113.40
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-WATER	LREN1984367	1	7110-430-42-44	LINEN SERVICE	66.88	66.88
Total LREN1984367:										66.88	66.88
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-STREETS	LREN1984368	1	2007-431-20-44	LINEN SERVICE	62.63	62.63
Total LREN1984368:										62.63	62.63
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-PW	LREN1984369	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1984369:										35.53	35.53
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-PARKS	LREN1984370	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1984370:										42.24	42.24
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-GAS	LREN1984371	1	7401-430-62-44	LINEN SERVICES	82.80	82.80
Total LREN1984371:										82.80	82.80
12/24	12/16/2024	223137	10981	ALSCO INC	UNIFORMS-PW	LREN1984372	1	7620-430-10-44	LINEN SERVICE	159.27	159.27
Total LREN1984372:										159.27	159.27
12/24	12/16/2024	223138	792	AMERICAN PUBLIC GAS	APGA MEMEBRSHIPS DUES	102824	1	7401-430-62-48	DUES AND MEMBERSHIPS	3,008.20	3,008.20
Total 102824:										3,008.20	3,008.20
12/24	12/16/2024	223139	1307	C&S WASTE SOLUTIONS	1110 NORTH STREET	176415140U037	1	1011-452-20-44	DISPOSAL	326.79	326.79
Total 176415140U037:										326.79	326.79
12/24	12/16/2024	223140	11276		REFUND GAS DEPOSIT	10103550005	1	7401-2228-000	DEPOSITS-CUSTOMER	116.64	116.64
Total 10103550005:										116.64	116.64

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12/24	12/16/2024	223141	11275	[redacted]	REFUND WATER OVERPAYMEN	10427600042	1	9999-1001-001	CASH CLEARING - UTILITIES	42.86	42.86
Total 10427600042:										42.86	42.86
12/24	12/16/2024	223142	11279		REFUND GAS DEPOSIT	10241330007	1	7401-2228-000	DEPOSITS-CUSTOMER	79.36	79.36
Total 10241330007:										79.36	79.36
12/24	12/16/2024	223143	148	COMPUTER LOGISTICS	TECHNICAL SVCS-PW	85682	1	7620-430-10-43	TECHNICAL SVCS	160.86	160.86
Total 85682:										160.86	160.86
12/24	12/16/2024	223144	152	COUSO TECHNOLOGY &	TECHINCAL SERVICES	5439	1	1000-417-10-43	TECHNICAL SVCS	560.00	560.00
Total 5439:										560.00	560.00
12/24	12/16/2024	223144	152	COUSO TECHNOLOGY &	ADVERTISING	5478	1	1000-465-10-45	ADVERTISING	99.00	99.00
Total 5478:										99.00	99.00
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-STREETS SB1	2740138247	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	72.45	72.45
Total 2740138247:										72.45	72.45
12/24	12/16/2024	223145	161	CSK AUTO INC	AIR & OIL FILTER-STREETS SB1	2740138412	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	186.16	186.16
Total 2740138412:										186.16	186.16
12/24	12/16/2024	223145	161	CSK AUTO INC	SPRAY GREASE-GAS	2740139429	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.37	9.37
12/24	12/16/2024	223145	161	CSK AUTO INC	SPRAY GREASE-WATER	2740139429	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	9.37	9.37
12/24	12/16/2024	223145	161	CSK AUTO INC	SPRAY GREASE-STREETS SB1	2740139429	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	9.38	9.38
Total 2740139429:										28.12	28.12
12/24	12/16/2024	223145	161	CSK AUTO INC	GREASE-GAS	2740139451	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	78.65	78.65
12/24	12/16/2024	223145	161	CSK AUTO INC	GREASE-WATER	2740139451	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	78.65	78.65
12/24	12/16/2024	223145	161	CSK AUTO INC	GREASE-STREETS SB1	2740139451	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	78.67	78.67

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Total 2740139451:										235.97	235.97
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740139622	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	30.66	30.66
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740139622	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	30.66	30.66
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-STREETS SB1	2740139622	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	30.68	30.68
Total 2740139622:										92.00	92.00
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740140890	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.31	8.31
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-WATER	2740140890	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.31	8.31
12/24	12/16/2024	223145	161	CSK AUTO INC	REPAIR & MAINT-STREETS SB1	2740140890	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	8.31	8.31
Total 2740140890:										24.93	24.93
12/24	12/16/2024	223145	161	CSK AUTO INC	PRIMER-GAS	2740141195	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.37	9.37
12/24	12/16/2024	223145	161	CSK AUTO INC	PRIMER-WATER	2740141195	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	9.37	9.37
12/24	12/16/2024	223145	161	CSK AUTO INC	PRIMER-STREETS SB1	2740141195	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	9.38	9.38
Total 2740141195:										28.12	28.12
12/24	12/16/2024	223145	161	CSK AUTO INC	CLEVIS PIN-WATER	2740143674	1	7110-430-42-47	MACHINERY AND EQUIPMENT	22.46	22.46
12/24	12/16/2024	223145	161	CSK AUTO INC	SEAT COVERS-WATER	2740143674	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	42.47	42.47
Total 2740143674:										64.93	64.93
12/24	12/16/2024	223145	161	CSK AUTO INC	DEICER-PARKS	2740144447	1	1011-452-20-44	MISC - REPAIR & MAINTENANC	10.80	10.80
Total 2740144447:										10.80	10.80
12/24	12/16/2024	223145	161	CSK AUTO INC	BLUEDEF-GAS	2740144464	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	24.53	24.53
12/24	12/16/2024	223145	161	CSK AUTO INC	BLUEDEF-WATER	2740144464	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	24.52	24.52
12/24	12/16/2024	223145	161	CSK AUTO INC	BLUEDEF-STREETS SB1	2740144464	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	24.52	24.52
Total 2740144464:										73.57	73.57
12/24	12/16/2024	223145	161	CSK AUTO INC	PLUG/CAP KIT-GAS	2740144707	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	65.61	65.61
12/24	12/16/2024	223145	161	CSK AUTO INC	PLUG/CAP KIT-WATER	2740144707	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	65.60	65.60
12/24	12/16/2024	223145	161	CSK AUTO INC	PLUG/CAP KIT-STREETS SB1	2740144707	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	65.60	65.60

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Total 2740144707:										196.81	196.81
12/24	12/16/2024	223145	161	CSK AUTO INC	ABSORB PAD-GAS	2740144732	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	27.06	27.06
12/24	12/16/2024	223145	161	CSK AUTO INC	ABSORB PAD-WATER	2740144732	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	27.06	27.06
12/24	12/16/2024	223145	161	CSK AUTO INC	ABSORB PAD-STREETS SB1	2740144732	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	27.06	27.06
Total 2740144732:										81.18	81.18
12/24	12/16/2024	223145	161	CSK AUTO INC	SUPPLIES-STREETS SB1	2740144768	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	81.18	81.18
Total 2740144768:										81.18	81.18
12/24	12/16/2024	223145	161	CSK AUTO INC	WD40-GAS	2740144956	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.66	8.66
12/24	12/16/2024	223145	161	CSK AUTO INC	WD40-WATER	2740144956	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.65	8.65
12/24	12/16/2024	223145	161	CSK AUTO INC	WD40-STREETS SB1	2740144956	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	8.65	8.65
Total 2740144956:										25.96	25.96
12/24	12/16/2024	223145	161	CSK AUTO INC	LIGHT BULBS-WATER	2740145072	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	73.59	73.59
Total 2740145072:										73.59	73.59
12/24	12/16/2024	223145	161	CSK AUTO INC	DEGREASER-GAS	2740145127	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	14.43	14.43
12/24	12/16/2024	223145	161	CSK AUTO INC	DEGREASER-WATER	2740145127	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	14.42	14.42
12/24	12/16/2024	223145	161	CSK AUTO INC	DEGREASER-STREETS SB1	2740145127	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	14.42	14.42
Total 2740145127:										43.27	43.27
12/24	12/16/2024	223145	161	CSK AUTO INC	SNOWBRUSH-GAS	2740145767	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	14.05	14.05
12/24	12/16/2024	223145	161	CSK AUTO INC	SNOWBRUSH-WATER	2740145767	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	14.05	14.05
12/24	12/16/2024	223145	161	CSK AUTO INC	SNOWBRUSH-STREETS SB1	2740145767	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	14.05	14.05
Total 2740145767:										42.15	42.15
12/24	12/16/2024	223146	10670	CURRENT ELECTRIC & A	CODE CHANGES-PW	051303	1	7620-430-10-43	TECHNICAL SVCS	35.00	35.00
Total 051303:										35.00	35.00

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12/24	12/16/2024	223147	11090	DIGITAL DREAMS COME	SECURITY CAMERAS PW YARD	INV-031653	1	7620-430-10-43	TECHNICAL SVCS	5,332.50	5,332.50
Total INV-031653:										5,332.50	5,332.50
12/24	12/16/2024	223148	219	ED STAUB & SONS PETR	TANK RENT-AIRPORT	11262525	1	7201-430-81-46	PROPANE	69.00	69.00
Total 11262525:										69.00	69.00
12/24	12/16/2024	223148	219	ED STAUB & SONS PETR	FINANCE CHARGE-AIRPORT	11523727	1	7201-430-81-46	PROPANE	1.04	1.04
Total 11523727:										1.04	1.04
12/24	12/16/2024	223148	219	ED STAUB & SONS PETR	252.54 GAL PROANE-AIRPORT	11678951	1	7201-430-81-46	PROPANE	684.29	684.29
Total 11678951:										684.29	684.29
12/24	12/16/2024	223148	219	ED STAUB & SONS PETR	6.70 GAL PROPANE-STREETS S	11700298	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	25.04	25.04
Total 11700298:										25.04	25.04
12/24	12/16/2024	223149	1484	EDGES ELECTRICAL GR	SUPPLIES-WATER	S6238208.001	1	7110-430-42-46	SUPPLIES-GENERAL	50.51	50.51
12/24	12/16/2024	223149	1484	EDGES ELECTRICAL GR	SUPPLIES-PARKS	S6238208.001	2	1011-452-20-46	SUPPLIES-SMALL TOOLS	50.51	50.51
Total S6238208.001:										101.02	101.02
12/24	12/16/2024	223150	10706		CA POST ICI ADVANCED CHILD	111824	1	1009-421-10-45	TRAINING	301.00	301.00
Total 111824:										301.00	301.00
12/24	12/16/2024	223151	257	FOREST OFFICE EQUIPM	MONTHLY PERIOD CHARGE-GA	SV008593	1	7401-430-62-43	TECHNICAL SVCS	44.08	44.08
12/24	12/16/2024	223151	257	FOREST OFFICE EQUIPM	MONTHLY PERIOD CHARGE-W	SV008593	2	7110-430-42-43	TECHNICAL SVCS	44.08	44.08
Total SV008593:										88.16	88.16
12/24	12/16/2024	223152	332	INTERSTATE GAS SERVI	NAT GAS CONSULTING	7021834	1	7401-430-62-43	PROFESSIONAL SVCS	740.00	740.00
Total 7021834:										740.00	740.00
12/24	12/16/2024	223153	11280		REFUND GAS DEPOSIT	10324101614	1	7401-2228-000	DEPOSITS-CUSTOMER	156.26	156.26

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10324101614:										156.26	156.26
12/24	12/16/2024	223154	9081	.RY	SHERMAN BLOCK LEADERSHIP	120324	1	1009-421-10-45	TRAINING	301.00	301.00
Total 120324:										301.00	301.00
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	TOOLS-WATER	461771	1	7110-430-42-46	SUPPLIES-GENERAL	91.46	91.46
Total 461771:										91.46	91.46
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	462447	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	113.27	113.27
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	462447	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	113.27	113.27
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS SB1	462447	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	113.26	113.26
Total 462447:										339.80	339.80
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	HOSE CLAMPS-GAS	463536	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.07	4.07
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	HOSE CLAMPS- WATER	463536	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	4.07	4.07
12/24	12/16/2024	223155	411	LASSEN MOTOR PARTS	HOSE CLAMPS- STREETS SB1	463536	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	4.07	4.07
Total 463536:										12.21	12.21
12/24	12/16/2024	223156	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	8590	1	2007-431-20-44	DISPOSAL	56.59	56.59
Total 8590:										56.59	56.59
12/24	12/16/2024	223157	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-AIR	12957	1	7620-430-11-43	PROFESSIONAL SERVICES	2,711.78	2,711.78
Total 12957:										2,711.78	2,711.78
12/24	12/16/2024	223158	10485	LEAF CAPITAL FUNDING	COPIER-PW	17538147	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	140.73	140.73
Total 17538147:										140.73	140.73
12/24	12/16/2024	223158	10485	LEAF CAPITAL FUNDING	COPIER-PW	17553979	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	278.67	278.67
Total 17553979:										278.67	278.67

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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
12/24	12/16/2024	223159	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-SNOW	60400452336	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	1,438.85	1,438.85
Total 60400452336:										1,438.85	1,438.85
12/24	12/16/2024	223159	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-SNOW	60400452352	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	2,175.00	2,175.00
Total 60400452352:										2,175.00	2,175.00
12/24	12/16/2024	223159	425	LES SCHWAB TIRE CENT	REPAIR & MAINT-SNOW	60400452355	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	43.28	43.28
Total 60400452355:										43.28	43.28
12/24	12/16/2024	223160	10289	MW TREE SERVICE	PROFESSIONAL SVCS-PW	221	1	7620-430-10-43	PROFESSIONAL SVCS	1,000.00	1,000.00
Total 221:										1,000.00	1,000.00
12/24	12/16/2024	223161	556	PITNEY BOWES INC	MONTHLY MAINT POSTAGE MA	8000900000677660 12042	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,529.98	1,529.98
Total 8000900000677660 120424:										1,529.98	1,529.98
12/24	12/16/2024	223162	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 112724	1	1000-417-10-45	COMMUNICATIONS	768.00	768.00
Total 58020 112724:										768.00	768.00
12/24	12/16/2024	223162	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	68444 112724	1	7620-430-10-45	COMMUNICATIONS	371.43	371.43
Total 68444 112724:										371.43	371.43
12/24	12/16/2024	223162	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-FD	69319 112724	1	1010-422-10-45	COMMUNICATIONS	307.05	307.05
Total 69319 112724:										307.05	307.05
12/24	12/16/2024	223163	11274		REFUND GAS DEPOSIT	10324101116	1	7401-2228-000	DEPOSITS-CUSTOMER	128.42	128.42
Total 10324101116:										128.42	128.42
12/24	12/16/2024	223164	1296	RENTAL GUYS	LADDER EXTENSION-GAS	1018088-5	1	7401-430-62-47	MACHINERY & EQUIPMENT	66.86	66.86

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Total 1018088-5:										66.86	66.86
12/24	12/16/2024	223165	11278		REFUND WATER DEPOSIT	10310800024	1	7110-2228-000	DEPOSITS-CUSTOMER	64.77	64.77
Total 10310800024:										64.77	64.77
12/24	12/16/2024	223166	1479	SIERRA BROADCASTING	ADVERTISING-GAS	24110140	1	7401-430-62-45	ADVERTISING	499.00	499.00
Total 24110140:										499.00	499.00
12/24	12/16/2024	223167	640	SIERRA ELECTRONICS	NEW RADIOS FOR VEHICLES-G	AR48054	1	7401-430-62-47	MACHINERY & EQUIPMENT	2,158.59	2,158.59
Total AR48054:										2,158.59	2,158.59
12/24	12/16/2024	223168	1270	SILVER STATE BARRICA	SUPPLIES-PARKS	056703	1	1011-452-20-46	SUPPLIES-GENERAL	92.28	92.28
Total 056703:										92.28	92.28
12/24	12/16/2024	223168	1270	SILVER STATE BARRICA	SUPPLIES-STREETS SB1	062035	1	2005-431-20-46	SUPPLIES-GENERAL	928.60	928.60
Total 062035:										928.60	928.60
12/24	12/16/2024	223168	1270	SILVER STATE BARRICA	WOOD BOARD-STREETS SB1	062040	1	2005-431-20-46	SUPPLIES-GENERAL	680.00	680.00
12/24	12/16/2024	223168	1270	SILVER STATE BARRICA	WOOD BOARD-GAS	062040	2	7401-430-62-46	SUPPLIES-GENERAL	680.00	680.00
12/24	12/16/2024	223168	1270	SILVER STATE BARRICA	WOOD BOARD-WATER	062040	3	7110-430-42-46	SUPPLIES-GENERAL	680.00	680.00
Total 062040:										2,040.00	2,040.00
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	SUPPLIES-BUILDING	529112	1	1011-424-20-46	SUPPLIES-GENERAL	253.29	253.29
Total 529112:										253.29	253.29
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	SIGNS	529984	1	1011-425-21-46	SUPPLIES-GENERAL	67.88	67.88
Total 529984:										67.88	67.88
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	PACK TAPE-PW	529996	1	7620-430-10-46	SUPPLIES-GENERAL	10.71	10.71

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Total 529996:										10.71	10.71
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	ANTIFREEZE-PARKS	530030	1	1011-452-20-46	SUPPLIES-GENERAL	52.75	52.75
Total 530030:										52.75	52.75
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	CREDIT-PARKS	530031	1	1011-452-20-46	SUPPLIES-GENERAL	52.75-	52.75-
Total 530031:										52.75-	52.75-
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	CABLE TIES	530080	1	1011-425-21-46	SUPPLIES-GENERAL	8.76	8.76
Total 530080:										8.76	8.76
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	ROPE-STREETS	530215	1	2007-431-20-46	SUPPLIES-GENERAL	21.41	21.41
Total 530215:										21.41	21.41
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	SUPPLIES-PW	530232	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	43.74	43.74
Total 530232:										43.74	43.74
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	TARP-STREETS	530269	1	2007-431-20-46	SUPPLIES-GENERAL	36.04	36.04
Total 530269:										36.04	36.04
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	WIPERBLADE-STREETS SB1	530349	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	56.27	56.27
Total 530349:										56.27	56.27
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	SUPPLIES-WATER	530462	1	7110-430-42-46	SUPPLIES-GENERAL	188.94	188.94
Total 530462:										188.94	188.94
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	SUPPLIES-PARKS	530522	1	1011-452-20-46	SUPPLIES-SMALL TOOLS	21.41	21.41
Total 530522:										21.41	21.41

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12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	RUST STOP-STREETS SB1	530586	1	2005-431-20-44	REPAIR AND MAINTENANCE-MI	7.78	7.78
Total 530586:										7.78	7.78
12/24	12/16/2024	223169	76	SUSANVILLE ACE HARD	SUPPLIES-FD	530603	1	1010-422-10-46	SUPPLIES- GENERAL	92.33	92.33
Total 530603:										92.33	92.33
12/24	12/16/2024	223170	806	SUSANVILLE AVIATION	PAPI BULBS-AIRPORT	5242	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	514.54	514.54
Total 5242:										514.54	514.54
12/24	12/16/2024	223171	873	SUSANVILLE FORD	REPAIR & MAINT- PW	651695/1	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	1,719.82	1,719.82
Total 651695/1:										1,719.82	1,719.82
12/24	12/16/2024	223172	11277	SUSANVILLE SYMPHONY	CONSULTING	615	1	2004-417-12-48	ACTIVITY DELIVERY-GRANTS	2,500.00	2,500.00
Total 615:										2,500.00	2,500.00
12/24	12/16/2024	223173	686	SUSANVILLE TRUCK & A	REPAIRS & MAINT. - STREETS S	271615	1	2005-431-20-44	REPAIR AND MAINTENANCE VE	85.00	85.00
Total 271615:										85.00	85.00
12/24	12/16/2024	223174	1141	THOMPSON GARAGE DO	SERVICED DOOR-PW	8693	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	2,643.27	2,643.27
Total 8693:										2,643.27	2,643.27
12/24	12/16/2024	223175	712	TNS TRUCKING CO	TRANSFER BASE ROCK-GAS	6324	1	7401-430-62-46	SUPPLIES-GENERAL	677.30	677.30
12/24	12/16/2024	223175	712	TNS TRUCKING CO	TRANSFER BASE ROCK-WATE	6324	2	7110-430-42-46	SUPPLIES-GENERAL	677.30	677.30
12/24	12/16/2024	223175	712	TNS TRUCKING CO	TRANSFER BASE ROCK-STREE	6324	3	2005-431-20-46	SUPPLIES-GENERAL	246.16	246.16
Total 6324:										1,600.76	1,600.76
12/24	12/16/2024	223175	712	TNS TRUCKING CO	TRANSFER CON SAND-GAS	6325	1	7401-430-62-46	SUPPLIES-GENERAL	462.41	462.41
12/24	12/16/2024	223175	712	TNS TRUCKING CO	TRANSFER CON SAND-WATER	6325	2	7110-430-42-46	SUPPLIES-GENERAL	462.41	462.41
Total 6325:										924.82	924.82

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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
12/24	12/16/2024	223176	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PW	1050	1	7620-430-10-44	CUSTODIAL	300.00	300.00
Total 1050:										300.00	300.00
12/24	12/16/2024	223177	10821	UBEO WEST LLC	COPIER CITY HALL	4718335	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	497.32	497.32
12/24	12/16/2024	223177	10821	UBEO WEST LLC	COPIER PD	4718335	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	205.01	205.01
Total 4718335:										702.33	702.33
12/24	12/16/2024	223178	1568	VERIFORCE	RESOLUTION 24-6359 TIM PLA	INV00213786	1	7401-430-62-43	PROFESSIONAL SVCS	7,500.00	7,500.00
Total INV00213786:										7,500.00	7,500.00
12/24	12/16/2024	223179	770	WESTERN NEVADA SUP	SUPPLIES- WATER	61530825	1	7110-430-42-46	SUPPLIES-GENERAL	107.17	107.17
Total 61530825:										107.17	107.17
12/24	12/16/2024	223179	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	61531547	1	1011-452-20-46	SUPPLIES-GENERAL	17.53	17.53
Total 61531547:										17.53	17.53
12/24	12/16/2024	223179	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61531997	1	7112-430-42-46	SUPPLIES GENERAL	478.18	478.18
Total 61531997:										478.18	478.18
12/24	12/16/2024	223179	770	WESTERN NEVADA SUP	SUPPLIES-GAS	61532749	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	37.87	37.87
Total 61532749:										37.87	37.87
12/24	12/16/2024	223179	770	WESTERN NEVADA SUP	SUPPLIES- WATER	61533771	1	7110-430-42-46	SUPPLIES-GENERAL	205.35	205.35
Total 61533771:										205.35	205.35
12/24	12/16/2024	223179	770	WESTERN NEVADA SUP	SUPPLIES- GAS	61538407	1	7401-430-62-46	SUPPLIES-GENERAL	183.68	183.68
Total 61538407:										183.68	183.68
12/24	12/16/2024	223180	1198	WESTWOOD SANITATIO	PORTABLE TOILET-720 SOUTH	I76273	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	101.62	101.62

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total I76273:										101.62	101.62
12/24	12/16/2024	223180	1198	WESTWOOD SANITATIO	PORTABLE TOILET-720 SOUTH	I76488	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	11.71	11.71
Total I76488:										11.71	11.71
Grand Totals:										64,002.16	64,002.16

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/24	12/18/2024	223181	728	U.S. POSTMASTER	UB BILLING WATER	121824	1	7110-430-42-46	POSTAGE	836.81	836.81
12/24	12/18/2024	223181	728	U.S. POSTMASTER	UB BILLING GAS	121824	2	7401-430-62-46	POSTAGE	431.08	431.08
Total 121824:										1,267.89	1,267.89
Grand Totals:										1,267.89	1,267.89

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/24	12/19/2024	223182	9475	49ER COMMUNICATIONS	REPAIR & MAINT RADIOS-FD	81013	1	1010-422-10-44	RADIOS - REPAIR & MAINTENA	2,729.91	2,729.91
Total 81013:										2,729.91	2,729.91
12/24	12/19/2024	223183	9432	ALL SEASON HEATING	#0063 WOODSMOKE REDUCTI	121124	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 121124:										3,000.00	3,000.00
12/24	12/19/2024	223183	9432	ALL SEASON HEATING	#0067 WOODSMOKE REDUCTI	121724	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
12/24	12/19/2024	223183	9432	ALL SEASON HEATING	#0068 WOODSMOKE REDUCTI	121724	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 121724:										6,000.00	6,000.00
12/24	12/19/2024	223184	9064		REIMBURSEMENT FOR 2025 G	120524	1	1009-421-10-45	TRAINING	218.00	218.00
Total 120524:										218.00	218.00
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-WATER	LREN1986016	1	7110-430-42-44	LINEN SERVICE	57.75	57.75
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-PW	LREN1986016	2	7620-430-10-44	LINEN SERVICE	9.13	9.13
Total LREN1986016:										66.88	66.88
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-STREETS	LREN1986017	1	2007-431-20-44	LINEN SERVICE	62.63	62.63
Total LREN1986017:										62.63	62.63
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-PW	LREN1986018	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1986018:										35.53	35.53
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-PARKS	LREN1986019	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1986019:										42.24	42.24
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-GAS	LREN1986021	1	7401-430-62-44	LINEN SERVICES	82.80	82.80

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Total LREN1986021:										82.80	82.80
12/24	12/19/2024	223185	10981	ALSCO INC	UNIFORMS-PW	LREN1986022	1	7620-430-10-44	LINEN SERVICE	159.27	159.27
Total LREN1986022:										159.27	159.27
12/24	12/19/2024	223186	1231	ASBURY ENVIRONMENT	WASHER SERVICE-GAS	I500-01155148	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	45.10	45.10
12/24	12/19/2024	223186	1231	ASBURY ENVIRONMENT	WASHER SERVICE-WATER	I500-01155148	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	45.10	45.10
12/24	12/19/2024	223186	1231	ASBURY ENVIRONMENT	WASHER SERVICE-STREETS S	I500-01155148	3	2005-431-20-44	REPAIR AND MAINTENANCE VE	45.11	45.11
Total I500-01155148:										135.31	135.31
12/24	12/19/2024	223187	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	176415064U037	1	1009-421-10-44	DISPOSAL	223.41	223.41
Total 176415064U037:										223.41	223.41
12/24	12/19/2024	223188	98	CALIFORNIA ASSOCIATI	DUES AND MEMBERSHIP 1/25-F	121024	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	206.50	206.50
Total 121024:										206.50	206.50
12/24	12/19/2024	223189	148	COMPUTER LOGISTICS	TECHNICAL SVCS-PD	85206	1	1009-421-10-43	TECHNICAL SERVICES	1,505.84	1,505.84
Total 85206:										1,505.84	1,505.84
12/24	12/19/2024	223189	148	COMPUTER LOGISTICS	SUPPLIES-PW	85756	1	7620-430-10-46	SUPPLIES-GENERAL	2,559.59	2,559.59
Total 85756:										2,559.59	2,559.59
12/24	12/19/2024	223189	148	COMPUTER LOGISTICS	24/25 FY CONTRACT MANAGED	85782	1	1000-417-10-43	TECHNICAL SVCS	5,681.90	5,681.90
Total 85782:										5,681.90	5,681.90
12/24	12/19/2024	223190	11281	COURTNEY ANDERSON	FACILTY RENTAL DEPOSIT RET	121624	1	1000-2228-009	DEPOSITS-COMM CENTER RE	75.00	75.00
Total 121624:										75.00	75.00
12/24	12/19/2024	223191	161	CSK AUTO INC	AIR FILTER-WATER	2740146100	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	135.07	135.07

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2740146100:										135.07	135.07
12/24	12/19/2024	223191	161	CSK AUTO INC	REPAIR & MAINT-CODE ENF.	2740146407	1	1011-424-20-44	VEHICLE - REPAIR & MAINTENA	145.54	145.54
Total 2740146407:										145.54	145.54
12/24	12/19/2024	223191	161	CSK AUTO INC	DOOR LOCK KIT-PARKS	2740146431	1	1011-424-20-44	VEHICLE - REPAIR & MAINTENA	45.16	45.16
Total 2740146431:										45.16	45.16
12/24	12/19/2024	223192	10670	CURRENT ELECTRIC & A	INSTALL KEYPAD	051310	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	220.00	220.00
Total 051310:										220.00	220.00
12/24	12/19/2024	223192	10670	CURRENT ELECTRIC & A	SERVICE CALL-PW	051311	1	7620-430-10-43	TECHNICAL SVCS	35.00	35.00
Total 051311:										35.00	35.00
12/24	12/19/2024	223193	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	120924	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	48.00	48.00
Total 120924:										48.00	48.00
12/24	12/19/2024	223194	224	EMPIRE INSIGNIAS	PATCHES-PD	2412092	1	1009-421-10-43	PROFESSIONAL SERVICES	540.00	540.00
Total 2412092:										540.00	540.00
12/24	12/19/2024	223195	10993	EXPRESS EVALUATIONS	EMPLOYEE EVAL SOFTWARE	1410	1	1000-416-10-43	TECHNICAL SVCS	1,750.00	1,750.00
12/24	12/19/2024	223195	10993	EXPRESS EVALUATIONS	EMPLOYEE EVAL SOFTWARE	1410	2	1000-1430-105	PREPAID - OTHER	1,750.00	1,750.00
Total 1410:										3,500.00	3,500.00
12/24	12/19/2024	223196	265	FRONTIER	257-1033-PARKS	1033 120524	1	1011-452-20-45	COMMUNICATIONS	193.39	193.39
Total 1033 120524:										193.39	193.39
12/24	12/19/2024	223196	265	FRONTIER	257-1887 BACKUP	1887 120124	1	1000-417-10-45	COMMUNICATIONS	113.33	113.33

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1887 120124:										113.33	113.33
12/24	12/19/2024	223196	265	FRONTIER	257-2520 GOLF COURSE	2520 120124	1	7530-451-52-45	COMMUNICATIONS	308.61	308.61
Total 2520 120124:										308.61	308.61
12/24	12/19/2024	223196	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 120524	1	1000-417-10-45	COMMUNICATIONS	132.23	132.23
Total 2960 120524:										132.23	132.23
12/24	12/19/2024	223196	265	FRONTIER	257-7098 NATURAL GAS	7098 120124	1	7401-430-62-45	COMMUNICATIONS	97.98	97.98
Total 7098 120124:										97.98	97.98
12/24	12/19/2024	223197	303	HEATH CONSULTANTS IN	NEW ORDORATOR-GAS	.1156946	1	7401-430-62-47	MACHINERY & EQUIPMENT	462.00	462.00
Total .1156946:										462.00	462.00
12/24	12/19/2024	223197	303	HEATH CONSULTANTS IN	NEW ORDORATOR-GAS	1156946	1	7401-430-62-47	MACHINERY & EQUIPMENT	5,685.00	5,685.00
Total 1156946:										5,685.00	5,685.00
12/24	12/19/2024	223198	10995	INLAND SUPPLY CO INC	JANITORIAL SUPPLIES-PW	1096842	1	7620-430-10-46	SUPPLIES-JANITORIAL	129.90	129.90
Total 1096842:										129.90	129.90
12/24	12/19/2024	223199	1362	IRON MOUNTAIN INFO. M	POLICE DEPARTMENT SHREDD	JVDG571	1	1009-421-10-43	PROFESSIONAL SERVICES	128.70	128.70
Total JVDG571:										128.70	128.70
12/24	12/19/2024	223199	1362	IRON MOUNTAIN INFO. M	POLICE DEPARTMENT SHREDD	JYGH910	1	1009-421-10-43	PROFESSIONAL SERVICES	128.98	128.98
Total JYGH910:										128.98	128.98
12/24	12/19/2024	223200	9924	IWORQ SYSTEMS INC	ANNUAL SOFTWARE	205670	1	1011-424-20-47	SOFTWARE	2,750.00	2,750.00
12/24	12/19/2024	223200	9924	IWORQ SYSTEMS INC	ANNUAL SOFTWARE	205670	2	1011-1430-105	PRE PAID OTHER	2,750.00	2,750.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
	Total 205670:									5,500.00	5,500.00
12/24	12/19/2024	223201	437	LMUD	1801 MAIN ST POLICE STATION	8314 112524	1	1009-421-10-46	ELECTRICITY	988.97	988.97
	Total 8314 112524:									988.97	988.97
12/24	12/19/2024	223202	10428	LOCAL AREA REVITALIZA	COMMUNITY GARDEN MOU 24/	102824	1	1000-466-33-46	CIVIC CONTRIBUTIONS	2,000.00	2,000.00
	Total 102824:									2,000.00	2,000.00
12/24	12/19/2024	223203	10403	MINTIER HARNISH LP	PROFESSIONAL SVC	SUSANVILLEHE-GPU-06	1	1011-419-11-43	PROFESSIONAL SVCS	18,057.80	18,057.80
	Total SUSANVILLEHE-GPU-06:									18,057.80	18,057.80
12/24	12/19/2024	223204	9983	MODOC COUNTY RECOR	ADVERTISEMENT	2889	1	1000-417-10-45	ADVERTISING	99.00	99.00
	Total 2889:									99.00	99.00
12/24	12/19/2024	223205	9652	NOVAH ELECTRIC	REPAIR & MAINT-PW	3047-1, 3047-2	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	2,925.00	2,925.00
	Total 3047-1, 3047-2:									2,925.00	2,925.00
12/24	12/19/2024	223206	528	NST ENGINEERING INC	PROFESSIONAL SERVICES	20357	1	1012-425-20-43	PROFESSIONAL SVCS	1,500.00	1,500.00
	Total 20357:									1,500.00	1,500.00
12/24	12/19/2024	223207	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 112724	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
	Total 63630 112724:									185.00	185.00
12/24	12/19/2024	223208	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2024-11	1	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,500.00	3,500.00
12/24	12/19/2024	223208	10563	POLICY CONSULTING AS	LAFCO STAFF SVCS & EXPENS	LASSEN 2024-11	2	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	892.50	892.50
	Total LASSEN 2024-11:									4,392.50	4,392.50
12/24	12/19/2024	223209	9689	PRENTICE LONG & EPPE	ATTORNEY CONTRACT 204/25	7161	1	1000-412-10-43	PROFESSIONAL SVCS	6,533.89	6,533.89

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 7161:										6,533.89	6,533.89
12/24	12/19/2024	223210	572	QUILL CORPORATION	SUPPLIES-FINANCE	41671076	1	1000-415-10-46	SUPPLIES-GENERAL	362.17	362.17
Total 41671076:										362.17	362.17
12/24	12/19/2024	223211	1562	R.E.Y ENGINEERS INC	PROFESSIONAL SERVICES RE	27004	1	2007-431-39-43	PROFESSIONAL SERVICES	1,200.48	1,200.48
Total 27004:										1,200.48	1,200.48
12/24	12/19/2024	223212	11040	RONALD LEE KING JR	TECHNICAL SVCS-AIRPORT	2024017	1	7201-430-81-43	TECHNICAL SVCS	2,404.10	2,404.10
Total 2024017:										2,404.10	2,404.10
12/24	12/19/2024	223213	8673	S.T. RHOADES CONSTRU	RETENTION RELEASE	.121724	1	2007-2206-000	RETAINAGE PAYABLE	24,239.75-	24,239.75-
Total .121724:										24,239.75-	24,239.75-
12/24	12/19/2024	223213	8673	S.T. RHOADES CONSTRU	CONSTRUCTION SERVICES RE	121724	1	2007-431-39-44	CONSTRUCTION SERVICES	484,795.05	484,795.05
Total 121724:										484,795.05	484,795.05
12/24	12/19/2024	223214	11116	SEA-WESTERN INC	TURN OUTS-FD	INV37779	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	12,238.28	12,238.28
Total INV37779:										12,238.28	12,238.28
12/24	12/19/2024	223214	11116	SEA-WESTERN INC	TURN OUTS-FD	INV37806	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	4,129.94	4,129.94
Total INV37806:										4,129.94	4,129.94
12/24	12/19/2024	223215	194	STEVE PHILLIPS	VOUCHER#CLG-24-04	20588	1	8405-430-10-48	GRANTS	692.69	692.69
Total 20588:										692.69	692.69
12/24	12/19/2024	223215	194	STEVE PHILLIPS	VOUCHER#CLG-24-01 (01)	20590	1	8405-430-10-48	GRANTS	1,499.26	1,499.26
Total 20590:										1,499.26	1,499.26

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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
12/24	12/19/2024	223216	76	SUSANVILLE ACE HARD	SUPPLIES-ST. FRANCIS ABATE	530486	1	1011-425-21-46	SUPPLIES-GENERAL	78.89	78.89
Total 530486:										78.89	78.89
12/24	12/19/2024	223216	76	SUSANVILLE ACE HARD	SUPPLIES-FD	530706	1	1010-422-10-46	SUPPLIES- GENERAL	88.78	88.78
Total 530706:										88.78	88.78
12/24	12/19/2024	223217	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54998	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,100.49	1,100.49
Total 54998:										1,100.49	1,100.49
12/24	12/19/2024	223218	689	SWRCB	WATER SYSTEM ANNUAL FEE	WD-0283269	1	7112-430-42-48	TAXES FEES PERMITS & CHAR	881.00	881.00
Total WD-0283269:										881.00	881.00
12/24	12/19/2024	223219	11212	TNS READY MIX INC	SIDEWALK REPAIR	234	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	393.67	393.67
Total 234:										393.67	393.67
12/24	12/19/2024	223220	530	U.S. BANK EQUIPMENT F	UPSTAIRS COPIER CITY HALL	544279524	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	400.56	400.56
Total 544279524:										400.56	400.56
12/24	12/19/2024	223221	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9979963125	1	1009-421-10-45	COMMUNICATIONS	2,427.60	2,427.60
Total 9979963125:										2,427.60	2,427.60
12/24	12/19/2024	223222	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	178073	1	1011-452-20-44	RENT & LEASES EQUIP & VEHI	109.39	109.39
Total 178073:										109.39	109.39
12/24	12/19/2024	223222	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	178375	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	218.78	218.78
Total 178375:										218.78	218.78
Grand Totals:										565,797.24	565,797.24

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/24	12/26/2024	223238	10477	1582 LLC	PROFESSIONAL SERVICES-FD	823	1	1010-422-10-43	PROFESSIONAL SVCS	700.00	700.00
Total 823:										700.00	700.00
12/24	12/26/2024	223239	9475	49ER COMMUNICATIONS	REPAIR & MAINT RADIOS-FD	81014	1	1010-422-10-44	RADIOS - REPAIR & MAINTENA	2,289.04	2,289.04
Total 81014:										2,289.04	2,289.04
12/24	12/26/2024	223240	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5512852238	1	7401-430-62-46	SUPPLIES-GENERAL	221.93	221.93
12/24	12/26/2024	223240	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5512852238	2	7110-430-42-46	SUPPLIES-GENERAL	577.73	577.73
12/24	12/26/2024	223240	21	AIRGAS USA LLC	ACETYLENE/ARGON//OXYGEN/	5512852238	3	2007-431-20-46	SUPPLIES-GENERAL	148.12	148.12
Total 5512852238:										947.78	947.78
12/24	12/26/2024	223241	9432	ALL SEASON HEATING	#0053 WOODSMOKE REDUCTI	121824	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
12/24	12/26/2024	223241	9432	ALL SEASON HEATING	#0045 WOODSMOKE REDUCTI	121824	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 121824:										6,000.00	6,000.00
12/24	12/26/2024	223241	9432	ALL SEASON HEATING	#0051 WOODSMOKE REDUCTI	121924	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 121924:										3,000.00	3,000.00
12/24	12/26/2024	223242	10981	ALSCO INC	UNIFORMS-WATER	LREN1987671	1	7110-430-42-44	LINEN SERVICE	66.88	66.88
Total LREN1987671:										66.88	66.88
12/24	12/26/2024	223242	10981	ALSCO INC	UNIFORMS-STREETS	LREN1987672	1	2007-431-20-44	LINEN SERVICE	62.63	62.63
Total LREN1987672:										62.63	62.63
12/24	12/26/2024	223242	10981	ALSCO INC	UNIFORMS-PW	LREN1987673	1	7620-430-10-44	LINEN SERVICE	35.53	35.53
Total LREN1987673:										35.53	35.53

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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
12/24	12/26/2024	223242	10981	ALSCO INC	UNIFORMS-PARKS	LREN1987674	1	1011-452-20-44	LINEN SERVICES	42.24	42.24
Total LREN1987674:										42.24	42.24
12/24	12/26/2024	223242	10981	ALSCO INC	UNIFORMS-GAS	LREN1987675	1	7401-430-62-44	LINEN SERVICES	82.80	82.80
Total LREN1987675:										82.80	82.80
12/24	12/26/2024	223242	10981	ALSCO INC	UNIFORMS-PW	LREN1987676	1	7620-430-10-44	LINEN SERVICE	159.27	159.27
Total LREN1987676:										159.27	159.27
12/24	12/26/2024	223243	11282		REFUND GAS DEPOSIT	10420650023	1	7401-2228-000	DEPOSITS-CUSTOMER	23.45	23.45
Total 10420650023:										23.45	23.45
12/24	12/26/2024	223244	148	COMPUTER LOGISTICS	LAPTOP REPLACEMENT	85757	1	8404-430-13-46	SUPPLIES-GENERAL	2,279.71	2,279.71
Total 85757:										2,279.71	2,279.71
12/24	12/26/2024	223245	161	CSK AUTO INC	CREDIT-GAS	2740141010	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	25.59-	25.59-
Total 2740141010:										25.59-	25.59-
12/24	12/26/2024	223245	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740144685	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	116.97	116.97
Total 2740144685:										116.97	116.97
12/24	12/26/2024	223245	161	CSK AUTO INC	REPAIR & MAINT-GAS	2740144891	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	89.97	89.97
Total 2740144891:										89.97	89.97
12/24	12/26/2024	223246	219	ED STAUB & SONS PETR	195 GAL PROPANE-GC	11788062	1	7530-451-52-46	PROPANE	504.79	504.79
Total 11788062:										504.79	504.79
12/24	12/26/2024	223247	265	FRONTIER	257-3292 MUSEUM	3292 121024	1	1011-451-80-45	COMMUNICATION	132.23	132.23

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3292 121024:										132.23	132.23
12/24	12/26/2024	223248	10385	HINDERLITER DE LLAMA	CONTRACT SERVICES- SALES	SIN044928	1	1000-415-10-43	PROFESSIONAL SVCS	1,186.45	1,186.45
Total SIN044928:										1,186.45	1,186.45
12/24	12/26/2024	223249	8571		POST MANAGEMENT COURSE	111824	1	1009-421-10-45	TRAINING	387.00	387.00
Total 111824:										387.00	387.00
12/24	12/26/2024	223250	374	L.N. CURTIS & SONS	SAFETY EQUIPMENT-FD	INV893976	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	335.58	335.58
Total INV893976:										335.58	335.58
12/24	12/26/2024	223251	383	LASCO	DECALS-PD	4124	1	1009-421-10-47	MACHINERY AND EQUIPMENT	1,326.06	1,326.06
Total 4124:										1,326.06	1,326.06
12/24	12/26/2024	223252	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	8672	1	1011-452-20-44	DISPOSAL	3.02	3.02
Total 8672:										3.02	3.02
12/24	12/26/2024	223253	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 121024	1	1011-452-20-46	ELECTRICITY	36.52	36.52
Total 10262 121024:										36.52	36.52
12/24	12/26/2024	223253	437	LMUD	STREET LIGHTS	14039 121024	1	2007-431-60-46	ELECTRICITY	231.61	231.61
Total 14039 121024:										231.61	231.61
12/24	12/26/2024	223253	437	LMUD	STREET LIGHTS	14041 121024	1	2007-431-60-46	ELECTRICITY	4,559.40	4,559.40
Total 14041 121024:										4,559.40	4,559.40
12/24	12/26/2024	223253	437	LMUD	S GAY ST-STREETS	24323 121024	1	2007-431-60-46	ELECTRICITY	60.70	60.70
Total 24323 121024:										60.70	60.70

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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
12/24	12/26/2024	223253	437	LMUD	STREET LIGHTS	2467 121024	1	2007-431-60-46	ELECTRICITY	2,035.66	2,035.66
Total 2467 121024:										2,035.66	2,035.66
12/24	12/26/2024	223253	437	LMUD	65 N WEATHERLOW ST- PARKS	2865 121024	1	1011-452-20-46	ELECTRICITY	68.91	68.91
Total 2865 121024:										68.91	68.91
12/24	12/26/2024	223253	437	LMUD	65 N WEATHERLOW ST- PARKS	2867 121024	1	1011-452-20-46	ELECTRICITY	83.00	83.00
Total 2867 121024:										83.00	83.00
12/24	12/26/2024	223253	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 121024	1	1011-452-20-46	ELECTRICITY	38.62	38.62
Total 2870 121024:										38.62	38.62
12/24	12/26/2024	223253	437	LMUD	NORTH ST BASEBALL PARK ME	2873 121024	1	1011-452-20-46	ELECTRICITY	194.24	194.24
Total 2873 121024:										194.24	194.24
12/24	12/26/2024	223253	437	LMUD	SKYLINE DR WELL 4-WATER	29931 121024	1	7110-430-42-46	ELECTRICITY	746.19	746.19
Total 29931 121024:										746.19	746.19
12/24	12/26/2024	223253	437	LMUD	HARRIS DR & HWY 36-WATER	30658 121024	1	7110-430-42-46	ELECTRICITY	63.65	63.65
Total 30658 121024:										63.65	63.65
12/24	12/26/2024	223253	437	LMUD	472-105 JOHNSTONVILLE WATE	350161	1	7112-430-42-46	ELECTRICITY	588.37	588.37
Total 350161:										588.37	588.37
12/24	12/26/2024	223253	437	LMUD	SAN FRANCISCO ST- STREETS	416835 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416835 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	FIRST STREET & ALLEY LIGHTS	416848 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69

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
Total 416848 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416860 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	INSPIRATION POINT- STREETS	416915 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416915 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	CAMPBELL ST- STREETS	416940 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416940 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	WASHO LN- STREETS	416959 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416959 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	130 N LASSEN STREET- STREE	416962 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 416962 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	MARTHA & ARNOLD STREET LI	421476 121024	1	2007-431-60-46	ELECTRICITY	38.89	38.89
Total 421476 121024:										38.89	38.89
12/24	12/26/2024	223253	437	LMUD	130 N PINE ST- STREETS	425450 121024	1	2007-431-60-46	ELECTRICITY	19.69	19.69
Total 425450 121024:										19.69	19.69
12/24	12/26/2024	223253	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 121024	1	2007-431-60-46	ELECTRICITY	277.49	277.49
Total 43511 121024:										277.49	277.49
12/24	12/26/2024	223253	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 121024	1	1011-451-80-46	ELECTRICITY	67.85	67.85
Total 43866 121024:										67.85	67.85

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
12/24	12/26/2024	223253	437	LMUD	N PINE & COOK - SCADA-WATE	44153 121024	1	7110-430-42-46	ELECTRICITY	30.00	30.00
Total 44153 121024:										30.00	30.00
12/24	12/26/2024	223253	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 121024	1	7110-430-42-46	ELECTRICITY	41.78	41.78
Total 44298 121024:										41.78	41.78
12/24	12/26/2024	223253	437	LMUD	PAIUTE LN SCADA-WATER	44316 121024	1	7110-430-42-46	ELECTRICITY	38.20	38.20
Total 44316 121024:										38.20	38.20
12/24	12/26/2024	223253	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 121024	1	7110-430-42-46	ELECTRICITY	100.45	100.45
Total 45542 121024:										100.45	100.45
12/24	12/26/2024	223253	437	LMUD	WELL #3-WATER	4559 121024	1	7110-430-42-46	ELECTRICITY	134.67	134.67
Total 4559 121024:										134.67	134.67
12/24	12/26/2024	223253	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 121024	1	2007-431-60-46	ELECTRICITY	78.77	78.77
Total 49500 121024:										78.77	78.77
12/24	12/26/2024	223253	437	LMUD	MAIN & FOSS SIGNAL LIGHT-SB	49501 121024	1	2005-431-20-46	SAFETY LIGHTING	216.87	216.87
Total 49501 121024:										216.87	216.87
12/24	12/26/2024	223253	437	LMUD	606 NEVADA STREET	58209 121024	1	7620-430-10-46	ELECTRICITY	112.65	112.65
Total 58209 121024:										112.65	112.65
12/24	12/26/2024	223253	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 121024	1	1011-452-20-46	ELECTRICITY	746.95	746.95
Total 9283 121024:										746.95	746.95
12/24	12/26/2024	223253	437	LMUD	GEO PUMP #1	9297 121024	1	7301-430-52-46	ELECTRICITY	5,653.61	5,653.61

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 9297 121024:										5,653.61	5,653.61
12/24	12/26/2024	223253	437	LMUD	MAIN ST & PINE ST-SB1 SAFET	94811 121024	1	2005-431-20-46	SAFETY LIGHTING	30.21	30.21
Total 94811 121024:										30.21	30.21
12/24	12/26/2024	223254	11283		REFUND GAS DEPOSIT	10123250026	1	7401-2228-000	DEPOSITS-CUSTOMER	100.65	100.65
Total 10123250026:										100.65	100.65
12/24	12/26/2024	223255	11286		REFUND WATER OVERPAYMEN	10100350003	1	9999-1001-001	CASH CLEARING - UTILITIES	35.11	35.11
Total 10100350003:										35.11	35.11
12/24	12/26/2024	223256	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	283647	1	7112-430-42-46	SUPPLIES GENERAL	75.06	75.06
Total 283647:										75.06	75.06
12/24	12/26/2024	223257	11284	PENHALL COMPANY	EMERGENCY ABATEMENT OF	217987	1	1012-425-20-44	CONSTRUCTION SERVICES	20,000.00	20,000.00
Total 217987:										20,000.00	20,000.00
12/24	12/26/2024	223258	9689	PRENTICE LONG & EPPE	INVESTIGATION-PD	7162	1	1009-421-10-45	INVESTIGATIVE FUNDS	5,775.00	5,775.00
Total 7162:										5,775.00	5,775.00
12/24	12/26/2024	223259	11052		FIREFIGHTER 1 CERT EXAM RE	121124	1	1010-422-10-45	TRAVEL	442.00	442.00
Total 121124:										442.00	442.00
12/24	12/26/2024	223260	194		VOUCHER#CLG-24-03 (01)	122024	1	8405-430-10-48	GRANTS	1,482.92	1,482.92
Total 122024:										1,482.92	1,482.92
12/24	12/26/2024	223260	194		VOUCHER#CLG-24-03 (02)	122024	1	8405-430-10-48	GRANTS	1,482.92	1,482.92
Total 122024:										1,482.92	1,482.92

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
12/24	12/26/2024	223261	11028		REFUND WATER OVERPAYMEN	10320500002 122024	1	9999-1001-001	CASH CLEARING - UTILITIES	37.23	37.23
Total 10320500002 122024:										37.23	37.23
12/24	12/26/2024	223262	76	SUSANVILLE ACE HARD	GRINDING WHEELS-WATER	530722	1	7110-430-42-46	SUPPLIES-GENERAL	54.51	54.51
Total 530722:										54.51	54.51
12/24	12/26/2024	223262	76	SUSANVILLE ACE HARD	PAINT-WATER	530796	1	7110-430-42-46	SUPPLIES-GENERAL	42.81	42.81
Total 530796:										42.81	42.81
12/24	12/26/2024	223263	873	SUSANVILLE FORD	2019 DODGER DURANGO-PD	122024	1	2011-421-10-47	VEHICLES	28,275.01	28,275.01
Total 122024:										28,275.01	28,275.01
12/24	12/26/2024	223264	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54985	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	977.11	977.11
Total 54985:										977.11	977.11
12/24	12/26/2024	223264	10822	SUSANVILLE TOWING	REPAIR & MAINT-PD	54989	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	1,204.61	1,204.61
Total 54989:										1,204.61	1,204.61
12/24	12/26/2024	223265	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	1051	1	1009-421-10-44	CUSTODIAL	600.00	600.00
Total 1051:										600.00	600.00
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - ADMIN	6100052322	1	1000-413-20-45	COMMUNICATIONS	74.22	74.22
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	6100052322	2	7620-430-10-45	COMMUNICATIONS	1,156.26	1,156.26
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	6100052322	3	1011-452-20-45	COMMUNICATIONS	104.53	104.53
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	6100052322	4	1011-424-20-45	COMMUNICATIONS	99.91	99.91
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	6100052322	5	7620-430-11-45	COMMUNICATIONS	1,053.61	1,053.61
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - GAS	6100052322	6	7401-430-62-45	COMMUNICATIONS	446.38	446.38
12/24	12/26/2024	223266	749	VERIZON WIRELESS	CELLULAR PHONES - WATER	6100052322	7	7110-430-42-45	COMMUNICATIONS	169.36	169.36
Total 6100052322:										3,104.27	3,104.27
12/24	12/26/2024	223267	770	WESTERN NEVADA SUP	SUPPLIES- GAS	61547173	1	7401-430-62-46	SUPPLIES-GENERAL	14.82	14.82

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 61547173:									14.82	14.82
12/24	12/26/2024	223267	770	WESTERN NEVADA SUP	SUPPLIES-AIRPORT	61548441	1	7201-430-81-44	REPAIR AND MAINTENANCE-FA	42.43	42.43
	Total 61548441:									42.43	42.43
12/24	12/26/2024	223267	770	WESTERN NEVADA SUP	SUPPLIES- WATER	61550906	1	7110-430-42-46	SUPPLIES-GENERAL	270.56	270.56
	Total 61550906:									270.56	270.56
12/24	12/26/2024	223267	770	WESTERN NEVADA SUP	SUPPLIES-PW	61554051	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	26.52	26.52
	Total 61554051:									26.52	26.52
12/24	12/26/2024	223267	770	WESTERN NEVADA SUP	SUPPLIES-WATER	61558685	1	7110-430-42-46	SUPPLIES-GENERAL	1.02	1.02
	Total 61558685:									1.02	1.02
	Grand Totals:									100,223.15	100,223.15

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
12/24	12/30/2024	223268	728	U.S. POSTMASTER	UB BILLING WATER	123024	1	7110-430-42-46	POSTAGE	581.68	581.68
12/24	12/30/2024	223268	728	U.S. POSTMASTER	UB BILLING GAS	123024	2	7401-430-62-46	POSTAGE	299.66	299.66
Total 123024:										881.34	881.34
Grand Totals:										881.34	881.34

M = Manual Check, V = Void Check

AGENDA ITEM NO. 6.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6398,** approving and authorizing the Mayor to execute a Memorandum of Understanding with the Management bargaining unit for July 1, 2024, through and including June 30, 2025

PRESENTED BY: Dan Newton, City Manager

SUMMARY:

An agreement has been reached with the Management bargaining unit for the period of July 1, 2024 through and including June 30, 2025. Changes from the existing agreement include the following (see attachment for full details):

1. One year contract term, July 1, 2024 through and including June 30, 2025
2. 3% CPI based increase in Global Salary Matrix effective July 1, 2024
3. Modification of language removing reference of Fire Chief and Police Chief to reference Public Safety Chief
    1. Removal of Fire Chief uniform allowance from MOU

The Management Unit will dissolve after the term of this MOU. Members of the Management Unit will negotiate individual employment agreements thereafter.

FISCAL IMPACT: Fiscal Impact subject to the terms negotiated between the Management Unit and City Council

ACTION REQUESTED: Motion to approve Resolution No. 25-6398, approving and authorizing the Mayor to execute an Memorandum of Understanding with the Management bargaining unit for July 1, 2024, through and including June 30, 2025

ATTACHMENTS:
25-6398.pdf
24.25 Management MOU FINAL.pdf

RESOLUTION NO. 25-6398
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE MEMORANDUM OF UNDERSTANDING WITH THE MANAGEMENT BARGAINING UNIT FOR JULY 1, 2024, THROUGH AND INCLUDING JUNE 30, 2025

WHEREAS, the City of Susanville and representatives from the Management bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

WHEREAS, the bargaining unit has ratified the respective agreement; and

WHEREAS, the agreement has been negotiated within the parameters established by the City Council.

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

1. The Memorandum of Understanding with the Management bargaining unit for the period of July 1, 2024, through and including June 30, 2025, is hereby approved; and
2. The Management Unit upon completion of the July 1, 2024, through and including June 30, 2025, term, unit members will negotiate individual employment contracts and thus dissolve the Management Memorandum of Understanding; and
3. Authorizing the Finance Director to modify the 2024/2025 fiscal year budget as necessary to accommodate the Management Bargaining Unit's negotiations.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council for the City of Susanville held on the 15th day of January 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF SUSANVILLE
AND
THE MANAGEMENT UNIT

July 1, 2024 through and including June 30, 2025

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1. INTRODUCTION

The City of Susanville, hereinafter called the CITY, and Management Unit, hereinafter called the UNIT, having met and conferred in good faith, have entered into this Memorandum of Understanding (MOU) establishing wages, hours, and other terms and conditions of employment for the period beginning July 1, 2024, extending through June 30, 2025. UNIT members have agreed that the Management Unit will be dissolved upon completion of this term. UNIT members will negotiate separate individual employment agreements with an effective date of July 1, 2025. It is agreed by both parties that the salaries and benefits in the individually negotiated employment agreements shall result in salary and benefit values that are at least equal to the salaries and benefits for each individual UNIT member that are provided in this MOU respective to their individual position.

The purpose of the Memorandum of Understanding is to promote harmonious relations between the CITY and the employees covered herein as to promote employer-employee relations by providing a written document enumerating the entire agreement between the employer and employees pursuant to the purpose and intent of California Government Code Section 3500.

2. EMPLOYEE RIGHTS

Employees of the City of Susanville have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation.

Employees of the City of Susanville shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the CITY.

3. CITY RIGHTS

The CITY retains the right, subject to and in accordance with applicable laws and the provision of the MOU:

A. To direct employees in the performance of their duties.

B. To hire, promote, transfer, assign, and discipline employees.

C. To dismiss employees because of lack of work, or in accordance with applicable provisions of the CITY's personnel ordinance and Personnel Policies and Procedures adopted by the City Council.

D. To determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions or employees assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work.

E. To take whatever action may be appropriate to carry out its mission in situations of emergency.

F. To direct personnel based upon City Personnel Policies and Procedures adopted by the City Council were deemed applicable by the City Council.

G. The CITY is in no way obligated to appoint new employees at the same salary/range as the current classification listed in Exhibit "A".

4. NONDISCRIMINATION

The CITY and UNIT agree not to discriminate against any employees in accordance with applicable law. Also, it is recognized that whenever the masculine gender is referred to in the MOU, it shall include the female gender and vice versa.

5. UNIT RECOGNITION

The CITY agrees to acknowledge the UNIT as the only recognized employee organization representing the Management employees listed in Exhibit "A".

6. UNIT DESCRIPTION

This UNIT shall consist of all regular and/or probationary Management employees of the CITY listed in Exhibit "A" of this MOU.

7. SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT, AND PAY PERIOD

A. The compensation listed at the position's range and step shall constitute entire compensation, except as provided within this Agreement.

B. Members of the UNIT whose position are exempt from the requirements of the Fair Labor Standards Act are not eligible for standby pay, call back pay, overtime pay, or any other form of overtime compensation unless expressly authorized by the City Council under Section 24 (B) of this agreement or by State or Federal Law.

C. Salaries:

Salary by classification is specified in Exhibit "A". The Management Biweekly Global Range and Step Matrix includes seven (7) steps, beginning with Step A through Step G.

Effective July 1, 2024, the Management Unit employees will receive an annual salary matrix adjustment of 3.00%.

D. Professional Incentive Pay:

Effective July 1, 2020, employees who have completed and maintain the below listed certificates, licenses, or degrees will be eligible to receive a five percent permanent pay increase, over and above the base pay for the classification shown in the current pay plan as represented in the global salary matrix.

Fire Chief Certificate	5%

Professional Engineer's License	5%
Post Executive Development Course Certificate	5%
Bachelor's Degree	5%

Effective July 1, 2022, employees who have completed and maintain the below listed certificates, licenses, or degrees will be eligible to receive a five (5) percent permanent pay increase, over and above the base pay for the classification shown in the current pay plan as represented in the global salary matrix.

Certified Public Accountant License	5%
Certified Municipal Clerk Certification	5%
Master's Degree	5%

Employees of this UNIT are eligible to receive a maximum of two (2) incentives for a total ten (10) percent permanent pay increase. The Finance Director and Economic Development Director receive one incentive as the degree is required for each position to be filled, as depicted in Exhibit "A".

E. Continuing Education:

The CITY will provide up to one half of the cost of tuition and books toward completion of higher education, bachelor's, or master's degree, up to a maximum of $8,000 per employee in the UNIT.

F. S.D.I.:

The City will pay the State Disability Insurance for the employees of this UNIT.

G. Severance or lay-off payment:

This severance payment provision in no way changes or modifies unit members' at-will status. If CITY terminates the employment of any UNIT member for any reason (including restructuring or lay-off) other than member's misconduct, CITY shall pay unit member a severance payment of the equivalent of three months of unit member's then-current salary, with applicable payroll taxes withheld, and benefits. Misconduct means unit member's dishonesty, fraud, self-dealing or willful misconduct as the term is defined for purposes of California unemployment insurance, committed in the performance of unit member's duties and responsibilities under the agreement; or unit member's violation of any law which can be punished as a felony committed at any time. The determination of whether unit member was terminated due to misconduct is in the CITY's sole discretion. Upon the termination of UNIT member's employment, UNIT member is not entitled to any other compensation or payment.

If CITY terminates UNIT member's employment at any time due to UNIT member's misconduct, as defined above, CITY shall not pay UNIT member any severance payment. If UNIT member terminates his/her employment, UNIT member is not entitled to severance payments.

H. Mutual Aid Pay**:**

Effective July 1, 2021, the CITY will pay Mutual Aid Assignment Pay for the Public Safety Chief and/or the Public Works Director as follows:

1. While in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or prepositioned for emergency response, portal-to-portal the Public Safety Chief and/or Public Works Director shall be compensated at a rate of one and one half (1.5) times his/her hourly salary, excluding benefits.

2. Such payment shall be made only after receipt by the CITY of the reimbursement for such services.

3. If the Public Safety Chief and/or Public Works Director chooses to take such deployment, they would be responsible to take personal time off for portal-to-portal assignment time.

4. Out of Area Fires:
   Public Safety Chief and/or Public Works Director to be reimbursed for out of area fires limited to one deployment per fiscal year with a maximum of one twenty-one (21) day deployment.

I. Merit Steps:
When an employee has been at one Step (A-G) for twelve (12) months of service, he/she may, according to merit, progress to the next highest step (B-G). Merit increases will not be automatic and will be based upon merit as evidenced by a performance evaluation. Merit increases will be limited to one per fiscal year.

J. Longevity:
Effective July 1, 2022, members of this UNIT who have achieved the requisite years of service with the CITY shall be compensated in addition to his/her base salary as depicted below:

One (1) Salary Matrix Range at 10 years (approximately 2.5%)
One (1) Salary Matrix Range at 15 years (approximately 2.5%)

Each longevity increase increment is achieved by providing the members of this UNIT with a salary matrix range increase, maximum longevity total of two (2) salary matrix ranges.

8. UNIFORM ALLOWANCE

During the term of this MOU, the CITY shall provide the Public Safety Chief with a uniform allowance of $850.00 in the special payroll occurring in June.

9. RETIREMENT

UNIT members are will pay their respective employee shares of CalPERS normal costs, as follows:

1) 9% for Safety Employees hired prior to January 1, 2013
2) 8% for Miscellaneous Employees hired prior to January 1, 2013
3) 6.25% for Miscellaneous Employees hired after January 1, 2013

New Employees as defined by the CalPERS hired after January 1, 2013, will be subject to the mandatory provisions of AB340/PEPRA.

10. WORK SCHEDULE

Management personnel covered by this MOU generally work from 8:00 a.m. to 5:00 p.m. or the hours worked by employees within the respective departments, plus any additional hours associated with required meetings, emergencies, and other requirements of the job.

11. HOLIDAYS

Employees within the UNIT shall be entitled to holidays as specified in the Employee Manual.

12. VACATION LEAVE

A. Employees in this UNIT shall earn annual vacation credit prorated and accrued monthly on the following basis:

1.	136 hours first year of service	5.23 per pay period
2.	160 hours after five (5) full years of service	6.15 per pay period
3.	200 hours after ten (10) full years of service	7.69 per pay period
4.	240 hours after fifteen (15) full years of service	9.23 per pay period

B. Vacation credit will vest and become available for use upon the successful completion of the introductory period for any new employees within the UNIT, except with the approval of the City Manager, accrued vacation time may be used during the introductory period.

C. The maximum vacation accrual shall be 240 hours. The City Manager may authorize increasing the maximum accrual for a defined period of time if the excess accrual was created because the City Manager canceled an employee's scheduled vacation due to a CITY emergency.

13. MANAGEMENT LEAVE

Members of the UNIT shall receive 80 hours management leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year.

Management leave will be made available from the time of hire, at 20 hours credited for each three-month period remaining in the fiscal year during which the employee is hired, prorated for the first three-month period.

Management leave is made available in recognition of Management's responsibility to perform after-hours functions such as attending City Council meetings, citizen advisory commission/committee meetings, meeting/presentations to community groups, and participating in various CITY-related activities.

Management leave may not accrue, and any unused leave will extinguish as of June 30 each year. UNIT members may sell up to 5 days (40 hours) of unused management leave back to the CITY during each December special payroll and may sell up to 5 days (40 hours) of unused management leave back in June special payroll of each year.

14. EMPLOYEE SICK LEAVE

A. Employees within the UNIT will accrue and be able to use sick leave as set forth in the Employee Manual.

B. Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of PERS.

C. Retirees will be eligible to purchase health insurance under this plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement will be paid out per month towards 50 percent of premium, subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at $15,000.

15. MILITARY LEAVE

Military leave shall be granted in accordance with the provisions of State Law. All employees entitled to military leave shall give the City Manager and/or the City Manager's authorized representative an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

16. JURY DUTY

While serving on Jury Duty, employees will still be paid by the CITY on the basis of a forty (40) hour week, at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

17. FAMILY ILLNESS/INJURY LEAVE

Family illness or injury leave may be taken in accordance with the Employee Manual.

18. BEREAVEMENT LEAVE

Bereavement Leave is provided as per the Employee Manual.

19. HEALTH, DENTAL AND VISION INSURANCE

A. Effective July 1, 2015, the CITY shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute $46 per month towards the current plan premium. The CITY will continue to research options for the best cost-effective coverage, at its discretion. The CITY reserves

the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the CITY shall pay for such benefits. If the insurance provider is changed and the cost is less than $936 per month per employee, the CITY shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

B. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement, will be paid out per month towards 50 percent of premium and is subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at $15,000.

C. The CITY shall continue to pay the administrative fee for each unit member.

20. LIFE INSURANCE

Each member of the UNIT will receive a minimum of $25,000 term life insurance policy to be paid for by the CITY.

21. IRS SECTION 125 PLAN; DEFERRED COMPENSATION PLAN

A. The CITY agrees to establish an IRS Section 125 Plan for use by UNIT employees.

B. The CITY will contribute $40 per pay period as a contribution to an employee's Section 125 Plan; or

C. The CITY will match up to two percent of the employee's gross salary in a deferred compensation plan with a maximum contribution of $40 per pay period.

22. FLEXIBLE BENEFIT

Each member of the UNIT shall receive a $400 per year flexible benefit to be included in the special payroll occurring in December of each year.

23. PAST PRACTICES

Nothing contained in this MOU shall be interpreted as to imply or permit the invocation of past practice, tradition, accumulation, or vesting of any employee rights or privileges other than those expressly stated herein.

The CITY and UNIT agree that only those past practices, standards, obligations and/or other commitments of the CITY to its employees which are expressly stated herein shall be in full force and effect during the term of this MOU.

All other past practices, standards, obligations, commitments, whether written or unwritten, are within the scope of Section 3 of this MOU.

24. SOLE AGREEMENT

A. The policies which are collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.

B. If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the CITY and the UNIT. Any such changes validly made shall become a part of this MOU and subject to its terms. There shall be no bargaining outside this MOU without UNIT and City Council involvement

25. TERM OF THE MEMORANDUM OF UNDERSTANDING

This MOU shall remain in effect for the period of July 1, 2024, through and including June 30, 2025. This MOU has been ratified by both the City Council of the City of Susanville and the general membership of the UNIT.

Dated this **15th** day of **January 2025**.

26. SIGNATURES

_____ _____

Mendy Schuster, Mayor Robert Godman, UNIT Representative

_____

Dan Newton, City Manager

ATTEST:

_____

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

_____

Margaret Long, City Attorney

EXHIBIT "A" Position Schedules

MANAGEMENT UNIT

POSITION CLASSIFICATION SCHEDULES

July 1, 2024 through June 30, 2025

POSITION	RANGE*
City Clerk	164-170
Public Works Director	168-174
Finance Director	170-174
Economic Development Director	170-174
Public Safety Chief	170-174

*Range includes maximum longevity

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
JULY 1, 2024 - JUNE 30, 2025
BI-WEEKLY - 26 PAY PERIODS PER YEAR

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	783.38	822.55	863.68	906.86	952.20	999.82	1,049.80
102	802.97	843.12	885.27	929.53	976.01	1,024.80	1,076.06
103	822.55	863.68	906.86	952.20	999.82	1,049.80	1,102.30
104	843.12	885.28	929.54	976.02	1,024.82	1,076.06	1,129.86
105	863.68	906.86	952.20	999.82	994.03	1,043.73	1,095.91
106	885.28	929.54	976.02	1,024.82	1,076.06	1,129.85	1,186.35
107	906.86	952.20	999.82	1,049.80	1,102.29	1,157.41	1,215.27
108	929.54	976.02	1,024.82	1,076.06	1,129.86	1,186.35	1,245.68
109	952.20	999.82	1,049.80	1,102.29	1,157.41	1,215.27	1,276.03
110	976.02	1,024.82	1,076.06	1,129.85	1,186.35	1,245.67	1,307.95
111	999.81	1,049.79	1,102.29	1,157.40	1,215.26	1,276.02	1,339.83
112	1,024.82	1,076.06	1,129.85	1,186.35	1,245.67	1,307.95	1,373.35
113	1,049.80	1,102.29	1,157.41	1,215.27	1,276.03	1,339.84	1,406.83
114	1,076.05	1,129.85	1,186.34	1,245.67	1,307.94	1,373.33	1,442.00
115	1,102.29	1,157.40	1,215.27	1,276.03	1,339.83	1,406.82	1,477.17
116	1,129.85	1,186.34	1,245.66	1,307.94	1,373.33	1,442.00	1,514.09
117	1,157.40	1,215.27	1,276.03	1,339.83	1,406.82	1,477.17	1,551.02
118	1,186.35	1,245.67	1,307.95	1,373.35	1,442.02	1,514.10	1,589.82
119	1,215.27	1,276.03	1,339.83	1,406.82	1,477.17	1,551.02	1,628.58
120	1,245.67	1,307.95	1,373.35	1,442.00	1,514.10	1,589.81	1,669.30
121	1,276.03	1,339.83	1,406.82	1,477.17	1,551.02	1,628.56	1,709.99
122	1,307.95	1,373.35	1,442.02	1,514.10	1,589.82	1,669.32	1,752.78
123	1,339.83	1,406.82	1,477.16	1,551.02	1,628.56	1,709.99	1,795.49
124	1,373.35	1,442.00	1,514.10	1,589.81	1,669.30	1,752.77	1,840.40
125	1,406.83	1,477.17	1,551.03	1,628.58	1,710.00	1,795.50	1,885.28
126	1,442.02	1,514.10	1,589.82	1,669.30	1,752.77	1,840.41	1,932.43
127	1,477.17	1,551.02	1,628.58	1,710.00	1,795.50	1,885.28	1,979.54
128	1,514.12	1,589.82	1,669.32	1,752.78	1,840.42	1,932.44	2,029.06
129	1,551.02	1,628.56	1,709.99	1,795.49	1,885.28	1,979.52	2,078.50
130	1,589.82	1,669.32	1,752.78	1,840.41	1,932.43	2,029.05	2,130.50
131	1,628.56	1,709.99	1,795.49	1,885.28	1,979.52	2,078.50	2,182.43
132	1,669.32	1,752.78	1,840.42	1,932.44	2,029.06	2,130.51	2,237.03
133	1,710.00	1,795.50	1,885.28	1,979.54	2,078.50	2,182.44	2,291.55
134	1,752.79	1,840.42	1,932.45	2,029.06	2,130.52	2,237.04	2,348.90
135	1,795.49	1,885.28	1,979.52	2,078.50	2,182.43	2,291.55	2,406.13
136	1,840.43	1,932.45	2,029.07	2,130.52	2,237.04	2,348.90	2,466.35
137	1,885.28	1,979.52	2,078.50	2,182.43	2,291.55	2,406.13	2,526.44
138	1,932.45	2,029.07	2,130.52	2,237.04	2,348.90	2,466.35	2,589.66
139	1,979.52	2,078.50	2,182.43	2,291.54	2,406.12	2,526.43	2,652.75
140	2,029.07	2,130.53	2,237.06	2,348.91	2,466.36	2,589.66	2,719.15
141	2,078.49	2,182.42	2,291.54	2,406.12	2,526.43	2,652.74	2,785.38
142	2,130.53	2,237.06	2,348.91	2,466.36	2,589.67	2,719.16	2,855.11
143	2,182.43	2,291.54	2,406.12	2,526.43	2,652.75	2,785.38	2,924.66
144	2,237.06	2,348.91	2,466.36	2,589.66	2,719.15	2,855.10	2,997.86
145	2,291.55	2,406.13	2,526.44	2,652.76	2,785.39	2,924.67	3,070.89
146	2,348.91	2,466.35	2,589.66	2,719.15	2,855.10	2,997.86	3,147.76
147	2,406.13	2,526.44	2,652.75	2,785.39	2,924.66	3,070.89	3,224.43
148	2,466.35	2,589.66	2,719.15	2,855.10	2,997.86	3,147.75	3,305.14
149	2,526.44	2,652.76	2,785.39	2,924.67	3,070.90	3,224.45	3,385.67
150	2,589.65	2,719.14	2,855.09	2,997.85	3,147.75	3,305.13	3,470.38
151	2,652.76	2,785.40	2,924.67	3,070.90	3,224.45	3,385.67	3,554.95
152	2,719.14	2,855.09	2,997.85	3,147.75	3,305.13	3,470.38	3,643.90
153	2,785.40	2,924.67	3,070.90	3,224.45	3,385.67	3,554.95	3,732.70
154	2,855.09	2,997.85	3,147.75	3,305.13	3,470.38	3,643.90	3,826.09
155	2,924.68	3,070.90	3,224.45	3,385.67	3,554.95	3,732.70	3,919.34
156	2,997.85	3,147.75	3,305.13	3,470.38	3,643.91	3,826.09	4,017.41
157	3,070.90	3,224.45	3,385.67	3,554.95	3,732.70	3,919.33	4,115.30
158	3,147.75	3,305.13	3,470.38	3,643.90	3,826.09	4,017.40	4,218.27
159	3,224.45	3,385.67	3,554.95	3,732.70	3,919.34	4,115.30	4,321.06
160	3,305.13	3,470.38	3,643.91	3,826.09	4,017.40	4,218.28	4,429.19
161	3,385.67	3,554.95	3,732.69	3,919.33	4,115.30	4,321.06	4,537.11
162	3,470.38	3,643.91	3,826.09	4,017.40	4,218.28	4,429.19	4,650.64
163	3,554.95	3,732.69	3,919.33	4,115.30	4,321.06	4,537.11	4,763.96
164	3,643.91	3,826.09	4,017.41	4,218.28	4,429.19	4,650.64	4,883.18
165	3,732.69	3,919.33	4,115.29	4,321.05	4,537.11	4,763.96	5,002.16
166	3,826.09	4,017.40	4,218.27	4,429.19	4,650.64	4,883.16	5,127.32
167	3,919.33	4,115.29	4,321.06	4,537.11	4,763.96	5,002.16	5,252.27
168	4,017.40	4,218.28	4,429.19	4,650.64	4,883.18	5,127.32	5,383.70
169	4,115.29	4,321.06	4,537.11	4,763.96	5,002.16	5,252.27	5,514.88
170	4,218.28	4,429.19	4,650.65	4,883.18	5,127.33	5,383.70	5,652.89
171	4,321.06	4,537.11	4,763.97	5,002.17	5,252.27	5,514.89	5,790.63
172	4,429.19	4,650.64	4,883.18	5,127.33	5,383.70	5,652.89	5,935.53
173	4,537.12	4,763.97	5,002.17	5,252.28	5,514.89	5,790.64	6,080.17
174	4,650.65	4,883.19	5,127.33	5,383.71	5,652.89	5,935.54	6,232.32
175	4,763.97	5,002.17	5,252.28	5,514.90	5,790.64	6,080.18	6,384.18
176	4,883.18	5,127.33	5,383.70	5,652.89	5,935.53	6,232.31	6,543.92
177	5,002.18	5,252.28	5,514.90	5,790.64	6,080.18	6,384.18	6,703.39
178	5,127.33	5,383.71	5,652.89	5,935.54	6,232.32	6,543.93	6,871.12
179	5,252.28	5,514.90	5,790.64	6,080.18	6,384.18	6,703.39	7,038.56
180	5,383.71	5,652.90	5,935.54	6,232.32	6,543.93	6,871.13	7,214.69
181	5,514.90	5,790.64	6,080.17	6,384.17	6,703.39	7,038.55	7,390.48
182	5,652.90	5,935.54	6,232.32	6,543.93	6,871.13	7,214.69	7,575.42
183	5,790.64	6,080.18	6,384.18	6,703.40	7,038.56	7,390.49	7,760.01
184	5,935.56	6,232.32	6,543.93	6,871.13	7,214.69	7,575.43	7,954.19
185	6,080.18	6,384.18	6,703.39	7,038.55	7,390.48	7,760.01	8,148.01
186	6,232.33	6,543.93	6,871.13	7,214.69	7,575.43	7,954.19	8,351.80
187	6,384.18	6,703.40	7,038.56	7,390.49	7,760.01	8,148.02	8,555.49
188	6,543.86	6,871.05	7,214.60	7,575.34	7,954.10	8,351.80	8,769.38
189	6,703.45	7,038.63	7,390.56	7,760.09	8,148.09	8,555.49	8,983.26
190	6,871.05	7,214.60	7,575.34	7,954.11	8,351.80	8,769.39	9,207.85
191	7,038.62	7,390.55	7,760.08	8,148.10	8,555.50	8,983.28	9,432.45
192	7,214.60	7,575.34	7,954.10	8,351.80	8,769.39	9,207.85	9,668.25
193	7,390.56	7,760.08	8,148.09	8,555.49	8,983.26	9,432.44	9,904.05
194	7,575.34	7,954.11	8,351.81	8,769.39	9,207.87	9,668.25	10,151.67
195	7,760.08	8,148.09	8,555.49	8,983.27	9,432.44	9,904.05	10,399.26
196	7,954.10	8,351.80	8,769.39	9,207.85	9,668.24	10,151.66	10,659.25
197	8,148.09	8,555.49	8,983.26	9,432.43	9,904.05	10,399.25	10,919.22
198	8,351.81	8,769.39	9,207.87	9,668.25	10,151.67	10,659.25	11,192.21
199	8,555.50	8,983.28	9,432.44	9,904.06	10,399.27	10,919.23	11,465.19
200	8,769.39	9,207.85	9,668.25	10,151.66	10,659.25	11,192.21	11,751.81

AGENDA ITEM NO. 9.A
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6400,** returning donation received from the Local Area Revitalization (LARP) Co-Op in the amount of $50,000 back to the Local Area Revitalization (LARP) Co-Op

PRESENTED BY: Dan Newton, City Manager

SUMMARY: In December 2022, the City Council accepted a donation in the amount of $50,000 from the Local Area Revitalization Project Co-Op (LARP) by Resolution No. 22-6072. The donation from LARP was received through funding available through a community development block grant for the purpose of beginning the environmental review process for a potential community compost facility at the city's Sierra Road complex and to contribute to the cost of a walk-in freezer for Crossroads. The proposed allocation for each project was $30,000 and $20,000, respectively.

Around the same time, the City partnered with LARP on a grant application to the USDA for the development of a community compost facility. The first step in that process was to conduct an environmental review of the site. The grant application was not funded and due to other established priorities, and public concern for establishing a community compost facility at the City's Sierra Road property, city staff has not dedicated resources to evaluate the environmental document completed for the Sierra Sports Complex and assess the additional scope of work needed for the proposed community composting facility.

The City has also received CDBG grant funding to install a walk-in freezer at Crossroads. This project came to a stop when Crossroads received a freezer from a local organization and therefore did not want to continue with the project as grant funding was approved. City staff has released funding back to CDBG as the project funding scope was not approved to be modified.

Therefore identified funding from the donation by LARP for environmental review of the Sierra Road Property and for contributing to a walk-in freezer at Crossroads is unnecessary.

Staff has brought forth Resolution No. 25-6400 for council consideration to increase the general fund budget by $50,000 and approve the Finance Director to return this donation of $50,000 back to LARP.

FISCAL IMPACT: Increase budget by $50,000 and return $50,000 donation received from LARP back to LARP

ACTION REQUESTED: Motion to approve Resolution No. 25-6400, returning donation received from the Local Area Revitalization (LARP) Co-Op in the amount of $50,000 back to the Local Area Revitalization (LARP) Co-Op

ATTACHMENTS:
25-6400.pdf

RESOLUTION NO. 25-6400
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE RETURNING DONATION RECEIVED FROM THE LOCAL AREA REVITALIZATION (LARP) CO-OP IN THE AMOUNT OF $50,000 BACK TO THE LOCAL AREA REVITALIZATION (LARP) CO-OP

WHEREAS, the Local Area Revitalization Project Co-Op (LARP) desired to provide funding to the city of Susanville for the purpose of beginning the environmental review process for a community compost facility and contributing to a walk-in freezer project at Crossroads; and

WHEREAS, in December of 2022, the City of Susanville accepted the donation in the amount of $50,000 from LARP with the intention to use the funding to contribute to these projects; and

WHEREAS, Crossroads has received a freezer from another organization and therefore the city has released project funding back to the CDBG Coronavirus program that was allocated to complete that project; and

WHEREAS, the city was unable to dedicate resources to reviving and assessing environmental documents previously completed in 2012 for the Sierra Sports Complex proposed project to see if they were usable and applicable environmental assessments for LARP's proposed composting project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the return of the $50,000 donation from LARP back to LARP and further authorizes the Finance Director to modify the city's budget to accommodate the return of donation received in the amount of $50,000 to LARP.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of January 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

AGENDA ITEM NO. 9.B
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By:	Dan Newton, Administrative Services
Action Date:	January 15, 2025
SUBJECT:	Presentation of Community Garden Report and Operation and Maintenance Agreement.
PRESENTED BY:	Dan Newton, City Manager
SUMMARY:	Staff will provide information regarding the Susanville Community Garden Operation and Maintenance Agreement between the City of Susanville and the Local Area Revitalization Project CO-OP Inc. (LARP). On December 18, 2024, City Council directed staff to bring the Agreement back for discussion. The Agreement is attached.
FISCAL IMPACT:	None.
ACTION REQUESTED:	Receive report and possible action regarding Community Garden Operation and Maintenance Agreement.

ATTACHMENTS:
2022 LARP agreement - Community Garden.pdf

AGREEMENT BETWEEN THE LOCAL AREA REVITALIZATION PROJECT CO-OP, INC AND CITY OF SUSANVILLE FOR THE PURPOSE OF OPERATING AND MAINTAINING THE SUSANVILLE COMMUNITY GARDEN

This Agreement, made and entered into this 19th day of Jan., 2022 between the City of Susanville (CITY) and the Local Area Revitalization Project Co-Op, Inc. (LARP), is for the sole purpose of operating Susanville Community Garden (GARDEN), located at 105 South Ash Street, in Susanville California as described below.

The purpose of this Agreement is to state the terms and conditions agreed to by the parties to this Agreement CITY and LARP, herein after referred to collectively as PARTIES for the operation and maintenance of the GARDEN.

RECITALS

WHEREAS, CITY owns GARDEN, which is suitable for cultivation of fruits and vegetables; and

WHEREAS, LARP is an existing Susanville-based California Corporation with a stated non-profit purpose and years of experience in community engagement. LARP currently operates all community gardening programs within the City limits and has shown a desire to aide citizens; and

WHEREAS, the GARDEN requires ongoing maintenance in the form of litter abatement and weed control, in addition to the additional police and fire protection that come from abandoned property; and

WHEREAS, abandoned property can be a blight on neighborhood quality and impact surrounding property values; and

WHEREAS, local food production can improve nutrition for Susanville's families and citizens, especially those Susanville community members who do not live in home with access to adequate gardening space; and

WHEREAS, gardening is a healthy and wholesome activity suitable for people of all ages including seniors and children and can add to the social fabric of Susanville; and

WHEREAS, LARP has the capacity to operate and maintain the GARDEN.

NOW THEREFORE, in consideration of the mutual promises set forth in this Agreement, the PARTIES agree as follows:

1) Garden

LARP agrees to operate and maintain GARDEN as described in Section 4 "LARP Responsibilities":. City agrees to provide support and monetary compensation as described in Section 3 "CITY Responsibilities". Garden shall remain property of the City, LARP will have control and responsibility of the site.

2) Facility Access

LARP will have access to all exterior areas located at GARDEN for the purposes of operating the GARDEN. LARP will have limited access to the building structures located at 105 South Ash, for the purposes of operating the GARDEN. Access to building structures is agreed upon by PARTIES subject to LARP responsibilities described in Section 4.

PARTIES agree that expanded use of building structures may be beneficial to the operation of the GARDEN. However; fire, life safety, health and accessibility items need to be addressed before building structures can be deemed safe to access by members of the public or community volunteers. PARTIES agree to work cooperatively toward improving building structures. PARTIES agree that neither CITY or LARP is required to improve building structures as a condition of this Agreement.

3) CITY Responsibilities

a. Provide LARP with $2000.00 each fiscal year (July-June) for costs associated with operating GARDEN.
b. Pay for all CITY permits necessary to repair/improve GARDEN.
c. Provide city water to GARDEN.
d. Install outdoor storage shed for the purpose of tool and supply storage.
e. Install outdoor sink at suitable location agreed to by PARTIES.

4) LARP Responsibilities

a. Use GARDEN only as Community Garden for the benefit of the Community. Ensure that LARP is not making a profit from operation and maintenance of GARDEN.
b. Provide annual report to CITY in January of each year. Include previous years statistical information in categories such as number of individual plot holders, amount of food produced, and highlight key successes. Include plans for upcoming year indicating volunteer events, classes, workshops, and workdays. Include facility needs with a plan on how to address them, request support from CITY as necessary.
c. Conduct routine repair and maintenance. Communicate with CITY and obtain authorization and/or assistance with non-routine repair and maintenance. Obtain all necessary permits for work done at GARDEN.
d. Dedicate all proceeds from community garden and grant funds awarded to LARP, to the community garden, toward the operation, maintenance, or improvements of the GARDEN.
e. Provide a minimum of two updates annually to Susanville City Council, generally March and October.
f. Establish an electrical service account with LMUD for GARDEN and pay electrical bill.
g. Ensure there is no overnight access to the GARDEN and no individuals are sleeping or residing in GARDEN.
h. Control access to building structures, restrict access to LARP members/employees for the purpose of planning improvements, setting up irrigation timers, or other essential GARDEN operational activities. Allow CITY employees reasonable access to building structures. Do not allow community volunteers or other public members access to building structures without being accompanied by LARP members/employees. Maintain a list of individuals with keys/access codes to buildings. Notify CITY of any fire, safety, or public health issues associated with building structures.

5) Modification of Agreement

This Agreement may be amended of modified by written agreement of PARTIES.

6) Compliance with Statues, Ordinances, Regulations

In performing the services required under this Agreement, LARP and CITY shall comply with all applicable federal, state, county, and CITY statutes, ordinances, and regulations.

7) Nondiscriminatory

In connection with the execution of this Agreement and the services provided hereunder, LARP shall not discriminate against any volunteer, employee, or applicant for employment and/or individuals using the GARDEN because of race, color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. LARP shall create a fair and non-discrimination policy for allowing citizens to access and use the GARDEN, which shall be provided to the CITY with 30 days of execution of Agreement and/or upon any change or modification of policy.

8) Insurance

LARP shall procure and maintain, for the duration of the Agreement, insurance against claims for injuring to persons or damages which may arise from or in connect with the performance of the work hereunder and the results of that work by the LARP, its agents, representatives, volunteers, employees, or subcontractors.

a. LARP shall maintain commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury, with limits in the amount of $2,000,000, and a general aggregate limit of $4,000,000.

CITY, its officers, officials, employees, and volunteers are to be covered as additional insureds on General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of LARP, including material, parts, or equipment furnished in connection with such work or operations. Additional insured shall read as follows:

City of Susanville
66 North Lassen St.
Susanville, CA 96130

9) Release and Hold Harmless Agreement

LARP agrees to indemnify, defend at its own expense, and hold CITY harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from any and all acts or omissions to act of LARP or its officers, agents, or employees in performing services under this Agreement; excluding; however, such liabilities, claims, losses, damages, or expenses arising from CITY's sole negligence or willful misconduct.

10) Assignment

This Agreement shall not be assignable by either party without prior written consent of the other party.

11) Term of Agreement

The term if this Agreement shall commence upon approval of both parties, and shall continue in full force and effect and be automatically renewed each year thereafter until terminated by either party with thirty (30) days written notice.

12) Entire Agreement

This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, statements, or representations, either oral or in writing.

13) Waiver

No provision of the Agreement or breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.

14) Independent Contractor

It is expressly understood that in the performances of the services herein, LARP, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees, or agents of CITY.

15) Jurisdiction and Venue

This Agreement and the obligations hereunder shall be construed in accordance with the laws of the state of California. The PARTIES agree that the venue for any legal disputes or litigation arising out of the Agreement shall be in Lassen County, California.

IN WITNESS WHEREOF, the PARTIS have executed this Agreement on the date written below.

CITY OF SUSANVILLE

By: _____
Mendy Schuster, Mayor

Date: 1/20/22

LOCAL AREA REVITALIZATION PROJECT CO-OP

By: _____
David Teeter, CEO

Date: 1/25/22

Approved as to form:

By: _____
Margaret Long, City Attorney

RESOLUTION NO. 22-5961

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AGREEMENT WITH LOCAL AREA REVITALIZATOIN PROJECT CO-OP (LARP) FOR THE OPERATION AND MAINTENANCE OF SUSANVILLE'S COMMUNITY GARDEN AND AUTHORIZING BUGET INCREASE IN THE AMOUNT OF $14,500 TO PAY ANNUAL OPERATING COST AND MAKE IMPROVEMENTS TO FACILITY

WHEREAS, the city owns property located at 105 S. Ash St. which is suitable for cultivation of fruits and vegetables; and

WHEREAS, the Local Area Revitalization Program Co-op (LARP) is an existing Susanville-based California Corporation with a stated non- profit purpose and years of experience in community engagement; and

WHEREAS, this GARDEN requires ongoing maintenance in the form of litter abatement and weed control, in addition to the additional police and fire protection that come from abandoned property. There is a substantial cost to the City to maintain the property in an abandoned form; and

WHEREAS, local production of food can improve nutrition for Susanville's families and citizens, especially those Susanville community members who do not live in homes with access to adequate gardening space; and

WHEREAS, gardening is a healthy and wholesome activity suitable for people of all ages including seniors and children and can add to the social fabric of Susanville; and

WHEREAS, LARP has the capacity to manage the operation of the Susanville Community Garden, and eliminate the litter and weeds at the GARDEN.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby authorizes the Mayor to sign the Agreement for the operation of the Susanville Community Garden; and

BE IT FURTHER RESOLVED that the Finance Manager is hereby authorized to make the necessary budget modifications using ARPA funds to increase the budget in the amount of $14,500 to pay for FY 2021/22 operating costs and to make facility improvements

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of January 2022, the following vote:

AYES: Stafford, Herrera, & McCourt
NOES: Schuster
ABSENT: Moore
ABSTAINING: None

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

Margaret Long, City Attorney

AGENDA ITEM NO. 9.C
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6395**, Adoption of Workplace Violence Prevention Program and Policy as required by SB553.

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: On September 30, 2023, the Governor signed Senate Bill (SB) 553, which mandates a comprehensive Workplace Violence Prevention Plan (WVPP) for nearly all employers in California. The law took effect on July 1, 2024, with the enforcement of the requirements falling under the jurisdiction of California's Division of Occupational Safety and Health (Cal/OSHA). Employers are required to establish, implement and maintain an effective written WVPP that is specific to the hazards and correction measures for each work area. Although the city addresses workplace violence prevention in its Employee Handbook, the Plan needed to be updated to be in compliance with the requirements of SB553.

The Plan must include:

- Responsible Personnel: Designate individuals responsible for the WVPP, recommending more than one person for this role.
- Employee Input and Enforcement: Develop procedures for obtaining input from employees on the plan and its enforcement.
- Training Procedures: Establish comprehensive training procedures covering all aspects of the WVPP.
- Incident Reporting: Create procedures for reporting both potential and actual workplace violence incidents.
- Incident Investigation: Implement procedures for investigating potential workplace violence incidents and issues.
- Plan Implementation: Set procedures for the plan's implementation, including periodic inspections, annual reviews, and ensuring comprehensive training for all employees.
- Anti-Retaliation Clause: Incorporate an anti-retaliation clause to protect employees who report workplace violence.
- Role Coordination: Develop procedures for coordinating roles between supervisors and management.
- Interdepartmental Communication: Establish communication

procedures between departments or shifts, as necessary for specific job positions.
- Training Development: Focus on developing effective training procedures.
- Risk Identification: Identify environmental and other risk factors, including considerations for contingent workers, temporary staff, and remote employees.
- Risk Evaluation and Control Development: Create procedures for evaluating specific work-related risks (e.g., customer interactions, security roles) and developing appropriate controls, including engineering, administrative, and personal protective equipment.
- Recordkeeping: Implement procedures for maintaining records, including workplace violence incident logs.
- Post-Incident Response and Investigation: Establish emergency response procedures and investigation protocols for incidents that occur.

Staff, with the assistance of the City Attorney and David Patzer, of DFK Solutions, have completed the update of the City's Workplace Violence Prevention Plan.

FISCAL IMPACT: None.

ACTION REQUESTED: Consider Resolution No. 25-6395, Adoption of Workplace Violence Prevention Program and Policy as required by SB553.

ATTACHMENTS:
25-6395 WVPP.pdf
2025 Workplace Violence Prevention Policy.pdf

RESOLUTION NO. 25-6395
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ADOPTING THE CITY OF SUSANVILLE'S WORKPLACE VIOLENCE PREVENTION PLAN AS REQUIRED BY SB553

WHEREAS, workplace violence poses a risk to the safety and well-being of employees and visitors; and

WHEREAS, Senate Bill 553 mandates the implementation of a workplace violence prevention plan to mitigate these risks; and

WHEREAS, the purpose of this plan is to create a safe and secure workplace environment by preventing incidents of violence; and

WHEREAS, the city of Susanville is committed to providing a workplace free from violence, threats of violence, and intimidation; and

WHEREAS, a risk assessment will be conducted annually, or as necessary, to identify potential hazards; and

WHEREAS, preventative measures will be implemented to minimize said hazards; and

WHEREAS, protocols will be established for responding to incidents including emergency response procedures, victim support and disciplinary action where necessary; and

WHEREAS, this plan will be reviewed annually, and employees will be trained upon hire and annually thereafter.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the city of Susanville's updated Workplace Violence Prevention Plan as required by SB553.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of January 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

City of Susanville
Workplace Violence Prevention Policy

Scope: Citywide

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

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Workplace Violence Prevention Policy

Adopted by Resolution Number: XX-XXXX on XX XX, XXXX

Effective Date: Upon adoption

Policy Review Schedule: Annually as required by SB553 6401.9 Requirements

CITY OF SUSANVILLE

WORKPLACE VIOLENCE PREVENTION POLICY

I. INTRODUCTION

Workplace violence is defined as a spectrum of behaviors – including overt acts of violence, threats, and other conduct – that generates a reasonable concern for safety from violence, where a nexus exists between the behavior and the physical safety of employees and others on-site, or off-site when related to the city. The intent of this policy is to provide the city of Susanville's position on workplace violence, threats, intimidation, and associated factors; and, to provide a systematic approach to the prevention, assessment, investigation, and mitigation of these issues.

The city of Susanville seeks to provide a safe and secure working environment for all city employees, contractors, visitors, and guests, free from any acts or threats of physical violence, harassment, intimidation, or other threatening and disruptive behavior. The city will investigate and, when applicable, work to remedy all reports of violent acts and factors associated with workplace violence. All employees, contractors, and visitors shall be encouraged to report all observed, known or suspected workplace violence or indicators of violence to their supervisor, department head, or to a member of the Human Resources team.

II. DEFINITIONS

Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Intimidation: Is intentional behavior that "would cause a person of ordinary sensibilities" to fear injury or harm. It is not necessary to prove that the behavior was so violent as to cause terror or that the victim was frightened.

Log: The violent incident log required by Labor Code Section 6401.9.

Plan: The workplace violence prevention plan required by LC Section 6401.9.

Serious injury or illness: Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of Violence: means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct that causes a person to fear for his or her safety because there is a reasonable possibility the person might be physically injured, and that serves no legitimate purpose.

Workplace Violence: includes, but not limited to, the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury, or an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury (See also Section V. Types of Workplace Violence). The term workplace violence shall not include lawful acts of self-defense of others.

III. RESPONSIBILITY

All department heads, including the city manager, city clerk, economic development director, finance director, public works director, and public safety chief, as well as all supervisors, are designated as the Workplace Violence Prevention Policy (WVPP) administrators for their respective departments and are responsible for implementing and maintaining this program's provisions for their respective departments within the city of Susanville. They shall develop a system to communicate with and answer questions from employees under their responsibility about the Workplace Violence Policy and ensure that a copy of the policy is available in every work location. All employees are responsible for following the policy and reporting any violations to department heads or supervisors immediately.

City employees are not encouraged to intervene in a violent situation or place themselves in danger and are authorized to use their best judgment when confronted with an immediate threat of harm or risk to safety, health and security and call 911. When the threat potential is not immediate, the investigation process will begin.

Supervisors shall be trained to recognize the signs of employees needing assistance or showing signs of anger management issues and provide information about the Employee Assistance Program or Law Enforcement Assistance Program (EAP and LEAP).

IV. EMPLOYEE ACTIVE INVOLVEMENT

The city of Susanville ensures that department heads and supervisors will work with and allow employees to participate in:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence. Department heads will schedule monthly safety meetings with department employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. Department heads may appoint a designee to schedule and execute said safety meetings. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Designing and implementing training. Employees are encouraged to participate in the design and implementation of training programs and their suggestions are incorporated into the training materials.
- Reporting and investigating workplace violence incidents.
- Department heads will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Department heads and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

V. COMMUNICATION WITH EMPLOYEES

The city of Susanville recognizes that open, two-way communication between department heads, supervisors and staff about workplace violence issues is essential to a safe and productive workplace. The

following communication system is designed to facilitate a continuous flow of workplace violence prevention information between department heads, supervisors and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns to include:
    - Workplace violence prevention information posted within each department.
    - How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action
        - Employees can anonymously report a violent incident, threat, or other violence concern
        - **Emergency Response**
            - Call 911
            - Supervisors to alert direct reports of the presences, location, and nature of the emergency.
    - Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. Results of the investigation will be available for employee review upon written request to their department head via email or other *written* form of communication.

VI. EMPLOYEE COMPLIANCE

This policy ensures that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the city of Susanville's Workplace Violence Prevention Plan (WVPP)
- Provide training to employees whose safety performance is deficient with the WVPP
- Discipline employees for failure to comply with the WVPP as outlined in the city's Employee Manual.

VII. COORDINATION WITH OTHER EMPLOYERS

Should the city of Susanville become a multiemployer worksite, the following effective procedures to coordinate its plan with other employers will be implemented to ensure that those employers and employees understand their roles, as provided in the plan.

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- The city of Susanville will ensure that, if its employees experience any workplace violence incident, the city of Susanville will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

VIII. TYPES OF WORKPLACE VIOLENCE

Type I: Criminal Intent - The perpetrator has no legitimate relationship to the city and is usually committing a crime in conjunction with the violence. These crimes can include robbery, shoplifting, trespassing, and terrorism.

Type II: Customers/Clients/Patients - The perpetrator has a legitimate relationship with the city and becomes violent while being served by the city. This category includes customers, clients, interns, and other groups for which the city provides services.

Type III: Co-Worker - The perpetrator is an employee or past employee who attacks or threatens another employee(s) or past employee (s) in the workplace.

Type IV: Personal - The perpetrator usually does not have a relationship with the city but has a personal relationship with the intended victim. This category includes victims of domestic violence assaulted or threatened while at work.

IX. WORKPLACE VIOLENCE HAZARD INDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the city of Susanville to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards as received.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted by each department head or designee and will include the following:

- The exterior and interior of the workplace for its attractiveness to robbers
- The need for violence surveillance measures, such as mirrors and cameras
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities
- Whether employees have effective escape routes from the workplace or a designated safe area
- How well the city's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute
- Frequency and severity of employee's reports of physical or verbal abuse by managers, supervisors, or other employees
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Risk Factors

Risk factors are the ecological and personal features in an individual's life than increase the statistical probability of the individual engaging in violent behavior. Risk factors and behavior include but are not limited to:

- Family History:
  - Divorce and/ or domestic violence
  - Substance abuse or dependence
  - Emotional, physical, and sexual abuse
- Mental Health Factors:
  - Suicidal/ Homicidal
  - Real or perceived loss/ grief
  - Other mental health issues
- Criminal Background:
  - Past (non)violent acts/ crimes
  - Police contacts
  - Probation/ incarceration
- Social Factors:
  - Institutionalization
  - Foster care
  - Homelessness
- Environmental/ Situational Factors:
  - Inconsistent implementation of policies and/ or other discipline
  - Real or perceived demeaning and oppressive treatment
  - Lack of adequate security
- Precipitating Event:
  - Victim of bullying, teasing or humiliation
  - Loss of personal relationship or rejection
  - Personal failure
  - Problems with Current/ Past Employment
  - Long or frequent periods of unemployment
  - Numerous occasions of being fired
  - Serious conflicts with fellow employees or bosses

Many individuals exhibit warning signs yet pose no immediate danger to themselves or others. It is important to recognize patterns of behavior or combinations of warning signs that indicate the need for further assessment. Many of these are present in non-violent individuals, and there is evidence that some violence-prone individuals demonstrate non-evidence of these signs. However, observations and feedback will be helpful in the investigation and resolution of potential violent incidents upon the review of designated individuals. Employees should report their observation or suspicion of violent thought or behavior to supervisors, department heads, or human resources.

- Verbal Cues:
  - Direct and indirect threats against themselves or others
  - Expresses a wish to kill, a wish to be killed, or a wish to die
  - Threatens or brags about bringing a weapon to work
  - Threating/ harassing phone calls or e-mails
  - Hopeless statements
- Behavioral or Physical Clues:

- Inappropriate weapons possession or use
- Drawings and other creative outlets with persistent or intense violent themes
- Identifiable violent tattoos or attire
- Short-fused, loss of emotional control
- Deteriorating physical appearance and self-care
- Isolating and withdrawn
- Signs or history of substance use/ abuse/ dependence
- Signs of depression/ severe mood swings

- Bizarre Thoughts:
  - Persecutory delusions with self as victim
  - Paranoid
  - Grandiose delusions that involve power, control, or destruction
  - Significantly deteriorated thought processes
- Obsessions:
  - Self as victim of an individual
  - Grudges and resentments
  - Object of desire
  - Perceived injustice, humiliation disrespect
  - Narrow focus- "sees no way out" – tunnel vision
  - Historically violent figures

X. REPORTING

1. Immediate Threats
   - All immediate threats of violence, whether to employees or the public, must be reported to local law enforcement by calling 911.
2. Immediate Supervisor
   - Employees shall be encouraged to report workplace violence incidents to their immediate supervisor, without fear of retaliation.
   - Retaliation toward employees, vendors and contractors who make good faith reports under this policy is forbidden. However, protection from retaliation does not extend immunity for any complicity in the matters thar are the subject of the allegations.
   - In cases where an employee does not feel comfortable reporting to their immediate supervisor, employees should be encouraged to report to any supervisor or department head.
   - It is the responsibility of such supervisor or department head to document and report violations using the "Workplace Violence Incident Report Form." **(See Attachment A)**
3. Workplace Violence Incident Report Form
   - Employees shall be encouraged to report workplace violence using the "Workplace Violence Incident Report Form"
   - Incident Reports should be forwarded to the City Clerk at hwhitlock@cityofsusanville.org or call (530) 252–5103 or may be submitted anonymously to the drop box outside the City Clerk's office.

XI. WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The city will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. The use of city employee personnel deemed necessary to correct the hazardous condition will be provided with the necessary protective equipment as it relates to the workplace hazard. Coordination with the city of Susanville Police and Fire Department to abate these efforts and obtain necessary equipment or supplies should be coordinated between department heads or those department's safety designee.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area/department.

  Examples of corrective measures:
  - Improved lighting around the workplace
  - Posting signs regarding cash on the premises and that cameras are monitoring the facility
  - Utilizing cameras and mirrors to dissuade criminal activity
  - Provide workplace violence systems such as door locks, violence windows, physical barriers, and alarms
  - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of the employees is having a dispute
  - Ensure employees have access to a telephone with an outside line
  - Increase employee awareness related to workplace violence warning signs, disciplinary and discharge procedures and prohibited practices, such as a no-weapons policy.

XIV. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable
- Interview involved parties such as employees, witnesses, and law enforcement
- Review security footage of existing cameras if applicable/possible
- Examine workplace for security risk factors associated with the incident, including previous reports of inappropriate behavior by the perpetrator
- Determine cause of incident
- Take corrective action to prevent similar incidents from occurring
- Record findings and ensuring corrective measures are taken
- Obtain any associated police reports
- The violent incident log will be used in every workplace incident and will include information as listed on Attachment B
- Review of all previous incidents
- Offer support and resources, such as referrals to counseling services, information about the city's employee assistance program, time off if necessary.

XV. DISCIPLINARY ACTION

Employees found in violation of this policy will be subject to disciplinary action including oral reprimand, written reprimand, suspension, or employment termination. An employee convicted of a violent crime or engaging while on or off-duty in behavior which violates this policy, is subject to disciplinary action.

XVI. TRAINING

The Human Resources Team will coordinate training of all department heads, supervisors, and employees on workplace violence. Training is provided upon hire, and then on an annual basis, with additional training required when new or previously unrecognized workplace violence hazards are identified, or when there are changes to the plan.

The city of Susanville will provide its employees with training and instruction on the definitions within this plan and the requirements listed below:

- The city of Susanville will provide a copy of this plan, at no cost to the employee, upon hire and when changes occur to said plan. Contact the City Clerk if other copies are needed.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employee's positions, the corrective measures the city has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard. identification, evaluation and correction, training records, and violent incident logs.
- Training shall match the comprehension and language of employees and shall be interactive.
- Opportunities the city has for interactive questions and answers with a person knowledgeable about the city's plan.
- City Clerk to maintain *training* records for WVPP for at least one year and shall be placed in the employee's personal file.

XVII. RECORD KEEPING & REVIEW

The city of Susanville will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction for at least five (5) years.
- Create and maintain training records for a minimum of one (1) year and including the following:
  - Training dates
  - Contents or a summary of the training sessions
  - Names and qualifications of persons conducting the training
  - Names and job titles of all persons attending the training sessions
- Maintain violent incident logs for a minimum of five (5) years
- Maintain records of workplace violence incident investigations for a minimum of five (5) years. *The records shall not contain medical information per subdivision (j) of Section E of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by Labor Code Section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.
- Each department head will be responsible for recording information on every workplace violence incident occurring within their department and providing completed records to the City Clerk.

The City Clerk will be responsible for maintaining information on each incident and will maintain said records as listed in the city's Records Retention Policy.

The effectiveness of the Workplace Violent Prevention Plan will be reviewed annually or when a deficiency is apparent. The review will cover such issues as:

1. Previous reports of workplace violence
2. Identification of new or existing hazards during the prior year and corrective measures taken.
3. Training completed, including the topics covered, delivery methods used and potential updates.
4. Security, including alarms, emergency response, and security personnel are available.

All records will be retained for a period of five (5) years, and personal identifying information omitted. Employees are entitled to view and copy the log within fifteen (15) calendar days of a request.

The city of Susanville ensures that the WVPP plan shall be in writing and available and easily accessible to employees, authorized representatives, and representatives of Cal/OSHA. This will be accomplished by providing a printed copy of said WVPP when requested unless the employee or designated representative requests an electronic copy.

ATTACHMENT A

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF POLICY FOR WORKPLACE VIOLENCE PREVENTION

I acknowledge that I have been given the opportunity to review the city's Policy for Workplace Violence Prevention. I have read and understand my responsibilities under the policy, and I agree to abide by it. I understand that I will be subject to discipline for violating this policy, or subject to other appropriate sanctions for failing to fulfill my responsibilities as outlined in this policy.

I understand that the policy is available for my review at any time on the city's website. If I have trouble accessing the policy, I will contact the City Clerk.

I understand that the city strongly encourages all individuals to use the Workplace Violence Prevention Reporting procedure described in this policy to make good faith reports of potential threats. I understand that I have a duty to cooperate with, and to answer truthfully and fully in any investigation undertaken to enforce this policy.

Print Name _____

Signature _____

Date _____

ATTACHMENT B

Workplace Violence Incident Log Form

Section 1: Information about the individual completing the report

Name:	
Department:	
Job Title:	
Date Completed:	

Section 2: Information about the incident

Date of Incident:	
Time of Incident:	
Location of Incident:	
Classify the nature of the location (workplace, parking lot, area outside of the workplace, or other area)	

Section 3: Workplace violence type: (Check one box):

☐ Type 1 – Violence committed by a person who has no legitimate business at the workplace.

☐ Type 2 – Violence committed by a customer, client, patient, student, inmate, or visitor.

☐ Type 3 – Violence committed by a present or former employee, supervisor, or manager.

☐ Type 4 – Violence committed by a nonworker with a personal relationship with the employee.

Classify the type of person committing the violence (e.g., customer/client or their family member, coworker, spouse, parent, or other family member or stranger with criminal intent):

_____

Section 4: Type of incident (Check all boxes that apply):

☐ Physical attack without a weapon (e.g., punching, kicking, spitting, biting, choking, grabbing, or pushing).

☐ Attack with a weapon or other object (e.g., firearm or knife)

☐ Threat of physical force or use of weapon or other object.

☐ Sexual assault or threat of sexual assault (e.g., rape, attempted rape, or physical display).

☐ Other: _____

Section 5: Describe incident in detail (use additional sheets as needed):

Note: The description must include classification of circumstances including, but not limited to, whether the employee was completing usual job duties working in poorly lit areas, rushed in their duties, working during a low staffing level, isolated or alone, unable to get assistance, working in a community setting, or working in a new or unfamiliar location.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Section 6: List witnesses of incident:

_____ _____ _____

_____ _____ _____

Section 7: Acknowledgement Signatures

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of City Clerk: _____ Date: _____

Signature of City Manager: _____ Date: _____

ATTACHMENT C

Workplace Violence Incident Report Form

PART II - INVESTIGATION

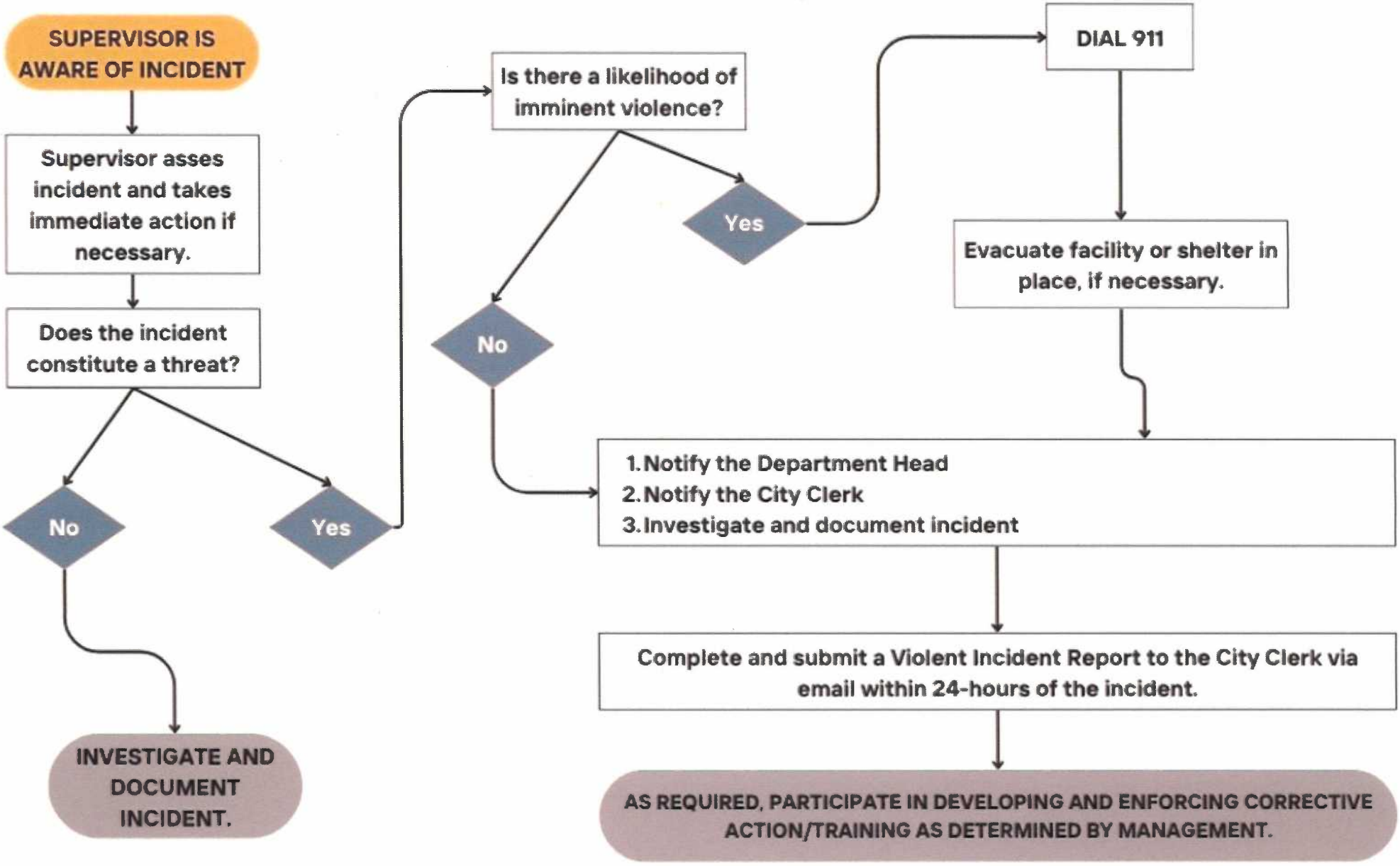
Review of Violence Incident Log to ensure the following information is provided:

- Date, time, location of the incident
- Workplace violence type
- Detailed description of incident
- Classification of who committed the violence (include client, customer, family, friend, etc.)
- Classification of circumstances (normal setting, poorly lit areas, low staffing levels, unable to get assistance, new location, etc.)
- Classification of where incident occurred (workplace, parking lot, other)
- Type of incident including, but not limited to, whether any of the following occurred:
    - Physical attack without weapon (biting, choking, grabbing, hair pulling, etc.)
    - Attack with weapon or object (firearm, knife, other)
    - Threat of physical force or threat of weapon
    - Sexual assault or threat of (rape, attempted rape, physical display, or unwanted verbal conduct)
    - Animal attack
    - Other
- Consequences of the incident including, but not limited to:
    - Whether police were contacted
    - Actions taken to protect employees from continuing threat
    - Information about the person completing the log
    - Reviewing all previous incidents

**Ensure that no personal identifying information is recorded or documented in the written investigative report. This includes information which could reveal identification of any person involved in a violent incident, such as the person's name, address, email, phone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.*

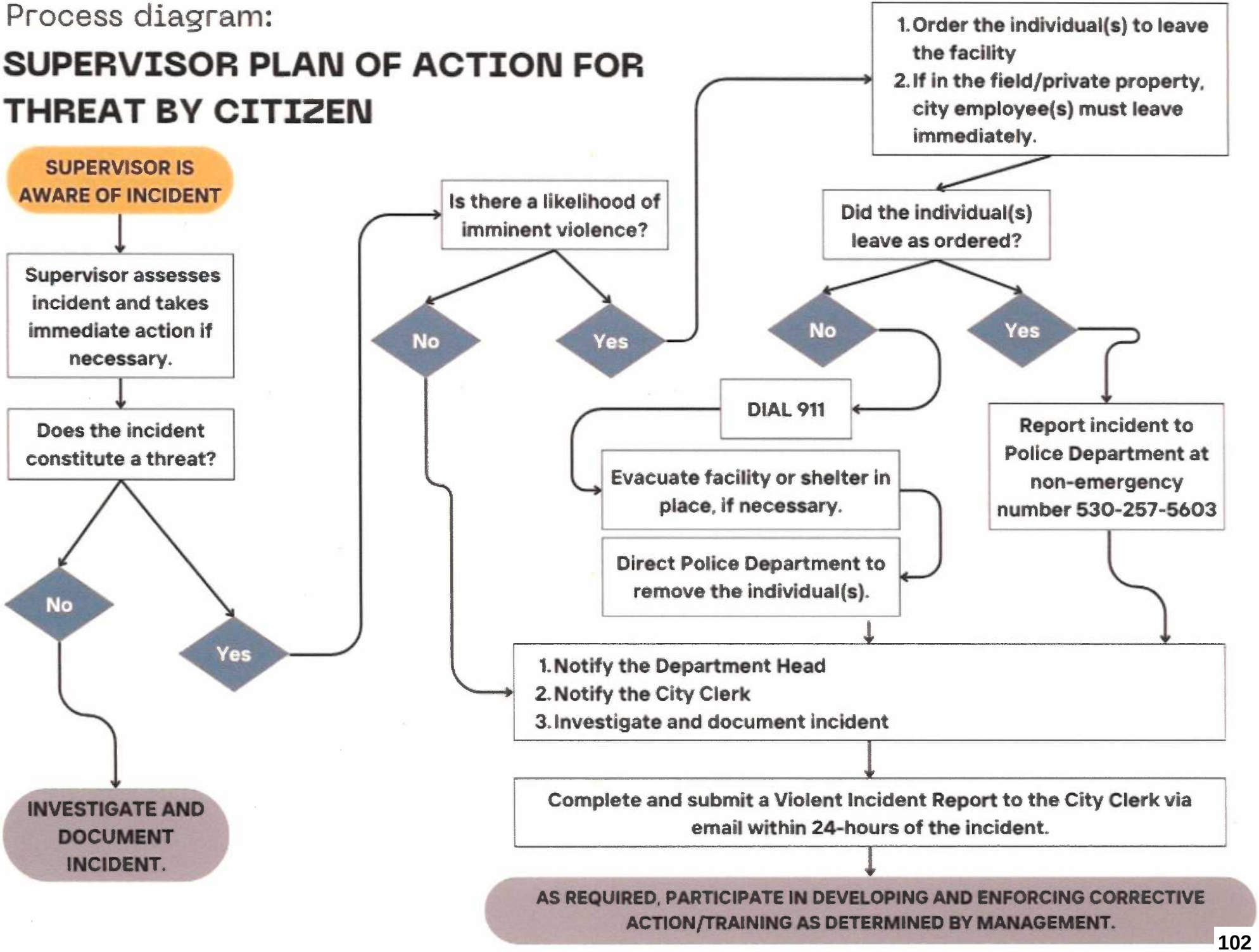
Process diagram:

SUPERVISOR PLAN OF ACTION FOR THREAT BY EMPLOYEE



Process diagram:

SUPERVISOR PLAN OF ACTION FOR THREAT BY CITIZEN



AGENDA ITEM NO. 9.D
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Jolene Arredondo, Administrative Services

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6399**, authorizing the City Manager to execute Addendum #2 to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

PRESENTED BY: Jolene Arredondo, Assistant to the City Manager

SUMMARY:

In recent years, the City of Susanville has experienced a growing reliance on technology for various administrative, operational, and public service functions. From maintaining essential records to facilitating communication channels, our dependence on IT systems has become integral to the smooth functioning of municipal services. As we continue to advance in the digital age, efficient and secure information technology infrastructure is fundamental to the success and functionality of local government operations. The City has utilized Computer Logistics for managed IT services since 2010 and in 2023 extended the agreement with Computer Logistics for continued managed IT services. Staff was notified by Computer Logistics that there is a need to upgrade the endpoint security solution to Microsoft Defender for Endpoint from current Webroot Anti-Virus. Microsoft Defender helps protect endpoints from malicious actors and exploits. Cybercriminals target endpoints because they are doorways to corporate data and by nature vulnerable to attack. Upgrading allows greater protection from attacks as the workforce becomes more distributed, with office-based, remote, and various city site locations. Endpoint security includes City desktops, laptops, and city issued cell phone security.

This upgrade is an increase of $252.00 per month based on the City's current 84 endpoints at $3.00 per endpoint. The monthly Computer Logistics agreement is distributed amongst the city's departments through the cost allocation plan. The current agreement for the 24/25 FY is $69,205; approval of adding Microsoft Defender for Endpoint will increase the agreement amount for the 24/25 FY by $1,512 ($252.00/mo for 6 months) increasing the FY contract amount to $70,717.

FISCAL IMPACT: Monthly increase to agreement of $252.00 distributed amongst each department based on users; distributed through cost allocation formula.

ACTION REQUESTED: Motion to approve **Resolution No. 25-6399**, authorizing the City Manager to execute Addendum #2 to the Managed IT Services Partner Agreement between the City of Susanville and Computer Logistics Corporation

ATTACHMENTS:
25-6399.pdf
City of Susanville Partner Agreement Addendum II 121524.pdf

RESOLUTION NO. 25-6399
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE ADDENDUM NO. 2 TO THE MANAGED IT SERVICES PARTNER AGREEMENT WITH COMPUTER LOGISTICS AND AUTHORIZES THE FINANCE DIRECTOR TO ADJUST THE BUDGET AS NECESSARY

WHEREAS, the City of Susanville relies on technology for various administrative, operational, and public service functions; and

WHEREAS, IT management services play a vital role in safeguarding sensitive information and ensuring compliance with data protection regulations; and

WHEREAS, the City of Susanville has used Computer Logistics for IT management and IT support services for over 10 years; and

WHEREAS, Computer Logistics has notified the city that current Webroot Antivirus is not meeting the security needs for city operations and increased security is needed for continued safety and security of data and information operations for the City of Susanville; and

WHEREAS, Computer Logistics has conducted thorough product research for the appropriate endpoint security software for municipalities and has identified Microsoft Defender is efficient and will adequately meet the city's needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the City Manager is hereby authorized to execute the Partner Agreement Addendum No. 2 and the Finance Director is authorized to increase the 2024/2025 fiscal budget as necessary to accommodate the agreement increase for the remainder of the 2024/2025 fiscal year.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of January 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

Contract Addendum: Addendum II

Contract Addendum II (herein referred to as the 'Agreement') is entered into on the 1st day of January month of 2025 ('Effective Date') between:

City of Susanville 66 North Lassen Street, Susanville, CA 96130 and Computer Logistics 1135 Pine St., Ste 202, Redding, CA 96001 who may be collectively referred to as 'the Parties' or generally as 'Party.'

WHEREAS Parties entered into a contract titled Resolution Number 19-5676 on the 15th day of July of 2019 (herein referred to as 'Contract') for purposes of Managed IT Services.

WHEREAS Parties mutually desire to amend the previously entered into the Agreement to achieve the purpose of the Agreement pursuant to the terms and conditions as set forth in the Agreement.

WHEREAS this Agreement is the first amendment to the Agreement and the most recent update to the Agreement.

IN CONSIDERATION OF the mutual promises herein, the Parties agree to amend their obligations in the existing Contract and fulfill the terms and conditions as listed below:

Amendments

Exhibit A attached to this Agreement represents the original provisions of the Contract that Parties mutually wish to amend. Parties agree that upon the Effective Date of this Agreement, Exhibit A provisions shall be unenforceable and deleted from the Contract in their entirety.

Exhibit C attached to this Agreement shall the provisions of the Contract as set forth in Exhibit A on the Effective Date of this Agreement. The provisions in Exhibit C shall remain in full force and effect until an additional addendum is drafted and signed, or the Contract is terminated.

No other change

Except as explicitly provided for in this Agreement, the remaining provisions, covenants, terms, and conditions of the Contract shall remain in full force and effect. No other change shall be permitted to the Contract or this Agreement unless Parties agree upon future amendments as described in the Future Amendments clause.

Future amendments

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

Termination

Parties may, upon their mutual agreement and discretion, choose to amend the Contract and this Agreement, Parties must abide by the termination clause in the Contract.

Governing law

This Agreement shall be governed by the laws of the State of California. All suits or other legal action shall be construed in accordance with the laws of California and excluded from the laws of any other forum.

Provider	Client
Computer Logistics 1135 Pine Street, Ste 202 Redding, CA 96001	**City of Susanville** 66 North Lassen Street Susanville, CA 96130
Signed:	Signed:
Name: Bob Andrews	Name: Dan Newton
Title: CEO	Title: City Manager
Date: January 1, 2025	Date:

Exhibit C

City of Susanville and City Administrator approve and authorize to upgrade the current endpoint security solution to Microsoft Defender for Endpoint from current solution Webroot Anti-Virus. To commence January 1, 2025, w/ 84 endpoints @ $3 per endpoint.

AGENDA ITEM NO. 9.E
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Tamra Spade, Economic Development

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6397**, Authorizing the City Manager to execute an agreement between the City of Susanville (City) and Beacon Economics for consulting services to develop an Economic Development Strategic Plan.

PRESENTED BY: Tamra Spade, Economic Development Director

SUMMARY:

The City of Susanville recognizes the need for an Economic Development Strategic Plan to establish a clear vision for our economic future and create a practical roadmap to achieve it. This plan, rooted in data-driven analysis, community engagement, and comprehensive narrative descriptions, will offer actionable recommendations to guide our city's economic growth and development. By incorporating community input and thorough analysis, the plan will identify opportunities, address challenges, and set clear goals to foster a vibrant and resilient local economy. Partnering with Beacon Economics ensures that Susanville can strategically align its resources to attract investment, support local businesses, and enhance the quality of life for all residents. This strategic framework will provide the direction, focus, and tools necessary for Susanville to confidently navigate its economic future.

In August, a Request for Qualifications (RFQ) was issued with a submission deadline of August 19, 2024. Following a thorough review and multiple interviews with the top three candidates, the City Manager and Economic Development Director selected Beacon Economics to advance in the process. As stipulated by the procurement policy, contracts exceeding $25,000 require City Council approval. Upon approval, the City Manager will be authorized to execute the agreement.

The proposed scope of work for the development of the Economic Development Strategic Plan is attached for review.

FISCAL IMPACT: $32,000 for consulting services will come from the General Fund with costs allocated to professional services to provide the development of the Strategic Plan.

ACTION REQUESTED: Motion to approve Resolution No. 25-6397, Authorizing the City Manager to execute an agreement between the City of Susanville (City) and Beacon Economics for consulting services to develop an Economic Development Strategic Plan.

ATTACHMENTS:
25-6397.pdf
Beacon Work Scope.docx

RESOLUTION NO. 25-6397
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH BEACON ECONOMICS FOR CONSULTING SERVICES TO DEVELOP A COMPREHENSIVE ECONOMIC DEVELOPMENT STATEGIC PLAN

WHEREAS, the City of Susanville economic development strategic plan relies on data, quantitative analysis, community outreach and detailed narrative descriptions to provide ultimate goals, and deliver a strategic plan with actionable recommendations; and

WHEREAS, Beacon Economics serves private and public organizations nationwide providing comprehensive economic development strategies, workforce development strategies, market analyses, and advisory services; 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 an agreement with Beacon Economics for consulting services to develop a comprehensive economic development strategic plan.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of January 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

EXHIBIT A

SERVICES TO BE PROVIDED BY CONTRACTOR

Part 1: Blueprint for Creating an Economic Development Plan

Beacon's initial phase of the study will undertake a demographic and economic analysis the city of Susanville. The objective of this analysis is to acquire a understanding of the local economic conditions, pinpointing strengths, opportunities, and challenges. This will inform the Economic Development Committee's goals and the subsequent economic strategy report. The analysis will utilize readily available data from trusted sources and may incorporate proprietary data as necessary. While we strive to conduct a detailed study, the scope of our analysis may be constrained by the availability of data at city level. We will utilize the best available resources.

Task 1.1: Kickoff and Initial Alignment Call
To initiate our economic development strategy effectively, we will begin with a comprehensive kickoff meeting involving key stakeholders from Susanville City. This session will serve to clarify the scope and objectives of the economic analysis, ensuring alignment on the priorities and expected outcomes. By fostering a mutual understanding from the outset, we aim to optimize resource use and focus our efforts on areas with the highest impact potential.

Task 1.2: Current Economic Landscape
Following our initial alignment, our analysis will delve deep into the current economic conditions of Susanville. Given the availability of data and the size of Susanville City, we will utilize county data to derive insights for Susanville when city-level data is not accessible. This analysis may include:

- Employment and Industry Analysis: We will examine employment trends across key sectors within the last decade to identify growth patterns and areas of decline. This sector-specific insight will highlight industries that are critical to Susanville’s economic health and those that require strategic interventions for revitalization or transformation.
- Demographic and Labor Force Dynamics: Our demographic analysis will focus on shifts in the population and workforce characteristics, such as educational attainment, age distribution, and other relevant demographic factors. Understanding these dynamics is crucial for tailoring workforce development programs and ensuring that our labor force meets future industry needs.
- Real Estate Market Conditions: A thorough analysis of both residential and commercial real estate markets will help us understand current dynamics and forecast future trends. This assessment will be crucial for identifying opportunities for real estate development and addressing potential gaps in housing and commercial spaces necessary for economic growth.
- Commuting Patterns and Housing Trends: We will explore how commuting behaviors impact local housing markets and identify subregional trends that could influence future urban planning and development strategies.

Comparative Analysis: To contextualize Susanville’s data, we will compare it against State and the County, enhancing our understanding of its relative position and potential strategies.

Outcomes of Part 1:
The findings from this comprehensive economic landscape analysis will be compiled into a report for the Economic Development Committee. This report will not only highlight key economic drivers and challenges but also set the stage for the subsequent SWOT analysis in Part 2. It will include visual aids such as charts and graphs to illustrate trends clearly and effectively, facilitating informed discussions during community engagement sessions. These sessions will be pivotal in shaping the strategic goals that will guide Susanville’s economic development efforts moving forward.

Part 2: Economic Development Strategic Plan

Task 2.1: SWOT Analysis
The second phase of our project will begin with a comprehensive SWOT analysis, leveraging the data and insights gathered from Part 1. This analysis will systematically uncover Susanville's Strengths, Weaknesses, Opportunities, and Threats, providing a clear framework to inform our strategic economic development initiatives. By identifying these critical elements, we will be able to build upon the city's inherent advantages while addressing any significant challenges that could impede long-term growth.

Task 2.2: Stakeholder Involvement

To ensure the strategic plan is representative of all community perspectives, we will engage stakeholders in one structured focus group discussion. This group will involve diverse community members, whose insights will be invaluable in refining the city's vision for economic development.

Additionally, to complement these perspectives, we will distribute a detailed questionnaire to both City Council members and community representatives. This survey will allow participants to provide their input privately, ensuring a breadth of individual opinions are considered.

These discussions are essential for validating our SWOT analysis and aligning the strategic plan with community expectations and needs. The focus group will take place in an online meeting and be no more than 2 hours in length. A digital survey will accompany the meetings, or stand in pace in some cases, to provide additional opportunities for feedback.

Building a Comprehensive Strategy
Leveraging insights from the SWOT analysis and stakeholder discussions, we will develop a comprehensive report that will serve as a pivotal tool in defining and

prioritizing strategic goals and action plans. This report will guide the city of Susanville toward achieving sustainable economic development.

Report Components:

- **Summary Background (Based on Task 1)**: This section will recap the demographic and economic analyses conducted in the initial phase of our study, providing a solid foundation for the strategic discussions that follow.
- **Vision and SWOT Analysis**: Here, we will outline the city's vision as refined through community feedback, coupled with a detailed SWOT analysis that highlights Susanville's strengths, weaknesses, opportunities, and threats.

By incorporating these elements, the report will not only detail the current economic landscape but also pave the way for targeted economic strategies that are responsive to both emerging challenges and opportunities.

Final Presentation and Report:

The report will be accessible and engaging for all stakeholders. The final document will incorporate graphical elements and clear, concise language to facilitate ease of understanding and implementation. A comprehensive presentation of the final report will be delivered via Zoom or Teams to stakeholders, with time allocated for discussion and feedback.

If an in-person presentation is requested, an additional fee of $3000 plus travel expenses will be billed post-event.

If an ADA-compliant professional design of the final document is requested, an additional fee of $3000-$4000 is estimated, and can be billed after the document is delivered.

AGENDA ITEM NO. 9.F
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: January 15, 2025

SUBJECT: Citywide Strategic Planning Introduction

PRESENTED BY: Dan Newton, City Manager

SUMMARY:

Strategic planning is a way to help an organization succeed by making sure plans, resources, and results match what the community needs. The City of Susanville offers many services, from public safety to parks and recreation, but sometimes it tries to do more than it has the resources to handle. This is why it is important to decide what is most necessary and focus on that.

Planning starts with figuring out what services the City should provide and creating a mission and vision. The mission explains what the City stands for, and the vision describes its hopes for the future. The statements help the City Council and staff set clear goals and make decisions. A good strategic plan ensures that projects are chosen because they fit these goals and can be done well with the resources available.

Warren Buffet once said, “The difference between successful people and really successful people is that really successful people say no to almost everything.” A strong plan helps City leaders know when to say yes to an idea and when to say no, so they can focus on what matters most.

Good strategic planning helps leaders make better decisions, use resources wisely, stay accountable, and create positive results for the community. Input from residents will help ensure the creation of strong mission and vision statements and set clear goals.

By using a clear strategic planning process, the City of Susanville can manage its services better, reach its goals, and improve life for residents and visitors.

Staff is proposing to start the strategic planning process by discussing the City's mission statement, explaining its importance and purpose, and sharing examples from other cities. The City Council's input will guide staff as they develop draft mission and vision statements to present for Council consideration. Once the mission and vision statements are established, the City will begin setting goals and objectives. This will likely involve multiple drafts and revisions. While the process may be clunky and require discussions at multiple meetings, it will allow for growth and help refine our goals and objectives.

Toward the end of the process, we may identify a need to bring in a consultant to evaluate our resource capacity for project implementation. This information will be critical for the City to establish its priorities and select projects to implement.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Provide direction to staff

ATTACHMENTS:

AGENDA ITEM NO. 9.G
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Tamra Spade, Economic Development

Action Date: January 15, 2025

SUBJECT: Consider Lassen County Transportation Commission (LCTC) request for letter of support to include in grant application package with Caltrans for their Electric Vehicle Charging infrastructure Master Plan.

PRESENTED BY: Tamra Spade, Economic Development Director

SUMMARY: The Lassen County Transportation Commission (LCTC) plans to pursue funding for an Electric Vehicle (EV) Charging Infrastructure Master Plan for Lassen County. This ambitious project aims to establish a network of EV charging stations across the county to address the current shortage of public charging options, which is a significant barrier to the adoption of eco-friendly vehicles. The plan will include a comprehensive evaluation of the existing charging infrastructure and pinpoint strategic locations for new installations. By expanding the availability of EV charging facilities, this initiative will support the county's environmental goals, stimulate economic development, and enhance mobility for both residents and visitors.

Lassen County, situated on the eastern side of the Sierra Nevada Mountains, stands at a pivotal moment in its journey towards sustainable transportation and environmental responsibility. The LCTC's proposed EV Charging Infrastructure Master Plan is designed to transform the local transportation framework, accommodating the growing shift towards electric vehicles. Addressing the current gap in EV infrastructure is essential, as it hinders the adoption of electric vehicles, affecting both the local community and tourism.

The lack of charging facilities deters tourists who increasingly rely on EVs, impacting local businesses that benefit from tourism. Without advancing its EV infrastructure, Lassen County risks falling behind neighboring regions, missing out on the economic and environmental advantages of a robust EV network.

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: Authorize Mayor to sign letter of support.

ATTACHMENTS:
letter request support EV infrastructure.docx

City of Susanville
(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

John Clerici
Executive Secretary
Lassen County Transportation Commission
555 Capital Mall
Sacramento, CA 95814

January 15, 2025

Re: Letter of Support for the Lassen County Application for the Caltrans Sustainable Transportation Planning Grant

Dear Mr. Clerici,

On behalf of the City of Susanville, I would like to express my support for the Lassen County Sustainable Transportation Planning Grant Application to develop a plan for expanding the coordinated EV charging infrastructure in the County.

The development of an EV charging infrastructure network plan would provide a guide for smart installation of charging stations throughout the County. Having a more complete network of charging facilities and having a plan to guide that will support vital investment in our rural local economy and will help achieve statewide targets for GHG reductions. This Plan will encourage efficient use of financial resources and equity in charging facility placement.

As a member of the community and the Mayor of the City of Susanville, I strongly support Lassen County's effort to secure grant funding to coordinate the planning effort around EV charging throughout the County.

Sincerely,

Mendy Schuster
Mayor

AGENDA ITEM NO. 9.H
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Tamra Spade, Economic Development

Action Date: January 15, 2025

SUBJECT: Consider Lassen Country Transportation Commission's request for City Council letter of support for the Bizz Johnson Extension East Feasibility Study for the Caltrans Sustainable Grant Application.

PRESENTED BY: Tamra Spade, Economic Development Director

SUMMARY: This project aims to assess the feasibility of developing a public, multi-use trail along 23 miles of abandoned railroad grade between Susanville and Wendel, California, during the 2025-2029 period. The proposal includes conducting trail inventories and preparing preliminary engineering and environmental studies. A Feasibility Plan and Business Plan will evaluate options for acquiring the railroad right-of-way (ROW) and converting it into a public recreational trail.

The proposed Bizz Johnson Extension East (BJX) will traverse the western edge of the Great Basin, passing through small rail-side communities, active ranchlands, and unique geologic formations, weaving its way across various sloughs and wetlands in the Honey Lake Valley. Rail trails, with their gentle grades and wide surfaces, are designed to accommodate a diverse range of users. Once completed, this network will connect key destinations including Canyon Dam, Chester, Almanor Peninsula, Clear Creek, Westwood, Susanville, Litchfield, Wendel, and Likely/Bayley, California, forming a 155-mile Class I trail.

This planned network will rank among the longest, interconnected rail trails in the United States, spanning the southern Cascades, Sierra Nevada, Modoc Plateau, and Great Basin. A significant benefit of this network is the creation of non-motorized connections between towns, parks, residential areas, schools, and business districts. As a key attraction, the trail network is expected to foster tourism growth, enhancing the socio-economic vitality of our region. The development of the BJX is crucial to bringing this comprehensive trail vision to life.

FISCAL IMPACT: No fiscal impact.

ACTION REQUESTED: Authorize Mayor to sign letter of support.

ATTACHMENTS:
letter request support Bizz Trail.docx

City of Susanville
(530) 252-5100 • 66 North Lassen Street • Susanville, CA 96130-3904

DATE: January 15, 2025

Lassen County Transportation Commission
Attn: John Clerici, Executive Secretary
PO Box 1028
Susanville, California 96130

Re: Planning for the Bizz Johnson Extension East

Dear Mr. Clerici:

The City of Susanville is pleased to support the Lassen County Transportation Commission (LCTC) grant application to the California Department of Transportation (Caltrans) for Phase I planning to acquire and convert the 23-mile Fernley and Lassen Branch Line to a public recreational trail, known as the Bizz Johnson Extension East (BJX). The project is located along an abandoned railroad between Susanville and Wendel, California.

The planning phase will complete trail inventories, baseline studies, preliminary engineering, and public engagement activities. Using this information, decision makers will analyze the feasibility of converting the abandoned railroad to a multi-use trail. Union Pacific Railroad Corporation is the current landowner of the railway and a willing seller.

We support LCTC's application to Caltrans' Sustainable Transportation Planning Grant program to initiate the planning phase. The proposed project will close the last remaining gap between the 25.4-mile Bizz Johnson National Recreation Trail and the 86-mile Modoc Line Rail Trail.

Thank you for submitting this application. When completed, this new interconnected trail will become one of our nation's longest rail trails and one of Lassen County's biggest recreational assets.

Sincerely,

Mendy Schuster
Mayor

AGENDA ITEM NO. 9.I
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Erik Edholm, Public Works

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6401**, authorizing the City Manager to execute a contract with Pee Wee Enterprises for culvert replacement on Ramsey Ditch and authorize the Finance Director to modify the budget as necessary to complete the work.

PRESENTED BY: Bob Godman, Public Works Director

SUMMARY: The City entered into an agreement with the owners of the Ramsey Ditch in 2024 to continue to discharge geothermal water into the ditch in exchange for maintaining additional segments of the ditch on Diamond View School property. A section culvert pipe of the ditch at Diamond View School is failing and is need of repair. City staff has received a quote from Pee Wee Enterprises for culvert replacement of the failed section. The project will replace over 128' of 24" culvert pipe and all other necessary work to complete the install. The city's estimate for this work was $45,340, while the quote from Pee Wee Enterprises is $48,000.

Since this amount is below the $60,000 threshold established by CUCCAC regulations, formal bidding is not required. This exemption enables the city to streamline the procurement process through a negotiated contract, avoiding the more time-consuming formal bidding procedures.

FISCAL IMPACT: $48,000 from the available July 2024 reconciled geothermal fund balance of $188,824.

ACTION REQUESTED: Motion to approve Resolution No. 25-6401, authorizing the City Manager to execute a contract with Pee Wee Enterprises for culvert replacement on Ramsey Ditch and authorize the Finance Director to modify the budget as necessary to complete the work.

ATTACHMENTS:
25-6401.pdf

RESOLUTION NO. 24-6401
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH PEE WEE ENTERPRISES FOR CULVERT REPLACEMENT ON RAMSEY DITCH AND FURTHER AUTHORIZES THE FINANCE DIRECTOR TO ADJUST THE BUDGET AS NECESSARY

WHEREAS, the city entered into the Ramsey Ditch Maintenance Agreement in July 2024; and

WHEREAS, the maintenance agreement requires the city to maintain a section of culvert pipe on the Diamond View School property; and

WHEREAS, the city intends to replace 128' of existing culvert pipe that is in need of replacement; and

WHEREAS, staff has determined Pee Wee Enterprises as a qualified contractor to perform the work; and

WHEREAS, Pee Wee Enterprises has provided a quote for the culvert replacement in the amount of $48,000; and

WHEREAS, the city has capacity in the Geothermal fund to cover the $48,000.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Susanville hereby authorizes the City Manager to execute an agreement with Pee Wee Enterprises in the amount of $48,000 and further authorizes the Finance Director to adjust the budget as necessary.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of January 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

AGENDA ITEM NO. 9.J
Action Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Dan Newton, Administrative Services

Action Date: January 15, 2025

SUBJECT: Consider **Resolution No. 25-6402**, authorizing the finance director to increase the code enforcement abatement fund in the amount of $25,000 for work associated with completing a hazardous materials assessment, waste characterization, and preliminary engineering work for the demolition and removal of the fire damaged St. Francis Hotel.

PRESENTED BY: Dan Newton, City Manager

SUMMARY:

On November 1, 2024, a fire destroyed the historic St. Francis Hotel in Susanville. The City completed summary abatement work on November 26, 2024. On December 10, 2024 the City's Planning Commission issued an abatement order for the demolition and site clean up of the severely damaged structure. The property owner had 20 days to appeal the Planning Commission's Decision to the City Council and failed to do so. The abatement order is in full force and effect and the City is now able to proceed with demolishing and cleaning up the site.

The next step in the process is to complete preliminary engineering work, assess the site for hazardous materials, and complete a waste characterization study. It is estimated that this work can be completed for approximately $25,00, therefore staff is requesting a budget increase in that amount for the code enforcement abatement fund.

FISCAL IMPACT: Increase to the Code Enforcement St. Francis Hotel Abatement Fund by $25,000

ACTION REQUESTED: Motion to approve Resolution No. 25-6402, authorizing the finance director to increase the code enforcement abatement fund in the amount of $25,000 for work associated with completing a hazardous materials assessment, waste characterization, and preliminary engineering work for the demolition and removal of the fire damaged St. Francis Hotel.

ATTACHMENTS:
25-6402.pdf

RESOLUTION NO. 25-6402
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE FINANCE DIRECTOR TO INCREASE THE CODE ENFORCEMENT ABATEMENT FUND IN THE AMOUNT OF $25,000 FOR WORK ASSOCIATED WITH COMPLETING A HAZARDOUS MATERIALS ASSESSMENT, WASTE CHARACTERIZATION, AND PRELIMINARY ENGINEERING WORK FOR THE DEMOLITION AND REMOVAL OF THE FIRE DAMAGED ST. FANCIS HOTEL

WHEREAS, on November 1, 2024, a fire destroyed the historic St. Francis Hotel in Susanville; and

WHEREAS, the city has taken action and completed summary abatement work on November 26, 2024; and

WHEREAS, on December 10, 2024, the City's Planning Commission issued an abatement order for the demolition and site cleanup of the severely damaged St. Francis Hotel structure; the property owner had 20 days to appeal the Planning Commission's Decision and failed to do so; and

WHEREAS, the abatement order is in full force and effect and the city is now able to proceed with demolishing and cleaning up the site with the next steps being to complete preliminary engineering work, assess the site for hazardous materials, and complete a waste characterization study.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Susanville hereby authorizes the Finance Director to increase the St. Francis Hotel Code Enforcement Abatement Fund by $25,000 to complete engineering work, hazardous materials assessment and complete a waste characterization study.

APPROVED:_____
Mendy Schuster, Mayor

ATTEST:_____
Heidi Whitlock, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of January 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:_____
Margaret Long, City Attorney

AGENDA ITEM NO. 13.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: January 15, 2025

SUBJECT: Department Reports

PRESENTED BY: Dan Newton, City Manager

SUMMARY: The City Manager's Report is designed for Department Heads to address the Council on a variety of topics, is needed. Also, for the Council to address any questions or comments regarding that Department Head.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS:

AGENDA ITEM NO. 14.A
Discussion Item

SUSANVILLE CITY COUNCIL AGENDA ITEM

Submitted By: Heidi Whitlock, City Clerk

Action Date: January 15, 2025

SUBJECT: Future Council Items

PRESENTED BY: Dan Newton, City Manager

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

FISCAL IMPACT: None.

ACTION REQUESTED: Possible direction to staff.

ATTACHMENTS:
250115.Future.Items.List.pdf

LAST THREE MONTHS (10/16/2024 to current)

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

Council requested - FUTURE COUNCIL ITEMS	
11/20/2024	Request to bring back an item regarding the community garden and LARP
12/4/2024	Request to bring back discussion item regarding the HLVRA, its budget and request for additional funding
12/18/2024	Request to bring back discussion item regarding council chamber sound system
12/18/2024	Request to bring back LARP Agreement for review of new council members.