

**NOTICE OF CALL OF SPECIAL MEETING  
TO THE MEMBERS OF THE SUSANVILLE CITY COUNCIL:**

You are hereby notified that a SPECIAL MEETING of the Susanville City Council will be held in the Council Chambers of City Hall in the City of Susanville at 66 North Lassen Street, Susanville, California on **Thursday, January 24, 2019 at 3:00 p.m.** to transact the following business:

Call Meeting to Order  
Roll Call of City Councilmembers

**1      APPROVAL OF THE AGENDA:**

**2      PUBLIC COMMENT:** Members of the public may address the Council concerning **any item on the agenda** prior to closed session.

**3      CLOSED SESSION:**

**PUBLIC EMPLOYEE APPOINTMENT:** - pursuant to Government Code Section 54957:

1. City Administrator

**4      SCHEDULED MATTERS:**

A      Consider **Resolution No. 19-5607** approving City Administrator Employment Agreement

B      Consider **Resolution No. 19-5603** approving procedures for furloughed Federal Workers

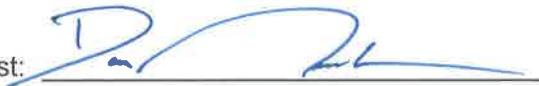
**5      ADJOURNMENT:**



Kevin Stafford, Mayor

by: Gwenna MacDonald, City Clerk

Attest:



Dan Newton, Interim City Administrator

**AFFIDAVIT OF MAILING NOTICE**

I, the undersigned employee of the City of Susanville, California do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING Thursday, January 24, 2019 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on January 23, 2019. A copy of said Notice is attached hereto.

I declare under penalty of perjury that the foregoing is true and correct.

Dated at Susanville, California January 23, 2019.



Gwenna MacDonald, City Clerk

Kevin Stafford	Electronic Mail
Joseph Franco	Electronic Mail
Brian Moore	Electronic Mail
Brian Wilson	Electronic Mail
Mendy Schuster	Electronic Mail

Reviewed by:  Interim City Administrator

- Motion Only
- Public Hearing
- Resolution
- Ordinance
- Information

**Submitted By:** Dan Newton, Interim City Administrator

**Action Date:** January 24, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5607** Approving Employment Agreement for City Administrator

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The proposed employment agreement for the position of City Administrator between the City of Susanville and Michael Wilson is attached for Council's consideration and approval.

**FISCAL IMPACT:** Annual salary and benefit package per the agreement currently budgeted for fiscal year 2018/2019.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5607 and authorizing Mayor to sign agreement.

**ATTACHMENTS:** Resolution No. 19-5607  
Employment Agreement

**RESOLUTION NUMBER 19-5607**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING EMPLOYMENT AGREEMENT FOR THE POSITION OF CITY**  
**ADMINISTRATOR AND AUTHORIZING THE MAYOR TO SIGN AGREEMENT**

**WHEREAS**, the City of Susanville and Michael Wilson have negotiated an at-will agreement for the position of City Administrator; and

**WHEREAS**, the at-will employment agreement was negotiated within the parameters established by City Council.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the at-will Employment Agreement with Michael Wilson for the position of City Administrator, attached hereto as Exhibit A, is hereby approved.

**BE IT FURTHER RESOLVED**, that the Mayor is authorized to sign the at-will employment agreement.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 24th day of January, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

## EMPLOYMENT AGREEMENT - CITY ADMINISTRATOR

This Employment Agreement ("Agreement") is entered into on, \_\_\_\_\_ effective \_\_\_\_\_, between the City of Susanville ("City") and \_\_\_\_\_ ("Employee"), In consideration of the mutual promises and agreements set forth below, City and Employee agree as follows:

1. Employment. City agrees to employ Employee to render services as City Administrator of City on the terms and conditions set forth in this Agreement and as provided in Chapter 2.08 of the Susanville Municipal Code (a copy of which is attached hereto as Exhibit "A"), and Employee accepts such employment on that basis.

2. Term. The term of the Employee's employment shall be as follows: commencing on February, 2019, and ending on the earliest of:

- A. February, 2021, or
- B. The date of termination of Employee's employment in accordance with Section 5, below.

3. Position and Duties. Employee will serve as City Administrator of City. In addition to the duties of Employee set forth in Chapter 2.08 of the Susanville Municipal Code, the City Council of the City of Susanville ("City Council") will have the power to determine the specific duties and responsibilities which Employee must perform under this Agreement, and the means and manner by which Employee must perform those duties and responsibilities. It is recognized that the City Administrator must devote a great deal of time to the business of the City outside of the City's customary office hours, and to that end the City Administrator's schedule of work each day and week may vary in accordance with the work required to be performed.

4. Education. Employee will be required to obtain a bachelor's degree from an accredited college in a field related to the duties of the City Administrator position, within 18 months of commencement of Agreement. Employee will be responsible for the cost of books, tuition, travel, and any other expenses related to obtaining a bachelor's degree.

5. At-Will Employment Status, Exemption from Personnel System, and Termination. Employee's employment as City Administrator is at-will. Thus, Employee's employment is at the mutual consent of Employee and City. Either Employee or City may unilaterally terminate Employee's employment with City at-will at any time, with or without good cause, for any reason whatsoever. Termination of Employee by City must be by at least three (3) affirmative votes of the City Council. Employee may terminate his/her employment at any time, with or without good cause, for any reason whatsoever. However, to help provide for an orderly transition of his/her duties should Employee voluntarily terminate his/her employment with the City, the City requests that Employee make reasonable efforts to provide notice as specified in Section 20 of this Agreement. Employee is exempt from the City's Personnel System and holds no property right in his/her employment as City Administrator.

In the event Employee becomes mentally or physically incapable of performing the City Manager's functions and duties with reasonable accommodation and it reasonably appears such incapacity will last for more than six months, the City Council may terminate Employee. If the City Council does elect to terminate Employee due to incapacity, Employee shall receive all severance benefits provided in Section 21 (B) below.

Employee agrees that no representative of the City has made, has the authority to make, or can make any promises, statements, or representations that state or imply that Employee is hired or retained under any terms other than at-will and exempt from the City's Personnel System, as set forth above.

Employee's status as at-will City Administrator and exempt from City's Personnel System may only be changed, revoked, amended, or suspended by a written document, signed by the Employee and the Mayor, following approval by the City Council.

6. Compensation and Benefits. Employee will receive the following compensation:

- A. Salary. Employee will receive a beginning salary of \$101,907, Range 175, Step A of the "Memorandum of Understanding Between the City of Susanville and the Management Unit July 1, 2015 through and including June 30, 2017." Said salary is to be effective upon hiring and be eligible for a merit increase to Step B after the first six months. Merit increases will be granted at the discretion of City Council after a performance review per Section 18 of this agreement. Employee will be eligible for one additional merit increase each year thereafter up to and including Step G of the most recently approved Management Global Range and Step Salary Matrix.
- B. The most recently approved Management Global Range and Step Matrix attached to the "Memorandum of Understanding Between the City of Susanville and the Management Unit will be used to determine salary.
- C. The compensation listed at the position's range and step will constitute the entire compensation, except as provided within this Agreement.
- D. Employee is an exempt employee as defined in the Fair Labor Standards Act and the regulations promulgated thereunder. Accordingly, Employee is not subject to minimum wage requirements and is not eligible for standby pay, call back pay, overtime pay, or any other form of overtime compensation unless expressly authorized by the City Council.
- E. City will provide Employee those benefits described in the most recently adopted "Memorandum of Understanding Between the City of Susanville and the Management Unit" and not otherwise mentioned or excluded herein.
- F. City will provide Employee a cell phone and office phone to use. Employee must use the cell phone and office phone provided by City for City business. Employee must not use his personal phone for City business. Employee must return the cell phone issued by City to City at the end of Employee's employment with City. Employee will not receive a phone stipend from City.
- G. Employee will receive fifty dollars (\$50) per month as reimbursement for occasional use of his personal vehicles for City purposes in attending meetings and otherwise conducting City business or attending functions on behalf of City. No justification will be required of Employee, it being understood that this use is unavoidable. Employee's monthly use of his personal vehicle must not exceed use that would require more than the fifty dollars (\$50) reimbursement from City. Employee is encouraged to use a City vehicle for City purposes to avoid a

financial inconvenience to him/her. Employee is to name City as an additional insured on his/her automobile liability policy insuring any vehicle that he/she may drive incidentally when conducting City business and to furnish proof of same to the City every six months. The limits of said insurance will be no less coverage than \$100,000 per person/\$300,000 per occurrence and with property damage liability coverage of at least \$100,000.

7. Continuing Education/Training. Employee will participate in training and continuing education programs as approved by the City Council.

8. Retirement. The City contracts with the California Public Employees' Retirement System for retirement benefits. The City will pay the Employer's (as determined by Cal PERS) share for participation in the CalPERS System. The Employee will pay in full, the Employee's share of 8% of salary. If Employee is a "Classic" member, as determined by CalPERS, Employee will be enrolled in the 2% @ 60 retirement formula. If employee is a "PEPRA" member, as determined by CalPERS, Employee will be enrolled in the 2% @ 62 retirement formula.

9. Holidays. Employee will ordinarily receive holidays as specified in the Employee Manual. However, due to the nature of Employee's duties, Employee may be required to perform work from time to time on such holidays. No additional compensation, time off, or vacation time will be provided as a result of such work on holidays.

10. Vacation. Employee will earn annual vacation credit prorated and accrued monthly on the following basis:

136 hours for less than five (5) full years of service as City Administrator:	5.23 per pay period
160 hours after five (5) full years of service as City Administrator:	6.15 per pay period
200 hours after ten (10) full years of service as City Administrator:	7.69 per pay period
240 hours after fifteen (15) full years of service as City Administrator:	9.23 per pay period

The maximum vacation accrual will be 240 hours and at the end of each fiscal year any hours in excess of the maximum accrual amount will extinguish, or as otherwise required by law.

11. Management Leave. Employee will receive management leave per the terms of the Management MOU.

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

12. Life Insurance. Employee will receive a twenty-five thousand dollar (\$25,000) term life insurance policy to be paid for by the City.

13. Sick Leave.

A. Employee will accrue and be able to use sick leave as set forth in the City of Susanville Employee Manual ("Employee Manual").

B. Under the Public Employee Retirement System, credit for unused sick leave

(Section 20965 of the Government Code) will be a benefit<sup>1</sup> provided to Employee upon retirement and in accordance with the rules and regulations of PERS.

- C. Upon retirement, Employee will be able to purchase health insurance under the City's health insurance plan with no vesting requirement if allowed by the City's health insurance plan. A credit of fifty percent (50%) of accumulated sick leave at time of retirement will be paid out per month towards fifty percent (50%) of premium, subject to CalPERS regulations. The amount of sick leave credit that should be credited toward retiree health insurance premium will be capped at fifteen thousand dollars (\$15,000.00).

14. Jury Duty. While serving on jury duty, employee will still be paid by the City on the basis of a forty (40) hour workweek, at the normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the City.

15. Family Illness or Injury Leave. Family illness or injury leave may be taken in accordance with the Employee Manual.

16. Bereavement Leave. Bereavement leave will be provided as set forth in the Employee Manual.

17. Health, Dental and Vision Insurance. Effective two months from the date of hire, the City will pay the cost of health, dental and vision insurance premium for Employee. Employee will contribute toward the current plan premium per the Management MOU.

18. Performance Review. The City Council may evaluate Employee's performance as necessary. The City Council will conduct a performance review of Employee after Employee's first six months of employment with City, at which time, Employee will be eligible for salary increase, per Section 6A of this agreement. Performance reviews will take place annually thereafter. During Employee's performance review, Employee's performance will be evaluated, his/her goals for the City considered, and the accomplishments of the City considered. Employee will commence each review with a presentation of what Employee believes is the state of the City in all material respects. Any performance evaluations (including the annual performance review) of Employee must be placed for discussion on the agenda with the Employee, the Council, and any appropriate staff of the Council.

19. Renewal of Agreement. City is under no obligation to renew or extend this Agreement and City may decide to do so solely at its discretion. City may terminate this Agreement earlier as provided in Section 5. The City may extend this Agreement at any time prior to its expiration.

20. Notice of Termination. City need not provide Employee with any prior notice of its termination of this Agreement. Due to the important nature of the City Administrator's duties to the City, if Employee terminates this Agreement, Employee should, but is not required to, provide the City Council with thirty (30) days written notice prior to the date he/she ceases to perform his/her duties and responsibilities under this Agreement.

21. Severance Payment. The language herein regarding a severance payment in no way changes or modifies Employee's status as at-will and exempt from the City's Personnel System,

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<sup>1</sup> This benefit is contingent upon and subject to revisions or even elimination in accordance with the applicable statutes, rules and regulations associated with PERS.

as set forth in Section 4 above.

- A. If the Employee terminates this Agreement, Employee is not entitled to any severance payment.
- B. Contingent upon Employee's satisfaction of the requirements set forth in this Section 21, if Employee is terminated by the City without Cause and while Employee is still willing and able to perform the duties of City Administrator, the City agrees to pay Employee a single lump sum payment as specified in this Section 21 of this Agreement ("Severance Payment"). As a condition to receipt of this Severance Payment, Employee must agree to and execute a Release Agreement in a form to be presented to him/her by the City within a reasonable time after his/her termination without Cause. The Severance Payment will be paid within 21 days of all parties' execution of the Release Agreement. Any revocation of the Release Agreement by Employee will relieve the City of any obligation to pay the Severance Payment. Employee will not be entitled to a Severance Payment if employee fails to agree to and execute the Release Agreement, in which Employee, among other things, will release the City, and the City's employees, agents, attorneys, councilmembers, and officers from any and all claims, damages, and liability arising from or connected in any way with Employee's employment with the City.

Under no circumstances will Employee's Severance Payment exceed the maximum cash settlement allowed by Government Code Section §53260.

If Employee is in the position of City Administrator for one year or less and City terminates Employee from the position of City Administrator within that time without Cause, then Employee receives no Severance Payment.

Contingent on the requirements set forth in this Section 21, the Severance Payment in the event of the City's termination of Employee without Cause will be the lesser of: (i) the equivalent of one month of Employee's then-current base salary ("Base Salary") multiplied by each full year of service of Employee as City Administrator for the City of Susanville; (ii) three months of Employee's Base Salary; or (iii) an amount equal to one month of the Base Salary of Employee multiplied by the number of months left on the unexpired term of this Agreement.

For purposes of Section 21 of this Agreement, the term Base Salary will only include Employee's salary listed in Section 6. A. of this Agreement and any merit or step increases to that salary. Base Salary does NOT include incentives, stipends, and benefits (such as vacation pay, sick leave pay, retirement contributions and benefits, medical, dental, and vision coverage premiums).

- C. Termination for Cause Defined. Notwithstanding Section 21(B) of this Agreement, the City will not be obligated to pay, and will not pay, the Severance Payment if Employee is terminated for Cause. Cause, as used here, consists of a termination for any of the following reasons: (i) conviction of a felony or other crime of moral turpitude; (ii) fraud, self-dealing, material dishonesty, or gross negligence in the Employee's performance of his/her duties as City Administrator; (iii) death or disability; (iv) civil liability for a violation of statute or

law constituting misconduct in office; or (v) engaging in conduct constituting a violation of the City's anti-discrimination, harassment, or retaliation policies.

22. Reimbursement. City must reimburse Employee for all necessary expense he/she incurs in the performance of his/her official duties as City Administrator, including those incurred when travelling on business pertaining to the City. Necessary expenses incurred by Employee in the performance of his/her official duties as City Administrator that exceed \$100.00 must be approved by the City Council before they are incurred. Expenses of a personal nature (i.e., personal telephone calls, entertainment, spousal expenses) must not be paid by City. City will additionally reimburse Employee for all reasonable expenses for Employee's job-related training, conferences (i.e., League of California Cities annual conference, annual Manager/Administrator's conference), education, and travel expenses related thereto.

23. Reimbursement of City Required. Notwithstanding the foregoing, the following provisions requiring reimbursement of certain compensation and/or indemnification provided to Employee by the City apply:

- A. Paid Leave: Pursuant to Government Code section 53243, in the event that Employee is convicted of a crime involving the abuse of his office or position, as defined by Government Code section 53243.4, with the City, any paid leave salary provided by the City for the time period in which the Employee is under investigation for such crimes shall be fully reimbursed by Employee to the City.
- B. Legal Defense: Pursuant to Government Code section 53243.1, in the event that Employee is convicted of a crime involving abuse of his office or position, as defined by Government Code section 53243.4, Employee shall fully reimburse the City for all the costs of her legal criminal defense.
- C. Severance: Pursuant to Government Code section 53243.2, in the event that Employee is convicted of a crime involving abuse of her office or position, as defined by Government Code Section 53243.4, Employee shall fully reimburse the City for any case settlement, including but not limited to severance pay, paid to Employee related to his termination under this Agreement.

24. Conflict of Interest.

- A. The Employee shall not engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active City employment, providing such acts do not constitute a conflict of interest as defined herein.
- B. The Employee shall also be subject to the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Employee's City employment.

- C. The Employee is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements at the time of appointment, annually thereafter, and at the time of separation from the position.

25. Bond. Employee must furnish a corporate surety bond in an amount no less than one hundred thousand dollars (\$100,000) from a surety approved by the City Council for the faithful performance of the duties imposed upon the Employee by this Agreement. The premium of such bond will be a proper charge against City, and Employee will not be responsible for the payment thereof.

26. Non-assignment. Employee's duties and obligations under this Agreement are personal and not assignable.

27. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties and contains all of the terms and conditions of the parties' agreement. The Agreement is the complete and final expression of the parties' agreement and supersedes all prior or contemporaneous oral or written negotiations, discussions, representations, or agreements, if any. Employee acknowledges that he/she has not relied on any promises, statements, representations, or warranties except as expressly set forth in this document.

This Agreement, and any and all terms and conditions herein, may only be changed, revoked, amended, or suspended by a written document signed by both Employee and the Mayor following approval by the City Council.

28. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California.

29. No Waiver. No party's failure to enforce any provision or provisions of this Agreement will be construed in any way as a waiver of any such provision or provisions, or prevent that party thereafter, from enforcing each and every provision of this Agreement.

30. Partial Invalidity. The invalidity or unenforceability of any provision or portion of this Agreement will not affect the validity of enforceability of the other provisions or portions of this Agreement.

31. Interpretation. No interpretation or construction of any provision or provisions of this Agreement will be influenced by the identity of the party drafting the Agreement.

32. Modification. Any modification of this Agreement will be effective only if it is in writing and signed by both Employee and City, with approval of City Council.

33. Heading. Paragraph/Section headings used in this Agreement are for convenience only and shall not be considered a part of the terms of this Agreement.

34. Conflict Between Management MOU and this Agreement. In the event of a conflict between the Management MOU and this Agreement, the terms of this Agreement supersede the terms of the Management MOU.

In witness whereof, the parties have executed this Agreement on the date set forth below.

Dated: \_\_\_\_\_

EMPLOYEE:

\_\_\_\_\_  
Michael Wilson

CITY OF SUSANVILLE:

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney

Reviewed by: D Interim City Administrator

- Motion only
- Public Hearing
- Resolution
- Ordinance
- Information

**Submitted by:** Deborah Savage, Finance Manager

**Action Date:** January 24, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5603, authorizing temporary extension of water and natural gas bill due dates for federal employees who are not being paid during the existing government shut-down

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** At the January 16th City Council meeting, staff received direction from the City Council to bring back an item to address the furlough of federal workers and how the City could provide relief to those federal employees who are not being paid during the existing government shut-down. During the government shut-down, many federal employees are not receiving a paycheck. When the shut-down comes to an end, these workers will receive back pay to their first furlough day. The City could assist these federal employees by granting extensions to their utility bill due dates until the government shut-down has ended. Staff has prepared general procedures to follow when granting payment extensions. Extension requests will be reviewed on a case by case basis.

- Generally federal employees who are not being paid during the government shutdown must contact the City before their disconnect date to request an extension. Due date extensions will be granted on a case by case basis.
- Customers who are granted extensions will continue to receive bills and reminder notices; however, they will not receive warning notices.
- Customers will have 2 weeks from the day the government shut-down ends to bring their account current. Requests for payment arrangements may also be granted on a case by case basis.
- The City will send a letter to each of the customers, advising them of the due date to bring their accounts current when the government shut-down has ended.
- Customers who have not brought their account current within the 2 weeks or who have not been granted payment arrangements, will be subject to a 48 hour disconnection of services notification.

Authority granted to staff to temporarily extend utility billing due dates for federal employees who are not being paid during the government shut-down will end when the existing government shut-down has ended and will not be applicable to future shut-downs without the approval of the City Council.

**FISCAL IMPACT:** Increase to accounts receivable for the Water and Natural Gas Utility Funds.

**ACTION REQUESTED:** Consider Resolution No. 19-5603, authorizing extension of water and natural gas billing due dates for federal employees who are not being paid during the existing government shut-down

**ATTACHMENTS:** Resolution No. 19-5603

**RESOLUTION NO. 19-5603**  
**A RESOLUTION OF THE CITY COUNCIL OF SUSANVILLE AUTHORIZING**  
**TEMPORARY EXTENSION OF WATER AND NATURAL GAS UTILITY BILL DUE**  
**DATES FOR FEDERAL EMPLOYEES WHO ARE NOT BEING PAID DURING THE**  
**EXISTING GOVERNMENT SHUT-DOWN**

**WHEREAS**, several federal employees are currently not receiving paychecks as a result of an existing federal government shut-down, which began on December 22, 2018; and

**WHEREAS**, the City Council of the City of Susanville has a desire to assist those federal employees who are not being paid during the existing government shut-down; and

**WHEREAS**, the City Council recognizes that many federal employees will have difficulty paying their water and natural gas utility bills until existing shut-down has ended and affected federal employees resume being paid; and

**WHEREAS**, staff has proposed the following general procedures to follow when granting utility bill due date extensions.

- Generally federal employees who are not being paid during the government shutdown must contact the City before their disconnect date to request an extension. Due date extensions will be granted on a case by case basis.
- Customers who are granted extensions will continue to receive bills and reminder notices; however, they will not receive warning notices.
- Customers will have 2 weeks from the day the government shut-down ends to bring their account current. Requests for payment arrangements may also be granted on a case by case basis.
- The City will send a letter to each of the customers, advising them of the due date to bring their accounts current when the government shut-down has ended.
- Customers who have not brought their account current within the 2 weeks or who have not been granted payment arrangements, will be subject to a 48 hour disconnection of services notification.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the Finance Manager is authorized to temporarily extend water and natural gas utility bill due dates to federal employees who are not being paid during the existing government shut-down, following the general procedures above.

**BE IT FUTHER RESOLVED** that the authority granted to Finance Manager to temporarily extend utility billing due dates for federal employees who are not being paid during the government shut-down will end when the existing government shut-down has ended and will not be applicable to future shut-downs without the approval of the City Council.

APPROVED:

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville held on the 24th day of January 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney