

**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 Lassen County Fairgrounds/Jensen Hall at 195 Russell Avenue, Susanville, California on **May 27, 2020 at 3:00 p.m.** to transact the following business:

Call Meeting to Order
Roll Call of City Councilmembers
Pledge of Allegiance

1 APPROVAL OF THE AGENDA:

2 PUBLIC COMMENT: Members of the public may address the Council concerning **any item on the agenda** prior to or during consideration of that item.

3 SCHEDULED MATTERS:

- A Budget workshop: Fiscal Year 2020 – 2021
- B Consider **Resolution No. 20-5781** Approving Golf Course fees
- C Approved Position List
- D Governance and Brown Act Training

4 ADJOURNMENT:


Mendy Schuster, Mayor

ATTEST: 
Heidi Whitlock, Deputy City Clerk

AFFIDAVIT OF MAILING NOTICE

I, the undersigned City Clerk of the City of Susanville, California do hereby certify that an original of the **NOTICE OF CALL OF SPECIAL MEETING** on **May 27, 2020 at 3:00 p.m.** was delivered to each and every person set forth on the list contained herein on the 26th day of May, 2020. 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 this 26th day of May, 2020.


Heidi Whitlock, Deputy City Clerk

Mendy Schuster	electronic mail
Brian Moore	electronic mail
Thomas Herrera	electronic mail
Quincy McCourt	electronic mail
Kevin Stafford	electronic mail

AGENDA ITEM NO. _____

Reviewed by: _____ Interim City Administrator

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

Submitted by: Deborah Savage, Finance Manager

Action Date: May 27, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Workshop: City of Susanville 2020-2021 Budget

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: The City conducted a budget workshop on April 29, 2020 to solicit input from the community and the City Council on the proposed 2020-2021 Budget. A second workshop has been scheduled to continue with the discussion.

ACTION REQUESTED: Direction to staff

ATTACHMENTS: None.

Reviewed by: _____ Interim City Administrator

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

Submitted by: Kevin Jones, Interim City Administrator

Action Date: May 27, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5781**, authorizing the temporary reduction in Golf Fees at the Diamond Mountain Golf Course for the 2020 calendar year.

PRESENTED BY: Kevin Jones, Interim City Administrator

SUMMARY: The Diamond Mountain Golf Course opened on May 15, 2020. The course typically opens on April 1 each year, however that date has fluctuated based on weather.

It has been requested the City prorates the current rates for people who wish to purchase an annual membership. Additionally, people who have paid for memberships prior to May 15, are reimbursed, if the Council chooses to do so.

Since the City Council sets the fees for the Golf Course, any amendments or reimbursements must be approved by the Council.

Recommended Option:

- Individual \$1,104
- Individual w/cart \$1,362
- Couple \$1,572
- Couple w/cart \$1,836

These figures were deducting two months of golf and reducing the discount by 15%

FISCAL IMPACT: Unknown at this time. This can be brought back in July to evaluate.

ACTION REQUESTED: Motion to approve Resolution No. 20-5781 authorizing the temporary reduction in Golf Fees for the 2020 calendar year.

ATTACHMENTS: Resolution No. 20-5781
Resolution No. 18-5592 with 2018 Fees

RESOLUTION NO. 20-5871
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AMENDED GOLF COURSE FEES AT THE DIAMOND MOUNTAIN
GOLF COURSE FOR THE 2020 CALENDAR SEASON

WHEREAS, the City of Susanville owns and maintains the Diamond Mountain Golf Course, and

WHEREAS, based on the COVID-19 Pandemic prevented the hard opening of the Golf Course, and

WHEREAS, many people forewent their annual membership based on the uncertainty of when the Course would open, and

WHEREAS, a one-time amended rate fee schedule is being proposed for Diamond Golf Course for the 2020 calendar season.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the Diamond Mountain Golf fees to be amended as a one-time fee amendment for the 2020 calendar season.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, Deputy City Clerk

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville, held on the 27th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Heidi Whitlock, Deputy City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

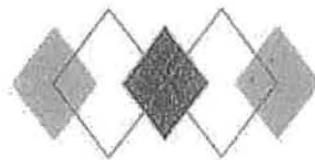
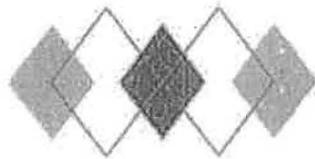


EXHIBIT A

DIAMOND MOUNTAIN

golf course



Green Fees

	Mon-Thurs	Fri-Sun
18 Holes	\$25	\$30
9 Holes	\$20	\$25
<u>Junior (17 & Under)</u>		
18 Holes	\$15	\$15
9 Holes	\$10	\$10

Cart Fees per person

9 Holes	\$10
18 Holes	\$15
Spectator	\$5
Trail Fee	\$5
Pull Carts	\$5 per round

Driving Range

Small (1 Token)	\$5
Large (2 Tokens)	\$8
25 token Punch Card	\$100

Memberships

Individual	\$1,300
Individual w/cart	\$1,600
Couple	\$1,850
Couple w/cart	\$2,150

- \$100 discount on Annual Membership if purchased before March 31, 2019

Unlimited Range \$ 250

Private Carts

Trail Fee	\$200
Trail Fee w/storage (elect)	\$400
Trail Fee w/storage (gas)	\$350

Specials

10 Play Cards

18 Hole Rounds w/Cart	\$300
18 Hole Rounds	\$240
9 Hole Rounds w/Cart	\$250
9 Hole Rounds	\$190

18 Twilight (after 2pm)	\$ 15
Senior (over 60) Monday - Thursday	
18 Holes	\$18
9 Holes	\$12
Monday - Thursday Senior Cart	\$10
Unlimited w/Cart - April	\$200
May	\$250
June-August	\$350
Sept	\$250
Oct	\$200

Rentals

Club Rentals per person (return by 7pm)

9 Holes	\$10	18 Holes	\$20
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Wingfield Road Club House

1/2 Day (up to 4 hours)	\$100
Full Day (4+ hours)	\$175
Deposit	\$100

Call Today 530-257-2520

Diamond Mountain Golf Club
470-835 Circle Drive
Susanville, CA 96130



Fee Schedule

AGENDA ITEM NO. _____

Reviewed by: _____ Interim City Administrator

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

Submitted by: Kevin Jones, Interim City Administrator

Action Date: May 27, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Approved Position List

PRESENTED BY: Kevin Jones, Interim City Administrator

SUMMARY: The City currently has multiple employee vacancies. On May 20, 2020, direction was given to staff to present all vacancies to the Council prior to the City Administrator authorizing the advertisement, hiring process and ultimate hiring of all new employees. At this time, the following positions are either vacant or a letter of resignation for a future date has already been received:

Golf Pro Shop (part-time)	Range 916	\$13.03-\$14.71/hour
Parks Maintenance (part-time)	Range 916	\$13.03-\$14.71/hour
Building Official (Closed)	Range 157-158	\$2,701.49 - \$3,710.76 Bi-Weekly
Firefighter I	Range 129-139	\$1,411.67 - \$2,535.15 Bi-Weekly
City Clerk (Closed)	Range 152	\$2,391.99 - \$3,205.50 Bi-Weekly
Assistant to the City Administrator	Range 148	\$2,245.71 - \$3,159.94 Bi-Weekly
Street Main Operator II (closes 5/27)	Range 130-133	\$1,400.41 - \$2,119.52 Bi-Weekly
Public Works Director	Range 168	\$3,305.28 - \$4,429.39 Bi-Weekly

In addition, based on the Parks and Facilities Superintendent acting in an Interim capacity as the Building Official, we must fill a void to assist in the Parks department. The City currently has one (1) full-time Parks Maintenance Worker and one (1) part-time Parks Maintenance Worker but would like to add a second part-time position to keep up with the workload. This employee will be held to twenty (20) hours per week.

Based on salary savings of not filling the full-time Building Official position, there is no fiscal impact to the 2019/20 and 2020/21 budgets.

FISCAL IMPACT: Each of these positions are included in the 2019/20 and 2020/21 budgets.

ACTION

REQUESTED: Authorize the City Administrator to fill the above positions and to add a second part-time Parks Maintenance Worker position.

ATTACHMENTS: Approved Position List

Last Approved on 4/15/2020

Department/Position	Range	Step A	Step G & H	Unit
REGULAR, FULL-TIME				
ADMINISTRATIVE SERVICES				
City Administrator	182	\$ 120,922.62	\$ 162,047.86	Contract
Finance Manager	164	\$ 83,343.00	\$ 111,687.42	Pro/Tech
Building Official	157-158	\$ 70,238.74	\$ 94,126.50	Pro/Tech
City Clerk	152	\$ 62,191.74	\$ 83,343.00	Pro/Tech
City Planner	152	\$ 62,191.74	\$ 83,343.00	Pro/Tech
Assistant to City Administrator	148-150	\$ 58,388.46	\$ 86,266.44	Admin
Project Manager	146	\$ 55,608.02	\$ 78,246.22	Admin
Building Permit Tech	140	\$ 48,036.04	\$ 67,591.68	Admin
Park/Facilities Maint Superintendent	140-143	\$ 45,554.60	\$ 68,946.80	PWorks
Account Tech II	142-144	\$ 47,832.46	\$ 67,305.42	Misc
Account Tech I	133-135	\$ 38,391.86	\$ 54,021.50	Misc
Administrative Staff Assistant	124-126	\$ 30,832.62	\$ 43,385.42	Misc
Account Tech	124-126	\$ 30,832.62	\$ 43,385.42	Misc
Account Tech	124-126	\$ 30,832.62	\$ 43,385.42	Misc
FIRE				
Fire Chief	168	\$ 88,031.32	\$ 115,164.14	Mgmt
Assistant Fire Chief	154 - 156	\$ 68,566.42	\$ 91,885.56	Pro/Tech
Fire Captain	141 - 143	\$ 48,699.04	\$ 71,950.58	Fire
Fire Captain	141 - 143	\$ 48,699.04	\$ 71,950.58	Fire
Administrative Assistant	138-140	\$ 43,853.42	\$ 61,048.00	Misc
Fire Fighter I	129 - 139	\$ 36,339.94	\$ 65,261.30	Fire
Fire Fighter I	129 - 139	\$ 36,339.94	\$ 65,261.30	Fire
Fire Fighter I - Engineer	129 - 139	\$ 36,339.94	\$ 65,261.30	Fire
Fire Fighter I - Engineer	129 - 139	\$ 36,339.94	\$ 65,261.30	Fire
POLICE				
Police Chief	168	\$ 88,031.32	\$ 115,164.14	Mgmt
Police Captain	154-156	\$ 65,908.44	\$ 92,736.28	Pro/Tech
Police Sergeant	143-148	\$ 51,507.30	\$ 81,902.34	SPOA
Police Sergeant	143-148	\$ 51,507.30	\$ 81,902.34	SPOA
Police Sergeant	143-148	\$ 51,507.30	\$ 81,902.34	SPOA
Police Sergeant	143-148	\$ 51,507.30	\$ 81,902.34	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer (Detective)	136-141	\$ 43,434.56	\$ 69,024.80	SPOA

Police Officer (Trainee)	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Police Officer	136-141	\$ 43,434.56	\$ 69,024.80	SPOA
Administrative Assistant	138	\$ 45,748.82	\$ 64,373.14	Admin
Community Services Officer	132-134	\$ 37,478.22	\$ 52,735.28	Misc
PUBLIC WORKS				
Public Works Director	168	\$ 85,937.28	\$ 115,164.14	Mgmt
City Engineer	160	\$ 75,594.48	\$ 101,303.80	Pro/Tech
Assistant Civil / Air Quality Engineer	140-146/144-150/150-156	\$ 48,036.04	\$ 99,863.92	Admin
Water Utility Supervisor	140-143	\$ 45,554.60	\$ 68,946.80	PWorks
Assistant Engineer	140	\$ 47,560.50	\$ 66,922.70	Admin
Gas Utility Supervisor	140-143	\$ 45,554.60	\$ 68,946.80	PWorks
Streets Maintenance Super.	140-143	\$ 45,554.60	\$ 68,946.80	PWorks
Admin Specialist	134-136	\$ 39,351.78	\$ 55,372.20	Misc
Gas Technician II - III	130 - 138	\$ 35,693.32	\$ 61,048.00	PWorks
Gas Technician II - III	130 - 138	\$ 35,693.32	\$ 61,048.00	PWorks
Gas Technician II - III	130 - 138	\$ 35,693.32	\$ 61,048.00	PWorks
Street Maint Operator II - III	130 - 138	\$ 35,693.32	\$ 61,048.00	PWorks
Water System Op II - III	130 - 138	\$ 35,693.32	\$ 61,048.00	PWorks
Water System Op II - III	130 - 138	\$ 35,693.32	\$ 61,048.00	PWorks
Utilities Services Technician	125-128	\$ 31,584.54	\$ 47,832.46	Pworks
Admin Staff Assistant	124-126	\$ 30,832.62	\$ 43,385.42	Misc
Mechanic I - III	121 - 138	\$ 28,648.10	\$ 61,048.00	PWorks
Maintenance Worker I - II	121 - 128	\$ 28,648.10	\$ 47,832.46	PWorks
Maintenance Worker I - II	121 - 128	\$ 28,648.10	\$ 47,832.46	PWorks
Maintenance Worker I - II	121 - 128	\$ 28,648.10	\$ 47,832.46	PWorks
Maintenance Worker I - II (50/50 streets/gas)	121 - 128	\$ 28,648.10	\$ 47,832.46	PWorks
Parks Maintenance Worker	125-128	\$ 31,584.54	\$ 47,832.46	Pworks
PART-TIME				
ADMIN				
<i>Parks Maintenance Worker - P/T (existing)</i>	916	\$ 13.03	\$ 14.75	n/a
<i>Parks Maintenance Worker - P/T (new)</i>	916	\$ 13.03	\$ 14.75	n/a
Human Resources Investigator	954	\$ 33.31	\$ 37.69	n/a
Construction Technician	951	\$ 30.93	\$ 35.00	n/a
POLICE				
Community Service Officer - P/T	918	\$ 13.69	\$ 15.49	n/a
Youth Services Officer - P/T grant funded	926	\$ 16.69	\$ 18.88	n/a
POOL				
Pool Manager/Director	938	\$ 22.44	\$ 25.39	n/a
Assistant Pool Director	935	\$ 20.84	\$ 23.58	n/a
Retired Annuitant-Pool Maintenance Specialist	935	\$ 20.84	\$ 23.58	n/a
Head Swim Instructor	923	\$ 15.49	\$ 17.53	n/a

Head Lifeguard	922	\$ 15.12	\$ 17.10	n/a
Head Lifeguard	922	\$ 15.12	\$ 17.10	n/a
Head Program Instructor	922	\$ 15.12	\$ 17.10	n/a
Lifeguard/Swim Instructor	916	\$ 13.03	\$ 14.75	n/a
Lifeguard/Swim Instructor	916	\$ 13.03	\$ 14.75	n/a
Lifeguard/Swim Instructor	916	\$ 13.03	\$ 14.75	n/a
Lifeguard/Swim Instructor	916	\$ 13.03	\$ 14.75	n/a
Lifeguard/Swim Instructor	916	\$ 13.03	\$ 14.75	n/a

GOLF COURSE

Golf Course Business Manager P/T 20 Hours	937	\$ 21.89	\$ 24.77	n/a
Golf Course Superintendent P/T 20 Hours	937	\$ 21.89	\$ 24.77	n/a
Pro Shop Worker	916	\$ 13.03	\$ 14.75	n/a
Pro Shop Worker	916	\$ 13.03	\$ 14.75	n/a
Pro Shop Worker	916	\$ 13.03	\$ 14.75	n/a
Maintenance	916	\$ 13.03	\$ 14.75	n/a
Maintenance	916	\$ 13.03	\$ 14.75	n/a
Maintenance	916	\$ 13.03	\$ 14.75	n/a
Carts	916	\$ 13.03	\$ 14.75	n/a
Carts	916	\$ 13.03	\$ 14.75	n/a

TEMPORARY

ADMIN

Intern	921	\$ 14.75	\$ 16.69	n/a
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POLICE

Reserve Police Officer: <i>Up to 5 positions funded thru salary savings</i>	919	\$ 14.04	\$ 15.88	n/a
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FIRE

Fire Captain (Side Letter)	924	\$ 15.88	\$ 17.97	n/a
Fire Captain (Side Letter)	924	\$ 15.88	\$ 17.97	n/a
Fire Captain (Side Letter)	924	\$ 15.88	\$ 17.97	n/a
Fire Captain (Side Letter)	924	\$ 15.88	\$ 17.97	n/a
Fire Captain (Side Letter)	924	\$ 15.88	\$ 17.97	n/a

PUBLIC WORKS

Assistant Engineer	944	\$ 26.02	\$ 29.44	n/a
Gas Technician II (Gas Surveyor)	931	\$ 18.88	\$ 21.36	n/a
Intern (PW)	921	\$ 14.75	\$ 16.69	n/a
Intern (PW)	921	\$ 14.75	\$ 16.69	n/a
Intern (PW)	921	\$ 14.75	\$ 16.69	n/a

VARIOUS

Summer Laborer	916	\$ 13.03	\$ -	n/a
Summer Laborer	916	\$ 13.03	\$ -	n/a

Summer Laborer	916	\$	13.03	\$	-	n/a
Summer Laborer	916	\$	13.03	\$	-	n/a
Summer Laborer	916	\$	13.03	\$	-	n/a

CONTRACT POSITIONS

POLICE

Officer Trainee	132	\$	1,515.25			
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Per month based on est. hours

City Attorney - \$125 per hour			15 hours	25 hours		n/a
		\$	1,875.00	\$	3,125.00	

Airport Manager - \$1,896.86 per month	Annual costs:	\$	22,762.32			
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AGENDA ITEM NO. _____

Reviewed by: _____ Interim City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 27, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Governance and Brown Act training session

PRESENTED BY: Kevin Jones, Interim City Administrator

SUMMARY: The City of Susanville City Council will be hosting a Governance and Brown Act training session. Margaret, Long of the law firm Prentice, Long and Epperson, will be conducting the training. The training will begin at 4:30 PM, following the conclusion of the City Council Special meeting/Budget Workshop. Staff invited all members of the local commissions and Boards to attend.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS: None.