
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Mendy Schuster, Mayor
Brian Moore, Mayor pro tem
Thomas Herrera * Quincy McCourt * Kevin Stafford

SUSANVILLE COMMUNITY DEVELOPMENT AGENCY SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY

Susanville City Council
SPECIAL MEETING ♦ Lassen County Fairgrounds ♦ Jensen Hall
July 15, 2020 – 3:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 20-5807

Next Ordinance No. 20-1032

- 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 PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
 1. Hire/Appointment City Administrator
 2. Approved Position List
 - B CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section 54956.9(d)(1): Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
 - C CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Kevin Jones
 - Bargaining Unit: Firefighters

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

- 5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's, May 27, June 3, and June 17, 2020 meetings
- B Monthly Finance Report - June
- C Approved Position List

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 206939 through 207035 for a total of \$568,687.85 including \$195,475.72 in payroll warrants
- B Consider **Resolution No. 20-5803**, approving agreement with Granicus Electronic Agenda Software
- C Consider **Resolution No. 20-5798**, authorizing the Mayor to execute agreements with the Department of Water Resources in order to receive a Proposition 1 Grant for the Johnstonville Dam on behalf of Lassen Irrigation Company
- D Consider **Resolution No. 5804**, Authorizing financial support for the Lahontan Basin Regional Water Management Group (RWMG) and consideration for the Honey Lake Resource Conservation District as lead agency
- E Consider Appointment Council member to the Integrated Regional Water Management Board
- F Consider **Resolution No. 5806**, authorizing the purchase of replacement radar speed signs utilizing SB1 (or RMRA) funds provided by the state of California to the City as authorized through the City of Susanville FY 20/21 SB1/RMRA project list

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

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

12 **CONTINUING BUSINESS:**

- A Consider **Resolution No. 20-5805**, review **Ordinance No. 20-1028**, amending Title 8 to add Section 8.53 of the Susanville Municipal Code to address the management, removal, impoundment, retrieval and disposal, and prevention of abandoned carts: waive second reading and adopt
- B Consider **Ordinance No. 20-1030**, amending Section 12.32.320 and 12.32.330 of the Susanville Municipal Code regarding unlawful camping: waive second reading and adopt
- C Consider **Ordinance No. 20-1031**, amending Section 2.04.040 of the Susanville Municipal Code amending the City Council meeting times: waive second reading and adopt

13 **CITY ADMINISTRATOR'S REPORTS:**

- A COVID-19 Report

14 **FUTURE COUNCIL ITEMS:**

15 **ADJOURNMENT:**

- *The next regular meeting of the Susanville City Council will be held on August 5, 2020 at 3:00 p.m.*

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.org, 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 July 15, 2020 in the areas designated on July 10, 2020.


Heidi Whitlock, City Clerk

Reviewed by:  Interim City Administrator

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

Submitted By: Heidi Whitlock, City Clerk

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's May 27, June 3, and June 17, 2020 meetings

PRESENTED BY: Heidi Whitlock, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 27, June 3, and June 17, 2020 meetings.

FISCAL IMPACT: None.

ACTION

REQUESTED: Motion to waive oral reading and approve minutes of City Council's May 27, June 3, and June 17, 2020 meetings.

ATTACHMENTS: Minutes: May 27, 2020
June 3, 2020
June 17, 2020

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
May 27, 2020– 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Mayor Schuster.

Roll call of Councilmembers present: Thomas Herrera, Quincy McCourt, Kevin Stafford, Brian Moore and Mayor Mendy Schuster.

Staff present: Kevin Jones, Interim City Administrator; Margaret Long, City Attorney, James Moore, Fire Chief, Daniel Gibbs, Acting Public Works Director and Heidi Whitlock, Deputy City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the agenda as submitted; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

2 PUBLIC COMMENT: None.

3 SCHEDULED MATTERS:

3A Budget Workshop: Fiscal Year 2020-2021

Ms. Savage explained the workshop objectives, which included a review of where the City is at financially, obtaining City Council and community input, reviewing the individual funds and goals, and the next steps in the budget adoption process. The City takes a conservative approach to the budget, and while there are potential revenue sources each year including project reimbursements, SCORE reimbursements, out of area fire suppression reimbursements, the projected revenue is based upon consistent sources of income.

Slide One:

Major Funds Under Review

- Streets
- Natural Gas
- Water
- Golf Course
- Airport
- General Fund

Slide Two:

STREETS FUND

Revenues and Expenses

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 3,209,020	\$ 2,648,663	\$ 1,002,965
Expenses	\$ 3,161,836	\$ 2,436,576	\$ 1,002,965

19/20 Budget includes \$2,217,000 in STIP projects

Streets Department includes 3 Fulltime employees and maintains approximately 54 miles of streets and alleys.

Changes to 20/21 Budget include payroll increases for 3rd year of MOU, CalPERS and Worker's Compensation \$31,000, reduction of various expense line items (\$31,000).

Slide Three:

NATURAL GAS FUND

Revenues and Expenses

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 4,805,839	\$ 4,453,473	\$ 4,805,839
Expenses	\$ 4,436,047	\$ 3,892,065	<u>\$ 4,470,905</u>
			\$ 334,934

Natural Gas includes 7 fulltime employees, 3 split between gas and water funds. The system has 3,267 active meters.

Changes to 20/21 Budgets include increases to professional and technical services \$80,000 and repair and maintenance facility \$15,000, Public Works Administration allocation \$99,923, and increase in rents and leases for buildings and land of \$47,000 and a decrease in debt service interest of (\$604,000).

Slide Four

WATER ENTERPRISE FUND

Revenues and Expenses

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 2,512,816	\$ 2,001,746	\$ 2,510,769
Expenses	\$ 2,510,380	<u>\$ 2,238,299</u>	<u>\$ 2,748,776</u>
		(\$ 236,553)	(\$ 238,007)

Depreciation	\$ 402,839
Water CIP Cash balance	\$ 1,080,796
Cash Balance	\$ 2,169,834

Water includes 7 fulltime employees, 3 split between water and natural gas funds. The system has 3,816 active meters.

Slide Five

GOLF COURSE

Revenues and Expenses

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 255,000	\$ 149,001	\$ 256,950
Expenses	<u>\$ 324,187</u>	<u>\$ 236,559</u>	<u>\$ 256,950</u>
	(\$69,187)	(\$87,558)	0

Depreciation	\$ 14,893
Cash Balance	\$ (82,434)

Changes to balance budget include a reduction to maintenance staff and cart workers.

Slide Six

GOLF COURSE CONTINUED:

Annual Memberships: Down 45% from 2015

Rounds Played: Down 41% from 2015

Using audited financial numbers from 2018/2019, cost to operate and maintain our 18-hole course is approximately \$16,571 per hole.

Rounds played in 2018/2019: 8,539

Cost per round: \$34.93 with revenue being approximately \$29.29 per round. General Fund subsidized \$5.64 per round. Estimate of \$65,000 cash from General Fund in 2019/2020.

Slide Seven

AIRPORT ENTERPRISE FUND

Revenues and Expenses

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 109,060	\$ 87,970	\$ 109,060
Expenses	<u>\$ 264,442</u>	<u>\$ 248,932</u>	<u>\$ 281,605</u>
	(\$155,382)	(\$160,662)	(\$172,545)

Depreciation \$ 172,545

Cash Balance \$ (18,991)

Cash Balance in CIP Fund \$ 45,440

Slide Eight

General Fund Revenue History

Ms. Savage compared the beginning budget to the adjusted revenue budget. The beginning budget of \$5,264,664 was adjusted to a revenue budget of \$5,073,664 with 27% of the amount coming from Admin, 51% coming from Police and 22% coming from Fire.

Slide Nine

General Fund Administrative Services Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>
Revenues	\$1,510,507	\$1,598,284
Salaries and Benefits	\$1,684,496	\$1,597,400
4% Vacancy Rate	\$ (65,164)	
Cost Allocation	\$ (942,082)	\$ (908,522)
Operations	\$ 650,632	\$ 650,632
Transfers	<u>\$ 382,749</u>	<u>\$ 282,728</u>
	\$1,710,631	\$1,622,238
	\$ (200,124)	\$ (23,954)

Changes to the original budget include:

- Increase to City Council Health Insurance \$15,582
- Decrease in transfers out to Streets for MOE (\$66,000)
- Remove budget for Project Manager position (\$72,453)
- Increase to LAFCO Contributions \$2,855
- Reduce debt service payment for refinance (\$34,021)
- Remove 4% vacancy rate

Slide Ten

General Fund Public Safety Police Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>
Revenues	\$ 155,894	\$ 163,394
Transfer in from GF	<u>\$2,759,109</u>	<u>\$2,587,569</u>
	\$2,915,003	\$2,750,963
Salaries and Benefits	\$2,419,781	\$2,419,781
4% Vacancy Rate	\$ (92,417)	
Operations	\$ 755,947	\$ 755,947
Debt Service (PERS)	<u>\$ 192,925</u>	<u>\$ 92,752</u>
	\$3,276,236	\$3,268,480
	<u>\$ (361,233)</u>	<u>\$ (517,517)</u>
		\$ 124,115 (Vacant position)
		<u>\$ 146,009</u> (Tobacco Grant)
		\$(247,393)

Changes to the original budget include:

- Remove 4% vacancy rate
- Reduce debt service for refinance (\$100,173)

Slide Eleven

General Fund Public Safety Fire Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>
Revenues	\$ 107,260	\$ 114,760
Transfer in from GF	<u>\$1,212,493</u>	<u>\$1,116,206</u>
	\$1,319,753	\$1,230,966
Salaries and Benefits	\$1,213,649	\$1,213,649
4% Vacancy Rate	\$ (45,368)	
Operations	\$ 271,468	\$ 271,468
Debt Service (PERS)	<u>\$ 85,715</u>	<u>\$ 42,209</u>
	\$1,525,464	\$1,526,326
	<u>\$ (205,711)</u>	<u>\$ (295,360)</u>
		\$ 124,954 (Deployed position)
		\$ (170,406)

Changes to the original budget include:

- Remove 4% vacancy rate
- Reduce debt service for refinance (\$44,506)

Slide Twelve

GENERAL FUND REVENUES – ADMINISTRATIVE SERVICES

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 1,525,274	\$ 729,180	\$ 1,598,284
Expenses	<u>\$ 1,707,280</u>	<u>\$1,437,783</u>	<u>\$ 1,631,946</u>
	\$ (182,006)	\$ (708,603)	\$ (33,662)

Slide Thirteen

GENERAL FUND REVENUES – PUBLIC SAFETY POLICE

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$2,905,003	\$2,685,358	\$2,750,963
Expenses	<u>\$3,334,014</u>	<u>\$2,756,000</u>	<u>\$3,268,480</u>
	\$ (429,011)	\$ (70,642)	\$ (517,517)

Slide Fourteen

GENERAL FUND REVENUES – PUBLIC SAFETY FIRE

	<u>19/20 Budget</u>	<u>19/20 YTD</u>	<u>20/21 Proposed</u>
Revenues	\$ 1,320,950	\$1,300,608	\$ 1,230,966
Expenses	<u>\$ 1,444,761</u>	<u>\$1,293,481</u>	<u>\$ 1,523,326</u>
	\$ (123,811)	\$ 7,127	\$ (295,360)

Ms. Savage stated that we also have to take COVID-19 into consideration as the younger population has not been in school which results in less spending. Hotels have been closed and travel has slowed down resulting in less TOT coming in and taxes from gas sales are to be expected.

Discussion occurred on possible options available for cutting costs and raising revenues.

There were no further comments or suggestions.

3B Consider Resolution No. 20-5781 approving golf course fees

Mr. Jones stated that the golf course fees are being presented to Council at the request of multiple members of the public and a council member. He continued that the course has not been open due to COVID 19 and those who typically purchase annual memberships were requesting a prorated rate however, he is not able to do so as the rates are those set by Council.

Mr. Jones continued that the 2020 rates proposed are: Individual for \$1,104, Individual with Cart \$1,362, Couple \$1,572 and Couple with Cart at \$1,836. Rates were determined by taking the average monthly cost, reduce it by two months, and adding 15 percent back onto the rate. He added that only 14 memberships have been bought to date with a normal number of memberships typically purchased around 40-50.

Discussion occurred on the rates, the winter play that occurred and if members would have played due to the weather conditions.

Councilmember Stafford requested that the option of reducing the course to 9 holes be brought back at the next agenda.

Motion by Councilmember McCourt, second by Councilmember Herrera, to approve Resolution No. 20-5781; motion carried. Ayes: McCourt, Herrera, Stafford, Moore and Schuster.

3C Approved Position List

Mr. Jones stated that Council requested the presentation of positions prior to flying and hiring for approval. The Approved Position List was presented to Council and all listed positions were approved with the exception of the Assistant to the City Administrator, as changes were being proposed.

Motion by Councilmember Herrera, second by Mayor pro tem Moore, to approve the Approved Position List; motion carried. Ayes: McCourt, Herrera, Stafford, Moore and Schuster.

Council recessed at 4:18 p.m. in order to set up for the governance training.

Council resumed at 4:26 p.m.

3D Governance and Brown Act Training

Ms. Long opened by stating that this training would include information on the Brown Act, Governance and Ethics (AB1234) training. She continued that all council members must have the AB1234 training every two years and within six months of taking office and this would qualify as that training.

Ms. Long provided training on topics such as Conflicts of Interest, GC 1090 Violations and the Brown Act as well as explaining meeting types, closed session, and current updates to the Brown Act. Ms. Long also reviewed a portion of the City's Municipal Code.

Ms. Long continued that the City currently uses Robert's Rules of Order however, Rosenberg's Rules may be better suited as they are more modern, if the Council would like to consider the change.

Motion by Councilmember McCourt, second by Councilmember Stafford, to bring the use of Rosenberg's Rules of Order to the next meeting; motion carried. Ayes: Herrera, McCourt, Stafford, Moore and Schuster.

4 ADJOURNMENT:

Motion by Councilmember Herrera, second by Councilmember McCourt, to adjourn; motion carried. Ayes: Herrera, Moore, Stafford, McCourt and Schuster.

Meeting adjourned at 6:02 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Heidi Whitlock, City Clerk

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
June 3, 2020– 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Mayor Schuster.

Roll call of Councilmembers present: Brian Moore, Quincy McCourt, Thomas Herrera, Kevin Stafford and Mayor Mendy Schuster.

Staff present: Kevin Jones, Police Chief/Interim City Administrator; Margaret Long, City Attorney; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the agenda as submitted; motion carried unanimously. Ayes: Stafford, Herrera, Moore, McCourt and Schuster.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 3:05 p.m. the Council entered into Closed Session to discuss the following:

A CONFERENCE WITH LEGAL COUNSEL – Pursuant to Government Code Section 54956.9
Anticipated Litigation

B PUBLIC EMPLOYMENT—pursuant to Government Code §54957:

1. Approved Position List

 a. Honey Lake Valley Recreation Authority – Pool Director/Manager

 b. Assistant to the City Administrator

 c. City Clerk

C CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6

1 Agency Negotiator: Chief Kevin Jones, Interim City Administrator

 Bargaining Unit: SPOA

At 4:07 p.m. the City Council reconvened in Open Session.

4 RETURN TO OPEN SESSION:

Staff present: Kevin Jones, Police Chief/Interim City Administrator; Margaret Long, City Attorney; James Moore, Fire Chief; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer/Interim Public Works Director; Heidi Whitlock, Assistant to the City Administrator; Ryan Cochran, Police Captain/Acting Police Chief; and Gwenna MacDonald, City Clerk.

Chief Jones, Interim City Administrator reported that the City Council approved the agenda with no changes prior to Closed Session and that the Council met in Closed Session and that direction was given to staff on both items.

Chief Kevin Jones, Interim City Administrator provided the Thought of the Day.

Mayor Schuster presented Lassen High School Class of 2020 co-Valedictorians Kaitlyn Nakanishi and Gabriela Neilsen a certificate honoring their achievement. She presented the Class President a Key to the City and proclamation observing June 5, 2020 as "We Are Lassen" day.

Mayor Schuster announced that Item 13E would be considered prior to Business from the Floor, due to the large number of people in attendance for that item.

13E Discussion regarding Diamond Mountain Golf Course Chief Jones explained that the discussion of the Golf Course has focused on rates, fees, and opportunities to minimize the subsidy that is required from the General Fund. There have been meetings held to discuss options and a lot of great ideas have come from those discussions. The focus was not to close 9 holes, but on how to reduce costs and save money without having to resort to closing 9 holes. The discussion has focused on marketing, tournaments, consideration of long-term goals and options for the restaurant. The meeting today is simply a discussion of options, and there would not be a decision or vote made on this item which is agendized as a discussion only item.

Mayor Schuster stated that she has been receiving phone calls regarding this item and wanted to go on record as being opposed to the golf course being reduced to 9 holes.

Councilmember Herrera commented that he had many people encouraging him to run for City Council, and as a councilmember it is his responsibility to identify ways for the City to operate with more efficiency and to save money. At this time, the General Fund is subsidizing the Golf Course at roughly \$84,000 per year and the focus has to be on cutting costs and understanding that the General Fund cannot subsidize an enterprise fund without some other aspect of City services suffering because of it. He added that the Golf Course will only thrive with the support of the community, and he urged all of those present to do their part by promoting the sport of golf amongst their friends and family. Whether it is tournaments or fund raisers, the City needs the help of the golf community in order to keep it afloat.

Mayor Schuster opened the floor for public comments.

Sherry Lindsey requested that the golf course restrooms be opened.

Elizabeth Norton, Ron Jarrell, Jim Ernaga, Sophia Wages, John Shaw, and one unidentified citizen all spoke in favor of keeping Diamond Mountain Golf Course as an 18-hole course.

At 4:53 p.m. Mayor Schuster thanked everyone for their comments and called for a five-minute recess to allow those present to excuse themselves prior to continuing with the meeting, if they chose to.

At 4:58 Mayor Schuster reconvened the meeting.

5 BUSINESS FROM THE FLOOR: No comments.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's March 18, 29, April 1, 2020 meetings
- B Approve Interim City Administrator Agreement

Motion by Councilmember Stafford, second by Mayor pro tem Moore, to approve the Consent Calendar; motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

7 PUBLIC HEARINGS:

7A Consider Ordinance No. 20-1026 of the City of Susanville, California, amending penalty provisions and adding a Notice of Violation and Certificate of Compliance provisions of Chapter 16 of the City Municipal Code: waive the first reading and introduce

At 5:00 p.m. Mayor Schuster opened the public hearing and requested the staff report.

Mr. Mumper explained that the City of Susanville is currently in need of adopting a Certificate of Compliance (CoC) ordinance, application process and fees. A certificate of compliance document is issued by the City

Engineer, with concurrence by the City Planner, that is suitable for recordation with the Lassen County Recorder's office stating, with or without conditions, that a certain lot or lots complies with the provisions of Title 16. The Certificate is also reviewed to ensure compliance with the intent of the Subdivision Map Act and that the parcel(s) are legal lots, given the year that they were created. Currently, property owners in Susanville lack the ability to have a Certificate of Compliance showing that their property is a legally compliant lot. The Lassen County Surveyor's office has provided services where needed in the past however it is important for the City to adopt its own process.

There being no questions or comments, Mayor Schuster closed the public hearing at 5:03 p.m.

Motion by Councilmember McCourt, second by Councilmember Stafford, to waive the first reading and introduce Ordinance No. 20-1026; motion carried unanimously. Ayes: McCourt, Stafford, Herrera, Moore and Schuster.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: No business.

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 206638 through 206705 for a total of \$468,291.36 including \$260,785.04 in payroll warrants** Ms. Savage reviewed the vendor warrant report.

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the vendor warrant report as submitted; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9B **Consider purchase of Hangar #20 at the Susanville Municipal Airport** Chief Jones explained that as part of the land lease agreement with hangar owners that the City has first right of refusal for purchasing the hangar. The City was notified by the owner of Hangar #20 that it had already sold the hangar in December 2019, and the transaction was recently completed. City Council permission to transfer ownership is requested, and unless the City proposes to engage in a breach of contract with the former owner, this item is a formality only to memorialize that the City will not be purchasing the hangar.

Motion by Councilmember Schuster, second by Councilmember Herrera, to not pursue purchase of Hangar #20; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9C **Consider Ordinance No. 20-1027 amending Section 2.04.140 and Section 2.04.150 of the Susanville Municipal Code: waive first reading and introduce** Chief Jones reported that it was the recommendation of Counsel that the Susanville Municipal Code be amended to reflect that the parliamentary procedure followed by the City Council is more closely aligned with Rosenberg's Rules and not Robert's Rules of Order. Ordinance No. 20-1027 will amend Section 2.04.140 and 2.04.150 regarding Motions and Rules of Order.

Motion by Councilmember Stafford, second by Councilmember Herrera, to waive the first reading and introduce Ordinance No. 20-1027; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9D **Consider proposed changes to City of Susanville Approved Position List and provide direction to staff** Chief Jones explained that the proposed changes to the Approved Position List as reviewed and discussed by City Council in closed session were to amend the Assistant to the City Administrator position to Range 143, to amend the City Clerk / Executive Officer to HLVRA, and authorize the Swimming Pool Manager position to be increased to full time. Chief Jones requested a vote on approval for each time.

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to approve the reclassification of the Assistant to the City Administrator position to Range 143; motion carried unanimously. Ayes: Moore, Herrera, McCourt, Stafford and Schuster.

Motion by Councilmember Stafford, second by Mayor pro tem Moore, to approve the combined position of City Clerk/Executive Officer to HLVRA; motion carried unanimously. Ayes: Stafford, Moore, McCourt, Herrera and Schuster.

Motion by Councilmember Herrera, second by Councilmember Stafford, to approve the reclassification of the Swimming Pool Manager position to full time; motion carried unanimously. Ayes: Herrera, Stafford, McCourt, Moore and Schuster.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider Resolution No. 20-5773 of the City Council of the city of Susanville amending Resolution No. 19-5634 to add schedules fees for obtaining a Certificate of Compliance** Mr. Mumper reported that the City is in need of adopting a Certificate of Compliance ordinance, application and process to allow citizens to determine whether or not their real property owned within the City of Susanville complies with the provisions of the Subdivision Map Act. Mr. Mumper reviewed the proposed fee structure and requirements for processing the requests. There were no questions or comments.

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve Resolution No. 20-5773; motion carried. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Redflex Item** Chief Jones presented information regarding an automated traffic enforcement system that is designed to improve enforcement at red lights in intersections. The cost of the system is significant, and in larger cities where there is an increased traffic volume over what is typically seen at the City, the costs are easily recovered. In working with the Public Works Department, it is estimated that the cost would be approximately \$20,000-\$30,000. The item has been brought to Council to determine whether or not the Council would like staff to continue working to research and bring back further information such as traffic studies and other research that is going to be time consuming and take up a significant amount of staffing time.

It was the consensus of the City Council to not pursue the Automated Traffic Enforcement system.

13B **COVID-19 Report** Chief Moore provided an update regarding COVID-19, stating that the numbers are holding at 5 positives and 1,083 negatives. He stated that Lassen County was the only county in the country to observe a reduced phase once a positive test had resulted. He discussed the plan to move forward with the local plan to phase reopening the community.

13C **Homeless Discussion** Chief Jones stated that with respect to the camping ordinance, the advice of Counsel is that the ordinance should focus on establishing a prohibition where people are not allowed to camp. There are only a few viable options for City owned property to allow camping, if the City Council voted to move forward with updating the camping. There was a general discussion regarding the camping ordinance and the importance of keeping the river corridor free from garbage and pollutants.

13D Discussion regarding Transient Occupancy Tax (TOT) Chief Jones stated that the City has not raised its Transient Occupancy Tax since 2004, and an increase would have to be put to the voters. The deadline for the November election is in early August so direction from City Council is needed if it is something that they want to pursue. There was a discussion regarding the cost to put a measure on the ballot, the benefit of proposing the increase and the potential affect it would have on other ballot measures. It was the consensus of the City Council to move forward with the process.

13E Discussion regarding Diamond Mountain Golf Course

14 COUNCIL ITEMS:

Mayor pro tem Moore requested an update regarding the economic development efforts with Buxton.

Mayor Schuster requested an item related to graffiti be brought back as a future agenda item.

14A AB1234 travel reports:

15 ADJOURNMENT:

At 5:54 p.m. Mayor Schuster called for a 5-minute recess before reconvening in Closed Session.

At 6:34 p.m. the City Council reconvened in Open Session.

Chief Jones reported out of Closed Session that direction was provided to staff.

Meeting adjourned at 6:35 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
June 17, 2020– 3:00 p.m.

Meeting was called to order at 3:00 p.m. by Mayor Schuster.

Roll call of Councilmembers present: Brian Moore, Quincy McCourt, Thomas Herrera, Kevin Stafford and Mayor Mendy Schuster.

Staff present: Kevin Jones, Police Chief/Interim City Administrator; Margaret Long, City Attorney; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Stafford, second by Councilmember Moore, to approve the agenda as submitted; motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 3:05 p.m. the Council entered into Closed Session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section 54956.9(d)(1): Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
- B PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
 - 1. Interim City Administrator Evaluation
- C CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Kevin Jones
 - Bargaining Unit: SPOA

At 4:08 p.m. the City Council reconvened in Open Session.

4 RETURN TO OPEN SESSION:

Staff present: Kevin Jones, Police Chief/Interim City Administrator; Margaret Long, City Attorney; James Moore, Fire Chief; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer/Interim Public Works Director; Heidi Whitlock, Assistant to the City Administrator; Ryan Cochran, Police Captain/Acting Police Chief; Kelly Mumper, City Planner and Gwenna MacDonald, City Clerk.

Chief Jones, Interim City Administrator, reported that the City Council approved the agenda with no changes prior to Closed Session and that the Council met in Closed Session and that direction was given to staff.

Mayor Schuster offered the Invocation.

5 BUSINESS FROM THE FLOOR:

Melanie Westbrook requested that the City look at the current permit process and a seeming disconnect between staff at City Hall and Public Works. She stated that it creates frustration with the development process.

John Lightfoot discussed issues related to the camping ordinance.

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's, April 15, 29 and May 6, 2020 meetings
- B Approve **Resolution No. 20-5788**, amendment to Prentice and Long Agreement

Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the Consent Calendar; motion carried unanimously. Ayes: Stafford, Herrera, Moore, McCourt and Schuster.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

Councilmember McCourt requested that the following items be brought back for consideration on a future agenda:

1. Options to empower the Finance Department by an improved database/software system. Councilmember Herrera supported the request.
2. Implementing a city-wide hiring freeze pending appointment of a City Administrator so that they could be involved in the decision-making process for future staffing. Councilmember Stafford supported the request.
3. Designating a full-time employee to focus on grants and searching for new funding sources for the City. Mayor pro tem Moore supported the request, Councilmember Stafford stated he would like to see someone step in on a volunteer basis to research funding opportunities for the City.

Mayor Schuster stated that she had contacted the FPPC regarding her abstention of voting on the Vendor Warrant report when claims for payment had been issued to Jackson Service Center, which is a business owned by her father. The ruling from the FPPC was that she did not have to abstain from the vote, and she offered to make a copy of the letter available to whomever may want to see the official ruling.

Councilmember Herrera requested that a list of all properties that the City currently rents or leases be brought back for Council consideration. Councilmember McCourt supported the request.

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 206706 through 206810 for a total of \$822,767.99 including \$185,358.84 in payroll warrants** Ms. Savage reviewed the vendor warrant report. Motion by Councilmember Stafford, second by Councilmember Herrera, to approve the vendor warrant report as submitted; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

9B **Consider Resolution No. 20-5783 adopting the City of Susanville 2020-2021 Budget and Amending Budget Policies Adopted by Resolution No. 19-5621** Ms. Savage reported that the City conducted budget workshops on April 29 and May 27, 2020 to solicit input from the community and the City Council on the proposed fiscal year 2020-2021 budget. The workshop focused on the General Fund revenue and expense projections, pension costs and the major Enterprise Funds. The budget presented for adoption reflects the financial data presented during the workshop and contains deficit budgets for the General Fund (\$23,954), Public Safety Police (\$517,517) and Public Safety Fire (\$295,360). Public Safety Police has a vacant Sergeant position and Public Safety Fire has a vacant Engineer position. These vacancies will provide an offset and reduce the deficit amount in the Police and Fire departments for fiscal year 2020/2021 but it does not solve the problem for the future. The budget as presented reflects the priorities set by the City Council to maintain current level of services with no cuts to public safety.

The City is also updating its budget policies to remove the reference to distribution at year end of the out of area fire account. Any funding received for out of area fires is being requested to remain in the Fire department budget to offset them with upcoming increases to CalPERS. A 4/5 vote by the City Council is required to amend or bypass any of the budget policies. Ms. Savage requested comments or questions.

Councilmember McCourt asked what would happen if the Council did not adopt the budget.

Ms. Savage responded that if the budget is not adopted before July 1, then the City stops cutting checks. She reminded the Council that the budget is a living document and if the budget is adopted, it can be amended and changed at any time.

Councilmember Stafford stated that he does not support adopting a deficit budget, and that every year the Council just keeps kicking the can down the road and it is way past time to start making hard decisions and cuts. Nothing is changing and the deficit gets larger every year.

Mayor Schuster requested a quarterly look at the budget with more information and detail regarding line items.

Ms. Savage responded that while the budget is adopted at the Fund level, monthly reports could be brought to Council that provides more line item expenditure detail.

Councilmember McCourt discussed the advantages of improved software for the Finance Division.

Ms. Savage suggested waiting for the new City Administrator to come on board before considering that change.

Councilmember Herrera stated that the City should look at the Golf Course as an opportunity to cut expenses. He urged the community to get involved in working towards solving the problem and stated that it was not just the Finance Manager's responsibility, and that it would take everyone working together to bring forward solutions.

Councilmember Stafford stated that he agreed with what the others were saying, however the City is spending more than it brings in, and cuts are the only way to balance the budget.

Mayor Schuster asked if any members of the public had any questions.

An unidentified member of the public suggested that the City focus on eliminating retail leakage to Reno as a way of increasing revenue.

Melanie Westbrook stated that the City could look at streamlining processes to encourage development.

Chief Jones asked Ms. Savage what the estimated deficit is for June 30.

Ms. Savage responded that the estimate was a negative \$300,000 by June 30, 2020 and \$800,000 by June 30, 2021.

There were no further questions or comments.

Motion by Mayor pro tem Moore, second by Councilmember Stafford, to approve Resolution No. 20-5783; motion carried by polled vote. Ayes: Moore, Herrera, McCourt and Schuster. No: Stafford.

9C Consider Resolution No. 20-5784 Establishing Appropriations Limitation for Fiscal Year 2020-2021 Ms. Savage explained that Government Code Sect. 7910 require cities to establish appropriations for each budget year. The tax limit may be adjusted each year for the percentage change in population plus the percentage change in Per Capita Personal Income (PCPI) for California, or the percentage change in the

local assessment roll due to the addition of local non-residential new construction. The amount determined to be the appropriation limit for FY 2020-2021 was computed by using the information provided by the State of California Department of Finance is \$12,109,959. The anticipated appropriation for 2020-2021 is \$5,047,264. There were no questions or comments.

Motion by Councilmember Herrera, second by Mayor pro tem Moore, to approve Resolution No. 20-5784; motion carried unanimously. Ayes: Herrera, Moore, McCourt, Stafford and Schuster.

9D Consider Resolution No. 20-5785 authorizing the Interfund Loan from the Natural Gas Fund to various funds for loan pay-off to Umpqua Bank for 2013 CalPERS Refunding Loan Ms. Savage reported that in 2013, the City issued debt in the form of a loan to pay-off its "Side Fund" with CalPERS. At the time, the City was considered a small public agency with CalPERS (under 100 employees) and was placed in a risk pool with other small agencies that offered the same contract benefits. When we were placed in this risk pool, we had accumulated a side fund amount of approximately \$4.9 million dollars. The City has been making debt service payments to Umpqua Bank since 2013 and the current principal balance as of June 30, 2020 is \$3,390,000. The City currently pays 4.75% interest and the loan has a defeasance date of June 2028. Under the terms of the loan with Umpqua Bank, the City may make an optional prepayment in whole or in part on any payment date (December 30, 2020) with a 1% prepayment premium. It is estimated that the City would owe on December 30, 2020 \$3,390,000, \$80,512.50 in interest and \$33,900 in prepayment premiums for a total of \$3,436,612.50 We are waiting for final amounts from Umpqua Bank as the City has given notice that it may pay-off the loan in December.

The City currently has approximately \$256,623 in cash sitting in the CalPERS Refunding Debt Service Fund (Fund 4004). With this cash amount, the City will need to borrow approximately \$3,179,989. The City will transfer that amount into the CalPERS Refunding Debt Service Fund until the call date of the loan. Debt Service payments due from the General Fund, Public Safety Police, Public Safety Fire, Streets, Water and Public Works Administration will begin July 1, 2020 as set forth in the attached amortization breakdown. This new debt service payment schedule will save the City approximately \$400,000. Approval of this borrowing requires a 4/5 vote of the City Council.

Motion by Councilmember Herrera, second by Council McCourt, to approve Resolution No. 20-5785; motion carried by polled vote. Ayes: Herrera, McCourt, Moore, Stafford and Schuster.

9E Consider Resolution No. 20-5786 accepting SCORE Loss Control Grant Funding and authorizing City Hall Security Camera Project Ms. Savage explained that the City has received an allotment from the Small Cities Organized Risk Effort Loss Control Grant funds. The City is a member of SCORE and these grant funds are to be used by members of the JPA for projects or equipment that will decrease losses that might affect liability claims, worker's compensation claims, etc. The City has used these funds in the past to purchase rifle rated ballistic vests and outer carries for the Police Department and has been approved to use the current funds in the amount of \$13,315.46 to install security cameras in and around City Hall. A quote for \$15,150 for the security system and cable installation for camera placements throughout City Hall was received and funds from the Administrative Facilities and Equipment reserve fund in the amount of \$1,834.54 will be used to complete the project. Staff is requesting authorization for the Interim City Administrator to accept the quote from Computer Logistics for the CCTV system installation.

Motion by Councilmember McCourt, second by Councilmember Herrera, to approve Resolution No. 20-5786; motion carried unanimously. Ayes: McCourt, Herrera, Moore, Stafford and Schuster.

9F Campground Proposal Chief Jones provided to the city a cost breakdown to the Council for a site within the City limits to establish a campground to assist with the lack of housing for homeless. The site is approximately one acre located on Springridge Drive and if the Council chooses to go through with this option, basic necessities would need to be provided to keep the site from becoming an environmental health issue. A cost estimate has been prepared to establish a safe and complete campground, and it is a significant expense, however there would be the possibility of removing certain items from the estimate to reduce costs.

Councilmember McCourt discussed the possibility of utilizing volunteer labor, citing the Community Garden project as an example of utilizing free labor to create something that benefits the community. He urged the Council to approach problems with the attitude of a 'Possibilities Project' approach.

Councilmember Herrera discussed the possibility of utilizing mini-home structures and taking advantage of volunteerism and businesses who would support the creation of a place for people to go that would eliminate camping in front of their business establishments.

Chief Jones stated that if the Council wants to support it, then a vote would be required to direct staff because it will take a significant amount of time to coordinate the project.

Mayor Schuster asked about the liability to the City if the campground were created.

Margaret Long stated that while the Boise decision, there have been other cases that are also affecting the way cities and counties approach the issue of homelessness, and at this time, she would not recommend moving forward with the establishment of a campground.

Tony Jonas asked if the City were contemplating moving forward with establishing a campground without the benefit of environmental reviews and observing the public hearing process.

Chief Jones responded that the purpose of today's meeting would be to determine if it is an avenue that the Council wants to explore. If the answer is yes, then part of the process to move forward would include community outreach, public hearings and the necessary environmental work.

John Lightfoot discussed the challenges of homelessness and living at the Susan River. He asked for a grace period if it was determined that people would be asked to move to an established campground.

Melanie Westbrook talked about her experience with property in town that had been considered to be offered up for an emergency shelter, and her frustration with the City's permitting process.

Motion by Councilmember McCourt, second by Councilmember Herrera, to direct staff to continue working on the project; motion carried unanimously. Ayes: McCourt, Herrera, Moore, Stafford and Schuster.

9G Consider Resolution No. 20-5789 approving the Interim City Administrator to adjust Diamond Mountain Golf Course Fees Chief Jones explained that the City Council sets the fees for the Diamond Mountain Golf Course, and staff is requesting that authority be granted to the City Administrator to adjust fees in an effort to promote interest and generate additional visitors to the Diamond Mountain Golf Course. The changes in rates would be limited to the 2020 golf season.

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

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

12 **CONTINUING BUSINESS:**

12A Consider Ordinance No. 20-1026, of the City of Susanville, California, amending penalty provisions and adding a Notice of Violation and Certificate of Compliance provisions of Chapter 16 of the City Municipal Code: waive second reading and adopt Mr. Mumper explained that the City of Susanville is currently in need of adopting a Certificate of Compliance (CoC) ordinance, application process and fees. A certificate of compliance document is issued by the City Engineer, with concurrence by the City Planner, that is suitable for recordation with the Lassen County Recorder's office stating, with or without conditions, that a certain lot or lots complies with the provisions of Title 16. The Certificate is also reviewed to ensure compliance with the intent of the Subdivision Map Act and that the parcel(s) are legal lots, given the year that they were created. Currently, property owners in Susanville lack the ability to have a Certificate of Compliance showing that their property is a legally compliant lot. The Lassen County Surveyor's office has provided services where needed in the past however it is important for the City to adopt its own process. The Council voted to introduce the ordinance at the July 3rd meeting, and a second reading to adopt is necessary at this time.

Motion by Councilmember McCourt, second by Councilmember Herrera, to waive the second reading and adopt Ordinance No. 20-1026; motion carried unanimously. Ayes: McCourt, Herrera, Moore, Stafford and Schuster.

12B Consider Ordinance No. 20-1027, amending Section 2.04.140 and Section 2.04.150 of the Susanville Municipal Code: waive second reading and adopt Chief Jones reported that it was the recommendation of Counsel that the Susanville Municipal Code be amended to reflect that the parliamentary procedure followed by the City Council is more closely aligned with Rosenberg's Rules and not Robert's Rules of Order. Ordinance No. 20-1027 will amend Section 2.04.140 and 2.04.150 regarding Motions and Rules of Order.

Motion by Councilmember McCourt, second by Councilmember Herrera, to waive the second reading and adopt Ordinance No. 20-1027; motion carried unanimously. Ayes: McCourt, Herrera, Moore, Stafford and Schuster.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A COVID-19 Report Chief Moore provided an update regarding the status of positive cases in the County, and the steps to position the community for re-opening. He added that none of the patients who tested positive for COVID were hospitalized, and they were able to recover at home on their own.

13B Update on Buxton Ms. Whitlock discussed the work that has been conducted to update the City's website, and the businesses that have been considering coming to Susanville. COVID slowed things up, and the City has been in contact with Buxton regarding compiling a table at next year's trade show, which had been part of the package that the City purchased. There has been a lot of emphasis on mobile data and offering local businesses access to that information to assist in their marketing efforts. She reiterated that the business matches who have been provided have not been shared as public information out of respect for the business to make their grand opening and marketing decisions according to their own timeline and business plan.

There was a general discussion regarding moving forward with Economic Development, staffing challenges at the City due to the career changes of members of the team, and opportunities to move forward when the quarantine restrictions are lifted.

13C Discussion regarding City Council meeting schedule Chief Jones presented an option to amend the Susanville Municipal Code to change the regular meeting schedule to 4:30 p.m. for Closed Session and 5:30 for Open Session. If the Council is in support of this change, then an ordinance would be brought back at a future meeting.

It was the consensus of the City Council to support the change.

13D Homeless Discussion Chief Jones and Captain Cochran presented information and drone footage video of the Susan River corridor to illustrate the clean up efforts that have been put forth by the Susanville Police and Fire Departments and the success over the past year. One year ago there were 14 camps and this year there are only four. The Departments will continue working to clean up the camps and work on enforcement of the camping ordinance.

There was a general discussion regarding posting no littering signs and implementing an 'adopt a section' project along the trail.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

Motion by Mayor pro tem Moore, second by Councilmember Herrera, to adjourn; motion carried unanimously. Ayes: Moore, Herrera, McCourt, Stafford and Schuster.

Meeting adjourned at 4:45 p.m.

Mendy Schuster, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by:  City Administrator
Finance

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the preliminary cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of June 2020.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file monthly finance reports.

ATTACHMENTS: Cash and Investment report
Receipts and disbursements report
Revenues, expenses and fund balances report

s:/Debi/fund Balances Report

Unaudited
JUNE

		Audited	YTD	YTD	Unaudited
		6/30/19	Revenue	Expenditures	Fund Balance
Fund #	Fund Title	Fund Balance			6/30/2020
	100X General Fund	3,814,413	5,059,138	5,851,547	3,022,004
	1009 Public Safety Police	0	2,935,109	3,034,195	(99,087)
	1010 Public Safety Fire	0	1,488,078	1,622,078	(134,001)
Special Funds	2001 Asset Seizure Fund	0	1,076	0	1,076
	2002 State COPS	80,821	119,815	111,570	89,066
	2005 Road Maintenance & Rehab SB-1	440,359	268,506	111,307	597,558
	2006 Snow Removal	17,463	37,787	30,454	24,796
	2007 Streets	(101,387)	2,758,374	2,690,369	(33,383)
	2008 DOJ Tobacco Grant	(44,774)	141,080	83,513	12,793
	2010 Street Mitigation	52,986	8,654		61,640
	2011 Police Mitigation	49,927	13,404	38,438	24,893
	2012 Fire Mitigation	114,337	11,347		125,684
	2013 Park Dedication	157,545	4,877	7,801	154,621
	2016 State Comm. Dev. Rev.FD	864,971	(900)	10,424	853,648
	2018 Home Revolving Fund	754,638	9,972	4,235	760,375
	2030 Traffic Safety	57,198	2,194		59,393
	2035 Traffic Signals Fund	83,033	1,421		84,454
	2037 Skyline Bicycle Lane	9,476	740		10,216
	2040 CDBG Riverside Drive Project	292,460	475,424	767,884	0
CIP Fund	3010 Sierra Road Dog Park	0	30,000	704	29,296
	3015 City Hall Parking Lot	13,848			13,848
Debt Service Funds	4003 City Hall Debt Service	52,245	137,976	137,981	52,240
	4004 2013 CalPERS Refunding Loan	259,230	3,635,822	3,895,052	0
	4005 Community Pool Debt Service	1,675	100,692	100,686	1,681
Enterprise Funds	711X Water Funds	4,267,499	4,876,296	5,132,356	4,011,439
	720X Airport	2,051,035	106,835	270,869	1,887,000
	7301 Geothermal	565,445	96,385	95,437	566,393
	740X Natural Gas	1,267,259	4,535,006	7,697,322	(1,895,057)
	7530 Golf Course	2,367,796	250,801	264,002	2,354,595
Internal Service Funds	7620 PW Admin/Engineering	82,543	194,873	203,057	74,359
	7630 Risk Management	460,602	812,519	691,074	582,047
Agency Funds	8402 LAFCO	37,718	56,167	56,396	37,489
	8404 Air Pollution	160,208	641,944	419,853	382,299
	8405 Air Pollution - Carl Moyer	121,199	385,247	267,636	238,810
	8406 IRWM - Management Group	(19,512)	1,213,441	1,510,922	(316,992)
	8407 CCI Woodsmoke Reduction	3,868	102,274	98,811	7,331
TOTALS		18,336,120	30,512,373	35,205,970	13,642,523

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JUNE 30, 2020

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	480,686.59
9999-1030-001	LAIF	12,385,606.02
		12,866,292.61
	TOTAL COMBINED CASH AND INVESTMENTS	12,866,292.61
9999-1000-000	CLAIM ON CASH	(12,866,292.61)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	17,820.76
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,640.50
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	113,311.08
1004	ALLOCATION TO GF-PANCERA	19,320.02
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,394,275.38
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	13,096.28
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	112,195.46
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	425,421.11
2001	ALLOCATION TO ASSET SEIZURE FUND	1,076.49
2002	ALLOCATION TO STATE COPS	89,066.40
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	597,558.31
2006	ALLOCATION TO SNOW REMOVAL	24,841.25
2007	ALLOCATION TO STREETS & HIGHWAYS	12,233.78
2008	ALLOCATION TO TOBACCO GRANT	(51,086.01)
2010	ALLOCATION TO STREET MITIGATION	61,639.31
2011	ALLOCATION TO POLICE MITIGATION	24,890.90
2012	ALLOCATION TO FIRE MITIGATION	125,683.86
2013	ALLOCATION TO PARK DEDICATION FUND	154,607.47
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	2,099.56
2018	ALLOCATION TO HOME REVOLVING FUND	536,372.88
2030	ALLOCATION TO TRAFFIC SAFETY	59,390.33
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	84,416.95
2037	ALLOCATION TO SKYLINE BICYCLE LANE	10,214.84
3010	ALLOCATION TO SIERRA ROAD DOG PARK	29,583.19
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
4003	ALLOCATION TO CITY HALL	52,239.54
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	1,681.32
7110	ALLOCATION TO WATER SYSTEM	1,976,329.91
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	858,600.00
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	46,019.97
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,151,839.16
7201	ALLOCATION TO AIRPORT	(22,648.07)
7301	ALLOCATION TO GEOTHERMAL UTILITY	275,729.28
7202	ALLOCATION TO AIRPORT CIP FUND	53,809.78
7401	ALLOCATION TO NATURAL GAS	2,229,901.18
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	109,438.88
7610	ALLOCATION TO OPEB	3,639.18
7530	ALLOCATION TO GOLF COURSE	(26,832.95)

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JUNE 30, 2020

7630	ALLOCATION TO RISK MANAGEMENT FUND	564,251.77
7650	ALLOCATION TO PAYROLL	108,828.69
8402	ALLOCATION TO LAFCO	30,921.01
8403	ALLOCATION TO SEC 125 & AFLAC	6,761.95
8404	ALLOCATION TO AIR POLLUTION	360,162.94
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	238,809.56
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(1,482,475.36)
8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	7,330.64
	ALLOCATIONS TO RESTRICTED FUNDS	12,226,931.45
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	878,976.85
1009	ALLOCATION TO PUBLIC SAFETY POLICE	(109,882.96)
1010	ALLOCATION TO PUBLIC SAFETY FIRE	(129,732.73)
	ALLOCATIONS TO UNRESTRICTED FUNDS	639,361.16
	 TOTAL ALLOCATIONS TO OTHER FUNDS	12,866,292.61
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,866,292.61)
	 ZERO PROOF IF ALLOCATIONS BALANCE	.00

TRI-COUNTIES BANK

			\$185,208.74
6/1/2020	-\$1,608.12		\$183,600.62
6/1/2020		\$1,608.12	\$185,208.74
6/1/2020	-\$123.92		\$185,084.82
6/1/2020	-\$1,141.53		\$183,943.29
6/1/2020		\$37,304.28	\$221,247.57
6/1/2010		\$11,744.50	\$232,992.07
6/2/2020	-\$102,279.28		\$130,712.79
6/2/2020	-\$6,524.54		\$124,188.25
6/2/2020	-\$31,746.96		\$92,441.29
6/2/2020	-\$4,931.10		\$87,510.19
6/2/2020	-\$1,446.22		\$86,063.97
6/2/2020	-\$30,307.08		\$55,756.89
6/2/2020	-\$4,350.36		\$51,406.53
6/2/2020		\$241,046.44	\$292,452.97
6/2/2020		\$10,803.42	\$303,256.39
6/2/2020		\$11,809.65	\$315,066.04
6/3/2020		\$22,869.84	\$337,935.88
6/3/2020		\$1,000.00	\$338,935.88
6/3/2020		\$705.98	\$339,641.86
6/3/2020		\$3,435.33	\$343,077.19
6/3/2020	-\$43,223.15		\$299,854.04
6/3/2020	-\$392.61		\$299,461.43
6/3/2020	-\$3,018.65		\$296,442.78
6/3/2020		\$236,000.00	\$532,442.78
6/3/2020	-\$236,122.50		\$296,320.28
6/3/2020		\$40,572.71	\$336,892.99
6/3/2020		\$7,408.78	\$344,301.77
6/4/2020	-\$97,757.60		\$246,544.17
6/4/2020		\$30,870.12	\$277,414.29
6/4/2020		\$12,229.57	\$289,643.86
6/5/2020		\$6,922.91	\$296,566.77
6/5/2020		\$1,945.89	\$298,512.66
6/5/2020		\$1,358.25	\$299,870.91
6/5/2020		\$1,552.19	\$301,423.10
6/5/2020		\$32,802.69	\$334,225.79
6/5/2020		\$11,968.87	\$346,194.66
6/5/2020		\$4,347.66	\$350,542.32
6/8/2020		\$28,345.23	\$378,887.55
6/8/2020		\$10,474.48	\$389,362.03
6/9/2020	-\$580.23		\$388,781.80
6/9/2020	-\$118.42		\$388,663.38
6/9/2020	-\$767.16		\$387,896.22
6/9/2020	-\$7,188.97		\$380,707.25
6/9/2020		\$38,368.06	\$419,075.31
6/9/2020		\$12,348.52	\$431,423.83
6/9/2020		\$1,878.44	\$433,302.27
6/10/2020		\$1,663.69	\$434,965.96
6/10/2020		\$226.72	\$435,192.68
6/10/2020		\$510.88	\$435,703.56
6/10/2020		\$49.11	\$435,752.67
6/10/2020	-\$10.11		\$435,742.56
6/10/2020	-\$2.85		\$435,739.71
6/10/2020	-\$30.79		\$435,708.92
6/10/2020	-\$7,039.55		\$428,669.37

TRI-COUNTIES BANK

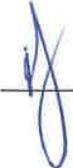
6/10/2020		\$19,635.75	\$448,305.12
6/10/2020		\$4,857.47	\$453,162.59
6/11/2020		\$110.41	\$453,273.00
6/11/2020	-\$55,945.69		\$397,327.31
6/11/2020		\$21,256.82	\$418,584.13
6/11/2020		\$4,871.07	\$423,455.20
6/11/2020		\$7,571.32	\$431,026.52
6/12/2020		\$200.00	\$431,226.52
6/12/2020		\$165.03	\$431,391.55
6/12/2020		\$14.17	\$431,405.72
6/12/2020		\$5.21	\$431,410.93
6/12/2020		\$47.56	\$431,458.49
6/12/2020		\$107.33	\$431,565.82
6/12/2020		\$230.57	\$431,796.39
6/12/2020		\$14.19	\$431,810.58
6/12/2020		\$2.19	\$431,812.77
6/12/2020		\$12.91	\$431,825.68
6/12/2020		\$26.22	\$431,851.90
6/12/2020		\$34.71	\$431,886.61
6/12/2020		\$61.29	\$431,947.90
6/12/2020		\$24.91	\$431,972.81
6/12/2020		\$13.64	\$431,986.45
6/12/2020		\$39.66	\$432,026.11
6/12/2020		\$152.89	\$432,179.00
6/12/2020		\$22.13	\$432,201.13
6/12/2020		\$25.05	\$432,226.18
6/12/2020		\$146.43	\$432,372.61
6/12/2020		\$109.42	\$432,482.03
6/12/2020		\$160.21	\$432,642.24
6/12/2020		\$125.98	\$432,768.22
6/12/2020		\$87.47	\$432,855.69
6/12/2020		\$9.14	\$432,864.83
6/12/2020		\$42.88	\$432,907.71
6/12/2020		\$143.14	\$433,050.85
6/12/2020		\$19.55	\$433,070.40
6/12/2020		\$194.32	\$433,264.72
6/12/2020		\$9,898.27	\$443,162.99
6/12/2020		\$4,841.88	\$448,004.87
6/15/2020		\$33,240.80	\$481,245.67
6/15/2020		\$5,959.85	\$487,205.52
6/15/2020		\$1,690.01	\$488,895.53
6/16/2020	-\$105,089.43		\$383,806.10
6/16/2020	-\$4,075.86		\$379,730.24
6/16/2020	-\$31,657.76		\$348,072.48
6/16/2020	-\$4,722.36		\$343,350.12
6/16/2020	-\$1,379.61		\$341,970.51
6/16/2020	-\$29,791.92		\$312,178.59
6/16/2020	-\$79,174.00		\$233,004.59
6/16/2020	-\$1,003.88		\$232,000.71
6/16/2020	-\$316.72		\$231,683.99
6/16/2020	-\$437.70		\$231,246.29
6/16/2020	-\$9,704.86		\$221,541.43
6/16/2020		\$6,489.90	\$228,031.33
6/16/2020		\$6,099.21	\$234,130.54
6/16/2020		\$49.09	\$234,179.63

TRI-COUNTIES BANK

6/16/2020		\$392.17	\$234,571.80
6/16/2020		\$217.00	\$234,788.80
6/16/2020	-\$374.25		\$234,414.55
6/16/2020	-\$110.00		\$234,304.55
6/16/2020	-\$3,900.25		\$230,404.30
6/17/2020		\$13,621.70	\$244,026.00
6/17/2020		\$5,250.54	\$249,276.54
6/17/2020		\$6,638.41	\$255,914.95
6/18/2020		\$3,168.03	\$259,082.98
6/18/2020		\$800.25	\$259,883.23
6/18/2020		\$100.00	\$259,983.23
6/18/2020	-\$71,069.64		\$188,913.59
6/18/2020		\$13,068.84	\$201,982.43
6/18/2020		\$10,819.07	\$212,801.50
6/19/2020		\$4,318.08	\$217,119.58
6/19/2020		\$5,195.04	\$222,314.62
6/22/2020		\$361.03	\$222,675.65
6/22/2020	\$99.16		\$222,774.81
6/22/2020		\$14,833.92	\$237,608.73
6/22/2020		\$7,932.45	\$245,541.18
6/23/2020		\$11,712.63	\$257,253.81
6/23/2020		\$5,329.35	\$262,583.16
6/23/2020		\$1,313.47	\$263,896.63
6/24/2020	-\$19,095.29		\$244,801.34
6/24/2020	-\$3,420.10		\$241,381.24
6/24/2020	-\$371.09		\$241,010.15
6/24/2020	-\$219.54		\$240,790.61
6/24/2020	-\$1,902.79		\$238,887.82
6/24/2020		\$14,703.07	\$253,590.89
6/24/2020		\$5,205.15	\$258,796.04
6/25/2020		\$24,404.15	\$283,200.19
6/25/2020		\$341.83	\$283,542.02
6/25/2020		\$442.28	\$283,984.30
6/25/2020		\$100,434.99	\$384,419.29
6/25/2020		\$2,410.63	\$386,829.92
6/25/2020		\$90.14	\$386,920.06
6/25/2020		\$565.19	\$387,485.25
6/25/2020		\$3,419,000.00	\$3,806,485.25
6/25/2020		\$80,272.37	\$3,886,757.62
6/25/2020		\$2,764.25	\$3,889,521.87
6/25/2020		\$6,090.79	\$3,895,612.66
6/25/2020	-\$37,091.61		\$3,858,521.05
6/25/2020	-\$3,418,173.32		\$440,347.73
6/26/2020		\$25,550.87	\$465,898.60
6/26/2020		\$3,806.15	\$469,704.75
6/29/2020		\$31,862.58	\$501,567.33
6/29/2020		\$3,818.25	\$505,385.58
6/30/2020	-\$30,852.50		\$474,533.08
6/30/2020	-\$4,615.73		\$469,917.35
6/30/2020	-\$1,358.06		\$468,559.29
6/30/2020	-\$29,280.54		\$439,278.75
6/30/2020	-\$4,250.36		\$435,028.39
6/30/2020		\$26,778.65	\$461,807.04
6/30/2020		\$4,712.41	\$466,519.45
6/30/2020		\$4,463.31	\$470,982.76

TRI-COUNTIES BANK

6/30/2020	-\$807.36		\$470,175.40
6/30/2020		\$16,435.22	\$486,610.62
6/30/2020		\$353.46	\$486,964.08
6/30/2020		\$331.43	\$487,295.51
6/30/2020		\$236.11	\$487,531.62
6/30/2020		\$93.62	\$487,625.24
6/30/2020		\$80.96	\$487,706.20
6/30/2020		\$47.66	\$487,753.86
6/30/2020		\$17.70	\$487,771.56
6/30/2020		\$17.09	\$487,788.65
6/30/2020		\$366.53	\$488,155.18
6/30/2020		\$705.99	\$488,861.17
6/30/2020		\$1,213.47	\$490,074.64
6/30/2020	-\$37.75		\$490,036.89
6/30/2020	-\$15.00		\$490,021.89
6/30/2020	-\$67.52		\$489,954.37
6/30/2020	-\$9,267.78		\$480,686.59

Reviewed by:  Interim City Administrator

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

Submitted by: Kevin Jones, City Administrator (Interim)

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Approved Position List

PRESENTED BY: Kevin Jones, City Administrator (Interim)

SUMMARY: Council will consider the recruitment and hiring of the Parks and Facility Superintendent and Maintenance Worker I. In addition, Council may evaluate all other open positions that were presented to the City Council on a prior date.

FISCAL IMPACT: Positions are included in existing and future budgets.

ACTION REQUESTED: Direction to staff

ATTACHMENTS: Approved position list.

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	\$ 46,470.32	\$ 70,332.60	PWorks
Assistant Engineer	140	\$ 47,560.50	\$ 66,922.70	Admin
Gas Utility Supervisor	140-143	\$ 46,470.32	\$ 70,332.60	PWorks
Streets Maintenance Super.	140-143	\$ 46,470.32	\$ 70,332.60	PWorks
Admin Specialist	134-136	\$ 39,351.78	\$ 55,372.20	Misc
Gas Technician II - III	130 - 138	\$ 36,410.66	\$ 62,274.94	PWorks
Gas Technician II - III	130 - 138	\$ 36,410.66	\$ 62,274.94	PWorks
Gas Technician II - III	130 - 138	\$ 36,410.66	\$ 62,274.94	PWorks
Street Maint Operator II - III	130 - 138	\$ 36,410.66	\$ 62,274.94	PWorks
Water System Op II - III	130 - 138	\$ 36,410.66	\$ 62,274.94	PWorks
Water System Op II - III	130 - 138	\$ 36,410.66	\$ 62,274.94	PWorks
Utilities Services Technician	125-128	\$ 32,219.46	\$ 48,793.94	Pworks
Admin Staff Assistant	124-126	\$ 30,832.62	\$ 43,385.42	Misc
Mechanic I - III	121 - 138	\$ 29,224.00	\$ 62,274.94	PWorks
Maintenance Worker I - II	121 - 128	\$ 29,224.00	\$ 48,793.94	PWorks
Maintenance Worker I - II	121 - 128	\$ 29,224.00	\$ 48,793.94	PWorks
Maintenance Worker I - II	121 - 128	\$ 29,224.00	\$ 48,793.94	PWorks
Maintenance Worker I - II (50/50 streets/gas)	121 - 128	\$ 29,224.00	\$ 48,793.94	PWorks
Parks Maintenance Worker II	125-128	\$ 32,219.46	\$ 48,793.94	Pworks

PART-TIME

ADMIN

		Hourly Wage		
Parks Maintenance Worker - P/T	916	\$ 13.03	\$ 14.75	n/a
Parks Maintenance Worker - P/T	916	\$ 13.03	\$ 14.75	
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

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

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

			Hourly Wage			
Intern	921	\$	14.75	\$	16.69	n/a

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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Reviewed by:  City Administrator
Finance Manager

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

Submitted by: Deborah Savage, Finance Manager

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated June 20, 2020 through July 2, 2020 numbered 206939 through 207035.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 373,212.13 plus \$195,475.72 in payroll warrants, for a total of \$568,687.85.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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
06/20	06/25/2020	206957	9928	A-1 NATIONAL FIRE CO.	SUPPLIES-FD	571013732	1	1010-422-10-43	PROFESSIONAL SVCS	330.00	330.00
Total 571013732:											
06/20	06/25/2020	206958	9984	AXON ENTERPRISES, IN	TASER CONTRACT	SI-1662544	1	1009-421-10-43	TECHNICAL SERVICES	5,716.85	5,716.85
Total SI-1662544:											
06/20	06/25/2020	206959	9991	BACKDRAFT OP CO LLC	DUES & MEMBERSHIP-FD	INV202015367	1	1010-1430-105	PREPAID OTHER	2,176.00	2,176.00
Total INV202015367:											
06/20	06/25/2020	206960	76	BILLINGTON ACE HARD	SUPPLIES- FD	469155	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	11.38	11.38
Total 469155:											
06/20	06/25/2020	206961	173	DATCO SERVICES	SUBSTANCE TEST	37137635	1	1000-416-10-43	TECHNICAL SVCS	104.00	104.00
Total 37137635:											
06/20	06/25/2020	206962	208		REIM HEALTH INSURANCE	062320	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	284.21	284.21
Total 062320:											
06/20	06/25/2020	206963	1538	DYER ENGINEERING CO	CADY SPRINGS PROJECT	3403	1	7110-430-42-43	PROFESSIONAL SVCS	5,768.25	5,768.25
Total 3403:											
06/20	06/25/2020	206964	219	ED STAUB & SONS PETR	27.09 GAL PROPANE-AIRPORT	2693570	1	7201-430-81-46	PROPANE	49.01	49.01
Total 2693570:											
06/20	06/25/2020	206965	10000		REFUND WATER DEPOSIT	10517250007	1	7110-2228-000	DEPOSITS-CUSTOMER	2.03	2.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10517250007:											
06/20	06/25/2020	206966	1350	JONES & MAYER	PROFESSIONAL SERVICES	97866	1	1000-412-10-43	PROFESSIONAL SVCS	174.75	174.75
Total 97866:											
06/20	06/25/2020	206967	10002	KOZLOWSKI, JACQUELY	REFUND GAS DEPOSIT	10410740121	1	7401-2228-000	DEPOSITS-CUSTOMER	88.69	88.69
Total 10410740121:											
06/20	06/25/2020	206968	9998		REFUND GAS DEPOSIT	10126250117	1	7401-2228-000	DEPOSITS-CUSTOMER	194.35	194.35
Total 10126250117:											
06/20	06/25/2020	206969	10001		REFUND GAS DEPOSIT	10227050005	1	7401-2228-000	DEPOSITS-CUSTOMER	84.91	84.91
Total 10227050005:											
06/20	06/25/2020	206970	374	L N CURTIS & SONS	SUPPLIES- FIRE	INV395717	1	1010-422-10-46	SUPPLIES- GENERAL	149.08	149.08
Total INV395717:											
06/20	06/25/2020	206970	374	L N CURTIS & SONS	REPAIR & MAINT-FD	INV397412	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	126.45	126.45
Total INV397412:											
06/20	06/25/2020	206970	374	L N CURTIS & SONS	SUPPLIES- FIRE	PINV564017	1	1010-422-10-47	MACHINERY AND EQUIPMENT	1,283.78	1,283.78
Total PINV564017:											
06/20	06/25/2020	206971	411	LASSEN MOTOR PARTS	SUPPLIES- FD	354543	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	2.18	2.18
Total 354543:											
06/20	06/25/2020	206972	9999		REFUND GAS DEPOSIT	10219450327	1	7401-2228-000	DEPOSITS-CUSTOMER	59.74	59.74
Total 10219450327:											

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
06/20	06/25/2020	206973	527	NORTHWEST INSURANC	AIRPORT LIABILITY INSURANC	20697	1	7630-1430-105	PRE-PAID-OTHER	3,887.00	3,887.00
Total 20697:											
06/20	06/25/2020	206974	572	QUILL CORPORATION	OFFICE SUPPLIES	7715194	1	1000-415-10-46	SUPPLIES-GENERAL	26.79	26.79
Total 7715194:											
06/20	06/25/2020	206975	1562	R.E.Y ENGINEERS INC	GATEWAY PROJECT	20503	1	2007-431-39-43	PROFESSIONAL SERVICES	14,272.65	14,272.65
Total 20503:											
06/20	06/25/2020	206976	9974		REFUND GAS DEPOSIT	10305600036	1	7401-2228-000	DEPOSITS-CUSTOMER	99.16	99.16
Total 10305600036:											
06/20	06/25/2020	206977	1429	ROD'S TRANSMISSION	REPAIR & MAINT-GAS	060420	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1,918.64	1,918.64
Total 060420:											
06/20	06/25/2020	206978	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9855704409	1	1010-422-10-45	COMMUNICATIONS	281.71	281.71
Total 9855704409:											
Grand Totals:										37,091.61	37,091.61

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

Report Criteria:

Report type: GL detail
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	206992	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637517119	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637517119:											
07/20	07/02/2020	206992	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637517121	1	7401-430-62-44	LINEN SERVICES	469.39	469.39
Total 637517121:											
07/20	07/02/2020	206992	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637517122	1	7110-430-42-44	LINEN SERVICE	40.33	40.33
Total 637517122:											
07/20	07/02/2020	206992	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637529325	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637529325:											
07/20	07/02/2020	206992	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637529327	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637529327:											
07/20	07/02/2020	206992	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637529328	1	7110-430-42-44	LINEN SERVICE	40.33	40.33
Total 637529328:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES	466665	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	106.16	106.16
Total 466665:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-PW	467968	1	7620-430-10-46	SUPPLIES-GENERAL	16.58	16.58
Total 467968:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES- POOL	468321	1	1000-452-23-46	SUPPLIES GENERAL	8.56	8.56

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 468321:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	468338	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	15.07	15.07
Total 468338:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	468361	1	1000-452-20-46	SUPPLIES-GENERAL	70.90	70.90
Total 468361:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-PW	468888	1	7620-430-10-46	SUPPLIES-GENERAL	25.65	25.65
Total 468888:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-WATER	468958	1	7110-430-42-46	SUPPLIES-GENERAL	11.56	11.56
Total 468958:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	469176	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	49.20	49.20
Total 469176:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-PW	469203	1	7620-430-10-46	SUPPLIES-GENERAL	17.36	17.36
Total 469203:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-WATER	469260	1	7110-430-42-46	SUPPLIES-GENERAL	7.29	7.29
Total 469260:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-WATER	469313	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	3.37	3.37
Total 469313:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-FD	469562	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	411.44	411.44
Total 469562:											
										411.44	411.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES- FD	469573	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	8.17	8.17
Total 469573:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	469593	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	26.93	26.93
Total 469593:											
07/20	07/02/2020	206993	76	BILLINGTON ACE HARD	SUPPLIES- FD	469614	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	75.78	75.78
Total 469614:											
07/20	07/02/2020	206994	116	CASHMAN EQUIPMENT C	RPR & MAINT- STREET	INPS3164161	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	67.13	67.13
Total INPS3164161:											
07/20	07/02/2020	206995	9471		REFUND GAS DEPOSIT	10524650006	1	7401-2228-000	DEPOSITS-CUSTOMER	27.35	27.35
Total 10524650006:											
07/20	07/02/2020	206996	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	81632	1	1008-417-10-43	TECHNICAL SERVICES	15,150.00	15,150.00
Total 81632:											
07/20	07/02/2020	206997	152	COUSO TECHNOLOGY &	WEBSITE MAINT	2801	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 2801:											
07/20	07/02/2020	206998	156	CREATIVE FORMS & CO	NTR GAS FORMS	117974	1	7401-430-62-46	SUPPLIES-GENERAL	857.29	857.29
Total 117974:											
07/20	07/02/2020	206998	156	CREATIVE FORMS & CO	UTILITY REMINDERS-WATER	117978	1	7110-430-42-46	SUPPLIES-GENERAL	316.92	316.92
07/20	07/02/2020	206998	156	CREATIVE FORMS & CO	UTILITY REMINDERS-GAS	117978	2	7401-430-62-46	SUPPLIES-GENERAL	316.91	316.91
Total 117978:											
07/20	07/02/2020	206998	156	CREATIVE FORMS & CO	ENVELOPES-WATER	1179793	1	7110-430-42-46	SUPPLIES-GENERAL	814.34	814.34

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 1179793:											
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-STREETS	2740244696	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	36.15	36.15
Total 2740244696:											
07/20	07/02/2020	206999	161	CSK AUTO INC	CREDIT-STREETS	2740244784	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	28.02	28.02
Total 2740244784:											
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-PARKS	2740245167	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	63.80	63.80
Total 2740245167:											
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-STREETS	2740245901	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	22.52	22.52
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-GAS	2740245901	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	22.52	22.52
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-WATER	2740245901	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	22.52	22.52
Total 2740245901:											
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-STREETS	2740245959	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	20.00	20.00
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-GAS	2740245959	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.01	20.01
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-WATER	2740245959	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	20.01	20.01
Total 2740245959:											
07/20	07/02/2020	206999	161	CSK AUTO INC	SUPPLIES-STREETS	2740246504	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	110.14	110.14
Total 2740246504:											
07/20	07/02/2020	207000	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17823	1	1000-452-20-46	SUPPLIES-GENERAL	58.72	58.72
Total 17823:											
07/20	07/02/2020	207000	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17833	1	1000-452-20-46	SUPPLIES-GENERAL	128.65	128.65
Total 17833:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207000	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	17841	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	32.12	32.12
Total 17841:											
07/20	07/02/2020	207000	194	DIAMOND SAW SHOP IN	SUPPLIES- FIRE	17853	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	28.96	28.96
Total 17853:											
07/20	07/02/2020	207000	194	DIAMOND SAW SHOP IN	SUPPLIES- FIRE	17858	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	76.39	76.39
Total 17858:											
07/20	07/02/2020	207001	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT-GAS	339089	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	256.07	256.07
Total 339089:											
07/20	07/02/2020	207002	219	ED STAUB & SONS PETR	19.40 GAL PROPANE-GC	2674550	1	7530-451-52-46	GASOLINE	25.80	25.80
Total 2674550:											
07/20	07/02/2020	207003	1484	EDGES ELECTRICAL GR	SUPPLIES-POOL	S4973256.001	1	1000-452-23-46	SUPPLIES GENERAL	72.89	72.89
Total S4973256.001:											
07/20	07/02/2020	207004	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	073314A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 073314A:											
07/20	07/02/2020	207005	265	FRONTIER	257-0315 AWOS AIRPORT	0315.061520	1	7201-430-81-45	COMMUNICATIONS	55.40	55.40
07/20	07/02/2020	207005	265	FRONTIER	257-0315 AWOS AIRPORT	0315.061520	2	7201-1430-105	PREPAID MISC.	45.78	45.78
Total 0315.061520:											
07/20	07/02/2020	207005	265	FRONTIER	257-1000 DSL SERVICE	1000.060520	1	1000-417-10-45	COMMUNICATIONS	126.28	126.28
07/20	07/02/2020	207005	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000.060520	2	7110-430-42-45	COMMUNICATIONS	21.03	21.03
07/20	07/02/2020	207005	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000.060520	3	7401-430-62-45	COMMUNICATIONS	21.03	21.03
07/20	07/02/2020	207005	265	FRONTIER	257-1000 ADMIN FAX	1000.060520	4	1000-413-20-45	COMMUNICATIONS	.94	.94
07/20	07/02/2020	207005	265	FRONTIER	257-1000 CITY CLERK FAX	1000.060520	5	1000-411-40-45	COMMUNICATIONS	.94	.94
07/20	07/02/2020	207005	265	FRONTIER	257-1000 ADMIN	1000.060520	6	1000-413-20-45	COMMUNICATIONS	3.72	3.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207005	265	FRONTIER	257-1000 CITY CLERK	1000 060520	7	1000-411-40-45	COMMUNICATIONS	2.82	2.82
07/20	07/02/2020	207005	265	FRONTIER	257-1000 FINANCE	1000 060520	8	1000-415-10-45	COMMUNICATIONS	2.82	2.82
07/20	07/02/2020	207005	265	FRONTIER	257-1000 COMM DEVELOPME	1000 060520	9	1000-419-10-45	COMMUNICATIONS	2.82	2.82
07/20	07/02/2020	207005	265	FRONTIER	257-1000 CITY HALL	1000 060520	10	1000-417-10-45	COMMUNICATIONS	261.93	261.93
07/20	07/02/2020	207005	265	FRONTIER	257-1000	1000 060520	11	1000-1430-105	PREPAID - OTHER	65.80	65.80
Total 1000 060520:											
07/20	07/02/2020	207005	265	FRONTIER	257-1033-PARKS	1033 060520	1	1000-452-20-45	COMMUNICATIONS	262.38	262.38
07/20	07/02/2020	207005	265	FRONTIER	257-1033-PARKS	1033 060520	2	1000-1430-105	PREPAID - OTHER	38.88	38.88
Total 1033 060520:											
07/20	07/02/2020	207005	265	FRONTIER	257-2520 GOLF COURSE	2520 060120	1	7530-451-52-45	COMMUNICATIONS	501.15	501.15
Total 2520 060120:											
07/20	07/02/2020	207005	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 060520	1	1000-417-10-45	COMMUNICATIONS	81.62	81.62
07/20	07/02/2020	207005	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 060520	2	1000-1430-105	PREPAID - OTHER	12.08	12.08
Total 2960 060520:											
07/20	07/02/2020	207005	265	FRONTIER	257-3292 MUSEUM	3292 061020	1	1000-451-80-45	COMMUNICATION	111.87	111.87
07/20	07/02/2020	207005	265	FRONTIER	257-3292 MUSEUM	3292 061020	2	1000-1430-105	PREPAID - OTHER	33.57	33.57
Total 3292 061020:											
07/20	07/02/2020	207005	265	FRONTIER	257-4725 CITY HALL FAX	4725 061520	1	1000-417-10-45	COMMUNICATIONS	33.67	33.67
07/20	07/02/2020	207005	265	FRONTIER	257-4725-FAX	4725 061520	2	1000-419-10-45	COMMUNICATIONS	33.67	33.67
07/20	07/02/2020	207005	265	FRONTIER	257-4725-FAX	4725 061520	3	1000-1430-105	PREPAID - OTHER	55.44	55.44
Total 4725 061520:											
07/20	07/02/2020	207006	9854	GAFCON INC.	CADY SPRING PROJECT	38725	1	7110-430-44-44	CONSTRUCTION SERVICES	157.50	157.50
Total 38725:											
07/20	07/02/2020	207007	1453	GOLDAK INC.	SUPPLIES- GAS	132893	1	7401-430-62-46	SUPPLIES-GENERAL	201.10	201.10

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 132893:											
07/20	07/02/2020	207008	756	W.W. GRAINGER INC	SUPPLIES-GAS	9554524349	1	7401-430-62-46	SUPPLIES-GENERAL	201.10	201.10
Total 9554524349:											
07/20	07/02/2020	207009	307		PHYSICAL FITNESS ALLOWANC	062420	1	1010-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 062420:											
07/20	07/02/2020	207010	335	J.W. WOOD CO INC	SUPPLIES-DOG PARK	S117470	1	3010-452-10-44	CONSTRUCTION SERVICES	10.90	10.90
Total S117470:											
07/20	07/02/2020	207010	335	J.W. WOOD CO INC	SUPPLIES-DOG PARK	S117516	1	3010-452-10-44	CONSTRUCTION SERVICES	126.09	126.09
Total S117516:											
07/20	07/02/2020	207010	335	J.W. WOOD CO INC	SUPPLIES-GC	S117746	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	76.75	76.75
Total S117746:											
07/20	07/02/2020	207011	338	JACKSON'S SERVICE CE	FUEL- FD	42835	1	1010-422-10-46	GASOLINE	33.55	33.55
Total 42835:											
07/20	07/02/2020	207011	338	JACKSON'S SERVICE CE	TIRE MOUNTS & BALANCE	42955	1	1000-417-10-44	VEHICLE - REPAIR & MAINTENA	60.00	60.00
Total 42955:											
07/20	07/02/2020	207012	9981	JAECO	SAFETY SUPPLIES-FD	19814	1	1010-422-10-46	SUPPLIES-SAFETY ITEMS	181.42	181.42
Total 19814:											
07/20	07/02/2020	207013	1292		PHYSICAL FITNESS ALLOWANC	063020	1	1010-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 063020:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207014	1350	JONES & MAYER	PROFESSIONAL SERVICES	97867	1	1000-412-10-43	PROFESSIONAL SVCS	171.75	171.75
Total 97867:											
07/20	07/02/2020	207015	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	226398	1	7620-430-10-44	CUSTODIAL	328.00	328.00
Total 226398:											
07/20	07/02/2020	207016	1335	LASSEN COUNTY OFFIC	REFUND PARK & ELECTRIC PA	062420	1	1000-2228-009	DEPOSITS-COMM CENTER RE	20.00	20.00
07/20	07/02/2020	207016	1335	LASSEN COUNTY OFFIC	REFUND DEPOSIT	062420	2	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 062420:											
07/20	07/02/2020	207017	8091	LASSEN FAMILY SERVIC	REFUND PARK USE FEES	062420	1	1000-452-20-36	RENT-CITY PARKS	106.00	106.00
07/20	07/02/2020	207017	8091	LASSEN FAMILY SERVIC	REFUND DEPOSIT	062420	2	1000-2228-009	DEPOSITS-COMM CENTER RE	120.00	120.00
Total 062420:											
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- PARKS	354292	1	1000-452-20-46	SUPPLIES-GENERAL	35.15	35.15
Total 354292:											
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- PARKS	354533	1	1000-452-20-46	SUPPLIES-GENERAL	47.80	47.80
Total 354533:											
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- PARKS	354539	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	238.62	238.62
Total 354539:											
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- FD	354592	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	14.01	14.01
Total 354592:											
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	354810	1	2007-431-20-46	SUPPLIES-GENERAL	199.46	199.46
Total 354810:											
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	354879	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	32.43	32.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	354879	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	32.42	32.42
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	354879	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	32.42	32.42
										97.27	97.27
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	355141	1	7112-430-42-46	SUPPLIES GENERAL	79.26	79.26
										79.26	79.26
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- FD	355170	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	39.14	39.14
										39.14	39.14
07/20	07/02/2020	207018	411	LASSEN MOTOR PARTS	SUPPLIES- FD	355238	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	2.67	2.67
										2.67	2.67
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	151749	1	1000-452-20-44	DISPOSAL	7.74	7.74
										7.74	7.74
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	151796	1	1000-452-20-44	DISPOSAL	11.25	11.25
										11.25	11.25
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	152023	1	2007-431-20-44	DISPOSAL	12.42	12.42
										12.42	12.42
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	152053	1	2007-431-20-44	DISPOSAL	14.12	14.12
										14.12	14.12
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	152075	1	2007-431-20-44	DISPOSAL	14.92	14.92
										14.92	14.92
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	152110	1	2007-431-20-44	DISPOSAL	13.88	13.88

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 152110:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	152131	1	2007-431-20-44	DISPOSAL	13.88	13.88
Total 152131:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	152153	1	2007-431-20-44	DISPOSAL	12.86	12.86
Total 152153:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153229	1	2007-431-20-44	DISPOSAL	8.36	8.36
Total 153229:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153231	1	2007-431-20-44	DISPOSAL	8.90	8.90
Total 153231:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153253	1	2007-431-20-44	DISPOSAL	5.92	5.92
Total 153253:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153258	1	2007-431-20-44	DISPOSAL	10.00	10.00
Total 153258:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153376	1	2007-431-20-44	DISPOSAL	10.30	10.30
Total 153376:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153382	1	2007-431-20-44	DISPOSAL	6.64	6.64
Total 153382:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153391	1	2007-431-20-44	DISPOSAL	7.24	7.24
Total 153391:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153404	1	2007-431-20-44	DISPOSAL	3.62	3.62
Total 153404:											
07/20	07/02/2020	207019	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	153408	1	2007-431-20-44	DISPOSAL	5.50	5.50
Total 153408:											
07/20	07/02/2020	207020	425	LES SCHWAB TIRE CENT	REPAIR & MAINT #33-GAS	60400298495	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	689.42	689.42
Total 60400298495:											
07/20	07/02/2020	207020	425	LES SCHWAB TIRE CENT	TRUCK 1 NEW RIMS & TIRES	60400299178	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	6,187.65	6,187.65
Total 60400299178:											
07/20	07/02/2020	207021	437	LMUD	GOLF COURSE IRR WELL 30 HP	122907 062520	1	7530-451-52-46	ELECTRICITY	1,794.73	1,794.73
Total 122907 062520:											
07/20	07/02/2020	207021	437	LMUD	STREET LIGHTS	14039 061020	1	2007-431-60-46	ELECTRICITY	193.33	193.33
Total 14039 061020:											
07/20	07/02/2020	207021	437	LMUD	STREET LIGHTS	14041 061020	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80
Total 14041 061020:											
07/20	07/02/2020	207021	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 062520	1	7530-451-52-46	ELECTRICITY	530.01	530.01
Total 144281 062520:											
07/20	07/02/2020	207021	437	LMUD	S GAY ST-STREETS	24323 061020	1	2007-431-60-46	ELECTRICITY	40.03	40.03
Total 24323 061020:											
07/20	07/02/2020	207021	437	LMUD	SKYLINE DR WELL 4-WATER	29931 061020	1	7110-430-42-46	ELECTRICITY	40.03	40.03
Total 29931 061020:											
										165.08	165.08

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 29931 061020:											
07/20	07/02/2020	207021	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 062520	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 3522 062520:											
07/20	07/02/2020	207021	437	LMUD	105 S ASH STREET	412864 062520	1	1000-452-20-46	ELECTRICITY	49.76	49.76
Total 412864 062520:											
07/20	07/02/2020	207021	437	LMUD	SAN FRANCISCO ST- STREETS	416835 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 061020:											
07/20	07/02/2020	207021	437	LMUD	FIRST STREET & ALLEY	416848 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 061020:											
07/20	07/02/2020	207021	437	LMUD	LONG ALLEY & LOVELL ALLEY	416860 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416860 061020:											
07/20	07/02/2020	207021	437	LMUD	INSPIRATION POINT	416915 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416915 061020:											
07/20	07/02/2020	207021	437	LMUD	CAMPBELL ST	416940 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416940 061020:											
07/20	07/02/2020	207021	437	LMUD	WASHO LN- STREETS	416959 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416959 061020:											
07/20	07/02/2020	207021	437	LMUD	130 N LASSEN STREET	416962 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416962 061020:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207021	437	LMUD	MARTHA & ARNOLD STREET LI	421476 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 421476 061020:											
07/20	07/02/2020	207021	437	LMUD	130 N PINE ST- STREETS	425450 061020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 425450 061020:											
07/20	07/02/2020	207021	437	LMUD	N PINE & COOK - SCADA-WATE	44153 061020	1	7110-430-42-46	ELECTRICITY	29.21	29.21
Total 44153 061020:											
07/20	07/02/2020	207021	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 061020	1	7110-430-42-46	ELECTRICITY	30.26	30.26
Total 44298 061020:											
07/20	07/02/2020	207021	437	LMUD	PAIUTE LN SCADA-WATER	44316 061020	1	7110-430-42-46	ELECTRICITY	29.96	29.96
Total 44316 061020:											
07/20	07/02/2020	207021	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 061020	1	7110-430-42-46	ELECTRICITY	52.81	52.81
Total 45542 061020:											
07/20	07/02/2020	207021	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 061020	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 061020:											
07/20	07/02/2020	207021	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 061020	1	2007-431-60-46	ELECTRICITY	150.32	150.32
Total 49501 061020:											
07/20	07/02/2020	207021	437	LMUD	925 SIERRA RD SPORTS CTR	60453 062520	1	1000-452-20-46	ELECTRICITY	26.05	26.05
Total 60453 062520:											
07/20	07/02/2020	207021	437	LMUD	GOLF COURSE CLUB HOUSE	7394 062520	1	7530-451-52-46	ELECTRICITY	26.05	26.05
Total 7394 062520:											

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 7394 062520:											
07/20	07/02/2020	207021	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 061020	1	1000-452-20-46	ELECTRICITY	79.03	79.03
Total 94811 061020:											
07/20	07/02/2020	207022	9983	MODOC COUNTY RECOR	ADVERTISEMENT-BUILDING DE	64873	1	1000-419-10-45	ADVERTISING	84.00	84.00
Total 64873:											
07/20	07/02/2020	207022	9983	MODOC COUNTY RECOR	ADVERTISEMENT	65146	1	1000-411-40-45	ADVERTISING	84.00	84.00
Total 65146:											
07/20	07/02/2020	207022	9983	MODOC COUNTY RECOR	ADVERTISEMENT-BUILDING DE	65285	1	1000-419-10-45	ADVERTISING	102.00	102.00
Total 65285:											
07/20	07/02/2020	207023	487		DMV PHYSICAL REIMBURSEME	062920	1	1010-422-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 062920:											
07/20	07/02/2020	207024	824	OFFICE DEPOT, INC	OFFICE SUPPLIES-GC	1003004345001	1	7530-451-52-46	SUPPLIES-GENERAL	46.95	46.95
Total 1003004345001:											
07/20	07/02/2020	207024	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	484966299001	1	1000-411-40-46	SUPPLIES-GENERAL	60.04	60.04
Total 484966299001:											
07/20	07/02/2020	207024	824	OFFICE DEPOT, INC	CREDIT	493771005001	1	1000-411-40-46	SUPPLIES-GENERAL	30.02	30.02
Total 493771005001:											
07/20	07/02/2020	207025	546	PAYLESS BUILDING SUP	SUPPLIES-POOL	2514095	1	1000-452-23-46	SUPPLIES GENERAL	196.04	196.04
Total 2514095:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/02/2020	207026	6496		REFUND GAS DEPOSIT	10408203709	1	7401-2228-000	DEPOSITS-CUSTOMER	185.26	185.26
Total 10408203709:											
07/20	07/02/2020	207027	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	7786101	1	7620-430-10-46	SUPPLIES-GENERAL	100.44	100.44
Total 7786101:											
07/20	07/02/2020	207027	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	7786101	1	7620-430-10-46	SUPPLIES-GENERAL	306.71	306.71
Total 7786101:											
07/20	07/02/2020	207028	1561	RAPID CONSTRUCTION I	2019 CADY SPRINGS PUMP STA	062520	1	7110-430-44-44	CONSTRUCTION SERVICES	161,465.98	161,465.98
Total 062520:											
07/20	07/02/2020	207028	1561	RAPID CONSTRUCTION I	5% RETENTION	062520	1	7110-2206-000	RETAINAGE PAYABLE	8,073.30	8,073.30
Total 062520:											
07/20	07/02/2020	207029	582	RAY MORGAN CO INC	BASE RATE CHARGE-FD	2997522	1	1010-1430-105	PREPAID OTHER	53.16	53.16
Total 2997522:											
07/20	07/02/2020	207030	8873	S.T. RHOADES CONSTRU	2012 STIP PAVEMENT PROJECT	063020	1	2007-431-32-44	CONSTRUCTION SERVICES	51,366.72	51,366.72
Total 063020:											
07/20	07/02/2020	207031	935	STATE OF CALIFORNIA	LAKE OR STEAM BED ALTERAT	062920	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	1,373.75	1,373.75
Total 062920:											
07/20	07/02/2020	207032	712	TNS TRUCKING CO	TRANSFER BASE ROCK & SAN	4157	1	7401-430-62-46	SUPPLIES-GENERAL	342.49	342.49
07/20	07/02/2020	207032	712	TNS TRUCKING CO	TRANSFER BASE ROCK & SAN	4157	2	2007-431-20-46	SUPPLIES-GENERAL	342.48	342.48
07/20	07/02/2020	207032	712	TNS TRUCKING CO	TRANSFER BASE ROCK & SAN	4157	3	7110-430-42-46	SUPPLIES-GENERAL	342.49	342.49

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 4157:											
07/20	07/02/2020	207032	712	TNS TRUCKING CO	SUPPLIES-WATER	4158	1	7301-430-52-44	REPAIR AND MAINTENANCE-MI	234.07	234.07
Total 4158:											
07/20	07/02/2020	207032	712	TNS TRUCKING CO	SUPPLIES-STREETS	4168	1	2007-431-20-46	SUPPLIES-GENERAL	480.48	480.48
Total 4168:											
07/20	07/02/2020	207033	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9855704156	1	7620-430-11-45	COMMUNICATIONS	54.47	54.47
07/20	07/02/2020	207033	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9855704156	2	1000-424-20-45	COMMUNICATIONS	317.01	317.01
07/20	07/02/2020	207033	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9855704156	3	1000-452-20-45	COMMUNICATIONS	59.33	59.33
07/20	07/02/2020	207033	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9855704156	4	7620-430-10-45	COMMUNICATIONS	773.59	773.59
Total 9855704156:											
07/20	07/02/2020	207034	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68332179	1	7110-430-42-46	SUPPLIES-GENERAL	56.84	56.84
Total 68332179:											
07/20	07/02/2020	207034	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68336116	1	7112-430-42-46	SUPPLIES GENERAL	151.76	151.76
Total 68336116:											
07/20	07/02/2020	207034	770	WESTERN NEVADA SUP	SUPPLIES-POOL	68338262	1	1000-452-23-48	SUPPLIES GENERAL	502.16	502.16
Total 68338262:											
07/20	07/02/2020	207034	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68343236	1	7112-430-42-46	SUPPLIES GENERAL	197.73	197.73
Total 68343236:											
07/20	07/02/2020	207034	770	WESTERN NEVADA SUP	SUPPLIES-POOL	68347203	1	1000-452-23-46	SUPPLIES GENERAL	115.29	115.29
Total 68347203:											
07/20	07/02/2020	207034	770	WESTERN NEVADA SUP	SUPPLIES- DOG PARK	68357287	1	3010-452-10-44	CONSTRUCTION SERVICES	150.48	150.48

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 68357287:											
07/20	07/02/2020	207035	8984	WORTHINGTON INDUST	PROFESSIONAL SERVICES-FD	2812360	1	1010-422-10-43	PROFESSIONAL SVCS	107.25	107.25
Total 2812360:											
07/20	07/02/2020	207035	8984	WORTHINGTON INDUST	PROFESSIONAL SERVICES-FD	2824679	1	1010-422-10-43	PROFESSIONAL SVCS	107.25	107.25
Total 2824679:											
Grand Totals:										336,120.52	336,120.52

Report Criteria:

Report type: GL detail
Check Voided = False

Reviewed by:  Interim City Administrator

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

Submitted by: Kevin Jones, City Administrator (Interim)/COP

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Purchase of Granicus Software for Electronic Agenda

PRESENTED BY: Kevin Jones, City Administrator (Interim)/COP

SUMMARY: City administration has researched options for an electronic/online program for City Council agendas. On the recommendation of the City Attorney, Granicus was the preferred program for this function and is utilized by other Cities and Counties represented by the City Attorney. After a brief online demonstration, we have chosen to go forward with this purchase.

This program will allow personnel to create and submit agendas, resolutions, proposals and all attachments electronically. The program stores all information on the cloud and will be able to reduce agenda preparation, copies and overall staff time.

The first year of the agreement is \$8,910.00. Although additional years are offered at a 7% increase, each year is negotiable with Granicus.

FISCAL IMPACT: \$8,910.00 first year with 50% charged to the General Fund (30% Admin Services, 10% Police and 10% Fire) and 50% to PW Administration.

ACTION

REQUESTED: Approve Resolution No 20-5803 authorizing City Administrator (Interim) to sign appropriate agreement documents.

ATTACHMENTS: Resolution No. 20-5803
Granicus Agreement

RESOLUTION NO. 20-5803
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT WITH GRANICUS ELECTRONIC AGENDA SOFTWARE
AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AGREEMENT

WHEREAS, The City of Susanville is in need of an electronic agenda planning and distribution program; and

WHEREAS, the purchase of such program would reduce the amount of paper, tracking logs and a significant decrease in workload; and

WHEREAS, Granicus, Inc., provides a software program that fits the needs of the City.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Susanville authorizes the City Administrator to sign agreement documents to execute the purchase of this program.

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 July, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Granicus Proposal for Susanville, CA

Granicus Contact

Name: Jack Walsh

Phone: +1 2038561063

Email: jack.walsh@granicus.com

Proposal Details

Quote Number: Q-108809

Prepared On: 7/8/2020

Valid Through: 8/23/2020

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
govDelivery for Integrations Set Up and Config	Up Front	1 Each	\$0.00
Send Agenda (Peak) Set up and Config	Up Front	1 Each	\$0.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Peak - Online Training	Upon Delivery	8 Hours	\$0.00
Peak - Setup & Configuration	Up Front	1 Each	\$0.00
SUBTOTAL:			\$0.00

Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
govDelivery for Integrations	Annual	1 Each	\$0.00
Send Agenda (Peak)	Annual	1 Each	\$0.00
SUBTOTAL:			\$8,910.00

Annual Fees for New Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Open Platform Suite	Annual	1 Each	\$0.00
Peak Agenda Management	Annual	1 Each	\$8,910.00
SUBTOTAL:			\$8,910.00
Remaining Period(s)			
Solution(s)	Year 2	Year 3	
govDelivery for Integrations	\$0.00		\$0.00
Send Agenda (Peak)	\$0.00		\$0.00
Open Platform Suite	\$0.00		\$0.00
Peak Agenda Management	\$9,533.70		\$10,201.06
SUBTOTAL:		\$9,533.70	\$10,201.06
Product Descriptions			
Name	Description		
Open Platform - Setup and Configuration	Setup and configuration for Open Platform		
Peak - Online Training	Peak Agenda Management - Online Training is for online training for Peak Agenda Management, which allows clients to have online sessions with a Granicus trainer to learn how to use the system.		
Peak - Setup & Configuration	Setup and Configuration for Peak Agenda Management includes implementation of: <ul style="list-style-type: none"> Up to one (1) meeting body's Standard Agenda, Cover Page and Minutes report template Up to one (1) public view page portal 		
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.		
Peak Agenda Management	Peak Agenda Management is a Software-as-a-Service (SaaS) solution that enables government organizations to simplify the agenda management and minutes recording process of the clerk's office. Peak Agenda Management allows clerks to streamline the way they compile and produce agendas and record minutes for public meetings and includes: <ul style="list-style-type: none"> Unlimited user accounts Unlimited meeting bodies and meeting types Access to up to one (1) Peak Agenda Management site 		

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Susanville, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-108809 dated 7/8/2020 are incorporated into this Purchase Order by reference.
- Granicus Communications Suite Subscriber Information.
 - Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ("Direct Subscriber"), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).
- Data obtained through the Granicus Advanced Network.
 - Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the "Advanced Network"). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a "Network Subscriber" to the agency it subscribed to through the Advanced Network.
 - Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
 - Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Susanville, CA

Signature:

Name:

Title:

Date:

Reviewed by:  Interim City Administrator

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

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Adopt **Resolution No. 20-5798** authorizing the Mayor to execute agreements with the Department of Water Resources in order to receive a Proposition 1 grant for the Johnstonville Dam on behalf of Lassen Irrigation Company

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: In October 2019, the City Council via Resolution 19-5725 authorized the City Administrator to submit a grant application through the Proposition 1 grants program administered by the Department of Water Resources (DWR). This application contained one project for the Lassen Irrigation Company (LIC) to rehabilitate the Johnstonville Dam.

The City received a letter from DWR dated June 9, 2020 (attached) indicating our success in the grant process and receipt of up to \$1,100,000 for the LIC pending our formal acceptance of the award of the Prop 1 grant. This acceptance requires that an authorized representative with agreement signatory authorization submit a letter or email confirming the City as the Grantee and accepting the grant award along with our commitment to provide any non-State cost share as required through the application and funding matrix attached to the June 9 letter.

Currently, per our Municipal Code, only the Mayor is authorized to sign agreements on behalf of the City. Therefore, authorization must be given through Council action and by resolution to authorize the Mayor's signing and accepting of this agreement and the commitments that come with it.

Acceptance of the grant award and the execution of any agreement(s) prepared by DWR commits the City and available staff to provide administrative services throughout the life of the project and until the grant is completed. This includes facilitating invoices and reimbursements on behalf of LIC for their efforts via consultants and contractors during design and construction of the dam. It also includes project management, regular reporting and contract oversight on behalf of the grant and project. Ultimately, the City is responsible for the success of the project.

Given the City's current role as lead agency, both DWR and LIC are encouraging the City to maintain this position and supportive of our role in acting as the lead in implementing the grant. At one time, it was determined that the City had the appropriate financial structure and staffing expertise to successfully administer grants on behalf of the RWMG. Staff believes, given our present state of affairs, that this is no longer the case.

Regardless, Public Works is committed to assisting LIC in the completion of the dam rehabilitation

given their prior commitment to the program. The RWMG Board is considering another agency (possibly Honey Lake Valley Resource Conservation District) to take on the lead role moving forward as other grant opportunities present themselves for our region.

FISCAL IMPACT: None. Some reimbursement of Public Works staff time may be available through the grant during the course of their administration of the grant up to as much as \$55,000.

ACTION

REQUESTED: Adopt Resolution 20-5798 authorizing the Mayor to execute agreements and related documents with the Department of Water Resources pertaining to acceptance of a Proposition 1 grant on behalf of the Lassen Irrigation Company.

ATTACHMENTS: Resolution 20-5798
Award Notification Letter Dated June 9, 2020

RESOLUTION 20-5798
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ACCEPTING AWARD OF A PROPOSITION 1 GRANT FROM THE DEPARTMENT OF
WATER RESOURCES AND AUTHORIZING THE MAYOR TO SIGN AGREEMENTS
ON BEHALF OF THE LASSEN IRRIGATION COMPANY FOR THE PURPOSE OF
REHABILITATING THE JOHNSTONVILLE DAM

WHEREAS, in October of 2019, the City Council did take action by Resolution 19-5725 for the purpose of submitting a grant application to the Department of Water Resources (DWR) for a Proposition 1 grant as made available for the Lahontan Basin Regional Water Management Group (RWMG); and

WHEREAS, the City was notified on June 9, 2020 of its success in receiving said grant and being awarded an amount of no more than \$1,100,000 for the purpose of administrating and constructing a dam in Johnstonville for the Lassen Irrigation Company (LIC); and

WHEREAS, the award letter from DWR did in fact require certain action on behalf of the City in order to fulfill all conditions of the award and Proposition 1 grant requirements; and

WHEREAS, said conditions include requirements the City, as the designated lead agency for the RWMG, provide written award acceptance by an authorized representative with agreement signatory authority; and

WHEREAS, per the City of Susanville Municipal Code, only the Mayor is authorized to sign agreements on behalf of the City as approved by Council action and adopted resolution.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Susanville hereby authorizes the Mayor to sign agreements for the Department of Water Resources award of a Proposition 1 Grant thus accepting award and any conditions of it, on behalf of the City, for the Johnstonville Dam Rehabilitation owned and operated by Lassen Irrigation Company.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The Foregoing Resolution No. 20-5798 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of July, 2020, by the following vote.

AYES:
NOES:
ABSENT:
ABSTAINING:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

Margaret Long, City Attorney

6.23

STATE OF CALIFORNIA – CALIFORNIA NATURAL RESOURCES AGENCY

GAVIN NEWSOM, Governor

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



08/07

June 9, 2020

Quincy McCourt
Project Manager
City of Susanville
66 North Lassen Street
Susanville, CA 96130

Award Notification for Round 1 Proposition 1 Integrated Regional Water Management (IRWM) Implementation Grant, Lahontan Funding Area

Dear Mr. McCourt:

Congratulations! We are pleased to inform you that the proposal, LBRWMG – Johnstonville Dam Rehabilitation, filed by City of Susanville has been awarded **\$1,100,000** by the Department of Water Resources (DWR) for the Round 1 Proposition 1 IRWM Implementation Grant Solicitation. Costs incurred after June 2, 2020 will be eligible for grant reimbursement and costs incurred after January 1, 2015 can be used as required local cost share. This award is conditioned upon the execution of a Grant Agreement between DWR and your agency. Please see the [Agreement Template](#) for your reference.

Your timely attention is directed to the following requirements:

Within 14 calendar days of the date of this award letter:

Award Acceptance - Please submit a letter or e-mail signed by the authorized representative (agreement signatory) confirming your agency as the Grantee to accept the grant award in the amount of \$1,100,000 and your commitment to provide the required non-State cost share of 50% of the total project costs, excluding projects receiving a cost share waiver or reduction.

Electronic Signatures - DWR uses DocuSign to process signatures electronically to expedite all grant-related documents requiring a signature. In order for DWR to send documents to you via DocuSign, we need your permission and consent. If you consent to the use of DocuSign, please send DWR a letter on official letterhead signed by the authorized representative, consenting to the use of DocuSign for all transactions related to this award. Please contact the DWR Project Manager if you would like sample language. If you prefer not to use electronic signatures, DWR can send documents for original (wet) signatures via email or mail, but this can delay the process significantly, especially during situations such as the COVID-19 public health emergency.

Within 60 calendar days of the date of this award letter, or as otherwise specified in the attachment:

Eligibility Requirements - Attachment 1 (Eligibility Criteria Self Certification Form) outlines the conditions that must be met before the grant agreement can be executed and additional requirements that must be addressed to maintain continuing eligibility and receive grant funds. Please complete, sign (electronically if possible) and submit the form and any required additional documentation to the DWR Project Manager according to the specified time periods.

Mr. McCourt
June 9, 2020
Page 2

Changes to Work Plan, Budget, and/or Schedule: Please submit a list of projects to be included in the Grant Agreement and any changes to the work plan, budget, and/or schedule since the proposal was submitted. Any proposed changes should be submitted as a Word document in track changes to the original document (work plan, budget and/or schedule), and an explanation of the changes provided. Changes will only be considered acceptable by DWR if the project maintains or increases the level of quality and benefits as compared to the original proposal, unless the grant award amount is less than what was requested in the proposal.

Following receipt of all required information, the DWR Project Manager will work with you to complete the grant agreement for execution and schedule a kick-off meeting.

Your timely attention to these requirements is critical to execute the Grant Agreement; failure to do so may result in DWR revoking the grant award. Please submit the required information in the time periods specified to the DWR Project Manager Eric Martinez at Eric.Martinez@water.ca.gov.

Please contact Maria Lorenzo-Lee at Maria.Lorenzo-Lee@water.ca.gov or (916) 657-4893 or Desiree Ramirez at Desiree.Ramirez@water.ca.gov or (916) 653-0975 for any questions regarding the required materials.

Again, congratulations to you and your Local Project Sponsor on this well-deserved grant award. Our team appreciates the time and effort you contributed to this new and improved grant solicitation process and we will be reaching out in coming months to get your feedback for use in developing the process for Round 2 starting in 2021. We look forward to working with you to complete these IRWM projects to build water resilience in your communities.

Sincerely,

Carmel Brown

ML EE

Carmel Brown P.E.
Chief, Financial Assistance Branch
Division of Regional Assistance

Attachment 1 – Eligibility Criteria Self-Certification Form



Attachment 1: Eligibility Criteria Self-Certification Form

The following describes the conditions that must be satisfied by the Grantee (and Local Project Sponsors as applicable) before The Department of Water Resources (DWR) will enter into a Grant Agreement, as well as the eligibility requirements that must be met to maintain continuing eligibility to receive grant funds. Please complete, sign and return this form to DWR along with other required documentation as described below within 60 calendar days of the date the award letter was received, unless another timeframe is agreed upon by DWR.

- 1. The Grantee must submit a resolution adopted by the Grantee's governing body designating an authorized representative to execute a Grant Agreement with the State of California for a Round 1 IRWM Implementation Grant. The Grantee is encouraged to refer to DWR's sample resolution language.

a. Grantee Name: _____
b.

Table with 2 columns: Local Project Sponsor Name, Entity Type. Multiple empty rows for data entry.

- 2. Public Utilities and Mutual Water Companies: A Project(s) proposed by a public utility regulated by the Public Utilities Commission or a mutual water company shall have a clear and definite public purpose and shall benefit the customers of the water system and not the investors (Water Code §79712(b)(1)). Check all that apply.

Yes, the Grantee and/or local project sponsors are a public utility regulated by the Public Utilities Commission or a mutual water company and the proposed Project will solely benefit the customers.

No, the Grantee and/or local project sponsors are a public utility regulated by the Public Utilities Commission or a mutual water company, but the investors will benefit from the proposed Project. If so, DWR cannot enter into a Grant Agreement.

N/A



3. Groundwater Management Compliance: The Grantee and local project sponsors must maintain continuing eligibility with the current Sustainable Groundwater Management Act (SGMA, Water Code §10720 et seq.) requirements as they come into effect.

Yes, the Grantee and local project sponsors agree to maintain continuing eligibility with the most current SGMA requirements, as applicable.

No, the Grantee and local project sponsors do not agree to maintain continuing eligibility with the most current SGMA requirements, as applicable. DWR cannot enter into a Grant Agreement.

4. CASGEM: Has the Grantee and all local project sponsors met the requirements of DWR's CASGEM Program and is current with all data reporting requirements for CASGEM? Yes No N/A

If not current, DWR cannot enter into a Grant Agreement.

5. Stormwater Resource Plan (SWRP) Compliance: Are any of the proposed Projects defined as a stormwater capture project per the State Water Resources Control Board (capture for reuse, treatment, and/or infiltration) and therefore required to be listed within a SWRP or functionally equivalent plan (FEP)?

Yes No N/A

If yes, is the Project listed within a SWRP or FEP? Yes No

If yes and not listed within a SWRP or FEP, DWR cannot enter into a Grant Agreement.

6. Urban Water Management Plan (UWMP): An urban water supplier shall adopt and submit to DWR an UWMP in accordance with Water Code § 10610 et seq. to be eligible to receive Integrated Regional Water Management (IRWM) Proposition 1 Implementation Grant Program funding. Eligible Urban Water Suppliers must have a 2015 UWMP that has been verified as complete by DWR before a grant agreement will be executed. Per Senate Bill 555 (SB 555), Urban Water Suppliers must provide the Department of Water Resources annual completed and validated water loss audit reports on a permanent basis.

Has the Grantee and local project sponsors that are Urban Water Suppliers submitted an UWMP to DWR?

Yes No N/A

Has the Grantee and local project sponsors that are Urban Water Suppliers submitted, and agree to continue submitting, annual completed and validated water loss audit reports to the Department of Water Resources?

Yes No N/A

If no to either question, DWR cannot enter into a Grant Agreement



7. Agricultural Water Management Compliance: Is the Grantee and/or any local project sponsors required to submit an Agricultural Water Management Plan (AWMP) to DWR? Yes No N/A

If yes, has an AWMP been submitted to DWR? Yes No

If yes and not submitted, DWR cannot enter into a Grant Agreement.

8. Water Metering Compliance: Any Urban Water Supplier applying for State grant funds for wastewater treatment projects, water use efficiency projects, drinking water treatment projects, or for a permit for a new or expanded water supply, shall demonstrate that they meet the water meter requirements in Water Code § 525 et seq.

Are any of the proposed Projects defined as wastewater treatment projects, water use efficiency projects, drinking water treatment projects, or for a permit for a new or expanded water supply?

Yes No

If so, does the Grantee and/or local project sponsors that are Urban Water Suppliers meet the water meter requirements in Water Code § 525 et seq.? If no, DWR cannot enter into a Grant Agreement.

Yes No N/A

9. Surface Water Diverter Compliance: Is the Grantee and/or local project sponsors a surface water diverter?

Yes No

If yes, has the Grantee and/or local project sponsors submitted the surface water diversion reports to the State Water Resources Control Board in compliance with the requirements outlined in Part 5.1 (commencing with § 5100)?

Yes No N/A

If not, please explain and provide the anticipated date for meeting the requirements. DWR may not be able to enter into a Grant Agreement.

10. Open and Transparent Water Data: The Grantee and local project sponsors will adhere to the protocols developed pursuant to subdivision (a) for data sharing, transparency, documentation, and quality control (Water Code §12406(b)).

Yes, the Grantee and local project sponsors have systems in place that will adhere to the required protocols.

No, the Grantee and local project sponsors do not have systems in place to adhere to the required protocols; however, those systems will be in-place within 90-days of an executed Grant Agreement.

N/A



11. Project Useful Life: A Project(s) must demonstrate an expected useful life of at least 15 years to be eligible to receive bond funds, per Government Code §16727.

Yes, the Grantee and local project sponsors certify that the project(s) will demonstrate an expected useful life of at least 15 years.

No, the Grantee and local project sponsors do not certify that the project(s) will demonstrate an expected useful life of at least 15 years.

If not, please explain why. DWR may not be able to enter into a Grant Agreement.

12. The California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA): Grantee and local project sponsors must demonstrate compliance with all applicable requirements of CEQA and, if applicable, NEPA. DWR is a responsible agency in complying with CEQA for each individual project included in the grant agreement. Grantee and local project sponsors must submit documents that satisfy the CEQA and NEPA process as well as any mitigation agreements, and environmental permits. Reimbursement of grant expenses related to construction and/or final land purchase is subject to the DWR's decision to concur or not concur with the Grantee's final CEQA document. The first step in this process is completion and submittal of the Environmental Information Form (EIF) for each individual project, as applicable, prior to commencement of the activity subject to environmental compliance and/or permitting requirements.

Yes, the Grantee and local project sponsors agree to comply with all applicable requirements of CEQA, and if applicable, NEPA.

No, the Grantee and local project sponsors do not agree to comply with all applicable requirements of CEQA, and if applicable, NEPA. DWR cannot enter into a Grant Agreement.

Unless exempt as per the IRWM Program, projects that are subject to CEQA and/or environmental permitting (including final land purchases) shall not be included in the Grant Agreement until CEQA is completed and all permits necessary to begin construction are acquired. Projects providing at least 75% of benefits to DACs, EDAs, and/or Tribes (based on population or geography), or projects implemented by Tribes will be exempt from this requirement.

13. Accounting Requirements: maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards. Ledgers showing receipts/entries for grant receipts and cash disbursements.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and time cards, evidence of payment, etc.
- Provides accounting data (such as State reimbursement requests, Grant expenditure tracking) so the total cost of each individual project can be readily determined.
- Transaction documents:
 - Receipts (copies of warrants) showing payments received from the State
 - Deposit slips (or bank statements) showing deposit of the payments received from the State
 - Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, and/or agents under the grant
 - Bank statements showing the deposit of the receipts



I, _____, understand that the Department of Water Resources will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Self-Certification may result in loss of all funds awarded to the Grantee and that reimbursement of any grant funds is reliant upon the Grantee and all local project sponsors continuing to meet all eligibility requirements outlined within this Self-Certification form, the 2019 Integrated Regional Water Management Grant Program Guidelines, and the Grant Agreement terms and conditions. Additionally, for the aforementioned reasons, the Department of Water Resources may withhold disbursement of project funds and/or pursue any other applicable legal remedy.

Name of Authorized Representative
(Please print)

Signature

Title

Date



PROP 1
WATER BOND 2014

Final Awards List - Round 1 Integrated Regional Water Management (IRWM) Implementation Grant Solicitation

Disclaimer: The Final Award is estimated and conditional until final terms and conditions are agreed upon and an agreement has been executed. The awarded grant amount listed in the executed agreement can be less than the Final Award amount listed here based upon final negotiations between the Awardee and DWR. An "Award Notification Letter" will be mailed shortly to the successful applicants (awardees) listing the conditions that must be met before DWR will enter into a Grant Agreement with the awardee and additional requirements that must be addressed to maintain eligibility to receive grant funds.

Funding Area: Lahontan									
IRWM Region: Mojave Applicant Name: Mojave Water Agency									
Project Name	Project Implementing Agency	Agency Type	Primary Benefit	DAC Implementation Funds		General Implementation Funds			
				Requested	Awarded	Requested	Awarded	Requested	Awarded
Mojave Region (Lahontan) Prop 1 IRWM Grant Administration	Mojave Water Agency								
Mojave Water Agency (MWA) Mojave Region Large-Scale Cash for Grass Project	Mojave Water Agency	Public Agency	Water Conservation					\$500,000	\$500,000
Hesperia Walnut Street Debris Basin	Hesperia Water District	Public Agency	Stormwater Management					\$750,000	\$750,000
Victorville R3 Extension Project (Turnout 5)	Victorville Water District	Public Agency	Water Supply Reliability					\$1,100,000	\$1,100,000
Adelanto R3 Extension Project	Mojave Water Agency	Public Agency	Water Supply Reliability					\$1,000,000	\$1,000,000
Helendale CSD Potable Water Well No. 10	Helendale Community Services District	Public Agency	Water Supply - Groundwater	\$155,000	\$155,000	\$595,000	\$595,000		
Totals:									
				Total DAC Implementation Award:	\$155,000	Total General Implementation Award:	\$3,945,000		\$3,945,000
				Total Final Award		\$4,100,000			

IRWM Region: Inyo-Mono Applicant: Eastern California Water Association									
Project Name	Project Implementing Agency	Agency Type	Primary Benefit	DAC Implementation Funds		General Implementation Funds			
				Requested	Awarded	Requested	Awarded	Requested	Awarded
Crowley Lake Emergency Backup Generator	Crowley Lake Mutual Water Company	Mutual Water Company	Operational Efficiency					\$63,607	\$63,607
Big Pine CSD Sewer Plant Expansion	Big Pine Community Services District	Public Utility	Operational Efficiency					\$143,310	\$143,310
Death Valley Junction Historic Wastewater Retrofit	Amargosa Opera House and Hotel	Non-profit Organization	Water Quality - Groundwater			\$159,500	\$159,500		
Totals:									
				Total DAC Implementation Award:	\$0	Total General Implementation Award:	\$366,417		\$366,417
				Total Final Award		\$366,417			



PROP 1
WATER BOND 2014

Final Awards List - Round 1 Integrated Regional Water Management (IRWM) Implementation Grant Solicitation

Project Name		Project Implementing Agency	Implementing Agency Type	Primary Benefit	DAC Implementation Funds		General Implementation Funds	
					Requested	Awarded	Requested	Awarded
STPUD TSIRWM Program Administration		South Tahoe Public Utility District	Public Utility	Water Quality-Sediment			\$116,791	\$116,791
Meyers Stream Environment Zone Erosion Control Project		South Tahoe Public Utility District, El Dorado County	Public Utility	Water Conservation			\$577,414	\$577,414
Water Meter Replacement Program		South Tahoe Public Utility District, Squaw Valley Public Service District	Public Utility	Water Conservation			\$35,080	\$35,080
Ponderosa Golf Course Water Conservation Project		South Tahoe Public Utility District, Truckee Donner PUD	Public Utility	Water Conservation			\$225,000	\$225,000
Coldstream Road Open Bottom Culvert and Creek Restoration		South Tahoe Public Utility District, Town of Truckee	Public Agency	Ecosystem Restoration			\$467,468	\$467,468
Public Park Irrigation Upgrades and Irrigation Smart Controller Rebates		South Tahoe Public Utility District, North Tahoe Public Utility District	Public Utility	Water Conservation			\$73,000	\$73,000
Regional Water Conservation-STPUD Conservation Incentives		South Tahoe Public Utility District	Public Utility	Water Conservation	\$80,540	\$80,540	\$208,748	\$208,748
Tahoe City PUD SMART Meter Installation		South Tahoe Public Utility District, Tahoe City PUD	Public Utility	Water Conservation			\$90,127	\$90,127
Markleeville Creek Restoration Project		Alpine County Watershed Group	Non-profit Organization	Ecosystem Restoration			\$387,522	\$387,522
Totals:					\$80,540	\$80,540	\$2,181,150	\$2,181,150
					Total DAC Implementation Award:	\$80,540	Total General Implementation Award:	\$2,181,150
					Total Final Award		\$2,261,690	

Project Name		Project Implementing Agency	Implementing Agency Type	Primary Benefit	DAC Implementation Funds		General Implementation Funds	
					Requested	Awarded	Requested	Awarded
Applicant Admin		City of Susanville	Public Agency					
Johnstonville Dam Rehabilitation		Lassen Irrigation Company	Mutual Water Company	Flood Management	\$1,045,000	\$1,045,000	\$55,000	\$55,000
Totals:					\$1,045,000	\$1,045,000	\$0	\$55,000
					Total DAC Implementation Award:	\$1,045,000	Total General Implementation Award:	\$55,000
					Total Final Award		\$1,100,000	



PROP 1
WATER BOND 2014

Final Awards List - Round 1 Integrated Regional Water Management (IRWM) Implementation Grant Solicitation

Project Name		Project Implementing Agency	Implementing Agency Type	Primary Benefit	DAC Implementation Funds		General Implementation Funds	
					Requested	Awarded	Requested	Awarded
Littlerock Dam Sediment Removal		Palmdale Water District	Public Agency	Water Supply - Surface Water			\$881,208	\$881,208
South North Intertie Pipeline Phase II Project		Antelope Valley - East Kern Water Agency	Public Agency	Water Supply Reliability			\$881,208	\$881,208
Antelope Valley Regional Conversation Project		Antelope Valley Resource Conservation District	Public Agency	Water Conservation			\$290,763	\$290,763
Phase 2 Distribution System		Palmdale Recycled Water Authority	Public Agency	Water Supply - Recycled Water			\$881,208	\$881,208
AVSWCA Grant Administration		Antelope Valley State Water Contractors Association	Public Agency	Grand Admin			\$80,000	\$80,000
Wastewater Treatment Plan Rehabilitation and Groundwater Protection		Rosamond Community Services District	Public Agency	Water Supply - Groundwater			\$881,208	\$881,208
Totals:					\$0	\$0		\$3,895,595

Total DAC Implementation Award:	\$0	Total General Implementation Award:	\$3,895,595
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Total Final Award: \$3,895,595

Project Name		Project Implementing Agency	Implementing Agency Type	Primary Benefit	DAC Implementation Funds		General Implementation Funds	
					Requested	Awarded	Requested	Awarded
Blending Intertie at Rosamond Water Treatment Plant		Antelope East-Kern Water Agency	Public Agency	Water Quality - Surface Water			\$350,000	\$350,000
Totals:					\$0	\$0	\$350,000	\$350,000

Total DAC Implementation Award:	\$0	Total General Implementation Award:	\$350,000
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Total Final Award: \$350,000

Reviewed by:  Interim City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Adopt **Resolution 20-5804** Authorizing the Allocation of 7110 Water Capitol Funds as Support for the Lahontan Basin Regional Water Management Group (LBRWMG)

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: Historically, the City of Susanville has taken the lead in overseeing the LBRWMG. Recent events internal to the City have limited available staffing in overseeing and implementing the program on behalf of the stakeholders and created concern that another agency is better suited for that effort.

Specifically, the City is no longer funding the Project Manager position and the burden of that workload has been redistributed to other positions, mostly within Public Works. At present, the City has several employees already performing the duties of at least two positions where this workload could be reassigned. Staff is concerned that the management of grants and the goals of the group will not be fully attended to in this period of reduced staffing.

Finally, this type of group is typically handled at the more regional level i.e. the County of Lassen or the Honey Lake Resource Conservation District, as examples. Areas of interest to the group are typically more regional in nature and require expertise at that level as opposed to that of a single municipality with only local concerns when priorities reside elsewhere.

The LBRWMG relies on the lead agency to manage the events and decisions of the group and facilitate the IRWMP. With respect to the award of grant projects, the lead agency can request reimbursement for administrative costs from the grant. The lead agency is also required to provide a functional meeting location. The City is presently providing this function and will continue to do so with existing grants.

The City of Susanville Water Division of the Public Works Department is making the recommendation to City Council, to contribute \$5,000 of the Water Capitol Fund, toward another agency suitable and desiring of taking on that role. These funds would go towards dedicated, part time staff, to focus on producing higher quality results to exemplify the efforts the RWMG has put forth. The cost to support this role through another agency is well worth the expense as it would free highly valuable time to Public Works staff to focus on other more relevant projects of key interest to the City.

Staff is requesting that Council consider the authorization of expending funds in the amount of no more than \$5,000 from the 7110 Water Capitol Fund. The budgeting of this would occur on an annual basis and be reimbursed to the agency on a "Not To Exceed" basis from invoices and timesheets verifying their hours in providing the service.

As of the publishing of this report, the Honey Lake Valley Resource Conservation District is seriously considering taking on that lead role. This will be confirmed later this year once language from a revised MOU (internal to the LBRWVG) is completed and terms of an agreement can be completed between the City and the HLVRCD. The final agreement will be presented to Council for signature at that time.

FISCAL IMPACT: Allocation of up to \$5,000 from the 7110 Water Capitol Fund to provide administrative support to the Lahontan Basin Regional Water Management Group.

ACTION REQUESTED: Adopt Resolution 20-5804 authorizing the Finance Manager to budget up to \$5,000 per year for the purpose of supporting the Lahontan Basin Regional Water Management Group and authorize the Acting Public Works Director to negotiate terms of a reimbursement agreement with the entity chosen by the LBRWVG Board.

ATTACHMENTS: Resolution 20-5804

RESOLUTION 20-5804
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING FINANCIAL SUPPORT FOR THE LAHOTAN BASIN REGIONAL
WATER MANAGEMENT GROUP (RWMG) AND CONSIDERATION FOR THE HONEY
LAKE RESOURCE CONSERVATION DISTRICT AS LEAD AGENCY

WHEREAS, in July of 2015 per Resolution 15-5187, the City Council accepted lead status as the City of Susanville an appropriate agency for the Lahotan Basin Regional Water Management Group (RWMG) with the Honey Lake Valley Resource Conservation District (HLVRCD), Lassen Irrigation Company (LIC) and Susanville Indian Rancheria (SIR); and

WHEREAS, in February of 2016 per Resolution 16-5253, the City Council entered into a entered into a Memorandum of Understanding forming the Lahontan Basins Regional Water Management Group (RWMG) with the Honey Lake Valley Resource Conservation District (HLVRCD), Lassen Irrigation Company (LIC) and Susanville Indian Rancheria (SIR); and

WHEREAS, the City of Susanville can no longer maintain the role as lead agency as identified in the Memorandum of Understanding dated February 16, 2016 for Integrated Regional Water Management in the Lahontan Basins Region (MOU given it's current state of affairs and inadequate staffing levels; and

WHEREAS, the HLVRCD is considering the role to take over as the lead agency for the foreseeable future from the City of Susanville, given proposed revisions to the MOU via RWMG Board action, and provide administration of meetings, agendas, and administration of future grants received by the RWMG; and

WHEREAS, the HLVRCD will be requesting financial support for the purpose of administering the RWMG program and taking on a role as lead agency as defined by the State of California Department of Water Resources and adopted IRWMP in an annual amount not to exceed \$5,000.00; and

WHEREAS, the City of Susanville has determined it to be in the best interest of the City to support the HVLRCDD in their pursuit as lead agency and provide a level of financial support from the 7110 Water Capitol fund commensurate with the benefit it receives through the RWMG.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Susanville hereby authorizes the Finance Manager to release funds from the City 7110 Water Capitol fund on a reimbursement basis from invoices submitted by an approved entity to be determined by the Lahotan Basin Water Regional Management Board in an annual amount not to exceed \$5,000.00 for the purpose of overseeing and administrating the Lahotan Basin Regional Water Management Group.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The Foregoing Resolution No. 20-5804 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of July, 2020, by the following vote.

AYES:
NOES:
ABSENT:
ABSTAINING:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

Reviewed by:  Interim City Administrator

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

SUBMITTED BY: Daniel Gibbs, Acting Public Works Director

ACTION DATE: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider Appointment of a City Council Member to the Lahontan Regional Water Management

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: Historically, the City of Susanville has taken the lead in overseeing the LBRWVG. For the past several years, the Public Works Director position has been assigned as a member of the board. This previous Director possessed a level of expertise and experience more suitable with the subject matter typically covered by the Board.

The City Administrator and Project Manager worked as staff working at the pleasure of the Board which in itself created unusual roles for the City Administrator and Public Works Director. Recent reassignments and duties required of Public Works have limited available resources in overseeing and implementing the program.

Use of the Public Works Director to 1) occupy a seat on the Board; 2) prepare agendas and staff reports for each meeting; and 3) oversee and provide administration of grants for the LBRWVG presents conflicts and dynamics for relationships within this body unsuitable for healthy and sustainable progress.

Given the Project Manager position is now unfunded, the burden of that workload is being redistributed. Additionally, the City has several employees already performing the duties of at least two positions where the additional workload would be reassigned. Staff is concerned that the goals of the group will not be fully attended to in this period of reduced staffing on behalf of the stakeholders.

FISCAL IMPACT: None

ACTION

REQUESTED: Consider appointment of a Councilmember or other suitable candidate to the Lahontan Basin Regional Water Management Board

ATTACHMENTS: None

Reviewed by:  Interim City Administrator

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

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5806**, authorizing 1) the Acting Public Works Director the Ability to Execute a Quote with All Traffic Solutions of Herndon, Virginia to Purchase Replacement RADAR Speed Zone Signs At Several Locations in the City and 2) the Finance Manager to release SB1/RMRA funds in an Amount Not Exceeding \$30,340.57 plus 10% for Contingencies.

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The Public Works Department is in need of replacing its existing RADAR speed siggs strategically placed in school zones throughout the City. The existing signs are in need of repair and maintenance but are no longer supported by the vendor through their manufacturer.

Staff is requesting authorization to purchase new signs replacing the obsolete ones in front of the school campuses found throughout the City. These are needed in advance of the hoped start of the new school year this coming August.

The City of Susanville Public Works Department pursued bids from several vendors of which two were responsive and willing to provide this type of equipment and support services. Only one viable bid was received from All Traffic Solutions, of Redding, California. Local vendors were pursued but were unable to provide competitive equipment and pricing structure.

Adequate funding in the amount of more than \$340,000 is available in the Public Works Streets Fund 2005 account for SB1/RMRA projects. This project was authorized by Council action at the April 1, 2020 Council meeting via Resolution 20-5761 (attached).

FISCAL IMPACT: Estimated Decrease in the FY20/21 Streets SB1/RMRA 2005 Account Fund Balance Not to Exceed \$33,374.

ACTION

REQUESTED: Motion to adopt Resolution No. 20-5806 that authorizes 1) the Acting Public Works Director Mayor to execute a quote for purchase of RADAR speed signs from All Traffic Solutions; and 2) the Finance Manager to allocated funds from the City's SB1/RMRA Streets 2005 fund balance in an amount not exceeding \$33,374.

ATTACHMENTS: Resolution No. 20-5806
 All Traffic Solutions Quote/Price Proposal
 Council Resolution 20-5761 Adopted April 1, 2020

RESOLUTION NUMBER 20-5806
A RESOLUTION BY THE CITY COUNCIL OF SUSANVILLE AUTHORIZING THE
PURCHASE OF REPLACEMENT RADAR SPEED SIGNS UTILIZING SB1 (OR RMRA)
FUNDS PROVIDED BY THE STATE OF CALIFORNIA TO THE CITY AS
AUTHORIZED THROUGH THE CITY OF SUSANVILLE FY 20/21 SB1/RMRA
PROJECT LIST

WHEREAS, it is the desire of City of Susanville to utilize certain funds as determined appropriate from the State in compliance with the Road Repair and Accountability Act of 2017 (Chapter 5 of, Statutes of 2017) also known as Senate Bill 1 (SB 1) to address transportation funding shortfalls, and

WHEREAS, the City of Susanville has adopted by resolution a list of projects proposed to receive fiscal year funding from the RMRA as created by SB1 which includes descriptions, locations and schedules of implementation along with useful life; and

WHEREAS, the City of Susanville is in need of replacement RADAR speed signs for public roads along public school campus frontages prior to the commencing of the Fall 20202 school year for the Susanville School District; and

WHEREAS, the City of Susanville has a list of street related maintenance and repair projects suitable for improving City streets that includes the replacement of said RADAR signs submitted to the State and accepted as a viable project list for use of SB1/RMRA funds in FY 20/21; and

WHEREAS, the City Public Works Department did, in fact, pursue informal bids from multiple vendors for the purchase of said RADAR signs and found All Traffic Solutions of Herndon, Virginia as the lowest and most responsible bidder in an amount not to exceed \$30,340.57 less contingencies in an amount not to exceed 10% of the quoted price per Quote No. 43972 dated July 2, 2020.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the City Council of the City of Susanville that it hereby authorizes 1) purchase of RADAR speed signs from All Traffic Solutions by the Acting Public Works Director; and 2) the Finance Manager to allocate SB1/RMRA funds from the City's FY 20/21 Streets 2005 Fund balance not exceeding \$33,374 for public school street frontages as part of its adopted Capitol Program per prior Council action as seen in Resolution 20-5761 on April 1, 2020.

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 July, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, City Attorney

ALL TRAFFIC SOLUTIONS



Mail Purchase Orders to:
3100 Research Dr.
State College, PA
16801

All Traffic Solutions Inc.
12950 Worldgate Dr #310
Herndon, VA 20170
Phone: 814-237-9005
Fax: 814-237-9006
DUNS #: 001225114
Tax ID: 25-1887906
CAGE Code: 34FQ5

QUOTE Q-43972

DATE: 07/02/2020

PAGE NO:
1

Questions contact:
MANUFACTURER:
All Traffic Solutions
JP Giles
(571) 549-3766
x
jpgiles@alltrafficsolutions.com

Independent Sales Rep:

Susanville Public Works

JUL 07 2020

BILL TO:

City of Susanville
720 South Street
Susanville CA 96130

SHIP TO:

City of Susanville
720 South Street
Susanville CA 96130-4518
Attn: Daniel Gibbs

RECEIVED

Billing Contact:

PAYMENT TERMS: Net 30 **CUSTOMER:** City of Susanville **CONTACT:**(530) 257-1050 ext, 0

ITEM NO:	DESCRIPTION:	QTY:	EACH:	EXT. PRICE:
4000863	Shield 12B Speed Display; base unit w/ mounting bracket, Can be Upgraded to TrafficCloud	6	\$2,195.00	\$13,170.00
4000631	Bluetooth: allows wireless control from any Bluetooth enabled device (sold separately)	8	\$400.00	\$3,200.00
4000519	Traffic Data Collection; stores vehicle statistics locally for later analysis	8	\$500.00	\$4,000.00
4000716	Solar battery kit, (Sh12,Sh15,SA18,iA18): 26Ah batt & enclosure, w/ solar controller (60Wmax)	6	\$275.00	\$1,650.00
4000659	Solar panel, 40W; includes bracket for pole and harness	6	\$450.00	\$2,700.00
4000750	App, Mobile User Interface perpetual license (only 1 req'd per account)	1	\$0.00	\$0.00
4001299	3 Year Warranty	8	\$0.00	\$0.00
4000641	Shipping and Handling Common Carrier	1	\$450.00	\$450.00
4001190	Discount - New Purchase	1	(\$5,200.00)	(\$5,200.00)
4000705	Sales Tax	1	\$2,020.57	\$2,020.57
4000885	SpeedAlert 18B Radar Message Sign (RMS); base unit w/ mounting bracket, Can be Upgraded	2	\$3,250.00	\$6,500.00

to TrafficCloud

4000716	Solar battery kit, (Sh12,Sh15,SA18,iA18): 26Ah batt & enclosure, w/ solar controller (60Wmax)	2	\$275.00	\$550.00
4000660	Solar panel, 60W; includes bracket for pole and harness	2	\$650.00	\$1,300.00

Special Notes:	SALES AMOUNT:	\$30,340.57
	TOTAL USD:	\$30,340.57

Duration: This quote is good for 60 days from date of issue.

Shipping Notes: All shipments shall be FOB shipper. Shipping charges shall be additional unless listed on quote.

Taxes: Taxes are not included in quote. Please provide a tax-exempt certificate or sales tax will be applied.

Warranty: Unless otherwise indicated, all products have a one year warranty from date of sale. Warranty extensions are a component of some applications that are available at time of purchase. A Finance Charge of 1.5% per month will be applied to overdue balances. GSA GS-07F-6092R

Authorization: By Signing below, I indicate that my organization does not require a purchase order and I am authorized to commit my organization to this order.

Print Name, Title

Signature

Date

Reviewed by: WD City Administrator
 Finance Manager

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

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: April 1, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 20-5761 adopting a list of street related maintenance, repair and improvement projects for Fiscal Year 2020-21 per the Road Repair and Accountability Act (RMRA) to submit to the State

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: Attached is a proposed project list for adoption and submittal comprising Streets division relate projects within the City that staff is recommending be targeted for funding under the RMRA program adopted by the State. The State requires that local agencies submit a list of projects adopted by each local agency via resolution each fiscal year on or before May 1 to receive funds. .

These funds are associated with any that may be available under the Road Maintenance and Rehabilitation Account (RMRA) also known commonly as SB1. The amount of the funds available for pavement work to the City remains estimated at \$338,962 for FY 20/21. This year's program focuses on other related projects allowed under the RMRA (SB1) guidelines.

Typical maintenance projects include 1) fog seal for recently paved streets; 2) crack sealing for streets in good condition but exhibiting signs of transverse cracking; and 3) slurry seals that provide a thicker more penetrating seal coat for streets paved approximately 5-10 years ago and remain in good condition. Many streets that receive maintenance receive a combination of crack sealing and slurry depending on the frequency and severity of the cracks. Others may only receive fog or slurry seal depending their condition

Only fog seal is proposed for this fiscal year as crack sealing and slurry work is planned to be performed this fiscal year. These streets to receive a fog seal are from recent STIP projects SC and SC-1 paved in the past 5 years. Other project proposed this coming fiscal year include (as funding allows) the following:

- a) Concrete curb and gutter replacement where inhibiting drainage and damaging asphalt;
- b) Resurfacing of concrete bridge decks overt the Susan River with a methacrylate seal coat;
- c) Repair of utility initiated street pavement cuts for repair of leaks and new services;
- d) Improvement of existing storm drain facilities where inadequate and flooding streets;
- e) Replacement of RADAR signs in school zones.

FISCAL IMPACT: Maintenance and rehabilitation funds through the RMRA program require a matching MOE from the General Fund each fiscal in the amount of \$166,717 in order to receive the an estimated 338,962 as determined by the State (published on Jan 18, 2020).

ACTION REQUESTED: Motion to approve Resolution 20-5761 authorizing the Acting Public Works Director to submit the attached list of proposed eligible projects for the FY 2020-21 to the State so that funds for street related maintenance, repair and improvement as available through the RMRA program will be received.

ATTACHMENTS: Proposed Resolution 20-5761
Exhibit 'A' – List of Proposed 2020-21 RMRA Improvement Projects

RESOLUTION NUMBER 20-5761
A RESOLUTION BY THE CITY COUNCIL OF SUSANVILLE ADOPTING THE FISCAL
YEAR 2020-2021 LIST OF PROJECTS FOR MAINTENANCE FUNDED BY SB1 IN
COMPLIANCE WITH THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, it is the desire of City of Susanville to acquire certain funds as made available from the State in compliance with the Road Repair and Accountability Act of 2017 (Chapter 5 of, Statutes of 2017) also known as Senate Bill 1 (SB 1) to address transportation funding shortfalls, and

WHEREAS, the City of Susanville is required to adopt by resolution a list of projects proposed to receive fiscal year funding from the RMRA as created by SB1 which includes descriptions, locations and schedules of implementation along with useful life; and

WHEREAS, the City of Susanville is estimated to receive approximately \$338,962 over the course of the fiscal year to use in participating in an annual streets maintenance program and allowed under the Road Maintenance and Rehabilitation Fund (RMRA) anticipated to be made available commencing with the Fiscal Year 2020-2021; and

WHEREAS, the State of California requires submittal of a list of candidate locations intended for maintenance and/or rehabilitation be provided prior to the State on or before May 1 of each year; and

WHEREAS, the City of Susanville has prepared a list of street related maintenance and repair projects suitable for improving City streets as part of an ongoing maintenance program in order to secure said funds and participate in the Act with the intent of funding a maintenance program through full compliance with the RMRA; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found City streets are at-risk and in need of repair to ensure good quality for maintenance and rideability purposes thus justifying the RMRA as an overall investment in local streets with a focus on maintenance and safety to provide a significant and positive benefit to the community.

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the City Council of the City of Susanville that it hereby adopts the attached list of list candidate streets identified as Exhibit 'A' to be funded in-part or solely with FY 20/21 RMRA revenues for the purpose of maintenance measures and to secure funds from the State in compliance with Senate Bill 1 and the Road Repair and Accountability Act of 2017.

APPROVED: _____
Mendy Schuster, 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 1stth day of April, 2020, by the following vote:

AYES:

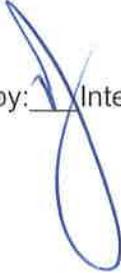
NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

Reviewed by:  Interim City Administrator

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

Submitted by: Kelly Mumper, City Planner

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider **Resolution No. 20-5805**, review **Ordinance No. 20-1028**, amending Title 8 to add Chapter 8.53 to the Susanville Municipal Code to address the management, removal, impoundment, retrieval and disposal, and prevention of abandoned carts: waive second reading and adopt.

PRESENTED BY: Kelly Mumper, City Planner

SUMMARY: As the Council knows, abandoned shopping carts continue to be an issue in our community. This Ordinance enables the City to work with businesses in establishing a procedure that they work with the City in the reduction of abandoned carts. This Ordinance will not affect the current Business and Professions Code (22435) and will only supplement its purpose of personal possession of carts. The City of Susanville City Council needs an Ordinance to regulate shopping cart management, removal, impoundment, retrieval and disposal, and prevention of abandoned carts. In Summary, the City of Susanville is constantly removing shopping carts from the Susan River and properties with thin the City's jurisdiction. In order to help regulate shopping cart management, removal, impoundment, retrieval and disposal, and prevention of abandoned carts, the City of Susanville s proposing the above-mentioned Ordinance. Many counties and cities are adopting similar ordinances to help relieve city or county staff work loads regarding abandoned shopping carts. The proposed ordinance would place the financial burden and workload back to the store owners by requiring them to submit a Shopping Cart Abandonment Prevention Plan accompanied by a fee to the Planning and Building Department.

ANALYSIS: Abandoned shopping carts constitute a nuisance, create potential hazards to the health and safety of the public, and interfere with pedestrian and vehicular traffic. The accumulation of abandoned shopping carts on public property creates conditions that may reduce property values and promote blight and deterioration. The intent of this proposed ordinance is to ensure that measures are taken by shopping cart owners to prevent the removal of shopping carts from a business premises, to make removal of shopping carts a violation of this code, and to facilitate the retrieval of abandoned shopping carts in a manner consistent with state law. The proposed ordinance shall apply to all owners of a business establishment and other commercial services within the City of Susanville that provide shopping carts for use by customers and members of the public.

City Staff spends up to 2 weeks of staff time annually removing shopping carts from the Susan River and private and public properties.

FISCAL IMPACT: No direct impact, staff time would be compensated by application fees.

ACTION

REQUESTED: Adopt Resolution No. 20-5805, review Ordinance No. 20-1028, amending Title 8 to add Chapter 8.53 to the Susanville Municipal Code: waive the second reading and adopt.

ATTACHMENTS: Ordinance No. 20-1028
Resolution No. 20-5805
Abandoned Cart Prevention Plan Application

RESOLUTION NO. 20-5805
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
TO ADD SCHEDULES FEES FOR
“SHOPPING CART MANAGEMENT, REMOVAL, IMPOUNDMENT, RETRIEVAL AND
DISPOSAL, AND PREVENTION OF ABANDONED CARTS”

WHEREAS, California Government Code Section 66013 or 66014 requires that no local agency shall levy a service charge or fee to an amount which exceeds the estimated amount of providing the services; and

WHEREAS, the City Council desires to establish rates, fees and charges and implement new rates, fees and charges for various government services provided by the City of Susanville, as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as follows:

1. The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.
2. The rates, fees and charges for the Abandoned Cart Prevention Plan Application:
 - a. Application Fee: \$150
 - b. Non-compliance shall be subject to administrative penalties outlined in the Susanville Municipal Code Chapter 8.36.090.(A) All applications require review and approval by the City Planner of Susanville.
3. These rates shall be effective and implemented with the adoption of this resolution implemented.
4. If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Resolution.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The City Clerk shall certify to the adoption of this Resolution at regular meeting of the City Council of the City of Susanville, held on the 15th day of July, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

Margaret Long, City Attorney

ORDINANCE NO. 20-1028

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AMENDING SUSANVILLE CITY CODE, TITLE 8, ADDING CHAPTER 8.53 ENTITLED "SHOPPING CART MANAGEMENT, REMOVAL, IMPOUNDMENT, RETRIEVAL AND DISPOSAL, AND PREVENTION OF ABANDONED CARTS."

WHEREAS, the City Council finds that abandoned shopping carts constitute a nuisance, create potential hazards to the health and safety of the public, and interfere with pedestrian and vehicular traffic; and,

WHEREAS, the City Council finds that the accumulation of abandoned shopping carts on public property creates conditions that may reduce property values, and promote blight and deterioration; and,

WHEREAS, the City Council further finds that the intent of Susanville to ensure that measures are taken by shopping cart owners to prevent the removal of shopping carts from a business premises, to make removal of shopping carts a violation of this code, and to facilitate the retrieval of abandoned shopping carts in a manner consistent with state law.

NOW THEREFORE, the City Council of the City of Susanville does ordain as follows:

SECTION I

Susanville City Code, Title 8, Chapter 8.53, shall be added and shall read as follows:

8.53. SHOPPING CART MANAGEMENT, REMOVAL, IMPOUNDMENT, RETRIEVAL AND DISPOSAL, AND PREVENTION OF ABANDONED CARTS.

Sec. 8.53.010. Findings, purpose and applicability.

Abandoned shopping carts constitute a nuisance, create potential hazards to the health and safety of the public, and interfere with pedestrian and vehicular traffic. The accumulation of abandoned shopping carts on public property creates conditions that may reduce property values and promote blight and deterioration.

The intent of this Section is to ensure that measures are taken by shopping cart owners to prevent the removal of shopping carts from a business premises, to make removal of shopping carts a violation of this code, and to facilitate the retrieval of abandoned shopping carts in a manner consistent with state law.

This chapter shall apply to all owners of a business establishment and other commercial services within the City of Susanville that provide shopping carts for use by customers and members of the public.

Sec. 8.53.020 Definitions.

For the purposes of this Section, certain words, phrases, terms and their derivatives shall be construed as specified in this section. Words, phrases, and terms that are used in this Section, but not specifically defined, shall have the meaning set forth in the applicable local or state, if appropriate. Other such words, phrases and terms shall be accorded their ordinary meanings.

Abandoned shopping cart shall mean any shopping cart that has been removed from the premises of a business establishment and has been left unattended on either private or public property.

Abandoned cart prevention plan or "ACPP" shall mean a document submitted by the owner of the shopping cart pursuant to section 19A.19 of this chapter.

Agent shall mean the person or persons designated in the abandoned cart prevention plan who the owner of the shopping cart authorizes as the person(s) to perform or provide retrieval services on behalf of the owner. The agent may be the owner if so, designated in the city approved abandoned cart prevention plan.

Director shall mean the Director of Community Development, or such other director or officer designated by the City Administrator to administer this Chapter.

Owner shall mean any person or entity, who in connection with the conduct of a business, owns, leases, possesses, or makes a shopping cart available to customers or the public. For purposes of this chapter, owner shall also include the owner's designated agent.

Premises shall mean the entire area owned or utilized by the business establishment that provides shopping carts for use by customers, including any parking lot or other property provided by the owner for customer parking.

Electronic Theft Deterrent System shall mean a mechanical system which automatically locks the wheels of a shopping cart when the shopping cart is pushed outside the premises. Typically, such systems include a brake on the shopping cart and some type of perimeter wire around the premises which triggers the brake on the shopping cart.

Existing business shall mean an establishment with a valid business license and which is open to the public on the date of approval of this ordinance.

Shopping Cart shall mean a basket mounted on wheels or a similar device generally used in a retail establishment by a customer for the purpose of transporting goods of any kind.

Tenant improvement shall mean a construction project which would require a building permit to modify the physical condition of an existing building or space.

Sec. 8.53.030 Unauthorized removal prohibited.

It shall be unlawful for any person, either temporarily or permanently, to remove a shopping cart from a premises or be in possession of a shopping cart that has been removed from a premises which is properly marked in conformity with this chapter without the written consent of the owner. This section shall not apply to shopping carts removed as authorized by the owner for the purposes of repair, maintenance or disposal.

Sec. 8.53.040. Abandoned cart prevention plan required.

Owners of all businesses who provide shopping carts for customer use shall develop, implement and comply with the terms and conditions of an abandoned cart prevention plan or "ACPP," as defined in this Section, to prevent the unauthorized removal by any person of any shopping cart from the owner's premises and, if removed, to retrieve the shopping cart within twenty-four (24) hours of the removal or notice of the removal. The ACPP shall be submitted to the Director within sixty (60) calendar days of written notification by the Director that such plan is required. A new owner of a business is required to submit an application to the Director with either a new plan, or adoption of the plan submitted by the previous owner.

Sec. 8.53.050. Abandoned cart prevention plan.

The ACPD shall include the following elements:

(a) Name of Business/Owner: The name of the owner and the business name, the physical address where the business is conducted, name, address and phone number(s) of the on-site and off-site owner if different.

(b) Inventory of Carts: A complete list of all carts maintained on or in the premises.

(c) Community Outreach: A description of a community outreach process under which the owner shall cause notice to be provided to customers that the removal of carts from the premises is prohibited and is a violation of state and local law. This notice may include, but is not limited to, flyers distributed at the premises, warnings on shopping bags, signs posted in prominent places near door and parking lot exits, direct mail, announcements using intercom systems at the premises, web site or other means demonstrated to be effective to the reasonable satisfaction of the Director. Any and all posting of signs shall comply with the provisions of Susanville City Code.

(d) Cart Identification: Signs and cart identification information which conform to this ordinance and state law.

(e) Loss prevention measures: A description of the specific measures that the owner shall implement to prevent cart removal from the premises. These measures may include, but are not limited to, electronic or other disabling devices on the carts so they cannot be removed from the premises, effective management practices, use of courtesy clerks to accompany customers and return the carts to the store, use of security personnel to prevent removal, security deposit for use of cart, or other demonstrable measures acceptable to the Director that are likely to prevent cart removal from the premises.

(f) Employee Training: A description of an ongoing employee training program that shall be implemented by the owner and that shall be designed to educate new and existing employees on the ACPD and conditions contained therein no less frequently than annually.

(g) Mandatory Cart Retrieval: A plan for retrieval of abandoned carts by the owner within twenty-four hours of being notified.

Sec. 8.53.060. Fees.

Every owner who, pursuant to this Section, is required to submit an ACPD, or who submits an application for a modification of an ACPD, shall submit with the plan or plan modification a fee for the Director's review of the plan or plan modification in the amount set forth in the schedule of fees established by resolution of the city council.

Sec. 8.53.070. Plan approval or denial and penalties.

(a) Each owner shall submit an ACPD in compliance with section 8.53.050 to the Director. The Director may approve or deny the plan and notify the owner of such decision within thirty days of receipt. If approved, the ACPD shall be implemented by the owner no later than thirty (30) calendar days from the date of approval.

(b) The Director may deny a plan based upon any of the following grounds:

(1) Implementation of the plan violates any provision of the building, zoning, health, safety, fire, police or other provision of this code or any county, state or federal law which substantially affects public health, welfare, or

safety;

- (2) The plan fails to include all of the information required by this chapter;
- (3) The plan is insufficient or inadequate to prevent removal of shopping carts from the premises;
- (4) The plan fails to address any special or unique conditions due to the geographical location of the premises as they relate to cart shopping retention and prevention efforts.
- (5) Implementation of the plan violates a term or condition of a plan or other requirement of this title;
- (6) The owner knowingly makes a false statement of fact or omits a fact required to be revealed in an application for the plan, or in any amendment or report or other information required to be made.

(c) If the plan is rejected as incomplete or inadequate, the Director shall indicate areas of incompleteness or inadequacy, and the owner shall have an additional thirty (30) calendar days in which to resubmit a complete and adequate plan.

(d) An owner who fails to submit a complete plan to the satisfaction of the Director or fails to implement approved plan measures or fails to comply with the approved plan measures, will be subject to enforcement of these requirements through any lawful means available to the city.

(e) The Director's decision to deny a plan shall be final.

Sec. 8.53.080. Plan Modification.

At any time after the Director's approval of any ACPP, the owner may submit to the Director an application for a modification of the previously approved plan to address a change in circumstances, address an unanticipated physical or economic impact of the plan, or modify an inadequate or ineffective plan.

Sec. 8.53.090. Abandoned cart prevention plan deemed ineffective; Electronic theft deterrent system required

An ACPP shall be deemed ineffective if, during any consecutive three (3) month period, more than one (1) of an owner's shopping carts are found abandoned in the public right-of-way and have not been timely retrieved in accordance with the ACPP. In such a case, the Director shall provide the owner with written notification that its ACPP has been deemed ineffective. The owner shall then submit to the Director a written plan to remedy the problem, which the owner shall then implement. If the ACPP is deemed ineffective a second time, the owner shall be required to install an electronic theft deterrent system, if not already present, within ninety (90) calendar days of notification by the Director. If an electronic theft deterrent system has already been installed, the owner shall revise its ACPP to include, and shall implement, supplemental loss prevention measures to ensure that the shopping cart thefts and abandonment cease.

Sec. 8.53.100 Electronic Theft Deterrent Systems Required.

(a) New Commercial and Industrial Businesses: All new commercial and industrial businesses that employ shopping carts shall be required to implement a

shopping cart electronic theft deterrent system at their business premises.

(b) Existing Development: All existing commercial and industrial businesses that employ shopping carts shall be required to implement a shopping cart electronic theft deterrent system at their business premises when constructing any tenant improvement project that exceeds a cost of \$100,000.00.

Sec. 8.53.200 Electronic theft deterrent system.

Owners who are required to install electronic theft deterrent systems in accordance with this ordinance shall maintain the systems in working order.

Sec. 8.53.300 Business owner changes.

In the event that the ownership of a business changes, the new owner will be subject to the terms of this chapter and will be required to comply with any and all provisions of this chapter.

Sec. 8.53.400 Enforcement.

(a) Every owner shall comply with the provisions of this chapter and every provision of the owner's approved ACPP.

(b) Any owner who violates any provision of this Section or any provision of the owner's approved ACPP shall be subject to enforcement procedures for each violation through any lawful means available to the city, including without limitation institution of criminal enforcement in accordance with section 1.7 of the Susanville City Code, or administrative penalties in accordance with section 6A of the Susanville City Code.

Sec. 8.53.500 Retrieval notification.

The city shall notify the owner of an abandoned shopping cart as identified on the signage information permanently affixed to the shopping cart. The city notification shall be documented and provided either by telephone or by written notice. The notification shall require that the identified cart(s) be retrieved pursuant to the conditions for retrieval as set forth in the owner's ACPP.

SECTION II

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Susanville hereby declares that it would have passed and adopted this Ordinance, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION III

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the 1st day of July, 2020, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the 15th day of July, 2020.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

The foregoing Ordinance No. 20-1028 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of July, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

Margaret Long, City Attorney



Abandoned Cart Prevention Plan

City of Susanville, Division of
Planning and Building Services

66 North Lassen Street
Susanville, CA 96130

Phone: 530-252-5118 Fax: 530-257-4725

OFFICIAL USE ONLY

Check Number: _____ Check Amount: \$ _____
Account Number: _____ Int: _____
Date Received _____

Please complete the following. Attached additional sheets if necessary:

1. General Information

Name of Business	
Name of Owner	
Business Location	
Name of On-Site Contact	
Phone Number(s)	

2. Cart Inventory (What is the number of carts maintained on your premises?)

<input type="checkbox"/> 0-25 Carts	<input type="checkbox"/> 26-100 Carts	<input type="checkbox"/> 100 Plus Carts
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3. Community Outreach

<input type="checkbox"/> Signs posted in prominent places near doors and/or parking lot exits	<input type="checkbox"/> Notice at Registers.	<input type="checkbox"/> Other means of communication (Please explain below)
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4. Cart Signage

Every Cart owned or provided by any Owner must have a sign permanently affixed to the Cart that contains all of the following information:

- 1) Identity of Owner, business establishment, or both
- 2) The address or phone number of the Owner of the business and the actual store site
- 3) Notification to the public that the removal of the Cart from the Premises is a violation of State Law
- 4) Legal means of cart removal, which is written permission from the cart owner

Please indicate language and statement to be used and affixed to carts to comply with the above Ordinance standards:

5. Loss Prevention Measures

Please describe cart loss prevention measures			
<input type="checkbox"/> Electronic or other disabling devices	<input type="checkbox"/> Courtesy clerks to accompany customer	<input type="checkbox"/> Security personnel	<input type="checkbox"/> Security deposit for use of Cart
Please Describe Loss Prevention Measures below:			

6. Mandatory Retrieval

Each Prevention Plan requires a plan for cart retrieval within 24 hours notification by the City of Susanville. Please describe your cart retrieval

7. Employee Training

Please describe method of employee training on Abandoned Cart Prevention Plan			
<input type="checkbox"/> Staff Meetings	<input type="checkbox"/> Posting in Employee Areas	<input type="checkbox"/> Employee Orientation	<input type="checkbox"/> Other
Please Describe Employee Training Plan below:			

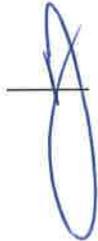
To the best of my knowledge the above information is true and accurate.

Signature **Print Name** **Title** **Date**

Return completed form with fee to: The City of Susanville Division of Planning and Building Services Abandoned Cart Prevention Program 66 N. Lassen St. Susanville, CA 96130	Remember to: <input type="checkbox"/> Check that all portions of the form are completed <input type="checkbox"/> Attach additional pages if necessary <input type="checkbox"/> Include a check for \$150.00 payable to the City of Susanville.
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AGENDA ITEM NO. 12B

Reviewed by: _____ Interim City Administrator



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

Submitted by: Ryan Cochran, Police Captain

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance No. 20-1030, amending Section 12.32.320 and Section 12.32.330 of the Susanville Municipal Code regarding unlawful camping: waive second reading and adopt

PRESENTED BY: Ryan Cochran, Police Captain

SUMMARY: Over the last year, the City has encountered an increase of camping along the Susanville River within the City of Susanville. In most incidents of the camping, it results in littering, contaminants being left behind or into the Susan River and an unpleasant impression of our waterways. With education and signage along the Susan River, camping along the river has been drastically reduced, however, these individuals are now camping in different areas of the City of Susanville.

Due to the Martin v. Boise decision, the Police Department has been restricted in the enforcing of camping until an amendment to the Municipal Code which would allow enforcement yet remain in compliance with the Federal Court decision.

Direction was given to amend Section 12.32.320 and 12.32.330 of the Susanville Municipal Code to remove section C on both 12.32.320 (unlawful camping) and 12.32.330 (storage of personal property in public places) and replace it with, "Within 100 feet of the Susanville Police Department, Susanville Fire Department and the Susanville Public Works Department."

FISCAL IMPACT: Unknown. Staff will track hours on both enforcement and prosecution to monitor any fiscal impact.

ACTION REQUESTED: Ordinance No. 20-1030, amending Section 12.32.320 and Section 12.32.330 of the Susanville Municipal Code regarding unlawful camping: waive second reading and adopt

ATTACHMENTS: Ordinance 20-1030

ORDINANCE NO. 20-1030
AN ORDINANCE OF THE CITY OF SUSANVILLE, CALIFORNIA
AMENDING SECTION 12.32 OF THE CITY CODE REGARDING UNLAWFUL
CAMPING

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

Section 1: Chapters 12.32.320 and 12.32.330 of the Susanville Municipal Code are hereby repealed and replaced with the following:

12.32.320 Unlawful Camping.

It is unlawful for any person to camp, occupy camp facilities or use camp paraphernalia in the following areas, except as otherwise provided by resolution of the city council:

- A. Any park;
- B. Any street;
- C. Within 100 feet of the Susanville Police Department, Susanville Fire Department and Susanville Public Works Department.
- D. Within 75 feet of the highest watermark of any waterway within the City of Susanville.

12.32.330 Storage of Personal Property in Public Places.

It is unlawful for any person to store personal property, including camp facilities and camp paraphernalia, in the following areas, except as otherwise provided by resolution of the city council:

- A. Any park;
- B. Any street;
- C. Within 100 feet of the Susanville Police Department, Susanville Fire Department and Susanville Public Works Department.
- D. Within 75 feet of the highest watermark of any waterway within the City of Susanville

Section 2: The following is hereby added to the Susanville Municipal Code as Chapter 12.32.340 and should read as follows:

12.32.320 Penalty.

Violation of this section shall constitute a misdemeanor pursuant to Susanville Municipal Code 1.12.010.

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the 1st day of July, 2020, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the 15th day of July, 2020.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

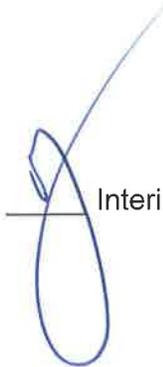
The foregoing Ordinance No. 20-1030 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of July, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM: _____
Margaret Long, Attorney

AGENDA ITEM NO. 12C

Reviewed by:  Interim City Administrator

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

Submitted by: Kevin Jones, City Administrator (Interim)/PC

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance No. 20-1031, amending Section 2.04.040 of the Susanville Municipal Code amending the City Council meeting times: waive second reading and adopt

PRESENTED BY: Kevin Jones, City Administrator (Interim)/PC

SUMMARY: It is the request to amend the regularly scheduled City Council meetings from a starting time of 6:00 PM to 4:30 PM for Closed Session. Additionally, amend the starting time of Open Session from 7:00 PM to 5:30 PM. These times changes still enable the public to attend after 5:00 PM and is a benefit to staff who attend the meetings.

FISCAL IMPACT: None.

ACTION

REQUESTED: Ordinance No. 20-1031, amending Section 2.04.040 of the Susanville Municipal Code amending the City Council meeting times: waive second reading and adopt

ATTACHMENTS: Ordinance 20-1031

ORDINANCE NO. 20-1031
AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING SECTION 2.04.040 OF
THE SUSANVILLE MUNICIPAL CODE REGARDING CITY COUNCIL MEETING
AGENDA ORDER OF BUSINESS

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

Section 1:

Section 2.04.040 of the *Susanville Municipal Code* is hereby amended to provide as follows:

Section 2.04.040. Time and place of regular meetings

The city council shall hold regular meetings in the council chambers of the City Hall, 66 North Lassen Street in the city, or at such other place as may be determined by the council on the first and third Wednesdays of each month at 4:30 (four-thirty) p.m. When the day for each regular meeting of the council falls on a holiday as defined in California Government Code Section 6700 et seq., no meeting shall be held on such holiday, but a regular meeting shall be held at 4:30 (five-thirty) p.m. on the following day, or at such time and place as may be previously established by the council. (Ord. 07-944 § 1, 2007; Ord. 07-943 § 1, 2007; Ord. 06-937 § 1, 2006; Ord. 01-872 § 3, 2001)

Section 2.

The City Clerk shall, within fifteen days after its passage, cause this ordinance to be published at least once in the Lassen County Times online media page, the City of Susanville website, City of Susanville Social Media page, SusanvilleStuff an online local media outlet and the Modoc Register a newspaper available to residents of Susanville.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the 1st day of July, 2020, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the 15th day of July, 2020.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Heidi Whitlock, City Clerk

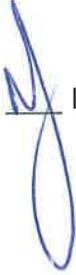
The foregoing Ordinance No. 20-1031 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of July, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

Margaret Long, Attorney

Reviewed by:  Interim City Administrator

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

Submitted by: Kevin Jones, City Administrator (Interim)

Action Date: July 15, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: COVID-19 Update

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: An update regarding the coronavirus and impact on the local community will be provided.

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: None