



**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 vendor warrants numbered 201831 through 201883 for a total of \$444,619.94 including \$124,280.48 in payroll warrants
- B     Approve **Resolution No. 18-5545** authorizing agreement with Professional Technical Bargaining Unit

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

**8**     **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9**     **NEW BUSINESS:**

- A     Discussion Regarding Civic Contribution Fund
- B     Consider Request for Civic Contribution Funds from the Lassen Family Services Court Appointed Special Advocates (CASA)
- C     Consider **Resolution No. 18-5542** authorizing award of additive bid on Water Replacement Project 17-03
- D     Consider **Resolution No. 18-5543** releasing retention for base bid for Project 17-03
- E     Consider **Resolution No. 18-5544** accepting donation for the purchase of neighborhood watch signs

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

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

**12**    **CONTINUING BUSINESS:**

- A     Consider Skyline Park Children’s Playground

**13**    **CITY ADMINISTRATOR’S REPORTS:**

- A     Southeast Gateway Update

**14**    **COUNCIL ITEMS:**

- A     AB1234 travel reports:

**15**    **ADJOURNMENT:**

- *The next regular City Council meeting will be held on September 5, 2018 at 6:00 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](http://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 August 15, 2018 in the areas designated on August 10, 2018.



Heidi Whitlock, Assistant to the City Administrator

Reviewed by: D Interim City Administrator

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

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

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

**PRESENTED BY:** Deborah Savage, Finance Manager

**SUMMARY:** Warrants dated July 28, 2018 through August 3, 2018 numbered 201831 through 201883.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 320,339.46 plus \$ 124,280.48 in payroll warrants, for a total of \$ 444,619.94.

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

**ATTACHMENTS:** Payments by vendor and transmittal check registers.

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
07/27/2018	CDPT	07/31/2018	824	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 7/27/	7650-2203-1	8,331.77-
07/27/2018	CDPT	07/31/2018	824	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 7/27/	7650-2203-1	8,331.77-
07/27/2018	CDPT	07/31/2018	824	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 7/27/2018	7650-2203-1	2,523.52-
07/27/2018	CDPT	07/31/2018	824	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 7/27/2018	7650-2203-1	2,523.52-
07/27/2018	CDPT	07/31/2018	824	CITY OF SUSANVILLE PAYRL T	1	Federal Withholding Tax Pay Peri	7650-2203-1	16,185.56-
Total 824:			5					37,896.14-
07/27/2018	CDPT	07/31/2018	825	EMPLOYMENT DEV. DEPT PI	6	State Witholding Tax Pay Period:	7650-2203-1	5,493.47-
Total 825:			1					5,493.47-
07/27/2018	CDPT	07/31/2018	826	EMPLOYMENT DEV DEPT SDI	7	State Disability Tax Pay Period: 7	7650-2203-1	1,614.78-
Total 826:			1					1,614.78-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Municipal Pay Period: 7/2	7650-2203-1	2,675.35-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Municipal Pay Period: 7/2	7650-2203-1	5,204.31-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Police Pay Period: 7/27/2	7650-2203-1	1,338.24-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Police Pay Period: 7/27/2	7650-2203-1	1,718.29-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Fire Pay Period: 7/27/201	7650-2203-1	490.53-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Fire Pay Period: 7/27/201	7650-2203-1	1,416.37-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS Misc Pay and Report Pay P	7650-2203-1	72.33-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS Fire Pay and Report Pay P	7650-2203-1	97.34-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	1,893.02-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	2,072.35-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	1,812.59-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	1,833.89-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	862.46-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	862.48-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	Survivor's Benefits Pay Period: 7/	7650-2203-1	13.00-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Municipal Benefit Pay Pe	7650-2203-1	349.47-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Fire Benefit Pay Period:	7650-2203-1	818.43-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	PERS - Police Benefit Pay Period	7650-2203-1	1,338.24-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	Rounding	1000-413-20-	2.60-
07/27/2018	CDPT	07/31/2018	827	P.E.R.S.	8	Rounding	1000-422-10-	2.80-
Total 827:			20					24,864.09-
07/27/2018	CDPT	07/31/2018	201841	CA STATE DISBURSEMENT UNI	37	Case #2000	7650-2203-0	69.23-
Total 201841:			1					69.23-
07/27/2018	CDPT	07/31/2018	201842	NATIONWIDE RETIREMENT SO	5	00284077 Pebsco Pay Period: 7/	7650-2203-0	550.00-
Total 201842:			1					550.00-
07/27/2018	CDPT	07/31/2018	201843	NEVADA STATE TREASURER	44	REM ID 876772300A Garnishme	7650-2203-0	2.00-
Total 201843:			1					2.00-
07/27/2018	CDPT	07/31/2018	201844	STATE COLLECTION & DISBUR	43	REM ID 876772300A Child Supp	7650-2203-0	406.15-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
Total 201844:			1					406.15-
07/27/2018	CDPT	07/31/2018	201845	VALIC	4	Valic Pay Period: 7/27/2018	7650-2203-0	1,928.08-
Total 201845:			1					1,928.08-
07/27/2018	CDPT	07/31/2018	201846	VANTAGEPOINT TRANS. AGEN	3	457 DEFERRED COMPENSATIO	7650-2203-0	150.00-
Total 201846:			1					150.00-
Grand Totals:			33					72,973.94-

Report Criteria:  
 Transmittal checks included

Check Register - Payments by Vendor  
 Check Issue Dates: 8/3/2018 - 8/3/2018

Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/18	08/03/2018	201848	9218	ADIDAS AMERICA INC.	PROSHOP SUPPLIES- GC	6175418767	1	7530-451-55-46	SUPPLIES - GENERAL	328.08	328.08
Total 6175418767:											
08/18	08/03/2018	201848	9218	ADIDAS AMERICA INC.	PROSHOP SUPPLIES- GC	6175426548	1	7530-451-55-46	SUPPLIES - GENERAL	72.24	72.24
Total 6175426548:											
08/18	08/03/2018	201848	9218	ADIDAS AMERICA INC.	PROSHOP SUPPLIES- GC	6175428205	1	7530-451-55-46	SUPPLIES - GENERAL	39.88	39.88
Total 6175428205:											
08/18	08/03/2018	201849	1208	ADVANCED COMFORT C	REPAIR & MAINT- GC	80702112956	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	175.00	175.00
Total 80702112956:											
08/18	08/03/2018	201850	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PD	07241	1	1000-421-10-47	EQUIPMENT - SAFETY	366.85	366.85
Total 07241:											
08/18	08/03/2018	201850	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GC	07243	1	7530-451-52-44	REPAIR & MAINT - BUILDING	41.09	41.09
Total 07243:											
08/18	08/03/2018	201850	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-MUS	07244	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	92.20	92.20
Total 07244:											
08/18	08/03/2018	201850	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-CIT	07245	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	276.05	276.05
Total 07245:											
08/18	08/03/2018	201850	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PAR	07246	1	1000-452-21-43	TECHNICAL SVCS	187.85	187.85

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 07246:											
08/18	08/03/2018	201851	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636187772	1	7110-430-42-44	LINEN SERVICE	187.85	187.85
Total 636187772:											
08/18	08/03/2018	201851	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636187769	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 636187769:											
08/18	08/03/2018	201851	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636187770	1	7401-430-62-44	LINEN SERVICES	52.06	52.06
Total 636187770:											
08/18	08/03/2018	201851	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636187771	1	2007-431-20-44	LINEN SERVICE	47.82	47.82
Total 636187771:											
08/18	08/03/2018	201852	6892		REFUND GAS DEPOSIT	10237150012	1	7401-2228-000	DEPOSITS-CUSTOMER	146.41	146.41
Total 10237150012:											
08/18	08/03/2018	201853	927	BAXTER AUTO PARTS IN	SUPPLIES-FD	320198057	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	12.54	12.54
Total 320198057:											
08/18	08/03/2018	201853	927	BAXTER AUTO PARTS IN	SUPPLIES-FD	320198088	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	4.17	4.17
Total 320198088:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES- PW	415311	1	7620-430-10-46	SUPPLIES-GENERAL	9.64	9.64
Total 415311:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES- GC	417000	1	7530-451-52-46	SUPPLIES-GENERAL	26.98	26.98
Total 417000:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-GC	417873	1	7530-451-52-46	SUPPLIES-GENERAL	18.33	18.33
Total 417873:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-FIRE	417894	1	1000-422-10-46	SUPPLIES-JANITORIAL	28.90	28.90
Total 417894:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-FIRE	418079	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	.59	.59
Total 418079:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-GAS	418719	1	7401-430-62-46	SUPPLIES-GENERAL	30.88	30.88
Total 418719:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-GC	418955	1	7530-451-52-46	SUPPLIES-GENERAL	15.40	15.40
Total 418955:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	419010	1	2007-431-20-46	SUPPLIES-GENERAL	12.53	12.53
Total 419010:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-WATER	419012	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	6.36	6.36
Total 419012:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-GAS	419082	1	7401-430-62-46	SUPPLIES-GENERAL	38.17	38.17
Total 419082:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-WATER	419104	1	7110-430-42-46	SUPPLIES-GENERAL	18.33	18.33
Total 419104:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-WATER	419131	1	7110-430-42-46	SUPPLIES-GENERAL	67.50	67.50

Check Register - Payments by Vendor  
 08/03/2015 - 08/03/2015

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 419131:											
08/18	08/03/2018	201854	76	BILLINGTON ACE HARD	SUPPLIES-FD	K17721	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	67.50	67.50
Total K17721:											
08/18	08/03/2018	201855	9389		REFUND WATER DEPOSIT	10122150011	1	7110-2228-000	DEPOSITS-CUSTOMER	3.44	3.44
Total 10122150011:											
08/18	08/03/2018	201856	148	COMPUTER LOGISTICS	MONTHLY SERVICES MAINTEN	71664	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 71664:											
08/18	08/03/2018	201856	148	COMPUTER LOGISTICS	ANTI-VIRUS BARRACUDA 400	71670	1	1000-417-10-43	TECHNICAL SVCS	100.00	100.00
Total 71670:											
08/18	08/03/2018	201857	1261	DIAMOND TRUCK AND A	REPAIR & MAINT- FIRE	4433	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	659.62	659.62
Total 4433:											
08/18	08/03/2018	201857	1261	DIAMOND TRUCK AND A	REPAIR & MAINT- FIRE	4438	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	449.19	449.19
Total 4438:											
08/18	08/03/2018	201858	7293	DIG IT CONSTRUCTION	PROJECT 17-01, 2012 STIP FC	073018	1	2007-431-29-44	CONSTRUCTION SERVICES	80,587.55	80,587.55
08/18	08/03/2018	201858	7293	DIG IT CONSTRUCTION	PROJECT 17-01, 2012 STIP FC	073018	2	2007-431-29-44	CONSTRUCTION SERVICES	80,587.55	80,587.55
Total 073018:											
08/18	08/03/2018	201859	208	DOWNING, TOM	REIM HEALTH INSURANCE	080218	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	734.40	734.40
Total 080218:											
08/18	08/03/2018	201860	1538	DYER ENGINEERING CO	PHASE II- CADY SPRINGS	3261	1	8406-413-21-43	PROFESSIONAL SERVICES	58,105.45	58,105.45

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 3261:											
08/18	08/03/2018	201861	219	ED STAUB & SONS PETR	57.09 GAL PROPANE- AIRPORT	0357941	1	7201-430-81-46	PROPANE	133.89	133.89
Total 0357941:											
08/18	08/03/2018	201862	241	FEATHER PUBLISHING C	PUBLIC NOTICE- AIR POLLUTIO	072418	1	7620-430-11-45	ADVERTISING	149.25	149.25
Total 072418:											
08/18	08/03/2018	201862	241	FEATHER PUBLISHING C	EMPLOYMENT AD PARK MAINT	1447953	1	1000-416-10-45	ADVERTISING	69.75	69.75
Total 1447953:											
08/18	08/03/2018	201862	241	FEATHER PUBLISHING C	EMPLOYMENT AD GAS TECH II	1447954	1	1000-416-10-45	ADVERTISING	118.75	118.75
Total 1447954:											
08/18	08/03/2018	201862	241	FEATHER PUBLISHING C	YELLOW PAGES- GC	149858	1	7530-451-52-45	ADVERTISING	55.00	55.00
Total 149858:											
08/18	08/03/2018	201863	265	FRONTIER	257-1056-PW SHOP	1056 072018	1	7620-430-10-45	COMMUNICATIONS	50.33	50.33
Total 1056 072018:											
08/18	08/03/2018	201863	265	FRONTIER	257-1057-FAX PW	1057 072018	1	7620-430-10-45	COMMUNICATIONS	160.89	160.89
Total 1057 072018:											
08/18	08/03/2018	201863	265	FRONTIER	257-5152 FIRE	5152 071018	1	1000-422-10-45	COMMUNICATIONS	519.86	519.86
Total 5152 071018:											
08/18	08/03/2018	201863	265	FRONTIER	257-7236-PW	7236 072018	1	7620-430-10-45	COMMUNICATIONS	204.74	204.74
Total 7236 072018:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/18	08/03/2018	201863	265	FRONTIER	257-7237-GAS	7237 072018	1	7620-430-10-45	COMMUNICATIONS	58.94	58.94
Total 7237 072018:											
08/18	08/03/2018	201864	8831	GRIZZLEY ELECTRIC	INSTALL SURGE SUPPRESSIO	072418	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	3,700.00	3,700.00
Total 072418:											
08/18	08/03/2018	201865	338	JACKSON'S SERVICE CE	FUEL- PARKS	21382	1	1000-452-20-46	GASOLINE	77.83	77.83
Total 21382:											
08/18	08/03/2018	201865	338	JACKSON'S SERVICE CE	RPR & MAINT- GC	44712	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	108.32	108.32
Total 44712:											
08/18	08/03/2018	201866	362	KAUFFMAN, BILL	CUSTODIAL SVCS	753412	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 753412:											
08/18	08/03/2018	201866	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	753413	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 753413:											
08/18	08/03/2018	201867	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 4/2	290576	1	1000-412-10-43	PROFESSIONAL SVCS	624.00	624.00
Total 290576:											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	304692	1	1000-422-10-47	MACHINERY AND EQUIPMENT	9.83	9.83
Total 304692:											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	304693	1	1000-422-10-47	MACHINERY AND EQUIPMENT	9.83	9.83
Total 304693:											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	304949	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	18.25	18.25

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
<b>Total 304949:</b>											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES-FD	305072	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	18.25	18.25
<b>Total 305072:</b>											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	305597	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.90	6.90
<b>Total 305597:</b>											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	305845	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	23.12	23.12
<b>Total 305845:</b>											
08/18	08/03/2018	201868	411	LASSEN MOTOR PARTS	SUPPLIES-FD	305913	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	23.12	23.12
<b>Total 305913:</b>											
08/18	08/03/2018	201869	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	75638	1	2007-431-20-44	DISPOSAL	11.00	11.00
<b>Total 75638:</b>											
08/18	08/03/2018	201870	413	LASSEN TIRE	2 TIRE MOUNTS- STREETS	50138	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,136.15	1,136.15
<b>Total 50138:</b>											
08/18	08/03/2018	201871	437	LMUD	AIRPORT VASILIGHTS	10108 072418	1	7201-430-81-46	ELECTRICITY	58.40	58.40
08/18	08/03/2018	201871	437	LMUD	AIRPORT VASILIGHTS	10108 072418	2	7201-430-81-46	ELECTRICITY	54.76	54.76
<b>Total 10108 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 072418	1	7530-451-52-46	ELECTRICITY	1,162.08	1,162.08
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 072418	2	7530-451-52-46	ELECTRICITY	1,097.61	1,097.61
<b>Total 122907 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE PUMP STATION	122910 072418	1	7530-451-52-46	ELECTRICITY	793.08	793.08
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE PUMP STATION	122910 072418	2	7530-451-52-46	ELECTRICITY	793.15	793.15

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 122910 072418:											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 072418	1	7530-451-52-46	ELECTRICITY	607.50	607.50
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 072418	2	7530-451-52-46	ELECTRICITY	607.52	607.52
Total 122929 072418:											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE PUMP HOUSE	132052 072418	1	7530-451-52-46	ELECTRICITY	48.42	48.42
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE PUMP HOUSE	132052 072418	2	7530-451-52-46	ELECTRICITY	48.58	48.58
Total 132052 072418:											
08/18	08/03/2018	201871	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 072418	1	7530-451-52-46	ELECTRICITY	435.60	435.60
08/18	08/03/2018	201871	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 072418	2	7530-451-52-46	ELECTRICITY	435.80	435.80
Total 144281 072418:											
08/18	08/03/2018	201871	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 072418	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 072418:											
08/18	08/03/2018	201871	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 072418	1	2007-431-60-46	ELECTRICITY	51.62	51.62
08/18	08/03/2018	201871	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 072418	2	2007-431-60-46	ELECTRICITY	55.61	55.61
Total 3651 072418:											
08/18	08/03/2018	201871	437	LMUD	105 S ASH STREET	412864 072418	1	1000-452-20-46	ELECTRICITY	9.62	9.62
08/18	08/03/2018	201871	437	LMUD	105 S ASH STREET	412864 072418	2	1000-452-20-46	ELECTRICITY	10.38	10.38
Total 412864 072418:											
08/18	08/03/2018	201871	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 072418	1	2007-431-60-46	ELECTRICITY	70.42	70.42
08/18	08/03/2018	201871	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 072418	2	2007-431-60-46	ELECTRICITY	54.18	54.18
Total 49496 072418:											
08/18	08/03/2018	201871	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 072418	1	2007-431-60-46	ELECTRICITY	62.09	62.09
08/18	08/03/2018	201871	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 072418	2	2007-431-60-46	ELECTRICITY	42.99	42.99

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
<b>Total 49497 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 072418	1	2007-431-60-46	ELECTRICITY	105.08	105.08
08/18	08/03/2018	201871	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 072418	2	2007-431-60-46	ELECTRICITY	67.50	67.50
<b>Total 49498 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 072418	1	2007-431-60-46	ELECTRICITY	129.39	129.39
08/18	08/03/2018	201871	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 072418	2	2007-431-60-46	ELECTRICITY	108.96	108.96
<b>Total 49499 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	AIRPORT LOT 5	51908 072418	1	7201-430-81-46	ELECTRICITY	208.95	208.95
08/18	08/03/2018	201871	437	LMUD	AIRPORT LOT 5	51908 072418	2	7201-430-81-46	ELECTRICITY	10.24	10.24
<b>Total 51908 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	AIRPORT HANGER 6	54333 072418	1	7201-430-81-46	ELECTRICITY	20.00	20.00
08/18	08/03/2018	201871	437	LMUD	AIRPORT HANGER 6	54333 072418	2	7201-430-81-46	ELECTRICITY	10.24	10.24
<b>Total 54333 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072418	1	1000-452-20-46	ELECTRICITY	10.56	10.56
08/18	08/03/2018	201871	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072418	2	1000-452-20-46	ELECTRICITY	10.02	10.02
<b>Total 60453 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	AIRPORT OFFICE	7146 072418	1	7201-430-81-46	ELECTRICITY	20.58	20.58
08/18	08/03/2018	201871	437	LMUD	AIRPORT OFFICE	7146 072418	2	7201-430-81-46	ELECTRICITY	172.48	172.48
<b>Total 7146 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	AIRPORT GAS PUMP	7154 072418	1	7201-430-81-46	ELECTRICITY	14.88	14.88
08/18	08/03/2018	201871	437	LMUD	AIRPORT GAS PUMP	7154 072418	2	7201-430-81-46	ELECTRICITY	14.00	14.00
<b>Total 7154 072418:</b>											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE CLUB HOUSE	7394 072418	1	7530-451-52-46	ELECTRICITY	28.88	28.88
<b>Total 7394 072418:</b>											
											39.96

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE CLUB HOUSE	7394 072418	2	7530-451-52-46	ELECTRICITY	40.09	40.09
Total 7394 072418:											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE CART BARN 2	7400 072418	1	7530-451-52-46	ELECTRICITY	27.54	27.54
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE CART BARN 2	7400 072418	2	7530-451-52-46	ELECTRICITY	27.62	27.62
Total 7400 072418:											
08/18	08/03/2018	201871	437	LMUD	WELL #1-WATER	7714 072418	1	7110-430-42-46	ELECTRICITY	22.14	22.14
08/18	08/03/2018	201871	437	LMUD	WELL #1-WATER	7714 072418	2	7110-430-42-46	ELECTRICITY	16.61	16.61
Total 7714 072418:											
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE BARN 1 & 3	9312 072418	1	7530-451-52-46	ELECTRICITY	9.90	9.90
08/18	08/03/2018	201871	437	LMUD	GOLF COURSE BARN 1 & 3	9312 072418	2	7530-451-52-46	ELECTRICITY	10.10	10.10
Total 9312 072418:											
08/18	08/03/2018	201872	7872		REIM SUPPLIES FOR GATOR R	072418	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	15.58	15.58
Total 072418:											
08/18	08/03/2018	201873	572	QUILL CORPORATION	OFFICE SUPPLIES	8365926	1	1000-415-10-46	SUPPLIES-GENERAL	322.87	322.87
Total 8365926:											
08/18	08/03/2018	201873	572	QUILL CORPORATION	OFFICE SUPPLIES	8402576	1	1000-415-10-46	SUPPLIES-GENERAL	35.26	35.26
Total 8402576:											
08/18	08/03/2018	201873	572	QUILL CORPORATION	OFFICE SUPPLIES	8543220	1	1000-415-10-46	SUPPLIES-GENERAL	330.11	330.11
Total 8543220:											
08/18	08/03/2018	201873	572	QUILL CORPORATION	OFFICE SUPPLIES	8552688	1	1000-415-10-46	SUPPLIES-GENERAL	39.78	39.78
Total 8552688:											

GL Period	Check Issue Date	Check Number	Vendor Name	Payed	Description	Invoice Number	Qty	GL Account No	GL Account Title	Seq. Amount	Check Amount
08/18	08/03/2018	201876	372	QUILL CORPORATION	OFFICE SUPPLIES-PW	6007432	1	7520-430-10-46	SUPPLIES-GENERAL	138.26	138.26
<b>Total 8607482:</b>											
08/18	08/03/2018	201874	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50013	1	1000-417-10-46	SUPPLIES-GENERAL	41.90	41.90
<b>Total 50013:</b>											
08/18	08/03/2018	201875	969	SIERRA PACIFIC TURF S	FERTILIZER	0529462	1	7530-451-52-46	SUPPLIES-GENERAL	259.16	259.16
<b>Total 0529462:</b>											
08/18	08/03/2018	201876	9388		REIM LMUD BILL	072418	1	1000-452-20-46	ELECTRICITY	1,322.40	1,322.40
<b>Total 072418:</b>											
08/18	08/03/2018	201877	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARKS	38636	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	148.53	148.53
<b>Total 38636:</b>											
08/18	08/03/2018	201878	1407	SUSANVILLE WEED ABA	WEED ABATEMENTS	073018	1	1000-425-20-43	TECHNICAL SVCS	2,035.00	2,035.00
<b>Total 073018:</b>											
08/18	08/03/2018	201879	9295	TAMCO CAPITAL CORP	MITEL PHONE SYSTEM-PD	5005024157	1	1000-421-10-45	COMMUNICATIONS	719.20	719.20
<b>Total 5005024157:</b>											
08/18	08/03/2018	201880	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3352	1	7401-430-62-46	SUPPLIES-GENERAL	264.37	264.37
08/18	08/03/2018	201880	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3352	2	7110-430-42-46	SUPPLIES-GENERAL	264.37	264.37
<b>Total 3352:</b>											
08/18	08/03/2018	201881	763		REIM HAZMAT SAFETY OFFICE	073018	1	1000-422-10-45	TRAVEL	1,351.86	1,351.86
<b>Total 073018:</b>											
08/18	08/03/2018	201882	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67508377	1	7110-430-42-46	SUPPLIES-GENERAL	99.52	99.52

GL	Check	Check	Vendor	Description	Invoice	Inv	GL Account	GL Account Title	Seq	Check	
<b>Total 67508377:</b>											
08/18	08/03/2018	201882	770 WESTERN NEVADA SUP	SUPPLIES-PW	67509758	1	7620-430-10-46	SUPPLIES-GENERAL	99.52	99.52	
<b>Total 67509758:</b>											
08/18	08/03/2018	201882	770 WESTERN NEVADA SUP	SUPPLIES- GAS	67523502	1	7401-430-62-46	SUPPLIES-GENERAL	34.18	34.18	
<b>Total 67523502:</b>											
08/18	08/03/2018	201883	1378 ZITO MEDIA	CABLE- FIRE	356225062.072718	1	1000-422-10-45	COMMUNICATIONS	46.84	46.84	
<b>Total 356225062.072718:</b>											
<b>Grand Totals:</b>										<b>247,365.52</b>	<b>247,365.52</b>

Report Criteria:

Report type: GL detail

Check Voided = False

Reviewed by:    Interim City Administrator

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

**Submitted By:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5545** approving and authorizing Mayor to execute MOU with the Professional Technical bargaining unit.

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

**SUMMARY:** An agreement has been reached with the Professional Technical bargaining unit for the period of July 1, 2018 through June 30, 2021. The changes from the existing agreement include the following (see attached MOU for complete details):

1. Three Year Contract
2. 1% Employee Recognition to be paid annually for 3 years, calculated off of each individual member's salary
3. Adding Residency Policy
4. Incorporate Battalion Chief side letter into MOU with its own section
5. Change title of Battalion Chief to Assistant Fire Chief

**FISCAL IMPACT:** Increase in current annual salary and benefits as follows:  
Year 1 - \$ 17,466  
Year 2 - \$ 20,604  
Year 3 - \$ 23,250

**ACTION REQUESTED:** Motion to approve Resolution No. 18-5545, approving and authorizing Mayor to execute MOU with the Professional Technical bargaining unit.

**ATTACHMENTS:** Resolution No. 18-5545  
Professional Technical Unit Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN AND FOR THE**  
**CITY OF SUSANVILLE**  
**AND THE**  
**PROFESSIONAL/TECHNICAL UNIT**

July 1, 2018 through and including June 30, 2021

## TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE(S)</u>
1.	Introduction	3
2.	Employee Rights	3
3.	City Rights	3
4.	Nondiscrimination	4
5.	Unit Recognition	4
6.	Unit Description	4
7.	Salary, Merit, Career Development, and Pay Period	4
8.	Retirement	6
9.	Work Schedule	6
10.	Holidays	7
11.	Vacation	7
12.	Health, Dental and Vision Insurance	7
13.	IRS Section Plan, Deferred Compensation	8
14.	Flexible Benefit	8
15.	Professional/Technical/Technical Leave	8
16.	Life Insurance	9
17.	Hearing Test	9
18.	Employee Sick Leave	9
19.	Military Leave	9
20.	Jury Duty	9
21.	Family Illness or Injury Leave	9
22.	Bereavement Leave	9
23.	Layoff Policy	10
24.	Past Practice	10
25.	Residency Policy	10
26.	Sole Agreement	10
27.	Terms of the Memorandum of Understanding	11
28.	Authorized Signatures	11
29.	Group Positions (Exhibit A)	10
30.	Salary Schedules (Exhibit B-C)	11-12
31.	Residency Policy (Exhibit D)	13

1. **INTRODUCTION**

The City of Susanville, hereinafter called the CITY, and Professional/Technical Unit, hereinafter called the UNIT, having met and conferred in good faith, have entered into this Memorandum of Understanding (MOU) establishing wages, hours, and other terms and conditions of employment.

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

2. **EMPLOYEE RIGHTS**

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

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

3. **CITY RIGHTS**

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

- A. To direct employees in the performance of their duties.
- B. To hire, promote, transfer, assign, and discipline employees.
- C. To dismiss employees because of lack of work, or in accordance with applicable provisions of the CITY's personnel ordinance and Personnel Policies and Procedures adopted by the City Council.
- D. To determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions or employees assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work.
- E. To take whatever action may be appropriate to carry out its mission in situations of emergency with appropriate notification to Unit employees.

- F. To direct personnel based upon City Personnel Policies and Procedures adopted by the City Council where deemed applicable by the City Council.
- G. This section will not operate to deny any employee rights guaranteed by applicable law, including the Meyers-Milias-Brown Act.

4. **NONDISCRIMINATION**

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

5. **UNIT RECOGNITION**

The CITY agrees to acknowledge the UNIT as the only recognized employee organization representing the Professional/Technical employees listed in Exhibit A beginning July 1, 2009.

6. **UNIT DESCRIPTION**

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

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

A. For the period of July 1, 2018 through June 30, 2020, salaries shall remain as shown in Exhibit B (Non-Safety) and C (Safety) of the City of Susanville Global Range and Step Matrix.

For the period of July 1, 2018 through June 30, 2020, a one-time amount equal to 1% of each individual member's salary will be paid annually to the individual, during the December special payroll, as an Employee Recognition incentive.

- B. The compensation listed at the positions range and step shall constitute entire compensation, except as provided within this Agreement.
- C. Members of the UNIT whose positions are exempt from the requirements of the Fair Labor Standards Act are not eligible for standby pay, call back pay, overtime pay, or any other form of overtime compensation unless expressly authorized by the City Council under Section 24 (B) of this agreement.
- D. **LONGEVITY**: When an employee has been at Step E for two years, he/she may according to merit, be moved to Step F where step F is 5% higher than the current Range and Step. If the employee remains in Step F for two additional years he/she may, according to merit, go to Step G. Merit increases will not be automatic and will be based upon merit as evidenced by a performance evaluation. Merit increases will

be limited to one per fiscal year. Longevity begins after an employee has been at Step E for two years and goes to Step F for two years, then is eligible to move to Step G. Longevity ends at Step G.

- E. CONTINUING EDUCATION: The City will reimburse employees for the cost of books and tuition for job related training (that has received approval of the City Administrator prior to enrollment) upon successful completion of each course. In addition employee will be compensated for mileage and travel expenses for any courses taken out of the area prior to the time of travel.

Program Incentive - Completion of the Associate or Bachelor Degree and/or completion of the appropriate POST certificate, an officer can receive a permanent pay increase of 2.5% or 5%, respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirement at each level. Upon receiving a degree or appropriate certificates issued by POST, a permanent increase will be added to the base pay:

<u>Base + 2.5%, range regular full time</u> AA or AS Degree or Advanced Post Certificate	<u>Base + 5% regular full time</u> BS or BA Degree or Management Post Certificate
Police Lieutenant	Salary Range 152
Police Lieutenant II	2.5% incentive, Range 153
Police Lieutenant III	5% incentive, Range 154

Program Incentive - Building Official Certification as recognized by the International Code Council shall result in 2.5% incentive pay increase once certification is secured.

Program Incentive - Assistant Fire Chief - Completion of the Associate or Bachelor Degree and/or completion of California Chief Officer Certification Courses (10), an Assistant Fire Chief may receive a permanent pay increase of 2.5% or 5% respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirements at each level:

<u>Base + 2.5%, regular full time</u> AA or AS Degree or CA Certified Fire Officer	<u>Base + 5% regular full time</u> BS or BA Degree, or CA Chief Officer Certification
Assistant Fire Chief	Base Range, 154
Assistant Fire Chief	2.5% incentive, Salary Range, 155
Assistant Fire Chief	5% incentive, Salary Range, 156

- F. CERTIFICATIONS AND LICENSING: The City will reimburse employees for the cost of study materials for any examination preparation and fees necessary to obtain and maintain any certificates and or licenses required in their respective fields.

G. CONTINUING CERTIFICATION INCENTIVE: A \$250 incentive shall be paid each June to members of the unit who maintain or increase certification/education requirements.

H. SDI: The City will pay the employee's share of State Disability.

I. MUTUAL AID PAY FOR ASSISTANT FIRE CHIEF: The City will pay Mutual Aid Assignment Pay for the Assistant Fire Chief as follows:

1. When Assistant Fire Chief is assigned to serve with CalFire, the United States Forest Service or California Office of Emergency Services on Mutual Aid assignments, the Assistant Fire Chief shall be compensated at a rate of one and one half (1.5) times his/her salary, excluding benefits, portal to portal.
2. Such payment shall be made only after receipt by the City of the reimbursement for such services.
3. Susanville City Fire Chief has sole discretion as to is and when Assistant Fire Chief will be assigned to out of area fires.
4. Assistant Fire Chief limited to one deployment per fiscal year with a maximum of 14 days of deployment.

## 8. RETIREMENT

A. For Legacy Employees as defined by the California Public Employee's Pension Reform Act (PEPRA) of 2013, the CITY shall pay the employer's share and the employee shall pay the employees share (currently 8% for non-safety and 9% for safety personnel) of the existing retirement program of 3% at 60 (non-safety) or 3% at 50 (safety), single highest year, with California Public employees Retirement System for Legacy employees.

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

Non-safety employees 2% at 62  
Safety employees 2.7% at 57

## 9. WORK SCHEDULE

Professional/Technical personnel covered by this MOU generally work from 8:00 a.m. to 5:00 p.m. or the hours worked by employees within the respective departments, plus any additional hours needed to cover other requirements of the job.

## 10. HOLIDAYS

Employees within the UNIT shall be entitled to holiday pay for those holidays specified in the Employee Manual dated June 1, 2001.

Those employees required to work on a holiday may take an alternate day off with approval of their supervisor or receive pay for the day. Employee may not defer alternate day off for more than 90 days.

## 11. VACATION

A. Employees in this UNIT shall earn annual vacation credit accrued per pay period as specified below:

0-1 year	3.69
1-5 years	4.62
5-10 years	5.23
10-15 years	6.15
15-20 years	7.69
20 + years	9.23

B. Vacation credit will vest and become available for use upon the successful completion of the probationary period for any new employees within the UNIT. Accrued vacation time may be used during the probationary period, subject to the approval of the City Administrator on a case-by-case basis.

C. Maximum vacation accrual shall be 240 hours. The City Administrator may authorize increasing the maximum accrual for a defined period of time if the excess accrual was created because the City Administrator canceled an employee's scheduled vacation due to a CITY emergency. Any vacation hours accrued over 240 hours shall be bought back by the City at fifty percent (50%) of employee's base salary during December.

## 12. HEALTH, DENTAL, & VISION INSURANCE

A. Effective July 1, 2013 the City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$46 per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. If the insurance provider is changed and the cost is less than \$936 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

B. During the term of this Memorandum of Understanding, should the monthly cost of health insurance premiums under the current plan increase by more than \$25.00, the Unit and the City shall meet and confer.

- C. Health Insurance will be made available to retirees with no minimum vesting, if allowed under the current plan. Retirees will be eligible to purchase health insurance under the above-mentioned plan with no vesting requirement if allowed by the plan. A credit of 50% of accumulated sick leave at time of retirement, capped at \$15,000.00 will be paid out per month toward 50% of the premium. This amount is subject to CalPERS regulations.

**13. IRS SECTION 125 PLAN, DEFERRED COMPENSATION**

- A. The City has established an IRS Section 125 Plan for use by employees.
- B. The City will contribute \$25 per pay period as a contribution to an employee's Section 125 plan; or
- C. The City will match up to 2% of the employee's gross salary in a deferred compensation plan with a maximum contribution of \$25 per pay period.

**14. FLEXIBLE BENEFIT**

- A. Each member of the UNIT shall receive a \$200.00 per year flexible benefit in December.
- B. Uniform Allowance: Safety members of the Professional-Technical Unit shall receive a uniform allowance equal to that allowed to officers in the Police or Fire Units. The Building Official, Code Enforcement Officer and Permit Technician may receive a uniform allowance if they so desire. \$800.00 in year one.

**15. PROFESSIONAL TECHNICAL LEAVE**

Members of the UNIT shall receive 60 hours Professional/Technical leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year.

Professional/Technical leave will be made available from the time of hire, at 15 hours credited for each 3 month period remaining in the fiscal year during which the employee is hired, prorated for the first three month period.

Professional/Technical leave is made available in recognition of Professional/Technical responsibility to perform functions after normal business hours.

Professional/Technical leave may not accrue, and any unused leave will extinguish as of June 30 each year. UNIT members may sell up to (30 hours) of unused Professional/Technical leave back to the CITY during December, and up to (30 hours) in June. This benefit is not available to an employee who has not successfully completed their introductory period.

**16. LIFE INSURANCE**

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

**17. HEARING TEST**

The CITY shall provide, at no expense to the employee, an annual hearing test to non-office workers. Where necessary, protective hearing devices and equipment modifications will be required at CITY cost to prevent hearing loss.

**18. EMPLOYEE'S SICK LEAVE**

Employees within the Unit shall accrue sick leave and shall be able to use sick leave in accordance to the provisions of the Employee Manual dated June 1, 2001.

Under the Public Employees' Retirement System, credit for unused sick leave (Section 20862.8) of the Government Code shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of PERS.

**19. MILITARY LEAVE**

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

**20. JURY DUTY**

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

**21. FAMILY ILLNESS OR INJURY LEAVE**

Family leave provisions are outlined in the Employee Manual dated June 1, 2001.

**22. BEREAVEMENT LEAVE**

Bereavement Leave shall be granted according to the provisions of the Employee Manual dated June 1, 2001.

**23. LAYOFF POLICY**

PURPOSE: It is recognized by the UNIT that when, due to fiscal, operational or organizational reasons, it is necessary to reduce CITY employment, such action and its implementation, except as qualified herein, shall be at the sole discretion of the CITY. When it is deemed necessary to reduce CITY employment by layoff of employees or elimination of job positions/titles, the CITY shall give the employee a minimum of 3 month notice and severance pay including all previous benefits for said 3 month period. This benefit is not available to an employee who has not successfully completed their introductory period.

- A. The CITY shall have the sole right to determine which class or classes shall be subject to layoff.
- B. RE-EMPLOYMENT: Employees laid off, or demoted in lieu of layoff, shall have a priority right of return to their prior class. This right shall remain effective for one (1) year from the date of demotion or separation from the service.

#### 24. PAST PRACTICES

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

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

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

#### 25. RESIDENCY POLICY

The CITY and Unit agree on the approved Residency Policy, attached as Exhibit "D", for the following positions: Police Lieutenant, Assistant Fire Chief and City Engineer.

#### 26. SOLE AGREEMENT

- A. The policies which are collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.
- B. If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only if, and when, reduced to writing and executed by the authorized representative of the CITY and the UNIT. Any such changes validly made shall become a part of this MOU and subject to its terms.

**27. TERMS OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2018, through and including July 30, 2021, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This MOU has been ratified by both the City Council of the City of Susanville and the general membership of the Bargaining Unit.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2018

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

\_\_\_\_\_  
Dan Weaver, Representative  
Professional/Technical Unit

\_\_\_\_\_  
Dan Newton,  
Interim City Administrator

\_\_\_\_\_  
Anthony Hanner, Representative  
Professional/Technical Unit

APPROVED AS TO FORM:

ATTEST:

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

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

EXHIBIT A

Professional-Technical  
Position Classification Schedule  
July 1, 2016 through June 30, 2018

<u>Position</u>	<u>Range</u>
Police Lieutenant	152-154
City Clerk	152
City Planner	152
Police Lieutenant II	153
Assistant Fire Chief	154-156
Building Official	157
Engineer	160
Finance Manager	164

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX  
2018-2021 PROFESSIONAL TECHNICAL NON-SAFETY MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	689.13	723.59	759.77	797.76	837.65	879.53	923.50
102	706.36	741.68	778.76	817.70	858.59	901.52	946.59
103	723.59	759.77	797.76	837.65	879.53	923.50	969.68
104	741.68	778.76	817.70	858.59	901.52	946.59	993.92
105	759.77	797.76	837.65	879.53	923.50	969.68	1,018.16
106	778.76	817.70	858.59	901.52	946.59	993.92	1,043.62
107	797.76	837.65	879.53	923.50	969.68	1,018.16	1,069.07
108	817.70	858.59	901.52	946.59	993.92	1,043.62	1,095.80
109	837.65	879.53	923.50	969.68	1,018.16	1,069.07	1,122.52
110	858.59	901.52	946.59	993.92	1,043.62	1,095.80	1,150.59
111	879.53	923.50	969.68	1,018.16	1,069.07	1,122.52	1,178.65
112	901.52	946.59	993.92	1,043.62	1,095.80	1,150.59	1,208.12
113	923.50	969.68	1,018.16	1,069.07	1,122.52	1,178.65	1,237.58
114	946.59	993.92	1,043.62	1,095.80	1,150.59	1,208.12	1,268.52
115	969.68	1,018.16	1,069.07	1,122.52	1,178.65	1,237.58	1,299.46
116	993.92	1,043.62	1,095.80	1,150.59	1,208.12	1,268.52	1,331.95
117	1,018.16	1,069.07	1,122.52	1,178.65	1,237.58	1,299.46	1,364.43
118	1,043.62	1,095.80	1,150.59	1,208.12	1,268.52	1,331.95	1,398.55
119	1,069.07	1,122.52	1,178.65	1,237.58	1,299.46	1,364.43	1,432.68
120	1,095.80	1,150.59	1,208.12	1,268.52	1,331.95	1,398.55	1,468.47
121	1,122.52	1,178.65	1,237.58	1,299.46	1,364.43	1,432.68	1,504.29
122	1,150.59	1,208.12	1,268.52	1,331.95	1,398.55	1,468.47	1,541.90
123	1,178.65	1,237.58	1,299.46	1,364.43	1,432.68	1,504.29	1,579.50
124	1,208.12	1,268.52	1,331.95	1,398.55	1,468.47	1,541.90	1,618.99
125	1,237.58	1,299.46	1,364.43	1,432.68	1,504.29	1,579.50	1,658.48
126	1,268.52	1,331.95	1,398.55	1,468.47	1,541.90	1,618.99	1,699.94
127	1,299.46	1,364.43	1,432.68	1,504.29	1,579.50	1,658.48	1,741.40
128	1,331.95	1,398.55	1,468.47	1,541.90	1,618.99	1,699.94	1,784.94
129	1,364.43	1,432.68	1,504.29	1,579.50	1,658.48	1,741.40	1,828.47
130	1,398.55	1,468.47	1,541.90	1,618.99	1,699.94	1,784.94	1,874.19
131	1,432.68	1,504.29	1,579.50	1,658.48	1,741.40	1,828.47	1,919.90
132	1,468.47	1,541.90	1,618.99	1,699.94	1,784.94	1,874.19	1,967.90
133	1,504.29	1,579.50	1,658.48	1,741.40	1,828.47	1,919.90	2,015.89
134	1,541.90	1,618.99	1,699.94	1,784.94	1,874.19	1,967.90	2,066.29
135	1,579.50	1,658.48	1,741.40	1,828.47	1,919.90	2,015.89	2,116.69
136	1,618.99	1,699.94	1,784.94	1,874.19	1,967.90	2,066.29	2,169.61
137	1,658.48	1,741.40	1,828.47	1,919.90	2,015.89	2,116.69	2,222.52
138	1,699.94	1,784.94	1,874.19	1,967.90	2,066.29	2,169.61	2,278.09
139	1,741.40	1,828.47	1,919.90	2,015.89	2,116.69	2,222.52	2,333.65
140	1,784.94	1,874.19	1,967.90	2,066.29	2,169.61	2,278.09	2,391.99
141	1,828.47	1,919.90	2,015.89	2,116.69	2,222.52	2,333.65	2,450.33
142	1,874.19	1,967.90	2,066.29	2,169.61	2,278.09	2,391.99	2,511.59
143	1,919.90	2,015.89	2,116.69	2,222.52	2,333.65	2,450.33	2,572.85
144	1,967.90	2,066.29	2,169.61	2,278.09	2,391.99	2,511.59	2,637.17
145	2,015.89	2,116.69	2,222.52	2,333.65	2,450.33	2,572.85	2,701.49
146	2,066.29	2,169.61	2,278.09	2,391.99	2,511.59	2,637.17	2,769.03
147	2,116.69	2,222.52	2,333.65	2,450.33	2,572.85	2,701.49	2,836.56
148	2,169.61	2,278.09	2,391.99	2,511.59	2,637.17	2,769.03	2,907.48
149	2,222.52	2,333.65	2,450.33	2,572.85	2,701.49	2,836.56	2,978.39
150	2,278.09	2,391.99	2,511.59	2,637.17	2,769.03	2,907.48	3,052.85
151	2,333.65	2,450.33	2,572.85	2,701.49	2,836.56	2,978.39	3,127.31
152	2,391.99	2,511.59	2,637.17	2,769.03	2,907.48	3,052.85	3,205.50
153	2,450.33	2,572.85	2,701.49	2,836.56	2,978.39	3,127.31	3,283.67
154	2,511.59	2,637.17	2,769.03	2,907.48	3,052.85	3,205.50	3,365.77
155	2,572.85	2,701.49	2,836.56	2,978.39	3,127.31	3,283.67	3,447.86
156	2,637.17	2,769.03	2,907.48	3,052.85	3,205.50	3,365.77	3,534.06
157	2,701.49	2,836.56	2,978.39	3,127.31	3,283.67	3,447.86	3,620.25
158	2,769.03	2,907.48	3,052.85	3,205.50	3,365.77	3,534.06	3,710.76
159	2,836.56	2,978.39	3,127.31	3,283.67	3,447.86	3,620.25	3,801.26
160	2,907.48	3,052.85	3,205.50	3,365.77	3,534.06	3,710.76	3,896.30
161	2,978.39	3,127.31	3,283.67	3,447.86	3,620.25	3,801.26	3,991.33
162	3,052.85	3,205.50	3,365.77	3,534.06	3,710.76	3,896.30	4,091.11
163	3,127.31	3,283.67	3,447.86	3,620.25	3,801.26	3,991.33	4,190.89
164	3,205.50	3,365.77	3,534.06	3,710.76	3,896.30	4,091.11	4,295.67
165	3,283.67	3,447.86	3,620.25	3,801.26	3,991.33	4,190.89	4,400.44
166	3,365.77	3,534.06	3,710.76	3,896.30	4,091.11	4,295.67	4,510.45
167	3,447.86	3,620.25	3,801.26	3,991.33	4,190.89	4,400.44	4,620.46
168	3,534.06	3,710.76	3,896.30	4,091.11	4,295.67	4,510.45	4,735.98
169	3,620.25	3,801.26	3,991.33	4,190.89	4,400.44	4,620.46	4,851.48
170	3,710.76	3,896.30	4,091.11	4,295.67	4,510.45	4,735.98	4,972.77
171	3,801.26	3,991.33	4,190.89	4,400.44	4,620.46	4,851.48	5,094.06
172	3,896.30	4,091.11	4,295.67	4,510.45	4,735.98	4,972.77	5,221.41
173	3,991.33	4,190.89	4,400.44	4,620.46	4,851.48	5,094.06	5,348.76
174	4,091.11	4,295.67	4,510.45	4,735.98	4,972.77	5,221.41	5,482.48
175	4,190.89	4,400.44	4,620.46	4,851.48	5,094.06	5,348.76	5,616.20
176	4,295.67	4,510.47	4,736.00	4,972.80	5,221.43	5,482.51	5,756.63
177	4,400.37	4,620.39	4,851.41	5,093.98	5,348.68	5,616.11	5,896.92
178	4,510.48	4,736.00	4,972.80	5,221.44	5,482.51	5,756.64	6,044.47
179	4,620.39	4,851.41	5,093.98	5,348.68	5,616.12	5,896.92	6,191.77
180	4,735.99	4,972.79	5,221.43	5,482.50	5,756.63	6,044.46	6,346.68
181	4,851.41	5,093.98	5,348.68	5,616.11	5,896.92	6,191.77	6,501.35
182	4,972.79	5,221.43	5,482.50	5,756.62	6,044.46	6,346.68	6,664.01
183	5,093.98	5,348.68	5,616.11	5,896.92	6,191.77	6,501.35	6,826.42
184	5,221.43	5,482.50	5,756.62	6,044.45	6,346.68	6,664.01	6,997.21
185	5,348.68	5,616.11	5,896.92	6,191.76	6,501.35	6,826.42	7,167.74
186	5,482.50	5,756.63	6,044.46	6,346.68	6,664.02	6,997.22	7,347.08
187	5,616.11	5,896.92	6,191.76	6,501.35	6,826.42	7,167.74	7,526.13
188	5,756.63	6,044.46	6,346.68	6,664.01	6,997.21	7,347.08	7,714.43
189	5,896.92	6,191.76	6,501.35	6,826.42	7,167.74	7,526.13	7,902.43
190	6,044.45	6,346.68	6,664.01	6,997.21	7,347.07	7,714.42	8,100.14
191	6,191.76	6,501.35	6,826.42	7,167.74	7,526.12	7,902.43	8,297.55
192	6,346.68	6,664.02	6,997.22	7,347.08	7,714.43	8,100.15	8,505.16
193	6,501.35	6,826.42	7,167.74	7,526.13	7,902.44	8,297.56	8,712.44
194	6,664.01	6,997.21	7,347.08	7,714.43	8,100.15	8,505.16	8,930.42
195	6,826.42	7,167.75	7,526.13	7,902.44	8,297.56	8,712.44	9,148.06
196	6,997.22	7,347.08	7,714.43	8,100.15	8,505.16	8,930.42	9,376.94
197	7,167.75	7,526.14	7,902.44	8,297.56	8,712.44	9,148.06	9,605.47
198	7,347.07	7,714.42	8,100.15	8,505.15	8,930.41	9,376.93	9,845.78
199	7,526.14	7,902.44	8,297.56	8,712.44	9,148.06	9,605.47	10,085.74
200	7,714.42	8,100.14	8,505.15	8,930.41	9,376.93	9,845.77	10,338.06

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX  
2018-2021 PROFESSIONAL TECHNICAL SAFETY MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	695.51	730.29	766.80	805.14	845.40	887.67	932.05
102	712.90	748.55	785.97	825.27	866.54	909.86	955.36
103	730.29	766.80	805.14	845.40	887.67	932.05	978.66
104	748.55	785.97	825.27	866.54	909.86	955.36	1,003.12
105	766.80	805.14	845.40	887.67	932.05	978.66	1,027.59
106	785.97	825.27	866.54	909.86	955.36	1,003.12	1,053.28
107	805.14	845.40	887.67	932.05	978.66	1,027.59	1,078.97
108	825.27	866.54	909.86	955.36	1,003.12	1,053.28	1,105.94
109	845.40	887.67	932.05	978.66	1,027.59	1,078.97	1,132.92
110	866.54	909.86	955.36	1,003.12	1,053.28	1,105.94	1,161.24
111	887.67	932.05	978.66	1,027.59	1,078.97	1,132.92	1,189.56
112	909.86	955.36	1,003.12	1,053.28	1,105.94	1,161.24	1,219.30
113	932.05	978.66	1,027.59	1,078.97	1,132.92	1,189.56	1,249.04
114	955.36	1,003.12	1,053.28	1,105.94	1,161.24	1,219.30	1,280.27
115	978.66	1,027.59	1,078.97	1,132.92	1,189.56	1,249.04	1,311.49
116	1,003.12	1,053.28	1,105.94	1,161.24	1,219.30	1,280.27	1,344.28
117	1,027.59	1,078.97	1,132.92	1,189.56	1,249.04	1,311.49	1,377.07
118	1,053.28	1,105.94	1,161.24	1,219.30	1,280.27	1,344.28	1,411.50
119	1,078.97	1,132.92	1,189.56	1,249.04	1,311.49	1,377.07	1,445.92
120	1,105.94	1,161.24	1,219.30	1,280.27	1,344.28	1,411.50	1,482.07
121	1,132.92	1,189.56	1,249.04	1,311.49	1,377.07	1,445.92	1,518.22
122	1,161.24	1,219.30	1,280.27	1,344.28	1,411.50	1,482.07	1,556.17
123	1,189.56	1,249.04	1,311.49	1,377.07	1,445.92	1,518.22	1,594.13
124	1,219.30	1,280.27	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98
125	1,249.04	1,311.49	1,377.07	1,445.92	1,518.22	1,594.13	1,673.84
126	1,280.27	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68
127	1,311.49	1,377.07	1,445.92	1,518.22	1,594.13	1,673.84	1,757.53
128	1,344.28	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68	1,801.47
129	1,377.07	1,445.92	1,518.22	1,594.13	1,673.84	1,757.53	1,845.40
130	1,411.50	1,482.07	1,556.17	1,633.98	1,715.68	1,801.47	1,891.54
131	1,445.92	1,518.22	1,594.13	1,673.84	1,757.53	1,845.40	1,937.67
132	1,482.07	1,556.17	1,633.98	1,715.68	1,801.47	1,891.54	1,986.12
133	1,518.22	1,594.13	1,673.84	1,757.53	1,845.40	1,937.67	2,034.56
134	1,556.17	1,633.98	1,715.68	1,801.47	1,891.54	1,986.12	2,085.42
135	1,594.13	1,673.84	1,757.53	1,845.40	1,937.67	2,034.56	2,136.29
136	1,633.98	1,715.68	1,801.47	1,891.54	1,986.12	2,085.42	2,189.69
137	1,673.84	1,757.53	1,845.40	1,937.67	2,034.56	2,136.29	2,243.10
138	1,715.68	1,801.47	1,891.54	1,986.12	2,085.42	2,189.69	2,299.18
139	1,757.53	1,845.40	1,937.67	2,034.56	2,136.29	2,243.10	2,355.25
140	1,801.47	1,891.54	1,986.12	2,085.42	2,189.69	2,299.18	2,414.14
141	1,845.40	1,937.67	2,034.56	2,136.29	2,243.10	2,355.25	2,473.02
142	1,891.54	1,986.12	2,085.42	2,189.69	2,299.18	2,414.14	2,534.84
143	1,937.67	2,034.56	2,136.29	2,243.10	2,355.25	2,473.02	2,596.67
144	1,986.12	2,085.42	2,189.69	2,299.18	2,414.14	2,534.84	2,661.59
145	2,034.56	2,136.29	2,243.10	2,355.25	2,473.02	2,596.67	2,726.50
146	2,085.42	2,189.69	2,299.18	2,414.14	2,534.84	2,661.59	2,794.67
147	2,136.29	2,243.10	2,355.25	2,473.02	2,596.67	2,726.50	2,862.83
148	2,189.69	2,299.18	2,414.14	2,534.84	2,661.59	2,794.67	2,934.40
149	2,243.10	2,355.25	2,473.02	2,596.67	2,726.50	2,862.83	3,005.97
150	2,299.18	2,414.14	2,534.84	2,661.59	2,794.67	2,934.40	3,081.12
151	2,355.25	2,473.02	2,596.67	2,726.50	2,862.83	3,005.97	3,156.27
152	2,414.14	2,534.84	2,661.59	2,794.67	2,934.40	3,081.12	3,235.18
153	2,473.02	2,596.67	2,726.50	2,862.83	3,005.97	3,156.27	3,314.08
154	2,534.84	2,661.59	2,794.67	2,934.40	3,081.12	3,235.18	3,396.93
155	2,596.67	2,726.50	2,862.83	3,005.97	3,156.27	3,314.08	3,479.78
156	2,661.59	2,794.67	2,934.40	3,081.12	3,235.18	3,396.93	3,566.78
157	2,726.50	2,862.83	3,005.97	3,156.27	3,314.08	3,479.78	3,653.77
158	2,794.67	2,934.40	3,081.12	3,235.18	3,396.93	3,566.78	3,745.12
159	2,862.83	3,005.97	3,156.27	3,314.08	3,479.78	3,653.77	3,836.46
160	2,934.40	3,081.12	3,235.18	3,396.93	3,566.78	3,745.12	3,932.98
161	3,005.97	3,156.27	3,314.08	3,479.78	3,653.77	3,836.46	4,028.28
162	3,081.12	3,235.18	3,396.93	3,566.78	3,745.12	3,932.98	4,129.00
163	3,156.27	3,314.08	3,479.78	3,653.77	3,836.46	4,028.28	4,229.70
164	3,235.18	3,396.93	3,566.78	3,745.12	3,932.98	4,129.00	4,335.44
165	3,314.08	3,479.78	3,653.77	3,836.46	4,028.28	4,229.70	4,441.18
166	3,396.93	3,566.78	3,745.12	3,932.98	4,129.00	4,335.44	4,552.24
167	3,479.78	3,653.77	3,836.46	4,028.28	4,229.70	4,441.18	4,663.24
168	3,566.78	3,745.12	3,932.98	4,129.00	4,335.44	4,552.24	4,779.83
169	3,653.77	3,836.46	4,028.28	4,229.70	4,441.18	4,663.24	4,896.40
170	3,745.12	3,932.98	4,129.00	4,335.44	4,552.24	4,779.83	5,018.82
171	3,836.46	4,028.28	4,229.70	4,441.18	4,663.24	4,896.40	5,141.22
172	3,932.98	4,129.00	4,335.44	4,552.24	4,779.83	5,018.82	5,269.76
173	4,028.28	4,229.70	4,441.18	4,663.24	4,896.40	5,141.22	5,398.29
174	4,129.00	4,335.44	4,552.24	4,779.83	5,018.82	5,269.76	5,533.25
175	4,229.70	4,441.18	4,663.24	4,896.40	5,141.22	5,398.29	5,668.20
176	4,335.46	4,552.24	4,779.83	5,018.82	5,269.76	5,533.27	5,809.93
177	4,441.12	4,663.17	4,896.33	5,141.15	5,398.21	5,668.11	5,951.52
178	4,552.24	4,779.85	5,018.85	5,269.79	5,533.28	5,809.94	6,100.44
179	4,663.17	4,896.33	5,141.15	5,398.21	5,668.12	5,951.52	6,249.10
180	4,779.84	5,018.84	5,269.78	5,533.27	5,809.93	6,100.43	6,405.45
181	4,896.33	5,141.15	5,398.20	5,668.11	5,951.52	6,249.10	6,561.55
182	5,018.83	5,269.77	5,533.26	5,809.93	6,100.42	6,405.44	6,725.72
183	5,141.15	5,398.20	5,668.11	5,951.52	6,249.10	6,561.55	6,889.63
184	5,269.77	5,533.26	5,809.93	6,100.42	6,405.44	6,725.71	7,062.00
185	5,398.20	5,668.11	5,951.52	6,249.09	6,561.55	6,889.62	7,234.11
186	5,533.27	5,809.93	6,100.43	6,405.45	6,725.72	7,062.00	7,415.11
187	5,668.11	5,951.52	6,249.10	6,561.55	6,889.63	7,234.11	7,595.81
188	5,809.93	6,100.42	6,405.45	6,725.72	7,062.00	7,415.10	7,785.86
189	5,951.52	6,249.09	6,561.55	6,889.62	7,234.11	7,595.81	7,975.60
190	6,100.42	6,405.44	6,725.71	7,062.00	7,415.10	7,785.85	8,175.15
191	6,249.09	6,561.55	6,889.62	7,234.10	7,595.81	7,975.60	8,374.38
192	6,405.45	6,725.72	7,062.01	7,415.11	7,785.86	8,175.16	8,583.91
193	6,561.55	6,889.63	7,234.11	7,595.82	7,975.61	8,374.39	8,793.11
194	6,725.72	7,062.00	7,415.10	7,785.86	8,175.15	8,583.91	9,013.11
195	6,889.63	7,234.11	7,595.82	7,975.61	8,374.39	8,793.11	9,232.77
196	7,062.01	7,415.11	7,785.86	8,175.15	8,583.91	9,013.11	9,463.76
197	7,234.12	7,595.82	7,975.61	8,374.39	8,793.11	9,232.77	9,694.41
198	7,415.10	7,785.85	8,175.15	8,583.90	9,013.10	9,463.76	9,936.94
199	7,595.82	7,975.61	8,374.39	8,793.11	9,232.77	9,694.41	10,179.13
200	7,785.85	8,175.14	8,583.90	9,013.10	9,463.75	9,936.94	10,433.79



## CITY OF SUSANVILLE

### Residency Policy for Employees with Emergency/Urgent Response Duties

Adopted \_\_\_\_\_, Last Updated \_\_\_\_\_

#### **1. Introduction**

This policy establishes a requirement for all employees in the below-mentioned job categories to reside within a reasonable proximity to their place of employment to allow them to respond within the timeframes set forth below. This policy applies to employees in the below-mentioned job categories hired by the City of Susanville after this policy takes effect and to current employees of the City of Susanville in the below-mentioned job categories if the current employee changes his or her residence after this policy takes effect.

The job categories for which this policy applies are:

- A. All sworn officers working for the City of Susanville Police Department. This includes but is not limited to: full-time sworn officers (including supervisors), part-time sworn officers and reserve officers.
- B. All City of Susanville Fire Department personnel (including supervisors).
- C. All City of Susanville Public Works personnel (including supervisors).

#### **2. Requirements**

The following requirements apply to each employee hired after January 1, 2018 by the City of Susanville in the above-mentioned job categories.

- A. For purposes of this policy, RESIDENCE means the house or other fixed abode where the employee lives full time, the address of which the employee must have on file with the City.
- B. The RESIDENCE of the employee must be within a 35-minute drive of the department office applicable to the employee's employment with the City. For example, public works employees' department office will be the public works department office.
- C. The drive time of the employee will be determined by entering the address of the employee residence and the location of his or her respective department office in the City of Susanville into an internet based mapping system selected at the sole discretion of the City, such as Google Maps assuming fair-whether driving conditions. A copy of the printout of the mapping system showing drive time from the department office to the residence will be kept by the City.
- D. When instructed by his or her employer or supervisor, each employee must respond to an emergency or urgent situation connected to his or her employment with the City of

Susanville. An exception to this requirement is when the employee is on a previously authorized vacation or other approved leave, or has traveled outside of a 100-mile radius of the department office applicable to that City employee.

- E. Employees will be compensated as currently outlined in their respective Memorandum of Understanding and Employee Handbook and will not be eligible for any additional compensation as a result of these requirements.

### **3. Purpose**

The above-mentioned job categories include critical job functions that require the employees who perform the jobs to respond to emergency or urgent situations connected to their employment with the City of Susanville. From time to time, emergency or urgent situations arise and additional employees must be called to assist with the urgent or emergency situation. The City of Susanville is located in the high desert and weather conditions such as rain, snow, ice and wind cause road closures, making it difficult for employees to report to their place of employment at various times throughout the year if the location of the employee's RESIDENCE requires too much time to arrive at the worksite. Varied road types including but not limited to mountain passes, unmaintained dirt roads and steep windy roads surrounding the City of Susanville make it necessary for the proximity of the employee to his or her place of employment or the city limits to be measured in drive time and not miles. To protect the health, safety and welfare of the people and property within the City of Susanville during emergencies or urgent situations, employees with the above-mentioned job descriptions must be able to respond to an emergency or urgent situation within a reasonable time. Requiring future employees or current employees who change their residence after this policy takes effect to live within a 35-minute drive of his or her place of employment best serves the legitimate interests of the City.

### **4. Violation of Policy**

Violation of this policy will result in a notice to cure the violation within 30 days. Failure to cure the violation within 30 days will result in termination of employment within 14 days of the deadline to cure the violation.

### **5. Administrative Exception/Override**

In the event an employee can prove a hardship due to this requirement, the City Administrator shall have the authority to waive this residency requirement. The employee shall provide, in writing, a statement regarding the hardship, including evidence supporting said hardship, for the Administrator's review and consideration. The Administrator will have 15 days to determine whether or not a hardship exists and will notify the employee, in writing, of his/her response.

Reviewed by: D Interim City Administrator

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

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

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Discussion regarding Civic Contribution Fund

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

**SUMMARY:** On June 20, 2018 City Council approved the Fiscal Year 2018-2019 Budget for the City of Susanville. The approved budget included \$10,000 for the civic contribution fund. City Council directed staff to bring back a policy for council approval that addresses the manner in which civic contributions are disbursed by the City. Two policy concepts were discussed by the City Council. One concept involved dividing the budget equally among the Council Members and allowing each Council Member discretion as to where to recommend their allocation be spent. The other concept was to not create discretionary allocations, but rather create policy that addresses how to receive and prioritize requests for civic contributions.

Staff is recommending that City Council consider a policy that allocates a portion of the civic contribution fund to the Council Members. This is a common practice employed by cities and counties across the country.

Prior budgets for civic contributions have varied, last year a total of \$8,000 dollars was budgeted with funding going to Lassen County Fair for fireworks (\$2,500) and the Blue Grass Festival (approximately \$5,000). In addition a portion of the Civic Contribution fund was used to partially support the Junior Fishing Derby. The Junior Fishing Derby has been budgeted separately in FY 18-19.

There are several options for the current fiscal year regarding how to address anticipated requests based on past disbursements.

Option A: Divide \$10,000 equally among Council Members, allocating \$2,000 to each council member to use a discretionary fund and develop policy for disbursements from the fund. If this option is selected, Council Members may have to pool discretionary allocations to fund requests over \$2,000.

Option B: Divide \$5,000 equally among Council Members, allocating \$1,000 to each council member to use a discretionary fund, leave \$5,000 in Civic Contribution Fund for larger or routine requests and develop policy for disbursements from the fund.

Option C: No discretionary fund allocations to Council Members, develop policy for disbursements from the fund.

Option D: Other

**FISCAL IMPACT:** Civic Contribution Fund is budgeted for \$10,000.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Sample Policy for disbursements.

### Sample Policy for Discretionary Allocation Disbursements

- 1) Civic Contributions are defined as financial contributions to events, organizations, individuals, charities, and other activities that provide a benefit to the community.
- 2) Each City Council Member is allocated (Insert Dollar Amount) per fiscal year to be used at their discretion for civic contributions, upon approval of the majority of the city council, as voted on in open session of a properly noticed city council meeting.
- 3) When a Council Member desires to disburse funds from their discretionary allocation, the Council Member will notify Administrative Staff to place the item on the Agenda for Council Approval.
- 4) Upon depletion of the Civic Contribution fund, additional civic contribution approvals will require a budget amendment and will be subject to a higher standard of review and justification.
- 5) Organizations within the community seeking civic contributions should reach out to Council Members first, then to the City Administrator. Requests for Civic Contributions during public comment of a city council meeting will be addressed in one of three ways:
  - a. A Council Member may request, of Council, that the item be placed on a future agenda for disbursement from their discretionary allocation, if funds are available.
  - b. Defer to requests to City Administrator for consideration in accordance with item 6.
  - c. Council direction to place the item on a future agenda.
- 6) The City Administrator may place a civic contribution item on the Agenda for consideration by the entire City Council if the City Administrator finds that the item is of significant benefit to the public and the City Administrator can identify a funding source to accommodate the request.

### Sample Policy for Non-Discretionary Allocation Disbursements

- 1) Civic Contributions are defined as financial contributions to events, organizations, individuals, charities, and other activities that provide a benefit to the community.
- 2) Each year, as part of the budget preparation process, City Staff will contact recurrent recipients of civic contributions and solicit requests to be considered by City Council as part of the budget approval process.
- 3) Staff will attempt to accommodate all requests within the following guidelines for Non-Discretionary Disbursements.
  - a. Annual Budget for Non-Discretionary Allocation Civic Contributions will be \_\_\_\_\_, unless otherwise approved by City Council
  - b. Organizations requesting funds for Non-Discretionary Allocation disbursements, must be a 501(c)(3) organization or a public agency.

- 4) Upon depletion of the Civic Contribution fund, additional civic contribution approvals will require a budget amendment and will be subject to a higher standard of review and justification.
- 5) Organizations within the community seeking civic contributions should reach out to City Council members first, then the City Administrator. Requests for Civic Contributions during public comment of a city council meeting will be addressed in one of three ways:
  - a. A Council Member may request, of Council, that the item be placed on a future agenda for disbursement from the non-discretionary allocation budget, if funds are available.
  - b. Defer to requests to City Administrator for consideration in accordance with item 6.
  - c. Council direction to place the item on a future agenda.
- 6) The City Administrator may place a civic contribution item on the Agenda for consideration by the entire City Council if the City Administrator finds that the item is of significant benefit to the public and the City Administrator can identify a funding source to accommodate the request.

AGENDA ITEM NO. 9B

Reviewed by: D Interim City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Request for Civic Contribution Funds from the Lassen Family Services Court Appointed Special Advocates (CASA)

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

**SUMMARY:** Lassen Family Services CASA has requested a monetary contribution from the City Council in the amount of \$1,500.

**FISCAL IMPACT:** \$1,500 from the Civic Contribution Fund.

**ACTION REQUESTED:** Authorize expenditure of \$1,500 from Civic Contribution fund.

**ATTACHMENTS:** Letter of request from Lassen CASA.

# CASA

Court Appointed Special Advocates for Children

• A Program of Lassen Family Services •

PO Box 710, 1306 Riverside Drive, Susanville, CA 96130

☎ (530) 257-4599 ☎

lfscasa@lassenfamilyservices.org



CASA

Court Appointed Special Advocates  
FOR CHILDREN

LASSEN FAMILY SERVICES CASA

August 10, 2018

Susanville City Council  
66 North Lassen Street  
Susanville, CA 96130

Dear City Council Members,

Lassen Family Services CASA Program respectfully requests monetary donations to help support our CASA Christmas toy program. The funds requested will help offset the unexpected expense of shipping 2,500 toys from Los Angeles to Sacramento where a volunteer can pick them up and bring them to Susanville. The toys will be distributed to disadvantaged children throughout Lassen County over the Christmas holidays.

The Lassen CASA Program trains community volunteers to work directly with children who have been removed from their homes because of abuse and neglect. We advocate for children in the foster care system and become their voice in Court. We make sure they receive the court-ordered services they so desperately need to grow into productive, responsible adults instead of being lost in the foster care system. In 2017, just over 100 Lassen County children were detained and placed in foster care. Of those, our CASA Program provided advocacy services to 71 children.

In the past, National CASA and The Toy Foundation have collaborated to ship toys to several CASA programs on the west coast. Unfortunately, that partnership has ended. Our CASA Program does not have in its budget the \$1,500 shipping cost to ship the toys to Sacramento nor do we have funds to purchase toys for particular ages groups generally left out of toy donations – older youth and very young infants and children. Therefore, we are asking community members to help our community's children by supporting our request for funding. We need to have the funding in place before the end of August to ensure the toys arrive in time for distribution to Lassen County children. Imagine being a child without a single gift under the tree at Christmas. It happens more than we want to admit. With our Toy Program, we can help prevent that from happening to our children.

We hope you will support our efforts by helping fund these unexpected costs for the Toy Program. If you have any questions or would like additional information about the CASA program, please call our office at (530) 257-4599 or cell number (530) 249-8396. Thank you for your consideration.

Best regards,

Claudia Ellis  
CASA Program Manager  
Lassen Family Services

Reviewed by: D Interim City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Daniel Gibbs, Acting Public Works Director

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 18-5542**, 1) authorizing the City Council to award additive work previously bid on Project No. 17-03, 2017 Water Main Replacement Project in the City of Susanville to Dig-IT Construction Inc., the lowest responsible bidder; 2) authorizing the Mayor to execute a contract amendment with Dig-It Construction Inc. for additive work on Project 17-03 in the amount of \$558,936; and, 3) authorizing the Acting Public Works Director to execute contract change orders up to 10% of the value of the additive bid in an amount not to exceed \$55,893.

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director

**SUMMARY:** On December 6, 2017, City Council awarded the base bid contract to Dig it Construction Inc. for the 2017 Water Main Replacement Project 17-03. This portion of the project completed the installation of new 8" PVC water mains along Main Street (State Route 36) from Weatherlow to Park Street. The additive portion has been determined to be from Park to Spring Street and intends to remain in advance of the State's CAP-M pavement rehabilitation project commenced with this last week. The additive portion of the project also includes replacement and relocation of one fire hydrant for the State, new services and minor repairs to sidewalk where needed.

The City Engineer's estimate for the entire project was \$1,195,000 with \$470,000 as an additive portion. The additive bid alone of the Dig It contract was 15.9% higher than estimated.

Six (6) bidders submitted and the results of the bids are as follows:

<u>BIDDER</u>	<u>AGGREGATE BID</u>	<u>ADDITIVE BID</u>	<u>% DIFF- AGG</u>
Dig-It Construction Chester, CA	\$ 1,210,896	\$ 558,936	+1.33%
SnL Group Redding, CA	\$ 1,259,370	\$ 519,936	+5.39%
Hat Creek Construction Burney, CA	\$ 1,647,554	\$ 647,777	+13.79%
Rapid Construction Carson City, NV	\$ 1,678,776	\$ 729,927	+14.05%
S.T. Rhoades Inc. Redding, CA	\$ 1,726,276	\$ 751,691	+14.45%
Sierra Nevada Construction Redding, CA	\$ 2,617,007	\$ 1,200,000	+21.90%

The bid for additive work consisted of \$558,936 for construction and 10 percent contingencies of \$55,893 combined with construction engineering estimated at 5 percent or \$27,947. Thus, the total estimated project costs for the additive work is \$642,776. At present, the 7114 account balance is \$565,340 and estimated to have an additional amount of approximately \$130,000 by September of 2018. Less the amount owed to Dig-It Construction and anticipating the additional revenues, the amount estimated to be available exceeds \$663,000. This fund balance available exceeds the estimate total cost of the project.

New bonds and insurance will be required for the additive work and permits remain in good standing. Work will commence in September or as soon as possible in order to be completed in advance of the Caltrans CAP-M pavement project already in progress along Main Street. The additive bid contract has 60 working days allotted to complete the project.

The Contractor will be required to notify all affected property owners and businesses in advance of any water service interruptions and disruptions to access to their property. As specified in the contract documents, shut-offs and impositions to access are restricted to short windows of time in order to minimize inconvenience to the public.

With the additional installation of water main on Main Street to accommodate the Caltrans CAP-M project, the Water Capitol Infrastructure Replacement Plan needs updating. Attached is the latest version with revisions included as a result of recent work performed and other information leading to changes in the Departments intended implementation of the plan.

**FISCAL IMPACT:** Funding will come from the 7114 Water Fund with remaining balances, if required to be funded from 7111 Rate Stabilization Fund. Any additive work authorized will be paid for from both accounts as available from those respective fund balances.

**ACTION REQUESTED:** Adopt Resolution Number 18-5542 1) awarding additive work bid as part of Project No. 17-03, 2017 Water Main Replacement Project in the City of Susanville to Dig-It Construction, the lowest responsible bidder; 2) authorizing the Mayor to execute a contract amendment with Dig-It Construction in the amount of \$558,936 for the additive work; 3) authorizing the Acting Director of Public Works to execute change orders for up to 10% in contingencies; and 4) authorizing the Finance Manager to provide a project budget of \$642,776 from the 7114 Water Fund and, if required, from the 7111 Rate Stabilization Fund temporarily to cover costs in excess of balance.

**ATTACHMENTS:** Resolution 18-5542  
Amended Contract  
Revised Water Capital Improvement Plan

**RESOLUTION NUMBER 18-5542**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
AWARDING ADDITIVE PORTIONS OF PROJECT NO. 17-03, 2017 WATER MAIN  
REPLACEMENT PROJECT TO DIG-IT CONSTRUCTION CHESTER, CALIFORNIA;  
AUTHORIZING EXECUTION OF AN AMENDED CONTRACT FOR ADDITIVE WORK  
ON PROJECT NUMBER 17-03; AND AUTHORIZING THE ACTING DIRECTOR OF  
PUBLIC WORKS TO EXECUTE CONTRACT CHANGE ORDERS NOT TO EXCEED  
10 PERCENT OF THE BID AMOUNT AWARDED**

**WHEREAS**, on December 6, 2017, City Council awarded the base bid for Project No. 17-03, 2017 Water Main Project to Dig-It Construction, Inc. of Chester, CA and was based upon adequate funding available from the 7114 Capital Project Fund and 7111 Water Rate Stabilization fund to provide sufficient funds based upon the City Engineer's estimate for certain streets needing water main replaced within them; and

**WHEREAS**, additive bids were received for portions of Main Street (State Route 36) to replace water main, services and appurtenances from Park Street to Spring Street in order to facilitate Caltrans requests that the City relocate facilities in advance of the State making pavement related repairs and accessibility upgrades to Main Street; and

**WHEREAS**, the City of Susanville Public Works Department has determined that Dig-It Construction Inc. as the lowest responsible bidder and should be given consideration for award in the amount approved in their additive bid including contingencies; and

**WHEREAS**, the City will, prior to execution of an amended contract, receive all necessary licenses and required bonds and insurance, determine them in good order to authorize the commencement of construction activities for a period not exceeding sixty working days for the base bid as defined by the State of California.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville hereby authorizes the following:

- 1) Additive Work on Project No. 17-03, 2017 Water Main Replacement Project in the City of Susanville is awarded to Dig-It Construction Inc., the lowest responsible bidder;
- 2) The Mayor to execute an amended contract for Project 17-03 in the amount of \$558,936 for the additive portion of the bid upon receipt and acceptance of all bonds and insurance;
- 3) The Acting Director of Public Works to execute change orders not to exceed 10 percent in contingencies;
- 4) The Finance Manager to provide a project budget in the amount of \$642,776 for the cost of the additive bid, any contingencies and construction engineering from the 7114 Water Fund and any balance needed temporarily from the 7111 Rate Stabilization Fund.

APPROVED:

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

ATTEST:

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>th</sup> day of August, 2018, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

---

Jessica Ryan, City Attorney

**AMENDED AGREEMENT**  
**CITY OF SUSANVILLE**  
**DEPARTMENT OF PUBLIC WORKS**

**CONTRACT NO. 17-03 - ADDITIVE WORK**

THIS AGREEMENT, made and concluded, in duplicate, originally on December 6, 2017 and amended on August 16, 2018 between the City of Susanville thereof, (herein after referred to as "City"), and Dig It Construction Inc. of Chester, CA, (herein after referred to as "Contractor").

**ARTICLE I.--WITNESSETH**, That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Contractor, and under the conditions expressed in the two (2) bonds, bearing even date with these presents, and hereunto annexed, the Contractor agrees with the City, at his own proper cost and expense, to do all the work and furnish all the materials, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the City, free from any and all liens and claims of mechanics, materialmen, teamsters, subcontractors, artisans, machinists and laborers, the work described in the project specifications and the project plans described below, including any addenda thereto, which said project specifications, project plans, are hereby specially referred to and by such reference made a part hereof. The project plans and specifications for the work to be done are dated November 8, 2017 and are entitled:

**CITY OF SUSANVILLE;  
DEPARTMENT OF PUBLIC WORKS**

**ADDITIVE PORTIONS OF  
Specifications for the CITY OF SUSANVILLE 2017 WATER MAIN REPLACEMENT  
And  
Project Plans for the CITY OF SUSANVILLE 2017 WATER MAIN REPLACEMENT  
IN SUSANVILLE, CA**

**ARTICLE II.--**The Contractor and City agree that the Advertisement (Notice to Bidders), the wage scale (prevailing wage), the specifications (including special provisions), plans for additive work, addendums (if any), and proposal together with this agreement make up the whole and entire contract for delivery of this project, complete and in place, fully functioning in a safe, clean and reasonable condition.

All portions of the City of Susanville Standard Drawings remain in full force, whether specified or not and an applicable Standard Specifications as published by Caltrans and dated 2015, except as otherwise indicated in the project documents, which are not in conflict with this contract shall be deemed a part of the specifications as though fully set forth. No part of said special provisions which are in conflict with any portion of this agreement, or which is not actually descriptive of the work to be done thereunder, or in a manner in which said work is to be executed shall be considered as part of this agreement but shall be utterly null and void.

## AGREEMENT, CONT'D

**ARTICLE III.**--The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the additive portion of contract sum amount of \$ **558,936.00** in United States currency dollars and cents for an understood price based upon materials set forth in the proposal as indicated in the accepted bid documents and any agreed to revisions or addendums. Material quantities are estimated quantities and, except where provisions allow in the specifications, are considered final contract price, unless revised by common agreement under a contract change order, where necessary to reflect true quantities, either more or less than those estimated.

The Contractor agrees to provide the materials and to do all work, complete and in place, required for the additive portions of the plans known as Project No. 17-03, Water Main Replacement and according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth in the attached bid schedule, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained as provided in their bid submitted and filed with the City Clerk on November 16, 2017.

**ARTICLE IV.** – If the Contractor should be adjudged a bankrupt or if he should make a general assignment for the benefit of creditors or if a receiver be appointed on account of any insolvency or if he or his subcontractors should violate any provisions of this contract or refuse, or fail to supply proper skilled workman or materials or should he fail to make prompt payment to subcontractors for material or labor or disregard laws, ordinances or the instructions of the City, the City may cause to justify action, serve written notice to the Contractor and his surety of the intention to terminate unless the contractor, within five (5) days after serving such notice and such violations shall cease and satisfactory arrangements for corrections are made the contract shall expire after five days and be considered ceased and terminated.

Upon such unfortunate termination, the City shall serve notice to the surety and Contractor with the surety having the right to take over all terms and conditions entered into and perform (complete) the contract to the satisfaction of the City. However, if within ten (10) days of written notice , the surety does not elect to take over said contract, the City has the right to take over the contract and complete the project or under any other means it deems advisable including but not limited to retaining other contractors to complete the project. All additional costs incurred by the City in the effort to complete the original contract shall be the responsibility of the Contractor and his surety and the City shall not be liable for any additional costs over the original agreed to amount as contracted. This includes any and all materials delivered to the project site but not placed or ordered specifically for the project yet remain outside the City's possession. All work paid for yet having failed to be completed shall be deemed at the expense of the original contractor or his surety regardless that in the event a substitute contractor completes the work.

## AGREEMENT, CONT'D

**ARTICLE V.--**The State general prevailing wage rates determined by the Director of Industrial Relations (DIR) are hereby made a part of this contract. It is further expressly agreed between the parties hereto that should there be any conflict between the terms of this instrument and the bid or bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith. The Contractor shall register and maintain a current and legal status with the Department of Industrial Relations at all times.

**ARTICLE VI.—**The Contractor shall furnish in duplicate, a faithful performance and payment bond in amounts equal to one hundred percent (100%), of the contract price and have both bonds written by a surety company acceptable to the City, as prescribed by law and authorized to perform business for this purpose in the State of California. Said surety shall maintain a permanent and fully functioning office and be licensed to reside within the boundaries of California. Payment bonds shall contain provisions that if the Contractor or his subcontractors fail to make payments for amount due under the Unemployment Insurance Code, all deductions, withholds and taxes shall be paid to the Employment Development Department and to the Franchise Tax Board pursuant to Section 13020 of the Unemployment Insurance Code. Where the Contractor is unable or unwilling to make such payments, the surety shall be made to pay these amounts. Any suit brought forth to comply will result in payment of reasonable attorney's fees by the surety.

**ARTICLE VII.--**By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self insurance in conformance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

**ARTICLE VIII.--**As Contractor I agree to commence the work required by the Contract Documents within (15 Calendar Days after the date of the Notice to Proceed and will complete the same within **60 Working Days** unless the period of completion is extended otherwise by the Contract Documents.

**ARTICLE IX.--**As Contractor I agree to receive and accept the attached price for additive work bid aforementioned and per the schedule provided and submitted on November 16, 2017 and found on Page 4 of said bid package identified as "ADDITIVE BID (Main Street – Park to Spring Street)" as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY OF SUSANVILLE, DEPARTMENT OF PUBLIC WORKS, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the City Engineer under them, to wit:

CITY OF SUSANVILLE

(SEAL) APPROVED AS TO FORM:

By : \_\_\_\_\_

By : \_\_\_\_\_

Name : Kevin Stafford

Name: Jessica Ryan

Title : Mayor

Title : City Attorney

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**ATTEST:**

**CONTRACTOR**

By : \_\_\_\_\_

By : \_\_\_\_\_

Name : \_\_\_\_\_

Name: Caleb & Kacie Holland

Title : \_\_\_\_\_

Address : PO Box 494, 803 Lorraine St, Chester CA

Date : \_\_\_\_\_

Date : \_\_\_\_\_

**ATTACH NOTARY**

**ATTACHMENT - APPROVED BID SCHEDULE**

TABLE 4: WATER CAPITAL IMPROVEMENT/INFRASTRUCTURE REPLACEMENT PLANS (revised July 2018)

Project	COST ESCALATED FROM 2015 DOLLARS (2%/YEAR)					Total	Removed Cost
	1	2	3	4	5		
	2016/17	2017/18	2018/19	2019/20	2020/21		
CF						\$ -	\$ 415,920
Develop Well (Former Nathan Property)						\$ -	\$ 415,920
Emergency Power Upgrades (Harris Booster, Spring Ridge Booster, Well 3)						\$ -	\$ 157,410
S Gilman; Main St. to River St.			\$ 9,330	\$ 199,500		\$ 208,830	
Richmond Rd.; Cypress to Riverside Dr.			\$ 6,370	\$ 136,250		\$ 142,620	
Monrovia alley; Covina St. to East End				\$ 14,020	\$ 294,346	\$ 308,366	
Upland Alley; Covina St. to East End				\$ 8,900	\$ 186,806	\$ 195,706	
Paiute Ln; Glenn Dr. north	\$ 9,080	\$ 194,360				\$ 203,440	
N. Pine St.; Burma Rd to View Dr.			\$ 7,020	\$ 150,120		\$ 157,140	
N. Roop St.; North Alley to Willow St.			\$ 17,540	\$ 375,330		\$ 392,870	
Third St; Cedar St. to Park St.	\$ 10,590	\$ 226,750				completed \$ 237,340	
Main Street; Weatherlow to Park		\$ 680,331				\$ 680,331	
Main Street; Park to Spring			\$ 642,776			\$ 642,776	
Third St; Ash to Hall St.	\$ 132,530					completed \$ 132,530	
Park St.; Fifth St. to Fourth St.				\$ 5,150	\$ 110,110	\$ 115,260	
Chestnut St.; Park St. 400' East				\$ 4,570	\$ 97,750	\$ 102,320	
Johnstonville Rd; San Francisco to Skyline to Well 3 (800' east of Commerical Road)			\$ 41,300	\$ 884,480		\$ 925,780	
TOTAL BY YEAR (2016)	\$ 152,200	\$ 1,101,441	\$ 724,336	\$ 1,778,320	\$ 689,012	\$ 4,075,439	\$ 943,200
2% ESCALATOR						\$ 4,156,948	

DEPRECIATION

Reviewed by: DG Interim City Administrator

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

**Submitted by:** Daniel Gibbs, Acting Public Works Director

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5543**, acknowledging completion of the base bid for Project 17-03 and authorizing the Finance Manager to release any remaining retention owed to the Contractor withheld from progress payments in the amount of \$31,936.37.

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director

**SUMMARY:** On December 6, 2017, City Council awarded the 2017 Water Main Replacement Project 17-03 in the amount of \$651,960 which was over 11% less than the engineer's estimate. The total amount authorized, including contingencies was set at \$717,156.00. The total cost of construction including extra work was \$638,727.37 and construction engineering costs were \$41,604.

Savings experienced in this initial project staff costs estimated amount to a savings of \$13,233 from the contract and approximately \$23,592 from staff costs for an overall savings of \$36,825 or about 5% of the project. Project related work included water main installation from Weatherlow to Park and the relocation of water main and hydrants in advance of the Caltrans CAPM project. That work performed and eligible for reimbursement is currently estimated at more than \$40,000 and will be used to replenish the 7114 fund once received from the State.

All work has now been completed, all test results have exceeded the State requirements, and the project has been performed to the satisfaction of the City and Caltrans. The contractor is requesting release of remaining funds for the project.

**FISCAL IMPACT:** Funding is provided from the 7114 Water Fund with any remaining balances (as needed) funded from 7111 Rate Stabilization Fund. No additive work has been authorized from the fund balances.

**ACTION REQUESTED:** Adopt Resolution 18-5543 1) acknowledges completion of the base bid for Project 17-03; and 2) authorizes the Finance Manager to release remaining retention funds in the amount of \$31,936.37 to the Dig -It Construction Inc. of Chester, CA.

**ATTACHMENTS:** Resolution No. 18-5543

**RESOLUTION NUMBER 18-5543**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ACKNOWLEDGING COMPLETION OF THE BASE BID FOR THE 2017 WATER MAIN**  
**REPLACEMENT PROJECT NUMBER 17-03 AND AUTHORIZING AND**  
**AUTHORIZING THE FINANCE MANGER TO RELEASE ANY REMAINING**  
**RETENTION**

**WHEREAS**, at the December 6, 2016 meeting, Council authorized award and execution of a contract for the replacement of water main pipe on Main Street from Weatherlow to Park Street in advance of the State's CAP-M project administrated by Caltrans later this year; and

**WHEREAS**, the City of Susanville Public Works Department has determined that Dig-It Construction Inc. has completed all work associated with the requirements identified in the approved construction plans, specifications and additional work identified needed under contract change orders and therefore should be given consideration for release of any remaining funds as prescribed in the contract for Project.17-03; and

**WHEREAS**, Dig-It Construction has provided notification of their completion of the work, and has requested all release of retention payments withheld as prescribed under the Public Contract Code, and

**WHEREAS**, the City of Susanville Public Works Department recommends acknowledgment of the completion of the based bid and release of all funds needed to meet its obligations under the contract for Project No. 17-03.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville hereby authorizes the Finance Manager to release all remaining retention funds from the project account back to the contractor, Dig-It Construction in the amount of \$31,936.37 for Project 17-03.

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

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>th</sup> day of August, 2018, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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



**RESOLUTION NO. 18-5544**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ACCEPTING DONATION FROM THE BOARD OF SUPERVISORS**  
**AND AUTHORIZING A BUDGET AMENDMENT TO PURCHASE**  
**NEIGHBORHOOD WATCH SIGNS**

**WHEREAS**, the City has received a donation for the purchase of Neighborhood Watch signs for the Roptown 9 area; and

**WHEREAS**, the Susanville Police Department will use this donation to purchase said signs:

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby accepts the donation from the Board of Supervisors and authorizes the Finance Division to increase the police department budget in the amount of \$400 for the purchase of Neighborhood Watch signs.

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

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

The foregoing Resolution No. 18-5544 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of August 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

Reviewed by:  Interim City Administrator

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

**Submitted by:** Daniel Gibbs, Acting Public Works Director

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Presentation of the Southeast Gateway Preliminary Design Documents

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director

**SUMMARY:** Staff will provide a Power Point presentation on the progress to date for the Southeast Gateway Project. Preliminary design efforts prepared by the consultant as part of the Project Approval and Environmental Document (PA&ED) phase will be presented.

The next phase of the project is to commence with design activities for construction documents, also known as Plans, Specifications and Estimates (PS&E). At its March 2018 meeting, the California Transportation Commission (CTC) increased the funding for PS&E from \$120,000 to \$200,000 as a result of additional design costs identified during the PA&ED phase.

Once staff obtains its E-76 from FHWA granting approval to proceed with the PS&E phase, staff will prepare requests for proposals (RFP) to retain a consultant in completing the design documents and final cost estimates.

**FISCAL IMPACT:** None - the project is funded entirely with State and Federal funds, with no local funds are required. Staff will be reimbursed for time spent on projects, which will result in salary savings.

**ACTION**

**REQUESTED:** Information only

**ATTACHMENTS:** Exhibits from the Southeast Gateway Powerpoint Presentation  
Project Report











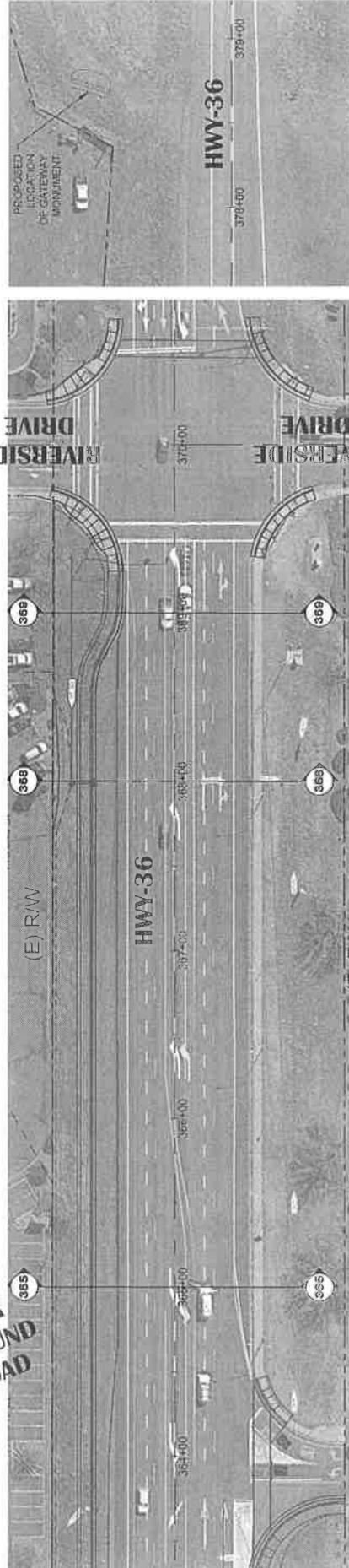
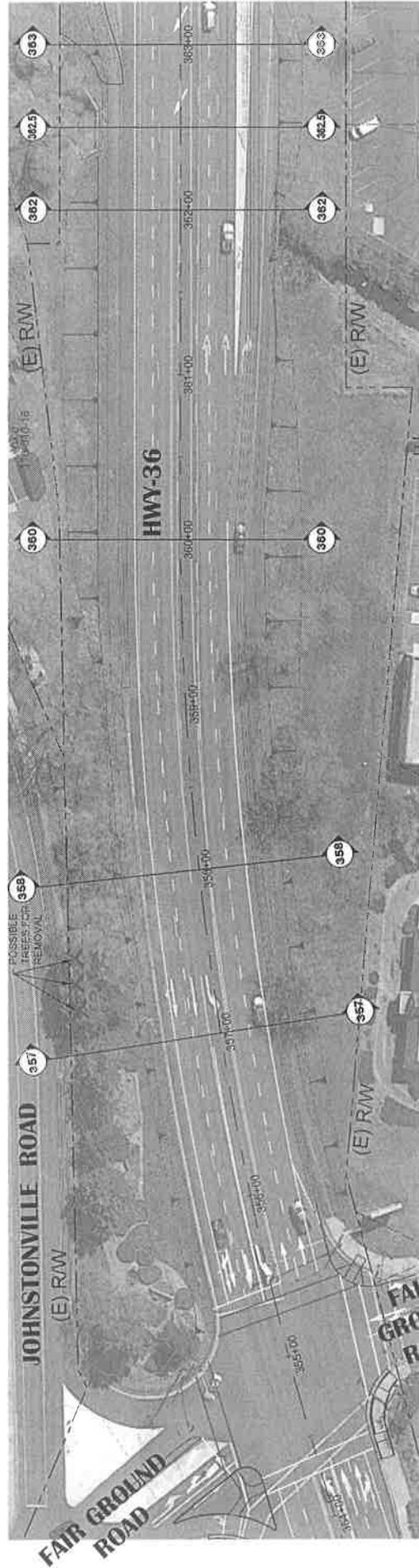




# SUSANVILLE SOUTHEAST GATEWAY PROJECT (STIP PROJECT NO. 3492) PRELIMINARY DESIGN OVERVIEW

JANUARY, 2018

REY ENGINEERS, INC.  
Civil Engineers | Land Surveyors | LDRAs  
1925 New Street, Suite 200, Susanville, CA 96088  
Phone: 530.286.3000 Fax: 530.286.3333



- LEGEND:**
- CAPM PROPOSED STRIPING
  - CAPM PROPOSED ADA RAMP (APPX.)
  - SUSANVILLE GATEWAY PROPOSED IMPROVEMENTS









**Project Report  
(PR)**

**To**

**To Request Programming for Capital Support  
in the 2018 STIP and  
Project Approval  
for the Southeast Susanville Gateway Project**

On Route CA - 36

Between Fair Grounds Road / Johnstonville Road

And Susan River

I have reviewed the right-of-way information contained in this report and the right-of-way data sheet attached hereto, and find the data to be complete, current and accurate:

  
Karen Hawkins, DISTRICT DIVISION CHIEF, RIGHT OF WAY

APPROVAL RECOMMENDED:

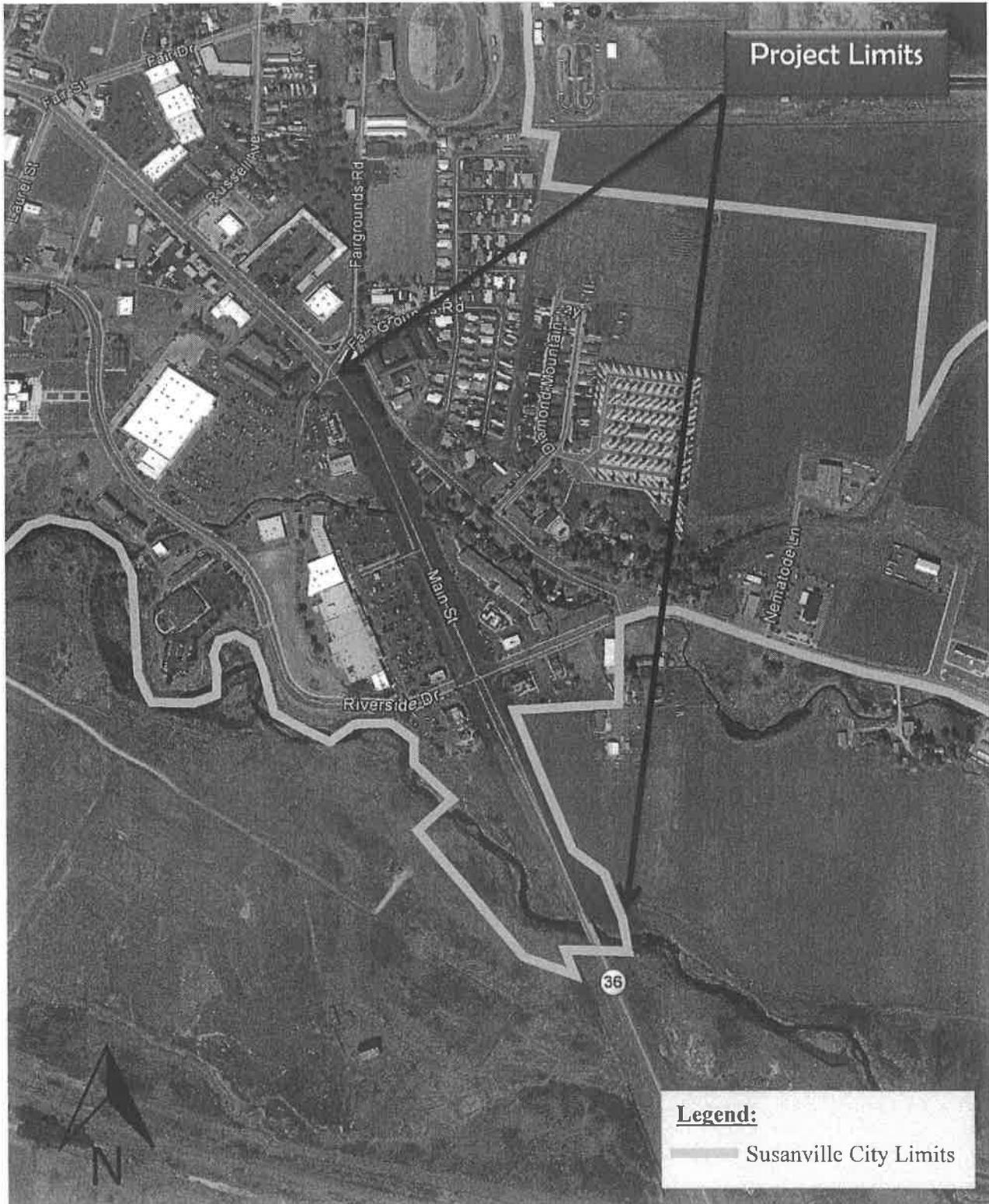
  
Daniel Gibbs, P.E., City of Susanville

PROJECT APPROVED:

  
Dave Moore, DISTRICT DIRECTOR

2-5-2018  
DATE

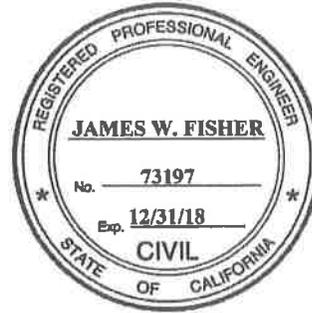
# Vicinity Map City of Susanville



This project report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

  
REGISTERED CIVIL ENGINEER

2/01/2018  
DATE



## Table of Contents

<b>1. INTRODUCTION</b>	<b>1</b>
<b>2. RECOMMENDATION</b>	<b>2</b>
<b>3. BACKGROUND</b>	<b>2</b>
<b>4. PURPOSE AND NEED</b>	<b>4</b>
<b>5. ALTERNATIVES</b>	<b>6</b>
<b>6. CONSIDERATIONS REQUIRING DISCUSSION</b>	<b>8</b>
<b>7. OTHER CONSIDERATIONS AS APPROPRIATE</b>	<b>10</b>
<b>8. FUNDING, PROGRAMMING AND ESTIMATE</b>	<b>11</b>
<b>9. DELIVERY SCHEDULE</b>	<b>12</b>
<b>10. RISKS</b>	<b>12</b>
<b>11. FHWA COORDINATION</b>	<b>13</b>
<b>12. PROJECT REVIEWS</b>	<b>13</b>
<b>13. PROJECT PERSONNEL</b>	<b>13</b>
<b>14. ATTACHMENTS</b>	<b>14</b>
<b>A. 2012 Lassen County CEDS Plan (39)</b>	
<b>B. Other Project – Exhibit (1)</b>	
<b>C. Traffic Crosswalk Study (2)</b>	
<b>D. Intersection Signaling Study (3)</b>	
<b>E. Drainage Report (22)</b>	
<b>F. Schematic Maps (5)</b>	
<b>G. Capital Outlay Project Estimate (10)</b>	
<b>H. Right-of-way data sheet (5)</b>	
<b>J. Environmental (4)</b>	
<b>K. Landscape Plans (7)</b>	

## 1. INTRODUCTION

### Project Description:

This State Transportation Improvement Program (STIP) Project Report (DPR) proposes to improve continuity of pedestrian access in Lassen County, in the City of Susanville, on State Route 36 from PM 26.2 to 26.7. This area is access controlled and no new connections are associated with the Southeast Susanville Gateway Project (Project). New curb, gutter, sidewalk, Americans with Disabilities Act (ADA) compliant ramps, and widened shoulders will be constructed, and new pedestrian lighting will be installed.

All new and existing curb ramps will be constructed or replaced, as necessary, to comply with DIB 82-05. For pedestrian safety, a sidewalk with combination vehicular/pedestrian railing (no new structures are being proposed) and a new pedestrian crossing with refined right turn pocket will be constructed. A new gateway monument sign will be constructed and pending acquisition of separate funding locally, landscaping improvements will be made as well.

There is one preferred alternative developed, and a no build alternative is available as well. To account for yearly inflation, the cost of the project was projected at increasing percentage rate starting with 2% for 2018, 3% for 2019 and 4% for 2020, escalated cost for 2020 is shown below.

<b>Project Limits</b>	02-Las-36 26.2/26.7	
<b>Number of Alternatives</b>	1 build alternative & 1 no build alternative	
	<b>Current Cost Estimate (2017/2018):</b>	<b>Escalated Cost Estimate (2020/2021):</b>
<b>Capital Outlay Support</b>	\$233,000 PS&E \$22,000 R/W	\$370,000 Construction
<b>Capital Outlay Construction</b>	\$1.829 million	\$2.000 million
<b>Capital Outlay Right-of-Way</b>	\$115,000	\$134,000
<b>Funding Source</b>	STIP	
<b>Funding Year (PS&amp;E)</b>	2017/2018	
<b>Funding Year (Construction)</b>	2020/2021 (not currently funded)	
<b>Type of Facility</b>	4 lane conventional hwy with turn pockets	
<b>Number of Structures</b>	0	
<b>Environmental Determination or Document</b>	CEQA: Cat Ex, NEPA: CE.	
<b>Legal Description</b>	In Lassen County in and near Susanville from Johnstonville Road to Riverside Drive	

There are no exceptions to the Design Standards. A preliminary approval, of the gateway monument sign by Caltrans is in progress and no other approvals for preliminary design are anticipated at this time.

A maintenance agreement between the City of Susanville and Caltrans will be executed identifying the City of Susanville as responsible for the maintenance of the additional facilities and landscaping installed, as funding allows, within the State right-of-way.

## **2. RECOMMENDATION**

It is recommended that the Project be approved for the preferred alternative, proceed to the next phase. Local agencies have been consulted with respect to the recommended plan, their view has been considered, and they are in general accord with the plan as presented.

## **3. BACKGROUND**

The need for improvements along State Route 36 was conceived as part of a Lassen County Economic Committee (LCEC) in 2012. Those improvements were determined to be vital to the economic growth of the community and are necessary to attract visitors and grow local businesses, by creating a safe environment for vehicular/pedestrian traffic and boost the aesthetic appeal of the area, see Attachment A.

The Project is sponsored by the City of Susanville and is supported by the Lassen County Transportation Commission (LCTC) which has prioritized the Project for programming in the State Transportation Improvement Program. Both, the City and the LCTC participated in the project description, concept, and purpose and need statements.

### **Project History**

State Highway Route 36 (SR 36) is on the National Highway System and is included in the Interregional Road System. This section of State Route 36 is also a High Emphasis Route and an Interregional Transportation Strategic Plan Strategic Interregional Corridor.

The proposed build alternative described in this DPR builds upon the alternatives presented in the PSR-PDS, approved in 2013, and has been expanded to incorporate results and feedback from pertinent traffic analysis, environmental technical studies, and City input.

Additionally, a Caltrans Capital Maintenance (CAP-M) EA-4F990 Project is being developed along SR 36 throughout the project limits. The CAP-M Project plans, dated 7/26/2017, were accounted for in the preliminary design for this project since the CAP-M Project is scheduled to be constructed first. An appropriate location for the new

gateway monument site was established along the HWY-36 and Caltrans approval of the gateway monument is in process.

The Project will be constructed mostly within the State's right-of way, with a minor portion within the City's right-of-way. There is a potential for minor utility work within utility easements, and this utility work will be refined further and finalized during the PS&E phase. Likely owners of utilities within the project include AT&T, Lassen Municipal Utility District (LMUD), Frontier Communications, Susanville Sanitary District (SSD), Lassen Irrigation District, Zito Media and the City Water Department.

### **Community Interaction**

Public involvement has helped shape this project and the alternatives being considered in the draft environmental documents. Extensive coordination has been conducted with project stakeholders to provide updates on the status of the proposed project, obtain public input, obtain agencies input, and resolve potential issues. The following public outreach efforts were made through June 2017:

- On Strategy – Susanville Main Street Survey
- Lassen Economic Development Council (LEDC) meetings
- City of Susanville Council meetings
- Lassen County Transportation Commission (LCTC)

### **Existing Facility**

State Route 36 is a vital connection route that serves local, regional, and interregional traffic. SR 36 passes through a diverse range of topography and climate regions as it crosses northern California through six counties (Humboldt, Trinity, Shasta, Tehama, Plumas and Lassen) between the Pacific Ocean to US 395 in Lassen County, and it serves as a major connector for both truck and automobile traffic.

State Route 36, at the southern edge of the City of Susanville and through the project limits, is a four-lane conventional highway with left-turn pockets at signalized intersections and major commercial driveways. The minimum existing right-of-way width within the project limits along the State Route 36 is 170 feet. Between Fair Grounds Road/Johnstonville Road and the existing commercial entrance, State Route 36 crosses Jensen Slough, with a road width of 104 feet. On the East side of the Project, State Route 36 has a widened shoulder and grass lined ditch.

### **Other Projects**

In addition to the CAP-M project, other projects are in the works along State Route 36. Specifically, the State Route 36 and Skyline Extensions Intersection project; see Attachment B. This project is approximately 0.3 miles southeast of the proposed monument sign location.

#### 4. PURPOSE AND NEED

The Project proposes to install a new gateway entry monument that is context sensitive to the area and surroundings at a location more consistent with the current and future city limits. In addition, the Project will make pedestrian and aesthetic improvements along State Route 36 in the City of Susanville, California. The Project will provide new pedestrian pathways that will connect to existing commercial areas to improve economic development of the area, support increased pedestrian traffic and improve access to adjacent commercial developments.

The addition of pedestrian sidewalk and safety railings on an existing bridge, lighting enhancements, and landscaping improvements (once funding is identified) are being provided to improve public safety, pedestrian use, and aesthetics for this area of the City, respectively. Also, the Project will regrade the existing roadside ditch to allow for a wider shoulder along a section of State Route 36; which will enhance the existing chain-up area, while complying with current Caltrans and local agency design standards.

##### **Purpose:**

The purpose of the proposed Project is to improve pedestrian safety, increase pedestrian access to adjacent businesses, and contribute to the economic vitality of the City of Susanville. In addition, the Project will provide a model for future landscape improvements that can be applied to uptown, midtown and commercial segments of Main Street (or State Highway 36).

##### **Need:**

Within the project limits, there is a lack of pedestrian facility continuity limiting pedestrian access and visual cues to the traveling public that encourage commerce. There is also a need of upgrading all the pedestrian facilities to the current ADA standards and to create a safe passage for pedestrian and vehicular traffic.

##### **4A. Problem, Deficiencies, Justification**

Since the construction of State Route 36, the area has grown and vehicular traffic has increased, which necessitates the need for pedestrian improvements. Truck traffic is high as this corridor is part of a STAA terminal access for the east/west route between Interstate 5 and US 395. As a result, the easterly end of the project is a high use area for truck drivers stopping to access retail and commercial developments.

Some of the existing infrastructure within the project limits does not meet current Caltrans design standards, including pedestrian ramps. The primary transportation system deficiency is the lack of a continuous pedestrian facility through the project limits. The Project will install sidewalks in both the eastbound and westbound directions to improve connectivity and fill gaps in the sidewalk system.

#### **4B. Regional and System Planning**

State Route 36 is on the National Highway System and is included in the Interregional Road System. This section of State Route 36 is also a High Emphasis Route and an Interregional Transportation Strategic Plan Focus Route. The Project is consistent with the January 2012 State Route 36 Transportation Concept Report. The Project will also be coordinating with the proposed CAP-M Project.

#### **4C. Traffic**

The Project is almost entirely a sidewalk and landscaping improvement project intended to improve pedestrian safety, address related circulation issues and revitalize the easterly end of Susanville. No changes will be made regarding the number or width of travel lanes. Existing lane configurations and traffic controls will be maintained at all intersections.

Bicycle lanes were discussed during a meeting with Caltrans on July 19th, 2016, but deemed unfeasible due to the road width constraints at the Jensen Slough crossing. A traffic study was prepared with the CAP-M project to analyze whether it was appropriate to decrease Hwy 36 to a one-lane in each direction, which would allow wider shoulders and class II bike lanes along Main Street, but the study showed that this configuration would not be able to sustain the traffic volumes. The bike lanes were; therefore, eliminated from the CAPM project and are not suggested to be included in the Gateway Project.

At this time, it appears the proposed project would have the potential to affect roadway operations with slight changes in signal timing to accommodate additional crosswalks at the existing signalized intersections.

All landscape features will be designed and located in a manner that provides appropriate sight lines in accordance with Caltrans design standards. No issues were identified that impact clear recovery zones (CRZ). All improvements inclusive of the monument sign, boulders etc. will be placed clear of and respect the needed 52' (fifty-two feet) CRZ.

#### *Scope of Future Traffic Engineering Studies, Activities, & Tasks*

Based on the proposed project elements and preliminary findings, the PS&E phase for this project should include the following traffic engineering related evaluations. These items have been deferred to PS&E phase and will be evaluated further once CAP-M improvements are completed:

- Provide the sight triangle requirements and/or exhibits for proper placement/setback of landscape and streetscape features.
- Prepare a pedestrian detour plan as requested by Caltrans in the Transportation Management Plan Data Sheet dated 11/21/13.
- Provide a Transportation Management Plan (TMP), to be prepared by Caltrans.

- Provide additional signing to address any needed NO PARKING or EMERGENCY PARKING ONLY signs along the corridor to control traffic and maintain a safe environment operational in the area(s) of improvement.

### **Current and Forecasted Traffic**

The existing traffic volume data was obtained from the Caltrans 2012 Traffic Volumes Book for the Project area which is SR 36 from Post Mile (PM) 25.94 (Riverside Drive) to PM 26.22 (Johnstonville Road). The existing Annual Average Daily Traffic (AADT) is 13,300, the peak monthly average daily traffic (ADT) is 18,400 and peak hour is 1,550. Truck volume percentages, as seen from the previous traffic analysis is at 4.5%, are quite high and are a significant factor in determining the design parameters for any improvement to be completed.

No traffic volume forecasting or operation/capacity analysis has been prepared at this time since this project does not intend to modify any travel lane or intersection lane configurations.

An analysis was performed to identify the most appropriate location for a pedestrian crossing of the commercial driveway located approximately 550 feet north of Riverside Drive, see Attachment C.

The scope and probable construction cost of traffic signal modifications necessary to include additional pedestrian phases, ADA compliant push button detection, and pedestrian signal indications were evaluated, see Attachment D.

### **Collision Analysis**

The crash history data for the project area was obtained through SWITRS data using the TIMS online query tools for the period of January 1<sup>st</sup> 2014 and December 31<sup>st</sup>, 2016 (a full 3-year period), one accidents occurred on the SR36/Riverside Drive intersection and three accidents were reported at the SR36/Johnstonville Road intersection. One accident was reported in the segment between those intersections. The Project does not appear to have a significant vehicular safety issues at this time.

## **5. ALTERNATIVES**

### **5A. Viable Alternatives**

The Project proposes to improve pedestrian facilities by installing curb, gutter, sidewalk and landscaping improvements as funding constraints allow. The Project intends to improve pedestrian safety and circulation and revitalize the south end of Susanville. All pedestrian ramps will be updated to the current ADA standards and a pedestrian railing along the existing bridge will be installed. The existing widened shoulder will be improved and necessary drainage facilities will be constructed. See Attachment E for the drainage report. A preferred alternative has been selected, and it

will improve State Route 36 and enhance and improve economic vitality by identifying a destination to travelers entering the City limit from the southeast:

### **Preferred Alternative**

- This alternative proposes to construct or improve pedestrian facilities along the east and west sides of State Route 36. In some instances, new curb, gutter, and sidewalk will be constructed, and at other locations, a sidewalk will be added behind the existing curb. There are three curb ramps proposed and ten existing curb ramps requiring upgrading to current ADA standards; and four new crosswalks proposed with the Project. The State anticipates completion of the majority of the work for the CAP-M project (02-4F9904) in late 2018, and it is anticipated that nine out of the ten existing curb ramps will be upgraded to the current ADA standards as part of the CAP-M project, therefore this Project only includes the three new ramps and upgrading one existing curb ramp.
- The existing right turn pocket for the commercial entrance will be updated to accommodate new pedestrian facilities, and pedestrian railings will be constructed along the existing bridge crossing. A ditch on the north side of the highway (toward the east side of the Project) will be regraded to accommodate the shoulder widening. Drainage facilities will be extended and installed to accommodate for the bisection of an existing drainage area parallel to the highway and impacted by the new curb, gutter, and sidewalk.
- A new gateway monument will be constructed on the east side of State Route 36, approximately 300 feet north of the Susan River. The proposed preliminary design for the Gateway Monument Sign, will be placed at 52' (fifty-two feet) or more from the travelled way to satisfy the requirements of the proximity of discretionary objects to the edge of travel way.

Necessary utilities will be pulled from the nearest service drop to provide appropriate illumination and irrigation for the gateway sign and its associated landscape improvements. The area including the monument will have appropriate signing to restrict and control parking restrictions as required for adequate safety.

Additionally, landscape improvements will be made along both sides of the State Route 36, new trees and shrubs will be planted, and pedestrian seating and trash receptacles will be installed. Some pedestrian lighting may need relocating and additional pedestrian gas lighting is proposed to be installed to improve public safety and overall appeal of the Project. See Attachment 'F' for schematic maps of the study area and cross sections for Preferred Alternative.

### **No Build Alternative**

The build alternative was developed under the existing constraints such as, but not limited to, compliance with State standards, cost to construct the project and unknown utility relocations or right of way acquisition. Should this build alternative no longer

provide a project conducive to the needs of, and/or deemed not affordable to the community as originally desired at inception, the no build alternative will be selected.

### **Erosion Control**

Erosion control will be utilized during construction to protect the transportation facilities and environmentally sensitive areas. The most recently adopted BMP's will be used to meet water quality discharge requirements. Every effort will be made to reduce environmental impact on existing species and habitat.

### **Project Cost Estimate and Programming Needs**

The estimated construction cost for Preferred Alternative is \$2,318 million. See Attachment G for the preliminary cost estimate. Programming of additional funds is required for the R/W and Construction phases in 2018 State Transportation Improvement Program (STIP). If any portion of the project scope is deemed ineligible, the city will pursue alternative funding sources for any non-STIP funded aspects of the project.

### **Right-of-way Data**

There is no right-of-way acquisition neither anticipated nor identified as required for Preferred Alternative; however there are a number of street light poles that may need to be relocated and new utility facilities extended to the proposed gateway monument location. Several other utilities are present within the project limits and may require relocation or protection in place during the course of construction. This will be further evaluated and finalized during the PS&E stage. Additionally, some utility work may have to be performed within the City's right-of-way and public utility easements. See Attachment H for the right-of-way data sheet for the Preferred Alternative.

### **5B. Rejected Alternatives**

Various alternatives were reviewed and eliminated during the Project Approval and Environmental Documents Stage. Construction of an off-site pedestrian path connecting to the existing pedestrian bridge was rejected due to the right-of-way acquisition required. Class II bike lanes were rejected due to the width of the existing roadway at the Jensen Slough crossing and lack of adjacent facilities. Replacement of existing sidewalk within the project limits was rejected as its condition was deemed satisfactory.

## **6. CONSIDERATIONS REQUIRING DISCUSSION**

### **6A. Hazardous Waste**

No hazardous waste sites were identified in the site assessment.

## **6B. Value Analysis**

A Value Analysis study was not conducted for this project because this project is proposing to enhance pedestrian safety in the most cost effective way possible using Caltrans design standards.

## **6C. Resource Conservation**

Features aimed at reducing wasteful, inefficient, and unnecessary consumption of energy and nonrenewable resources in construction, operations and maintenance of the Project will be included wherever possible. Material native to the surrounding area will be used during construction.

## **6D. Right-of-Way Issues**

The Project can be built within the existing right-of-way along the State Route 36 corridor and City right-of-way, with some work performed within utility easements. The Right-of-Way Data Sheet is included in Attachment H.

**Utilities:** No underground utility relocations are anticipated with the exception of raising existing utility grates and lids to finished grade and adding drainage facilities in the chain-up area. Some light poles may need to be relocated, and this will be evaluated further and finalized during the PS&E stage. New utility improvements are anticipated for connection of irrigation and lighting to the proposed gateway monument.

**Railroad:** No railroad is involved in this project.

## **6E. Environmental Compliance**

In order to comply with the requirements of CEQA and NEPA, a Categorical Exemption/Categorical Exclusion (CE/CE) was prepared in accordance with Caltrans' environmental procedures and State and Federal environmental regulations. The final CE/CE is included in Attachment J.

To support the CE/CE determination, a Phase I Initial Site Assessment (ISA) was prepared as part of the mini-PEAR effort, and it was revalidated on March 16, 2017. To evaluate biological resources, a Natural Environment Study-Minimal Impacts (NES(MI)) was prepared and approved on December 5, 2017. The NES(MI) included consideration of potential effects to water quality that may result from the project. To evaluate cultural resources, a Historic Property Survey Report (HPSR) and an Archaeological Survey Report (ASR) were prepared and approved on November 7, 2017. Following approval of these studies, a Categorical Exemption was issued on December 6, 2017 to meet the requirements of CEQA, and a Categorical Exclusion was issued on December 6, 2017 to fulfill the requirements of NEPA. Acquisition of regulatory permits is not required for this project.

**6F. Air Quality Conformity**

Air quality conformity is not required.

**6G. Title VI Considerations**

All considerations under Title VI of the Civil Rights Act of 1964 and related statutes have been included in this Project.

**6H. Noise Abatement Decision Report**

Noise Abatement Decision Report is not required.

**7. OTHER CONSIDERATIONS AS APPROPRIATE****Public Hearing Process**

There was no public hearing offered as there is only one build alternative. The local agencies are in support of the preferred alternative and would like to proceed with the project.

**Permits**

The permits and coordination listed in Table 1 would likely be required for the Project.

Agency	Permit/Approval	Status
Caltrans	Gateway Monument Sign Approval	In Progress
City and Caltrans	Encroachment Permit	Future
City and Caltrans	Maintenance Agreement	Future
City and Utilities Agencies	Utility Agreement	Future

**Cooperative Agreements**

The Project is a City of Susanville lead effort. The City of Susanville is the sponsoring agency and the implementing agency for all phases of this project. An existing cooperative agreement between City of Susanville and Caltrans was executed on December 27, 2016 and covers Project Approval and Environmental Document (PA&ED) efforts. A Cooperative Agreement for Plans, Specifications, and Estimate (PS&E), Right-of-Way (R/W), and Construction (CON) will be executed prior to each phase. This report serves as the authorizing document for future cooperative agreements.

Any additional cooperative agreements required will be in place as needed prior to

construction.

#### **Other Agreements**

An Interagency Maintenance Agreement will be executed prior to construction. Additionally, Utility Agreements will be executed during the R/W and PS&E stages.

#### **Transportation Management Plan**

A Transportation Management Plan will be prepared by Caltrans.

#### **Landscaping**

The Preliminary Landscaping Plans are included in the Attachment 'K'. Because this is a pedestrian facility improvement project, landscaping is warranted. See Attachment 'G' for provided preliminary costs for highway planting, erosion control, and aesthetic treatment required by the Project. Costs of landscaping and associated work will likely be funded outside the STIP program. All these factors will play a role in the final landscape design.

### **8. FUNDING, PROGRAMMING AND ESTIMATE**

#### **Funding**

The Project is planned to be funded through the STIP and alternative funding sources for non-STIP eligible items. Items included in the scope of work that are determined ineligible such as landscaping and irrigation will be funded with local funds or alternative sources as allowed through applicable State programs.

It has been determined that this project is eligible for Federal-aid funding.

#### **Programming**

Capital outlay support estimate for programming PA&ED in the 2014 STIP for this project was \$160,000. The remaining programming for the PS&E is to be programmed. Future construction cost and support has been escalated at increasing percentage rates starting with 2% for 2018, 3% for 2019 and 4% for 2020. The escalated cost for 2020 is shown below.

**Capital Outlay Project Estimate (all figures x \$1,000)**

Fund Source	Fiscal Year Estimate								
2017/18 STIP	Prior	14/15	15/16	16/17	17/18	18/19	19/20	21/22*	Total
Component	In thousands of dollars (\$1,000)								
PA&ED Support		160							160
PS&E Support					233				233
Right-of-Way Support					22				22
Construction Support								370	370
Right-of-Way								134	134
Construction								2,184	2,184
Total		160			255			2,688	3,103

\*Pending 2018 STIP programming.

Based on current capital outlay cost, the support cost ratio for Preferred Alternative is 35.6%, and based on escalated capital outlay cost for 2020, the support cost ratio for Preferred Alternative is 34%.

**9. DELIVERY SCHEDULE**

The anticipated funding fiscal year for construction is 2020/21.

Project Milestones		Milestone Date (Month/Day/Year)	Milestone Designation (Target/Actual)
PROGRAM PROJECT	M015	03/20/2014	Actual
BEGIN ENVIRONMENTAL	M020	07/01/2014	Actual
PA & ED	M200	01/31/2018	Target
PS&E TO DOE	M377	03/31/2019	Target
R/W CERT	M410	04/31/2019	Target
RTL	M460	05/31/2019	Target
AWARD	M495	12/31/2019	Target
END PROJ	M800	12/31/2020	Target

**10. RISKS**

The overall potential for risks to project budget and schedule are minimal as the Project will be within the existing State Highway right-of-way and a portion of the City right-of-way.

Additional potential risks include possible utility relocations beyond what are anticipated in the preliminary design, as well as new development to the current CAP-M project might affect proposed improvements. These will be determined during the PS&E phase.

## 11. EXTERNAL AGENCY COORDINATION

This project is considered to be an Assigned Project in accordance with the current Federal Highway Administration (FHWA) and Department of Transportation (Caltrans) Joint Stewardship and Oversight Agreement.

## 12. PROJECT REVIEWS

Scoping team field review _____	Date _____
Scoping team field review attendance roster attached.	
District Program Advisor _____	Date _____
Headquarters SHOPP Program Advisor _____	Date _____
District Maintenance _____	Date _____
Headquarters Project Delivery Coordinator _____	Date _____
Project Manager _____	Date _____
FHWA _____	Date _____
District Safety Review _____	Date _____
Constructability Review _____	Date _____
Other _____	Date _____

## 13. PROJECT PERSONNEL

Dan Newton Interim City Administrator	(530) 252-5100
Daniel Gibbs Acting Public Works Director/City Engineer	(530) 257-1041
Matt Gowan Caltrans Oversight Project Manager	(530) 225-2496
Craig Sanders Contract City Planner	(530) 252-5100
Larry Millar Public Works Director, Lassen County	(530) 251-8289
Jim Fisher, P.E. Consultant Project Manager	(916) 366-3040

**14. ATTACHMENTS (Number of Pages)**

- A. 2012 Lassen County CEDS Plan (39)
- B. Other Project – Exhibit (1)
- C. Traffic Crosswalk Study (2)
- D. Intersection Signaling Study (3)
- E. Drainage Report (22)
- F. Schematic Maps (5)
- G. Capital Outlay Project Estimate (10)
- H. Right-of-way data sheet (5)
- J. Environmental (4)
- K. Landscape Plans (7)

Reviewed by: D Interim City Administrator

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

**Submitted By:** Quincy McCourt, Project Manager

**Action Date:** August 15, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Skyline Playground Area

**PRESENTED BY:** Dan Newton, Interim City Administrator and Quincy McCourt, Project Manager

**SUMMARY:** Due to recent efforts of the Paul Bunyan Connectivity Grant, the Park Land Dedication Fund was brought to light as a means to create destination spots. While reviewing the Skyline Master Plan, staff has determined that a children’s playground would be a compatible element. Staff is requesting direction as to how to proceed with the Playground proposal:

1. Permission to design a project, with input from community stakeholders.
2. Approval to design a Playground or a combination of slides and swings that can be accomplished within a budget that is directed by Council.
3. Bring the design to Council for final approval.

Staff is requesting authorization to proceed with the Playground design and to prepare a combination of slides and swings with community input that can be constructed within the budget directed by Council.

Park Land Dedication Fund

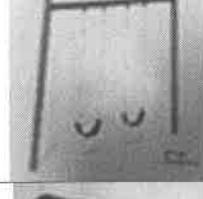
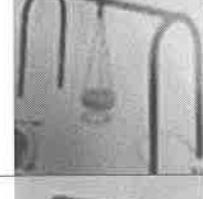
Starting Balance	\$	164,000.00
Disc Golf	\$	(15,000.00)
Pump Track - Water	\$	(10,000.00)
Playground	\$	(35,000.00)
Remaining	\$	<b>104,000.00</b>

**FISCAL IMPACT:** Pending Council direction to staff.

**ACTION REQUESTED:** Staff is requesting authorization to proceed with the Playground design and to prepare a project with community input that can be constructed within the budget directed by council.

**ATTACHMENTS:** Price Breakdown with Slides and Swings

Playground - Slides and Swings

Equipment	\$	Picture
Spiral Slide	\$ 6,000.00	
Dual Express Slide	\$ 4,300.00	
Wavy Slide	\$ 4,200.00	
Double Wave Slide	\$ 3,900.00	
Single Post	\$ 12,000.00	
Traditional	\$ 1,300.00	
Tire Swing	\$ 2,800.00	
Disc Swing	\$ 4,200.00	