
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Kevin Stafford, Mayor
Joseph Franco, Mayor pro tem
Brian Moore * Mendy Schuster * Brian R. Wilson

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
September 18, 2019 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 19-5703

Next Ordinance No. 19-1020

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

- 2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.**

- 3 CLOSED SESSION:**
 - A CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
Agency Negotiator: Michael Wilson
Bargaining Unit: Susanville Peace Officers Association (SPOA)
 - B CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section §54956.9(d)(1):
 1. *Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville*
 - C PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957: City Planner

- 4 RETURN TO OPEN SESSION: (recess if necessary)**
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Councilmember Schuster*
 - *Proclamations, awards or presentations by the City Council:*
Natural Gas and Water Bond presentation * Westhoff, Cone and Holmstedt

- 5 BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

- A Approve minutes from the City Council's August 7 and 21, 2019 meetings
- B Receive and file Finance Reports: June 2019
- C Receive and file Transient Occupancy Report
- D Consider approval of **Resolution No. 19-5699** authorizing issuance of Notice of Completion to Dig It Construction for Main Street Water Main project
- E Consider approval of **Resolution No. 19-5700** authorizing issuance of Notice of Completion to Dig It Construction for STIP FC Rehab Project
- F Approve Verizon NASPO Public Safety Program for Fire Department cellular phones

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 204870 through 204969 for a total of \$720,266.79 including \$245,157.72 in payroll warrants
- B Consider approval of **Resolution No. 19-5697** authorizing execution of contract with Apply-A-Line for pavement striping services for City streets
- C Consider approval of **Resolution No. 19-5701** authorizing the execution of contract with Rapid Construction for Cady Springs Pump Station
- D Consider approval of **Resolution No. 19-5702** authorizing execution of change order with Dig It Construction for the replacement of water main across Monrovia Street
- E Consider approval of **Resolution No. 19-5694** authorizing execution of RMS Contract
- F Consider **Ordinance No. 19-1019** amending Section 12.32 of the Susanville Municipal Code regarding Unlawful Camping: Waive the first reading and introduce

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

- A General Fund Update: Economic Development Presentation
- B Special Transactions and Use Tax Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular meeting of the Susanville City Council will be held on October 2, 2019 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, 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, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for September 18, 2019 in the areas designated on September 13, 2019.



Gwenna MacDonald, City Clerk

AGENDA ITEM NO. ____

Reviewed by: DS City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Refinancing of Water/Gas Bonds

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: The City of Susanville has issued new Water and Natural Gas bonds that closed on September 5, 2019. Mark Holmstedt from Westhoff, Cone and Holmstedt will present the final pricing outcome to the City Council.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Receive and file

ATTACHMENTS: Final Pricing Information



**CITY OF
Susanville**

FINAL PRICING INFORMATION

\$20,470,000

(Natural Gas Enterprise Refunding Project)

\$6,946,300

(Water Enterprise Refunding Project)

Series 2019 Refunding Bonds

September 5, 2019

SERIES 2019 TRANSACTION DETAILS

Summary of the Final Refinancing Terms

- **Bond Amounts:**
 - Water Bank Bonds = \$6,946,300
 - Gas Bonds = \$20,470,000
- **Maturities:**
 - Water Bank Bonds – June 1, 2036
 - Gas Bonds – June 1, 2045
- **Gas Bond Ratings:**
 - Underlying Ratings: “A” (S&P) “A-” (Fitch)
 - Assured Guaranty Bond Insurance: “AA”
- **Reserve Funds:**
 - Water Bank Bonds – None
 - Gas Bonds – Maximum Annual Debt Service (\$1,278,550); replaced by Surety Bond
- **Rate Stabilization Funds:**
 - Water Bank Bonds – \$858,600
 - Gas Bonds – \$1,800,000

SERIES 2019 TRANSACTION DETAILS

Financing Goals Achieved

1. Separate the Two Enterprises & Remove Cross-Collateralization

2. Goal: Increased Liquidity

- Water Rate Stabilization Fund (RSF) decreases from \$3 million to \$858,600.
- Increased timing to cure deficiency.

3. Goal: Lowest Cost Refinancing

- Water – Bank Bonds – Refinance the Senior Series 2010A Bonds; secured by a pledge of Revenues from the Water Enterprise only. Water RSF freed from encumbrance by the Gas Enterprise.
 - Closed financing with Banner Bank @ 2.75% per annum.
- Gas Bonds – Refinance the Subordinate Series 2010B bonds; secured by a pledge of Revenues from the Gas Enterprise only.
 - Arbitrage Yield of 2.205% vs prior 2010 financing of 4.555%.
- Underlying investment-grade ratings – S&P “A” and Fitch “A-”.
- Received Assured Guaranty bond insurance – “AA” rating – premium equals 0.25% of total Debt Service / Reserve Fund surety premium equals 2.5% of Reserve Requirement.

SAVINGS AND SOURCES & USES OF FUNDS

	Water Enterprise	Gas Enterprise
	Bank Bonds	Bonds
Net P.V. Savings	\$ 3,152,408	\$ 8,741,851
PV Savings as % of Refunded Bonds	44%	37%
Estimated Annual Savings	\$ 118,307	\$ 521,619
<u>Sources</u>		
Par Amount	\$ 6,946,300	\$ 20,470,000
Original Issue Premium	-	2,522,337
Series 2010 Reserve Account	639,231	1,808,366
Series 2010 Bond Fund	434	1,409
Series 2010 Interest Account	12,163	27
Total Sources	\$ 7,598,128	\$ 24,802,138
<u>Uses</u>		
Escrow Deposit	\$ 7,439,819	\$ 24,285,709
Costs of Issuance	158,309	402,379
Bond Insurance Premium	-	82,087
Reserve Fund Surety	-	31,964
Total Uses	\$ 7,598,128	\$ 24,802,138
Arbitrage Yield	2.75%	2.205%
Rate Stabilization Fund (RSF)	\$ 858,600	\$ 1,800,000

¹ Prior RSF for Water Enterprise was \$3,000,000.

Reviewed by:  City Administrator

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's August 7 and 21, 2019 meetings.

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 7 and 21, 2019 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's August 7 and 21, 2019 meetings.

ATTACHMENTS: Minutes: August 7, 2019
August 21, 2019

**SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
August 7, 2019– 6:00 p.m.**

Meeting was called to order at 6:00 p.m. by Mayor Stafford.

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney and Heidi Whitlock, Deputy City Clerk.

1 APPROVAL OF AGENDA:

Mike Wilson requested that a proclamation be added to the agenda.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve the agenda with the addition of the proclamation; motion carried unanimously. Ayes: Schuster, Wilson, Franco, Moore and Stafford.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

3 CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:

- A Threat to Public Services – Government Code Section §54957 – Consultation with:
 Susanville Police Chief

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; Dan Weaver, Assistant Fire Chief; Kevin Jones, Police Chief; Quincy McCourt, Project Manager; Deborah Savage, Finance Manager; and Heidi Whitlock, Deputy City Clerk.

Mr. Wilson reported that during closed session, direction was given to staff and the item was to be discussed during open session.

Dan Newton, Public Works Director provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Kevin Singletary requested the Council consider placing a Public Safety Tax discussion on the August 21, 2019 agenda.

6 CONSENT CALENDAR: No business.

7 PUBLIC HEARINGS: No business.

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

9 NEW BUSINESS:

9A Consider Resolution No. 19-5679, authorizing the City Administrator to sign an Agreement for Professional Services for Material Testing Services with Pavement engineering Inc. (PEI), for a cost Not to Exceed \$36,000 Mr. Newton stated that the item is in regard to two projects that will begin

soon and are funded through the State Transportation Improvement Program, titled SC4 and SC5. The first is located near the old Sierra Pacific mill and the other is near Cameron and Barbara Streets. The project contracts have been awarded to Dig It Construction and in order to verify that the materials being placed on the streets meet the specifications, a material testing firm is typically hired. The agreement before Council is for that agency to perform the testing. Mr. Newton added that the funding for the projects are received from the State Transportation Improvement Program and no local match is required.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5679;; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

9B Consider Resolution No. 19-5680, approving amended HOME and CDBG Program Guidelines Mr. McCourt stated that the City has approved guidelines for HOME as they were previously approved by Council. Staff held a mock meeting with the Loan Committee for training purposes and recommendations were made by the committee. He explained that the changes are reflected in the Guidelines presented and include the separation of CDBG and HOME Program Guidelines, rather than combining them in one document. The HOME guidelines have been amended to require the applicant provide a one percent down payment, the addition of a three percent deferred interest and a loan term of 30 years.

Councilmember Moore asked for clarification on the interest. Mr. McCourt explained that annual interest is charged for the first ten years of the loan, and then a portion forgiven for years 11 through 20. Provided that the homeowner meet certain requirements, by the 20th year of the loan there is no interest due, only principle.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5680; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9C Consider Resolution No. 19-5681, authorizing Water and Natural Gas bond refinancing Ms. Savage stated that she was going to present an update on the City's bond refinancing. She continued that she and Mr. Newton met with two members of Banner Bank and took them for a tour of the water structure because she, Mr. Wilson and Mr. Newton locked into an interest rate with Banner Bank. She was excited to announce that the rate stabilization amount has been dropped significantly. She introduced Mr. Holmstedt to continue the discussion.

Mark Holmstedt, of Westhoff, Cone & Holmstedt, provided an update on the City's bond refinancing stating that they are allowed to separate the natural gas and water funds, creating two different bond issues. At the last meeting, it was recommended for the water enterprise fund, that we enter into a direct bank purchase option eliminated the need for a trustee/trustee expense as well as other items. At that time, the best option was with Opus Bank but, we requested best and final offers and Banner Bank came back with a 2.75% interest rate. Also, where we used to have \$3 million in a rate stabilization fund, through the negotiations, Banner Bank lowered the fund to a \$767,000 requirement. He added that, since that time, they were notified that the natural gas system is now rated as an A- when it was previously unrated and, because of that, the City also now qualifies for credit enhancement with assured guarantee, previously only on the water bonds. That in turn, allowed them to put up a surety bond to replace the debt service reserve requirement ultimately resulting in an annual savings of approximately \$500,000 for the natural gas utility.

Cameron Weist, Bond Counsel, commended Public Works and City staff on its superior service and agreed that the water and natural gas funds can now be separated. He added that, legally speaking, the resolution

to be adopted tonight approves the submission of all of the related documents for these transactions. Mr. Weist provided a review of the documents provided.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Shuster, to approve Resolution No. 19-5681; motion carried unanimously. Ayes: Moore, Schuster, Franco, Wilson and Stafford.

9D Discussion regarding the replacement of the Police Record Management System Chief Jones stated that a joint RFP was released by the City and County for a Record Management System and that three proposals were received with Sun Ridge (SIMS) appearing to be the most competitive. Chief Jones requested authorization for himself and the City Administrator to begin negotiating contract terms with SIMS.

Mayor pro tem Franco asked what improvements would be seen.

Chief Jones responded that it will improve efficiency with data searching, computers in the vehicles, and use of mobile phones among other things.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to authorize the negotiation of a contract with SIMS negotiation of a contract with SIMS5; motion carried unanimously. Ayes: Schuster, Wilson, Moore, Franco and Stafford.

9E Consider Resolution No. 19-5682, authorizing award of Project No. 18-03, Cady Springs Pump Station Rebid, to RaPiD Construction Inc. Mr. Newton stated that the Cady Springs project started in 2003 that included the tank and the majority of the piping, but was never completed or utilized. He continued that additional funding of \$1.4 million was secured through a Prop 84 grant to bring the project to code. Staff worked with RaPiD Construction to look at ways to cut costs as all initial bids came in over that amount, and RaPiD was the only company who responded to the second RFP release. Mr. Newton requested that the City award the contract to RaPiD Construction Inc., contingent on negotiating a "best" amount. He added that he requested permission from the Department of Water Resources (DWR) to reduce the scope, taking out the water main replacements and allocating all money to the Cady Springs project.

Mayor pro tem Franco asked what the benefit would be.

Mr. Newton responded, fire protection, as the City would maintain up to 5 million gallons instead of the current 1 million gallons in a storage tank, and with power outages, generators would not be required to have water.

Councilmember Wilson asked what Mr. Newton's plan would be should money be freed up, would there be a price reduction for customers.

Mr. Newton responded that there are some issues such as legacy cross boxes and transmission lines that he would like to see taken care of.

Councilmember Wilson stated that it would be nice to give something back to the consumer if possible.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5682; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9F Consider Resolution No. 19-5683, Labor Compliance Program Mr. Newton stated that the Prop 84 grant requires the City to have an approved Labor Compliance Program and he reviewed the proposed Program attachment.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5863; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9G Sale of Surplus City Vehicles and Equipment Mr. Wilson stated that the City maintained equipment that is currently not being used based on age, condition, etc. A survey of the equipment has determined that it is in such a condition that it costs more to repair and maintain than its actual value. Staff requested permission to sell said equipment at public auction, using BidCal Auctions.

A brief discussion occurred regarding what some of the listed equipment was.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to authorize staff to sell the equipment through public auction as requested; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9H Consider Resolution No. 19-5685, Police Department Vehicle Purchase Chief Jones stated that the Police Department is looking to replace old vehicles that have over 130,000 miles on them. He continued that they received quotes and, at this time, the fiscal impact would be \$21,000 for the purchase and \$6,000 to equip it, for a total of \$27,000.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve Resolution No. 19-5685; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9I Consider Purchase of Hangar #24 at the Susanville Municipal Airport Mr. Wilson stated that, as part of the agreement between the City of Susanville and those currently owning hangars at the Susanville Municipal Airport, the City has first right of refusal when a current owner decides to sell his/her hangar. At this time, Sandra and Eric Thompson, owners of Hangar #24, submitted their official notice of intent to sell said hangar for the price of \$45,000. Mr. Wilson inquired of the Council whether or not they desired to purchase said hangar.

It was the consensus of the Council to not purchase Hangar #24.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider amendment to the School Resource Officer Agreement Chief Jones stated that the agreement was presented in closed session and would now require approval of the Council.

There were no questions or comments.

Motion by Councilmember Schuster, second by Councilmember Wilson, to authorize the amendment of the School Resource Officer Agreement; motion carried. Ayes: Wilson, Franco, Moore and Schuster. No: Stafford.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Evaluation of body Worn Cameras** Chief Jones stated that the cameras have been working great as well as the policy, as it allows us to require officers to record at all times. He continued that the approved budget for continuing has already been accounted for should we renew.

Mr. Wilson stated that the item is for evaluation only and will be brought back at the next meeting for approval by resolution.

Mayor pro tem Franco asked who determined when the cameras were to be on and if it was for the safety of the officers.

Chief Jones responded that he makes the determination. He would prefer them always on as, in the heat of the moment, one may forget to turn it on and the purpose of the cameras is for evidentiary proof. He concluded by stating that it was a great program.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Wilson asked whether or not there was enough time to consider SPOA's request.

Mr. Wilson responded that it would be on the next agenda.

Councilmember Moore expressed his appreciation for Officer Rowe, his time with the Susanville Police Department and wished him luck in his future endeavors.

15 **ADJOURNMENT:**

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

Meeting adjourned at 8:00 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Heidi Whitlock, Deputy City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
August 21, 2019– 6:00 p.m.

Meeting was called to order at 6:01 p.m. by Mayor Stafford.

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:02 p.m. the Council entered into Closed Session to discuss the following:

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

Agency Negotiator: Michael Wilson

Bargaining Unit: Susanville Peace Officers Association (SPOA)

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; James Moore, Fire Chief; Kevin Jones, Police Chief; Quincy McCourt, Project Manager; Deborah Savage, Finance Manager; Anthony Hanner, Building Official and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that prior to closed session the agenda was approved, and during closed session, direction was given to staff. Mr. Wilson requested that Item 6B on the Consent Calendar be pulled for separate discussion, and he requested the addition of an introduction for the Police Department.

Councilmember Wilson provided the Thought of the Day.

Chief Jones introduced Officer Hoover and canine officer Zeke. Officer Hoover discussed the newly acquired department canine, and his smooth transition into the Department. Officer Zeke has already proven useful by identifying illegal drugs in a vehicle.

5 BUSINESS FROM THE FLOOR:

Amy Holmer asked to be provided information related to the City's efforts and plans to improve pedestrian safety and unsafe traffic conditions on Main Street.

Chief Jones invited her to stop by the Department at any time and discuss her concerns.

6 CONSENT CALENDAR:

A Approve minutes from the City Council's July 3 and 17, 2019 meetings

B Approve closure of Pancera Plaza on September 13-14, 2019 for Chalk Art Canvas project

- C Consider **Resolution No. 19-5686**, approving body worn camera agreement with Visual Labs, Inc.
- D Consider **Resolution No. 19-5687**, approving State Transportation Improvement Program (STIP) Supplement Agreement No. N004 Revision 1

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Item 6A, 6C and 6D; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

Mr. Wilson discussed the requested to extend the closure of Pancera Plaza for a Chalk Art Canvas project that was proposed. The Plaza is currently closed for a certain number of hours each week for the Farmer's Market. He turned the floor over to Laura and Seth, representatives from the Lassen Land and Trails Trust.

Laura stated that she is the manager for the Farmers Market, and since the submittal of the letter requesting a street closure on September 13-14th, a few of the details of the proposal have changed. She turned the floor over to Seth.

Seth provided an overview of the proposed project. He discussed the success of the Community Garden, how it ties in to the Farmer's Market, and his vision to build on that momentum and create a culture of art in the uptown. He's worked with Bottle and Brush, and the request to close the street was no longer necessary, but they would like to move the art contest to the sidewalk. The chalk is not permanent, and the hope was to have the artwork last for about week to be viewed at the Wine Walk that HUSA has scheduled for the following weekend.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the Chalk Art Canvas project as requested; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 204417 through 204714 for a total of \$2,175,611.64 including \$1,268,649.83 in payroll warrants** Ms. Savage presented the vendor warrant report.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve the vendor warrant report; motion carried. Ayes: Franco, Moore, Wilson and Stafford. Abstain: Schuster.

9B **Consider Resolution No. 19-5688 authorizing the execution of a lease with Yamaha Golf Carts for the Diamond Mountain Golf Course** Ms. Savage reported that the lease executed with Yamaha Golf Carts in 2014 was nearing the end, and it requires executing a new lease and returning the 15 carts. The cart rental generates income for the course, and the new lease is for 48 months, since during the final year of the lease the carts are getting worn and the cost for repairs and maintenance increases. It is a cost savings to the City to execute a 48 month lease.

Mayor pro tem Franco asked if the City was considering reducing the course from 18 to 9 holes, based upon an inquiry he received. If that happened, would the City need to have 15 carts.

Ms. Savage responded that the question was posed on social media to gauge community sentiment regarding reducing the size of the course, and was not currently being discussed at the staff level. If the course were to be only 9 holes, they would still utilize 15 carts during tournament events.

Councilmember Wilson asked if the City were to sell the golf course, would the lease be binding.

Ms. Savage responded that the lease is assumable.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5688; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

9C Consider Resolution No. 19-5689 authorizing the execution of agreement with California Office of Traffic Safety for Grant EM20010 Chief Moore reported that the City applied for a grant through the Office of Traffic Safety and have been awarded \$105,000 with zero local match required. The grant will allow the purchase of three sets of extrication equipment to be utilized by Susanville, Milford and Westwood, with Susanville being the lead agency. The goal of the grant is to reduce the number of people killed in traffic collisions by reducing the time between calls for service and extricating victims from a vehicle. There will be 45 regional firefighters trained in the use of the equipment.

Mayor Stafford commended the department on doing a great job in obtaining the funding.

Chief Moore thanked Mr. McCourt for his effort in writing the grant application.

Motion by Councilmember Moore, second by Councilmember Shuster, to approve Resolution No. 19-5689; motion carried unanimously. Ayes: Moore, Schuster, Franco, Wilson and Stafford.

9D Consider Resolution No. 19-5690 authorizing the execution of agreement with CalFire for Volunteer Fire Assistance Grant #7FG19021 Chief Moore reported that this item is related to another grant that the Department has received in the amount of \$6,181.03. This is a 50/50 grant which doubles the Department's budget, and will be utilized to purchase safety gear related to the prevention and suppression of wildland fires, and communication equipment, which will include pagers and radios.

There were no questions or comments.

Motion by Councilmember Schuster, second by Councilmember Wilson, to approve Resolution No. 19-5690; motion carried unanimously. Ayes: Schuster, Wilson, Moore, Franco and Stafford.

9E Consider Sales and Use Tax Measure Mr. Wilson stated that the City Council directed staff to look into the possibility of placing a tax measure on the 2020 ballot for the next election. The election in March 2020 will also have City Councilmembers on the ballot which qualifies the City to include a tax measure. The purpose of the report was to solicit City Council input regarding the specifics of the Measure. The first question, is whether the City wants to pursue a general tax or a special tax dedicated to public safety. The next question is the amount of tax, which ranges from a quarter percent that would generate approximately \$450,000 per year in additional revenue to a one percent increase which would generate approximately \$1,800,000 per year.

Mr. Wilson review other options, which included making no change the sales tax, having a sunset date on the sales tax for 5 years or 10 years, or another date of the Council's choosing. The report also contains a tentative timeline to pass the ordinance and resolutions needed to place the item on the ballot.

Mayor pro tem Franco suggested reviewing the list, line by line.

Mayor Stafford stated he would support a .75 percent increase.

Mayor pro tem Franco agreed.

Councilmember Wilson suggested discussing the costs that were anticipated in the next few years to determine if the estimated increase in revenue would be enough. The costs include the increase in Calpers, additional officers, equipment, and pay increases for the public safety employees.

Councilmember Schuster asked if the Council was in agreement that the tax should be a special tax for public safety only.

Mayor Stafford commented that he would support a public safety tax with no sunset clause.

Mayor pro tem Franco added that it would probably increase the percentage of additional revenue needed.

Councilmember Moore stated that it was important to be as transparent as possible for the public, and asked when the appropriate line item would be established in the budget.

Mr. Wilson responded that the City would, as part of the budget process and in writing the language in the ordinance, require that a separate fund be established for those revenues, and a clear definition of what expenses the revenue would pay for, including retirement benefits, increase in officers, and it would all be available for the public before it ever gets to the ballot.

Councilmember Wilson remarked that the Calpers charges is a concern because there is nothing preventing them from increasing the charges again, and raising them beyond what is already anticipated. He asked when the peak expense was expected.

Ms. Savage responded that based upon the estimates provided earlier in the year, it was expected that 2025 would be the high point for the added costs, and then it would start dropping again.

Councilmember Schuster stated that she is not in favor of any additional taxes at all, however based upon what the City is facing, and the public feedback regarding public safety, it is important to put it on the ballot and let the voters decide if they will support it or not. She suggested going for a one percent special tax increase dedicated to public safety.

Mayor pro tem Franco referred to the previous attempt to pass a tax, and the importance of having the support of the Susanville Peace Officers Association. The Council has seen an increase in the past year or two with public attendance at meetings and the requests for added public safety, even the comment made this evening by Ms. Holmer, who is concerned about pedestrian safety. Hopefully the voters will recognize that in order to do more, the City will need more revenue because rising crime is a big problem. In terms of a sunset clause, Calpers is not going away, and it is likely those costs could continue to increase in the future. The City has to be careful and transparent throughout the entire process.

Councilmember Schuster asked at what point was the Council not allowed to discuss the sales tax anymore.

Mr. Wilson stated that he circulated a legal opinion to staff regarding staff participation, which is essentially that answers may be provided to questions, but the City is not allowed to utilize any City resources to promote or advertise voting a certain way.

Councilmember Wilson stated that it is an election year, and it will be a discussion topic during the campaign process. He recommended brainstorming with some of the questions that arose at the last attempt to pass the measure, and develop answers that address some of the concerns that the public expressed.

It was the consensus of the Council to move forward with a one percent special public safety tax with no sunset clause.

9F Consider approval of HUSA expenditures for the 2019/2020 fiscal year Mr. Wilson reported that the City Council voted to move forward with the HUSA organization, but without approval of the annual levy of assessment on the business owners. He has attended a few meetings, and Mayor pro tem Franco has also met with the Board, and the discussion that has not occurred is how the City plans to move forward with supporting the activities that the organization provides to the Community. He requested a copy of the annual budget for events which was provided and attached for the Council's review. The projects include the Safe and Sane Halloween event, Magical Country Christmas, Farmers Market and Wine Walk. He turned the floor over to Melanie Westbrook.

Melanie Westbrook, HUSA President, pointed out that certain expenses included insurance for the Board, and the Board would be unable to move forward if those administrative costs were not covered.

David Teeter, Margie's Book Nook, discussed the Pancera Plaza fund and the near completion of the plaza. HUSA sells memorial bricks that are placed in the plaza as a fund raising effort, and he discussed the damage that occurred to the mural located on the east side of the plaza. He talked about the success of this season's Farmer's Market, adding that they had more vendors than in previous years.

Councilmember Wilson asked if there was anything in this budget that was not included in previous years, and advised that even if the City was going to be cutting a check to fund these events, HUSA must continue to be responsible and efficient with spending.

There was a general discussion regarding the Wine Walk event. The participating businesses are assessed a charge and the event generates money to cover the costs.

Councilmember Schuster stated that she was not supportive of the event based upon irresponsible behavior that had been seen at past events. The Council discussed the safety of the event and the necessity to convey to the participants that alcohol was to be consumed only inside the businesses and not on the sidewalk.

Mayor pro tem Franco commented that whatever fund raising effort that the group engages in, such as the sale of memorial bricks, should not be money that is returned to the City. Many service organizations raise money and HUSA should dedicate effort to that. He asked what the annual revenue was from the assessment.

Ms. Westbrook responded that HUSA assessments generated between \$12,000 and \$14,000 annually.

There was additional discussion regarding the City's involvement in supporting the Wine Walk. Ms. Westbrook stated that the Magical Country Christmas event also has alcohol served, however the street closure associated with the event so it is allowable to consume alcoholic beverages outside of the business, similar to the beer garden at the fair.

Mr. Teeter stated that the larger, successful events in the City do often involve the sale of alcohol, as is shown by the beer and wine sales every year at the fair. It is not always a comfortable topic to discuss, however that is the reality that some of the best fund raisers in the community, such as the Margaritafest, involve the sale of alcohol.

Councilmember Wilson thanked Ms. Westbrook and Mr. Teeter for the conversation, noting that it took some time to get there, but the events that HUSA sponsors are very important, enjoyable events for

everyone in the community. Not placing the responsibility of paying for those events on the businesses that are located in the uptown should hopefully make the former assessee's happier and as a result, make HUSA's job easier.

Ms. Westbrook requested that the newspaper and City utilize social media to dispel the rumors circulating that HUSA is disbanded.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve funding the fiscal year 2019/2020 Historic Uptown Susanville Association (HUSA) events in the amount of \$14,984; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS: No business.

14 COUNCIL ITEMS:

14A **AB1234 travel reports**:

Councilmember Wilson stated that a proposal is being discussed to allow outdoor seating on Main Street, and the challenge in working with Caltrans to obtain approval to have tables on the sidewalk.

15 ADJOURNMENT:

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

Meeting adjourned at 8:22 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Council

Approved on: _____

Reviewed by:  City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of June 2019.

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

JUNE 30, 2019

POOLED CASH FUND	
Tri-Counties - Checking	367,444
LAIF	16,165,050
Total Cash & Investments	<u>16,532,495</u>

Pooled Cash Allocation:

General	1,490,971
General Fund Reserves	1,661,003
General Restricted	156,380
Special Revenue	1,886,346
Capital Projects	13,848
Debt Service	313,149
Enterprise	
Airport	(5,472)
Airport CIP	38,343
Geothermal	272,767
Golf Course	(24,639)
Natural Gas	6,576,220
Water	3,060,443
Internal Service	831,581
Trust & Agency	261,555
Total Cash & Inv. Allocations	<u>16,532,495</u>

CASH WITH FISCAL AGENTS

JUNE 30, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	2,460,477
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,460,477</u>

GRAND TOTAL	<u><u>18,992,972</u></u>
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CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JUNE 30, 2019

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	367,444.38
9999-1030-001	LAIF	16,165,050.38
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	16,532,494.76
9999-1000-000	CLAIM ON CASH	(16,532,494.76)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	19,225.66
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,582.73
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	114,558.46
1004	ALLOCATION TO GF-PANCERA	19,013.42
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,372,149.53
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	48,533.00
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	147,433.62
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	92,886.48
2002	ALLOCATION TO STATE COPS	80,365.27
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	379,386.49
2006	ALLOCATION TO SNOW REMOVAL	17,397.58
2007	ALLOCATION TO STREETS & HIGHWAYS	96,089.66
2008	ALLOCATION TO TOBACCO GRANT	(42,923.68)
2010	ALLOCATION TO STREET MITIGATION	52,675.24
2011	ALLOCATION TO POLICE MITIGATION	49,745.73
2012	ALLOCATION TO FIRE MITIGATION	113,638.05
2013	ALLOCATION TO PARK DEDICATION FUND	157,672.73
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	7,310.94
2018	ALLOCATION TO HOME REVOLVING FUND	464,177.63
2030	ALLOCATION TO TRAFFIC SAFETY	56,844.83
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	82,477.99
2037	ALLOCATION TO SKYLINE BICYCLE LANE	9,416.36
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	328,204.73
4003	ALLOCATION TO CITY HALL	52,244.11
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	259,229.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	1,674.92
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	639,465.95
7202	ALLOCATION TO AIRPORT CIP FUND	38,342.76
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	10,402.26
7630	ALLOCATION TO RISK MANAGEMENT FUND	508,142.55
7650	ALLOCATION TO PAYROLL	212,754.49
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	12,111.78
8402	ALLOCATION TO LAFCO	37,202.48
8403	ALLOCATION TO SEC 125 & AFLAC	3,101.07
8404	ALLOCATION TO AIR POLLUTION	124,914.87
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	120,444.62
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(46,008.11)

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JUNE 30, 2019

8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	9,787.83
		9,787.83
	ALLOCATIONS TO RESTRICTED FUNDS	10,460,748.68
		10,460,748.68
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	1,490,970.62
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(579,022.65)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	33,866.74
7201	ALLOCATION TO AIRPORT	(5,471.81)
7301	ALLOCATION TO GEOTHERMAL UTILITY	272,767.39
7401	ALLOCATION TO NATURAL GAS	4,769,144.69
7530	ALLOCATION TO GOLF COURSE	(24,638.91)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	100,282.04
		100,282.04
	ALLOCATIONS TO UNRESTRICTED FUNDS	6,071,746.08
		6,071,746.08
	 TOTAL ALLOCATIONS TO OTHER FUNDS	 16,532,494.76
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(16,532,494.76)
		(16,532,494.76)
	 ZERO PROOF IF ALLOCATIONS BALANCE	 .00
		.00

TRI-COUNTIES BANK

		\$384,202.91
6/3/2019	\$440.00	\$384,642.91
6/3/2019	\$68,531.31	\$453,174.22
6/3/2019	\$11,253.31	\$464,427.53
6/4/2019	-\$117,214.61	\$347,212.92
6/4/2019	-\$10,581.51	\$336,631.41
6/4/2019	-\$37,685.71	\$298,945.70
6/4/2019	-\$5,037.98	\$293,907.72
6/4/2019	-\$1,577.20	\$292,330.52
6/4/2019	-\$30,282.73	\$262,047.79
6/4/2019	-\$4,876.32	\$257,171.47
6/4/2019	\$54,499.44	\$311,670.91
6/4/2019	\$8,209.26	\$319,880.17
6/4/2019	\$3,617.45	\$323,497.62
6/4/2019	\$0.10	\$323,497.72
6/4/2019	\$46.93	\$323,544.65
6/4/2019	\$537.50	\$324,082.15
6/4/2019	\$1,054.82	\$325,136.97
6/4/2019	\$2,693.08	\$327,830.05
6/4/2019	\$1,768.79	\$329,598.84
6/4/2019	\$567.45	\$330,166.29
6/4/2019	\$737.16	\$330,903.45
6/4/2019	-\$61.31	\$330,842.14
6/4/2019	-\$4.61	\$330,837.53
6/4/2019	-\$108.00	\$330,729.53
6/4/2019	-\$10.00	\$330,719.53
6/4/2019	-\$2,411.89	\$328,307.64
6/4/2019	-\$404.66	\$327,902.98
6/5/2019	\$22,330.35	\$350,233.33
6/5/2019	\$10,227.46	\$360,460.79
6/5/2019	\$250.00	\$360,710.79
6/6/2019	-\$48,002.35	\$312,708.44
6/6/2019	\$400.00	\$313,108.44
6/6/2019	\$34,496.63	\$347,605.07
6/6/2019	\$5,890.13	\$353,495.20
6/7/2019	\$2,549.96	\$356,045.16
6/7/2019	\$21,930.87	\$377,976.03
6/7/2019	\$7,214.48	\$385,190.51
6/10/2019	\$52,815.79	\$438,006.30
6/10/2019	\$6,509.12	\$444,515.42
6/11/2019	-\$171.66	\$461,025.47
6/11/2019	-\$185.95	\$460,839.52
6/11/2019	\$4,633.47	\$465,472.99
6/12/2019	-\$254.29	\$484,298.97
6/12/2019	\$3,110.01	\$487,408.98
6/12/2019	\$9,410.33	\$496,819.31
6/13/2019		\$496,819.31
6/13/2019	\$13,148.89	\$509,968.20
6/13/2019	\$5,291.76	\$515,259.96
6/13/2019	-\$49,249.79	\$466,010.17
6/13/2019	-\$9,655.19	\$456,354.98
6/13/2019	-\$1,496.85	\$454,858.13
6/13/2019	-\$581.27	\$454,276.86
6/13/2019	-\$6,105.18	\$448,171.68
6/13/2019	-\$43,643.11	\$404,528.57

TRI-COUNTIES BANK

6/14/2019		\$16,440.04	\$420,968.61
6/14/2019		\$5,080.91	\$426,049.52
6/17/2019		\$11.28	\$426,060.80
6/17/2019		\$26,729.49	\$452,790.29
6/17/2019		\$7,250.52	\$460,040.81
6/17/2019		\$2,021.54	\$462,062.35
6/18/2019	-\$1,189.17		\$460,873.18
6/18/2019	-\$119,950.76		\$340,922.42
6/18/2019	-\$8,328.01		\$332,594.41
6/18/2019	-\$37,778.86		\$294,815.55
6/18/2019	-\$5,265.64		\$289,549.91
6/18/2019	-\$1,605.07		\$287,944.84
6/18/2019	-\$29,247.84		\$258,697.00
6/18/2019	-\$77,440.00		\$181,257.00
6/18/2019	-\$1,184.45		\$180,072.55
6/18/2019	-\$335.98		\$179,736.57
6/18/2019	-\$548.35		\$179,188.22
6/18/2019	-\$10,208.94	\$16,048.11	\$185,027.39
6/18/2019		\$4,582.84	\$189,610.23
6/19/2019		\$218,949.86	\$408,560.09
6/19/2019		\$4,131.79	\$412,691.88
6/19/2019		\$3,486.87	\$416,178.75
6/20/2019	-\$105.00		\$416,073.75
6/20/2019	-\$568.58		\$415,505.17
6/20/2019	-\$30.00		\$415,475.17
6/20/2019	-\$63.20		\$415,411.97
6/20/2019	-\$409.60		\$415,002.37
6/20/2019	-\$3,714.28		\$411,288.09
6/20/2019	-\$10,797.00		\$400,491.09
6/20/2019	-\$8,049.65		\$392,441.44
6/20/2019	-\$0.62		\$392,440.82
6/20/2019	-\$0.65		\$392,440.17
6/20/2019	-\$229,033.75		\$163,406.42
6/20/2019		\$1,442.65	\$164,849.07
6/20/2019		\$569.17	\$165,418.24
6/20/2019		\$751.46	\$166,169.70
6/20/2019		\$437.55	\$166,607.25
6/20/2019		\$583.91	\$167,191.16
6/20/2019		\$390.88	\$167,582.04
6/20/2019		\$324.91	\$167,906.95
6/20/2019		\$172.84	\$168,079.79
6/20/2019	-\$89,463.28		\$78,616.51
6/20/2019		\$12,341.66	\$90,958.17
6/20/2019		\$5,890.16	\$96,848.33
6/20/2019		\$24,827.23	\$121,675.56
6/20/2019		\$386.24	\$122,061.80
6/21/2019		\$12,199.02	\$134,260.82
6/21/2019		\$4,082.69	\$138,343.51
6/24/2019			\$138,343.51
6/24/2019		\$42,520.91	\$180,864.42
6/24/2019		\$6,145.40	\$187,009.82
6/24/2019		\$2,921.32	\$189,931.14
6/25/2019		\$655.79	\$190,586.93
6/25/2019		\$1,235.89	\$191,822.82
6/25/2019		\$137,225.02	\$329,047.84

TRI-COUNTIES BANK

6/25/2019	-\$852.30		\$328,195.54
6/25/2019	-\$93.50		\$328,102.04
6/25/2019	-\$6.07		\$328,095.97
6/25/2019		\$294.08	\$328,390.05
6/25/2019		\$17,708.56	\$346,098.61
6/25/2019		\$5,055.19	\$351,153.80
6/25/2019		\$2,873.04	\$354,026.84
6/26/2019		\$17,629.56	\$371,656.40
6/26/2019		\$5,640.71	\$377,297.11
6/26/2019	-\$87,747.05		\$289,550.06
6/27/2019			\$289,550.06
6/27/2019		\$8,238.32	\$297,788.38
6/27/2019		\$3,433.44	\$301,221.82
6/28/2019		\$121.00	\$301,342.82
6/28/2019		\$204.01	\$301,546.83
6/28/2019		\$1,704.59	\$303,251.42
6/28/2019		\$193.28	\$303,444.70
6/28/2019		\$302.81	\$303,747.51
6/28/2019		\$607.15	\$304,354.66
6/28/2019		\$372.94	\$304,727.60
6/28/2019		\$214.58	\$304,942.18
6/28/2019		\$143.96	\$305,086.14
6/28/2019		\$11.28	\$305,097.42
6/28/2019		\$280.92	\$305,378.34
6/28/2019	-\$802.14		\$304,576.20
6/28/2019		\$21,662.28	\$326,238.48
6/28/2019		\$7,117.80	\$333,356.28
6/28/2019		\$2,088.65	\$335,444.93
6/28/2019		\$247.06	\$335,691.99
6/28/2019		\$31,700.25	\$367,392.24
6/28/2019		\$165.92	\$367,558.16
6/30/2019	-\$0.03	\$0.07	\$367,558.20
6/30/2019	-\$37.02		\$367,521.18
6/30/2019	-\$21.80		\$367,499.38
6/30/2019	-\$40.00		\$367,459.38
6/30/2019	-\$15.00		\$367,444.38

<i>s:/Debi/fund Balances Report</i>		Audited			Unaudited
		6/30/18	YTD	YTD	JUNE
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	Fund Balance
					6/30/19
100X	General Fund	3,558,023	6,546,269	6,467,918	3,636,374
2002	State COPS	60,263	120,557	100,000	80,821
2005	Road Maintenance & Rehab SB-1	105,158	307,318		412,476
2006	Snow Removal	46,024	14,195	42,711	17,508
2007	Streets	(211,421)	2,418,930	2,258,345	(50,836)
2008	DOJ Tobacco Grant	0	4,676	47,600	(42,924)
2010	Street Mitigation	43,537	9,449	9,449	43,537
2011	Police Mitigation	9,620	40,307		49,927
2012	Fire Mitigation	141,188	13,435	40,286	114,337
2013	Park Dedication	160,335	6,139	8,929	157,545
2016	State Comm. Dev. Rev.FD	956,930	14,313	104,875	866,367
2018	Home Revolving Fund	752,150	19,222	16,734	754,638
2030	Traffic Safety	51,521	6,260	583	57,198
2035	Traffic Signals Fund	80,544	2,489		83,033
2037	Skyline Bicycle Lane	8,813	663		9,476
2040	CDBG Riverside Drive Project	306,285	101,000	114,825	292,460
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,259	138,384	138,399	52,245
4004	2013 CalPERS Refunding Loan	481,503	461,352	683,625	259,230
4005	Community Pool Debt Service	630	100,920	99,875	1,675
711X	Water Funds	3,624,084	2,842,197	2,257,389	4,208,892
720X	Airport	2,184,445	159,249	312,104	2,031,590
7301	Geothermal	551,215	109,457	95,276	565,396
740X	Natural Gas	494,649	4,960,355	4,182,307	1,272,697
7530	Golf Course	2,370,352	281,040	308,233	2,343,160
7620	PW Admin/Engineering	168,599	195,845	301,646	62,798
7630	Risk Management	472,721	847,974	786,274	534,421
8402	LAFCO	33,348	57,913	53,543	37,718
8404	Air Pollution	198,502	191,710	230,004	160,208
8405	Air Pollution - Carl Moyer	319,563	5,471	203,835	121,199
8406	IRWM - Management Group	(59,541)	171,526	131,498	(19,512)
8407	CCI Woodsmoke Reduction	0	135,828	131,960	3,868
TOTALS		16,975,149	20,284,443	19,128,222	18,131,369

Reviewed by: JD City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Report of Transient Occupancy Tax Revenue

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for Council's review is the report of Transient Occupancy Tax collected

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file Report of Transient Occupancy Tax for Fiscal Year 2018-2019

ATTACHMENTS: Transient Occupancy Tax report

Transient Occupancy Tax - History

S://finance/TOT/TOT

Received in For Qtr.	OCT Jul-Sep 1	JAN Oct-Dec 2	APR Jan-Mar 3	JUL Apr-Jun 4	Total	Percent T.O.T.	
FY 1989-90	59,580	41,273	26,912	56,068	183,833	8 %	Increased by 2%
FY 1990-91	71,958	44,475	31,412	63,190	211,035	8 %	
FY 1991-92	75,998	49,850	34,316	63,726	223,890	8 %	
FY 1992-93	79,525	50,751	27,467	61,719	219,462	8 %	
FY 1993-94	87,369	60,847	40,577	72,788	261,579	8 %	
FY 1994-95	90,841	67,395	57,202	84,656	261,579	8 %	
FY 1995-96	102,529	68,208	46,404	74,206	300,094	8 %	
FY 1996-97	91,922	58,327	44,907	74,470	291,347	8 %	
FY 1997-98	90,355	64,306	38,202	75,377	269,627	8 %	
FY 1998-99	100,039	64,098	40,432	77,769	282,337	8 %	
FY 1999-00	105,195	71,103	43,137	87,850	307,285	8 %	
FY 2000-01	113,786	69,621	49,132	94,789	327,328	8 %	
FY 2001-02	116,569	75,763	51,361	100,941	344,634	8 %	
FY 2002-03	128,918	82,622	57,547	93,372	362,459	8 %	
FY 2003-04	123,730	78,211	59,025	103,348	364,313	8 %	
FY 2004-05	160,926	93,450	73,737	134,133	462,246	10%	Increased by 2%
FY 2005-06	154,676	116,764	70,777	123,152	465,369	10%	
FY 2006-07	187,956	111,977	75,688	148,153	523,774	10%	
FY 2007-08	185,106	111,037	87,103	133,968	517,214	10%	
FY 2008-09	152,756	84,251	52,880	132,397	422,284	10%	
FY 2009-10	129,707	92,460	55,012	103,176	380,354	10%	
FY 2010-11	135,563	73,212	52,476	105,132	366,383	10%	
FY 2011-12	136,085	85,764	58,451	111,247	391,546	10%	
FY 2012-13	144,530	68,374	55,362	110,852	379,119	10%	
FY 2013-14	145,701	79,358	66,924	108,741	400,723	10%	
FY 2014-15	145,712	85,678	77,819	132,615	441,824	10%	
FY 2015-16	153,599	94,103	82,021	125,377	455,099	10%	
FY 2016-17	182,157	105,455	74,428	145,941	507,981	10%	
FY 2017-18	195,742	120,418	72,156	131,842	520,158	10%	
FY 2018-19	196,176	112,772	84,475	140,751	534,174	10%	

For actual dollars deflate revenues for INFLATION



Reviewed by: [Signature] City Administrator
[Signature] Department Head

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Approve Resolution No. 19-5699, acknowledging completion of the additive work bid and change order work for Project 17-03 and authorizing the Finance Manager to release any remaining funds including retention owed to Dig-It Construction of Chester, CA withheld from progress payments.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On August 15, 2018, City Council awarded additive portions of the 2017 Water Main Replacement Project 17-03 in the amount of \$558,936 which was 15.9% more than the engineer's estimate. The total amount authorized, including contingencies was set at \$614,829.00. The total cost of construction including construction engineering costs was estimated at \$642,776.

Project related work included water main installation from Park Street to Spring Street in advance of the Caltrans CAPM project. The work performed and was reimbursed for fire hydrant work previously was provided by the State's CAP-M project in an amount of \$79,489 and is being used to reimburse the 7114 fund.

Additionally, extra work was awarded to Dig-It in April of 2019 via change order as authorized under Resolution 19-5643. This work was for water main replacement in Johnstonville Road at the Skyline Road intersection in advance of the County's project and to avoid pavements cuts once the water main project was ready for installation in the next year for two.

The total cost for both the Main Street and Johnstonville water main construction with approved contract change orders was estimated at \$651,836.00. Actual costs to the projects equaled \$646,945.32 or a savings of just under 1%. This includes significant unanticipated costs experienced by the Contractor in maintaining temporary paving surfaces during the extreme weather experienced regionally. They have requested an additional \$11,587.32 to offset a portion of their expenses during the winter months.

A final cost accounting of the Main Street and Johnstonville Road project along with the additional cost caused by the severe winter Indicates that actual construction costs were higher than estimated yet still came in under budget for the authorized amount granted by Council by approximately 1%. Construction engineering costs were \$26,762 and approximately \$1,185 less than estimated for a savings of 4.2%.

All work has now been completed, all test results have met 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 continues to be provided from the 7114 Water Fund with any remaining balances (as needed) funded from 7111 Rate Stabilization Fund.

ACTION REQUESTED: Adopt Resolution 19-5699 that 1) acknowledges completion of the base bid for Project 17-03 Additive project ; and 2) authorizes the Finance Manager to release all remaining funds to the Dig-It Construction Inc. of Chester, CA of \$47,553.17 for the project which includes retention funds in the amount of \$27,685.85.

ATTACHMENTS: Resolution No. 19-5699

RESOLUTION NUMBER 19-5699
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ACKNOWLEDGING COMPLETION OF THE ADDITIVE BID FOR THE 2017 WATER MAIN
REPLACEMENT PROJECT NUMBER 17-03 AND AUTHORIZING THE FINANCE MANAGER
TO RELEASE ALL FUNDS DUE INCLUDING ANY REMAINING RETENTION DUE

WHEREAS, at the August 15, 2018 meeting, Council authorized award and execution of a contract for additive work on the replacement of water main pipe on Main Street from Park Street to Spring Street in advance of the State's CAP-M project administrated by Caltrans and to be completed later this year; and

WHEREAS, in April 2019, Council authorized award and execution of a contract change order for additional work in Johnstonville Road in advance of the County's Skyline Road extension project that included the replacement of water main pipe through the project limits along Johnstonville Road; 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 as 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 funds and 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 additive 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 directs as follows:

- 1) The Director of Public Works is authorized to prepare and file a Notice of Completion for the additive portion of the 2017 Water Main Replacement project; and
- 2) The Finance Manager is authorized to release all remaining funds from the two project accounts back to the contractor, Dig-It Construction in the amount of \$47,553.17 which includes \$27,685.85 in retention for all work on 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 18th day of September, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by:  City Administrator
 Public Works Director

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Approve Resolution No. 19-5700, authorizing the Public Works Director to 1) execute a Notice of Completion and 2) authorizes the Finance Manager to release all remaining funds due the contractor for Project No. 17-01, 2012 STIP 'FC' Pavement Overlays with Dig-It Construction Inc.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: In April of 2018, City Council awarded the 2012 STIP 'FC' Pavement Overlay Project No. 17-01 to Dig-It Construction Inc. and they were issued a Notice To Proceed in an amount not to exceed \$1,463,197.00. Additional funds for 10% in contingencies and construction engineering were also allocated for a total project cost of no more than \$1,829,000.00.

Additional work to expend the remaining funds was authorized to February 2019 for the streets removed from the initial project due to funding constraints. These streets were Hospital Lane and West Avenue. Portions of both of these streets were repaired starting at the intersection with Richmond Road and South Streets respectively. Work was extended from each until funding was expended and included replacement of the Ramsey ditch discharge used to drain geotherm discharge water and a valley gutter at South Street to control excessive run-off down South Street.

The actual costs (less construction engineering) for the entire scope of both projects was \$1,707,024.53. Material testing and construction engineering accounted for the remainder of the funding and was determined to be just under \$139,000 approximately. Total costs to the project, inclusive of construction and construction engineering were utilized to the greatest extent possible and maximized the amount of construction that could be performed. Funding for the project of \$1,846,000 was available and the construction costs are well less than the funds allotted by the State through the STIP program.

FISCAL IMPACT: None. There are adequate funds in the amount of \$1,846,000 allotted from the State for construction and related engineering on the project. Staff has requested and received the majority of the funds from the State spent to date to reimburse the Streets fund.

ACTION REQUESTED: Adopt Resolution 19-5700 that 1) authorizes the Director of Public Works to Execute a Notice of Completion and 2) authorizes the Finance Manager to release all remaining funds for additional work and retention.

ATTACHMENTS: Resolution No. 19-5700

RESOLUTION NUMBER 19-5700

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE FOR PROJECT NO. 17-01, 2012 STIP PAVEMENT OVERLAY 'FC' PROJECT WITH DIG-IT CONSTRUCTION INC.; AUTHORIZING EXECUTION OF A NOTICE OF COMPLETION AND RELEASE OF ALL REMAINING FUNDS DUE.

WHEREAS, the City Council did, in April of 2018, authorize award and execution of a contract for the installation of pavement overlays on certain streets in the City under funding available from the State Transportation Improvement Program (STIP) based upon the need for certain street improvements; and

WHEREAS, the City Council did, in February of 2019, authorize additional work to expend remaining project funds for pavement overlays on Hospital and West streets in the City as funding remained available from project; 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 and specifications and should be given consideration for release of their obligation as prescribed in the contract for this project, 17-01; and

WHEREAS, Dig-It Construction, upon providing submitting all remaining contract related documentation, shall be given subsequent release of retention payments withheld as prescribed under the Public Contract Code, and;

WHEREAS, the City of Susanville Public Works Department recommends execution of the Notice of Acceptance, and authorization for release of all funds remaining to meet its obligations under the contract for Project No. 17-01, STIP Project 'FC' Pavement Overlays Project.

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

- 1) Authorize execution of Notice of Completion for Project 17-01, STIP Project 'FC' Pavement Overlays Project accepted as complete from Dig-It Construction.
- 2) Authorize Finance Manager to release all remaining compensation and retention amounts.

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 18th day of September of 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by:  City Administrator

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

Submitted by: Rebecca Sanchez, Administrative Assistant

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Verizon Public Safety Program

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: It has become necessary for the Fire Department to switch over to public safety program with Verizon. Public safety program provides specific bandwidth and data when the system is overloaded and take precedent. Public Safety agencies will be able to communicate easier, secure and fast during emergencies.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve Verizon NASPO Value Point #1907 Authorized User Agreement and the Fire Chief to sign Agreement

ATTACHMENTS: Verizon NASPO Value Point #1907 Authorized User Agreement



NASPO ValuePoint (formerly known as WSCA) #1907
AUTHORIZED USER AGREEMENT

Verizon Wireless ("Vendor") and the State of Nevada, for itself and on behalf of the NASPO ValuePoint ("NASPO ValuePoint" and/or "Customer"), have entered into a Contract for Services of Independent Contractor #1907 ("Contract") with an effective date beginning on April 16, 2012 and any and all amendments and/or addenda thereto. Pursuant to the Contract, the State of **California** has entered into a Participating Addendum ("PA") designating **City of Susanville Fire Department**, a government entity, not for profit entity or a private education entity as an authorized user ("Authorized User").

In accordance with the definitions, terms and conditions set forth in the Contract and/or PA, the authorized entity may purchase wireless services and products under the terms, conditions, and pricing established by the Contract and/or PA for Authorized User participation. Participation is further subject to any and all applicable state and local purchasing statutes and ordinances. The Authorized User states, acknowledges and agrees, as follows:

- (1) It is an Authorized User as defined under the terms of the Contract and/or PA;
- (2) Authorized User is eligible and desires to purchase wireless services and products from Vendor pursuant to the terms and conditions of the Contract, PA, User Agreement, any and all amendments, addenda and schedules as the Customer may specify from time to time, as well as the terms and conditions of all calling plans activated under this User Agreement, which are incorporated herein by reference;
- (3) Authorized User will provide documentation and substantiate Authorized User status as appropriate and as requested from time to time by Vendor;
- (4) The Authorized User agrees to the terms and conditions of the NASPO ValuePoint Master Agreement including the disclosure of limited account information as part of the contractual reporting requirements to NASPO ValuePoint Administration and the participating state;
- (5) Authorized User will ensure that this User Agreement will be used only in support of government, not for profit or private education business;
- (6) No Reselling: This Contract specifically authorizes the purchase of Wireless Services and Equipment only by Participating Entities ("Entity and Customer"), as described herein. Entities may not resell Wireless Services or Equipment purchased under this Contract to any third party, including its agents, contractors or contract employees, members or franchisees, parent or affiliate, except upon written agreement between the parties. Entity shall be the customer of record for purchases made under this Contract, and may not modify the price for the product and services utilized by its Government Subscribers;
- (7) The undersigned represents and warrants that he/she has the power and authority to execute this User Agreement, bind the respective Authorized User, and that the execution and performance of this User Agreement has been duly authorized by all necessary Authorized User action; and
- (8) The undersigned is duly authorized by the Authorized User to designate the following individual(s) (the "Authorized Contacts") who are authorized to take action with respect to the account with Vendor to purchase equipment, add lines of service, cancel lines of service and make changes to the account that financially bind the Authorized User to the terms and conditions of this User Agreement, the Contract, the PA, and execute Customer Agreements for the lines of wireless service, subject to the additional terms and conditions therein.

Street Address:	1505 Main St Susanville Ca 96130
City, State & Zip	Susanville Ca 96130
Customer Phone number:	530-257-5152 ex1600
Customer Email address:	JMOORE@CITYOFSUSANVILLE.ORG
Authorized Signature:	
Print Name:	
Title:	
Date:	

Reviewed by:  City Administrator

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

Submitted by: Deborah Savage, Finance Manager

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated August 23, 2019 through September 6, 2019 numbered 204870 through 204969.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 475,109.07 plus \$245,157.72 in payroll warrants, for a total of \$720,266.79.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Report type: GL detail
 Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/19	08/29/2019	204890	8668	ADAMS ASHBY GROUP, I	PROFESSIONAL SERVICES	2783	1	2040-463-71-44	CONSTRUCTION SERVICES	210.00	210.00
Total 2783:										210.00	210.00
08/19	08/29/2019	204891	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9964030963	1	7401-430-62-46	SUPPLIES-GENERAL	144.64	144.64
08/19	08/29/2019	204891	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9964030963	2	2007-431-20-46	SUPPLIES-GENERAL	93.79	93.79
08/19	08/29/2019	204891	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9964030963	3	7110-430-42-46	SUPPLIES-GENERAL	233.29	233.29
Total 9964030963:										471.72	471.72
08/19	08/29/2019	204892	9749		REFUND GAS DEPOSIT	10430050002	1	7401-2228-000	DEPOSITS-CUSTOMER	125.64	125.64
Total 10430050002:										125.64	125.64
08/19	08/29/2019	204893	40	AMPS ELECTRIC	REPAIRS- PD	2859	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	203.56	203.56
Total 2859:										203.56	203.56
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636949668	1	7620-430-10-44	LINEN SERVICE	33.53	33.53
Total 636949668:										33.53	33.53
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636949669	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 636949669:										55.67	55.67
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636949670	1	7401-430-62-44	LINEN SERVICES	79.57	79.57
Total 636949670:										79.57	79.57
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636949671	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 636949671:										41.92	41.92
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636963230	1	7620-430-10-44	LINEN SERVICE	33.53	33.53

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 636963230:										33.53	33.53
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636963231	1	2007-431-20-44	LINEN SERVICE	120.71	120.71
Total 636963231:										120.71	120.71
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636963232	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 636963232:										49.54	49.54
08/19	08/29/2019	204894	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636963233	1	7110-430-42-44	LINEN SERVICE	52.14	52.14
Total 636963233:										52.14	52.14
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	447258	1	1000-452-20-46	SUPPLIES-GENERAL	38.63	38.63
Total 447258:										38.63	38.63
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	447319	1	1000-452-20-46	SUPPLIES-GENERAL	26.04	26.04
Total 447319:										26.04	26.04
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	447621	1	1000-452-21-46	SUPPLIES-GENERAL	79.04	79.04
Total 447621:										79.04	79.04
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-GAS	447695	1	7401-430-62-46	SUPPLIES-GENERAL	4.28	4.28
Total 447695:										4.28	4.28
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	447838	1	1000-452-20-46	SUPPLIES-GENERAL	20.26	20.26
Total 447838:										20.26	20.26
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-WATER	448068	1	7110-430-42-46	SUPPLIES-GENERAL	32.79	32.79
Total 448068:										32.79	32.79

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
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-WATER	448089	1	7110-430-42-46	SUPPLIES-GENERAL	48.87	48.87
Total 448089:										48.87	48.87
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	448160	1	2007-431-20-46	SUPPLIES-GENERAL	20.26	20.26
Total 448160:										20.26	20.26
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES- FD	448173	1	1000-422-10-46	SUPPLIES-GENERAL	8.16	8.16
Total 448173:										8.16	8.16
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	448249	1	2007-431-20-46	SUPPLIES-GENERAL	4.43	4.43
Total 448249:										4.43	4.43
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	448256	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	33.92	33.92
Total 448256:										33.92	33.92
08/19	08/29/2019	204895	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	448378	1	1000-452-20-46	SUPPLIES-GENERAL	7.33	7.33
Total 448378:										7.33	7.33
08/19	08/29/2019	204896	96	CALAFCO	REGISTRATION FOR	082619	1	8402-413-30-45	TRAVEL	520.00	520.00
Total 082619:										520.00	520.00
08/19	08/29/2019	204897	986	CARLSON'S TIRE PROS	REPAIR & MAINT- GAS	66145	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	79.99	79.99
Total 66145:										79.99	79.99
08/19	08/29/2019	204898	161	CSK AUTO INC	SUPPLIES-GAS	2740196294	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.82	4.82
Total 2740196294:										4.82	4.82
08/19	08/29/2019	204899	1261	DIAMOND TRUCK AND A	REPAIRS & MAINT-PD	4836	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	243.20	243.20

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 4836:										243.20	243.20
08/19	08/29/2019	204900	1260	DIRECTV INC	CABLE-GC	36607121083	1	7530-451-52-45	COMMUNICATIONS	192.96	192.96
Total 36607121083:										192.96	192.96
08/19	08/29/2019	204901	241	FEATHER PUBLISHING C	ADVERTISEMENT-WATER	1556834	1	7110-430-42-45	ADVERTISING	153.00	153.00
Total 1556834:										153.00	153.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	975567A	1	7110-430-42-43	TECHNICAL SVCS	170.00	170.00
Total 975567A:										170.00	170.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	975569A	1	7110-430-42-43	TECHNICAL SVCS	170.00	170.00
Total 975569A:										170.00	170.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	975571A	1	7110-430-42-43	TECHNICAL SVCS	170.00	170.00
Total 975571A:										170.00	170.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	976673A	1	7110-430-42-43	TECHNICAL SVCS	630.00	630.00
Total 976673A:										630.00	630.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	976675A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 976675A:										95.00	95.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	976912A	1	7110-430-42-43	TECHNICAL SVCS	26.00	26.00
Total 976912A:										26.00	26.00
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	976913A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 976913A:										147.00	147.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/19	08/29/2019	204902	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	976914A	1	7110-430-42-43	TECHNICAL SVCS	26.00	26.00
Total 976914A:										26.00	26.00
08/19	08/29/2019	204903	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR4262	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	84.00	84.00
Total AR4262:										84.00	84.00
08/19	08/29/2019	204904	265	FRONTIER	257-0315 AWOS AIRPORT	0315 081519	1	7201-430-81-45	COMMUNICATIONS	51.22	51.22
Total 0315 081519:										51.22	51.22
08/19	08/29/2019	204904	265	FRONTIER	257-1044 PRI	1044 080519	1	7620-430-10-45	COMMUNICATIONS	102.06	102.06
Total 1044 080519:										102.06	102.06
08/19	08/29/2019	204904	265	FRONTIER	252-1182 SCADA - WATER	1182 081019	1	7110-430-42-45	COMMUNICATIONS	312.03	312.03
Total 1182 081019:										312.03	312.03
08/19	08/29/2019	204904	265	FRONTIER	257-5152 FIRE	5152 081019	1	1000-422-10-45	COMMUNICATIONS	311.32	311.32
Total 5152 081019:										311.32	311.32
08/19	08/29/2019	204904	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 081019	1	7401-430-62-45	COMMUNICATIONS	43.46	43.46
Total 7-1182 081019:										43.46	43.46
08/19	08/29/2019	204905	1073	IMPACT CONSTRUCTION	WORK PERFORMED ON RIVER	2711	1	2040-463-71-44	CONSTRUCTION SERVICES	397,867.79	397,867.79
Total 2711:										397,867.79	397,867.79
08/19	08/29/2019	204906	335	J.W. WOOD CO INC	SUPPLIES- GC	S112955	1	7530-451-52-46	SUPPLIES-GENERAL	2.79	2.79
Total S112955:										2.79	2.79
08/19	08/29/2019	204907	338	JACKSON'S SERVICE CE	RPR & MAINT- GAS	47656	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	239.59	239.59

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 47656:										239.59	239.59
08/19	08/29/2019	204907	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	50276	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	55.03	55.03
Total 50276:										55.03	55.03
08/19	08/29/2019	204908	1292		REIMBURSEMENT OF TR EX	081919	1	1000-422-10-45	TRAVEL	248.33	248.33
Total 081919:										248.33	248.33
08/19	08/29/2019	204909	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 7/2	295257	1	1000-412-10-43	PROFESSIONAL SVCS	1,080.00	1,080.00
Total 295257:										1,080.00	1,080.00
08/19	08/29/2019	204910	374	L N CURTIS & SONS	REPAIR & MAINT-FD	308382	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	79.01	79.01
Total 308382:										79.01	79.01
08/19	08/29/2019	204910	374	L N CURTIS & SONS	REPAIR & MAINT-FD	310090	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	84.73	84.73
Total 310090:										84.73	84.73
08/19	08/29/2019	204911	411	LASSEN MOTOR PARTS	SUPPLIES- PARKS	329946	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	16.27	16.27
Total 329946:										16.27	16.27
08/19	08/29/2019	204911	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	330953	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	474.66	474.66
Total 330953:										474.66	474.66
08/19	08/29/2019	204911	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	331330	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	142.43	142.43
Total 331330:										142.43	142.43
08/19	08/29/2019	204911	411	LASSEN MOTOR PARTS	SUPPLIES- PARKS	331594	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	5.98	5.98
Total 331594:										5.98	5.98

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
08/19	08/29/2019	204911	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	331859	1	7110-430-42-46	SUPPLIES-GENERAL	8.54	8.54
Total 331859:										8.54	8.54
08/19	08/29/2019	204911	411	LASSEN MOTOR PARTS	SUPPLIES- FD	331878	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	17.46	17.46
Total 331878:										17.46	17.46
08/19	08/29/2019	204912	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	118415	1	7110-430-42-44	DISPOSAL	9.46	9.46
Total 118415:										9.46	9.46
08/19	08/29/2019	204913	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	14082	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	210.00	210.00
Total 14082:										210.00	210.00
08/19	08/29/2019	204914	437	LMUD	STREET LIGHTS	14039 081019	1	2007-431-60-46	ELECTRICITY	193.33	193.33
Total 14039 081019:										193.33	193.33
08/19	08/29/2019	204914	437	LMUD	STREET LIGHTS	14041 081019	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80
Total 14041 081019:										3,607.80	3,607.80
08/19	08/29/2019	204914	437	LMUD	S GAY ST-STREETS	24323 081019	1	2007-431-60-46	ELECTRICITY	42.28	42.28
Total 24323 081019:										42.28	42.28
08/19	08/29/2019	204914	437	LMUD	STREET LIGHTS	2467 081019	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 081019:										1,615.54	1,615.54
08/19	08/29/2019	204914	437	LMUD	SKYLINE DR WELL 4-WATER	29931 081019	1	7110-430-42-46	ELECTRICITY	1,033.30	1,033.30
Total 29931 081019:										1,033.30	1,033.30
08/19	08/29/2019	204914	437	LMUD	HARRIS DR & HWY 36-WATER	30658 081019	1	7110-430-42-46	ELECTRICITY	403.76	403.76

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 30658 081019:										403.76	403.76
08/19	08/29/2019	204914	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 081019	1	7112-430-42-46	ELECTRICITY	91.73	91.73
Total 350161 081019:										91.73	91.73
08/19	08/29/2019	204914	437	LMUD	SAN FRANCISCO ST- STREETS	416835 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	FIRST STREET & ALLEY STREE	416848 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416860 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	INSPIRATION POINT- STREETS	416915 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416915 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	CAMPBELL ST- STREETS	416940 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416940 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	WASHO LN- STREETS	416959 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416959 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	130 N LASSEN STREET- STREE	416962 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416962 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	MARTHA & ARNOLD STREET LI	421476 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 421476 081019:										30.03	30.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/19	08/29/2019	204914	437	LMUD	130 N PINE ST- STREETS	425450 081019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 425450 081019:										30.03	30.03
08/19	08/29/2019	204914	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 081019	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 081019:										219.89	219.89
08/19	08/29/2019	204914	437	LMUD	N PINE & COOK - SCADA-WATE	44153 081019	1	7110-430-42-46	ELECTRICITY	28.01	28.01
Total 44153 081019:										28.01	28.01
08/19	08/29/2019	204914	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 081019	1	7110-430-42-46	ELECTRICITY	29.21	29.21
Total 44298 081019:										29.21	29.21
08/19	08/29/2019	204914	437	LMUD	PAIUTE LN SCADA-WATER	44316 081019	1	7110-430-42-46	ELECTRICITY	29.06	29.06
Total 44316 081019:										29.06	29.06
08/19	08/29/2019	204914	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 081019	1	2007-431-60-46	ELECTRICITY	61.73	61.73
Total 45542 081019:										61.73	61.73
08/19	08/29/2019	204914	437	LMUD	WELL #3-WATER	4559 081019	1	7110-430-42-46	ELECTRICITY	11,856.18	11,856.18
Total 4559 081019:										11,856.18	11,856.18
08/19	08/29/2019	204914	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 081019	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 081019:										60.05	60.05
08/19	08/29/2019	204914	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 081019	1	2007-431-60-46	ELECTRICITY	154.68	154.68
Total 49501 081019:										154.68	154.68
08/19	08/29/2019	204914	437	LMUD	GEO PUMP #1	9297 081019	1	7301-430-52-46	ELECTRICITY	1,523.99	1,523.99

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
Total 9297 081019:										1,523.99	1,523.99
08/19	08/29/2019	204915	1508	MAIN STREET LUBE	VEHICLE MAINT- PD	10749		1 1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 10749:										52.21	52.21
08/19	08/29/2019	204916	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES-PD	510113861		1 1000-421-10-46	SUPPLIES-JANITORIAL	136.26	136.26
Total 510113861:										136.26	136.26
08/19	08/29/2019	204917	516	NFPA	SUBSCRIPTION 1YR- FD	3194644 082919		1 1000-425-20-48	DUES AND MEMBERSHIPS	175.00	175.00
Total 3194644 082919:										175.00	175.00
08/19	08/29/2019	204917	516	NFPA	SUBSCRIPTION 1YR- FD	3526200		1 1000-422-10-48	DUES AND MEMBERSHIPS	175.00	175.00
Total 3526200:										175.00	175.00
08/19	08/29/2019	204918	9759	NNICC	TRAINING- BUILDING	082819		1 1000-424-20-45	TRAVEL	75.00	75.00
Total 082819:										75.00	75.00
08/19	08/29/2019	204919	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	368246470001		1 1000-417-10-46	SUPPLIES-GENERAL	12.00	12.00
Total 368246470001:										12.00	12.00
08/19	08/29/2019	204919	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	368246624001		1 1000-417-10-46	SUPPLIES-GENERAL	68.02	68.02
Total 368246624001:										68.02	68.02
08/19	08/29/2019	204920	534	OTIS ELEVATOR COMPA	ANNUAL FIRE TESTING	SV16768001		1 1000-417-10-43	TECHNICAL SVCS	425.00	425.00
Total SV16768001:										425.00	425.00
08/19	08/29/2019	204921	546	PAYLESS BUILDING SUP	SUPPLIES-GAS	2506836		1 7401-430-62-46	SUPPLIES-GENERAL	15.16	15.16
Total 2506836:										15.16	15.16

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
08/19	08/29/2019	204921	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2507059	1	2007-431-20-46	SUPPLIES-GENERAL	22.51	22.51
Total 2507059:										22.51	22.51
08/19	08/29/2019	204921	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2507643	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	14.42	14.42
Total 2507643:										14.42	14.42
08/19	08/29/2019	204922	563	POULSEN WELDING SHO	SUPPLIES- WATER	3537	1	7110-430-42-46	SUPPLIES-GENERAL	681.04	681.04
Total 3537:										681.04	681.04
08/19	08/29/2019	204923	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	9002755	1	1000-422-10-46	SUPPLIES-GENERAL	241.17	241.17
Total 9002755:										241.17	241.17
08/19	08/29/2019	204923	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	9002836	1	1000-422-10-46	SUPPLIES-JANITORIAL	72.89	72.89
Total 9002836:										72.89	72.89
08/19	08/29/2019	204923	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	9133422	1	1000-422-10-46	SUPPLIES-JANITORIAL	64.33	64.33
Total 9133422:										64.33	64.33
08/19	08/29/2019	204923	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	9441829	1	1000-422-10-46	SUPPLIES-JANITORIAL	123.26	123.26
Total 9441829:										123.26	123.26
08/19	08/29/2019	204923	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	9480438	1	1000-422-10-46	SUPPLIES-JANITORIAL	72.92	72.92
Total 9480438:										72.92	72.92
08/19	08/29/2019	204924	640	SIERRA ELECTRONICS	REPAIR RADIOS-PD	AR18328	1	1000-421-10-44	RADIO - REPAIR & MAINTENAN	110.00	110.00
Total AR18328:										110.00	110.00
08/19	08/29/2019	204925	1265	SUSANVILLE PAINT CEN	SUPPLIES-STREETS	10005570	1	2007-431-20-46	SUPPLIES-GENERAL	60.59	60.59

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 10005570:										60.59	60.59
08/19	08/29/2019	204926	677	SUSANVILLE SANITARY	SEWER CONNECTION PERMIT	2896		1 2040-463-71-44	CONSTRUCTION SERVICES	2,887.00	2,887.00
Total 2896:										2,887.00	2,887.00
08/19	08/29/2019	204927	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5006687046		1 1000-422-10-45	COMMUNICATIONS	262.77	262.77
Total 5006687046:										262.77	262.77
08/19	08/29/2019	204928	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES- PD	509		1 1000-421-10-44	CUSTODIAL	600.00	600.00
Total 509:										600.00	600.00
08/19	08/29/2019	204929	9757	VAN LANT & FANKHANEL	PROFESSIONAL SERVICES	080519		1 1000-417-10-43	PROFESSIONAL SVCS	9,000.00	9,000.00
Total 080519:										9,000.00	9,000.00
08/19	08/29/2019	204929	9757	VAN LANT & FANKHANEL	PROFESSIONAL SERVICES	080519.		2 7620-430-11-43	PROFESSIONAL SERVICES	1,000.00	1,000.00
Total 080519.:										1,000.00	1,000.00
08/19	08/29/2019	204930	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9835154291		1 7620-430-10-45	COMMUNICATIONS	460.13	460.13
08/19	08/29/2019	204930	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9835154291		2 1000-452-20-45	COMMUNICATIONS	124.46	124.46
08/19	08/29/2019	204930	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9835154291		3 7620-430-11-45	COMMUNICATIONS	94.96	94.96
Total 9835154291:										679.55	679.55
08/19	08/29/2019	204931	770	WESTERN NEVADA SUP	SUPPLIES- WATER	6780246		1 7110-430-42-46	SUPPLIES-GENERAL	715.35	715.35
Total 6780246:										715.35	715.35
08/19	08/29/2019	204931	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67957895		1 7401-430-62-46	SUPPLIES-GENERAL	416.69	416.69
Total 67957895:										416.69	416.69
08/19	08/29/2019	204931	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67977558		1 7110-430-42-46	SUPPLIES-GENERAL	341.87	341.87

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 67977558:										341.87	341.87
08/19	08/29/2019	204931	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67979680	1	7110-430-42-46	SUPPLIES-GENERAL	47.97	47.97
Total 67979680:										47.97	47.97
08/19	08/29/2019	204931	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67983420	1	7110-430-42-46	SUPPLIES-GENERAL	25.27	25.27
Total 67983420:										25.27	25.27
08/19	08/29/2019	204931	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67990943	1	7110-430-42-46	SUPPLIES-GENERAL	32.52	32.52
Total 67990943:										32.52	32.52
08/19	08/29/2019	204932	1198	WESTWOOD SANITATIO	PORTABLE TOILET -STREETS	A-57991	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	162.53	162.53
Total A-57991:										162.53	162.53
Grand Totals:										445,864.78	445,864.78

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/05/2019	204934	9763		DMV FEES	090319	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	78.00	78.00
Total 090319:										78.00	78.00
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES- GC	447718	1	7530-451-55-46	SUPPLIES - GENERAL	13.50	13.50
Total 447718:										13.50	13.50
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-WATER	448155	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	35.39	35.39
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	448155	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	35.39	35.39
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-GAS	448155	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	35.39	35.39
Total 448155:										106.17	106.17
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-GC	448263	1	7530-451-55-46	SUPPLIES - GENERAL	4.01	4.01
Total 448263:										4.01	4.01
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-WATER	448324	1	7110-430-42-46	SUPPLIES-GENERAL	22.10	22.10
Total 448324:										22.10	22.10
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-WATER	448344	1	7110-430-42-46	SUPPLIES-GENERAL	15.78	15.78
Total 448344:										15.78	15.78
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES- GC	448471	1	7530-451-55-46	SUPPLIES - GENERAL	2.68	2.68
Total 448471:										2.68	2.68
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-GAS	448582	1	7401-430-62-46	SUPPLIES-GENERAL	47.23	47.23
Total 448582:										47.23	47.23
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	448584	1	1000-452-20-46	SUPPLIES-GENERAL	52.10	52.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 448584:										52.10	52.10
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-GAS	448585		1 7401-430-62-46	SUPPLIES-GENERAL	.75	.75
Total 448585:										.75	.75
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	448681		1 1000-452-20-46	SUPPLIES-GENERAL	29.11	29.11
Total 448681:										29.11	29.11
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-FD	448732		1 1000-422-10-46	SUPPLIES-SMALL TOOLS	51.15	51.15
Total 448732:										51.15	51.15
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	448765		1 1000-452-20-46	SUPPLIES-GENERAL	37.62	37.62
Total 448765:										37.62	37.62
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	448882		1 1000-452-20-44	MISC - REPAIR & MAINTENANC	1.29	1.29
Total 448882:										1.29	1.29
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	448886		1 1000-452-20-44	FACILITY - REPAIR & MAINTEN	16.32	16.32
Total 448886:										16.32	16.32
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	CREDIT-PARKS	448941		1 1000-452-20-44	FACILITY - REPAIR & MAINTEN	15.18-	15.18-
Total 448941:										15.18-	15.18-
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	4489600		1 1000-452-20-46	SUPPLIES-GENERAL	43.43	43.43
Total 4489600:										43.43	43.43
09/19	09/05/2019	204935	76	BILLINGTON ACE HARD	SUPPLIES	449164		1 2013-452-10-47	MACHINERY AND EQUIPMENT	366.60	366.60
Total 449164:										366.60	366.60

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09/19	09/05/2019	204936	9711		RENT 9/19 10/19	090419	1	1000-421-10-45	TRAINING	1,000.00	1,000.00
Total 090419:										1,000.00	1,000.00
09/19	09/05/2019	204937	986	CARLSON'S TIRE PROS	REPAIR & MAINT- GAS	66279	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	128.62	128.62
Total 66279:										128.62	128.62
09/19	09/05/2019	204938	147		TR EX FOLSOM 09/8/19-9/12/19	082919	1	1000-421-10-45	TRAINING	297.00	297.00
Total 082919:										297.00	297.00
09/19	09/05/2019	204939	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PW	80658	1	7620-430-10-43	TECHNICAL SVCS	1,228.07	1,228.07
Total 80658:										1,228.07	1,228.07
09/19	09/05/2019	204939	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	80658.	4	1000-417-10-43	TECHNICAL SVCS	1,666.67	1,666.67
Total 80658.:										1,666.67	1,666.67
09/19	09/05/2019	204939	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-FD	80658..	3	1000-422-10-43	TECHNICAL SVCS	175.44	175.44
Total 80658..:										175.44	175.44
09/19	09/05/2019	204939	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	80658...	2	1000-421-10-43	TECHNICAL SVCS	1,929.82	1,929.82
Total 80658...:										1,929.82	1,929.82
09/19	09/05/2019	204940	9758		MEMORIAL PARK FEE CANCEL	082719	1	1000-452-20-36	RENT-CITY PARKS	59.00	59.00
Total 082719:										59.00	59.00
09/19	09/05/2019	204941	161	CSK AUTO INC	SUPPLIES-GAS	2740197681	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.72	20.72
09/19	09/05/2019	204941	161	CSK AUTO INC	SUPPLIES-STREETS	2740197681	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	20.72	20.72
09/19	09/05/2019	204941	161	CSK AUTO INC	SUPPLIES-WATER	2740197681	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	20.72	20.72
Total 2740197681:										62.16	62.16
09/19	09/05/2019	204942	194	DIAMOND SAW SHOP IN	SUPPLIES- FIRE	17278	1	1000-422-10-46	SUPPLIES-SMALL TOOLS	5.15	5.15

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Total 17278:										5.15	5.15
09/19	09/05/2019	204943	1565	DIRTY JOE'S CAR WASH	CAR WASH-PW	080719.	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	30.00	30.00
Total 080719.:										30.00	30.00
09/19	09/05/2019	204944	198	DITCH WITCH EQUIPMEN	SUPPLIES- WATER	301833	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	434.22	434.22
Total 301833:										434.22	434.22
09/19	09/05/2019	204944	198	DITCH WITCH EQUIPMEN	SUPPLIES- WATER	302667	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	129.56	129.56
Total 302667:										129.56	129.56
09/19	09/05/2019	204945	241	FEATHER PUBLISHING C	ADVERTISEMENT-FD	1568473	1	1000-422-10-45	ADVERTISING	102.00	102.00
09/19	09/05/2019	204945	241	FEATHER PUBLISHING C	ADVERTISEMENT-FD	1568473	2	1000-425-20-45	ADVERTISING	51.00	51.00
Total 1568473:										153.00	153.00
09/19	09/05/2019	204945	241	FEATHER PUBLISHING C	ADVERTISEMENT-GC	1579017	1	7530-451-52-45	ADVERTISING	87.00	87.00
Total 1579017:										87.00	87.00
09/19	09/05/2019	204946	265	FRONTIER	257-1057-FAX PW	1057 082019	1	7620-430-10-45	COMMUNICATIONS	172.19	172.19
Total 1057 082019:										172.19	172.19
09/19	09/05/2019	204946	265	FRONTIER	257-2845 U/B ROLL OVER	2845 081519	1	7620-430-10-45	COMMUNICATIONS	71.64	71.64
Total 2845 081519:										71.64	71.64
09/19	09/05/2019	204947	9760		RETURN CLUB HOUSE DEPOSIT	082719	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 082719:										100.00	100.00
09/19	09/05/2019	204948	288		REIMBURSE HEALTH INS	090319	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	86.61	86.61

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Total 090319:										86.61	86.61
09/19	09/05/2019	204949	335	J.W. WOOD CO INC	SUPPLIES-WATER	S112889	1	7110-430-42-46	SUPPLIES-GENERAL	113.99	113.99
Total S112889:										113.99	113.99
09/19	09/05/2019	204949	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S112937	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	27.55	27.55
Total S112937:										27.55	27.55
09/19	09/05/2019	204949	335	J.W. WOOD CO INC	SUPPLIES-GAS	S112943	1	7401-430-62-46	SUPPLIES-GENERAL	49.54	49.54
Total S112943:										49.54	49.54
09/19	09/05/2019	204950	362	KAUFFMAN, BILL	CUSTODIAL SVCS	226364	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 226364:										650.00	650.00
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	329629	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	40.88	40.88
Total 329629:										40.88	40.88
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	331139	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.05	5.05
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	331139	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.04	5.04
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	331139	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.05	5.05
Total 331139:										15.14	15.14
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	33114	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	56.08	56.08
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	33114	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	56.08	56.08
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	33114	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	56.09	56.09
Total 33114:										168.25	168.25
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	331181	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	106.74	106.74
Total 331181:										106.74	106.74

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09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	331223	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.08	11.08
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	331223	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.07	11.07
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	331223	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.08	11.08
Total 331223:										33.23	33.23
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	331665	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	25.05	25.05
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	331665	2	7110-430-42-46	SUPPLIES-GENERAL	25.06	25.06
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	331665	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	25.05	25.05
Total 331665:										75.16	75.16
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	331755	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	58.73	58.73
Total 331755:										58.73	58.73
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	331783	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.79	9.79
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	331783	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.79	9.79
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	331783	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.79	9.79
Total 331783:										29.37	29.37
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	CREDIT- WATER	331807	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.17-	6.17-
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	CREDIT-GAS	331807	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.18-	6.18-
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	CREDIT-STREETS	331807	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.18-	6.18-
Total 331807:										18.53-	18.53-
09/19	09/05/2019	204951	411	LASSEN MOTOR PARTS	SUPPLIES- FD	332391	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	2.46	2.46
Total 332391:										2.46	2.46
09/19	09/05/2019	204952	1102	LASSEN PC	BACKUP LICENSE-FIRE	23378	1	1000-422-10-43	TECHNICAL SVCS	53.99	53.99
Total 23378:										53.99	53.99
09/19	09/05/2019	204953	437	LMUD	AIRPORT VASI LIGHTS	10108 082519	1	7201-430-81-46	ELECTRICITY	106.72	106.72

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Total 10108 082519:										106.72	106.72
09/19	09/05/2019	204953	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 082519	1	7530-451-52-46	ELECTRICITY	2,387.21	2,387.21
Total 122907 082519:										2,387.21	2,387.21
09/19	09/05/2019	204953	437	LMUD	GOLF COURSE PUMP STATION	122910 082519	1	7530-451-52-46	ELECTRICITY	3,803.54	3,803.54
Total 122910 082519:										3,803.54	3,803.54
09/19	09/05/2019	204953	437	LMUD	GOLF COURSE PUMP HOUSE	132052 082519	1	7530-451-52-46	ELECTRICITY	35.22	35.22
Total 132052 082519:										35.22	35.22
09/19	09/05/2019	204953	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 082519	1	7530-451-52-46	ELECTRICITY	881.71	881.71
Total 144281 082519:										881.71	881.71
09/19	09/05/2019	204953	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 082519	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1744 082519:										8.64	8.64
09/19	09/05/2019	204953	437	LMUD	RIVERSIDE DR.	1999 082519	1	1000-452-20-46	ELECTRICITY	37.55	37.55
Total 1999 082519:										37.55	37.55
09/19	09/05/2019	204953	437	LMUD	1505 MAIN ST	2876 082019	1	1000-422-10-46	ELECTRICITY	806.56	806.56
Total 2876 082019:										806.56	806.56
09/19	09/05/2019	204953	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 082519	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 3522 082519:										57.37	57.37
09/19	09/05/2019	204953	437	LMUD	105 S ASH STREET	412864 082519	1	1000-452-20-46	ELECTRICITY	31.22	31.22
Total 412864 082519:										31.22	31.22

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09/19	09/05/2019	204953	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 082519	1	1000-452-20-46	ELECTRICITY	30.03	30.03
Total 416851 082519:										30.03	30.03
09/19	09/05/2019	204953	437	LMUD	ORCHARD STREET LIGHTS	418802 082519	1	1000-452-20-46	ELECTRICITY	18.32	18.32
Total 418802 082519:										18.32	18.32
09/19	09/05/2019	204953	437	LMUD	AIRPORT LOT 5	51908 082519	1	7201-430-81-46	ELECTRICITY	25.00	25.00
Total 51908 082519:										25.00	25.00
09/19	09/05/2019	204953	437	LMUD	AIRPORT HANGER 6	54333 082519	1	7201-430-81-46	ELECTRICITY	81.36	81.36
Total 54333 082519:										81.36	81.36
09/19	09/05/2019	204953	437	LMUD	925 SIERRA RD SPORTS CTR	60453 082519	1	1000-452-20-46	ELECTRICITY	25.30	25.30
Total 60453 082519:										25.30	25.30
09/19	09/05/2019	204953	437	LMUD	AIRPORT OFFICE	7146 082519	1	7201-430-81-46	ELECTRICITY	477.55	477.55
Total 7146 082519:										477.55	477.55
09/19	09/05/2019	204953	437	LMUD	AIRPORT GAS PUMP	7154 082519	1	7201-430-81-46	ELECTRICITY	34.24	34.24
Total 7154 082519:										34.24	34.24
09/19	09/05/2019	204953	437	LMUD	GOLF COURSE CLUB HOUSE	7394 082519	1	7530-451-52-46	ELECTRICITY	100.68	100.68
Total 7394 082519:										100.68	100.68
09/19	09/05/2019	204953	437	LMUD	GOLF COURSE CART BARN 2	7400 082519	1	7530-451-52-46	ELECTRICITY	45.89	45.89
Total 7400 082519:										45.89	45.89
09/19	09/05/2019	204953	437	LMUD	GOLF COURSE BARN 1 & 3	9312 082519	1	7530-451-52-46	ELECTRICITY	25.00	25.00

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Total 9312 082519:										25.00	25.00
09/19	09/05/2019	204954	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	34454	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 34454:										40.00	40.00
09/19	09/05/2019	204954	452	MARTIN SECURITY SYST	CITY HALL SECURITY	34488	1	1000-417-10-43	TECHNICAL SVCS	73.00	73.00
09/19	09/05/2019	204954	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	34488	2	1000-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 34488:										113.00	113.00
09/19	09/05/2019	204955	467	METER VALVE & CONTR	SUPPLIES- GAS	16263	1	7401-430-62-46	SUPPLIES-GENERAL	200.52	200.52
Total 16263:										200.52	200.52
09/19	09/05/2019	204956	480	MINERS & PISANI INC	GAS METERS-GAS	IN-005536	1	7401-430-63-47	MACHINERY & EQUIPMENT	1,330.82	1,330.82
Total IN-005536:										1,330.82	1,330.82
09/19	09/05/2019	204957	556	PITNEY BOWES	INK CARTRIDGES	101376511	1	1000-417-10-46	SUPPLIES-GENERAL	242.47	242.47
Total 101376511:										242.47	242.47
09/19	09/05/2019	204958	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT	58020 083019	2	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 083019:										840.00	840.00
09/19	09/05/2019	204959	9761		REFUND GAS DEPOSIT	10120650835	1	7401-2228-000	DEPOSITS-CUSTOMER	179.82	179.82
Total 10120650835:										179.82	179.82
09/19	09/05/2019	204960	9379	PUREFIT INC.	PROSHOP SUPPLIES-GC	813225	1	7530-451-55-46	SUPPLIES - GENERAL	135.00	135.00
Total 813225:										135.00	135.00
09/19	09/05/2019	204961	572	QUILL CORPORATION	OFFICE SUPPLIES	9717153	1	1000-415-10-46	SUPPLIES-GENERAL	285.68	285.68

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Total 9717153:										285.68	285.68
09/19	09/05/2019	204962	582	RAY MORGAN CO INC	COPIER- FD	2657458		1 1000-422-10-44	RENT & LEASES EQUIP & VEHI	44.30	44.30
Total 2657458:										44.30	44.30
09/19	09/05/2019	204963	1332	RLI INSURANCE COMPA	BOND JOHNSTON WELL 1	006020 081519		1 7301-430-52-48	TAXES, FEES, PERMITS & CHA	250.00	250.00
Total 006020 081519:										250.00	250.00
09/19	09/05/2019	204964	9295	TAMCO CAPITAL CORP	COMMUNICATIONS-PW	5006858460		1 7620-430-10-45	COMMUNICATIONS	469.76	469.76
Total 5006858460:										469.76	469.76
09/19	09/05/2019	204965	9717	TIAA COMMERCIAL FINA	COPIER-PW	6451932		1 7620-430-10-44	RENT & LEASE EQUIP & VEHIC	372.15	372.15
Total 6451932:										372.15	372.15
09/19	09/05/2019	204966	744	UPTOWN UNIFORMS	SUPPLIES- FD	100293		1 1000-422-10-44	VEHICLE - REPAIR & MAINTEN	31.05	31.05
Total 100293:										31.05	31.05
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES- GC	17973547		1 7530-451-52-46	SUPPLIES-GENERAL	2,253.11	2,253.11
Total 17973547:										2,253.11	2,253.11
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67917357		1 7110-430-42-46	SUPPLIES-GENERAL	809.78	809.78
Total 67917357:										809.78	809.78
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-PW	67921154		1 7620-430-10-46	SUPPLIES-GENERAL	5.92	5.92
Total 67921154:										5.92	5.92
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67936510F		1 7401-430-62-46	SUPPLIES-GENERAL	43.29	43.29
Total 67936510F:										43.29	43.29

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09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67977558-1	1	7110-430-42-46	SUPPLIES-GENERAL	8.41	8.41
Total 67977558-1:										8.41	8.41
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67988640	1	7110-430-42-46	SUPPLIES-GENERAL	2.84	2.84
Total 67988640:										2.84	2.84
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67994912	1	7110-430-42-46	SUPPLIES-GENERAL	486.06	486.06
Total 67994912:										486.06	486.06
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67999196	1	7110-430-42-46	SUPPLIES-GENERAL	435.01	435.01
Total 67999196:										435.01	435.01
09/19	09/05/2019	204967	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68001310	1	7110-430-42-46	SUPPLIES-GENERAL	614.29	614.29
Total 68001310:										614.29	614.29
09/19	09/05/2019	204968	8945	WILSON SPORTING GOO	GOLF BALLS-GC	4528724861	1	7530-451-55-46	SUPPLIES - GENERAL	83.66	83.66
Total 4528724861:										83.66	83.66
09/19	09/05/2019	204969	1378	ZITO MEDIA	CABLE-FD	356225062 082719	1	1000-422-10-45	COMMUNICATIONS	53.64	53.64
Total 356225062 082719:										53.64	53.64
Grand Totals:										28,445.00	28,445.00

Report Criteria:

Report type: GL detail
Check.Voided = False

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/19	08/30/2019	204933	728	U S POSTMASTER	UB BILLING GAS	083019	1	7401-430-62-46	POSTAGE	271.76	271.76
08/19	08/30/2019	204933	728	U S POSTMASTER	UB BILLING WATER	083019	2	7110-430-42-46	POSTAGE	527.53	527.53
Total 083019:										799.29	799.29
Grand Totals:										799.29	799.29

Reviewed by:  City Administrator
 Public Works Director

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Daniel Gibbs, City Engineer

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Adopt Resolution 19-5697, Authorizing the Mayor to Sign a Contract with Apply-A-Line LLC for Pavement Striping Services on Streets in the City of Susanville.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY The City is in need of centerline (yellow) striping in many areas of the City. In past years, the County has provided this service with the City reimbursing them each year. Recently, the County has been unable to provide the service for a variety of reasons and the streets with yellow striping are showing excessive wear and becoming unsafe.

Pricing on proposed striping was obtained from two vendors, Apply-A-Line, LLC of Redding, CA and Nevada Barricade and Sign Co., LLC of Sparks, NV. Apply-A-Line's price was considerably less and is attached. Additionally, they will be in the immediate area for the State's CAP-M project on Main Street and the City's two STIP pavement rehabilitation projects.

Striping efforts are considered part of maintenance and thus are eligible for reimbursement through the RMRA or SB1 funds being made available to the City. For future efforts, Public Works staff is recommending these streets be striped each year, once in the Fall and again after winter weather has moved on. However, the application of thermoplastic striping material is expected to last longer and may only require one application annually.

FISCAL IMPACT: Estimated project cost not to exceed \$55,710.50. Funding comes from RMRA funds out of the budget for Road Maintenance and Rehab SB-1 account.

ACTION REQUESTED: Motion to adopt Resolution Number 19-5697 awarding Apply-A-Line LLC the bid for pavement striping; authorizing the Mayor to execute contract with Apply-A-Line LLC in the amount of \$55,710.50 to complete the project and directing the Finance Manager to fund the cost through the RMRA Funds Account budget.

ATTACHMENTS: Resolution 19-5697
 Cost Proposals
 Apply-A-Line contract

RESOLUTION NUMBER 19-5697
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AWARDDING BID FOR THE PLACEMENT OF YELLOW STRIPING ON CITY STREETS TO APPLY-A-LINE OF REDDING, CALIFORNIA AND AMEND THE PUBLIC WORKS STREETS BUDGET TO COMPLETE THE WORK.

WHEREAS, the City of Susanville Public Works Department has identified that it is in the best interest of the City to repaint existing yellow centerline stripes throughout the City prior to the onset of winter weather; and

WHEREAS, it is the desire of the City of Susanville to provide on-going maintenance on arterial and collector streets throughout the City from time to time as conditions warrant; and

WHEREAS, adequate funding is available through the State's RMRA SB1 funds being made available to the City and allowed under that funding mechanism; and

WHEREAS, the City of Susanville Public Works Department has pursued paint striping contractors in northern California and western Nevada in order to obtain bids to comply with appropriate sections of the California Public Contract Code and found Apply-A-Line of Redding, California as the most responsible bidder in the amount of \$55,710.5 for supply and installation of yellow centerline striping throughout the City; and

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

- 1) Award bid to Apply-A-Line for placement of yellow pavement striping on certain streets throughout the City and authorize the Mayor to execute a contract with Apply-A-Line;
- 2) Authorize the Finance Manager to fund the project from the RMRA SB-1 budget in Public Works in an amount not to exceed \$55,710.50 for the placement of striping on City streets.

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 18th day of September, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney



BETTER ROADS SAVE LIVES

APPLY-A-LINE, LLC

19852 N. Hirsch Court • Anderson, CA 96007
Phone (530) 365-4000 • Fax (530) 365-4090
mail@applyaline.com • LIC #562762



DIR: 1000053259 C-32 LIC. # 1031889
DIR EXP. 6-30-21 LIC EXP 10-31-19

To: **General Contractors**

Project: **2019 SUSANVILLE RESTRIPE**

County: **LASSEN**
City: **SUSANVILLE**

Bid Date: **8/9/2019**

50 mil *60 mil*
↓ ↓

The following is our proposal for the above referenced project:

Item #	Description	QTY	Unit	Price	Total:
1	DBL YEL THERMO 60 MIL	14825	LF	\$0.78	\$11,563.50
2	DBL YEL THERMO 60 MIL	30150	LF	\$0.78	\$23,517.00
3	PASS NO PASS THERMO 60 MIL	16200	LF	\$1.15	\$18,630.00
4	MOB	1	LS	\$2,000.00	\$2,000.00
				TOTAL	\$55,710.50

4" LINES ON THIS JOB

\$ 10.525 @ 71
\$ 21,400.05 @ 71
\$ 17,334.00 @ 71
\$ 49,265.05
NON-MOB if

Apply-A-Line, LLC proposes to furnish all labor, equipment, and materials necessary to complete the bid items on referenced project.

SUSANVILLE LEAD FIG.

CONDITIONS OF PROPOSAL:

- 1 Offerer reserves the right to withdraw proposal if not accepted within 30 days.
- 2 Prices quoted above do NOT include performance bond.
- 3 If a formal subcontract is required a complete copy of this quote must be included.
- 4 1-Trip included.
- 5 12 Working days required for scheduling, If scheduled and cancelled, rescheduling may take time to get back on calendar.
- 6 Sweeping not included.
- 7 T.C. included

PLEASE NOTIFY US RIGHT AWAY IF WE GET THIS JOB SO WE CAN PROCESS AND CREATE FILE.

Thank you for the opportunity to quote this project.

Sincerely,

Steve Puderbaugh
Division Manager/Estimator
steve@applyaline.com

QUOTE



Project #: CA-5414-19
 Location: City of Susanville
 Date: August 15th, 2019

NEVADA BARRICADE & SIGN CO. INC., DBA GOLDEN STATE STRIPING & SIGNS
 *UNION SHOP CA LIC # 836173 DIR# 100008117

ITEM NO.	ITEM DESCRIPTION - BASE BID	UNIT	QUANTITY	PRICE	EXTENSION
1	Double Yellow Striping	LF	44,975.00	\$0.80	\$ 35,980.00
2	Center Dual Lane	LF	24,300.00	\$1.10	\$ 26,730.00
3	Traffic Control	LS	1.00	\$13,900.00	\$ 13,900.00
4	Mobilization	LS	1.00	\$7,000.00	\$ 7,000.00
TOTAL					\$ 83,610.00

SPECIAL NOTES:

- 1 UNIT PRICES TO PREVAIL, INVOICE WILL REFLECT ACTUAL QUANTITIES INSTALLED.
- 2 THE CITY OF SUSANVILLE SHALL PROVIDE ALL SURVEY AS REQUIRED BY NBSCO TO INSTALL THE STRIPING.
- 3 WORK ITEMS REQUESTED THAT ARE NOT LISTED IN THIS QUOTE WILL BE APPROVED IN WRITING PRIOR TO INSTALLATION.
- 4 ALL WORK TO BE COMPLIANT WITH CALTRANS STANDARDS PER EXTRUDED THERMOPLASTIC AT 60MILS. STRIPING TO INCLUDE STANDARD CALTRANS TYPE 2 BEAD.
- 5 NBSCO WILL POST "NO PARKING" SIGNS 72 HOURS IN ADVANCE OF STRIPING OPERATION. NBSCO WILL COORDINATE WITH CITY OF SUSANVILLE SO THAT THE CITY OF SUSANVILLE WILL (IF REQUIRED) SEND NOTIFICATION/FLIERS OUT TO BUSINESSES AND/OR RESIDENTS.

INCLUSIONS:

- 1 ALL WORK PER PROVISIONS & CONTRACT DOCUMENTS, TAX INCLUDED
- 2 THIS QUOTE IS A PACKAGE BID AND SHALL NOT BE BROKEN
- 3 MAXIMUM RETENTION 0%

EXCLUSIONS:

- 1 BONDS AND/OR PERMITS OF ANY KIND (IF BONDS ARE REQUIRED PLEASE ADD .90%)(CITY OF SUSANVILLE TO PROVIDE COST OF BONDS IF REQUIRED)
- 2 EXCLUDES ALL POLLUTION CONTROL PERMITS OF ANY KIND
- 3 ALL TOWING AND ASSOCIATED COSTS
- 4 TEMP SIGNALS OR REALIGNMENT OF EXISTING IF REQUIRED
- 5 UNIFORM TRAFFIC CONTROL OFFICER
- 6 SURVEY/ ENGINEERING OF ANY KIND (NBSCO WILL PROVIDE ANY LAYOUT WHERE REQUIRED)
- 7 WINTER STRIPING OF ANY KIND
- 8 PROJECT SWEEPING OR VACUUMING OF ANY KIND (NBSCO WILL USE BLOW AIR TO REMOVE ANY LAITANCES FROM ROADWAY WHERE STRIPE IS TO BE PLACED)
- 9 ELECTRICAL WORK OF ANY KIND
- 10 ENHANCED WET NIGHT VISIBILITY THERMOPLASTIC
- 11 LINE REMOVAL OF ANY KIND

** THIS QUOTE IS TO BECOME PART OF THE CONTRACT DOCUMENTS **

JOSHUA DETHMERS
 775-331-5100
 975 INDUSTRIAL WAY
 SPARKS NV. 89431

**AGREEMENT FOR
ENGINEERING CONTRACTING SERVICES**

**CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS**

THIS AGREEMENT, made and concluded, in duplicate, on September 18, 2019 between the CITY OF SUSANVILLE thereof, (herein after referred to as "City"), and APPLY-A-LINE, LLC; 19652 N. HIRSCH COURT, ANDERSON, CA 96007 (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 bonds (where required), 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 scope of work to be performed per the proposal and attached list of streets prepared in July 2019 and as informally bid upon in August 2019 also known as:

**2019 SUSANVILLE RESTRIPE OF CITY STREETS
CITY OF SUSANVILLE DEPARTMENT OF PUBLIC WORKS
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, 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.

ARTICLE III.--The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the NOT TO EXCEED contract the sum amount of no more than \$55,710.50 as determined appropriate by the City for the above understood price based upon materials set forth in the proposal as indicated in the accepted bid documents less any agreed to revisions or addendums.

AGREEMENT, CONT'D

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 the work, complete and in place, according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, 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.

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 termination, the City shall serve notice to the surety and Contractor with the surety have 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 remains 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 are hereby made a part of this contract. It is further expressly agreed by and 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.

ARTICLE VI.— The Contractor shall maintain the required and appropriate bonding and insurance requirements as applicable to maintain proper standing with the Contractors State Licensing Board of California. Sureties, as required to remain in place for the contract shall be 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. Bonds shall contain provisions, if required by the State, that if the Contractor or his subcontractors fail to make payments for amounts 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.

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 **20 Working Days** and complete all work prior to October 25, 2019. No extensions will be allowed to this contract or by amended Contract Documents.

ARTICLE IX.--As Contractor I agree to receive and accept the above-stated prices 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 : Gwenna Mac Donald

Name: STEVE PUDERBAUGH, MANAGER

APPLY-A-LINE, LLC

Title : City Clerk

Address: 19652 N. HIRSCH COURT:

ANDERSON, CA 96007

Date : _____

Date: _____

ATTACHMENTS

ATTACH NOTARY

Apply-A-Line Proposal

List of City Streets to Stripe

END OF AGREEMENT

CITY OF SUSANVILLE 2019 RESTRIPE OF CITY STREETS

Street	Limits / Notes	Federal Road Designation	Detail 21 - Double Yellow
Paiute North	Skyline north to City limits	Major collector	2,050
Alexander	Main to Modoc	Minor collector	3,650
Grand Ave.	Main to North st.	Major collector	700
Chestnut	Ash to 5-way	Major collector	1,975
Johnstonville Rd.	Riverside to Nematode	Major collector	
	Nematode to Skyline	Minor arterial	
Modoc	Richmond to Alexander	Major collector	1,300
Riverside Dr.	Rob's Way to Main Skyline to Weatherlow/Numa alignment	Minor arterial	
Paul Bunyan	Weatherlow/Numa alignment to 5 way	Major collector	2,900
Johnstonville Rd.	Fair Dr. to Riverside	Minor arterial	
Paiute South	Skyline to Glenn	Major collector	2,250
			<hr/> 14,825
Cottage	SR 36 to Weatherlow	Major collector	1,800
Fair	Main Street to Russell	Major collector	1,000
Skyline	Paiute to Bunyan	Major collector	6,900
	Bunyan to Ash (SR 139)	Minor arterial	
Russell	Main to Fair Dr.	Minor arterial	1,150
North St.	Weatherlow to Ash	Major collector	2,650
Numa	Skyline to Spring Ridge	Minor arterial	2,650
N. Weatherlow	Main St to Chestnut	Minor arterial	2,350
Fairfield Turn Pockets	Main & @ River St.	Major collector	300
Mill St.	Weatherlow to Pine	Major collector	1,000
S. Lassen	Main Street to Cypress	Major collector	2,750
N. Roop	Main Street to Cherry Terrace	Major collector	2,550
Richmond	Riverside to City limits	Minor arterial	5,050
			<hr/> 30,150

Reviewed by: *[Signature]* City Administrator
[Signature] Public Works Director

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

SUBMITTED BY: Daniel Gibbs, City Engineer

ACTION DATE: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 19-5701 authorizing execution of the contract by the Mayor for Project No. 18-03, Cady Springs Pump Station for the City of Susanville To RaPiD Construction, Inc. of Carson City, Nevada.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Council awarded the subject project on August 7, 2019 to RaPiD Construction of Carson City, Nevada. Action taken at that meeting directed Public Works staff to commence negotiations with RaPiD Construction for preparation of an agreement that identified specific areas of the work needed for Cady Spring Pump Station Completion where cost savings could be realized. The results of that effort resulted in an immediate savings of approximately \$146,000.

Further, several bid items were identified as suitable for Time and Materials (T&M) work where the amount of effort on behalf of the contractor contained unknowns. Estimated savings to the project costs for these items of work range from \$78,000 to as much as \$224,000. City staff will be contributing institutional knowledge along with both personnel and equipment to facilitate savings through support for the project and coordination efforts with the contractor.

Specifically, the contract identifies three distinct areas of work on behalf of the contractor and assistance by the City. The base bid was awarded at the August 7 Council meeting without a specific amount. However, the amount proposed for the base bid of \$1,860,068 has been reduced to \$1,697,068.10 with removal of certain items and a reduction in some bid item quantities. Secondly, the additional work desired by the City to facilitate completion of the project, where not in the base bid, has reduced the amount of no more than \$496,694 to only \$264,500 from that proposed.

However, work removed from the base bid and other additional work proposed has now been deemed more suitable for T&M work where additional savings can be realized. At no time, will the value of the work to be compensated to the contractor exceed \$2,193,762 for the existing scope as provided in the agreement. This is an immediate savings to the project of \$180,000 with an additional savings anticipated from the additional work once more is known and the scope and quantity of materials can be reduced..

There are anticipated further savings as well for items of work where the effort will be reduced once areas are exposed and inspected for completeness of work previously. Where pricing for remaining T&M work is determined too excessive or RaPiD is unwilling or unable to perform the work, the City will pursue local contractors on an as needed basis.

Staff is optimistic that, with additional savings realized during construction, the entire project can be completed with an additional 20% contingency. There are unknown items existing that are of concern which include 1) the integrity of the tank coating (internal); and 2) the buried pipe system with its contents that justify a contingency in excess of the typical 10%. Staff has done its due diligence to determine that existing infrastructure remaining in the ground is viable. However, we will not know for sure until the new facilities are brought on-line and the entire system is tested.

Additionally, the cost of SCADA equipment, installation and integration along with construction engineering are not part of this amount and remain to be finalized. These are presently estimated at an additional \$52,000 and \$110,000 respectively to the overall project cost.

Finally, there are items of work that may increase the project cost and are not part of this contract. These include the pressure testing and sterilization of the existing pipeline installed in 2003 and the painting of the exterior of the Cady Springs tank which is showing signs of lost material and surface rust.

Given the current limits of the grant amount and the anticipated revised completion deadline of December 31, 2020 or later, staff recommends proceeding with the execution of this contract so that significant portions of the project can be completed this year and the City moves in a direction of developing the ability to pump water from the springs and fill the Cady Springs tank.

FISCAL IMPACT: Funds in the amount of \$1,489,085 will come from the Proposition 84 Grant and the remaining funds of approximately \$1,163,915 to complete the overall project are needed from the 7110 Water Capitol surplus rate stabilization funds.

ACTION REQUESTED: **Resolution Number 19-5701** authorizing the Mayor to execute a contract for Project No. 18-03, Cady Springs Pump Station with RaPiD Construction, Inc. of Carson City, Nevada; and directing the Finance Manager to increase the project budget to \$2,653,000.

ATTACHMENTS: Resolution 19-5701
Proposed Agreement – Contract for Construction

RESOLUTION NUMBER 19-5701

A RESOLUTION OF THE COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH RAPID CONSTRUCTION INC. OF CARSON CITY NEVADA FOR THE CADY SPRINGS PUMP STATION.

WHEREAS, the City of Susanville has available grant funding through Proposition 84 funds for the construction of water projects that includes the Cady Springs Pump Station Project, in the amount of \$1,498,085; and

WHEREAS, the City of Susanville has available funding from the release of monies previously held within the surplus rate stabilization funds for the Water Capitol projects fund balance that can be used for construction of water projects that includes the Cady Springs Pump Station Project; and

WHEREAS, the City Council awarded the Cady Spring Pump Station Project No. 18-03 to RaPiD Construction of Carson City, Nevada at a regular meeting on August 7, 2019 and directed Public Works to negotiate an appropriate amount for the reduction of the base bid of \$1,860,068.10 and to include additional lump sum and time and materials work needed to complete the project; and

WHEREAS, the Public Works Department has negotiated a contract that includes a reduction of at least \$180,000 with RaPiD Construction of Carson City, Nevada from the original bid awarded on August 7, 2019 and includes other items of work on a Lump Sum and/or Time and Materials (T&M) basis with Not To Exceed amounts for each item of work with anticipated additional savings; and

WHEREAS, the Public Works Department is committed to providing support and certain items of work to assist in the completion of certain portions of the project scope where RaPiD Construction of Carson City, NV cannot perform or has been determined collectively that the cost to provide these is excessive; and

WHEREAS, given the experience of RaPiD Construction, the existing site conditions, bidding environment and grant requirements it is in the best interest of the City to enter into a contract as soon as possible in order to meet it's obligations to the community and its agreement with the State.

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

- 1) Mayor to execute a contract with RaPiD Construction of Carson City, Nevada for the Cady Springs Pump Station Project; and
- 2) Direct the Finance Manager to create a project budget from available Proposition 84 and Water Capitol surplus rate stabilization funds in an amount not to exceed \$2,653,000.00.

Dated: September 18, 2019

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 19-5701 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of September, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

ATTEST:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

AGREEMENT FOR CONSTRUCTION SERVICES

**CITY OF SUSANVILLE
DEPARTMENT OF PUBLIC WORKS**

CADY SPRINGS PUMP STATION COMPLETION - PROJECT NO. 18-03

THIS AGREEMENT, made and concluded, in duplicate, on September 18, 2019 between the City of Susanville thereof, (herein after referred to as "City"), and RaPiD Construction Inc. of Carson City, Nevada, Contractors License No. 982748, (herein after referred to as "Contractor").

WITNESSETH, ARTICLE I. – GENERAL

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 2018 and any supplemental plans & specifications dated May of 2019 entitled as follows:

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

**Specifications for the CITY OF SUSANVILLE CADY SPRINGS
PUMP STATION COMPLETION PROJECT '18-03'**

and

**Project Plans for the CITY OF SUSANVILLE CADY SPRINGS
PUMP STATION COMPLETION PROJECT '18-03'**

IN SUSANVILLE, CA

The Contractor and City agree that the Advertisement (Notice to Bidders), the wage scale (prevailing wage), the specifications (including special provisions), plans, 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 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 is 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.

ARTICLE II. – SCOPE OF WORK BY CONTRACTOR

Contractor shall perform the following services, complete and in place, fully operational (unless otherwise agreed upon via written and fully executed contract change order):

- i. Install fully operational pump station at the Cady Springs field above the Susan River canyon per the City of Susanville "CADY SPRINGS TRANSMISSION PIPELINE" plans dated May 2019 and approved by the City on May 28, 2019 inclusive of 34 sheets, revised in and supporting specifications;
- ii. Additional work identified below in Article IV indicated on the City of Susanville "CADY SPRINGS TRANSMISSION PIPELINE" plans dated September 2018 and approved by the City in October 2018 inclusive of 34 sheets, revised in and supporting specifications;
- iii. Said work above in Paragraph A. and B. shall NOT include the following items identified in the aforementioned plans per the following:
 - SCADA equipment and installation as indicated in Section 261234 of the Technical Specifications (Section 7 of project specifications) and identified on plans sheets E2.3 and S1.0.

ARTICLE III. - WORKING DAYS & PROGRESS OF CONTRACT

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 **120 Working Days** unless the period of completion is extended otherwise by the Contract Documents.

Portions of the project specifications noted in Section 6.15 and 6.16 as presented where liquidated damages were declared necessary for certain aspects of the project specific tasks will NOT be in effect nor assessed against the Contractor. These aspects include the development and completion of the temporary bypass for the springs flow. Progress of the project overall shall comply with the Caltrans standard specifications regarding prosecution and completion.

ARTICLE IV. – COMPENSATION

The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the contract sum amounts per the attached Cady Springs Pump Station Bid Schedule BASE BID dated June 27, 2019 in an amount of \$1,697,068.10. Prices for BASE BID work shall NOT exceed those provided in the June 27, 2019 proposal submitted. Work for this scope shall include the following deleted or revised bid items:

- i. Bid Item No. 2 – SWPPP Preparation/Implementation is removed;
- ii. Bid Item No. 7 – TEMPORARY TIE-OVER springs bypass is removed and now Time & Materials work;
- iii. Bid Item No. 8 – BYPASS PLAN for temporary tie-over is removed and now Time & Materials work

- iv. Bid Item No. 21 of the base bid reduced to 300 LF of 2" PVC conduit on Sheet C3.0 (in lieu of 500LF shown on;
- v. Bid Item No. 22 of the base bid reduced to 100LF of 1" PVC conduit on Sheet C3.0 (in lieu of 500LF shown on

The attached PROPOSAL FOR ADDITIONAL WORK dated August 5, 2019 in the amount of **\$264,500** will be compensation for Item No. 1, 5, 6, 7 & 8 of said additional work proposed. This work does not include those items removed or reduced to include the T&M work indicated below.

TIME AND MATERIALS (T&M) work on August 13, 2019 as negotiated appropriate by all parties for the project and to be determined based upon actual costs of personnel, equipment and materials at published and prevailing rates. Methodology for determining this payment shall be in full compliance with all applicable section of the Caltrans Standard Specifications and Construction Manual. Prices for T&M work shall NOT exceed those provided in the August 5, 2019 proposal submitted. The items of work set forth for this T&M scope are as below:

- i. Base Bid Item No. 7 – Temporary Tie-in to Gravity Spring Line w/Chlorination;
- ii. Base Bid Item No. 8 - By Pass Plan for Tie-in to Gravity Spring Line;
- iii. Additional Item No. 2, 3, & 4 - Completion of highway crossing pipe connections at Locations #1, #2, and #3 per plan sheets C2.1, C2.2, & C3.1 thru 3.5;
- iv. Additional Item No. 9 & 10 – Replacement of existing CAV Air Vents and installation of a Service connection (Rocky Crest Mobile Home Park) per plan sheets C2.1, C2.2, C4.0 & C4.2;
- v. Testing of the existing 10" and 16" PVC water main to verify proper maximum pressure tolerances and adequate chlorination residual concentrations;
- vi. Installation of approximately 170 linear feet (LF) of 10" PVC water main per Plan Sheet C2.0 and C3.0 to complete the connection from the new pump station to the existing terminus point of the existing 10" PVC water main previously installed up slope from the station.

Fixed prices are for items identified in the SCOPE OF WORK above and 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 the work, complete and in place, according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, 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.

ARTICLE V. - EFFORTS ON BEHALF OF AND BY THE CITY

CITY OF SUSANVILLE, DEPARTMENT OF PUBLIC WORKS hereby agrees to provide the following and as per Schedule "A - Part B:

- i. Potholing of 3 (three) highway crossings to establish points of connection for the existing 16" main to connect the 12" bore section under State Route 36;
- ii. Establishment and maintenance of a temporary chlorination system at or near Spring No. 8 of the Cady Springs headworks upstream of the pump station construction site;

- iii. LMUD (Lassen Municipal Utility District) electrical service applications, payment and arrangements for contracts to establish underground service and point of connection with transformer at LMUD Power Pole # 19/19;
- iv. Assistance with materials, construction and determining sizes (based on required minimum flows) for an appropriate temporary by-pass piping system for Springs 1 thru 13;
- v. Assistance with determining appropriate, suitable means and methods for the existing 10" and 16" PVC water main to establish proper pressure testing and chlorination (to remain under allowed maximum levels of BAC-T) procedures and processes;
- vi. SCADA integration and initialization equipment, installation and commissioning at the pump station and Cady tank;

ARTICLE VI. – LABOR CODE

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 VII. – PREVAILING WAGE RATES

The State general prevailing wage rates determined by the Director of Industrial Relations are hereby made a part of this contract. It is further expressly agreed by and 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.

ARTICLE VIII. – BONDING

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 amounts 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 IX. – BANKRUPTCY & GENERAL ASSIGNMENT TO CREDITORS

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 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 contractor or his surety regardless if a substitute contractor completes the work.

ARTICLE X. – ACCEPTANCE OF COMPENSATION

As Contractor I agree to receive and accept the above stated prices 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:

ARTICLE XI - PAYMENT PROCEDURES

- i. **Partial Payments.** Partial payments will be made once per month based on the Engineer's estimate in accordance with the Standard Specifications, "Measurement and Payment". Progress payments will be made in accordance with the specifications and applicable portions of the Caltrans Standard Specifications.
- ii. **Retainage.** From the total of the amount determined to be payable on a partial payment, the amounts where specified in accordance with the project specifications and applicable portions of the Caltrans Standard Specifications, and will be deducted and retained by the Owner until the final payment is made.
- iii. **Final Payment:** Final payment will be made in accordance with accordance with the project specifications and applicable portions of the Caltrans Standard Specifications, "Acceptance and Final Payment".
- iv. As Contractor I agree to receive and accept the following prices 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, 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.

ARTICLE XII - CONTRACTOR'S REPRESENTATIONS

In executing this Agreement, Contractor makes the following representations:

- i. Contractor has examined and carefully studied the Contract including Addenda, where applicable.
- ii. Contractor has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- iii. Contractor is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- iv. Contractor has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Contract. Contractor acknowledges that such reports and drawings are not part of the Contract and may not be complete for Contractor's purposes. Contractor acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract with respect to Underground Facilities at or contiguous to the site. Contractor does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract.
- v. Contractor is aware of the general nature of work to be performed by Owner and others at the site that relates to the Work as indicated in the Contract.
- vi. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the site, reports and drawings identified in the Contract and all additional examinations, investigations, explorations, tests, studies and data with the Contract.
- vii. Contractor has given Design Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract and the written resolution thereof by the Design Engineer is acceptable to Contractor, and the Contract is generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- viii. If this Project utilizes multiple contracts, the Contractor has examined the Contract for all prime contracts and has acquired sufficient knowledge of the required work of the other prime contractors to the extent that Contractor clearly understands his own obligations and responsibilities relative to the other prime contracts.

ARTICLE XIII - CONTRACT

The Contract which comprises the entire Agreement between Owner and Contractor concerning the Work consists of the following:

- i. The Proposal with discrepancies corrected.
- ii. This Agreement.
- iii. The Contractor's Performance Bond and Payment Bond.

The Contractor's Certificates of Insurance.

- iv. The Notice of Award and Notice to Proceed.
- v. The General Provisions and the Technical Specifications, which are a part of the Contract.
- vi. The Contract Drawings as listed in the Table of Contents of the plans.

ARTICLE XIV - TERMINATION.

- i. 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.
- ii. Upon such unfortunate termination, the City shall serve notice to the surety and Contractor with the surety have 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.
- iii. 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.

ARTICLE XV – WORKER'S COMPENSATION

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 XVI - MISCELLANEOUS

- i. Terms used in this Agreement shall have the meanings in the General Provision Section 10, "Definition of Terms".
- ii. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without

limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract.

- iii. Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract.
- iv. Any provision or part of the Contract held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner or Contractor, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

CITY OF SUSANVILLE (SEAL)

APPROVED AS TO FORM:

By: _____
Kevin Stafford
Mayor

By: _____
Jessica Ryan
City Attorney

Date : _____

Date: _____

ATTEST:

CONTRACTOR

By: _____
City of Susanville
Gwenna MacDonald, City Clerk

By: _____
Danny Selmi, President
RaPiD Construction Inc., License No. 982748
3072 Research Way (PO Box 21503)
Carson City, Nevada, 89706 (89721)
(775) 883-4269

Date: _____

Date: _____

ATTACH NOTARY

- ATTACHMENTS – CADY SPRINGS PLANS DATED SEPTEMBER 2018
- RaPiD CONSTRUCTION JUNE 27, 2019 BASE BID SCHEDULE
- RaPiD CONSTRUCTION AUGUST 5, 2019 PROPOSAL

Reviewed by:  City Administrator
 Public Works Director

Motion only
 Public Hearing
 Resolution
 Ordinance

Submitted by: Daniel Gibbs, City Engineer

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 19-5702 authorizing execution of a change order with Dig It Construction of Chester, California for the replacement of an existing water main across and along Monrovia Street in advance of paving operations for STIP Project No. 18-01 'SC-4'

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Rehabilitation of the streets within the old Mill District has commenced with STIP Project SC-4. These streets include Covina, Santa Paula, Upland, Limonera, Orange and Monrovia streets. Staff has identified recently a deteriorating section of water main along Monrovia that should be replaced now in order to avoid potential disturbance of paving planned in this area.

Future connections or extension of the water main east and west along Monrovia would be driven by local development and may necessitate disturbing of the new pavement or realigning behind the curb and gutter alignment. City staff is proposing sufficient lengths of installation across and along Monrovia Street to minimize impacts, within reason, of the pavement to be replaced on Monrovia Street.

Dig It Construction, Inc. of Chester CA, is willing to install the water line in advance of its operations for installing pavement and other street improvements. A contract change order (CCO) with Dig It can be negotiated and executed to accommodate the work desired. The cost of the installation is estimated at approximately \$59,900 less contingencies and construction engineering. The work would include trenching, installation of the pipe, and with services connections for homes along the alignment.

Staff is requesting authorization from Council to proceed in preparing a contract change order with Dig-It Construction of Chester, CA to allow for the installation of water main across and along Monrovia Street.

FISCAL IMPACT: Funds used for this work will come from the 7110 Water Fund budget.

ACTION REQUESTED: Motion to approve Resolution 19-5702 authorizing execution of a contract change order with Dig it Construction for the installation of water main in Monrovia Street, and funding the work from the fiscal year 2019/20 Water Fund 7110.

ATTACHMENTS: Resolution 19-5702
 Monrovia Street Water Main Plan Sheet
 Dig It Construction Cost Proposal

RESOLUTION NUMBER 19-5702

A RESOLUTION OF THE COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING FUNDING OF THE REPLACEMENT OF WATER MAIN ACROSS AND ALONG MONROVIA STREET AND AUTHORIZING EXECUTION OF A CHANGE ORDER WITH DIG-IT CONSTRUCTION OF CHESTER CALIFORNIA FOR AN AMOUNT NOT TO EXCEED \$59,900

WHEREAS, the City Public Works Department Water Division has identified a recent and immediate need to replace portions of the City's water system for facilities in Monrovia street; and

WHEREAS, the City desires to install PVC water mains in Monrovia Street prior to completion of the City's STIP SC-4 Pavement Rehabilitation project to avoid unnecessary damage to Monrovia Street from installation at a later date; and

WHEREAS, Dig-It Construction, Inc. of Chester, CA is currently under contract with the City for the SC-4 project and has considerable experience in installing water mains for the City in it's streets and has been performing in good fashion; and

WHEREAS, the City of Susanville Public Works Department has determined Dig-It Construction Inc. as qualified and proposed a fair price consistent with the City's estimate and should be given consideration for the contract change order in the amount in their proposal attached; and

WHEREAS, the City of Susanville has funding available from the 7110 Water Fund to provide sufficient funds based upon the proposal and estimate for the work desired on Monrovia Street; and

WHEREAS, the City will, prior to execution of any contract change order, receive all necessary licenses and required bonds and insurance, determine them in good order to authorize the commencement of construction activities for the period of time needed to complete installation.

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

- 1) Authorize the City Public Works Department to issue change orders for the Monrovia Street Road water main installation in the City of Susanville to Dig-It Construction Inc., in an amount not to exceed \$59,900;
- 2) Authorize the Finance Manager to provide a project budget in the amount of \$59,900 for the cost of the proposed work, any contingencies and construction engineering from the 7110 Water 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 18th day of September, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

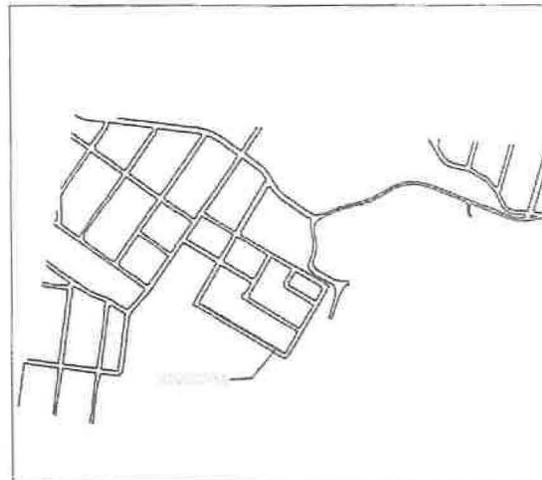
APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

CITY OF SUSANVILLE 2019 MONROVIA ST. WATER LINE REPLACEMENT -
650 LF 2" P.E.
PROP 84 USDA GRANT AGREEMENT NO. 4600011520

GENERAL NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH THE CITY OF SUSANVILLE STANDARD DETAILS AND THESE PLANS AND PROJECT SPECIFICATIONS. ANY DISCREPANCIES FOUND BY CONTRACTOR SHALL BE BROUGHT TO THE ATTENTION OF THE CITY ENGINEER FOR REVIEW. ANY SUBSTITUTIONS AND/OR CHANGES IN WORK SHALL BE APPROVED IN WRITING BY THE CITY ENGINEER BEFORE BEING IMPLEMENTED.
2. CONTRACTOR SHALL CALL UNDERGROUND SERVICE ALERT AT LEAST 48 HOURS PRIOR TO BEGINNING WORK. NO WORK SHALL COMMENCE PRIOR TO ESTABLISHMENT OF USA MARKINGS AND APPROPRIATE INVESTIGATION OF SUBTERRANEAN FACILITIES SUCH AS POT-HOLING.
3. ALL DEBRIS SHALL BE REMOVED FROM SITE AND THE AREA COMPLETELY CLEANED UPON COMPLETION OF WORK EACH DAY THE PROJECT IS ACTIVE.
4. CONTRACTOR SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL SAFETY REGULATIONS, BOTH FOR WATER DISTRIBUTION SYSTEMS AND OVERALL PROJECT SAFETY.
5. CONTRACTOR SHALL APPLY FOR AND OBTAIN APPROVAL FOR TRAFFIC CONTROL PLANS AND ANY PERMITS FROM CALTRANS PRIOR TO COMMENCING ANY WORK.
6. ALL WATER MAIN SHUT DOWNS SHALL BE CO-ORDINATED WITH THE CITY AND ALL AFFECTED PROPERTY OWNERS AT LEAST 72 HOURS PRIOR TO IMPLEMENTATION.
7. CONTRACTOR SHALL COMPLY WITH ALL ASPECTS OF TITLE 22 FOR MAINTAINING WATER SYSTEM POTABILITY AND SEPARATION FROM OTHER UTILITIES SUCH AS SANITARY AND STORM SEWER SYSTEMS, THEIR PIPELINES, ACCESS ETC.
8. STORM DRAIN SYSTEM ON MAIN ST. (NOT PAUTE CREEK) IS OWNED BY THE STATE. SANITARY SEWER SYSTEM IS OWNED BY SANITARY DISTRICT # (530) 255-0685.
9. EXISTING FACILITIES TO BE ABANDONED SHALL BE PERFORMED IN SUCH A MANNER THAT PROVIDES A 12" MINIMUM PHYSICAL SEPARATION FROM NEW MAINS. ABANDONED MAINS SHALL REMAIN IN PLACE UNLESS IN CONFLICT WITH DESIRED ALIGNMENTS FOR NEW MAINS. MAINS AND SERVICES SHALL BE PERMANENTLY CAPPED AND FILLED WITH 1" SACK CEMENT SLURRY OR CRUSHED IN PLACE AS DIRECTED.

VICINITY
MAP



ABBREVIATIONS

- (N) NEW
- (E) EXISTING
- R/W RIGHT OF WAY
- CL CLASS
- BTW BETWEEN
- SD STORM DRAIN
- CSD CITY STD. DETAIL
- IPS IRON PIPE SIZE
- E/O EAST OF
- W/O WEST OF

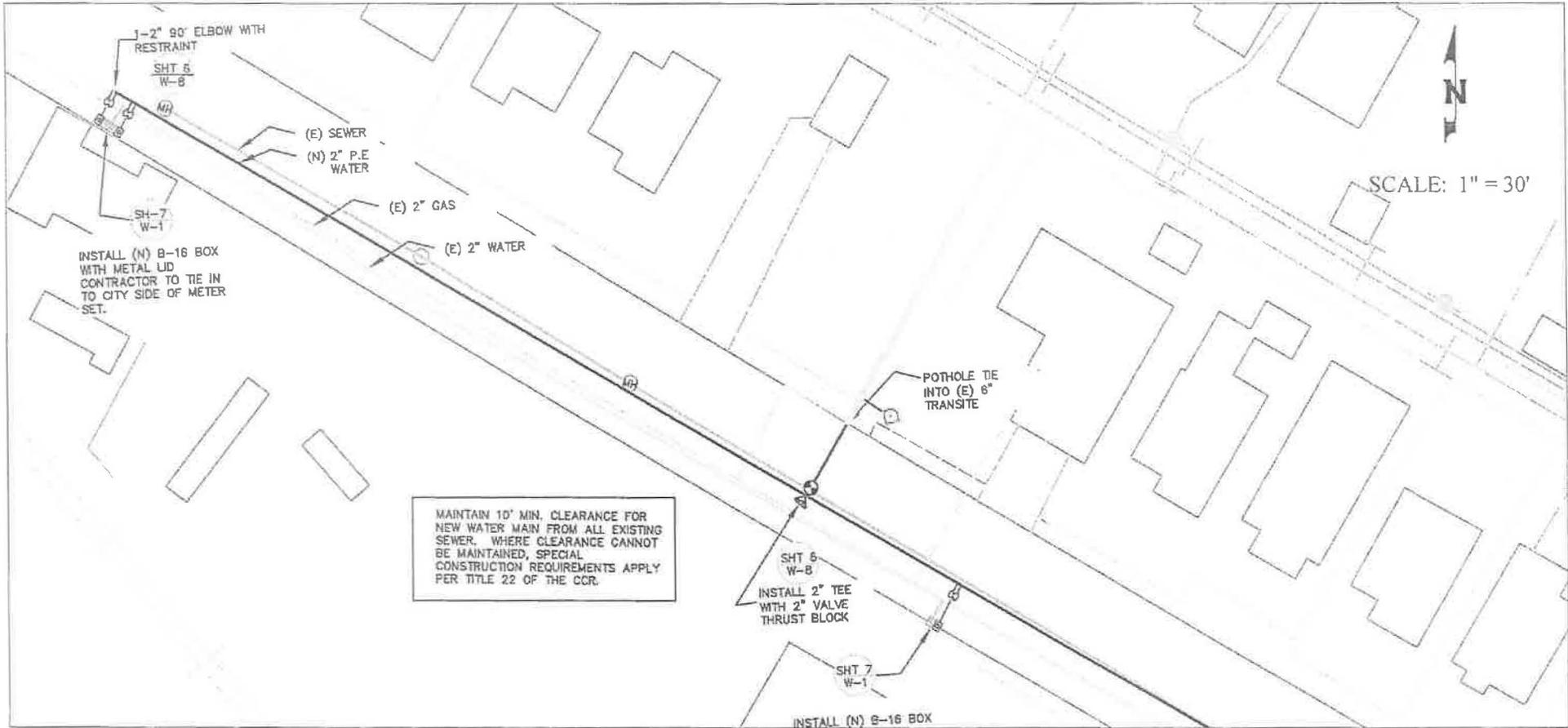
SHEET INDEX

SHEET	2	MONROVIA WEST
SHEET	3	MONROVIA EAST
SHEET	4	STANDARD DETAILS S-8 & W-14
SHEET	5	STANDARD DETAILS S-20 & W
SHEET	6	STANDARD DETAILS W-6 & W-8
SHEET	7	STANDARD DETAILS W-1 & W-2
SHEET	8	STANDARD DETAILS W-3 & W-4
SHEET	9	STANDARD DETAILS S-1 & S-4

- MANHOLE, UTILITY
- THRUST BLOCK
- 'F' TYPE FITTING
- DETAIL & SHEET NO.
- GRATE, STORM DRAIN INLET
- 'F' TEE FITTING



SIGNATURE: *D. Gibbs* DATE: 9/16/19
 DESIGN OFFICE: PUBLIC WORKS
 DESIGNED BY: BWH/70
 DRAWN BY: BWH
 CHECKED BY: dog
 APPROVED BY:
 DATE: AUGUST 16, 2019
 DATE REVISED:



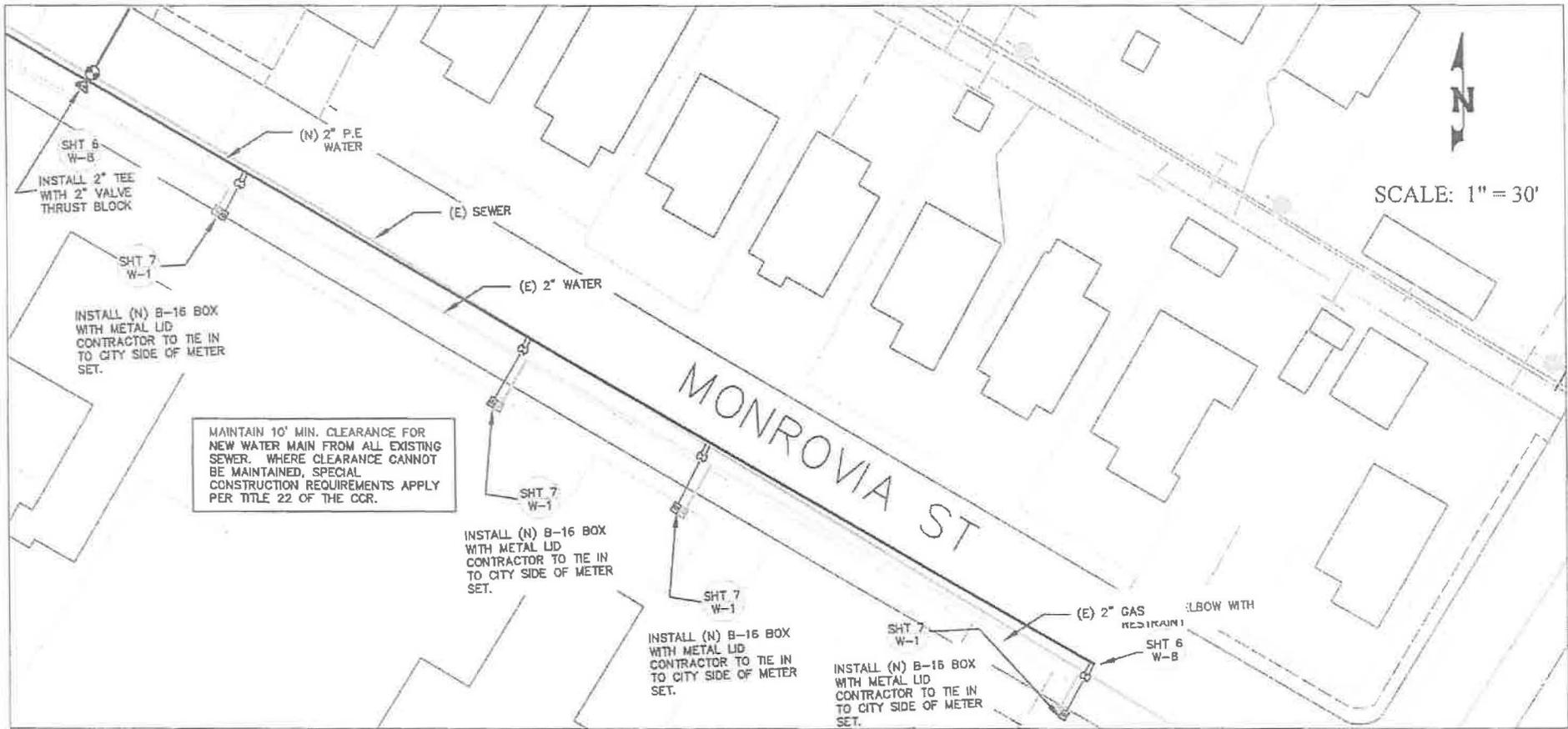
SCALE: 1" = 30'

MAINTAIN 10' MIN. CLEARANCE FOR NEW WATER MAIN FROM ALL EXISTING SEWER. WHERE CLEARANCE CANNOT BE MAINTAINED, SPECIAL CONSTRUCTION REQUIREMENTS APPLY PER TITLE 22 OF THE CCR.

QUANTITIES PROVIDED FOR CONVENIENCE ONLY. CONTRACTOR SHALL USE BID QUANTITIES FROM THE BID BOOK ONLY. SOME WORK MAY BE BID LUMP SUM PRICES SHALL INCLUDE ALL WORK NECESSARY FOR COMPLETE INSTALLATION AND OPERATION OF WATER FACILITIES WHETHER SHOWN OR NOT. CONTRACTOR SHALL PERFORM ADEQUATE DUE DILIGENCE WITH ALL OWNERS TO ENSURE THEIR FACILITIES ARE OPERATIONAL AND SAFE FOR PUBLIC CONSUMPTION AT COMPLETION OF WORK.

NO	MONROVIA	2" C-900 PVE WATER MAIN	THRUST BLOCK	VALVE & FITTINGS	REMOVE & REPAIR SERVICES - RESIDENTIAL
1	6" WEST TOWARD COMINA	255 LF	1	1	2

<p>CITY OF SUSANVILLE</p> <p>MONROVIA</p> <p>WATER LINE REPLACEMENT</p>	PROJECT NO. 2019-001	
	DATE REVISED	
	SHEET 2 OF 2	



N
SCALE: 1" = 30'

MAINTAIN 10' MIN. CLEARANCE FOR NEW WATER MAIN FROM ALL EXISTING SEWER. WHERE CLEARANCE CANNOT BE MAINTAINED, SPECIAL CONSTRUCTION REQUIREMENTS APPLY PER TITLE 22 OF THE CCR.

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NO	MONROVIA	2" C900 PVC WATER MAIN	THRUST BLOCK	VALVE & FITTINGS	REMOVE & REPLACE EXIST SERVICES RESIDENTIAL
1.	FROM 2" TEE 563 LF EAST TO 90 ELBOW	363 LF	1	2"	4

<p>CITY OF SUSANVILLE</p> <p>MONROVIA</p> <p>WATER LINE REPLACEMENT</p>	<p>DATE: 02/23/2019</p>	
	<p>DESIGNED BY:</p>	
	<p>CONTRACT NO.:</p>	
	<p>PROJECT NO.:</p>	
	<p>DATE REVIEWED:</p>	
<p>SHEET 5 of 9</p>		



**LIC. #747715
(530) 258-3306**

PO Box 494
803 Lorraine Drive
Chester, CA 96020
530.258.3306
530.258.4246
shannon@digitconst.com

Change Order Number: #1
Owner: City of Susanville
Date: 9/3/2019
Project Number: SL 4

Change (add or delete) to the original contract regarding the following work:

* Changes to Items H1-8
Total Cost of Changes \$59,900.00

Please see Attachment for Breakdown of Costs

Payment to be made as follows:

Same terms as contract

We agree to furnish labor and materials complete in accordance with the above specifications at the price stated above.

Above additional work to be performed under the same conditions as specified in the original contract unless otherwise stipulated.

General Contractor

Owner

Date

Monrovia St Main Water Line Replacement

Item #	Item Description	Unit Meas	Est. Qty	Bid Unit \$	Bid Total \$
1	Mob	LPSM	1	\$4,200.00	\$4,200.00
2	Traffic Control, set up ect.	LPSM	1	\$ 5,500.00	\$ 5,500.00
3	650 Inft- 2" P.E Complete Slurry Backfill	LNFT	500	\$ 48.00	\$ 24,000.00
4	100 Inft- 1" P.E. Complete Slurry Backfill, House Conecctions	LNFT	100	\$ 150.00	\$ 15,000.00
5	1-2" Tee	EACH	1	\$ 1,700.00	\$ 1,700.00
6	7 Water boxes with Lids Insalled	EACH	7	\$ 850.00	\$ 5,950.00
7	3 Thrust Blocks	EACH	3	\$ 350.00	\$ 1,050.00
8	Misc water test, pressureize, Chlorinate	LPSM	1	\$ 2,500.00	\$ 2,500.00
				Total	\$ 59,900.00

Reviewed by: _____ City Administrator

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

Submitted by: Kevin Jones, Police Chief

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 19-5694 approving the Purchase of the RMS for Sun Ridge Systems, Inc., including the five year contract for support and updates

PRESENTED BY: Kevin Jones, Police Chief

SUMMARY: The Police Department has been working on replacing its Record Management system (RMS), which was purchased in 1987.

On March 19, 2019 the SPD and LCSO conducted a parallel Request for Proposals for a Record Management System. In April of 2019, the Lassen County Sheriff's Office received responses from; Central Square Technologies, PTS Solutions. Inc., and Sun Ridge Systems, Inc.

At the August 7, 2019 City Council meeting, permission was received to enter into contract negotiations with Sun Ridge Systems, Inc., for a Record Management System. Those discussions have been completed and the recommended contract is attached.

The total cost of the base system, including on/off-site training installation is \$129,713.00 and an additional four (4) years of Support and Updates at a cost of \$8,730.00 per year.

The Lassen County Sheriff's Office received approval to enter into an agreement with Sun Ridge Systems, Inc., at the September 10, 2019 Board of Supervisors meeting.

This system, once incorporated by both the Sheriff's Office and Police Department, will make the Police Department more efficient in the record management area along with efficient dispatching through electronic means. Many mandatory State reports will be automated, along with the ability of tracking of crime trends within the City. Officers will have the ability to receive calls for service and complete written documentation in the field using a Mobile Data Terminal.

Current data in the LEADS system will be transferred over to the new RMS, allowing us to retain the majority of personal information and past reports.

FISCAL IMPACT: \$164,633 over a period of five (5) years. The initial purchase cost and first year support and updates, \$129,713. \$8,730.00 per year for four (4) additional years. Funding from General Fund Reserves.

**ACTION
REQUESTED:**

Motion to:

1. Approve Resolution #No.19-5694 approving the Purchase of the RMS for Sun Ridge Systems, Inc., including the five (5) year contract for support and updates, and;
2. Authorize the City Administrator to sign the contract for these services upon contract approval by Counsel, and;
3. Authorize the City Administrator to approve any changes necessary in contract after review by Counsel, and;
4. Authorize Finance Director to transfer funds from General Fund Reserves to appropriate Police Department Line item.

ATTACHMENTS: Sun Ridge pricing proposal, Contract Service/Purchase Agreement

RESOLUTION NO. 19-5694
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING BID FOR RECORD MANAGEMENT SYSTEM TO SUN RIDGE
SYSTEMS, INC.

WHEREAS, City of Susanville Police Department has a need for a new, modern Police Record Management System; and

WHEREAS, a "Request for Proposal" in parallel with the Lassen Co. Sheriff's Office was sent out on March 19, 2019 and three (3) proposals were received; and

WHEREAS, a committee comprised of employees and IT provider of the City along with employees and IT provider from the County provided a recommendation to both City and County; and

WHEREAS, the recommendation of the committee is to award the bid to Run Ridge Systems, Inc.;

WHEREAS, the Susanville Police Department agrees with the recommendation and requests to award the bid to Sun Ridge Systems, Inc., and enter negotiations to determine a price and package for their product.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves awarding the Police Record Management System proposal to Sun Ridge Systems, Inc., and authorizes the City Administrator and Police Chief to negotiate the terms and cost.

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 18th day of September, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

**SUN RIDGE SYSTEMS, INC.
SOFTWARE AND SERVICES AGREEMENT**

This Software and Services Agreement ("Agreement") is executed in duplicate as of _____, 2019, between Sun Ridge Systems, Inc., a California corporation ("Sun Ridge"), and City of Susanville, a political subdivision of the State of California ("the City") located at 66 North Lassen Street, Susanville, 96130.

Section 1. Agreement. That for and in consideration of payments and agreements hereinafter mentioned to be made and performed by the City, and under the conditions set forth in this Agreement, Sun Ridge agrees to provide computer software ("Software") and services ("Services") to the City as described in Exhibit A, Scope of Work, attached hereto and incorporated herein. The Software support and maintenance services to be provided by Sun Ridge as part of the Services are more specifically described in Exhibit C attached hereto and incorporated herein ("Software Support Services Agreement").

Section 2. City Project Manager. Sun Ridge shall work under the general direction of _____ in fulfilling this Agreement.

Section 3. Scope of Work. The project that is the subject of this Agreement shall consist of the delivery by Sun Ridge to the City of the Software and Services (the "Project") described in Exhibit A.

Section 4. Payment Schedule. In consideration for the Software and Services to be provided by Sun Ridge under this Agreement, the City agrees to pay Sun Ridge the Total Contract Amount ("Contract Amount") given in Exhibit B

- The initial software and services payment of \$129,713.00 shall be billable by Sun Ridge upon contract signing.

- After the initial Purchase Payments made the City shall own the Licenses to the Software listed in Exhibit A.
- Annual support payments of \$8,730 shall be due on each anniversary date of the Final Acceptance Notice. For example, if the date of the Final Acceptance Notice should be X/1/20, then the annual support payment due date would be X/1/21.

Section 5. The City shall not be entitled to withhold or delay payments due to Sun Ridge pursuant to the above Payment Schedule due to delay in the delivery, installation, or testing of Software items described in Exhibit A where the delay is the result of action or inaction or breach of this Agreement by the City, its agents or employees or the action or inaction of a third party which is not within Sun Ridge's reasonable control.

Section 6. Invoices. Invoices shall be sent to:

Upon receipt of the invoice, the City shall verify that the invoice has been properly prepared and that the conditions of payment have been fulfilled. If the payment conditions have been fulfilled, the invoice shall be processed and paid by the City within thirty (30) days after the City's receipt thereof.

In addition to any other amounts for which the City is liable under this Agreement, the City agrees to pay to Sun Ridge a late charge equal to one percent (1%) of the amount due if the City fails to pay Sun Ridge any amount that is due and owing pursuant to this Agreement within sixty (60) days after the City's receipt of an invoice from Sun Ridge. In addition, any invoiced amounts that are due and owing under this Agreement which the City fails to pay to Sun Ridge within ninety (90) days after the City's receipt of an invoice from Sun Ridge shall thereafter bear interest at the rate of twelve percent (12%) per annum or the highest interest rate allowed by applicable law, whichever is less.

Section 7. Term of Agreement. Unless terminated earlier in accordance with the provisions of this Agreement or applicable law, the term of this Agreement ("Term") shall be five (5) years from the date shown on the first page of this Agreement through completion of the Project. Completion of the Project means the installation by Sun Ridge of all of the Software, the completion by Sun Ridge of all training and other Services and the payment by the City to Sun Ridge of the entire Contract Amount. The Project schedule is to be separately generated and agreed to between the parties. Notwithstanding the foregoing, the License described in Section 9 below will remain in effect until it is terminated pursuant to Section 9.

Section 8. Warranty/Disclaimer of Liability.

a. Sun Ridge warrants that upon delivery the Software substantially conforms to its Documentation and is free from defects that will materially impair its use. The City's sole and exclusive remedy for breach of this warranty will be repair or replacement of the Software. Sun Ridge will make reasonable efforts to correct errors in the Software, but does not warrant that the Software is error-free or will perform without interruption. The City has relied solely upon its own investigation and judgment in selecting the Software and not upon any representations or promises of Sun Ridge except as may be expressly stated in this Agreement.

b. THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES PERTAINING TO THE SOFTWARE, EXPRESS OR IMPLIED, AND SUN RIDGE SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

c. IN NO EVENT WILL SUN RIDGE BE LIABLE FOR LOST BUSINESS, DIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE, STRICT LIABILITY, OR OTHERWISE) ARISING OUT OF THE QUALITY, CONDITION OR USE OF THE SOFTWARE OR ANY OTHER PART OF THE PRODUCT. IN NO EVENT WILL SUN RIDGE BE LIABLE FOR ANY AMOUNT WHICH EXCEEDS THE AMOUNT PAID BY THE CITY FOR THE PRODUCT.

Section 9. Final Acceptance. For thirty (30) days from the beginning of the City's Operational Use of the Software or forty (40) days after the completion of installation and training by Sun Ridge, whichever comes first (the "Test Period"), the City shall test the system for defects and anomalies. "Operational Use" is defined as the Sheriff Department's use of the Sun Ridge

Software in the course of the Sheriff's daily business activities. During the Test Period, Sun Ridge shall address and attempt to resolve issues with the Software identified by the City under the Software Support Services Agreement (Exhibit C). At the end of the Test Period, Agency shall accept or reject the Software as follows:

a. If the City determines that the Software is performing to its satisfaction it shall immediately provide written notice to Sun Ridge of final acceptance of the Software ("Final Acceptance Notice"), and upon receipt of a valid invoice from Sun Ridge, shall process and pay the final milestone of the Contract Amount including any additional outstanding milestone Payment Amounts. Any remaining issues with the Software shall be covered as part of the original cost of the system and handled as maintenance items under the Software Support Services Agreement (Exhibit C).

b. If City decides to not accept the Software, then it must so notify Sun Ridge in writing within five (5) calendar days after the end of the Test Period (a "Rejection Notice"). If a Rejection Notice is given, this Agreement shall be automatically terminated and all payments already made by the City to Sun Ridge, less the cost of project management, installation, data conversion, and training services provided up to the date of termination shall be returned to the City by Sun Ridge within thirty (30) days after receipt of the notice. The terms of Section 11 and all other provisions of this Agreement that expressly survive such termination shall apply.

c. If the City fails to provide a Final Acceptance Notice or a Rejection Notice within five (5) calendar days after the end of the Test Period, then the City's final acceptance of the Software shall be considered to have occurred and the City and Sun Ridge shall proceed as described in section 8.a above.

Section 10. Software License. Subject to the terms, conditions, limitations and restrictions set forth in this Agreement, Sun Ridge grants to the City a nonexclusive and non-transferable license, effective upon the City's Final Acceptance of the Software pursuant to Section 8 above, to use the Software in connection with the City's normal and customary daily operations substantially as they exist as of the date of commencement of the Term as described below (the "License"). The City shall acquire no ownership or other rights in or to the Software except for the License granted hereunder, and title to the Software shall at all times remain with Sun Ridge.

a. The following additional terms, conditions and limitations apply to the License:

i. The City may use the Software on all computers in the City's agency and in any other agencies explicitly agreed to in writing by Sun Ridge;

ii. The City may make a copy of the Software for backup or modification purposes only in support of the City's authorized use of the Software hereunder as Sun Ridge has expressly authorized; and

iii. No one using the Software, and no one for whose benefit the Software is being used, shall sublicense, resell, distribute, market, provide or otherwise make available the Software or any part or copies thereof to any third party.

iv. The City shall not transfer, use, or export the Software in violation of any applicable laws, rules, or regulations of any government or governmental agency.

v. The City shall not use the Software to disrupt, disable, or otherwise harm the operations, software, hardware, equipment, and/or systems of a business, institution, or other entity, including, without limitation, exposing the business, institution, or other entity to any computer virus, trojan horse, or other harmful, disruptive, or unauthorized component.

vi. The City shall not embed the Software in any third-party applications, unless expressly permitted under this Agreement or otherwise authorized in writing in advance by an authorized officer of Sun Ridge.

vii. The License granted under this Agreement shall apply only to the object code for the Software. No one using the Software, and no one for whose benefit the Software is being used, shall have the right to use or have access to the source code for the Software, and neither the City nor anyone using the Software pursuant to this License will modify, change, merge, adapt, translate, reverse engineer, decompile, disassemble or prepare derivative works based upon the Software.

viii. The City acknowledges that the Software and the Documentation constitute trade secrets of Sun Ridge. The City agrees to maintain the confidentiality of the Software and the Documentation, and shall take commercially reasonable steps to preserve that confidentiality pursuant to Section 12 of this Agreement.

b. The term of the License shall commence upon Final Acceptance of the Software by the City, and shall continue until the License is terminated as provided below.

i. Sun Ridge may immediately terminate the License in the event of any failure by the City to comply with the terms or conditions of this Agreement by giving written notice of such termination to the City. In the event the City has leased the Software from Sun Ridge, the License will terminate automatically upon termination of the lease. Upon such termination, the City shall immediately cease further use of the Software and will cause all copies of the Software to be destroyed or returned to Sun Ridge.

ii. The City may terminate the License at any time by giving written notice thereof to Sun Ridge and by destroying or returning to Sun Ridge all copies of the Software. The City acknowledges and agrees that any election by the City to terminate the License hereunder will not entitle the City to any refund of amounts paid or compensation of any kind from Sun Ridge.

iii. Upon any termination or expiration of the License, an authorized representative of the City shall certify in writing to Sun Ridge that all copies of the Software and the Documentation which were the subject of the License have either been destroyed or returned to Sun Ridge as required above.

iv. The provisions of Sections 7 and 11 through 13, inclusive, shall survive the expiration or termination of this Agreement.

c. Sun Ridge may, at its option, release updates to or new versions of the Software. If the City elects to obtain any update or new version of the Software, the use of such update or new version will be subject to the terms and conditions of this Agreement.

d. Except as expressly provided in this Agreement, Sun Ridge retains all intellectual property rights and other rights to the Software, Documentation (as defined below), and the source code for the Software.

Section 11. Indemnity and Insurance.

a. Sun Ridge agrees to indemnify, defend, and hold harmless the City and its officers, directors, shareholders, employees, and agents (the "City Indemnified Parties") from any and all claims, demands, liabilities, and costs, including attorney's fees ("Claims"), arising out of or relating to (i) any actual infringement of a third-party's intellectual property rights or (ii) the negligence or willful misconduct of any employee or agent of Sun Ridge occurring during or as a result of Sun Ridge's performance of its obligations hereunder, provided that Sun Ridge shall have no indemnity or other obligations to the City hereunder to the extent any such Claims arise from or are the result of the negligence or other fault of the City or its employees, agents or other contractors nor shall the foregoing indemnity and hold harmless obligations of Sun Ridge extend to or cover any Claims arising from or relating to claims of defects or errors in the Software or the City's use or inability to use the Software. This indemnity obligation shall survive the expiration, cancellation or termination of this Agreement. Notwithstanding the foregoing, the City expressly waives, releases, and agrees that neither Sun Ridge nor Sun Ridge's officers, directors, shareholders, employees, agents and affiliates shall have any liability for any individual's or entity's lost business, direct damages, incidental or consequential damages, or any other Claims arising out of or related to the use or implementation of the Software.

b. During the term of this Agreement, Sun Ridge shall comply with the following insurance requirements:

i. Workers' Compensation. Sun Ridge shall fully comply with the terms of the law of California concerning workers' compensation. Said compliance shall include, but not be limited to, maintaining in full force and effect one or more policies of insurance insuring against any liability Sun Ridge may have for workers' compensation. Said policy shall also include employer's liability coverage of \$1,000,000 per accident for bodily injury or disease.

ii. General Liability Insurance. Sun Ridge shall obtain at its sole cost and keep in full force and effect during the term of this Agreement commercial general liability insurance in the amount of \$1,000,000 per occurrence for bodily injury, and property damage personal injury; coverage includes products and completed operations,. Said insurance shall provide (1) that the City, its officers, and employees shall be included as additional insureds under the policy, and (2) that the policy shall operate as primary insurance, and non-contributory.

iii. Automobile Liability Insurance. Sun Ridge shall obtain at its sole cost and keep in full force and effect during the term of this Agreement business automobile liability insurance in the amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage. Said insurance shall provide (2) that the policy shall operate as primary insurance, and non-contributory.

iv. Certificates of Insurance. Sun Ridge shall file with the City upon the execution of this Agreement, certificates of insurance which shall provide that no cancellation, major change in coverage, expiration, or nonrenewal will be made during the term of this agreement, without thirty (30) days written notice to the City prior to the effective date of such cancellation, or change in coverage.

Section 12. Termination Rights. Either party may terminate this Agreement upon material breach of any of the terms of this Agreement by the other Party, after first giving the other party written notice of such breach and thirty (30) days to cure. If the breaching party does not cure the breach within the allotted time, the Agreement will be terminated. Either party may terminate this Agreement for any reason upon giving the other party ninety (90) calendar days written notice after the first year of the agreement. Upon Termination, each party will return,

delete, or destroy any copies, whether tangible or electronic, of Confidential Information obtained from the other party pursuant to this Agreement, including but not limited to any Documentation and any Confidential Information stored on any equipment that may be returned, and certify to the other party in writing within five (5) business days of the termination date that it has done so.

Section 13. Confidential Information. "Confidential Information" means any and all confidential information of a party to this Agreement that is not generally known to or by members of the public, including but not limited to businesses that compete with such a party, including but not limited to the Software and the Documentation pertaining thereto. Confidential Information shall not include information that is now or becomes part of the public domain, is required by applicable law to be disclosed, was already known by the receiving party at the time of disclosure, is independently developed by the receiving party without any use of Confidential Information, or is lawfully obtained from a third party. "Documentation" means those visually readable materials developed by or for Sun Ridge for use in connection with the Software, in either written or electronic form.

Each party agrees to protect the other party's Confidential Information. Confidential Information will not be used or disclosed except as authorized by the providing party. Confidential Information will be disclosed to employees of the receiving party only on a "need to know" basis and only after such employees are informed of the confidential nature of the information and obligated to maintain confidentiality.

If a party or any party acting on its behalf is required to disclose by order of a court of competent jurisdiction, administrative agency or governmental body, or by subpoena, summons or other legal process, or by law, rule or regulation, or by applicable regulatory or professional standards to produce Confidential Information, that party shall promptly (and prior to such disclosure) notify the other party in writing of such demand or requirement whereupon the parties shall cooperate and take all reasonable acts (without significant cost or expense to the notifying party) to exhaust the legal avenues available to maintain the confidentiality of such Confidential Information, unless the party whose Confidential Information is at issue consents to the production and disclosure of such Confidential Information. In all events, only that portion of the Confidential Information specifically requested by the tribunal or person compelling such disclosure shall be provided and no interpretation or analysis of such data prepared for the purpose of such disclosure shall be disclosed unless approved the party whose Confidential Information is at issue or required by law.

Section 14. Modification. This agreement shall not be modified except by an instrument in writing signed by both parties hereto, or their respective successors or permitted assigns.

Section 15. General Terms.

a. Governing Law. This Agreement will be construed by and enforced in accordance with the laws of the state of California.

b. Venue: Venue for any dispute shall be in Lassen County.

c. Severability. If any provision of this Agreement shall be held to be invalid, illegal, or unenforceable, such finding shall not affect the validity, legality, or enforceability of the remaining provisions.

d. Assignment. Parties may not transfer, assign, or sublicense this Agreement, any license hereunder, or any of its rights or duties hereunder to any other person,

site or corporation without the prior written consent of the other party. Any attempted transfer, assignment, or sublicense made without prior written consent shall be completely void.

e. Notice. Any notice requested or permitted to be given hereunder shall be sent prepaid, certified mail, return receipt requested, and shall be deemed to have been given on the third (3rd) business day after mailing to the other party as follows: to the City at the address indicated in the initial paragraph of this Agreement or to Facsimile No. _____; to Sun Ridge Systems at P.O. Box 5071, El Dorado Hills, CA 95762, Facsimile No. (530) 672-2385. Notices may be given by facsimile transmission to such number as may be specified by the party for such purpose and shall be deemed to have been given when transmitted to such number with confirmation of a successful transmission.

f. Independent Contractors. The parties to this Agreement shall constitute independent contractors. Nothing in this Agreement shall be construed as establishing any employment, partnership, joint venture or similar arrangement between the parties, and no party has any authority to commit any other party to any obligation to any other person or entity, unless expressly agreed to in writing signed by such party.

g. Force Majeure. Sun Ridge shall not be responsible for interruption of, interference with, diminution of, or suspension of any of its products or services, including performance failure, which are caused by strike, lockout, riot, epidemics, war, government regulation, fire, flood, natural disaster, acts of God, utility failures, losses or injuries arising directly or indirectly from criminal acts, negligent acts of others, malfunctions or inadequacies of equipment or service not directly within the control of Sun Ridge.

h. Authorization/Entire Agreement/Modification. This Agreement will be effective upon signing by the City and Sun Ridge. This Agreement is the complete and final Agreement of the parties relating to the subject of this Agreement and it replaces and supersedes any prior or contemporaneous oral or written understandings or agreements. No alteration or variation to the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

This Agreement has been executed by the parties hereto, from the date shown on the first page.

SUN RIDGE SYSTEMS, INC.

City of Susanville

By:

By:

Anthony B. Richards
Its: President

Its:

Exhibit A Scope of Work

Section 1 – Software Licenses

The City has purchased licenses for the following RIMS software applications:

- RIMS Records Management Software
- RIMS Mobile Computer Software
- RIMS In-Station Mapping Software
- RIMS Mobile Mapping Software
- Citizen RIMS Public Access Software
- iRIMS Mobile App Software
- RIMS Officer Training Management Software

The City has purchased licenses for the following RIMS interfaces.

- RIMS E911 Link Software
- RIMS State (CLETS) Link Software
- RIMS CopLogic Link Software

Section 2 - Project Schedule. Upon execution of the Agreement, Sun Ridge and the City shall define a mutually agreed on project schedule by task. Sun Ridge and the City will do its best to meet task completion dates; however, the schedule is tentative and subject to change.

Section 3 – Hardware. No hardware is provided by Sun Ridge.

Section 4 - Installation. Sun Ridge shall instruct City IT on how to install the RIMS client software as well as other RIMS products on City provided workstations.

Section 5 – Configuration. Sun Ridge shall provide the following instruction sessions to the City's designated RIMS Administrators:

Initial Setup (shared with County): Consists of two (2) sessions, not to exceed four (4) hours per session instruction on the preliminary configuration of RIMS. Initial Setup is conducted over the phone and via remote access to the City RIMS via remote access. The City will be given specific assignments to be completed at the conclusion of the sessions.

RIMS Configuration and Setup (shared with County): Consists of one (1) day contiguous with County RCS onsite. This session continues the system setup that was started with the Initial Setup sessions. The RIMS Administrators will be instructed on how to configure RIMS to most closely meet the desired operational procedures of the Police Department. In some cases, the RIMS Administrators may find that modifying existing procedures may be desired in order to take full advantage of RIMS functionality. The RIMS Administrators will additionally be instructed/assisted in setting up the remaining tables and values needed for the modules the City is sharing with the County. Discussions will include:

- Customization of drop down menu choices for 200+ fields
- The Police Department's records management operational decisions
- The Sheriff's dispatch operational decisions for providing service to the PD
- Paper flow vs paperless vs less paper for records
- Selection of case format type

- Review of data conversion processes and implementation, including reviewing data and starting data translations if converted data is available at the time the session is scheduled.

Section 6 - Data Conversion. Conversion services includes only converting the following LEADS RMS data only. You are responsible for extracting your data from that system and providing it to us in a form suitable for conversion. Conversion of any other data or databases is not included. Once we receive the extracted data, we will evaluate it to determine which items may be converted into RIMS. As part of our standard data conversion, we attempt to convert the following items. In some instances, not all data may be available or suitable for conversion.

RIMS is currently UCR compliant. As of today, CA DOJ has yet to announce a vendor who will develop the State repository for NIBRS submissions nor have they yet completed defining the California-customized data they will be collecting. Therefore, we are assuming you will begin using RIMS prior to NIBRS implementation. The scope of this project does NOT include the cost of converting your data into the yet-to-be-defined CA NIBRS format at a future date.

For RMS:

- People: Including person name, DOB, contact info, description, ID#'s, officer safety notifications, log entries for connections to cases, for citations and for field contacts, mug shots (if stored in RMS)
- Arrest: Arrestee, date, time, charges, counts, offense level, disposition, booked/cited out
- Vehicles: License, state, year, color, type, log entries for connections to cases, for citations and for field contacts and for citations
- Cases: Location, date reported and date occurred, classification/type, offenses, case disposition and date of disposition, persons, vehicles, narratives and supplements
- Accident Reports: Location, date reported, data occurred, classification/type, offenses, case dispositions and date of dispositions, persons, vehicles, narratives and supplements.
- Property in cases: category, article, status, description, brand, model, item #, property code, locations, value-stolen, recovered, damaged, disposition and officer
- Premises: Common place name, address, contact person, contact phone number, alarm
- Streets: (if electronic street file is available), street name, intersections with block ranges
- Officers: Name, ID
- Users: Name, ID

Conversion of CAD Data is not included.

Data conversion is an iterative process requiring the resources of your agency to be available to review converted data as soon as it is loaded and report any errors found to Sun Ridge. We recommend that you identify at least two people to be part of a data conversion review team. These team members must coordinate with their counterparts at the Sheriff's Office since your data will be merged with theirs. It will be this team's responsibility to promptly review the converted data once it is loaded into RIMS, identify any problems with the converted data, and report those problems to us in an organized manner.

Sun Ridge will then correct the reported errors, re-run the conversion, reload it onto your system and ask your staff to again review the data. The cycle is repeated as often as is necessary to ensure that the data conversion is as complete and correct as possible. To assist you with the review process, Sun Ridge will have trainers available via phone and remote access to guide you. The Sun Ridge trainer is NOT responsible to completely review or identify errors in the converted data. They are responsible for facilitating the process with your staff.

Sun Ridge will provide one (1) days of onsite for final data conversion review with designated City representatives in the days immediately before you go live on RIMS.

Section 9 - Integration. Sun Ridge shall provide RIMS sided interfaces for all third-party software applications listed above. The City must coordinate with third-party vendors to complete and test each interface.

Section 10 - Training. The following training is "end user training" and shall be conducted on-site at a County/City provided location. Training days are contiguous, including weekends. Class times are 0800 to no later than 1700. Sun Ridge will provide a training plan at least 30 days prior to the first training session.

<u>Training Description</u>	<u>Number of Days</u>	<u>Number of Students</u>	<u>Max</u>
Officer/Mobile Training	4 days (2 sessions, 2 days/session)	2 students per workstation	20
Records Training	1 day (+ Day 1 of Officer)	1 student per workstation	10
Admin Follow-Up Training	1 day	1 student per workstation	10
TIMS Training*	1 day	1 student per workstation	5

*This class is shared with the County

Section 11 - Go Live Support. One (1) Sun Ridge staff will be on site for one (1) day each during the initial cutover to RIMS to answer questions and to address any system problems.

Section 12 - The City's Responsibilities. The City is responsible for the following:

- Provide a high-speed data link (recommended 100 mbps or higher if running CAD workstations) between City RIMS workstations and the RIMS server at the County
- Installation of all remaining client workstations
- Installation of all remaining mobile computers

- Coordinate and schedule resources of the City to include IT staff
- Identify RIMS Administrators and Data Conversion Review staff
- Provide system and other third-party software including SQL, ERSI Licenses, Windows Server 2003/2008/2012 (64 bit)
- Provide data communications infrastructure (network, wireless, internet, intranet)
- Coordinate testing of the CLETS Message Switch
- Complete, submit and gain approval of updated DOJ CLETS application
- Contact third party vendors (E911 provider, DOJ, CopLogic, and any other necessary third-parties) and coordinate their schedules and costs they may charge the City to provide their portion of the interface to RIMS.
- Extract data from the existing RMS system in a mutually agreed-to, non-encrypted format or provide a linked server from the RIMS server at the County to the existing RMS server at the City for conversion
- Review converted data, notifying Sun Ridge in an expedited fashion of conversion anomalies
- Provide ongoing Map Maintenance
- Provide Geofile (aka "street file") source and build-out
- Ensure accuracy of the geofile
- Provide initial map source file
- Ensure accuracy of the map source
- Ensure all user-maintained configuration and data validation tables are completed prior to the start of training
- Provide training facilities, workstations and ensure access to RIMS training database from the training location
- Schedule the City staff into requisite classes
- Provide all hardware meeting the following minimum specifications.

Personal Computer Workstations		Mobile In-Car Computers
Minimum	Recommended	Minimum
Intel 2.0 GHZ	≥ Intel 2.0 GHZ	Intel 2.0 GHZ
≥ Windows Vista 7	Windows 10	≥ Windows 7
4 GB Memory	8 GB Memory	8 GB Memory
250 GB Disk	≥ 250 GB Disk	500 GB Disk
1680x1050 monitor resolution 1920x1080 for dispatchers	1920x1080 monitor resolution	Wireless-based modem
		≥ 2 USB ports
		Optional <ul style="list-style-type: none"> • Touch screen • Magnetic Stripe Reader

		<ul style="list-style-type: none"> • Microphone for voice recognition • Fingerprint Reader
--	--	--

Exhibit B – Contract Amount

Item	Price
RIMS Records Management Software	\$25,000
RIMS Mobile Computer Software	\$11,000
RIMS E911 Link Software	\$1,000
RIMS State Link Software	\$1,000
RIMS In Station Mapping Software	\$4,000
RIMS Mobile Mapping Software	\$3,000
Citizen RIMS Public Access Software	\$2,900
iRIMS Law Mobile App Software	\$6,000
RIMS Officer Training Management Software	\$2,000
RIMS CopLogic Link Software	\$1,500
RIMS Data Conversion Services (LEADS RMS)	\$20,000
Installation and Training	\$43,583
First Year Support and Updates	\$8,730
FIRST YEAR CONTRACT AMOUNT	\$129,713
Annual Support and Updates (\$8,730 per year x 4 years)	\$34,920
TOTAL CONTRACT AMOUNT	\$164,633

Exhibit C – Support Services Agreement

Under this agreement Sun Ridge agrees to provide the following services and products to the City:

1. **Coverage Hours.** Sun Ridge will provide a toll free phone number for the City to call whenever a covered problem occurs. Normal service hours will be Monday-Friday, 8AM-5PM PST, with the exception of New Years Day, President's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, and Christmas Day ("common holidays"). However, for instances with the City's system is completely inoperable due to a Sun Ridge software problem ("critical problems") preventing basic system operation service will be available 24 hours, 7 days a week, common holidays included.

2. **Sun Ridge Response to reported problems.** Sun Ridge agrees to provide service and assistance as expeditiously as possible as follows:
 - a. Most problems will be resolved with the initial phone call.
 - b. For problems that cannot be immediately resolved, Sun Ridge will work to resolve the problem based on the severity of the problem *and* the urgency reported by the City.
 - For critical problems, Sun Ridge personnel will work with the City until the situation is resolved.
 - For problems that are not critical problems that have a lesser though continuing impact on operations of the City ("non-critical problems"), Sun Ridge will endeavor to provide a solution or work around within 72 hours of the problem being reported to Sun Ridge by the City.
 - For problems that are not critical problems and are not non-critical problems ("minor problems") Sun Ridge may, at its discretion, either issue a near term "fix release" of the product or include the fix in the next scheduled product update.

3. **City equipment and software responsibilities.** The City agrees to allow Sun Ridge to remotely connect to the City database on the County system when a problem is reported by the City. Sun Ridge uses Bomgar Remote Support Software for this purpose. Bomgar software provides superior security and does so over an ordinary internet connection via a Sun Ridge server that hosts a Bomgar security hardware device.

With the City's permission, Sun Ridge will use this connection to examine data files related to reported problems and to provide updates and corrections when necessary.

4. **Provision of software updates.** Sun Ridge will provide at no additional cost all new enhanced and updated versions of software licensed to the City. This software will be provided with detailed installation instructions for installation by the City. If desired, the City may retain SRS to perform any installation at additional cost to be determined on a per case basis. Updates are distributed via download from the Sun Ridge ftp web site. Sun Ridge will not be obligated to provide service for release versions that are more than two annual release versions older than the current release.
5. **Term.** The term of this Support Services agreement shall be one (1) year from the system cutover date and shall be automatically annually renewed for another year upon annual payment of invoice until the term of the agreement is over.
6. **Limitations.** Sun Ridge agrees to provide support only for public safety application software provided by Sun Ridge. Other software used by the City (word processing, spreadsheet, etc.) is not included in this agreement. PC and network operating system software and Microsoft SQL Server database system software is similarly not included, although Sun Ridge may assist the City in isolating problems to this software. Also specifically excluded is responsibility for administration, support, or maintenance of your server, computer network, operating systems, or database (Microsoft SQL Server). The City may request that Sun Ridge provide support services outside the limitations of this Support Services agreement. If Sun Ridge agrees to provide any requested additional support services, which Sun Ridge may do or decline to do in its sole discretion, such support services will be provided at Sun Ridge's then-current rate and on such other terms and conditions as Sun Ridge may require.

This agreement does not include equipment maintenance or assistance in diagnosing hardware problems including but not limited to PCs, printers, network, scanners and other computer peripheral devices with the exception that Sun Ridge will assist the City in determining whether a problem is RIMS application software in nature.

Reviewed by: City Administrator

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

Submitted by: Kevin Jones, Police Chief

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance No. 19-1019 amending Section 12.32 of the Susanville Municipal Code regarding unlawful camping: waive first reading and introduce

PRESENTED BY: Kevin Jones, Police Chief

SUMMARY: Over the last several months the City has encountered an increase of camping along the Susan River within the City of Susanville. In most incidents of the camping, it results in littering, contaminants being left behind or into the River and an unpleasant impression of our waterways. In a recent survey of the Susan River the Police department discovered 20 camps located on or adjacent to the River and identified 40 people who are camping/residing on or at the River.

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

After reviewing other cities ordinances and working Counsel to stay within the legalities of the Boise decision, an amendment of the City Municipal Code is proposed and attached hereto.

This amended language accomplishes several things; 1) Leaves portions of property that is not covered in the Ordinance not necessarily "open" to camping, but not prohibited, assuring the City is consistent with the Martin v. Boise Decision, 2) allows enforcement of camping on and adjacent to the Susan River, the most problematic area within the City, and 3) increases the punishment of violating the indicated section(s) to a misdemeanor.

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

ACTION REQUESTED: Motion to waive the first reading and introduce Ordinance No. 19-1019 amending Section 12.32 of the Susanville Municipal Code regarding unlawful camping.

ATTACHMENTS: Ordinance No. 19-1019

ORDINANCE NO. 19-1019
AN ORDINANCE OF THE CITY OF SUSANVILLE, CALIFORNIA
AMENDING SECTION 12.32 OF THE SUSANVILLE MUNICIPAL CODE REGARDING
UNLAWFUL CAMPING

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

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

12.32.320 Unlawful Camping.

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

- A. Any park;
- B. Any street;
- C. Any public parking lot or public area, improved or unimproved;
- ~~D. Any publicly owned property that is designated for public or government use.~~
- D. *Within 75 feet of the Susan River within the City of Susanville.***

12.32.330 Storage of Personal Property in Public Places.

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

- A. Any park;
- B. Any street;
- C. Any public parking lot or public area, improved or unimproved;
- ~~D. Any publicly owned property that is designated for public or government use.~~
- D. *Within 75 feet of the Susan River within the City of Susanville.***

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

12.32.320 Penalty.

Violation of this section shall constitute a misdemeanor pursuant to Susanville Municipal Code 1.12.010, unless the city attorney reduces the charge to an infraction.

INTRODUCED at a regular meeting of the City Council of the City of Susanville, California, on the 18th day of September, 2019, and adopted at a regular meeting of the City Council of the City of Susanville, California, on the _____ day of _____, 2019.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Ordinance No. 19-1019 was adopted at a regular meeting of the City Council of the City of Susanville, held on the _____ day of _____, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Margaret E. Long, Attorney

AGENDA ITEM NO. 13A

Reviewed by: mw City Administrator

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

Submitted By: Mike Wilson, City Administrator

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: General Fund Update: Road Map Economic Development Presentation

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: A presentation will be given at the meeting regarding Economic Development.

FISCAL IMPACT: None

ACTION REQUESTED: Consideration and provide direction to staff.

ATTACHMENTS: None.

Reviewed by: City Administrator

AGENDA ITEM 13B

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Michael Wilson, City Administrator

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Update Regarding Sale Tax Measure

SUMMARY: At the August 21, 2019 City Council Meeting, Council instructed Staff to prepare the proper paperwork placing a special sales tax measure on the March 3, 2020 ballot. The sales tax measure calls for a 1% sales tax increase with the proceeds from that sales tax going to public safety within the City of Susanville. Being a special tax, a 2/3 (super majority) vote is required to pass the measure.

The City of Susanville faces imminent budget shortfalls in all areas including public safety. Various community members stated that they would have supported Measure J on the June 2019 ballot if it had been a special tax in which the revenue generated from the increased sales taxes would solely fund public safety.

Although there is no way to know for sure how much revenue an increase in sales tax will generate, Staff projects that a 1% sales tax increase will generate \$1,800,000 additional revenue per year.

On September 4, 2019 City Council was set for a first reading of the ordinance for the proposed tax measure. However, a potential conflict between the ordinance and Section 3.16.090 of the Susanville Municipal Code was found and staff needed more time to review the matter.

In the meantime, there are many tasks that must be done in order to put the tax measure on the ballot, so Staff is continuing to move forward with all of these tasks. As of the date of this staff report, the City Clerk has noticed a public hearing for the October 2, 2019 City Council meeting so that the resolution calling the election on March 3, 2020 and putting the tax measure on the ballot can be considered.

The following are relevant dates and deadlines to place a tax measure on the March 2020 ballot as well as projected dates that items regarding this tax measure will be brought to City Council. Some of these dates may be subject to change:

- Sept. 18, 2019 City Council Meeting
- Oct. 2, 2019 City Council Meeting

Anticipated Public Hearing regarding calling the 03/20/20 election and putting the tax measure on the ballot

- Oct. 14, 2019 Suggested last day for Council to adopt resolutions
- Oct. 15, 2019 Suggested last day to post notice of deadline for filing arguments and impartial analyses
Election official to publish notice of election – measures only, no candidates
- **October 16, 2019 City Council Meeting**
- **Nov. 6, 2019 City Council Meeting**
- **Nov. 20, 2019 City Council Meeting**
- **Dec. 4, 2019 City Council Meeting**
- Dec. 6, 2019 Last day to call election for ballot measures
Last day for county to receive resolutions requesting consolidation of election
- County Calendar Last day to file arguments (suggested to be 7-14 days after Council calls the election and the actual deadline is up to the County)
Last day to file rebuttal arguments (10 days after arguments)
- **Dec. 14, 2019 City Council Meeting**
- **March 03, 2020 Election Day**

City Officials will likely be asked to discuss the tax measure. The following guidelines are recommended when it comes to things City Officials can and cannot do/say regarding the tax measure.

- Fair, objective information is acceptable. Advocacy is not.
- The public's time, money and other resources may not be used to promote or oppose ballot measures.
- A city council may still officially endorse or oppose a ballot measure.
- City officials should not take part in ballot measure campaigns while on "city time".
- Cities may still analyze the effect of ballot measures on cities and publicize this information. The fair and impartial analysis may then be made available to the newspapers, advocacy groups, and others who may make use of the information if they choose.
- City officials may still respond to telephone calls, letters, and e-mails about a ballot measure while on city time. Their response is limited to (1) stating that the city has either endorsed or opposed the measure and (2) presenting fair and impartial information about the measure.
- An official may not use public resources to "take sides" on the measure. Public resources may not be used for campaign materials that expressly advocate a position on a ballot measure.
- City may not link from the city's website to a ballot campaign website.
- A public employee may still make a presentation on a public agency's position on a ballot measure at local organizations, such as the Chamber of Commerce, as long as the employee presents fair and impartial information on the ballot measure.
- Making written materials available on City premises, including libraries and community centers, in a manner that expressly advocates a position on a ballot measure or candidate is prohibited.

- Use of City staff to write campaign speeches for ballot measures or candidates is prohibited.
- Using City telephones, computers, copiers or fax machines for communications that expressly advocate a position on a ballot measure or candidate is prohibited.
- Use of City mail routing to distribute materials that expressly advocate a position on a ballot measure or candidate even though the materials are prepared outside of the City is prohibited.
- Preparing or sending out press releases in a manner that expressly advocates a position on a ballot measure or candidate is prohibited.
- Use of City stationary in a manner that expressly advocates a position on a ballot measure or candidate is prohibited.
- Using public funds to produce bumper stickers, billboards, posters, television and radio advertisements and other campaign material, regardless of whether such media expressly advocate a position is prohibited.

FISCAL IMPACT: Projected \$1.8 Million per year in additional tax revenue

**ACTION
REQUESTED:** Information Item Only

Attachment: None

Reviewed by: HW City Administrator

AGENDA ITEM 13B

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Michael Wilson, City Administrator

Action Date: September 18, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Update Regarding Sale Tax Measure

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ACTION

REQUESTED: Information Item Only

Attachment: None