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

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

Susanville City Council
SPECIAL MEETING ♦ Lassen County Fairgrounds ♦ Jensen Hall
May 6, 2020 – 3:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 20-5773
Next Ordinance No. 20-1026

- 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 LEGAL COUNSEL – Pursuant to Government Code Section 54956.9 Anticipated Litigation
 - B 1 PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54757:
Public Employment: City Attorney Contract Evaluation
 - 2 PUBLIC EMPLOYMENT-- pursuant to Government Code §54957:
Interim City Administrator - Interviews
- 4 RETURN TO OPEN SESSION: (recess if necessary)**
 - *Reconvene in open session*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Mike Wilson*
 - *Proclamations, awards or presentations by the City Council:*
- 5 BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council’s January 29, February 5, 18, 19 and March 4, 2020 meetings
- B Receive and file Financial Reports: March 2020
- C Approve **Resolution No. 20-5766** authorizing the closure of South Gay Street for the Farmer’s Market in the Uptown Susanville District, Pancera Plaza
- D Approve **Resolution No. 20-5772** approving the appointment of representatives to various Boards and Commissions

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 206370 through 206565 for a total of \$1,644,117.81 including \$490,712.48 in payroll warrants
- B Consider approval of **Resolution No. 20-5764** approving contract extension of Tuscarora Pipeline Natural Gas Transportation agreement
- C Consider approval of **Resolution No. 20-5765** authorizing execution of engineer services agreement with Farwest Corrosion Control Company
- D Consider approval of **Resolution No. 20-5767** authorizing execution of agreement with the California Utilities Emergency Association (CUEA) for emergency responses on behalf of the City
- E Consider approval of **Resolution No. 20-5768** authorizing execution of professional services agreement with Full Spectrum, Inc.
- F Consider approval of **Resolution No. 20-5769** adopting Recruitment and Hiring Policies for all employee classifications
- G Consider appointment of members to the Ad Hoc Committee for the City Administrator hiring process
- H Consider approval of **Resolution No. 20-5771** supporting the Lassen High School 2020 Graduation event

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

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

12 **CONTINUING BUSINESS:**

- A Consider **Ordinance No. 20-1025** amending Section 2.04.070 of the *Susanville Municipal Code* regarding City Council meetings and agenda order of business: waive second reading and adopt

13 CITY ADMINISTRATOR'S REPORTS:

- A COVID-19 Report
- B Homeless Discussion

14 COUNCIL ITEMS:

- A AB1234 travel reports:

15 ADJOURNMENT:

- *The next regular meeting of the Susanville City Council will be held on May 20, 2020 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, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for May 6, 2020 in the areas designated on May 1, 2020.



Gwenna MacDonald, City Clerk

Reviewed by: ____ City Administrator

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council’s January 29, February 5, 18, 19 and March 4, 2020 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council’s review are the minutes of the City Council’s January 29, February 5, 18, 19 and March 4, 2020 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council’s January 29, February 5, 18, 19 and March 4, 2020 meetings.

ATTACHMENTS: Minutes: January 29, 2020
February 5, 2020
February 18, 2020
February 19, 2020
March 4, 2020

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
January 29, 2020 – 3:00 p.m.

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

Roll Call: Joe Franco, Brian Moore, Mendy Schuster, Brian Wilson and Mayor Kevin Stafford.

Staff Present: Mike Wilson, City Administrator; Jessica Ryan, Attorney; Kevin Jones, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; Quincy McCourt, Project Manager and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA:

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

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: No business.

4 SCHEDULED MATTERS:

4A Discussion regarding Measure N imposing a Transactions and use Tax of one percent (1%) to be used for Public Safety subject to approval of a 2/3 majority of the Electors voting on the Tax Measure at the election held March 3, 2020 Mr. Wilson reviewed the proposal to include a sales tax measure on the ballot for the March 2020 election, characterizing the future of the City's public safety budget as bleak. He introduced Ms. Savage, who presented a power point regarding the City's General Fund, and the justification for putting a public safety sales tax to the Voters.

Ms. Savage reviewed the following slides:

Slide One and Two – Explaining City Revenues

City money comes from a few different sources:

- Taxes
- Grants
- Fees for Services

The money collected goes into either:

- General Fund
- Restricted Funds

Restricted Funds are often Grants and Fees and the money can only be used for the purpose it was collected for. As an example, utility payments are for the Water or Natural Gas Funds. A Grant is usually outside money required to be invested on very specific projects. For example, the Fruit Growers/Riverside Park grant money can only be spent on the park.

Slide Three – General Fund Deficit Budget

Administrative Services: 27.3% of General Fund Budget (\$154,744)

Public Safety Police: 50.6% of General Fund Budget (\$287,869)

Public Safety Fire: 22.2% of General Fund Budget (\$126,298)

Slide Four – General Fund projected Revenue and Expenses

The cash balance in the General Fund is negative (\$568,911) for fiscal year 2019/2020, increasing to negative (\$5,230,696) in fiscal year 2026/2027.

Slide Five

Ms. Savage explained that this slide illustrates the percentage of the City's projected Unfunded Liability that is attributed to the Public Safety versus Miscellaneous group.

Slide Six

Ms. Savage reviewed a spreadsheet showing the yearly increase in Public Safety's unfunded accrued liability as projected through fiscal year 2046/2047. The General Fund portion is seventy-five percent, with the highest year estimated in fiscal year 2026/2027, based upon CalPERS estimates.

Slide Seven and Eight – Public Safety Fire Budget

Ms. Savage reviewed the personnel and operations budget for the Fire Department, and cost savings based upon a proposal to increase the Employee share of Health Insurance to \$100.00 (\$7,000 annual savings) and an increased Employee share of CalPERS to include one half of the employer's normal costs (\$45,000). Salaries, benefits and CalPERS costs represent 81 percent of the Fire Department's budget.

Slide Nine

Ms. Savage reviewed a budget projection through fiscal year 2026/2027 with estimated revenue increases generated by the passage of Tax Measure N. By fiscal year 2021/2022 the Department could realize a potential surplus of between \$400,00 and \$500,000.

Slide Ten and Eleven – Public Safety Police Budget

Ms. Savage reviewed the personnel and operations budget for the Police Department, and cost savings based upon a proposal to increase the Employee share of Health Insurance to \$100.00 (\$14,500 annual savings) and an increased Employee share of CalPERS to include one half of the employer's normal costs (\$110,000). Salaries, benefits and CalPERS costs represent 77 percent of the Police Department's budget.

Slide Twelve

Ms. Savage reviewed a budget projection through fiscal year 2026/2027 with estimated revenue increases generated by the passage of Tax Measure N. By fiscal year 2021/2022, the Department could realize a potential surplus of approximately \$500,000.

Mr. Wilson requested any questions or comments from the City Council. Mayor Stafford opened the floor for public comments. The following citizens and staff members commented regarding the presentation:

Linda Jackson stated that Public Safety is important and paying an extra on the dollar is worth it.

Chief Kevin Jones commented that the current reality is that staffing is very low and passing the sales tax measure is going to help a great deal.

Chief James Moore discussed the costs of vehicle replacement for his Department, and stated that if the tax measure passes, it would ensure that the Department is able to operate 20 to 30 years into the future. He encouraged those present to read the ordinance and thanked everyone for attending the hearing.

David Teeter stated that the public safety departments have worked hard to protect the community and that he would be voting yes on Measure N.

Noble Feather commented that prior to the presentation she was planning on voting No, however the information presented changed her mind and she would be voting Yes.

Leon Myers discussed the proximity of the communities surrounding the City, and the mutual aid agreements that are in place which provide the opportunity for County residents to also receive the benefit from City services.

Mike Wilson talked about the communities of Lake Shastina and Weed, and the fire that almost destroyed that community. He reviewed some of the cuts and restrictions in services that would have to be made which would have a negative impact on the community.

There was a general discussion regarding Calpers and the cause of the General Fund deficit.

Fred Foulk Sr. complimented staff on the great presentation.

Mayor Stafford requested that the information be shared with the community in as many sources as possible.

Star Claire volunteered to assist in distributing information regarding the Measure to the public.

Stefanie Steward spoke in support of Measure N, reminding everyone who responds first to medical emergencies, and that the lives of her family are worth an extra penny.

There was a general discussion regarding the community outreach effort that could take place, based upon the limitations on City Council publicly supporting the tax.

Councilmember Schuster shared that she uses the analogy of bringing your own bag grocery shopping and save the ten cents for the sales tax.

Councilmember Moore stated that even though the current sales tax is 7-1/4 percent, the City only gets 1 percent and the state gets the other 6.

Mayor pro tem Franco added that at the last meeting, speakers were very upset about crime in the community, and without a revenue stream the City will be unable to provide any services.

5 ADJOURNMENT:

Motion by Councilmember Schuster, second by Councilmember Wilson, to adjourn the meeting; motion carried. Ayes: Schuster, Wilson, Franco, Moore and Stafford.

The meeting adjourned at 4:06 p.m.

Respectfully submitted by:

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 5, 2020– 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 Kevin Jones, Police Chief.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda as submitted; motion carried. Ayes: Franco, Schuster, Moore, Wilson 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 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

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

Property:	APN: 103-294-13 and APN 103-294-12
Agency Negotiator:	Michael Wilson, City Administrator
Negotiating Parties:	Jason D. Colbert
Under Negotiation:	Price/Conditions/Terms of Sale

4 RETURN TO OPEN SESSION:

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

Mr. Wilson reported that the City Council approved the agenda with no changes prior to Closed Session. There was no reportable action taken in Closed Session. Mr. Wilson requested that Item 12A be considered prior to the Consent Calendar item.

Dan Newton provided the Thought of the Day.

12A Consider Request joint meeting request from Lassen County regarding Homelessness issue

Mr. Wilson explained that during the January 15, 2020 Regular Scheduled Susanville City Council Meeting, several members of the public spoke up regarding the homeless situation in Susanville and the City Council asked to agendize the topic for discussion at the next meeting to allow Council discussion and public comment. Staff has received an invitation from the Lassen County Board of Supervisors for a proposed joint meeting on February 18, 2020, at 5:30 PM in Jensen Hall, Lassen County Fairground will be considered.

There was a general discussion regarding the location of a homeless shelter within the City limits, the City's camping ordinance and the benefit of having a joint discussion with the Board of Supervisors.

Motion by Mayor pro tem Franco, second by Councilmember Moore to meet with the County as requested; motion carried unanimously. Ayes: Franco, Moore, Schuster, Wilson and Stafford.

5 **BUSINESS FROM THE FLOOR:** No comments.

6 **CONSENT CALENDAR:**

- A Receive and file Financial Reports: December 2019
- B Approve **Resolution No. 20-5748** approving Ground Lease Agreement for Hangar #18 at Susanville Municipal Airport
- C Approve **Resolution No. 20-5749** authorizing certification of Army Materiel Status for GPF M1917/18 Series Gun at Memorial Park
- D Approve **Resolution No. 20-5750** authorizing annual certification of Army Materiel Status for UH-1 Huey Helicopter and AH-1 Cobra Helicopter at Susanville Municipal Airport
- E Approve **Resolution No. 20-5751** authorizing Loan Agreement between National Museum of the US Air Force for the Phantom Jet F-4C on static display at the Susanville Municipal Airport

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

7 **PUBLIC HEARINGS:**

7A Consider Ordinance No. 20-1021 adopting by reference various 2019 Building Codes and Appendices: waive first reading and introduce

At 7:20 p.m. Mayor Stafford opened the public hearing and continued it to February 19, 2020.

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

9 **NEW BUSINESS:**

9A Consider approval of vendor warrants numbered 205852 through 205996 for a total of \$750,135.95 including \$283,694.38 in payroll warrants Ms. Savage reviewed the vendor warrant report.

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

9B Consider authorizing the creation of a full-time Youth Services Officer and job description, Full-time/Interim, 36-month Grant Funded Captain Cochran reported that the Lassen County Sheriff's Office received a federal Byrne-JAG grant to fund the Lassen County Prevention and Education Program. This program will fund a part-time Youth Services Officer for the Susanville Police Department who will work with County's Youth Officers in the Life Skills, Safe Date and Green Dot curriculum in High Schools and Middle schools throughout Lassen County. This is a three-year grant that began October of 2019 and the funding will cover 100 percent of a full-time benefitted Youth Services Officer.

There were no questions or comments.

Motion by Councilmember Moore, second by Mayor pro tem Franco, to approve the creation of a full-time YFO position as described; motion carried unanimously. Ayes: Moore, Franco, Schuster, Wilson and Stafford.

9C Consider authorizing Susan River Clean Up day by City Staff on February 6, 2020 Mr. Wilson explained that this an item that has been coordinated to take place as a community wide effort to clean up the Susan River within the boundaries of Susanville. It is the first step in what will be a much larger operation, and City Council authorization is required to utilize General Fund dollars to use City staff, Public Works staff and equipment to assist as part of a much larger group of community volunteers.

Mayor pro tem Franco stated that it is a great thing to be a part of, however the City should not lose sight of the bigger picture, and it is a much larger problem and the City should remain proactive.

Mayor Stafford agreed, stating that the outpouring of support from the community is impressive and he commended Quincy for coordinating the routine clean up days that have been scheduled.

Mr. McCourt discussed the goals and objectives for the group that has organized to clean up the river. The effort is focused on regularly scheduled clean up days to allow for those who want to participate, and to send the message to the campers along the river that the City is taking back the waterway. There are 146 people signed up for the February 6, 2020 with more signing up for other days in February. He thanked the Council for supporting the effort.

Motion by Mayor pro tem Franco, second by Councilmember Wilson to authorize the Susan River Clean Up day for February 6, 2020; motion carried unanimously.

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

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

12 **CONTINUING BUSINESS:**

12A *Consider Request joint meeting request from Lassen County regarding Homelessness issue*

Item 12A was presented prior to the Consent Calendar.

13 **CITY ADMINISTRATOR'S REPORTS:** No business.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:**

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

Meeting adjourned at 7:32 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

LASSEN COUNTY BOARD OF SUPERVISORS and SUSANVILLE CITY COUNCIL
Lassen County Fairgrounds * Jensen Hall * 195 Russell Avenue Susanville, CA
Special Meeting Minutes
February 18, 2020 – 5:30 p.m.

Meeting called to order at 5:30 p.m. by Mayor Stafford.

Roll Call: Joe Franco, Brian Moore, Mendy Schuster, Brian Wilson and Mayor Kevin Stafford.

Staff Present: Mike Wilson, City Administrator; Jessica Ryan, Attorney; Kevin Jones, Police Chief; James Moore, Fire Chief and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA:

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

2 PUBLIC COMMENT: None.

3 CLOSED SESSION: No business.

4 SCHEDULED MATTERS:

4A Discussion regarding homeless in Lassen County Chairperson Teeter and Supervisor Hemphill discussed the purpose of the meeting, and that the County would be presenting information regarding efforts that are being taken to address the issue of homelessness in Lassen County. The public in attendance would be given an opportunity to speak at the conclusion of the presentations.

Barbara Longo, Lassen County Health and Social Services, provided a brief over view of the Department and services provided, and invited those present to download the power point presentation from the County's website. She turned the floor over to Jenna Aguilara.

Ms. Aguilara provided a detailed power point regarding the Community Social Services Department. She reviewed the Point in Time survey requirements and objectives, causes for homelessness, and the difference between sheltered and unsheltered, and the effort made to assist citizens who face a broad variety of challenges in their life circumstances. She reviewed the programs and funding sources available and concluded the presentation by providing a variety of success stories.

Sheriff Dean Growden and Lieutenant John McGarva provided information relating to the challenges facing law enforcement and recent legislative decisions that are contributing to the problem, as well as the struggle to encourage those citizens who need to help to take advantage of the programs that are available.

District Attorney Melyssah Rios spoke regarding criminal justice and law enforcement and the challenges in prosecuting crimes in Lassen County. She encouraged those present to approach their community with the "if you see something, say something" mindset.

County Counsel Bob Burns provided a brief summary of the impact of the Martin vs. City of Boise decision.

CAO Richard Egan stated that the County has a variety of resources and programs available to assist the homeless population, and he thanked staff for the information presented. He thanked those present for attending the meeting and invited public comment.

The following citizens offered public comments:

Sheri Ferrell, Steve Fuller, Jim Dunn, Michael Shively, Andrea Traphagen, Chris Vandevender, Mimi Rinna, Jeff Laws, Reuben Mahnke, Wade Workman, Margot Smith, Star Claire, Russell Banks, Jim Chapman, Joe Strohm, Natalie Cook, Chuck Swetland, Theresa Phillips, Melissa Owen, Noble Feather, Rhonda Foley, Marshall Leve, Cindy Roberts, Ed Heffman, Nick McBride, Carol Byers, Mary Piowati, Eileen Richard, Thomas Herrera, Thomas Wasson, Steve McDow, Cameron Adair, Quincy McCourt, Virginia Midgely, John Hulsey and Michael Kirack.

Mr. Wilson thanked the public for attending the meeting and invited everyone to attend the City Council meeting scheduled for February 19th at 7:00 p.m. to further discuss solutions, river clean up efforts and plans for moving forward.

Chief Kevin Jones discussed issued related to theft, littering, the camping ordinance and the united efforts of the City and County in addressing homelessness.

Chief James Moore discussed issues relevant to the restrictions for cleaning along the waterway.

Anthony Hanner, City Building Official, talked about recent efforts to assist Crossroads with getting into compliance per the terms of the Use Permit.

The Councilmembers and Supervisors thanked those present for participating in the meeting.

5 ADJOURNMENT:

Motion by Councilmember Schuster, second by Councilmember Wilson, to adjourn the meeting; motion carried. Ayes: Schuster, Wilson, Franco, Moore and Stafford.

The meeting adjourned at 8:59 p.m.

Respectfully submitted by:

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
February 19, 2020– 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 Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

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

- A PUBLIC EMPLOYMENT – pursuant to Government Code Section §54957:
 - 1. Public Works Director
 - 2. Performance: City Administrator

4 RETURN TO OPEN SESSION:

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; James Moore, Fire Chief; Deborah Savage, Finance Manager; Daniel Gibbs, City Engineer; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Wilson reported that the City Council approved the agenda with no changes prior to Closed Session. The scheduled presentation would not be heard due to the unavailability of representatives from Buxton Company. Mr. Wilson stated that the Council met in Closed Session and direction was provided to staff.

Mayor Stafford provided the Thought of the Day.

Economic Development Presentation by Buxton Company

5 BUSINESS FROM THE FLOOR: No comments.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's January 15, 2020 meeting
- B Receive and file Financial Reports: January 2020
- C Receive and file Golf Course Reports through January 31, 2020
- D Approve the write-off of accounts receivable in the amount of \$12,464.75

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

7 PUBLIC HEARINGS:

7A Consider Ordinance No. 20-1021 adopting by reference various 2019 Building Codes and Appendices: Waive first reading and introduce Mr. Wilson explained that the State of California updates the State Building Code every three years and it is required by all local jurisdictions per Title 24. The

proposed ordinance will adopt the Title 24 by reference and amend Title 15 of the Susanville Municipal Code. In addition, there are several appendices to assist with implementation of the Code that are not mandated by the State and staff recommends adoption at a later date due to various updates and revisions.

At 7:04 p.m. Mayor Stafford opened the public hearing and invited comments or questions from the public. There being no questions or comments, Mayor Stafford closed the hearing at 7:05 p.m.

Motion by Councilmember Schuster, second by Councilmember Moore, to waive the first reading and introduce Ordinance No. 20-1021; motion carried unanimously. Ayes: Schuster, Moore, Franco, Wilson and Stafford.

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

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 205997 through 206046 for a total of \$355,662.67 including \$190,020.57 in payroll warrants** Ms. Savage reviewed the vendor warrant report. Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve the vendor warrant report as submitted; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

9B **Consider approval of City of Susanville 2019 Annual Progress Report for the Housing Element of the City of Susanville's General Plan 1990-2010** Mr. McCourt explained that the City is updating the Housing Element for City of Susanville General Plan 1990-2010. The housing element is one of the seven mandated elements of the local general plan. Housing element law, enacted in 1969, mandates that local governments adequately plan to meet the existing and projected housing needs of all economic segments of the community. The update is mandated by State and part of the process includes a public meeting to provide an Annual Progress Report to community and City Council. The proposed City of Susanville Housing Element is for the planning period of 2019 to 2024. A public workshop is to be held on February 20, 2020, to provide an opportunity for community members and stakeholders to provide comments and concerns. Adoption of the Housing Element is required by state law and a certified Housing Element is required for the city to obtain grant funding for housing rehabilitation or for certain types of new housing projects and to assist with securing funding for further General Plan Updates that are also required by state law.

There was a general discussion regarding notices of funding and opportunities to fund updates to the General Plan with CDBG funding.

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

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

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

12 **CONTINUING BUSINESS:**

12A **Discussion regarding Homelessness** Mr. Wilson explained that at its January 15, 2020 meeting, the City Council directed staff to include the subject of the community's homeless on each agenda to provide an opportunity for continued discussion. The City and County held a joint meeting at Jensen Hall on February 18th, and numerous members of the community spoke regarding the problem and efforts being put forward by the County and City to address the program.

Chief Moore discussed the partnership with the County and the challenges facing both agencies to meet the State requirements for providing shelter for the homeless.

Sherri Ferril spoke regarding the emergency shelter and the services that Crossroads provides to the community. She stated that Crossroads is a faith-based organization so they do not receive any government funding that an emergency shelter would receive.

Andi Traphagan spoke to the City Council regarding her experiences with owning an RV Park in Paradise, with a focus on how to deal with the issue of homelessness. She offered many ideas and suggestions to deal with the problem in the City.

Councilmember Schuster spoke about the condition of the Little League Park, and the importance of protecting the community's children from the garbage and pollution caused by the camping and homeless.

Tom Traphagen spoke regarding the issues that he and his wife had with their property in Paradise. He said that it is important to be consistent so that the population is uncomfortable. If they are not comfortable, then they will not camp in place.

There was a general discussion regarding the importance of protecting the river corridor and recreational spaces in the community from the homeless population, and the rights of the citizens to reclaim the public spaces that are there for everyone to enjoy.

Quincy McCourt provided an update regarding the next river clean up day.

13 **CITY ADMINISTRATOR'S REPORTS:** No business.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:**

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

Meeting adjourned at 8:48 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Meeting Minutes
March 4, 2020

Meeting called to order at 6 p.m.

Roll Call: Mendy Schuster, Brian Wilson, Joe Franco and Kevin Stafford. Absent: Brian Moore.

Staff Present: Mike Wilson, City Administrator, Jessica Ryan, City Attorney and Ruth McElrath, Building Permit Technician.

1 APPROVAL OF THE AGENDA Motion by Councilmember Schuster, second by Councilmember Wilson to approve the agenda as submitted. Motion carries. Ayes: Schuster, Wilson, Franco and Stafford.

2 PUBLIC COMMENT None

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

A. PUBLIC EMPLOYMENT- pursuant to Government Code Section §54957:

1. Approved Position List

2. City Administrator

3. Public Works Director

B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code section §54956.8.

Property: APN: 103-294-13 and APN 103-294-12

Agency Negotiator: Michael Wilson, City Administrator

Negotiating Parties: Jason Colbert and Chris Lamm

Under Negotiation: Price/Conditions/Terms of Sale

C. 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

4 RETURN TO OPEN SESSION:

At 7:05 p.m. the Council reconvened in Open Session.

Staff present: Mike Wilson, City Administrator, Jessica Ryan, City Attorney, James Moore, Fire Chief, Dan Newton, Public Works Director, Deborah Savage, Finance Director, Kevin Jones, Chief of Police, Quincy McCourt, Project Manager and Ruth McElrath, Building Permit Technician.

Mayor Stafford presented Mr. Newton, who is leaving the City for new employment in Butte County, with a plaque recognizing him for his years of service to the City.

Mr. Wilson announced that closed session would continue after open session and there was currently no reportable action.

Chief Moore provided the thought for the day.

5 **BUSINESS FROM THE FLOOR:** Bill Feirabend read his Letter to the Editor addressing the Main Street repaving project and that it was appropriate to thank Caltrans for the multi-million-dollar gift.

6 **CONSENT CALENDAR:** No business

7 **PUBLIC HEARING:**

7A **Consider Ordinance No. 20-1021 adopting by reference various 2019 Building Codes. Waive second reading and adopt**

Mr. Hanner explained that every three years the State of California updates the State Building Code, Title 24, which must be used by all jurisdictions issuing building permits. The Building Code went into effect on January 1, 2020 and became effective by the City on that date. The proposed Ordinance will adopt the 2019 Building Code Title 24 by reference and amend Title 15 of the Susanville Municipal Code. There are also appendices to assist with implementation of the Code, and while not mandated by the State, they are provided for use if the local jurisdiction adopts them. Mr. Hanner explained that those appendices are recommended to be adopted at a later date, due to DSA updates and revisions.

Public Hearing opened at 7:12 p.m.

No comments were received.

Public Hearing closed at 7:12 p.m.

Motion by Councilmember Wilson, second by Councilmember Schuster to approve Ordinance 20-1021. Motion carried. Ayes: Wilson, Schuster, Franco, and Stafford. Absent: Moore.

7B **Consider approving the closeout of the Riverside/Fruit Grower's Park Project**

Mr. McCourt explained the item before the Council is to close out the Riverside Park, now Fruit Grower's Park project. A public hearing was required to allow for comment the project.

Mayor Stafford commented that the park is beautiful and complimented staff on a great job.

Public Hearing opened at 7:13 p.m.

Public Hearing closed at 7:14 p.m.

Councilmember Schuster also said the park was beautiful.

Councilmember Wilson complimented Mr. McCourt and the others involved with the project. He said the lighting is incredible, and it was money well spent.

Councilmember Schuster added that she's heard a lot of people say they appreciate it.

Chief Jones commented that other than looking good, it's a safer park.

9. New Business

9A Consider approval of vendor warrants numbers 206047 through 206163 for a total of 4532,978.68 including \$200,111.16 in payroll warrants

Motion by Councilmember Wilson, second by Mayor Pro Tem Franco to approve vendor warrants. Motion carries: Wilson, Franco and Stafford. Abstain: Schuster. Absent: Moore

9B Consider approval of request to co-sponsor Lassen Sportsmen's Club 31st Annual Jr. Fishing Derby Mr. Wilson explained that the Lassen Sportsmen's Club is requesting the City of Susanville co-sponsor the derby. As part of the sponsorship, they are requesting the City waive the use fees for Memorial Park, the deposits for the bandstand and the electrical panel. In addition, the club is seeking an allocation of \$1,000.00 toward the purchase of fish. City staff will also be helping with setting up the event and printing participant numbers and maps.

Mr. Wilson explained the City collects recreation round-up funds, which are set aside for the derby. Currently, there is \$345.00 in the recreation round up account. The event will cost approximately \$1,500.00 in staff time, an unearned revenue of \$212.00 in park rental fees, as well as the \$1,000.00 in civic promotions.

Wade Workman, Sportsmen President and Chairman of the Derby, thanked the City for its past support. The event draws 300 to 500 youth and they were getting ready to purchase 3,000 pounds worth of fish.

Mayor pro Tem Franco said there had been public discussions regarding proceeding with the derby due to the situation along the river trail. He said he takes it they are moving forward with the derby and everybody feels comfortable doing so.

Chief Jones responded they were successful in moving people off the river last year. There weren't any issues last year and they don't anticipate any this year.

Councilmember Wilson stated that everyone knows there are some financial issues with the City right now. If the City Council were to allow him, he would like to donate \$655, the remaining balance after the \$345 in recreation round-up was used.

Motion by Councilmember Wilson, second by Councilmember Schuster for the City to co-sponsor the derby, using the \$345 recreation round-up and Councilmember Wilson contributing \$655. Motion carried: Wilson, Schuster, Franco and Stafford. Absent: Moore.

9C Consider creation of Ad Hoc Committee for the Diamond Mountain Golf Course

Mr. Wilson explained that on-going discussions regarding the golf course have led to the need of creating an ad hoc committee. Two councilmembers and City staff will be part of the ad hoc committee,

which will discuss the future of the City-owned Diamond Mountain Golf Course. The committee will develop a strategic plan and future planning needs.

The committee will be dissolved after completion of the task. Mr. Wilson stated it was his recommendation the Council appoint two members to the committee.

Councilmember Wilson and Councilmember Schuster volunteer to be on the committee.

Councilmember Wilson suggested that aside from City Council and staff, some members of the community be added to the committee, too.

Councilmember Schuster said Lassen High School has a golf team and it would be nice to have a young golfer on the committee.

9D Consider Susan River Segment Adoption Plan and Fruit Grower's Park Graffiti Wall Mr. McCourt explained there has been a lot of effort in cleaning up the river and making it safer and better. Teen Challenge is one such group who has been significantly volunteering and one member asked about adopting a segment of the river. Staff was looking to Council for a motion to approve individuals, businesses and organizations to do so and it would also allow the groups to post signage and logos, currently at the groups' expense.

Continuing to the second item, Mr. McCourt explained there is a cinder block masonry building at Fruit Grower's Park and when it is graffitied, there is a patchwork of colors used to cover it. One idea was to turn that into a graffiti wall, profanity would be prohibited.

Councilmember Schuster stated she loves the idea of the river adoption and she would support that. She asked for clarification regarding what building Mr. McCourt was referring to at Fruit Grower's Park.

He confirmed it is the building right next to the basketball court.

Councilmember Schuster explained that is the old safe and she is opposed to the idea of making it a graffiti wall.

She added that she noticed there were parts that were painted battleship gray and recommended painting the whole thing battleship gray.

After some discussion regarding efforts to maintain the facility, Councilmember Schuster suggested that next time it is vandalized, they should hold the people accountable because it is a piece of Susanville history and she feels very strongly about it.

Mayor pro tem Franco said they should put a camera up.

Mayor Stafford said he also liked the adopt a river idea. He added he was concerned that a graffiti wall would carry over to the basketball court.

Councilmember Wilson asked if the river adoption would be in lieu of some of the calendared community clean up events.

Mr. McCourt responded that it would not be and explained that if Adult Teen Challenge was the only group to adopt a portion of the river, they would still request volunteer efforts to continue to clean up the other areas.

Councilmember Wilson said he liked the idea of the river adoption, but he was concerned about groups coming across camps. When it's an organized event, there are officials and police present.

Mr. McCourt responded that if volunteers only showed up once a year, there would probably be more problems. But when they are exercising a strong consistent approach, the chances will go down. There have been times volunteers have contacted people at the river and they have a simple conversation. If it was truly a risk, they would have to go about it differently.

Regarding the graffiti wall, Councilmember Wilson said he was open to the idea because if its art, people are taking care of it. He said he wasn't a no, or a yes either.

Mr. McCourt asked if the Council would be in favor of looking at other locations.

Councilmember Schuster said she views the park as being for children.

There was general discussion about whether a graffiti wall worked in other cities.

Mayor Stafford said if staff came up with different locations, he wouldn't mind talking about it again.

Councilmember Schuster moved to approve a river adoption, second by Mayor pro tem Franco. Motion carries: Ayes: Schuster, Franco, Wilson, and Stafford. Absent: Moore.

Councilmember Wilson asked if the matter would come back to the Council so it would know what the parameters are. He asked if it would be similar to the Caltrans Adopt a Highway model. If it was, there are rules and liabilities the City would need to come up with.

9E Discussion regarding unlawful camping ordinance Chief Jones explained that several meetings ago, Council requested staff bring back ideas for the Susanville Municipal Code addressing unlawful camping.

Chief Jones said he has had extensive conversations with Counsel Margaret Long about the matter. He provided a timeline of the ordinance, which became enforceable on November 2, 2019 and since that time, there has been some discussions regarding the language about public areas, which is prohibited camping.

He continued that Ms. Long explained City property is considered public property. She provided guidance that the more the City can do with established camping areas, the more defensible the ordinance is. For example, if a site was established as a camping zone, they need to ask is it reasonable

for waste, sewage and water. The more services the City can try and establish, the more robust and defensible the ordinance is.

Chief Jones explained that in order to prohibit camping on City-owned public properties, they have to show there is a health and safety reason to prohibit it. For example, if there aren't any identified issues camping at City Hall, it would be allowed. Inspiration Point, however, is a high fire area, so camping would be prohibited. He continued that health and safety can be subjective, but a site having a history of environmental or soil degradation and violence are considered.

He continued explaining that staff identified three City properties, the first location being at Spring Ridge Dr., which has access to City water and is on a bus route. The second site is at Numa Road near Skyline, which does flatten out and provides an area that is out of sight and is close to services. The third location is the corner of Skyline and Highway 139, which is very exposed.

Chief Jones suggested the City focus on where and less on the prohibition explaining that prohibitions can be added to the ordinance and justified. He encouraged the City to designate a camping area and offer some type of services such as potable water, a close bus route and trash bins.

Mayor pro tem Franco asked Chief Jones if he had talked to the County because it seemed reasonable that they could provide the City with a revenue stream for toilets and water stations.

Chief Jones said he didn't think that was out of the question, but the County is firm that the camping ordinance is illegal.

Councilmember Schuster asked how close the Spring Ridge Drive location was to Lassen Community College.

Chief Jones answered it is west of the water towers and Mr. Newton added it is about 1,000 feet west of the towers.

There was further discussion regarding offering services on the proposed camping site. While there is no mandate to provide services, Chief Jones said if they are going to designate a camping area, it's like having a campground.

Mayor pro tem Franco stated there will be issues with people staying there because there aren't designated latrines and it will create a health problem. Rather than doing it without forethought, basic services should be provided, and the most logical thing is that is where the County comes in, because this is part of Lassen County.

Councilmember Wilson asked if the City/County Taskforce had met yet.

Chief Moore provided an update regarding the taskforce meeting that occurred a week after the Joint City/County meeting. The discussions involved how to currently better support Crossroads Ministries and working on finding a more suitable location for a shelter. Chief Jones, who was connected via phone, shared about looking for camping sites.

Chief Moore said Crossroads also applied for a Use Permit for its current site, with a draft coming out that day and allowed for a maximum of 49 people. Staff arrived at that number using the Point in Time Count for unsheltered individuals. The matter was scheduled to go before Planning Commission next week. It was his opinion that they were never going to get everyone to go to the emergency shelter, there should be a campground somewhere for them and he liked the proposed northern location.

He explained that the County's desire, if they can get them to feel comfortable with the camping ordinance, is to adopt the same ordinance because they want the deputies across the river to be able to enforce the same ordinance the City has.

Chief Jones added the County has camping sites, they are just stuck on it's unconstitutional. The County has asked for an opinion from Ms. Long.

Councilmember Schuster said she did want to ask Ms. Long about the higher barrier issue, since Crossroads has the lower barrier.

She asked Cheri Farrell, of Crossroads, if they are a navigation center.

Ms. Farrell responded that they are not a rehab. If a person is in the emergency shelter for three days, they start a case management and look at the obstacles that are preventing them from progressing.

Mayor pro tem Franco asked if that was done in house or in cooperation with the County.

Ms. Farrell responded they do utilize the County agencies.

Ms. Farrell stated that a few of the people removed from the river by the Susanville Police Department were now in the program.

An unidentified man shared his story of being removed from the river, going to jail and how the experience saved his life and he is now six months clean.

12A Discussion regarding the homeless

Mr. Wilson began by explaining that during the January 15, 2020 meeting, people addressed the Council regarding the homeless situation and the Council asked to agendaize the topic for future City Council meetings.

Ms. Farrell thanked the City Council and Chief Moore and Chief Jones. She also thanked Building Official Anthony Hanner and City Planner Kelly Mumper as they, along with Chief Moore, have been diligently working with her to understand the Use Permit. She continued that her current Use Permit was for 10 people, but when there was an outcry for the homeless, she answered and invited them all in. Some of the individuals from the emergency shelter transferred into the transitional shelters and they are experiencing a whole new lifestyle and many of them were in attendance with her that night.

Ms. Farrell also thanked Chief Jones for all his help.

She also stated that since January 1, 2020, Crossroads Ministries has had 98 unduplicated people spend the night.

13 City Administrators Reports: None

14 Council items: Councilmember Schuster thanked Mr. Hanner, Chief Moore and the other community members who helped repair the Little League Dugouts.

Council reconvenes in closed session at 8:18 p.m.

Council adjourns from closed session at 8:45 p.m. No reportable action taken.

Respectfully submitted by

Kevin Stafford, Mayor

Ruth McElrath, Building Permit Technician

Reviewed by: AW City Administrator
DS Finance

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

Submitted By: Deborah Savage, Finance Manager

Action Date: May 6, 2020

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 March 2020.

FISCAL IMPACT: None

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

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

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MARCH 31, 2020

COMBINED ACCOUNTS

9999-1001-001	CASH CLEARING - UTILITIES	(5.00)
9999-1011-002	TRI COUNTIES BANK	419,032.61
9999-1030-001	LAIF	16,230,606.02
	TOTAL COMBINED CASH AND INVESTMENTS	16,649,633.63
9999-1000-000	CLAIM ON CASH	(16,649,633.63)
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	15,816.26
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,640.50
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	113,311.08
1004	ALLOCATION TO GF-PANCERA	19,320.02
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,394,275.38
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	13,096.28
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	151,745.55
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	57,360.20
2002	ALLOCATION TO STATE COPS	126,988.72
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	528,410.62
2006	ALLOCATION TO SNOW REMOVAL	(11,243.68)
2007	ALLOCATION TO STREETS & HIGHWAYS	137,458.42
2008	ALLOCATION TO TOBACCO GRANT	(101,857.38)
2010	ALLOCATION TO STREET MITIGATION	58,774.11
2011	ALLOCATION TO POLICE MITIGATION	21,199.20
2012	ALLOCATION TO FIRE MITIGATION	121,667.61
2013	ALLOCATION TO PARK DEDICATION FUND	155,117.67
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	1,097.98
2018	ALLOCATION TO HOME REVOLVING FUND	489,475.53
2030	ALLOCATION TO TRAFFIC SAFETY	58,890.35
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	84,214.43
2037	ALLOCATION TO SKYLINE BICYCLE LANE	10,214.84
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	(24,142.32)
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
4003	ALLOCATION TO CITY HALL	17,745.54
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	302,920.25
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(23,491.68)
7110	ALLOCATION TO WATER SYSTEM	2,272,805.08
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	858,600.00
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	44,263.02
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	980,584.08
7201	ALLOCATION TO AIRPORT	(6,405.60)
7301	ALLOCATION TO GEOTHERMAL UTILITY	271,203.48
7202	ALLOCATION TO AIRPORT CIP FUND	42,939.78
7401	ALLOCATION TO NATURAL GAS	5,735,261.77
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	89,120.80
7610	ALLOCATION TO OPEB	4,491.81

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MARCH 31, 2020

7530	ALLOCATION TO GOLF COURSE	(72,907.00)
7630	ALLOCATION TO RISK MANAGEMENT FUND	495,852.34
7650	ALLOCATION TO PAYROLL	(5,511.03)
8402	ALLOCATION TO LAFCO	52,136.28
8403	ALLOCATION TO SEC 125 & AFLAC	3,647.73
8404	ALLOCATION TO AIR POLLUTION	317,602.58
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	168,809.56
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(698,432.94)
8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	29,646.82
	ALLOCATIONS TO RESTRICTED FUNDS	16,126,637.01
	 <u>UNRESTRICTED FUNDS</u>	
1000	ALLOCATION TO GENERAL FUND	368,148.21
1009	ALLOCATION TO PUBLIC SAFETY POLICE	149,201.58
1010	ALLOCATION TO PUBLIC SAFETY FIRE	5,646.83
	ALLOCATIONS TO UNRESTRICTED FUNDS	522,996.62
	 TOTAL ALLOCATIONS TO OTHER FUNDS	 16,649,633.63
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(16,649,633.63)
	 ZERO PROOF IF ALLOCATIONS BALANCE	 .00

TRI-COUNTIES BANK

		\$454,512.98	
3/2/2020		\$39,984.01	\$494,496.99
3/2/2020		\$25,276.37	\$519,773.36
3/3/2020		\$25,088.96	\$544,862.32
3/3/2020		\$14,728.02	\$559,590.34
3/4/2020	-\$237.53		\$559,352.81
3/4/2020		\$24.59	\$559,377.40
3/4/2020		\$693.85	\$560,071.25
3/4/2020		\$1,585.45	\$561,656.70
3/4/2020		\$64,423.72	\$626,080.42
3/4/2020		\$4,216.32	\$630,296.74
3/4/2020	-\$104.12		\$630,192.62
3/4/2020	-\$14,788.05		\$615,404.57
3/4/2020	-\$550,000.00		\$65,404.57
3/4/2020	-\$6,951.96		\$58,452.61
3/4/2020		\$169,536.49	\$227,989.10
3/4/2020		\$14,121.53	\$242,110.63
3/5/2020		\$156,313.02	\$398,423.65
3/5/2020		\$20,631.58	\$419,055.23
3/5/2020	-\$465.94		\$418,589.29
3/6/2020		\$38,816.79	\$457,406.08
3/6/2020		\$18,056.62	\$475,462.70
3/9/2020		\$19,166.05	\$494,628.75
3/9/2020		\$14,429.29	\$509,058.04
3/10/2020		\$117,904.82	\$626,962.86
3/10/2020		\$6,831.24	\$633,794.10
3/10/2020		\$10,658.72	\$644,452.82
3/11/2020		\$3,678.34	\$648,131.16
3/11/2020		\$2,139.03	\$650,270.19
3/11/2020		\$1,125.89	\$651,396.08
3/11/2020		\$1,450.12	\$652,846.20
3/11/2020		\$777.01	\$653,623.21
3/11/2020		\$46.93	\$653,670.14
3/11/2020	-\$109,675.37		\$543,994.77
3/11/2020	-\$1,988.34		\$542,006.43
3/11/2020	-\$32,557.74		\$509,448.69
3/11/2020	-\$4,687.44		\$504,761.25
3/11/2020	-\$1,445.25		\$503,316.00
3/11/2020	-\$31,480.02		\$471,835.98
3/11/2020	-\$4,919.84		\$466,916.14
3/11/2020		\$22,955.86	\$489,872.00
3/11/2020		\$8,790.85	\$498,662.85
3/12/2020	-\$165,392.69		\$333,270.16
3/12/2020		\$7,776.84	\$341,047.00
3/12/2020		\$5,202.16	\$346,249.16
3/12/2020	-\$9,312.31		\$336,936.85
3/12/2020	-\$5,355.42		\$331,581.43
3/13/2020		\$585.00	\$332,166.43
3/13/2020		\$93.96	\$332,260.39
3/13/2020	-\$8,233.16		\$324,027.23
3/13/2020		\$18,922.97	\$342,950.20
3/13/2020		\$8,630.26	\$351,580.46
3/16/2020	-\$40.00		\$351,540.46
3/16/2020	-\$39.70		\$351,500.76
3/16/2020	-\$2.86		\$351,497.90

TRI-COUNTIES BANK

3/16/2020	-\$26.13	\$351,471.77
3/16/2020	-\$3,017.56	\$348,454.21
3/16/2020	-\$300.53	\$348,153.68
3/16/2020	-\$110.00	\$348,043.68
3/16/2020		\$10,627.87 \$358,671.55
3/16/2020		\$1,058.82 \$359,730.37
3/16/2020		\$898.00 \$360,628.37
3/16/2020		\$58,615.37 \$419,243.74
3/16/2020		\$6,864.10 \$426,107.84
3/17/2020		\$4,288.98 \$430,396.82
3/17/2020		\$3,530.42 \$433,927.24
3/18/2020		\$1,018.47 \$434,945.71
3/18/2020		\$260.86 \$435,206.57
3/18/2020	-\$0.85	\$435,205.72
3/18/2020	-\$260.11	\$434,945.61
3/18/2020	-\$35.00	\$434,910.61
3/18/2020	-\$68,541.70	\$366,368.91
3/18/2020	-\$2,397.01	\$363,971.90
3/18/2020	-\$478.07	\$363,493.83
3/19/2020		\$13,804.26 \$377,298.09
3/19/2020		\$6,614.04 \$383,912.13
3/19/2020		\$28,999.39 \$412,911.52
3/19/2020		\$8,516.57 \$421,428.09
3/19/2020	-\$1,193.91	\$420,234.18
3/20/2020		\$288.00 \$420,522.18
3/20/2020		\$592.18 \$421,114.36
3/20/2020		\$24,616.68 \$445,731.04
3/20/2020		\$18,635.95 \$464,366.99
3/20/2020		\$8,635.06 \$473,002.05
3/23/2020		\$14,509.89 \$487,511.94
3/23/2020		\$11,163.13 \$498,675.07
3/24/2020	-\$366,484.37	\$132,190.70
3/24/2020		\$427,284.50 \$559,475.20
3/24/2020		\$4,301.68 \$563,776.88
3/24/2020	-\$111,523.96	\$452,252.92
3/24/2020	-\$1,840.50	\$450,412.42
3/24/2020	-\$31,337.63	\$419,074.79
3/24/2020	-\$5,828.42	\$413,246.37
3/24/2020	-\$1,557.07	\$411,689.30
3/24/2020	-\$31,015.30	\$380,674.00
3/24/2020	-\$84,282.00	\$296,392.00
3/24/2020	-\$1,003.88	\$295,388.12
3/24/2020	-\$342.40	\$295,045.72
3/24/2020	-\$437.70	\$294,608.02
3/24/2020	-\$10,395.86	\$284,212.16
3/25/2020		\$284,212.16
3/25/2020	-\$99,950.51	\$184,261.65
3/25/2020		\$17,927.06 \$202,188.71
3/25/2020		\$4,314.44 \$206,503.15
3/26/2020		\$10,016.43 \$216,519.58
3/26/2020		\$7,430.39 \$223,949.97
3/27/2020		\$2,814.50 \$226,764.47
3/27/2020		\$960.85 \$227,725.32
3/27/2020		\$2,547.16 \$230,272.48
3/27/2020		\$216.32 \$230,488.80

TRI-COUNTIES BANK

3/27/2020		\$1,136.84	\$231,625.64
3/27/2020		\$83,350.47	\$314,976.11
3/27/2020		\$25,248.58	\$340,224.69
3/27/2020		\$6,333.51	\$346,558.20
3/30/2020		\$1,643.01	\$348,201.21
3/30/2020		\$5.79	\$348,207.00
3/30/2020		\$80.81	\$348,287.81
3/30/2020		\$7.00	\$348,294.81
3/30/2020		\$709.05	\$349,003.86
3/30/2020		\$55.75	\$349,059.61
3/30/2020		\$1,138.31	\$350,197.92
3/30/2020		\$5.31	\$350,203.23
3/30/2020		\$56,465.13	\$406,668.36
3/30/2020		\$8,517.54	\$415,185.90
3/31/2020	-\$16,086.25		\$399,099.65
3/31/2020		\$11,252.54	\$410,352.19
3/31/2020		\$7,702.15	\$418,054.34
3/31/2020		\$21.96	\$418,076.30
3/31/2020		\$284.34	\$418,360.64
3/31/2020		\$666.97	\$419,027.61
3/31/2020		\$5.00	\$419,032.61

s:/Debi/fund Balances Report

Fund #	Fund Title	Audited			Unaudited
		6/30/19	YTD	YTD	March
		Fund Balance	Revenue	Expenditures	Fund Balance
					3/31/20
100X	General Fund	3,814,413	3,083,091	4,581,292	2,316,212
1009	Public Safety Police	0	2,217,246	2,073,739	143,507
1010	Public Safety Fire	0	1,133,075	1,125,164	7,911
2002	State COPS	80,821	119,815	73,648	126,988
2005	Road Maintenance & Rehab SB-1	440,359	227,241	111,307	556,293
2006	Snow Removal	17,463	105	28,857	(11,289)
2007	Streets	(101,387)	2,596,005	2,319,569	175,048
2008	DOJ Tobacco Grant	(44,774)	124,823	72,176	7,873
2010	Street Mitigation	52,986	5,788		58,774
2011	Police Mitigation	49,927	9,712	38,438	21,201
2012	Fire Mitigation	114,337	7,331		121,668
2013	Park Dedication	157,545	3,568	5,981	155,131
2016	State Comm. Dev. Rev.FD	864,971	(900)	10,424	853,648
2018	Home Revolving Fund	754,638	4,389	4,385	754,642
2030	Traffic Safety	57,198	1,694		58,893
2035	Traffic Signals Fund	83,033	1,219		84,251
2037	Skyline Bicycle Lane	9,476	740		10,216
2040	CDBG Riverside Drive Project	292,460	460,424	777,026	(24,142)
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,245	103,482	137,981	17,746
4004	2013 CalPERS Refunding Loan	259,230	284,447	240,756	302,920
4005	Community Pool Debt Service	1,675	75,519	100,686	(23,492)
711X	Water Funds	4,267,499	4,379,255	4,129,964	4,516,790
720X	Airport	2,051,035	94,567	211,445	1,934,157
7301	Geothermal	565,445	74,109	76,305	563,249
740X	Natural Gas	1,267,259	3,607,116	2,999,108	1,875,268
7530	Golf Course	2,367,796	138,042	212,678	2,293,160
7620	PW Admin/Engineering	82,543	146,013	172,816	55,740
7630	Risk Management	460,602	626,695	580,240	507,058
8402	LAFCO	37,718	56,167	35,670	58,215
8404	Air Pollution	160,208	544,205	383,534	320,879
8405	Air Pollution - Carl Moyer	121,199	210,247	162,636	168,810
8406	IRWM - Management Group	(19,512)		685,614	(705,126)
8407	CCI Woodsmoke Reduction	3,868	102,274	76,495	29,647
TOTALS		18,336,120	20,437,504	21,427,931	17,345,694

Reviewed by: AW City Administrator

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

Submitted by: Amy Lopez, Administrative Staff Assistant

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5766** Authorizing the closure of South Gay Street for the Farmer’s Market in the Uptown Susanville District, Pancera Plaza.

PRESENTED BY: Michael Wilson, City Administrator

SUMMARY: City staff were notified by the Lassen Land and Trails Trust (LLTT) that they have been working with the Historic Uptown Susanville Association (HUSA) to facilitate the 2020 Farmers’ Market.

The LLTT and HUSA are requesting the closure of Pancera Plaza 9 hours prior to each event starting at 9 p.m. the Friday before through approximately 1:00 p.m. Saturday on the dates as follows:

- June 13th, 20th, and 27th
- July 4th, 11th, 18th and 25th
- August 1st, 8th, 15th, 22nd, and 29th
- September 5th, 12th and 19th

The City will provide “A” frame construction barriers and HUSA will be responsible for signage, placement and removal of construction barriers. LLTT will provide event layout information, emergency contact information during the event and all parking lot event requirements.

FISCAL IMPACT: None.

ACTION

REQUESTED: Motion to approve Resolution No. 20-5766, authorizing the closure of South Gay Street for Farmer’s Market in the Uptown Susanville District, Pancera Plaza.

ATTACHMENTS: Resolution No. 20-5766
Lassen Land and Trails Trust Letter of Request

RESOLUTION NO. 20-5766

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE CLOSURE OF PANCERA PLAZA (SOUTH GAY STREET FROM COTTAGE TO MAIN STREET) ON JUNE 13TH, 20TH, 27TH, July 4TH, 11TH, 18TH, and 25TH, August 1ST, 8TH, 15TH, 22ND, 29TH, SEPTEMBER 5TH, 12TH, 19TH at 9 P.M. THE FRIDAY BEFORE THE EVENT UNTIL 1:00 P.M. ON THE SCHEDULED SATURDAY.

WHEREAS, Lassen Land and Trails Trust (LLTT) and the Historic Uptown Susanville Association (HUSA) have requested the closure of Pancera Plaza (South Gay Street) from Cottage Street to Main Street to hold their Farmers' Market; and

WHEREAS, LLTT and HUSA have requested closure dates of June 13th, 20th, 27th, July 4th, 11th, 18th and 25th, August 1st, 8th, 15th, 22nd and 29th, and September 5th and 12th, 19th starting at 9:00 p.m. the Friday before the event until 1:00 p.m. on the scheduled Saturday.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Susanville approving closure of Pancera Plaza (South Gay Street) from Cottage Street to Main Street for the Farmers' Market on the following dates and times:

1. June 13th, 20th, and 27th, at 9 p.m. on the Friday before the event until 1 p.m. on the scheduled Saturday.
2. July 4th, 11th, 18th, and 25th at 9 p.m. on the Friday before the event until 1 p.m. on the scheduled Saturday.
3. August 1st, 8th, 15th, 22nd and 29th at 9 p.m. on the Friday before the event until 1 p.m. on the scheduled Saturday.
4. September 5th, 12th and 19th at 9 p.m. on the Friday before the event until 1 p.m. on the scheduled Saturday.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5766 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of May, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney



SUSANVILLE FARMERS' MARKET
PO BOX 1461
SUSANVILLE, CA 96130
www.lassenlandandtrailstrust.org

April 8, 2020

City of Susanville
Michael Wilson-City Administrator
66 North Lassen St.
Susanville, CA 96130

Dear Mr. Wilson,

The Lassen Land and Trails Trust (LLTT) submits this letter as notification of the address location for the 2020 Farmers' Market. LLTT and the Historic Uptown Susanville Association (HUSA) will be working together this year to facilitate the 2020 Farmers' Market.

As part of the Farmers' Market event planning we would like to request the use of the Pancera Plaza on from June 13-September 19, 2020. (Friday night (see time information below)-Saturday)

Hours of operation to the public of the Farmers' Market will be 8am-12pm

And

Hours of operation to the vendors will be 6am-1pm (unless otherwise noted)

We would like to request closure of the Pancera Plaza to public users as of 9 hours prior to the opening of the Farmers Market every Saturday. This means a street closure of Pancera Plaza (South Gay Street area) will be necessary Friday evenings starting at 9pm. Street would re-open on Saturday 1pm.

We look forward to working with you again this Farmers' Market season

Please contact me with any questions at the contact info. noted above.

Laura

2020 Farmers' Market Planning

Cc; Heidi Whitlock- Assistant to the City Administrator, Kelly Mumper-City Planner, Daniel Gibbs-City Public Works Director, Kristin Gilman- City Public Works

Reviewed by: BW City Administrator

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5772** approving the appointment of representatives to various Boards and Commissions

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Susanville City Council members, as part of their official elected duties, serve on various boards, commissions and committees. After an election, when the City Council has been reorganized, or at other times when representation has changed, it is customary for the Mayor to make recommendations for committee appointments which are then discussed and either accepted or amended by the City Council. The recommendations are then formally adopted by the City Council by resolution. At the April 3, 2019 meeting the City Council voted to appoint Councilmember Schuster to serve on the CDBG Loan Committee as the second Council representative.

FISCAL IMPACT: None

ACTION REQUESTED: Motion approving Resolution No. 20-5772 approving the appointment of representatives to various Boards and Commissions

ATTACHMENTS: Resolution No. 20-5772

RESOLUTION NO. 20-5772
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING THE SUSANVILLE CITY COUNCIL COMMITTEE LIST

WHEREAS, the members of the City Council of the City of Susanville have the responsibility, as part of their official duties, to participate in the activities of various boards, commissions and committees within the jurisdiction of the City of Susanville, County of Lassen and State of California; and

WHEREAS, the Mayor of the City of Susanville makes recommendations appointing individuals to serve on various boards, commissions and committees, and to sit on new committees, boards or commissions; and

WHEREAS, the Mayor of the City of Susanville makes the appointment amendment as described in Exhibit A for representation on the CDBG Loan Committee; and

WHEREAS, the term of appointment shall continue until amended.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the Susanville City Council Committee List, attached hereto as Exhibit A, as recommended by the Mayor of the City of Susanville.

Dated: May 6, 2020

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5772 was adopted at a regular meeting of the City Council of the City of Susanville held on the 6th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

SUSANVILLE CITY COUNCIL COMMITTEE LIST

Resolution No. 20-5772

<u>Committee</u>	<u>Representative</u>	<u>Meetings</u>
Abandoned Vehicle JPA	Thomas Herrera Mendy Schuster (alt)	Annual. No current meeting schedule
Airport Land Use Commission	Quincy McCourt Thomas Herrera Kevin Stafford (alt)	No current frequency. Thursday at 1:30 pm as needed
Association of California Cities Allied with Public Safety (ACCAPS)	Kevin Stafford Brian Moore (alt)	Annual
CDBG Loan Committee	Quincy McCourt Brian Moore	As Needed During Business Hours.
Citizens Advisory Committee (CAC)	Brian Moore	Bi-monthly, fourth Monday, at 12:00 pm
Historic Building Preservation	Tim Purdy Will Thorn	As Needed, evening meetings.
Honey Lake Valley Recreation Authority	Mendy Schuster Brian Moore Quincy McCourt (alt)	Monthly/ third Tuesday, 3:00pm
Indian Gaming Committee	Thomas Herrera Kevin Stafford	No current schedule available.
Local Agency Formation Commission (LAFCO)	Kevin Stafford Mendy Schuster Quincy McCourt (alt)	Every other month, second Monday – 3:00 pm
Lassen County Air Pollution Control District	Quincy McCourt Brian Moore Kevin Stafford Thomas Herrera (alt)	Monthly, second Tuesday – 3:00 pm
Lassen County Coordination Council	Thomas Herrera Mendy Schuster	Monthly, third Monday-6:30 pm
Lassen County Transportation Commission (LCTC) Lassen Transit Authority	Thomas Herrera Mendy Schuster Quincy McCourt Brian Moore (alt)	Monthly, second Monday-1:00 pm

Lassen Regional Solid Waste

Quincy McCourt
Kevin Stafford
Mendy Schuster (alt)

Monthly, fourth Tuesday
3:00 p.m.

League of California Cities

Mendy Schuster

Quarterly, No Current Schedule

Regional Water Management
Group

Dan Gibbs
Acting Public Works Director

As Needed, During Business
Hours

**Emergency Medical Care
Committee (EMCC)**

Brian Moore

**As Needed, During Business
Hours**

Reviewed by: City Administrator
 Finance Manager

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated March 28, 2020 through April 24, 2020 numbered 206370 through 206565.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$1,153,405.33 plus \$490,712.48 in payroll warrants, for a total of \$1,644,117.81.

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
04/20	04/09/2020	206379	9475	49ER COMMUNICATIONS	REPAIR & MAINT-FD	52656	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	418.60	418.60
Total 52656:											
04/20	04/09/2020	206380	2	A-1 CHEMICAL INC	CUSTODIAL SUPPLIES-PARKS	6592584	1	1000-452-20-46	SUPPLIES-JANITORIAL	130.26	130.26
Total 6592584:											
04/20	04/09/2020	206381	9831		REFUND WATER DEPOSIT	10405650004	1	7110-2228-000	DEPOSITS-CUSTOMER	22.17	22.17
Total 10405650004:											
04/20	04/09/2020	206382	9432	ALL SEASON HEATING	WOODSTOVE REBATE	033120	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
04/20	04/09/2020	206382	9432	ALL SEASON HEATING	WOODSTOVE REBATE	033120	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 033120:											
04/20	04/09/2020	206383	696	ANSORGE, INC DBA TEC	MONTHLY MAINT. FEE TO ASSE	1860	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1860:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637351877	1	2007-431-20-44	LINEN SERVICE	156.12	156.12
Total 637351877:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637364768	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637364768:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637364769	1	2007-431-20-44	LINEN SERVICE	112.28	112.28
Total 637364769:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637364770	1	7401-430-62-44	LINEN SERVICES	68.85	68.85

M = Manual Check, V = Void Check

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 637364770:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637364771	1	7110-430-42-44	LINEN SERVICE	41.66	41.66
Total 637364771:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637377323	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637377323:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637377324	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637377324:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637377325	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637377325:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637377326	1	7110-430-42-44	LINEN SERVICE	31.44	31.44
Total 637377326:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637389836	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637389836:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637389837	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637389837:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637389838	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637389838:											
04/20	04/09/2020	206384	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637389839	1	7110-430-42-44	LINEN SERVICE	31.44	31.44
Total 637389839:											

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
04/20	04/09/2020	206385	9278		DMV/ PHYSICAL REIMBURSEME	033120	1	1010-422-10-43	PROFESSIONAL SVCS	175.00	175.00
	Total 033120:									175.00	175.00
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES-GAS	462688	1	7401-430-62-46	SUPPLIES-GENERAL	2.50	2.50
	Total 462688:									2.50	2.50
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES	462709	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	9.64	9.64
	Total 462709:									9.64	9.64
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES-FD	462712	1	1010-422-10-43	VOLUNTEERS	17.72	17.72
	Total 462712:									17.72	17.72
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	462725	1	1000-452-21-46	SUPPLIES-GENERAL	22.70	22.70
	Total 462725:									22.70	22.70
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES	462841	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	29.75	29.75
	Total 462841:									29.75	29.75
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES	463249	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	11.57	11.57
	Total 463249:									11.57	11.57
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES FOR COVID-19- FD	463313	1	1010-422-10-46	SUPPLIES- GENERAL	39.55	39.55
	Total 463313:									39.55	39.55
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES-GEO	463532	1	7301-430-52-46	SUPPLIES-GENERAL	4.43	4.43
	Total 463532:									4.43	4.43
04/20	04/09/2020	206386	76	BILLINGTON ACE HARD	SUPPLIES-GAS	463596	1	7401-430-62-46	SUPPLIES-GENERAL	4.43	4.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 463596:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRDR 040120	1	7530-451-52-44	DISPOSAL	4.43	4.43
Total 470895CIRDR 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 040120	1	2007-431-20-44	DISPOSAL	230.22	230.22
Total PLC600MAINST 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCBOFA 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 04012	1	2007-431-20-44	DISPOSAL	21.96	21.96
Total PLCBUEHLERDNT 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 04012	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCDIAMONDMTN 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLDGDGE 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCELKSLDGDGE 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 040120	1	2007-431-20-44	DISPOSAL	21.96	21.96
Total PLCFROSTMILL 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 04012	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCGROCERYOUT 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCHAIRHUNTER 040120:											

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
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCHOTELLSN1 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNUCHBUILD 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCKNUCHBUILD 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEAL 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCLITTLEAL 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCLVCHARTR 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCMTLASSNP 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCMTLASSNP 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 040120	1	2007-431-20-44	DISPOSAL	87.52	87.52
Total PLCPANCERAPL 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCSIERRAJWLR 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCSIERRATHTR 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SWILLE	PLCSVILLEREAL 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76

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 PLCSVILLEREA 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPDOWNPARK 04012	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCUPTOWNPARK 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUSPOSTAL 040120	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCUSPOSTAL 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 040120	1	2007-431-20-44	DISPOSAL	50.59	50.59
Total PLCVETSMEMOR 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 04012	1	2007-431-20-44	DISPOSAL	43.76	43.76
Total PLCWALMARTBUS 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVL110NORTHST 040120	1	1000-452-20-44	DISPOSAL	271.49	271.49
Total SVL110NORTHST 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 040120	1	1000-417-10-44	DISPOSAL	192.44	192.44
Total SVL2 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	95 N WEATHERFLOW ST	SVL5 040120	1	1000-452-20-44	DISPOSAL	223.39	223.39
Total SVL5 040120:											
04/20	04/09/2020	206387	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 040120	1	7620-430-10-44	DISPOSAL	414.07	414.07
Total SVL8 040120:											
04/20	04/09/2020	206388	1116	CALIFORNIA BUILDING S	1ST QTR SPEC REV FUND SB 1	040620	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	86.40	86.40
Total 040620:											
										86.40	86.40

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04/20	04/09/2020	206399	9937		REFUND WATER DEPOSIT	10420450004	1	7110-2228-000	DEPOSITS-CUSTOMER	17.28	17.28
Total 10420450004:											
04/20	04/09/2020	206390	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	81364	1	1000-417-10-43	TECHNICAL SVCS	1,666.67	1,666.67
Total 81364:											
04/20	04/09/2020	206390	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-FD	81364	2	1010-422-10-43	TECHNICAL SVCS	175.44	175.44
Total 81364:											
04/20	04/09/2020	206390	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	81364	3	1009-421-10-43	TECHNICAL SERVICES	1,929.82	1,929.82
Total 81364:											
04/20	04/09/2020	206390	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PW	81364	4	7620-430-10-43	TECHNICAL SVCS	1,228.07	1,228.07
Total 81364:											
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740229783	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	58.86	58.86
Total 2740229783:											
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740230162	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	3.59	3.59
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740230162	2	7110-430-42-46	SUPPLIES-SMALL TOOLS	3.58	3.58
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740230162	3	2007-431-20-46	SUPPLIES-SMALL TOOLS	3.58	3.58
Total 2740230162:											
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740230472	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	17.90	17.90
Total 2740230472:											
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-PARKS	2740230476	1	1000-452-20-47	MACHINERY AND EQUIPMENT	28.94	28.94
Total 2740230476:											
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740230494	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	34.24	34.24

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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	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740230494	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	34.23	34.23	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740230494	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	34.23	34.23	
Total 2740230494:											102.70	102.70
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740230619	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.57	3.57	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740230619	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.57	3.57	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740230619	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.56	3.56	
Total 2740230619:											10.70	10.70
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740230649	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.29	9.29	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740230649	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	9.28	9.28	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740230649	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	9.29	9.29	
Total 2740230649:											27.86	27.86
04/20	04/09/2020	206391	161	CSK AUTO INC	CREDIT-STREETS	2740230667	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.57-	3.57-	
04/20	04/09/2020	206391	161	CSK AUTO INC	CREDIT-GAS	2740230667	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.57-	3.57-	
04/20	04/09/2020	206391	161	CSK AUTO INC	CREDIT-WATER	2740230667	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.56-	3.56-	
Total 2740230667:											10.70-	10.70-
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740231507	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	8.04	8.04	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740231507	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.04	8.04	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740231507	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.04	8.04	
Total 2740231507:											24.12	24.12
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740231517	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.30	19.30	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETS	2740231517	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	19.30	19.30	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740231517	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	19.30	19.30	
Total 2740231517:											57.90	57.90
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740231519	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	337.70	337.70	
Total 2740231519:											337.70	337.70

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04/20	04/09/2020	206391	161	CSK AUTO INC	CREDIT- WATER	2740231590	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.04-	8.04-	
04/20	04/09/2020	206391	161	CSK AUTO INC	CREDIT-STREETS	2740231590	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	8.04-	8.04-	
04/20	04/09/2020	206391	161	CSK AUTO INC	CREDIT-GAS	2740231590	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.04-	8.04-	
Total 2740231590:											24.12-	24.12-
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-STREETIS	2740232086	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	8.28	8.28	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-WATER	2740232086	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.28	8.28	
04/20	04/09/2020	206391	161	CSK AUTO INC	SUPPLIES-GAS	2740232086	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.28	8.28	
Total 2740232086:											24.84	24.84
04/20	04/09/2020	206392	9934		REFUND WATER DEPOSIT	10329950022	1	7110-2228-000	DEPOSITS-CUSTOMER	1.56	1.56	
04/20	04/09/2020	206392	9934		REFUND GAS DEPOSIT	10329950022	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00	
Total 10329950022:											201.56	201.56
04/20	04/09/2020	206393	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	17626	1	1000-452-20-47	MACHINERY AND EQUIPMENT	128.64	128.64	
Total 17626:											128.64	128.64
04/20	04/09/2020	206394	9933		REFUND GAS DEPOSIT	1020384702	1	7401-2228-000	DEPOSITS-CUSTOMER	104.95	104.95	
Total 1020384702:											104.95	104.95
04/20	04/09/2020	206395	219	ED STAUB & SONS PETR	99.20 GAL PROPANE-GC	2112797	1	7530-451-52-46	PROPANE	148.95	148.95	
Total 2112797:											148.95	148.95
04/20	04/09/2020	206395	219	ED STAUB & SONS PETR	500.10 GAL FUEL- PW	2176253	1	1000-1410-001	INVENTORIES-GASOLINE	1,394.82	1,394.82	
Total 2176253:											1,394.82	1,394.82
04/20	04/09/2020	206395	219	ED STAUB & SONS PETR	METER FEE-GC	2206828	1	7201-430-81-46	SUPPLIES - GENERAL	10.00	10.00	
Total 2206828:											10.00	10.00
04/20	04/09/2020	206395	219	ED STAUB & SONS PETR	TANK RENTAL-GC	2223554	1	7530-451-52-46	PROPANE	1.00	1.00	

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Total 2223554:											
04/20	04/09/2020	206395	219	ED STAUB & SONS PETR	TANK RENTAL-GC	2223555	1	7530-451-52-46	PROPANE	1.00	1.00
Total 2223555:											
04/20	04/09/2020	206396	9581	ELK GROVE AUTO GROU	2020 CHEVY TAHOE 4X4-C-600	0001431	1	1007-422-10-47	VEHICLES	39,550.09	39,550.09
Total 0001431:											
04/20	04/09/2020	206397	241	FEATHER PUBLISHING C	ADVERTISEMENT-BUILDING	20-1021	1	1000-419-10-45	ADVERTISING	488.80	488.80
Total 20-1021:											
04/20	04/09/2020	206397	241	FEATHER PUBLISHING C	ADVERTISEMENT-BUILDING	7914	1	1000-419-10-45	ADVERTISING	57.20	57.20
Total 7914:											
04/20	04/09/2020	206397	241	FEATHER PUBLISHING C	ADVERTISEMENT-BUILDING	7915	1	1000-419-10-45	ADVERTISING	62.40	62.40
Total 7915:											
04/20	04/09/2020	206397	241	FEATHER PUBLISHING C	ADVERTISEMENT-BUILDING	7916	1	1000-419-10-45	ADVERTISING	54.60	54.60
Total 7916:											
04/20	04/09/2020	206398	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	071096A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 071096A:											
04/20	04/09/2020	206398	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	071759A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 071759A:											
04/20	04/09/2020	206398	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	071760A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 071760A:											

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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
04/20	04/09/2020	206398	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	071761A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 071761A:											
04/20	04/09/2020	206398	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	071855A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 071855A:											
04/20	04/09/2020	206399	265	FRONTIER	530-711-0670	0670 032020	1	7620-430-10-45	COMMUNICATIONS	9.03	9.03
Total 0670 032020:											
04/20	04/09/2020	206399	265	FRONTIER	257-1057-FAX PW	1057 032020	1	7620-430-10-45	COMMUNICATIONS	171.92	171.92
Total 1057 032020:											
04/20	04/09/2020	206399	265	FRONTIER	257-2845 U/B ROLL OVER	2845 031520	1	7620-430-10-45	COMMUNICATIONS	97.11	97.11
Total 2845 031520:											
04/20	04/09/2020	206399	265	FRONTIER	257-5603 POLICE	5603 031020	1	1009-421-10-45	COMMUNICATIONS	953.76	953.76
Total 5603 031020:											
04/20	04/09/2020	206399	265	FRONTIER	257-7098 NATURAL GAS	7098 040120	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98
Total 7098 040120:											
04/20	04/09/2020	206400	9854	GAFCON INC.	CADY SPRING PROJECT	38149	2	7110-430-44-44	CONSTRUCTION SERVICES	453.54	453.54
Total 38149:											
04/20	04/09/2020	206401	332	INTERSTATE GAS SERVI	PROFESSIONAL SERVICES-GA	7021532	1	7401-430-62-43	PROFESSIONAL SVCS	6,919.25	6,919.25
Total 7021532:											
04/20	04/09/2020	206402	335	J.W. WOOD CO INC	SUPPLIES-GAS	S115580	1	7401-430-62-46	SUPPLIES-GENERAL	22.95	22.95

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Total \$115580:											
04/20	04/09/2020	206402	335	J.W. WOOD CO INC	SUPPLIES-GAS	S115651	1	7401-430-62-46	SUPPLIES-GENERAL	19.09	19.09
Total \$115651:											
04/20	04/09/2020	206402	335	J.W. WOOD CO INC	SUPPLIES-WATER	S115749	1	7112-430-42-46	SUPPLIES GENERAL	117.98	117.98
Total \$115749:											
04/20	04/09/2020	206402	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S115771	1	1000-452-21-46	SUPPLIES-GENERAL	457.47	457.47
Total \$115771:											
04/20	04/09/2020	206403	337	JACKSON LEWIS P.C	PROFESSIONAL SERVICES	7516271	1	1000-412-10-43	PROFESSIONAL SVCS	472.00	472.00
Total 7516271:											
04/20	04/09/2020	206404	338	JACKSON'S SERVICE CE	FUEL-PW	43967	1	7620-430-10-46	GASOLINE	101.97	101.97
Total 43967:											
04/20	04/09/2020	206405	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	226388	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 226388:											
04/20	04/09/2020	206406	9930		REFUND GAS DEPOSIT	10306901522	1	7401-2228-000	DEPOSIT'S-CUSTOMER	191.87	191.87
Total 10306901522:											
04/20	04/09/2020	206407	374	L N CURTIS & SONS	REPAIR & MAINT-FD	298594	1	1010-422-10-43	VOLUNTEERS	69.66	69.66
Total 298594:											
04/20	04/09/2020	206407	374	L N CURTIS & SONS	SAFETY EQUIPMENT-FD	363284	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	4,024.02	4,024.02
Total 363284:											

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04/20	04/09/2020	206407	374	L N CURTIS & SONS	SAFETY EQUIPMENT OTS EM2	518181	1	1010-422-30-47	EQUIPMENT	34,212.75	34,212.75
Total 518181:											
04/20	04/09/2020	206407	374	L N CURTIS & SONS	SAFETY EQUIPMENT OTS EM2	518851	1	1010-422-30-47	EQUIPMENT	34,212.75	34,212.75
Total 518851:											
04/20	04/09/2020	206407	374	L N CURTIS & SONS	SAFETY EQUIPMENT OTS EM2	518853	1	1010-422-30-47	EQUIPMENT	34,212.75	34,212.75
Total 518853:											
04/20	04/09/2020	206408	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	032520	1	2018-463-70-36	INTEREST REVENUE	14.00	14.00
Total 032520:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	348441	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	52.47	52.47
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	348441	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	52.46	52.46
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	348441	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	52.47	52.47
Total 348441:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	348444	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	36.78	36.78
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	348444	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	36.78	36.78
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	348444	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	36.78	36.78
Total 348444:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	348532	1	1000-452-20-47	MACHINERY AND EQUIPMENT	9.01	9.01
Total 348532:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	348650	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	2.50	2.50
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	348650	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	2.50	2.50
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	348650	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.50	2.50
Total 348650:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	348654	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	29.67	29.67

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04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	348654	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.68	29.68
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	348654	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	29.67	29.67
Total 348654:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES- PARKS	348828	1	1000-452-20-47	MACHINERY AND EQUIPMENT	143.65	143.65
Total 348828:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	348998	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	36.98	36.98
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	348998	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	36.98	36.98
Total 348998:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-SNOW	349114	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	81.49	81.49
Total 349114:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-SNOW	349188	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	15.84	15.84
Total 349188:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	349194	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	7.63	7.63
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	349194	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	7.63	7.63
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	349194	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.63	7.63
Total 349194:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	349234	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	8.93	8.93
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	349234	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.94	8.94
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	349234	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.94	8.94
Total 349234:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-SNOW	349260	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	11.79	11.79
Total 349260:											
04/20	04/09/2020	206409	411	LASSEN MOTOR PARTS	SUPPLIES-SNOW	349261	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	11.79	11.79

M = Manual Check, V = Void Check

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 349261:											
04/20	04/09/2020	206410	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	139917	1	1000-452-20-44	DISPOSAL	11.79	11.79
Total 139917:											
04/20	04/09/2020	206411	437	LMUD	AIRPORT VASI LIGHTS	10108 032520	1	7201-430-81-46	ELECTRICITY	9.95	9.95
Total 10108 032520:											
04/20	04/09/2020	206411	437	LMUD	GOLF COURSE IRR WELL.30 HP	122907 032520	1	7530-451-52-46	ELECTRICITY	94.68	94.68
Total 122907 032520:											
04/20	04/09/2020	206411	437	LMUD	GOLF COURSE PUMP STATION	122910 032520	1	7530-451-52-46	ELECTRICITY	480.61	480.61
Total 122910 032520:											
04/20	04/09/2020	206411	437	LMUD	GOLF COURSE PUMP HOUSE	132052 032520	1	7530-451-52-46	ELECTRICITY	400.75	400.75
Total 132052 032520:											
04/20	04/09/2020	206411	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 032520	1	7530-451-52-46	ELECTRICITY	29.36	29.36
Total 144281 032520:											
04/20	04/09/2020	206411	437	LMUD	SOUTH ST - PW OFFICE	14590 032520	1	7620-430-10-46	ELECTRICITY	208.37	208.37
Total 14590 032520:											
04/20	04/09/2020	206411	437	LMUD	SOUTH ST ROOSEVELT AREAL	1744 032520	1	1000-452-20-46	ELECTRICITY	607.41	607.41
Total 1744 032520:											
04/20	04/09/2020	206411	437	LMUD	RIVERSIDE DR. PARK	1999 032520	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1999 032520:											

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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
04/20	04/09/2020	206411	437	LMUD	CADY SPRINGS	26784 032520	1	7110-430-42-46	ELECTRICITY	8.00	8.00
Total 26784 032520:											
04/20	04/09/2020	206411	437	LMUD	RICHMOND RD BRIDGE	35094 032520	1	2007-431-60-46	ELECTRICITY	254.35	254.35
Total 35094 032520:											
04/20	04/09/2020	206411	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	35222 032520	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 35222 032520:											
04/20	04/09/2020	206411	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 032520	1	2007-431-60-46	ELECTRICITY	128.22	128.22
Total 3651 032520:											
04/20	04/09/2020	206411	437	LMUD	720 SOUTH EMULSION TANK-P	38646 032520	1	7620-430-10-46	ELECTRICITY	218.14	218.14
Total 38646 032520:											
04/20	04/09/2020	206411	437	LMUD	105 S ASH STREET	412864 032520	1	1000-452-20-46	ELECTRICITY	138.11	138.11
Total 412864 032520:											
04/20	04/09/2020	206411	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416851 032520:											
04/20	04/09/2020	206411	437	LMUD	LAUREL SR MID POINT OF LAU	416902 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416902 032520:											
04/20	04/09/2020	206411	437	LMUD	SOUTH ST	416924 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416924 032520:											
04/20	04/09/2020	206411	437	LMUD	RICHMOND RD & PEARL CR- S	416984 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03

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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 416984 032520:											
04/20	04/09/2020	206411	437	LMUD	1801 MAIN ST STREET WEST SI	417512 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 417512 032520:											
04/20	04/09/2020	206411	437	LMUD	ORCHARD STREET LIGHTS	418802 032520	1	2007-431-60-46	ELECTRICITY	18.32	18.32
Total 418802 032520:											
04/20	04/09/2020	206411	437	LMUD	RIVERSIDE DR. & RIVER ST. LI	418824 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 418824 032520:											
04/20	04/09/2020	206411	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 032520	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 418833 032520:											
04/20	04/09/2020	206411	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 032520	1	2007-431-60-46	ELECTRICITY	152.43	152.43
Total 49496 032520:											
04/20	04/09/2020	206411	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 032520	1	2007-431-60-46	ELECTRICITY	123.68	123.68
Total 49497 032520:											
04/20	04/09/2020	206411	437	LMUD	MAIN & JOHNSTVLE SIGNAL-	49498 032520	1	2007-431-60-46	ELECTRICITY	144.99	144.99
Total 49498 032520:											
04/20	04/09/2020	206411	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 032520	1	2007-431-60-46	ELECTRICITY	231.20	231.20
Total 49499 032520:											
04/20	04/09/2020	206411	437	LMUD	AIRPORT LOT 5	51908 032520	1	7201-430-81-46	ELECTRICITY	25.00	25.00
Total 51908 032520:											

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
04/20	04/09/2020	206411	437	LMUD	AIRPORT HANGER 6	54333 032520	1	7201-430-81-46	ELECTRICITY	29.51	29.51
Total 54333 032520:											
04/20	04/09/2020	206411	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 032520	1	7110-430-42-46	ELECTRICITY	195.89	195.89
Total 55754 032520:											
04/20	04/09/2020	206411	437	LMUD	925 SIERRA RD SPORTS CTR	60453 032520	1	1000-452-20-46	ELECTRICITY	25.45	25.45
Total 60453 032520:											
04/20	04/09/2020	206411	437	LMUD	AIRPORT OFFICE	7146 032520	1	7201-430-81-46	ELECTRICITY	449.15	449.15
Total 7146 032520:											
04/20	04/09/2020	206411	437	LMUD	AIRPORT GAS PUMP	7154 032520	1	7201-430-81-46	ELECTRICITY	33.79	33.79
Total 7154 032520:											
04/20	04/09/2020	206411	437	LMUD	GOLF COURSE CLUB HOUSE	7394 032520	1	7530-451-52-46	ELECTRICITY	78.73	78.73
Total 7394 032520:											
04/20	04/09/2020	206411	437	LMUD	GOLF COURSE CART BARN 2	7400 032520	1	7530-451-52-46	ELECTRICITY	28.91	28.91
Total 7400 032520:											
04/20	04/09/2020	206411	437	LMUD	WELL #1-WATER	7714 032520	1	7110-430-42-46	ELECTRICITY	146.74	146.74
Total 7714 032520:											
04/20	04/09/2020	206411	437	LMUD	GOLF COURSE BARN 1 & 3	9312 032520	1	7530-451-52-46	ELECTRICITY	25.00	25.00
Total 9312 032520:											
04/20	04/09/2020	206411	437	LMUD	RIVERSIDE PARK LIGHTS	9501 032520	1	1000-452-20-46	ELECTRICITY	67.99	67.99

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 9501 032520:											
04/20	04/09/2020	206411	437	LMUD	GEO PUMP #2	9503 032520	1	7301-430-52-46	ELECTRICITY	41.83	41.83
Total 9503 032520:											
04/20	04/09/2020	206411	437	LMUD	HOSPITAL LN-GEO	9963 032520	1	7301-430-52-46	ELECTRICITY	25.00	25.00
Total 9963 032520:											
04/20	04/09/2020	206412	438	LOCAL GOVERNMENT P	CALIFORNIA LAND USE 2020 U	20-284	1	1000-419-10-46	BOOKS AND PERIODICALS	143.56	143.56
Total 20-284:											
04/20	04/09/2020	206413	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	036258	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 036258:											
04/20	04/09/2020	206413	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY	036291	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
04/20	04/09/2020	206413	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	036291	2	1000-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 036291:											
04/20	04/09/2020	206413	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	036328	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 036328:											
04/20	04/09/2020	206413	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	036335	1	1000-452-20-43	TECHNICAL SVCS	99.00	99.00
Total 036335:											
04/20	04/09/2020	206414	480	MINERS & PISANI INC	GAS METER	IN-008047	1	7401-430-63-47	MACHINERY & EQUIPMENT	391.03	391.03
Total IN-008047:											
04/20	04/09/2020	206414	480	MINERS & PISANI INC	GAS METER	IN-008048	1	7401-430-63-47	MACHINERY & EQUIPMENT	2,488.65	2,488.65

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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 IN-008048:											
04/20	04/09/2020	206415	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES-PD	512109750	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	492.51	492.51
										492.51	492.51
Total 512109750:											
04/20	04/09/2020	206416	9936		REFUND WATER DEPOSIT	10400300023	1	7110-2228-000	DEPOSITS-CUSTOMER	47.07	47.07
										47.07	47.07
Total 10400300023:											
04/20	04/09/2020	206417	9938		REFUND WATER DEPOSIT	10432100004	1	7110-2228-000	DEPOSITS-CUSTOMER	55.93	55.93
										55.93	55.93
Total 10432100004:											
04/20	04/09/2020	206418	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	985168	1	7110-430-42-43	TECHNICAL SVCS	65.15	65.15
										65.15	65.15
Total 985168:											
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-GAS	2511336	1	7401-430-62-46	SUPPLIES-GENERAL	13.64	13.64
										13.64	13.64
Total 2511336:											
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2511462	1	2007-431-20-46	SUPPLIES-GENERAL	24.24	24.24
										24.24	24.24
Total 2511462:											
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2511778	1	2007-431-20-46	SUPPLIES-GENERAL	10.12	10.12
										10.12	10.12
Total 2511778:											
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	2511831	1	7110-430-42-46	SUPPLIES-GENERAL	50.62	50.62
										50.62	50.62
Total 2511831:											
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2511843	1	2007-431-20-46	SUPPLIES-GENERAL	10.12	10.12
										10.12	10.12
Total 2511843:											

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
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2512067	1	2007-431-20-46	SUPPLIES-GENERAL	15.83	15.83
Total 2512067:											
04/20	04/09/2020	206419	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2512279	1	1000-452-20-46	SUPPLIES-GENERAL	42.21	42.21
Total 2512279:											
04/20	04/09/2020	206420	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 19	58020 033120	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 033120:											
04/20	04/09/2020	206421	572	QUILL CORPORATION	OFFICE SUPPLIES	5758043	1	1000-415-10-46	SUPPLIES-GENERAL	129.80	129.80
Total 5758043:											
04/20	04/09/2020	206421	572	QUILL CORPORATION	OFFICE SUPPLIES	5786576	1	1000-415-10-46	SUPPLIES-GENERAL	203.76	203.76
Total 5786576:											
04/20	04/09/2020	206422	1662	R.E.Y ENGINEERS INC	GATEWAY PROJECT	20271	1	2007-431-39-43	PROFESSIONAL SERVICES	482.33	482.33
Total 20271:											
04/20	04/09/2020	206423	582	RAY MORGAN CO INC	COPIER- FD	2917175	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	44.30	44.30
Total 2917175:											
04/20	04/09/2020	206424	628	SCORE	WORKERS COMP 7/19-6/20	SUSQ4WC	1	7630-411-40-42	WORKERS' COMPENSATION	99,092.40	99,092.40
Total SUSQ4WC:											
04/20	04/09/2020	206425	9928	SFP HOLDING, INC.	REPAIRS & MAINT-FD	571011434	1	1010-422-10-44	MISC- REPAIR & MAINTENANCE	275.00	275.00
Total 571011434:											
04/20	04/09/2020	206426	9855	SHAW ENGINEERING, LT	SPECIALIZED SERVICES FOR C	181693	1	7110-430-44-44	CONSTRUCTION SERVICES	7,421.05	7,421.05

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Total 181633:											
04/20	04/09/2020	206427	9882	SIERRA RENTAL & TRAN	REPAIR & MAINT-STREETS	340253	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	665.00	665.00
Total 340253:											
04/20	04/09/2020	206428	1382	SONSRAY MACHINERY L	REPAIR & MAINT-STREETS	W04565-07	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	746.14	746.14
Total W04565-07:											
04/20	04/09/2020	206429	9939	CARL MOYER GRANT		033120	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 033120:											
04/20	04/09/2020	206430	873	SUSANVILLE FORD INC	REPAIR & MAINT- STREETS	5006313	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	91.48	91.48
Total 5006313:											
04/20	04/09/2020	206430	873	SUSANVILLE FORD INC	REPAIR & MAINT- STREETS	5006357	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	9.58	9.58
04/20	04/09/2020	206430	873	SUSANVILLE FORD INC	REPAIR & MAINT- WATER	5006357	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	9.58	9.58
04/20	04/09/2020	206430	873	SUSANVILLE FORD INC	REPAIR & MAINT- GAS	5006357	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.58	9.58
Total 5006357:											
04/20	04/09/2020	206431	1265	SUSANVILLE PAINT CEN	SUPPLIES	10009876	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	251.77	251.77
Total 10009876:											
04/20	04/09/2020	206432	9932		REFUND GAS DEPOSIT	10306903625	1	7401-2228-000	DEPOSITS-CUSTOMER	95.67	95.67
Total 10306903625:											
04/20	04/09/2020	206433	9295	TAMCO CAPITAL CORP	COMMUNICATION-PW	5009610488	1	7620-430-10-45	COMMUNICATIONS	469.76	469.76
Total 5009610488:											
04/20	04/09/2020	206433	9295	TAMCO CAPITAL CORP	COMMUNICATION-PD	5009749917	1	1009-421-10-45	COMMUNICATIONS	312.10	312.10

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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 5009749917:											
04/20	04/09/2020	206434	9929		COMMUNITY CENTER FEE	032420	1	1000-452-20-36	RENT-COMMUNITY CENTER	101.00	101.00
04/20	04/09/2020	206434	9929		COMMUNITY CENTER DEPOSIT	032420	2	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 032420:										151.00	151.00
04/20	04/09/2020	206435	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES-PD	572	1	1009-421-10-44	CUSTODIAL	600.00	600.00
Total 572:										600.00	600.00
04/20	04/09/2020	206436	728	U S POSTMASTER	UB BILLING GAS	040620	1	7401-430-62-46	POSTAGE	29.00	29.00
04/20	04/09/2020	206436	728	U S POSTMASTER	UB BILLING WATER	040620	2	7110-430-42-46	POSTAGE	29.00	29.00
Total 040620:										58.00	58.00
04/20	04/09/2020	206437	9757	VAN LANT & FANKHANEL	PROFESSIONAL SERVICES	032620	2	7620-430-11-43	PROFESSIONAL SERVICES	2,000.00	2,000.00
Total 032620:										2,000.00	2,000.00
04/20	04/09/2020	206437	9757	VAN LANT & FANKHANEL	PROFESSIONAL SERVICES	032620	1	1000-417-10-43	PROFESSIONAL SVCS	18,000.00	18,000.00
04/20	04/09/2020	206437	9757	VAN LANT & FANKHANEL	PROFESSIONAL SERVICES	032620	2	1000-417-10-43	PROFESSIONAL SVCS	1,500.00	1,500.00
04/20	04/09/2020	206437	9757	VAN LANT & FANKHANEL	PROFESSIONAL SERVICES	032620	3	1000-417-10-43	PROFESSIONAL SVCS	2,000.00	2,000.00
Total 032620.:										21,500.00	21,500.00
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68183706	1	7401-430-62-46	SUPPLIES-GENERAL	82.65	82.65
Total 68183706:										82.65	82.65
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68226366	1	7401-430-62-46	SUPPLIES-GENERAL	299.06	299.06
Total 68226366:										299.06	299.06
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68233875	1	7401-430-62-46	SUPPLIES-GENERAL	91.31	91.31
Total 68233875:										91.31	91.31

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
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68233881	1	7401-430-62-46	SUPPLIES-GENERAL	56.76	56.76
Total 68233881:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68235420	1	7401-430-62-46	SUPPLIES-GENERAL	156.16	156.16
Total 68235420:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68238114	1	7401-430-62-46	SUPPLIES-GENERAL	85.48	85.48
Total 68238114:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-PW	68238898	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	19.64	19.64
Total 68238898:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-PW	68238928	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	17.16	17.16
Total 68238928:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-PW	68239330	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	11.16	11.16
Total 68239330:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68244801	1	7401-430-62-46	SUPPLIES-GENERAL	26.56	26.56
Total 68244801:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68244860	1	7401-430-62-46	SUPPLIES-GENERAL	429.28	429.28
Total 68244860:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68247664	1	1000-452-20-46	SUPPLIES-GENERAL	250.11	250.11
Total 68247664:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68251740	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	92.91	92.91

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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 68251740:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68255321	1	7110-430-42-46	SUPPLIES-GENERAL	155.47	155.47
Total 68255321:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68257588	1	7110-430-42-46	SUPPLIES-GENERAL	209.27	209.27
Total 68257588:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68257646	1	7401-430-62-46	SUPPLIES-GENERAL	54.18	54.18
Total 68257646:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68258028	1	7401-430-62-46	SUPPLIES-GENERAL	39.83	39.83
Total 68258028:											
04/20	04/09/2020	206438	770	WESTERN NEVADA SUP	CREDIT- GAS	CM68244860	1	7401-430-62-46	SUPPLIES-GENERAL	385.67-	385.67-
Total CM68244860:											
04/20	04/09/2020	206439	9940		CARL MOYER GRANT	033120	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 033120:											
04/20	04/09/2020	206440	1378	ZITTO MEDIA	CABLE-FD	356225062 041020	1	1010-422-10-45	COMMUNICATIONS	27.38	27.38
Total 356225062 041020:											
Grand Totals:										392,815.47	392,815.47

M = Manual Check, V = Void Check

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
04/20	04/13/2020	206441	728	U S POSTMASTER	UB BILLING GAS	041320	1	7401-430-62-46	POSTAGE	95.82	95.82
04/20	04/13/2020	206441	728	U S POSTMASTER	UB BILLING WATER	041320	2	7110-430-42-46	POSTAGE	186.01	186.01
Total 041320:										281.83	281.83
Grand Totals:										281.83	281.83

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
04/20	04/16/2020	206464	9962		REFUND GAS DEPOSIT	10219300333	1	7401-2228-000	DEPOSITS-CUSTOMER	2.66	2.66
Total 10219300333:											
04/20	04/16/2020	206465	21	AIRGAS USA, LLC	CHLORINE- WATER	9100077696	1	7110-430-42-46	SUPPLIES-GENERAL	797.40	797.40
Total 9100077696:											
04/20	04/16/2020	206466	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637401585	1	7620-430-10-44	LINEN SERVICE	109.97	109.97
Total 637401585:											
04/20	04/16/2020	206466	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637401586	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637401586:											
04/20	04/16/2020	206466	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637401587	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637401587:											
04/20	04/16/2020	206466	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637401588	1	7110-430-42-44	LINEN SERVICE	31.44	31.44
Total 637401588:											
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	1	8402-413-30-45	PRINTING AND BINDING	313.41	313.41
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	2	8402-413-30-46	POSTAGE	24.75	24.75
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	3	8402-413-30-45	COMMUNICATIONS	68.19	68.19
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,932.50	1,932.50
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	6	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,000.00	1,000.00
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0027	7	8402-413-30-43	PROFESSIONAL SVCS	2,187.50	2,187.50
Total 2020-0027:											
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0028	1	8402-413-30-45	PRINTING AND BINDING	10.00	10.00

M = Manual Check, V = Void Check

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
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0028	2	8402-413-30-45	COMMUNICATIONS	68.92	68.92
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0028	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,097.50	1,097.50
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0028	4	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFCO	1,500.00	1,500.00
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0028	5	8402-413-30-43	PROFESSIONAL SVCS	1,602.50	1,602.50
04/20	04/16/2020	206467	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2020-0028	6	8402-413-30-43	TECHNICAL SVCS	595.00	595.00
Total 2020-0028:										4,873.92	4,873.92
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-GC	461025	1	7530-451-52-46	SUPPLIES-GENERAL	19.26	19.26
Total 461025:										19.26	19.26
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-GC	461859	1	7530-451-52-46	SUPPLIES-GENERAL	6.94	6.94
Total 461859:										6.94	6.94
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	462851	1	2007-431-20-46	SUPPLIES-GENERAL	13.49	13.49
Total 462851:										13.49	13.49
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-WATER	463307	1	7110-430-42-46	SUPPLIES-GENERAL	16.16	16.16
Total 463307:										16.16	16.16
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-FD	463565	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	36.16	36.16
Total 463565:										36.16	36.16
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-WATER	463644	1	7112-430-42-46	SUPPLIES-GENERAL	11.55	11.55
Total 463644:										11.55	11.55
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-GEO	463746	1	7301-430-52-46	SUPPLIES-GENERAL	30.88	30.88
Total 463746:										30.88	30.88
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-WATER	463777	1	7112-430-42-46	SUPPLIES-GENERAL	8.16	8.16

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
Total 463777:											
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-WATER	463783	1	7112-430-42-46	SUPPLIES GENERAL	15.11	15.11
Total 463783:											
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-GAS	463811	1	7401-430-62-46	SUPPLIES-GENERAL	85.63	85.63
Total 463811:											
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-GAS	463814	1	7401-430-62-46	SUPPLIES-GENERAL	14.37	14.37
Total 463814:											
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-FD	463909	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	21.13	21.13
Total 463909:											
04/20	04/16/2020	206468	76	BILLINGTON ACE HARD	SUPPLIES-GAS	464000	1	7401-430-62-46	SUPPLIES-GENERAL	385.33	385.33
Total 464000:											
04/20	04/16/2020	208469	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 040120	1	1009-421-10-44	DISPOSAL	136.95	136.95
Total SVL7 040120:											
04/20	04/16/2020	206470	9954	CDAA ASSET FORFEITUR	ASSEST SEIZURE FUNDS-PD	041420	1	1000-2239-005	DEPOSITS-ASSETS SEIZURE P	110.41	110.41
Total 041420:											
04/20	04/16/2020	206471	798	COMMERCIAL APPLIANC	SUPPLIES-GAS	165310	1	7401-430-62-46	SUPPLIES-GENERAL	19.84	19.84
Total 165310:											
04/20	04/16/2020	206471	798	COMMERCIAL APPLIANC	SUPPLIES-GAS	166134	1	7401-430-62-46	SUPPLIES-GENERAL	208.00	208.00
Total 166134:											

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
04/20	04/16/2020	206472	173	DATCO SERVICES	SUBSTANCE TEST	153149	1	1000-416-10-43	TECHNICAL SVCS	535.50	535.50
Total 153149:											
04/20	04/16/2020	206472	173	DATCO SERVICES	SUBSTANCE TEST	37137630	1	1000-416-10-43	TECHNICAL SVCS	468.00	468.00
Total 37137630:											
04/20	04/16/2020	206473	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	444168	1	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
Total 444168:											
04/20	04/16/2020	206474	9950		REFUND WATER DEPOSIT	10322550006	1	7110-2228-000	DEPOSITS-CUSTOMER	12.37	12.37
Total 10322550006:											
04/20	04/16/2020	206475	219	ED STAUB & SONS PETR	227.70 GAL PROPANE-GC	2176592	1	7530-451-52-46	PROPANE	341.89	341.89
Total 2176592:											
04/20	04/16/2020	206476	241	FEATHER PUBLISHING C	PROPOSED 20/21 BUDGET HEA	031720	1	8402-413-30-45	ADVERTISING	67.60	67.60
Total 031720:											
04/20	04/16/2020	206476	241	FEATHER PUBLISHING C	SUPPLIES-PD	45215	1	1009-421-10-43	PROFESSIONAL SERVICES	447.55	447.55
Total 45215:											
04/20	04/16/2020	206477	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	071873A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 071873A:											
04/20	04/16/2020	206477	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	071874A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 071874A:											
04/20	04/16/2020	206478	9943		REFUND GAS DEPOSIT	10433330217	1	7401-2228-000	DEPOSITS-CUSTOMER	58.19	58.19

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 10433330217:											
04/20	04/16/2020	206479	257	FOREST OFFICE EQUIPM	SUPPLIES-PW	INV-2215	1	7620-430-10-46	SUPPLIES-SMALL TOOLS	52.54	52.54
Total INV-2215:											
04/20	04/16/2020	206479	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV0000535	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	43.89	43.89
04/20	04/16/2020	206479	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	SV0000535	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	43.89	43.89
Total SV0000535:											
04/20	04/16/2020	206480	265	FRONTIER	257-1000 DSL SERVICE	1000 040520	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
04/20	04/16/2020	206480	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 040520	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
04/20	04/16/2020	206480	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 040520	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
04/20	04/16/2020	206480	265	FRONTIER	257-1000 ADMIN FAX	1000 040520	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
04/20	04/16/2020	206480	265	FRONTIER	257-1000 CITY CLERK FAX	1000 040520	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
04/20	04/16/2020	206480	265	FRONTIER	257-1000 ADMIN	1000 040520	6	1000-413-20-45	COMMUNICATIONS	4.28	4.28
04/20	04/16/2020	206480	265	FRONTIER	257-1000 CITY CLERK	1000 040520	7	1000-411-40-45	COMMUNICATIONS	3.22	3.22
04/20	04/16/2020	206480	265	FRONTIER	257-1000 FINANCE	1000 040520	8	1000-415-10-45	COMMUNICATIONS	3.22	3.22
04/20	04/16/2020	206480	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 040520	9	1000-419-10-45	COMMUNICATIONS	3.22	3.22
04/20	04/16/2020	206480	265	FRONTIER	257-1000 CITY HALL	1000 040520	10	1000-417-10-45	COMMUNICATIONS	327.43	327.43
Total 1000 040520:											
04/20	04/16/2020	206480	265	FRONTIER	257-1033-PARKS	1033 040520	1	1000-452-20-45	COMMUNICATIONS	328.00	328.00
Total 1033 040520:											
04/20	04/16/2020	206480	265	FRONTIER	257-1041 ADMIN-PW	1041 040520	1	7620-430-10-45	COMMUNICATIONS	668.59	668.59
Total 1041 040520:											
04/20	04/16/2020	206480	265	FRONTIER	257-1044 PRI	1044 040520	1	7620-430-10-45	COMMUNICATIONS	100.93	100.93
Total 1044 040520:											
04/20	04/16/2020	206480	265	FRONTIER	257-2620 GOLF COURSE	2620 040120	1	7530-451-52-45	COMMUNICATIONS	490.68	490.68

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 2520 040120:											
04/20	04/16/2020	206480	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 040520	1	1000-417-10-45	COMMUNICATIONS	107.07	107.07
Total 2960 040520:											
04/20	04/16/2020	206481	1142	GEARY PACIFIC SUPPLY	SUPPLIES-GAS	4184665	1	7401-430-62-46	SUPPLIES-GENERAL	131.54	131.54
Total 4184665:											
04/20	04/16/2020	206481	1142	GEARY PACIFIC SUPPLY	SUPPLIES-GAS	4189502	1	7401-430-62-46	SUPPLIES-GENERAL	11.31	11.31
Total 4189502:											
04/20	04/16/2020	206481	1142	GEARY PACIFIC SUPPLY	SUPPLIES-GAS	4203050	1	7401-430-62-46	SUPPLIES-GENERAL	259.09	259.09
Total 4203050:											
04/20	04/16/2020	206481	1142	GEARY PACIFIC SUPPLY	SUPPLIES-GAS	4204405	1	7401-430-62-46	SUPPLIES-GENERAL	175.57	175.57
Total 4204405:											
04/20	04/16/2020	206482	9949		REFUND WATER DEPOSIT	10111450011	1	7110-2228-000	DEPOSITS-CUSTOMER	22.81	22.81
Total 10111450011:											
04/20	04/16/2020	206483	9948		REFUND GAS DEPOSIT	10103460000	1	7401-2228-000	DEPOSITS-CUSTOMER	40.62	40.62
Total 10103460000:											
04/20	04/16/2020	206484	9945		REFUND GAS DEPOSIT	10523500011	1	7401-2228-000	DEPOSITS-CUSTOMER	174.36	174.36
Total 10523500011:											
04/20	04/16/2020	206485	1362	IRON MOUNTAIN INFO. M	PROFESSIONAL SERVICES	CMP17837	1	1009-421-10-43	PROFESSIONAL SERVICES	76.31	76.31
Total CMP17837:											
										76.31	76.31

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
04/20	04/16/2020	206486	335	J.W. WOOD CO INC	SUPPLIES-GAS	S115896	1	7401-430-62-46	SUPPLIES-GENERAL	5.50	5.50
Total \$115896:											
04/20	04/16/2020	206487	338	JACKSON'S SERVICE CE	RPR & MAINT- GC	42611	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	321.20	321.20
Total 42611:											
04/20	04/16/2020	206488	1350	JONES & MAYER	PROFESSIONAL SERVICE	96924	1	1000-412-10-43	PROFESSIONAL SVCS	76.50	76.50
Total 96924:											
04/20	04/16/2020	206489	1001	LASSEN CO DISTRICT AT	ASSEST SEIZURE FUBDS	041420	1	1000-2239-005	DEPOSITS-ASSETS SEIZURE P	1,104.10	1,104.10
Total 041420:											
04/20	04/16/2020	206490	9206	LASSEN COUNTY RECO	HCD 433 A FORM	041420	1	1000-424-20-34	REIMBURSEMENTS	85.00	85.00
Total 041420:											
04/20	04/16/2020	206491	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	349096	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	39.32	39.32
04/20	04/16/2020	206491	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	349096	2	7110-430-42-46	SUPPLIES-SMALL TOOLS	39.33	39.33
04/20	04/16/2020	206491	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	349096	3	2007-431-20-46	SUPPLIES-SMALL TOOLS	39.33	39.33
Total 349096:											
04/20	04/16/2020	206491	411	LASSEN MOTOR PARTS	SUPPLIES-FD	349440	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	58.71	58.71
Total 349440:											
04/20	04/16/2020	206491	411	LASSEN MOTOR PARTS	SUPPLIES-FD	394551	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	55.45	55.45
Total 394551:											
04/20	04/16/2020	206492	413	LASSEN TIRE	REPAIR & MAINT-PD	51284	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	175.67	175.67
Total 51284:											
04/20	04/16/2020	206492	413	LASSEN TIRE	REPAIR & MAINT-PD	51322	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	320.87	320.87

M = Manual Check, V = Void Check

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 51322:											
04/20	04/16/2020	206492	413	LASSEN TIRE	REPAIR & MAINT-STREETS	51344	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	1,135.05	1,135.05
Total 51344:										1,135.05	1,135.05
04/20	04/16/2020	206493	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	67254	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	125.00	125.00
Total 67254:										125.00	125.00
04/20	04/16/2020	206493	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	67390	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	125.00	125.00
Total 67390:										125.00	125.00
04/20	04/16/2020	206494	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES	14041	1	7620-430-11-43	PROFESSIONAL SERVICES	190.00	190.00
Total 14041:										190.00	190.00
04/20	04/16/2020	206495	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 041020	1	1000-452-20-46	ELECTRICITY	31.61	31.61
Total 10262 041020:										31.61	31.61
04/20	04/16/2020	206495	437	LMUD	66 N LASSEN ST	2466 041020	1	1000-417-10-46	ELECTRICITY	643.11	643.11
Total 2466 041020:										643.11	643.11
04/20	04/16/2020	206495	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 041020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 24661 041020:										25.00	25.00
04/20	04/16/2020	206495	437	LMUD	STREET LIGHTS	2467 041020	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 041020:										1,615.54	1,615.54
04/20	04/16/2020	206495	437	LMUD	65 N WEATHERLOW ST-COMM	2865 041020	1	1000-452-20-46	ELECTRICITY	47.55	47.55
Total 2865 041020:										47.55	47.55

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
04/20	04/16/2020	206495	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 041020	1	1000-451-80-46	ELECTRICITY	26.50	26.50
Total 2866 041020:											
04/20	04/16/2020	206495	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 041020	1	1000-452-20-46	ELECTRICITY	53.41	53.41
Total 2867 041020:											
04/20	04/16/2020	206495	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 041020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 2870 041020:											
04/20	04/16/2020	206495	437	LMUD	NORTH ST BALL PARK-MEM FIE	2873 041020	1	1000-452-20-46	ELECTRICITY	31.91	31.91
Total 2873 041020:											
04/20	04/16/2020	206495	437	LMUD	HARRIS DR & HWY 36-WATER	30658 041020	1	7110-430-42-46	ELECTRICITY	325.60	325.60
Total 30658 041020:											
04/20	04/16/2020	206495	437	LMUD	NORTH ST PARK LIGHTS-MEM	3283 041020	1	1000-452-20-46	ELECTRICITY	79.11	79.11
Total 3283 041020:											
04/20	04/16/2020	206495	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 041020	1	7112-430-42-46	ELECTRICITY	176.05	176.05
Total 350161 041020:											
04/20	04/16/2020	206495	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 041020	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 041020:											
04/20	04/16/2020	206495	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 041020	1	1000-451-80-46	ELECTRICITY	49.20	49.20
Total 43866 041020:											
04/20	04/16/2020	206495	437	LMUD	WELL #3-WATER	4559 041020	1	7110-430-42-46	ELECTRICITY	356.07	356.07

M = Manual Check, V = Void Check

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 4559 041020:											
04/20	04/16/2020	206495	437	LMUD	606 1/2 NEVADA ST	58211 041020	1	1000-417-10-46	ELECTRICITY	356.07	356.07
Total 58211 041020:											
04/20	04/16/2020	206495	437	LMUD	1801 MAIN ST	8314 032520	1	1009-421-10-46	ELECTRICITY	25.00	25.00
Total 8314 032520:											
04/20	04/16/2020	206495	437	LMUD	GEO PUMP #1	9297 041020	1	7301-430-52-46	ELECTRICITY	1,846.98	1,846.98
Total 9297 041020:											
04/20	04/16/2020	206495	437	LMUD	MAIN & PINE ST	94811 041020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 94811 041020:											
04/20	04/16/2020	206496	437	LMUD	925 SIERRA RD DOG PARK	W.O#C-20020	1	7401-430-62-44	REPAIR AND MAINTENANCE-FA	1,290.00	1,290.00
Total W.O#C-20020:											
04/20	04/16/2020	206497	467	METER VALVE & CONTR	SUPPLIES-GAS	17783	1	7401-430-62-46	SUPPLIES-GENERAL	26.85	26.85
Total 17783:											
04/20	04/16/2020	206497	467	METER VALVE & CONTR	SUPPLIES-GAS	17790	1	7401-430-62-46	SUPPLIES-GENERAL	67.43	67.43
Total 17790:											
04/20	04/16/2020	206497	467	METER VALVE & CONTR	SUPPLIES-GAS	17795	1	7401-430-62-46	SUPPLIES-GENERAL	291.17	291.17
Total 17795:											
04/20	04/16/2020	206498	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	5200109913	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	97.32	97.32
Total 5200109913:											

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
04/20	04/16/2020	206498	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	5200110756	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	97.32	97.32
Total 5200110756:											
04/20	04/16/2020	206499	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	470721940001	1	1000-417-10-46	SUPPLIES-GENERAL	29.52	29.52
Total 470721940001:											
04/20	04/16/2020	206499	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	470723345001	1	1000-417-10-46	SUPPLIES-GENERAL	6.21	6.21
Total 470723345001:											
04/20	04/16/2020	206500	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	990728	1	7401-430-62-43	TECHNICAL SVCS	53.35	53.35
04/20	04/16/2020	206500	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	990728	2	7110-430-42-43	TECHNICAL SVCS	53.35	53.35
Total 990728:											
04/20	04/16/2020	206501	9947	PACIFIC GAS TECHNOLO	TECHNICAL SERVICES	34967	1	7401-430-62-43	TECHNICAL SVCS	2,190.00	2,190.00
Total 34967:											
04/20	04/16/2020	206502	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 033120	1	1009-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 033120:											
04/20	04/16/2020	206503	9689	PRENTICE, LONG & EPP	PROFESSIONAL SERVICES	3526	1	1000-412-10-43	PROFESSIONAL SVCS	5,247.00	5,247.00
Total 3526:											
04/20	04/16/2020	206504	582	RAY MORGAN CO INC	BASE RATE CHARGE	2925713	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	525.76	525.76
Total 2925713:											
04/20	04/16/2020	206504	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER	2925714	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	365.34	365.34
04/20	04/16/2020	206504	582	RAY MORGAN CO INC	COPIER-PD	2925714	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	182.67	182.67
Total 2925714:											
04/20	04/16/2020	206505	9855	SHAW ENGINEERING, LT	PROFESSIONAL SERVICES	181707	1	7110-430-44-44	CONSTRUCTION SERVICES	595.00	595.00

M = Manual Check, V = Void Check

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 181707:											
04/20	04/16/2020	206506	9953	SHN CONSULTING ENGI	2012 STIP PAVEMENT PROJECT	104516	1	2007-431-38-43	PROFESSIONAL SERVICES	24,008.83	24,008.83
Total 104516:										24,008.83	24,008.83
04/20	04/16/2020	206507	9955	STATE OF CALIFORNIA	ASSEST SEIZURE FUNDS	041420	1	1000-2239-005	DEPOSITS-ASSETS SEIZURE P	2,649.84	2,649.84
Total 041420:										2,649.84	2,649.84
04/20	04/16/2020	206508	9944		REFUND GAS DEPOSIT	10306900432	1	7401-2228-000	DEPOSITS-CUSTOMER	42.51	42.51
Total 10306900432:										42.51	42.51
04/20	04/16/2020	206509	9946	SUN RIDGE SYSTEMS, IN	RMS PURCHASE	6052	1	1009-421-10-47	MACHINERY AND EQUIPMENT	129,713.00	129,713.00
Total 6052:										129,713.00	129,713.00
04/20	04/16/2020	206510	530	U.S. BANK EQUIPMENT F	COPIER-PD	411761661	1	1009-421-10-44	RENT & LEASES EQUIP & VEHI	185.12	185.12
04/20	04/16/2020	206510	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	411761661	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	357.32	357.32
Total 411761661:										542.44	542.44
04/20	04/16/2020	206511	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9851514982	1	1009-421-10-45	COMMUNICATIONS	797.58	797.58
Total 9851514982:										797.58	797.58
04/20	04/16/2020	206511	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9851595949	1	1010-422-10-45	COMMUNICATIONS	260.88	260.88
Total 9851595949:										260.88	260.88
04/20	04/16/2020	206512	9951		REFUND WATER DEPOSIT	10412300018	1	7110-2228-000	DEPOSITS-CUSTOMER	5.86	5.86
Total 10412300018:										5.86	5.86
04/20	04/16/2020	206513	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	68261396	1	2007-431-20-46	SUPPLIES-GENERAL	44.11	44.11

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 68261396:											
04/20	04/16/2020	206513	770	WESTERN NEVADA SUP	SUPPLIES- GAS	CM68244801	1	7401-430-62-46	SUPPLIES-GENERAL	44.11	44.11
Total CM68244801:											
04/20	04/16/2020	206514	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-60068	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-60068:											
04/20	04/16/2020	206514	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-60074	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-60074:											
04/20	04/16/2020	206514	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-60078	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-60078:											
04/20	04/16/2020	206515	9941	YELLOW PAGES UNITED	ADVERTISEMENT-GC	4377273	1	7530-451-52-45	ADVERTISING	396.00	396.00
Total 4377273:											
Grand Totals:											
										198,646.07	198,646.07

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
04/20	04/17/2020	206516	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 041020	1	1000-452-20-46	ELECTRICITY	31.61	31.61
Total 10262 041020:											
04/20	04/17/2020	206516	437	LMUD	66 N LASSEN ST	2466 041020	1	1000-417-10-46	ELECTRICITY	643.11	643.11
Total 2466 041020:											
04/20	04/17/2020	206516	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 041020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 24661 041020:											
04/20	04/17/2020	206516	437	LMUD	STREET LIGHTS	2467 041020	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 041020:											
04/20	04/17/2020	206516	437	LMUD	65 N WEATHERLOW ST-COMM	2865 041020	1	1000-452-20-46	ELECTRICITY	47.55	47.55
Total 2865 041020:											
04/20	04/17/2020	206516	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 041020	1	1000-451-80-46	ELECTRICITY	26.50	26.50
Total 2866 041020:											
04/20	04/17/2020	206516	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 041020	1	1000-452-20-46	ELECTRICITY	53.41	53.41
Total 2867 041020:											
04/20	04/17/2020	206516	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 041020	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 2870 041020:											
04/20	04/17/2020	206516	437	LMUD	NORTH ST BALL PARK-MEM FIE	2873 041020	1	1000-452-20-46	ELECTRICITY	31.91	31.91

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 2873 041020:											
04/20	04/17/2020	206516	437	LMUD	HARRIS DR & HWY 36-WATER	30658 041020	1	7110-430-42-46	ELECTRICITY	31.91	31.91
Total 30658 041020:											
04/20	04/17/2020	206516	437	LMUD	NORTH ST PARK LIGHTS-MEM	3283 041020	1	1000-452-20-46	ELECTRICITY	325.60	325.60
Total 3283 041020:											
04/20	04/17/2020	206516	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 041020	1	7112-430-42-46	ELECTRICITY	176.05	176.05
Total 350161 041020:											
04/20	04/17/2020	206516	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 041020	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 041020:											
04/20	04/17/2020	206516	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 041020	1	1000-451-80-46	ELECTRICITY	49.20	49.20
Total 43866 041020:											
04/20	04/17/2020	206516	437	LMUD	WELL #3-WATER	4559 041020	1	7110-430-42-46	ELECTRICITY	356.07	356.07
Total 4559 041020:											
04/20	04/17/2020	206516	437	LMUD	606 1/2 NEVADA ST	58211 041020	1	1000-417-10-46	ELECTRICITY	25.00	25.00
Total 58211 041020:											
04/20	04/17/2020	206516	437	LMUD	1801 MAIN ST	8314 032520	1	1009-421-10-46	ELECTRICITY	620.19	620.19
Total 8314 032520:											
04/20	04/17/2020	206516	437	LMUD	GEO PUMP #1	9297 041020	1	7301-430-52-46	ELECTRICITY	1,846.98	1,846.98
Total 9297 041020:											

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	
04/20	04/17/2020	206516	437	LMUD	MAIN & PINE ST	94811 041020	1	1000-452-20-46	ELECTRICITY	25.00	25.00	
Total 94811 041020:											25.00	25.00
04/20	04/17/2020	206517	728	U S POSTMASTER	UB BILLING GAS	041720	1	7401-430-62-46	POSTAGE	405.87	405.87	
04/20	04/17/2020	206517	728	U S POSTMASTER	UB BILLING WATER	041720	2	7110-430-42-46	POSTAGE	787.87	787.87	
Total 041720:											1,193.74	1,193.74
Grand Totals:											7,416.46	7,416.46

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
04/20	04/23/2020	206534	9475	49ER COMMUNICATIONS	REPAIR & MAINT-FD	52772	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	293.46	293.46
Total 52772:											
04/20	04/23/2020	206535	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9969964077	1	7401-430-62-46	SUPPLIES-GENERAL	166.81	166.81
04/20	04/23/2020	206535	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9969964077	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	107.90	107.90
04/20	04/23/2020	206535	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9969964077	3	7110-430-42-46	SUPPLIES-GENERAL	252.04	252.04
Total 9969964077:											
04/20	04/23/2020	206536	9432	ALL SEASON HEATING	WOODSTOVE REBATE	041620	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
04/20	04/23/2020	206536	9432	ALL SEASON HEATING	WOODSTOVE REBATE	041620	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 041620:											
04/20	04/23/2020	206537	9432	ALL SEASON HEATING	REPAIR & MAINT	20-2163	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	171.45	171.45
Total 20-2163:											
04/20	04/23/2020	206538	44	ARAMARK	UNIFORM SER CUSTODIAL SUPPLIES-PW	637413033	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637413033:											
04/20	04/23/2020	206538	44	ARAMARK	UNIFORM SER UNIFORM SERVICE-STREETS	637413034	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637413034:											
04/20	04/23/2020	206538	44	ARAMARK	UNIFORM SER UNIFORM SERVICE-GAS	637413035	1	7401-430-62-44	LINEN SERVICES	52.17	52.17
Total 637413035:											
04/20	04/23/2020	206538	44	ARAMARK	UNIFORM SER UNIFORM SERVICE-WATER	637413036	1	7110-430-42-44	LINEN SERVICE	31.44	31.44
Total 637413036:											

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
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	463662	1	1000-452-20-46	SUPPLIES-GENERAL	10.02	10.02
Total 463662:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	463835	1	1000-452-21-46	SUPPLIES-GENERAL	81.16	81.16
Total 463835:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES	464056	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	1.33	1.33
Total 464056:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES	464162	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	13.50	13.50
Total 464162:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-GAS	464212	1	7401-430-62-46	SUPPLIES-GENERAL	27.98	27.98
Total 464212:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES	464229	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	29.75	29.75
Total 464229:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-GAS	464248	1	7401-430-62-46	SUPPLIES-GENERAL	11.54	11.54
Total 464248:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	464249	1	2007-431-20-46	SUPPLIES-GENERAL	12.72	12.72
Total 464249:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-FD	464318	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	5.19	5.19
Total 464318:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-FD	464389	1	1010-422-10-44	FACILITY - REPAIR & MAINTENA	24.12	24.12
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-FD	464389	2	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	19.28	19.28

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 464389:											
04/20	04/23/2020	206539	76	BILLINGTON ACE HARD	SUPPLIES-FD	464540	1	1010-422-10-46	SUPPLIES-GENERAL	23.13	23.13
Total 464540:											
04/20	04/23/2020	206540	9691		REFUND GAS DEPOSIT	10219450124	1	7401-2228-000	DEPOSITS-CUSTOMER	162.15	162.15
Total 10219450124:											
04/20	04/23/2020	206541	116	CASHMAN EQUIPMENT C	RRR & MAINT- STREET	INM01261817	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	412.50	412.50
Total INM01261817:											
04/20	04/23/2020	206542	9957		REFUND GAS DEPOSIT	10114140002	1	7401-2228-000	DEPOSITS-CUSTOMER	187.03	187.03
Total 10114140002:											
04/20	04/23/2020	206543	194	DIAMOND SAW SHOP IN	SUPPLIES-WATER	17670	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	48.58	48.58
Total 17670:											
04/20	04/23/2020	206543	194	DIAMOND SAW SHOP IN	SUPPLIES-FIRE	17677	1	1010-422-10-47	MACHINERY AND EQUIPMENT	69.66	69.66
Total 17677:											
04/20	04/23/2020	206544	250	FLANIGAN-LEAVITT INSU	CRIME POLICY 4/1/20 - 4/1/21	314146	1	7630-411-40-45	INSUR.CRIME BOND LIAB	467.16	467.16
04/20	04/23/2020	206544	250	FLANIGAN-LEAVITT INSU	CRIME POLICY 4/1/20 - 4/1/21	314146	2	7630-1430-105	PRE-PAID-OTHER	2,335.84	2,335.84
Total 314146:											
04/20	04/23/2020	206545	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	SV000644	1	7620-430-10-46	SUPPLIES-GENERAL	264.56	264.56
Total SV000644:											
04/20	04/23/2020	206546	265	FRONTIER	257-0315 AWOS AIRPORT	0315 041520	1	7201-430-81-45	COMMUNICATIONS	50.59	50.59

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 0315 041520:								50.59	50.59
04/20	04/23/2020	206546	265	FRONTIER	257-3292 MUSEUM	3292 041020	1	1000-451-80-45	COMMUNICATION	146.60	146.60
		Total 3292 041020:								146.60	146.60
04/20	04/23/2020	206546	265	FRONTIER	257-5152 FIRE	5152 041020	1	1010-422-10-45	COMMUNICATIONS	312.11	312.11
		Total 5152 041020:								312.11	312.11
04/20	04/23/2020	206547	1289	FULL SPECTRUM INC	SCADA SPECIFIC WORK-GAS	20200319	1	7401-430-62-43	TECHNICAL SVCS	3,251.06	3,251.06
		Total 20200319:								3,251.06	3,251.06
04/20	04/23/2020	206547	1289	FULL SPECTRUM INC	TECHNICAL SERVICES-GAS	20200320	1	7401-430-62-43	TECHNICAL SVCS	1,782.50	1,782.50
		Total 20200320:								1,782.50	1,782.50
04/20	04/23/2020	206548	335	J.W. WOOD CO INC	SUPPLIES- GC	S116046	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	153.39	153.39
		Total S116046:								153.39	153.39
04/20	04/23/2020	206549	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2457220.001	1	7401-430-62-46	SUPPLIES-GENERAL	171.50	171.50
		Total 415-S2457220.001:								171.50	171.50
04/20	04/23/2020	206550	9958		REFUND GAS DEPOSIT	10420300307	1	7401-2228-000	DEPOSITS-CUSTOMER	172.30	172.30
		Total 10420300307:								172.30	172.30
04/20	04/23/2020	206551	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	042120	1	2018-463-70-48	TAXES, FEES, PERMITS & CHA	14.00	14.00
		Total 042120:								14.00	14.00
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES-GC	348929	1	7630-451-52-44	REPAIR & MAINTENANCE - MIS	90.04	90.04
		Total 348929:								90.04	90.04

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	
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	349574	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	10.37	10.37	
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	349574	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	10.36	10.36	
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	349574	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.36	10.36	
Total 349574:											31.09	31.09
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	349595	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.44	11.44	
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	349595	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	11.43	11.43	
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	349595	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	11.44	11.44	
Total 349595:											34.31	34.31
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES- FD	349683	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	67.78	67.78	
Total 349683:											67.78	67.78
04/20	04/23/2020	206552	411	LASSEN MOTOR PARTS	SUPPLIES- FD	350101	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	77.31	77.31	
Total 350101:											77.31	77.31
04/20	04/23/2020	206553	437	LMUD	STREET LIGHTS	14039 041020	1	2007-431-60-46	ELECTRICITY	193.33	193.33	
Total 14039 041020:											193.33	193.33
04/20	04/23/2020	206553	437	LMUD	STREET LIGHTS	14041 041020	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80	
Total 14041 041020:											3,607.80	3,607.80
04/20	04/23/2020	206553	437	LMUD	S GAY ST-STREETS	24323 041020	1	2007-431-60-46	ELECTRICITY	43.94	43.94	
Total 24323 041020:											43.94	43.94
04/20	04/23/2020	206553	437	LMUD	CADY SPRINGS	26784 041020	1	7110-430-42-46	ELECTRICITY	5.37	5.37	
Total 26784 041020:											5.37	5.37
04/20	04/23/2020	206553	437	LMUD	SKYLINE DR WELL 4-WATER	29931 041020	1	7110-430-42-46	ELECTRICITY	38.83	38.83	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 29931 041020:											
04/20	04/23/2020	206553	437	LMUD	SAN FRANCISCO ST- STREETS	416835 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 041020:											
04/20	04/23/2020	206553	437	LMUD	FIRST STREET & ALLEY	416848 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 041020:											
04/20	04/23/2020	206553	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416860 041020:											
04/20	04/23/2020	206553	437	LMUD	INSPIRATION POINT- STREETS	416915 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416915 041020:											
04/20	04/23/2020	206553	437	LMUD	CAMPBELL ST- STREETS	416940 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416940 041020:											
04/20	04/23/2020	206553	437	LMUD	WASHO LN- STREETS	416959 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416959 041020:											
04/20	04/23/2020	206553	437	LMUD	130 N LASSEN STREET- STREE	416962 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416962 041020:											
04/20	04/23/2020	206553	437	LMUD	MARTHA & ARNOLD STREET LI	421476 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 421476 041020:											
04/20	04/23/2020	206553	437	LMUD	130 N LASSEN STREET- STREE	425450 041020	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 425450 041020:											

M = Manual Check, V = Void Check

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
04/20	04/23/2020	206553	437	LMUD	N PINE & COOK - SCADA-WATE	44153 041020	1	7110-430-42-46	ELECTRICITY	31.16	31.16
Total 44153 041020:											
04/20	04/23/2020	206553	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 041020	1	7110-430-42-46	ELECTRICITY	32.06	32.06
Total 44298 041020:											
04/20	04/23/2020	206553	437	LMUD	PAUTE LN SCADA-WATER	44316 041020	1	7110-430-42-46	ELECTRICITY	31.46	31.46
Total 44316 041020:											
04/20	04/23/2020	206553	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 041020	1	7110-430-42-46	ELECTRICITY	56.11	56.11
Total 45542 041020:											
04/20	04/23/2020	206553	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 041020	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 041020:											
04/20	04/23/2020	206553	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 041020	1	2007-431-60-46	ELECTRICITY	159.64	159.64
Total 49501 041020:											
04/20	04/23/2020	206554	9956		REFUND COMMUNITY CENTER	041320	1	1000-452-20-36	RENT-COMMUNITY CENTER	63.00	63.00
04/20	04/23/2020	206554	9956		REFUND COMMUNITY CENTER	041320	2	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 041320:											
04/20	04/23/2020	206555	9959		REFUND WATER DEPOSIT	10222550014	1	7110-2228-000	DEPOSITS-CUSTOMER	6.78	6.78
04/20	04/23/2020	206555	9959		REFUND GAS DEPOSIT	10222550014	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10222550014:											
04/20	04/23/2020	206556	1186	OPIS	WHOLESALE DIESEL RACK 57/	412521	1	7401-430-62-48	DUES AND MEMBERSHIPS	169.10	169.10
04/20	04/23/2020	206556	1186	OPIS	WHOLESALE DIESEL RACK 57/	412521	2	7401-1430-105	PRE-PAID OTHER	845.50	845.50
Total 412521:											
										1,014.60	1,014.60

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
04/20	04/23/2020	206557	9133	OWEN EQUIPMENT SALE	REPAIR & MAINT-STREETS	48989	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	345.77	345.77
Total 48989:											
04/20	04/23/2020	206558	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2512503	1	1000-452-20-46	SUPPLIES-GENERAL	345.77	345.77
Total 2512503:											
04/20	04/23/2020	206558	546	PAYLESS BUILDING SUP	SUPPLIES	2512653	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	499.87	499.87
Total 2512653:											
04/20	04/23/2020	206559	572	QUILL CORPORATION	JANITORIAL SUPPLIES-FD	6104967	1	1010-422-10-46	SUPPLIES-JANITORIAL	54.69	54.69
Total 6104967:											
04/20	04/23/2020	206559	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	6178165	1	1010-422-10-45	PRINTING AND BINDING	17.15	17.15
Total 6178165:											
04/20	04/23/2020	206560	1561	RAPID CONSTRUCTION I	2019 CADY SPRINGS PUMP STA	040820	2	8406-413-22-44	CONSTRUCTION SERVICES	545,753.32	545,753.32
Total 040820:											
04/20	04/23/2020	206560	1561	RAPID CONSTRUCTION I	RETENTION	040820	1	8406-2206-000	RETENTION PAYABLE	27,287.67	27,287.67
Total 040820:											
04/20	04/23/2020	206561	1076	SIERRA COFFEE AND BE	BOTTLED WATER	70804	1	1000-417-10-46	SUPPLIES-GENERAL	36.60	36.60
Total 70804:											
04/20	04/23/2020	206562	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES COVID-	581	1	1009-421-10-44	CUSTODIAL	900.00	900.00
Total 581:											
04/20	04/23/2020	206563	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9851595689	1	7620-430-10-45	COMMUNICATIONS	1,087.00	1,087.00
04/20	04/23/2020	206563	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9851595689	2	7620-430-11-45	COMMUNICATIONS	54.57	54.57
04/20	04/23/2020	206563	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9851595689	3	1000-424-20-45	COMMUNICATIONS	93.66	93.66

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
04/20	04/23/2020	206563	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9851595689	4	1000-452-20-45	COMMUNICATIONS	124.91	124.91
Total 9851595689:											
										1,360.14	1,360.14
04/20	04/23/2020	206564	770	WESTERN NEVADA SUP	SUPPLIES- GC	68274023	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	114.97	114.97
Total 68274023:											
										114.97	114.97
Grand Totals:										545,400.88	545,400.88

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
04/20	04/24/2020	206565	208	A	REIM HEALTH INSURANCE	042320	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	568.42	568.42
Total 042320:										568.42	568.42
Grand Totals:										568.42	568.42

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
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES-FD	1541 032520	1	1010-422-10-46	SUPPLIES- GENERAL	50.75	50.75
Total 1541 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES-FD	1908 032520	1	1010-422-10-46	SUPPLIES- GENERAL	43.56	43.56
Total 1908 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES	2944 032520	1	1000-417-10-46	SUPPLIES-JANITORIAL	68.97	68.97
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	TRAVEL EXPENSE	2944 032520	2	1000-415-10-45	TRAINING	779.96	779.96
Total 2944 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	FUEL-PD	3017 032520	1	1009-421-10-46	GASOLINE	59.00	59.00
Total 3017 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	FUEL-PD	3645 032520	1	1009-421-10-46	GASOLINE	177.53	177.53
Total 3645 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	TRAVEL EXPENSE-PD	4085 032520	1	1009-421-13-45	TRAINING	125.00	125.00
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	FUEL-PD	4085 032520	2	1009-421-10-46	GASOLINE	41.59	41.59
Total 4085 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES COVID-19-FD	4379 032520	1	1010-422-10-46	SUPPLIES-JANITORIAL	25.72	25.72
Total 4379 032520:											
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES COVID-19-PD	4990 032520	1	1009-421-10-46	SUPPLIES-SAFETY ITEMS	345.29	345.29
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	FUEL-PD	4990 032520	2	1009-421-10-46	GASOLINE	51.00	51.00
Total 4990 032520:											
										396.29	396.29

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
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	REPAIR & MAINT.-FD	7240 032520	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	109.48	109.48
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES-FD	7240 032520	2	1010-422-10-46	SUPPLIES-GENERAL	45.54	45.54
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	REPAIR & MAINT.-FD	7240 032520	3	1010-422-10-44	FACILITY -REPAIR & MAINTENA	46.63	46.63
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	VOLUNTEERS-FD	7240 032520	4	1010-422-10-43	VOLUNTEERS	15.52	15.52
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SUPPLIES COVID-19-FD	7240 032520	5	1010-422-10-46	SUPPLIES-GENERAL	14.29	14.29
Total 7240 032520:										231.46	231.46
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	DUES & MEMBERSHIPS-BUILDI	7484 032520	1	1000-424-20-48	DUES AND MEMBERSHIPS	985.00	985.00
Total 7484 032520:										985.00	985.00
04/20	04/11/2020	107	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES-PD	9155 032520	1	1009-421-10-46	SUPPLIES-SAFETY ITEMS	252.45	252.45
Total 9155 032520:										252.45	252.45
Grand Totals:										3,237.28	3,237.28

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
04/20	04/14/2020	108	884	BANK OF AMERICA	TRAVEL EXPENSE-WATER	1113 032520	1	7110-430-42-45	TRAVEL	275.25	275.25
Total 1113 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	SOFTWARE SUPPORT	2064 032520	1	1000-413-20-47	SOFTWARE	14.99	14.99
Total 2064 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES-PD	2754 032520	1	1009-421-10-46	SUPPLIES-GENERAL	692.72	692.72
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES COVID-19-PD	2754 032520	2	1009-421-10-46	SUPPLIES-SAFETY ITEMS	129.94	129.94
04/20	04/14/2020	108	884	BANK OF AMERICA	DUES & MEMBERSHIP-PD	2754 032520	3	1009-421-10-48	DUES AND MEMBERSHIPS	13.93	13.93
Total 2754 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	SPECIAL OPS-PD	2896 032520	1	1009-421-10-48	SPECIAL OPERATIONS	329.99	329.99
Total 2896 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	3110 032520	1	1009-421-10-46	SUPPLIES-SAFETY ITEMS	257.07	257.07
Total 3110 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES	5098 032520	1	1000-415-10-46	SUPPLIES-GENERAL	14.99	14.99
04/20	04/14/2020	108	884	BANK OF AMERICA	CITY HALL PHONES	5098 032520	2	1000-417-10-45	COMMUNICATIONS	531.77	531.77
Total 5098 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	TRAVEL EXPENSE-AIR POLLUTI	5203 032520	1	7620-430-11-45	TRAVEL/TRAINING	579.60	579.60
04/20	04/14/2020	108	884	BANK OF AMERICA	SOFTWARE SUPPORT-AIR POL	5203 032520	2	7620-430-11-47	SOFTWARE	14.99	14.99
04/20	04/14/2020	108	884	BANK OF AMERICA	DUES & MEMBERSHIP-AIR POL	5203 032520	3	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
Total 5203 032520:											
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES COVID-19-PW	6583 032520	1	7620-430-10-46	SUPPLIES-JANITORIAL	49.23	49.23
04/20	04/14/2020	108	884	BANK OF AMERICA	TRAVEL EXPENSE-STREETS	6583 032520	2	2007-431-20-45	TRAVEL	300.00	300.00

M = Manual Check, V = Void Check

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	
04/20	04/14/2020	108	884	BANK OF AMERICA	TRAVEL EXPENSE-WATER	6683 032520	3	7110-430-42-45	TRAVEL	150.00	150.00	
04/20	04/14/2020	108	884	BANK OF AMERICA	TRAVEL EXPENSE-GAS	6583 032520	4	7401-430-62-45	TRAVEL	300.00	300.00	
Total 6583 032520:											799.23	799.23
04/20	04/14/2020	108	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	6624 032520	1	7620-430-10-47	SOFTWARE	44.97	44.97	
Total 6624 032520:											44.97	44.97
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES-FD	6670 032520	1	1010-422-10-46	SUPPLIES-GENERAL	10.63	10.63	
Total 6670 032520:											10.63	10.63
04/20	04/14/2020	108	884	BANK OF AMERICA	REPAIR & MAINT-STREETS	6989 032520	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	55.62	55.62	
04/20	04/14/2020	108	884	BANK OF AMERICA	REPAIR & MAINT-WATER	6989 032520	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	55.63	55.63	
04/20	04/14/2020	108	884	BANK OF AMERICA	REPAIR & MAINT-GAS	6989 032520	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	55.63	55.63	
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES-PW	6989 032520	4	7620-430-10-46	SUPPLIES-GENERAL	438.11	438.11	
04/20	04/14/2020	108	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	6989 032520	5	7620-430-10-48	DUES AND MEMBERSHIPS	22.95	22.95	
04/20	04/14/2020	108	884	BANK OF AMERICA	JANITORIAL SUPPLIES-PW	6989 032520	6	7620-430-10-46	SUPPLIES-JANITORIAL	21.50	21.50	
04/20	04/14/2020	108	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	6989 032520	7	7620-430-10-47	SOFTWARE	52.99	52.99	
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES-PW	6989 032520	8	7620-430-10-46	SUPPLIES-SAFETY ITEMS	56.30	56.30	
Total 6989 032520:											758.73	758.73
04/20	04/14/2020	108	884	BANK OF AMERICA	DUES & MEMBERSHIP-PD	7121 032520	1	1009-421-10-48	DUES AND MEMBERSHIPS	13.93	13.93	
Total 7121 032520:											13.93	13.93
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES-GAS	7575 032520	1	7401-430-62-46	SUPPLIES-GENERAL	47.16	47.16	
04/20	04/14/2020	108	884	BANK OF AMERICA	TECHNICAL SERCVES-GAS	7575 032520	2	7401-430-62-43	TECHNICAL SVCS	395.00	395.00	
Total 7575 032520:											442.16	442.16
04/20	04/14/2020	108	884	BANK OF AMERICA	SUPPLIES-GC	9430 032520	1	7530-451-52-46	SUPPLIES-GENERAL	27.82	27.82	
Total 9430 032520:											27.82	27.82
04/20	04/14/2020	108	884	BANK OF AMERICA	REPAIR & MAINT-PD	9636 032520	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENANCE	15.00	15.00	
04/20	04/14/2020	108	884	BANK OF AMERICA	PRINTING & BINDING-PD	9636 032520	2	1009-421-10-45	PRINTING & BINDING	48.26	48.26	

M = Manual Check, V = Void Check

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 9536 032520:											
										63.26	63.26
Grand Totals:											
										5,038.92	5,038.92

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

Reviewed by: City Administrator
 Finance Manager

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

Submitted by: Dale Moore, Natural Gas Supervisor

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution 20-5764 approving a 20 (twenty) year extension of 1,000 Decatherm per day of natural gas transportation capacity on the Tuscarora Pipeline currently utilized for Susanville's municipal gas system, and authorizing the Mayor to execute the contract extension

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The City of Susanville entered into four firm gas transportation agreements with Tuscarora Gas Transmission (TGT) between 2001 and 2006, which was at the beginning of Susanville's gas system operations. These contracts provide firm transportation for a total of 1,000 Decatherm (DTh) per day of capacity on TGT between Malin, Oregon and the Susanville city gate connection at Chappius Lane. The firm capacity is essential for reliable access to natural gas pipeline capacity on cold winter days. The agreements are summarized in the table below.

City of Susanville Tuscarora Gas Transmission Contracts			
Contract Number	Start	End	Daily Quantity (DTh)
F020*	07/18/2001	11/11/2021	200
F037	11/01/2002	10/31/2022	150
F063	02/01/2004	11/30/2021	250
F086	02/02/2006	11/30/2021	400
Total			1,000
* In November 2019, extended one year to 11/11/2022			

Contracts F020 and F037 require Susanville to notify TGT at least 30 months ahead in the event Susanville desires to terminate. Otherwise the contracts continue an additional year. This is called a unilateral evergreen. Accordingly, after being proactively contacted by TGT regarding contract F020, staff has responded to TGT confirming its intent to keep the capacity. A similar confirmation will happen in 2020 for contract F037. Contracts F063 and F086 do not have 30-month notification language but do have provision for Right Of First Refusal (ROFR) under the TGT tariff.

However, in order to invoke the ROFR on the two contracts that have evergreens, the City would first need to terminate the evergreens per the tariff. Regardless, TC Energy and Susanville can negotiate to extend the term of the service agreements at any time prior to the ROFR Process.

The City entered into four agreements originally because the City's load was growing over the initial five-year period. However, the city may now combine the four agreements into one agreement for the full 1,000 DTh per day capacity. The combined agreement will not contain the unilateral evergreen language, but the City will nonetheless continue to have Right of First Refusal into the future for the full capacity of 1,000 DTh per day.

One agreement instead of four will eliminate the need for individual extensions over the next two years and will simplify ongoing contract administration. The proposed new agreement will have a term that is March 1, 2020 through October 31, 2042, that is 20 years from the termination of the last of the initial four agreements.

Annual payments by the City of Susanville to TGT are approximately \$100,000. This amount only represents approximately four (4%) percent of the gas enterprise total operating expenses. Transportation rates paid to TGT are the maximum tariff rates, as regulated by the Federal Energy Regulatory Commission (FERC). As approved by FERC, amounts paid to TGT moving forward will increase proportional with the cost of service incurred by TGT,

FISCAL IMPACT: Payments made for these transportation and capacity costs are funded through the Natural Gas Division.

ACTION REQUESTED: Motion to approve Resolution 20-5764 1) authorizing the Mayor to terminate the four existing transportation agreements attached; and 2) execute the new agreement extending the contract (s) an additional 20 (twenty) years through the internet-based, electronic platform of TC Energy, owner of Tuscarora Gas Transmission, called TC PLUS via electronic signature.

ATTACHMENTS:

Resolution No. 20-5764
Tuscarora rates as of August 1, 2019
Form of Service Agreement Part 4.1 & Part 7, 7.1
Prior agreements F-020, F037, F068 & F086

RESOLUTION NUMBER 20-5764
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING
EXTENSION OF CONTINUED NATURAL GAS TRANSPORTATION CAPACITY ON
TUSCARORA GAS TRANSMISSION FOR THE NEXT 20 YEARS

WHEREAS, the City Council of the City of Susanville has operated a natural gas utility since 2001; and

WHEREAS, during the beginning years of operations the City Council approved entering into four firm gas transportation agreements with Tuscarora Gas Transmission to assure supply reliability; and

WHEREAS, the firm agreements expire during 2021 and 2022 with a need for transportation on Tuscarora Gas Transmission to be extended for 20 years through October 31, 2042; and

WHEREAS, the City Council desires to combine the four agreements into one agreement simplifying ongoing contract administration and eliminating the need for ongoing individual contract extensions; and

WHEREAS, rates and charges for transportation on Tuscarora Gas Transmission are regulated by the Federal Energy Regulatory Commission and will be unchanged by extension of the firm capacity; and

WHEREAS, the City Council hereby finds and determines that extension of firm capacity on Tuscarora Gas Transmission provides natural gas supply reliability for Susanville and therefore benefits natural gas ratepayers.

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

1. The Mayor of the City of Susanville is hereby authorized to terminate the existing four firm transportation agreements, as shown in the table below, and simultaneously enter into one new agreement for 1,000 Decatherms (DTh) per day.

City of Susanville Tuscarora Gas Transmission Contracts			
Contract Number	Start	End	Daily Quantity (DTh)
F020*	07/18/2001	11/11/2022	200
F037	11/01/2002	10/31/2022	150
F063	02/01/2004	11/30/2021	250
F086	02/02/2006	11/30/2021	400
Total			1,000
* In November 2019, extended one year to 11/11/2022			

2. The Mayor is authorized to execute the new agreement through the internet-based, electronic platform of TC Energy, owner of Tuscarora Gas Transmission, called TC PLUS.

APPROVED: _____
Mendy Shuster, Mayor

ATTEST: _____
City Clerk

The foregoing **Resolution 20-5764** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of May, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

City Attorney

RATE SCHEDULES FT and LFS
CURRENTLY EFFECTIVE RATES 1/

Reservation Charge	(Maximum)	\$ 7.3305
	(Minimum)	\$ 0.0000
Delivery Charge	(Maximum)	\$ 0.0029
	(Minimum)	\$ 0.0029
Authorized Overrun Charge	(Maximum)	\$ 0.2439
	(Minimum)	\$ 0.0029
Annual Charge Adjustment		2/
Measurement Variance Gas Factor	(Maximum)	2.0%
	(Minimum)	(2.0%)
Volumetric Reservation Charge for Capacity Release		\$ 0.2439 3/

- 1/ For scheduling, imbalance and unauthorized overrun charges see General Terms and Conditions, Section 6.6. Maximum and minimum rates are applicable to backhaul service.
- 2/ The Annual Charge Adjustment (ACA) is in addition to the above Delivery Charge and the Authorized Overrun Charge. The currently effective ACA unit charge as published on the Commission's website (www.ferc.gov) is incorporated herein by reference.
- 3/ The Maximum Rate does not apply to capacity release transactions of one (1) year or less.

Tuscarora Gas Transmission Company
FERC Gas Tariff
Second Revised Volume No. 1

PART 7
FORM OF SERVICE AGREEMENT
v.1.0.0 Superseding v.0.0.0

FORM OF SERVICE AGREEMENT

Issued: October 28, 2010
Effective: May 27, 2010

Docket No. RP10-773-001
Accepted: December 1, 2010

FORM OF SERVICE AGREEMENT
(APPLICABLE TO FT RATE SCHEDULE)

This Agreement ("Agreement") is made and entered into this ____ day of _____, 20____, by and between Tuscarora Gas Transmission Company, a Nevada general partnership (herein called "Transporter"), and _____ (herein called "Shipper" whether one or more persons).

(if applicable)

Whereas, Transporter and Shipper previously made and entered into Contract No. _____ on _____ for firm transportation service under Rate Schedule FT. Service under Contract No. _____ commenced on _____, as reflected in Section 3.1 herein. Transporter and Shipper now desire to amend, restate and supersede any prior agreements associated with services provided hereunder;

In consideration of the premises and of the mutual covenants herein contained, the parties do agree as follows:

ARTICLE I
GENERAL

1. Pursuant to the terms of this Agreement, Transporter agrees to provide Shipper interstate natural gas transportation service, and Shipper agrees to pay Transporter for such service.
2. This Firm Transportation Agreement is made pursuant to the regulations of the Federal Energy Regulatory Commission (FERC) contained in 18 CFR Part 284, as amended from time to time, and all other applicable laws and regulations.
3. (if applicable) As of _____, the terms and conditions of this Amended and Restated Agreement No. _____ represent the agreement between Transporter and Shipper in its entirety and upon becoming effective supersedes any prior agreements associated with services provided hereunder, including the agreement with the same contract number as this Agreement and dated _____.

ARTICLE II
QUANTITY OF GAS AND POINTS OF RECEIPT AND DELIVERY

1. The Maximum Transportation Quantity to be received or delivered by Transporter for the account of Shipper hereunder shall be at the Primary Receipt Point and Primary Delivery Point set forth in Exhibit A of the Transportation Service Agreement along with the pressure obligations indicated for each point. Exhibit A is attached hereto, and incorporated herein by reference in its entirety and made a part hereof for all purposes.

2. The Maximum Transportation Quantities listed in Exhibit A are subject to adjustment to reflect the Measurement Variance Gas Quantity as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff.

ARTICLE III
TERM

1. The service commencement date is _____, and service shall continue until _____.

(if applicable)

Shipper shall have a regulatory Right of First Refusal as set forth in Section 6.27 of the General Terms and Conditions of Transporter's Tariff

(if applicable)

Shipper shall have a contractual Right of First Refusal which (a) shall be exercised consistent with the procedures set forth in Section 6.27 of the General Terms and Conditions of Transporter's Tariff; (b) exists by virtue of this written agreement, notwithstanding the fact that Shipper would otherwise be ineligible for this right under Section 6.27; and (c) shall not extend or apply to any subsequent agreement or amendment arising from the exercise thereof.

(if applicable)

Shipper shall not have a Right of First Refusal.

2. Thereafter, this Agreement shall continue in full force and effect for an additional term of _____ unless _____ gives at least _____ prior written notice of its desire to terminate this Agreement. Under this evergreen provision, parties capable of giving notice of termination may include only Shipper (unilateral evergreen) or may include both Shipper and Transporter (bilateral evergreen).

ARTICLE IV
RATE(S), RATE SCHEDULES,
AND GENERAL TERMS AND CONDITIONS OF SERVICE

1. Shipper shall pay Transporter each month for services rendered pursuant to this Agreement in accordance with Transporter's Rate Schedule FT, or superseding rate schedule(s), on file with and subject to the jurisdiction of FERC.

In the event Transporter and Shipper mutually agree on a rate other than the Recourse Rate, that rate, and any provisions governing such rate, shall be set forth herein.

2. This Agreement in all respects shall be and remains subject to the applicable provisions of Rate Schedule FT, or superseding rate schedule(s) and to the applicable General Terms

and Conditions of Service of Transporter's FERC Gas Tariff on file with FERC, all of which are by this reference made a part hereof.

3. Transporter shall have the right to file with FERC any changes in the terms or rates/charges applicable to any of its Rate Schedules, General Terms and Conditions of Service or Form of Service Agreement as Transporter may deem necessary, and to make such changes effective at such times as Transporter desires and is possible under applicable law. Shipper may protest any filed changes before FERC and exercise any other rights it may have with respect thereto.

ARTICLE V
MISCELLANEOUS

1. The interpretation and performance of the Agreement shall be in accordance with the laws of Nevada, excluding conflicts of law principles that would require the application of the laws of a different jurisdiction.
2. Shipper warrants that requisite upstream and downstream transportation arrangements are in place, or will be in place as of the requested effective date of service, and that it has advised the upstream and downstream transporters of the receipt and delivery points under this Agreement and any quantity limitations for each point as specified on Exhibit A attached hereto.
3. Unless herein provided to the contrary, all notices and communications with respect to this Agreement shall be in writing by mail, e-mail, or fax, or other means as agreed to by the parties, and sent to the addresses stated below or to any other such address(es) as may be designated in writing by mail, e-mail, or fax, or other means similarly agreed to:
 - (a) Transporter: Tuscarora Gas Transmission Company
700 Louisiana Street, Suite 700
Houston, Texas 77002-2700
Attention: Commercial Services
 - (b) Shipper:
4. No modification of the terms and provisions of a Transportation Service Agreement shall be made except by the execution of written contracts signed by Transporter and Shipper.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective agents thereunto duly authorized, the day and year first above written.

TUSCARORA GAS TRANSMISSION COMPANY

By: _____

Name: _____

Title: _____

[Shipper]

By: _____

Name: _____

Title: _____

EXHIBIT A
TO THE FIRM TRANSPORTATION AGREEMENT

Dated:

Between
Tuscarora Gas Transmission Company
and _____

<u>Start</u> <u>Date</u>	<u>End</u> <u>Date</u>	<u>Receipt</u> <u>Point</u>	<u>Delivery</u> <u>Point</u>	<u>Maximum</u> <u>Transportation</u> <u>Quantity</u> <u>Dth/d</u>	<u>Minimum</u> <u>Receipt</u> <u>Pressure</u> <u>(Psig)</u>	<u>Minimum</u> <u>and Maximum</u> <u>Delivery</u> <u>Pressure</u> <u>(Psig)</u>
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F 020

TRANSPORTATION SERVICE AGREEMENT

This Agreement ("Agreement") is made and entered into this 18th day of July 2001, by and between Tuscarora Gas Transmission Company, a Nevada partnership (herein called "Transporter"), and City of Susanville (herein called "Shipper" whether one or more persons).

In consideration of the premises and of the mutual covenants herein contained, the parties do agree as follows:

ARTICLE I SCOPE OF AGREEMENT

- 1.1 Transporter agrees to receive from or for the account of Shipper for transportation on a firm basis quantities of natural gas tendered by Shipper on any day at the Receipt Points; provided, however, Shipper shall not tender without the prior consent of Transporter, at any Receipt Point on any day a quantity of natural gas (taking into account the Measurement Variance Gas Quantity) in excess of the applicable Maximum Input Quantity for such Receipt Point and provided further that Shipper shall not tender at all Receipt Points on any day a cumulative quantity of natural gas (taking into account the Measurement Variance Gas Quantity), without the prior consent of Transporter, in excess of the following quantities of natural gas:

Maximum Transportation Quantity 200 MMBtu

- 1.2 Transporter agrees to transport and deliver to or for the account of Shipper at the Delivery Points and Shipper agrees to accept or cause acceptance of delivery of the quantity received by Transporter on any day from Shipper pursuant to Section 1.1 (subject to adjustment to reflect the Measurement Variance Gas Quantity); provided, however, Transporter shall not be obligated to deliver at any Delivery Point on any day a quantity of natural gas in excess of the applicable Maximum Equivalent Quantity, nor a quantity of gas at all Delivery Points in excess of the Maximum Transportation Quantity.

Transporter's obligation to transport and deliver natural gas under this Agreement is conditional upon Transporter placing into service the facilities necessary to provide service to the Shipper.

ARTICLE II TERM OF AGREEMENT

This Agreement shall become effective as of the date set forth hereinabove and shall continue in effect for a term of 20 years from the Commencement Date, as defined in Section 2.10 of the General Terms and Conditions of Transporter's FERC Gas Tariff applicable to the FT Rate Schedule, ("Primary Term") and shall remain in force from year to year thereafter

unless terminated by Shipper by written notice 30 months or more prior to the end of the Primary Term or any successive term thereafter.

ARTICLE III RATE SCHEDULE

- 3.1 Beginning with the Commencement Date, Shipper shall, in accordance with the FT Rate Schedule and the General Terms and Conditions of Transporter's FERC Gas Tariff, pay Transporter for all services rendered hereunder and for the availability of such service under Transporter's FT Rate Schedule as filed with the Federal Energy Regulatory Commission and as the same may be hereafter revised or changed. The rates to be charged Shipper for transportation hereunder shall not be more than the maximum rates under the FT Rate Schedule, nor less than the minimum rates under the FT Rate Schedule.
- 3.2 This Agreement and all terms and provisions contained or incorporated herein are subject to the provisions of Transporter's applicable rate schedules and of Transporter's General Terms and Conditions on file with the Federal Energy Regulatory Commission, or other duly constituted authorities having jurisdiction, and as the same may be legally amended or superseded, which rate schedules and General Terms and Conditions are by this reference made a part hereof.
- 3.3 Shipper agrees that Transporter shall have the unilateral right to file with the appropriate regulatory authority and make changes effective in (a) the rates and charges applicable to service pursuant to Transporter's FT Rate Schedule, (b) Transporter's FT Rate Schedule, pursuant to which service hereunder is rendered or (c) any provision of the General Terms and Conditions of Transporter's FERC Gas Tariff applicable to the FT Rate Schedule. Transporter agrees that Shipper may protest or contest the aforementioned filings, or may seek authorization from duly constituted regulatory authorities for adjustment of Transporter's existing FERC Gas Tariff to assure that the provisions in (a), (b), or (c) above are just and reasonable.

ARTICLE IV RECEIPT POINTS

Natural gas to be received by Transporter for the account of Shipper hereunder shall be received at the Primary Receipt Point(s) set forth in Exhibit A of the Transportation Service Agreement, with the Maximum Input Quantity and the receipt pressure obligation indicated for each such Primary Receipt Point. The Maximum Input Quantities listed in Exhibit A are subject to adjustment to take account of the Measurement Variance Gas Quantity as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff. Natural gas to be received by Transporter for the account of Shipper hereunder may also be received at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE V
DELIVERY POINTS**

Natural gas to be delivered by Transporter for the account of Shipper hereunder shall be delivered at the Primary Delivery Point(s) set forth in Exhibit B of the Transportation Service Agreement, with the Maximum Equivalent Quantity and the delivery pressure obligation indicated for each such Primary Delivery Point. Natural gas to be delivered by Transporter for the account of Shipper hereunder may also be delivered at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE VI
ADDRESSES**

Except as herein otherwise provided or as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff, any notice, request, demand, statement, bill or payment provided for in this Agreement, or any notice which any party may desire to give to the other, shall be in writing and shall be addressed as follows:

- (a) Transporter: Tuscarora Gas Transmission Company
1575 Delucchi Lane, Suite 225
P. O. Box 30057
Reno, Nevada 89520-3057

- (b) Shipper: City of Susanville
City Hall
66 North Lassen Street
Susanville, CA 96130-3904

or such other address as either party shall designate by formal written notice.

**ARTICLE VII
INTERPRETATION**

The interpretation and performance of the Agreement shall be in accordance with the laws of Nevada, excluding conflicts of law principles that would require the application of the laws of a different jurisdiction.

**ARTICLE VIII
AGREEMENTS BEING SUPERSEDED**

When this Agreement becomes effective, it shall supersede the following agreements between the parties hereto:

N/A

**ARTICLE IX
MODIFICATION**

No modification of the terms and provisions of a Transportation Service Agreement shall be made except by the execution of written contracts signed by Transporter and Shipper.

**ARTICLE X
ASSIGNABILITY**

Neither party hereto shall assign or otherwise convey any of its rights, obligations or interests under this Agreement without the prior written consent of the other party hereto (which consent shall not be unreasonably withheld); provided, however, that such assignment or conveyance can be made without the other party's consent if made to:

- (a) a company or companies with which it is affiliated;
- (b) any person, corporation, bank, trust company, association or other business entity as security in connection with obtaining or arranging financing for such party or any affiliate of such party;
- (c) any person, corporation, bank, trust company, or other business entity upon enforcement of any security assignment described in (b) above; or
- (d) any successor entity (whether by merger, by consolidation or by sale of substantially all the assets of such party); provided, however, that in the case of (c) and (d) above, such assignee must expressly assume in writing all of the obligations of such party under this Transportation Service Agreement.

Unless otherwise agreed by the parties hereto in writing, no assignment or conveyance shall relieve the assigning or conveying party of any of its obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective agents thereunto duly authorized, the day and year first above written.

TUSCARORA GAS TRANSMISSION COMPANY
by its partners Tuscarora Gas Pipeline Company,
TCPL Tuscarora Ltd. and TC Tuscarora Intermediate
Limited Partnership

TUSCARORA GAS PIPELINE COMPANY

Per: _____

Per: _____

TCPL TUSCARORA LTD.

Per: _____

Per: _____

**TC TUSCARORA INTERMEDIATE LIMITED
PARTNERSHIP BY ITS GENERAL PARTNER TC
PIPELINES GP**

Per: _____

Per: _____

CITY OF SUSANVILLE

Per: *Mary A. Miller, Mayor*

Per: _____

TUSCARORA GAS TRANSMISSION COMPANY*

Per: *Gregory L. Galbraith*

Gregory L. Galbraith*
General Manager/Director,
Marketing & Transportation

EXHIBIT A

Primary Receipt Point(s)

Dated: 7/18/01

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville, California,
(Shipper) concerning Primary Receipt Point(s).

<u>Primary Point of Receipt</u>	<u>Maximum Input Quantity</u>	<u>Minimum Receipt Pressure</u>
Tuscarora/PG&E Gas Transmission - Northwest Interconnect, Oregon	200 MMBtu	825 PSI

Signed for Identification

Transporter: *[Signature]*

Shipper: *[Signature]*

Supersedes Exhibit A Dated N/A

EXHIBIT B

Primary Delivery Point(s)

Dated: 7/18/01

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville, California
(Shipper) concerning Primary Delivery Point(s).

<u>Primary Point of Delivery</u>	<u>Maximum Equivalent Quantity</u>	<u>Maximum and Minimum Delivery Pressures</u>
City Gate 2 on Susanville Lateral, California	200 MMBtu	1,000 PSI, 350 PSI

Signed for Identification

Transporter: *[Signature]*

Shipper: *[Signature]*

Supersedes Exhibit B Dated N/A

TRANSPORTATION SERVICE AGREEMENT

This Agreement ("Agreement") is made and entered into this 1st day of November, 2002, by and between Tuscarora Gas Transmission Company, a Nevada partnership (herein called "Transporter"), and City of Susanville (herein called "Shipper" whether one or more persons).

In consideration of the premises and of the mutual covenants herein contained, the parties do agree as follows:

ARTICLE I SCOPE OF AGREEMENT

- 1.1 Transporter agrees to receive from or for the account of Shipper for transportation on a firm basis quantities of natural gas tendered by Shipper on any day at the Receipt Points; provided, however, Shipper shall not tender without the prior consent of Transporter, at any Receipt Point on any day a quantity of natural gas (taking into account the Measurement Variance Gas Quantity) in excess of the applicable Maximum Input Quantity for such Receipt Point and provided further that Shipper shall not tender at all Receipt Points on any day a cumulative quantity of natural gas (taking into account the Measurement Variance Gas Quantity), without the prior consent of Transporter, in excess of the following quantities of natural gas:

Maximum Transportation Quantity 150 MMBtu

- 1.2 Transporter agrees to transport and deliver to or for the account of Shipper at the Delivery Points and Shipper agrees to accept or cause acceptance of delivery of the quantity received by Transporter on any day from Shipper pursuant to Section 1.1 (subject to adjustment to reflect the Measurement Variance Gas Quantity); provided, however, Transporter shall not be obligated to deliver at any Delivery Point on any day a quantity of natural gas in excess of the applicable Maximum Equivalent Quantity, nor a quantity of gas at all Delivery Points in excess of the Maximum Transportation Quantity.

Transporter's obligation to transport and deliver natural gas under this Agreement is conditional upon Transporter placing into service the facilities necessary to provide service to the Shipper.

ARTICLE II TERM OF AGREEMENT

This Agreement shall become effective as of the date set forth hereinabove and shall continue in effect for a term of 20 years from the Commencement Date, as defined in Section 2.10 of the General Terms and Conditions of Transporter's FERC Gas Tariff applicable to the FT Rate Schedule, ("Primary Term") and shall remain in force from year to year thereafter unless terminated by Shipper by written notice 30 months or more prior to the end of the Primary Term or any successive term thereafter.

**ARTICLE III
RATE SCHEDULE**

- 3.1 Beginning with the Commencement Date, Shipper shall, in accordance with the FT Rate Schedule and the General Terms and Conditions of Transporter's FERC Gas Tariff, pay Transporter for all services rendered hereunder and for the availability of such service under Transporter's FT Rate Schedule as filed with the Federal Energy Regulatory Commission and as the same may be hereafter revised or changed. The rates to be charged Shipper for transportation hereunder shall not be more than the maximum rates under the FT Rate Schedule, nor less than the minimum rates under the FT Rate Schedule.
- 3.2 This Agreement and all terms and provisions contained or incorporated herein are subject to the provisions of Transporter's applicable rate schedules and of Transporter's General Terms and Conditions on file with the Federal Energy Regulatory Commission, or other duly constituted authorities having jurisdiction, and as the same may be legally amended or superseded, which rate schedules and General Terms and Conditions are by this reference made a part hereof.
- 3.3 Shipper agrees that Transporter shall have the unilateral right to file with the appropriate regulatory authority and make changes effective in (a) the rates and charges applicable to service pursuant to Transporter's FT Rate Schedule, (b) Transporter's FT Rate Schedule, pursuant to which service hereunder is rendered or (c) any provision of the General Terms and Conditions of Transporter's FERC Gas Tariff applicable to the FT Rate Schedule. Transporter agrees that Shipper may protest or contest the aforementioned filings, or may seek authorization from duly constituted regulatory authorities for adjustment of Transporter's existing FERC Gas Tariff to assure that the provisions in (a), (b), or (c) above are just and reasonable.

**ARTICLE IV
RECEIPT POINTS**

Natural gas to be received by Transporter for the account of Shipper hereunder shall be received at the Primary Receipt Point(s) set forth in Exhibit A of the Transportation Service Agreement, with the Maximum Input Quantity and the receipt pressure obligation indicated for each such Primary Receipt Point. The Maximum Input Quantities listed in Exhibit A are subject to adjustment to take account of the Measurement Variance Gas Quantity as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff. Natural gas to be received by Transporter for the account of Shipper hereunder may also be received at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE V
DELIVERY POINTS**

Natural gas to be delivered by Transporter for the account of Shipper hereunder shall be delivered at the Primary Delivery Point(s) set forth in Exhibit B of the Transportation Service Agreement, with the Maximum Equivalent Quantity and the delivery pressure obligation indicated for each such Primary Delivery Point. Natural gas to be delivered by Transporter for the account of Shipper hereunder may also be delivered at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE VI
ADDRESSES**

Except as herein otherwise provided or as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff, any notice, request, demand, statement, bill or payment provided for in this Agreement, or any notice which any party may desire to give to the other, shall be in writing and shall be addressed as follows:

- | | | |
|-----|--------------|---|
| (a) | Transporter: | Tuscarora Gas Transmission Company
1575 Delucchi Lane, Suite 225
P. O. Box 30057
Reno, Nevada 89520-3057 |
| (b) | Shipper: | City of Susanville
City Hall
66 North Lassen Street
Susanville, CA 96130-3904 |

or such other address as either party shall designate by formal written notice.

**ARTICLE VII
INTERPRETATION**

The interpretation and performance of the Agreement shall be in accordance with the laws of Nevada, excluding conflicts of law principles that would require the application of the laws of a different jurisdiction.

**ARTICLE VIII
AGREEMENTS BEING SUPERSEDED**

When this Agreement becomes effective, it shall supersede the following agreements between the parties hereto:

N/A

**ARTICLE IX
MODIFICATION**

No modification of the terms and provisions of a Transportation Service Agreement shall be made except by the execution of written contracts signed by Transporter and Shipper.

**ARTICLE X
ASSIGNABILITY**

Neither party hereto shall assign or otherwise convey any of its rights, obligations or interests under this Agreement without the prior written consent of the other party hereto (which consent shall not be unreasonably withheld); provided, however, that such assignment or conveyance can be made without the other party's consent if made to:

- (a) a company or companies with which it is affiliated;
- (b) any person, corporation, bank, trust company, association or other business entity as security in connection with obtaining or arranging financing for such party or any affiliate of such party;
- (c) any person, corporation, bank, trust company, or other business entity upon enforcement of any security assignment described in (b) above; or
- (d) any successor entity (whether by merger, by consolidation or by sale of substantially all the assets of such party); provided, however, that in the case of (c) and (d) above, such assignee must expressly assume in writing all of the obligations of such party under this Transportation Service Agreement.

Unless otherwise agreed by the parties hereto in writing, no assignment or conveyance shall relieve the assigning or conveying party of any of its obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective agents thereunto duly authorized, the day and year first above written.

TUSCARORA GAS TRANSMISSION COMPANY

Per: *Greg Halliwell*

Per: _____

CITY OF SUSANVILLE

Per: *Gene Gallagher*

Per: _____

EXHIBIT A

Primary Receipt Point(s)

Dated: November 1, 2002

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville, California,
(Shipper) concerning Primary Receipt Point(s).

<u>Primary Point of Receipt</u>	<u>Maximum Input Quantity</u>	<u>Minimum Receipt Pressure</u>
Tuscarora/PG&E Gas Transmission - Northwest Interconnect, Oregon	150 MMBtu	825 PSI

Signed for Identification

Transporter: *Michael Hallsmith*

Shipper: *Lore Gallegari*

Supersedes Exhibit A Dated N/A

EXHIBIT B

Primary Delivery Point(s)

Dated: November 1, 2002

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville, California
(Shipper) concerning Primary Delivery Point(s).

<u>Primary Point of Delivery</u>	<u>Maximum Equivalent Quantity</u>	<u>Maximum and Minimum Delivery Pressures</u>
City Gate 2 on Susanville Lateral, California	150 MMBtu	1,000 PSI, 350 PSI

Signed for Identification

Transporter: *Mug Mullaith*

Shipper: *Tom Gallegari*

Supersedes Exhibit B Dated N/A

F063

TRANSPORTATION SERVICE AGREEMENT

This Agreement ("Agreement") is made and entered into this 1st day of February 2004 by and between Tuscarora Gas Transmission Company, a Nevada partnership (herein called "Transporter"), and City of Susanville (herein called "Shipper" whether one or more persons).

340

In consideration of the premises and of the mutual covenants herein contained, the parties do agree as follows:

ARTICLE I SCOPE OF AGREEMENT

1.1 Transporter agrees to receive from or for the account of Shipper for transportation on a firm basis quantities of natural gas tendered by Shipper on any day at the Receipt Points; provided, however, Shipper shall not tender without the prior consent of Transporter, at any Receipt Point on any day a quantity of natural gas (taking into account the Measurement Variance Gas Quantity) in excess of the applicable Maximum Input Quantity for such Receipt Point and provided further that Shipper shall not tender at all Receipt Points on any day a cumulative quantity of natural gas (taking into account the Measurement Variance Gas Quantity), without the prior consent of Transporter, in excess of the following quantities of natural gas:

Maximum Transportation Quantity: 250 MMBtu

1.2 Transporter agrees to transport and deliver to or for the account of Shipper at the Delivery Points and Shipper agrees to accept or cause acceptance of delivery of the quantity received by Transporter on any day from Shipper pursuant to Section 1.1 (subject to adjustment to reflect the Measurement Variance Gas Quantity); provided, however, Transporter shall not be obligated to deliver at any Delivery Point on any day a quantity of natural gas in excess of the applicable Maximum Equivalent Quantity, nor a quantity of gas at all Delivery Points in excess of the Maximum Transportation Quantity.

Transporter's obligation to transport and deliver natural gas under this Agreement is conditional upon Transporter placing into service the facilities necessary to provide service to the Shipper.

ARTICLE II TERM OF AGREEMENT

This Agreement shall become effective as of the date set forth herein above and shall continue in effect for a term of 17 years and 10 months ("Primary Term") from the later of the date set forth hereinabove or the Commencement Date. Shipper's Right of First Refusal shall be in accordance with Section 27 of Transporter's General Terms and Conditions.

ARTICLE III
Rate Schedule

3.1 Beginning with the Commencement Date, Shipper shall, in accordance with the FT Rate Schedule and the General Terms and Conditions of Transporter's FERC Gas Tariff, pay Transporter for all services rendered hereunder and for the availability of such service under Transporter's FT Rate Schedule as filed with the Federal Energy Regulatory Commission and as the same may be hereafter revised or changed. The rates to be charged Shipper for transportation hereunder shall not be more than the maximum rates under the FT Rate Schedule, nor less than the minimum rates under the FT Rate Schedule.

3.2 This Agreement and all terms and provisions contained or incorporated herein are subject to the provisions of Transporter's applicable rate schedules and of Transporter's General Terms and Conditions on file with the Federal Energy Regulatory Commission, or other duly constituted authorities having jurisdiction, and as the same may be legally amended or superseded, which rate schedules and General Terms and Conditions are by this reference made a part hereof.

3.3 Shipper agrees that Transporter shall have the unilateral right to file with the appropriate regulatory authority and make changes effective in (a) the rates and charges applicable to service pursuant to Transporter's FT Rate Schedule, (b) Transporter's FT Rate Schedule, pursuant to which service hereunder is rendered or (c) any provision of the General Terms and Conditions of Transporter's FERC Gas Tariff applicable to the FT Rate Schedule, of Transporter's 2005 Expansion Project. Transporter agrees that Shipper may protest or contest the aforementioned filings, or may seek authorization from duly constituted regulatory authorities for adjustment of Transporter's existing FERC Gas Tariff to assure that the provisions in (a), (b), or (c) above are just and reasonable.

ARTICLE IV
RECEIPT POINTS

Natural gas to be received by Transporter for the account of Shipper hereunder shall be received at the Primary Receipt Point(s) set forth in Exhibit A of the Transportation Service Agreement, with the Maximum Input Quantity and the receipt pressure obligation indicated for each such Primary Receipt Point. The Maximum Input Quantities listed in Exhibit A are subject to adjustment to take account of the Measurement Variance Gas Quantity as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff. Natural gas to be received by Transporter for the account of Shipper hereunder may also be received at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE V
DELIVERY POINTS**

Natural gas to be delivered by Transporter for the account of Shipper hereunder shall be delivered at the Primary Delivery Point(s) set forth in Exhibit B of the Transportation Service Agreement, with the Maximum Equivalent Quantity and the delivery pressure obligation indicated for each such Primary Delivery Point. Natural gas to be delivered by Transporter for the account of Shipper hereunder may also be delivered at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE VI
ADDRESSES**

Except as herein otherwise provided or as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff, any notice, request, demand, statement, bill or payment provided for in this Agreement, or any notice which any party may desire to give to the other, shall be in writing and shall be addressed as follows:

- | | | |
|-----|--------------|---|
| (a) | Transporter: | Tuscarora Gas Transmission Company
1140 Financial Blvd., Suite 900
Reno, Nevada 89502 |
| (b) | Shipper: | City of Susanville
City Hall
66 North Lassen Street
Susanville, CA 96130-3904 |

or such other address as either party shall designate by formal written notice.

**ARTICLE VII
INTERPRETATION**

The interpretation and performance of the Agreement shall be in accordance with the laws of Nevada, excluding conflicts of law principles that would require the application of the laws of a different jurisdiction.

**ARTICLE VIII
AGREEMENTS BEING SUPERSEDED**

When this Agreement becomes effective, it shall supersede the following agreements between the parties hereto:

N/A

**ARTICLE IX
MODIFICATION**

No modification of the terms and provisions of a Transportation Service Agreement shall be made except by the execution of written contracts signed by Transporter and Shipper.

**ARTICLE X
ASSIGNABILITY**

Neither party hereto shall assign or otherwise convey any of its rights, obligations or interests under this Agreement without the prior written consent of the other party hereto (which consent shall not be unreasonably withheld); provided, however, that such assignment or conveyance can be made without the other party's consent if made to:

- (a) a company or companies with which it is affiliated;
- (b) any person, corporation, bank, trust company, association or other business entity as security in connection with obtaining or arranging financing for such party or any affiliate of such party;
- (c) any person, corporation, bank, trust company, or other business entity upon enforcement of any security assignment described in (b) above; or
- (d) any successor entity (whether by merger, by consolidation or by sale of substantially all the assets of such party); provided, however, that in the case of (c) and (d) above, such assignee must expressly assume in writing all of the obligations of such party under this Transportation Service Agreement.

Unless otherwise agreed by the parties hereto in writing, no assignment or conveyance shall relieve the assigning or conveying party of any of its obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective agents thereunto duly authorized, the day and year first above written.

TUSCARORA GAS TRANSMISSION COMPANY

Per: *Greg Galbraith*

Per: GREG GALBRAITH
DIRECTOR, MARKETING
& TRANSPORTATION

CITY OF SUSANVILLE

Per: *[Signature]*

Per: *City Administrator*

EXHIBIT A

Primary Receipt Point(s)

Dated: February 1, 2004

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville (Shipper)
concerning Primary Receipt Point(s).

<u>Primary Point of Receipt</u>	<u>Maximum Input Quantity</u>	<u>Minimum Receipt Pressure</u>
Tuscarora/Gas Transmission Northwest Corporation Interconnect, Oregon	250 MMBtu	825 PSI

Signed for Identification

Transporter:

Shipper:

Supersedes Exhibit A Dated N/A

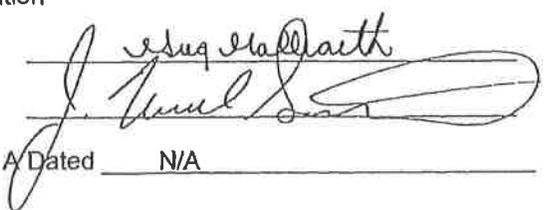


EXHIBIT B

Primary Delivery Point(s)

Dated: February 1, 2004

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville (Shipper)
concerning Primary Delivery Point(s).

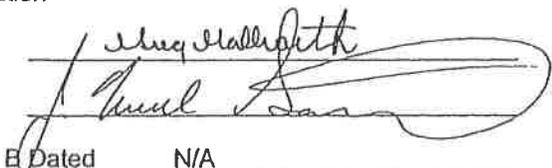
<u>Primary Point of Delivery</u>	<u>Maximum Equivalent Quantity</u>	<u>Maximum and Minimum Delivery Pressures</u>
Susanville Lateral, California	250 MMBtu	1,000 PSI, 350 PSI

Signed for Identification

Transporter:

Shipper:

Supersedes Exhibit B Dated N/A



F086

DUPLICATE
ORIGINAL

TRANSPORTATION SERVICE AGREEMENT

2006

This Agreement ("Agreement") is made and entered into this 2nd day of February 2006 by and between Tuscarora Gas Transmission Company, a Nevada partnership (herein called "Transporter"), and City of Susanville (herein called "Shipper" whether one or more persons).

In consideration of the premises and of the mutual covenants herein contained, the parties do agree as follows:

ARTICLE I SCOPE OF AGREEMENT

1.1 Transporter agrees to receive from or for the account of Shipper for transportation on a firm basis quantities of natural gas tendered by Shipper on any day at the Receipt Points; provided, however, Shipper shall not tender without the prior consent of Transporter, at any Receipt Point on any day a quantity of natural gas (taking into account the Measurement Variance Gas Quantity) in excess of the applicable Maximum Input Quantity for such Receipt Point and provided further that Shipper shall not tender at all Receipt Points on any day a cumulative quantity of natural gas (taking into account the Measurement Variance Gas Quantity), without the prior consent of Transporter, in excess of the following quantities of natural gas:

Maximum Transportation Quantity: 400 MMBtu

1.2 Transporter agrees to transport and deliver to or for the account of Shipper at the Delivery Points and Shipper agrees to accept or cause acceptance of delivery of the quantity received by Transporter on any day from Shipper pursuant to Section 1.1 (subject to adjustment to reflect the Measurement Variance Gas Quantity); provided, however, Transporter shall not be obligated to deliver at any Delivery Point on any day a quantity of natural gas in excess of the applicable Maximum Equivalent Quantity, nor a quantity of gas at all Delivery Points in excess of the Maximum Transportation Quantity.

Transporter's obligation to transport and deliver natural gas under this Agreement is conditional upon Transporter placing into service the facilities necessary to provide service to the Shipper.

ARTICLE II TERM OF AGREEMENT

This Agreement shall become effective as of the date set forth herein above and shall continue in effect for a term of 15 years and 10 months ("Primary Term") from the later of the date set forth hereinabove or the Commencement Date. Shipper's Right of First Refusal shall be in accordance with Section 27 of Transporter's General Terms and Conditions.

Retention	Archive Code	Tracking Code:		
Dec 2026	C	TR	20	10
Proj Name:				
Document Description:	Transportation Service Agreement - Susanville, F086			
Owner:	Julie Aarts			

**ARTICLE III
Rate Schedule**

3.1 Beginning with the Commencement Date, Shipper shall, in accordance with the FT Rate Schedule and the General Terms and Conditions of Transporter's FERC Gas Tariff, pay Transporter for all services rendered hereunder and for the availability of such service under Transporter's FT Rate Schedule as filed with the Federal Energy Regulatory Commission and as the same may be hereafter revised or changed. The rates to be charged Shipper for transportation hereunder shall not be more than the maximum rates under the FT Rate Schedule, nor less than the minimum rates under the FT Rate Schedule.

3.2 This Agreement and all terms and provisions contained or incorporated herein are subject to the provisions of Transporter's applicable rate schedules and of Transporter's General Terms and Conditions on file with the Federal Energy Regulatory Commission, or other duly constituted authorities having jurisdiction, and as the same may be legally amended or superseded, which rate schedules and General Terms and Conditions are by this reference made a part hereof.

3.3 Shipper agrees that Transporter shall have the unilateral right to file with the appropriate regulatory authority and make changes effective in (a) the rates and charges applicable to service pursuant to Transporter's FT Rate Schedule, (b) Transporter's FT Rate Schedule, pursuant to which service hereunder is rendered or (c) any provision of the General Terms and Conditions of Transporter's FERC Gas Tariff applicable to the FT Rate Schedule, of Transporter's 2005 Expansion Project. Transporter agrees that Shipper may protest or contest the aforementioned filings, or may seek authorization from duly constituted regulatory authorities for adjustment of Transporter's existing FERC Gas Tariff to assure that the provisions in (a), (b), or (c) above are just and reasonable.

**ARTICLE IV
RECEIPT POINTS**

Natural gas to be received by Transporter for the account of Shipper hereunder shall be received at the Primary Receipt Point(s) set forth in Exhibit A of the Transportation Service Agreement, with the Maximum Input Quantity and the receipt pressure obligation indicated for each such Primary Receipt Point. The Maximum Input Quantities listed in Exhibit A are subject to adjustment to take account of the Measurement Variance Gas Quantity as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff. Natural gas to be received by Transporter for the account of Shipper hereunder may also be received at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE V
DELIVERY POINTS**

Natural gas to be delivered by Transporter for the account of Shipper hereunder shall be delivered at the Primary Delivery Point(s) set forth in Exhibit B of the Transportation Service Agreement, with the Maximum Equivalent Quantity and the delivery pressure obligation indicated for each such Primary Delivery Point. Natural gas to be delivered by Transporter for the account of Shipper hereunder may also be delivered at any other interconnection with another operator on Transporter's system, subject to the requirements of higher priority services.

**ARTICLE VI
ADDRESSES**

Except as herein otherwise provided or as provided in the General Terms and Conditions of Transporter's FERC Gas Tariff, any notice, request, demand, statement, bill or payment provided for in this Agreement, or any notice which any party may desire to give to the other, shall be in writing and shall be addressed as follows:

- (a) Transporter: Tuscarora Gas Transmission Company
1140 Financial Blvd., Suite 900
Reno, Nevada 89502

- (b) Shipper: City of Susanville
City Hall
66 North Lassen Street
Susanville, CA 96130-3904

or such other address as either party shall designate by formal written notice.

**ARTICLE VII
INTERPRETATION**

The interpretation and performance of the Agreement shall be in accordance with the laws of Nevada, excluding conflicts of law principles that would require the application of the laws of a different jurisdiction.

**ARTICLE VIII
AGREEMENTS BEING SUPERSEDED**

When this Agreement becomes effective, it shall supersede the following agreements between the parties hereto:

N/A

**ARTICLE IX
MODIFICATION**

No modification of the terms and provisions of a Transportation Service Agreement shall be made except by the execution of written contracts signed by Transporter and Shipper.

**ARTICLE X
ASSIGNABILITY**

Neither party hereto shall assign or otherwise convey any of its rights, obligations or interests under this Agreement without the prior written consent of the other party hereto (which consent shall not be unreasonably withheld); provided, however, that such assignment or conveyance can be made without the other party's consent if made to:

(a) a company or companies with which it is affiliated;

(b) any person, corporation, bank, trust company, association or other business entity as security in connection with obtaining or arranging financing for such party or any affiliate of such party;

(c) any person, corporation, bank, trust company, or other business entity upon enforcement of any security assignment described in (b) above; or

(d) any successor entity (whether by merger, by consolidation or by sale of substantially all the assets of such party); provided, however, that in the case of (c) and (d) above, such assignee must expressly assume in writing all of the obligations of such party under this Transportation Service Agreement.

Unless otherwise agreed by the parties hereto in writing, no assignment or conveyance shall relieve the assigning or conveying party of any of its obligations under this Agreement.

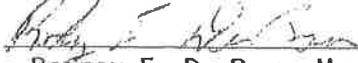
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective agents thereunto duly authorized, the day and year first above written.

TUSCARORA GAS TRANSMISSION COMPANY

Per: 

Per: GREG GALBRAITH
GENERAL MANAGER

CITY OF SUSANVILLE

Per: 

Per: Rodney E. De Boer, Mayor

EXHIBIT A

Primary Receipt Point(s)

Dated: February 2, 2006

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville (Shipper)
concerning Primary Receipt Point(s).

<u>Primary Point of Receipt</u>	<u>Maximum Input Quantity</u>	<u>Minimum Receipt Pressure</u>
Tuscarora/Gas Transmission Northwest Corporation Interconnect, Oregon	400 MMBtu	825 PSI

Signed for Identification

Transporter: _____

Shipper: _____

Rodney E. De Boer, Mayor
Supersedes Exhibit A Dated N/A

EXHIBIT B

Primary Delivery Point(s)

Dated: February 2, 2006

To the Transportation Service Agreement under the FT Rate Schedule between
Tuscarora Gas Transmission Company (Transporter) and City of Susanville (Shipper)
concerning Primary Delivery Point(s).

<u>Primary Point of Delivery</u>	<u>Maximum Equivalent Quantity</u>	<u>Maximum and Minimum Delivery Pressures</u>
Susanville Lateral, California	400 MMBtu	1,000 PSI, 350 PSI

Signed for Identification

Transporter: _____

Shipper: _____

Rodney E. De Boer, Mayor
N/A

Supersedes Exhibit B Dated _____

Reviewed by: AW City Administrator
 Finance Manager

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

Submitted by: Dale Moore, Gas Utilities Supervisor

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 20-5765: 1) authorizing Mayor to execute a cost proposal for corrosion engineer services with Farwest Corrosion Control Company; and 2) authorizing the Finance Manager to amend the budget as necessary to complete the project

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The Public Works Department has developed a Pipeline Integrity Management Plan as required by Department of Transportation (DOT) federal code of regulations and requirements. Periodic surveys are required by this plan to maintain the City’s natural gas system from City Gate along Johnstonville Rd. and A-27 (Center Rd.) to the Chappius Lane pressure reducing station. Performing these surveys requires of a team of specialized technicians to collect data and analyze our 6” steel high pressure line. These surveys will identify anomalies, coating defects, stray current interference, and areas of active corrosion which may affect the quality of the gas pipeline.

Two surveys need to be conducted at this time known as, a Close Interval Potential Survey (CIPS) and Direct Current Voltage Gradient Survey (DCVG). These surveys will consist of a team walking 1.2 miles of High Consequence Area (HCA) and 8.2 miles remaining outside the high consequence area to complete the 10-mile length of the 6” steel high pressure gas line. Data will be collected every five (5) feet taking pipe to soil readings that measures the condition of the pipeline and its protective system.

The completed surveys will give the City a baseline for the pipeline and an assessment of its condition as required by DOT regulations. This will provide information for further surveys and pipeline integrity management. A report with results of the testing will be issued with an analysis and recommendations that may require further mitigations or corrective action by others and may require additional funding.

Public Works Natural Gas Division reached out to the two corrosion agencies with the proper qualifications with National Association of Corrosion Engineers (NACE) requesting a cost proposal to conduct a corrosion survey for our Integrity Management Plan. The two agencies responded to the request and submitted cost proposals. The result of these proposals are as follows:

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
1. Accurate Corrosion Control, Inc. Glendale, AZ	\$136,339.20
2. Farwest Corrosion Control Co. Bakersfield, CA	\$83,801.00

Both companies that submitted proposals are familiar with our natural gas pipeline system and capable of completing the scope of work proposed. Farwest Corrosion Control Company was deemed to be the lowest responsible bidder. Their proposal (attached) is in the amount of \$83,801.

Additionally, the City will need to acquire an encroachment permit from the County for entry along Johnstonville Rd. to Center Rd (A27) from the City limits at Skyline to Chappius Lane. Further, the Department will incur additional expense for staff to rent of a mower for clearing the right-of-way prior to the survey and provide traffic control as needed.

FISCAL IMPACT: Estimated cost for the CIPS and DCVG survey is not to exceed the amount of \$ 83,801 unless unforeseen circumstances or unanticipated site conditions change. Funding for this project will come from the Natural Gas Division Enterprise Fund.

ACTION REQUESTED: Motion to Resolution Number 20-5765: 1) authorizing Mayor to execute a cost proposal for corrosion engineer services with Farwest Corrosion Control Company; and 2) authorizing the Finance Manager to amend the Natural Gas Division budget of the Public Works Department as necessary to complete the project.

ATTACHMENTS: Resolution 20-5765
Farwest Proposal #16998, Rev2, Dated March 6, 2020

RESOLUTION NO. 20-5765
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING
MAYOR TO EXECUTE COST PROPOSAL FOR CORROSION ENGINEERING SERVICES
WITH FARWEST CORROSION CONTROL COMPANY OF BAKERSFIELD, CA FOR
NATURAL GAS PIPELINE CORROSION INSPECTION SURVEYS

WHEREAS, it is the desire of the City to maintain a safe, leak free gas system; and

WHEREAS, the City of Susanville Public Works Department is required to comply with federal regulations by the Department of Transportation (DOT), require a baseline assessment of pipeline integrity survey as specified in the City Natural Gas Integrity Management Plan; and

WHEREAS, the City of Susanville Public Works Department solicited proposals for the scope of work in conducting Close Interval Potential Survey (CIPS) and Direct Current Voltage Gradient Survey (DCVG) of City's 1.2 miles High Consequence Area and 8.2 remaining miles of 10 miles of 6" high pressure natural gas line; and

WHEREAS, the City received two bids; one from Farwest Corrosion Control Co. familiar with the City Natural Gas system, can complete the scope of work outlined and was determined to be the lowest responsible bidder with their bid of \$83,801; with

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

1. Mayor is hereby authorized to execute the cost proposal with Farwest Corrosion Control Company in the amount of \$83,801 for the purpose of conducting Close Interval Potential Survey (CIPS) and Direct Current Voltage Gradient Survey (DCVG) of City's 10 miles of 6" high pressure natural gas line; and
2. The Finance Department is hereby authorized to amend the Natural Gas Division budget in the amount of \$83,801, transferring funds from the enterprise fund to operations budget in order to accommodate the proposal with Farwest Corrosion Control Company.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 20-5765 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of May 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



FARWEST CORROSION CONTROL COMPANY

A Certified Woman Business Enterprise (WBE)

Central California Regional Office

1120 Carrier Parkway, Bakersfield, CA 93308

Tel: 661-323-2077 • Fax: 661-323-2647

www.farwestcorrosion.com

March 6, 2020

Proposal #16998, Rev. 2

City of Susanville
Public Works Department
720 South Street
Susanville, CA 96130

Attention: Mr. Dale Moore – Gas Utilities Supervisor
Phone: 530-257-1041
Email: dmoore@cityofsusanville.org

Subject: **Proposal – Conduct Close Interval Potential Survey and DCVG Survey**

Dear Dale:

Farwest Corrosion Control Company is pleased to offer our proposal to provide corrosion engineering services to perform a close interval potential survey (CIPS) and a Direct Current Voltage Gradient (DCVG) survey on the City of Susanville's 10 mile – 6" high pressure gas line.

DISCUSSION

It is our understanding the City of Susanville would like to complete CIPS and DCVG surveys over the 1.2 miles of 6" line within the High Consequence Area (HCA), with consideration of completing the surveys on the remaining 8.8 miles.

The CIPS involves a team of technicians precisely locating the pipeline and then measuring pipe-to-soil potentials directly over the pipeline at a very close interval, usually 3-5 feet, and marking the reading locations with precision GPS or other location measuring devices. The potential data and locations are then plotted on a graph to create a pipe-to-soil potential profile of the entire pipeline. The profile is then analyzed. The analysis will show areas of adequate and/or inadequate cathodic protection, possible coating anomalies, stray-current interference, areas of active corrosion, or any other anomalous conditions effecting the cathodic protection of the pipeline.

The DCVG involves a team of technicians precisely locating the pipeline and then measuring voltage gradients at close intervals over the pipeline, usually 3-5 feet, and marking the reading locations with precision GPS or other location measuring devices. The data is then analyzed to identify large and small coating defects, severity of the coating defect, and pin-pointed position of the coating defects. Coating defects are analyzed and classified based on the collected data and a calculated %IR for each defect, and then classified as follows:

Complete Cathodic Protection & Corrosion Control Solutions
Materials • Engineering • Installation
CA Contractor's Lic #248232



FARWEST CORROSION CONTROL COMPANY

A Certified Woman Business Enterprise (WBE)

Central California Regional Office

1120 Carrier Parkway, Bakersfield, CA 93308

Tel: 661-323-2077 • Fax: 661-323-2647

www.farwestcorrosion.com

1. 5% IR – very minor
2. 16% - 35% IR - minor
3. 36% - 60% IR –moderate
4. 61% - 100% IR - severe

With the data from the CIPS and the DCVG, specific locations of coating damage or active corrosion for excavation, direct assessment, and repairs can be provided.

SCOPE OF WORK

We propose to furnish a team of NACE Certified field technicians working under the direction of a Corrosion Engineer or CP Specialist to locate the pipelines, complete a CIPS and DCVG over the 1.2 miles of 6-inch buried pipeline within the high consequence area with consideration of including the remaining 8.2 miles outside of gas line outside the high consequence area (HCA), and complete a written report of the survey results with analysis and recommendations.

The surveys will be performed as follows:

- Prior to our team's arrival, the City of Susanville shall prepare the pipeline route by clearing any excess brush and vegetation, or other obstructions from the right-of-way. Clear unobstructed access to soil directly over the pipeline is required along the entire pipeline right-of-way. Environmentally sensitive areas will be identified by the City of Susanville and our survey crew will conform to all requirements regarding preservation of these areas. If conflicts between the environmental and survey requirements exist, we will modify the survey as required to achieve the best possible data.

Our survey crew will electronically locate and flag the pipeline locations along the right-of-way in preparation for the CIPS and DCVG.

- For the CIPS, the crew will confirm that the CP systems are "ON" and operating normally, and will install current interrupters in the CP circuit to interrupt the CP system. It is our understanding that the existing cathodic protection system consists of three (3) galvanic anode systems with the anodes connected to the gas line through three (3) test stations. The crew will then utilize the available test stations as our connection points to the pipe under test. Our crew will traverse the pipeline and obtain over-the-line pipe-to-soil potentials every three (3) feet. Each measurement will be entered into an Allegro Model AMX- AIC data logger or equivalent. The survey will be completed as an interrupted survey, with both ON and OFF pipe-to-soil potentials readings recorded.

Complete Cathodic Protection & Corrosion Control Solutions

Materials - Engineering - Installation

CA Contractor's Lic #248232



FARWEST CORROSION CONTROL COMPANY

A Certified Woman Business Enterprise (WBE)

Central California Regional Office

1120 Carrier Parkway, Bakersfield, CA 93308

Tel: 661-323-2077 • Fax: 661-323-2647

www.farwestcorrosion.com

As the survey progresses, descriptors will be entered into the data stream to identify physical positional references or technical information required for future reference or evaluation. Any anomalies will be flagged and a GPS coordinate will be logged as well.

- For the DCVG, the crew will confirm the CP systems are "ON" and operating normally, and will install a current interrupter in the CP circuit to interrupt the CP system. The crew will then traverse the length of the pipeline and obtain over-the-line voltage gradient readings every three (3) to six (6) feet. Each measurement will be entered into an Allegro Model AMX- AIC data logger or equivalent. Side drain readings will then be completed at identified anomalies to localize, size, and classify the coating anomalies.
- Post survey field duties would include retrieving all survey wires, flags and markers. Any unusual locations noted during the survey will be marked with a City of Susanville approved marker for future reference.
- Post survey engineering services will include downloading the raw field data to our office computer for evaluation and preparation for presentation in our survey report. Our report shall consist of the following:

Discussion on the methods & procedures used for the survey.

Numerical data will be presented in a spread sheet format.

A pipe-to-soil potential graph will be provided.

Locations, size, and classification of coating anomalies, or other corrosion anomalies will be provided.

A summary and evaluation of the survey will be provided with recommendations for any additional testing, inspections, upgrades or changes to the existing cathodic protection system. Recommendations will include dig locations based on coating anomaly and classification data gathered.

Locations, size and classification of coating anomalies, or other corrosion anomalies will be provided.

PRICING

1.2 miles in HCA, plus remaining 8.8 miles
CIPS / DCVG Surveys & Report

\$83,801.00

Complete Cathodic Protection & Corrosion Control Solutions

Materials • Engineering • Installation

CA Contractor's Lic #248232



FARWEST CORROSION CONTROL COMPANY

A Certified Woman Business Enterprise (WBE)

Central California Regional Office

1120 Carrier Parkway, Bakersfield, CA 93308

Tel: 661-323-2077 • Fax: 661-323-2647

www.farwestcorrosion.com

NOTES:

It is estimated that the CIPS and DCVG surveys will require 3 - 4 working days including round-trip travel for the survey crew, for the initial 1.2 miles conducted within the HCA limit, and another 9-10 days to complete the remaining 8.8 miles outside of the HCA.

The CIPS / DCVG surveys cannot be conducted concurrently due to different requirements of the CP system operation for valid readings, manpower and equipment requirements

Two to three additional office days will be required for data downloading, analysis and preparation of the final report. Publication of the report can be expected within two to three weeks after completion of survey.

Pricing includes all associated labor and expenses (specialized equipment, vehicle, mileage, lodging, and meals). Labor and expenses for report preparation and review are also included.

Excessive on-site delays or additional trips to the job site due to project scheduling, access issues, or other reasons beyond Farwest Corrosion Control Company's control will increase costs.

Other advanced or specialized testing, and/or cathodic protection system repairs are not included and will be quoted separately.

Pipe-to Soil potentials and Voltage gradients will not be recorded over the pipeline where the pipeline is cased.

Farwest Corrosion Control Company understands, the City of Susanville wishes to conduct the CIPS and DCVG surveys where the pipe is located under asphalt, with approximately 500' of gas line under asphalt within the 1.2 mile HCA region, and approximately 1,000' beneath asphalt on the remaining 8.8 miles.

Farwest Corrosion Control will drill and fill holes across the asphalt drives on 5' spacing. Farwest assumes the asphalt will be no more than 6" – 12" thickness. Should the City of Susanville require any permits for the asphalt drilling be required they will be provided by the city.

Farwest Corrosion Control Company understands the subject gas line is located in the shoulder of the road other than the spans beneath asphalt listed above, and traffic control if required will be furnished by the City of Susanville.

Farwest Corrosion Control will require a 3 – 4 week notice to proceed.

Complete Cathodic Protection & Corrosion Control Solutions

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Tel: 661-323-2077 • Fax: 661-323-2647

www.farwestcorrosion.com

TERMS:

- Net 30 days with established credit.
- This proposal is valid 90 days from above date.

We would like to thank you for your interest in our services, and trust you will find this proposal complete, but feel free to contact me if we can be of further assistance.

Sincerely,

FARWEST CORROSION CONTROL COMPANY

R. Scott Smith

R. Scott Smith
Business Development Manager – Western Region
NACE C.P. Specialist #4887

Cell: 310-701-0310

Email: ssmith@farwestcorrosion.com

Accepted By: _____

Title: _____

Date: _____

Complete Cathodic Protection & Corrosion Control Solutions

Materials • Engineering • Installation

CA Contractor's Lic #248232

Reviewed by: City Administrator
 Finance Manager

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Dale Moore, Natural Gas Supervisor

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution 20-5767 authorizing the Mayor of the City of Susanville to execute an agreement with the California Utilities Emergency Association (CUEA) and receive support through the CUEA Statewide Integrated Utility Emergency Management system

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The City of Susanville Natural Gas Division of the Public Works Department has operated and maintained the City's Natural Gas distribution without any major emergency incident during that entire period. It intends to do so into perpetuity but with the assistance of its sister agencies operating similar utilities in the State.

Since it is the desire of the City and all its employees to maintain a safe system free of hazardous conditions and harm to the community in perpetuity and it is the responsibility of the Natural Gas Division of the Public Works Department protect its citizens from catastrophe or natural disaster during its operation and oversight of the system, staff is recommending application to and membership in the California Utilities Emergency Association (CUEA).

This cooperative, if you will, offers response support for emergencies through agreements with multiple utilities and agencies providing similar services as the City of Susanville's natural gas system. CUEA operates and oversees a Statewide Integrated Utility Emergency Management system for the purpose of providing resources and assistance to agencies when in crisis as a result of disasters, catastrophes or other emergencies impacting its residents of the communities as a result of the presence of dangerous or hazardous conditions.

If the City were to be a member of CUEA, it would experience the benefit of an ability to both receive and offer support in times of need to and from sister utilities and agencies to mitigate and stop dangerous or hazardous conditions from their respective oversight. If the City Council agrees it is in the best interest of the City and its constituents to become a member of the California Utilities Emergency Association (CUEA), staff would be in a position to provide a safer natural gas system, have immediate responses to local emergencies in time of need and receive important training in other jurisdictions when assisting them.

FISCAL IMPACT: Initial cost to the Natural Gas Division is \$500. Payment for emergency responses on behalf of the City are paid per the attached agreement. Responses made by City of Susanville forces in support of other utilities are compensated in the same manner.

ACTION REQUESTED: Motion to approve **Resolution 20-5767** that authorizes the Mayor of the City of Susanville to execute an agreement with the California Utilities Emergency Association (CUEA) and the Finance Manager to make payment in the amount of \$500 for the purpose of completing the City's membership application to CUEA.

ATTACHMENTS: Resolution No. **20-5767**
CUEA Application & Agreement with Attachment A thru G

RESOLUTION NUMBER 20-5767
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING
THE MAYOR TO ENTER INTO A MUTUAL ASSISTANCE AGREEMENT WITH THE
CALIFORNIA UTILITIES EMERGENCY ASSOCIATION

WHEREAS, the City Council of the City of Susanville has operated a natural gas utility since 2001; and

WHEREAS, it is the desire of the City and all its employees to maintain a safe system free of hazardous conditions and harm to the community in perpetuity; and

WHEREAS, it is the responsibility of the Natural Gas Division of the Public Works Department protect its citizens from catastrophe or natural disaster during it's operation and oversight of the system; and

WHEREAS, the California Utilities Emergency Association (CUEA) offers response support for emergencies through agreements with multiple utilities and agencies providing similar services as the city of Susanville's natural gas system; and

WHEREAS, CUEA operates and oversees a Statewide Integrated Utility Emergency Management system for the purpose of providing resources and assistance to agencies when in crisis as a result of disasters, catastrophes or other emergencies impacting its's residents of the communities as a result of the presence of dangerous or hazardous conditions;

WHEREAS, it is the desire of the city to be a member of CUEA with the ability to both receive and offer support in times of need to and from sister utilities and agencies to mitigate and stop dangerous or hazardous conditions from their respective oversight; and

WHEREAS, the City Council hereby finds and determines it is in the best interest of the city and it's constituents to become a member of the California Utilities Emergency Association (CUEA) to receive benefit and offer support in times of emergencies.

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

1. The Mayor of the City of Susanville is hereby authorized to execute an agreement with the California Utilities Emergency Association (CUEA) and receive support through the CUEA Statewide Integrated Utility Emergency Management system;
2. The Finance Manager is authorized to make payment in the amount of \$500 for the purpose of completing the city's membership application for CUEA.

APPROVED: _____
Mendy Shuster, Mayor

ATTEST: _____
City Clerk

The foregoing **Resolution 20-5767** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of May, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

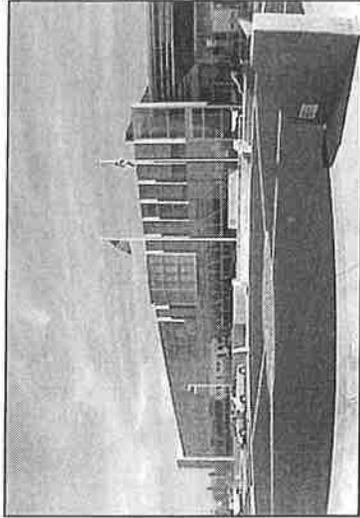
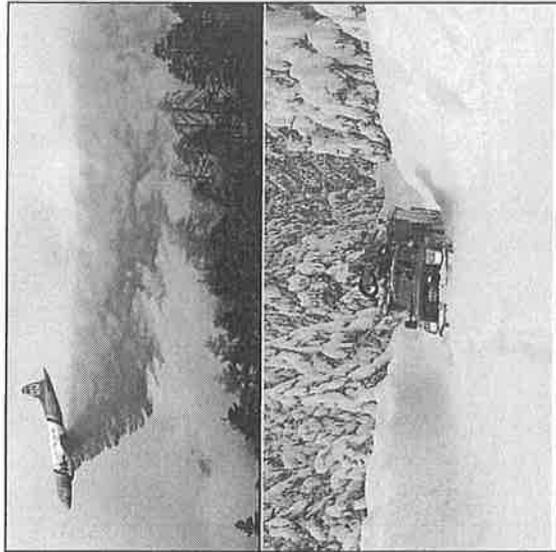
City Attorney

**CUEA
Membership**

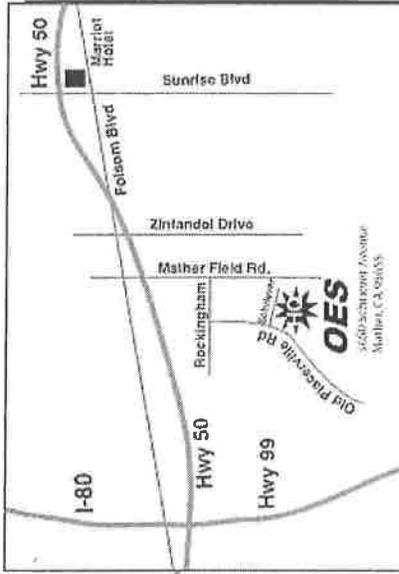


For an application for membership to CUEA, please contact Jenny Regino at jenny.regino@caloes.ca.gov.

Membership cost is: \$4.35 per million of annual CA revenue, with cost at \$500 minimum and \$40,000 maximum per year.



California Office of Emergency Services



California Utilities Emergency Association

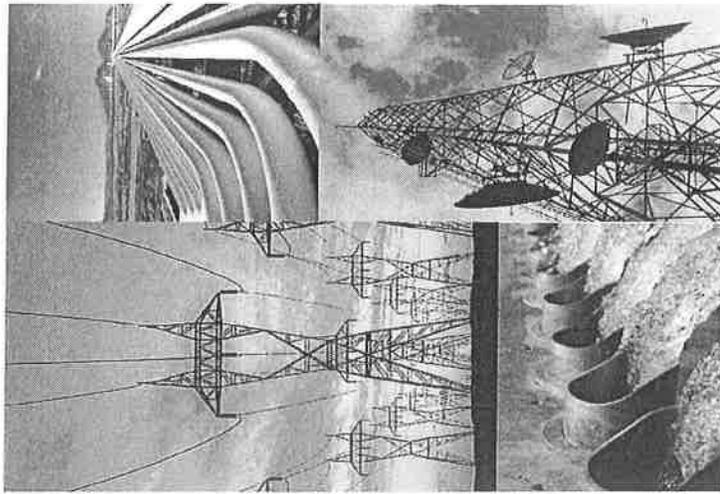
3650 Schriever Avenue
Mather, California 95655
P.O. Box 1130, Rancho Cordova, CA 95741-1130

Phone: (916) 845-8518
Fax: (916) 845-8516

www.cueainc.com



Statewide Integrated Utility
Emergency Management



**California's
First and Largest
Utilities Association**

www.cueainc.com

Mission

CUEA serves as the single point-of-contact for critical infrastructure utilities and the California Office of Emergency Service (Cal OES) and other Governmental Agencies before, during and after an event to:

Facilitate communications and cooperation between member utilities and public agencies; and with non-member utilities (where resources and priorities allow);

Provide emergency response support wherever practical for electric, petroleum pipeline, telecommunications, gas, water and wastewater utilities and;

Support utility emergency planning, mitigation, training, exercises and education.

Vision and Goals

Achieve an integrated partnership between utilities and Government Agencies in preparing for, responding to, and recovering from emergencies or other potentially serious events. Promote and champion emergency planning in order to improve disaster response. Improve communications and cooperation among the member utilities and Government Agencies. Enhance value of organization and benefits to CUEA members.



Northern California Fires Response

History

The Governor of California chartered the California Utilities Emergency Association in 1952 as part of the State's Civil Defense Plan. The Association was created by a Joint Powers Agreement to represent California utilities on emergency related issues. In March of 1998, CUEA received federal tax exempt status as a 501(c)4 corporation. In January of 1999, CUEA received State Tax Exempt status.

A Diverse Membership

CUEA began with four members and has grown to include nearly 100 members. Members of CUEA represent the following utility sectors: water, wastewater, electric gas, telecommunications (including wireless) and pipeline. From the Pacific Ocean to the Nevada border and from Mexico to Oregon, CUEA Members service the entire state.



State Operation Center At Cal OES

Partnership With the State

CUEA offices are co-located at Cal OES headquarters in Mather, California which provides immediate access to regional, State and Federal information and support. CUEA fully staffs and operates the Utility Operations Center, wholly contained in the State Operations Center. CUEA, via the Executive Director, actively participates in senior Leadership and Executive level planning sessions and working groups. CUEA serves in the capacity of EF-12 representing utilities for the state.

Benefits of Membership

Emergency Response

and Restoration Support

CUEA Provides 24/7 Emergency Assistance to members, ensuring rapid access to both resources and Government Agencies during Emergencies.

Mutual Assistance

Members take part in both Statewide and interstate Mutual Assistance Agreements with Washington, Oregon, Nevada and other Border States.

Planning, Training and Exercising

CUEA sponsors Emergency Management, Health and Safety, Homeland Security, FEMA and Utility Sector Specific Training.

Communications

Members receive important alerts on legislative issues, FBI/FOUO and Homeland Security notices along with National Weather Service Warnings, Cal OES activations, Earthquake and Tsunami warnings and Medical alerts. Members also have access to exclusive information on the CUEA website, and our semi-annual newsletters.

Partnering

CUEA is the only Utility Association with a Memorandum of Understanding with the California Office of Emergency Services.

CUEA also represents its members on the following committees:

- CA Homeland Security Strategy Working Group - Critical Infrastructure
- Core Member of the State of CA Energy - Commission Fuel Set-aside Program
- State of CA Cyber Security Task Force, Critical Infrastructure Co-Chair
- State of CA Standard Emergency Management System Advisory Board
- State of CA Alert and Warning Statuary Member
- State of CA Southern California Catastrophic Earthquake Response Plan Stakeholder
- Governor's Emergency Partnership Panel Statuary Member
- Civil Support Task Group - National Guard
- Cascadia Earthquake CAT Plan - Senior Leadership Steering Committee
- State of CA Senior Leadership Member of Catastrophic Flood Plan
- CA Earthquake Early Warning System Standards Committee

CUEA Application for Membership

Company: _____

Representative: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone: _____

24Hr: _____ Cell: _____

Email: _____

Date: _____

Your primary service affiliation:

- Electric
- Gas
- Water
- Wastewater
- Pipeline
- Cable
- Government Agency
- Telecommunications
- Other: _____

Membership Fees:

Utility Member: \$4.35 per million of annual CA revenue, \$500 minimum per year \$40,000 maximum

Revenue: \$ _____

****Please include your previous year CA revenue with the submission of this application.**



MUTUAL ASSISTANCE AGREEMENT

AMONG

MEMBERS OF THE
CALIFORNIA UTILITIES EMERGENCY
ASSOCIATION

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0. DEFINITIONS

As used herein, unless otherwise indicated, the following terms are defined as set forth below.

- 0.1 Activation: The initiation of the Assistance and administrative process of this Agreement including: request for Assistance, assessing and communicating the scope of assistance request, assessing and communicating the resources available for Assistance, activation procedures, mutual assistance coordination, and other processes and procedures supporting the Mobilization of Assistance resources.
- 0.2 Assistance: Includes all arrangements and preparation for and the actual mobilization of personnel, material, equipment, supplies and/or tools or any other form of aid or assistance, including all related costs and expenses as set forth in this Agreement, provided by an Assisting Party to a Requesting Party, from the time of the official authorization by the Requesting Party and including the return and demobilization by an Assisting Party of its personnel and equipment, also as set forth in this Agreement.
- 0.3 Deactivation: The termination of the Assistance and administrative process including: notification of Deactivation, Demobilization planning, identification of applicable costs, processes and procedures supporting Demobilization of resources, provide for invoicing, audit, critique information, and closure of the Assistance.
- 0.4 Demobilization: The actual returning of all Assistance resources to the Assisting Party's normal base.
- 0.5 Emergency: Any unplanned event that, in the reasonable opinion of the Party to this Agreement, could result, or has resulted, in (a) a hazard to the public, to employees of any Party, or to the environment; (b) material loss to property; or (c) a detrimental effect on the reliability of any Party's electric or natural gas system. The Emergency may be confined to the utility infrastructure or may include community-wide damage and emergency response. An Emergency may be a natural or human caused event.
- 0.6 Mobilization: The actual collecting, assigning, preparing and transporting of all Assistance resources.
- 0.7 Mutual Assistance Liaison: The person(s) designated by the Requesting Party, and Assisting Party, to coordinate all administrative requirements of the Agreement.

- 0.8 Natural Gas or Gas: The term “natural gas” as used in this Agreement shall include all commercially available forms of natural gas including Synthetic Natural Gas.
- 0.9 Operations Liaison: As described in Section 3.18, the person or persons designated by the Requesting Party to provide direct contact, communications and coordination at the operations level for Assisting Party’s crews and resources at the location of the assistance. This may include but is not limited to: contact and communications for assisting crews, safety information processes and procedures, ensuring coordination of lodging and meals, addressing issues of Equipment requirements, materials requirements, and other logistical issues necessary to ensure safe effective working conditions.
- 0.10 Qualified: The training, education and experience of employees completing an apprenticeship or other industry / trade training requirements consistent with Federal Bureau of Apprenticeships and Training, Department of Transportation Pipeline Safety Regulations, or other recognized training authority or regulation. Training and qualification standards and are the responsibility of the Requesting Party to evaluate, in advance, the acceptable level of qualification for trade employees (i.e. lineman, electrician, fitter, etc.).
- 0.11 Work Stoppages: Any labor disputes, labor union disagreements, strikes, or any circumstance creating a shortage of qualified labor for a company during a non-emergency situation.

MUTUAL ASSISTANCE AGREEMENT

(Electric and Natural Gas)

1. PARTIES

This Mutual Assistance Agreement (hereinafter referred to as "Agreement") is made and entered into effective September 15, 2005. Each Party is, and at all times it remains a Party, shall be a member in good standing of the California Utilities Emergency Association. Each of the parties that has executed this Agreement may hereinafter be referred to individually as "Party" and collectively as "Parties." The Parties to this Agreement are listed in Attachment "A" hereto.

2. RECITALS

This Agreement is made with reference to the following facts, among others:

- 2.1 Certain of the Parties to this Agreement entered into a prior agreement ("Prior Agreement") dated December 16, 1994 to provide one another with mutual assistance. This Prior Agreement set forth procedures governing the requesting and providing of assistance in the restoration of electric and/or natural gas service. It is the intention of the Parties that this new Agreement, when signed by the Parties shall be effective for requesting or providing Assistance for the restoration of electric service following natural or man-made Emergencies which may occur on or after the date on which each of the Parties involved in the requesting or providing of Assistance signed this Agreement. Upon execution of this Agreement the Prior Agreement shall terminate, except that any rights or obligations which arose under the Prior Agreement shall remain unaffected by this new Agreement. Upon satisfaction of any such rights or obligations, the Prior Agreement shall be of no further validity or effect.
- 2.2 Being a Party to this Agreement does not by itself assure any Party that Assistance will be provided if, when or as requested. Each Party reserves the sole right to respond or not to respond to requests for Assistance on a case-by-case basis. By signing this Agreement, each Party thereby agrees that any Assistance which is received or given upon the request of a Party to this Agreement shall be subject to each and every one of the terms and conditions of this Agreement.
- 2.3 The Parties own, operate and maintain electric and/or natural gas utility facilities and are engaged in the production, acquisition, transmission, and / or distribution of electricity or natural gas.

- 2.4 Each of the Parties operates and maintains their respective facilities within accepted industry practices and employs skilled and Qualified personnel to operate, repair and maintain such facilities according to such industry practices.
- 2.5 It is in the mutual interest of the Parties to be prepared to provide for Emergency repair and restoration to such services, systems and facilities on a reciprocal basis. The purpose of this new Agreement is to provide the procedures under which one Party may request and receive assistance from another Party. This new Agreement is also designed to allow a new Party to join in the Agreement by signing a copy of this Agreement following the giving of notice to the existing Parties pursuant to Section 6.3 of this Agreement.
- 2.6 Assistance for labor shortages due to Work Stoppages are beyond the scope of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties have mutually agreed effective on the date set forth on the signature page hereof and agree further as follows:

3. SCOPE OF ASSISTANCE

- 3.1 In the event of an Emergency affecting the electrical generation, electrical or natural gas transmission, distribution, and/or related facilities owned or controlled by a Party, such Party ("Requesting Party") may request another Party ("Assisting Party") to provide Assistance. The Assisting Party shall, in its sole discretion, determine if it shall provide such Assistance. If the Assisting Party determines to provide Assistance, such Assistance shall be provided in accordance with the terms and conditions of this Agreement.
- 3.2 Requests for Assistance may be made either verbally or in writing by the Authorized Representative of the Requesting Party and shall be directed to the Authorized Representative of the Assisting Party. Authorized Representatives of the Parties are identified in Attachment "B" hereto and shall be updated upon any change in such Authorized Representative. Upon acceptance of a request for Assistance either verbally or in writing, the Assisting Party shall respond with reasonable dispatch to the request in accordance with information and instructions supplied by the Requesting Party. All requests for Assistance shall follow the procedures described in Attachment "D". The Requesting Party shall also follow the procedures set forth in Attachment "E" for Deactivation of Assistance.
- 3.3 The Requesting Party shall provide the Assisting Party with a description of the work needed to address the Emergency, with the most urgent needs

for Assistance addressed first. If the request is not based on a lack of resources, such information must be stated in the request. The Assisting Party shall use its reasonable efforts to schedule the Assistance in accordance with the Requesting Party's request. However, the Assisting Party reserves the right to recall any and all personnel, material, Equipment, supplies, and/or tools at any time that the Assisting Party determines necessary for its own operations. Any Requesting Party for whom an Operator Qualification (OQ) Program and/or Drug and Alcohol Program under 49 CFR Parts 192 and 199 respectively, is required should pre-screen the other Parties to this Agreement to determine which Parties have compatible regulatory agency accepted programs and may therefore be contacted for assistance. Parties to this agreement agree to make their programs and related records available for review to assist in the pre-screening.

- 3.4 The Requesting Party will provide the name and contact information for the person(s) designated as the Mutual Assistance Liaison(s), the Operations Liaison(s) described in Section 3.18, and person(s) to be designated as supervisory personnel to accompany the crews and Equipment. The Assisting Party will provide the name(s) and contact information for the person(s) designated to be the Mutual Assistance Liaison and the Operations Liaison(s).
- 3.5 All Reasonable Costs and Expenses associated with the furnishing of Assistance shall be the responsibility of the Requesting Party and deemed to have commenced when the Requesting Party officially authorizes the Assisting Party to proceed with Mobilization of the personnel and Equipment necessary to furnish Assistance, and shall be deemed to have terminated after Demobilization when the transportation of Assisting Party personnel and Equipment returns to the work headquarters, individual district office, or home (to which such personnel are assigned for personnel returning at other than regular working hours) is completed.

For the purposes of this Agreement, a Requesting Party shall be deemed to have authorized the Assisting Party to proceed with Mobilization when the Requesting Party signs and submits a formal request to the Assisting Party, in a form substantially similar to that included as Attachment "F". If written information cannot be furnished, a verbal confirmation will be acceptable, with a written confirmation to follow within 24 hours.

The Parties hereto agree that costs arising out of inquiries as to the availability of personnel, material, Equipment, supplies and/or tools or any other matter made by one party to another prior to the Requesting Party authorizing the Assisting Party to proceed with Mobilization, as set forth in this Section 3.5, will not be charged to the potentially Requesting Party.

- 3.6 For purposes of this Agreement, the term "Reasonable Costs or Expenses" shall be defined to mean those costs, expenses, charges, or outlays paid or incurred by an Assisting Party in any approved phase of rendering Assistance to a Requesting Party pursuant to the provisions of this Agreement. Reasonable Costs or Expenses shall be deemed to include those costs and/or expenses that are appropriate and not excessive; under the circumstances prevailing at the time the cost or expense is paid or incurred. Reasonable Costs or Expenses may include, but are not limited to, direct operating expenses such as wages, materials and supplies, transportation, fuel, utilities, housing or shelter, food, communications, and reasonable incidental expenses, as well as indirect expenses and overhead costs such as payroll additives, taxes, insurance, depreciation, and administrative and general expenses. Notwithstanding the above, any such Reasonable Costs or Expenses shall continue to be subject to the provisions of Section 5 of this Agreement regarding Audit and Arbitration.
- 3.7 The Assisting Party and Requesting Party shall mutually agree upon and make all arrangements for the preparation and actual Mobilization of personnel, material, Equipment, supplies and/or tools to the Requesting Party's work area and the return (i.e. Demobilization) of such personnel, material, Equipment, supplies and/or tools to the Assisting Party's work area. The Requesting Party shall be responsible for all Reasonable Costs or Expenses incurred by the Assisting Party for Mobilization and/or Demobilization, notwithstanding any early termination of such assistance by the Requesting Party.
- 3.8 Unless otherwise agreed upon in writing, the Requesting Party shall be responsible for providing food and lodging for the personnel of the Assisting Party from the time of their arrival at the designated location to the time of their departure. The food and housing provided shall be subject to the approval of the supervisory personnel of the Assisting Party.
- 3.9 If requested by the Assisting Party, the Requesting Party, at its own cost, shall make or cause to be made all reasonable repairs to the Assisting Party's Equipment, necessary to maintain such Equipment safe and operational, while the Equipment is in transit or being used in providing Assistance. However, the Requesting Party shall not be liable for cost of repair required by the gross negligence, bad faith or willful acts or misconduct of the Assisting Party.
- 3.10 Unless otherwise agreed the Requesting Party shall provide fuels and other supplies needed for operation of the Assisting Party's vehicles and Equipment being used in providing Assistance.

- 3.11 Unless otherwise agreed to by the Parties, the Requesting Party shall provide field communications Equipment and instructions for the Assisting Party's use. The Assisting Party shall exercise due care in use of the Equipment and return the Equipment to the Requesting Party at the time of departure in like condition; provided, however, if repairs are necessary the Requesting Party will be financially responsible unless such repairs are necessitated by the gross negligence, bad faith or willful acts or misconduct of the Assisting Party.
- 3.12 Employees of the Assisting Party shall at all times continue to be employees of the Assisting Party, and such employees shall at no time and for no purpose be deemed to be employees of the Requesting Party.
- 3.13 Wages, hours and other terms and conditions of employment applicable to personnel provided by the Assisting Party, shall continue to be those of the Assisting Party.
- 3.14 If the Assisting Party provides a crew or crews, it shall assign supervisory personnel as deemed necessary by the Assisting Party, who shall be directly in charge of the crew or crews providing Assistance.
- 3.15 All time sheets, Equipment and work records pertaining to personnel, material, vehicles, Equipment, supplies and/or tools provided by the Assisting Party shall be kept by the Assisting Party for invoicing and auditing purposes as provided in this Agreement.
- 3.16 No Party shall be deemed the employee, agent, representative, partner or the co-venturer of another Party or the other Parties in the performance of activities undertaken pursuant to this Agreement.
- 3.17 The Parties shall, in good faith, attempt to resolve any differences in work rules and other requirements affecting the performance of the Parties' obligations pursuant to this Agreement.
- 3.18 The Requesting Party and Assisting Party shall each provide an Operations Liaison to assist with operations, personnel and crew safety. These individuals shall be the link between the Parties and keep the crews apprised of safety, operational, and communication issues.
- 3.19 All work performed by the Parties under this Agreement shall conform to all applicable Laws and Good Utility Practices.
- 3.20 All workers performing work under this Agreement shall follow their own employer's established safety and other operation rules. Each Party will use its best reasonable effort to respect the safety and work practices of the

other Party, and will at all times cooperate in the interest of the safety of both Parties. Where it is not possible for both Parties to safely and independently follow their own safety and work practices, field personnel will discuss and mutually agree upon the safety and work practices for both Parties for the particular work at issue

4. PAYMENT

- 4.1 The Requesting Party shall reimburse the Assisting Party for all Reasonable Costs and Expenses that are appropriate and not excessive, under the circumstances prevailing at the time the cost or expense is paid or incurred by the Assisting Party as a result of furnishing Assistance. Such costs and expenses shall include, but not be limited to, the following:
- (a) Employees' wages and salaries for paid time spent in Requesting Party's service area and paid time during travel to and from such service area, plus the Assisting Party's standard payroll additives to cover all employee benefits and allowances for vacation, sick leave, holiday pay, retirement benefits, all payroll taxes, workers' compensation, employer's liability insurance, administrative and general expenses, and other benefits imposed by applicable law or regulation.
 - (b) Employee travel and living expenses (meals, lodging, and reasonable incidentals).
 - (c) Cost of Equipment, materials, supplies and tools at daily or hourly rate, including their normally applied overhead costs inclusive of taxes, insurance, depreciation, and administrative expenses. Cost to replace or repair Equipment, materials, supplies, and tools (hereinafter collectively referred to as the "Equipment", which are expended, used, damaged, or stolen while the Equipment is being used in providing Assistance; provided, however, the Requesting Party's financial obligation under this Section 4.1 (c): (i) shall not apply to any damage or loss resulting from the gross negligence, bad faith or willful misconduct of the Assisting Party, and (ii) shall only apply in excess of, and not contribute with, any valid and collectible property insurance which applies to such damage or loss.
 - (d) Cost of vehicles provided by Assisting Party for performing Assistance at daily or hourly rate, including normally applied overhead costs inclusive of taxes, insurance, depreciation, and administrative expenses. Cost to repair or replace vehicles which are damaged or stolen while the vehicles are used in providing

Assistance; provided, however, that Requesting Party's financial obligation under this Section 4.1 (d): (i) shall not apply to any damage or loss resulting from the gross negligence, bad faith or willful misconduct of the Assisting Party, and (ii) shall only apply in excess of, and not contribute with, any valid and collectible first-party physical damage insurance which applies to such loss.

- (e) Administrative and general costs which are properly allocable to the Assistance to the extent such costs are not chargeable pursuant to the foregoing subsections.
 - (f) Overtime costs incurred by the Assisting Party in their service territory as a result of Assistance provided to the Requesting Party.
- 4.2 Unless otherwise mutually agreed to, the Assisting Party shall invoice the Requesting Party at the address designated on Attachment "B" for all Reasonable Costs and Expenses of the Assisting Party in one invoice. If the Assistance extends beyond a thirty (30) day period, invoicing can occur monthly unless otherwise agreed upon in writing. The Assisting Party shall provide the invoice in substantially the form set forth in Attachment "G".
- 4.3 The Requesting Party shall pay such invoice in full within sixty (60) days of receipt of the invoice, and shall send payment to the Assisting Party at the address listed in Attachment "B" unless otherwise agreed to in writing.
- 4.4 Delinquent payment of invoices shall accrue interest at a rate of twelve percent (12%) per year prorated by days until such invoices are paid in full.

5. AUDIT AND ARBITRATION

- 5.1 A Requesting Party has the right to designate its own qualified employee representative(s) or its contracted representative(s) with a management/accounting firm who shall have the right to audit and to examine any cost, payment, settlement, or supporting documentation relating to any invoice submitted to the Requesting Party pursuant to this Agreement.
- 5.2 A request for audit shall not affect the obligation of the Requesting Party to pay amounts due as required herein. Any such audit(s) shall be undertaken by the Requesting Party or its representative(s) upon notice to the Assisting Party at reasonable times in conformance with generally

accepted auditing standards. The Assisting Party agrees to reasonably cooperate with any such audit(s).

- 5.3 This right to audit shall extend for a period of two (2) years following the receipt by Requesting Party invoices for all Reasonable Costs and Expenses. The Assisting Party agrees to retain all necessary records/documentation for the said two-year period, and the entire length of this audit, in accordance with its normal business procedures.
- 5.4 The Assisting Party shall be notified by the Requesting Party, in writing, of any exception taken as a result of the audit. In the event of a disagreement between the Requesting Party and the Assisting Party over audit exceptions, the Parties agree to use good faith efforts to resolve their differences through negotiation.
- 5.5 If ninety (90) days or more have passed since the notice of audit exception was received by the Assisting Party, and the Parties have failed to resolve their differences, the Parties agree to submit any unresolved dispute to binding arbitration before an impartial member of an unaffiliated management/accounting firm. Arbitration shall be governed by the laws of the State of California. Each Party to an arbitration will bear its own costs, and the expenses of the arbitrator shall be shared equally by the Parties to the dispute.

6. TERM AND TERMINATION

- 6.1 This Agreement shall be effective on the date of execution by at least two Parties hereto and shall continue in effect indefinitely, except as otherwise provided herein. Any Party may withdraw its participation at any time after the effective date with thirty (30) days prior written notice to all other Parties.
- 6.2 As of the effective date of any withdrawal, the withdrawing Party shall have no further rights or obligations under this Agreement except the right to collect money owed to such Party, the obligation to pay amounts due to other Parties, and the rights and obligations pursuant to Section 5 and Section 7 of this Agreement.
- 6.3 Notwithstanding Section 12, additional parties may be added to the Agreement, without amendment, provided that thirty 30 days notice is given to all Parties and that any new Party agrees to be bound by the terms and conditions of this Agreement by executing a copy of the same which shall be deemed an original and constitute the same agreement executed by

the Parties. The addition or withdrawal of any Party to this Agreement shall not change the status of the Agreement among the remaining Parties.

7. LIABILITY

- 7.1 Except as otherwise specifically provided by Section 4.1 and Section 7.2 herein, to the extent permitted by law and without restricting the immunities of any Party, the Requesting Party shall defend, indemnify and hold harmless the Assisting Party, its directors, officers, agents, employees, successors and assigns from and against any and all liability, damages, losses, claims, demands actions, causes of action, and costs including reasonable attorneys' fees and expenses, resulting from the death or injury to any person or damage to any property, which results from the furnishing of Assistance by the Assisting Party, unless such death or injury to person, or damage to property, is caused by the gross negligence or willful misconduct of the Assisting Party.
- 7.2 Each Party shall bear the total cost of discharging all liability arising during the performance of Assistance by one Party to the other (including costs and expenses for reasonable attorneys' fees and other costs of defending, settling, or otherwise administering claims) which results from workers' compensation claims or employers' liability claims brought by its own employees. Each Party agrees to waive, on its own behalf, and on behalf of its insurers, any subrogation rights for benefits or compensation paid to such Party's employees for such claims.
- 7.3 In the event any claim or demand is made, or suit or action is filed, against the Assisting Party, alleging liability for which the Requesting Party shall indemnify and hold harmless the Assisting Party, Assisting Party shall notify the Requesting Party thereof, and the Requesting Party, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it, in its sole discretion, deems necessary or prudent. However, Requesting Party shall consult with Assisting Party during the pendency of all such claims or demands, and shall advise Assisting Party of Requesting Party's intent to settle any such claim or demand. The Party requesting indemnification should notify the other Party in writing of that request.
- 7.4 The Equipment which the Assisting Party shall provide to the Requesting Party pursuant to Section 3 above, is accepted by the Requesting Party in an "as is" condition, and the Assisting Party makes no representations or warranties as to the condition, suitability for use, freedom from defect or otherwise of such Equipment. Requesting Party shall utilize the Equipment at its own risk. Requesting Party shall, at its sole cost and expense, defend, indemnify and hold harmless Assisting Party, its

directors, officers, agents, employees, successors and assigns, from and against any and all liability, damages, losses, claims, demands, actions, causes of action, and costs including reasonable attorneys' fees and expenses, resulting from the death or injury to any person or damage to any property, arising out of the utilization of the Equipment by or for the Requesting Party, or its employees, agents, or representatives, unless such death, injury, or damage is caused by the gross negligence, bad faith or willful misconduct of the Assisting Party.

- 7.5 No Party shall be liable to another Party for any incidental, indirect, or consequential damages, including, but not limited to, under-utilization of labor and facilities, loss of revenue or anticipated profits, or claims of customers arising out of supplying electric or natural gas service, resulting from performance or nonperformance of the obligations under this Agreement.
- 7.6 Nothing in Section 7, Liability, or elsewhere in this Agreement, shall be construed to make the Requesting Party liable to the Assisting Party for any liability for death, injury, or property damage arising out of the ownership, use, or maintenance of any watercraft (over 17 feet in length) or aircraft which is supplied by or provided by the Assisting Party. It shall be the responsibility of the Assisting Party to carry liability and hull insurance on such aircraft and watercraft as it sees fit. Also, during periods of operation of watercraft (over 17 feet in length) or aircraft in a situation covered by this Agreement, the Party which is the owner/lessee of such aircraft or watercraft shall use its best efforts to have the other Parties to this Agreement named as additional insures on such liability coverage.

8. GOVERNING LAW

This Agreement shall be interpreted, governed and construed by and under the laws of the State of California as if executed and to be performed wholly within the State of California.

9. AUTHORIZED REPRESENTATIVE

The Parties shall, within thirty 30 days following execution of this Agreement, appoint Authorized Representatives and Alternate Authorized Representatives, and exchange all such information as provided in Attachment "B". Such information shall be updated by each Party prior to January 1st of each year that this Agreement remains in effect, or within 30 days of any change in Authorized Representative or Alternate Representative.

The Authorized Representatives or the Alternate Authorized Representatives shall have the authority to request and provide Assistance.

10. ASSIGNMENT OF AGREEMENT

No Party may assign this Agreement, or any interest herein, to a third party, without the written consent of the other Parties.

11. WAIVERS OF AGREEMENT

Failure of a Party to enforce any provision of this Agreement, or to require performance by the other Parties of any of the provisions hereof, shall not be construed to waive such provision, nor to affect the validity of this Agreement or any part thereof, or the right of such Parties to thereafter enforce each and every provision. This Agreement may not be altered or amended, except by a written document signed by all Parties.

12. ENTIRE AGREEMENT

This Agreement and the Exhibits referenced in or attached to this Agreement constitute the entire agreement between the Parties concerning the subject matter of the Agreement. It supersedes and takes the place of all conversations the Parties may have had, or documents the Parties may have exchanged, with regard to the subject matter, including the Prior Agreement.

13. AMENDMENT

No changes to this Agreement other than the addition of new Parties shall be effective unless such changes are made by an amendment in writing, signed by each of the Parties hereto. A new Party may be added to this Agreement upon the giving of 30 days notice to the existing Parties and upon the new Party's signing a copy of this Agreement as in effect upon the date the new Party agrees to be bound by each and every one of the Agreement's terms and conditions.

14. NOTICES

All communications between the Parties relating to the provisions of this Agreement shall be addressed to the Authorized Representatives of the Parties, or in their absence, to the Alternate Authorized Representative as identified in Attachment "B". Communications shall be in writing, and shall be deemed given

if made or sent by e-mail with confirmation of receipt by reply email, confirmed fax, personal delivery, or registered or certified mail postage prepaid. Each Party reserves the right to change the names of those individuals identified in Attachment "B" applicable to that Party, and shall notify each of the other Parties of such change in writing. All Parties shall keep the California Utilities Emergency Association informed of the information contained in Attachment "B" and reply to all reasonable requests of such association for information regarding the administration of this Agreement.

15. GENERAL AUTHORITY

Each Party hereby represents and warrants to the other Parties that as of the date this Agreement is executed by the Parties: (i) the execution, delivery and performance of this Agreement have been duly authorized by all necessary action on its part and it has duly and validly executed and delivered this Agreement; (ii) the execution, delivery and performance of this Agreement does not violate its charter, by-laws or any law or regulation by which it is bound or governed, and (iii) this Agreement constitutes a legal, valid and binding obligation of such Party enforceable against it in accordance with the terms hereof, except to the extent such enforceability may be limited by bankruptcy, insolvency, reorganization of creditors' rights generally and by general equitable principles.

16. ATTACHMENTS

The following attachments to this Agreement are incorporated herein by this reference:

Attachment A Parties to the Agreement;

Attachment B Names and Address of Authorized Representative(s)/Invoicing;

Attachment C Custodianship of Agreement;

Attachment D Procedures for Requesting and Providing Assistance;

Attachment E Procedures for Deactivation of Assistance;

Attachment F Request for Assistance Letter;

Attachment G Invoice.

16. SIGNATURE CLAUSE

This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized officers as of the dates set forth below.

Company Name: _____

Signature of Officer: _____

Title of Officer: _____

Date Executed: _____



ATTACHMENT A January 2020

Parties to the Mutual Assistance Agreement (Electric and Natural Gas) Among Members of the California Utilities Emergency Association

- **Alameda Municipal Power (2011)**
Andre Basler Basler@alamedamp.com
Cellular Phone: 510-814-5657
- **Alpine Natural Gas (2007)**
Mike Lamond mike@alpinenaturalgas.com
Cellular Phone: 209-304-3206
- **Anaheim Public Utilities Department (2007)**
Dennis Schmidt dschmidt@anaheim.net
Cellular Phone: 714-493-7171
- **Anza Electric Cooperative, Inc (2013)**
Brian Baharie brianb@anzaelectric.org
Cellular Phone: 951-240-0555
- **Azusa Light & Water (2009)**
Federico Langit Jr. flangit@ci.azusa.ca.us
Cellular Phone: 626-812-5213
- **Bear Valley Electric Service (2012)**
Phil Pivovaroff philpiv@bves.com
Cellular Phone: 909-253-8966
- **Burbank Water and Power (2010)**
Cesar Ancheta cancheta@burbankca.gov
Cellular Phone: 909-762-9291
- **Colton Public Utilities (2011)**
Tim Lunt tlunt@ci.colton.ca.us
Cellular Phone: 909-772-7877
- **Department of Water Resources**
Tio Zasso tio.zasso.water.ca.gov
Cellular Phone: 916-715-1028

- **Glendale Water and Power (2011)**
Chad Edington CEdington@GlendaleCA.GV
Cellular Phone: 818-482-7192
- **City of Healdsburg Electric Department (2011)**
Todd Woolman twoolman@ci.healdsburg.ca.us
Cellular Phone: 707-480-6485
- **Imperial Irrigation District (2012)**
Gary Hatfield gdhatfield@iid.com
Cellular Phone: 760-427-0744
- **Lassen Municipal Utility District (2011)**
Pat Holley pholley@lmud.org
Cellular Phone: 530-249-6249
- **Lathrop Irrigation District (2013)**
Glenn Reddick gmr5252@aol.com
Cellular Phone: 916-712-2054
- **Liberty Energy (2011)**
Randy Kelly randy.kelly@libertyutilities.com
Cellular Phone: 775-636-3034
- **City of Lodi (2011)**
Tim Combs tcombs@lodi.gov
Cellular Phone: 209-304-9389
- **City of Lompoc (2010)**
Tikan Singh t_singh@ci.lompoc.ca.us
Cellular Phone: 805-315-7090
- **City of Long Beach (2010)**
Stephen Bateman steve.bateman@longbeach.gov
Cellular Phone: 310-892-5728
- **Los Angeles Department of Water and Power (2011)**
Walter Rodriguez walter.rodriguezjr@ladwp.com
Cellular Phone: 213-792-6112

- **Modesto Irrigation District (2011)**
Ed Franciosa E.Franciosa@mid.org
Cellular Phone: 209-404-6847
- **City of Moreno Valley Electric Utility (2013)**
Jeannette Olko: jeannetteo@moval.org
Cellular Phone: 909-709-8676
- **Northern California Power Agency (2015)**
Randy Howard: randy.howard@ncpa.com
Cellular Phone: 916-878-0854
- **Pacific Gas & Electric Company (2012)**
Chris Snyder crsv@pge.com
Cellular Phone: 415-940-6860
- **Pacific Power, a division of PacifiCorp (2010)**
Jeff Bolton jeffrey.bolton@pacificorp.com
Cellular Phone: 503-260-7782
- **City of Palo Alto (2010)**
Dean Batchelor dean.batchelor@cityofpaloalto.org
Cellular Phone: 650-444-6204
- **Pasadena Water and Power: Power Delivery (2009)**
Doug Schmaderer dschmaderer@cityofpasadena.net
Cellular Phone: 626 - 372-2069
- **Pittsburg Power Company dba Island Energy (2012)**
Peter Guadagni pquadagni@ci.pittsburg.ca.us
Cellular Phone: 925-726-9277
- **Plumas-Sierra Rural Electric Cooperative (2011)**
Jason Harston jharston@psrec.coop
Cellular Phone: 530-249-4605
- **Rancho Cucamonga Municipal Utility (2013)**
Fred Lyn fred.lyn@cityofrc.us
Cellular Phone: 909-243-2747

- **City of Redding – Redding Electric Utility (2009)**
 Ted Miller tmiller@reupower.com
 Cellular Phone: 530-351-1941

- **City of Riverside (2012)**
 Richard de Aragon Jr. RDeAragon@riversideca.gov
 Cellular Phone: 303-909-2163

- **City of Roseville – Roseville Electric (2010)**
 Jason Grace jgrace@roseville.ca.us
 Cellular Phone: 916-532-9272

- **Sacramento Municipal Utility District (2011)**
 Kyle Broyhill Christopher.broyhill@smud.org
 Cellular Phone: 828-612-1423

- **San Diego Gas & Electric Company (2011)**
 Augie Ghio aghio@semprautilities.com
 Cellular Phone: 619-961-5681
 SDG&E Emergency On-Duty: 858-503-5173

- **San Francisco Public Utilities Commission (2011)**
 Greg Norby gnorbyl@sfwater.org
 Cellular Phone:

- **City of Shasta Lake (2011)**
 Kevin Estabrook kestabrook@cityofshastalake.org
 Cellular Phone: (530) 275-7445

- **Silicon Valley Power, Electric Utility of City of Santa Clara (2011)**
 Kevin Kolnowski Kkolnowski@svpower.com
 Cellular Phone: 408-615-6686

- **Southern California Edison Company (2011)**
 Nancy Sacre sacrenm@sce.com
 Cellular Phone: 626-315-0680

- **Southern California Gas Company (2013)**
 Paul Smith psmith1@semprautilities.com
 Cellular Phone: 310-499-3441

- **Southwest Gas Company (2011)**
 Sam Grandlienard
sam.grandlienard@swgas.com
 Cellular Phone: 760-953-9181
 Ed Estanislao edgardo.estanislao@swgas.com
 Cellular Phone: 702-498-2830

- **Truckee-Donner Public Utility District (2011)**
 Brian Wright brianwright@tdpud.org
 Cellular Phone: 530-582-3957

- **Turlock Irrigation District**
 Manjot Gill msgill@tiq.org
 Cellular Phone: 209-613-4044

- **City of Ukiah (2011)**
 Tim Santo tsanto@cityofukiah.com
 Cellular Phone: 707-272-0350

- **Vernon Public Utilities (2013)**
 Todd Dusenberry tdusenberry@ci.vernon.ca.us
 Cellular Phone: 323-807-4261

- **Western Area Power Administration (2011)**
 Brian Adams badams@wapa.gov
 Cellular Phone: 530-247-6710

ATTACHMENT B

Names and Address of Authorized Representative(s)/Billing

Date	_____	
Name of Utility	_____	
Mailing Address	_____ _____	
Individuals to Call for Emergency Assistance:		
<u>AUTHORIZED REPRESENTATIVE:</u>		
Name	_____	
Title	_____	Address _____
E-Mail	_____	Pager No. _____
Day Phone	_____	Night Phone _____
FAX	_____	Cellular _____
<u>ALTERNATE AUTHORIZED REPRESENTATIVE(S):</u>		
Name	_____	
Title	_____	Address _____
E-Mail	_____	Pager No. _____
Day Phone	_____	Night Phone _____
FAX	_____	Cellular _____
Name	_____	
Title	_____	Address _____
E-Mail	_____	Pager No. _____
Day Phone	_____	Night Phone _____
FAX	_____	Cellular _____

<u>DISPATCH CENTER WITH 24-HOUR TELEPHONE ANSWERING:</u>		
Name	_____	
Title	_____	
Address	_____	
Phone	_____	Fax _____
<u>BILLING / PAYMENT ADDRESS:</u>		
Department of Utility	_____	
Billing/Payment Address	_____ _____	
Telephone No.	_____	
Fax/Email	_____	

Information provided to 2016
CUEA Custodian:

ATTACHMENT C

Custodianship of Agreement

Responsibilities of the California Utilities Emergency Association's Mutual Assistance Agreement (Electric) Custodian are:

- A. Request all Parties provide an annual update of the Authorized Representative and Alternate Authorized Representative, as identified in Attachment "B", no later than December 15 of each year.
- B. Distribute annual update of Attachment "B" no later than January 15 of each year.
- C. Coordinate and facilitate meetings of the parties to the Agreement, as necessary, to include an after action review of recent mutual assistance activations and document changes requested by any party to the Agreement. An annual meeting will also be held to review general mutual assistance issues.
- D. Assist and guide utilities interested in becoming a party to the Agreement by providing a copy of the existing Agreement for their review and signature.
- E. Facilitate any necessary reviews of the Agreement.

ATTACHMENT D

Procedures for Requesting and Providing Assistance

- A. The Requesting Party shall include the following information, as available in its request for Assistance:
 - A.1 A brief description of the Emergency creating the need for the Assistance;
 - A.2 A general description of the damage sustained by the Requesting Party, including the part of the electrical or natural gas system, e.g., generation, transmission, substation, or distribution, affected by the Emergency;
 - A.3 The number and type of personnel, Equipment, materials and supplies needed;
 - A.4 A reasonable estimate of the length of time that the Assistance will be needed;
 - A.5 The name of individuals employed by the Requesting Party who will coordinate the Assistance;
 - A.6 A specific time and place for the designated representative of the Requesting Party to meet the personnel and Equipment being provided by the Assisting Party;
 - A.7 Type of fuel available (gasoline, propane or diesel) to operate Equipment;
 - A.8 Availability of food and lodging for personnel provided by the Assisting Party; and
 - A.9 Current weather conditions and weather forecast for the following twenty-four hours or longer.

- B. The Assisting Party, in response to a request for Assistance, shall provide the following information, as available, to the Requesting Party:
 - B.1 The name(s) of designated representative(s) to be available to coordinate Assistance;
 - B.2 The number and type of crews and Equipment available to be furnished;
 - B.3 Materials available to be furnished;
 - B.4 An estimate of the length of time that personnel and Equipment will be available;
 - B.5 The name of the person(s) to be designated as supervisory personnel to accompany the crews and Equipment; and
 - B.6 When and where Assistance will be provided, giving consideration to the request set forth in section A.6. above.

ATTACHMENT E

Procedures for Deactivation of Assistance

- A. The Requesting Party shall, as appropriate, include the following in their Deactivation:
 - A.1 Number of crews returning and, if not all crews are returning, expected return date of remaining crews.
 - A.2 Notification to the Assisting Party of the time crews will be departing.
 - A.3 Information on whether crews have been rested prior to their release or status of crew rest periods.
 - A.4 Current weather and travel conditions along with suggested routing for the Assisting Party's return.

- B. The Assisting Party shall, as appropriate, include the following in their Deactivation:
 - B.1 Return of any Equipment, material, or supplies, provided by the Requesting Party.
 - B.2 Provide any information that may be of value to the Requesting Party in their critique of response efforts.
 - B.3 Estimation as to when invoice will be available.
 - B.4 Invoice to include detail under headings such as labor charges (including hours) by normal time and overtime, payroll taxes, overheads, material, vehicle costs, fuel costs, Equipment rental, telephone charges, administrative costs, employee expenses, and any other significant costs incurred.
 - B.5 Retention of documentation as specified in Section 5.3 of the Mutual Assistance Agreement.
 - B.6 Confirmation that all information pertaining to the building, modification, or other corrective actions taken by the Assisting Party have been appropriately communicated to the Requesting Party.

ATTACHMENT F

Letter Requesting Assistance

Date

Assisting Party Name

Assisting Party Address

In recognition of the personnel, material, Equipment, supplies and/or tools being sent to us by [name of Assisting Party] in response to a request for mutual assistance made by [Requesting Party] on [date of request], we agree to be bound by the principles noted in the California Utilities Emergency Association Mutual Assistance Agreement (Electric and Natural Gas).

(Brief Statement of Assistance Required)

[Requesting Party Name]

[Authorized Representative of Requesting Party].

[Signature of Authorized Representative of Requesting Party]

ATTACHMENT G

SUPPLEMENTAL INVOICE INFORMATION

Sections 4 and 5 of this Mutual Assistance Agreement provide for the accumulation of costs incurred by the Assisting Party to be billed to the Requesting Party for Assistance provided. Each utility company has their own accounts receivable or other business enterprise system that generates their billing invoices. Generally these invoices do not provide for a breakdown of costs that delineate labor hours, transportation costs, or other expenses incurred in travel to and from the Assistance, or the subsequent repair of equipment that may be necessary.

This attachment provides guidelines, format and explanations of the types of cost breakdown, and supportive information and documentation that are important to accompany the invoice for providing of mutual assistance. It is intended to provide sufficient information to the Requesting Party at the time of invoice to minimize an exchange of detail information requests that may delay the payment of the invoice.

This information in no way eliminates the requesting Party's ability to audit the information or request additional cost detail or documentation.

Supplemental Invoice Information is a recommendation and not a requirement.

The form is available electronically from the Agreement Custodian.



**CUEA MUTUAL ASSISTANCE AGREEMENT
(ELECTRIC – NATURAL GAS)
SUPPLEMENTAL INVOICE INFORMATION**

This supplemental invoice information detail is submitted pursuant to Sections 4.0 and 5.0 of the CUEA, Mutual Assistance Agreement for Electric and Natural Gas, for assistance provided. (RP = Requesting Party, AP = Assisting Party)

AP Invoice Date:	RP Purchase Order # 1
AP Invoice #:	RP Reference or W/O# 2
Bill To: 3 (Requesting Party)	Remit To: 4 (Assisting Party)
Address:	Address:
Phone:	Phone:
Attention: 5	Attention: 6
Name or Description of Event:	
Location of Assistance or Event:	
Assistance / Billing Period:	From: 7 To: 8

Date Assistance Accepted: _____ Date Demobilization Complete: _____

LABOR 1: Employee Wages and Salary while at RP Service Area 9

Labor:	Hours	Wages	Additives	
Straight Time, Overtime and Premiums:				LABOR 1 Subtotal:

LABOR 2: Employee Wages and Salary while traveling to and from RP Service Area 10

Labor:	Hours	Wages	Additives	
Straight Time, Overtime and Premiums:				LABOR 2 Subtotal:

LABOR 3: Employee Wages and Salary of service and support personnel not traveling to RP Service Area 11

Labor:	Hours	Wages	Additives	
Straight Time, Overtime and Premiums:				LABOR 3 Subtotal:

LABOR 4: Overtime Wages and Salary Incurred in AP Service Area as a Result of Assistance 12

Labor:	Hours	Wages	Additives	
Overtime and Premiums:				LABOR 4 Subtotal:

LABOR TOTAL **TOTAL Wages, Salaries and Payroll Additives:**

MATERIALS: Cost of materials, supplies, tools, and repair or replacement of non-fleet equipment used in assistance 13
MATERIALS TOTAL **TOTAL Materials, Equipment, etc. and Additives:**

TRANSPORTATION: Cost of vehicles and equipment including parts and repairs and Additives (No Wages)
Fleet Costs: (Hourly or Use Charge for vehicles and equipment and Additives) **14**
Repair Costs: (Cost of repair or replacement of vehicles and equipment, excluding labor) **15**
TRANSPORTATION TOTAL **TOTAL Vehicles, Equipment, etc. and Additives:**

EXPENSE: Cost of transporting employees and equipment, to and from RP's Service area, and living expenses not provided by RP.
Transportation Expense: Cost to transport vehicles and equipment (fleet) to and from RP Service Area **16**
Travel Expense: Cost to transport personnel, airfare etc., (non-fleet equip/tools) to and from RP Service Area **17**
Living Expense: Cost of meals, lodging and incidentals not provided by RP or incurred during travel **18**
Meals: _____ Lodging: _____ Incidentals: _____
EXPENSE TOTAL **TOTAL Transportation, Travel and Living and Additives:**

ADMINISTRATIVE & GENERAL COSTS: Cost properly allocable to the Assistance and not charged in above sections 19

ADMINISTRATIVE & GENERAL TOTAL

TOTAL Administrative & General: _____

All costs and expenses of Assisting Company are summarized in this Invoice.

Pay This Amount: _____

(A Form W-9, Request for Taxpayer Identification Number and Certification, has been included with this invoice.) 20

Instructions and Explanations

This information provides a breakdown of costs incurred in the providing of assistance, and is intended to provide sufficient details to allow Requesting Party to expedite payment by minimizing requests for detailed information. This detailed breakdown, and supportive documentation, should supplement the remittance invoice normally generated by the utility's business enterprise or accounts receivable systems.

Reference Section Explanations: (Numbers correspond to sections on preceding supplemental invoice page(s).)
(Information in parentheses and italics are references to the related section of the CUEA MAA)

- 1 If Requesting Company has designated a Purchase Order to be used for this remittance, provide the PO number in this space.
- 2 If Requesting Company has designated a Work Order or Tracking number to be used for this remittance, provide the number here.
- 3 This "Bill To" address is designated by the Requesting Party and may be the same as the Billing / Payment Address as it appears on the Assisting Company's "Attachment B" of the Agreement. *(Sec. 4.2)*
- 4 This "Remittance Address" is the address specified on the Assisting Company's Primary Invoice.
- 5 The person identified in Billing / Payment section of Requesting Party's "Attachment B", or Authorized Representative, or the Requesting Party's designated Mutual Assistance Coordinator.
- 6 The person identified in Billing / Payment section of Requesting Party's "Attachment B", or Authorized Representative, or the Assisting Party's designated Mutual Assistance Coordinator.
- 7 The date the assistance was agreed to commence. *(Sec. 3.2)*
- 8 The date the assistance demobilization is complete. *(Sec. 3.7) (Note: subsequent repair or replacement costs incurred by the AP may be realized and billed past this date, as noticed by the AP to the RP in writing.)*
- 9 Labor 1: This total includes all hourly wages, including straight time, overtime, premium pay and payroll additives that are the normal payroll of the Assisting Party. This is for time worked in the Requesting Party's service area, and does NOT include time or pay for travel to, or from, the Requesting Party's service area. Labor 1 total includes all employees, management and supervision, that physically traveled to the Requesting Party's service area. (The numbers are reported as totals for Hours, Wages, and Additives (premiums and additives reported in same total). Supportive information such as time sheets, or spreadsheets, that break down the totals reported, is strongly recommended.) *(Sec. 4.1(a))*
- 10 Labor 2: This total includes all hourly wages, including straight time, overtime, premium pay and payroll additives that are the normal payroll of the Assisting Party. This is for time or pay for travel to, or from, the Requesting Party's service area, and does NOT include time worked in RP's service area. Labor 2 total includes all employees, management and supervision, that physically traveled to the Requesting Party's service area. (The numbers are reported as totals for Hours, Wages, and

Additives (premiums and additives reported in same total). Supportive information such as time sheets, or spreadsheets, that break down the totals reported, is strongly recommended.) (*Sec. 4.1(b)*)

- 11 Labor 3: This total includes all hourly wages, including straight time, overtime, premium pay and payroll additives that are the normal payroll of the Assisting Party. This is for time or pay for employees, management, or supervision that is directly attributed to the assistance, but did NOT travel to the Requesting Party's service area. Labor 3 total may include support services in the Assisting party's own service area such as warehouse, fleet, Assistance Liaisons, administrative and coordination personnel. (The numbers are reported as totals for Hours, Wages, and Additives (premiums and additives reported in same total). (Supportive information such as time sheets, or spreadsheets, that break down the totals reported, is strongly recommended.) (Sec. 4.1)
- 12 Labor 4: This total includes only overtime pay and additives that are incurred by the Assisting Party for emergency response in the Assisting Party's service area, that is directly attributable to the providing of assistance. This total requires detailed support information and explanation provided to the Requesting Party prior to the inclusion of costs for assistance. (Sec. 4.1 (f))
- 13 Materials: This total includes all non-fleet equipment, tools and supplies, provided by Assisting Party's warehouse or other supplier that was used, consumed, or has normally applied overhead costs or depreciation, as outlined in the agreement. (Sec. 4.1 (c))
- 14 Transportation: This total includes the hourly or use charge of vehicles and equipment, and normally applies overheads and additives, for all vehicles and equipment used in the providing of assistance. These are direct "Fleet" costs excluding labor, which is included in Labor totals. (Sec. 4.1 (d))
- 15 Transportation: This total includes cost of repair or replacement of vehicles or equipment used in the providing of assistance, by AP, dealer service, or contracted repairs, including all normally applies overheads and additives. These are direct "Fleet" costs excluding labor, which is included in Labor totals. (Sec. 4.1 (d))
- 16 Transportation Expense: This total includes only the incurred costs of transporting, by contractor or entity other than the AP or RP, the fleet vehicles and equipment to RP's service area, and return to AP's home base. (Supportive information such as contract carrier's invoice or trip tickets is recommended.)
- 17 Travel Expense: These include all costs incurred by AP for the transportation of personnel to and from the RP's service area. These include airfare, cab fare, rental vehicles, or any other transportation not provided by the RP. It also included the transportation or shipping costs of non-fleet tools or equipment to and from the RP's service area. (Sec. 4.1)
- 18 Living Expense: This includes all meals, lodging, and incidentals incurred during travel to and from RP's service area. It includes any of these costs incurred while working in the RP's service area that were not provided by the RP. (Sec. 4.1(b))
- 19 Administrative and General Costs: This includes all costs that are allocable to the Assistance, to the extent that they are not included in all the foregoing costs identified in this invoice. (Sec. 4.1(e))

20 Form W-9, Tax Identification and Certification: This standard tax form should be completed and accompany this form, unless such information has been previously transmitted to the Requesting Company.

Reviewed by: AW City Administrator
 _____ Finance Manager

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

Submitted by: Daniel Gibbs, Acting Public Works Director

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution Number 20-5768** authorizing the Mayor to execute an Agreement for Professional Services with Full Spectrum, Inc. for the purpose of providing professional services and construction assistance on the Public Works Department's Supervisory Control and Data Acquisition (SCADA) System at the Cady Springs Pump Station Completion project

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The Public Works Department has been utilizing the services of Full Spectrum, Inc. since 2011 on an as needed basis to provide consulting assistance related to the SCADA System. Full Spectrum has proven themselves extremely capable in serving the city over this time period. Further, their expertise in this area has become invaluable to the City and specifically in the management of the natural gas and potable water systems.

This Agreement for Professional Services outlines a scope of services that Full Spectrum, Inc. shall provide the City. These professional services are related primarily to Susanville's SCADA System and include providing the City with professional services that vary depending on specific needs as they relate to the condition and level of completion of the Cady Springs Pump Station project, and may be redefined at any time by the Public Works Director/City Engineer or his representative upon mutual agreement of all parties.

Typical tasks include 1) Coordinating and supporting, including direct interaction with the prime contractor and electrical subcontractors; 2) reviewing plans and specifications as they relate to the installation of equipment and material; 3) overseeing and managing the installation of equipment, commissioning and operation of SCADA equipment; and 4) initiating new and maintaining existing SCADA systems as they relate to the City's project and installations of any and all equipment.

Full Spectrum will also trouble shoot technical system problems associated with the pump station installation and any impacts on the SCADA system and the facilities it controls. Services requested by the City may vary from time to time depending on specific needs and may be redefined at any time by the Public Works Director, Water Supervisor or Resident Engineer.

FISCAL IMPACT: Funding for the services of Full Spectrum, Inc. will be paid out the Water Division 7110 Capitol Fund account as part of the cost of completing the Cady Springs Pump Station project.

ACTION REQUESTED: Motion approving **Resolution Number 20-5768** authorizing the Mayor to execute an Agreement for Professional Services between Full Spectrum, Inc. and the City of Susanville for the purpose of providing construction management services on the Cady Springs Pump Station project related to Public Works Department's Supervisory Control and Data Acquisition (SCADA) System.

ATTACHMENTS: Resolution Number 20-5768;
Full Spectrum, Inc. Agreement for Professional Services;
April 20, 2020 Full Spectrum Inc. Proposals No. 20200420_01 & _02

RESOLUTION NUMBER 20-5768

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING MAYOR TO EXECUTE AGREEMENT FOR PROFESSIONAL SERVICES WITH FULL SPECTRUM, INC. FOR THE PURPOSE OF PROVIDING PROFESSIONAL SERVICES DURING CONSTRUCTION AT THE CADY SPRINGS PUMP STATION SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM.

WHEREAS, the Public Works Department is in need of professional services while the construction phase is occurring for the Cady Springs Pump Station project related primarily to Susanville's SCADA System; and

WHEREAS, the Public Works Department has determined that the services required are highly specialized and require the most qualified consultant available to provide the required services by the City; and

WHEREAS, the Public Works Department has utilized Full Spectrum, Inc. for all of its SCADA services, and is very familiar with and has exhibited prior expert services with regard to the City's SCADA system; and

WHEREAS, the scope of services is defined by the Agreement for Professional Services for the Cady Springs Pump Station project and will continue until such time as determined completed which is presently estimated to be no later than December 31, 2020 or until terminated by either party.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that Mayor is hereby authorized to execute Agreement for Professional Services with Full Spectrum, Inc. for the purpose of Full Spectrum, Inc. providing professional services and construction assistance related to Public Works Department's Supervisory Control and Data Acquisition (SCADA) System at the Cady Springs Pump Station Completion project per the NOT TO EXCEED amounts on the proposals dated April 20, 2020.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
City Clerk

The foregoing **Resolution 20-5768** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

City Clerk

APPROVED AS TO FORM: _____
City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement sets forth the agreement and understanding between the City of Susanville (CITY) and Full Spectrum, Inc. for purpose of Full Spectrum, Inc. providing construction related professional consulting services at the Cady Springs Pump Station completion project (PROJECT) for the City of Susanville's Supervisory Control and Data Acquisition (SCADA) System.

SCOPE OF SERVICES:

Full Spectrum, Inc. shall provide Susanville with professional services related primarily to Susanville's SCADA System. Services requested by the City of Susanville will vary depending on specific needs as they relate to the condition and level of completion of the PROJECT, and may be redefined at any time by the Public Works Director/City Engineer or his representative upon mutual agreement of all parties. PROJECT specific tasks include, but are not limited to:

- a. Coordinating and supporting, including direct interaction, with RaPiD Construction, as the prime contractor and their electrical subcontractor, Creekside Electric;
- b. Reviewing plans and specifications for equipment and material, found at the jobsite(s) whether installed or not;
- c. Overseeing and managing equipment, installation, commissioning and operation of SCADA equipment (hardware and software) as it relates to the intended operation of the PROJECT;
- d. Advising the City and responding to Requests for Information (RFI) from the City or the Contractor;
- e. Initiating new and maintaining existing SCADA systems as they relate the City's water system and impacts to its software, hardware existing and proposed installations of any and all equipment;
- f. Trouble shooting technical system problems associated with the PROJECT and it's impacts on or impacts from the existing SCADA system and the facilities it controls.

FEES:

Full Spectrum, Inc. NOT TO EXCEED fees are outlined in Attachment 'A' - "2020 Full Spectrum Inc. Engineering Proposal No. 20200420_01 and . 20200420_02 both dated April 20, 2020.

TERM:

This Agreement commences as of May 11, 2020, and shall continue to no later than December 31, 2020 or until terminated by either party, which termination may occur with or without cause on 10 days written notice. This Agreement supplements any and all agreements presently in place and does not affect or impact any of those conditions, payments methods or scopes of work identified between the parties hereto.

CONFIDENTIALITY:

Full Spectrum, Inc. and Susanville recognize and agree that during the term hereof, both will gain access to certain information critical to the ongoing business operations of each entity. Such may include, but not be limited to, customers, clients, and supplier identities, transportation arrangements and terms, and conditions of certain contractual arrangements relative to the above. Both parties to this Agreement specifically agree to keep any and all such information strictly confidential throughout the term defined hereunder and subsequent to the termination of this Agreement. Full Spectrum, Inc. and Susanville further agree not to utilize any such information to circumvent such ongoing business activities of each other, either directly and/or through third parties.

INDEPENDENT CONTRACTOR:

In performing under this Agreement, Full Spectrum, Inc. shall act at all times as an independent contractor. Full Spectrum, Inc. shall not make any commitment or incur any charge or expense in the name of Susanville.

Full Spectrum, Inc. expressly agrees, acknowledges, and stipulates that neither this Agreement nor the performance of its obligations or duties thereunder shall ever result in Full Spectrum, Inc., or anyone employed by Full Spectrum, Inc., being:

- A. An employee, agent, servant or representative of Susanville; or
- B. Entitled to any benefits from Susanville, including, without limitation, pension, profit sharing, accident insurance, or health, medical, life, or disability insurance benefits or coverage, to which employees of Susanville are entitled.

The sole and only compensation and/or benefit of any nature to which Full Spectrum, Inc. shall be entitled are the payments provided for herein. Susanville shall have no direction or control of Full Spectrum, Inc. or its employees and agents expect in the results to be obtained subject to Susanville's right to review/inspect the services. The actual performance and supervision of all services shall be by Full Spectrum, Inc., but the services shall meet the approval of Susanville.

SOCIAL SECURITY AND WAGE TAX LIABILITY/WORKER'S COMPENSATION INSURANCE:

Full Spectrum, Inc. agrees to pay timely and to accept exclusive liability for the payroll taxes, contributions for unemployment compensation insurance, old age benefits, social security, and any other payments now or hereafter imposed by the Government of the United States or by any state or political subdivision, thereof, which are measured by the wages, salaries or other remuneration paid to Full Spectrum, Inc.'s employees. Full Spectrum, Inc. agrees to indemnify Susanville and save it free and harmless from and against any and all taxes contributions, and/or payments imposed by law upon Full Spectrum, Inc. Full Spectrum, Inc. will at all times carry and provide worker's compensation insurance coverage for its employees.

ASSIGNMENTS AND SUBCONTRACTS:

This Agreement and all duties and obligations describe hereunder are personal in nature. Accordingly, Full Spectrum, Inc. shall not assign this Agreement or any portion thereof or subcontract to another party.

PAYMENT:

Full Spectrum, Inc. shall bill the City of Susanville on a monthly basis for work completed previously. The City of Susanville agrees to process bills for payment from Full Spectrum, Inc. within 30 days after receipt and approval.

CONTRACT INFORMATION:

Communication between Full Spectrum, Inc. and Susanville shall be directed to the address and contact information shown below. Formal communication and notices shall be written from. The Parties accept email as a communication tool.

City of Susanville

City of Susanville
Attn: *Public Works Director*
720 South St.
Susanville, CA 96130
Phone: 530-257-1040

Full Spectrum, Inc.

Full Spectrum, Inc.
Attn: Andrew Robinson
P.O. Box 358
Nephi, UT 84648
Phone: 435-623-4713
fullspec@juno.com

ATTORNEYS FEES:

In the event either party commences legal action in the courts or in arbitration to enforce or interpret any of the terms of this Agreement, the prevailing party in such action shall be entitled to an award of its reasonable attorney's fees and costs.

INDEMNITY:

Full Spectrum, Inc. shall defend, indemnify and hold harmless the City and all City employees and agents from all claims, liabilities and actions filed against them in the courts or in arbitration or otherwise, which result from Full Spectrum, Inc.'s work or actions hereunder. City shall defend, indemnify and hold harmless Full Spectrum, Inc., its employees and agents from all claims liabilities and actions filed against them in the courts or in arbitration or otherwise, which results from the City's actions hereunder.

If above conditions and terms meet with your approval please sign below.

Full Spectrum, Inc.

By: _____ Date: _____
Andrew Robinson,
Full Spectrum, Inc.

CITY OF SUSANVILLE:

By: _____ Date: _____
Mendy Schuster, Mayor
City of Susanville

ATTEST:

By: _____ Date: _____
City Clerk

APPROVED AS TO FORM:

By: _____ Date: _____
City Attorney

Attachments: Full Spectrum Proposals 20200420_01 and . 20200420_02 dated April 20, 2020

Full
Spectrum Inc.
Engineering



Susanville Public Works

APR 20 2020

RECEIVED

City of Susanville
720 South Street
Susanville, CA 96130

April 20, 2020

Attention: Daniel Gibbs, Public Works Director

Reference: **SCADA Integration for the Cady Springs Pump Station, Cady Tank Upgrade**

Proposal: 20200420_01 (update of proposal 20181101)

Dear Mr. Gibbs:

Full Spectrum Inc. is pleased to provide the following proposal for the SCADA Integration portion of the Cady Springs Pump Station Project as detailed in specification 261234 SCADA.

Cady Springs Pump Station: (\$10,375)

As part of this project a SCADA Panel backplane Hoffman 36" X 24" (CP3624) will be provided along with a SCADA PACK PLC control, Power supply, and a Fiber Optic Transceiver to allow communications between the Pump station, Electrical building, and Cady Tank. This proposal includes the programming of the PLC, to control the gravity line control valve and the programming of the communications equipment as well as the time and materials to travel to site and install the backplane in to the SCADA Panel (provided by others) and land all field wiring (provided by others) as detailed in specification 261234.

Equipment Cost: \$3,775
Labor Costs: \$3,900
Travel T&M: \$2,700
Total: \$10,375

Cady Springs Electrical Building: (\$11,225)

As part of this project a SCADA Panel backplane Hoffman 48" X 36" (CP4836) will be provided along with a SCADA PACK PLC control, Power supply, and a Fiber Optic Transceiver to allow communications between the Electrical building, Pump Station, and Cady Tank. This proposal includes the programming of the PLC to control the VFD Pump drives, and the communications Equipment as well as the time and materials to travel to site and install the backplane in to the SCADA Panel (provided by others) and land all field wiring (provided by others) as detailed per Spec 261234.

Equipment Cost: \$3,775
Labor Costs: \$4,750
Travel T&M: \$2,700
Total: \$11,225

Cady Springs Tank: (\$10,835)

As part of this project a SCADA Panel backplane Hoffman 36" X 24" (CP3624) will be provided along with a SCADA PACK PLC control, Power supply, and a Fiber Optic Transceiver to allow communications between the Cady Tank, Electrical building, and Pump Station. The DATA Radio and antenna currently located at Cady Springs

site will be re-located to the tank site. The antenna cable will be provided that will allow the antenna to be mounted on an antenna mast mounted on top of the Cady Tank. This proposal includes the programming of the PLC to control, receive, and send communications data via fiberoptic to the Cady Electrical Building and the Cady Booster Pump site and to communicate all data via the DATA Radio to the Public Works office. This proposal also includes the time and materials to travel to site and install the backplane in to the SCADA Panel (provided by others) and land all field wiring (provided by others) as detailed per Spec 261234.

Equipment Cost: \$4,185
Labor Costs: \$3,950
Travel T&M: \$2,700
Total: \$10,835

Antenna Note: It is noted that a line of site between the Public Works office and the Cady tank is required to achieve consistent communication. To achieve line of site additional elevation may be necessary requiring a pole, or some other antenna structure at the tank location. A radio site survey may be required, and additional antenna structure may be required. These items are not in the scope of work here in quoted.

Cady Springs Pump Station HMI Programing: (\$10,500)

As part of this project the SCADA PLC MTU located in the public Works SCADA Panel will be reprogramed to allow the direct DATA Radio communication with the Cady Tank for all Cady data instead of using the repeater currently located at Harris Booster. The HMI will also be programed to monitor and allow operator control of all Cady Spring elements as detailed in Spec 161234, as well as alarming and call out for critical elements.

Equipment Cost: \$0
Labor Costs: \$7,800
Travel T&M: \$2,700
Total: \$10,500

Total Cady Springs Pump Station Project: (\$42,935)

	Pump Station	Elec. Building	Tank	HMI	Total
Equipment:	\$3,775	\$3,775	\$4,185	\$0	\$11,735
Labor:	\$3,900	\$4,750	\$3,950	\$7,800	\$20,400
Travel T&M	\$2,700	\$2,700	\$2,700	\$2,700	\$10,800
Total:	\$10,375	\$11,225	\$10,835	\$10,500	\$42,935

Thanks for the opportunity!!
 Call if you have any questions?
 Sincerely,



Andrew Robinson

Mission Statement: Provide quality engineering services to safeguard life, health, and the property of clients, with integrity, ensuring that the services provided are worthy of the clients investment.

Full Spectrum Inc.
 P.O. Box 358
 Nephi, UT 84648

Email: fullspec@juno.com
 Phone: 435-623-4713
 Cell: 435-660-0489

Full
Spectrum Inc.
Engineering



Susanville Public Works

APR 20 2020

RECEIVED

City of Susanville
720 South Street
Susanville, CA 96130

April 20, 2020

Attention: Daniel Gibbs, Public Works Director

Reference: **Cady Springs Pump Station and Tank Construction Management/Inspection (Preliminary)**

Proposal: 20200420_02 (update of proposal 20181102)

Dear Mr. Gibbs:

Full Spectrum Inc. is pleased to provide the following (Preliminary) proposal for construction management/inspection for the Cady Springs Pump Station/Cady tank project.

The scope of work provided shall include:

Review Submittals/ work with potential contractors during bidding process
Pump Station mechanical, plumbing and metering
Pump Station electrical, SCADA Panel, Instrumentation and wiring
Electrical Building electrical, VFD's, SCADA Panel, Instrumentation and Wiring
Cady Tank electrical, SCADA Panel, Instrumentation and Wiring
Pump Station-Electrical Building-Cady Tank Fiberoptic communications
Pump Station-Electrical Building-Cady Tank commissioning
Coordinate with contractors to identify critical project stages:

On site for project construction kick off.

On site during final stages of Electrical power and Fiber Optic to Cady Tank.

On Site during final stages of Pump installation and electrical hookup.

On Site during final stages of VFD installation and electrical hookup.

(included with Integration Proposal: Onsite installing SCADA Equipment and Programing)

On site during system commissioning and Startup.

Including 5 trips to site /4 at 4 weeks 1 at 3 days on site.

During Construction Conference Calls, contractor calls, and Project Update Meetings: 40 hours
40 hours @ \$135 = \$5,200

Onsite 3 days Kickoff Meeting (\$6,320)

Air Travel: \$350

Rental Car 4 days: \$200

Peridium \$50/day: \$200

Travel Sunday 8 hours @ \$95 = \$760

On Site 3 days 30 hours @ \$135 = \$4,050

Travel Return 8 hours @ \$95 = \$760

Onsite 5 days Construction Management and Inspection (\$9,270) -> X 4 \$37,080

Air Travel: \$350

Rental Car 7 days: \$350

Peridium \$50/day: \$300

Travel Sunday 8 hours @ \$95 = \$760

On Site 5 days 50 hours @ \$135 = \$6,750

Travel Return 8 hours @ \$95 = \$760

Construction Management/Inspection proposal Total: \$53,435

Construction: \$5,200

On Site Project Kickoff: \$6,320

Onsite Construction Management and Inspection: 4 X \$9,270 = \$37,080

Thanks for the opportunity!!

Call if you have any questions?

Sincerely,



Andrew Robinson

Mission Statement: Provide quality engineering services to safeguard life, health, and the property of clients, with integrity, ensuring that the services provided are worthy of the client's investment.

Full Spectrum Inc.

P.O. Box 358

Nephi, UT 84648

Email: fullspec@juno.com

Phone: 435-623-4713

Cell: 435-660-0489

Reviewed by:  City Administrator

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 20-5769**, adopting Recruitment and Hiring Policies for all employee classifications.

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: It is the desire of the City to establish recruitment practices that are fair and consistent as well as to ensure that the most qualified candidates are selected to fill job vacancies. The recruitment, screening, interview and selection process for middle management and lower level employees has been conducted through established practices directed by the City Administrator and facilitated through the City Clerk and relevant Department Head but have never been formally adopted. The Department Head Policy was adopted on June 20, 2018 but had to undergo a revision as also attached. The attached Resolution includes the Recruitment and Hiring Policies for all classification of employee including: Department Heads, Regular Full-time, Part-time and Temporary employees and provides a basic guideline and process for filling these vacancies. Recruitments involving Department Head or Management positions involve the added participation of the City Council in the selection process as reflected in the policy.

FISCAL IMPACT: None

ACTION

REQUESTED: Motion to approval Resolution No. 20-5769 adopting the Recruitment and Hiring Policies for each employee classification.

- ATTACHMENTS:**
- Resolution No. 20-5769
 - Previously adopted Department Head Hiring Policy (6/20/2018)
 - Hiring Policy for Department Heads
 - Hiring Policy for Regular Full-time Employees
 - Hiring Policy for Regular Full-time Employees (On-going PD)
 - Hiring Policy for Regular Part-time Employees
 - Hiring Policy for Temporary Employees

RESOLUTION NO. 20-5769
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING UPDATED AND NEW HIRING POLICIES PERTAINING TO
ALL EMPLOYEE CLASSIFICATIONS

WHEREAS, the City hires all levels of employees to for the Administrative, Fire, Police and Public Works Departments; and

WHEREAS, all phases of the recruitment and hiring process should be conducted in a manner to ensure that the City attracts the most qualified, highly-skilled workforce as possible while adhering to practices and procedures that meet Fair Labor practices; and

WHEREAS, policies establishing practices for all employee classifications are attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Recruitment and Hiring Policies as attached in attached Exhibit A are hereby adopted.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution was adopted at a regular meeting of the City Council of the City of Susanville held on the 6th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

DEPARTMENT HEAD SELECTION PROCESS

I. Application Process

- A. Per the City of Susanville Employee Manual, Section 116: Job Posting – “In general, notices of all regular full-time job openings will be posted on employee bulletin boards prior to publication to the public, although the City reserves the its discretionary right to not post a particular opening.” (Internal recruitments are posted on the employee bulletin board but not released to the public).
- B. Advertise job opening by posting City Council approved job announcement for a minimum of ten (10) days and flyer in the following (if applicable):
 - 1. Employee Bulletin Board
 - 2. Local News Paper
 - 3. Professional Publications
 - 4. Direct Mailers
 - 5. Online Websites
- C. Applications Received at City Hall
 - 1. Must be received prior to closing date and time;
 - 2. Must include standard city application and any documents requested in job announcement, i.e. resume, cover letter, transcripts, certifications, etc.; and
 - 3. Must be submitted to the City Clerk
 - 4. City Clerk to provide applications to Assistant to the City Administrator upon receipt

II. Application Screening Process

- A. Applicants are screened for compliance with job announcement and minimum requirements by Assistant to City Administrator, who notes if applicant does not meet the minimum qualifications.
 - 1. When there is adequate time remaining prior to the application deadline, the Assistant to City Administrator will contact Applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials, i.e. resume, cover letter, city standard application. Applicants who submit on the day of deadline will not be contacted.
 - 2. All applications are provided for City Council Members to screen, with those not in conformance noted.
- B. City Council members screen all applications to determine which candidates will receive an interview.
 - 1. Council Members will independently and confidentially indicate yes or no as to whether or not they want to interview an applicant.
 - 2. Applicants receiving three or more yes indications from Council Members will be interviewed.
- C. City Clerk will prepare letters of regret for Applicants not chosen to move on to the interview process within 5 business days of City Council determination.

III. Interviews

- A. An ad hoc committee consisting of two Council Members and the City Administrator will convene to determine the composition of the interview panels. Once notified, interview panel members/organization have five working days to confirm their participation. After five working days, they forfeit their opportunity to participate in the process.
1. Two panels will be convened, a Community Panel and Professional Panel.
 - a. Community Panel
 1. May consist of community leaders, business professionals, union representatives, representatives from other agencies, and Human Resources representative.
 2. Community Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during the community interview.
 - b. Professional Panel
 1. May consist of experts in the field, Department Heads, and an HR representative.
 2. Professional Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during professional interview.
 2. Scoring
 - a. Candidates will be scored by the interview panelists using City standard scoring sheet as attached as Exhibit A. Scores will be averaged from the Community and Professional panels.
 1. Community Panel will account for 40% of overall score.
 2. Professional Panel will count for 60% of overall score.
- B. The top two candidates will be interviewed in closed session by the entire City Council with the City Administrator present. Based on negative results from the Professional and/or Community Panel interviews, the City Council may elect to not interview one or both of the top two candidates.
- IV. Successful Candidate will continue to the pre-employment process.**
- V. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again.**

Signature

Date

CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: _____ Date: _____

Interviewed By: _____

Scoring

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 5

Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 5

Comments:

Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?

Rating: 1 2 3 4 5

Comments:

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments:

Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 5

Comments:

REGULAR FULL-TIME SELECTION PROCESS

I. Application Process

- A. Per the City of Susanville Employee Manual, Section 116: Job Posting – “In general, notices of all regular full-time job openings will be posted on employee bulletin boards prior to publication to the public, although the City reserves the its discretionary right to not post a particular opening.” (Internal recruitments are posted on the employee bulletin board but not released to the public).
- B. Advertise job opening by posting approved job announcement for a minimum of ten (10) days and flyer in:
 - 1. Employee Bulletin Board
 - 2. Local News Paper
 - 3. Online Websites
 - 4. Professional Publications (if warranted)
 - 5. Direct Mailers (if warranted)
 - 6. AFWD (if warranted)
- C. Applications Received at City Hall
 - 1. Must be received by closing date and time
 - 2. Must include standard city application, resume, cover letter and any documents requested in job announcement, i.e. transcripts, certifications, etc...
 - 3. Must be submitted to the City Clerk
 - 4. City Clerk turns applications over to Assistant to City Administrator upon receipt.

II. Application Screening Process

- A. Applications are screened for compliance with job announcement requirements by Assistant to City Administrator as follows:
 - 1. Assistant to City Administrator will prepare spreadsheet listing requirements and preferred qualifications and applicants
 - 2. When there is adequate time remaining prior to the application deadline, the Assistant to the City Administrator will contact Applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials, i.e. resume, cover letter, city standard application, etc. Applicants who submit on the day of the deadline will not be contacted. *Applicants may not be contacted when submitting incomplete applications if a significant applicant pool exists
 - 3. Based on number of applications received, Department Head to review applications to determine interviewees based on job requirements, minimum qualifications, preferred qualifications and other knowledge
 - 4. Assistant to City Administrator will prepare letter of regret for incomplete job applications to be signed by City Administrator.

III. Interviews

A. City Clerk and City Administrator will convene to determine the composition of the interview panels with input from Department Head.

1. Panel

- a. Generally, panel will consist of HR Representative, subject matter expert(s), and at least one other City employee.
- b. If necessary, to compile an appropriate list of questions, Panel Members may be asked to submit three questions for consideration and a final determination of questions to be asked during professional interview will be determined by HR and Department Head.

2. Scoring

- a. Candidates will be scored by the interview panelists using City standard scoring sheet.
- b. Panel shall evaluate experience, education, and interview performance and, using their judgement and discretion, rank the applicants. Panel may recommend that some candidates not be considered for the position.
- c. All candidates will be ranked by the panel

B. The top two candidates will be interviewed by the Supervisor of that position and Department Head. Based on the results of the Panel interviews, the Department Head and Supervisor may elect to not interview any of the candidates if they are not recommended to be considered for the position by the panel.

C. City Clerk will prepare letters of regret for Applicants not chosen to move forward on to the interview process within 5 business days of determination.

IV. Successful Candidate will continue to the pre-employment process

V. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again

Signature

Date

**REGULAR FULL-TIME SELECTION PROCESS
(Police Department -Ongoing)**

WHEN VACANCIES EXIST

I. Application Process

- A. Advertise job opening by posting approved job announcement for a minimum of ten (10) days and flyer in:
 - 1. Employee Bulletin Board
 - 2. Local News Paper (Newspaper will be used when there is a vacancy. When no vacancies exist, advertising will only be on the website to establish a candidate pool).
 - 3. Online Websites
 - 4. Professional Publications (optional)
 - 5. Direct Mailers (optional)
 - 6. Social Media (SPD, SPOA, City of Susanville)
- B. Applications Received at City Hall
 - 1. Must include standard city application, resume, cover letter and any documents requested in job announcement, i.e. transcripts, certifications, etc...
 - 2. Must be submitted to the City Clerk
 - 3. City Clerk turns applications over to Assistant to City Administrator upon receipt.

II. Application Screening Process

- A. Upon receipt, applicants are screened when received for compliance with job announcement by Assistant to City Administrator as follows:
 - 1. Assistant to City Administrator will prepare spreadsheet listing requirements and preferred qualifications and applicants
 - 2. The Chief of Police will be notified of receipt of the application
 - 3. The Assistant to the City Administrator will contact Applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials, i.e. resume, cover letter, city standard application.
 - 4. Applicants will be screen by Chief of Police for minimum qualifications.

III. Interviews

- A. The Chief of Police will work with the City Clerk to determine dates for interview(s) of applicant.
 - 1. Panel
 - a. Generally, panel will consist of, up to two members of the Susanville Police Department (Officer/Sergeant/Captain), at least one panelist from another law enforcement agency, but up to two, and a City HR

representative. In the event the interview is conducted at the location of the academy, HR may not be present.

- b. The Chief of Police will provide the list of questions prior to the interview.

2. Scoring

- a. Candidates will be scored by the interview panelists using Police Department scoring sheet. Guidelines for scoring the candidate will be included on the interview scoring sheet.

- B. Applicants scoring 75% or better can be moved to the background process.
- C. Upon successful background completion, candidates will be interviewed by the Chief of Police.
- D. City Clerk will prepare letters of regret for Applicants not chosen within 5 business days.

IV. Successful Candidate(s) will continue to the pre-employment process

- A. Candidate will be given a conditional offer of employment, indicating their proposed salary rate and any additional financial incentives (if applicable).

1. The letter shall also specify:

- a. This letter is NOT a confirmation of employment, only a conditional offer based on your successful completion of both medical and psychological evaluations and drug screen.
- b. Your background process is ongoing, if anything changes from what you indicated in your PHS, you must notify your background investigator immediately.

- B. Chief of Police shall schedule the candidate for medical and psychological evaluations. City HR representative shall schedule a drug screening for the candidate.
- C. Upon successful completion of the medical process the Chief of Police will notify the candidate of completion and arrange for a start date.

WHEN NO VACANCIES EXIST

I. Application Process

- A. Advertise job opening by posting approved job announcement for a minimum of ten (10) days and flyer in:
 - 1. Local News Paper (Newspaper will be used when there is a vacancy. When no vacancies exist, advertising will only be on the website to establish a candidate pool).
 - 2. Online Websites
 - 3. Professional Publications (optional)
 - 4. Direct Mailers (optional)
 - 5. Social Media (SPD, SPOA, City of Susanville)
- B. Applications Received at City Hall

1. Must include standard city application, resume, cover letter and any documents requested in job announcement, i.e. transcripts, certifications, etc...
2. Must be submitted to the City Clerk
3. City Clerk turns applications over to Assistant to City Administrator upon receipt.

II. Application Screening Process

- A. Upon receipt, applicants are screened when received for compliance with job announcement by Assistant to City Administrator as follows:
1. Assistant to City Administrator will prepare spreadsheet listing requirements and preferred qualifications and applicants
 2. The Chief of Police will be notified of receipt of the application
 3. The Assistant to the City Administrator will contact Applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials, i.e. resume, cover letter, city standard application.
 4. Applicants will be screen by Chief of Police for minimum qualifications.
 5. Applicants will be notified that, although no vacancy exists, the City will hold their application up to one year in the event of a vacancy or impending vacancy.

Signature

Date

Hiring Procedure for Part-Time Employees

NON-SEASONAL NEW HIRES

I. Application Process

- A. Advertise job opening by posting approved job announcement for a minimum of ten (10) days and flyer in:
 - 1. Employee Bulletin Board
 - 2. Local News Paper
 - 3. Online Websites
- B. Applications Received at City Hall
 - 1. Must be received by closing date and time
 - 2. Must include standard city application, resume, cover letter or any documents requested in job announcement, i.e. transcripts, certifications, etc...
 - 3. Must be submitted to the City Clerk
 - 4. City Clerk to turn applications over to Assistant to City Administrator upon receipt.

II. Application Screening Process

- A. Applications are screened for compliance with job announcement requirements by Assistant to City Administrator as follows:
 - 1. When there is adequate time remaining prior to the application deadline, the Assistant to the City Administrator will contact applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials. Applicants who submit on the day of deadline will not be contacted.
 - 2. Assistant to City Administrator will prepare spreadsheet listing requirements and preferred qualifications and applicants
 - 3. Assistant to City Administrator will contact Supervisor to review qualified applicant applications at City Hall.
 - 4. Assistant to City Administrator will prepare letter of regret for incomplete job applications to be signed by City Administrator.

III. Interview Process

- A. Supervisor schedules interviews to be held at City Hall (Pool Manager and Golf Course Supervisor(s))
- B. Supervisor works with City Clerk to approve interview questions
- C. Supervisor interviews (and selects) applicant(s) with member of HR team
- D. Supervisor notifies City Clerk of chosen applicants stating the position being hired for (whether or not cash handling will be involved) and proposed start date and salary range/step.

IV. Offer Letter

- A. Offer letter to be drafted and sent out by City Clerk and shall:
 - 1. Be conditional upon successful pre-employment screening
 - 2. Contain a starting pay step and range
 - 3. Contain a tentative start date
 - 4. Contain City Clerk contact information

V. Successful Candidate will continue to the Pre- Employment Process

- A. Applicant is directed to call City Clerk for pre-employment screening appointment. Applicants without an offer letter are not eligible to complete pre-employment paperwork.
- B. Pre-employment screening consists of a live scan and a drug test
- C. City Clerk notifies Supervisor regarding successful completion of pre-employment screening, and approves the employee’s start date. Employees may not start work without written approval from City Clerk.

VI. City Clerk completes PAF for City Administrator Approval

- A. Offer letter must be attached to PAF

VII. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again

SEASONAL: Seasonal is defined as a part-time employee who works for a limited time during the calendar year as weather allows. Seasonal workers are those who work in facilities such as the pool or golf course.

SEASONAL NEW HIRES

I. Application Process

- A. Advertise job opening by posting approved job announcement for a minimum of ten (10) days and flyer in:
 - 1. Employee Bulletin Board
 - 2. Local News Paper
 - 3. Online Websites
- B. Applications Received at City Hall
 - 1. Must be received by closing date and time
 - 2. Must include standard city application, resume, cover letter or any documents requested in job announcement, i.e. transcripts, certifications, etc...
 - 3. Must be submitted to the City Clerk

II. Application Screening Process

- A. Applications are screened for compliance with job announcement requirements by Assistant to City Administrator as follows:

1. When there is adequate time remaining prior to the application deadline, the Assistant to the City Administrator will contact applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials. Applicants who submit on the day of deadline will not be contacted.
2. Assistant to City Administrator will prepare spreadsheet listing requirements and preferred qualifications and applicants
3. Assistant to City Administrator will contact Supervisor to review qualified applicant applications at City Hall.
4. Assistant to City Administrator will prepare letter of regret for incomplete job applications to be signed by City Administrator.

III. Interview Process

- A. Supervisor schedules interviews to be held at City Hall (Pool Manager and Golf Course Supervisor(s))
- B. Supervisor works with City Clerk to approve interview questions
- C. Supervisor interviews (and selects) applicant(s) with member of HR team
- D. Supervisor notifies City Clerk of chosen applicants stating the position being hired for (whether or not cash handling will be involved) and proposed start date and salary range/step.

IV. Offer Letter

- A. Offer letter to be drafted and sent out by City Clerk and shall:
 1. Be conditional upon successful pre-employment screening
 2. Contain a starting pay step and range
 3. Contain a tentative start date
 4. Contain City Clerk contact information

V. Successful Candidate will continue to the Pre- Employment Process

- A. Applicant is directed to call City Clerk for pre-employment screening appointment. Applicants without an offer letter are not eligible to complete pre-employment paperwork.
- B. Pre-employment screening consists of a live scan and a drug test
- C. City Clerk notifies Supervisor regarding successful completion of pre-employment screening, and approves the employee's start date. Employees may not start work without written approval from City Clerk.

VI. City Clerk completes PAF for City Administrator Approval

- A. Offer letter must be attached to PAF

VII. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again

SEASONAL REHIRS

- I. **Employees wishing to return the following season are to submit a letter stating their interest.**

- II. **Rehire Process**
 - A. Supervisor contacts prospective returning employees and confirms their interest in being rehired.
 - B. Supervisor contacts City Clerk and requests offer letter be sent to prospective returning employee.

- III. **Offer Letter**
 - A. Offer letter to be drafted and sent out by City Clerk and shall:
 - 1. Be conditional upon successful pre-employment screening
 - 2. Contain a starting pay step and range
 - 3. Contain a tentative start date
 - 4. Contain City Clerk contact information

- IV. **Pre-Employment Process**
 - A. Applicant is directed to call City Clerk for pre-employment screening appointment. Applicants without an offer letter are not eligible to complete pre-employment paperwork.
 - B. Pre-employment screening consists of a live scan and a drug test
 - C. City Clerk notifies Supervisor regarding successful completion of pre-employment screening, and approves the employee's start date. Employees may not start work without written approval from City Clerk.

- V. **City Clerk completes PAF for City Administrator Approval**
 - A. Offer letter must be attached to PAF

Signature

Date

Hiring Procedure for Temporary Employees

I. Application Process

- A. Advertise job opening by posting approved job announcement for a minimum of ten (10) days in newspaper, City website and Employee Bulletin Board.
- B. Applications Received at City Hall
 - 1. Must be received by closing date and time
 - 2. Must include standard City application, resume, cover letter or any documents requested in job announcement.
 - 3. Must be submitted to the City Clerk
 - 4. City Clerk to turn applications over to Assistant to City Administrator upon receipt.

II. Application Screening Process

- A. Applications are screened for compliance with job announcement requirements (if applicable) by Assistant to the City Administrator as follows:
 - 1. When there is adequate time remaining prior to the application deadline, the Assistant to the City Administrator will contact applicants who have submitted incomplete applications to provide an additional opportunity to submit missing materials. Applicants who submit on the day of deadline will not be contacted.
 - 2. Assistant to the City Administrator will prepare spreadsheet listing requirements and preferred qualifications.
 - 3. Assistant to the City Administrator will contact Supervisor to review qualified applicant applications at City Hall.
 - 4. Assistant to the City Administrator will prepare letter of regret for incomplete job applications to be signed by City Administrator.

III. Interview Process

- A. City Clerk schedules interviews to be held at City Hall
- B. City Clerk sets up interview panel to consist of an HR member and Supervisor
- C. Panel interviews and ranks applicants
- D. Supervisor notifies City Clerk of chosen applicant

IV. Offer Letter/Letters of Regret

- A. City Clerk sends offer letter to applicant
 - 1. Offer letter shall:
 - a. Be conditional upon successful pre-employment screening
 - b. Contain a starting pay step and range
 - c. Contain a tentative start date
 - d. Contain a project to be completed or end date
 - e. City Clerk contact information
- B. City Clerk prepares letters of regret for unsuccessful candidate(s)

V. Successful Candidate will continue to the Pre-Employment Process

- A. Applicant is directed to call City Clerk for pre-employment screening appointment. Applicants without an offer letter are not eligible to complete pre-employment paperwork.
 - 1. Pre-employment screening consists of a live scan and a drug test
 - 2. If handling cash, credit report is also included
 - 3. City Clerk notifies Supervisor regarding successful completion of pre-employment screening, and confirms the employee's start date.

VI. City Clerk completes PAF for City Administrator Approval

- A. Offer letter must be attached to PAF

VII. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again.

Signature

Date

Department Head Selection Process

Outline

- I. Application Process
 - a. Announce Job Opening by posting City Council approved job announcement and flier in:
 - i. Local News Paper
 - ii. Professional Publications
 - iii. Direct Mailers
 - iv. Online Websites
 - b. Applications Received at City Hall
 - i. Must be received prior to closing date and time
 - ii. Must include standard city application, resume and cover letter
 - iii. Must be submitted to City Clerk
- II. Application Screening Process
 - a. Applicants are screened for compliance with job announcement by Assistant to City Administrator
 - i. Applications in conformance with the job announcement are provided for City Council Members to screen
 - b. City Council members screen applications to determine which candidates will receive an interview.
 - i. Council Members will independently and confidentially indicate yes or no as to whether or not they want to interview an applicant.
 - ii. Applicants receiving three or more yes indications from Council Members will be interviewed
- III. Interviews
 - a. An ad hoc committee consisting of two Council Members and the City Administrator will convene to determine the composition of the interview panels
 - i. Two panels will be convened, a Community Panel and Professional Panel
 - 1. Community Panel
 - a. May consist of community leaders, business professionals, union representatives, representatives from other agencies, and HR representative
 - b. Community Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during the community interview
 - 2. Professional Panel
 - a. May consist of experts in the field being hired, and Department Heads, and HR representative
 - b. Professional Panel Members will be asked to submit three questions for consideration by ad hoc committee, ad hoc committee will determine the final list of questions to be asked during professional interview

ii. Scoring

1. Candidates will be scored by the interview panelists using city standard scoring sheet. Scores will be averaged from the Community and Professional panels.

a. Community Panel will account for 40% of overall score

b. Professional Panel will count for 60% of overall score

b. Top two candidates will be interviewed in closed session by the entire City Council with the City Administrator present

IV. Successful Candidate will continue to the pre-employment process

V. Unsuccessful Candidates will be placed in a hiring pool for up to one year in the event the position becomes vacant again

Reviewed by: AW City Administrator

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Appointment of members to the Ad Hoc Committee for the City Administrator Interview Process

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: The first round of applications for the City Administrator has a review date of May 7, 2020. As part of the adopted procedures for City Department Heads, an ad hoc committee consisting of two City Council members and the City Administrator is to be appointed to facilitate the formation of the Community Interview Panel and the Professional Interview Panel. This process also includes reviewing the submitted questions from the panels' members to be used in the process. Mayor Schuster and Council member Stafford were appointed to the last ad hoc committee and have both expressed an interest in continuing with the committee at this time.

FISCAL IMPACT: None

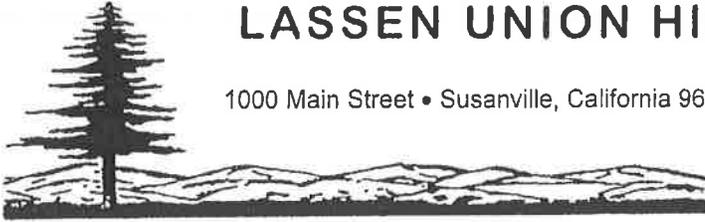
ACTION REQUESTED: Appointment of Ad Hoc Committee Council members for City Administrator interview panel selection and interview question approval.

ATTACHMENTS: None

FISCAL IMPACT:	Public Works Estimated Cost	\$ TBD
	Police Department Estimated Cost	\$1,460
	<u>TOTAL ESTIMATED COST</u>	<u>\$ TBD</u>

ACTION REQUESTED: Motion to approve **Resolution Number 20-5771** supporting the Lassen High School 2020 Graduation event; approving the closure of Riverside Dr. from Alexander Ave. to Weatherlow St. and Weatherlow St. from Riverside Dr. to Cottage St.; and authorizing the Acting Public Works Director to submit an application for a Caltrans Encroachment Permit for the closure of Main Street (State Route 36) #2 lane eastbound from Weatherlow St. to Pacific St. for the event as required

ATTACHMENTS: Resolution Number 20-5771
Letter of request from the Lassen Union High School District
Map of the proposed route to be utilized by the event



LASSEN UNION HIGH SCHOOL DISTRICT

1000 Main Street • Susanville, California 96130-4498 • (530) 257-5134 • Fax (530) 251-0473

Morgan Nugent
Superintendent
Morgan.nugent@lassenhigh.org

April 24, 2020

Susanville City Council Members:

Lassen Union High School requests the support of the city for our graduation on June 5th. We will be hosting a modified graduation for our seniors at Lassen High School. Ensuring the safety of our community, while providing our seniors and their family members a chance to participate in a once in a lifetime event is our mission. Review of social distancing practices and taking necessary safety measures to ensure a successful event has occurred and we feel that we will be able to provide a memorable experience for our students and family members. We appreciate your support in this special event.

I would like to request the following from the city:

- Road closure of Riverside from Alexander to S. Weatherlow and from N Railroad to Riverside
- Police support for road closure
- Use of the parking lot at Honey Lake Valley Community Pool on June 5th from 4:00 – 6:00 pm
- Waiver of all fees

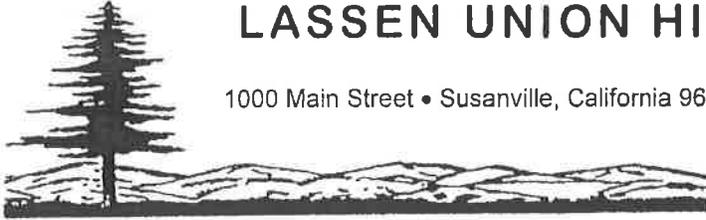
The hours of this event will be between 4:00 - 8:00pm. Below is a detailed time list of events.

- 4:00 Requested road closure will occur at the corner of
 - o Riverside/Alexander
 - o Riverside/Richmond
 - o Richmond/N Railroad
- 4:45 Assigned staff members will report to the following assembly points:
 - o Honey Lake Valley Community Parking Lot (Acosta – German)
 - o Diamond View Middle School (Ghazaleh – Memmott)
 - o LDS Richmond Rd (Mena – Smith, Aus)
 - o Assembly of God church (Smith Aut – Young)
 - o Intersection of Riverside Drive and Richmond Road (Top 20)
- 5:00 – 5:20 Graduate and family members will proceed to their assembly points and park in their assigned parking spot. Each family member will be provided only 1 car permit. No trailers or vehicles that hold more than 9 passengers will be allowed.
- 5:20 Vehicles from Honey Lake Assembly point will proceed to N Railroad and turn on Alexander Ave and then turn left on Riverside Drive.
- 5:30 Vehicles from Diamond View Middle School will proceed to N Railroad and turn on Alexander Ave and then turn left on Riverside Drive.

Susanville Public Works

APR 27 2020

RECEIVED



LASSEN UNION HIGH SCHOOL DISTRICT

1000 Main Street • Susanville, California 96130-4498 • (530) 257-5134 • Fax (530) 251-0473

Morgan Nugent
Superintendent
Morgan.nugent@lassenhigh.org

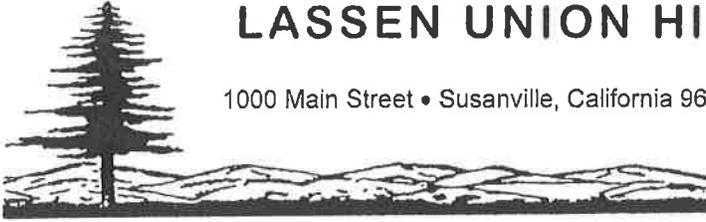
- 5:35 Vehicles from LDS Church and Assembly of God parking lot will proceed to N Railroad and turn on Alexander Ave and then turn left on Riverside Drive.
- 5:50 All cars assembled on Riverside Drive
- 6:00 Commencement begins - Cars will turn from Riverside Drive onto S Weatherlow Street and then onto Berkley St (HS back parking lot)
 - o Guest Speaker Master Chief Petty Officer of the Navy (recorded)
 - o Valedictorian Speech – Student will leave the car walk to the podium give speech and return to their car.
 - o Salutation Speech - Student will leave the car walk to the podium give speech and return to their car.
 - o We are Lassen Graduate – Student will leave the car walk to the podium give speech and return to their car.
 - o Awarding of diplomas
 - Cars will pull up to the stage and the student will exit the car and walk across the stage to receive diploma. Parents will be able to take a picture of their kids receiving their diploma while in their car. Student will exit the stage, walk down the ramp, and reenter their family car.
 - Car will turn right on Main Street and exit the school grounds
 - o Hand sanitizer will be used between each graduate
 - o The event will aired on KSUE 1240 and recorded/archived for any family members who cannot attend
 - o The event will also be live on Facebook for the graduates, their family, and community members to see throughout this event

Expected completion of the event will be at approximately 7:45. Road closures will cease by 7:45pm and traffic will resume as normal.

Lassen High School appreciates the desire of our elected officials to make this event happen for our graduates and we want to ensure that our family members get the opportunity to celebrate our students' hard work over these last 13 years of schooling.

Respectfully submitted,

Morgan Nugent
Superintendent/Principal
Lassen Union High School District



LASSEN UNION HIGH SCHOOL DISTRICT

1000 Main Street • Susanville, California 96130-4498 • (530) 257-5134 • Fax (530) 251-0473

Morgan Nugent
Superintendent
Morgan.nugent@lassenhigh.org

Other possible consideration dependent on COVID – 19 status in the county

- Virtual graduation (G. Perkins, M. Nugent)
- Temperature check for all graduates and family members in the vehicle prior to lining up for graduation (public health???)
- Staff/law enforcement along the parking route to ensure family members stay in cars.(SRO, Dept leads)
- Additional vehicle assistance for any family whose experiences car trouble (Jim Lee, Safety and Security Team)
- Late arrivals – Will not be an issue since cars will be lined up on the side of the road leaving the center lanes for late car arrival.
- Porta-potties located at staging area and along the route (David Damme and Dean Ross)
- Homeless Students without vehicle transportation (Nancy Singh and Jim Lee)
- Cap Toss ????? –
- Noise issues from cars honking and air horns???
- Ensure gate entrance to other parking lots are closed to prevent gathering at the school site after the event (Safety and Security Team)

RESOLUTION NO. 20-5771
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING
LASSEN HIGH SCHOOL 2020 GRADUATION EVENT APPROVING STREET
CLOSURES AND AUTHORIZING THE ACTING PUBLIC WORKS DIRECTOR TO
SUBMIT AN APPLICATION FOR A CALTRANS ENCROACHMENT PERMIT FOR A
LANE CLOSURE ON MAIN STREET

WHEREAS, Lassen High School (LHS) has requested City Council support of the 2020 Graduation Event to be held on Friday, June 5, 2020, from 4:00 pm to 6:00 pm; and

WHEREAS, LHS is proposing and has planned a modified graduation ceremony with the goal of providing the 2020 seniors and their families opportunity to participate in a graduation ceremony while ensuring the safety of the community; and

WHEREAS, LHS has requested the closure of Riverside Dr. from Alexander Ave. to Weatherlow St. and Weatherlow St. from Riverside Dr. to Cottage St. for the event; and

WHEREAS, LHS has requested a lane closure of Main Street (State Route 36) in the No. 2 lane eastbound from Weatherlow St. to Pacific St. for the event; and

WHEREAS, Caltrans requires an Encroachment Permit application to be submitted in order to close a portion of Main Street (State Route 36) for this event.

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

1. The City of Susanville supports the Lassen High School 2020 Graduation event to be held Friday, June 5, from 4:00 pm to 6:00 pm; and
2. The City approves the closure of Riverside Dr. from Alexander Ave. to Weatherlow St. and Weatherlow St. from Riverside Dr. to Cottage Street; and
3. The City authorizes the Acting Public Works Director to submit an application for a Caltrans Encroachment Permit for the closure of Main Street (State Route 36) No. 2 lane eastbound from Weatherlow St. to Pacific St. for the event; and
4. The City will absorb the cost of providing support staff, materials and equipment from the Public Works and Police departments as required.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 20-5771** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of May 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: AW City Administrator

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: **Ordinance No. 20-1025** amending Section 2.04.070 of the *Susanville Municipal Code* regarding City Council meetings and agenda order of business

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY: City of Susanville Municipal Code Section 2.04.070 provides for the order of business for regular meetings of the Susanville City Council. At its March 25, 2020 special meeting, it was requested that the previously stated Thought for the Day or Moment of Silence be changed to providing for an Invocation to be given at the beginning of the meeting. The attached ordinance has been drafted to provide for this update to the City Council's regularly scheduled meeting order of business.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive the second reading and approve Ordinance No. 20-1025 amending Section 2.04.070 of the Susanville Municipal Code regarding City Council meetings and agenda order of business.

ATTACHMENTS: Ordinance No. 20-1025
Susanville Municipal Code Section 2.04.070

ORDINANCE NO. 20-1025
AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING SECTION 2.04.070 OF
THE *SUSANVILLE MUNICIPAL CODE* REGARDING CITY COUNCIL MEETING
AGENDA ORDER OF BUSINESS

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

Section 1:

Section 2.04.070 of the *Susanville Municipal Code* is hereby amended to provide as follows:

Section 2.04.070. Agenda – Order of business.

- A. All reports, communications, ordinances, contract documents or other matters, including basic fact and matters pertinent thereto which have been submitted for the agenda should be distributed to the city council no later than five p.m. of Friday before any Wednesday meeting or seventy-two (72) hours prior to any council meeting, whichever is shorter. Upon distribution to the council, the agenda materials shall become public records available to the public, except for confidential legal opinions and closed session materials. The agenda shall be posted in accordance with Government Code Section 54954.2.(a).
- B. The business of the council shall be taken up for consideration and disposition in the following order:
1. Call meeting to order;
 2. Roll call;
 3. Approval of the agenda;
 4. Public comment regarding closed session items (if any);
 5. Closed session;
 6. Return to open session;
 7. Recess if necessary
 8. Reconvene in open session at 7:00 p.m.;
 9. Pledge of allegiance;
 10. **Invocation;**
 11. Proclamations, awards or presentations by the city council;
 12. Business from the floor;
 13. Consent calendar;
 14. Public hearings;
 15. Council items;
 16. New business;
 17. Susanville community development agency;
 18. Susanville municipal energy corporation;
 19. Continuing business;

- 20. City administrator's reports;
- 21. Council items;
- 22. Adjournment.

"The regular order of business may be changed or suspended for any purpose at any particular meeting by the mayor with the consent of the majority of the councilmembers present."

Section 2.

The City Clerk shall, within fifteen days after its passage, cause this ordinance to be published at least once in the Lassen County Times, a newspaper of general circulation, published and circulated within the city.

APPROVED: _____
Mendy Schuster, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Ordinance No. 20-1025 was adopted at a regular meeting of the City Council of the City of Susanville, held on the _____ day of _____, 2020 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: HW City Administrator

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: COVID-19 Update

PRESENTED BY: Kevin Jones, Police and James M. Moore, Fire Chief

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

FISCAL IMPACT: None

ACTION REQUESTED: Information only.

ATTACHMENTS: None

Reviewed by: AW City Administrator

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

SUBMITTED BY: Mike Wilson, City Administrator

MEETING DATE: May 6, 2020

CITY COUNCIL AGENDA ITEM

SUBJECT: Discussion Regarding Homelessness

PRESENTED BY: Mike Wilson, City Administrator

SUMMARY During the January 15, 2020 City Council Meeting, several members of the public spoke up regarding the homeless situation in Susanville. City Council Members asked to agenzize the topic for discussion at future City Council meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None