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

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

**Susanville City Council**  
**SPECIAL MEETING ♦ Lassen County Fairgrounds ♦ Jensen Hall**  
**August 19, 2020 – 3:00 p.m.**

*Call meeting to order*  
*Roll call of Councilmembers present*

*Next Resolution No. 20-5813*  
*Next Ordinance No. 20-1032*

- 1     APPROVAL OF AGENDA: (Additions and/or Deletions)**
  
- 2     PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.**
  
- 3     CLOSED SESSION:**
  - A     CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section 54956.9(d)(1): Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville
  - B     PUBLIC EMPLOYMENT—pursuant to Government Code §54957:
    1. Hire/Appointment City Administrator
    2. City Administrator – Evaluation
    3. Public Works Director
  - C     CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
    - 1     Agency Negotiator: Kevin Jones  
         Bargaining Unit: Firefighters
    - 2     Agency Negotiator: Kevin Jones  
         Bargaining Unit: Miscellaneous
    - 3     Agency Negotiator: Kevin Jones  
         Bargaining Unit: SPOA
  
- 4     RETURN TO OPEN SESSION: (recess if necessary)**
  - *Reconvene in open session*
  - *Pledge of allegiance*
  - *Invocation*
  - *Report any changes to agenda*
  - *Report any action out of Closed Session*
  - *Proclamations, awards or presentations by the City Council:*
  
- 5     BUSINESS FROM THE FLOOR:**

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

**6 CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's July 15 and 23, 2020 meetings
- B Consider **Resolution No. 20-5810**, ratification of MOU with Susanville Police Officer Association

**7 PUBLIC HEARINGS:**

- A Consider **Resolution No. 20-5797** Setting Rates, Fees and Policies for the Natural Gas Utility

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9 NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 207176 through 207274 for a total of \$850,363.52 including \$303,455.40 in payroll warrants
- B Consider **Resolution Number 20-5808**, authorizing 1) the Acting Public Works Director the Ability to Execute a Cost Proposal with Grizzly Electric, California to Purchase Generators at Various Locations in the City and 2) the Finance Manager to release Water Capitol 7114 and Natural Gas funds in an Amount Not Exceeding \$164,750 plus 10% for Contingencies.

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

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

**12 CONTINUING BUSINESS:**

- A Discussion regarding City's Asset List
- B Continue Discussion regarding a Grant Writer for the City of Susanville

**13 CITY ADMINISTRATOR'S REPORTS:**

- A Update on Air Methods at Susanville Municipal Airport
- B Update regarding City Hall reroof project
- C Discussion regarding Homelessness and camping site
- D Update regarding solar requirements
- E Department Reports

**14 FUTURE COUNCIL ITEMS:**

**15 ADJOURNMENT:**

- *The next regular meeting of the Susanville City Council will be held on September 2, 2020 at 4:30 p.m.*

*Reports and documents relating to each agenda item are on file in the Office of the City Clerk and are available for public inspection during normal business hours and at the meeting. These reports and documents are also available at the City's website [www.cityofsusanville.org](http://www.cityofsusanville.org), unless there were systems problems posting to the website.*

*Accessibility: An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.*

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for August 19, 2020 in the areas designated on August 14, 2020.

  
Heidi Whitlock, City Clerk

Reviewed by:  Interim City Administrator

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

**Submitted By:** Heidi Whitlock, City Clerk

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's July 15 and 23, 2020 meetings

**PRESENTED BY:** Heidi Whitlock, City Clerk

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's July 15 and 23, 2020 meetings.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Motion to waive oral reading and approve minutes of City Council's June 15 and 23, 2020 meetings.

**ATTACHMENTS:** Minutes: July 15, 2020  
July 23, 2020

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**July 15, 2020– 3:00 p.m.**

Meeting was called to order at 3:01 p.m. by Mayor Schuster.

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

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

**1      APPROVAL OF AGENDA:**

Motion by Councilmember Herrera, second by Mayor pro tem Moore, to approve the agenda with the addition of item 3D as an emergency item to closed session and changing the order of Section 9 to be heard as 9A, 9B, 9E, 9D, 9C. Motion carried unanimously. Ayes: Stafford, Moore, Herrera, McCourt and Schuster.

**2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.**

**3      CLOSED SESSION: At 3:03 p.m. the Council entered into Closed Session to discuss the following:**

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

At 3:53 p.m. the City Council reconvened in Open Session.

**4      RETURN TO OPEN SESSION:**

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

Chief Jones, Interim City Administrator, reported that the City Council approved the agenda with the addition of item 3D prior to Closed Session and that the Council met in Closed Session and that direction was given to staff.

Mayor Schuster offered the Invocation.

**5      BUSINESS FROM THE FLOOR:**

**Gentry Standiford**, Stonco Construction, requested an item to be brought back regarding leniency of code relating to the solar requirements.

Mr. Jones responded that staff have been looking for any loophole that may exist but have not found one to date however, a full update can be provided at the next meeting.

**6**      **CONSENT CALENDAR:**

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

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

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

**8**      **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.

**9**      **NEW BUSINESS:**

**9A**      **Consider approval of vendor warrants numbered 206939 through 207035 for a total of \$568,687.85, including \$195,475.72 in payroll warrants**

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

**9B**      **Consider Resolution No. 20-5803, approving agreement with Granicus Electronic Agenda Software** Mr. Jones stated that staff have been researching option for an electronic/online program for City Council agendas. On the recommendation of Margaret Long, City Attorney, Granicus was the preferred option. The program would allow online access to all agendas, increased search options and the reduction of both staff time and paper.

Motion by Councilmember McCourt, second by Councilmember Herrera, to adopt Resolution No. 20-5803; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**9E**      **Consider Appointment of Council member to the Integrated Regional Water Management Board** Mr. Gibbs provided background on the IRWMB and stated how grants are recieved for water projects. He continued that the City is currently the lead agency and runs the meetings as well as having someone sitting on the Board. However, due to staffing changes a request was made to have a Council member sit on the Board instead of a staff member.

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

**9D**      **Consider Resolution No. 20-5804, Authorizing financial support for the Lahontan Basin Regional Water Management Group (RWMG) and consideration for the Honey Lake Resource Conservation District (HLVRCD) as lead agency** Mr. Gibbs provided an historical overview of the RWMG utilizing the City as the lead agency and adds that staffing shortages are effecting the ability to continue the service. He recommended to the Council that a contribution of \$5,000 of the Water Capital Fund be available towards another agency that is suitable, and desiring, to take on the role of the lead agency. Mr. Gibbs stated that the Honey Lake Resource Conservation District may be interested in becoming the lead agency.

Motion by Councilmember Herrera, second by Councilmember McCourt adopting Resolution No. 20-5804, allocating 7110 Water Capital Funds as support for the LRWMG; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**9C Consider Resolution No. 20-5798, authorizing the Mayor to execute agreements with the Department of Water Resources in order to receive a Proposition 1 Grant for the Johnstonville Dam on behalf of Lassen Irrigation Company** Mr. Gibbs stated that the City, as the lead agency for the Lahontan Regional Water Management Group, is responsible for assisting those agencies within the group. At this time, the Lassen Irrigation Company (LIC) has been awarded grant funds to perform a dam rehabilitation. However, documents are required to accept said funds. He added that the \$5,000 approved in the last item would be available to pay the HLVRCD if they provided oversight of the project.

Motion by Councilmember Herrera, second by Councilmember McCourt adopting Resolution No. 20-5798, authorizing the Mayor to execute agreements with DWR in order to receive Prop 1 grant for the Johnstonville Dam on behalf of LIC; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

*9D Consider Resolution No. 20-5804, Authorizing financial support for the Lahontan Basin Regional Water Management Group (RWMG) and consideration for the Honey Lake Resource Conservation District as lead agency*

*9E Consider Appointment of Council member to the Integrated Regional Water Management Board heard after 9B*

**9F Consider Resolution No. 20-5806, authorizing the purchase of replacement radar speed signs utilizing SB1 (or RMRA) funds provided by the State of California to the City as authorized through the City of Susanville FY 20/21 SB1/RMRA project list** Mr. Gibbs stated that the radar speed zone signs currently being used are in need of repair and maintenance however, they are no longer supported by the vendor through their manufacturer. Staff requested new signs be purchased to replace the obsolete signs in front of the school campuses around town. On April 1, 2020, the Council approved the project as part of Resolution No. 20-5761 and staff received bids. Staff now requests approval to purchase the signs and authorize the Finance Manager to allocated funds not exceeding \$33,374 for the project.

Motion by Councilmember McCourt, second by Councilmember Herrera, to authorize Resolution No. 20-5806, authorizing the purchase of replacement radar speed signs utilizing SB1 (or RMRA) funds provided by the State of California to the City as authorized through the City of Susanville FY 20/21 SB1/RMRA project list; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

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

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

**12 CONTINUING BUSINESS:**

**12A Consider Resolution No. 20-5805, review Ordinance No. 20-1028, amending Title 8 to add Section 8.53 of the Susanville Municipal Code to address the management, removal, impoundment, retrieval and disposal, and prevention of abandoned carts: waive second reading and adopt** Mr.

Mumper stated that Ordinance No. 20-1028 is being brought back for the second reading and adoption as well as Resolution No. 20-5805, which is the attached fee schedule associated with the item.

Motion by Councilmember Herrera, second by Mayor pro tem Moore, to adopt Ordinance No. 20-1028; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**12B Consider Ordinance No. 20-1030, amending Section 12.32.320 and 12.32.330 of the Susanville Municipal Code regarding unlawful camping: waive second reading and adopt** Mr. Jones stated that this is the second reading of unlawful camping Ordinance No. 20-1030 and requested to waive the second reading and adopt.

Councilmember McCourt requested an update on the homeless.

Mr. Jones and Chief Moore provided a brief update including that burning along the river has now been approved and should happen in August.

Motion by Councilmember McCourt, second by Councilmember Herrera, to adopt Ordinance No. 20-1030; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**12C Consider Ordinance No. 20-1031, amending Section 2.04.040 of the Susanville Municipal Code amending the City Council meeting times: waive second reading and adopt** Mr. Jones stated that this Ordinance is being brought back for the second reading and adoption.

Motion by Councilmember Stafford, second by Councilmember McCourt, to adopt Ordinance No. 20-1031; motion carried unanimously. Ayes: Stafford, Herrera, McCourt, Moore and Schuster.

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A COVID-19 Report** Chief Jones provided a brief update on COVID-19 stating that there have been no hospitalizations, we are not on a watch list but we do have a small list of closures. For instance, dine-in restaurants are to serve outdoors only. He continued that the state has started getting strict on enforcement.

Mr. Jones added that school sports have become an issue as conflicting information has been coming in. He continued that CIF will be coming out with more restrictions regarding school athletics.

**14 COUNCIL ITEMS:** None.

**14A AB1234 travel reports:** None.

Mr. Gibbs thanked Crazy J's Concrete, Impact Construction, TNS, Pee Wee Construction and others who have generously donated materials to the new dog park located at Sierra Road.

**15 ADJOURNMENT:**

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

Meeting adjourned at 4:41 p.m.

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Mendy Schuster, Mayor

Respectfully submitted by

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Heidi Whitlock, City Clerk

*Approved on:*

**SUSANVILLE CITY COUNCIL  
Special Meeting Minutes  
July 23, 2020 – 9:00 a.m.**

Meeting called to order at 9:02 a.m. by Mayor Schuster.

Roll Call: Thomas Herrera, Quincy McCourt, Brian Moore, Kevin Stafford and Mayor Mendy Schuster.

Staff Present: Kevin Jones, Interim City Administrator/Chief of Police; Heidi Whitlock, City Clerk; Margaret Long, City Attorney (by phone).

**1 APPROVAL OF THE AGENDA:**

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

**2 PUBLIC COMMENT:** None.

**3 CLOSED SESSION:** At 9:05 a.m. the Council entered into Closed Session to discuss the following:

A PUBLIC EMPLOYMENT—pursuant to Government Code §54957:

1 Hire/Appointment City Administrator

Councilmember Moore exited the meeting at 11:25 a.m.

At 11:30 a.m. the City Council reconvened in Open Session with no reportable action.

**4 ADJOURNMENT:**

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

The meeting adjourned at 11:25 a.m.

Respectfully submitted by:

\_\_\_\_\_  
Mendy Schuster, Mayor

\_\_\_\_\_  
Heidi Whitlock, City Clerk

*Approved on:*

Reviewed by:  Interim City Administrator

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Heidi Whitlock, City Clerk

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider **Resolution No. 20-5810** approving and authorizing Mayor to execute MOU with the SPOA bargaining unit.

**PRESENTED BY:** Kevin Jones, Interim City Administrator

**SUMMARY:** An agreement has been reached with the SPOA bargaining unit for the period of July 1, 2019 through June 30, 2021. Most changes from the existing agreement include the following (see attachment for full details):

1. Two Year Contract
2. COLA: Year 1: 1%, Year 2: 1%
3. Sick Leave: 3.69/96 hours to 5.54/144 hours
4. Longevity Pay: 1% at 10 years, 1% at 15 years, 1% at 20 years
5. Uniform Allowance: \$900 to \$1,000
6. Holidays for 12-hour shift employees be valued at 12 hours of holiday pay
7. Salary Incentive for Sergeants who obtain Supervisor Certificate: 2.5%

**ACTION**

**REQUESTED:** Motion to approve Resolution No. 20-5810 Approving and authorizing Mayor to execute MOU with the SPOA bargaining unit.

**ATTACHMENTS:** Resolution No. 20-5810  
SPOA Unit Memorandum of Understanding

**RESOLUTION NO. 20-5810**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF**  
**UNDERSTANDING WITH THE SPOA BARGAINING UNIT FOR FISCAL YEAR**  
**20190/2020 AND 2020/2021**

**WHEREAS**, the City of Susanville and representatives from the SPOA bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

**WHEREAS**, the Bargaining Unit has ratified the respective agreement; and

**WHEREAS**, the agreement has been negotiated within the parameters established by City Council.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Susanville that the Memorandum of Understanding with the SPOA bargaining unit for the period of July 1, 2019 through June 30, 2021 is hereby approved.

APPROVED: \_\_\_\_\_  
Mendy Schuster, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution No. 20-5810 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of August, 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

MEMORANDUM OF UNDERSTANDING  
BETWEEN AND FOR

**CITY OF SUSANVILLE**

**AND**

**THE SUSANVILLE PEACE OFFICERS ASSOCIATION**

July 1, 2019 through and including June 30, 2021

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**1**      **INTRODUCTION**

The City of Susanville, hereinafter called the CITY, and the Susanville Peace Officers Association, hereinafter called the ASSOCIATION, having met and conferred in good faith, have entered into this Memorandum of Understanding establishing wages, hours, and other terms and conditions of employment.

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

**2**      **EMPLOYEE RIGHTS**

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

As Public Safety Officers under California Law, the members of the Susanville Peace Officers Association are protected by the PUBLIC SAFETY OFFICERS PROCEDURAL BILL OF RIGHTS and are entitled to exercise the rights enumerated in California Government Code Sections 3302 through 3309, inclusive.

**3**      **CITY RIGHTS**

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

- 1        direct employees in the performance of their duties;
- 2        hire, promote, transfer assign and discipline employees;
- 3        dismiss employees because of lack of work, or in accordance with personnel rules and regulations;
- 4        determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions and grades of positions, or employees, assigned to an organizational unit, work project, shift, or tour of duty, and the methods and technology of performing its work; and
- 5        take whatever action may be appropriate to carry out its mission in situations of emergency.

B        In addition, the CITY specifically retains all the rights, subject to the provisions of this MOU, to take whatever actions and set whatever policies it deems appropriate.

C        This section will not operate to deny any employee rights guaranteed by applicable law, including the Meyer-Milias-Brown Act.

4 **NON-DISCRIMINATION**

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

5 **UNIT RECOGNITION**

A Acknowledgment: The CITY agrees to acknowledge the Susanville Peace Officers Association as the only recognized employee organization representing the non-management employees itemized in Section 6 so long as said ASSOCIATION maintains the dues-paying membership of a majority of the employees within the unit as described within Section 6.

B Payroll Deduction/Dues: For those Unit employees itemized in Section 6, the CITY will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the ASSOCIATION upon voluntary, revocable, written authorization of the Unit employees in a manner complying with legal requirements. Written authorization forms will be provided by the CITY.

6 **UNIT DESCRIPTION**

This Unit shall consist of all regular full-time or probationary employees of the CITY of Susanville's Police Department which are specifically enumerated below:

A **Sworn Unit Members**  
Police Sergeant  
Police Officer

7 **SALARY SCALE, MERIT STEP INCREASES AND PAY PERIOD**

Outlined below are the salaries for all employees covered under this MOU.

A Pay Period: Pay periods will conform to 26 pay periods within a full year with the pay day occurring every other Friday.

B Salaries: For the period of July 1, 2019 through June 30, 2020, salaries shall increase 1.0% as shown in Exhibit B of the City of Susanville Global Range and Step Matrix, with an additional 1.0% increase to take effect on July 1, 2020 as shown in Exhibit C.

C Merit Pay: In order to receive a salary step increase the employee shall demonstrate that they merit such increase as shown by the annual performance review. The performance review shall show that the employee "meets" and/or "exceeds" standards to qualify for the merit increase.

D Longevity: Effective July 1, 2019, employees' base salary will be increased based on longevity as follows:

1. 1.0% at 10 years of service
2. 1.0% at 15 years of service;
3. 1.0% at 20 years of service.

Maximum longevity pay allowed is 3.0% at 20 years of service.

- E Performance Evaluations: If an employee is not given a job performance evaluation within thirty days of the employee's evaluation anniversary date, and there are no current counseling letters or pending disciplinary actions, it will be deemed that the employee was at a "meets" or "exceeds" performance level or higher at the time of the anniversary date and will be granted an appropriate increase, based on merit, retroactive to the anniversary date.
- F Specialty Pay: When an employee who is certified as a Field Training Officer is assigned to perform those duties, whether one day or a full work week, they shall receive a specialty pay of \$50 per week. Members who are Detectives shall receive an additional 2.5%. School Resource Officers (SROs) shall receive an additional 2.5% to take effect on July 1, 2017.
- G Night Differential Pay: Night Differential Pay is described as any scheduled hours (not including holding over after shift) between 18:00 hours (6:00pm) and 06:00 hours (6:00am). Members will receive an additional 1.5% for night differential pay as of July 1, 2017 with an additional 1% increase to take effect on July 1, 2018.

## 8 IRS SECTION 125 PLAN, DEFERRED COMPENSATION

- A The City agrees to establish an IRS Section 125 Plan for employee use.
- B The City will contribute \$65 per month as a contribution to an employee's Section 125 plan; or
- C The City will match on a dollar for dollar basis contributions to a deferred compensation plan with a maximum contribution of \$65 per month.

## 9 UNIFORMS

- A The CITY shall provide each employee in this unit with a uniform allowance of \$500.00 each June and \$500.00 each December. The allowance is for the purpose of purchase, maintenance and off-duty care of uniforms and associated gear and equipment.
- B There will be a one-time purchase by the CITY of a cold-weather coat and boots for each member of the Unit. All coats purchased shall be uniform in appearance.

The maximum CITY expense shall be \$250.00 per employee, although that amount may be supplemented by the employee at the employee's discretion. New employees shall receive no more than \$350.00 for cold-weather costs and boots.

10 **RETIREMENT**

A Sworn Personnel: The CITY shall pay employer share for each eligible sworn employee under its existing retirement program to the Public Employees Retirement System for 3% at 50, single highest year. Legacy members will be responsible for paying 9% of employee contribution.

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

11 **WORK SCHEDULE**

A Work Period: The work period for this unit shall consist of fourteen (14) days with the work period beginning at midnight Friday and ending at midnight Friday within a 14-day work period.

B Work Week: A 40-hour work week shall constitute a regular work schedule for this unit unless the needs of the CITY require an alteration of the schedule because of emergencies, budgetary reasons, or in order to accommodate temporary schedule adjustments. The needs of the CITY will be paramount when making assignments under the 40-hour work week.

C Alternate work Schedules: The Chief of Police may implement alternative work schedules he deems beneficial to the department.

D In December 2004, an alternative work schedule was implemented and considered successful after a six months trial period. The alternative work schedule is:

207(k) Work Schedule Employees assigned to the 207 (k) 7/12 work schedule shall work three twelve-hour workdays in one seven day period and four twelve hour workdays in the next seven day period. Overtime shall be paid after twelve hours worked per day and after eighty-four hours worked per pay period. Supervisory staff may send an employee home any time in a fourteen-day work period for a minimum of two hours, not to exceed four hours.

4/40 Work Schedule Employees shall work eight ten hour days in a fourteen day work period, in a four and four configuration. Overtime shall be paid after ten hours worked per day and after eighty hours per pay period.

12 **HOLIDAYS**

A The holidays listed in the Employee Manual will be recognized as either eight (8), ten (10), or twelve (12) hour holidays, depending on the length of shift the employee is currently assigned A maximum of fifty-six (56) hours of holiday pay may be redeemed for cash. When holidays will be celebrated by this unit shall be specified each July by the City Administrator.

- B The holidays will be considered as a single block of time to be credited to the employee in the month they occur. This time is to be used in lieu of the holidays. Holiday time will normally be taken in the month that the holiday occurs. However, the time at which the employee shall be granted holiday time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with requests that may be denied justified in writing to the requesting employee. The predominant factor considered will be the CITY's needs which may include, but not be limited to:

No holiday time shall be granted off if an officer/sergeant has to be called back from a scheduled vacation or is attending school. Total number of hours credited to each employee of this unit will be the 14 holidays listed in paragraph A. Requests for holiday time may be made at any time to the supervising officer, but in a reasonable time to provide a written response if conditions require a denial.

Employees will be expected to take holiday leave whenever possible, however unused holiday leave up to a maximum of 50 hours will be reimbursed at regular pay rates during the pay period closest to June 30 and up to a maximum of 50 hours will be reimbursed at regular pay rates the pay period closest to December 31 each year.

It should be understood that should an individual terminate employment with unused Holiday Time, no compensation will be granted for the unused holiday time. It should be understood that if individuals have exhausted all of the Holiday Time prior to June 30<sup>th</sup> and the individual terminates employment after Holiday Time is exhausted, no pro-rated Holiday Time will be deducted from the final paycheck.

### 13 OVERTIME

- A The CITY agrees, for those who work a 207(k) schedule, overtime shall be paid after twelve hours worked per day and after eighty four hours worked per pay period. For those who work a 4/40 work schedule, overtime shall be paid after ten hours worked per day and after eighty hours worked per pay period per Section 11D of this MOU. For those who work a regular work schedule, all hours in excess of forty (40) hours, or eight (8) hours per day, will be paid as overtime. Vacation time and sick leave time, or hours worked on a holiday designated in Section 12, will be counted as hours worked, and shall be compensated for a t a rate of 1.5 times the regular rate of pay. Employees who have a regular day off on a holiday will receive double time if called in to work on that holiday.
- B The assignment of overtime will be at the CITY's sole discretion and scheduled by supervisory personnel. However, the City shall endeavor to select, from among those employees who are qualified, those individuals who wish to work overtime.
- C The CITY shall have the right to require employees to work whenever necessary.
- D Call-back pay: Should an employee be required to make a court appearance outside his/her regularly scheduled shift, or an off-duty day, said employee shall be

compensated a minimum of four (4) hours at the straight time rate. Hours in court in excess of four (4) hours shall be compensated at time and one-half (1.5). An employee who is scheduled to make a court appearance outside his/her regularly scheduled shift, or on an off-duty day where the appearance is canceled shall receive 2 hours of regular pay if they are notified of court cancellation after 1700 the day before appearance is scheduled. An employee required to appear for duty after leaving the work site at end of shift, other than court, shall be compensated a minimum of two (2) hours at 1.5 times employee's regular rate of pay.

- E The CITY shall grant either pay for overtime pursuant to Section 13.A. or compensatory time off at the rate of 1.5 times the number of overtime hours worked. The time at which the employee shall be granted compensatory time is at the discretion of the Department Head. The employee's preference will be taken into account, as far as possible, with request that may be denied justified in writing to the requesting employee.

No compensatory time shall be granted off if requires a regular officer to be rescheduled to work that time period at the double-time rate. This double-time rate may be waived by the employee.

No compensatory time shall be granted if an officer/sergeant has to be called back from a scheduled vacation or is attending school.

Effective 7-1-20, the parties agree call back from a scheduled vacation be paid at double-time (with caveat that double time can be waived by the employee).

Requests for compensatory time off may be made at any time to the supervising officer, but in a reasonable time to provide a written response if conditions require a denial.

No employee shall accrue more than 240 hours of compensatory time off. Employee may request a cash payment of up to 80 hours per fiscal year to be issued by separate check. Such check(s) may only be issued on a quarterly basis within the months of September, December, March and June with a minimum increment of ten (10) hours of compensatory time accrued.

Employees with accruals in excess of 240 hours as of July 1, 1996 shall not accrue any additional compensatory time hours until they reduce their accrual to below 240 hours. Such employees shall reduce their compensatory time accruals to 240 hours.

Where any of the above Section E is found to be inconsistent with DBL guidelines, the guidelines shall be used.

- F Notwithstanding the above, a shift trade between two employees to work the other's shift, which does not add to department costs for overtime pay or compensatory time, shall be allowed provided reasonable advance notice is provided to the approving supervisor.

**14**     **EMPLOYEE SICK LEAVE**

- A       Employees within this Unit will accrue 5.54 hours of sick or accident allowance for each full pay period of employment, up to a total of one hundred and forty four (144) hour allowance per calendar year, unlimited accumulation.
- B       Benefits shall be payable commencing the first day of absence due to the employee's sickness or accident.
- C       Sick leave benefits are payable only for an employee's regularly scheduled work-days on which he or she is off as a result of the employee's illness or accident.
- D       The employee may be required, at the discretion of the CITY Administrator or he CITY Administrator's authorized representative, to furnish a doctor's certificate, or other satisfactory proof of illness or accident, after three (3) days of absence. If the employee is suspected of abusing his sick leave privileges, said requirement may be imposed after any length of absence. The CITY Administrator, or the CITY Administrator's authorized representative, may terminate or withhold said benefits if the employee fails to furnish satisfactory and non-falsified proof of illness or accident.
- E       Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to each employee of this unit upon retirement and in accordance with the rules and regulations of PERS.
- F       Upon retirement from the City unused sick leave shall be capitalized at 50% of current hourly salary. This fund may be used to pay one-half of monthly insurance premiums.

**15**     **MILITARY LEAVE**

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

**16**     **JURY DUTY**

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

**17**     **VACATION**

- A       Employees in this Unit shall earn vacation credit as set forth in the Employee Manual.

- B In order that employees obtain the maximum benefit for themselves, each vacation should be taken in a single period, if possible. It is desirable that vacations not be split to less than one calendar week.
- C Vacation schedules will be arranged to avoid the necessity of work stoppage, slowing down of work, or need for additional help.
- D The time at which the employee shall be granted a vacation is at the sole discretion of the Department Head. The employee's preference will be taken into account as far as possible. The predominant factor to be considered will be the CITY's needs. When possible, a vacation request should be submitted at least seven days in advance.
- E Subject to the provisions of Section 17.D. above, vacation will be taken in accordance with departmental seniority regardless of classification or job assignment. For vacation scheduling purposes, departmental seniority shall be defined as full-time police department peace officer's employment with no break in service.

**18 FAMILY ILLNESS LEAVE**

An employee shall be entitled to the use of up to five (5) days of accumulated sick leave in any one (1) calendar year for the purpose of providing personal care, attendance, and compassion to a member of the employee's household, or immediate family, who is suffering from illness. However, the necessity for the employee's presence may, at the discretion of the CITY Administrator and/or his authorized agent, be required to be verified by a doctor's certificate. The CITY shall have the authority to approve additional sick leave to be used for family sick purposes on a case-by-case basis where circumstances are justified by critical need.

For the purpose of this article, a member of the employee's immediate family is a spouse, mother, father, brother, sister, child, grandparent and grandchild of such employee, or spouse, and any family member residing in the house of the employee.

**19 HEALTH, DENTAL, VISION INSURANCE**

A The CITY shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$25

per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The CITY reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. Any changes in the medical coverage or other benefits will be subject to the meet and confer process prior to implementation. If the insurance provider is changed and the cost is less than \$957 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

- B Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement, if allowed under the current plan.

20 **LIFE INSURANCE**

The City shall provide term life coverage in the amount of \$40,000 (\$15,000 with Health Coverage and \$25,000 additional) for each employee for the term of the contract.

21 **PROFESSIONAL DEVELOPMENT PROGRAM FOR SWORN EMPLOYEES**

A Purpose: The purpose of the CIYT of Susanville Police Department Professional Development Program is to increase and maintain high levels of professionalism among Police Officers in order to attain a superior quality of police service for the community, and to better equip individual Police Officers for handling complex and difficult social and community problems characteristic of modern society. Thus. The program is intended to more effectively prepare both new recruits and experienced officers to cope with the changing role of the Police Officer in today's community through broadening of his educational background and exposure.

B General Provisions: Upon receiving a degree, and/or an appropriate level Certificate issued by the California Commission on Peace Officer's Standards and Training (POST), a salary increase based on the attached schedule will be permanently added to the officer's base pay. In order to receive the educational incentive, an officer must have satisfactorily completed appropriate course requirements, with a grade average of "C" or better, in college course work.

C Eligibility Requirements: To be eligible for participation in the program, Police Officers must have met the following requirements:

- 1 Each applicant must have satisfactorily completed the entry-level probationary period, and have attained regular status.
- 2 Applicants must be classified as Police Officer or Police Sergeant.
- 3 Each Police Officer, who plans to participate in the program, must advise the CITY Administrator, through the Chief of Police, on the appropriate forms.
- 4 The Police Officer must have received a degree from an accredited college, or university, and have been in a program which leads to an Associate or Bachelor's Degree in Police Science, Public Administration, or an approved closely related field.

D Program Incentive: Upon completion of each degree level requirement (or equivalent requirements for the AA Degree for those pursuing a Bachelor's Degree and/or the required POST Certificate) and submittal of the necessary forms, the appropriate salary incentive will be added to the permanent base pay for the Officer

such that, upon completion of the Associate of Bachelor Degree and/or completion of the appropriate POST Certificate, an Officer can receive a permanent pay increase of 2.5% to 10% respectively, over and above the base pay for the classification shown in the current pay plan. The following criteria outlines the requirement at each level.

Upon receiving a degree and/or appropriate certificates issued by POST, a permanent increase will be added to the base pay:

<b>BASE SALARY</b> BASE + 2.5% REG FULL-TIME AA or AS Degree	<b>BASE + 5% REG FULL-TIME</b> BA or BS Degree
-----------------------------------------------------------------	---------------------------------------------------

\*Holders of Bachelor's Degrees are not eligible for Associate Degree Incentive.

<b>BASE SALARY</b> BASE + 2.5% REG FULL-TIME Intermediate POST	<b>BASE + 5% REG FULL-TIME</b> Advanced POST
-------------------------------------------------------------------	-------------------------------------------------

\*Holders of Advanced POST are not eligible for Intermediate POST Incentive.

**BASE SALARY** BASE + 2.5% REG FULL-TIME  
Sergeants with POST Supervisor Certificate

Incentive pay based on POST certificates will be retroactive to the date of completion once certified by the Chief of Police. Incentives are not offered for multiple degrees.

E Responsibilities and Duties: Each Officer participating in the program is responsible for informing the Chief of Police and the CITY Administrator of his degrees and/or certificates from POST. Officers are responsible to handle all matters pertaining to the college of university and are required to have academic transcripts and records of achievement submitted through the Chief of Police. Keeping in mind that the purpose of the program is to encourage the professional development of the Susanville Police Department, through attainment of higher education, each Officer participating in the program should commit themselves to work as quickly as feasible toward completion of the requirements of the degree sought.

F Continuing Education: The City will reimburse employees for the cost of books and tuition, not to exceed \$1,000 per calendar year for job related training with an intended goal (that has received approval of the Chief of Police and the City Administrator prior to enrollment) or education up to and including a Master's Degree upon successful completion of each course with a passing grade. There will be no overtime pay granted to attend training, nor will there be travel and subsistence pay.

**22 PAST PRACTICES**

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

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

**23 GRIEVANCE/DISCIPLINE PROCEDURES**

Grievance and Discipline policies and procedures may be found in the Employee Handbook.

**24 ARBITRATION**

Formal appeals for discipline involving an unpaid suspension, demotion, reduction in pay or termination may be appealed to binding arbitration in lieu of appeal to the City Council. The parties agree that loss of special assignment pay due to routine operational reassignment is not to be considered discipline for the purpose of arbitration, unless such reassignment is specified in a discipline notice.

**25 MISCELLANEOUS**

The CITY agrees to provide \$10,000 in gym equipment in fiscal year 2017/2018. City and Association agree that the gym equipment will be City property located at the Police Department subject to City approval. Gym and equipment purchased will be subject to approval of the Chief of Police.

**26 RESIDENCY POLICY**

The CITY and ASSOCIATION agree on the approved Residency Policy for all Members hired after January 1, 2018, attached as Exhibit "D".

**27 SOLE AGREEMENT**

- A The policies collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.
- B If, during its term, the parties hereto should mutually agree to modify, amend or alter the provisions of the MOU in any respect, any such change shall be effective only if, and when, reduced to writing and executed by the authorized representatives of the CITY and the ASSOCIATION. Any such changes validly made shall become a part of this MOU and subject to its terms.
- C The waiver of any breach or condition of this MOU by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.
- D In the event that any of the policies contained in this MOU should be declared by a court of competent jurisdiction to be unenforceable, or illegal, that policy, or set of policies, shall be declared void. However, this action shall in no way invalidate the remaining policies contained in this MOU.

Should a policy within the MOU become void as outline above, either the CITY or the ASSOCIATION may institute the Meet and Confer process in regard to instituting a substitute item.

**28 TERM OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2019, through and including June 30, 2021, or until a successor agreement is reached, unless a specific provision provides for a different commencement and/or termination date.

The provision of this MOU shall not be altered, amended, or added to except by the mutual written agreement of the CITY and the ASSOCIATION. Either party may request the other to consider changes in provisions of the MOU; such requests shall be in writing. Neither party is, however, obligated to agree to re-initiate the Meet and Confer process unless specific provisions of the Federal Fair Standards Act and/or Health, Dental and Vision Insurance Plan are amended to impact or alter the provisions of this MOU.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**29 SIGNATURES**

CITY OF SUSANVILLE

For the Susanville Police Officers Assoc.

\_\_\_\_\_  
Mendy Schuster, Mayor

\_\_\_\_\_  
Steve Allen

\_\_\_\_\_  
Kevin Jones, Interim City Administrator

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Heidi Whitlock, City Clerk

\_\_\_\_\_  
Representative

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret Long, City Attorney

**EXHIBIT A**

**POLICE OFFICERS ASSOCIATION  
Fiscal Year 2019-2020  
Salary Range**

<u>POSITION</u>	<u>RANGE</u>
Police Officer - Base	136
Police Officer – 2.5% Incentive	137
Police Officer – 5% Incentive	138
Police Officer – 7.5%	139
Police Officer – 10%	140
Police Officer – 12.5%	141
Police Sergeant – Base	143
Police Sergeant – 2.5% Incentive	144
Police Sergeant – 5% Incentive	145
Police Sergeant – 7.5% Incentive	146
Police Sergeant – 10% Incentive	147
Police Sergeant – 12.5% Incentive	148

## Exhibit B

### CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX 2019-2020 SUSANVILLE POLICE OFFICERS ASSOCIATION MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	718.19	754.10	791.81	831.40	872.97	916.82	962.25	1,010.57
102	738.15	772.06	811.60	852.16	894.79	939.53	986.51	1,035.84
103	754.10	791.81	831.40	872.97	916.82	962.25	1,010.57	1,061.10
104	772.96	811.60	852.16	894.79	939.53	986.51	1,035.84	1,087.83
105	791.81	831.40	872.97	916.82	962.25	1,010.57	1,061.10	1,114.15
106	811.60	852.16	894.79	939.53	986.51	1,035.84	1,087.83	1,142.01
107	831.40	872.97	916.82	962.25	1,010.57	1,061.10	1,114.15	1,169.86
108	852.16	894.79	939.53	986.51	1,035.84	1,087.83	1,142.01	1,199.11
109	872.97	916.82	962.25	1,010.57	1,061.10	1,114.15	1,169.86	1,228.35
110	894.79	939.53	986.51	1,035.84	1,087.83	1,142.01	1,199.11	1,259.08
111	916.82	962.25	1,010.57	1,061.10	1,114.15	1,169.86	1,228.35	1,289.77
112	939.53	986.51	1,035.84	1,087.83	1,142.01	1,199.11	1,259.08	1,322.02
113	962.25	1,010.57	1,061.10	1,114.15	1,169.86	1,228.35	1,289.77	1,354.26
114	986.51	1,035.84	1,087.83	1,142.01	1,199.11	1,259.08	1,322.02	1,388.12
115	1,010.57	1,061.10	1,114.15	1,169.86	1,228.35	1,289.77	1,354.26	1,421.97
116	1,035.84	1,087.83	1,142.01	1,199.11	1,259.08	1,322.02	1,388.12	1,457.52
117	1,061.10	1,114.15	1,169.86	1,228.35	1,289.77	1,354.26	1,421.97	1,483.07
118	1,087.83	1,142.01	1,199.11	1,259.08	1,322.02	1,388.12	1,457.52	1,509.40
119	1,114.15	1,169.86	1,228.35	1,289.77	1,354.26	1,421.97	1,483.07	1,547.73
120	1,142.01	1,199.11	1,259.08	1,322.02	1,388.12	1,457.52	1,529.85	1,606.92
121	1,169.86	1,228.35	1,289.77	1,354.26	1,421.97	1,483.07	1,547.73	1,646.11
122	1,199.11	1,259.08	1,322.02	1,388.12	1,457.52	1,529.85	1,606.92	1,687.27
123	1,228.35	1,289.77	1,354.26	1,421.97	1,483.07	1,547.73	1,646.11	1,728.42
124	1,259.08	1,322.02	1,388.12	1,457.52	1,529.85	1,606.92	1,687.27	1,771.83
125	1,289.77	1,354.26	1,421.97	1,483.07	1,547.73	1,646.11	1,728.42	1,814.84
126	1,322.02	1,388.12	1,457.52	1,529.85	1,606.92	1,687.27	1,771.83	1,860.21
127	1,354.26	1,421.97	1,483.07	1,547.73	1,646.11	1,728.42	1,814.84	1,905.58
128	1,388.12	1,457.52	1,529.85	1,606.92	1,687.27	1,771.83	1,860.21	1,953.22
129	1,421.97	1,493.07	1,567.73	1,646.11	1,728.42	1,814.84	1,905.58	2,000.86
130	1,457.52	1,530.40	1,606.92	1,687.27	1,771.83	1,860.21	1,953.22	2,050.86
131	1,493.07	1,567.73	1,646.11	1,728.42	1,814.84	1,905.58	2,000.86	2,103.93
132	1,530.40	1,606.92	1,687.27	1,771.83	1,860.21	1,953.22	2,050.86	2,154.43
133	1,567.73	1,646.11	1,728.42	1,814.84	1,905.58	2,000.86	2,103.93	2,205.95
134	1,605.92	1,687.27	1,771.83	1,860.21	1,953.22	2,050.86	2,154.43	2,261.10
135	1,644.11	1,728.42	1,814.84	1,905.58	2,000.86	2,103.93	2,205.95	2,318.25
136	1,682.27	1,771.83	1,860.21	1,953.22	2,050.86	2,154.43	2,261.10	2,374.15
137	1,720.42	1,814.84	1,905.58	2,000.86	2,103.93	2,205.95	2,318.25	2,432.06
138	1,758.58	1,852.35	1,943.07	2,038.12	2,134.39	2,241.10	2,348.25	2,496.86
139	1,796.73	1,890.51	1,982.27	2,078.42	2,176.95	2,276.10	2,376.15	2,492.86
140	1,834.88	1,928.65	2,021.97	2,119.86	2,219.39	2,319.54	2,420.35	2,553.66
141	1,872.96	1,967.73	2,061.04	2,159.93	2,259.42	2,360.61	2,462.86	2,617.51
142	1,911.04	1,006.51	2,100.86	2,200.86	2,301.95	2,404.26	2,508.69	2,681.34
143	1,949.12	2,049.85	2,151.43	2,253.65	2,356.52	2,461.05	2,567.26	2,748.38
144	1,987.20	2,088.93	2,191.51	2,294.73	2,398.60	2,503.63	2,611.84	2,805.80
145	2,025.28	2,127.91	2,231.49	2,335.27	2,439.14	2,544.31	2,651.78	2,860.18
146	2,063.36	2,166.88	2,270.86	2,374.84	2,479.41	2,585.88	2,694.65	2,911.59
147	2,101.44	2,205.85	2,310.23	2,414.71	2,519.68	2,626.95	2,736.52	2,960.00
148	2,139.52	2,244.82	2,349.20	2,453.58	2,559.25	2,667.32	2,777.69	3,006.00
149	2,177.60	2,283.79	2,388.17	2,492.06	2,598.33	2,706.69	2,819.36	3,049.00
150	2,215.68	2,322.76	2,427.14	2,530.94	2,632.60	2,742.26	2,858.63	3,089.00
151	2,253.76	2,361.73	2,466.21	2,569.53	2,672.29	2,783.65	2,901.96	3,126.00
152	2,291.84	2,400.70	2,505.28	2,613.12	2,717.32	2,828.28	2,947.87	3,160.00
153	2,329.92	2,439.67	2,544.05	2,651.55	2,756.35	2,873.85	2,994.37	3,191.00
154	2,367.99	2,478.64	2,582.92	2,689.98	2,795.32	2,913.82	3,032.37	3,219.00
155	2,406.07	2,517.61	2,621.89	2,728.42	2,833.29	2,952.26	3,072.87	3,244.00
156	2,444.14	2,556.58	2,659.86	2,766.49	2,871.26	2,990.23	3,114.87	3,266.00
157	2,482.22	2,595.55	2,697.83	2,804.56	2,909.23	3,028.20	3,156.87	3,285.00
158	2,520.29	2,634.52	2,735.80	2,842.63	2,947.20	3,066.17	3,198.87	3,301.00
159	2,558.37	2,673.49	2,773.77	2,880.70	2,985.17	3,104.14	3,239.87	3,315.00
160	2,596.44	2,712.46	2,811.74	2,918.77	3,023.14	3,142.11	3,279.87	3,327.00
161	2,634.52	2,751.43	2,849.71	2,956.84	3,061.11	3,179.08	3,318.87	3,337.00
162	2,672.59	2,790.40	2,887.68	2,994.91	3,099.08	3,216.05	3,357.87	3,345.00
163	2,710.67	2,829.37	2,925.65	3,032.98	3,137.05	3,252.02	3,395.87	3,351.00
164	2,748.74	2,868.34	2,963.62	3,071.05	3,175.02	3,287.99	3,432.87	3,355.00
165	2,786.82	2,907.31	2,999.59	3,109.12	3,212.99	3,323.96	3,468.87	3,357.00
166	2,824.89	2,946.28	3,037.56	3,147.19	3,250.96	3,359.93	3,503.87	3,357.00
167	2,862.97	2,985.25	3,075.53	3,185.26	3,288.93	3,395.90	3,537.87	3,355.00
168	2,901.04	3,024.22	3,113.50	3,223.33	3,326.90	3,431.87	3,570.87	3,351.00
169	2,939.12	3,063.19	3,151.47	3,261.40	3,364.87	3,467.84	3,602.87	3,345.00
170	2,977.19	3,102.16	3,189.44	3,299.47	3,402.84	3,503.81	3,632.87	3,337.00
171	3,015.27	3,141.13	3,227.41	3,337.54	3,440.81	3,541.78	3,661.87	3,325.00
172	3,053.34	3,180.10	3,265.38	3,375.61	3,478.78	3,579.75	3,689.87	3,307.00
173	3,091.42	3,219.07	3,303.35	3,413.68	3,516.75	3,617.72	3,716.87	3,283.00
174	3,129.49	3,258.04	3,341.32	3,451.75	3,554.72	3,655.69	3,742.87	3,253.00
175	3,167.57	3,297.01	3,379.29	3,489.82	3,592.69	3,693.66	3,767.87	3,217.00
176	3,205.64	3,335.98	3,417.26	3,527.89	3,630.66	3,731.63	3,791.87	3,175.00
177	3,243.72	3,374.95	3,455.23	3,565.96	3,668.63	3,769.60	3,815.87	3,127.00
178	3,281.79	3,413.92	3,493.20	3,604.03	3,706.60	3,807.57	3,838.87	3,073.00
179	3,319.87	3,452.89	3,531.17	3,642.10	3,744.57	3,845.54	3,860.87	3,013.00
180	3,357.94	3,491.86	3,569.14	3,679.17	3,782.54	3,883.51	3,881.87	2,947.00
181	3,396.02	3,530.83	3,607.11	3,717.24	3,820.51	3,921.48	3,902.87	2,875.00
182	3,434.09	3,569.80	3,645.08	3,755.31	3,858.48	3,959.45	3,922.87	2,797.00
183	3,472.17	3,608.77	3,683.05	3,793.38	3,896.45	3,997.42	3,942.87	2,713.00
184	3,510.24	3,647.74	3,721.02	3,831.45	3,934.42	4,035.39	3,962.87	2,625.00
185	3,548.32	3,686.71	3,759.09	3,869.52	3,972.39	4,073.36	3,981.87	2,531.00
186	3,586.39	3,725.68	3,797.06	3,907.59	4,010.36	4,111.33	4,000.87	2,433.00
187	3,624.47	3,764.65	3,835.03	3,945.66	4,048.33	4,149.30	4,019.87	2,331.00
188	3,662.54	3,803.62	3,873.00	3,983.73	4,086.30	4,187.27	4,038.87	2,225.00
189	3,700.62	3,842.59	3,910.97	4,021.80	4,124.27	4,225.24	4,057.87	2,117.00
190	3,738.69	3,881.56	3,948.94	4,059.87	4,162.24	4,263.21	4,076.87	2,007.00
191	3,776.77	3,920.53	3,986.91	4,097.94	4,200.21	4,301.18	4,095.87	1,895.00
192	3,814.84	3,959.50	4,024.88	4,136.01	4,238.18	4,339.15	4,114.87	1,779.00
193	3,852.92	3,998.47	4,062.85	4,174.08	4,276.15	4,377.12	4,133.87	1,661.00
194	3,891.00	4,037.44	4,100.82	4,212.15	4,314.12	4,415.09	4,152.87	1,541.00
195	3,929.07	4,076.41	4,138.79	4,250.22	4,352.09	4,453.06	4,171.87	1,419.00
196	3,967.15	4,115.38	4,176.76	4,288.29	4,389.96	4,491.03	4,190.87	1,295.00
197	4,005.22	4,154.35	4,214.73	4,326.36	4,427.93	4,528.90	4,209.87	1,169.00
198	4,043.30	4,193.32	4,252.70	4,364.43	4,465.90	4,566.87	4,228.87	1,041.00
199	4,081.37	4,232.29	4,290.67	4,402.50	4,503.87	4,604.84	4,247.87	913.00
200	4,119.45	4,271.26	4,328.64	4,440.57	4,541.84	4,642.81	4,266.87	785.00

Exhibit C

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX  
2020-2021 SUSANVILLE POLICE OFFICERS ASSOCIATION MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	725.38	781.64	799.73	839.71	881.70	925.78	972.07	1,020.68
102	743.51	780.69	819.72	850.71	893.74	948.83	1,006.19	1,065.71
103	761.64	799.73	839.71	881.70	925.78	972.07	1,020.68	1,071.71
104	780.89	819.72	860.71	903.74	948.83	993.93	1,048.19	1,099.50
105	799.73	839.71	881.70	925.78	972.07	1,020.68	1,071.71	1,125.30
106	819.72	860.71	903.74	948.83	993.93	1,048.19	1,099.50	1,153.43
107	839.71	881.70	925.78	972.07	1,020.68	1,071.71	1,125.30	1,181.58
108	860.71	903.74	948.83	993.93	1,048.19	1,125.30	1,181.58	1,240.64
109	881.70	925.78	972.07	1,020.68	1,071.71	1,125.30	1,181.58	1,240.64
110	903.74	948.83	993.93	1,048.19	1,099.50	1,153.43	1,211.10	1,271.66
111	925.78	972.07	1,020.68	1,071.71	1,125.30	1,181.58	1,240.64	1,302.67
112	948.83	993.93	1,048.19	1,099.50	1,153.43	1,211.10	1,271.66	1,335.24
113	972.07	1,020.68	1,071.71	1,125.30	1,181.58	1,240.64	1,302.67	1,367.10
114	993.93	1,048.19	1,099.50	1,153.43	1,211.10	1,271.66	1,335.24	1,402.00
115	1,020.68	1,071.71	1,125.30	1,181.58	1,240.64	1,302.67	1,367.10	1,436.10
116	1,048.19	1,099.50	1,153.43	1,211.10	1,271.66	1,335.24	1,402.00	1,472.10
117	1,071.71	1,125.30	1,181.58	1,240.64	1,302.67	1,367.10	1,436.10	1,508.00
118	1,099.50	1,153.43	1,211.10	1,271.66	1,335.24	1,402.00	1,472.10	1,545.70
119	1,125.30	1,181.58	1,240.64	1,302.67	1,367.10	1,436.10	1,508.00	1,583.40
120	1,153.43	1,211.10	1,271.66	1,335.24	1,402.00	1,472.10	1,545.70	1,622.99
121	1,181.58	1,240.64	1,302.67	1,367.10	1,436.10	1,508.00	1,583.40	1,662.57
122	1,211.10	1,271.66	1,335.24	1,402.00	1,472.10	1,545.70	1,622.99	1,704.14
123	1,240.64	1,302.67	1,367.10	1,436.10	1,508.00	1,583.40	1,662.57	1,749.70
124	1,271.66	1,335.24	1,402.00	1,472.10	1,545.70	1,622.99	1,704.14	1,793.35
125	1,302.67	1,367.10	1,436.10	1,508.00	1,583.40	1,662.57	1,749.70	1,832.99
126	1,335.24	1,402.00	1,472.10	1,545.70	1,622.99	1,704.14	1,789.35	1,878.81
127	1,367.10	1,436.10	1,508.00	1,583.40	1,662.57	1,749.70	1,832.99	1,924.64
128	1,402.00	1,472.10	1,545.70	1,622.99	1,704.14	1,789.35	1,878.81	1,972.75
129	1,436.10	1,508.00	1,583.40	1,662.57	1,749.70	1,832.99	1,924.64	2,020.87
130	1,472.10	1,545.70	1,622.99	1,704.14	1,789.35	1,878.81	1,972.75	2,071.39
131	1,508.00	1,583.40	1,662.57	1,749.70	1,832.99	1,924.64	2,020.87	2,121.91
132	1,545.70	1,622.99	1,704.14	1,789.35	1,878.81	1,972.75	2,071.39	2,174.98
133	1,583.40	1,662.57	1,749.70	1,832.99	1,924.64	2,020.87	2,121.91	2,228.01
134	1,622.99	1,704.14	1,789.35	1,878.81	1,972.75	2,071.39	2,174.98	2,283.71
135	1,662.57	1,749.70	1,832.99	1,924.64	2,020.87	2,121.91	2,228.01	2,339.41
136	1,704.14	1,789.35	1,878.81	1,972.75	2,071.39	2,174.98	2,283.71	2,397.90
137	1,745.70	1,832.99	1,924.64	2,020.87	2,121.91	2,228.01	2,339.41	2,456.38
138	1,789.35	1,878.81	1,972.75	2,071.39	2,174.98	2,283.71	2,397.90	2,517.79
139	1,832.99	1,924.64	2,020.87	2,121.91	2,228.01	2,339.41	2,456.38	2,576.20
140	1,878.81	1,972.75	2,071.39	2,174.98	2,283.71	2,397.90	2,517.79	2,643.69
141	1,924.64	2,020.87	2,121.91	2,228.01	2,339.41	2,456.38	2,576.20	2,708.16
142	1,972.75	2,071.39	2,174.98	2,283.71	2,397.90	2,517.79	2,643.69	2,775.99
143	2,020.87	2,121.91	2,228.01	2,339.41	2,456.38	2,576.20	2,708.16	2,843.57
144	2,071.39	2,174.98	2,283.71	2,397.90	2,517.79	2,643.69	2,775.99	2,914.66
145	2,121.91	2,228.01	2,339.41	2,456.38	2,576.20	2,708.16	2,843.69	2,985.74
146	2,174.98	2,283.71	2,397.90	2,517.79	2,643.69	2,775.99	2,914.66	3,050.90
147	2,228.01	2,339.41	2,456.38	2,576.20	2,708.16	2,843.69	2,985.74	3,135.03
148	2,283.71	2,397.90	2,517.79	2,643.69	2,775.99	2,914.66	3,050.90	3,213.41
149	2,339.41	2,456.38	2,576.20	2,708.16	2,843.69	2,985.74	3,213.41	3,291.78
150	2,397.90	2,517.79	2,643.69	2,775.99	2,914.66	3,050.90	3,213.41	3,374.08
151	2,456.38	2,576.20	2,708.16	2,843.69	2,985.74	3,213.41	3,374.08	3,456.37
152	2,517.79	2,643.69	2,775.99	2,914.66	3,050.90	3,213.41	3,374.08	3,542.70
153	2,576.20	2,708.16	2,843.69	2,985.74	3,213.41	3,374.08	3,542.70	3,622.10
154	2,643.69	2,775.99	2,914.66	3,050.90	3,213.41	3,374.08	3,542.70	3,719.97
155	2,708.16	2,843.69	2,985.74	3,135.03	3,291.78	3,456.38	3,622.10	3,810.05
156	2,775.99	2,914.66	3,050.90	3,213.41	3,374.08	3,542.70	3,719.97	3,905.92
157	2,843.69	2,985.74	3,135.03	3,291.78	3,456.38	3,622.10	3,810.05	4,001.16
158	2,914.66	3,050.90	3,213.41	3,374.08	3,542.70	3,719.97	3,905.92	4,101.22
159	2,985.74	3,135.03	3,291.78	3,456.38	3,622.10	3,810.05	4,001.16	4,201.24
160	3,050.90	3,213.41	3,374.08	3,542.70	3,719.97	3,905.92	4,101.22	4,308.28
161	3,135.03	3,291.78	3,456.38	3,622.10	3,810.05	4,001.16	4,201.24	4,411.30
162	3,213.41	3,374.08	3,542.70	3,719.97	3,905.92	4,101.22	4,308.28	4,521.99
163	3,291.78	3,456.38	3,622.10	3,810.05	4,001.16	4,201.24	4,411.30	4,631.67
164	3,374.08	3,542.70	3,719.97	3,905.92	4,101.22	4,308.28	4,521.99	4,747.87
165	3,456.37	3,622.10	3,810.05	4,001.16	4,201.24	4,411.30	4,631.67	4,863.46
166	3,542.70	3,719.97	3,905.92	4,101.22	4,308.28	4,521.99	4,747.87	4,985.05
167	3,622.10	3,810.05	4,001.16	4,201.24	4,411.30	4,631.67	4,863.46	5,106.63
168	3,719.97	3,905.92	4,101.22	4,308.28	4,521.99	4,747.87	4,985.05	5,234.31
169	3,810.05	4,001.16	4,201.24	4,411.30	4,631.67	4,863.46	5,106.63	5,361.97
170	3,905.92	4,101.22	4,308.28	4,521.99	4,747.87	4,985.05	5,234.31	5,498.02
171	4,001.16	4,201.24	4,411.30	4,631.67	4,863.46	5,106.63	5,361.97	5,636.07
172	4,101.22	4,308.28	4,521.99	4,747.87	4,985.05	5,234.31	5,498.02	5,770.82
173	4,201.24	4,411.30	4,631.67	4,863.46	5,106.63	5,361.97	5,636.07	5,911.57
174	4,308.28	4,521.99	4,747.87	4,985.05	5,234.31	5,498.02	5,770.82	6,059.99
175	4,411.30	4,631.67	4,863.46	5,106.63	5,361.97	5,636.07	5,911.57	6,207.05
176	4,521.99	4,747.87	4,985.05	5,234.31	5,498.02	5,770.82	6,059.99	6,352.37
177	4,631.67	4,863.46	5,106.63	5,361.97	5,636.07	5,911.57	6,207.05	6,517.41
178	4,747.87	4,985.05	5,234.31	5,498.02	5,770.82	6,059.99	6,352.37	6,680.47
179	4,863.46	5,106.63	5,361.97	5,636.07	5,911.57	6,207.05	6,517.41	6,843.28
180	4,985.05	5,234.31	5,498.02	5,770.82	6,059.99	6,352.37	6,680.47	7,014.49
181	5,106.63	5,361.97	5,636.07	5,911.57	6,207.05	6,517.41	6,843.28	7,185.44
182	5,234.31	5,498.02	5,770.82	6,059.99	6,352.37	6,680.47	7,014.49	7,365.21
183	5,361.97	5,636.07	5,911.57	6,207.05	6,517.41	6,843.28	7,185.44	7,544.71
184	5,498.02	5,770.82	6,059.99	6,352.37	6,680.47	7,014.49	7,365.21	7,733.48
185	5,620.99	5,911.57	6,207.05	6,517.41	6,843.28	7,185.44	7,544.71	7,921.96
186	5,770.82	6,059.99	6,352.37	6,680.47	7,014.49	7,365.21	7,733.48	8,120.15
187	5,911.57	6,207.05	6,517.41	6,843.28	7,185.44	7,544.71	7,921.96	8,318.04
188	6,060.99	6,352.37	6,680.47	7,014.49	7,365.21	7,733.48	8,120.15	8,526.15
189	6,207.05	6,517.41	6,843.28	7,185.44	7,544.71	7,921.96	8,318.04	8,743.94
190	6,352.37	6,680.47	7,014.49	7,365.21	7,733.48	8,120.15	8,526.15	8,952.47
191	6,517.41	6,843.28	7,185.44	7,544.71	7,921.96	8,318.04	8,743.94	9,170.64
192	6,680.47	7,014.49	7,365.21	7,733.48	8,120.15	8,526.15	8,952.47	9,400.00
193	6,843.28	7,185.44	7,544.71	7,921.96	8,318.04	8,743.94	9,170.64	9,629.18
194	7,014.49	7,365.21	7,733.48	8,120.15	8,526.15	8,952.47	9,400.00	9,870.10
195	7,185.44	7,544.71	7,921.96	8,318.04	8,743.94	9,170.64	9,629.18	10,110.64
196	7,365.21	7,733.48	8,120.15	8,526.15	8,952.47	9,400.00	9,870.10	10,363.59
197	7,544.71	7,921.96	8,318.04	8,743.94	9,170.64	9,629.18	10,110.64	10,618.18
198	7,733.48	8,120.15	8,526.15	8,952.47	9,400.00	9,870.10	10,363.59	10,881.77
199	7,921.96	8,318.04	8,743.94	9,170.64	9,629.18	10,110.64	10,618.18	11,148.58
200	8,120.14	8,526.15	8,952.46	9,400.00	9,870.10	10,363.59	10,881.77	11,425.65



## CITY OF SUSANVILLE

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

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

#### **1. Introduction**

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

The job categories for which this policy applies are:

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

#### **2. Requirements**

The following requirements apply to each employee hired by the City of Susanville after this policy takes effect in the above-mentioned job categories and to current employees in the above-mentioned job categories if the current employee changes his or her residence after this policy takes effect.

- A. For purposes of this policy, RESIDENCE means the house or other fixed abode where the employee lives full time, the address of which the employee must have on file with the City.
- B. The RESIDENCE of the employee must be within a 35-minute drive of the department office applicable to the employee's employment with the City. For example, public works employees' department office will be the public works department office.
- C. The drive time of the employee will be determined by entering the address of the employee residence and the location of his or her respective department office in the City of Susanville into an internet based mapping system selected at the sole discretion of the City, such as Google

- Maps assuming fair-whether driving conditions. A copy of the printout of the mapping system showing drive time from the department office to the residence will be kept by the City.
- D. When instructed by his or her employer or supervisor, each employee must respond to an emergency or urgent situation connected to his or her employment with the City of Susanville. An exception to this requirement is when the employee is on a previously authorized vacation or other approved leave, or has traveled outside of a 100-mile radius of the department office applicable to that City employee.
  - E. Employees will be compensated as currently outlined in their respective Memorandum of Understanding and Employee Handbook and will not be eligible for any additional compensation as a result of these requirements.

### **3. Purpose**

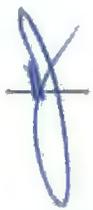
The above-mentioned job categories include critical job functions that require the employees who perform the jobs to respond to emergency or urgent situations connected to their employment with the City of Susanville. From time to time, emergency or urgent situations arise and additional employees must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

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

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



AGENDA ITEM NO. 7A

Reviewed by:  Interim City Administrator

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

**Submitted by:** Debbie Savage, Finance Manager  
Daniel Gibbs, Acting Public Works Director

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider **Resolution No. 20-5797** Setting Revised Rates, Fees and Policies for the Natural Gas Utility

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director  
Dan Bergmann, Principal - IGService

**SUMMARY:** On September 5, 2019, the City of Susanville refinanced the 2010 Water and Natural Gas Bonds. The re-issuance of these bonds in 2019 restructured the debt at a much lower interest rate. The annual savings to the Natural Gas enterprise fund is estimated to be \$405,000 per year, based on the first three years of the new bonds compared to the last three years of the old bonds.

This large savings has allowed staff and our natural gas consultant, Mr. Dan Bergmann from IGService, to perform a rate study with the intention of lowering natural gas rates for the citizens of the community who have supported the Natural Gas Utility since its inception in 2001. Given the savings and available cash in the fund after reserves are met for the capital program and the required debt service ratio is maintained, a substantial savings can be shared with the City's customers.

The overall revenue reduction is 5%, with an anticipated additional revenue reduction in Spring 2021. The second reduction will be possible if cost estimates for safety-assessment work required by PHMSA (Federal DOT) do not change significantly, and if gas sales are strong through this coming winter. Public Works is asking for consideration of a two-step initial approach that is conservative in order to avoid the risk of increasing rates after they have been decreased.

Regarding specific rates, residential, residential low income, and small commercial customers will realize the bulk of the savings with an initial rate reduction of 14%. This means a median residential gas customer in Susanville using 273 Therms per year will save \$79 annually.

Monthly meter charges of \$7.00 will remain unchanged to keep costs lower for small residential customers. Tiered rates are proposed to be removed to normalize gas rates across all volumes. The standard commercial rate will be fixed at \$1.95 per Therm, providing a savings of at least 9% for customers not on a special rate. Commercial customers that were on the \$1.95 rate will stay at \$1.95. However, commercial customers previously on the special fixed rate of \$1.68 will see an increase to \$1.79 (7%) to align with other similar customers. This is an incremental step proposed to be followed by a second increase of 7% in June 2023. Those customers operating

at a higher consumption rate will not be impacted. The purpose of this is to more fairly distribute costs of the system moving forward since the bulk of the expense historically has occurred mostly on the backs of the residential users, explained below.

The former monthly Variable Rate for customers using more than 30,000 Therms per year will become of fixed price of \$1.65 per Therm. This rate will be competitive with competing fuels based on the last three winters' price comparison. The advantage of locking in the variable rate is less administrative effort by City staff, and the ability for the city to purchase low-cost wholesale gas to supply large customers.

Regarding the realignment of rates, commercial accounts contain an inherent component of additional expense by virtue of the larger sizes of meters, service laterals, and other costs absorbed by the Department. Historically, the cost of the more expensive elements of providing gas service were distributed across all customers regardless of the type of service or amount of consumption. This was done and accepted, in part, to help with the development and maintain an economic advantage for businesses when compared with other sources of heating. Specific costs associated with commercial accounts include the considerable cost (\$4,000 to \$6,000 versus \$200) of purchasing and replacing meters (approximately every 5-7 years); performing annual leak surveys while residential surveys are only required every 5 years; valve and multi-meter maintenance; initial installation, higher usage that affects wear and tear and the need for larger and more expensive equipment to install and maintain the commercial services.

This imbalance has been borne by the residential customers to a considerable extent and the Department is proposing the rates begin a migration toward a more representative cost per each consumer whether residential or commercial. Therefore, the rates now being proposed initiate a distinction between residential and commercial with appropriate adjustments to each customer class. Commercial accounts (previously identified by consumption) enjoyed a significant discount through a combination of tiering, variable rates and discounts based on consumption.

Mr. Bergmann of IGService will make a brief presentation regarding the financial analysis of the Gas Enterprise Fund and the process for resetting rates.

**FISCAL IMPACT:** Estimated reduction in Natural Gas Fund annual revenues of approximately \$300,000.

**ACTION**

**REQUESTED:** Motion to approve Resolution 20-5797 Setting Revised Rates, Fees and Policies for the Natural Gas Utility Fund

**ATTACHMENTS:** Proposed Resolution No. 20-5797  
Adopted Resolution No. 17-5391 dated June 21, 2017  
IGService Natural Gas Rate Study July 2020

**RESOLUTION NUMBER 20-5797**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SETTING**  
**RATES, FEES AND POLICIES FOR THE NATURAL GAS UTILITY OF THE CITY OF**  
**SUSANVILLE**

**WHEREAS**, the City Council of the City of Susanville has established a natural gas utility, with established various rates, fees, charges and policies for the natural gas utility; and

**WHEREAS**, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Susanville is authorized to adopt and implement rates, fees and charges for municipal utilities, provided however, that such rates, fees and charges do not exceed the estimated reasonable cost of providing such services; and

**WHEREAS**, the City Council desires to adjust the rates, fees and charges and implement new rates, fees and charges in favor of its rate payers for the municipal natural gas services provided by the City of Susanville, as set forth herein; and

**WHEREAS**, the City Council believes it in the best interest of the City's natural gas services to make user rates as equitable as feasible and representative of the actual cost of providing said services for it's residential and commercial users separately; and

**WHEREAS**, the City Council is supportive of the separation of fees for said natural gas services distinguishing the differences in the type of service required for residential and commercial between the hereby desires to adjust said rates, fees and charges; and

**WHEREAS**, prior Resolutions 01-3444; 01-3450; 02-3542; 03-3673; 04-3786; 07-4199; 07-4306; 08-4449; 09-4572; 09-4581; 10-4625; 13-4952; 14-5069; 15-5154; 17-5391 set the rates, fees, charges, and policies for the Natural Gas Utility; and

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

**NOW, THEREFORE, BE IT RESOLVED:**

1. This City Council hereby finds and determines that based upon the data, information, analysis, oral and written documentation presented to this City Council concerning the rates, fees and charges described below do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.
2. The rates, fees and charges set forth below are hereby confirmed and adopted as the rates, fees and charges for the services identified for each such rate, fee and/or charge.
3. Natural Gas rates, fees and charges:
  - A. Fixed monthly fee:
    - i. The monthly charge shall remain at **\$7.00** for residential single meters.
    - ii. The monthly meter charge shall be set at **\$7.00** for commercial single meters
    - iii. The monthly meter charge shall be set at **\$7.00** for commercial large meters.

- B. Residential Rate: (Single Family or Multi Family) – The established volumetric rate is reduced to \$1.85 per therm. This rate is effective with the next billing cycle.
- C. Commercial Rate: The established volumetric rate remains at \$1.95 per therm. This rate is effective with the next billing cycle.
- D. Fixed Price Option:  
Customers consuming more than 1,500 therms annually have historically been offered the option to lock in a fixed price based on current financial conditions. The former fixed price of \$1.68 per therm is updated herein to become \$1.79 per therm to provide better equity with other similar customers. The rate of \$1.79 is closed to new customers. The rate of \$1.79 for existing customers on the rate will be allowed to stay in place until June 30, 2023, at which time customers on this rate will be transitioned to the standard rate of \$1.95, or the standard commercial rate in place at that time. This rate is effective with the next billing cycle. Fixed prices are no longer being offered because price stability is provided to customers already through the city’s gas purchase portfolio.
- E. Former Variable Rate:  
Customers consuming more than 30,000 therms per year are eligible for a lower rate to cause natural gas to be fully competitive with propane and heating oil available to large customers. Whereas the former “Variable Rate” was adjusted monthly to closely follow monthly changes in fuel cost, the rate for these customers is now set over a longer term, as needed to stay competitive. The price is being set at \$1.65 per therm herein based on:
 

i. Fixed Cost Recovery Component	\$ 1.300
ii. Tuscarora Gas Transmission	\$ 0.050
iii. Gas Cost Component	<u>\$ 0.300</u>
<b>Total</b>	<b>\$ 1.650 per Therm</b>
- F. Raw Cost Rate:  
The City established a raw cost rate for City facilities per Resolution 17-5391. Facilities owned and operated by the City of Susanville are to receive a raw cost rate. The Honey Lake Valley Community Pool is to receive a raw cost rate. The raw cost rate is calculated using the lowest Contract Price – Per MMBTU negotiated by the City and its natural gas supplier, plus transmission costs paid to the pipeline operator to deliver gas to the Susanville City Gate.
- G. Low Income Assistance Program:  
Natural gas customers meeting the criteria for low-income assistance, as established in Exhibit B, receive an annual flat rate of \$1.67 per therm. This rate is effective with the next billing cycle.

4. If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Resolution and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more

other sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

5. The City Clerk shall certify to the adoption of this Resolution.

APPROVED: \_\_\_\_\_  
Mendy Schuster, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of August, 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret Long, City Attorney

**EXHIBIT A  
ATTACHMENT TO RESOLUTION NO. 20-5797**

**2013/2014 Low Income Assistance Gross Household Income Guidelines**

**Based on 170% of Federal Guideline**

# Persons	Annual \$	Monthly \$
1	22,980	1,915
2	31,020	2,585
3	39,060	3,255
4	47,100	3,925
5	55,140	4,595
6	63,180	5,265
7	71,220	5,935
8	79,260	6,605

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**RESOLUTION NUMBER 17-5391**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SETTING FEES AND POLICIES FOR THE NATURAL GAS UTILITY OF THE CITY OF SUSANVILLE; ESTABLISHING HONEY LAKE VALLEY COMMUNITY POOL AS AN ELIGIBLE FACILITY TO RECEIVE "RAW COST" RATE AND CONFIRMING AND CONTINUING PREVIOUSLY ESTABLISHED NATURAL GAS RATES**

**WHEREAS**, the City Council of the City of Susanville has established a natural gas utility; and

**WHEREAS**, the City Council of the City of Susanville has heretofore established various rates, fees, charges and policies for the natural gas utility; and

**WHEREAS**, pursuant to the provisions of the California Constitution and the laws of the State of California, the City of Susanville is authorized to adopt and implement rates, fees and charges for municipal utilities, provided however, that such rates, fees and charges do not exceed the estimated reasonable cost of providing such services; and

**WHEREAS**, the City Council desires to adjust the rates, fees and charges and implement new rates, fees and charges for the municipal natural gas services provided by the City of Susanville, as set forth herein; and

**WHEREAS**, on May 6, 2015 City Council established a "Raw Cost" rate for City owned and operated facilities; and

**WHEREAS**, the City Council is desirous of providing the same "Raw Cost" rate for the Honey Lake Valley Community Pool; and

**WHEREAS**, prior Resolutions 01-3444; 01-3450; 02-3542; 03-3673; 04-3786; 07-4199; 07-4306; 08-4449; 09-4572; 09-4581; 10-4625; 13-4952; 14-5069; 15-5154 set the rates, fees, charges, and policies for the Natural Gas Utility; and

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

**NOW, THEREFORE, BE IT RESOLVED:**

1. The foregoing recitals are true and correct.
2. The City Council hereby finds that the modification of natural gas rates to include the Honey Lake Valley Community Pool as an eligible facility for the "Raw Cost" rate is exempt from CEQA review under CEQA Guidelines Section 15273 because the rates are necessary and reasonable to fund the administration, operation, maintenance, and improvements of the City's natural gas system, are necessary to maintain service within the City's existing service area, and will not result in expansion of the system. The City Council further finds that the action entails the creation of a government funding mechanism which is exempt from CEQA as not being a "project" pursuant to CEQA Guidelines Section 15378. The City Council authorizes the City Administrator to file a notice of exemption with the County Clerk to that effect.

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3. The City Administrator is hereby authorized and directed, for and in the name of and on behalf of the City, to execute and deliver any and all documents, to do any and all things and take any and all actions that may be necessary or advisable, in their discretion, in order to effect the purposes of this Resolution. All actions heretofore taken by officers, employees, and agents of the City that are in conformity with the purposes and intent of this Resolution are hereby approved, confirmed, and ratified.

4. This City Council hereby finds and determines that based upon the data, information, analysis, oral and written documentation presented to this City Council concerning the rates, fees and charges described below do not exceed the established reasonable cost of providing the service for which the rates, fees, or charges are levied.

5. The rates, fees and charges set forth below are hereby confirmed and continued as the rates, fees and charges for the services identified for each such rate, fee and/or charge. With the addition of the "Raw Cost" rate for the Honey Lake Valley Community Pool.

6. Natural Gas rates, fees and charges:

A. Fixed monthly fee:  
The monthly meter charge shall remain \$7.00 for single meters.

B. Baseline winter rate: This rate has been eliminated.

C. Tiered rates:  
Tier 1: The established volumetric rate is \$2.14 per therm for up to 450 therms per meter reading cycle. This rate is effective with the next billing cycle.  
Tier 2: There remains the established volumetric rate of \$2.06 per therm for all metered usage above 450 therms per meter reading cycle.

D. Fixed Price Option:  
Natural gas customers consuming a minimum of 1,500 therms annually are offered the option to lock in a fixed price for their supply for a specific term. The price shall be a mutually agreeable fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX) futures contracts for natural gas, plus a geographical price basis adjustment to the Susanville city gate, plus \$1.30 per therm.

E. Welcome rate:  
New gas hookups, defined as any residence or business that is not using natural gas as of September 1, 2009, shall qualify for the Welcome Rate. The Welcome Rate is effective immediately and retroactive to September 1, 2009.

Provisions: The volumetric rate for the first 12 billing cycles will be \$1.95 per therm. The rate will reflect the current adopted rates beginning in the 13th billing cycle. Offer requires the customer to have a natural gas fired furnace and to sign a two-year contract for natural gas services.

Failure to retain natural gas service for two years will require payment of fully established rate for the first 12 billing cycles.

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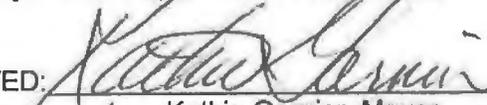
F. Optional variable rate:  
There remains the established variable natural gas rate available to large natural gas consuming customers capable of using alternate fuels as their primary energy source in place of natural gas as per Resolution Number 07-4306 adopted by the City Council at its September 4, 2007 meeting. The details of these rates as amended are attached hereto as Exhibit "A". based on current sales tax rate at time of billing. When natural gas is the lowest priced fuel, the price charged each month shall not be lower than \$0.50 below the next highest price competing fuel.

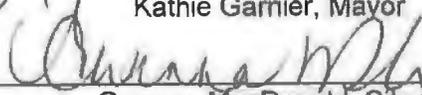
G. Raw Cost rate:  
The City establishes a raw cost rate for City facilities. Facilities owned and operated by the City of Susanville are to receive a raw cost rate. The Honey Lake Valley Community Pool is to receive a raw cost rate. The raw cost rate is calculated using the lowest Contract Price – Per MMBTU negotiated by the City and its natural gas supplier, plus transmission costs paid to the pipeline operator to deliver gas to the Susanville city gate.

H. Low Income Assistance Program:  
Natural gas customers meeting the criteria for low-income assistance, as established in Exhibit B, receive an annual flat rate of \$1.95 per therm. This rate is effective with the next billing cycle.

4. If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Resolution and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

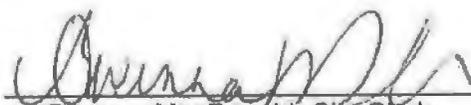
5. The City Clerk shall certify to the adoption of this Resolution.

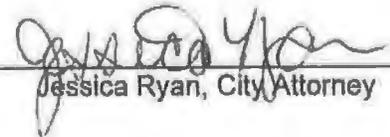
APPROVED:   
Kathie Garnier, Mayor

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 21st day of June, 2017, by the following vote:

AYES: Wilson, Franco, Stafford, Schuster and Garnier  
NOES: None  
ABSENT: None  
ABSTAINING: None

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

1 EXHIBIT A  
2 ATTACHMENT TO RESOLUTION NO. 17-5391  
3 Variable Natural Gas Rate

4 **Applicability:**

5 This is an optional rate schedule for customers using more than 30,000 therms per year.  
6 Customers electing this rate schedule shall not participate in wintertime baseline rates.

7 Participation in this variable rate requires written request to the City of Susanville.  
8 Requests should include a description of alternate fuels available and ability for alternate  
9 fuels to serve installed end-use devices.

10 Customers returning from this rate to the general rate shall be required to remain on the  
11 general rate for a period of twelve months before being eligible to return back to this rate.

12 **Variable Price:**

13 One or both the propane and heating oil indices shall be used dependent upon a  
14 customer's ability to readily convert to one or both fuels in the end-use device being  
15 supplied. If both apply, the lower index price each month shall be used, or the natural gas  
16 index shall be used if it is the lowest. \*CSTR = current sales tax rate

17 Meters registering more than 75,000 therms per year:

- 18 1 Propane:  $[(BPN, SF + \$0.33/gal) \times 1.0725] / 0.92 = \$/Th$   
19 2 Heating Oil:  $[(OPIS, Chico + \$0.18/gal) \times 1.0725] / 1.41 = \$/Th$   
20 3 Natural Gas: Susanville variable monthly gas cost + \$1.24/Th = \$/Th

21 Meters registering more than 30,000 therms per year:

- 22 1 Propane:  $[(BPN, SF + \$0.38/gal) \times 1.0725] / 0.92 = \$/Th$   
23 2 Heating Oil:  $[(OPIS, Chico + \$0.23/gal) \times 1.0725] / 1.41 = \$/Th$   
24 3 Natural Gas: Susanville variable monthly gas cost + \$1.30/Th = \$/Th

25 **Option for Customer to Fix Price:**

26 Customers qualifying under this variable natural gas rate are offered the option to lock in  
27 a fixed price for their supply for a specific term. The price shall be a mutually agreeable  
28 fixed price offered by Susanville based on New York Mercantile Exchange (NYMEX)  
29 futures contracts for natural gas, plus a geographical price basis adjustment to the  
30 Susanville city gate, plus \$1.24 per therm or \$1.30 per therm based on the customer's  
31 annual usage as specified above. When natural gas is the lowest priced fuel, the price  
32 charged each month shall not be lower than **\$0.50** below the next highest price competing  
33 fuel

34 **Notes:**

35 The variable price shall be adjusted once per month for the purpose of customer billing  
36 statements. The base index for propane and heating oil shall be the average of all postings  
37 for each month.

38 BPN: Butane Propane News, weekly propane newsletter for San Francisco, CA

39 OPIS: Oil Price Information Services for Chico, CA

40 Susanville variable monthly gas cost: Billed amount from Susanville's supplier for gas  
41 priced for one month, also referred to as "monthly spot price" or "swing price".

42 Upon request, supporting calculations and documents shall be available from the City of  
43 Susanville Finance Department.

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**EXHIBIT B  
ATTACHMENT TO RESOLUTION NO. 17-5391**

**2013/2014 Low Income Assistance Gross Household Income Guidelines**

**Based on 170% of Federal Guideline**

# Persons	Annual \$	Monthly \$
1	22,980	1,915
2	31,020	2,585
3	39,060	3,255
4	47,100	3,925
5	55,140	4,595
6	63,180	5,265
7	71,220	5,935
8	79,260	6,605



**Natural Gas Rate Study**

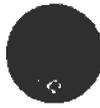
**For**

**City of Susanville**

**Prepared: July 2020**

**Submitted to City Council: August 19, 2020**

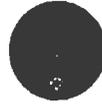
**Dan Bergmann, P.E.  
Principal**



**Natural Gas Rate Study  
For  
City of Susanville**

**July 2020**

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# Natural Gas Rate Study For City of Susanville

July 2020

## I. Introduction and Executive Summary

The two primary purposes of this rate study are; 1) To prepare a financial analysis of the Susanville Gas Enterprise Fund to determine a reasonable revenue reduction from the 2019 bond refinance and 2) To realign gas rates so that they are more equitable to all customers and to provide relief to the smallest customers on the system that have been paying the highest rates since the beginning of operations in 2001.

The resultant overall revenue requirement reduction determined is five percent. Determination of the revenue requirement is based on a conservative five-year forecast of expenses. Actual expenses and projections should be updated each spring following the winter heating season. If system costs are lower, or gas sales are higher, rates may be further lowered prior to the next winter heating season.

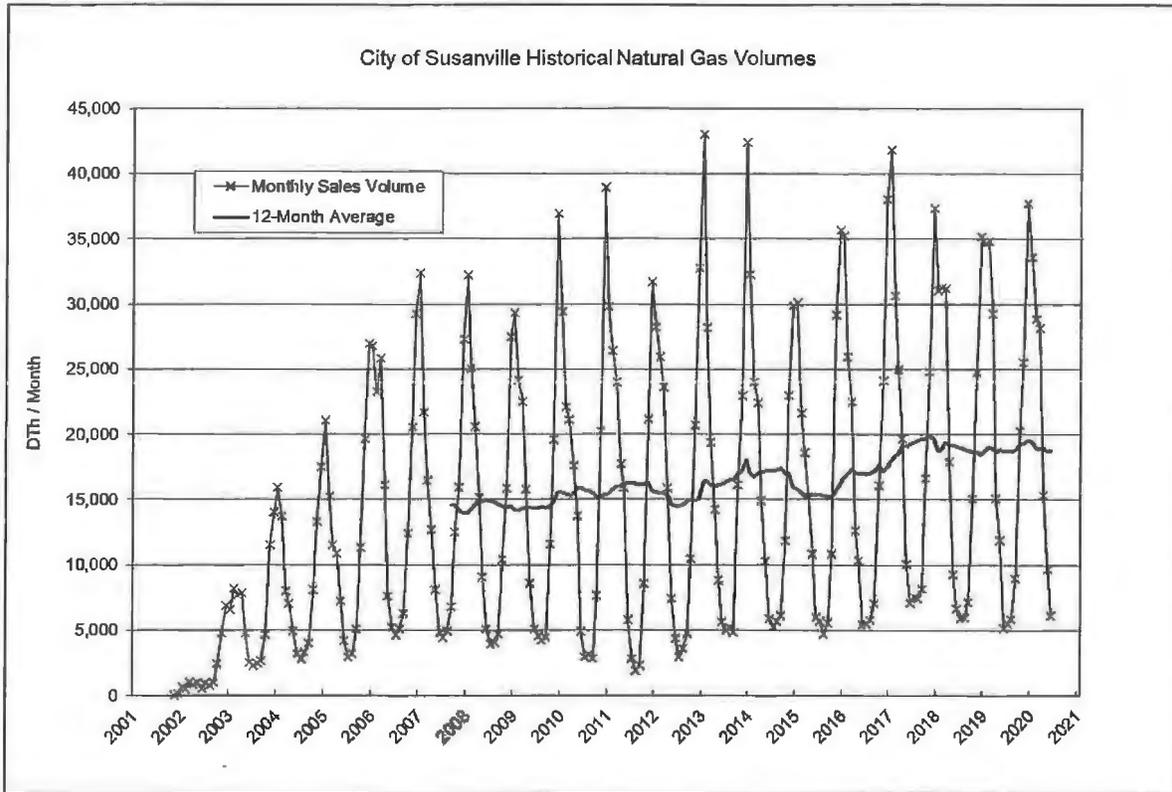
Proposed gas rates are realigned in this study to achieve better equity between customer classes. Residential rates are reduced by 14 percent and small commercial rates by nine percent. The reductions to smaller customers are higher because rates for medium and large commercial customers were already lower to be competitive with heating oil and propane. The custom commercial fixed price rate of \$1.68 is incrementally increased to \$1.79, then proposed to be \$1.95, the same as other commercial customers, in June 2023 when the city's fixed price purchases end. Finally, the Variable Rate is proposed to become a fixed price to avoid the monthly recalculation, which is no longer needed due to stable natural gas prices and the availability to purchase low-cost gas for the City's largest gas customers.

## II. Gas System Sales Volume History

The graph below shows monthly gas consumption within the city since the beginning of operations in November 2001. Customer connections and sales grew sharply during the first several years, then gradually until 2016. The graph clearly shows the winter peak months and summer low months. (The all-time high month was January 2013 using 43,102 DTh in one month.) The heavy line in the middle is a 12-month rolling average of deliveries. This is the best indication of overall system growth because it averages out month-to-month variations. It shows during the past four years that sale volumes have been steady. For purposes of projecting sales volumes in this rate

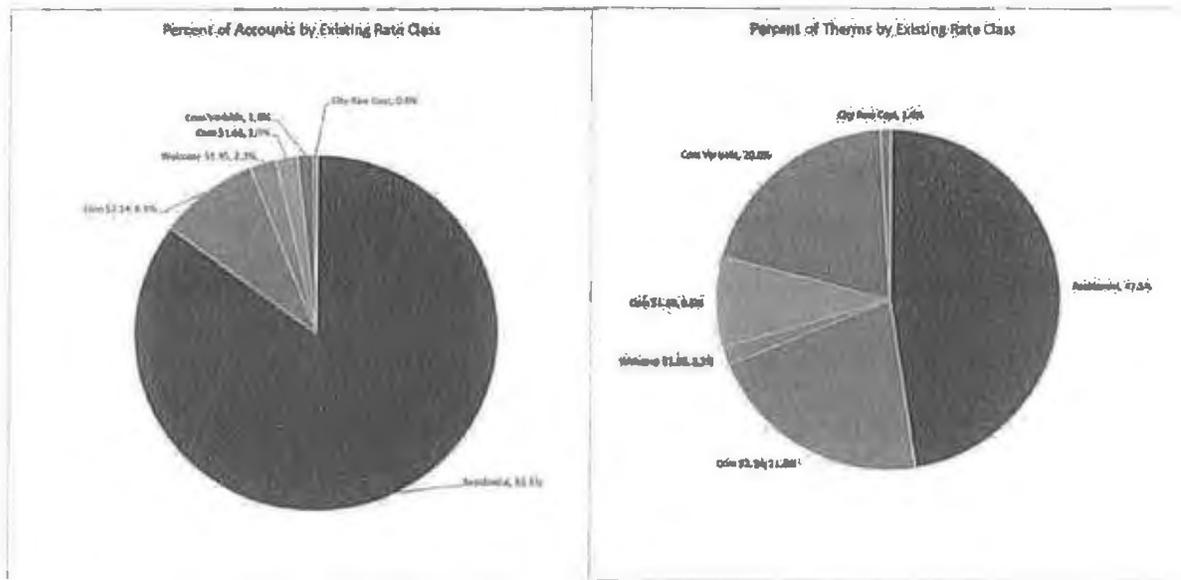


study, the average of the last four years is used, which is 2,270,000 Therms per, which is the same as 227,000 DTh.



### III. Customer Analysis

Over the 18 years of gas service, customer connections to the Susanville gas system have grown from nothing to approximately 3,000 active accounts. As the pie charts below shows, the majority of customers (85 percent) are residential. On a volume basis, residential customers consume only about half of all the gas (47 percent) and commercial customers consume the other half. Residential and small commercial customers combined consume 69 percent of gas on the system. Historically, they have “carried” the system because they have paid the highest rates for natural gas. As discussed below in the section on proposed gas rates, this rate reduction provides an opportunity to provide rate relief to a large portion of customers on the gas system.



#### IV. Financial Analysis

##### A. 2019 Bond Refinance

On September 1, 2019, the City of Susanville issued the Series 2019 Natural Gas Revenue Refunding Bonds in the amount of \$20,470,000. The purpose of the Series 2019 bonds was to refinance the former Series 2010 bonds at a significantly lower debt service cost. For example, average debt service for the three-year period, 2020 through 2023 with the new bonds averages \$1,278,000 per year, whereas the three-year average for 2017 through 2019 with the old bonds was \$1,683,000 per year. Consequently, the resultant savings to Susanville’s gas enterprise is approximately \$405,000 per year (values rounded).

##### B. Gas Enterprise CalPERS Loan

On June 17, 2020, the Susanville City Council approved Resolution No 20-5785 authorizing the natural gas fund to provide a 15-year loan of \$3,179,988.60 to other city departments to replace more expensive finance costs with Umpqua Bank, saving the city approximately \$400,000 per year in interest costs. Considering that the natural gas fund holds a cash balance more than \$6 million, it can afford the loan. After removing the loan amount and removing \$1.8 million of rate stabilization funding, the gas fund still holds an excess of \$3 million, which is more than six months total revenue. Interest payments to the gas fund are set at two percent annually, the same as the funds’ other cash balances.

### C. Revenue, Expense, Fund Balance History and Projections

Attachment 1 shows historical and projected revenue, operating expenses, debt service payments, and the ongoing fund balance for FY16/17 through FY24/25.

The historical data shows the gas enterprise fund to be healthy. Revenue each year is adequate to make the required debt service coverage ratio of 1.25. This means that the net income available for debt service payments, after operating expenses are paid, must be at least 25 percent higher than the annual debt service amount due. The fund balance during FY19/20 exceeded \$6 million, which exceeds a year of revenue from rates. As discussed above, the bond refinance significantly reduces overall annual expenses beginning in FY19/20.

Working closely with staff, a five-year expense forecast has been developed, including anticipated large projects. Inflation factors are included to reasonably forecast future costs. The highest inflation factor is 15 percent associated with CalPERS as the retirement burden is anticipated to continue to rise sharply. Amongst the lowest factors, notably, is natural gas at zero percent, as natural gas prices are anticipated to remain flat and the city's practice has been to lock in prices into the future.

There are three new Operating Expense components that are introduced beginning in FY20/21:

1. For a potential supervisory restructure, 50 percent of the cost of a supervisor is assigned to the natural gas enterprise.
2. The anticipated costs of a natural gas integrity management program are added for ongoing federally required safety evaluations of the city's high-pressure pipeline running between town and the interconnection with Tuscarora interconnection. The initial cost of \$83,000 is based on a quote from a vendor.
3. Building rental cost is assigned to natural gas for use for its share of the public works facility on Sierra Road. This includes an assignment of past rent.

After all the operating expense values were established over the five-year period, the total of revenue from the rates was adjusted downward to a level that would still exceed the minimum 1.25 debt service coverage ratio requirement. The result is a five percent reduction in FY20/21 revenue from the rates.

Beyond operating expenses, beginning in FY20/21, an amount of \$500,000 per year is included for large projects, for a total of \$2.5 million over five years. This is specifically for system-wide evaluation and repair of locations where natural gas pipelines may have been inadvertently bored through city sewer lines during construction of the natural gas system (cross-bore project). This will be done using remote cameras moved through the sewer lines.

Also mentioned above, the City has utilized the healthy gas enterprise fund balance to provide a loan for CalPERS costs. The loan amount, repayments, and interest are shown in the table. And finally, as required by the Series 2020 bonds, the rate stabilization amount of \$1.8 million is subtracted from the fund balance as that amount is restricted.



Over the five-year period, Available Cash increases from \$2.5 million to \$3.7 million, even after spending the planned \$2.5 million on the cross-bore project. Further, projected Operating Expenses are conservatively high to assure adequate revenue such that a rate increase will be avoided. Each summer over the five-year period, actual and projected operating expenses should be updated. If expenses are lower than projected in this study, the city may consider further lowering of natural gas rates and revenue.

## V. Existing Gas Rates and Revenue

Currently most residential and commercial customers pay \$2.14 per Therm for up to 450 Therms each month, then \$2.06 per Therm for higher volumes. The city has a low-income rate for qualifying customers presently set at \$1.95 per therm. Other commercial customers are on rates that are either \$1.68, \$1.95 (“Welcome Rate”), or the Variable Rate discussed below. Historically, the lower rates for commercial customers were intended to attract them to the gas system and retain their business compared to competing heating oil and propane. City gas accounts pay a “Raw Cost” rate that is gas cost plus transmission costs for Tuscarora Pipeline to bring gas to the Susanville city gate. All customers pay the same fixed monthly charge of \$7.00. These rates were most recently updated in Resolution Number 17-5391, dated June 21, 2017.

The rates and revenue generated are shown in the table below. The total of all billing data over FY18/19 reconciled to within one percent of audited revenue from rates.

Gas Rate Model: FY18/19 Actual							
Customer Class	Number of Accts	Fixed Revenue		Variable Revenue			Combined Total
		Fixed Rate per month	Fixed Total Annual	Therms Annual	Rate \$/Th	Variable Total	
SF + MF	2,579	\$7.00	\$216,627	1,058,000	\$2.140	\$2,264,120	\$2,480,747
SF + MF > 450 Th				3,000	\$2.060	\$6,180	\$6,180
Commercial	269	\$7.00	\$22,584	334,000	\$2.140	\$714,760	\$737,344
Com > 450 Th				141,000	\$2.060	\$290,460	\$290,460
Lg Com Variable	42	\$7.00	\$3,528	446,000	\$1.634	\$728,764	\$732,292
"Welcome Rate"	30	\$7.00	\$2,520	27,080	\$1.950	\$52,806	\$55,326
Low Income \$1.95	40	\$7.00	\$3,360	10,920	\$1.950	\$21,294	\$24,654
Fixed Price \$1.68	58	\$7.00	\$4,872	193,000	\$1.680	\$324,240	\$329,112
City Accounts	12	\$7.00	\$972	22,000	\$0.386	\$8,492	\$9,464
<b>Totals</b>	<b>3,029</b>		<b>\$254,463</b>	<b>2,235,000</b>		<b>\$4,411,116</b>	<b>\$4,665,579</b>
						Audited Revenue from Rates:	\$4,684,703
						Deviation:	-\$19,124 -0.41%



## VI. Proposed Gas Rates and Revenue

### A. Equitable Rates

The goal of resetting rates is to realign costs equitably across customer classes while achieving the five percent overall reduced revenue goal. Working with City staff, the approach to resetting rates was to reduce residential rates as much as possible, while moving commercial rates for small and medium-sized customers closer to each other. The reasoning is that since the beginning of operations in 2001, residential and small commercial customers have been paying the highest rates to carry the cost of the new gas system. The city had to offer lower prices to larger customers to attract them from competing fuel. Even so, all added load has contributed to fixed costs to the benefit of all customers. Accordingly, the reduction in debt service costs has provided an opportunity to reduce the burden on smaller customers.

The table below shows the proposed rates and revenue described in this section. Gas sales volumes are increased slightly from the FY18/19 actual to equal the last four years' average.

Gas Rate Model: FY20/21 Proposed								
Customer Class	Number of Accts	Fixed Revenue		Variable Revenue			Combined Total	Change in Rate
		Fixed Rate per month	Fixed Total Annual	Therms Annual	Rate \$/Th	Variable Total		
SF + MF	2,579	\$7.00	\$216,627	1,074,568	\$1.85	\$1,987,951	\$2,204,579	-14%
SF + MF > 450 Th				3,047	\$1.85	\$5,637	\$5,637	
Commercial	299	\$7.00	\$25,104	366,905	\$1.95	\$715,466	\$740,569	-9%
Com > 450 Th				143,208	\$1.95	\$279,256	\$279,256	
Com previously variable rate	42	\$7.00	\$3,528	503,767	\$1.65	\$831,216	\$834,744	0.98%
Low Income 10% discount	40	\$7.00	\$3,360	10,920	\$1.67	\$18,236	\$21,596	-14%
Com previously \$1.68	58	\$7.00	\$4,872	145,239	\$1.79	\$259,978	\$264,850	7%
City Accounts	12	\$7.00	\$972	22,345	\$0.35	\$7,821	\$8,793	-9%
<b>Totals</b>	3,029		\$254,463	2,270,000		\$4,105,561	\$4,360,024	
						Revenue Target:	\$4,362,000	
						Deviation from Target:	-\$1,976	-0.05%



## B. Monthly Fixed Rate

Technically, the monthly fixed rate of \$7.00 should be higher to increase the level of overall revenue stability. However, doing so would increase costs to the smallest customers on the gas system, the residential and small commercial customers that do not use much gas. Increasing the fixed cost rate (and consequently decreasing the variable rate) would conversely benefit customers that use large volumes of gas. This would be contrary to the goal of keeping costs low for the smallest customers on the system, therefore, the monthly fixed cost is held constant at \$7.00.

## C. Residential Rates

Residential customers are proposed to receive the largest benefit of the bond refinance savings. The rate is reduced to \$1.85 per Therm for all gas. For a median residential gas customer in Susanville using 273 Therms per year, this is a savings of \$79 annually. The savings for the residential customers increase with usage. The lower, \$1.85 rate applies to single- and multi-family customers for all volumes. Further, the low-income rate is preserved, setting the discount at \$1.67, which is 10 percent below the new standard residential rate.

## D. Commercial Rates

Small and medium commercial customer rates presently range widely from \$1.68 to \$2.14. The proposed range is narrower from \$1.79 to \$1.95. Small commercial customers paying \$2.14 will be lowered to \$1.95, a nine percent reduction. Commercial customers currently paying the rate of \$1.68 will be increased incrementally by seven percent to \$1.79. The proposal is to close the fixed price rate option going forward such that all medium commercial customers pay the same new rate of \$1.95. Specifically, the group of medium customers purchasing six percent of volume receiving the benefit of a \$1.79 price will be allowed to stay on the rate until the city's existing fixed price purchases end on June 30, 2023, at which time their rate will move to \$1.95.

Alternatively, medium commercial customers using more than 1,500 Therms per year that desire a fixed price beyond June 30, 2023 could elect for a fixed price based on:

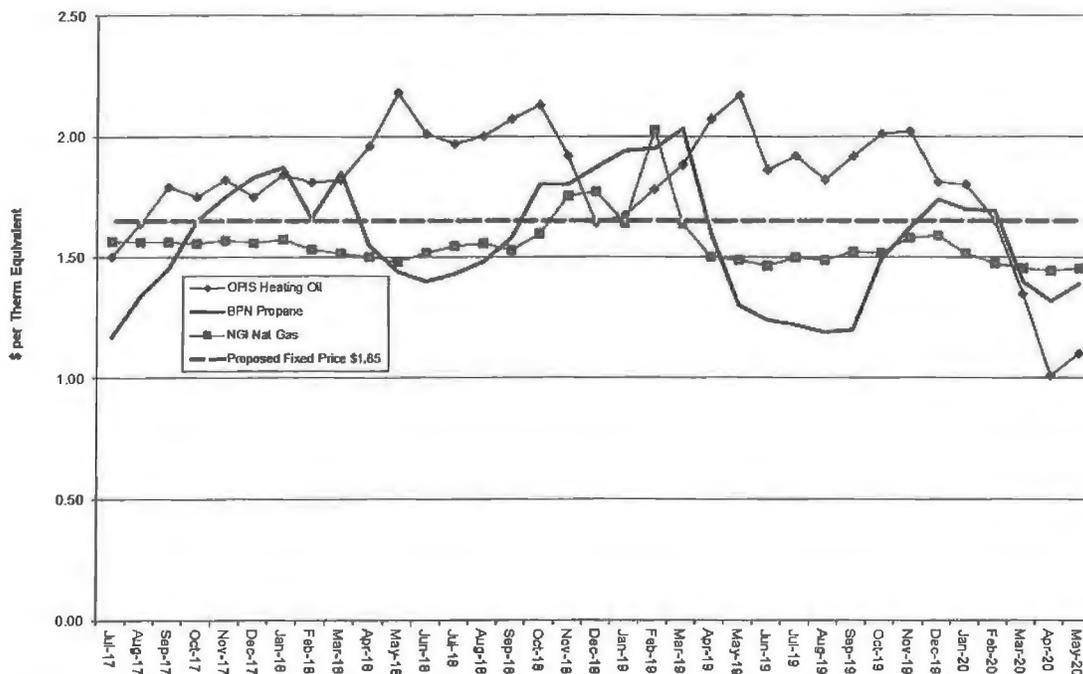
Fixed Cost Recovery Component	\$1.600
Tuscarora Gas Transmission	0.050
Gas Cost Component	<u>0.300</u> (subject to actual fixed gas cost)
Total	\$1.950 per Therm

The bar chart below illustrates the price realignment for commercial rates and shows the percentage of commercial volume in each commercial rate category.





Heating Oil vs. Propane vs. Natural Gas  
Usage > 30,000 Th / Yr

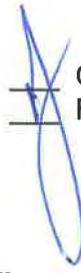


The proposal is to end the Variable Rate and instead provide a fixed price to these customers that remains competitive to the propane and heating oil options. This can be accomplished by purchasing additional wintertime fixed-price gas from Susanville's wholesale gas supplier to supplement fixed-price supply already purchased for residential and small commercial load. This way the former Variable Rate customers will have natural gas price stability and gas that is already competitively priced.

The fixed gas price for all customers presently on the Variable Rate is proposed to be:

Fixed Cost Recovery Component	\$1.300
Tuscarora Gas Transmission	0.050
Gas Cost Component	<u>0.300</u> (subject to actual fixed gas cost)
Total	\$1.650 per Therm

Attachment 1: Susanville Gas Enterprise Revenues, Expenses, Debt Service, and Cash Balances										
	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	
	Audited	Audited	Audited	Projected	Forecast	Forecast	Forecast	Forecast	Forecast	
MMBtu Net Susanville	231,000	229,000	225,000	226,000	227,000	227,000	227,000	227,000	227,000	
<b>Operating Revenues</b>										
										Revenue Reduction: -5.0%
Revenue from rates	\$4,580,894	\$4,419,701	\$4,684,703	\$4,680,000	4,362,000	4,362,000	4,362,000	4,362,000	4,362,000	
Transportation-only revenue	\$73,586	\$73,725	\$79,899	75,000	75,000	75,000	75,000	75,000	75,000	
Other Revenue	26,612	48,906	28,099	32,450	25,000	25,000	25,000	25,000	25,000	
<b>Total Operating Revenue</b>	<b>4,681,092</b>	<b>4,542,332</b>	<b>4,792,701</b>	<b>4,787,450</b>	<b>4,462,000</b>	<b>4,462,000</b>	<b>4,462,000</b>	<b>4,462,000</b>	<b>4,462,000</b>	
<b>Operating Expenses</b>										Inflation
Salaries and Benefits, except CalPERS	521,380	405,387	411,928	575,000	604,000	634,000	666,000	699,000	734,000	5%
CalPERS	95,373	86,050	59,263	58,000	67,000	77,000	89,000	102,000	117,000	15%
Supervisory Restructure (50% Natural Gas)	n/a	n/a	n/a	n/a	67,500	71,000	75,000	79,000	83,000	5%
Internal Services (Admin/PW/Eng)	565,110	552,036	635,399	674,000	708,000	743,000	780,000	819,000	860,000	5%
Natural Gas Purchases, Including Tuscarora	871,663	795,861	782,377	606,000	675,000	675,000	675,000	675,000	675,000	0%
Other Operating Expenses	308,562	238,034	232,860	253,000	261,000	269,000	277,000	285,000	294,000	3%
Transmission Integrity Management	n/a	n/a	n/a	n/a	83,000	20,000	20,000	20,000	20,000	0%
Building Rental	n/a	n/a	n/a	329,000	47,000	47,000	47,000	47,000	47,000	0%
Other Department Charges (Fire and Streets)	0	0	150,000	120,000	119,744	123,000	127,000	131,000	135,000	3%
<b>Total Operating Expenses</b>	<b>2,362,088</b>	<b>2,077,368</b>	<b>2,271,827</b>	<b>2,615,000</b>	<b>2,632,244</b>	<b>2,659,000</b>	<b>2,756,000</b>	<b>2,857,000</b>	<b>2,965,000</b>	
<b>Net Operating Income</b>	<b>2,319,004</b>	<b>2,464,964</b>	<b>2,520,874</b>	<b>2,172,450</b>	<b>1,829,756</b>	<b>1,803,000</b>	<b>1,706,000</b>	<b>1,605,000</b>	<b>1,497,000</b>	
<b>Non-Operating Income (Expense):</b>										
Interest Income (2%)	25,369	63,352	155,205	100,000	78,428	85,946	93,090	98,450	101,924	
CalPERS Loan Interest Income (2%)	-	-	-	-	34,266	34,266	34,266	34,266	34,266	
Transfers In (Out)	(88,292)	(119,243)	(120,768)	(122,491)	-	-	-	-	-	
Other	354	450	-	-	-	-	-	-	-	
<b>Total Non-Operating</b>	<b>(62,569)</b>	<b>(55,441)</b>	<b>34,437</b>	<b>(22,491)</b>	<b>112,695</b>	<b>120,213</b>	<b>127,356</b>	<b>132,716</b>	<b>136,190</b>	
<b>Net Income Available for Debt Service</b>	<b>2,256,435</b>	<b>2,409,523</b>	<b>2,555,311</b>	<b>2,149,959</b>	<b>1,942,451</b>	<b>1,923,213</b>	<b>1,833,356</b>	<b>1,737,716</b>	<b>1,633,190</b>	
<b>Debt Service</b>	<b>1,663,730</b>	<b>1,683,429</b>	<b>1,702,450</b>	<b>942,405</b>	<b>1,278,550</b>	<b>1,278,050</b>	<b>1,277,350</b>	<b>1,276,000</b>	<b>1,274,200</b>	
<b>Debt Service Coverage Ratio</b>	<b>1.36</b>	<b>1.43</b>	<b>1.50</b>	<b>2.28</b>	<b>1.52</b>	<b>1.50</b>	<b>1.44</b>	<b>1.36</b>	<b>1.28</b>	
<b>Net Revenue after Debt Service</b>	<b>592,705</b>	<b>726,094</b>	<b>852,861</b>	<b>1,207,554</b>	<b>663,901</b>	<b>645,163</b>	<b>556,006</b>	<b>461,716</b>	<b>358,990</b>	
<b>Surplus Revenue Allocated to Large Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>(500,000)</b>	<b>(500,000)</b>	
<b>CalPERS Loan Principal (Resolution 20-5785)</b>				<b>(3,179,989)</b>	<b>211,999</b>	<b>211,999</b>	<b>211,999</b>	<b>211,999</b>	<b>211,999</b>	
<b>Cash Balance</b>	<b>4,637,900</b>	<b>5,310,075</b>	<b>5,893,850</b>	<b>3,921,415</b>	<b>4,297,314</b>	<b>4,654,476</b>	<b>4,922,480</b>	<b>5,096,195</b>	<b>5,167,184</b>	
<b>Less Rate Stabilization Fund (Restricted)</b>				<b>(1,800,000)</b>	<b>(1,800,000)</b>	<b>(1,800,000)</b>	<b>(1,800,000)</b>	<b>(1,800,000)</b>	<b>(1,800,000)</b>	
<b>Available Cash</b>				<b>2,121,415</b>	<b>2,497,314</b>	<b>2,854,476</b>	<b>3,122,480</b>	<b>3,296,195</b>	<b>3,367,184</b>	

Reviewed by:  City Administrator  
Finance Manager

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

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

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated July 25, 2020 through August 7, 2020 numbered 207176 through 207274.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 546,908.12 plus \$303,455.40 in payroll warrants, for a total of \$850,363.52.

**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
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637566579	1	7620-430-10-44	LINEN SERVICE	41.00	41.00
Total 637566579:										41.00	41.00
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637566580	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 637566580:										50.44	50.44
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637566581	1	7401-430-62-44	LINEN SERVICES	67.00	67.00
Total 637566581:										67.00	67.00
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637566582	1	7110-430-42-44	LINEN SERVICE	42.17	42.17
Total 637566582:										42.17	42.17
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637579007	1	7620-430-10-44	LINEN SERVICE	41.00	41.00
Total 637579007:										41.00	41.00
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637579008	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 637579008:										50.44	50.44
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637579009	1	7401-430-62-44	LINEN SERVICES	54.16	54.16
Total 637579009:										54.16	54.16
07/20	07/30/2020	207204	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637579010	1	7110-430-42-44	LINEN SERVICE	42.17	42.17
Total 637579010:										42.17	42.17
07/20	07/30/2020	207205	10015		REIM GOLF COURSE SUPPLIES	071520	1	7530-451-52-46	SUPPLIES-GENERAL	464.16	464.16

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 071520:										464.16	464.16
07/20	07/30/2020	207206	9843	BADGER METER INC.	SUPPLIES-WATER	1376235		1 7110-430-42-46	SUPPLIES-GENERAL	108.40	108.40
Total 1376235:										108.40	108.40
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- GAS	469548		1 7401-430-62-46	SUPPLIES-GENERAL	9.63	9.63
Total 469548:										9.63	9.63
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- GAS	470589		1 7401-430-62-46	SUPPLIES-GENERAL	24.12	24.12
Total 470589:										24.12	24.12
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- GAS	470832		1 7401-430-62-46	SUPPLIES-GENERAL	11.57	11.57
Total 470832:										11.57	11.57
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	471225		1 2007-431-20-46	SUPPLIES-GENERAL	9.63	9.63
Total 471225:										9.63	9.63
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	471241		1 2007-431-20-46	SUPPLIES-GENERAL	7.71	7.71
Total 471241:										7.71	7.71
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES	471261		1 1000-417-10-46	SUPPLIES-GENERAL	26.80	26.80
Total 471261:										26.80	26.80
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES-GAS	471266		1 7401-430-62-46	SUPPLIES-GENERAL	31.83	31.83
Total 471266:										31.83	31.83
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	471400		1 2007-431-20-46	SUPPLIES-GENERAL	6.92	6.92
Total 471400:										6.92	6.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- GAS	471444	1	7401-430-62-46	SUPPLIES-GENERAL	53.98	53.98
Total 471444:										53.98	53.98
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- GAS	471452	1	7401-430-62-46	SUPPLIES-GENERAL	13.49	13.49
Total 471452:										13.49	13.49
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES-WATER	471480	1	7110-430-42-46	SUPPLIES-GENERAL	16.58	16.58
Total 471480:										16.58	16.58
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES-WATER	471605	1	7110-430-42-46	SUPPLIES-GENERAL	11.26	11.26
Total 471605:										11.26	11.26
07/20	07/30/2020	207207	76	BILLINGTON ACE HARD	SUPPLIES- PW	471622	1	7620-430-10-46	SUPPLIES-GENERAL	29.88	29.88
Total 471622:										29.88	29.88
07/20	07/30/2020	207208	1116	CALIFORNIA BUILDING S	2ND QTR SPEC REV FUND SB 1	072120	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	76.50	76.50
Total 072120:										76.50	76.50
07/20	07/30/2020	207209	986	CARLSON'S TIRE PROS	REPAIR & MAINT- GAS	72616	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	837.13	837.13
Total 72616:										837.13	837.13
07/20	07/30/2020	207210	148	COMPUTER LOGISTICS	TECHNICAL SERVICES	81562	1	1000-417-10-43	TECHNICAL SVCS	1,666.67	1,666.67
Total 81562:										1,666.67	1,666.67
07/20	07/30/2020	207210	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-FD	81562.	1	1010-422-10-43	TECHNICAL SVCS	175.44	175.44
Total 81562.:										175.44	175.44
07/20	07/30/2020	207210	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PW	81562..	1	7620-430-10-43	TECHNICAL SVCS	1,228.07	1,228.07

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 81562..:										1,228.07	1,228.07
07/20	07/30/2020	207210	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	81562...	1	1009-421-10-43	TECHNICAL SERVICES	1,929.82	1,929.82
Total 81562. .:										1,929.82	1,929.82
07/20	07/30/2020	207211	1031	CONTRA COSTA CO SHE	FIELD TRANING COURSE R. BA	19-24290	1	1009-421-10-45	TRAINING	235.00	235.00
Total 19-24290:										235.00	235.00
07/20	07/30/2020	207212	161	CSK AUTO INC	SUPPLIES-WATER	2740250121	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	797.91	797.91
Total 2740250121:										797.91	797.91
07/20	07/30/2020	207212	161	CSK AUTO INC	SUPPLIES-WATER	2740250306	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	40.42	40.42
Total 2740250306:										40.42	40.42
07/20	07/30/2020	207212	161	CSK AUTO INC	SUPPLIES-STREETS	2740251308	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	8.57	8.57
07/20	07/30/2020	207212	161	CSK AUTO INC	SUPPLIES-WATER	2740251308	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	8.57	8.57
07/20	07/30/2020	207212	161	CSK AUTO INC	SUPPLIES-GAS	2740251308	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.58	8.58
Total 2740251308:										25.72	25.72
07/20	07/30/2020	207213	10011	DARLINGTON, DENNIS	REFUND GAS OVERPAYMENT	10419250000	1	9999-1001-001	CASH CLEARING - UTILITIES	50.00	50.00
07/20	07/30/2020	207213	10011	DARLINGTON, DENNIS	REFUND WATER OVERPAYMEN	10419250000	2	9999-1001-001	CASH CLEARING - UTILITIES	7.06	7.06
Total 10419250000:										57.06	57.06
07/20	07/30/2020	207214	182	DEPARTMENT OF CONS	1ST & 2ND QTR SMIP FEE REP	071420	1	1000-2205-003	DEPOSITS-STRONG MOTION P	80.58	80.58
Total 071420:										80.58	80.58
07/20	07/30/2020	207215	194	DIAMOND SAW SHOP IN	SUPPLIES- GAS	17921	1	7401-430-62-47	MACHINERY & EQUIPMENT	1,233.32	1,233.32
Total 17921:										1,233.32	1,233.32
07/20	07/30/2020	207216	1260	DIRECTV INC	CABLE-GC	37614652193	1	7530-451-52-45	COMMUNICATIONS	4.25	4.25

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Total 37614652193:										4.25	4.25
07/20	07/30/2020	207217	1484	EDGES ELECTRICAL GR	SUPPLIES- GAS	S4978956.001	1	7401-430-62-46	SUPPLIES-GENERAL	302.48	302.48
Total S4978956.001:										302.48	302.48
07/20	07/30/2020	207218	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	074486A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 074486A:										28.00	28.00
07/20	07/30/2020	207218	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	074487A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 074487A:										28.00	28.00
07/20	07/30/2020	207218	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	075128A	1	7530-451-50-43	TECHNICAL SVCS	30.00	30.00
Total 075128A:										30.00	30.00
07/20	07/30/2020	207218	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	075129A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 075129A:										95.00	95.00
07/20	07/30/2020	207218	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	0751427A	1	7530-451-50-43	TECHNICAL SVCS	30.00	30.00
Total 0751427A:										30.00	30.00
07/20	07/30/2020	207218	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	075728A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 075728A:										117.00	117.00
07/20	07/30/2020	207219	265	FRONTIER	257-0315 AWOS AIRPORT	0315 071520	1	7201-430-81-45	COMMUNICATIONS	1.61	1.61
Total 0315 071520:										1.61	1.61
07/20	07/30/2020	207219	265	FRONTIER	257-1057-FAX PW	1057 072020	1	7620-430-10-45	COMMUNICATIONS	172.24	172.24
Total 1057 072020:										172.24	172.24

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07/20	07/30/2020	207219	265	FRONTIER	252-1182 SCADA - WATER	1182 071020	1	7110-430-42-45	COMMUNICATIONS	314.37	314.37
Total 1182 071020:										314.37	314.37
07/20	07/30/2020	207219	265	FRONTIER	257-2845 U/B ROLL OVER	2845 071520	1	7620-430-10-45	COMMUNICATIONS	95.27	95.27
Total 2845 071520:										95.27	95.27
07/20	07/30/2020	207219	265	FRONTIER	257-3292 MUSEUM	3292 071020	1	1000-451-80-45	COMMUNICATION	148.37	148.37
Total 3292 071020:										148.37	148.37
07/20	07/30/2020	207219	265	FRONTIER	257-4725-FAX	4725 071520	1	1000-417-10-45	COMMUNICATIONS	62.34	62.34
07/20	07/30/2020	207219	265	FRONTIER	257-4725-FAX	4725 071520	2	1000-419-10-45	COMMUNICATIONS	62.35	62.35
Total 4725 071520:										124.69	124.69
07/20	07/30/2020	207219	265	FRONTIER	257-5603 POLICE	5603 071020	1	1009-421-10-45	COMMUNICATIONS	685.30	685.30
Total 5603 071020:										685.30	685.30
07/20	07/30/2020	207219	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 071020	1	7401-430-62-45	COMMUNICATIONS	44.18	44.18
Total 7-1182 071020:										44.18	44.18
07/20	07/30/2020	207220	10014		REFUND GAS DEPOSIT	10331150008	1	7401-2228-000	DEPOSITS-CUSTOMER	105.49	105.49
Total 10331150008:										105.49	105.49
07/20	07/30/2020	207221	10012		REFUND GAS DEPOSIT	10102950340	1	7401-2228-000	DEPOSITS-CUSTOMER	76.55	76.55
Total 10102950340:										76.55	76.55
07/20	07/30/2020	207222	298	HAT CREEK CONSTRUCT	PROFESSIONAL SERVICES- DO	S077536	1	3010-452-10-44	CONSTRUCTION SERVICES	306.44	306.44
Total S077536:										306.44	306.44
07/20	07/30/2020	207223	10021		REFUND GAS DEPOSIT	10219450329	1	7401-2228-000	DEPOSITS-CUSTOMER	191.73	191.73

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Total 10219450329:										191.73	191.73
07/20	07/30/2020	207224	10013		REFUND GAS DEPOSIT	10113200025	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
07/20	07/30/2020	207224	10013		REFUND WATER DEPOSIT	10113200025	2	7110-2228-000	DEPOSITS-CUSTOMER	28.16	28.16
Total 10113200025:										228.16	228.16
07/20	07/30/2020	207225	8711		REFUND GAS DEPOSIT	10100202017	1	7401-2228-000	DEPOSITS-CUSTOMER	56.05	56.05
Total 10100202017:										56.05	56.05
07/20	07/30/2020	207226	1073		RETURN ENCROACHMENT DE	EP-2014	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,312.50	1,312.50
Total EP-2014:										1,312.50	1,312.50
07/20	07/30/2020	207227	335	J.W. WOOD CO INC	SUPPLIES-WATER	S118172	1	7110-430-42-46	SUPPLIES-GENERAL	3.76	3.76
Total S118172:										3.76	3.76
07/20	07/30/2020	207228	10020		REFUND WATER DEPOSIT	10328450000	1	7110-2228-000	DEPOSITS-CUSTOMER	14.05	14.05
Total 10328450000:										14.05	14.05
07/20	07/30/2020	207229	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	49208	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	187.89	187.89
Total 49208:										187.89	187.89
07/20	07/30/2020	207229	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	49212	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	49.32	49.32
Total 49212:										49.32	49.32
07/20	07/30/2020	207229	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	49785	1	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	79.08	79.08
Total 49785:										79.08	79.08
07/20	07/30/2020	207230	237	JOHN DEERE FINANCIAL	SUPPLIES-GC	654705	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	566.25	566.25

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Total 654705:										566.25	566.25
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	356201	1	7401-430-62-46	SUPPLIES-GENERAL	28.69	28.69
Total 356201:										28.69	28.69
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	356666	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.25	6.25
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	356666	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	6.26	6.26
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	356666	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.25	6.25
Total 356666:										18.76	18.76
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	356683	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	51.73	51.73
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	356683	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	51.73	51.73
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	356683	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	51.72	51.72
Total 356683:										155.18	155.18
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	356902	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	136.39	136.39
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	356902	2	7110-430-42-46	SUPPLIES-GENERAL	136.38	136.38
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	356902	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	136.38	136.38
Total 356902:										409.15	409.15
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	357089	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.46	3.46
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	357089	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.47	3.47
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	357089	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.46	3.46
Total 357089:										10.39	10.39
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	357176	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	4.46	4.46
Total 357176:										4.46	4.46
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	357213	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	53.37	53.37
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	357213	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	53.37	53.37
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	357213	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	53.37	53.37

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Total 357213:										160.11	160.11
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	357254	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	3.75	3.75
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	357254	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	3.75	3.75
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	357254	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.75	3.75
Total 357254:										11.25	11.25
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	357314	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	10.19	10.19
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	357314	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	10.19	10.19
07/20	07/30/2020	207231	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	357314	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.19	10.19
Total 357314:										30.57	30.57
07/20	07/30/2020	207232	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 071020	1	1000-452-20-46	ELECTRICITY	25.76	25.76
07/20	07/30/2020	207232	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 071020	2	1000-452-20-46	ELECTRICITY	4.80	4.80
Total 10262 071020:										30.56	30.56
07/20	07/30/2020	207232	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 072520	1	7530-451-52-46	ELECTRICITY	782.36	782.36
07/20	07/30/2020	207232	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 072520	2	7530-451-52-46	ELECTRICITY	1,564.80	1,564.80
Total 122907 072520:										2,347.16	2,347.16
07/20	07/30/2020	207232	437	LMUD	STREET LIGHTS	14041 071020	1	2007-431-60-46	ELECTRICITY	3,044.10	3,044.10
07/20	07/30/2020	207232	437	LMUD	STREET LIGHTS	14041 071020	2	2007-431-60-46	ELECTRICITY	563.70	563.70
Total 14041 071020:										3,607.80	3,607.80
07/20	07/30/2020	207232	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 072520	1	7530-451-52-46	ELECTRICITY	218.66	218.66
07/20	07/30/2020	207232	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 072520	2	7530-451-52-46	ELECTRICITY	437.60	437.60
Total 144281 072520:										656.26	656.26
07/20	07/30/2020	207232	437	LMUD	66 N LASSEN ST	2466 071020	1	1000-417-10-46	ELECTRICITY	717.62	717.62
07/20	07/30/2020	207232	437	LMUD	66 N LASSEN ST	2466 071020	2	1000-417-10-46	ELECTRICITY	132.90	132.90

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Total 2466 071020:										850.52	850.52
07/20	07/30/2020	207232	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 071020	1	1000-452-20-46	ELECTRICITY	21.05	21.05
07/20	07/30/2020	207232	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 071020	2	1000-452-20-46	ELECTRICITY	3.95	3.95
Total 24661 071020:										25.00	25.00
07/20	07/30/2020	207232	437	LMUD	65 N WEATHERLOW ST-COMM	2865 071020	1	1000-452-20-46	ELECTRICITY	36.79	36.79
07/20	07/30/2020	207232	437	LMUD	65 N WEATHERLOW ST-COMM	2865 071020	2	1000-452-20-46	ELECTRICITY	6.85	6.85
Total 2865 071020:										43.64	43.64
07/20	07/30/2020	207232	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 071020	1	1000-451-80-46	ELECTRICITY	22.35	22.35
07/20	07/30/2020	207232	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 071020	2	1000-451-80-46	ELECTRICITY	4.15	4.15
Total 2866 071020:										26.50	26.50
07/20	07/30/2020	207232	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 071020	1	1000-452-20-46	ELECTRICITY	38.84	38.84
07/20	07/30/2020	207232	437	LMUD	65 N WEATHERLOW ST-PARK O	2867 071020	2	1000-452-20-46	ELECTRICITY	7.20	7.20
Total 2867 071020:										46.04	46.04
07/20	07/30/2020	207232	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 071020	1	1000-452-20-46	ELECTRICITY	21.05	21.05
07/20	07/30/2020	207232	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 071020	2	1000-452-20-46	ELECTRICITY	3.95	3.95
Total 2870 071020:										25.00	25.00
07/20	07/30/2020	207232	437	LMUD	NORTH ST BASEBALL PARK ME	2873 071020	1	1000-452-20-46	ELECTRICITY	27.67	27.67
07/20	07/30/2020	207232	437	LMUD	NORTH ST BASEBALL PARK ME	2873 071020	2	1000-452-20-46	ELECTRICITY	5.15	5.15
Total 2873 071020:										32.82	32.82
07/20	07/30/2020	207232	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 071020	1	1000-452-20-46	ELECTRICITY	18.97	18.97
07/20	07/30/2020	207232	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 071020	2	1000-452-20-46	ELECTRICITY	38.40	38.40
Total 3522 071020:										57.37	57.37
07/20	07/30/2020	207232	437	LMUD	105 S ASH STREET	412864 072520	1	1000-452-20-46	ELECTRICITY	15.80	15.80

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07/20	07/30/2020	207232	437	LMUD	105 S ASH STREET	412864 072520	2	1000-452-20-46	ELECTRICITY	31.80	31.80
Total 412864 072520:										47.60	47.60
07/20	07/30/2020	207232	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 071020	1	1000-451-80-46	ELECTRICITY	45.06	45.06
07/20	07/30/2020	207232	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 071020	2	1000-451-80-46	ELECTRICITY	8.35	8.35
Total 43866 071020:										53.41	53.41
07/20	07/30/2020	207232	437	LMUD	606 1/2 NEVADA ST	58211 071020	1	1000-417-10-46	ELECTRICITY	21.19	21.19
07/20	07/30/2020	207232	437	LMUD	606 1/2 NEVADA ST	58211 071020	2	1000-417-10-46	ELECTRICITY	3.95	3.95
Total 58211 071020:										25.14	25.14
07/20	07/30/2020	207232	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072520	1	1000-452-20-46	ELECTRICITY	8.30	8.30
07/20	07/30/2020	207232	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072520	2	1000-452-20-46	ELECTRICITY	17.00	17.00
Total 60453 072520:										25.30	25.30
07/20	07/30/2020	207232	437	LMUD	GOLF COURSE CLUB HOUSE	7394 072520	1	7530-451-52-46	ELECTRICITY	26.08	26.08
07/20	07/30/2020	207232	437	LMUD	GOLF COURSE CLUB HOUSE	7394 072520	2	7530-451-52-46	ELECTRICITY	52.20	52.20
Total 7394 072520:										78.28	78.28
07/20	07/30/2020	207232	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 071020	1	1000-452-20-46	ELECTRICITY	71.82	71.82
07/20	07/30/2020	207232	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 071020	2	1000-452-20-46	ELECTRICITY	13.30	13.30
Total 9283 071020:										85.12	85.12
07/20	07/30/2020	207232	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 071020	1	1000-452-20-46	ELECTRICITY	21.05	21.05
07/20	07/30/2020	207232	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 071020	2	1000-452-20-46	ELECTRICITY	3.95	3.95
Total 94811 071020:										25.00	25.00
07/20	07/30/2020	207233	1508	MAIN STREET LUBE	REPAIR & MAINT-GAS	16091	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	53.82	53.82
Total 16091:										53.82	53.82
07/20	07/30/2020	207234	9983	MODOC COUNTY RECOR	ADVERTISEMENT	6522	1	1000-411-40-45	ADVERTISING	117 00	117.00

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Total 6522:										117.00	117.00
07/20	07/30/2020	207234	9983	MODOC COUNTY RECOR	ADVERTISEMENT	65520	1	1000-411-40-45	ADVERTISING	105.00	105.00
Total 65520:										105.00	105.00
07/20	07/30/2020	207235	527	NORTHWEST INSURANC	AIRPORT PROPERTY INSURAN	20769	1	7630-411-40-45	INSUR.AIRPORT OWNER OPER	4,731.00	4,731.00
Total 20769:										4,731.00	4,731.00
07/20	07/30/2020	207236	546	PAYLESS BUILDING SUP	SUPPLIES-DOG PARK	2514752	1	3010-452-10-44	CONSTRUCTION SERVICES	751.02	751.02
Total 2514752:										751.02	751.02
07/20	07/30/2020	207236	546	PAYLESS BUILDING SUP	SUPPLIES-DOG PARK	2514898	1	3010-452-10-44	CONSTRUCTION SERVICES	432.94	432.94
Total 2514898:										432.94	432.94
07/20	07/30/2020	207237	572	QUILL CORPORATION	CREDIT OFFICE SUPPLIES	1028802	1	1000-415-10-46	SUPPLIES-GENERAL	58.98-	58.98-
Total 1028802:										58.98-	58.98-
07/20	07/30/2020	207237	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	8677681	1	7620-430-10-44	REPAIR AND MAINTENANCE-FA	911.58	911.58
Total 8677681:										911.58	911.58
07/20	07/30/2020	207237	572	QUILL CORPORATION	OFFICE SUPPLIES	8866194	1	1000-415-10-46	SUPPLIES-GENERAL	92.85	92.85
Total 8866194:										92.85	92.85
07/20	07/30/2020	207238	1296	RENTAL GUYS	EQUIPMENT RENTAL-GAS	775095-5	1	7401-430-62-44	RENT & LEASES EQUIP & VEHI	56.47	56.47
Total 775095-5:										56.47	56.47
07/20	07/30/2020	207239	628	SCORE	LIABILITY INS. 7/20-6/21	ANNIAL-SUSA 070120	1	7630-411-40-45	INSURANCE-LIABILITY	206,633.38	206,633.38
07/20	07/30/2020	207239	628	SCORE	PROPERTY INS. 7/20-6/21	ANNIAL-SUSA 070120	2	7630-411-40-45	INSURANCE-PROPERTY	78,291.97	78,291.97
07/20	07/30/2020	207239	628	SCORE	EPLI COVERAGE 7/20-6/21	ANNIAL-SUSA 070120	3	7630-411-40-45	EPLI INSURANCE	26,791.00	26,791.00
07/20	07/30/2020	207239	628	SCORE	EAP COVERAGE 7/20-6/21	ANNIAL-SUSA 070120	4	7630-411-40-45	INSURANCE - EMPLOYEE ASST	1,728.00	1,728.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/30/2020	207239	628	SCORE	WORKERS COMP 7/20-6/21	ANNIAL-SUSA 070120	5	7630-411-40-42	WORKERS' COMPENSATION	112,661.11	112,661.11
Total ANNIAL-SUSA 070120:										426,105.46	426,105.46
07/20	07/30/2020	207240	1379	SENSIT TECHNOLOGIES	REPAIR & MAINT-GAS	0294394-IN	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	793.71	793.71
Total 0294394-IN:										793.71	793.71
07/20	07/30/2020	207241	1270	SILVER STATE BARRICA	SIGN POST ANCHOR	106333.	1	2007-431-20-46	SUPPLIES-GENERAL	174.00-	174.00-
Total 106333.:										174.00-	174.00-
07/20	07/30/2020	207241	1270	SILVER STATE BARRICA	SUPPLIES-STREETS	114817	1	2007-431-20-46	SUPPLIES-GENERAL	1,941.50	1,941.50
Total 114817:										1,941.50	1,941.50
07/20	07/30/2020	207242	10018		REFUND GAS DEPOSIT	10100202415	1	7401-2228-000	DEPOSITS-CUSTOMER	193.70	193.70
Total 10100202415:										193.70	193.70
07/20	07/30/2020	207243	530	U S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	418933800	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	344.40	344.40
07/20	07/30/2020	207243	530	U.S BANK EQUIPMENT F	COPIER-PD	418933800	2	1009-421-10-44	RENT & LEASES EQUIP & VEHI	172.21	172.21
Total 418933800:										516.61	516.61
07/20	07/30/2020	207244	9423	US STANDARD PRODUC	SUPPLIES-GC	666280	1	7530-451-52-44	REPAIR & MAINT - BUILDING	421.96	421.96
Total 666280:										421.96	421.96
07/20	07/30/2020	207245	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9857665556	1	1009-421-10-45	COMMUNICATIONS	845.33	845.33
Total 9857665556:										845.33	845.33
07/20	07/30/2020	207246	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68205204	1	7110-430-42-46	SUPPLIES-GENERAL	1,233.05	1,233.05
Total 68205204:										1,233.05	1,233.05
07/20	07/30/2020	207246	770	WESTERN NEVADA SUP	SUPPLIES- WATER	68382318	1	7110-430-42-46	SUPPLIES-GENERAL	1,601.03	1,601.03

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Total 68382318:										1,601.03	1,601.03
Grand Totals:										464,584.14	464,584.14

Report Criteria:

Report type: GL detail  
Check.Voided = False

Report Criteria:

Report type: GL detail  
 Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/20	07/31/2020	207247	728	U S POSTMASTER	UB BILLING GAS	073120	1	7401-430-62-46	POSTAGE	273.40	273.40
07/20	07/31/2020	207247	728	U S POSTMASTER	UB BILLING WATER	073120	2	7401-430-62-46	POSTAGE	530.74	530.74
Total 073120:										804.14	804.14
Grand Totals:										804.14	804.14

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/20	08/06/2020	207248	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-FIRE	07-301	1	1010-422-10-43	TECHNICAL SVCS	710.06	710.06
Total 07-301:										710.06	710.06
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-FD	471001	1	1010-422-10-46	SUPPLIES- GENERAL	33.89	33.89
Total 471001:										33.89	33.89
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-FD	471030	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	6.13	6.13
Total 471030:										6.13	6.13
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-FD	471050	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	46.25	46.25
Total 471050:										46.25	46.25
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-FD	471055	1	1010-422-10-46	SUPPLIES- GENERAL	32.78	32.78
Total 471055:										32.78	32.78
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-GAS	471652	1	7401-430-62-46	SUPPLIES-GENERAL	9.92	9.92
Total 471652:										9.92	9.92
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-WATER	471699	1	7110-430-42-46	SUPPLIES-GENERAL	34.08	34.08
Total 471699:										34.08	34.08
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-WATER	471716	1	7110-430-42-46	SUPPLIES-GENERAL	5.79	5.79
Total 471716:										5.79	5.79
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES- GAS	471753	1	7401-430-62-46	SUPPLIES-GENERAL	2.69	2.69

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 471753:										2.69	2.69
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-WATER	471825	1	7110-430-42-46	SUPPLIES-GENERAL	6.36	6.36
Total 471825:										6.36	6.36
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-FD	471938	1	1010-422-10-46	SUPPLIES- GENERAL	32.80	32.80
Total 471938:										32.80	32.80
08/20	08/06/2020	207249	76	BILLINGTON ACE HARD	SUPPLIES-FD	472101	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	36.66	36.66
Total 472101:										36.66	36.66
08/20	08/06/2020	207250	986	CARLSON'S TIRE PROS	REPAIR & MAINT- GC	72108	1	7530-451-52-44	REPAIR & MAINT - BUILDING	106.20	106.20
Total 72108:										106.20	106.20
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHNICAL SERVICES	2875	1	1000-417-10-43	TECHNICAL SVCS	2,109.38	2,109.38
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHNICAL SERVICES-FD	2875	2	1010-422-10-43	TECHNICAL SVCS	295.31	295.31
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHNICAL SERVICES-PD	2875	3	1009-421-10-43	TECHNICAL SERVICES	295.31	295.31
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHNICAL SERVICES-PW	2875	4	7620-430-10-43	TECHNICAL SVCS	1,518.75	1,518.75
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHINCAL SERVICES	2875	5	1000-417-10-43	TECHNICAL SVCS	140.63	140.63
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHNICAL SERVICES-FD	2875	6	1010-422-10-43	TECHNICAL SVCS	19.69	19.69
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHNICAL SERVICES-PD	2875	7	1009-421-10-43	TECHNICAL SERVICES	19.68	19.68
08/20	08/06/2020	207251	152	COUSO TECHNOLOGY &	TECHINCAL SERVICES-PW	2875	8	7620-430-10-43	TECHNICAL SVCS	101.25	101.25
Total 2875:										4,500.00	4,500.00
08/20	08/06/2020	207252	9751		ABATEMENTS	669976	1	1010-425-20-43	TECHNICAL SERVICES	200.00	200.00
Total 669976:										200.00	200.00
08/20	08/06/2020	207253	194	DIAMOND SAW SHOP IN	REPAIR & MAINT- FD	17915	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	119.95	119.95
Total 17915:										119.95	119.95
08/20	08/06/2020	207254	8738		GRANT LAS 21-04	080420	1	8404-430-13-48	GRANTS	9,636.74	9,636.74

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/20	08/06/2020	207254	8738		GRANT LAS 21-05	080420	2	8404-430-13-48	GRANTS	9,171.74	9,171.74
Total 080420:										18,808.48	18,808.48
08/20	08/06/2020	207255	8755		GRANT LAS 21-09	080420	1	8404-430-13-48	GRANTS	9,636.74	9,636.74
08/20	08/06/2020	207255	8755		GRANT LAS 21-10	080420	2	8404-430-13-48	GRANTS	9,171.74	9,171.74
Total 080420:										18,808.48	18,808.48
08/20	08/06/2020	207256	265	FRONTIER	257-5152 FIRE	5152 071020	1	1010-422-10-45	COMMUNICATIONS	323.33	323.33
Total 5152 071020:										323.33	323.33
08/20	08/06/2020	207257	10022	GRANICUS, LLC	PEAK AGENDA MANAGEMENT-	129472	1	7620-430-10-43	TECHNICAL SVCS	4,455.00	4,455.00
08/20	08/06/2020	207257	10022	GRANICUS, LLC	PEAK AGENDA MANAGEMENT	129472	2	1000-417-10-43	TECHNICAL SVCS	3,564.00	3,564.00
08/20	08/06/2020	207257	10022	GRANICUS, LLC	PEAK AGENDA MANAGEMENT-	129472	3	1009-421-10-43	TECHNICAL SERVICES	445.50	445.50
08/20	08/06/2020	207257	10022	GRANICUS, LLC	PEAK AGENDA MANAGEMENT-	129472	4	1010-422-10-43	TECHNICAL SVCS	445.50	445.50
Total 129472:										8,910.00	8,910.00
08/20	08/06/2020	207258	337	JACKSON LEWIS P.C	PROFESSIONAL SERVICES	7592357	1	1000-412-10-43	PROFESSIONAL SVCS	1,209.50	1,209.50
Total 7592357:										1,209.50	1,209.50
08/20	08/06/2020	207259	9981	JAECO	TECHNICAL SERVICES-FD	19834	1	1010-422-10-43	TECHNICAL SVCS	154.80	154.80
Total 19834:										154.80	154.80
08/20	08/06/2020	207260	9386	JS HAULING AND TRACT	WEED ABATEMENTS	072720	1	1010-425-20-43	TECHNICAL SERVICES	1,350.00	1,350.00
Total 072720:										1,350.00	1,350.00
08/20	08/06/2020	207261	374	L N CURTIS & SONS	REPAIR & MAINT-FD	INV402964	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	176.96	176.96
Total INV402964:										176.96	176.96
08/20	08/06/2020	207261	374	L N CURTIS & SONS	REPAIR & MAINT-FD	INV405993	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	346.84	346.84

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Total INV405993:										346.84	346.84
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- FD	356535	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	19.95	19.95
Total 356535:										19.95	19.95
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	357105	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	19.82	19.82
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	357105	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	19.82	19.82
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	357105	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.82	19.82
Total 357105:										59.46	59.46
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- FD	357214	1	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	12.85	12.85
Total 357214:										12.85	12.85
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- FD	357418	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	49.31	49.31
Total 357418:										49.31	49.31
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	357592	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	597.09	597.09
Total 357592:										597.09	597.09
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES-PW	357601	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	283.24	283.24
Total 357601:										283.24	283.24
08/20	08/06/2020	207262	411	LASSEN MOTOR PARTS	SUPPLIES- FD	357723	1	1010-422-50-44	VEHICLE - REPAIR & MAINTENA	156.78	156.78
Total 357723:										156.78	156.78
08/20	08/06/2020	207263	467	METER VALVE & CONTR	PURCHASE GAS METERS	18492	1	7401-430-63-47	MACHINERY & EQUIPMENT	1,732.57	1,732.57
Total 18492:										1,732.57	1,732.57
08/20	08/06/2020	207264	481	MISSION LINEN & UNIFO	PROFESSIONAL SERVICES-PD	512652838	1	1009-421-10-43	PROFESSIONAL SERVICES	321.20	321.20

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Total 512652838:										321.20	321.20
08/20	08/06/2020	207265	9983	MODOC COUNTY RECOR	ADVERTISEMENT-GAS	65455C	1	7401-430-62-45	ADVERTISING	33.00	33.00
Total 65455C:										33.00	33.00
08/20	08/06/2020	207266	487		REIM SUPPLIES	072120	1	1010-422-10-46	SUPPLIES- GENERAL	34.28	34.28
Total 072120:										34.28	34.28
08/20	08/06/2020	207267	967	QUALITY CODE PUBLISH	MUNICIPAL CODE/WEBSITE UP	2020-255	1	1000-411-40-46	BOOKS AND PERIODICALS	1,081.90	1,081.90
Total 2020-255:										1,081.90	1,081.90
08/20	08/06/2020	207268	572	QUILL CORPORATION	SUPPLIES-FD	8544883	1	1010-422-10-46	SUPPLIES-JANITORIAL	75.26	75.26
Total 8544883:										75.26	75.26
08/20	08/06/2020	207268	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	8757520	1	1010-422-10-46	SUPPLIES-JANITORIAL	140.05	140.05
Total 8757520:										140.05	140.05
08/20	08/06/2020	207268	572	QUILL CORPORATION	SUPPLIES-FD	8767512	1	1010-422-10-46	SUPPLIES- GENERAL	23.37	23.37
Total 8767512:										23.37	23.37
08/20	08/06/2020	207269	1562	R.E.Y ENGINEERS INC	PROFESSIONAL SERVICES-ST	20727	1	2007-431-39-33	STATE OF CALIFORNIA	2,724.73	2,724.73
Total 20727:										2,724.73	2,724.73
08/20	08/06/2020	207270	582	RAY MORGAN CO INC	BASE RATE CHARGE-FD	3025187	1	1010-422-10-44	RENT & LEASES EQUIP & VEHI	44.79	44.79
08/20	08/06/2020	207270	582	RAY MORGAN CO INC	BASE RATE CHARGE-FD	3025187	2	1010-422-10-44	RENT & LEASES EQUIP & VEHI	81.38	81.38
Total 3025187:										126.17	126.17
08/20	08/06/2020	207271	1265	SUSANVILLE PAINT CEN	SUPPLIES-PD	10011280	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	43.18	43.18

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 10011280:										43.18	43.18
08/20	08/06/2020	207271	1265	SUSANVILLE PAINT CEN	SUPPLIES- STREETS	10012608		1 2007-431-20-46	SUPPLIES-GENERAL	128.69	128.69
Total 10012608:										128.69	128.69
08/20	08/06/2020	207272	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES-PD	607		1 1009-421-10-43	PROFESSIONAL SERVICES	300.00	300.00
08/20	08/06/2020	207272	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES-PD	607		2 1009-421-10-44	CUSTODIAL	300.00	300.00
Total 607:										600.00	600.00
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES COVID-19-FD	0218 072720		1 1010-422-10-46	SUPPLIES- GENERAL	96.50	96.50
Total 0218 072720:										96.50	96.50
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	CARES ACT	1417 072720		1 2003-421-10-46	SUPPLIES GENERAL	598.46	598.46
Total 1417 072720:										598.46	598.46
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-FD	1541 072720		1 1010-422-10-44	FACILITY -REPAIR & MAINTENA	54.37	54.37
Total 1541 072720:										54.37	54.37
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-STREETS	1580 072720		1 2007-431-20-47	MACHINERY AND EQUIPMENT	847.91	847.91
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-WATER	1580 072720		2 7110-430-42-47	MACHINERY AND EQUIPMENT	847.91	847.91
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-GAS	1580 072720		3 7401-430-62-47	MACHINERY & EQUIPMENT	847.91	847.91
Total 1580 072720:										2,543.73	2,543.73
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-FD	1908 072720		1 1010-422-10-46	SUPPLIES- GENERAL	297.99	297.99
Total 1908 072720:										297.99	297.99
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-FD	2444 072720		1 1010-425-20-46	BOOKS AND PERIODICALS	90.09	90.09
Total 2444 072720:										90.09	90.09
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-PD	3017 072720		1 1009-421-10-44	FACILITY-REPAIR & MAINTENA	38.10	38.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES-PD	3017 072720	2	1009-421-10-46	SUPPLIES-SAFETY ITEMS	106.59	106.59
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	TRAVEL EXPENSE-PD	3017 072720	3	1009-421-10-45	TRAINING	28.91	28.91
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-PD	3017 072720	4	1009-421-10-47	EQUIPMENT-SAFETY	151.22	151.22
Total 3017 072720:										324.82	324.82
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	TECHNICAL SERVICES-FD	3901 072720	1	1010-422-10-43	TECHNICAL SVCS	10.79	10.79
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-FD	3901 072720	2	1010-422-10-46	SUPPLIES- GENERAL	13.61	13.61
Total 3901 072720:										24.40	24.40
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT-PW	3919 072720	1	7620-430-10-47	SOFTWARE	14.99	14.99
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	DUES AND MEMBERSHIPS-AIR	3919 072720	2	7620-430-11-48	DUES AND MEMBERSHIPS	59.95	59.95
Total 3919 072720:										74.94	74.94
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	FUEL-PD	4085 072720	1	1009-421-10-46	GASOLINE	62.73	62.73
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-PD	4085 072720	2	1009-421-10-44	VEHICLE-REPAIR & MAINTENA	10.63	10.63
Total 4085 072720:										73.36	73.36
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES-PW	4932 072720	1	7620-430-10-46	SUPPLIES-SAFETY ITEMS	165.83	165.83
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES-GAS	4932 072720	2	7401-430-62-46	SUPPLIES - SAFETY ITEMS	56.72	56.72
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES-WATER	4932 072720	3	7110-430-42-46	SUPPLIES - SAFETY ITEMS	56.72	56.72
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-PW	4932 072720	4	7620-430-10-46	SUPPLIES-GENERAL	4.29	4.29
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	DUES AND MEMBERSHIPS-PW	4932 072720	5	7620-430-10-48	DUES AND MEMBERSHIPS	22.95	22.95
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT-PW	4932 072720	6	7620-430-10-47	SOFTWARE	52.99	52.99
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-PW	4932 072720	7	7620-430-10-46	SUPPLIES-GENERAL	75.07	75.07
Total 4932 072720:										434.57	434.57
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES COVID-19-P	4990 072720	1	1009-421-10-47	EQUIPMENT-SAFETY	67.54	67.54
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES COVID-19-P	4990 072720	2	1009-421-10-47	EQUIPMENT-SAFETY	91.10	91.10
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SAFETY SUPPLIES COVID-19-P	4990 072720	3	1009-421-10-46	SUPPLIES-SAFETY ITEMS	153.26	153.26
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	POSTAGE-PD	4990 072720	4	1009-421-10-46	POSTAGE	8.05	8.05
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	JANITOTAL SUPPLIES-PD	4990 072720	5	1009-421-10-46	SUPPLIES-JANITORIAL	70.39	70.39
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES COVID-19-PD	4990 072720	6	1009-421-10-46	SUPPLIES-GENERAL	199.42	199.42

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 4990 072720:										589.76	589.76
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-FD	5467 072720	1	1010-422-10-47	FURNITURE AND FIXTURES	1,991.63	1,991.63
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	POSTAGE-FD	5467 072720	2	1010-422-10-46	POSTAGE	55.00	55.00
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	POSTAGE-FD	5467 072720	3	1010-425-20-46	POSTAGE	55.00	55.00
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-FD	5467 072720	4	1010-422-10-44	FACILITY -REPAIR & MAINTENA	466.19	466.19
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	VOLINTEERS-FD	5467 072720	5	1010-422-10-43	VOLUNTEERS	10.96	10.96
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-FD	5467 072720	6	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	60.00	60.00
Total 5467 072720:										2,638.78	2,638.78
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	DUES AND MEMBERSHIPS-GAS	5707 072720	1	7401-430-62-48	DUES AND MEMBERSHIPS	179.88	179.88
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-GAS	5707 072720	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	135.92	135.92
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-GAS	5707 072720	3	7401-430-62-46	SUPPLIES-GENERAL	85.79	85.79
Total 5707 072720:										401.59	401.59
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES	5822 072720	1	1000-415-10-46	SUPPLIES-GENERAL	84.00	84.00
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	JANITOTIAL SUPPLIES	5822 072720	2	1000-417-10-46	SUPPLIES-JANITORIAL	48.99	48.99
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	CITY HALL PHONES	5822 072720	3	1000-417-10-45	COMMUNICATIONS	532.77	532.77
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT	5822 072720	4	1000-415-10-48	DUES AND MEMBERSHIPS	16.99	16.99
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT	5822 072720	5	1000-413-20-48	DUES AND MEMBERSHIPS	33.98	33.98
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT	5822 072720	6	1000-419-10-48	DUES AND MEMBERSHIPS	16.99	16.99
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT	5822 072720	7	1000-411-40-48	DUES AND MEMBERSHIPS	16.99	16.99
Total 5822 072720:										750.71	750.71
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	CONSTRUCTION SERVICES-WA	6205 072720	1	7110-430-44-44	CONSTRUCTION SERVICES	81.90	81.90
Total 6205 072720:										81.90	81.90
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	JANITOTIAL SUPPLIES	6356 072720	1	1000-417-10-46	SUPPLIES-JANITORIAL	61.15	61.15
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SOFTWARE SUPPORT	6356 072720	2	1000-413-20-47	SOFTWARE	14.99	14.99
Total 6356 072720:										76.14	76.14
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-GC	7041 072720	1	7530-451-52-46	SUPPLIES-GENERAL	11.39	11.39
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-GC	7041 072720	2	7530-451-52-46	SUPPLIES-GENERAL	27.82	27.82

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 7041 072720:										39.21	39.21
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-FD	7240 072720	1	1010-422-10-44	FACILITY -REPAIR & MAINTENA	135.06	135.06
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-FD	7240 072720	2	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	21.95	21.95
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-FD	7240 072720	3	1010-422-10-44	VEHICLE - REPAIR & MAINTENA	118.02	118.02
Total 7240 072720:										275.03	275.03
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-BUILDING	7421 072720	1	1000-419-10-46	SUPPLIES-GENERAL	246.66	246.66
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	FUEL	7421 072720	2	1000-417-10-46	GASOLINE	20.72	20.72
Total 7421 072720:										267.38	267.38
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-PARKS	8005 072720	1	1000-452-20-46	SUPPLIES-GENERAL	28.95	28.95
Total 8005 072720:										28.95	28.95
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-PW	8572 072720	1	7620-430-10-46	SUPPLIES-GENERAL	36.47	36.47
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-PW	8572 072720	2	7620-430-10-44	REPAIR AND MAINTENANCE-FA	1,169.01	1,169.01
Total 8572 072720:										1,205.48	1,205.48
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT-PD	9155 072720	1	1009-421-10-44	FACILITY-REPAIR & MAINTENA	14.50	14.50
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	POSTAGE-PD	9155 072720	2	1009-421-10-46	POSTAGE	15.05	15.05
Total 9155 072720:										29.55	29.55
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-WATER	9965 072720	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	299.84	299.84
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	SUPPLIES-WATER	9965 072720	2	7110-430-42-46	SUPPLIES-GENERAL	1,927.03	1,927.03
08/20	08/06/2020	114	9942	U.S. BANK CORPORATE	REPAIR & MAINT- WATER	9965 072720	3	7110-430-42-44	REPAIR AND MAINTENANCE-FA	711.07	711.07
Total 9965 072720:										2,937.94	2,937.94
08/20	08/06/2020	207273	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68414953	1	7110-430-42-46	SUPPLIES-GENERAL	132.95	132.95
Total 68414953:										132.95	132.95
08/20	08/06/2020	207273	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68415032	1	7110-430-42-46	SUPPLIES-GENERAL	764.65	764.65

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 68415032:										764.65	764.65
08/20	08/06/2020	207273	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68419525	1	7110-430-42-46	SUPPLIES-GENERAL	131.12	131.12
Total 68419525:										131.12	131.12
08/20	08/06/2020	207274	8984	WORTHINGTON INDUST	SUPPLIES-FD	2839352	1	1010-422-10-43	PROFESSIONAL SVCS	107.25	107.25
Total 2839352:										107.25	107.25
08/20	08/06/2020	207274	8984	WORTHINGTON INDUST	SUPPLIES-FD	2861286	1	1010-422-10-46	SUPPLIES- SAFETY ITEMS	2,233.19	2,233.19
Total 2861286:										2,233.19	2,233.19
Grand Totals:										81,519.84	81,519.84

Report Criteria:

Report type: GL detail

Check.Voided = False

Reviewed by:  Interim City Administrator

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

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

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider **Resolution No. 20-5808** authorizing 1) the Acting Public Works Director the Ability to Execute a Cost Proposal with Grizzly Electric, California to Purchase Generators At Various Locations in the City and 2) the Finance Manager to release Water Capitol 7114 and Natural Gas funds in an Amount Not Exceeding \$164,127 plus 10% for Contingencies.

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

**SUMMARY:** The Public Works Department is in need of replacing several generators and install new ones at key locations in the City for Water pumping stations and at City Hall. Several wells in town require an alternative power source to ensure the provision of potable water to its residents when Lassen Municipal Utility District (LMUD) is unable to provide electricity.

This can be due to inclement weather, natural disaster and wildfire. It is imperative the City have the ability to maintain operations, deliver its potable water and natural gas utilities along with supporting services to the community at all times especially when electricity isn't readily available.

Locations of interest to the City Public Works Department include the following:

- A) Well 1 off Grove Street west of the Hall of Justice (new);
- B) Well 3 off Johnstonville Road east of Payless Lumber Supply (replace);
- C) Well 4 located off Shadow Mountain east of Numa Road (replace)
- D) City Hall located at 66 N. Lassen Street (new);
- E) Cady Springs pump station located off Thumper Hill Road along Wild Rose Lane (new);

Locations B & C (Well 3 and 4) have existing military surplus diesel generators onsite that are in need of replacement due to their age, issues with dependable operations and lack of compliance with air quality standards. Where available, all generators will use City supplied natural gas. Otherwise, propane from private vendors is to be use in remote locations.

Recently, the Public Works Department installed a natural gas-powered generator as an alternative power unit (APU) for its' facility at 720 South Street. At that, time Public Works staff pursued most of the of the electrical contractors throughout the area in the interest of installing an APU. Only Grizzly Electric of Portola, California responded favorably at that time despite repeated efforts in pursuing local electrical contractors and suppliers. Therefore, given the favorable experience with Grizzly, staff felt it in the best interest of the City to pursue them directly without a formal bid process. The California public contract code (PCC) does allow public agencies to

hold informal bidding for purchases less than \$200,000.

Grizzly Electric has provided a cost proposal (attached) with pricing in the amount of approximately \$164,127.00. This includes load testing to ensure adequate capacity at each location, preformed concrete pads where available, shipping & delivery, conduit and wiring. City forces will provide the permits as needed, project coordination & management, unload equipment as needed, perform excavation and backfill, any access to each site and any additional concrete pads. Novah Electric of Susanville also provided a bid in the amount of \$231,110 for the same work and scope but unfortunately cannot be considered since their bid was considerably higher (attached).

Funding is available from the 7114 Water Capitol Improvement (assuming Council is willing to modify the Capitol fund project list), 7401 Natural Gas fund and Administration. Only one-third (1/3) of the City Hall generator will be borne by Natural Gas and Administration. This project will require authorization by Council to replace the generators in advance of planned water main replacement projects. No increases to the rates for water will be realized by the rate payers.

**FISCAL IMPACT:** Estimated Decrease in the 7114 Water Capitol Fund balance in an amount Balance Not to Exceed \$181,225.00. A portion of the cost for the generator at City Hall will be shared equally between Water, Natural Gas and Administration.

**ACTION**

**REQUESTED:** Motion to adopt Resolution No. 20-5808 that authorizes 1) the Acting Public Works Director Mayor to execute a cost proposal with Grizzly Electric of Portola, California for gas powered generators at various sites; and 2) the Finance Manager to allocate funds from the City's 7114 Water Capitol, 7401 Natural Gas and Administration fund balances in an amount not exceeding \$181,225.00.

**ATTACHMENTS:** Resolution No. 20-5808  
Grizzly Electric Quote/Cost Proposal Dated August 1, 2020  
Novah Electric Bid  
Revised Water Capitol Improvement Plan

**RESOLUTION NUMBER 20-5808**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE PURCHASE OF NEW AND REPLACEMENT GENERATORS TO PROVIDE ALTERNATE POWER SOURCES AT CITY WATER WELL SITE AND CITY HALL, REVISING THE CITY'S WATER CAPITOL IMPROVEMENT PROGRAM AUTHORIZING USE OF 7114 FUNDS, NATURAL GAS AND ADMINISTRATIVE FUNDS FOR THE PURPOSE ON ENSURING SERVICE DURING TIMES WHERE ELECTRICAL POWER IS NOT AVAILABLE TO THE CITY**

**WHEREAS**, it is the desire of City of Susanville to maintain services to its constituents all times, during all types of weather, emergencies and natural disasters during those time when electrical power service providers cannot supply power; and

**WHEREAS**, the City of Susanville has adopted, by resolution, a Water Capitol Improvement program containing a list of projects that includes descriptions, locations and schedules of implementation along with useful life; and

**WHEREAS**, the Susanville City Council finds in the best interest of the City to revise said program which receives monies from the City's 7114 fund so as to provide needed adequate resources to purchase generators at various locations throughout the City in order to ensure a sustainable water supply and supporting services to the rate payers of the City of Susanville; and

**WHEREAS**, the City of Susanville Public Works Department has determined that certain well site and facilities supporting the City's water system should contain auxiliary power units (APU) at all times in the form of natural and propane gas fired standalone generators for the Cady Springs Pump Station, Well(s) No. 1, 3, 4 and at City Hall; and

**WHEREAS**, the City Council of Susanville has determined that established priorities of the Water Capitol Improvement program should embrace the installation of APU gas fired generators at its water producing facilities throughout City in advance of the replacement of certain water mains until adequate funding is obtained; and

**WHEREAS**, the City Public Works Department did, in fact, pursue an informal bid from Grizzly Electric of Portola, California, consistent with the Public Contract Code, as with the prior purchase of a generator, from said vendor in order to expedite to acquisition and installation of generators and determined Grizzly Electric as the most responsible bidder for the work in an amount not to exceed \$164,750 plus contingencies in an amount not to exceed 10% of the quoted price dated August 1, 2020; and

**WHEREAS**, the City Council determines that the cost of the generator for the City Hall facility be shared equally between Water, Natural Gas and Administration with the balance of costs for the well sites to be borne by 7114 Water Capitol Improvement Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Susanville that it hereby authorizes 1) Purchase of five (5) APU gas fired generators from Grizzly Electric by the Acting Public Works Director; and 2) the Finance Manager to allocate 7114 Water Capitol, 7401 Natural Gas and Administration funds not exceeding \$164,750 for public school street frontages as part of its adopted Capitol Program per prior Council action as seen in Resolution 20-5761 on April 1, 2020

APPROVED: \_\_\_\_\_  
Mendy Schuster, Mayor

ATTEST: \_\_\_\_\_  
Heidi Whitlock, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of August, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

\_\_\_\_\_  
Heidi Whitlock, City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
Margaret Long, City Attorney

# Grizzly Electric *and Lighting Design*

P.O. Box 412

Portola, Ca. 96122-0412

California Lic. no. 886045 / Nevada Lic. no. 81892  
530-832-0637

Date: 6-29-20

City of Susanville

66 N. Lassen

Susanville, Ca 96130-3904

Re: City well Generators

Thank you for the opportunity to provide the following proposal. Grizzly Electric would be happy to provide all electrical labor and materials to for the job description below. Based on site inspections and conversation with Dan. All work performed is in accordance with National Electric Code

## Job Description:

Install Generac automatic transfer switches and standby emergency generators for City of Susanville wells

Job is figured at a time and material rate for each individual well.

Included is a running load test on each well prior to ordering Gen Setts to verify proper sizing, capacity and load. If after load testing we can size generators down, or change to manual transfer switch the price will be reduced accordingly.

Start up and Run operational tests

Supervise pad placement and offloading of generators on site

## Exclusions:

All trenching and backfill / concrete pad

gas line and hookup

Permits, Utility applications or fees

## Price:

Install at well #1 One generator 45 Kilowatt \$27,750.00

Install at well #3 One generator 48 Kilowatt \$30,150.00

Install at well #4 One generator 45 Kilowatt \$27,750.00

Install at Cady Springs One generator 70 Kilowatt \$33,950.00

If needed 100 Kilowatt generator installed would be \$ 40,150.00

Any additions to this proposal will be approved prior to the changes taking place.

Please feel free to give us a call with any questions you may have

*Randy Vernon*

This bid good for 30 days.

# Grizzly Electric *and Lighting Design*

P.O. Box 412

Portola, Ca. 96122-0412

California Lic. no. 886045 / Nevada Lic. no. 81892

530-832-0637

Date: 7-29-20  
City of Susanville  
City Hall  
66 N. Lassen  
Susanville, Ca 96130-3904

Bid

Thank you for the opportunity to provide the following proposal. Grizzly Electric would be happy to provide all electrical labor and materials to for the job description below. Based on site inspection and conversation with Ruth. Proposed generator location would be along west side toward the north end of building. Transfer switch would be between existing service equipment and generator. Service was locked and unaccessible at the time of walkthrough, so we will need to get into that to make sure things match as intended before we begin.

Job Description:

Install Commercial Generac QT series 70 Kilowatt 120/240 volt three phase 6.8 L 1800 RPM natural gas generator with Corrosion resistant aluminum enclosure

Install Generac 400 amp 120/240 volt three phase automatic transfer switch

Start up and Run operational tests

Supervise pad placement and offloading of generator on site

All conduit and wiring will be done in accordance to National Electric Code

Exclusions:

All trenching and backfill / concrete pad

gas line and hookup

Offloading expenses

Permits, Utility applications or fees

Any additions to this proposal will be approved prior to the changes taking place.

Price: \$ 44,527.00

Please feel free to give us a call with any questions you may have  
Randy Vernon

*This bid good for 30 days. An additional convenience fee may be charged for credit card payments.*



Lic.# 1003963

530 310 4987

DIR# 1000064356

Bids for the City of Susanville wells and City Hall  
automatic standby generators

All labor costs are drawn by Lassen County prevailing  
wage scales issued by D.I.R.

Novah Electric shall provide; generators, automatic  
transfer switches, conduits/ cable ways, wire, breaker  
lug kits/ bus work tap kits, mechanical grounding  
system (3/4" copper clad 10' ground rod with 1/0  
bonding jumper to the frame work of each generator),  
all necessary equipment to install and set generators  
and transfer switches, all necessary City or County  
permits, installation and all labor for a full and complete  
"turn key" system of each automatic generator,  
coordination with local utility company and city/county  
building officials as needed, and a complete walk  
through and training of generators and equipment with  
city personnel.

All of the bellow generators are bid to be 25 ft away  
from there respective transfer switches and transfer

switches are bid to be within 10' of each sites main disconnect breaker/switch. Each generator and transfer switch final installation location shall be determined in a pre installation walk with Novah Electric and City officials.

All excavations ie trenching,backfilling, pad forming, ect. shall be done by others. All concrete and form work to be done by others in coordination with Novah Electric to properly execute conduit stubs into generator wire sections.

All main fuel systems to each generator shall be provided and installed by others.

Prior to ordering equipment Novah Electric will recertify all voltages and amperages of each site. Generator sizes (KW) and fuel requirements have been provided by The City of Susanville. Automatic transfer switch sizes are determined by each sites main service size. The following is each sites lump sum costs and model numbers of generators and auto transfer switches.

Voltages are also listed but may change at time of recertification. A change in voltages will not effect price.

Well No. 1 Hall of justice off of Grove St.

- Generac RG04524KAC 45kw Natural Gas 480 volt 3 phase generator with cold weather kit

- Generac RTSW200K3 200amp 3 phase auto transfer switch

Total cost well No. 1 site .....\$41,910.00

Well No. 3 Johnstonville Rd. behind payless lumber

- Generac RG04845KNAC 48KW 480 volt 3 phase natural gas generator with cold weather kit
- Generac RTSN400K3 400 amp 3 phase auto transfer switch

Total cost well No. 3 site..... \$47,080.00

Well No. 4 Skyline Rd. @ Orlo

- Generac RG04524KNAC 480 volt 3 phase natural gas generator with cold weather kit
- Generac RTSW200K3 200amp 3 phase auto transfer switch

Total cost well No. 4 site.....\$41,910.00

Cady Springs Pump Station Thumper Hill Rd.  
@ LMUD Pole 19/19

- Generac QT07068KVAC 70kw 3 phase 480 volt propane generator with cold weather kit

- Generac RTSN400K3 400 amp 3 phase auto transfer switch

Total cost of Cady Springs site.....\$49,720.00

City Hall 66 N. Lassen St.

- Generac RG04524GNAC 45kw 3 phase natural gas generator with cold weather kit
- RTSN600G3 600 amp 3 phase 120/208 volt auto transfer switch

Total cost for City Hall site.....\$50,490.00

Please note that the main electrical service gear at City Hall did NOT have a main service breaker visible at time of job walk. It will be necessary to install one if one is not present, to properly tie generator into buildings electrical system. Novah Electric will assess this at time of receritfcation walk and present a change order if necessary.

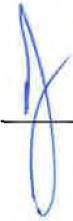
TABLE 4: WATER CAPITAL IMPROVEMENT/INFRASTRUCTURE REPLACEMENT PLANS (revised August 2020)

Project	0	1	2	3	4	5	Total
	COST ESCALATED FROM 2015 DOLLARS (2%/YEAR)						
	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
<b>Develop Well (Former Nathan Property)</b>							\$ 415,920
<b>Emergency Power Upgrades (Well 3)</b>				\$ 300	\$ 34,000		\$ 34,300
<b>Emergency Power Upgrades (Well 1, Well 4, Cady Springs)</b>				\$ 900	\$ 98,225		\$ 99,125
Richmond Rd.; Cypress to Riverside Dr.				\$ 6,370	\$ 136,250		\$ 142,620
Monrovia alley; Covina St. to East End					\$ 14,020	\$ 294,346	\$ 308,366
Upland Alley; Covina St. to East End					\$ 8,900	\$ 186,806	\$ 195,706
Paiute Ln; Glenn Dr. north					\$ 9,080	\$ 194,360	\$ 203,440
N. Pine St.; Burma Rd to View Dr.					\$ 7,020	\$ 150,120	\$ 157,140
N. Roop St.; North Alley to Willow St.					\$ 17,540	\$ 375,330	\$ 392,870
Third St; Cedar St. to Park St.	\$ 10,590	\$ 226,750					\$ 237,340
Main Street: Weatherlow to Park		\$ 680,331					\$ 680,331
Main Street: Park to Spring			\$ 642,776				\$ 642,776
Third St; Ash to Hall St.	\$ 132,530						\$ 132,530
Park St.; Fifth St. to Fourth St.					\$ 5,150	\$ 110,110	\$ 132,530
Chestnut St.; Park St. 400' East					\$ 4,570	\$ 97,750	\$ 132,530
Johnstonville Rd; San Francisco to Skyline to Well 3 (800' east of Commerical Road)				\$ 168,300	\$ 757,480		
<b>TOTAL BY YEAR (2019)</b>	\$ 143,120	\$ 907,081	\$ 642,776	\$ 175,870	\$ 1,092,235	\$ 1,408,822	\$ 3,907,524
<b>2% ESCALATOR</b>				\$ 179,387	\$ 1,114,080	\$ 1,436,998	\$ 3,985,674

TABLE 4: WATER CAPITAL IMPROVEMENT/INFRASTRUCTURE REPLACEMENT PLANS (revised August 2020)

Project	1	2	3	4	5	Total
	COSTS 2015 DOLLARS					
	2016/17	2017/18	2018/19	2019/20	2020/21	
Develop Well (Former Nathan Property)			\$20,750	\$364,000		\$384,750
Emergency Power Upgrades (Well 3)					\$34,000	\$34,000
S Gillman; Main St. to River St.	\$9,140	\$191,744				\$200,884
Richmond Rd.; Cypress to Riverside Dr.		\$6,120	\$128,385			\$134,505
Monrovia alley; Covina St. to East End		\$14,020	\$294,346			\$308,366
Upland Alley; Covina St. to East End		\$8,900	\$186,806			\$195,706
Paiute Ln; Glenn Dr. north	\$8,900	\$186,806				\$195,706
N. Pine St.; Burma Rd to View Dr.			\$6,610	\$138,681		\$145,291
N. Roop St.; North Alley to Willow St.			\$16,520	\$346,745		\$363,265
Third St; Cedar St. to Park St.	\$10,380	\$217,937				\$228,317
Third St; Ash to Hall St.	\$5,800	\$121,687				\$127,487
Park St.; Fifth St. to Fourth St.			\$4,850	\$101,718		\$106,568
N. Weatherlow; Mark St. to Chestnut St.	\$9,430	\$197,968				\$207,398
Parkdale Ave; North St. to Willow St.			\$8,890	\$186,560		\$195,450
Chestnut St.; Park St. 400' East			\$4,300	\$90,300		\$94,600
Johnstonville Rd; Johnstonville Rd. to Skyline				\$165,150	\$801,092	\$966,242
Emergency Power Upgrades (Well 1, Well 4, Cady Springs)				\$1,200	\$98,225	\$99,425
<b>Subtotal Constrained</b>	<b>\$43,650</b>	<b>\$945,182</b>	<b>\$671,457</b>	<b>\$1,393,154</b>	<b>\$835,092</b>	<b>\$3,987,960</b>

AGENDA ITEM NO. 12A

Reviewed by:  Interim City Administrator

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

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

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** City Fixed Asset List

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

**SUMMARY:** Members of the Council have requested to review the City's Fixed Assets (Property) list. Council can provide direction to have certain property(s) appraised for possible sale. Sales on City property may be performed consistent with surplus property sales, through a sealed bid with a fixed reserve price. The City can choose not to sell a property that does not meet the reserved price.

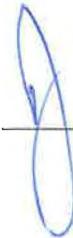
With direction from the Council, it is my suggestion to begin with an appraisal at 606 Nevada St. Based on that appraisal the Council may elect to establish a Reserve price on the property for a sealed bid sale.

**FISCAL IMPACT:** Revenue, depending on particular property

**ACTION REQUESTED:** Direction to staff

**ATTACHMENTS:** City Fixed Asset List  
City Asset Map

AGENDA ITEM NO. 12B

Reviewed by:  Interim City Administrator

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

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

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Continue discussion regarding a Grant Writer

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

**SUMMARY:** On the referral of the City Attorney, I have been in contact with Suzy Kochems out of Trinity County who operates a firm that provides grant writing and project management services. Based on our discussion with her, I will be able to explain the different options available to the City and have attached her firm’s prospectus and fee breakdown.

**FISCAL IMPACT:** Unknown.

**ACTION REQUESTED:** Provide direction to the City Administrator.

**ATTACHMENTS:** Silk Consulting Group (SCG) Prospectus  
SCG Fees, General Term and Conditions



Suzi Kochems, CEO  
(Primary Contact)  
105 Shasta Street  
Orland, CA 95963  
[suzi@silkconsultinggroup.com](mailto:suzi@silkconsultinggroup.com)

[www.silkconsultinggroup.com](http://www.silkconsultinggroup.com)

## FIRM PROFILE

SiLK Consulting Group (SCG), established in 2013, has assembled a team of highly qualified local and regional consultants ready to begin immediately to serve your organization. Our team is large enough to rapidly and professionally complete the project, but small enough to commit our principals and those of our consultant associates to the job. SiLK Consulting uses a selective team approach focused on our client's individual needs while capitalizing on decades of collective, specialized experience. SCG's specialized consulting services include, but are not limited to:

- Project development and management
- Capacity Building
  - Assessment and evaluation
  - Strategy information and strategic planning
  - Leadership development
- Grants
  - Opportunity analysis
  - Funding research and identification
  - Grant writing
  - Proposal development
  - Administration and management
  - Reporting and compliance
  - Project Management
  - Close Out
- Training & Development
  - One on one or group training sessions
  - Succession planning
  - Deliver training requirements
- Document Preparation
  - Reports
  - Plans (Strategic, Annual, Site Reduction, etc.)
  - Procurement documents (RFPs/RFQs)
  - Proposal responses
  - Contracts/Agreements
- Budgets
  - Budget development and reconciliation
  - Budget justification and narrative
- Program Development

- Design and Implementation
- Program Evaluation
  - Design and implementation
  - Results communication
- Housing Program Compliance
  - Section 8 multifamily contract administration
  - Direct management of subsidized housing programs
  - Public housing and voucher program consulting
  - Tenant file review
  - Property compliance
- Quality Assurance and Program Integrity
  - Outcome design and improvement based on program evaluation
- Non-Profit Business Management
- Training and Technical Assistance
- Software Deployment
- Professional Development/Change Management
- Risk Management
  - ADA/Civil Rights Compliance

SCG provides a broad range of technical assistance, training, and consulting services to the affordable housing industry, including state agencies, local governments, and private sector providers. Clients rely upon SCG to provide information, services and products that comply with regulatory requirements and represent state of the art industry best practices. SCG may work on multiple projects that will include some or all of the activities described below

- Program assessments and compliance reviews. Qualitative and quantitative data collection and analysis; evaluating client policies, procedures, business processes, and organizational structure; documenting current conditions and developing recommendations
- Compliance monitoring. Review of move-in certifications and annual re-certifications to ensure compliance on an ongoing basis
- File audits. Certify that your units are in compliance. Provide an unbiased assessment of applications and a thorough review of move-ins, annual recertifications and all supporting documentation
- Program support and execution. Assist clients to implement new policies and methods of operation through the development of written products, technology solutions, and training staff and/or directly performing work activities on the client's behalf
- Develop funding proposals and applications. Assist clients to develop applications for funding

- **Program support/knowledge management.** Responsible for staying current on legislative, regulatory, and industry developments for assigned areas and serving as a subject matter resource
- Assist in development and updating of agency policies, protocols, systems and tools to ensure compliance
- **Task/Project coordination and oversight.** Coordinate with team members; lead and manage project tasks; manage projects including tracking project deliverables, budgets and deadlines; monitoring risk; oversee the work of subcontractors, consultants, vendors or other service providers

SILK Consulting Group knows first-hand that many organizations, whether private or public, lack the capacity and expertise to meet daily demands. In the current environment, organizations and agencies of all sizes and complexities are facing the same challenge-how to maintain superior service standards and ensure programmatic compliance with limited resources.

Understanding federal, state and foundation funded housing programs can be a daunting task even if you are familiar with federal grants. Over the past several years, the fiscal challenges experienced by both the state and federal government has resulted in more restrictions on funding and higher standards for program compliance. Our team has been successful, time and time again, in identifying and addressing obstacles that may discredit a program before they become an issue.

At the end of the day, our goal is the same as those that we serve --to drive improvements and effect positive change for the benefit of the organization and the clients that they serve.

#### **Proposed Assigned Staff:**



**Suzi Kochems**  
CEO/Principal, SILK Consulting Group

Mrs. Kochems has over 25 years' experience serving public and private agencies with grant writing, program development and implementation, continuum of care administration, contracts and procurement, resource development, strategic planning and professional development. Mrs. Kochems' has over 20 years of experience in project management and affordable housing program administration. In this role, Mrs. Kochems provides technical assistance, contract administration, direct services, management and performance solutions and consulting for housing choice voucher and public housing programs. Mrs. Kochems' expertise includes program assessment, planning and implementing waiting list openings, maximizing leasing and policy and procedure development.

Suzi joined SILK Consulting after a decade of administrative management in the Housing Division of the Glenn County Health and Human Services Agency, where she played an integral

part in the agency's grant and contract administration unit. Suzi has also served as the Contracts and Procurement Manager for Butte County, the Executive Director of First 5 Trinity, Homeless Continuum of Care Coordinator for twelve Northern California Counties and the Grants Administrator for Trinity County.

Suzi holds two Bachelor of Science degrees from California State University, Chico. Suzi sits on the governing boards of several north state non-profits organizations and is very involved with the local school district serving as a trustee.

Suzi has a vast amount of experience coordinating applications for, and administration of, the following programs and projects (not inclusive):

- CDBG/HOME/NPLH/HUD Programs
- ESG/HMIS/CoC/HEAP/CESH/PLHA/NPLH
- BSCC/JAG
- California Parks & Recreation
- USDA
- MHP
- CalHFA
- CSBG/CAP Funding
- MHSA/SAMSHA
- Cal OES/FEMA
- Capital Development Housing Projects
- Needs Assessments
- ADA/Safety Coordination and Compliance
- Community and Resource Development
- Procurement/Contract Negotiations
- Strategic Planning
- Any many other federal, state and foundation grants

All travel time and work completed on behalf of your organization shall be billed at an hourly rate of \$75-\$125. Travel costs will be billed at cost. Mileage will be billed at the federal IRS reimbursement rate. SCG invoices our clients on the 5<sup>th</sup> of the month. SiLK Consulting Group is a Woman Owned Business-WBE.

**A sample of clients include:**

Trinity County First 5 Children & Families Commission

Trinity County CAO/Administration

Nevada County Health & Human Services

Homeless Resource Council of the Sierras-Placer/Nevada, Roseville/Rocklin Continuum of Care

Dos Rios Continuum of Care

NorCal Continuum of Care



Sonoma County Community Action Partnership  
Trinity County Behavioral Health Services  
Trinity County Health and Human Services Department  
Grant Management Associates  
JCMH Consulting  
City of Redding/Shasta County Housing Authority  
Torres Emergency Shelter  
Westside Domestic Violence Shelter  
City of Chico  
Hamilton City Community Services District

## SCG Fees, General Terms and Conditions:

All work completed by SiLK Consulting Group (SCG), including but not limited to: light research, writing, grant reviews, editing, phone calls, e-mails, office supplies, postage, client meetings and travel costs are billable monthly. SCG invoices our clients on the 5<sup>th</sup> of the month. A late fee equal to 15% will be assessed on any account past due 30 days or longer. All potential clients will be asked to participate in an engagement meeting to discuss the services needed, staff and consultant's assigned, gaps and needs, as well as expectations.

### **General Contracting Service Agreements & Options:**

**Grant Application Submissions:** this level of service is typically for organizations that need assistance with a specific grant submission. SCG will drive the grant writing process, determine what documents and materials are necessary, help your team to develop a compelling application that is responsive to the funder's objectives, assist in maximizing the points associated with review criteria, and help with all aspects of the application and submission. Each application is bid to your specific needs, the level of effort that is needed from SCG and the level of effort to which your organization is able to commit. Approximately \$2,500-\$5,000 for state grant applications; \$3,500-\$10,000 for federal grants; however, each is negotiated prior to beginning the process. Costs for foundation and corporate applications vary.

**Grant Management:** this level of service may include: compliance monitoring, budget reconciliation and budget modifications, invoicing, back up documentation, periodic reporting, final reports/studies, and grant close-out. SCG is able to meet with the funding organization. Costs associated with this level of service varies, please request a price quote.

**Grant Review:** this level of service is for organizations that maintain their own grant development technicians, but who may require feedback on areas within a grant application that may be weak or underdeveloped. SCG will provide feedback on applications or proposals to ensure a compelling response and maximize compliance with evaluation criteria. \$150-\$300 per review, typically.

**Program Evaluation:** this level of service depends on the specific need of the program being evaluated. SCG may develop outcome tools, survey tools/techniques, perform surveys, compile and report upon data, complete reports, and present findings. Price varies, please request a price quote.

**Program/Project Management:** the services provided under this category are determined on a case by case basis. Management generally involves: reporting-fiscal and programmatic; liaison with the funding agency; matching funds tracking; schedule management; preparation of supporting documentation-guidelines, plans, and studies; creation of reporting instruments; funding source compliance; development of studies and final reports; expenditure tracking and budget management. Depending on the expertise required, the hourly rate varies for these activities.

**Technical Support:** SCG will edit client prepared documents, proposals and applications. This service is only available on an hourly basis.

### Additional Invoicing and Contracting Options:

**Retainer:** this level of service allows the organization to have open access to the grant writers and staff for funding identification specific to the sectors of interest, multiple submissions at a discounted hourly rate and reviews of past submissions.

**Expenses:** expenses for all types of assignments are billed at cost and include such items as postage, expedited delivery service, copying and production of submission documents, flash drives/CD's, office supplies/binders, etc. as necessary for completion of the project/application. SCG typically serves its clients through electronic means, if a client prefers a face-to-face visit or if the client requires SCG staff to

attend a meeting on their behalf, travel and related expenses will be billed in advance of the travel, when possible.

**Flat Rate Agreements:** for flat rate agreements with a fee of less than \$3,000, full payment in advance is required. For flat rate agreements with a fee of more than \$3,000, a deposit equal to or less than 50% may be required to begin work; the remainder will be due prior to the release or submission of the final product.

**NTE Agreements:** a mutually agreed upon not-to-exceed amount is determined to complete a specific project or assignment or to provide on-going assistance. Hours are tracked at the SCG hourly rate, then discounted 20%, equal to \$75 per hour, unless a different rate is mutually agreed upon.

Reviewed by:  Interim City Administrator

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

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

**Action Date:** August 19, 2020

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** City Administrator (Interim) Updates

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

**SUMMARY:** The City Administrator Reports has been redesigned to allow the City Administrator to address topics requested by the Council, in addition to Department reports that may be addressed by the department heads.

- A. Update on Air Methods at SMA
- B. Update on City Hall roofing project
- C. Discussion on homelessness and camping site
- D. Update on solar requirements/LMUD information
- E. Department Reports

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Provide direction to the City Administrator.

**ATTACHMENTS:**