
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Rod E. De Boer, Mayor
Brian Wilson, Mayor pro tem
Lino P. Callegari Cheryl McDonald Nicholas McBride

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
May 7, 2014 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 14-5050

Next Ordinance No. 14-0997

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. The City Administrator will provide an oral update on the status of any open labor negotiations.

3 CLOSED SESSION:

- A CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): four potential claims
- B PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1 Public Works Director
- C CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Administrative Confidential: 2014/2015
- D CONFERENCE WITH REAL PROPERTY NEGOTIATIONS – pursuant to Government Code §54956.8
 - 1 City Hall Parking Lot Agreement: MacVitie

4 RETURN TO OPEN SESSION: (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Lino P. Callegari*
- *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 **not on the agenda** within the jurisdiction of the City Council. However, any matter 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 Receive and file minutes from the City Council's March 19 and April 2, 2014 meetings
- B Approve vendor warrants numbered 90675 through 90859 for a total of \$443,210.88 including \$101,610.45 in payroll warrants
- C Receive and file Monthly Finance Reports: March 2014

7 **PUBLIC HEARINGS:**

- A Fees and rates for Fiscal Year 2014/2015
 - 1 Public Hearing: Solicit and consider comments relative to setting fees and charges for City services
 - 2 Action: Consider **Resolution No. 14-5041**, Amending Resolution No. 11-4754 and establishing fees and charges for City services

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** No business.

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 14-5046** authorizing closure of Main Street for Main Cruise events June 28, 2014
- B Consider **Ordinance No. 14-0996** unauthorized camping amending Chapter 12.32 and 9.04 of the Susanville Municipal Code; waive first reading and introduce
- C Consider approval of **Resolution No. 14-5044** Approving C&S Companies updated Airport Layout Plan and PAPI project for Susanville Municipal Airport
- D Consider approval of **Resolution No. 14-5048** amending FY 2013/2014 Budget for paving project
- E Consider approval of **Resolution No. 14-5049** authorizing purchase of folder/insert machine for the Finance Division
- F Consider approval of Memorial Ballfield Signage for use as advertising by Lassen College and American Legion Baseball

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of **Resolution No. 14-5047** amending contract with Dig It Construction for 2012 Susanville Rehab B Project
- B Consider approval of **Resolution No. 14-5045** Approving payoff of Diamond Mountain Golf Course loan and CalPERS Side Fund Liability

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Junior Fishing Derby Update
- B Richmond School Evacuation Plan
- C Susanville Airport Project Review

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on May 21, 2014 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for May 7, 2014 in the areas designated on May 2, 2014.



Gwenna MacDonald, City Clerk

Reviewed by: ~~SA~~ City Administrator
~~PA~~ City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's March 19 and April 2, 2014 meetings.

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 19 and April 2, 2014 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's March 19 and April 2, 2014 meetings.

ATTACHMENTS: Minutes: March 19, 2014
April 2, 2014

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
March 19, 2014 – 6:00 p.m.
City Council Chambers 66 North Lassen Street Susanville CA 96130**

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

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Callegari, second by Mayor pro tem Wilson, to approve the agenda as submitted; motion carried unanimously.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council recessed to closed session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): six potential claims
- B PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Employee Status Report

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council reconvened in open session.

Staff present: Craig Platt, Public Works Director; Theodore Friedline, Fire Chief; Matt Wood, Police Lieutenant/Acting Police Chief; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that direction was given to staff but there was no reportable action from closed session.

Chief Theodore Friedline offered the Thought of the Day.

Mayor De Boer presented a proclamation to Lassen Family Services designating April as Sexual Assault Awareness Month. The Council was invited to participate in the 'Walk a Mile in Their Shoes' event scheduled for April 12, 2014.

5 BUSINESS FROM THE FLOOR:

Amelia Luna, Susanville Indian Rancheria, announced that the Rancheria would be holding its 5th Annual Pow Wow in honor of Veterans and Elders, and this year's event will specifically honor veterans of the Vietnam War era. She requested donations for the raffle, and described some of the activities scheduled.

- 6 **CONSENT CALENDAR:** Mayor De Boer reviewed the items on the Consent Calendar:
- A Approve vendor warrants numbered 90389 through 90439 for a total of \$176,174.20 including \$90,669.02 in payroll warrants
 - B Receive and file Treasurers Report: February 2014
 - C Receive and file Finance Report: February 2014
 - D Approve surplus of equipment and authorize sale

Councilmember McBride requested the removal of Item 6D for separate discussion.

Motion by Councilmember Callegari, second by Mayor pro tem Wilson, to approve the consent calendar items 6A through 6C; motion carried unanimously.

Councilmember McBride asked why the equipment was not being offered for bid and was being sold to an individual.

Mr. Hancock explained that the mower was broken and old enough that many of the replacement parts were obsolete. The City had been contacted by an individual who wanted to buy it for parts and was offering to pay eight hundred dollars for it. Mr. Platt concurred, adding that if the City were to scrap the equipment it would probably bring no more than one hundred dollars. The majority of vehicles that the City has sold by auction typically sell for between three and four hundred dollars, so getting eight hundred for a mower was a good price.

Mayor pro tem Wilson asked about the other equipment that the City has available for surplus.

Mr. Hancock responded that the City was working towards the coordination of a City wide surplus sale later in the spring, and in this particular case there was a request for a specific piece of equipment that was no longer of use to the City.

Councilmember Callegari requested that prior to the sale, the City publish a list of the available items in the newspaper in order to notify the public of the available items.

Motion by Mayor pro tem Wilson, second by Councilmember McBride to approve item 6D; motion carried unanimously.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A Consider approval of Resolution No. 14-5036 Authorizing execution of office equipment lease Mr. Platt reported that the public works department has been leasing a copier through Great America Leasing Corp since December 2009. The machine has continued to have issues and they have performed extensive maintenance and repairs. GreatAmerica Corp has offered to buy out the existing machine and enter into a new contract. The new contract includes leasing a new machine with improved features and a substantial discount has been offered to the existing contract, which results in a new machine for a cost savings of \$209.51 per month.

Motion by Councilmember McBride, second by Councilmember McDonald to approve Resolution No. 14-5036; motion carried unanimously.

9B Consider authorization of purchasing contract with Sysco for Diamond Mountain Golf Course

Mr. Hancock reported that last year Tammy Wheeler operated the restaurant at the Diamond Mountain Golf Course and the majority of the purchases for restaurant supplies were purchased from Sysco through a third-party vendor. This year she proposes purchasing directly from Sysco for a substantial savings, and it requires entering into an agreement which had been reviewed by the City Attorney. He recommended removal of the personal guarantee clause which would allow the vendor to lien City assets in the event that the bill was not paid.

Mayor pro tem Wilson asked how the supplies were purchased for the prior season.

Mr. Hancock responded that food items were purchased through Morning Glory Dairy with a markup of approximately thirty percent. The City will still have access to their products, and it is understandable in a business where restaurants come and go that Sysco would want to protect their assets but the clause is onerous for the City, as the City pays its bills and is not going anywhere.

Motion by Councilmember Callegari, second by Mayor pro tem Wilson, to authorize approval of the contract with the removal of the paragraph as noted; motion carried unanimously.

9C Consideration approval of Golf Course Concession Agreement with Tammy Wheeler

Mr. Hancock reported that the Golf Course subcommittee has negotiated a concession agreement for the 2014 golf season with Tammy Wheeler. Ms. Wheeler operated the Diamond Mountain Bar and Grill during the 2013 season and the terms proposed under the new agreement would be essentially the same. There were some changes with the exception of the hours of operation. He reviewed the Concession Agreement and Bar Operation Agreement, noting that she is requesting to operate from 10:00 a.m. to 5:00 p.m. this year; during the 2013 season she closed at 3:00 p.m.

Mayor pro tem Wilson requested that the City monitor the personnel costs that would result from the additional hours of operation.

Motion by Councilmember McDonald, second by Councilmember McBride to approve the agreements; motion carried with Councilmember Callegari abstaining.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business

13 CITY ADMINISTRATOR'S REPORTS:

13A Public Works Department Update Mr. Platt provided an update regarding the activities of the Public Works Department. He reviewed current staffing levels and an organizational chart for the Natural Gas, Streets, Water and Maintenance divisions, the number of responses for 2013 including natural gas and water service calls, mandatory training provided for the Water, Gas and Engineering divisions, the fleet inventory and equipment list, and a summary of 2013 projects and responsibilities. He concluded his presentation by reviewing future goals and projects.

13B Natural Gas Utility 5-year Plan Mr. Platt presented a draft Natural Gas Utility Five-Year Plan. He reviewed the plan, providing an introduction and reviewed the history of the system, highlighting the priorities that the City Council had envisioned for the utility. He explained that the system was designed for future expansion and that the number one goal for the system was stability. A large disadvantage for the utility is that there are no industrial users, which are usually high volume, and at the current customer volume there are not enough users to absorb fluctuations in gas prices.

He reviewed the current debt, pricing, bond covenants, operating costs versus reserves and automated monitoring system. There was a general discussion regarding the future of pricing, opportunities to expand to include a natural gas fueling station for fleets, and discussion regarding the City's goals and corresponding action items:

- Economic Stability
- System and Customer growth
- Pipeline Safety compliance
- Staffing/management succession plan
- Successful natural gas system operations and maintenance

Mayor pro tem Wilson commented that he has been a huge proponent of developing a business plan for the natural gas utility, and offered suggestions of items he would like to see included in the draft, such as more deliverables, timelines for completion and to ensure that it does not become another document that collects dust on the shelf.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT: Motion by Mayor pro tem Wilson, second by Councilmember McBride to adjourn; motion carried unanimously.

Meeting adjourned at 9:05 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Rod E. De Boer, Mayor

Approved on _____

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY**

Regular Meeting Minutes

April 2, 2014 – 6:00 p.m.

City Council Chambers 66 North Lassen Street Susanville CA 96130

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

Roll call of Councilmembers present: Cheryl L. McDonald, Nicholas McBride, Lino P. Callegari, Mayor pro tem Wilson and Mayor Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator, Peter M. Talia, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Wilson, second by Councilmember McBride, to approve the agenda as submitted; motion carried unanimously.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:01 p.m. the Council recessed to closed session to discuss the following:

- A CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): six potential claims
- B PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – pursuant to Government Code Section 54957
- C PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Approved Position List
 - 2. Planning Commission Recruitment

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council reconvened in open session.

Staff present: Dan Newton, City Engineer; Theodore Friedline, Fire Chief; Matt Wood, Police Lieutenant/Acting Police Chief; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

Mr. Hancock stated there was no reportable action from closed session.

Mayor pro tem Wilson offered the Thought of the Day.

Mayor De Boer presented a proclamation to Lassen Family Services designating April 6 – 12, 2014 as National Crime Victim's Rights Week. The Council was invited to participate in the 'Walk a Mile in Their Shoes' event scheduled for April 12, 2014.

5 BUSINESS FROM THE FLOOR:

Alex Smith, Lassen Behavioral Health, offered their assistance to participate in a river clean-up prior to the Junior Fishing Derby. She requested assistance from the City to facilitate the event.

Jim Chapman added that the preparations for the Derby were well underway, and the noon Rotary Club will also be participating in the clean-up, and that additional groups including 4-H Clubs and Boy Scouts have been notified of the event. He thanked Ms. Smith for the support in stepping forward to help make the 25th Fishing Derby is a success.

- 6** **CONSENT CALENDAR:** Mayor De Boer reviewed the items on the Consent Calendar:
- A Receive and file minutes from the City Council's February 13, 19 and March 5, 2014 meetings
 - B Approve vendor warrants numbered 90439 through 90566 for a total of \$318,274.19 including \$91,385.96 in payroll warrants

Motion by Mayor pro tem Wilson, second by Councilmember McDonald, to approve the consent calendar; motion carried unanimously.

- 7** **PUBLIC HEARINGS:**
- 7A** **Community Development Block Grant Program: General Allocation for Public Facilities, Home Buyer Assistance, Housing Rehabilitation, Planning and Technical Assistance.**
- 1** **Public Hearing: Solicit and consider comments on proposed application to State Department of Housing and Community Development in the amount of \$2,000,000**
 - 2** **Action: Consider Resolution No. 14-5039; approving application and contract execution for General Allocation Grant**

Mr. Hancock explained that over the past few years the State has drastically modified the process of applying for grant funding through the Community Development Block Grant program. They have reduced the various programs which were available throughout the year through the Notice of Funding Availability process to an opportunity to apply for funding for different activities through a process called a Super NOFA. The City was not eligible to apply for funding due to the lack of a certified Housing Element in the City's General Plan, but over the last two years staff has worked diligently to complete the Housing Element and is once again eligible to apply for funding. The City received valuable feedback during the mid-year budget workshop conducted on February 19 and March 5, 2014 which included the discussions regarding City Council priorities for economic vitality and funding opportunities through the CDBG Program including applying for funds to help offset the cost of constructing a community pool. The proposed application has been designed to meet those primary objectives. The City has conducted various workshops, and discussed eligible programs and project activities available through this funding opportunity. In general the City can apply through the Super NOFA every other year and must expend at least half of the money before applying in the next cycle.

Staff has identified a total request of \$2,000,000; \$1,500,000 for Public Facilities for the community pool project, \$350,000 Homeownership Assistance, \$50,000 Housing Rehabilitation for weatherization purposes and \$100,000 for Planning and Technical Assistance for the completion of an economic vitality plan and a land use analysis study that will explore opportunities for industrial development. The PTA activity does require a cash match amount of five percent. City Council approval is required for submittal of the application, and funding announcements are anticipated by July or August of 2014. He thanked Heidi Whitlock, Project Manager, for her hard work in completing the lengthy application process.

Mayor De Boer opened the public hearing at 7:19 p.m. and requested comments from the public.

Kathie Garnier commented that in the past it has been helpful to combine the Homebuyer Assistance with Weatherization in one transaction, as many of the qualifying buyers are limited in the amount of improvements they can make to a home with their own money and they are generally purchasing an older property.

Joe Franco asked in relation to the industrial/business park if the inclusion of wood chip burning for a co-generation plant had been considered along with geothermal and natural gas. The addition of a third energy option might make it more attractive for industrial business looking to relocate to Susanville.

Councilmember Callegari commented that a wood pellet plant is being built in Yreka and it might be a good business to attract to the area.

There was a discussion regarding the proposed use of the Planning and Technical Assistance funded study, including the objective which included determining what type of industrial use would be most suited for the area and suitable lot sizes.

Sherrie Neff asked why the amount of money for housing weatherization is so low.

Mr. Hancock explained that the City has operated a weatherization program for several years, as has the County. Both agencies have seen declining interest from applicants and contractors alike, and if funded, the City would be extensively advertising and promoting the program.

There was a general discussion regarding the opportunity for residents to weatherize their homes through the LEDC and HEAP programs, and the allocation of funding from the State to counties and cities and the challenges posed in distributing the funds according to stringent State guidelines.

There being no further comments, Mayor De Boer closed the public hearing at 7:30 p.m.

Mayor pro tem Wilson asked if the requirement to expend fifty percent of the money prior to asking for more was a flat cost or if it was necessary to expend fifty percent by category and if that includes the money that the City has in the revolving loan fund.

Mr. Hancock responded that he would have to confirm with the State, but normally the City must spend the State's money first.

Councilmember McBride asked what the balance was in the City's homebuyer fund. Mr. Hancock responded that there was approximately \$300,000 available in the City's revolving loan fund. There was a general discussion regarding the homebuyer program including the length of time that it took for applicants to move through the qualification requirements and escrow process, and the opportunity to reach out to a different demographic through the economic vitality program and market to young families relocating to the area.

Motion by Mayor pro tem Wilson, second by Councilmember McDonald, to approve Resolution No. 14-5039; motion carried unanimously.

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

9 **NEW BUSINESS:**

9A **Consider approval of traffic control assistance in support of Lassen Family Services "Walk a Mile in Their Shoes" event: April 12, 2014** Mr. Hancock reported that Lassen Family Services is planning an event in recognition of National Crime Victim's Rights Week. The "Walk a Mile in Their Shoes" event is scheduled for Saturday, April 12, 2014 between 10:30 and 11:30 a.m. Participants will begin at the Lassen Family Services office at 1306 Riverside Drive, walking to and around Riverside Park. The City's assistance in providing barricades and warning signs to assist with traffic control and public safety has been requested for an approximate cost \$223 for staff time.

Melissa Downing, Lassen Family Services Executive Director added that there were approximately 275 participants registered for the event and she invited those in attendance to participate in the walk.

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

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

12 **CONTINUING BUSINESS:** No business

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

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:** Motion by Mayor pro tem Wilson, second by Councilmember McBride to adjourn; motion carried unanimously.

Meeting adjourned at 7:44 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Rod E. De Boer, Mayor

Approved on _____

Reviewed by:  City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated April 10th through April 30th numbered 90675 through 90859

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$341,600.43 plus \$101,610.45 in payroll warrants, for a total of \$443,210.88

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/10/2014	90675	21	AIRGAS USA, LLC	CHLORINE	9025927197	1	7110-430-42-46	SUPPLIES-GENERAL	380.07	380.07
Total 9025927197:											
04/14	04/10/2014	90676	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X4012014	1	1000-421-10-45	COMMUNICATIONS	172.67	172.67
Total 835956037X4012014:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	FUEL	0057 032514	1	1000-421-10-45	TRAINING	57.00	57.00
04/14	04/10/2014	90677	884	BANK OF AMERICA	BATTERIES	0057 032514	2	1000-421-10-46	SUPPLIES-SAFETY ITEMS	12.87	12.87
Total 0057 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	MEMBERSHIP	0364 032514	1	7620-430-10-48	DUES AND MEMBERSHIPS	199.00	199.00
04/14	04/10/2014	90677	884	BANK OF AMERICA	TRAINING MATERIALS	0364 032514	2	7620-430-10-46	BOOKS AND PERIODICALS	320.24	320.24
04/14	04/10/2014	90677	884	BANK OF AMERICA	DRAWING TABLE	0364 032514	3	7620-430-10-47	FURNITURE AND FIXTURES	171.99	171.99
Total 0364 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	COMPUTER CABLES	2565 032514	1	1000-415-10-46	SUPPLIES-GENERAL	59.10	59.10
Total 2565 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	MONTHLY REPORTING FEES	3996 032814	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	15.00	15.00
Total 3996 032814:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	GOLF BALLS, TOWELS, LYSOL	4028 032514	1	7530-451-55-46	SUPPLIES - GENERAL	143.16	143.16
04/14	04/10/2014	90677	884	BANK OF AMERICA	GEL PENS	4028 032514	2	1000-415-10-46	SUPPLIES-GENERAL	13.08	13.08
04/14	04/10/2014	90677	884	BANK OF AMERICA	WALL SIGNS FOR OFFICES	4028 032514	3	1000-415-10-46	SUPPLIES-GENERAL	172.81	172.81
Total 4028 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	STRUCTURAL REVIEW	4093 032514	1	1000-424-20-45	TRAVEL	80.00	80.00
04/14	04/10/2014	90677	884	BANK OF AMERICA	PAINT SUPPLIES	4093 032514	2	1000-452-20-46	SUPPLIES-GENERAL	29.01	29.01

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
04/14	04/10/2014	90677	884	BANK OF AMERICA	PRINTER	4093 032514	3	1000-415-10-47	MACHINERY AND EQUIPMENT	290.23	290.23	
04/14	04/10/2014	90677	884	BANK OF AMERICA	HEATER	4093 032514	4	1000-417-10-46	SUPPLIES-GENERAL	36.34	36.34	
04/14	04/10/2014	90677	884	BANK OF AMERICA	CABLES FOR PRINTER	4093 032514	5	1000-415-10-46	SUPPLIES-GENERAL	59.10	59.10	
04/14	04/10/2014	90677	884	BANK OF AMERICA	IBPROFEN, COMPUTER CABLE	4093 032514	6	1000-415-10-46	SUPPLIES-GENERAL	51.54	51.54	
Total 4093 032514:											546.22	546.22
04/14	04/10/2014	90677	884	BANK OF AMERICA	FUEL	4119 032514	1	1000-422-10-46	GASOLINE	67.50	67.50	
04/14	04/10/2014	90677	884	BANK OF AMERICA	SEAT CATCHER	4119 032514	2	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	21.48	21.48	
Total 4119 032514:											88.98	88.98
04/14	04/10/2014	90677	884	BANK OF AMERICA	FUEL	4150 032514	1	1000-422-10-46	GASOLINE	44.01	44.01	
Total 4150 032514:											44.01	44.01
04/14	04/10/2014	90677	884	BANK OF AMERICA	BEEF, DVDS, MEMO BOOKS, W	4226 032514	1	1000-421-10-46	SUPPLIES-GENERAL	136.72	136.72	
04/14	04/10/2014	90677	884	BANK OF AMERICA	GUN CLEANER, BRUSHES, CLIP	4226 032514	2	1000-421-10-44	FIREARM - REPAIR & MAINTEN	100.76	100.76	
04/14	04/10/2014	90677	884	BANK OF AMERICA	READWRITER	4226 032514	3	1000-421-10-45	INVESTIGATIVE FUNDS	17.20	17.20	
Total 4226 032514:											254.68	254.68
04/14	04/10/2014	90677	884	BANK OF AMERICA	FUEL	4242 032514	1	1000-421-10-46	GASOLINE	50.00	50.00	
Total 4242 032514:											50.00	50.00
04/14	04/10/2014	90677	884	BANK OF AMERICA	POWER STRIP	4291 032514	1	1000-421-10-46	SUPPLIES-GENERAL	10.72	10.72	
04/14	04/10/2014	90677	884	BANK OF AMERICA	INVESTIGATIVE SUPPLIES	4291 032514	2	1000-421-10-46	SUPPLIES-SAFETY ITEMS	210.00	210.00	
Total 4291 032514:											220.72	220.72
04/14	04/10/2014	90677	884	BANK OF AMERICA	GLOVES, LAPEL PINS	4325 032514	1	1000-421-10-46	SUPPLIES-GENERAL	89.30	89.30	
Total 4325 032514:											89.30	89.30
04/14	04/10/2014	90677	884	BANK OF AMERICA	WEB BUILDER	5203 032514	1	8404-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90	
04/14	04/10/2014	90677	884	BANK OF AMERICA	TR EX CHICO 377/1	5203 032514	2	8404-430-10-45	TRAVEL & TRAINING	392.90	392.90	

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 5203 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	THERMOSTAT, TEMP PROBE	6587 032514	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	109.85	109.85
04/14	04/10/2014	90677	884	BANK OF AMERICA	ANTENNA TV SIGNAL	6587 032514	2	7620-430-10-47	MACHINERY AND EQUIPMENT	46.99	46.99
04/14	04/10/2014	90677	884	BANK OF AMERICA	GAS MASKS	6587 032514	3	7110-430-42-46	SUPPLIES-GENERAL	290.75	290.75
04/14	04/10/2014	90677	884	BANK OF AMERICA	ALERT SIGNS, EYE WASH STA	6587 032514	4	7620-430-10-46	SUPPLIES-GENERAL	28.32	28.32
Total 6587 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	TR EX	3/ 6933 032514	1	1000-421-10-45	TRAINING	662.90	662.90
Total 6933 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	CIRCUIT BOARD, IGNITOR	7575 032514	1	7401-430-62-46	SUPPLIES-GENERAL	440.07	440.07
04/14	04/10/2014	90677	884	BANK OF AMERICA	GAS MNGMNT PLAN	7575 032514	2	7401-430-62-48	DUES AND MEMBERSHPS	495.00	495.00
04/14	04/10/2014	90677	884	BANK OF AMERICA	MANIFOLD ASSEMBLY	7575 032514	3	7401-430-62-46	SUPPLIES-GENERAL	184.31	184.31
Total 7575 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	LAWN FERT, ALARM CLOCK,SU	7979 032514	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	21.44	21.44
04/14	04/10/2014	90677	884	BANK OF AMERICA	LAWN FERT, ALARM CLOCK,SU	7979 032514	2	1000-422-10-46	SUPPLIES-GENERAL	26.27	26.27
04/14	04/10/2014	90677	884	BANK OF AMERICA	LAWN FERT, ALARM CLOCK,SU	7979 032514	3	1000-422-10-46	SUPPLIES-JANITORIAL	35.22	35.22
04/14	04/10/2014	90677	884	BANK OF AMERICA	HOSE	7979 032514	4	1000-422-10-44	MISC - REPAIR & MAINTENANC	32.24	32.24
04/14	04/10/2014	90677	884	BANK OF AMERICA	POSTAGE	7979 032514	5	1000-422-10-46	POSTAGE	8.52	8.52
04/14	04/10/2014	90677	884	BANK OF AMERICA	FUEL FILTER	7979 032514	6	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	19.34	19.34
04/14	04/10/2014	90677	884	BANK OF AMERICA	FUEL	7979 032514	7	1000-422-10-46	GASOLINE	1,353.68	1,353.68
Total 7979 032514:											
04/14	04/10/2014	90677	884	BANK OF AMERICA	WEB BUILDER	9363 032514	1	7620-430-10-48	DUES AND MEMBERSHPS	24.90	24.90
04/14	04/10/2014	90677	884	BANK OF AMERICA	SOCKET	9363 032514	2	7620-430-10-46	SUPPLIES-SMALL TOOLS	8.59	8.59
04/14	04/10/2014	90677	884	BANK OF AMERICA	TISSUES, HANGING FILES	9363 032514	3	7620-430-10-46	SUPPLIES-GENERAL	23.07	23.07
04/14	04/10/2014	90677	884	BANK OF AMERICA	TOWEL ROLLS	9363 032514	4	7620-430-10-46	SUPPLIES-JANITORIAL	246.66	246.66
Total 9363 032514:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	FASTENERS, DRILL BIT	296150	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	3.59	3.59
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	FASTENERS, DRILL BIT	296150	2	7110-430-42-46	SUPPLIES-GENERAL	1.99	1.99

M = Manual Check V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 296150:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	FASTENERS	296427	1	7110-430-42-46	SUPPLIES-GENERAL	7.08	7.08
Total 296427:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	BULB	296467	1	7620-430-10-46	SUPPLIES-GENERAL	13.52	13.52
Total 296467:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	COLLAR, RAIN CAP, CONNECT	296609	1	7110-430-42-46	SUPPLIES-GENERAL	26.09	26.09
Total 296609:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	COLLAR, CONNECTOR RETUR	296634	1	7110-430-42-46	SUPPLIES-GENERAL	14.49-	14.49-
Total 296634:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	SPRAY PAINT	296699	1	7110-430-42-46	SUPPLIES-GENERAL	15.46	15.46
Total 296699:											
04/14	04/10/2014	90678	76	BILLINGTON ACE HARD	WALL SCRAPER, GLOVES	296942	1	2007-431-20-46	SUPPLIES-GENERAL	12.56	12.56
Total 296942:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 040214	1	1000-452-20-44	DISPOSAL	226.62	226.62
Total 110NORTH 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 040214	1	7530-451-52-44	DISPOSAL	186.47	186.47
Total 470895CIRCLE 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 040214	1	2007-431-20-44	DISPOSAL	18.33	18.33
Total PLCBOFA 040214:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 04021	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCBUEHLERDNT 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 040214	1	2007-431-20-44	DISPOSAL	18.33	18.33
Total PLCFROSTMILL 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOTLT 4021	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCGROCERYOTLT 40214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN2 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCHOTELLSN2 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHS 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCLASSENHS 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - L V CHA	PLCLVCHRTR 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCLVCHRTR 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - STATE	PLCSTATEFARM 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCSTATEFARM 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - US POS	PLCUSPOSTAL 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCUSPOSTAL 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETMEM 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCVETMEM 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW	SVL 040214	1	1000-452-20-44	DISPOSAL	186.47	186.47

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total SVL 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	925 SIERRA ST	SVL15 040214	1	7401-430-62-44	DISPOSAL	154.93	154.93
Total SVL15 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	66 N LASSEN	SVL2 040214	1	1000-417-10-44	DISPOSAL	154.93	154.93
Total SVL2 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 040214	1	1000-421-10-44	DISPOSAL	93.24	93.24
Total SVL7 040214:											
04/14	04/10/2014	90679	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP	SVL8 040214	1	7620-430-10-44	DISPOSAL	154.93	154.93
Total SVL8 040214:											
04/14	04/10/2014	90680	238	FASTENAL COMPANY	NUTS, BOLTS, CABLE TIES	57041	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	49.80	49.80
04/14	04/10/2014	90680	238	FASTENAL COMPANY	NUTS, BOLTS, CABLE TIES	57041	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	49.80	49.80
04/14	04/10/2014	90680	238	FASTENAL COMPANY	NUTS, BOLTS, CABLE TIES	57041	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	49.80	49.80
Total 57041:											
04/14	04/10/2014	90681	241	FEATHER PUBLISHING C	GAS TECH III AD	ACCT #1858 00988637	1	7401-430-62-45	ADVERTISING	51.75	51.75
Total ACCT #1858 00988637:											
04/14	04/10/2014	90681	241	FEATHER PUBLISHING C	GAS TECH III AD	ACCT #1858 00988163	1	7401-430-62-45	ADVERTISING	51.75	51.75
Total ACCT #1858 00988163:											
04/14	04/10/2014	90682	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471468A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 471468A:											
04/14	04/10/2014	90682	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471595A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00

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
Total 471595A:											
04/14	04/10/2014	90683	257	FOREST OFFICE EQUIP	COPIES - KYOCERA COPIER 7/	CC5287	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	200.13	200.13
Total CC5287:											
04/14	04/10/2014	90684	280	GRANITE CONSTRUCTIO	BLACK TOP SEALANT	621326	1	7110-430-42-46	SUPPLIES-GENERAL	782.52	782.52
04/14	04/10/2014	90684	280	GRANITE CONSTRUCTIO	BLACK TOP SEALANT	621326	2	7401-430-62-46	SUPPLIES-GENERAL	782.52	782.52
04/14	04/10/2014	90684	280	GRANITE CONSTRUCTIO	BLACK TOP SEALANT	621326	3	2007-431-20-46	SUPPLIES-GENERAL	782.51	782.51
Total 621326:											
04/14	04/10/2014	90685	1148	GREATAMERICA FINANC	COPIER LEASE 7/13 - 6/14	15112787	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	590.00	590.00
Total 15112787:											
04/14	04/10/2014	90686	6661		EVENT GRILL FOR RESTURAN	040714	1	7530-451-54-47	MACHINERY & EQUIPMENT	429.82	429.82
Total 040714:											
04/14	04/10/2014	90687	853	HEARD, DAVID	INSTALL RAZOR WIRE	154700	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	741.88	741.88
Total 154700:											
04/14	04/10/2014	90688	7346	LAHONTAN REGIONAL W	PROJECT 12-302-04 WATER QU	040714	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	561.00	561.00
Total 040714:											
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	FUEL LINE TOOL	195788	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.58	2.58
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	FUEL LINE TOOL	195788	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.58	2.58
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	FUEL LINE TOOL	195788	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.57	2.57
Total 195788:											
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	TOOL FOR TIRE MACHINE	196194	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1.35	1.35
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	TOOL FOR TIRE MACHINE	196194	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.36	1.36
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	TOOL FOR TIRE MACHINE	196194	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.36	1.36

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 196194:											
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	PAINT	196403	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	14.79	14.79
Total 196403:											
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	PAINT	196475	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	7.40	7.40
Total 196475:											
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	CORE DEPOSIT	196515	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	32.25	32.25
Total 196515:											
04/14	04/10/2014	90689	411	LASSEN MOTOR PARTS	BATTERY CABLE	196586	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.73	2.73
Total 196586:											
04/14	04/10/2014	90690	412	LASSEN REGIONAL SOLI	DUMP FEES	644384	1	2007-431-20-44	DISPOSAL	2.52	2.52
Total 644384:											
04/14	04/10/2014	90690	412	LASSEN REGIONAL SOLI	DUMP FEES	644402	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 644402:											
04/14	04/10/2014	90690	412	LASSEN REGIONAL SOLI	DUMP FEES	644455	1	2007-431-20-44	DISPOSAL	9.04	9.04
Total 644455:											
04/14	04/10/2014	90691	425	LES SCHWAB TIRE CENT	TIRE REPAIR #151	60400069866	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	288.68	288.68
04/14	04/10/2014	90691	425	LES SCHWAB TIRE CENT	TIRE REPAIR #151	60400069866	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.90	7.90
04/14	04/10/2014	90691	425	LES SCHWAB TIRE CENT	TIRE REPAIR #151	60400069866	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.90	7.90
Total 60400069866:											
04/14	04/10/2014	90692	437	LMUD	LASSEN COLLEGE WELL #5	120270 032814	1	7110-430-42-46	ELECTRICITY	31.65	31.65

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 120270 032814:										
04/14	04/10/2014	90692	437	LMUD	SOUTH ST - PUBLIC WORKS O	14590 032814	1	7620-430-10-46	ELECTRICITY	31.65	31.65	
		Total 14590 032814:										
04/14	04/10/2014	90692	437	LMUD	ROOSEVELT POOL	1744 032814	1	1000-452-20-46	ELECTRICITY	545.33	545.33	
		Total 1744 032814:										
04/14	04/10/2014	90692	437	LMUD	RIVERSIDE PARK	1999 032814	1	1000-452-20-46	ELECTRICITY	15.82	15.82	
		Total 1999 032814:										
04/14	04/10/2014	90692	437	LMUD	CADY SPRINGS	26784 032814	1	7110-430-42-46	ELECTRICITY	28.06	28.06	
		Total 26784 032814:										
04/14	04/10/2014	90692	437	LMUD	RICHMOND RD BRIDGE	35094 032814	1	2007-431-60-46	ELECTRICITY	23.40	23.40	
		Total 35094 032814:										
04/14	04/10/2014	90692	437	LMUD	720 SOUTH ST TANK	38646 032814	1	7620-430-10-46	ELECTRICITY	222.47	222.47	
		Total 38646 032814:										
04/14	04/10/2014	90692	437	LMUD	SPRING RIDGE BOOSTER	55754 032814	1	7110-430-42-46	ELECTRICITY	70.61	70.61	
		Total 55754 032814:										
04/14	04/10/2014	90692	437	LMUD	RIVERSIDE PARK LIGHT	9501	1	1000-452-20-46	ELECTRICITY	223.49	223.49	
		Total 9501:										
04/14	04/10/2014	90692	437	LMUD	GEOHERMAL PUMP #2	9503 032814	1	7301-430-52-46	ELECTRICITY	34.35	34.35	
		Total 9503 032814:										
		81.70										

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 2456675:											
04/14	04/10/2014	90696	546	PAYLESS BUILDING SUP	CONCRETE, MUDDILL	2456750	1	7110-430-42-46	SUPPLIES-GENERAL	17.17	17.17
Total 2456750:											
04/14	04/10/2014	90696	546	PAYLESS BUILDING SUP	BOARD FOR WELL 4	2456835	1	7110-430-42-46	SUPPLIES-GENERAL	31.85	31.85
Total 2456835:											
04/14	04/10/2014	90697	6937		REFUND GAS DEPOSIT	10125951011	1	7401-2228-000	DEPOSITS-CUSTOMER	132.06	132.06
Total 10125951011:											
04/14	04/10/2014	90698	1023	TRINA PERTEVA	CITY ATTORNEY 2/26/14-3/25/1	040114	1	1000-412-10-43	PROFESSIONAL SVCS	3,517.50	3,517.50
Total 040114:											
04/14	04/10/2014	90699	718	TRI COUNTY PUMP CO	REPAIRS TO WELL #4	121913	1	7114-430-50-44	REPAIR AND MAINTENANCE MI	19,875.63	19,875.63
Total 121913:											
04/14	04/10/2014	90700	728	U S POSTMASTER	WATER BILLING POSTAGE	041014	1	7110-430-42-46	POSTAGE	166.38	166.38
04/14	04/10/2014	90700	728	U S POSTMASTER	GAS BILLING POSTAGE	041014	2	7401-430-62-46	POSTAGE	85.70	85.70
Total 041014:											
04/14	04/10/2014	90701	731	UNDERGROUND SERVIC	LOCATION REQUEST/1519 THI	R032720142	1	7401-430-62-43	TECHNICAL SVCS	25.00	25.00
Total R032720142:											
04/14	04/10/2014	90702	737	UNITED RENTALS INC	SHORING BOX FOR JOHN RD	118197388001	1	7110-430-42-44	RENT & LEASES EQUIP & VEHI	1,409.98	1,409.98
Total 118197388001:											
04/14	04/10/2014	90703	770	WESTERN NEVADA SUP	CONVERSION KIT GAS	65807932	1	7401-430-62-46	SUPPLIES-GENERAL	31.67	31.67

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 65807932:											
04/14	04/10/2014	90703	770	WESTERN NEVADA SUP	REPAIR BAND	65817280	1	7110-430-42-46	SUPPLIES-GENERAL	235.09	235.09
Total 65817280:											
04/14	04/10/2014	90703	770	WESTERN NEVADA SUP	DISCHARGE HOSE	65818178	1	7110-430-42-46	SUPPLIES-GENERAL	35.74	35.74
Total 65818178:											
04/14	04/10/2014	90703	770	WESTERN NEVADA SUP	COUPLINGS	65823850	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	24.02	24.02
Total 65823850:											
04/14	04/10/2014	90703	770	WESTERN NEVADA SUP	TUBING, BUSHING, ADAPTOR	65826634	1	7401-430-62-46	SUPPLIES-GENERAL	209.80	209.80
Total 65826634:											
Grand Totals:										44,074.65	44,074.65

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

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
Grand Totals:			<u>52</u>				<u>149,477.21-</u>

Report Criteria:
Transmittal checks included

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
04/11/2014	CDPT	04/15/2014	268	CITY OF SUSANVILLE PA	1	7650-2203-1	6,806.19-
04/11/2014	CDPT	04/15/2014	268	CITY OF SUSANVILLE PA	1	7650-2203-1	6,806.19-
04/11/2014	CDPT	04/15/2014	268	CITY OF SUSANVILLE PA	1	7650-2203-1	2,054.57-
04/11/2014	CDPT	04/15/2014	268	CITY OF SUSANVILLE PA	1	7650-2203-1	2,054.57-
04/11/2014	CDPT	04/15/2014	268	CITY OF SUSANVILLE PA	1	7650-2203-1	17,008.18-
04/11/2014	CDPT	04/15/2014	269	EMPLOYMENT DEV. DEP	6	7650-2203-1	6,426.95-
04/11/2014	CDPT	04/15/2014	270	EMPLOYMENT DEV DEP	7	7650-2203-1	1,309.83-
04/11/2014	CDPT	04/15/2014	270	EMPLOYMENT DEV DEP	7	7650-2203-1	186.76-
04/11/2014	CDPT	04/15/2014	270	EMPLOYMENT DEV DEP	7	7650-2203-1	553.50-
03/28/2014	CDPT	04/15/2014	271	LABORERS TRUST FUND	9	7650-2203-1	910.00-
04/11/2014	CDPT	04/15/2014	271	LABORERS TRUST FUND	9	7650-2203-1	1,035.00-
04/11/2014	CDPT	04/15/2014	271	LABORERS TRUST FUND	9	7650-2203-1	65,087.00-
04/11/2014	CDPT	04/15/2014	90716	CA STATE DISBURSEME	26	7650-2203-0	184.61-
04/11/2014	CDPT	04/15/2014	90717	CA STATE DISBURSEME	35	7650-2203-0	247.38-
04/11/2014	CDPT	04/15/2014	90718	CA STATE DISBURSEME	36	7650-2203-0	103.84-
04/11/2014	CDPT	04/15/2014	90719		28	7650-2203-0	391.38-
04/11/2014	CDPT	04/15/2014	90720	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
04/11/2014	CDPT	04/15/2014	90721	STATE OF CALIF FRANC	18	7650-2203-0	109.90-
04/11/2014	CDPT	04/15/2014	90722	VALIC	4	7650-2203-0	2,377.05-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	8,180.51-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	1,976.27-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	5,520.74-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	3,680.77-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	70.69-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	120.82-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	111.33-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	311.42-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	311.42-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	585.48-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	585.48-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	151.28-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	151.28-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	16.00-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	3,987.16-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	1,233.91-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	2,579.32-
04/11/2014	CDPT	04/15/2014	90723	P.E.R.S.	8	7650-2203-1	32.00-
03/28/2014	CDPT	04/15/2014	90724	AFLAC	14	8403-2239-0	531.93-
03/28/2014	CDPT	04/15/2014	90724	AFLAC	14	7650-2203-0	135.00-
04/11/2014	CDPT	04/15/2014	90724	AFLAC	14	8403-2239-0	531.93-
04/11/2014	CDPT	04/15/2014	90724	AFLAC	14	7650-2203-0	135.00-
03/28/2014	CDPT	04/15/2014	90725	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
04/11/2014	CDPT	04/15/2014	90725	GOLDEN ONE CREDIT U	12	7650-2203-0	553.00-
04/11/2014	CDPT	04/15/2014	90726	JEFFERSON PILOT FINA	22	7650-2203-1	125.67-
04/11/2014	CDPT	04/15/2014	90726	JEFFERSON PILOT FINA	22	7650-2203-1	184.50-
03/28/2014	CDPT	04/15/2014	90727	NEW IMAGE RACQUETB	30	7650-2203-0	96.00-
04/11/2014	CDPT	04/15/2014	90727	NEW IMAGE RACQUETB	30	7650-2203-0	96.00-
03/28/2014	CDPT	04/15/2014	90728	OPERATING ENGINEERS	11	7650-2203-0	596.00-
04/11/2014	CDPT	04/15/2014	90728	OPERATING ENGINEERS	11	7650-2203-0	573.00-
03/28/2014	CDPT	04/15/2014	90729	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.96-
04/11/2014	CDPT	04/15/2014	90729	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.94-
04/11/2014	CDPT	04/15/2014	90730	UPEC, LOCAL 792	10	7650-2203-1	1,950.50-

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90731	21	AIRGAS USA, LLC	CHLORINE	9026311982	1	7110-430-42-46	SUPPLIES-GENERAL	380.07	380.07
Total 9026311982:											
04/14	04/18/2014	90732	7760		REFUND WATER DEPOSIT	10332600003	1	7110-2228-000	DEPOSITS-CUSTOMER	53.00	53.00
Total 10332600003:											
04/14	04/18/2014	90733	67	BEAR'S REPAIR	REFINISH CAB #237	2407	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	1,528.20	1,528.20
Total 2407:											
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0030	1	8402-413-30-45	PRINTING AND BINDING	108.76	108.76
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0030	2	8402-413-30-46	POSTAGE	36.29	36.29
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0030	3	8402-413-30-45	COMMUNICATIONS	75.27	75.27
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0030	4	8402-413-30-46	SUPPLIES-GENERAL	15.00	15.00
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0030	5	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,017.50	2,017.50
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0030	6	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
Total 2014-0030:											
										2,752.82	2,752.82
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0031	1	8402-413-30-45	COMMUNICATIONS	74.38	74.38
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0031	2	8402-413-30-46	SUPPLIES-GENERAL	10.00	10.00
04/14	04/18/2014	90734	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2014-0031	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,615.00	1,615.00
Total 2014-0031:											
										1,699.38	1,699.38
04/14	04/18/2014	90735	76	BILLINGTON ACE HARD	GLOVES, CAULKING	296931	1	7401-430-62-46	SUPPLIES-GENERAL	17.88	17.88
Total 296931:											
										17.88	17.88
04/14	04/18/2014	90735	76	BILLINGTON ACE HARD	STICKERS	297113	1	7401-430-62-46	SUPPLIES-GENERAL	6.64	6.64
Total 297113:											
										6.64	6.64

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90735	76	BILLINGTON ACE HARD	TUBE COPPER	297180	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	10.30	10.30
Total 297180:											
04/14	04/18/2014	90735	76	BILLINGTON ACE HARD	HAND SANITIZER, TOWELS, CL	297259	1	7401-430-62-46	SUPPLIES-GENERAL	19.78	19.78
Total 297259:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRASTHRT40214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLC SIERRASTHRT40214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	600 MAIN ST	PLC600MAIN 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLC600MAIN 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDMNDMTN 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCDMDMNTN 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCELKSLODGE 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCHOTELLSN1 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KIMS KI	PLCKIMSKIT 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCKIMSKIT 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCH 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCKNOCH 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LESLIE	PLCLESLESJWLRY40214	1	2007-431-20-44	DISPOSAL	36.66	36.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCLESUESJWLR40214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTTLASSENPLZA4021	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCMTTLASSENPLZA40214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPLZA40214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCPANCERAPLZA40214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLY 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCSIERRAJWLY 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCSVILLEREAL 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPPTOWNPK 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCUPPTOWNPK 040214:											
04/14	04/18/2014	90736	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALUMA	PLCWALMRTBUS 040214	1	2007-431-20-44	DISPOSAL	36.66	36.66
Total PLCWALMRTBUS 040214:											
04/14	04/18/2014	90737	1122	CAROLINA MOLDINGS IN	TAMPER PLUG		1	7401-430-62-46	SUPPLIES-GENERAL	120.00	120.00
Total 14200:											
04/14	04/18/2014	90738	115	CASELLE INC.	SOFTWARE SUPPORT 5/14		1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 56548:											
04/14	04/18/2014	90739	118	CBC INNOVUS INC	MEMBERSHIP DUES		1	1000-417-10-48	DUES AND MEMBERSHIPS	10.00	10.00
Total 4091003527:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90740	148	COMPUTER LOGISTICS	100 HR SER CONTRACT RENE	62234	1	1000-1430-106	PREPAID COMPUTER HOURS	8,500.00	8,500.00
Total 62234:											
04/14	04/18/2014	90741	161	CSK AUTO INC	ALTERNATOR	2740298974	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	184.35	184.35
Total 2740298974:											
04/14	04/18/2014	90741	161	CSK AUTO INC	ALTERNATOR RETURN	2740299006	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.00-	10.00-
Total 2740299006:											
04/14	04/18/2014	90741	161	CSK AUTO INC	BATTERY	2740299182	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	113.94	113.94
Total 2740299182:											
04/14	04/18/2014	90741	161	CSK AUTO INC	BATTERY REFUND	2740299349	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.00-	10.00-
Total 2740299349:											
04/14	04/18/2014	90741	161	CSK AUTO INC	ALTERNATOR CREDIT	2740298992	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	102.11	102.11
Total 2740298992:											
04/14	04/18/2014	90742	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	452673	1	7530-451-54-46	SUPPLIES GENERAL	165.50	165.50
Total 452673:											
04/14	04/18/2014	90742	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	453282	1	7530-451-54-46	SUPPLIES GENERAL	16.80	16.80
Total 453282:											
04/14	04/18/2014	90743	7755		REFUND GAS DEPOSIT	10310620015	1	7401-2228-000	DEPOSITS-CUSTOMER	104.59	104.59
Total 10310620015:											
04/14	04/18/2014	90744	173	DATCO SERVICES	EMPLOYEE QTRLY SVC FEE 4/	103476	1	1000-416-10-43	TECHNICAL SVCS	609.00	609.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 103476:											
04/14	04/18/2014	90744	173	DATCO SERVICES	SUBSTANCE TEST 3/14	24096325	1	1000-416-10-43	TECHNICAL SVCS	520.00	520.00
Total 24096325:											
04/14	04/18/2014	90745	174	DATEMA, STEVEN K.	AIRPORT MANAGER 7/1/13 - 6/3	041114	1	7201-430-81-43	TECHNICAL SVCS	1,870.60	1,870.60
Total 041114:											
04/14	04/18/2014	90746	183	DEPARTMENT OF JUSTI	FINGERPRINT - APPS	026725	1	1000-416-10-45	FINGERPRINTING SERVICES	248.00	248.00
Total 026725:											
04/14	04/18/2014	90747	219	ED STAUB & SONS PETR	TANK RENT	1006095	1	7530-451-52-46	GASOLINE	1.00	1.00
Total 1006095:											
04/14	04/18/2014	90747	219	ED STAUB & SONS PETR	TANK RENT	1006096	1	7530-451-52-46	GASOLINE	1.00	1.00
Total 1006096:											
04/14	04/18/2014	90747	219	ED STAUB & SONS PETR	PROPANE 7. FILL BOTTLE	1227960	1	2007-431-20-46	SUPPLIES-GENERAL	25.13	25.13
Total 1227960:											
04/14	04/18/2014	90748	241	FEATHER PUBLISHING C	LAFCO HEARING 14-15 PROP B	ACCT#1024 032714	1	8402-413-30-45	ADVERTISING	36.75	36.75
Total ACCT#1024 032714:											
04/14	04/18/2014	90748	241	FEATHER PUBLISHING C	PO#7617 CDGG HEARING	PO#7617	1	1000-413-20-45	ADVERTISING	41.65	41.65
Total PO#7617:											
04/14	04/18/2014	90748	241	FEATHER PUBLISHING C	PO#7620 CARPORT 205 S GAY	PO#7620	1	1000-419-10-45	ADVERTISING	80.85	80.85
Total PO#7620:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90749	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471369A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 471369A:											
04/14	04/18/2014	90749	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	471370A	1	7530-451-50-43	TECHNICAL SVCS	27.00	27.00
Total 471370A:											
04/14	04/18/2014	90750	265	FRONTIER	257-1033 PARKS	1033 040514	1	1000-452-20-45	COMMUNICATIONS	157.62	157.62
Total 1033 040514:											
04/14	04/18/2014	90750	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 041014	1	7401-430-62-45	COMMUNICATIONS	32.74	32.74
Total 1182 041014:											
04/14	04/18/2014	90750	265	FRONTIER	252-1182 WATER SCADA	21182 041014	1	7401-430-62-45	COMMUNICATIONS	302.77	302.77
Total 21182 041014:											
04/14	04/18/2014	90750	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 041014	1	7620-430-10-45	COMMUNICATIONS	145.65	145.65
Total 24247 041014:											
04/14	04/18/2014	90750	265	FRONTIER	257-2520 GOLF COURSE	2520 040114	1	7530-451-52-45	COMMUNICATIONS	329.53	329.53
Total 2520 040114:											
04/14	04/18/2014	90750	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 040514	1	1000-417-10-45	COMMUNICATIONS	32.74	32.74
Total 2960 040514:											
04/14	04/18/2014	90750	265	FRONTIER	257-3292 MUSEUM	3292 041014	1	1000-451-80-45	COMMUNICATION	78.77	78.77
Total 3292 041014:											
04/14	04/18/2014	90750	265	FRONTIER	257-5603 POLICE	5603 041014	1	1000-421-10-45	COMMUNICATIONS	908.41	908.41

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5603 041014:											
04/14	04/18/2014	90751	1424	GREEN DOT TRANSPOR	CONSULTING STIP PROGRAM	145	1	2007-431-27-43	PROFESSIONAL SERVICES	3,120.00	3,120.00
Total 145:											
04/14	04/18/2014	90752	288		REIMBURSE HEALTH INS - SIC	041414	1	7610-2229-002	RETIREE SICK LEAVE BANK PA	419.50	419.50
Total 041414:											
04/14	04/18/2014	90753	7758		REFUND WATER DEPOSIT	10410780012	1	7110-2228-000	DEPOSITS-CUSTOMER	.09	.09
04/14	04/18/2014	90753	7758		REFUND GAS DEPOSIT	10410780012	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10410780012:											
04/14	04/18/2014	90754	1405	HARPER CPA, KEVIN W	CONSULTING 1/2014-2/2014	032414	1	1000-415-10-43	PROFESSIONAL SVCS	3,240.00	3,240.00
Total 032414:											
04/14	04/18/2014	90755	1362	IRON MOUNTAIN INFO. M	SHREDDING P/D 03/14	KDWM5186	1	1000-421-10-44	DISPOSAL	53.80	53.80
Total KDWM5186:											
04/14	04/18/2014	90756	7759		REFUND WATER DEPOSIT	10405300012	1	7110-2228-000	DEPOSITS-CUSTOMER	44.26	44.26
Total 10405300012:											
04/14	04/18/2014	90757	6381		REFUND GAS DEPOSIT	10219350416	1	7401-2228-000	DEPOSITS-CUSTOMER	92.31	92.31
Total 10219350416:											
04/14	04/18/2014	90758	1074	LASSEN AUTO BODY	UPHOLSTRY #30	5540	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	376.25	376.25
Total 5540:											
04/14	04/18/2014	90759	389	LASSEN CO AUDITOR	13-14 LAFCO INSURANCE	041413	1	8402-413-30-45	INSURANCE-LIABILITY	1,000.00	1,000.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 04/14/13:											
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	COOLING SYSTEM TOOL	196511	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.08	57.08
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	COOLING SYSTEM TOOL	196511	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	57.08	57.08
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	COOLING SYSTEM TOOL	196511	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	57.08	57.08
Total 196511:										171.24	171.24
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	ANTIFREEZE	196789	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	26.06	26.06
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	ANTIFREEZE	196789	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	26.05	26.05
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	ANTIFREEZE	196789	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	26.05	26.05
Total 196789:										78.16	78.16
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	ALL THREAD BOLT	196880	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.52	2.52
Total 196880:										2.52	2.52
04/14	04/18/2014	90760	411	LASSEN MOTOR PARTS	BRAKE ROTOR	197041	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	131.02	131.02
Total 197041:										131.02	131.02
04/14	04/18/2014	90761	412	LASSEN REGIONAL SOLI	DUMP FEES	645373	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 645373:										36.00	36.00
04/14	04/18/2014	90762	413	LASSEN TIRE	4 BALDISMOUNT/MOUNT #82	45467	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	550.41	550.41
Total 45467:										550.41	550.41
04/14	04/18/2014	90763	413	SUSANVILLE TOWING	OIL & FILTER# 84,BRAKE CYLIN	49769	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	371.48	371.48
Total 49769:										371.48	371.48
04/14	04/18/2014	90763	413	SUSANVILLE TOWING	OIL & FILTER# 81, FLUIDS	49816	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	51.90	51.90
Total 49816:										51.90	51.90

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90765	437	LMUD	STREET LIGHTS	14039 040414	1	2007-431-60-46	ELECTRICITY	181.61	181.61
Total 11827:											
04/14	04/18/2014	90764	1321	LAW OFFICES OF GREG	PROFESSIONAL SER. 03/2014	11827	1	8404-430-10-43	PROFESSIONAL SERVICES	60.00	60.00
Total 11827:											
04/14	04/18/2014	90765	437	LMUD	STREET LIGHTS	14041 040414	1	2007-431-60-46	ELECTRICITY	3,250.13	3,250.13
Total 14039 040414:											
04/14	04/18/2014	90765	437	LMUD	STREET LIGHTS	24323 040414	1	2007-431-60-46	ELECTRICITY	26.65	26.65
Total 24323 040414:											
04/14	04/18/2014	90765	437	LMUD	66 N LASSEN STREET	2466 040414	1	1000-452-20-46	ELECTRICITY	520.77	520.77
Total 2466 040414:											
04/14	04/18/2014	90765	437	LMUD	N WEATHERLOW ST TENNIS S	24661 040414	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 24661 040414:											
04/14	04/18/2014	90765	437	LMUD	STREET LIGHTS	2467 040414	1	2007-431-60-46	ELECTRICITY	1,462.69	1,462.69
Total 2467 040414:											
04/14	04/18/2014	90765	437	LMUD	65 N WEATHERLOW ST PARK	2865 040414	1	1000-452-20-46	ELECTRICITY	92.67	92.67
Total 2865 040414:											
04/14	04/18/2014	90765	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 040414	1	1000-451-80-46	ELECTRICITY	25.90	25.90
Total 2866 040414:											
04/14	04/18/2014	90765	437	LMUD	65 N WEATHERLOW ST COMM	2867 040414	1	1000-452-20-46	ELECTRICITY	46.53	46.53

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2867 040414:											
04/14	04/18/2014	90765	437	LMUD	N WEATHERLOW ST TENNIS C	2870 040414	1	1000-452-20-46	ELECTRICITY	46.53	46.53
Total 2870 040414:											
04/14	04/18/2014	90765	437	LMUD	NORTH ST PARK LITES MEM FI	2873 040414	1	1000-452-20-46	ELECTRICITY	12.44	12.44
Total 2873 040414:											
04/14	04/18/2014	90765	437	LMUD	HARRIS DR & HWY 36	30658 040414	1	7110-430-42-46	ELECTRICITY	237.29	237.29
Total 30658 040414:											
04/14	04/18/2014	90765	437	LMUD	UPTOWN DECORATIVE LIGHTS	43511 040414	1	2007-431-60-46	ELECTRICITY	201.87	201.87
Total 43511 040414:											
04/14	04/18/2014	90765	437	LMUD	115 N WEATHERLOW ST	43866 040414	1	1000-451-80-46	ELECTRICITY	54.65	54.65
Total 43866 040414:											
04/14	04/18/2014	90765	437	LMUD	N PINE & COOK - SCADA	44153 040414	1	7110-430-42-46	ELECTRICITY	15.41	15.41
Total 44153 040414:											
04/14	04/18/2014	90765	437	LMUD	QUARRY ST STREET LIGHTS	49500 040414	1	2007-431-60-46	ELECTRICITY	54.65	54.65
Total 49500 040414:											
04/14	04/18/2014	90765	437	LMUD	MAIN & FOSS SIGNAL LIGHT	49501 040414	1	2007-431-60-46	ELECTRICITY	163.32	163.32
Total 49501 040414:											
04/14	04/18/2014	90765	437	LMUD	NORTH ST BASEBALL PARK M	9283 040414	1	1000-452-20-46	ELECTRICITY	96.59	96.59
Total 9283 040414:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90765	437	LMUD	GEOTHERMAL PUMP #1	9297 040414	1	7301-430-52-46	ELECTRICITY	1,067.78	1,067.78
Total 9297 040414:											
04/14	04/18/2014	90765	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 040414	1	1000-486-30-46	ELECTRICITY	10.00	10.00
Total 94811 040414:											
04/14	04/18/2014	90766	444		REIM CDBG APPLICATION MAIL	040814	1	1000-413-20-46	POSTAGE	17.45	17.45
Total 040814:											
04/14	04/18/2014	90766	444		REIM FOR POSTAGE MEYERS	091613	1	1000-417-10-46	POSTAGE	19.95	19.95
Total 091613:											
04/14	04/18/2014	90767	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 4/14	024558	1	7530-451-50-43	TECHNICAL SVCS	85.00	85.00
Total 024558:											
04/14	04/18/2014	90767	452	MARTIN SECURITY SYST	75 N WEATHERLOW 4/14-6/14	024629	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 024629:											
04/14	04/18/2014	90767	452	MARTIN SECURITY SYST	60 N LASSEN 4/14	024710	1	1000-417-10-43	TECHNICAL SVCS	68.00	68.00
Total 024710:											
04/14	04/18/2014	90768	467	METER VALVE & CONTR	PER RESOLUTION 14-5026 50 G	7692	1	7401-1410-003	INVENTORY-GAS METERS	2,557.98	2,557.98
Total 7692:											
04/14	04/18/2014	90769	481	MISSION LINEN & UNIFO	PARKS LINEN SER 4/1/14	250231069	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250231069:											
04/14	04/18/2014	90769	481	MISSION LINEN & UNIFO	PARKS LINEN SER 4/8/14	250231665	1	1000-452-20-44	LINEN SERVICES	12.83	12.83

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 250231665:											
04/14	04/18/2014	90769	481	MISSION LINEN & UNIFO	WATER LINEN SER 4/15/14	250232282	1	7110-430-42-44	LINEN SERVICE	46.03	46.03
Total 250232282:											
04/14	04/18/2014	90769	481	MISSION LINEN & UNIFO	STREET LINEN SER 4/15/14	250232283	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250232283:											
04/14	04/18/2014	90769	481	MISSION LINEN & UNIFO	720 SOUTH ST 4/15/14	250232284	1	7620-430-10-44	LINEN SERVICE	55.06	55.06
Total 250232284:											
04/14	04/18/2014	90769	481	MISSION LINEN & UNIFO	GAS LINEN SER 4/14/14	250232286	1	7401-430-62-44	LINEN SERVICES	59.64	59.64
Total 250232286:											
04/14	04/18/2014	90770	488	MORNING GLORY	GOLF COURSE RESTURANT F	335502B	1	7530-451-54-46	SUPPLIES GENERAL	236.33	236.33
Total 335502B:											
04/14	04/18/2014	90770	488	MORNING GLORY	GOLF COURSE RESTURANT F	335679	1	7530-451-54-46	SUPPLIES GENERAL	8.27	8.27
Total 335679:											
04/14	04/18/2014	90770	488	MORNING GLORY	GOLF COURSE RESTURANT F	335726	1	7530-451-54-46	SUPPLIES GENERAL	32.10	32.10
Total 335726:											
04/14	04/18/2014	90771	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 3/	567403	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	44.70	44.70
04/14	04/18/2014	90771	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 3/	567403	2	7401-430-62-48	TAXES, FEES, PERMITS & CHA	44.70	44.70
Total 567403:											
04/14	04/18/2014	90772	7754	PACIFIC GAS & ELECTRI	PD 2X'S A/R #4479	4479 040414	1	9999-1001-002	CASH CLEARING - ACCTS REC	264.80	264.80

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 4479 040414:											
04/14	04/18/2014	90773	546	PAYLESS BUILDING SUP	BOARDS	2456281	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	83.42	83.42
Total 2456281:											
04/14	04/18/2014	90773	546	PAYLESS BUILDING SUP	SCREW COARSE BOARD	2456457	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	3.60	3.60
Total 2456457:											
04/14	04/18/2014	90774	967	QUALITY CODE PUBLISH	WEBSITE MAINTENANCE 12/13-	2013384	1	1000-411-40-46	BOOKS AND PERIODICALS	928.44	928.44
Total 2013384:											
04/14	04/18/2014	90775	572	QUILL CORPORATION	NAME PLATE	1734169	1	1000-415-10-46	SUPPLIES-GENERAL	29.01	29.01
Total 1734169:											
04/14	04/18/2014	90775	572	QUILL CORPORATION	HANGING FILES BURGANDY	1771729	1	1000-413-20-46	SUPPLIES-GENERAL	53.73	53.73
Total 1771729:											
04/14	04/18/2014	90776	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-5/1	623887	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,242.14	1,242.14
04/14	04/18/2014	90776	582	RAY MORGAN CO INC	PID COPIER 5/14	623887	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	412.16	412.16
Total 623887:											
04/14	04/18/2014	90777	5610		REFUND GAS DEPOSIT	10228970005	1	7401-2228-000	DEPOSITS-CUSTOMER	162.93	162.93
Total 10228970005:											
04/14	04/18/2014	90778	7757		REFUND GAS DEPOSIT	10520340005	1	7401-2228-000	DEPOSITS-CUSTOMER	50.29	50.29
Total 10520340005:											
04/14	04/18/2014	90779	628	SCORE	WORKERS COMP 2ND QTR 4/1	131490	1	7630-411-40-42	WORKERS' COMPENSATION	51,170.00	51,170.00

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
Total 131490:											
04/14	04/18/2014	90780	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 4/9/14	42094	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 42094:											
04/14	04/18/2014	90781	1270	SILVER STATE BARRICA	SIGN	72986	1	2007-431-20-46	SUPPLIES-GENERAL	56.46	56.46
Total 72986:											
04/14	04/18/2014	90782	7756		REFUND WATER DEPOSIT	10403500011	1	7110-2228-000	DEPOSITS-CUSTOMER	45.57	45.57
Total 10403500011:											
04/14	04/18/2014	90783	1265	SUSANVILLE PAINT CEN	COVER	14414	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	3.46	3.46
Total 14414:											
04/14	04/18/2014	90784	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1530	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1530:											
04/14	04/18/2014	90785	728	U S POSTMASTER	WATER BILLING POSTAGE	041814	1	7110-430-42-46	POSTAGE	784.21	784.21
04/14	04/18/2014	90785	728	U S POSTMASTER	GAS BILLING POSTAGE	041814	2	7401-430-62-46	POSTAGE	403.99	403.99
Total 041814:											
04/14	04/18/2014	90786	530	U.S. BANK EQUIPMENT F	COPIER-CITY UP AND DOWNST	250638814	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
04/14	04/18/2014	90786	530	U.S. BANK EQUIPMENT F	COPIER - POLICE	250638814	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
Total 250638814:											
04/14	04/18/2014	90787	742	UPS STORE, THE	GOLF COURSE PRINTING	000001526	1	7530-451-52-46	SUPPLIES-GENERAL	25.92	25.92
Total 000001526:											
04/14	04/18/2014	90788	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9722715730	1	8404-430-10-45	COMMUNICATIONS	52.04	52.04
04/14	04/18/2014	90788	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9722715730	2	1000-424-20-45	COMMUNICATIONS	2.20	2.20

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/18/2014	90788	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9722715730	3	1000-452-20-45	COMMUNICATIONS	24.98	24.98
04/14	04/18/2014	90788	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9722715730	4	7620-430-10-45	COMMUNICATIONS	454.38	454.38
Total 9722715730:										533.60	533.60
04/14	04/18/2014	90789	7716	WESTCO PRODUCTS	PD B/L 2X'S REIM	040114	1	9999-1001-004	CASH CLEARING - BUSINESS LI	40.00	40.00
Total 040114:										40.00	40.00
04/14	04/18/2014	90790	770	WESTERN NEVADA SUP	VALVES	658198546	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	4,230.51	4,230.51
Total 658198546:										4,230.51	4,230.51
04/14	04/18/2014	90791	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	40818	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total 40818:										98.88	98.88
04/14	04/18/2014	90791	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 3	40819	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total 40819:										98.88	98.88
04/14	04/18/2014	90791	1198	WESTWOOD SANITATIO	PORTABLE TOILET-OLD CLUBH	40820	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	15.95	15.95
Total 40820:										15.95	15.95
04/14	04/18/2014	90792	7362	WHEELER, TAMMY	RESTURANT FOOD	040214 COSTCO	1	7530-451-54-46	SUPPLIES GENERAL	476.25	476.25
Total 040214 COSTCO:										476.25	476.25
04/14	04/18/2014	90792	7362	WHEELER, TAMMY	RESTURANT FOOD AND SUPPL	C/C 040214	1	7530-451-54-46	SUPPLIES GENERAL	302.94	302.94
Total C/C 040214:										302.94	302.94
Grand Totals:										107,020.88	107,020.88

Report Criteria:

Report type: GL detail

Check Voided = False

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/24/2014	90793	1	4 M PROMOTIONS	PROOFS FOR NEW LOGO	6641	1	7620-430-10-43	PROFESSIONAL SVCS	60.00	60.00
Total 6641:											
04/14	04/24/2014	90794	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGE	9917430043	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	73.35	73.35
04/14	04/24/2014	90794	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9917430043	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	73.35	73.35
04/14	04/24/2014	90794	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9917430043	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	73.36	73.36
04/14	04/24/2014	90794	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9917430043	4	7110-430-42-46	SUPPLIES-GENERAL	65.10	65.10
04/14	04/24/2014	90794	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9917430043	5	7401-430-62-46	SUPPLIES-GENERAL	36.58	36.58
Total 9917430043:											
04/14	04/24/2014	90795	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER. AIR	04154	1	7201-430-81-43	TECHNICAL SVCS	200.21	200.21
Total 04154:											
04/14	04/24/2014	90796	43	AQUA SIERRA CONTROL	KITS FOR BAGWELL CHLORINA	25302	1	7110-430-42-46	SUPPLIES-GENERAL	1,438.20	1,438.20
Total 25302:											
04/14	04/24/2014	90797	53		RETIREMENT INCENTIVE PKGE	042214	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 042214:											
04/14	04/24/2014	90798	7766		REFUND GAS DEPOSIT	10126200212	1	7401-2228-000	DEPOSITS-CUSTOMER	148.51	148.51
Total 10126200212:											
04/14	04/24/2014	90799	927	BAXTER AUTO PARTS IN	HAND TOOL FOR LADDER TRU	32138157	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	17.21	17.21
04/14	04/24/2014	90799	927	BAXTER AUTO PARTS IN	HAND TOOL FOR LADDER TRU	32138157	2	1000-422-10-44	MISC - REPAIR & MAINTENANC	20.93	20.93
Total 32138157:											
04/14	04/24/2014	90800	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	041014	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00

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	
Total 041014:											150.00	150.00
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	HOOKS, PHONE CORD	296535	1	1000-422-10-46	SUPPLIES-GENERAL	10.43	10.43	
Total 296535:											10.43	10.43
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	GASKET, VALVE TOOL, FASTE	297012	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	48.06	48.06	
Total 297012:											48.06	48.06
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	CUT KEYS	297017	1	7110-430-42-46	SUPPLIES-GENERAL	3.27	3.27	
Total 297017:											3.27	3.27
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	WIRE ROPE FOR FENCE	297047	1	7110-430-42-46	SUPPLIES-GENERAL	5.76	5.76	
Total 297047:											5.76	5.76
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	WIRE ROPE FOR FENCE	297123	1	7110-430-42-46	SUPPLIES-GENERAL	17.28	17.28	
Total 297123:											17.28	17.28
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	LONG HOSE, ELECTRICAL TAP	297250	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	45.33	45.33	
Total 297250:											45.33	45.33
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	GROMMET, COUPLING	297550	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.27	15.27	
Total 297550:											15.27	15.27
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	GLOVES	297581	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	30.45	30.45	
Total 297581:											30.45	30.45
04/14	04/24/2014	90801	76	BILLINGTON ACE HARD	WAND FOR SPRAYER	297605	1	1000-422-10-46	SUPPLIES-GENERAL	8.70	8.70	
Total 297605:											8.70	8.70

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 10310620016:										142.66	142.66
04/14	04/24/2014	90806	174	DATEMA, STEVEN K.	GROUND LEASE 710 MAIN S/14	042214	1	8401-2228-000	DEPOSITS PAYABLE	75.00	75.00
Total 042214:										75.00	75.00
04/14	04/24/2014	90806	174	DATEMA, STEVEN K.	PARTS, ASSEMBLY CENTRAL A	59709	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	744.00	744.00
Total 59709:										744.00	744.00
04/14	04/24/2014	90807	194	DIAMOND SAW SHOP IN	TRIMMER PARTS	12471	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	526.70	526.70
Total 12471:										526.70	526.70
04/14	04/24/2014	90808	1260	DIRECTV INC	GOLF COURSE CREDIT	22039116733	1	7530-451-52-45	COMMUNICATIONS	65.41-	65.41-
Total 22039116733:										65.41-	65.41-
04/14	04/24/2014	90808	1260	DIRECTV INC	GOLF COURSE TV	22947649123	1	7530-451-52-45	COMMUNICATIONS	202.01	202.01
Total 22947649123:										202.01	202.01
04/14	04/24/2014	90809	1336	EMERGENCY EQUIPMEN	CYLINDER BANDS, HOUSING F	62999	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	203.26	203.26
Total 62999:										203.26	203.26
04/14	04/24/2014	90810	7762		REFUND GAS DEPOSIT	10524150016	1	7401-2228-000	DEPOSITS-CUSTOMER	184.33	184.33
Total 10524150016:										184.33	184.33
04/14	04/24/2014	90811	238	FASTENAL COMPANY	SAFETY GLASSES	57501	1	7110-430-42-46	SUPPLIES-GENERAL	24.05	24.05
Total 57501:										24.05	24.05
04/14	04/24/2014	90811	238	FASTENAL COMPANY	SAFETY GLASSES	57801	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.46	12.46
04/14	04/24/2014	90811	238	FASTENAL COMPANY	SAFETY GLASSES	57801	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.46	12.46
04/14	04/24/2014	90811	238	FASTENAL COMPANY	SAFETY GLASSES	57801	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.46	12.46

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 57801:											
04/14	04/24/2014	90812	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471840A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 471840A:											
04/14	04/24/2014	90812	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471841A	1	7110-430-42-43	TECHNICAL SVCS	27.00	27.00
Total 471841A:											
04/14	04/24/2014	90812	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	471877A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 471877A:											
04/14	04/24/2014	90813	825	FIRENET LASSEN	2013 DISPATCHING SERVICES	SUS201301	1	1000-422-10-45	DISPATCH CONTRACT	10,000.00	10,000.00
Total SUS201301:											
04/14	04/24/2014	90814	7765		REFUND GAS DEPOSIT	10238050014	1	7401-2228-000	DEPOSITS-CUSTOMER	95.43	95.43
Total 10238050014:											
04/14	04/24/2014	90815	257	FOREST OFFICE EQUIP	CARDSTOCK	041514	1	1000-452-20-46	SUPPLIES-GENERAL	78.80	78.80
Total 041514:											
04/14	04/24/2014	90816	265	FRONTIER	257-1000 DSL SERVICE	1000 040514	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
04/14	04/24/2014	90816	265	FRONTIER	257-1000 ADMIN FAX	1000 040514	2	1000-413-20-45	COMMUNICATIONS	.13	.13
04/14	04/24/2014	90816	265	FRONTIER	257-1000 CITY CLERK FAX	1000 040514	3	1000-411-40-45	COMMUNICATIONS	.12	.12
04/14	04/24/2014	90816	265	FRONTIER	257-1000 ADMIN	1000 040514	4	1000-413-20-45	COMMUNICATIONS	18.18	18.18
04/14	04/24/2014	90816	265	FRONTIER	257-1000 CITY CLERK	1000 040514	5	1000-411-40-45	COMMUNICATIONS	12.12	12.12
04/14	04/24/2014	90816	265	FRONTIER	257-1000 FINANCE	1000 040514	6	1000-415-10-45	COMMUNICATIONS	12.12	12.12
04/14	04/24/2014	90816	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 040514	7	1000-419-10-45	COMMUNICATIONS	12.10	12.10
04/14	04/24/2014	90816	265	FRONTIER	257-1000 CITY HALL	1000 040514	8	1000-417-10-45	COMMUNICATIONS	117.46	117.46
04/14	04/24/2014	90816	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 040514	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
04/14	04/24/2014	90816	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 040514	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1000 040514:											
04/14	04/24/2014	90816	265	FRONTIER	257-1041 PMW ADMIN	1041 040514	1	7620-430-10-45	COMMUNICATIONS	282.95	282.95
Total 1041 040514:											
04/14	04/24/2014	90816	265	FRONTIER	257-1045 PMW ENGINEERING	1045 041514	1	7620-430-10-45	COMMUNICATIONS	46.94	46.94
Total 1045 041514:											
04/14	04/24/2014	90816	265	FRONTIER	257-1051 PMW STREETS	1051 040514	1	7620-430-10-45	COMMUNICATIONS	36.37	36.37
Total 1051 040514:											
04/14	04/24/2014	90816	265	FRONTIER	257-4725 CITY HALL FAX	4725 041514	1	1000-419-10-45	COMMUNICATIONS	20.28	20.28
04/14	04/24/2014	90816	265	FRONTIER	257-4725 CITY HALL FAX	4725 041514	2	1000-415-10-45	COMMUNICATIONS	20.28	20.28
Total 4725 041514:											
04/14	04/24/2014	90816	265	FRONTIER	257-5152 FIRE	5152 041014	1	1000-422-10-45	COMMUNICATIONS	443.85	443.85
Total 5152 041014:											
04/14	04/24/2014	90817	7767		REFUND WATER DEPOSIT	1022480004	1	7110-2228-000	DEPOSITS-CUSTOMER	13.52	13.52
Total 1022480004:											
04/14	04/24/2014	90818	303	HEATH CONSULTANTS I	GAS REGISTER REPAIRS	100623	1	7401-430-62-43	TECHNICAL SVCS	312.71	312.71
Total 100523:											
04/14	04/24/2014	90819	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 4/2014	042214	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 042214:											
04/14	04/24/2014	90820	335	J.W. WOOD CO INC	YARD HYDRANT	S071358	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	112.76	112.76

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total S071358:											
04/14	04/24/2014	90821	372	KRONICK, MOSKOVITZ	PROF SVCS THRU 3/25/14	271345	1	1000-412-10-43	PROFESSIONAL SVCS	112.76	112.76
Total 271345:										391.00	391.00
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	196510	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	403.53	403.53
Total 196510:										403.53	403.53
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	196534	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	84.00	84.00
Total 196534:										84.00	84.00
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	LIGHT, STEERING FLUID, FLAS	196563	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	57.87	57.87
Total 196563:										57.87	57.87
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	OIL FILTER, OIL	196613	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	18.20	18.20
Total 196613:										18.20	18.20
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	FITTING, HOSE, HOSE END	196624	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	78.22	78.22
Total 196624:										78.22	78.22
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	GEAR OIL	196928	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	66.11	66.11
Total 196928:										66.11	66.11
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	PRESSURE HOSE	197020	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	81.68	81.68
Total 197020:										81.68	81.68
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	LIGHT, GROMMET	197185	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	21.44	21.44
Total 197185:										21.44	21.44

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	AIR FITLER	197378	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	13.37	13.37
Total 197378:											
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	ALTERNATOR BELT	197381	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	35.88	35.88
Total 197381:											
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	A/C BELT	197409	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.41	12.41
Total 197409:											
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	197438	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	94.17	94.17
Total 197438:											
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	MIRROR	197647	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	43.31	43.31
Total 197647:											
04/14	04/24/2014	90822	411	LASSEN MOTOR PARTS	FUEL FILTER, OIL FILTER, AIR	197667	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	88.85	88.85
Total 197667:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	643338	1	1000-452-20-44	DISPOSAL	2.79	2.79
Total 643338:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	643372	1	1000-452-20-44	DISPOSAL	3.24	3.24
Total 643372:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	643390	1	1000-452-20-44	DISPOSAL	1.80	1.80
Total 643390:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	643442	1	1000-452-20-44	DISPOSAL	6.21	6.21

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 643442:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	643451	1	1000-452-20-44	DISPOSAL	2.00	2.00
Total 643451:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	645735	1	1000-452-20-44	DISPOSAL	23.63	23.63
Total 645735:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	645881	1	2007-431-20-44	DISPOSAL	2.79	2.79
Total 645881:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	645949	1	2007-431-20-44	DISPOSAL	45.87	45.87
Total 645949:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	646550	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 646550:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	646561	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 646561:											
04/14	04/24/2014	90823	412	LASSEN REGIONAL SOLI	DUMP FEES	646594	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 646594:											
04/14	04/24/2014	90824	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #84	45527	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	484.95	484.95
Total 45527:											
04/14	04/24/2014	90824	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #81	45528	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	484.95	484.95
Total 45528:											

M = Manual Check, V = Void Check

Check Issue Dates: 4/24/2014 - 4/24/2014

Apr 24, 2014 10:49AM

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 042214:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	PARKS LINEN SER 4/15/14	250232285	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250232285:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	WATER LINEN SER 4/22/14	250232874	1	7110-430-42-44	LINEN SERVICE	46.03	46.03
Total 250232874:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	STREET LINEN SER 4/22/14	250232875	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250232875:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	PW TISSUE,TOWELS 4/22/14	250232876	1	7620-430-10-44	LINEN SERVICE	55.06	55.06
Total 250232876:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	PARKS LINEN SER 4/22/14	250232877	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250232877:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	GAS LINEN SER 4/22/14	250232878	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250232878:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	STREET LINEN SER 4/22/14	S250232227	1	2007-431-20-44	LINEN SERVICE	6.00	6.00
Total S250232227:											
04/14	04/24/2014	90830	481	MISSION LINEN & UNIFO	WATER LINEN SER /14	S250232232	1	7110-430-42-44	LINEN SERVICE	3.00	3.00
Total S250232232:											
04/14	04/24/2014	90831	488	MORNING GLORY	GOLF COURSE RESTURANT F	3356877A	1	7530-451-54-46	SUPPLIES GENERAL	277.14	277.14
Total 335877A:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/24/2014	90832	1271	NOBLES, TIMOTHY R.	5/14 GROUND LEASE 706 MAIN	042214	1	8401-2228-000	DEPOSITS PAYABLE	100.00	100.00
Total 042214:											
04/14	04/24/2014	90833	546	PAYLESS BUILDING SUP	TRIM, MOULDING	2456548	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	70.19	70.19
Total 2456548:											
04/14	04/24/2014	90834	561		RETIREMENT INCENTIVE 5-14	042214	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 042214:											
04/14	04/24/2014	90835	572	QUILL CORPORATION	HIGHLIGHTERS, BOXES, BASK	2066205	1	7620-430-10-46	SUPPLIES-GENERAL	44.58	44.58
Total 2066205:											
04/14	04/24/2014	90835	572	QUILL CORPORATION	ORGANIZER	2117487	1	7620-430-10-46	SUPPLIES-GENERAL	32.24	32.24
Total 2117487:											
04/14	04/24/2014	90836	7764		REFUND GAS OVERPAYMENT	10123650009	1	9999-1001-001	CASH CLEARING - UTILITIES	9.35	9.35
Total 10123650009:											
04/14	04/24/2014	90837	1368	SCHMIDT EQUIP. REPAI	CAM SENSOR, DIAGNOSTIC CH	1655	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	872.80	872.80
Total 1655:											
04/14	04/24/2014	90838	1384		VOLUNTEER 24HR SHIFT 4/1-4/	040914	1	1000-422-10-43	VOLUNTEERS	50.00	50.00
Total 040914:											
04/14	04/24/2014	90839	1082	SIERRA CASCADE AGGR	AGGREGATE BASE	4045	1	7110-430-42-46	SUPPLIES-GENERAL	161.28	161.28
04/14	04/24/2014	90839	1082	SIERRA CASCADE AGGR	AGGREGATE BASE	4045	2	7401-430-62-46	SUPPLIES-GENERAL	161.29	161.29
Total 4045:											
04/14	04/24/2014	90840	1076	SIERRA COFFEE AND BE	P/W WATER SERVICE 4/16/14	42120	1	7620-430-10-46	SUPPLIES-GENERAL	21.75	21.75

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 42120:											
04/14	04/24/2014	90841	7069		REFUND GAS OVERPAYMENT	10226650004	1	9999-1001-001	CASH CLEARING - UTILITIES	21.75	21.75
Total 10226650004:											
04/14	04/24/2014	90842	1436	STANISLAUS FARM SUP	MOVED CREDIT FROM PARDN	042414	1	7530-451-52-46	SUPPLIES-GENERAL	41.87	41.87
Total 042414:											
04/14	04/24/2014	90842	1436	STANISLAUS FARM SUP	SPRAY FOR WEEDSS	1134067	1	2007-431-20-46	SUPPLIES-GENERAL	236.50	236.50
Total 1134067:											
04/14	04/24/2014	90843	7702		TR EX MCCLELLAN 5/18/14	041814	1	1000-421-10-45	TRAINING	213.50	213.50
Total 041814:											
04/14	04/24/2014	90844	1265	SUSANVILLE PAINT CEN	PAINT MURPHY FIELD	14772	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	948.15	948.15
Total 14772:											
04/14	04/24/2014	90845	1440	SUSANVILLE REFRIGER	MICRO SWITCH	14031310	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	150.03	150.03
Total 14031310:											
04/14	04/24/2014	90845	1440	SUSANVILLE REFRIGER	LIQUID LINE FILTER	14032921	1	7530-451-54-46	SUPPLIES GENERAL	303.14	303.14
Total 14032921:											
04/14	04/24/2014	90846	1263	THE HARTFORD	MUSEUM ARTIFACTS 5/15/14-5/	13326281 041514	1	7630-411-40-45	INSURANCE MUSEUM	83.32	83.32
04/14	04/24/2014	90846	1263	THE HARTFORD	MUSEUM ARTIFACTS 5/15/14-5/	13326281 041514	2	7630-1430-102	PREPAID INSURANCE PREMIU	416.68	416.68
Total 13326281 041514:											
04/14	04/24/2014	90847	713		RETIRE INCENTIVE 5/14	042214	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 042214:											
04/14	04/24/2014	90848	530	U.S. BANK EQUIPMENT F	COPIER - FIRE DEPARTMENT	250872439	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 250872439:											
04/14	04/24/2014	90848	530	U.S. BANK EQUIPMENT F	PYMNT 48 OF 48 LOAN #130749	251610176	1	7530-2237-002	US BANK CAPITAL LEASE	1,870.98	1,870.98
04/14	04/24/2014	90848	530	U.S. BANK EQUIPMENT F	PYMNT 48 OF 48 LOAN #130749	251610176	2	7530-451-50-48	INTEREST	9.34	9.34
04/14	04/24/2014	90848	530	U.S. BANK EQUIPMENT F	PYMNT 48 OF 48 LOAN #130749	251610176	3	7530-451-50-48	TAXES, FEES, PERMITS & CHA	154.97	154.97
Total 251610176:											
04/14	04/24/2014	90849	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	042214	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 042214:											
04/14	04/24/2014	90850	45	USA MOBILITY WIRELES	PAGER SERVICES PW	X3501628D	1	7620-430-10-45	COMMUNICATIONS	129.45	129.45
Total X3501628D:											
04/14	04/24/2014	90851	1275	UTILITY SERVICES SOUT	5 YEAR PLAN NAT GAS UTILITY	2014-0001	1	7401-430-62-43	PROFESSIONAL SVCS	2,987.50	2,987.50
Total 2014-0001:											
04/14	04/24/2014	90852	7761		REFUND GAS DEPOSIT	10513750015	1	7401-2228-000	DEPOSITS-CUSTOMER	72.82	72.82
Total 10513750015:											
04/14	04/24/2014	90853	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE DEP	9722716261	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9722716261:											
04/14	04/24/2014	90854	7763		REFUND GAS OVERPAYMENT	10226450001	1	9999-1001-001	CASH CLEARING - UTILITIES	9.04	9.04
Total 10226450001:											
04/14	04/24/2014	90855	1398	WAGE WORKS	MONTHLY ADMIN FEE	125A10314906	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00

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
Total 125A10314906:											
04/14	04/24/2014	90856	7768		REFUND GAS DEPOSIT	10425500109	1	7401-2228-000	DEPOSITS-CUSTOMER	137.32	137.32
Total 10425500109:											
04/14	04/24/2014	90857	1232		WATCHGUARD VIDEO	SRORD0010271	1	2030-421-10-47	MACHINERY & EQUIPMENT	281.20	281.20
Total SRORD0010271:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65822406	1	7110-430-42-46	SUPPLIES-GENERAL	448.30	448.30
Total 65822406:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65824283	1	7110-430-42-46	SUPPLIES-GENERAL	625.07	625.07
Total 65824283:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65827063	1	7110-430-42-46	SUPPLIES-GENERAL	173.06	173.06
Total 65827063:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65829008	1	7110-430-42-46	SUPPLIES-GENERAL	79.63	79.63
Total 65829008:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65831351	1	7401-430-62-46	SUPPLIES-GENERAL	73.28	73.28
Total 65831351:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65842151	1	7401-430-62-46	SUPPLIES-GENERAL	47.58	47.58
Total 65842151:											
04/14	04/24/2014	90858	770		WESTERN NEVADA SUP	65845417	1	7110-430-42-46	SUPPLIES-GENERAL	12.32	12.32
Total 65845417:											

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/14	04/24/2014	90858	770	WESTERN NEVADA SUP	TEFLON TAPE	65846221	1	7401-430-62-46	SUPPLIES-GENERAL	72.39	72.39
Total 65846221:											
04/14	04/24/2014	90858	770	WESTERN NEVADA SUP	HOSE RETURNED	CM65818178	1	7110-430-42-46	SUPPLIES-GENERAL	35.74-	35.74-
Total CM65818178:											
04/14	04/24/2014	90859	7362	WHEELER, TAMMY	PER CONTRACT 4/2014	022314	1	7530-451-54-43	TECHNICAL SERVICES	2,000.00	2,000.00
Total 022314:											
04/14	04/24/2014	90859	7362	WHEELER, TAMMY	3/31/14 CHEST FREEZER REIM.	033114	1	7530-451-54-47	MACHINERY & EQUIPMENT	100.00	100.00
Total 033114:											
04/14	04/24/2014	90859	7362	WHEELER, TAMMY	BAR SALES 4/214	040214	1	7530-2205-008	RESTAURANT BAR SALES TO V	1.65	1.65
Total 040214:											
04/14	04/24/2014	90859	7362	WHEELER, TAMMY	BAR SALES 4/6/14	040614	1	7530-2205-008	RESTAURANT BAR SALES TO V	51.99	51.99
Total 040614:											
04/14	04/24/2014	90859	7362	WHEELER, TAMMY	BAR SALES 4/11/14	041114	1	7530-2205-008	RESTAURANT BAR SALES TO V	60.31	60.31
Total 041114:											
Grand Totals:										41,027.69	41,027.69

M = Manual Check, V = Void Check

Report Criteria:

Report type: GL detail

Check Voided = False

Reviewed by: SA City Administrator
PA City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of March 2014.

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

March 31, 2014

POOLED CASH FUND	
Cash Clearing- ACCTS REC	(202)
Cash Clearing-NSF Checks	903
Cash Clearing-Business tax	(30)
Cash Clearing-Business Lic	(30)
Bank of America - Checking	742,021
LAIF	13,097,153
Total Cash & Investments	<u>13,839,816</u>

Pooled Cash Allocation:

General	1,440,307
General-Restricted	891,667
Special Revenue	1,473,191
Capital Projects	22,932
Debt Service	1,051,539
Enterprise	
Airport	(22,435)
Geothermal	263,406
Golf Course	54,233
Natural Gas	3,768,070
Water	4,178,410
Internal Service	314,486
Trust & Agency	404,011
Total Cash & Inv. Allocations	<u>13,839,816</u>

CASH WITH FISCAL AGENTS

March 31, 2014

General	
Special Revenue	
Capital Projects	
Debt Service	151,876
Enterprise	2,446,161
Internal Service	
Trust & Agency	

S:/Finance/Debi/Coun Total Cash with Fiscal Agents 2,598,037

4/29/2014 14:57

Totals may not add due to rounding

GRAND TOTAL 16,437,853

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	I/P Disbursement	Receipts	Balance
3/3/2014				\$799,606.27
3/3/2014		(\$86,740.43)		\$712,865.84
3/3/2014		(\$3,928.59)		\$708,937.25
3/3/2014		(\$29,602.66)		\$679,334.59
3/3/2014		(\$4,301.25)		\$675,033.34
3/3/2014		(\$1,080.85)		\$673,952.49
3/3/2014		(\$34,635.07)		\$639,317.42
3/3/2014				\$639,317.42
3/3/2014				\$639,317.42
3/4/2014	3/3/2014		\$144,281.15	\$783,598.57
3/4/2014			\$12,572.48	\$796,171.05
3/5/2014	3/4/2014		\$39,909.81	\$836,080.86
3/5/2014			\$7,196.96	\$843,277.82
3/6/2014	3/5/2014		\$33,014.37	\$876,292.19
3/6/2014			\$4,161.15	\$880,453.34
3/7/2014	3/6/2014	(\$15,087.08)	\$19,696.97	\$885,063.23
3/7/2014		(\$26,257.36)		\$858,805.87
3/7/2014		(\$10,064.39)		\$848,741.48
3/7/2014		(\$787,000.00)		\$61,741.48
3/7/2014		(\$36.00)		\$61,705.48
3/7/2014		(\$166.14)		\$61,539.34
3/7/2014		(\$36.00)		\$61,503.34
3/7/2014		(\$138.00)		\$61,365.34
3/7/2014		(\$1,123.33)		\$60,242.01
3/7/2014		(\$37.45)		\$60,204.56
3/7/2014		(\$2,128.00)		\$58,076.56
3/7/2014			\$2,290.09	\$60,366.65
3/10/2014	3/7/2014		\$55,892.15	\$116,258.80
3/10/2014			\$826.62	\$117,085.42
3/10/2014			\$674.68	\$117,760.10
3/10/2014			\$244.36	\$118,004.46
3/10/2014			\$11.28	\$118,015.74
3/10/2014			\$959.30	\$118,975.04
3/10/2014			\$1,495.30	\$120,470.34
3/10/2014			\$31.93	\$120,502.27
3/10/2014			\$1,860.13	\$122,362.40
3/10/2014			\$905.36	\$123,267.76
3/10/2014			\$718.27	\$123,986.03
3/10/2014			\$1,603.92	\$125,589.95
3/10/2014			\$5,161.88	\$130,751.83
3/11/2014	3/10/2014	(\$32.00)	\$85,575.71	\$216,295.54
3/11/2014		(\$332.69)		\$215,962.85
3/11/2014		(\$234.34)		\$215,728.51
3/11/2014			\$5,091.24	\$220,819.75
3/12/2014	3/11/2014		\$37,479.99	\$258,299.74
3/12/2014			\$4,181.89	\$262,481.63
3/13/2014	3/12/2014	(\$55.81)	\$21,433.98	\$283,859.80
3/13/2014			\$1,310.34	\$285,170.14
3/13/2014			\$866.87	\$286,037.01
3/13/2014		(\$26,142.54)		\$259,894.47
3/14/2014	3/13/2014	(\$160,737.65)	\$17,836.79	\$116,993.61
3/14/2014		(\$122.79)		\$116,870.82
3/14/2014		(\$55.00)		\$116,815.82
3/14/2014		(\$36.00)		\$116,779.82
3/14/2014			\$3,057.79	\$119,837.61
3/14/2014			\$914.03	\$120,751.64
3/14/2014			\$438.41	\$121,190.05
3/14/2014			\$412.43	\$121,602.48
3/14/2014			\$972.06	\$122,574.54

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	VP Disbursement	Receipts	Balance
3/14/2014			\$40,609.90	\$163,184.44
3/14/2014			\$2,327.83	\$165,512.27
3/17/2014	3/14/2014	(\$979.49)	\$414,826.27	\$579,359.05
3/17/2014			\$3,037.37	\$582,396.42
3/18/2014	3/17/2014	(\$87,178.15)	\$90,012.95	\$585,231.22
3/18/2014		(\$4,207.81)		\$581,023.41
3/18/2014		(\$28,818.39)		\$552,205.02
3/18/2014		(\$4,010.34)		\$548,194.68
3/18/2014		(\$1,051.91)		\$547,142.77
3/18/2014		(\$77,206.00)		\$469,936.77
3/18/2014		(\$35,220.14)		\$434,716.63
3/18/2014			\$413.00	\$435,129.63
3/18/2014			\$2,386.83	\$437,516.46
3/18/2014			\$576.46	\$438,092.92
3/18/2014		(\$55.81)		\$438,037.11
3/18/2014			\$4,433.78	\$442,470.89
3/19/2014	3/18/2014	(\$28.32)	\$20,962.23	\$463,404.80
3/19/2014			\$2,065.51	\$465,470.31
3/20/2014	3/19/2014	(\$1,185.85)	\$36,928.15	\$501,212.61
3/19/2014			\$3,379.12	\$504,591.73
3/20/2014		(\$53,208.64)		\$451,383.09
3/21/2014	3/20/2014	(\$3,741.20)	\$27,952.43	\$475,594.32
3/21/2014			\$527.91	\$476,122.23
3/21/2014			\$350.00	\$476,472.23
3/21/2014				\$476,472.23
3/21/2014			\$5,354.19	\$481,826.42
3/24/2014	3/21/2014	(\$18,190.00)	\$12,583.79	\$476,220.21
3/24/2014		(\$36.00)		\$476,184.21
3/24/2014		(\$39.66)		\$476,144.55
3/24/2014		(\$30.00)		\$476,114.55
3/24/2014			\$15.00	\$476,129.55
3/24/2014			\$4,722.42	\$480,851.97
3/25/2014	3/24/2014	(\$27.83)	\$24,032.82	\$504,856.96
3/25/2014			\$1,464.89	\$506,321.85
3/25/2014			\$274.85	\$506,596.70
3/25/2014			\$601.69	\$507,198.39
3/25/2014			\$7,941.00	\$515,139.39
3/25/2014			\$91,488.10	\$606,627.49
3/25/2014		(\$290.00)		\$606,337.49
3/25/2014			\$4,772.73	\$611,110.22
3/26/2014	3/25/2014	(\$2,000.80)	\$19,598.52	\$628,707.94
3/26/2014		(\$10.00)		\$628,697.94
3/26/2014		(\$113.90)		\$628,584.04
3/26/2014			\$341.19	\$628,925.23
3/26/2014			\$454.37	\$629,379.60
3/26/2014			\$2,430.88	\$631,810.48
3/27/2014	3/26/2014		\$11,687.17	\$643,497.65
3/27/2014			\$4,026.55	\$647,524.20
3/27/2014		(\$26,080.68)		\$621,443.52
3/28/2014		(\$124.91)	\$22,654.55	\$643,973.16
3/28/2014			\$337.87	\$644,311.03
3/28/2014			\$82.07	\$644,393.10
3/31/2014	3/28/2014		\$5,909.98	\$650,303.08
3/31/2014		(\$11.81)	\$22,219.46	\$672,510.73
3/31/2014			\$272.30	\$672,783.03
3/31/2014		(\$15.00)		\$672,768.03
3/31/2014			\$7,123.34	\$679,891.37
4/1/2014	3/31/2014		\$54,186.07	\$734,077.44
4/1/2014			\$7,943.71	\$742,021.15

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MARCH 31, 2014

COMBINED ACCOUNTS

9999-1001-002	CASH CLEARING - ACCTS REC	(201.93)
9999-1001-003	CASH CLEARING - NSF CHECKS		903.27
9999-1001-004	CASH CLEARING - BUSINESS LIC	(30.07)
9999-1001-005	CASH CLEARING - BUSINESS TAX	(30.00)
9999-1011-001	B OF A # 08038-80200		742,021.15
9999-1030-001	LAIF		13,097,153.42
			<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS		13,839,815.84
9999-1000-000	CLAIM ON CASH	(13,839,815.84)
			<hr/>

TOTAL UNALLOCATED CASH .00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE		70,155.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT		3,410.82
1004	ALLOCATION TO GF-PANCERA PLAZA		18,100.27
1005	ALLOCATION TO GF-RESERVE ACCOUNT		800,000.00
2002	ALLOCATION TO STATE COPS		519.93
2006	ALLOCATION TO SNOW REMOVAL		111,030.21
2007	ALLOCATION TO STREETS & HIGHWAYS		323,993.95
2010	ALLOCATION TO STREET MITIGATION		66,775.70
2011	ALLOCATION TO POLICE MITIGATION		34,962.20
2012	ALLOCATION TO FIRE MITIGATION		119,717.54
2013	ALLOCATION TO PARK DEDICATION FUND		25,670.80
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109		28,273.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND		121,979.76
2017	ALLOCATION TO STATE ECONOMIC REV FD		232,800.63
2018	ALLOCATION TO HOME REVOLVING FUND		191,614.58
2030	ALLOCATION TO TRAFFIC SAFETY		86,874.97
2031	ALLOCATION TO BARRY CREEK DEVELOPMENT		488.74
2033	ALLOCATION TO CHESTNUT STREET CULVERT		25,231.11
2036	ALLOCATION TO SKYLINE - NUMA SIGNAL		77,778.03
2037	ALLOCATION TO SKYLINE BICYCLE LANE		7,462.55
2038	ALLOCATION TO SKYLINE - RT 139 SIGNAL		18,017.27
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(183,642.94)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS		34,095.29
3025	ALLOCATION TO SIERRA PARK PROJECT		172,479.32
4001	ALLOCATION TO MARK ROOS SERIES B/92		128,490.19
4003	ALLOCATION TO CITY HALL		28,601.16
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN		894,447.40
7111	ALLOCATION TO WATER RATE STABILIZATION FUND		3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS		848,975.28
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND		1,807,075.00
7610	ALLOCATION TO OPEB		29,038.14
7630	ALLOCATION TO RISK MANAGEMENT FUND		100,000.00
7650	ALLOCATION TO PAYROLL		185,447.96
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST		5,208.04
8402	ALLOCATION TO LAFCO		8,906.62

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MARCH 31, 2014

8403	ALLOCATION TO SEC 125 AFLAC	(395.32)
8404	ALLOCATION TO AIR POLLUTION		311,450.54
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER		78,841.32
			<u>78,841.32</u>
	ALLOCATIONS TO RESTRICTED FUNDS		<u>9,813,875.90</u>
	<u>UNRESTRICTED FUNDS</u>		
1000	ALLOCATION TO GENERAL FUND		1,380,306.85
1006	ALLOCATION TO POLICE BUILDING MAINT/EQUIP		20,000.00
1007	ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND		20,000.00
1008	ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND		20,000.00
7110	ALLOCATION TO WATER SYSTEM		329,435.10
7201	ALLOCATION TO AIRPORT	(22,435.42)
7301	ALLOCATION TO GEOTHERMAL UTILITY		263,406.00
7401	ALLOCATION TO NATURAL GAS		1,960,994.52
7530	ALLOCATION TO GOLF COURSE		54,232.89
			<u>54,232.89</u>
	ALLOCATIONS TO UNRESTRICTED FUNDS		<u>4,025,939.94</u>
	TOTAL ALLOCATIONS TO OTHER FUNDS		13,839,815.84
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(13,839,815.84)
			<u>13,839,815.84</u>
	ZERO PROOF IF ALLOCATIONS BALANCE		<u>.00</u>

**REVENUES, EXPENDITURES AND FUND BALANCES REPORT
UNAUDITED**

<i>s:/Bob/fund Balances Report</i>		Audited			MARCH
Fund #	Fund Title	6/30/13 Fund Balance	YTD Revenue	YTD Expenditures	Fund Balance 3/31/14
100X	General Fund	2,148,010	3,859,201	4,023,802	1,983,409
2002	State COPS	36,297	50,376	86,153	520
2006	Snow Removal	0	146,445	33,931	112,514
2007	Streets	383,689	432,840	474,563	341,967
2010	Street Mitigation	43,186	23,590	0	66,776
2011	Police Mitigation	37,112	34,809	36,958	34,962
2012	Fire Mitigation	91,641	28,053	(24)	119,718
2013	Park Dedication	24,859	812		25,672
2014	State of CA - Prop 30/AB 109	24,674	28,273	24,674	28,273
2016	State Comm. Dev. Rev. FD	998,900	4,312	68,085	935,127
2017	State Economic Rev. FD	434,382	2,114	0	436,496
2018	Home Revolving Fund	746,797	1,080	0	747,877
2030	Traffic Safety	81,452	5,423	0	86,875
2031	Barry Creek Development	489	(0)		489
2033	Chestnut Street Culvert (was 3004)	25,237	(6)		25,231
2036	Skyline - Numa Signal	77,796	(18)		77,778
2037	Skyline Bicycle Lane	7,465	(2)		7,464
2038	Skyline - Rt 139 Signal	18,021	(4)		18,017
3019	STIP Rehab Project	(481,661)	716,523	443,522	(208,660)
3023	Prop 1B CIP	70,398	0	35,048	35,350
3025	Sierra Park Project CIP	150,535	25,020	3,075	172,479
4001	Miller Fletcher	962,867	(30,800)	150,960	781,107
4003	City Hall Debt Service	104,361	60,822	136,582	28,601
4004	2013 CalPERS Refunding Loan	0	1,011,725	117,277	894,447
711X	Water Funds	2,791,498	1,466,774	1,999,518	2,258,753
7201	Airport	1,897,342	94,991	195,158	1,797,175
7301	Geothermal	501,116	69,544	47,522	523,138
740X	Natural Gas	(193,469)	3,532,003	3,258,394	80,140
7530	Golf Course	2,010,239	736,223	224,772	2,521,691
7610	OPEB	(174,344)	33,480	0	(140,864)
7620	PW Admin/Engineering	(344)	5,761	33,113	(27,696)
7630	Risk Management	858,002	356,334	1,114,336	100,000
8402	LAFCO	26,664	28,489	46,246	8,907
8404	Air Pollution	297,159	170,917	128,276	339,800
8405	Air Pollution - Carl Moyer	323,013	(74)	244,098	78,841
	TOTALS	14,323,385	12,895,026	12,926,038	14,292,372

Reviewed by: ~~City Administrator~~
City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 14-5041 – Establishing and Adopting Schedules of Fees for Services by Amending Resolution No. 11-4754

PRESENTED BY: Deborah Savage, Finance Manager
Jared G. Hancock, City Administrator

SUMMARY: The City has adopted resolutions establishing various fees for services. A fee is a charge imposed on an individual or business for a service or facility provided directly to an individual or business. Local governments charge fees for a wide range of purposes, from park entry fees to building plan check fees. The amount of the fee may not exceed the cost of government to provide the service. Staff reviews these fees annually to determine that costs are being recovered and adjusted when necessary. The fees that are being presented tonight have not been increased since 2010 and staff is proposing no increase at this time until a time study can be performed to assess the actual time needed to provide the services along with a plan to include both direct and indirect costs. When this study is complete, staff will present the findings to the City Council with proposed changes to the fee schedule.

Staff is submitting the Fee Schedule for Fiscal Year 2014-15 with the following changes:

Corrections (Red Font)–Currently charged fees that have not been listed on the fee schedule.

- Water/Natural Gas Utility Late Fee
- Temporary Use Permit
- PA System Rental
- Electrical Panel Rental
- Light Tokens

New Fees (Blue Font)–

- Telecommunications Registration Fee
- Telecommunications Encroachment Review Fee
- Site Improvement Plan Review

Fee Reduction (Pink Font) –

- Non Construction Permits within pavement

The Telecommunications Registration Fee is being added pursuant to Municipal Code 5.30.035 adopted in 2002 that requires all telecommunications operators who own or lease telecommunication facilities located in the public right-of-way to register with the City. The Telecommunications encroachment permit review fee will be assessed when companies need to perform work within the public right-of-ways. The Site Improvement Plan review is similar to planning fees for engineering review, this fee will include the review time for reviewing civil plans such as, site, utility, grading, and drainage, etc., on both public and private property, including the work in the public right of way. A \$1000.00 deposit will be required from which the City will extract funds based on the actual time required to complete the review.

FISCAL IMPACT: The proposed fees and charges have been calculated to recover the estimated cost of providing the service. For fiscal year 2014-15, the amount estimated to be collected for all fees under the current fee structure is approximately \$291,400 (General Fund \$121,000, Special Revenue Funds \$75,700, and Proprietary Funds (not including utilities) \$94,700).

ACTION REQUESTED:

1. Open public hearing
2. Solicit and receive public comment
3. Close public hearing
4. Consider motion to adopt Resolution No. 14-5041 Establishing and Adopting Schedules of Fees for Services for the Fiscal Year 2014-15.

ATTACHMENTS: Resolution No. 14-5041
Exhibit A- Fees for Services for FY 2014-15

RESOLUTION NO. 14-5041
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SUSANVILLE
ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES AND
CHARGES, BY AMENDING RESOLUTION NO. 11-4754

WHEREAS, the City Council of the City of Susanville has heretofore established various schedules of rates, fees and charges for various services , including but not limited to, development fees, encroachment permit fees, public works fees, city care fees, duplication fees, building permit fees, police services fees, fire services fees, etc; and

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

WHEREAS, California Government Code Section 66016 requires that prior to levying a new fee or service charge, a local agency shall hold at least one public meeting at which oral or written presentations can be made and data can be made available to the public; and

WHEREAS, California Government Code Section 66018 requires that prior to adopting an ordinance or resolution adopting a new fee or charge, or increasing an existing fee or charge, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting; and

WHEREAS, pursuant to California Government Code Section 66018, this City Council has conducted and concluded a public hearing with respect to the rates, fees and charges prior to adoption of this Resolution; and

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

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

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

- 1 The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described in Exhibit "A" incorporated herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.

- 2 The rates, fees and charges set forth in Exhibit "A" are hereby adopted and approved.
- 3 The rates, fees and charges set forth in Exhibit "A" attached hereto shall be effective and shall be implemented commencing July 1, 2015, except for Planning and Building Fees, which shall take effect sixty (60) days after City Council adoption of this Resolution .
- 4 Immediately upon the effective date, any previously established rates, fees and charges shall be superseded by the rates, fees and charges established in said Exhibit "A".
- 5 If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Resolution.
- 6 The City Clerk shall certify to the adoption of this Resolution.

Dated: May 7, 2014

APPROVED: _____
Rod E. De Boer, 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 7th day of May, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

	A	B	C	D	E	F	G	H
1	2014-15 Budget/2015 Fee to Service - Exhibit A							
2	2014-15 Budget/2015 Fee to Service - Exhibit A							
3	2014-15 Budget/2015 Fee to Service - Exhibit A							
4	City Clerk	Printing fee for Notice of Public Hearing	2014-2014	2014-2015	(Increase)			
5		Printing fee for Notice of Public Hearing	CLERK FEE	NEW FEE				
6		Printing fee for Notice of Public Hearing	\$300.00	\$200.00	\$0.00	Elections Code 9202		
7		Printing fee for Notice of Public Hearing	\$100.00	\$100.00	\$0.00	Government Code 8211		
8		Duplication Fee (per copy)	\$0.10	\$0.10	\$0.00	California Civil Code 1719		
9	Finance Dept	NSF Returned Check (First three stated)						
10		NSF Returned Check (First three stated)	\$25.00	\$35.00	\$0.00	California Civil Code 1719		
11		NSF Returned Check (Subsequent checks passed)	\$35.00	\$35.00	\$0.00	California Civil Code 1719		
12		Business License-USA, US	\$7.00	\$7.00	\$0.00	Per transaction		
13		Credit Card Fee (for payments on file or over the telephone)	\$3.00	\$3.00	\$0.00	Per transaction		
14			\$3.00	\$3.00	\$0.00	Per transaction		
15		Water/Water Gas Utility Late Fee			10%	disconnection of service		
16								
17	Comm. Devel.	Minimum permit fee	\$50.00	\$50.00	\$0.00			
18	Building	Minimum permit fee	\$50.00	\$50.00	\$0.00			
19		Electrical permit application fee	\$48.00	\$48.00	\$0.00			
20		Plumbing permit application fee	\$46.00	\$46.00	\$0.00			
21		Building Permit application fee	\$46.00	\$46.00	\$0.00			
22		Permit fee - Electrical	\$101.00	\$103.00	\$0.00			
23		Permit fee - Mechanical	\$103.00	\$103.00	\$0.00			
24		Permit fee - Plumbing	\$103.00	\$103.00	\$0.00			
25		Plan Review Revisions	\$153.00	\$153.00	\$0.00			
26		Turn certificate of occupancy	\$40.00	\$40.00	\$0.00			
27		Plan Review Revisions	\$106.00	\$106.00	\$0.00			
28		Re-inspection fees	\$71.00	\$71.00	\$0.00			
29		Sign permit Copy Charge Only	\$25.00	\$25.00	\$0.00			
30		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
31		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
32		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
33		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
34		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
35		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
36		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
37		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
38		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
39		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
40		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
41		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
42		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
43		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
44		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
45		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
46		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
47		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
48		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
49		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
50		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
51		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
52		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
53		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
54		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
55		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
56		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
57		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
58		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
59		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
60		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
61		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
62		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
63		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
64		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
65		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
66		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
67		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
68		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
69		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
70		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
71		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
72		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
73		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
74		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
75		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
76		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
77		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
78		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
79		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
80		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
81		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
82		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
83		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
84		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
85		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
86		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
87		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
88		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
89		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
90		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
91		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
92		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
93		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
94		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
95		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
96		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
97		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
98		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
99		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
100		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
101		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
102		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
103		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
104		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
105		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
106		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
107		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
108		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
109		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
110		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
111		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
112		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
113		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
114		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
115		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
116		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
117		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
118		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
119		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
120		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
121		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
122		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
123		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
124		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
125		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
126		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
127		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
128		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
129		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
130		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
131		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
132		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
133		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
134		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
135		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
136		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
137		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
138		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
139		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
140		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
141		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
142		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
143		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
144		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
145		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
146		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
147		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
148		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
149		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
150		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
151		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			
152		Sign permit Copy Charge Only	\$153.00	\$153.00	\$0.00			

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Department	Service	2013-2014 CURRENT FEE	2014-2015 NEW FEE	(Increase)											
21	Architectural Design & Site Plan														
22	Review fees (over 1000 sq ft)	\$104.00	\$104.00	\$0.00											
23	Architectural Design & Site Plan														
24	Review fees (over 1000 sq ft)	\$1,144.00	\$1,144.00	\$0.00											
25	Lot Line Adjustment	\$600.00	\$600.00	\$0.00											
26	Lot Merge	\$600.00	\$600.00	\$0.00											
27	Certificate of Compliance	\$381.00	\$381.00	\$0.00											
28	Administrative Permit	\$209.00	\$209.00	\$0.00											
29	Administrative Permit	\$209.00	\$209.00	\$0.00											
30	Home Occupation Permit	\$60.00	\$60.00	\$0.00											
31	Variance (pre-approved development)	\$612.00	\$612.00	\$0.00											
32	Variance (existing development)	\$1,224.00	\$1,224.00	\$0.00											
33	Reoccupy Permit	\$180.00	\$180.00	\$0.00											
34	Conditional Use Permit (new)	\$1,039.00	\$1,039.00	\$0.00											
35	Conditional Use Permit (renew)	\$842.00	\$842.00	\$0.00											
36	Conditional Use Permit (minor)	\$1,414.00	\$1,414.00	\$0.00											
37	Conditional Use Permit (major)	\$2,081.00	\$2,081.00	\$0.00											
38	Conditional Use Permit (minor)	\$2,449.00	\$2,449.00	\$0.00											
39	Conditional Use Permit (major)	\$2,449.00	\$2,449.00	\$0.00											
40	Common Dwell														
41	Tentative Parcel Map	\$1,414.00	\$1,414.00	\$0.00											
42	Tentative Subdivision Map	\$2,449.00	\$2,449.00	\$0.00											
43	Zone Change	\$2,081.00	\$2,081.00	\$0.00											
44	Zone Change PD	\$2,257.00	\$2,257.00	\$0.00											
45	General Plan Amendment	\$2,528.00	\$2,528.00	\$0.00											
46	General Plan Amendment with Annexation	\$4,249.00	\$4,249.00	\$0.00											
47	Specific Plan														
48	Environmental Impact Report	Actual cost plus 15%	Actual cost plus 15%												
49	Special Study for Environmental	Actual cost plus 15%	Actual cost plus 15%												
50	Review by outside professional	Actual cost plus 15%	Actual cost plus 15%												
51	Review by outside professional	Actual cost plus 15%	Actual cost plus 15%												
52	Telecommunications Encroachment Review Fee		\$1,500.00	\$1,500.00											
53	Sea Improvement Plan Review (P/E Engineering)														
54	Engineering Review	Actual cost plus 15% plus \$1,000 Disposal	Actual cost plus 15% plus \$1,000 Disposal	\$0.00											
55	Outside Plan Review (Including Revisions)	Actual cost plus 15%	Actual cost plus 15%	\$0.00											
56	Notice of Elevation	\$3,080.00	\$3,080.00	\$0.00											
57	Notice of Determination	\$1,100.00	\$1,100.00	\$0.00											
58	Final Subdivision Map	Variance ***\$2,044-\$2,259.25 State Fee	Variance ***\$2,044-\$2,259.25 State Fee	\$0.00											
59	Final Parcel Map	\$1,144.00	\$1,144.00	\$0.00											
60	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
61	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
62	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
63	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
64	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
65	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
66	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
67	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
68	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
69	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
70	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
71	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
72	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
73	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
74	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
75	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
76	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
77	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
78	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
79	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
80	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
81	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
82	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
83	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
84	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
85	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
86	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
87	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
88	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
89	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
90	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
91	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
92	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
93	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
94	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
95	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
96	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
97	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
98	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
99	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											
100	Final Parcel Map	\$2,449.00	\$2,449.00	\$0.00											

2	A	B	I	J	K	L	M	N	O	P
3	Department	Source	2013-2014 CURRENT FEE	2014-2015 NEW FEE	Increase (Decrease)					
178	Fire	Operational Permit Fee Schedule:								
179		Amusement Buildings	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
180		Aviation Facilities	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
181		Carnival and Fair	\$175.00	\$175.00	\$0.00					7 hrs (20) \$175/7 hrs inspect all building, idea, booths, access and records
182		Compressed Gases	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
183		Construction	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
184		Cutting and Welding	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
185		Dry Cleaning Plants	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
186		Exhibits and Trade Shows	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
187		Explosives	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
188		Flammable and Volatile	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
189		Furniture and Combustible Liquids	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
190		Floor Finishing	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
191		Furniture and Thermal Insulate Fogging	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
192		Hazardous Materials	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
193		Hot Work Operations	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
194		Industrial Ovens	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
195		Lumberyards and Woodworking Plants	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
196		Manufacturing	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
197		Miscellaneous Flammable Equipment in Assembly Buildings	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
198		Open Burning	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
199		Open Furnaces and Tachles	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
200		Open Furnaces and Tachles	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
201		Private Fire Hydrants	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
202		Pyrotechnic Special Effects Material	\$300.00	\$300.00	\$0.00					3 inspections, the same by permit
203		Refrigeration Equipment	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
204		Repair, Change and Make Fuel-Dispensing Facilities	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
205		Storage of Scrap Tires and Tire Products	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
206		Temporary Ventilation Structures, Tents and Canopies	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
207		Wash Handling	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection
208		Wood Products	\$82.00	\$82.00	\$0.00					1hr (20) - \$82 for processing permit and inspection

2	A	B	C	D	E	F	G	H
3	Department	Service	2013-2014 CURRENT FEE	2014-2015 NEW FEE	(Increments)			
250	FIRE	Construction Permit and Other Fees	\$65.00	\$63.00	\$0.00			
251		Application Fee	\$62.00	\$62.00	\$0.00			
252		Inspection Fee	\$62.00	\$62.00	\$0.00			
253		Assembly	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
254		Generator/Guard	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
255		Flammable/Liquid	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
256		Hazardous Materials	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
257		High Piled Storage	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
258		Industrial Events	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
259		Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
260		Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
261		Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
262		Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
263		Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
264		Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)		
265	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
266	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
267	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
268	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
269	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
270	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
271	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
272	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
273	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
274	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
275	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
276	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
277	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
278	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
279	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
280	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
281	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
282	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
283	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
284	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
285	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
286	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
287	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
288	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
289	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
290	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
291	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
292	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
293	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
294	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
295	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
296	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
297	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
298	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
299	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			
300	Private Fire Hydrant	\$164.00	\$164.00	\$0.00	Change is per hour (2hr minimum)			

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Kristin Shepard, Administrative Specialist

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 14-5046 supporting Lassen County Chamber of Commerce (LCCC) 24th Annual Main Street Cruise Classic Car and Motorcycle Show N' Shine on Saturday, June 28, 2014, and authorization for the Mayor to execute a Caltrans encroachment permit application for closure of Main Street (State Highway 36).

PRESENTED BY: Dan Newton, Acting Public Works Director

SUMMARY: The Lassen County Chamber of Commerce (LCCC) requests City Council support approving closure on Saturday, June 28, 2014, of Main Street from Cottage Street to Weatherlow Street from 2:00 pm to 6:00 pm and closure of Pancera Plaza (South Gay Street) from Main Street to Cottage Street from 8:00 am to 7:00 pm for the Annual Main Street Cruise Classic Car and Motorcycle Show N' Shine. LCCC will be selling alcoholic beverages as part of the event and will obtain a permit to sell alcoholic beverages from the Department of Alcoholic Beverage Control.

This event will require four (4) Public Works Department employees to set up and take down traffic control signs and help the eight (8) Police Officers with traffic control.

Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

FISCAL IMPACT:

<u>Main Street Cruise</u>	
Public Works Estimated	\$ 777
Police Dept. Estimated	<u>\$2,268</u>
TOTAL ESTIMATED COST	\$3,045

ACTION REQUESTED: Motion to approve Resolution Number 14-5046 authorizing closure of Main Street from Cottage Street to Weatherlow Street from 2:00 pm to 6:00 pm and closure of Pancera Plaza (South Gay Street) from Main Street to Cottage Street from 8:00 am to 7:00 pm on Saturday, June 28, 2014, for the Lassen County Chamber of Commerce (LCCC) 24th Annual Main Street Cruise Classic Car and Motorcycle Show N' Shine and authorization for the Mayor to execute a Caltrans encroachment permit application.

ATTACHMENTS: Resolution Number 14-5046
 Letter of request from the Lassen County Chamber of Commerce
 Caltrans Encroachment Permit Application for Main Street Cruise

RESOLUTION NUMBER 14-5046
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SUPPORTING CLOSURE OF MAIN STREET FROM COTTAGE STREET TO
WEATHERLOW STREET AND CLOSURE OF PANCERA PLAZA (S. GAY ST.) ON
SATURDAY, JUNE 28, 2014, FOR THE LASSEN COUNTY CHAMBER OF
COMMERCE (LCCC) 24th ANNUAL MAIN STREET CRUISE CLASSIC CAR AND
MOTORCYCLE SHOW N' SHINE AND AUTHORIZING MAYOR TO EXECUTE A
CALTRANS ENCROACHMENT PERMIT APPLICATION

WHEREAS, Lassen County Chamber of Commerce (LCCC) has requested City Council support of their 24th Annual Main Street Cruise Classic Car and Motorcycle Show N' Shine to be held on Saturday, June 28, 2014; and

WHEREAS, in order to hold the event, LCCC has requested authorization to close Main Street from Cottage Street to Weatherlow Street from 2:00 pm to 6:00 pm on Saturday, June 28, 2014; and

WHEREAS, LCCC has further requested closure of Pancera Plaza (S. Gay St.) from Main Street to Cottage Street from 8:00 am to 7:00 pm; and

WHEREAS, LCCC will obtain signatures from all businesses on Pancera Plaza agreeing to the street closure as required; and

WHEREAS, LCCC will obtain the appropriate permit from the Department of Alcoholic Beverage Control agency to sell alcohol at the event; and

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

1. Authorization to close Main Street from Cottage Street to Weatherlow Street from 2:00 pm to 6:00 pm and closure of Pancera Plaza (S. Gay St.) from Main Street to Cottage Street from 8:00 am to 7:00 pm on Saturday, June 28, 2014, for LCCC to hold their 24th Annual Main Street Cruise Classic Car and Motorcycle Show N' Shine.
2. Authorization of the Mayor to execute a Caltrans Encroachment Permit Application as required.

APPROVED: _____
Rod E. De Boer, 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 7th day of May, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter Talia, City Attorney

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV. 07/2007)

Permission is requested to encroach on the State Highway right-of-way as follows:
 (Complete all **BOXES** [write N/A if not applicable] Please print single sided)
 This application is not complete until all requirements have been approved.

FOR CALTRANS USE					
PERMIT NO.					
DIST/CO/RTE/PM					
SIMPLEX STAMP					
DATE OF SIMPLEX STAMP					
10. EST. COMPLETION DATE JUNE 28, 2014					
1. COUNTY LASSEN		2. ROUTE 36		3. POSTMILE VARIOUS	
4. ADDRESS OR STREET NAME MAIN STREET			5. CITY SUSANVILLE		
6. CROSS STREET (Distance and direction from site) FROM COTTAGE TO WEATHERLOW			7. PORTION OF RIGHT-OF-WAY ENTIRE ROADWAY		
8. WORK TO BE PERFORMED BY <input checked="" type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR		9. EST. START DATE JUNE 28, 2014		10. EST. COMPLETION DATE JUNE 28, 2014	
11. EXCAVATION	MAX. DEPTH N/A	AVG. DEPTH N/A	AVG. WIDTH N/A	LENGTH N/A	SURFACE TYPE N/A
12. EST. COST IN STATE HIGHWAY RIGHT-OF-WAY N/A			FUNDING SOURCE(S) <input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL <input type="checkbox"/> PRIVATE		
13. PIPES	PRODUCT TYPE N/A	DIAMETER N/A	VOLTAGE / PSIG N/A	14. CALTRANS' PROJECT CODE N/A	

15. Double Permit Parent Permit Number _____
 Applicant's Reference Number / Utility Work Order Number _____

16. Have your plans been reviewed by another Caltrans branch? NO YES (If "YES") Who? _____

17. Completely describe work to be done within STATE highway right-of-way :

Attach 6 complete sets of plans (folded to 8.5" x 11"), and any applicable specifications, calculations, maps, etc.
 All dimensions shall be in U.S. Customary (English) Units.

CLOSURE OF MAIN STREET (STATE HIGHWAY ROUTE 36) FROM COTTAGE STREET TO WEATHERLOW STREET ON SATURDAY, JUNE 28, 2014, FROM 2:00 PM TO 6:00 PM FOR THE LASSEN COUNTY CHAMBER OF COMMERCE (LCCC) 24TH ANNUAL MAIN STREET CRUISE CLASSIC CAR SHOW AND MOTORCYCLE SHOW N' SHINE EVENT. CLOSURE IS TO ALLOW VINTAGE VEHICLES TO BE PARKED ON THE STREET AND FOR SIDEWALK VENDOR BOOTHS. DETOUR MAP & LETTERS OF SUPPORT FROM THE SUSANVILLE POLICE DEPARTMENT AND CALIFORNIA HIGHWAY PATROL ARE ATTACHED. THE SUSANVILLE STREET DEPARTMENT AND POLICE DEPARTMENT WILL PLACE DETOUR SIGNS AND DIRECT TRAFFIC.

18. Is a city, county, or other agency involved in the approval of this project?

YES (If "YES", check type of project and attach environmental documentation and conditions of approval.)

COMMERCIAL DEVELOPMENT BUILDING GRADING OTHER _____

CATEGORICALLY EXEMPT NEGATIVE DECLARATION ENVIRONMENTAL IMPACT REPORT OTHER _____

NO (If "NO", please check the category below which best describes the project, and complete page 4 of this application.)

DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING

FENCE

PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS

MAILBOX

FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS

EROSION CONTROL

OTHER _____

LANDSCAPING

19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? YES NO
 (If "YES", provide a description)

20. Is this project on an existing highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? YES NO (If "YES", provide a description)

21. Is work being done on applicant's property? YES NO (If "YES", attach site and grading plans.)

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
STANDARD ENCROACHMENT PERMIT APPLICATION
 TR-0100 (REV. 07/2007)

PERMIT NO. _____

22. Will this proposed project require the disturbance of soil? YES NO
 If "YES", estimate the area within State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)
 estimate the area outside of State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)

23. Will this proposed project require dewatering? YES NO
 If "YES", estimate total gallons AND gallons/month. _____ (gallons) AND _____ (gallons/month)
 SOURCE*: STORMWATER NON-STORMWATER
 (*See Caltrans SWMP for definitions of non-storm water discharge: <http://www.dot.ca.gov/hq/env/stormwater/index.htm>)

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?
 Storm Drain System Combined Sewer / Storm System Storm Water Retention Basin
 Other (explain): _____

PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

The applicant, understands and herein agrees that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with Caltrans rules and regulations subject to inspection and approval.

The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit and the placement and subsequent operation and maintenance of said encroachment for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnitees, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnitees. The Applicant, however, shall not be obligated to indemnify Indemnitees for Claims arising from the sole negligence and willful misconduct of State, its officers, directors, agents or employees.

An encroachment permit is not a property right and does not transfer with the property to a new owner

DISCHARGES OF STORM WATER AND NON-STORM WATER: Work within State Highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department of Transportation (Department), to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

<http://www.dot.ca.gov/hq/construc/stormwater>

25. NAME of APPLICANT or ORGANIZATION (Print or Type) E-MAIL ADDRESS
 City of Susanville

ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)
 66 North Lassen Street, Susanville, CA 96130

PHONE NUMBER FAX NUMBER
 (530) 257-1041 (530) 257-1057

26. NAME of AUTHORIZED AGENT / ENGINEER (Print or Type) IS LETTER OF AUTHORIZATION ATTACHED? E-MAIL ADDRESS
 Dan Newton YES NO dnewton@cityofsusanville.org

ADDRESS of AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)
 720 South Street, Susanville, CA 96130

PHONE NUMBER FAX NUMBER
 (530) 257-1041 (530) 257-1057

27. SIGNATURE of APPLICANT or AUTHORIZED AGENT	28. PRINT OR TYPE NAME Rod E. DeBoer	29. TITLE Mayor	30. DATE
--	---	--------------------	----------

PERMIT NO. _____
WORK ORDER/REFERENCE NUMBER _____

FEE CALCULATION -- FOR CALTRANS USE					
<input type="checkbox"/> CASH <input type="checkbox"/> CREDITCARD NAME ON CARD _____ PHONE NUMBER _____					
<input type="checkbox"/> CHECK NUMBER _____ NAME ON CHECK _____ PHONE NUMBER _____					
<input type="checkbox"/> EXEMPT <input type="checkbox"/> PROJECT CODE _____ <input type="checkbox"/> DEFERRED BILLING (Utility)					
CALCULATED BY	(1)		(2)		
REVIEW	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
INSPECTION	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
FIELDWORK					
_____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
EQUIPMENT & MATERIALS	DEPOSIT	DATE	DEPOSIT	DATE	DEPOSIT
	\$ _____		\$ _____		\$ _____
CASH DEPOSIT IN LIEU OF BOND	\$ _____		\$ _____		\$ _____
TOTAL COLLECTED	\$ _____		\$ _____		\$ _____
CASHIER'S INITIALS	_____		_____		\$ _____
* The Standard Hourly Rate is set annually by HQ Encroachment Permits. District Office staff do not have authority to modify this rate.					
PERFORMANCE BOND	<input type="checkbox"/>	DATE			AMOUNT \$
PAYMENT BOND	<input type="checkbox"/>	DATE			AMOUNT \$
LIABILITY INSURANCE REQUIRED?		<input type="checkbox"/> YES <input type="checkbox"/> NO			AMOUNT \$

PERMIT NO. _____

INSTRUCTIONS
for completing page 4

This page needs to be completed when the proposed project DOES NOT involve a City, County or other public agency.

Your answers to these questions will assist departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within the State highway right-of-way and to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies and in some cases this may be costly and time-consuming. If possible, attach photographs of the location of the proposed project.

Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

1. Will any existing vegetation and/or landscaping within the highway right-of-way be disturbed?

NO

2. Are there waterways (e.g. river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or highway right-of-way?

NO

3. Is the proposed project located within five miles of the coast line?

NO

4. Will the proposed project generate construction noise levels greater than 86 dBA (e.g. jack-hammering, pile driving)?

NO

5. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?

NO

6. Are there any recreational trails or paths within the limits of the proposed project or highway right-of-way?

NO

7. Will the proposed project impact any structures, buildings, rail lines, or bridges within highway right-of-way?

NO

8. Will the proposed project impact access to any businesses or residences?

NO

9. Will the proposed project impact any existing public utilities or public services?

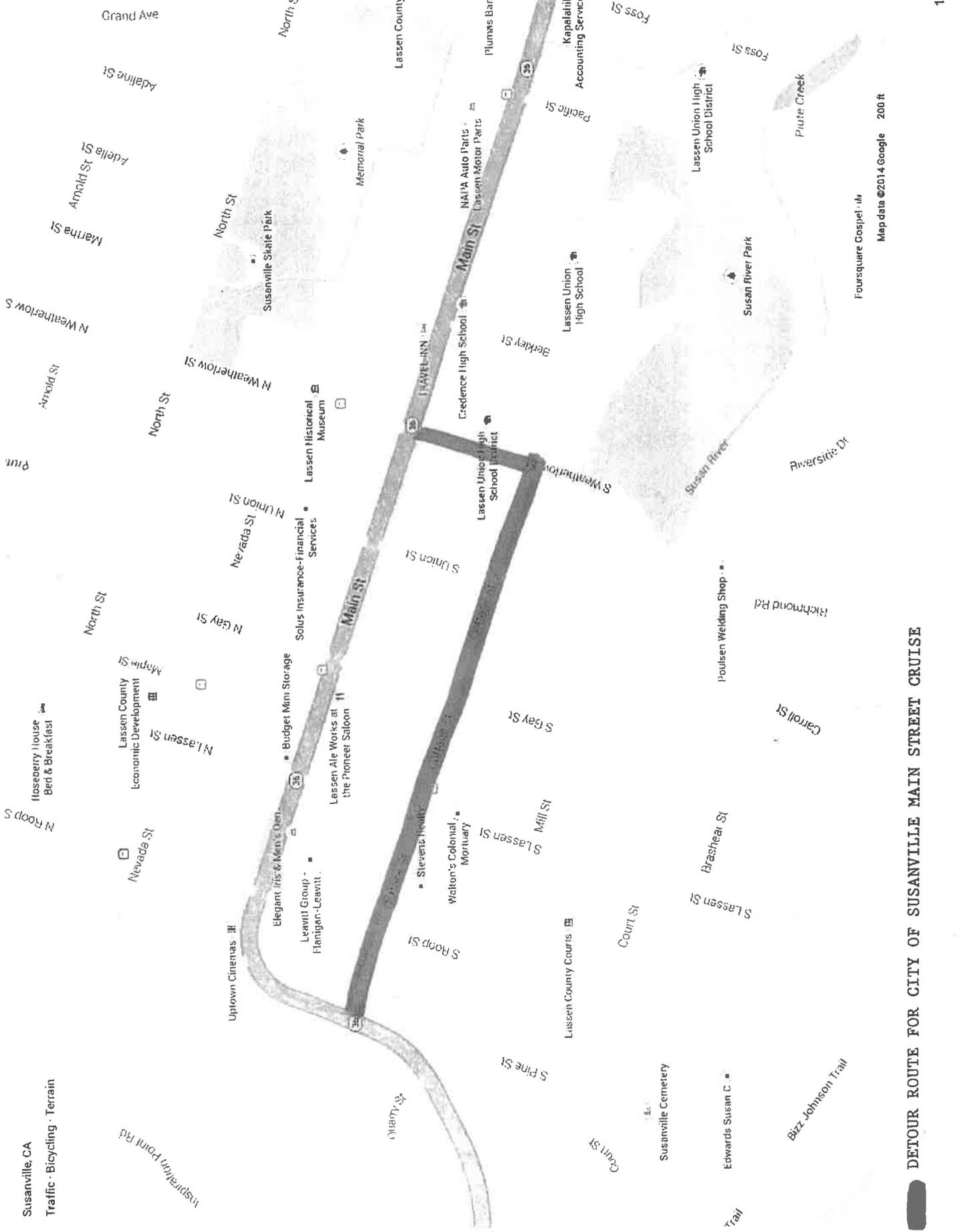
NO

10. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks, or overcrossings?

NO

11. Will new lighting be constructed within or adjacent to highway right-of-way?

NO



Susanville, CA

Traffic · Bicycling · Terrain

Foursquare Gospel . info

Map data ©2014 Google 200 ft

DETOUR ROUTE FOR CITY OF SUSANVILLE MAIN STREET CRUISE

City of Susanville
POLICE DEPARTMENT

Thomas V. Downing, Chief of Police
Pride in Service—Service with Pride

April 21, 2014

Cal Trans District II
PO Box 496073
Redding, CA 96049-6073

City of Susanville
66 N. Lassen St.
Susanville, CA 96130

Re: Main Street Cruise

I have received a request from the City regarding the 2014 Main Street Cruise scheduled for Saturday, June 28, 2014. State Highway 36 will be closed between Roop St. and Weatherlow St. West and East bound traffic will be diverted from Cottage St. to Weatherlow St. Police Chief, Tom Downing has reviewed and approved the route closure.

Sgt. Ryan Cochran, will be the Officer in Charge of the event. He can be reached at 530-257-5603.

Sincerely,



Denise Bera
Admin Asst.

Tom Downing
Chief of Police

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Susanville Area Office
472-400 Diamond Crest Road
Susanville, CA 96130
(530) 257-2191
(800) 735-2929 (TT/TDD)
(800) 735-2922 (Voice)



Tuesday, April 22, 2014

File No.: 140.11872.17561

Janette Zanhiser
City of Susanville Public Works
720 South Street
Susanville, CA 96130

Dear Ms. Zanhiser:

I was recently advised of the upcoming Annual Main Street Cruise to take place on Saturday, June 28, 2014 beginning at 2:00 PM till 6:00 PM.

The event is scheduled to take place on Main Street in Susanville between Cottage Street and Weatherlow Street. This letter confirms the California Highway Patrol (CHP) has been informed and supports this event, provided all applicable permits are obtained and proper traffic controls are in place to ensure public safety.

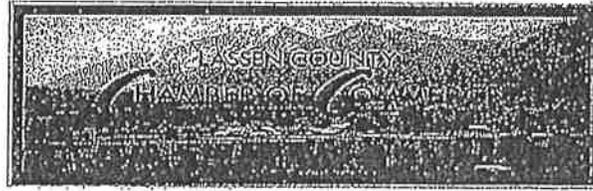
If you have any questions regarding this letter, contact myself or Officer Shaun Simmons at (530)257-2191.

Sincerely,

A handwritten signature in black ink, appearing to read "J. A. Micheletti".

J. A. Micheletti, Lieutenant
Commander
Susanville Area





PO Box 338 • 75 N Weatherlow • Susanville, CA 96130 • (530) 257-4323 • Fax: (530) 251-2561 • www.lassencountychamber.org

April 14, 2014

Janette Zanhiser
City of Susanville Public Works
720 South Street
Susanville, Ca. 96130

Dear Janette,

The Lassen County Chamber of Commerce is requesting street closure of Main Street, from Weatherlow Street to Roop Street, from 2pm – 6pm and the closure of Pancera Plaza on South Gay Street from Main Street to Cottage Street from 8am to 7pm, Saturday, June 28, 2014 for the 24th Annual Main Street Cruise Classic Car & Motorcycle Show 'N Shine. Businesses in Pancera Plaza will be notified of the street closure. Alcohol will be served at the event and all necessary insurance and Alcoholic Beverage Control permits will be obtained. In addition to city police presence at the event, the Chamber will provide volunteer security personnel at the perimeter of the event.

Please don't hesitate to contact me if you have any questions. Thank you in advance for your help in securing the necessary permits. I really appreciate all your efforts.

Best Regards,


Patricia Hagata
Executive Director

AGENDA ITEM NO. 9B

Reviewed by: ~~JH~~ City Administrator

~~PH~~ City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Ordinance No. 14-0996 amending Chapter 12.32 and 9.04 of the Susanville Municipal Code establishing regulations regarding camping and storage of personal property in public areas

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: In an effort to maintain and promote the safe use of the City's parks and public areas the proposed Ordinance will serve as an important tool in the City's effort to maintain clean and accessible neighborhoods and eliminate blighted areas. Camping and the storage of personal properties in public areas of the City interfere with the rights of others to use and enjoy these areas as they are intended and in many instances can pose a public health and safety hazard.

This Ordinance prohibits camping on public property and parks including Memorial Park, Riverside Park, Inspiration Park, Little League Park, Roosevelt Pool, Roop's Fort Complex, Susan River Parkway and Skyline Park. It defines camping to differentiate from recreational day use and specifies the type of paraphernalia typically associated with camping and addresses the storage of personal property. Section 2 amends the Code to authorize citation authority in support of this Ordinance.

FISCAL IMPACT: None at this time

ACTION REQUESTED: Motion to waive the first reading and introduce Ordinance No. 14-0996 adding Article VI under Chapter 12.32 Parks for Camping and Storage of Personal Property in Parks and Public Places and amending Chapter 9.04 Offenses Generally adding 9.04.090 Recreation, Parks, and Community Services authority to issue citations

ATTACHMENTS: Ordinance No. 14-0996

ORDINANCE NO. 14-0996

AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING THE SUSANVILLE MUNICIPAL CODE ADDING ARTICLE VI UNDER CHAPTER 12.32-PARKS FOR CAMPING AND STORAGE OF PERSONAL PROPERTY IN PARKS AND PUBLIC PLACES AND AMENDING CHAPTER 9.04- OFFENSES GENERALLY ADDING 9.04.090 RECREATION, PARKS AND COMMUNITY SERVICES AUTHORITY TO ISSUE CITATIONS

THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES ORDAIN AS FOLLOWS:

SECTION 1: City of Susanville Municipal Code Title 12, Chapter 12.32, adding Article VI

Article VI: Camping and Storage of Personal Property in parks and public places

- Purpose

The public streets, public and publicly owned property that is designated for public or government use and areas within the city of Susanville should be readily accessible and available to residents and the public at large. The use of these areas for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended. The purpose of this Article is to maintain public streets and areas within the city of Susanville in a clean and accessible condition.

-Definitions

Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning and application of words and phrases used in this Article.

- a) Camp – means to pitch or occupy camp facilities; to live temporarily in a camp facility or outdoors; to use camp paraphernalia.
- b) Camp Facilities- include but not are limited to tents, huts, temporary and/or permanent shelters.
- c) Camping paraphernalia- includes, but are not limited to, tarpaulins, cots, beds, sleeping bags, hammocks or non-city designated cooking facilities and similar equipment.
- d) Park –means the same as defines in Chapter 12.32 of this code.
- e) Store- means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.
- f) Street- means the same as defined in Title 12 of this code.

-Unlawful Camping

It shall be unlawful for any person to camp, occupy camp facilities or use camp paraphernalia in the following areas, except as otherwise provided:

- a) Any park;
- b) Any street;
- c) Any public parking lot or public area, improved or unimproved
- d) Any publicly owned property that is designated for public or government use

-Storage of Personal Property in Public Places

It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia, in the following areas, except as otherwise provided by resolution of the City Council:

- a) Any park;
- b) Any Street;
- c) And public parking lot or public area, improved or unimproved;

SECTION 2: Add 9.04.090 to Chapter 9.04 Offenses Generally of the City of Susanville Municipal Code is hereby to read as follows:

9.04.090 Recreation, parks and community services authority to issue citations

The City of Susanville Police Department Officers and Community Service Officers, Parks Officials and Park Rangers employed within the Police and Administrative Services department have the duty to enforce the provisions of Chapter 9.04 Offences Generally, 9.04.090 of this code where the Official has maintenance responsibility, and are authorized to arrest persons without a warrant whenever they have reasonable cause to believe that the person to be arrested has committed a violation of said provisions in their presence. In any case in which a person is arrested pursuant to this section and the person arrested does not demand to be taken before a magistrate, said officer or employee making the arrest shall prepare a written notice to appear and release the person on his or her promise to appear as prescribed by Chapter 5 c, Title III, of Part 2 of the Penal Code of the State of California (commencing with Section 853.6)

Any person who violates this article is guilty of a misdemeanor, punishable by a fine of not more than \$500.00 and/or imprisonment not to exceed six months. This article may also be enforced via administrative or civil actions as authorized by the Municipal Code.

SECTION 3: If any section subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Susanville hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declares invalid or unconstitutional.

SECTION 4: Neither the adoption of this ordinance nor the repeal hereby of any ordinance shall in any manner affect the prosecution for violation of ordinances, which violations were committed prior to the effective date hereof, nor be construed as affecting any of the provisions of such ordinance relating to the collections of any such license or penalty or the penal provision applicable to any violation thereof, nor to affect the validity of any bond or cash deposit pursuant to any ordinance and all rights and obligations thereunder appertaining shall continue in full force and effect.

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the ____ day of _____, _____ by the following polled vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

Reviewed by: ~~____~~ City Administrator
 PMS City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5044** Approving C&S Companies Scope and Fee proposals for updating the Susanville Municipal Airport Layout Plan to include the Precision Approach Path Indicator (PAPI) project

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: In July 2012, the City entered into a professional agreement with C&S Companies to provide planning services for Susanville Municipal Airport. The City would like to utilize their services to apply for Federal Aviation Administration (FAA) funding to replace the inoperative Visual Approach Slope Indicator (VASI) at the end of Runway 29. The VASI is used to assist pilots on their final approach for night landings and is currently shut-down. The system is obsolete and parts cannot be located any longer. C&S Companies will prepare and submit the necessary documentation to the FAA to request grant reimbursement to replace Runway 29's VASI with a PAPI and install a PAPI at the end of Runway 11. Please note that Runway 29 and 11 are the same runway "11-29" and the number used is based on the direction of the approach of the aircraft. The City will also need to update its Airport Layout Plan (ALP) map and submit this to the FAA along with the PAPI project proposal to be considered for any grant reimbursement. The PAPI's are currently included in the airport project list adopted by Council in January 2014.

FISCAL IMPACT: \$9,676 to update the ALP map and \$2,116 to complete the environmental planning for the PAPI installation and submittal of proposals to the FAA for approval and grant reimbursement. The cost of this service is also grant reimbursable.

ACTION REQUESTED: Approve **Resolution No. 14-5044** Approving C&S Companies Scope and Fee proposals for Susanville Municipal Airport Precision Approach Path Indicator (PAPI) project

ATTACHMENTS: C&S Companies Scope of Work for Design Phase (ALP Update)
 C&S Companies Scope of Work for Environmental Planning (PAPI Installation)
 Resolution No. 15-5044

RESOLUTION NO. 14-5044
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING C&S COMPANIES SCOPE AND FEE PROPOSALS FOR
SUSANVILLE MUNICIPAL AIRPORT PRECISION
APPROACH PATH (PAPI) PROJECT

WHEREAS, the City Council of the City of Susanville has contracted with C&S Companies to perform engineering work for the Susanville Municipal Airport;

WHEREAS, the Susanville Municipal Airport is in need of replacing the obsolete Visual Approach Slope Indicators (VASI) with new PAPI's;

WHEREAS, the City Council has received, reviewed and approved the proposed Scope and Fee proposals for this project;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the Scope and Fee proposal from C&S Companies and authorizes proceeding with the project and submission of said project to the FAA.

Dated: May 7, 2014

APPROVED: _____

Rod E. De Boer, Mayor

ATTEST: _____

Gwenna MacDonald, City Clerk

The foregoing Resolution No. 14-5044 was adopted at a regular meeting of the City Council of the City of Susanville held on the 7th day of May, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney



**ENGINEERING
COST
SCHEDULE "B"
DESIGN PHASE**

PROJECT NAME: ALP Drawing Set Update
PROJ DESCRIPTION: Update of ALP, Exhibit A and Airspace Drawing

DATE: 01-May-14
A/E: C & S ENGINEERS, INC.
PROJECT NO: M13
C&S CONTACT: Jessica Mullen

CLIENT: City of Susanville
CLIENT MANAGER:

I. LABOR RATE COSTS:

	TITLE	LABOR RATE (\$/HR)	@	HOURS		COST
A.	DEPARTMENT MANAGER	\$242.00	X	8	=	\$1,936
B	DESIGNER	\$96.00	X	56	=	\$5,376
C	MANAGER AIRPORT PLANNING	\$197.00	X	12	=	\$2,364
	TOTAL PLANNING SERVICES:			76		\$9,676
II. TOTALS:				TOTAL PLANNING SERVICES & FAA ELIGIBLE		\$9,676

**WORKPLAN
SUSANVILLE MUNICIPAL AIRPORT
PAPI INSTALLATION**

TASK	DES	PLAN	MGR A/P PLAN	DIRECT COSTS	SERVICES BY OTHERS	TOTALS	TOTAL HOURS PER TASK
PROJECT ADMINISTRATION			2			\$394	2
REPORT PREPARATION	4	8	2			\$1,722	14
	4	8	4			\$2,116	16

SCHEDULE A SCOPE OF WORK

Project Title: ALP Drawing Set Update
Airport Name: Susanville Municipal Airport (SVE)
Services Provided: PLANNING

OVERVIEW OF SERVICES:

C&S Engineers, Inc. (CONSULTANT) shall provide the required professional services to prepare an update to specific drawings within the Airport Layout Plan (ALP) Drawing Set (Project) for the City of Susanville (SPONSOR) at Susanville Municipal Airport (SVE). This Scope of Services is based upon Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5070-6B, *Airport Master Plans*, which provides general guidelines for the preparation of an ALP Drawing Set.

SCOPE OF SERVICES

ADMINISTRATION PHASE

The CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with the FAA during the Project's completion. In addition, the CONSULTANT shall assist the SPONSOR in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the SPONSOR; and submission to the funding agencies.
2. Preparation of reimbursement request packages; coordination of their execution by the SPONSOR; and submission to the funding agencies.
3. The schedule is anticipated to be as follows:

	Time from Receipt of <u>NTP</u>	Anticipated Completion <u>Date</u>
Notice to Proceed (NTP)		May 19, 2014
Draft ALP Drawing Set	10 days	May 30, 2014
City/FAA Review	10 days	June 13, 2014
Final ALP Drawing Set	10 days	June 27, 2014

DEVELOPMENT OF THE FOLLOWING ALP SHEETS

As required by FAA, the Airports Organization (ARP) Standards Operating Procedures (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)* will be utilized in the preparation of the ALP drawings. It is agreed that any future revisions to the SOP after a Notice to Proceed (NTP) has been issued by the SPONSOR may constitute additional work. After review by the SPONSOR and FAA, revisions to the draft ALP drawing set will be made by the CONSULTANT based on the provided comments.

The CONSULTANT will prepare the following ALP drawings:

- ***Airport Layout Plan*** – A drawing depicting the existing and proposed future airport facilities. The drawing should include required facility identifications, description labels, imaginary surfaces, Runway Protection Zones, Runway Safety Areas, building elevations, and basic airport and runway data tables.

This will include the depiction of the proposed Precision Approach Path Indicators (PAPI) on Runway 11-29. It may be necessary to include the data tables on a separate sheet.

- ***Airport Airspace Drawing*** – 14 CFR Part 77, *Objects Affecting Navigable Airspace*, defines this as a drawing depicting obstacle identification surfaces for the full extent of all airport development. It should also depict airspace obstructions for the portions of the surfaces excluded from the Inner Portion of the Approach Surface Drawing.
- ***Exhibit A Property Map*** – Based on information provided by the SPONSOR a drawing depicting each parcel of the entire airport property will be shown, including lands which are non-contiguous to the airport proper parcel and lands targeted for sale or lease. The drawing will depict both fee and easement interests.

DELIVERABLES

CONSULTANT shall provide three (3) full-size (24" x 36") copies of each updated ALP drawing to the FAA for review and comment after SPONSOR approval. For final submission to the FAA, CONSULTANT shall provide three (3) full-size (24" x 36") copies of each updated ALP drawing and one (1) CD that contains each drawing. For submission to the California Department of Transportation (CALTRANS), one (1) CD that contains each updated ALP drawing will be provided at the SPONSOR's request.

ASSUMPTIONS

It is assumed that all previously prepared ALP Drawings and associated data, including Computer Added Design/Drafting (CADD) files, will be provided to the CONSULTANT by the SPONSOR. It is also assumed by the CONSULTANT and agreed to by the SPONSOR that the Project will NOT include the following:

- Updates to the Inner Portion of the Approach Surface Drawing, Runway Departure Surface Drawing, Off-Airport Land Use Drawing
- ALP Narrative Report.
- Environmental clearance documentation for any proposed development projects shown on the ALP.
- FAA Airports Geographic Information System (AGIS) and associated aeronautical survey in accordance with FAA AC 150/5300-16, 17 and 18 as amended.

--- END OF SCHEDULE A ---

**WORKPLAN
SUSANVILLE MUNICIPAL AIRPORT
ALP Update**

TASK	MGR		DEPT	DIRECT COSTS	SERVICES BY		TOTAL HOURS PER TASK
	DES	A/P PLAN			MAN	OTHERS	
PROJECT ADMINISTRATION			2			\$484	2
DRAFT ALP REVISIONS	40	8	4			\$6,384	52
FINAL ALP REVISIONS	16	4	2			\$2,808	22
	56	12	8			\$9,676	76



**ENGINEERING
COST
SCHEDULE "B"
PLANNING PHASE**

PROJECT NAME: CatEx RW 11-29 PAPIs
PROJ DESCRIPTION: CatEx associated with installation of PAPIs and related electrical components
CLIENT: City of Susanville
CLIENT MANAGER:

DATE: 01-May-14
A/E: C & S ENGINEERS, INC.
PROJECT NO: M13
C&S CONTACT: Jessica Mullen

I. LABOR RATE COSTS:

	TITLE	LABOR RATE (\$/HR)	@	HOURS	=	COST
A.	DESIGNER	\$96.00	X	4	=	\$384
B.	MANAGER AIRPORT PLANNING	\$197.00	X	4	=	\$788
C.	PLANNER	\$118.00	X	8	=	\$944
				TOTAL PLANNING SERVICES:		\$2,116
II. TOTALS:				TOTAL PLANNING SERVICES & FAA ELIGIBLE		\$2,116

SCHEDULE A
SCOPE OF WORK

Project Title: CatEx associated with installing Runway 11 and 29 PAPIs
Airport Name: Susanville Municipal Airport (SVE)
Services Provided: ENVIRONMENTAL PLANNING

Project Description:

C&S Engineers, Inc. (CONSULTANT) shall provide the required professional services to prepare an Extraordinary Circumstance Information Submittal (Project) for submittal to the Federal Aviation Administration's (FAA) San Francisco Airport District Office (SF-ADO) for the City of Susanville (SPONSOR) at Susanville Municipal Airport (SVE). This Scope of Services is based upon FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures* which provides general guidelines for the preparation of environmental analysis as it relates for airport development projects.

This project will include the removal of the existing VASI at the Runway 29 end, the installation of a new PAPI at the Runway 29 end, and the installation of a new PAPI at the Runway 11 end. According to FAA Order 1050.1E, the proposed project is eligible for categorical exclusion (CatEx) under Paragraph 309b, which deals with the installation of visual approach aids at airports.

Extraordinary Circumstance Information Submittal:

Attached hereto as Appendix A, is the Extraordinary Circumstance Information Submittal template. The template will be used as a guide in the preparation of the submittal (also referred to as CatEx report).

The CONSULTANT will prepare the following:

Extraordinary Circumstance Information Submittal – using information provided by environmental regulatory agencies and previously prepared documentation at SVE a CatEx report will be prepared by the CONSULTANT. The CatEx report will focus on the proposed project and surrounding facilities and include an associated figure. If necessary, additional information on the proposed project or specific information relating to environmental resources will be included in the appendices of the CatEx report.

After review by the SPONSOR and FAA, changes to the draft CatEx report will be made by the CONSULTANT based on provided comments, if necessary. Once the CatEx report has been finalized the FAA will grant approval through a signed letter.

DELIVERABLES

For submission to the FAA, CONSULTANT shall provide one electronic copy of the CatEx report and draft cover letter to the SPONSOR. The cover letter should be signed and printed on City of Susanville letterhead and submitted to the FAA with a hard copy of the CatEx report.

ASSUMPTIONS

It is assumed that all previously prepared airport and environmental planning documentation will be provided to the CONSULTANT by the SPONSOR.

--- END OF SCHEDULE A-1---

APPENDIX A
Extraordinary Circumstance Information Submittal

The attached provides the Extraordinary Circumstance Information Submittal template. The template will be used in the preparation of the CatEx report, as required by FAA Order 1050.1E.

PROJECT INFORMATION AND EXTRAORDINARY CIRCUMSTANCE INFORMATION
SUBMITTAL

A. Airport/Sponsor/Address/Contact Information:

B. Proposed Project Description/Purpose & Need for Project:

The purpose of the proposed project is

C. Identify the appropriate category for the proposed project:

(1) Approval of a project on an ALP; (2) Approval of federal funding for airport development; (3) Requests for conveyance of government land; (4) Approval of release of airport land; (5) Approval of the use of passenger facility charges (PFC); (6) Approval of development or construction on a federally obligated airport.

The appropriate category for the proposed project is:

D. Identify the applicable Categorical Exclusion:

The proposed project must be specifically identified in Order 1050.1E paragraphs 307 through 312 "Categorical Exclusions" and cannot involve any conditions identified in paragraph 501 (projects normally requiring an EIS); paragraph 401 (projects normally requiring an EA); or paragraph 304 (extraordinary circumstances).

The proposed project is categorized in Order 1050.1E, paragraphs

E. Review of Extraordinary Circumstances (FAA Order 1050.1E paragraph 304):

Include a description of the project site as it relates to each of the following resource categories:

1. **AIR QUALITY – Paragraph 304g.** Is the proposed project in an air quality attainment, nonattainment or maintenance area for a specific criteria pollutant? Would the project worsen the air quality? See the EPA Green Book at www.epa.gov/oar/oagps/greenbk for current nonattainment areas for each criteria pollutant.
2. **COASTAL RESOURCES – Paragraph 304c (For Airports in California, Hawaii and Pacific Islands only).** Is the proposed project in a coastal zone, as defined by a state's Coastal Zone Management Plan (CZMP)? If "yes", describe how the project is consistent with the State's CZMP.
3. **DEPARTMENT OF TRANSPORTATION SECTION 4(f) – Paragraph 304b.** Would the proposed project directly or indirectly use any land from a public park, recreation area, or wildlife or waterfowl refuge of national, state, or local significance, or land of an historic site of national, state, or local significance? If "yes", describe the proximity of the park to the project site and explain how much of the park would be affected and why the land is needed.
4. **NATURAL RESOURCES AND ENERGY SUPPLY – Paragraph 304c.** Would the proposed project affect the energy or other natural resource consumption where demand exceeds the capacity of the supplier?
5. **FARMLANDS – Paragraph 304c.** Would the proposed project convert any farmland to non-agricultural uses? If yes, identify the current approved zoning classification for the project area.
6. **FISH, WILDLIFE, AND PLANTS – Paragraph 304c.** Does the proposed project area contain any federally-listed endangered or threatened species of flora and fauna, or designated critical habitat? Describe the site and specific species or habitat designation, if any, and results of any consultation with the U.S. Fish and Wildlife Service, if available.

7. **FLOODPLAINS – Paragraph 304c.** Would the proposed project be located in, or would it encroach upon, any designated 100-year floodplains? The FEMA Floodplain maps for the project vicinity are attached to this document.
8. **HAZARDOUS MATERIALS, POLLUTION PREVENTION, AND SOLID WASTE – Paragraph 304k.** Would the proposed project require the use of land that may contain hazardous substances or may be contaminated? Identify any documented hazardous materials issues on the project site. (Agencies such as the U.S. Environmental Protection Agency and/or the applicable state environmental agency have publicly available information on their websites that may be of assistance.)
9. **HISTORIC, ARCHITECTURAL, ARCHEOLOGICAL, AND CULTURAL RESOURCES – Paragraph 304a and 304j.** Does the proposed project affect any documented properties that are prehistoric, historic, archeological, or cultural resources? Provide copy of any prior consultation with the State Historic Preservation Officer (SHPO) for the proposed project area.
10. **NOISE – Paragraph 304f.** Would the proposed project increase airport noise over noise sensitive land uses (e.g. residences, schools, churches, and hospitals)? See Table 1 of 14 CFR Part 150 for descriptions of various noise sensitive land uses.
11. **SECONDARY (INDUCED) IMPACTS – Paragraph 304d & e.** Does the proposed project require relocation of any homes or businesses, or increase off-airport surface traffic congestion? Describe the number of relocations needed for the proposed project.
12. **WATER QUALITY – Paragraph 304h.** Would the proposed project degrade water quality, including ground water, surface water bodies, or any public water supply systems? Does the sponsor have a Storm Water Pollution Prevention Plan (SWPPP)? Give date of Plan.
13. **WETLANDS – Paragraph 304c.** Would the proposed project be built in or near any wetlands? If yes, provide any documentation to indicate that the U.S. Army Corps of Engineers has determined if the wetlands are jurisdictional or not.
14. **WILD AND SCENIC RIVERS – Paragraph 304c.** Would the proposed project be built near or affect a designated Wild and Scenic River? If yes, identify the wild and scenic river segment and distance to the proposed project. See <http://www.nps.gov/river/wildriverslist/html> for additional information.
15. **OTHER CONSIDERATIONS – Paragraph 304d, 304i, and 304j.** Is the proposed project likely to be highly controversial on environmental grounds? Is there organized opposition to the project on environmental grounds? Is the proposed project reasonably consistent with plans, goals, and policies adopted by the community in which the project is located?

Reviewed by: ~~____~~ City Administrator
~~____~~ City Attorney
PMB

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Dan Newton, Acting Public Works Director

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 14-5048 authorizing the use of General Fund monies for the construction of the City Hall parking lot.

PRESENTED BY: Dan Newton, Acting Public Works Director

SUMMARY: The City Council of the City of Susanville has directed staff to prepare the necessary plans and cost estimate to complete the construction of the City Hall parking lot. The Public Works Department has the necessary staffing, tools, and equipment to complete the work with the City's own forces.

The California Public Contract Code allows the City to complete public works projects less than or equal to \$45,000 with the City's own forces. This is possible because the City has elected to become subject to the Uniform Construction Cost Accounting Procedures set forth in the California Public Contract Code (August 13, 2003).

Attached is a conceptual plan of the City Hall parking lot for Council's review. Staff is near completion of the final project plans.

FISCAL IMPACT: Up to \$45,000

ACTION REQUESTED: Adopt **Resolution No. 14-5048** authorizing the use of General Fund monies for the construction of the City Hall parking lot.

ATTACHMENTS: Resolution 14-5048
Conceptual Plan

NEVADA STREET

25' DRIVEWAY

4" SIDEWALK
5' PLANTER

10" SIDEWALK

LOW MASONRY WALL

WOOD FENCE

WOOD FENCE 5' PLANTER

WOOD FENCE



PROPERTY LINE

PROPERTY LINE

GRADE BREAK

DOOR

MASONIC LODGE
FF=99.70

PROPERTY LINE

TANK

6' WALK

DOOR

6' WALK

ROOF DRAIN

ROOF DRAIN

ROOF DRAIN

DOOR

ROOF DRAIN

PANEL

CITY HALL
FF=100.00

WATER BILL DROPOFF BOX

ALLEY

LASSEN STREET



SCALE: NONE

CITY HALL PARKING LOT CONCEPTUAL PLAN

LEGEND:



ASPHALT CONCRETE

NOTES:
SCOPE OF WORK:

- a) ASPHALT CONCRETE PAVING
- b) CONCRETE CURB AND CONCRETE DRAINAGE STRUCTURES
- c) REMOVE AND REPLACE DRIVEWAY
- d) SIDEWALK CROSDRAIN

RESOLUTION NUMBER 14-5048
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE USE OF GENERAL FUND MONIES TO CONSTRUCT THE
CITY HALL PARKING LOT

WHEREAS, the City Council of the City of Susanville is desirous of constructing a parking lot behind the City Hall Building; and

WHEREAS, the City of Susanville has adopted the State of California Uniform Construction Cost Accounting Commission Cost Accounting Procedures, which allows the City to complete the parking lot construction with its own forces provided the cost of the construction is less than \$45,000; and

WHEREAS, the City can complete the construction, with its own forces, for less than \$45,000, and

WHEREAS, there is sufficient money in the City's General Fund to complete the parking lot construction.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Susanville authorizes the use of General Fund monies, in the amount of \$45,000 to construct the City Hall parking lot.

Dated: May 7, 2014

APPROVED: _____
Rod De Boer, 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 7th day of May, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

Reviewed by:  City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5049** Approving Purchase of New Folder-Insertor Machine for the Finance Division and Budget Increase for the Water and Natural Gas Funds

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: In 2007 the City leased a Folder-Insertor machine from Ray Morgan Company. This machine is used to feed, fold, insert and seal approximately 4400 utility bills and 1200 reminder notices per month for the City. The City leased this machine for 5 years and paid \$504.10 at the end of the lease in 2012 to purchase the machine. We have been having several mechanical issues with the old machine and Forest Office has been working with us to try and keep the machine going. Neil Rebel from Forest Office has diagnosed several issues including the complete roller system would need to be replaced. We have identified the following options to address this need and avoid folding and inserting these bills by hand.

We have requested information on the cost to repair the machine, lease a new machine or purchase a new machine and have received the following:

Repair – Forest Office - \$6,575.00 for parts and labor to replace all feed and pressure rollers

Lease – Forest Office -\$255 per month for 63 months. Includes all maintenance and parts for 63 months. At the end of the lease, machine can be purchased for 10% of original purchase price or \$931.60. (Neopost does not offer lease options and Setcom did not reply.) Total Cost \$18,201

Purchase – Forest Office – \$9,315.95 tax included (list price is \$12,000 before government discount) Total price includes installation, training and

shipping. Plus \$84.00 per month (\$1,000 per year) maintenance contract which includes maintenance, labor parts for 5 years. After the 5th year we would pay \$100.00 on a month to month basis. Total Cost \$14,316.

Neopost (Reno, NV) - \$9,630.93 tax included. First year maintenance free. After first year \$1,600 per year. They also include shipping, installation and training in the price. Total Cost \$16,031

Staff is recommending the purchase of the machine and accepting the bid from Forest Office. They have submitted the lowest bid and they are a local vendor that will give the City a quicker response time if an issue arises with the machine.

FISCAL IMPACT: \$9,315.95 to purchase the machine plus \$168 for the 2013/2014 portion of the maintenance contract. Cost of the machine will be charged 60% Water and 40% Natural Gas with a requested budget increase of \$5600 in the Water Fund and an increase in \$3730 in the Natural Gas Fund budgets for machinery and equipment.

ACTION REQUESTED: Approve **Resolution No. 14-5049** Approving Purchase of New Folder-Insert Machine for the Finance Division and Budget Increase for the Water and Natural Gas Funds

ATTACHMENTS: Resolution No. 15-5049
Forest Office Quote
Neopost Quote

RESOLUTION NO. 14-5049
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING PURCHASE OF A FOLDER-INSERTER MACHINE

WHEREAS, the Finance Division produces and mails approximately 4400 utility bills and 1200 reminder notices per month for Water and Natural Gas; and

WHEREAS, the existing folder-inserter machine is out of order and the process of folding and inserting bills would need to be completed by hand ; and

WHEREAS, the City has received a quote from Forest Office supply to purchase a new machine for \$9315.95; and

WHEREAS, the Water Fund will pay \$5,589.57 and the Natural Gas Fund will pay \$3,726.38; and

WHEREAS, these funds will require a budget increase to cover the purchase;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the purchase of a folder-inserter machine from Forest Office supply and authorizes the Finance Division to increase the Water and Natural Gas budgets accordingly.

Dated: May 7, 2014

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

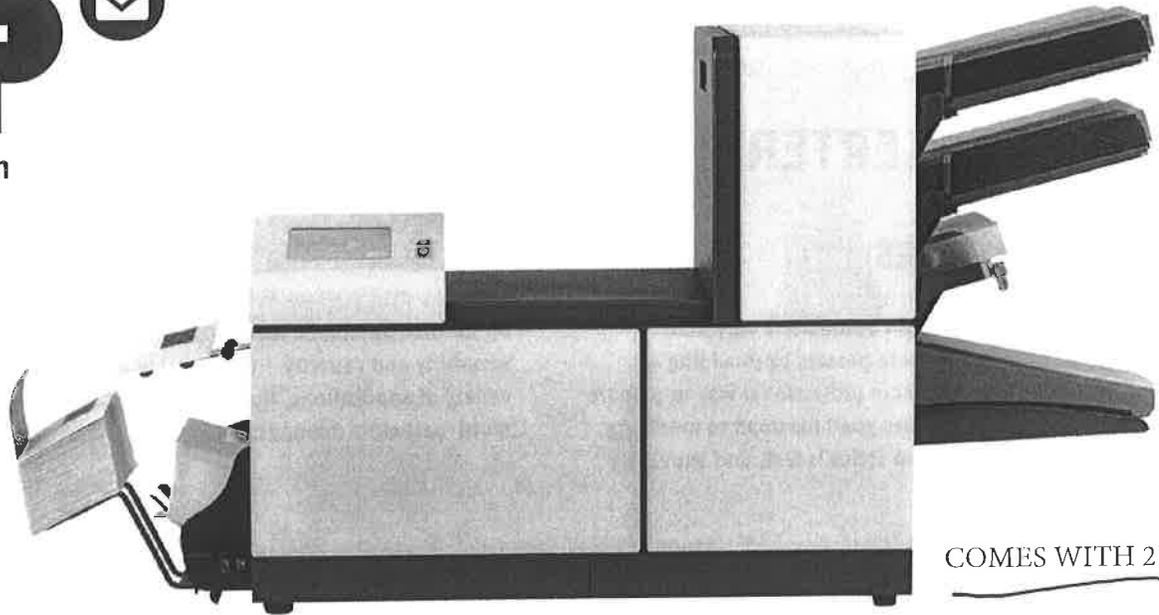
The foregoing Resolution No. 14-5045 was adopted at a regular meeting of the City Council of the City of Susanville held on the 7th day of May, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney



COMES WITH 2 TRAYS

FPI-2320

EFFICIENT, HIGH PERFORMANCE FOLDING INSERTING MACHINE

OPTION 1

PURCHASE PRICE = **\$8,666.00** PLUS TAX (LIST PRICE \$12,000.00)

MAINTENANCE CONTRACT -

MAINTENANCE INCLUDES PARTS AND LABOR AS NEEDED. BILLED \$84.00 PER MONTH OR \$1,000.00 PER YEAR. AFTER 5 YEAR CONTRACT IS UP THE MAINTENANCE WILL GO MONTH TO MONTH FOR \$100.00 PER MONTH

OPTION 2

EASY LEASE PROGRAM 63 MONTHS FMV

\$255.00 PER MONTH

LEASE PRICE INCLUDES ALL MAINTENANCE FOR THE 63 MONTHS

MAINTENANCE INCLUDES PARTS AND LABOR AS NEEDED. AFTER 5 YEAR CONTRACT IS UP THE MAINTENANCE WILL GO MONTH TO MONTH FOR \$100.00 PER MONTH. MACHINE CAN BE PURCHASED FOR AN ESTIMATED 10% OF THE ORIGINAL PURCHASE PRICE.

FOREST
OFFICE
EQUIPMENT

720 Main Street Susanville Ca 96130

Neil ReBell

Sales & Service

Store: (530) 257-4330

Cell: (530) 310-0001

Fax: (530) 257-7994



sales@forestoffice.com

www.forestoffice.com

COMPONENT OPTIONS

OMR

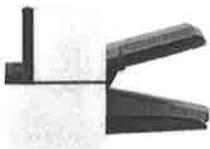
Automatic Optical Mark Recognition (OMR). The inserter can "read" coded marks on documents to reliably determine the number and sequence of documents intended for a single addressee. This is especially useful for mailing multi-page invoices.

HIGH-VOLUME ENVELOPE HOPPER

Eases the collection of finished envelopes. The time and space saving design delivers filled envelopes to an extra-large, side-mounted envelope hopper.

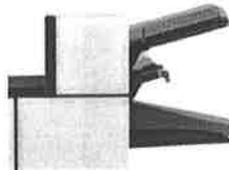
SIDE EXIT TRAY

Enhance the professional image and efficiency of all your mailings. The side exit tray automatically connects to the FP UltiMail digital mailing system for easy collating and stacking.



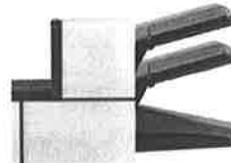
FPI-2310

The FPI-2310 features one automatic feeder station that allows for multiple document feeding.



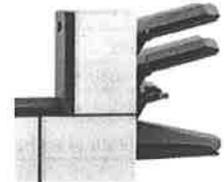
FPI-2315

The FPI-2315 features one automatic 8 1/2" x 11" document station that feeds materials page by page and a second automatic station (up to 8 1/2" x 14") feeds envelope-shaped enclosures for assembling multi-part mailings.



FPI-2320

The FPI-2320 is equipped with two automatic document stations that can be set up to feed 8 1/2" x 11" formats, as well as envelope-shaped enclosures such as brochures, flyers, reply cards, or envelopes.



FPI-2325

The FPI-2325 consists of two automatic 8 1/2" x 11" document stations plus an enclosure feeder for assembling multi-part mailings, including letters, flyers, and business reply envelopes.

Functions	FPI-2310	FPI-2315	FPI-2320	FPI-2325
Automatic feeder stations	1	2	2	2
8 1/2" x 11" feeder stations	0	1	2	2
Multiple document feed	yes	yes	yes	yes
Feeder-swap	no	yes	yes	yes
Manual feed for up to 5 sheets	yes	yes	yes	yes
Feed supplement documents (envelope-sized)	yes	yes	yes	yes
Feed a second supplementary document	no	no	no	yes
Programmable job memory	15	15	15	15
Item counter (job/total)	yes	yes	yes	yes
Fill & start function	yes	yes	yes	yes
Real sheet control	yes	yes	yes	yes
Touch screen	yes	yes	yes	yes
Quiet operation for office environments (as per ISO)	yes	yes	yes	yes
OPTIONS				
OMR	no	no	no	yes
Side exit w/ extra capacity envelope hopper	yes	yes	yes	yes
Side exit envelope output for online postage meter connection	yes	yes	yes	yes

Forest Office Equipment

720 Main Street
Susanville CA 96130

Neil ReBell
(530)257-4330
(530)257-7994
sales@forestoffice.com
www.forestoffice.com



Estimate

Estimate No:

5

Date:

April 30, 2014

For: City Of Susanville

Ship To:

FOB Ship Date Ship Via Tracking No
April 30, 2014

Description	Quantity	Rate	Amount
Folder inserted repair	1	\$5,000.00	\$5,000.00
Replacement kit of all feed rollers and pressure rollers			
Hours of service to repair	12	\$100.00	\$1,200.00*

* Indicates non-taxable item

Subtotal	\$6,200.00
TAX (7.50%)	\$375.00
Shipping	\$0.00
Total	\$6,575.00

Forest Office Equipment

720 Main Street
Susanville CA 96130

Neil ReBell
(530)257-4330
(530)257-7994
sales@forestoffice.com
www.forestoffice.com



Invoice

Invoice No:
276

Date:
April 30, 2014

Terms: NET 30
Due Date: May 30, 2014

Bill To: City Of Susanville

Ship To:

FOB Ship Date Ship Via Tracking No
April 30, 2014

Description	Quantity	Rate	Amount
3 hours of repair on folder inserter	3	\$70.00	\$210.00
If new machine is purchased through FOREST OFFICE EQUIPMENT This invoice will be credited back			

* Indicates non-taxable item

Subtotal	\$210.00
TAX (7.50%)	\$15.75
Shipping	\$0.00
Total	\$225.75
Paid	\$0.00
Balance Due	\$225.75

Signature _____

Stacy Hubanks

From: Chris Long [Chris@mmswest.com]
Sent: Wednesday, April 23, 2014 11:03 AM
To: shubanks@cityofsusanville.org
Subject: MMS West Folder Inserter Proposal
Attachments: Susanville Customer References.pdf; Why Choose MMS West Northern California.pdf; Folder Inserter Options.pdf

Thanks again for your time Stacy.

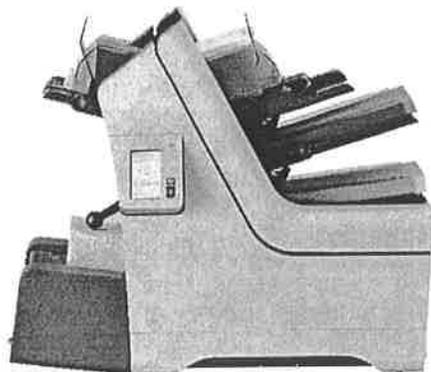
Attached is the WSCA pricing on the new folder inserters. Also attached is more about us and some references for you to call on our service.

We really appreciate your interest in us and we hope to have you as one of our many Susanville family members!

Any other questions don't hesitate to call.

Chris Long
Mail Center Specialist
1380 Greg St. Ste 219
Sparks, NV 89431
Email: chris@mmswest.com
Phone: 775-331-5554
Fax: 775-331-5556
Visit us on the web @ www.neopostinc.com or www.HaslerInc.com

 **MMS** WEST
Total Mail Center Solutions



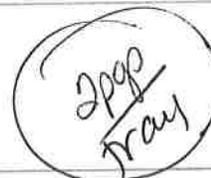
City of Susanville

DS-65 FOLDER/INSERTER

- Color touch-screen controls with graphical user guidance and wizard-based programming
- Versatile flexFeeders can process document sizes from full sheets down to 1/3 inserts
- load'n Go® allows DS-65 to program itself based on the materials you place in the trays
- Maximum productivity from perfectly-matched capacity on each feeder & the built-in stacker
- With powerFold® DS-65 can tri-fold up to 8 pages together, neatly and silently
- Ensures accurate mail piece contents with exclusive secure'n Feed® technology

SYSTEM CONFIGURATION

- 8 Page Fold In Manual Mode
- 1 Page Auto Feeder - Up To Three (Optional) Speed: 6,400/Hour



INVESTMENT DETAILS

All-Inclusive Lease*	First 12 Months	Next 48 Months
WSCA Price	\$189.93/month	\$329.93/month
Purchase*		
Your Price	\$8,959 (First Year Maintenance Free)	

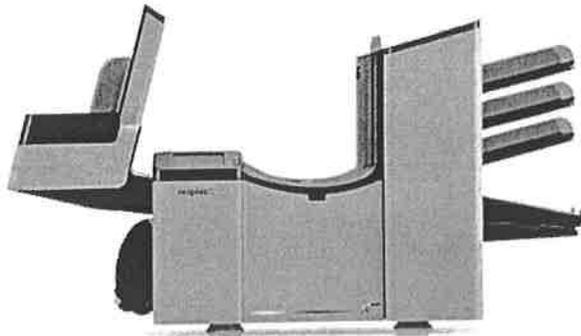
*after 1 yr.
1600*

*Lease includes maintenance shipping, installation, training, and our customer satisfaction guarantee.

Chris Long
Mail Center Specialist
775-331-5554
chris@mmswest.com



Valid Until: 12/31/14
MMSWest



City of Susanville

DS-75 FOLDER/INSERTER

- Efficiency at your fingertips with an intuitive full-color touchscreen
- Versatile flexFeeders can process document sizes from full sheets down to 1/3 inserts
- load'n Go® allows DS-75 to program itself based on the materials you place in the trays
- With powerFold® DS-75 can tri-fold up to 8 pages together and half-fold up to 10
- Ensures accurate mail piece contents with exclusive secure'n Feed® technology
- Non-stop cascade feeding and 25 available job presets enhance productivity

SYSTEM CONFIGURATION

- 3,600 pieces per hour
- Three Flex Tray Feeders

3 tray

INVESTMENT DETAILS

All-Inclusive Lease*	First 12 Months	Next 48 Month Term
Your Price	\$238.25/month	\$411.14/month
Purchase*		
Your Price	\$11,238 (First Year Maintenance Free)	<i>2074.-</i>

*Lease includes maintenance shipping, installation, training, and our customer satisfaction guarantee.

Chris Long
 Mail Center Specialist
 775-331-5554
 chris@mmswest.com



Valid Until: 12/31/14
 MMSWest

MMS WEST Total Mail Center Solutions



Reference List: **neopost** **HASLER**

- **Lassen County Treasurer: Nancy Cardenas 530-251-8221**
- **Lassen County Auditor: Connie Nickell 530-251-8333**



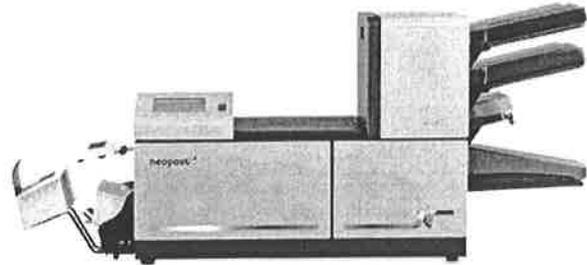
- **Susanville School District: Michelle Brown 530-257-8200**
- **Susanville Indian Rancheria: Alan Dowdy 530-257-5035**



MMS WEST

Total Mail Center Solutions

www.neopostinc.com



WHY CHOOSE MMS WEST

- Our technical support and service response time is second-to-none
- We have been helping northern California businesses since 1993
- No automated phone systems and no foreign service call centers
- Our customer reference list speaks volumes about our company
- We have an A+ rating with the Better Business Bureau



neopost

EQUIPMENT & SUPPLIES

- We offer demonstrations on all of our equipment at your location
- Award winning product design and eco-friendly equipment
- Only vendor to offer scheduled preventative maintenance
- All of our supplies are kept on-site for immediate delivery

Call us today or keep this flyer in your Pitney Bowes or FP file. Then call us when you are ready to see what MMS West can do for you!

Chris Long –(775) 813-9666 (c) – (775)331-5554 (p) chris@mmswest.com

Reviewed by: ~~JGH~~ City Administrator
~~AD~~ City Attorney

Motion only
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Memorial Ballfield Signage

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: There are currently two advertising billboards located at Memorial Ballfield. A review of the records has revealed that they may not have been approved in accordance with the provisions outlined in the existing agreement with Lassen College. Lassen College sells advertising on one of the signs while the American Legion Baseball Association sells advertising on the other sign. They have both indicated that they use the proceeds to help fund their respective baseball programs. Staff is recommending that the Council consider approving the continued use of these two signs pursuant to the terms of the agreement with Lassen College.

FISCAL IMPACT: N/A

ACTION REQUESTED: Direction to Staff

ATTACHMENTS: Agreement with Lassen College

AGREEMENT BETWEEN CITY OF SUSANVILLE
AND
LASSEN COMMUNITY COLLEGE

USE OF ROOSEVELT POOL; MEMORIAL BALLPARK; RIVERSIDE BALL FIELDS
SIERRA ROAD GREENHOUSES AND LASSEN COLLEGE GYMNASIUM

AGREEMENT made this 3rd day of November 2004, by and between CITY OF SUSANVILLE, a municipal corporation and general law city, hereinafter referred to as "CITY" and "LASSEN COMMUNITY COLLEGE DISTRICT", hereinafter referred to as "COLLEGE".

Purpose of Agreement

1. The purpose of this Agreement is to state the terms and conditions under which COLLEGE and its subsidiaries, agents and employees will use CITY's Roosevelt Pool, 800 South Street; Memorial Ballpark, 1200 North Street; Riverside Park Ball Fields, 1600 Riverside St., and Greenhouses, 925 Sierra Road, Susanville, Lassen County, California, hereinafter respectively referred to as "Pool", "Memorial Ballpark", "Riverside Ball Fields", and "Greenhouses", state the terms and conditions under which CITY and its subsidiaries, agents and employees will use COLLEGE's Gymnasium and any other mutually agreed upon facilities located at 478-200 Highway 139, Susanville, Lassen County, California, hereinafter referred to as "Gym".

Use of Pool

2. COLLEGE shall be permitted to use said Pool during the course of this Agreement to conduct COLLEGE classes. CITY shall, through it's Community Services Department, schedule and arrange times for COLLEGE to use the said Pool. COLLEGE shall submit a scheduling request to CITY Community Services Department prior to the deadlines listed on reservation schedule. COLLEGE shall have exclusive use of Pool during and throughout scheduled times of class. CITY shall, through its Community Services Department, allow students access to locker room facilities 10 minutes before scheduled time of class and 10 minutes after scheduled ending time of class.

Requirements of COLLEGE for Pool

3. In order to use Roosevelt Pool pursuant to this Agreement, College agrees to:

a. Pay CITY for the use of Roosevelt Pool per the hourly rate for organized use as established by resolution of the City of

Susanville. COLLEGE shall also pay CITY at the rate of \$10 per hour per each additional lifeguard required for supervision as per Section 4.d. COLLEGE shall pay CITY for use of Pool within two weeks of billing.

b. Provide instructor during scheduled COLLEGE use. All instructors must have current CPR and First Aid certification. Copies of current lifeguard certification must be submitted to City by all College instructors performing lifeguard duties during classes. Instructors must stay on site until all students have left the pool building.

c. Require all COLLEGE staff assigned to the pool to attend a pool safety orientation meeting prior to the beginning of each semester.

d. All employees of COLLEGE must receive a copy of the Roosevelt Pool Operations Manual and sign a form stating that they have read and understood the manual, and agree to comply with the conditions set forth in the manual before working at Pool.

e. Provide OSHA/City approved equipment storage units for the storage of aquatic exercise equipment.

Requirements of CITY for Pool

4. CITY agrees to:

a. Provide the Roosevelt Pool to COLLEGE for educational purposes as set forth in paragraph 2 hereof.

b. CITY shall through its Community Services Department provide an area on the pool deck for storage of aquatic exercise equipment, in City-approved storage units.

c. CITY shall bill COLLEGE monthly for the total hours Pool is used or portion thereof and total hours of lifeguard supervision.

d. City shall provide one lifeguard at no additional cost to provide supervision and assume responsibility for opening and closing pool facilities in accordance with use by COLLEGE. If additional supervision is required, CITY shall be reimbursed as per Section 3.a.

e. Schedule COLLEGE's use of Pool in accord with the requests and needs of other organizations using the Pool, including CITY, with it being specifically recognized that neither COLLEGE nor any other organization has a priority in receiving approval of its proposed schedule and that said scheduling is a matter for CITY

discretion.

f. CITY shall, through it's Community Services Department, inform COLLEGE promptly of any changes in procedures and/or facilities.

Use of Memorial Ballpark

5. COLLEGE shall be permitted to use said ballpark during the course of this Agreement to conduct COLLEGE classes. The classes may include, but not be limited to: Lassen College Baseball, American Legion Baseball, and Senior Little League. The CITY reserves the right to cancel a scheduled COLLEGE event if the time or activity is deemed inappropriate. During times in which no COLLEGE activities are scheduled, the CITY may allow use of the ballpark by other individuals or organizations if said use is deemed appropriate by CITY. The college shall not discourage or interfere with approved public use of said ballpark.

Memorial Ballpark Boundary

6. For the purpose of this Agreement, Memorial Ballpark is defined as that area and facilities within Memorial Park that lies easterly of the access road adjacent to the grandstand and concession building, between North Street and Paiute Creek, and excluding the grandstand, public restroom, concession building, and berm parallel to North Street.

Requirements of COLLEGE for Memorial Ballpark

7. COLLEGE agrees that, as a condition of use and occupancy of the Memorial Ballpark, it will:

a. Assume responsibility for the routine costs associated with the normal operations and maintenance of the Memorial Ballpark excluding water, routine garbage and miscellaneous electricity. This will include, but not be limited to: field lighting tokens, turf maintenance, batting cages, pitching cages, dugouts, fences, irrigation systems, and storage sheds. Each structure shall be painted as needed.

b. Receive prior approval from CITY for any improvements to be made to the ballpark including, but not limited to: buildings, facilities, fencing, or utilities.

c. Provide supervision for students necessary to maintain the ballpark in a manner that provides a safe facility for both players and spectators at both practices and games.

d. Provide locks for gates to the field and facilities for security purposes. Ensure that the CITY has a copy of all keys to the locks at the ballpark.

e. Curtail and/or stop all watering during times of emergency water shortage.

f. Coordinate scheduling of the ballpark with the City Community Services Department. Annual scheduling requests shall be submitted by COLLEGE prior to March 1, of each year.

g. No admission fees shall be charged to the Memorial Ballpark by COLLEGE without prior written authorization from the CITY, unless required by State Community College Tournament rules. Donations may be requested; however, attendance may not be restricted.

h. Dispose of all routine garbage, grass clippings, etc. in the provided dumpster adjacent to a ballpark. COLLEGE is responsible for disposal of any items that do not fit in the dumpster. At no time will any refuse be discarded on the ground inside the park boundaries.

i. No parking of vehicles, other than those belonging to the coaching staff, inside the park boundaries.

j. Not allow the possession or consumption of alcoholic beverages by COLLEGE personnel or students during any college sponsored activity. Violation of this paragraph shall result in immediate cancellation of this Agreement.

8. Receive authorization from CITY prior to placing any sponsor signs within ballpark. Signage and location must be approved by CITY.

Requirements of CITY for Memorial Ballpark

9. CITY agrees to:

a. Provide the Memorial Ballpark to COLLEGE for educational purposes as set forth in paragraph 5 hereof.

b. Provide water and miscellaneous electricity for the maintenance and operation of the ballpark.

c. Maintain the ballpark field lighting electrical system and replace bulbs.

d. Allow COLLEGE to use garbage dumpster paid for by the CITY Community Services Department to dispose of refuse generated

at the ballpark.

e. Grant first rights to schedule use of the ballpark to COLLEGE for COLLEGE-sponsored activities.

f. Schedule use of the ballpark to individuals and organizations other than the COLLEGE on a first-come, first-serve basis.

g. Only allow use of the ballpark that is authorized through the Community Services Department and which is deemed appropriate use of the ballpark.

h. Provide meters for the operation of the field lights.

i. Establish by resolution a Use Fee to be charged to individuals or organizations other than the COLLEGE for use of the ballpark, with revenues generated to be used to offset ballpark watering and maintenance costs. One half of all such monies received will be placed in a CITY account for use in offsetting the costs of specific repair and maintenance items.

j. Waive the COLLEGE'S Memorial Park use fees, presently at \$20.00 per hour.

k. CITY will request a trustee from Lassen Adult Detention Facility for ballpark maintenance responsibilities.

l. Allow COLLEGE to sell sign space to program sponsors at ballpark on a calendar year basis upon reasonable terms and conditions determined by CITY.

Use of Riverside Ball Fields

10. CITY shall, through its Community Services Department Director, schedule and arrange reasonable times for COLLEGE to use the said Riverside Ball Fields. A proposed schedule of all games shall be submitted to CITY by COLLEGE prior to the first regular season game. CITY shall have the right to modify said schedule to meet CITY's requirements and shall give COLLEGE 10 days notice of said changes. Any changes by COLLEGE to the game schedule must be immediately submitted to CITY Community Services Department for consideration and approval, denial, or modification.

Requirements of College for Riverside Ball Fields

11. In order to use the Riverside Ball Fields pursuant to this Agreement, COLLEGE agrees to:

a. Purchase tokens for use in light meters in advance of use.

b. Accept responsibility for maintaining the softball infields used by the COLLEGE during the term of the contract.

Maintenance shall include:

1) Preparation of infield surface to remove debris or rocks and fill any depressions.

2) Install bases and pitching rubber.

3) Chalk foul lines.

The infield area must be watered thoroughly before dragging to reduce dust. The CITY will initially provide hoses (4) and quick-couplers (2) for this purpose. These items shall be stored in the shed provided at the Riverside Fields. If these are lost or damaged during the season the COLLEGE shall replace them at no cost to the CITY.

c. The COLLEGE shall not allow any persons to participate in the softball program that are not registered through the COLLEGE to participate in said program. This includes individuals playing for locally sponsored teams and teams from other areas. If teams from other areas wish to participate in a COLLEGE sponsored tournament, they must receive a permit through the CITY and provide proof of insurance coverage specifically for their softball program.

Requirements of City for Riverside Ball Fields

12. CITY agrees to:

a. Provide the Riverside Ball Fields to COLLEGE for educational purposes, at reasonable times to be agreed upon by CITY and COLLEGE, as set forth in paragraph 10 hereof.

b. Avoid conflicting arrangements in scheduling COLLEGE's use of the Riverside Ball Fields and the use by other organizations; it being specifically recognized that neither COLLEGE nor any other organization has a priority in receiving approval of its proposed schedule and that said scheduling is a matter for CITY discretion.

c. CITY's Community Services Department office will serve as a central point for distribution of COLLEGE softball schedules or materials; provided, however, CITY shall not permit the use of CITY copy machines for COLLEGE materials.

d. CITY will mow the Riverside Ball Fields once per week,

usually on Thursday or Friday.

e. Waive the COLLEGE's Riverside Ball Fields use fees, presently at \$10.00 per hour.

Use of Greenhouses

13. COLLEGE shall be permitted to use said Greenhouses during the course of this Agreement to conduct COLLEGE horticulture classes. A proposed schedule of all classes shall be submitted to CITY by COLLEGE prior to the beginning of each semester.

Greenhouses Boundary

14. For the purpose of this Agreement, the Greenhouses is defined as the one acre greenhouse complex and immediately adjacent open space on the western boundary of the property owned by CITY. Outside operation will be allowed with City approval. The two acre greenhouse and metal storage unit are specifically excluded.

Requirements of COLLEGE for Greenhouses

15. In order to use the Greenhouses pursuant to this Agreement, COLLEGE agrees to:

a. Pay all costs for utilities associated with COLLEGE's use of Greenhouses for horticulture programs. Costs will be billed to COLLEGE on a monthly basis with payment due CITY within 30 days of invoice.

b. Assume responsibility for the routine costs associated with the normal operations and maintenance of Greenhouses for education purposes exclusive of subsection 15.a. This will include, but not be limited to: restroom facilities, garbage removal, geothermal distribution system, irrigation system, ventilation system, greenhouse panels and weed control.

c. Accept Greenhouses "AS Is" and make such repairs as necessary to conduct classes.

d. Receive prior written approval from CITY for any improvements to be made to Greenhouses.

e. Ensure that CITY has a copy of all keys to any locks installed at Greenhouses by COLLEGE.

Requirements of CITY for Greenhouses

16. CITY agrees to:

- a. Provide Greenhouses to COLLEGE for educational purposes as set forth in paragraph 13 hereof.
- b. Maintain potable water system.

Use of Lassen College Gymnasium

17. COLLEGE shall, through its Athletic Director, schedule and arrange reasonable times for CITY to use the said Gymnasium. A proposed schedule of all games shall be submitted by CITY to COLLEGE prior to the first regular season game. COLLEGE shall have the right to modify said schedule to meet COLLEGE's requirements and shall give CITY 10 days notice of said changes. Any changes by CITY to the game schedule must be immediately submitted to COLLEGE Athletic Department for consideration and approval, denial, or modification.

Requirements of City for Lassen College Gymnasium

18. In order to use the Lassen College Gymnasium pursuant to this Agreement, CITY agrees to:

- a. Provide supervision for activities necessary to ensure that a safe environment is maintained for both participants and spectators at both practices and games.
- b. Provide staff at any CITY function to ensure that the Gymnasium is left in a clean condition upon completion of any CITY activity. This includes but is not limited to; trash pickup, sweep floors, and police restrooms. All rules and policies of COLLEGE concerning public use of Gymnasium will be honored and enforced by CITY staff.
- c. Coordinate scheduling of the Gymnasium with the COLLEGE Athletic Department. Annual scheduling requests shall be submitted by CITY prior to September 1, of each year.
- d. Provide timers and scoreboards for use during CITY functions.

Requirements of COLLEGE for Lassen College Gymnasium

19. COLLEGE agrees to:

a. Provide the Lassen College Gymnasium to CITY for recreational purposes as set forth in paragraph 13 hereof.

b. Provide two keys to all doors that CITY staff will need to enter in order to conduct CITY activities.

Insurance

20. COLLEGE shall keep in full force and effect at all times during the term of this Agreement the following insurance:

a. Public liability insurance in the minimum amount of \$500,000.00 for one person and \$1,000,000.00 for more than one person, for loss from a tort resulting in bodily injury or death.

b. A certificate naming CITY as additional insured on COLLEGE's public liability insurance shall be provided to CITY upon execution of this Agreement.

c. Worker's compensation insurance covering all employees and/or students of COLLEGE engaged in performing the services, duties and obligations hereunder.

21. CITY shall keep in full force and effect at all times during the term of this Agreement the following insurance:

a. Public liability insurance in the minimum amount of \$500,000.00 for one person and \$1,000,000.00 for more than one person, for loss from a tort resulting in bodily injury or death.

b. A certificate naming COLLEGE as additional insured on CITY's public liability insurance shall be provided to COLLEGE upon execution of this Agreement.

c. Worker's compensation insurance covering all employees and/or students of CITY engaged in performing the services, duties and obligations hereunder.

Employees of COLLEGE

22. COLLEGE agrees that all instructors and/or paid students or any other persons furnished by COLLEGE shall be employees of COLLEGE and shall at all times be subject to the direct supervision and control of COLLEGE.

Employees of CITY

23. CITY agrees that all instructors and/or paid students or any other persons furnished by CITY shall be employees of CITY and shall at all times be subject to the direct supervision and control of CITY.

Compliance with Statutes, Ordinances and Regulations

24. In performing the services required under this Agreement, COLLEGE and CITY shall comply with all applicable federal, state, county and city statutes, ordinances and regulations.

Release and Hold Harmless Agreement

25. COLLEGE, its successors and assigns, hereby release CITY from any and all liability for personal injury or property damages arising out of COLLEGE's use of Roosevelt Pool, Memorial Ballpark and Riverside Ball Fields due to any intentional or negligent acts, errors, or omissions on the part of COLLEGE, its officers, officials, employees and volunteers; AND agree to hold CITY free, clear and harmless from any and all claims and demands whatsoever for personal injury or property damage due to any intentional or negligent acts, errors or omissions on the part of COLLEGE, its officers, officials, employees and volunteers.

26. CITY, its successors and assigns, hereby release COLLEGE from any and all liability for personal injury or property damages arising out of CITY's use of Roosevelt Pool, Memorial Ballpark and Riverside Ball Fields¹⁰ due to any intentional or negligent acts, errors, or omissions on the part of CITY, its officers, officials, employees and volunteers; AND agree to hold COLLEGE free, clear and harmless from any and all claims and demands whatsoever for personal injury or property damage due to any intentional or negligent acts, errors or omissions on the part of CITY, its officers, officials, employees and volunteers.

Assignment

27. This Agreement shall not be assignable by either party without the prior written consent of the other party.

Term of Agreement

28. The term of this Agreement shall commence on the 3rd day of November, 2004, and shall continue in full force and effect and be automatically renewed each year thereafter until terminated by either party by thirty (30) days written notice from either party to the other.

Entire Agreement

29. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, statements or representations, either oral or in writing.

Notices

30. Any notice required to be given under this agreement shall be in writing and personally served, addressed to the other party at the address given below:

CITY:
City Administrator
66 N. Lassen St.
Susanville, CA 96130

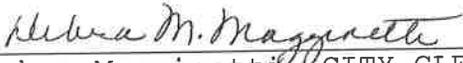
COLLEGE:
President
478-200 State Hwy 139
Susanville, CA 96130

Executed at Susanville, Lassen County, California, on the date and year first above written.

ATTEST:



CITY OF SUSANVILLE
Rod E. DeBoer, Mayor



Debra Magginetti, CITY CLERK

LASSEN COMMUNITY COLLEGE

APPROVED AS TO FORM:



KATHLEEN R. LAZARD
City Attorney

66 North Lassen Street • Susanville, CA 96130-3904

October 27, 2004

Mr. Rob Hill
Community Services Director
66 North Lassen
Susanville, CA 96130

Via Fax – Original Will
Follow

Re: Agreement with Lassen College

Dear Rob:

Following are my comments on the Resolution:

Change the title to read: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AMENDED AGREEMENT WITH LASSEN COMMUNITY COLLEGE RE: USE OF CERTAIN RECREATION FACILITIES, AND AUTHORIZING MAYOR TO SIGN

Insert the word "certain" prior to "recreation facilities" in the fourth WHEREAS paragraph.

Add the words "identified in said Agreement" at the end of the NOW, THEREFORE, paragraph.

In the agreement itself, insert the word "written" in Paragraph 15d, between the words "prior" and "approval". This assures that no one will think an approval could be verbal. At paragraph 28, change the date to "November 3, 2004", because we cannot retroactively allow the college access to the Greenhouses.

That'll take care of everything. Let me know if you have any questions or comments.

Sincerely,



KATHLEEN R. LAZARD
City Attorney

KRL:se

Rodney E. DeBor
Mayor
Rocky T. Joy
Mayor Pro tem

Councilmembers:
Lino P. Callegari
Douglas Sayers
Mary A. Fahlen

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 04-3824

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AMENDED AGREEMENT WITH LASSEN COMMUNITY COLLEGE RE:
USE OF CERTAIN RECREATION FACILITIES, AND AUTHORIZING MAYOR TO
SIGN.

WHEREAS, the City of Susanville provides staffing and recreation programs for the local community; and

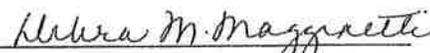
WHEREAS, the City of Susanville does not have sufficient indoor recreation facilities to meet program needs; and

WHEREAS, Lassen Community College does not have sufficient outdoor recreation facilities to meet its program needs ; and

WHEREAS, it is determined to be in the best interests of the citizens of the City of Susanville to enter into an agreement with Lassen Community College to jointly share use of certain recreation facilities.

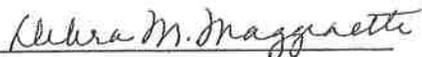
NOW, THEREFORE, be it resolved that the City Council of the City of Susanville does hereby authorize the Mayor to amend and execute the Agreement with Lassen Community College to jointly share use of recreation facilities identified in said Agreement.

APPROVED: 
Rodney E. De Boer, Mayor

ATTEST: 
Debra M. Magginetti, City Clerk

The foregoing Resolution No. 04-3824 was adopted at a regular meeting of the City Council of the City of Susanville held on the 3rd day of November 2004, by the following vote:

AYES: Fahlen, Sayers, Callegari and Joy
NOES: None
ABSENT: De Boer
ABSTAINING: None


Debra M. Magginetti, City Clerk

APPROVED AS TO FORM:

Kathleen R. Lazard, City Attorney

AGENDA ITEM NO. 12A

Reviewed by:  City Administrator
 City Attorney

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

Submitted by: Dan Newton, Acting Public Works Director

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Adopt Resolution Number 14-5047 that 1) approves Contract Amendment NO. 2 with Dig It Construction, Inc. for the 2012 Susanville Rehabilitation B Project (STIP) Project No. 12-01; 2) authorizes Mayor to execute Change Order NO.6 in the amount of \$123,781 and the City Administrator to execute additional change orders up to \$6,000, as a project contingency; 3) authorizes the expenditure of an amount not to exceed \$28,831 from the Proposition 1B Improvements Fund 3023; and 4) provides authorization to adjust the budget accordingly.

PRESENTED BY: Dan Newton, Acting Public Works Director

SUMMARY: The City has prepared plans to complete Laurel St. with the remaining Susanville Rehab B funds. Dig It Construction, Inc. has provided a cost of approximately \$123,781 to complete the work. There is approximately, \$100,950 remaining in the STIP project budget. Staff is requesting to expend funds available for asphalt improvements in the Proposition 1B Improvements Fund 3023 to meet the remaining projected project costs of \$28,831.

On August 21, 2013, City Council approved a contract amendment that allowed for the payment of 8% of the project retention. Dig It Construction, Inc. has left the contract open while development in the area was underway. The City has been retaining 2% of the overall project cost (\$42,382.05) in funds from Dig It Construction, Inc. to keep the contract open. Dig It Construction, Inc. is requesting that the remaining retention be paid. Upon execution of change order NO. 6 for Laurel Street it would be appropriate for the City to release Dig It Construction, Inc.'s retention.

Staff is also requesting that the City Council authorize Mayor to execute Change Order No. 6 in the amount of \$123,781 and authorize the City Administrator to execute additional change orders up to \$6,000 as a project contingency.

FISCAL IMPACT: The funds that will be released to Dig It Construction, Inc. are for completed work. State funding, made available through the 2012 State Transportation Improvement Program and Proposition 1B funds, are being utilized for this project.

Contract Change Order No. 6:	\$ 123,781
Approximate 5% Contingency:	\$ <u>6,000</u>

Total Request	\$ 128,781
STIP FUNDS AVAILABLE:	\$ 100,950
PROP 1B FUNDS NEEDED:	\$ 28,831

ACTION REQUESTED: Adopt Resolution Number 14-5047 that 1) approves Contract Amendment NO. 2 with Dig It Construction, Inc. for the 2012 Susanville Rehabilitation B Project (STIP) Project No. 12-01; 2) authorizes the City Administrator to execute Change Order NO.6 in the amount of \$123,781 and to execute additional change orders up to \$6,000, as a project contingency; 3) authorizes the expenditure of an amount not to exceed \$28,831 from the Proposition 1B Improvements Fund 3023; and 4) provides authorization to adjust the budget accordingly.

ATTACHMENTS: Resolution 14-5047
Dig It Construction, Inc. Contract Amendment NO.2

AMMENDMENT NO.2 TO AGREEMENT BETWEEN
CITY OF SUSANVILLE
AND
DIG IT CONSTRUCTION
FOR THE SUSANVILLE REHAB B PROJECT
PROJECT NO. 12-01

Recitals

- 1.1 The City of Susanville (City) has entered into an Agreement with Dig It Construction, Inc. (Contractor) for the Susanville Rehab B project, Project No. 12-01.
- 1.2 The Agreement contains language that allows for the payment of progress payment retention to Contractor only upon final completion and acceptance of the project.
- 1.3 Dig It Construction, Inc. has completed all of the contract items, however, the City is not ready to deem the project as complete and accept the project because additional work items will be added by change order.
- 1.4 Section 19.1 of the General Conditions of the Contract Document states that the City shall retain ten percent (10%) of the amount of each payment until final completion and acceptance of all WORK covered by the CONTRACT DOCUMENTS.
- 1.5 Section 19.6 of the General Conditions of the Contract Document states that, only the City Council at a regularly scheduled meeting can approve a Notice of Completion.
- 1.6 Both City and Contractor are desirous of completing additional work with the remaining project funds.
- 1.7 Both City and Contractor agree that partial payment of retention, based on substantial completion, is reasonable and prudent.

Amendment to Section 19.6

Both parties hereby agree that, Section 19.6 of General Conditions/Project Specifications for the Susanville Rehabilitation B Project – Project No. 12-01 shall be amended as follows:

Upon execution of change order #6, City will release remaining retention \$42,382.05 to contractor. Upon Final completion and acceptance of the work, the City shall issue a Notice of Completion that the work has been accepted by the City under the conditions of the Contract Documents. Only the City Council at a regularly scheduled meeting can approve a Notice of Completion. The entire fund balance due to the Contractor shall be paid to the Contractor within thirty (35) days of the approval of the Notice of Completion and acceptance of the work.

Approved by Contractor

Caleb Holland,
Dig It Construction, Inc.

Date: _____

Approved by City:

Rod De Boer
Mayor

Date: _____

Approved as to Form:

Peter Talia
City Attorney

Date: _____

Attest:

Gwenna MacDonald
City Clerk

Date: _____

RESOLUTION NO. 14-5047

RESOLUTION NUMBER 14-5047 THAT 1) APPROVES CONTRACT AMENDMENT NO. 2 WITH DIG IT CONSTRUCTION, INC. FOR THE 2012 SUSANVILLE REHABILITATION B PROJECT (STIP) PROJECT NO. 12-01; 2) AUTHORIZES MAYOR TO EXECUTE CHANGE ORDER NO.6 IN THE AMOUNT OF \$123,781 AND THE CITY ADMINISTRATOR TO EXECUTE ADDITIONAL CHANGE ORDERS UP TO \$6,000, AS A PROJECT CONTINGENCY; 3) AUTHORIZES THE EXPENDITURE OF AN AMOUNT NOT TO EXCEED \$28,831 FROM THE PROPOSITION 1B IMPROVEMENTS FUND 3023; AND 4) PROVIDES AUTHORIZATION TO ADJUST THE BUDGET ACCORDINGLY

WHEREAS, the City has entered into an Agreement with Dig It Construction, Inc. for the completion of the 2012 Susanville Rehabilitation B Project, Project Number 12-01; and

WHEREAS, the California Transportation Commission State Transportation Improvement Program Guidelines, provide that a local rehabilitation project's scope includes nearby and adjacent streets; and

WHEREAS, the City has identified nearby and adjacent streets to be rehabilitated under the 2012 Susanville Rehabilitation B Project; and

WHEREAS, Dig It Construction, Inc. has substantially completed the existing scope of work for the Susanville Rehabilitation B Project, but is willing and able to add additional work items to allow the City to expend the remaining project funds; and

WHEREAS, The City has prepared plans to complete Laurel Street; and

WHEREAS, Dig It Construction, Inc. has provided a project cost of \$123,781 to complete the overlay of Laurel St.; and

WHEREAS, the amount of project funding available is \$2,360,000, of which, \$100,950 remains available for construction contract items, leaving \$22,831 that is still needed to fulfill projected project costs plus \$6,000 that represents approximately 5% of the project cost as a contingency; and

WHEREAS, \$28,831 is available for asphalt improvements in the Prop 1B Improvements Fund 3023; and

WHEREAS, Dig It Construction, Inc. has requested that the City release the remaining the project retention (2%) held by City; and

WHEREAS, it is necessary to amend the contract documents to release remaining retention of the project retention (2%) to Dig It Construction, Inc.; and

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

1. Mayor is hereby authorized to execute Contract Amendment NO. 2 with Dig It Construction, Inc. for the 2012 Susanville Rehabilitation B Project (STIP) Project No. 12-01.
2. Mayor is hereby authorized to execute Change Order NO.6 in the amount of \$123,781 and to execute additional change orders up to \$6,000, as a project contingency.
3. Council approves the expenditure of an amount not to exceed \$28,831 from the Proposition 1B Improvements Fund 3023.
4. Council approves to adjust the budget accordingly.

Dated: May 7, 2014

APPROVED: _____
Rod De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The Foregoing Resolution (No. 14-5047) was adopted at a regular meeting of the City Council of the City of Susanville, held on the 7th day of May, 2014, by the following vote.

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter M. Talia, City Attorney

Reviewed by: JH City Administrator
AD City Attorney

Motion only
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Memorial Ballfield Signage

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: There are currently two advertising billboards located at Memorial Ballfield. A review of the records has revealed that they may not have been approved in accordance with the provisions outlined in the existing agreement with Lassen College. Lassen College sells advertising on one of the signs while the American Legion Baseball Association sells advertising on the other sign. They have both indicated that they use the proceeds to help fund their respective baseball programs. Staff is recommending that the Council consider approving the continued use of these two signs pursuant to the terms of the agreement with Lassen College.

FISCAL IMPACT: N/A

ACTION REQUESTED: Direction to Staff

ATTACHMENTS: Agreement with Lassen College

AGREEMENT BETWEEN CITY OF SUSANVILLE
AND
LASSEN COMMUNITY COLLEGE

USE OF ROOSEVELT POOL; MEMORIAL BALLPARK; RIVERSIDE BALL FIELDS
SIERRA ROAD GREENHOUSES AND LASSEN COLLEGE GYMNASIUM

AGREEMENT made this 3rd day of November 2004, by and between CITY OF SUSANVILLE, a municipal corporation and general law city, hereinafter referred to as "CITY" and "LASSEN COMMUNITY COLLEGE DISTRICT", hereinafter referred to as "COLLEGE".

Purpose of Agreement

1. The purpose of this Agreement is to state the terms and conditions under which COLLEGE and its subsidiaries, agents and employees will use CITY's Roosevelt Pool, 800 South Street; Memorial Ballpark, 1200 North Street; Riverside Park Ball Fields, 1600 Riverside St., and Greenhouses, 925 Sierra Road, Susanville, Lassen County, California, hereinafter respectively referred to as "Pool", "Memorial Ballpark", "Riverside Ball Fields", and "Greenhouses", state the terms and conditions under which CITY and its subsidiaries, agents and employees will use COLLEGE's Gymnasium and any other mutually agreed upon facilities located at 478-200 Highway 139, Susanville, Lassen County, California, hereinafter referred to as "Gym".

Use of Pool

2. COLLEGE shall be permitted to use said Pool during the course of this Agreement to conduct COLLEGE classes. CITY shall, through it's Community Services Department, schedule and arrange times for COLLEGE to use the said Pool. COLLEGE shall submit a scheduling request to CITY Community Services Department prior to the deadlines listed on reservation schedule. COLLEGE shall have exclusive use of Pool during and throughout scheduled times of class. CITY shall, through its Community Services Department, allow students access to locker room facilities 10 minutes before scheduled time of class and 10 minutes after scheduled ending time of class.

Requirements of COLLEGE for Pool

3. In order to use Roosevelt Pool pursuant to this Agreement, College agrees to:

a. Pay CITY for the use of Roosevelt Pool per the hourly rate for organized use as established by resolution of the City of

Susanville. COLLEGE shall also pay CITY at the rate of \$10 per hour per each additional lifeguard required for supervision as per Section 4.d. COLLEGE shall pay CITY for use of Pool within two weeks of billing.

b. Provide instructor during scheduled COLLEGE use. All instructors must have current CPR and First Aid certification. Copies of current lifeguard certification must be submitted to City by all College instructors performing lifeguard duties during classes. Instructors must stay on site until all students have left the pool building.

c. Require all COLLEGE staff assigned to the pool to attend a pool safety orientation meeting prior to the beginning of each semester.

d. All employees of COLLEGE must receive a copy of the Roosevelt Pool Operations Manual and sign a form stating that they have read and understood the manual, and agree to comply with the conditions set forth in the manual before working at Pool.

e. Provide OSHA/City approved equipment storage units for the storage of aquatic exercise equipment.

Requirements of CITY for Pool

4. CITY agrees to:

a. Provide the Roosevelt Pool to COLLEGE for educational purposes as set forth in paragraph 2 hereof.

b. CITY shall through its Community Services Department provide an area on the pool deck for storage of aquatic exercise equipment, in City-approved storage units.

c. CITY shall bill COLLEGE monthly for the total hours Pool is used or portion thereof and total hours of lifeguard supervision.

d. City shall provide one lifeguard at no additional cost to provide supervision and assume responsibility for opening and closing pool facilities in accordance with use by COLLEGE. If additional supervision is required, CITY shall be reimbursed as per Section 3.a.

e. Schedule COLLEGE's use of Pool in accord with the requests and needs of other organizations using the Pool, including CITY, with it being specifically recognized that neither COLLEGE nor any other organization has a priority in receiving approval of its proposed schedule and that said scheduling is a matter for CITY

discretion.

f. CITY shall, through its Community Services Department, inform COLLEGE promptly of any changes in procedures and/or facilities.

Use of Memorial Ballpark

5. COLLEGE shall be permitted to use said ballpark during the course of this Agreement to conduct COLLEGE classes. The classes may include, but not be limited to: Lassen College Baseball, American Legion Baseball, and Senior Little League. The CITY reserves the right to cancel a scheduled COLLEGE event if the time or activity is deemed inappropriate. During times in which no COLLEGE activities are scheduled, the CITY may allow use of the ballpark by other individuals or organizations if said use is deemed appropriate by CITY. The college shall not discourage or interfere with approved public use of said ballpark.

Memorial Ballpark Boundary

6. For the purpose of this Agreement, Memorial Ballpark is defined as that area and facilities within Memorial Park that lies easterly of the access road adjacent to the grandstand and concession building, between North Street and Paiute Creek, and excluding the grandstand, public restroom, concession building, and berm parallel to North Street.

Requirements of COLLEGE for Memorial Ballpark

7. COLLEGE agrees that, as a condition of use and occupancy of the Memorial Ballpark, it will:

a. Assume responsibility for the routine costs associated with the normal operations and maintenance of the Memorial Ballpark excluding water, routine garbage and miscellaneous electricity. This will include, but not be limited to: field lighting tokens, turf maintenance, batting cages, pitching cages, dugouts, fences, irrigation systems, and storage sheds. Each structure shall be painted as needed.

b. Receive prior approval from CITY for any improvements to be made to the ballpark including, but not limited to: buildings, facilities, fencing, or utilities.

c. Provide supervision for students necessary to maintain the ballpark in a manner that provides a safe facility for both players and spectators at both practices and games.

d. Provide locks for gates to the field and facilities for security purposes. Ensure that the CITY has a copy of all keys to the locks at the ballpark.

e. Curtail and/or stop all watering during times of emergency water shortage.

f. Coordinate scheduling of the ballpark with the City Community Services Department. Annual scheduling requests shall be submitted by COLLEGE prior to March 1, of each year.

g. No admission fees shall be charged to the Memorial Ballpark by COLLEGE without prior written authorization from the CITY, unless required by State Community College Tournament rules. Donations may be requested; however, attendance may not be restricted.

h. Dispose of all routine garbage, grass clippings, etc. in the provided dumpster adjacent to a ballpark. COLLEGE is responsible for disposal of any items that do not fit in the dumpster. At no time will any refuse be discarded on the ground inside the park boundaries.

i. No parking of vehicles, other than those belonging to the coaching staff, inside the park boundaries.

j. Not allow the possession or consumption of alcoholic beverages by COLLEGE personnel or students during any college sponsored activity. Violation of this paragraph shall result in immediate cancellation of this Agreement.

8. Receive authorization from CITY prior to placing any sponsor signs within ballpark. Signage and location must be approved by CITY.

Requirements of CITY for Memorial Ballpark

9. CITY agrees to:

a. Provide the Memorial Ballpark to COLLEGE for educational purposes as set forth in paragraph 5 hereof.

b. Provide water and miscellaneous electricity for the maintenance and operation of the ballpark.

c. Maintain the ballpark field lighting electrical system and replace bulbs.

d. Allow COLLEGE to use garbage dumpster paid for by the CITY Community Services Department to dispose of refuse generated

at the ballpark.

e. Grant first rights to schedule use of the ballpark to COLLEGE for COLLEGE-sponsored activities.

f. Schedule use of the ballpark to individuals and organizations other than the COLLEGE on a first-come, first-serve basis.

g. Only allow use of the ballpark that is authorized through the Community Services Department and which is deemed appropriate use of the ballpark.

h. Provide meters for the operation of the field lights.

i. Establish by resolution a Use Fee to be charged to individuals or organizations other than the COLLEGE for use of the ballpark, with revenues generated to be used to offset ballpark watering and maintenance costs. One half of all such monies received will be placed in a CITY account for use in offsetting the costs of specific repair and maintenance items.

j. Waive the COLLEGE'S Memorial Park use fees, presently at \$20.00 per hour.

k. CITY will request a trustee from Lassen Adult Detention Facility for ballpark maintenance responsibilities.

l. Allow COLLEGE to sell sign space to program sponsors at ballpark on a calendar year basis upon reasonable terms and conditions determined by CITY.

Use of Riverside Ball Fields

10. CITY shall, through its Community Services Department Director, schedule and arrange reasonable times for COLLEGE to use the said Riverside Ball Fields. A proposed schedule of all games shall be submitted to CITY by COLLEGE prior to the first regular season game. CITY shall have the right to modify said schedule to meet CITY's requirements and shall give COLLEGE 10 days notice of said changes. Any changes by COLLEGE to the game schedule must be immediately submitted to CITY Community Services Department for consideration and approval, denial, or modification.

Requirements of College for Riverside Ball Fields

11. In order to use the Riverside Ball Fields pursuant to this Agreement, COLLEGE agrees to:

a. Purchase tokens for use in light meters in advance of use.

b. Accept responsibility for maintaining the softball infields used by the COLLEGE during the term of the contract.

Maintenance shall include:

- 1) Preparation of infield surface to remove debris or rocks and fill any depressions.
- 2) Install bases and pitching rubber.
- 3) Chalk foul lines.

The infield area must be watered thoroughly before dragging to reduce dust. The CITY will initially provide hoses (4) and quick-couplers (2) for this purpose. These items shall be stored in the shed provided at the Riverside Fields. If these are lost or damaged during the season the COLLEGE shall replace them at no cost to the CITY.

c. The COLLEGE shall not allow any persons to participate in the softball program that are not registered through the COLLEGE to participate in said program. This includes individuals playing for locally sponsored teams and teams from other areas. If teams from other areas wish to participate in a COLLEGE sponsored tournament, they must receive a permit through the CITY and provide proof of insurance coverage specifically for their softball program.

Requirements of City for Riverside Ball Fields

12. CITY agrees to:

a. Provide the Riverside Ball Fields to COLLEGE for educational purposes, at reasonable times to be agreed upon by CITY and COLLEGE, as set forth in paragraph 10 hereof.

b. Avoid conflicting arrangements in scheduling COLLEGE's use of the Riverside Ball Fields and the use by other organizations; it being specifically recognized that neither COLLEGE nor any other organization has a priority in receiving approval of its proposed schedule and that said scheduling is a matter for CITY discretion.

c. CITY's Community Services Department office will serve as a central point for distribution of COLLEGE softball schedules or materials; provided, however, CITY shall not permit the use of CITY copy machines for COLLEGE materials.

d. CITY will mow the Riverside Ball Fields once per week,

usually on Thursday or Friday.

e. Waive the COLLEGE's Riverside Ball Fields use fees, presently at \$10.00 per hour.

Use of Greenhouses

13. COLLEGE shall be permitted to use said Greenhouses during the course of this Agreement to conduct COLLEGE horticulture classes. A proposed schedule of all classes shall be submitted to CITY by COLLEGE prior to the beginning of each semester.

Greenhouses Boundary

14. For the purpose of this Agreement, the Greenhouses is defined as the one acre greenhouse complex and immediately adjacent open space on the western boundary of the property owned by CITY. Outside operation will be allowed with City approval. The two acre greenhouse and metal storage unit are specifically excluded.

Requirements of COLLEGE for Greenhouses

15. In order to use the Greenhouses pursuant to this Agreement, COLLEGE agrees to:

a. Pay all costs for utilities associated with COLLEGE's use of Greenhouses for horticulture programs. Costs will be billed to COLLEGE on a monthly basis with payment due CITY within 30 days of invoice.

b. Assume responsibility for the routine costs associated with the normal operations and maintenance of Greenhouses for education purposes exclusive of subsection 15.a. This will include, but not be limited to: restroom facilities, garbage removal, geothermal distribution system, irrigation system, ventilation system, greenhouse panels and weed control.

c. Accept Greenhouses "AS Is" and make such repairs as necessary to conduct classes.

d. Receive prior written approval from CITY for any improvements to be made to Greenhouses.

e. Ensure that CITY has a copy of all keys to any locks installed at Greenhouses by COLLEGE.

Requirements of CITY for Greenhouses

16. CITY agrees to:

a. Provide Greenhouses to COLLEGE for educational purposes as set forth in paragraph 13 hereof.

b. Maintain potable water system.

Use of Lassen College Gymnasium

17. COLLEGE shall, through its Athletic Director, schedule and arrange reasonable times for CITY to use the said Gymnasium. A proposed schedule of all games shall be submitted by CITY to COLLEGE prior to the first regular season game. COLLEGE shall have the right to modify said schedule to meet COLLEGE's requirements and shall give CITY 10 days notice of said changes. Any changes by CITY to the game schedule must be immediately submitted to COLLEGE Athletic Department for consideration and approval, denial, or modification.

Requirements of City for Lassen College Gymnasium

18. In order to use the Lassen College Gymnasium pursuant to this Agreement, CITY agrees to:

a. Provide supervision for activities necessary to ensure that a safe environment is maintained for both participants and spectators at both practices and games.

b. Provide staff at any CITY function to ensure that the Gymnasium is left in a clean condition upon completion of any CITY activity. This includes but is not limited to; trash pickup, sweep floors, and police restrooms. All rules and policies of COLLEGE concerning public use of Gymnasium will be honored and enforced by CITY staff.

c. Coordinate scheduling of the Gymnasium with the COLLEGE Athletic Department. Annual scheduling requests shall be submitted by CITY prior to September 1, of each year.

d. Provide timers and scoreboards for use during CITY functions.

Requirements of COLLEGE for Lassen College Gymnasium

19. COLLEGE agrees to:

a. Provide the Lassen College Gymnasium to CITY for recreational purposes as set forth in paragraph 13 hereof.

b. Provide two keys to all doors that CITY staff will need to enter in order to conduct CITY activities.

Insurance

20. COLLEGE shall keep in full force and effect at all times during the term of this Agreement the following insurance:

a. Public liability insurance in the minimum amount of \$500,000.00 for one person and \$1,000,000.00 for more than one person, for loss from a tort resulting in bodily injury or death.

b. A certificate naming CITY as additional insured on COLLEGE's public liability insurance shall be provided to CITY upon execution of this Agreement.

c. Worker's compensation insurance covering all employees and/or students of COLLEGE engaged in performing the services, duties and obligations hereunder.

21. CITY shall keep in full force and effect at all times during the term of this Agreement the following insurance:

a. Public liability insurance in the minimum amount of \$500,000.00 for one person and \$1,000,000.00 for more than one person, for loss from a tort resulting in bodily injury or death.

b. A certificate naming COLLEGE as additional insured on CITY's public liability insurance shall be provided to COLLEGE upon execution of this Agreement.

c. Worker's compensation insurance covering all employees and/or students of CITY engaged in performing the services, duties and obligations hereunder.

Employees of COLLEGE

22. COLLEGE agrees that all instructors and/or paid students or any other persons furnished by COLLEGE shall be employees of COLLEGE and shall at all times be subject to the direct supervision and control of COLLEGE.

Employees of CITY

23. CITY agrees that all instructors and/or paid students or any other persons furnished by CITY shall be employees of CITY and shall at all times be subject to the direct supervision and control of CITY.

Compliance with Statutes, Ordinances and Regulations

24. In performing the services required under this Agreement, COLLEGE and CITY shall comply with all applicable federal, state, county and city statutes, ordinances and regulations.

Release and Hold Harmless Agreement

25. COLLEGE, its successors and assigns, hereby release CITY from any and all liability for personal injury or property damages arising out of COLLEGE's use of Roosevelt Pool, Memorial Ballpark and Riverside Ball Fields due to any intentional or negligent acts, errors, or omissions on the part of COLLEGE, its officers, officials, employees and volunteers; AND agree to hold CITY free, clear and harmless from any and all claims and demands whatsoever for personal injury or property damage due to any intentional or negligent acts, errors or omissions on the part of COLLEGE, its officers, officials, employees and volunteers.

26. CITY, its successors and assigns, hereby release COLLEGE from any and all liability for personal injury or property damages arising out of CITY's use of Roosevelt Pool, Memorial Ballpark and Riverside Ball Fields¹⁰ due to any intentional or negligent acts, errors, or omissions on the part of CITY, its officers, officials, employees and volunteers; AND agree to hold COLLEGE free, clear and harmless from any and all claims and demands whatsoever for personal injury or property damage due to any intentional or negligent acts, errors or omissions on the part of CITY, its officers, officials, employees and volunteers.

Assignment

27. This Agreement shall not be assignable by either party without the prior written consent of the other party.

Term of Agreement

28. The term of this Agreement shall commence on the 3rd day of November, 2004, and shall continue in full force and effect and be automatically renewed each year thereafter until terminated by either party by thirty (30) days written notice from either party to the other.

Entire Agreement

29. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, statements or representations, either oral or in writing.

Notices

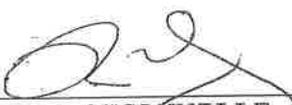
30. Any notice required to be given under this agreement shall be in writing and personally served, addressed to the other party at the address given below:

CITY:
City Administrator
66 N. Lassen St.
Susanville, CA 96130

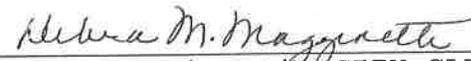
COLLEGE:
President
478-200 State Hwy 139
Susanville, CA 96130

Executed at Susanville, Lassen County, California, on the date and year first above written.

ATTEST:



CITY OF SUSANVILLE
Rod E. DeBoer, Mayor



Debra Magginetti, CITY CLERK

LASSEN COMMUNITY COLLEGE

APPROVED AS TO FORM:



KATHLEEN R. LAZARD
City Attorney

66 North Lassen Street • Susanville, CA 96130-3904

October 27, 2004

Mr. Rob Hill
Community Services Director
66 North Lassen
Susanville, CA 96130

Via Fax → Original Will
Follow

Re: Agreement with Lassen College

Dear Rob:

Following are my comments on the Resolution:

Change the title to read: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE APPROVING AMENDED AGREEMENT WITH LASSEN COMMUNITY COLLEGE RE: USE OF CERTAIN RECREATION FACILITIES, AND AUTHORIZING MAYOR TO SIGN

Insert the word "certain" prior to "recreation facilities" in the fourth WHEREAS paragraph.

Add the words "identified in said Agreement" at the end of the NOW, THEREFORE, paragraph.

In the agreement itself, insert the word "written" in Paragraph 15d, between the words "prior" and "approval". This assures that no one will think an approval could be verbal. At paragraph 28, change the date to "November 3, 2004", because we cannot retroactively allow the college access to the Greenhouses.

That'll take care of everything. Let me know if you have any questions or comments.

Sincerely,



KATHLEEN R. LAZARD
City Attorney

KRL:se

~~De Bler~~ Rodney E. De Bler Luann Rainey, Interim City Administrator
Mayor
Rocky T. Joy
Mayor Pro tem

Councilmembers:
Lino P. Callegari
Douglas Sayers
Mary A. Fahlen

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 04-3824

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AMENDED AGREEMENT WITH LASSEN COMMUNITY COLLEGE RE:
USE OF CERTAIN RECREATION FACILITIES, AND AUTHORIZING MAYOR TO
SIGN.

WHEREAS, the City of Susanville provides staffing and recreation programs for the local community; and

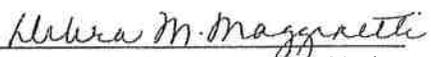
WHEREAS, the City of Susanville does not have sufficient indoor recreation facilities to meet program needs; and

WHEREAS, Lassen Community College does not have sufficient outdoor recreation facilities to meet its program needs ; and

WHEREAS, it is determined to be in the best interests of the citizens of the City of Susanville to enter into an agreement with Lassen Community College to jointly share use of certain recreation facilities.

NOW, THEREFORE, be it resolved that the City Council of the City of Susanville does hereby authorize the Mayor to amend and execute the Agreement with Lassen Community College to jointly share use of recreation facilities identified in said Agreement.

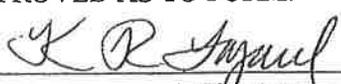
APPROVED: 
Rodney E. De Boer, Mayor

ATTEST: 
Debra M. Magginetti, City Clerk

The foregoing Resolution No. 04-3824 was adopted at a regular meeting of the City Council of the City of Susanville held on the 3rd day of November 2004, by the following vote:

AYES: Fahlen, Sayers, Callegari and Joy
NOES: None
ABSENT: De Boer
ABSTAINING: None


Debra M. Magginetti, City Clerk

APPROVED AS TO FORM:

Kathleen R. Lazard, City Attorney

Reviewed by:  City Administrator
 City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5045** Approving Pay-Off of Golf Course Loan, Pay Down of PERS Side Fund Liability and Partial Funding of General Fund Reserves.

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: On February 19, staff brought to Council the Mid-Year budget and discussed the possible uses for the one-time revenues the City will receive this year. Council prioritized the projects presented to them as paying off the golf course loan, using the cash that has accumulated in the Risk Management Fund from previous dividend payments to pay down the Side Fund liability and fund the General Fund Reserve Account.

This would include a transfer of \$468,234.28 from the General Fund to the Golf Course to pay-off loan from General Fund Reserves (\$228,387.84) and Risk Management (\$239,846.44), transfer out \$732,046.15 from Risk Management to PERS Side Fund Debt Svc Fund to pay down debt liability for five funds (\$533,703.62 for General Fund, \$3,483.29 for Geothermal, \$80,969.38 for Natural Gas, \$20,746.06 for Streets and \$93,143.80 for Water) and transfer \$118,574.85 from General Fund to the General Fund Reserve Account.

FISCAL IMPACT: The net impact of these transfers are as follows:

General Fund

Beginning Cash Balance	\$2,027,115.98
Ending Balance	\$1,558,818.70

General Fund Reserves

Beginning Cash Balance	\$453,037.31
Ending Cash Balance	\$800,000 (20% Reserve policy - \$1,000,000)

Risk Management

Beginning Cash Balance	\$592,199.71
Ending Cash Balance	\$100,000

PERS Side Fund Debt Service

Beginning Cash Balance	\$162,401.25
Ending Cash Balance	\$894,447.40

\$162,401 for 2nd debt service payment in May 2014
\$372,836 debt service payment for 2014/2015 and
\$196,779 payment to principal

ACTION REQUESTED: Approve **Resolution No. 14-5045** Approving Pay-Off of Golf Course Loan, Pay Down of Side Fund Liability and Partial Funding of General Fund Reserves.

ATTACHMENTS: Resolution No. 15-5045

RESOLUTION NO. 14-5045
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING PAY-OFF OF GOLF COURSE LOAN, PAY DOWN OF PERS SIDE
FUND LIABILITY AND PARTIAL FUNDING OF GENERAL FUND RESERVES

WHEREAS, the City Council of the City of Susanville has set a priority to pay down some of the debt of the City; and

WHEREAS, the City Council has identified using one-time revenues to pay off some of this debt; and

WHEREAS, the City Council has authorized a transfer of \$468,234.28 from General Fund to the Golf Course to repay \$228,387.84 loaned from the General Fund Reserve account and \$239,846.44 loaned from Risk Management; and

WHEREAS, the City Council has identified transferring \$732,046.15 from the Risk Management Fund to the Cal PERS Side Fund Debt Service Fund for debt service payments and to pay down the principal amount owed; and

WHEREAS, the City Council has authorized transferring \$118,574.85 to the General Fund Reserve account;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the pay-off of the Golf Course loan, pay down of the PERS Side Fund Liability and partial funding of the General Fund Reserves

Dated: May 7, 2014

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 14-5045 was adopted at a regular meeting of the City Council of the City of Susanville held on the 7th day of May, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney

AGENDA ITEM NO. _____

Reviewed by: _____ City Administrator
_____ City Attorney

_____ Motion only
_____ Public Hearing
 Resolution
_____ Ordinance
_____ Information

Submitted By: Deborah Savage, Finance Manager

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 14-5045 Approving Pay-Off of Golf Course Loan, Pay Down of PERS Side Fund Liability and Partial Funding of General Fund Reserves.

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: On February 19, staff brought to Council the Mid-Year budget and discussed the possible uses for the one-time revenues the City will receive this year. Council prioritized the projects presented to them as paying off the golf course loan, using the cash that has accumulated in the Risk Management Fund from previous dividend payments to pay down the Side Fund liability and fund the General Fund Reserve Account.

space → This would include a transfer of \$468,234.28 from the General Fund to the Golf Course to pay-off loan from General Fund Reserves ~~\$228,387.84~~ and Risk Management ~~\$239,846.44~~, transfer out \$732,046.15 from Risk Management to PERS Side Fund Debt Svc Fund to pay down debt liability for five funds (~~\$533,703.62~~ for General Fund, \$3,483.29 for Geothermal, \$80,969.38 for Natural Gas, \$20,746.06 for Streets and \$93,143.80 for Water) and transfer \$118,574.85 from General Fund to the General Fund Reserve Account.

FISCAL IMPACT: The net impact of these transfers are as follows:

General Fund - Beginning Cash Balance \$2,027,115.98 - Ending Balance \$1,558,818.70

General Fund Reserves - Beginning Cash Balance \$453,037.31 - Ending Cash Balance \$800,000 *(LG ~~~~~)*

Risk Management - Beginning Cash Balance \$592,199.71 - Ending Cash Balance \$100,000

PERS Side Fund Debt Svc - Beginning Cash Balance \$162,401.25 - Ending Cash Balance \$894,447.40

\$162,401.25 removed 2nd 2015/16 payment
Payment to principal
\$ 320 ?? 2014/2015 FY

ACTION REQUESTED: Approve **Resolution No. 14-5045** Approving Pay-Off of Golf Course Loan, Pay Down of Side Fund Liability and Partial Funding of General Fund Reserves.

ATTACHMENTS: Resolution No. 15-5045

RESOLUTION NO. 14-5045
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING PAY-OFF OF GOLF COURSE LOAN, PAY DOWN OF PERS SIDE
FUND LIABILITY AND PARTIAL FUNDING OF GENERAL FUND RESERVES

WHEREAS, the City Council of the City of Susanville has set a priority to pay down some of the debt of the City; and

WHEREAS, the City Council has identified using one-time revenues to pay off the Golf Course loan; and

WHEREAS, the City Council has identified using dividend returns from the Risk Management Fund to pay down some of the PERS Side Fund as debt to; and

WHEREAS, the City Council has identified using one-time revenues to partially fund the General Fund Reserve acct;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby approves the pay-off of the Golf Course loan, pay down of the PERS Side Fund Liability and partial funding of the General Fund Reserves **AS OUTLINED IN THE STAFF REPORT**

Dated: May 7, 2014

APPROVED: _____
Rod E. De Boer, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 14-5045 was adopted at a regular meeting of the City Council of the City of Susanville held on the 7th day of May, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney

Reviewed by: ~~JH~~ City Administrator
~~DM~~ City Attorney

Motion only
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Junior Fishing Derby

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: An oral update will be given regarding the 25th Annual Junior Fishing Derby held April 19, 2014.

FISCAL IMPACT: N/A

ACTION REQUESTED: Information Only

ATTACHMENTS: None



Richmond School
700-585 Richmond Road E
Susanville, CA 96130

Telephone (530) 257-2338
Fax (530) 257-6398

Susanville City Council:

Richmond School is working on developing and revising our school safety plan. If there is ever a need to evacuate the campus, we would need access to a public staging area. After consulting with the sheriff's department, we decided that the only reasonable accessible public area for evacuation would be the old club house at the golf course. We would like to be able to use your facilities if the need arises.

Thank you for your consideration!

Sincerely,

Vicky Leitaker

Vicky Leitaker, Superintendent/Principal
Richmond Elementary School District

Reviewed by: ~~JG~~ City Administrator
~~JG~~ City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Jared G. Hancock, City Administrator

Action Date: May 7, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Review of County project near Susanville Airport

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The County has received a project request to use an existing building for a children's amusement facility/play center which will be focused on children up to 14 years old. The proposed location is a property located adjacent to the Susanville Municipal Airport at 471-800 Johnstonville Drive. Due to the proximity to the airport, the County initiated a review of the project by the Lassen County Airport Land Use Commission (ALUC) who heard the proposal on April 28, 2014 and continued the item.

As the owner and operator of the Airport, the City has a responsibility to try to ensure that incompatible land uses are not located near the airport which would:

1. Prevent orderly expansion of the airport.
2. Interfere with the operation of the airport.
3. Expose people to a safety hazard from aircraft operations.
4. Expose people to noise levels that affect the use of their property resulting in noise complaints against the airport.

The airport environs is divided into three distinct safety zones as shown on the map included as Attachment A. The proposal is located in safety zone 3, the Overflight Safety Area, which is the zone having the lowest safety risk of the three zones. This overflight zone is the area where aircraft maneuver to enter or leave the traffic pattern (landing and take-off patterns). Hazards in this zone are lower than the areas adjacent to the runways, particularly the ends of the runways and approach zones. However, mid-air collisions are more prevalent within this zone. Because of this potential hazard, the Airport Land Use Plan states that large assemblages of people should not be located beneath the traffic pattern zone because of the potential for injury. The subject building is located approximately 600 feet to the south of the runway. Because the Overflight Zone is so large the range of allowable uses is varied and dependent on location. Projects are reviewed on an individual basis and for any project approval the findings must be made that:

"Approval of the project is consistent with the need to protect public health, safety, and welfare by ensuring the orderly expansion of the airport and the adoption of land use measures that minimize the public's exposure to substantial noise and safety hazards within the areas around public airports."

The proposal will have bounce houses and other activities geared towards children and will cater to special events such as birthday parties. This will result on certain occasions of having up to as many as 70 children and adults on the site at one. This would not be the normal concentration of people which would be more in the range of 15 to 20 people on the 5-acre site. The building is located approximately 600 south of the centerline of runway 7-25 in a sideline zone. Runway 7-25 is the shorter dirt runway that is primarily use when there are strong westerly crosswinds impacting the main runway. The building is underneath the downwind leg of the landing pattern where planes would typically not be making turning movements. The project site is approximately 1,500 feet from the centerline of the main runway, 11-29.

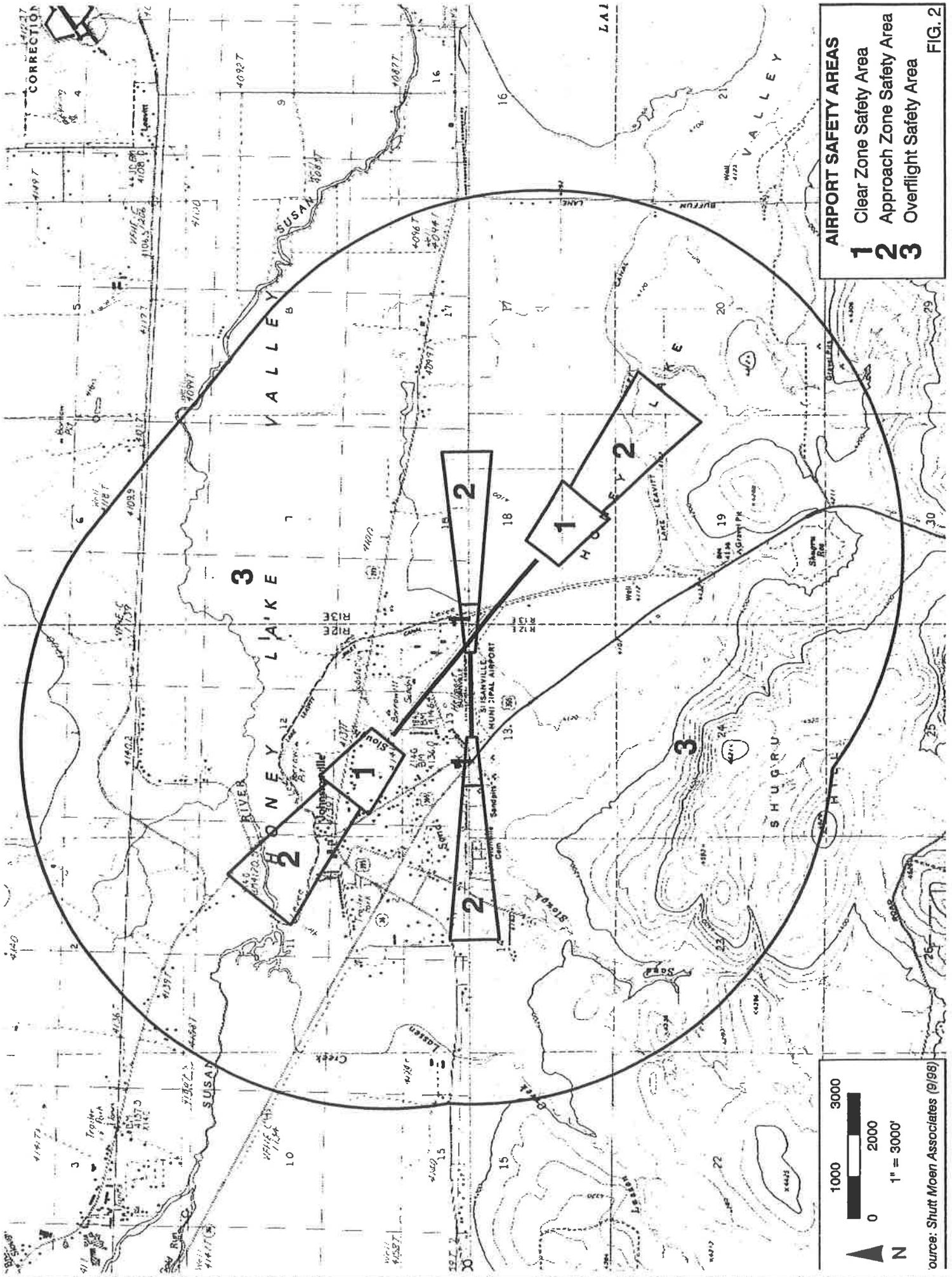
The City once held an avigation easement on this property which in addition to restricting structure that required the property to be kept clear of all structures or obstructions of any nature that would tend to impair the utility of the airport for the landing, taking off or maneuvering of aircraft, and shall not be used for any purpose which will attract or bring together an assembly of persons. This easement was acquired in 1956 at time when this property was located at the end of an existing runway on a direct line with take-offs and landings. That runway was later abandoned and the City relinquished the avigation easement in 1987.

While the ALUC has the ultimate decision on whether to find the proposed use compatible with airport operations including noise and safety, the Council has an opportunity to voice any concerns they may have and submit comments for consideration by ALUC.

The issue of noise has been determined by staff to not be a significant issues as the building is outside of the 55dB noise contour for the airport and the use will generate their own noise. The building itself does not represent a hazard to airplane navigation leaving safety for persons on the ground as the only potential issue. Typically, a concentration of children is seen as being more significant than adults as in the unlikely event of a crash incident children may not be able to act independently with the proper faculties to find safety.

Staff recommends that the Council direct that comments be submitted to ALUC regarding the potential safety issue with this proposal.

- | | |
|--------------------------|--|
| FISCAL IMPACT: | None. |
| ACTION REQUESTED: | Provide direction for sending written comments from the City to ALUC regarding the proposal. |
| ATTACHMENTS: | "A" – Figure 3, 1987 Airport Land Use Plan and recommended land uses
"B" – 2010 airport layout plan |



- AIRPORT SAFETY AREAS**
- 1** Clear Zone Safety Area
 - 2** Approach Zone Safety Area
 - 3** Overflight Safety Area

FIG. 2

 N

 1000 3000
 0 2000
 1" = 3000'

Source: Shutt Moen Associates (9/98)

TABLE ONE, PART THREE
OVERFLIGHT ZONE SAFETY AREAS

The following land use guidelines shall be applied to the Overflight Safety Area depicted on Figure 2 as Safety Area 3.

LAND USE GUIDELINES

Residential

Single Family	Yes
Multiple Family	Yes (1)
Mobile Home Parks	Yes (1)
Hotels, Motels	Yes (1)

<u>Commercial/Retail</u>	Yes (1)
--------------------------	---------

Industrial/Manufacturing

Warehousing, Storage of non-flammables	Yes
All others	Yes (1)

<u>Transportation</u>	Yes
-----------------------	-----

<u>Communications, Utilities</u>	Yes
----------------------------------	-----

Public and Quasi-Public Services

Cemeteries	Yes
Schools, Hospitals	Yes (1)
Other Public and Quasi-Public Services and Facilities	Yes (1)

<u>Outdoor Recreation Facilities</u>	Yes (1)
--------------------------------------	---------

<u>Resource Production, Extraction and Open Space</u>	Yes
---	-----

<u>Subdivisions</u>	Yes (1)
---------------------	---------

- (1) Projects must be reviewed on individual basis. A finding, supported by facts in the record, must be made for any project approval stating: Approval of the project is consistent with the need to protect public health, safety, and welfare by ensuring the orderly expansion of the airport and the adoption of land use measures that minimize the public's exposure to substantial noise and safety hazards within areas around public airports.

6. REFERRAL AREAS

Referral areas are portions of the airport land use planning area which warrant case-by-case review of particular development projects due to significant noise and safety concerns. The use of the term "referral" shall herein mean the referral by the County of Lassen (e.g. Planning Commission, Board of Supervisors) of proposed development projects and applications to the ALUC or its designated staff for review concerning the project's consistency with the airport land use plan's goals, objectives and policies.

A. Referral Area A

Referral Area A, depicted in Figure 3, includes all clear zone and approach zone safety areas designated in this plan, along with the area beneath the FAA Transitional Surface indicated in the airport master plan.

All development proposals, including building permits, use permits, rezoning and subdivision applications shall be reviewed for compliance with this airport land use plan. The Land Use Compatibility Guidelines, as well as general provisions to promote public safety and discourage incompatible land uses shall be considered as review criteria.

B. Referral Area B

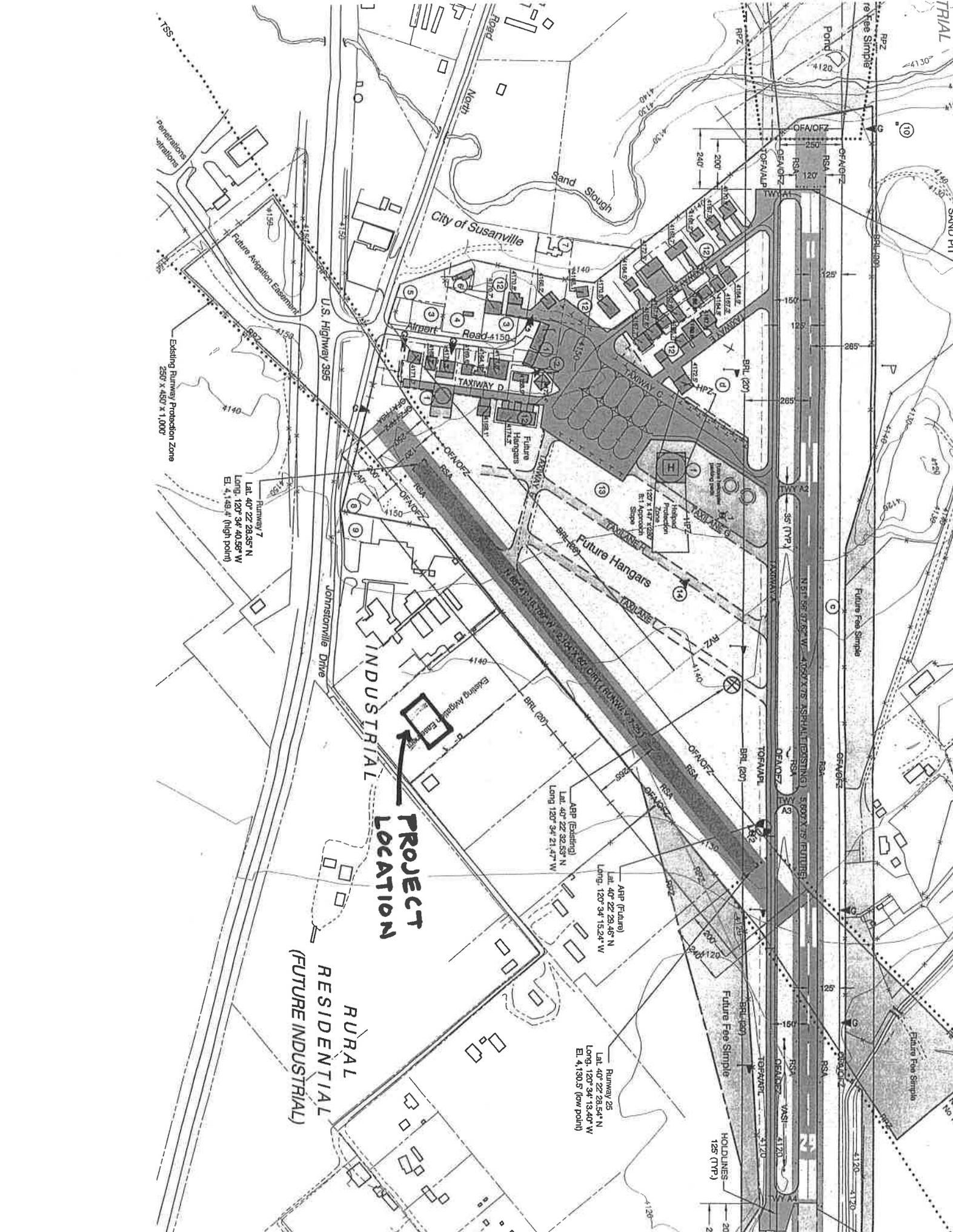
Referral Area B, depicted in Figure 3, includes the remainder of the airport land use planning area outside Referral Area A.

Use permit, rezoning and subdivision proposals shall be reviewed for compliance with this plan. Individual building permits are not required to be referred to the ALUC or its staff, provided that the use of the proposed structures are consistent with the land use compatibility guidelines of this plan.

C. Referral Review Process

The Executive Secretary of the ALUC will develop an administrative review process to be reviewed and adopted by the commission. The administrative review process will establish procedures and review criteria for the timely and effective review by the ALUC or its designated staff of proposed development within the identified referral areas. The process shall coordinate ALUC referral procedures with the project application procedures of the Lassen County Board of Supervisors, Planning Commission and Environmental Review Officer. Whenever possible, referral shall be made to the ALUC before or during review of proposed projects under the provisions of the California Environmental Quality Act. Recommendations by the ALUC in response to a referral shall consider the following questions:

- a) Is the project consistent with the airport land use plan?
- b) Does the project have the potential of creating or increasing a significant environmental impact, including but not limited to, impacts on the public safety of inhabitants within the vicinity of the airport, and/or impacts on the safe and efficient use of the airport?



PROJECT LOCATION

INDUSTRIAL

RURAL RESIDENTIAL (FUTURE INDUSTRIAL)

Runway 7
 Lat. 40° 22' 28.55" N
 Long. 120° 34' 40.56" W
 El. 4,148.4' (high point)

Runway 25
 Lat. 40° 22' 28.54" N
 Long. 120° 34' 18.40" W
 El. 4,130.5' (low point)

APP (Existing)
 Lat. 40° 22' 32.55" N
 Long. 120° 34' 21.47" W

APP (Future)
 Lat. 40° 22' 28.46" N
 Long. 120° 34' 15.24" W

Existing Runway Protection Zone
 250' x 450' x 1,000'

