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**CITY OF SUSANVILLE**  
66 North Lassen Street ♦ Susanville CA  
**Brian R. Wilson, Mayor**  
**Nicholas B. McBride, Mayor pro tem**  
**Lino P. Callegari      Rod E. De Boer      Kathie Garnier**

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**October 15, 2014 – 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 14-5116*

*Next Ordinance No. 14-1000*

- 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 REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:  
Property:                    APN: 116-230-05  
                                  APN: 116-230-71  
Agency negotiator:        Jared G. Hancock  
Negotiating parties:       City of Susanville; Purchaser to be Determined  
Under negotiation:         Price/Conditions/Terms of payment
  - B     PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
    1.     Approved Position list
  
- 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: Chief Downing*
  - *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 City Council's September 17, 2014 meeting
- B     Approve vendor warrants numbered 92128 through 92270 for a total of \$280,424.04 including \$107,276.39 in payroll warrants
- C     Receive and file Quarterly Transient Occupancy Tax report
- D     Receive and file Finance Reports: August and September 2014

**7**     **PUBLIC HEARINGS:**

- A     **Fiscal Year 2013/2014 Annual Report of Development/Mitigation Fees**  
Consider approval of **Resolution No. 14-5107** approving and accepting revenues and expenditures report for Police, Fire, Streets and Park Mitigation funds;  
Consider approval of **Resolution No. 14-5108** approving and authorizing closing and consolidation of various street mitigation funds

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

**9**     **NEW BUSINESS:**

- A     Consider approval of **Resolution No. 14-5109** approving renewal of rental agreement for training purposes for Susan River Fire Protection District
- B     Consider approval of **Resolution No. 14-5110** amending appendix of designated positions in City of Susanville Conflict of Interest Code
- C     Consider approval of **Resolution No. 14-5111** approving lease of 15 Golf Carts for Diamond Mountain Golf Course and authorizing City Administrator to execute lease
- D     Consider approval of **Resolution No. 14-5112** approving MOU with Susanville Indian Rancheria for construction of sidewalk, curb and gutter at Diamond Mountain Casino
- E     Consider approval of **Resolution No. 14-5113** approving MOU with FBI to join Safe Streets Gang Taskforce

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

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

**12**    **CONTINUING BUSINESS:** No business.

**13**    **CITY ADMINISTRATOR'S REPORTS:**

- A     Funding request from Honey Lake Valley Joint Powers Authority

**14**    **COUNCIL ITEMS:**

- A     AB1234 travel reports:

15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on November 5, 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](http://www.cityofsusanville.org), unless there were systems problems posting to the website.*

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for October 15, 2014 in the areas designated on October 10, 2014.



Gwenna MacDonald, City Clerk

Reviewed by: YHA City Administrator  
MM City Attorney

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Gwenna MacDonald, City Clerk

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's September 17, 2014 meeting

**PRESENTED BY:** Gwenna MacDonald, City Clerk

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's September 17, 2014 meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's September 17, 2014 meeting.

**ATTACHMENTS:** Minutes: September 17, 2014

**SUSANVILLE CITY COUNCIL  
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY  
SUSANVILLE MUNICIPAL ENERGY CORPORATION  
SUSANVILLE PUBLIC FINANCING AUTHORITY  
Regular Meeting Minutes  
September 17, 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 Brian Wilson.

Roll call of Councilmembers present: Kathie Garnier, Rod E. De Boer, and Lino P. Callegari, and Brian Wilson. Absent: Nicholas McBride.

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 Councilmember De Boer, to approve the agenda as submitted; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:** No comments.

**3 CLOSED SESSION:** At 6:10 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): one potential claim
- B CONFERENCE WITH LEGAL COUNSEL – Existing litigation pursuant to Government Code §54956.9 (a):
  - 1 City vs. Northern Sierra Homes, LLC Lassen County Court Case: #50050
- C PUBLIC EMPLOYMENT pursuant to Government Code §54957:
  - 1 Employee Status Report
- D CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
  - Property: APN: 116-230-05  
APN: 116-230-71
  - Agency negotiator: Jared G. Hancock
  - Negotiating parties: City of Susanville; Purchaser to be Determined
  - Under negotiation: Price/Conditions/Terms of payment

Closed session adjourned at 6:50 p.m.

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

Staff present: Dan Newton, Public Works Director; Theodore Friedline, Fire Chief; Matt Wood, Police Lieutenant; Deborah Savage, Finance Manager; James Moore, Battalion Chief; Craig Sanders, City Planner and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to closed session the agenda was approved and that direction was given in closed but there was no reportable action taken. Mr. Hancock requested that Item 9B and Item 12D be moved to consideration after the Consent Calendar.

Dan Newton provided the thought of the day.

Mayor Wilson presented a proclamation designating October as Domestic Violence Awareness month and recognizing Lassen Family Services' effort in eliminating domestic violence in the community.

Mayor Wilson presented a certificate of recognition to Cherie Farrell and volunteers from Crossroads Ministries recognizing their volunteer effort in cleaning up the Susan River Parkway.

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

**6**      **CONSENT CALENDAR:** Mayor Wilson reviewed the items on the Consent Calendar:

- A      Receive and file minutes from City Council's July 16 and August 6, 2014 meetings
- B      Approve vendor warrants numbered 91714 through 91988 for a total of \$756,123.45 including \$214,664.25 in payroll warrants
- C      Receive and file Finance Reports: June and July 2014
- D      Approve **Resolution No. 14-5093** Authorizing encroachment application and street closure for HUSA Annual Fall Crafters Festival September 20, 2014 and Safe and Sane Halloween event
- E      Approve **Resolution No. 14-5095** authorizing Street Closure October 2, 2014 Chamber Mixer block party event
- F      Approve **Resolution No. 14-5096** authorizing closure of Richmond Road for Lassen Land and Trails annual Rails to Trails festival October 11, 2014
- G      Approve **Resolution No. 14-5097** authorizing closure of Main Street for Annual Veterans Day Parade November 11, 2014

Councilmember Garnier requested the removal of Item 6A for separate discussion.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Consent Calendar Items 6B – 6G; motion carried. Ayes: Garnier, De Boer, Callegari. and Wilson. Absent: McBride.

Councilmember Garnier noted that at the July 16, 2014 meeting, she abstained from considering Item 9A, and the minutes did not reflect that abstention. The Clerk was directed to amend the minutes accordingly.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Consent Calendar Item 6A with the correction as noted; motion carried. Ayes: Garnier, De Boer, Callegari. and Wilson. Absent: McBride.

**12D      Consider approval of ownership transfer of City Buses to Lassen Community College** Mr. Hancock reported that the City had received a request from the Lassen Community College for two passenger buses currently owned by the City of Susanville. The college has many programs and opportunities for the students which require efficient and reliable transportation, the City's buses are ADA compliant, and the college has the staff required for maintenance. Mr. Hancock invited Dr. Hall to comment.

Dr. Hall, Lassen Community College Superintendent, commented that the college has challenges with transporting students to various events and the buses owned by the city would provide a good solution.

Councilmember De Boer remarked that it would put the buses to good use and free up storage space at the yard.

Councilmember Callegari stated that the city acquired the buses for a good purpose but there did not seem to be as much interest and he had no objection to transferring ownership.

Motion by Councilmember De Boer, second by Councilmember Garnier, to transfer ownership of two city-owned buses to Lassen Community College; motion carried. Ayes: Garnier, De Boer, Callegari. and Wilson. Absent: McBride.

**9B Consider approval of Resolution No. 14-5094 encroachment permits for Domestic Violence banners** Mr. Newton explained that Lassen Family Services, Inc. has requested authorization to place approximately thirty-two purple Domestic Violence Awareness ribbons on street light posts along Main Street from Roop Street to Riverside Drive from October 1, 2014, through October 31, 2014. The ribbons will be placed by employees of Lassen Family Services, Inc. and as the street light posts are in the State right-of-way, an Encroachment Permit application is required.

**Melissa Downing**, Lassen Family Services Director, commented that the ribbons are an effective part of the ongoing education effort to bring awareness to the community regarding domestic violence.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 14-5094; motion carried. Ayes: Garnier, De Boer, Callegari. and Wilson. Absent: McBride.

**7 PUBLIC HEARINGS:**

**7A Consideration of Resolution No. 14-5086, 14-5087, 14-5088, 14-5089, 14-5090, 14-5091 and Resolution No. 14-5092 authorizing Weed and Rubbish assessment and lien against certain real properties located within the City of Susanville:**

- **1116 Mark Street** **103-231-08**
- **580 Spruce Street** **105-020-05**
- **335 Ash Street** **105-086-02**
- **1630 Cornell Street** **105-210-25**
- **432 Alexander Avenue** **107-142-06**
- ~~6 Upland Street~~ ~~107-155-19~~
- **Sierra Road** **107-250-04**

Mr. Hancock reported that the proposed lien for 6 Upland Street had been paid and would be removed from consideration at the public hearing.

Councilmember Callegari announced that he would abstain from voting on 580 Spruce, 335 Ash Street, 1630 Cornell, and 432 Alexander Avenue due to a conflict with the contractor hired to perform the abatements.

Mr. Hancock explained that the City establishes a weed abatement deadline each year, and after that date, properties that are found to be in violation of the City's weed and rubbish ordinance are abated through the process established in Chapter 8.28 of the Susanville Municipal Code. The City has abated the

properties due to fire hazard and rubbish nuisance and in addition to the cost of clean-up an administrative fee is charged to cover cost of compliance.

At 7:17 p.m. Mayor Wilson opened the public hearing and requested comments from the public. There being no comments either for or against the item, Mayor Wilson closed the public hearing at 7:18 p.m.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 14-5086 and 14-5092; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 14-5087, 14-5088, 14-5089 and 14-5090; motion carried. Ayes: Garnier, De Boer, and Wilson. Abstain: Callegari. Absent: McBride.

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

**9**      **NEW BUSINESS:**

Councilmember Garnier announced that she would abstain from consideration of Item 9A.

**9A**      **Consider approval of Lassen Chamber of Commerce mixer event at Susanville Municipal Airport** Mr. Hancock reported that the Chamber of Commerce holds multiple Chamber Mixers throughout the year and Susanville Aviation is scheduled to host the November 13, 2014 mixer at the Susanville Municipal Airport. The Chamber has submitted a request to serve alcoholic beverages during the event, and will be responsible for obtaining all necessary Alcoholic Beverage Control permits.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Chamber of Commerce mixer at the Susanville Municipal Airport on November 13, 2014; motion carried. Ayes: De Boer, Callegari, and Wilson. Abstain: Garnier. Absent: McBride.

*9B Consider approval of Resolution No. 14-5094 encroachment permits for Domestic Violence banners*

**9C**      **Consider approval of Resolution No. 14-5101 authorizing a name change of a portion of Riverside Drive between Main Street and Riverside Drive Extension** Mr. Sanders explained that prior to the construction of the Riverside Drive extension, Riverside Drive originated at Richmond Road and ended at 2650 Main Street, the location of the former CalTrans maintenance yard. The short section of road was not renamed, and continues to be known as Riverside Drive. There have not been businesses or street numbers assigned on that portion of the roadway, however with the development of the Tractor Supply store, it has become necessary to assign a number on the street.

Mr. Sanders continued that it has the potential to cause confusion by having two roadways named Riverside Drive, and to correct a flawed numbering system that would continue down Riverside Drive, staff is proposing to rename the short section of the roadway and has come up with some suggestions for Council consideration. These include Milwood, Nobles, or Nataqua Drive, Street or Lane. The authorizing resolution has been drafted to provide an option for the Council to select one of the suggested names, or provide alternative suggestions or continue the discussion as needed. He invited questions and comments from the City Council.

Councilmember Callegari suggested naming the street Hagata Lane, in recognition of the ranching history in the community, and due to the tractor supply business on the street, he felt it would be an appropriate tribute.

Mayor Wilson noted that name may be confusing, as the Hagata Ranch was located on Hagata Lane, and while it is in the County it could potentially cause problems.

Councilmember De Boer suggested that the City name the street in honor of Officer Robert McElrath, and suggested Rob's Way as a suitable name to remind the community of his dedication to the community.

Jim Chapman discussed the history of the street as it related to the logging industry, and noted that Milwood would probably be the most historically appropriate name. He supported naming a street after Officer McElrath and suggested keeping that at the top of the list for a newer area of town that would be a longer street, as the street section in question is quite short.

Councilmember De Boer agreed, but noted that it is right off of Main Street where everyone would drive by it, notice it, and it would be a constant reminder of Officer McElrath.

Councilmember Garnier supported Councilmember De Boer's suggestion, but noted that it would be nice to have something of more significance as a tribute.

Mayor Wilson stated that the timing is appropriate, and it is a short street, but Rob's Way is a short name and would be fitting for that location.

Mr. Hancock suggested getting in touch with Officer McElrath's family to make sure that they would be in favor of the name.

Councilmember Callegari suggested maintaining a list of citizens whose names would be appropriate to use in naming new streets or parks, adding that Rob's Way was a good choice.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 14-5101 renaming the street Rob's Way; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson.

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

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

**12**     **CONTINUING BUSINESS:**

**12A**    **Consider approval of Resolution No. 14-5099 accepting transfer of the Johnstonville Water System from Lassen County to the City of Susanville** Mr. Hancock reported that in February 2013 the City Council authorized staff to enter into formal discussions with Lassen County to begin the process of transferring title of all facilities associated with the Johnstonville Water System to the City. The County Board of Supervisors voted last year regarding the terms of the agreement and final transfer of the property requires formal acceptance by the City of Susanville of the Quit Claim Deed. The Well would provide a valuable resource for area fire districts, and he thanked Supervisor Chapman for driving the effort. By accepting the property, the City would be assuming responsibility for the operation and maintenance of the well and would continue providing water service to Caltrans. The County would

provide title free of any encumbrances, debt or monetary obligations and upon completion of the transfer, the City will be responsible for the water system.

Jim Chapman thanked City staff for moving forward through a process that started a few years ago, and for assuming responsibility for a 100,000 water tank that would be a valuable asset to the entire community.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 14-5099; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**12B Consider approval of Resolution No. 14-5100 declaring certain items surplus and authorizing sale** Mr. Hancock reported that the Administrative Services department has worked to coordinate a city-wide surplus sale and has finalized the list of items that have been deemed to have no further value to the City. The surplus sale date has been tentatively set for September 26<sup>th</sup> and 27<sup>th</sup>, with items made available for viewing in person as well as on the City's website. He commended Krystle Hollandsworth, Administrative Staff Assistant, for being instrumental in coordinating the sale.

Mayor Wilson asked if there many specialized items.

Chief Friedline responded that some of the items from the Fire Department had not sold at the last auction and had been circulated nationwide.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 14-5100; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**12C Consider approval of Revised Extension of Boundaries Letter of authorization for Lassen County Business Lending Program** Mr. Hancock reported that Lassen County Department of Planning and Building Services currently offers a business assistance program providing financial support, training opportunities, and other benefits to business owners. The City Council voted to support the program by allowing the County to make these services available to business owners located within the City limits. In June 2013, the City submitted a letter of agreement to the State Department of Housing and Community Development, and the State has requested that the City update the letter to extend the program boundaries. Mr. Hancock explained that this continued support would not prevent the City from applying for funding or administering similar programs in the future.

Motion by Councilmember Callegari, second by Councilmember De Boer, to authorize updating the program boundary extension letter; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

*12D Consider approval of ownership transfer of City Buses to Lassen Community College*

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A Public Works Department Update** Mr. Newton provided an update regarding the activities of the Public Works Department. He reviewed key projects and accomplishments as well normal and routine responsibilities for the Administration/Engineering, Streets, Water/Geothermal and Natural Gas divisions of the public works department. He discussed the progress of the City Hall parking lot and Laurel Street repaving project.

Councilmember Callegari asked that the Department look at marking the street at Richmond Road and North Railroad, as the traffic pulling on to Richmond Road cannot see up the street until venturing too far out into the roadway.

Councilmember De Boer commented that the public works department has a great crew and commended Mr. Newton on his leadership.

Mayor Wilson agreed, adding that most people do not realize what a small crew the City has, and they do a great job with making the most of the City's resources. He asked if the Department notified other agencies and utilities when a paving project is planned.

Mr. Newton responded that they are at the stage when they can plan projects, and other agencies are provided with a schedule in order to minimize instances of having to cut into a new section of roadway.

Mayor Wilson suggested that staff look at making a case for Caltrans to install a stoplight at the corner of Ash and Bunyan, as there has been yet another accident at the intersection.

Councilmember Garnier mentioned that the street parking at the corner of North Roop Street and Nevada creates a terrible hazard and potential for a pedestrian to be hit when leaving the movie theater.

Councilmember Callegari noted that the weeds adjacent to the walking trail that crosses Riverside Drive also pose a danger to pedestrians who are waiting to cross the street, as the weeds make it difficult for drivers to have proper visibility.

Mr. Hancock thanked the Council for their comments and suggestions regarding the activities of the public works department, and he thanked Mr. Newton for all of his hard work in building a strong department and for his contributions to the management team.

**13B Property Maintenance Ordinance Update** Mr. Hancock provided an update regarding the status of the proposed Property Maintenance Ordinance. The original ordinance was fairly aggressive, and staff was working through the process of ensuring that the concerns of the community were balanced with the rights of individual property owners. He expected to be bringing that back for Council consideration in October or the first part of November.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

A AB1234 travel reports:

**2014 Annual League of California Cities Update** Mr. Hancock reported that he and two councilmembers attended the annual League conference, that it was a good conference which touched upon a broad range of topics, provided an opportunity for establishing valuable contacts to work on deeper issues.

**15 ADJOURNMENT:** Motion by Councilmember Callegari, second by Councilmember De Boer to adjourn; motion carried.

Meeting adjourned at 8:22 p.m.

Respectfully submitted by

\_\_\_\_\_  
Brian Wilson, Mayor

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

*Approved on:* \_\_\_\_\_

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated September 24<sup>th</sup> through October 7<sup>th</sup> numbered 92128 through 92270

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$173,147.65 plus \$107,276.39 in payroll warrants, for a total of \$280,424.04

**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
09/14	09/24/2014	92129	53		RETIREMENT INCENTIVE PKGE	092414	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 092414:											
09/14	09/24/2014	92130	174	DATEMA, STEVEN K.	GROUND LEASE 710 MAIN 10/1	092414	1	8401-2228-000	DEPOSITS PAYABLE	75.00	75.00
Total 092414:											
09/14	09/24/2014	92131	288		REIMBURSE HEALTH INS - SIC	092214	1	7610-2229-002	RETIREE SICK LEAVE BANK PA	419.50	419.50
Total 092214:											
09/14	09/24/2014	92132	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 9/20/14	092414	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 092414:											
09/14	09/24/2014	92133	1292		OES BOLES FIRE 9/15/14-9/20/1	092214	1	1000-422-50-41	OVERTIME	2,621.50	2,621.50
Total 092214:											
09/14	09/24/2014	92134	445		RETIRE INCENTIVE 10/14	092414	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 092414:											
09/14	09/24/2014	92135	1293		OES BOLES FIRE 9/15/14-9/20/1	092214	1	1000-422-50-41	OVERTIME	2,621.50	2,621.50
Total 092214:											
09/14	09/24/2014	92136	7527		TR EX ' NAPA 9/28/	082214	1	1000-421-10-45	TRAINING	363.00	363.00
Total 082214:											
09/14	09/24/2014	92137	1271	NOBLES, TIMOTHY R.	9/14 GROUND LEASE 706 MAIN	092414	1	8401-2228-000	DEPOSITS PAYABLE	100.00	100.00

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 092414:											
09/14	09/24/2014	92138	561		RETIREMENT INCENTIVE 10-14	092414	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 092414:											
09/14	09/24/2014	92139	713		RETIRE INCENTIVE 10/14	092414	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 092414:											
										10,320.50	10,320.50
Grand Totals:										10,320.50	10,320.50

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/26/2014	92140	4	ABB INC.	CALIBRATE GAS METERS	7102381109	1	7401-430-62-43	TECHNICAL SVCS	2,125.67	2,125.67
Total 7102381109:											
09/14	09/26/2014	92141	817	ADAMSON POLICE PROD	RIFLED SLUGS	151975	1	1000-421-10-47	EQUIPMENT - SAFETY	290.67	290.67
Total 151975:											
09/14	09/26/2014	92142	21	AIRGAS USA, LLC	CHLORINE	9031414224	1	7110-430-42-46	SUPPLIES-GENERAL	372.97	372.97
Total 9031414224:											
09/14	09/26/2014	92143	7912		REFUND GAS DEPOSIT	10310550107	1	7401-2228-000	DEPOSITS-CUSTOMER	193.12	193.12
Total 10310550107:											
09/14	09/26/2014	92144	7915		REFUND GAS DEPOSIT	10418450001	1	7401-2228-000	DEPOSITS-CUSTOMER	150.88	150.88
Total 10418450001:											
09/14	09/26/2014	92145	1411	BADAWI & ASSOCIATES	PROFESSIONL SERVICES 2014	1142	1	1000-417-10-43	PROFESSIONAL SVCS	11,587.50	11,587.50
Total 1142:											
09/14	09/26/2014	92146	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	082914	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 082914:											
09/14	09/26/2014	92146	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	091014	1	1000-422-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 091014:											
09/14	09/26/2014	92146	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	091714	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00
09/14	09/26/2014	92146	68	BECKWITH MD, DAVID R	EMPLOYMENT PHYSICAL	091714	2	1000-416-10-43	PROFESSIONAL SVCS	100.00	100.00

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 091714:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	FUSES	309263	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	16.80	16.80
Total 309263:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	SIGN, SPRINKLER	309437	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	29.01	29.01
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	SIGN, SPRINKLER	309437	2	1000-422-10-46	SUPPLIES-GENERAL	.96	.96
Total 309437:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	SPRINKLER	309491	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	29.01	29.01
Total 309491:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	TAPE, PICKUP TOOL	309501	1	1000-452-20-46	SUPPLIES-GENERAL	28.97	28.97
Total 309501:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	NUT DRIVERS	309594	1	7401-430-62-46	SUPPLIES-GENERAL	16.91	16.91
Total 309594:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	WHEEL BUFF, FASTENERS	309686	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	35.35	35.35
Total 309686:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	PVC PIPE	309786	1	1000-452-20-46	SUPPLIES-GENERAL	10.14	10.14
Total 309786:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	PVC, COUPLING, CLAMP	309880	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	25.48	25.48
Total 309880:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	PVC CAPS	310095	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	8.04	8.04

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 310095:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	CHAIN PROOF	310142	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	13.03	13.03
Total 310142:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	BULB	310415	1	1000-452-20-46	SUPPLIES-GENERAL	50.27	50.27
Total 310415:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	BUG SPRAY	310562	1	7401-430-62-46	SUPPLIES-GENERAL	19.31	19.31
Total 310562:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	ADAPTER, NIPPLE, CLAMP	310564	1	7201-430-81-46	SUPPLIES - GENERAL	14.36	14.36
Total 310564:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	NIPPLES	310668	1	7401-430-62-46	SUPPLIES-GENERAL	14.34	14.34
Total 310668:											
09/14	09/26/2014	92147	76	BILLINGTON ACE HARD	ROLLERS, PAINTBRUSH, TRAY	K09379	1	1000-452-20-46	SUPPLIES-GENERAL	28.95	28.95
Total K09379:											
09/14	09/26/2014	92148	161	CSK AUTO INC	COMPRESSOR	2740313316	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	162.66	162.66
Total 2740313316:											
09/14	09/26/2014	92148	161	CSK AUTO INC	TUBE	2740313780	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.66	1.66
Total 2740313780:											
09/14	09/26/2014	92148	161	CSK AUTO INC	CLASS FOR	2740326999	1	7620-430-10-45	TRAVEL	94.95	94.95
Total 2740326999:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/26/2014	92148	161	CSK AUTO INC	SPOTLIGHT	2740328721	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.45	9.45
Total 2740328721: 9.45 9.45											
09/14	09/26/2014	92148	161	CSK AUTO INC	DRUM	2740328722	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.40	4.40
09/14	09/26/2014	92148	161	CSK AUTO INC	DRUM	2740328722	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.40	4.40
09/14	09/26/2014	92148	161	CSK AUTO INC	DRUM	2740328722	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.40	4.40
Total 2740328722: 13.20 13.20											
09/14	09/26/2014	92149	1093	DEPARTMENT OF INDUS	ELEVATOR INSPECTION FEES	090814	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	225.00	225.00
Total 090814: 225.00 225.00											
09/14	09/26/2014	92150	194	DIAMOND SAW SHOP IN	CLUTCH BEARING, WASHER, C	13032	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	28.64	28.64
Total 13032: 28.64 28.64											
09/14	09/26/2014	92151	1260	DIRECTV INC	G/C TV 9/17/14-10/16/14	24061170853	1	7530-451-52-45	COMMUNICATIONS	158.96	158.96
Total 24061170853: 158.96 158.96											
09/14	09/26/2014	92152	219	ED STAUB & SONS PETR	79.4 GAL PROPANE G/C	0148230	1	7530-451-52-46	PROPANE	240.46	240.46
Total 0148230: 240.46 240.46											
09/14	09/26/2014	92152	219	ED STAUB & SONS PETR	1.1 GAL PROPANE STREETS	1250459	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.46	3.46
Total 1250459: 3.46 3.46											
09/14	09/26/2014	92153	1308	EVAN B SUNDBY PHD	PROFESSIONAL SERVICES	091514	1	1000-416-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 091514: 250.00 250.00											
09/14	09/26/2014	92154	7913		REFUND GAS DEPOSIT	10113920002	1	7401-2228-000	DEPOSITS-CUSTOMER	91.54	91.54
Total 10113920002: 91.54 91.54											
09/14	09/26/2014	92155	7914		REFUND WATER DEPOSIT	10301050007	1	7110-2228-000	DEPOSITS-CUSTOMER	28.64	28.64

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
Total 10301050007:											
09/14	09/26/2014	92155	7914		REFUND GAS DEPOSIT	10301050109	1	7401-2228-000	DEPOSITS-CUSTOMER	193.68	193.68
Total 10301050109:											
09/14	09/26/2014	92156	238	FASTENAL COMPANY	NG PIPING	60386	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.08	3.08
09/14	09/26/2014	92156	238	FASTENAL COMPANY	NG PIPING	60386	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.08	3.08
09/14	09/26/2014	92156	238	FASTENAL COMPANY	NG PIPING	60386	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.09	3.09
Total 60386:											
09/14	09/26/2014	92156	238	FASTENAL COMPANY	BATTERIES	60405	1	1000-422-10-46	SUPPLIES-GENERAL	27.21	27.21
Total 60405:											
09/14	09/26/2014	92157	241	FEATHER PUBLISHING C	PO#7650 1355 NORTH ST	PO#7650	1	1000-411-40-45	ADVERTISING	61.25	61.25
Total PO#7650:											
09/14	09/26/2014	92157	241	FEATHER PUBLISHING C	PO#7651 HEARING REUSE PLA	PO#7651	1	1000-411-40-45	ADVERTISING	55.00	55.00
Total PO#7651:											
09/14	09/26/2014	92157	241	FEATHER PUBLISHING C	PO#7653 HEARING OFF ST PAR	PO#7653	1	1000-411-40-45	ADVERTISING	68.60	68.60
Total PO#7653:											
09/14	09/26/2014	92158	247	FINANCIAL CREDIT NET	COLLECTION COSTS THRU 08/	083014	1	7401-430-62-48	BAD DEBT EXPENSE	7.66	7.66
Total 083014:											
09/14	09/26/2014	92159	265	FRONTIER	257-0315 AWOS AIRPORT	0315 091514	1	7201-430-81-45	COMMUNICATIONS	35.22	35.22
Total 0315 091514:											
09/14	09/26/2014	92159	265	FRONTIER	257-1000 DSL SERVICE	1000 090514	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
09/14	09/26/2014	92159	265	FRONTIER	257-1000 ADMIN FAX	1000 090514	2	1000-413-20-45	COMMUNICATIONS	.08	.08

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
09/14	09/26/2014	92159	265	FRONTIER	257-1000 CITY CLERK FAX	1000 090514	3	1000-411-40-45	COMMUNICATIONS	.08	.08
09/14	09/26/2014	92159	265	FRONTIER	257-1000 ADMIN	1000 090514	4	1000-413-20-45	COMMUNICATIONS	13.55	13.55
09/14	09/26/2014	92159	265	FRONTIER	257-1000 CITY CLERK	1000 090514	5	1000-411-40-45	COMMUNICATIONS	9.06	9.06
09/14	09/26/2014	92159	265	FRONTIER	257-1000 FINANCE	1000 090514	6	1000-415-10-45	COMMUNICATIONS	9.07	9.07
09/14	09/26/2014	92159	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 090514	7	1000-419-10-45	COMMUNICATIONS	9.07	9.07
09/14	09/26/2014	92159	265	FRONTIER	257-1000 CITY HALL	1000 090514	8	1000-417-10-45	COMMUNICATIONS	127.71	127.71
09/14	09/26/2014	92159	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 090514	9	7110-430-42-45	COMMUNICATIONS	24.15	24.15
09/14	09/26/2014	92159	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 090514	10	7401-430-62-45	COMMUNICATIONS	24.15	24.15
Total 1000 090514:										361.92	361.92
09/14	09/26/2014	92159	265	FRONTIER	257-1045 P/W ENGINEERING	1045 091514	1	7620-430-10-45	COMMUNICATIONS	49.19	49.19
Total 1045 091514:										49.19	49.19
09/14	09/26/2014	92159	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 091014	1	7401-430-62-45	COMMUNICATIONS	33.06	33.06
Total 1182 091014:										33.06	33.06
09/14	09/26/2014	92159	265	FRONTIER	252-1182 WATER SCADA	21182 091014	1	7110-430-42-45	COMMUNICATIONS	305.25	305.25
Total 21182 091014:										305.25	305.25
09/14	09/26/2014	92159	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 091014	1	7620-430-10-45	COMMUNICATIONS	155.17	155.17
Total 24247 091014:										155.17	155.17
09/14	09/26/2014	92159	265	FRONTIER	257-2845 DEB/SCROLL OVER	2845 091514	1	7620-430-10-45	COMMUNICATIONS	33.06	33.06
Total 2845 091514:										33.06	33.06
09/14	09/26/2014	92159	265	FRONTIER	257-3292 MUSEUM	3292 091014	1	1000-451-80-45	COMMUNICATION	80.86	80.86
Total 3292 091014:										80.86	80.86
09/14	09/26/2014	92159	265	FRONTIER	257-4725 CITY HALL FAX	4725 091514	1	1000-415-10-45	COMMUNICATIONS	21.11	21.11
09/14	09/26/2014	92159	265	FRONTIER	257-4725 CITY HALL FAX	4725 091514	2	1000-419-10-45	COMMUNICATIONS	21.11	21.11

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 4725 091514:											
09/14	09/26/2014	92159	265	FRONTIER	257-5152 FIRE	5152 091014	1	1000-422-10-45	COMMUNICATIONS	42.22	42.22
Total 5152 091014:											
09/14	09/26/2014	92159	265	FRONTIER	257-5603 POLICE	5603 091014	1	1000-421-10-45	COMMUNICATIONS	454.03	454.03
Total 5603 091014:											
09/14	09/26/2014	92160	1289	FULL SPECTRUM INC	SCADA COMPUTER SYS. 1 YR	20140912	1	7110-430-42-43	TECHNICAL SVCS	630.00	630.00
09/14	09/26/2014	92160	1289	FULL SPECTRUM INC	SCADA COMPUTER SYS. 1 YR	20140912	2	7401-430-62-43	TECHNICAL SVCS	630.00	630.00
Total 20140912:											
09/14	09/26/2014	92161	1453	GOLDAK INC.	BATTERY, COVER GAS PARTS	107307	1	7401-430-62-46	SUPPLIES-GENERAL	1,260.00	1,260.00
Total 107307:											
09/14	09/26/2014	92162	1148	GREATAMERICA FINANC	PW COPIER LEASE 8/14 -9/14	15773798	1	7620-430-10-43	TECHNICAL SVCS	213.69	213.69
Total 15773798:											
09/14	09/26/2014	92163	1177	HOWARD E. HUTCHING	DUAL POWER CONVERTER	008589	1	7301-430-52-46	SUPPLIES-GENERAL	767.50	767.50
Total 008589:											
09/14	09/26/2014	92164	335	J.W. WOOD CO INC	RAM BIT	S076065	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	129.00	129.00
Total S076065:											
09/14	09/26/2014	92164	335	J.W. WOOD CO INC	TEES, REDUCER	S076135	1	7401-430-62-46	SUPPLIES-GENERAL	23.47	23.47
Total S076135:											
09/14	09/26/2014	92164	335	J.W. WOOD CO INC	TEES, BUSHINGS, NIPPLES	S076147	1	7401-430-62-46	SUPPLIES-GENERAL	9.68	9.68
Total 21.53											

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 S076147:											
09/14	09/26/2014	92166	374	L N CURTIS & SONS	SHIRT	132850201	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	86.00	86.00
Total 132850201:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	ANTIFREEZE	206559	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.16	23.16
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	ANTIFREEZE	206559	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	23.16	23.16
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	ANTIFREEZE	206559	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	23.16	23.16
Total 206559:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	OIL	206857	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.09	5.09
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	OIL	206857	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.09	5.09
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	OIL	206857	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.09	5.09
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	OIL	206857	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	2,077.13	2,077.13
Total 206857:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	HEAT A/C W/MOTOR	206951	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	50.16	50.16
Total 206951:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	BRUSH	206965	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.16	5.16
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	BRUSH	206965	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.16	5.16
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	BRUSH	206965	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.15	5.15
Total 206965:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	BATTERY & CORE DEPOSIT	207010	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	207.11	207.11
Total 207010:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	GREASE	207049	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	34.40	34.40
Total 207049:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	FUEL LINE, TAPE	207487	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.18	11.18

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 207487:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	ELECTRICAL CONNECTORS	207625	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	13.09	13.09
Total 207625:											
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	POWER STEERING FLUID	207713	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.06	5.06
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	POWER STEERING FLUID	207713	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.06	5.06
09/14	09/26/2014	92166	1074	LASSEN AUTO BODY	POWER STEERING FLUID	207713	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.05	5.05
Total 207713:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	663436	1	7110-430-42-44	DISPOSAL	6.82	6.82
Total 663436:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	663810	1	1000-452-20-44	DISPOSAL	15.29	15.29
Total 663810:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	663898	1	1000-452-20-44	DISPOSAL	5.00	5.00
Total 663898:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	663927	1	1000-452-20-44	DISPOSAL	5.00	5.00
Total 663927:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	664282	1	2007-431-20-44	DISPOSAL	36.00	36.00
Total 664282:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	664303	1	2007-431-20-44	DISPOSAL	11.02	11.02
Total 664303:											
09/14	09/26/2014	92167	412	LASSEN REGIONAL SOLI	DUMP FEES	664316	1	2007-431-20-44	DISPOSAL	13.74	13.74

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Total 664316:											
09/14	09/26/2014	92168	425	LES SCHWAB TIRE CENT	4 WHEEL SWITCH	60400089484	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	48.00	48.00
Total 60400089484:											
09/14	09/26/2014	92169	437	LMUD	JOHNSTONVILLE SPRINKLE	10262 091714	1	1000-452-30-46	ELECTRICITY	11.68	11.68
Total 10262 091714:											
09/14	09/26/2014	92169	437	LMUD	STREET LIGHTS	14039 090514	1	2007-431-60-46	ELECTRICITY	186.94	186.94
Total 14039 090514:											
09/14	09/26/2014	92169	437	LMUD	STREET LIGHTS	14041 090514	1	2007-431-60-46	ELECTRICITY	3,385.45	3,385.45
Total 14041 090514:											
09/14	09/26/2014	92169	437	LMUD	S GAY ST	24323 090514	1	2007-431-60-46	ELECTRICITY	28.10	28.10
Total 24323 090514:											
09/14	09/26/2014	92169	437	LMUD	66 N LASSEN STREET	2466 090514	1	1000-452-20-46	ELECTRICITY	635.16	635.16
Total 2466 090514:											
09/14	09/26/2014	92169	437	LMUD	N WEATHERLOW ST TENNIS S	24661 090514	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 24661 090514:											
09/14	09/26/2014	92169	437	LMUD	STREET LIGHTS	2467 090514	1	2007-431-60-46	ELECTRICITY	1,522.36	1,522.36
Total 2467 090514:											
09/14	09/26/2014	92169	437	LMUD	65 N WEATHERLOW ST PARK	2864 090514	1	1000-452-20-46	ELECTRICITY	78.18	78.18
Total 2864 090514:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
	09/14	09/26/2014	92169	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 090514	1	1000-451-80-46	ELECTRICITY	20.48	20.48
										20.48	20.48	
										Total 2866 090514:		
	09/14	09/26/2014	92169	437	LMUD	65 N WEATHERLOW ST COMM	2867 090514	1	1000-452-20-46	ELECTRICITY	39.04	39.04
										39.04	39.04	
										Total 2867 090514:		
	09/14	09/26/2014	92169	437	LMUD	N WEATHERLOW ST TENNIS C	2870 090514	1	1000-452-20-46	ELECTRICITY	21.92	21.92
										21.92	21.92	
										Total 2870 090514:		
	09/14	09/26/2014	92169	437	LMUD	NORTH ST BASEBALL PARK M	2873 090514	1	1000-452-20-46	ELECTRICITY	15.75	15.75
										15.75	15.75	
										Total 2873 090514:		
	09/14	09/26/2014	92169	437	LMUD	SKYLINE DR WELL 4	29931 091114	1	7110-430-42-46	ELECTRICITY	600.76	600.76
										600.76	600.76	
										Total 29931 091114:		
	09/14	09/26/2014	92169	437	LMUD	HARRIS DR & HWY 36	30658 090514	1	7110-430-42-46	ELECTRICITY	453.32	453.32
										453.32	453.32	
										Total 30658 090514:		
	09/14	09/26/2014	92169	437	LMUD	UPTOWN DECORATIVE LIGHTS	43511 090514	1	2007-431-60-46	ELECTRICITY	210.27	210.27
										210.27	210.27	
										Total 43511 090514:		
	09/14	09/26/2014	92169	437	LMUD	115 N WEATHERLOW ST	43866 090514	1	1000-451-80-46	ELECTRICITY	118.44	118.44
										118.44	118.44	
										Total 43866 090514:		
	09/14	09/26/2014	92169	437	LMUD	N PINE & COOK - SCADA	44153 090514	1	7110-430-42-46	ELECTRICITY	12.81	12.81
										12.81	12.81	
										Total 44153 090514:		
	09/14	09/26/2014	92169	437	LMUD	GLENN DR & CHERRY TR - SCA	44298 091114	1	7110-430-42-46	ELECTRICITY	13.65	13.65

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 44298 091114:											
09/14	09/26/2014	92169	437	LMUD	PAUTE LN SCADA	44316 091114	1	7110-430-42-46	ELECTRICITY	12.10	12.10
Total 44316 091114:											
09/14	09/26/2014	92169	437	LMUD	BAGWELL SPRINGS - SCADA	45542 091114	1	7110-430-42-46	ELECTRICITY	40.58	40.58
Total 45542 091114:											
09/14	09/26/2014	92169	437	LMUD	WELL #3	4559 091714	1	7110-430-42-46	ELECTRICITY	9,402.60	9,402.60
Total 4559 091714:											
09/14	09/26/2014	92169	437	LMUD	QUARRY ST STREET LIGHTS	49500 090514	1	2007-431-60-46	ELECTRICITY	56.93	56.93
Total 49500 090514:											
09/14	09/26/2014	92169	437	LMUD	MAIN & FOSS SIGNAL LIGHT	49501 090514	1	2007-431-60-46	ELECTRICITY	157.77	157.77
Total 49501 090514:											
09/14	09/26/2014	92169	437	LMUD	NORTH ST PARK LITES MEM FI	9283 090514	1	1000-452-20-46	ELECTRICITY	262.52	262.52
Total 9283 090514:											
09/14	09/26/2014	92169	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 090514	1	1000-466-30-46	ELECTRICITY	10.00	10.00
Total 94811 090514:											
09/14	09/26/2014	92170	467	METER VALVE & CONTR	GAS METER	8093	1	7401-1410-003	INVENTORY-GAS METERS	2,277.90	2,277.90
Total 8093:											
09/14	09/26/2014	92171	481	MISSION LINEN & UNIFO	WATER LINEN SER 09/16/14	250245595	1	7110-430-42-44	LINEN SERVICE	89.66	89.66
Total 250245595:											
										89.66	89.66

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
09/14	09/26/2014	92171	481	MISSION LINEN & UNIFO	STREET LINEN SER 09/16/14	250245596	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250245596:											
09/14	09/26/2014	92171	481	MISSION LINEN & UNIFO	720 SOUTH ST 09/16/14	250245597	1	7620-430-10-44	LINEN SERVICE	175.46	175.46
Total 250245597:											
09/14	09/26/2014	92171	481	MISSION LINEN & UNIFO	PARKS LINEN SER 9/16/14	250245598	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250245598:											
09/14	09/26/2014	92171	481	MISSION LINEN & UNIFO	GAS LINEN SER 9/16/14	250245599	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250245599:											
09/14	09/26/2014	92172	483	MODOC COUNTY RECOR	CARL MOYER AD	41701	1	8404-430-10-45	ADVERTISING	149.63	149.63
Total 41701:											
09/14	09/26/2014	92172	483	MODOC COUNTY RECOR	CARL MOYER AD	41724	1	8404-430-10-45	ADVERTISING	149.63	149.63
Total 41724:											
09/14	09/26/2014	92172	483	MODOC COUNTY RECOR	CARL MOYER AD	41773	1	8404-430-10-45	ADVERTISING	149.63	149.63
Total 41773:											
09/14	09/26/2014	92173	7872	OES BOLES FIRE 9/15/14-9/20/1	OVERTIME	092214	1	1000-422-50-41	OVERTIME	2,943.68	2,943.68
Total 092214:											
09/14	09/26/2014	92174	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 8/	597355	1	7401-430-62-43	TECHNICAL SVCS	110.65	110.65
09/14	09/26/2014	92174	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 8/	597355	2	7110-430-42-43	TECHNICAL SVCS	110.65	110.65
Total 597355:											
09/14	09/26/2014	92175	546	PAYLESS BUILDING SUP	MUDSILL STAKES	2460705	1	3015-417-10-44	CONSTRUCTION SERVICES	109.01	109.01

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 2460705:											
09/14	09/26/2014	92175	546	PAYLESS BUILDING SUP	BOARDS	2461651	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	8.26	8.26
Total 2461651:											
09/14	09/26/2014	92175	546	PAYLESS BUILDING SUP	BOARDS	2461876	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	691.63	691.63
Total 2461876:											
09/14	09/26/2014	92175	546	PAYLESS BUILDING SUP	GREY TERRACE	2461943	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	2.68-	2.68-
Total 2461943:											
09/14	09/26/2014	92176	563	POULSEN WELDING SHO	PLATE	2542	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	77.18	77.18
Total 2542:											
09/14	09/26/2014	92177	1462	PURVIS CONSULTING	BUILDING OFFICIAL PER CONT	082014	1	1000-424-20-43	TECHNICAL SVCS	880.00	880.00
Total 082014:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	CHALKBOARD ERASER	5945907	1	7620-430-10-46	SUPPLIES-GENERAL	4.29	4.29
Total 5945907:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	LABELS, TONER	5978423	1	1000-415-10-46	SUPPLIES-GENERAL	206.65	206.65
Total 5978423:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	CREDIT CALCULATOR	6115258	1	1000-415-10-46	SUPPLIES-GENERAL	71.48-	71.48-
Total 6115258:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	STORAGE BOXES	6146561	1	7401-430-62-46	SUPPLIES-GENERAL	22.55	22.55
Total 6146561:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/26/2014	92178	572	QUILL CORPORATION	CORRECTION TAPE STAND	6186690	1	1000-415-10-46	SUPPLIES-GENERAL	36.87	36.87
Total 6186690:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	WALL CALENDAR, PLANNER	6228023	1	7620-430-10-46	SUPPLIES-GENERAL	31.15	31.15
Total 6228023:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	LABEL MAKER	CM5345056	1	1000-415-10-46	SUPPLIES-GENERAL	26.86-	26.86-
Total CM5345056:											
09/14	09/26/2014	92178	572	QUILL CORPORATION	CALCULATOR	CR6115258	1	1000-415-10-46	SUPPLIES-GENERAL	71.48	71.48
Total CR6115258:											
09/14	09/26/2014	92179	1200	RADAR SHOP INC, THE	RADAR CERTIFIED 4	10394	1	1000-421-10-44	RADAR - REPAIR & MAINTENAN	353.00	353.00
Total 10394:											
09/14	09/26/2014	92180	582	RAY MORGAN CO INC	P/D COPIER 10/14	728173	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	132.43	132.43
09/14	09/26/2014	92180	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-10/	728173	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	262.90	262.90
Total 728173:											
09/14	09/26/2014	92181	7916		REFUND WATER DEPOSIT	10329650006	1	7110-2228-000	DEPOSITS-CUSTOMER	43.21	43.21
Total 10329650006:											
09/14	09/26/2014	92182	5199		REFUND WATER OVERPAYME	10121050015-1	1	9999-1001-001	CASH CLEARING - UTILITIES	22.65	22.65
Total 10121050015-1:											
09/14	09/26/2014	92182	5199		REFUND GAS OVERPAYMENT	10121050115	1	9999-1001-001	CASH CLEARING - UTILITIES	33.82	33.82
Total 10121050115:											
09/14	09/26/2014	92183	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4324	1	7110-430-42-46	SUPPLIES-GENERAL	531.99	531.99
09/14	09/26/2014	92183	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4324	2	2007-431-20-46	SUPPLIES-GENERAL	532.00	532.00

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 4324:											
09/14	09/26/2014	92184	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 9/10/14	42787	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 42787:											
09/14	09/26/2014	92184	1076	SIERRA COFFEE AND BE	P/W/WATER SERVICE 9/17/14	42789	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 42789:											
09/14	09/26/2014	92185	661	STERICYCLE	BIO-HAZARD DISPOSAL 10/14 -	3002775272	1	1000-421-10-44	DISPOSAL	320.64	320.64
Total 3002775272:											
09/14	09/26/2014	92186	674	SUNRISE ENVIRONMENT	ASPHALT, SUDSY	41598	1	1000-422-10-46	SUPPLIES-JANITORIAL	307.82	307.82
Total 41598:											
09/14	09/26/2014	92187	677	SUSANVILLE SANITARY	1505 MAIN	2064 090114	1	1000-422-10-44	SEWER	42.80	42.80
Total 2064 090114:											
09/14	09/26/2014	92188	712	TNS TRUCKING CO	SAND, GRAVEL	1361	1	7401-430-62-46	SUPPLIES-GENERAL	68.53	68.53
Total 1361:											
09/14	09/26/2014	92189	530	U.S. BANK EQUIPMENT F	COPIER - FIRE DEPARTMENT	261296396	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 261296396:											
09/14	09/26/2014	92190	1017	UPS	SHIPPING	0000554R95324	1	7620-430-10-46	POSTAGE	6.05	6.05
Total 0000554R95324:											
09/14	09/26/2014	92190	1017	UPS	SHIPPING	0000554R95334	1	7620-430-10-46	POSTAGE	22.27	22.27
Total 0000554R95334:											
										22.27	22.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/26/2014	92190	1017	UPS	SHIPPING	0000554R95364	1	7620-430-10-46	POSTAGE	19.88	19.88
Total 0000554R95364:											
09/14	09/26/2014	92191	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE DEP	9731253884	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9731253884:											
09/14	09/26/2014	92192	756	W.W. GRAINGER INC	TOWELS	9537007362	1	1000-422-10-46	SUPPLIES-JANITORIAL	220.29	220.29
Total 9537007362:											
09/14	09/26/2014	92193	1398	WAGE WORKS	MONTHLY ADMIN FEE	125A10346716	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00
Total 125A10346716:											
09/14	09/26/2014	92194	1232	WATCHGUARD VIDEO	WARRANTY	WARINVV000404	1	1000-421-10-43	TECHNICAL SVCS	100.00	100.00
Total WARINVV000404:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	YOKE ELL	659416531	1	7110-430-42-46	SUPPLIES-GENERAL	254.78	254.78
Total 659416531:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	REPAIR BANDS	65950240	1	7110-430-42-46	SUPPLIES-GENERAL	492.95	492.95
Total 65950240:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	TUBE, BRAKE PADS, PINS, NUT	65971941	1	7110-430-42-46	SUPPLIES-GENERAL	325.79	325.79
Total 65971941:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	SPRINKLER	65998989	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	22.79	22.79
Total 65998989:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	BUSHINGS	66001379	1	7110-430-42-46	SUPPLIES-GENERAL	24.91	24.91

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 66001379:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	BALL VALVE	66004291	1	7401-430-62-46	SUPPLIES-GENERAL	59.43	59.43
Total 66004291:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	PVC, COUPLINGS, GLOVES	66004421	1	7110-430-42-46	SUPPLIES-GENERAL	75.10	75.10
Total 66004421:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	PIPE	CM65940432	1	2012-465-32-44	REPAIR & MAINTANENCE-FACI	14.94-	14.94-
Total CM65940432:											
09/14	09/26/2014	92195	770	WESTERN NEVADA SUP	RETURNED PVC	CM66001162	1	7401-430-62-46	SUPPLIES-GENERAL	4.77-	4.77-
Total CM66001162:											
09/14	09/26/2014	92196	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	A42568	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A42568:											
09/14	09/26/2014	92196	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 8	A42586	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A42586:											
09/14	09/26/2014	92196	1198	WESTWOOD SANITATIO	PORTABLE TOILET-OLD CLUBH	A42617	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A42617:											
09/14	09/26/2014	92197	7362	WHEELER, TAMMY	REIM BAR SALES 09/18/14	091814	1	7530-2205-008	RESTAURANT BAR SALES TO V	5.10	5.10
Total 091814:											
09/14	09/26/2014	92197	7362	WHEELER, TAMMY	REIM BAR SALES 9/22/14	092214	1	7530-2205-008	RESTAURANT BAR SALES TO V	7.59	7.59
Total 092214:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/26/2014	92197	7362	WHEELER, TAMMY	REIM BAR SALES 9/17/14	9172014	1	7530-2205-008	RESTAURANT BAR SALES TO V	33.05	33.05
Total 9172014:										33.05	33.05
Grand Totals:										55,567.81	55,567.81

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

Report Criteria:  
 Report type: GL detail  
 Check Check Number = 92198  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/26/2014	92198	7833	LASSEN SENIOR SERVIC	DEPOSIT FOR CENTER 09/27/1	092614	1	1000-2228-009	DEPOSITS-COMM CENTER RE	200.00	200.00
Total 092614:										200.00	200.00
Grand Totals:										200.00	200.00

## Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
09/26/2014	CDPT	09/30/2014	316	CITY OF SUSANVILLE PA	1	7650-2203-1	6,246.45-
09/26/2014	CDPT	09/30/2014	316	CITY OF SUSANVILLE PA	1	7650-2203-1	6,246.45-
09/26/2014	CDPT	09/30/2014	316	CITY OF SUSANVILLE PA	1	7650-2203-1	2,140.05-
09/26/2014	CDPT	09/30/2014	316	CITY OF SUSANVILLE PA	1	7650-2203-1	2,140.05-
09/26/2014	CDPT	09/30/2014	316	CITY OF SUSANVILLE PA	1	7650-2203-1	16,488.57-
09/26/2014	CDPT	09/30/2014	318	EMPLOYMENT DEV. DEP	6	7650-2203-1	5,147.90-
09/26/2014	CDPT	09/30/2014	320	EMPLOYMENT DEV DEP	7	7650-2203-1	1,385.62-
09/26/2014	CDPT	09/30/2014	92218	CA STATE DISBURSEME	26	7650-2203-0	184.61-
09/26/2014	CDPT	09/30/2014	92219	CA STATE DISBURSEME	35	7650-2203-0	155.07-
09/26/2014	CDPT	09/30/2014	92220	CA STATE DISBURSEME	36	7650-2203-0	103.84-
09/26/2014	CDPT	09/30/2014	92221	CA STATE DISBURSEME	37	7650-2203-0	69.23-
09/26/2014	CDPT	09/30/2014	92222		28	7650-2203-0	391.38-
09/26/2014	CDPT	09/30/2014	92223	NATIONWIDE RETIREME	5	7650-2203-0	125.00-
09/26/2014	CDPT	09/30/2014	92224	STATE OF CALIF FRAN	18	7650-2203-0	204.89-
09/26/2014	CDPT	09/30/2014	92225	VALIC	4	7650-2203-0	1,822.05-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	8,314.27-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	2,000.29-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	5,894.68-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	4,028.64-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	145.04-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	134.47-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	124.39-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	837.89-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	837.89-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	999.07-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	1,028.44-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	154.31-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	154.31-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	17.00-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	3,840.46-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	1,269.00-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	2,587.26-
09/26/2014	CDPT	09/30/2014	92226	P.E.R.S.	8	7650-2203-1	351.19-
Grand Totals:			33				75,569.76-

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/14	09/30/2014	92227	728	U S POSTMASTER	WATER BILLING POSTAGE	093014	1	7110-430-42-46	POSTAGE	530.65	530.65
09/14	09/30/2014	92227	728	U S POSTMASTER	GAS BILLING POSTAGE	093014	2	7401-430-62-46	POSTAGE	273.37	273.37
Total 093014:										804.02	804.02
Grand Totals:										804.02	804.02

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
10/14	10/01/2014	92228	7922		REFUND GAS OVERPAYMENT	093014	1	9999-1001-001	CASH CLEARING - UTILITIES	26.26	26.26
Total 093014:										26.26	26.26
Grand Totals:										26.26	26.26

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
10/14	10/02/2014	92229	817	ADAMSON POLICE PROD	RIFLED SLUGS	152541	1	1000-421-10-47	EQUIPMENT - SAFETY	96.89	96.89
Total 152541:											
10/14	10/02/2014	92230	7141		REFUND WATER DEPOSIT	10222650011	1	7110-2228-000	DEPOSITS-CUSTOMER	42.41	42.41
Total 10222650011:											
10/14	10/02/2014	92231	44	ARAMARK UNIFORM SE	G/C TABLECLOTHES, MARKINS	5063287813	1	7530-451-54-44	LINEN SERVICES	33.57	33.57
Total 5063287813:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	FIX A FLAT, BULBS	310680	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	20.78	20.78
Total 310680:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	COMET, SRUBBER	310843	1	1000-452-20-46	SUPPLIES-GENERAL	7.80	7.80
Total 310843:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	GLOVES	310944	1	7620-430-10-46	SUPPLIES-GENERAL	17.89	17.89
Total 310944:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	ELBOWS	310955	1	1000-452-20-46	SUPPLIES-GENERAL	14.10	14.10
Total 310955:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	BITS	310956	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	44.49	44.49
Total 310956:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	FASTENERS	310962	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.31	2.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 310962:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	STAPLES, HAMMER	311041	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	26.57	26.57
Total 311041:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	BLADE RECEIPT	311145	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	6.75	6.75
Total 311145:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	PAINTBRUSH, CONNECTOR	311380	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	13.52	13.52
Total 311380:											
10/14	10/02/2014	92232	76	BILLINGTON ACE HARD	DRYWALL	311533	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	5.12	5.12
Total 311533:											
10/14	10/02/2014	92233	7923		REFUND GAS OVERPAYMENT	10421950005	1	7401-2228-000	DEPOSITS-CUSTOMER	198.49	198.49
Total 10421950005:											
10/14	10/02/2014	92234	7925		REFUND GAS DEPOSIT	10530100620	1	7401-2228-000	DEPOSITS-CUSTOMER	71.65	71.65
Total 10530100620:											
10/14	10/02/2014	92235	7924		REFUND GAS DEPOSIT	10236700011	1	7401-2228-000	DEPOSITS-CUSTOMER	161.13	161.13
Total 10236700011:											
10/14	10/02/2014	92236	161	CSK AUTO INC	WIRE CONNECTORS	2740329792	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	3.43	3.43
Total 2740329792:											
10/14	10/02/2014	92237	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	462274	1	7530-451-54-46	SUPPLIES GENERAL	60.20	60.20
Total 462274:											

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
10/14	10/02/2014	92237	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	462330	1	7530-451-54-46	SUPPLIES GENERAL	60.20	60.20
										60.20	60.20
										Total 462330:	
10/14	10/02/2014	92238	167	DALGAR ELECTRICAL SU	CORD, CONNECTORS	0019281	1	7401-430-62-46	SUPPLIES-GENERAL	87.40	87.40
										87.40	87.40
										Total 0019281:	
10/14	10/02/2014	92239	194	DIAMOND SAW SHOP IN	SUPPLIES	13063	1	1000-452-20-46	SUPPLIES-GENERAL	2,334.90	2,334.90
										2,334.90	2,334.90
										Total 13063:	
10/14	10/02/2014	92240	219	ED STAUB & SONS PETR	100 UNLEADED G/C	0192993	1	7530-451-52-46	GASOLINE	373.82	373.82
										373.82	373.82
										Total 0192993:	
10/14	10/02/2014	92240	219	ED STAUB & SONS PETR	299.7 GAL DIESAL G/C CLUB	0192994	1	7530-451-52-46	GASOLINE	1,102.49	1,102.49
										1,102.49	1,102.49
										Total 0192994:	
10/14	10/02/2014	92241	238	FASTENAL COMPANY	COLORKNIT	61011	1	1000-421-10-46	SUPPLIES-JANITORIAL	11.85	11.85
										11.85	11.85
										Total 61011:	
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	#475 NOTICES	01038019	1	1000-421-10-45	PRINTING AND BINDING	380.89	380.89
										380.89	380.89
										Total 01038019:	
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	BUSINESS CARDS	01038020	1	1000-452-20-46	SUPPLIES-GENERAL	76.60	76.60
										76.60	76.60
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	BUSINESS CARDS	01038020	2	1000-413-20-46	SUPPLIES-GENERAL	76.59	76.59
										153.19	153.19
										Total 01038020:	
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	LETTERHEAD AND ENVELOPE	01038021 ACCT#437	1	1000-417-10-45	PRINTING AND BINDING	329.13	329.13
										329.13	329.13
										Total 01038021 ACCT#437:	
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	BUSINESS CARDS	01038022 ACCT#437	1	1000-415-10-46	SUPPLIES-GENERAL	76.59	76.59
										76.59	76.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 01038022 ACCT#437:											
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	SURPLUS SALE AD 092414 CLA	01043535	1	1000-417-10-45	ADVERTISING	76.59	76.59
Total 01043535:											
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	SURPLUS SALE AD 092414 TIM	01044435	1	1000-417-10-45	ADVERTISING	154.80	154.80
Total 01044435:											
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	YELLOW PAGES	112741	1	7401-430-62-45	ADVERTISING	95.55	95.55
Total 112741:											
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	PO#7649 2605 RIVERSIDE DR H	PO#7649	1	1000-411-40-45	ADVERTISING	540.00	540.00
Total PO#7649:											
10/14	10/02/2014	92242	241	FEATHER PUBLISHING C	AD PARKS JOB 092414	PO#7654	1	1000-417-10-45	ADVERTISING	211.50	211.50
Total PO#7654:											
10/14	10/02/2014	92243	7917	FIRE INSTRUCTION	REGISTRATION	092914	1	1000-422-10-45	TRAVEL	33.50	33.50
Total 092914:											
10/14	10/02/2014	92244	265	FRONTIER	257-1056 PWM SHOP	1056 092014	1	7620-430-10-45	COMMUNICATIONS	345.00	345.00
Total 1056 092014:											
10/14	10/02/2014	92244	265	FRONTIER	257-1057 PWM FAX	1057 092014	1	7620-430-10-45	COMMUNICATIONS	47.67	47.67
Total 1057 092014:											
10/14	10/02/2014	92244	265	FRONTIER	021-1147 CITY HALL	11147 092014	1	1000-417-10-45	COMMUNICATIONS	190.66	190.66
Total 11147 092014:											
										1,133.55	1,133.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/14	10/02/2014	92244	265	FRONTIER	257-7236 NAT GAS	7236 092014	1	7620-430-10-45	COMMUNICATIONS	188.38	188.38
Total 7236 092014:											
10/14	10/02/2014	92244	265	FRONTIER	257-7237 NAT GAS	7237 092014	1	7620-430-10-45	COMMUNICATIONS	52.00	52.00
Total 7237 092014:											
10/14	10/02/2014	92245	1179	GRANITE ELECTRICAL S	THERMOPLATE, PLATES	S1719436001	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	11.57	11.57
Total S1719436001:											
10/14	10/02/2014	92245	1179	GRANITE ELECTRICAL S	FLEX BOXS	S1719935001	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	27.79	27.79
Total S1719935001:											
10/14	10/02/2014	92246	335	J.W. WOOD CO INC	DUCT TAPE, SPLITTER	S076452	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	78.95	78.95
Total S076452:											
10/14	10/02/2014	92247	7921		REFUND GAS DEPOSIT	10203100003	1	7401-2228-000	DEPOSITS-CUSTOMER	174.27	174.27
Total 10203100003:											
10/14	10/02/2014	92248	362	KAUFFMAN, BILL	CITY HALL JANITORIAL SVCS	298217	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 298217:											
10/14	10/02/2014	92248	362	KAUFFMAN, BILL	PWW JANITORIAL SVCS 9/14	298218	1	7620-430-10-43	TECHNICAL SVCS	250.00	250.00
Total 298218:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	ANTIFREEZE	206559	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	23.16	23.16
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	ANTIFREEZE	206559	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	23.16	23.16
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	ANTIFREEZE	206559	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	23.16	23.16
Total 206559:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	HEAT/AC MOTOR	206951	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	50.16	50.16

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 206965:1:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	BRUSH	206965	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.16	5.16
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	BRUSH	206965	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.16	5.16
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	BRUSH	206965	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.15	5.15
Total 206965:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	207010	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	207.11	207.11
Total 207010:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	GREASE	207049	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	34.40	34.40
Total 207049:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	FUEL LINE, TAPE	207487	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.18	11.18
Total 207487:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	ELECTRICAL CONNECTORS	207625	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	13.09	13.09
Total 207625:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	POWER STEERING FLUID	207713	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.06	5.06
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	POWER STEERING FLUID	207713	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.06	5.06
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	POWER STEERING FLUID	207713	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.05	5.05
Total 207713:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	WIRE CONNECTORS	208006	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	9.19	9.19
Total 208006:											
10/14	10/02/2014	92249	411	LASSEN MOTOR PARTS	BRAKE BOOSTER	208283	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	120.06	120.06
Total 208283:											

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
10/14	10/02/2014	92250	437	LMUD	AIRPORT VASI LIGHTS	10108 092314	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 10108 092314:											
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 092314	1	7530-451-52-46	ELECTRICITY	1,933.86	1,933.86
Total 122907 092314:											
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE PUMP STATION	122910 092314	1	7530-451-52-46	ELECTRICITY	1,342.76	1,342.76
Total 122910 092314:											
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 092314	1	7530-451-52-46	ELECTRICITY	960.04	960.04
Total 122929 092314:											
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE PUMP HOUSE	132052 092314	1	7530-451-52-46	ELECTRICITY	17.01	17.01
Total 132052 092314:											
10/14	10/02/2014	92250	437	LMUD	470-896 CIRCLE DR	144281 092314	1	7530-451-52-46	ELECTRICITY	933.11	933.11
Total 144281 092314:											
10/14	10/02/2014	92250	437	LMUD	ROOSEVELT POOL	1744 092914	1	1000-452-20-46	ELECTRICITY	16.48	16.48
Total 1744 092914:											
10/14	10/02/2014	92250	437	LMUD	RIVERSIDE PARK	1999 092914	1	1000-452-20-46	ELECTRICITY	34.23	34.23
Total 1999 092914:											
10/14	10/02/2014	92250	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 092314	1	1000-452-20-46	ELECTRICITY	32.97	32.97
Total 3522 092314:											
10/14	10/02/2014	92250	437	LMUD	N WEATHERLOW ST SIGNALS	3651 092314	1	2007-431-60-46	ELECTRICITY	112.82	112.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3651 092314:											
10/14	10/02/2014	92250	437	LMUD	MAIN & ALEXANDER	49496 092314	1	2007-431-60-46	ELECTRICITY	112.82	112.82
Total 49496 092314:											
10/14	10/02/2014	92250	437	LMUD	MAIN & FAIRFIELD	49497 092314	1	2007-431-60-46	ELECTRICITY	103.62	103.62
Total 49497 092314:											
10/14	10/02/2014	92250	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 092314	1	2007-431-60-46	ELECTRICITY	124.86	124.86
Total 49498 092314:											
10/14	10/02/2014	92250	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 092314	1	2007-431-60-46	ELECTRICITY	202.83	202.83
Total 49499 092314:											
10/14	10/02/2014	92250	437	LMUD	AIRPORT LOT 5	51908 092314	1	7201-430-81-46	ELECTRICITY	10.14	10.14
Total 51908 092314:											
10/14	10/02/2014	92250	437	LMUD	AIRPORT HANGER 6	54333 092314	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 54333 092314:											
10/14	10/02/2014	92250	437	LMUD	925 SIERRA RD SPORTS CTR	60453 092314	1	1000-452-20-46	ELECTRICITY	10.00	10.00
Total 60453 092314:											
10/14	10/02/2014	92250	437	LMUD	AIRPORT OFFICE	7146 092314	1	7201-430-81-46	ELECTRICITY	380.79	380.79
Total 7146 092314:											
10/14	10/02/2014	92250	437	LMUD	AIRPORT GAS PUMP	7154 092314	1	7201-430-81-46	ELECTRICITY	18.52	18.52
Total 7154 092314:											

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
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE CLUB HOUSE	7394 092314	1	7530-451-52-46	ELECTRICITY	86.91	86.91
Total 7394 092314:											
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE CART BARN 2	7400 092314	1	7530-451-52-46	ELECTRICITY	30.48	30.48
Total 7400 092314:											
10/14	10/02/2014	92250	437	LMUD	WELL 1	7714 092314	1	7110-430-42-46	ELECTRICITY	28.66	28.66
Total 7714 092314:											
10/14	10/02/2014	92250	437	LMUD	1801 MAIN ST	8214 092314	1	1000-421-10-46	ELECTRICITY	1,188.44	1,188.44
Total 8214 092314:											
10/14	10/02/2014	92250	437	LMUD	AIRPORT HANGER 8	92715 092314	1	7201-430-81-46	ELECTRICITY	10.28	10.28
Total 92715 092314:											
10/14	10/02/2014	92250	437	LMUD	GOLF COURSE BARN 1 & 3	9312 092314	1	7530-451-52-46	ELECTRICITY	10.14	10.14
Total 9312 092314:											
10/14	10/02/2014	92250	437	LMUD	RIVERSIDE PARK LIGHT	9501 092914	1	1000-452-20-46	ELECTRICITY	42.69	42.69
Total 9501 092914:											
10/14	10/02/2014	92251	7920		REFUND WATER DEPOSIT	10402900007	1	7110-2228-000	DEPOSITS-CUSTOMER	9.74	9.74
Total 10402900007:											
10/14	10/02/2014	92252	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 10/14	025993	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 025993:											
10/14	10/02/2014	92252	452	MARTIN SECURITY SYST	75 N WEATHERLOW	026065	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00

Check Issue Dates: 10/2/2014 - 10/2/2014

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 026065:											
10/14	10/02/2014	92252	452	MARTIN SECURITY SYST	60 N LASSEN 10/14	026146	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 026146:											
10/14	10/02/2014	92253	467	METER VALVE & CONTR	GAS METER	8104	1	7401-430-62-46	SUPPLIES-GENERAL	1,149.19	1,149.19
Total 8104:											
10/14	10/02/2014	92253	467	METER VALVE & CONTR	GAS METER	8236	1	7401-430-62-46	SUPPLIES-GENERAL	2,051.59	2,051.59
Total 8236:											
10/14	10/02/2014	92254	1463	MILLER CLEANING SERV	WAXING TILE FLOORS P/D	MCS1398	1	1000-421-10-44	CUSTODIAL	460.00	460.00
Total MCS1398:											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	WATER LINEN SER 09/23/14	250246216	1	7110-430-42-44	LINEN SERVICE	89.66	89.66
Total 250246216:											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	STREET LINEN SER 09/23/14	250246217	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250246217:											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	720 SOUTH ST 092314	250246218	1	7620-430-10-44	LINEN SERVICE	50.37	50.37
Total 250246218:											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	PARKS LINEN SER 9/23/14	250246219	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250246219:											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	GAS LINEN SER 9/23/14	250246220	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250246220:											

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
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	WATER LINEN SER 09/30/14	250246821	1	7110-430-42-44	LINEN SERVICE	84.45	84.45
Total 250246821: 84.45 84.45											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	STREET LINEN SER 09/30/14	250246822	1	2007-431-20-44	LINEN SERVICE	6.68	6.68
Total 250246822: 6.68 6.68											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	720 SOUTH ST 09/30/14	250246823	1	7620-430-10-44	LINEN SERVICE	50.37	50.37
Total 250246823: 50.37 50.37											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	PARKS LINEN SER 9/30/14	250246824	1	1000-452-20-44	LINEN SERVICES	114.53	114.53
Total 250246824: 114.53 114.53											
10/14	10/02/2014	92255	481	MISSION LINEN & UNIFO	GAS LINEN SER 9/30/14	250246825	1	7401-430-62-44	LINEN SERVICES	66.47	66.47
Total 250246825: 66.47 66.47											
10/14	10/02/2014	92256	556	PITNEY BOWES	MTHLY MAINT POSTAGE 4/14-6	743412	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	42.33	42.33
10/14	10/02/2014	92256	556	PITNEY BOWES	MTHLY MAINT POSTAGE 7/14-9	743412	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	249.00	249.00
Total 743412: 291.33 291.33											
10/14	10/02/2014	92257	1286	PROFORCE LAW ENFOR	TASER DOWNLOAD KIT	216189	1	1000-421-10-47	EQUIPMENT - SAFETY	182.64	182.64
Total 216189: 182.64 182.64											
10/14	10/02/2014	92258	572	QUILL CORPORATION	BATTERIES	6341625	1	7620-430-10-46	SUPPLIES-GENERAL	44.41	44.41
Total 6341625: 44.41 44.41											
10/14	10/02/2014	92258	572	QUILL CORPORATION	MONITOR STAND	6354076	1	1000-415-10-46	SUPPLIES-GENERAL	37.72	37.72
Total 6354076: 37.72 37.72											
10/14	10/02/2014	92259	632	SEZZI CONCRETE & MAT	PARADISE ROCK	36253	1	3015-417-10-44	CONSTRUCTION SERVICES	182.75	182.75

Check Issue Dates: 10/2/2014 - 10/2/2014

Oct 02, 2014 11:52AM

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 36253:											
10/14	10/02/2014	92260	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 9/24/14	42802	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 42802:											
10/14	10/02/2014	92261	7919		REFUND WATER DEPOSIT	10229900004	1	7110-2228-000	DEPOSITS-CUSTOMER	26.51	26.51
Total 10229900004:											
10/14	10/02/2014	92262	664	STEVES PUMPS & WELL	SERVICE CALL GOLF COURSE	5382	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	167.00	167.00
Total 5382:											
10/14	10/02/2014	92263	1265	SUSANVILLE PAINT CEN	WHITE PAINT	17941	1	3015-417-10-44	CONSTRUCTION SERVICES	31.43	31.43
Total 17941:											
10/14	10/02/2014	92263	1265	SUSANVILLE PAINT CEN	STAIN, RAGS	18082	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	71.39	71.39
Total 18082:											
10/14	10/02/2014	92264	1023	TALIA, PETER M.	CITY ATTORNEY 8/26/14-9/25/1	100114	1	1000-412-10-43	PROFESSIONAL SVCS	1,822.50	1,822.50
Total 100114:											
10/14	10/02/2014	92265	696	TECH SERVICES	MONTH MAINT. FEE TO AWOS III/	1557	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1557:											
10/14	10/02/2014	92266	7918		REFUND WATER DEPOSIT	10518150003	1	7110-2228-000	DEPOSITS-CUSTOMER	51.22	51.22
Total 10518150003:											
10/14	10/02/2014	92267	966	TURF STAR, INC.	SUPPLIES	686748100	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	152.24	152.24
Total 686748100:											

Check Issue Dates: 10/2/2014 - 10/2/2014

Oct 02, 2014 11:52AM

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
10/14	10/02/2014	92268	737	UNITED RENTALS INC	PSI GAUGE	122865216001	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	48.38	48.38
Total 122865216001:											
										48.38	48.38
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	CONVERSION KIT	65943663	1	7401-430-62-46	SUPPLIES-GENERAL	386.36	386.36
Total 65943663:											
										386.36	386.36
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	PIPING	659587521	1	7401-430-62-46	SUPPLIES-GENERAL	147.93	147.93
Total 659587521:											
										147.93	147.93
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	TEES, CAPS	65961419	1	7401-430-62-46	SUPPLIES-GENERAL	1,839.76	1,839.76
Total 65961419:											
										1,839.76	1,839.76
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	O RING	65987654	1	7620-430-10-46	SUPPLIES-GENERAL	1.26	1.26
Total 65987654:											
										1.26	1.26
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	PIPE STRAP, TEFLON TAPE	66012066	1	7401-430-62-46	SUPPLIES-GENERAL	101.29	101.29
Total 66012066:											
										101.29	101.29
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	VALVE	66012542	1	7110-430-42-46	SUPPLIES-GENERAL	42.71	42.71
Total 66012542:											
										42.71	42.71
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	REPAIR BAND	66014018	1	7110-430-42-46	SUPPLIES-GENERAL	106.02	106.02
Total 66014018:											
										106.02	106.02
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	REPAIR BAND	66014021	1	7110-430-42-46	SUPPLIES-GENERAL	212.03	212.03
Total 66014021:											
										212.03	212.03
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	PIPE, TUBE, BUSHINGS	66014024	1	7401-430-62-46	SUPPLIES-GENERAL	249.72	249.72

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 66014024:											
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	PIPE SEALANT	66017733	1	7401-430-62-46	SUPPLIES-GENERAL	15.11	15.11
Total 66017733:											
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	PIPE STRAP	66017766	1	7401-430-62-46	SUPPLIES-GENERAL	40.11	40.11
Total 66017766:											
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	PIPE WRENCH	66021281	1	7401-430-62-46	SUPPLIES-GENERAL	101.54	101.54
Total 66021281:											
10/14	10/02/2014	92269	770	WESTERN NEVADA SUP	REPLACEMENT LIDS	66021706	1	7110-430-42-46	SUPPLIES-GENERAL	1,000.93	1,000.93
Total 66021706:											
10/14	10/02/2014	92270	7362	WHEELER, TAMMY	REIM SUS. MARKET 092514	092514	1	7530-451-54-46	SUPPLIES-GENERAL	7.98	7.98
Total 092514:											
10/14	10/02/2014	92270	7362	WHEELER, TAMMY	REIM BAR SALES 092714	092714	1	7530-2205-008	RESTAURANT BAR SALES TO V	173.23	173.23
Total 092714:											
10/14	10/02/2014	92270	7362	WHEELER, TAMMY	PD 2X'S REIM BAR 7/31/14	7/31/14	1	7530-2205-008	RESTAURANT BAR SALES TO V	128.32-	128.32-
Total 7/31/14:											
10/14	10/02/2014	92270	7362	WHEELER, TAMMY	REIM SUS MARKET 083014	AUG 3014	1	7530-451-54-46	SUPPLIES-GENERAL	37.92	37.92
Total AUG 3014:											
Grand Totals:										30,659.30	30,659.30

Report Criteria:

Report type: GL detail

Check Voided = False

Reviewed by:  City Administrator  
 City Attorney

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

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

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Quarterly Report of Transient Occupancy Tax Revenue

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

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

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to receive and file Quarterly Transient Occupancy Tax Report for Fiscal Year 2013/2014.

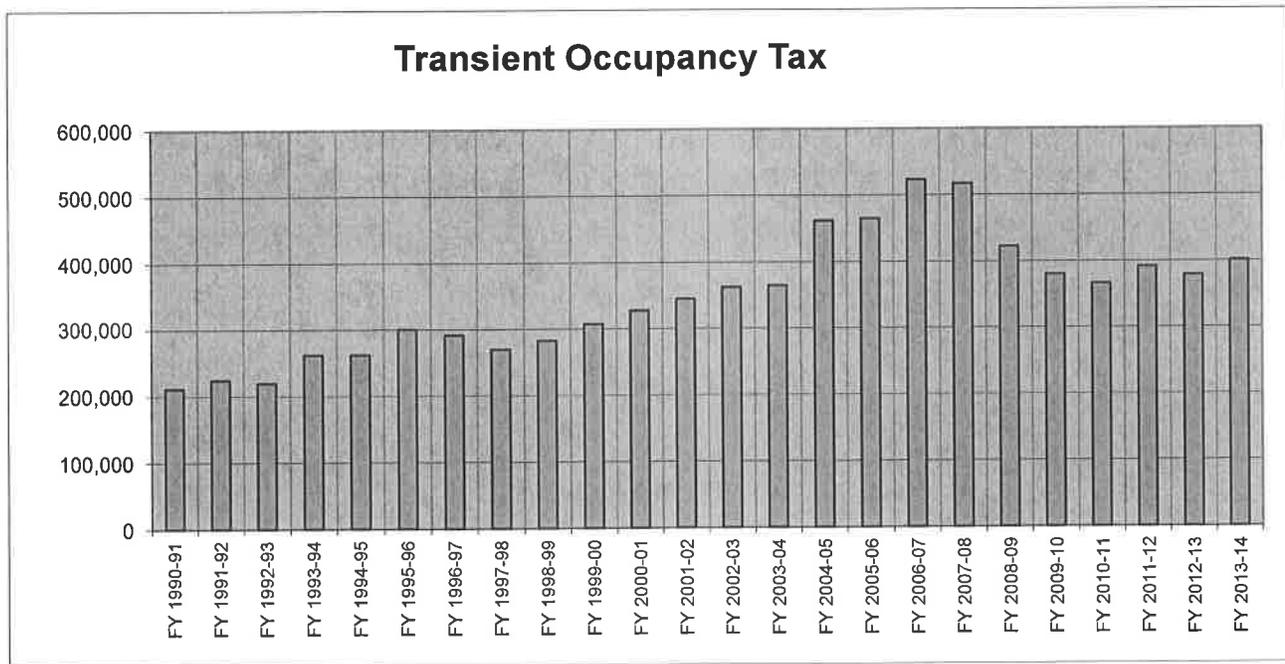
**ATTACHMENTS:** Transient Occupancy Tax Report

# Transient Occupancy Tax - History

S://finance/TOT/TOT

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

For actual dollars deflate revenues for INFLATION



Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** October 15, 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 August and September 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

August 31, 2014

POOLED CASH FUND	
Cash Clearing - Utilities	52
Bank of America - Checking	281,649
LAIF	13,601,358
Accounts Payable	(351)
Total Cash & Investments	<u>13,882,709</u>

### Pooled Cash Allocation:

General	1,213,513
General Fund Restricted	928,947
Special Revenue	1,687,353
Capital Projects	182,308
Debt Service	796,774
Enterprise:	
Airport	4,290
Geothermal	285,157
Golf Course	3,187
Natural Gas	3,686,254
Water	4,146,520
Internal Service	289,444
Trust & Agency	658,965
Total Cash & Inv. Allocations	<u>13,882,709</u>

## CASH WITH FISCAL AGENTS

August 31, 2014

General	
Special Revenue	
Capital Projects	
Debt Service	144,375
Enterprise	2,445,984
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,590,359</u>
GRAND TOTAL	<u>16,473,068</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 AUGUST 31, 2014

COMBINED ACCOUNTS

9999-1001-001	CASH CLEARING - UTILITIES	52.22
9999-1011-001	B OF A # 08038-80200	281,648.93
9999-1030-001	LAIF	13,601,358.36
TOTAL COMBINED CASH AND INVESTMENTS		13,883,059.51
9999-2202-001	ACCOUNTS PAYABLE	( 350.97)
9999-1000-000	CLAIM ON CASH	( 13,882,708.54)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	105,968.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,418.77
1004	ALLOCATION TO GF-PANCERA PLAZA	18,142.45
1005	ALLOCATION TO GF-RESERVE ACCOUNT	801,416.48
2002	ALLOCATION TO STATE COPS	23,267.97
2006	ALLOCATION TO SNOW REMOVAL	125,502.01
2007	ALLOCATION TO STREETS & HIGHWAYS	404,576.71
2010	ALLOCATION TO STREET MITIGATION	111,134.73
2011	ALLOCATION TO POLICE MITIGATION	59,860.43
2012	ALLOCATION TO FIRE MITIGATION	129,770.05
2013	ALLOCATION TO PARK DEDICATION FUND	25,000.83
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	65,285.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	123,819.22
2017	ALLOCATION TO STATE ECONOMIC REV FD	233,342.35
2018	ALLOCATION TO HOME REVOLVING FUND	192,683.24
2030	ALLOCATION TO TRAFFIC SAFETY	89,702.51
2035	ALLOCATION TO PAUL BUNYAN/ASH STREET	96,018.51
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,479.93
3019	ALLOCATION TO STIP REHABILITATION PROJECT	( 40,733.28)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	25,651.94
3025	ALLOCATION TO SIERRA PARK PROJECT	172,479.32
4001	ALLOCATION TO MARK ROOS SERIES B/92	60,988.50
4003	ALLOCATION TO CITY HALL	3,739.18
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	732,046.15
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	959,920.96
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	26,940.64
7630	ALLOCATION TO RISK MANAGEMENT FUND	4,622.94
7650	ALLOCATION TO PAYROLL	214,500.96
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	8,357.60
8402	ALLOCATION TO LAFCO	41,305.31
8403	ALLOCATION TO SEC 125 AFLAC	832.63
8404	ALLOCATION TO AIR POLLUTION	287,554.03
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	320,914.96
ALLOCATIONS TO RESTRICTED FUNDS		10,242,586.87

CITY OF SUSANVILLE  
COMBINED CASH AND INVESTMENTS  
AUGUST 31, 2014

UNRESTRICTED FUNDS

1000 ALLOCATION TO GENERAL FUND	1,153,389.64
1006 ALLOCATION TO POLICE BUILDING MAINT/EQUIP	20,010.65
1007 ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	20,010.65
1008 ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	20,010.65
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	24,909.84
7110 ALLOCATION TO WATER SYSTEM	186,599.39
7201 ALLOCATION TO AIRPORT	4,289.66
7301 ALLOCATION TO GEOTHERMAL UTILITY	285,156.80
7401 ALLOCATION TO NATURAL GAS	1,879,178.78
7530 ALLOCATION TO GOLF COURSE	3,186.55
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	43,379.06
	<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS	3,640,121.67
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	13,882,708.54
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 13,882,708.54)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	.00
	<hr/> <hr/>

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	P Disbursement	Receipts	Balance
8/1/2014				\$572,900.28
8/1/2014		(\$6,204.32)		\$566,695.96
8/1/2014		(\$88.92)		\$566,607.04
8/1/2014		(\$107.17)		\$566,499.87
8/4/2014	8/1/2014		\$16,272.32	\$582,772.19
8/4/2014		(\$94,816.04)		\$487,956.15
8/4/2014		(\$7,001.05)		\$480,955.10
8/4/2014		(\$31,514.80)		\$449,440.30
8/4/2014		(\$7,527.70)		\$441,912.60
8/4/2014		(\$1,315.61)		\$440,596.99
8/4/2014		(\$36,044.24)	\$3,765.84	\$408,318.59
8/5/2014	8/4/2014		\$43,636.88	\$451,955.47
8/5/2014			\$6,171.35	\$458,126.82
8/6/2014	8/5/2014		\$24,114.26	\$482,241.08
8/6/2014			\$2,053.58	\$484,294.66
8/6/2014			\$101.96	\$484,396.62
8/7/2014	8/6/2014		\$39,096.98	\$523,493.60
8/7/2014			\$266.94	\$523,760.54
8/7/2014			\$1,596.95	\$525,357.49
8/7/2014			\$1,349.97	\$526,707.46
8/7/2014			\$491.55	\$527,199.01
8/7/2014			\$21,335.00	\$548,534.01
8/7/2014		(\$1,829.81)		\$546,704.20
8/7/2014		(\$690.18)		\$546,014.02
8/7/2014			\$885.52	\$546,899.54
8/7/2014			\$4,514.87	\$551,414.41
8/7/2014		(\$151,071.14)	\$19,264.42	\$419,607.69
8/7/2014			\$4,772.45	\$424,380.14
8/8/2014	8/7/2014		\$538.49	\$424,918.63
8/8/2014			\$41,124.00	\$466,042.63
8/8/2014		(\$112.57)		\$465,930.06
8/8/2014		(\$2.82)		\$465,927.24
8/8/2014		(\$465.39)		\$465,461.85
8/8/2014		(\$15.00)		\$465,446.85
8/8/2014		(\$72.54)		\$465,374.31
8/8/2014		(\$8,984.74)		\$456,389.57
8/8/2014	8/11/2014		\$33,288.50	\$489,678.07
8/8/2014			\$2,845.88	\$492,523.95
8/8/2014			\$1,458.81	\$493,982.76
8/8/2014			\$799.14	\$494,781.90
8/8/2014				\$494,781.90
8/11/2014				\$494,781.90
8/11/2014	8/12/2014		\$32,584.60	\$527,366.50
8/11/2014		(\$19,157.24)		\$508,209.26
8/11/2014		(\$10,043.09)		\$498,166.17
8/11/2014		(\$10,200.00)		\$487,966.17
8/11/2014		(\$127,493.93)		\$360,472.24
8/11/2014			\$2,018.55	\$362,490.79
8/11/2014				\$362,490.79
8/11/2014			\$225.48	\$362,716.27
8/11/2014			\$194.36	\$362,910.63
8/11/2014			\$357.66	\$363,268.29
8/11/2014			\$51.94	\$363,320.23
8/11/2014			\$39.90	\$363,360.13
8/13/2014			\$21,330.14	\$384,690.27
8/13/2014			\$1,614.09	\$386,304.36
8/13/2014			\$146.87	\$386,451.23
8/13/2014			\$139.00	\$386,590.23
8/13/2014		(\$18,000.00)		\$368,590.23
8/13/2014			\$7,566.31	\$376,156.54
8/13/2014			\$1,298.21	\$377,454.75
8/13/2014			\$145.83	\$377,600.58
8/13/2014			\$3,585.77	\$381,186.35
8/14/2014		(\$176,146.65)		\$205,039.70
8/14/2014			\$7,234.17	\$212,273.87
8/14/2014			\$2,855.61	\$215,129.48
8/14/2014			\$248.76	\$215,378.24
8/14/2014		(\$1,349.42)		\$214,028.82
8/15/2014			\$16,150.14	\$230,178.96
8/15/2014		(\$43,190.76)		\$186,988.20
8/15/2014		(\$4,702.90)		\$182,285.30
8/15/2014		(\$1,033.33)		\$181,251.97

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	P Disbursement	Receipts	Balance
8/15/2014			\$280.67	\$181,532.64
8/15/2014			\$60,000.00	\$241,532.64
8/15/2014			\$1,365.23	\$242,897.87
8/15/2014			\$2,316.38	\$245,214.25
8/18/2014			\$34,451.85	\$279,666.10
8/18/2014			\$41.35	\$279,707.45
8/18/2014				\$279,707.45
8/18/2014				\$279,707.45
8/18/2014			\$1,480.78	\$281,188.23
8/19/2014			\$10,581.59	\$291,769.82
8/19/2014		(\$104,185.99)		\$187,583.83
8/19/2014		(\$7,867.44)		\$179,716.39
8/19/2014		(\$36,700.76)		\$143,015.63
8/19/2014		(\$5,551.85)		\$137,463.78
8/19/2014		(\$1,454.80)		\$136,008.98
8/19/2014		(\$70,224.00)		\$65,784.98
8/19/2014		(\$43,117.05)		\$22,667.93
8/19/2014			\$205.00	\$22,872.93
8/19/2014			\$115,700.00	\$138,572.93
8/19/2014		(\$60.00)		\$138,512.93
8/19/2014		(\$90.00)		\$138,422.93
8/19/2014			\$2,203.60	\$140,626.53
8/20/2014			\$15,091.95	\$155,718.48
8/20/2014			\$2,494.20	\$158,212.68
8/20/2014			\$3,635.84	\$161,848.52
8/21/2014			\$1,876.90	\$163,725.42
8/21/2014			\$1,926.47	\$165,651.89
8/21/2001		(\$61,149.38)	\$45,352.16	\$149,854.67
8/22/2014	8/21/2014	(\$1,688.02)	\$5,424.53	\$153,591.18
8/22/2014			\$135.00	\$153,726.18
8/22/2014			\$179.99	\$153,906.17
8/22/2014			\$761.39	\$154,667.56
8/22/2014			\$350.00	\$155,017.56
8/22/2014			\$1,686.68	\$156,704.24
8/25/2014			\$386.18	\$157,090.42
8/25/2014			\$77.73	\$157,168.15
8/25/2014			\$488.62	\$157,656.77
8/25/2014				\$157,656.77
8/25/2014		(\$1,185.18)	\$21,214.81	\$177,686.40
8/25/2014		(\$15.00)		\$177,671.40
8/25/2014			\$1,181.45	\$178,852.85
8/26/2014		(\$5,525.90)		\$173,326.95
8/26/2014		(\$3,669.00)		\$169,657.95
8/26/2014	8/25/2014			\$169,657.95
8/26/2014			\$17,888.54	\$187,546.49
8/26/2014			\$131.22	\$187,677.71
8/26/2014		(\$76.49)		\$187,601.22
8/26/2014		(\$10.00)		\$187,591.22
8/26/2014		(\$208.80)		\$187,382.42
8/26/2014			\$723.67	\$188,106.09
8/26/2014			\$496.03	\$188,602.12
8/26/2014				\$188,602.12
8/27/2014	8/26/2014		\$19,361.50	\$207,963.62
8/27/2014			\$381.97	\$208,345.59
8/27/2014		(\$5.00)		\$208,340.59
8/27/2014			\$2,180.01	\$210,520.60
8/27/2014			\$1,559.95	\$212,080.55
8/28/2014		(\$2,021.14)	\$8,647.98	\$218,707.39
8/28/2014		(\$116.00)		\$218,591.39
8/28/2014			\$789.19	\$219,380.58
8/28/2014			\$561.29	\$219,941.87
8/29/2014	8/28/2014	(\$10.00)	\$42,922.28	\$262,854.15
8/29/2014		(\$25,514.22)		\$237,339.93
8/29/2014		(\$5.00)		\$237,334.93
8/29/2014		(\$805.17)		\$236,529.76
8/29/2014			\$30.06	\$236,559.82
8/29/2014			\$41,977.08	\$278,536.90
8/29/2014		(\$15.00)	\$5.00	\$278,526.90
8/29/2014		(\$26.33)	\$15.00	\$278,515.57
8/29/2014			\$675.56	\$279,191.13
8/29/2014			\$2,457.78	\$281,648.91

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

s:/Bob/fund Balances Report		Unaudited			August
		6/30/14	YTD	YTD	Fund Balance
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	8/31/14
100X	General Fund	2,496,024	246,478	739,354	2,003,148
2002	State COPS	41,999	(2)	18,729	23,268
2006	Snow Removal	119,656	7,720	390	126,986
2007	Streets	466,534	43,443	84,449	425,528
2010	Street Mitigation	111,147	(12)	0	111,135
2011	Police Mitigation	59,869	(9)	0	59,860
2012	Fire Mitigation	129,967	(21)	176	129,770
2013	Park Dedication	25,015	(13)		25,002
2014	State of CA - Prop 30/AB 109	28,273	41,124	4,112	65,285
2016	State Comm. Dev. Rev. FD	936,500	568	0	937,068
2017	State Economic Rev. FD	437,803	440	0	438,242
2018	Home Revolving Fund	748,731	215	0	748,945
2030	Traffic Safety	89,154	549	0	89,703
2035	Paul Bunyan/Ash Street Signal	96,036	(17)		96,019
2037	Skyline Bicycle Lane	7,482	(1)		7,481
3015	City Hall Parking Lot	44,600	0	19,763	24,837
3019	STIP Rehab Project	1,094	0	0	1,094
3023	Prop 1B CIP	26,940	0	0	26,940
3025	Sierra Park Project CIP	172,479	0	0	172,479
4001	Miller Fletcher	841,103	1	0	841,104
4003	City Hall Debt Service	48,875	23,569	68,705	3,739
4004	2013 CalPERS Refunding Loan	894,447	0	0	894,447
711X	Water Funds	3,051,782	355,570	330,020	3,077,332
7201	Airport	1,835,475	57,142	47,974	1,844,643
7301	Geothermal	534,643	15,408	5,712	544,339
740X	Natural Gas	(239,893)	156,507	494,180	(577,566)
7530	Golf Course	2,462,324	117,387	95,260	2,484,450
7610	OPEB	(129,704)	7,440	0	(122,264)
7620	PW Admin/Engineering	(344)	1,365	(32,975)	33,995
7630	Risk Management	229,962	64,360	289,032	5,290
8402	LAFCO	23,371	30,411	12,476	41,306
8404	Air Pollution	336,376	15,788	50,744	301,420
8405	Air Pollution - Carl Moyer	360,159	(23)	39,221	320,915
	<b>TOTALS</b>	<b>16,287,877</b>	<b>1,185,386</b>	<b>2,267,322</b>	<b>15,205,941</b>

## POOLED CASH & INVESTMENTS

September 30, 2014

POOLED CASH FUND	
Cash Clearing-NSF Checks	25
Bank of America - Checking	212,128
LAIF	13,501,358
Accounts Payable	(26)
Total Cash & Investments	<u>13,713,485</u>

### Pooled Cash Allocation:

General	991,011
General Fund Restricted	946,765
Special Revenue	1,742,901
Capital Projects	175,075
Debt Service	808,558
Enterprise:	
Airport	(7,043)
Geothermal	288,337
Golf Course	(16,159)
Natural Gas	3,690,811
Water	4,280,594
Internal Service	269,888
Trust & Agency	542,747
Total Cash & Inv. Allocations	<u>13,713,485</u>

## CASH WITH FISCAL AGENTS

September 30, 2014

General	
Special Revenue	
Capital Projects	
Debt Service	144,376
Enterprise	2,446,046
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,590,422</u>
GRAND TOTAL	<u>16,303,908</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 SEPTEMBER 30, 2014

COMBINED ACCOUNTS

9999-1001-003	CASH CLEARING - NSF CHECKS	25.00
9999-1011-001	B OF A # 08038-80200	212,128.04
9999-1030-001	LAIF	13,501,358.36
		13,713,511.40
9999-2202-001	ACCOUNTS PAYABLE	( 26.26)
9999-1000-000	CLAIM ON CASH	( 13,713,485.14)
		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	123,786.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,418.77
1004	ALLOCATION TO GF-PANCERA PLAZA	18,142.45
1005	ALLOCATION TO GF-RESERVE ACCOUNT	801,416.48
2002	ALLOCATION TO STATE COPS	14,703.34
2006	ALLOCATION TO SNOW REMOVAL	129,172.01
2007	ALLOCATION TO STREETS & HIGHWAYS	393,576.89
2010	ALLOCATION TO STREET MITIGATION	111,134.73
2011	ALLOCATION TO POLICE MITIGATION	60,210.43
2012	ALLOCATION TO FIRE MITIGATION	130,123.34
2013	ALLOCATION TO PARK DEDICATION FUND	25,000.83
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	63,229.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	195,944.04
2017	ALLOCATION TO STATE ECONOMIC REV FD	233,342.35
2018	ALLOCATION TO HOME REVOLVING FUND	192,807.84
2030	ALLOCATION TO TRAFFIC SAFETY	90,157.60
2035	ALLOCATION TO PAUL BUNYAN/ASH STREET	96,018.51
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,479.93
3019	ALLOCATION TO STIP REHABILITATION PROJECT	( 40,733.28)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	25,651.94
3025	ALLOCATION TO SIERRA PARK PROJECT	172,479.32
4001	ALLOCATION TO MARK ROOS SERIES B/92	60,988.50
4003	ALLOCATION TO CITY HALL	15,523.68
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	732,046.15
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,064,181.06
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	26,521.14
7630	ALLOCATION TO RISK MANAGEMENT FUND	68,210.00
7650	ALLOCATION TO PAYROLL	118,601.32
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	7,038.85
8402	ALLOCATION TO LAFCO	41,305.31
8403	ALLOCATION TO SEC 125 AFLAC	873.55
8404	ALLOCATION TO AIR POLLUTION	278,161.44
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	215,367.66
		10,282,957.02

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 SEPTEMBER 30, 2014

UNRESTRICTED FUNDS

1000 ALLOCATION TO GENERAL FUND	930,979.21
1006 ALLOCATION TO POLICE BUILDING MAINT/EQUIP	20,010.65
1007 ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	20,010.65
1008 ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	20,010.65
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	17,677.32
7110 ALLOCATION TO WATER SYSTEM	216,413.28
7201 ALLOCATION TO AIRPORT	( 7,042.71)
7301 ALLOCATION TO GEOTHERMAL UTILITY	288,336.91
7401 ALLOCATION TO NATURAL GAS	1,883,736.01
7530 ALLOCATION TO GOLF COURSE	( 16,159.01)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	56,555.16
	<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS	3,430,528.12
	<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS	13,713,485.14
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 13,713,485.14)
	<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE	.00
	<hr/> <hr/>

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	P Disbursement	Receipts	Balance
				\$281,648.91
9/2/2014			\$45,153.36	\$326,802.27
9/2/2014				\$326,802.27
9/2/2014		(\$1,491.48)		\$325,310.79
9/2/2014		(\$39.84)		\$325,270.95
9/2/2014		(\$115.56)		\$325,155.39
9/2/2014		(\$8,111.92)		\$317,043.47
9/2/2014			\$1,031.15	\$318,074.62
9/2/2014			\$6,291.99	\$324,366.61
9/2/2014			\$213.40	\$324,580.01
9/2/2014				\$324,580.01
9/3/2014				\$324,580.01
9/3/2014			\$34,853.73	\$359,433.74
9/3/2014			\$2,222.39	\$361,656.13
9/3/2014		(\$93,681.47)		\$267,974.66
9/3/2014		(\$6,630.99)		\$261,343.67
9/3/2014		(\$30,995.29)		\$230,348.38
9/3/2014		(\$4,424.00)		\$225,924.38
9/3/2014		(\$1,294.28)		\$224,630.10
9/3/2014		(\$35,833.67)		\$188,796.43
9/3/2014		(\$110.28)		\$188,686.15
9/3/2014			\$5,771.57	\$194,457.72
9/3/2014			\$6,120.20	\$200,577.92
9/4/2014				\$200,577.92
9/4/2014			\$23,245.71	\$223,823.63
9/4/2014			\$586.11	\$224,409.74
9/4/2014		(\$34,842.44)		\$189,567.30
9/4/2014		(\$283.68)		\$189,283.62
9/4/2014		(\$1,598.21)		\$187,685.41
9/4/2014			\$3,218.38	\$190,903.79
9/4/2014			\$462.49	\$191,366.28
9/4/2014		(\$0.04)		\$191,366.24
9/4/2014				\$191,366.24
9/5/2014			\$37,131.09	\$228,497.33
9/5/2014			\$877.70	\$229,375.03
9/5/2014		(\$4.80)		\$229,370.23
9/5/2014		(\$8,170.00)		\$221,200.23
9/5/2014			\$2,691.91	\$223,892.14
9/5/2014			\$476.00	\$224,368.14
9/5/2014				\$224,368.14
9/8/2014	9/9/2014		\$45,574.02	\$269,942.16
9/8/2014			\$350.00	\$270,292.16
9/8/2014			\$58.36	\$270,350.52
9/8/2014			\$31.93	\$270,382.45
9/8/2014			\$6,361.47	\$276,743.92
9/8/2014			\$661.85	\$277,405.77
9/9/2014			\$12,167.81	\$289,573.58
9/9/2014		(\$268.64)		\$289,304.94
9/9/2014		(\$2,298.36)		\$287,006.58
9/9/2014		(\$1,153.44)		\$285,853.14
9/9/2014		(\$63,576.98)		\$222,276.16
9/9/2014			\$827.13	\$223,103.29
9/9/2014			\$458.68	\$223,561.97
9/9/2014			\$9.14	\$223,571.11
9/9/2014			\$767.89	\$224,339.00
9/9/2014			\$736.39	\$225,075.39
9/10/2014	9/11/2014		\$29,443.94	\$254,519.33
9/10/2014				\$254,519.33
9/10/2014				\$254,519.33
9/10/2014			\$474.30	\$254,993.63
9/10/2014		(\$9,980.24)		\$245,013.39
9/10/2014				\$245,013.39
9/10/2014			\$3,593.20	\$248,606.59
9/11/2014			\$11,405.03	\$260,011.62
9/11/2014		(\$1,779.48)		\$258,232.14
9/11/2014				\$258,232.14
9/11/2014			\$282.12	\$258,514.26
9/11/2014				\$258,514.26
9/11/2014			\$2,257.36	\$260,771.62
9/11/2014			\$1,767.12	\$262,538.74
9/12/2014			\$27,848.75	\$290,387.49
9/12/2014			\$3,423.64	\$293,811.13
9/12/2014			\$236.21	\$294,047.34
9/12/2014			\$11,478.00	\$305,525.34
9/12/2014		(\$25.00)		\$305,500.34
9/12/2014				\$305,500.34
9/12/2014				\$305,500.34
9/15/2014	9/17/2014		\$27,640.38	\$333,140.72
9/15/2014			\$276.78	\$333,417.50
9/15/2014		(\$4,627.88)		\$328,789.62
9/15/2014		(\$1,064.76)		\$327,724.86
9/15/2014			\$1,669.63	\$329,394.49
9/15/2014			\$1,027.51	\$330,422.00
9/16/2014				\$330,422.00
9/16/2014			\$26,816.81	\$357,238.81
9/16/2014			\$425.16	\$357,663.97
9/16/2014			\$2,199.05	\$359,863.02
9/16/2014			\$787.34	\$360,650.36
9/16/2014				\$360,650.36
9/17/2014			\$5,925.64	\$366,576.00
9/17/2014			\$108.54	\$366,684.54
9/17/2014		(\$53.23)		\$366,631.31
9/17/2014		(\$20.00)		\$366,611.31

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	VP Disbursement	Receipts	Balance
9/17/2014		(\$95,893.52)		\$270,717.79
9/17/2014		(\$7,931.52)		\$262,786.27
9/17/2014		(\$32,786.17)		\$230,000.10
9/17/2014		(\$4,985.06)		\$225,015.04
9/17/2014		(\$1,360.84)		\$223,654.20
9/17/2014		(\$71,288.00)		\$152,366.20
9/17/2014		(\$43,006.40)		\$109,359.80
9/17/2014			\$2,464.70	\$111,824.50
9/17/2014			\$848.02	\$112,672.52
9/17/2014			\$100,000.00	\$212,672.52
9/17/2014				\$212,672.52
9/17/2014				\$212,672.52
9/18/2014			\$9,915.20	\$222,587.72
9/18/2014		(\$1,183.56)		\$221,404.16
9/18/2014			\$170.00	\$221,574.16
9/18/2014		(\$305.91)		\$221,268.25
9/18/2014			\$1,385.21	\$222,653.46
9/18/2014		(\$1,011.36)		\$221,642.10
9/18/2014		(\$380.97)		\$221,261.13
9/18/2014			\$563.54	\$221,824.67
9/19/2014			\$9,554.05	\$231,378.72
9/19/2014			\$36.96	\$231,415.68
9/19/2014			\$350.00	\$231,765.68
9/19/2014		(\$147,908.66)		\$83,857.02
9/19/2014			\$22.95	\$83,879.97
9/19/2014				\$83,879.97
9/19/2014			\$2,133.07	\$86,013.04
9/19/2014			\$337.09	\$86,350.13
9/22/2014			\$21.72	\$86,371.85
9/22/2014			\$19,945.46	\$106,317.31
9/22/2014			\$141.69	\$106,459.00
9/22/2014			\$2,337.36	\$108,796.36
9/22/2014			\$2,065.49	\$110,861.85
9/22/2014		(\$21,453.05)		\$89,408.80
9/22/2014		(\$33,190.00)		\$56,218.80
9/22/2014		(\$17.99)		\$56,200.81
9/22/2014				\$56,200.81
9/22/2014				\$56,200.81
9/23/2014				\$56,200.81
9/23/2014			\$14,513.42	\$70,714.23
9/23/2014			\$847.25	\$71,561.48
9/23/2014		(\$323.60)		\$71,237.88
9/23/2014			\$345.64	\$71,583.52
9/23/2014			\$673.70	\$72,257.22
9/23/2014		(\$10,320.50)		\$61,936.72
9/23/2014				\$61,936.72
9/24/2014				\$61,936.72
9/24/2014			\$11,084.62	\$73,021.34
9/24/2014		(\$168.00)		\$72,853.34
9/24/2014				\$72,853.34
9/24/2014			\$1,289.60	\$74,142.94
9/25/2014				\$74,142.94
9/25/2014			\$9,765.93	\$83,908.87
9/25/2014			\$88.63	\$83,997.50
9/25/2014			\$97,792.93	\$181,790.43
9/25/2014		(\$1,670.46)		\$180,119.97
9/25/2014			\$1,700.72	\$181,820.69
9/25/2014			\$508.11	\$182,328.80
9/25/2014		(\$55,567.81)		\$126,760.99
9/25/2014		(\$200.00)		\$126,560.99
9/26/2014				\$126,560.99
9/26/2014			\$105,032.43	\$231,593.42
9/26/2014			\$143.27	\$231,736.69
9/26/2014			\$77.73	\$231,814.42
9/26/2014			\$1,502.52	\$233,316.94
9/29/2014				\$233,316.94
9/29/2014			\$20,419.42	\$253,736.36
9/29/2014			\$292.24	\$254,028.60
9/29/2014				\$254,028.60
9/29/2014			\$1,484.43	\$255,513.03
9/29/2014			\$393.23	\$255,906.26
9/29/2014			\$2,508.46	\$258,414.72
9/29/2014		(\$804.02)		\$257,610.70
9/29/2014				\$257,610.70
9/29/2014		(\$2,355.15)		\$255,255.55
9/29/2014		(\$32,880.60)		\$222,374.95
9/29/2014		(\$5,147.90)		\$217,227.05
9/29/2014		(\$1,385.62)		\$215,841.43
9/29/2014		(\$35,774.67)		\$180,066.76
9/29/2014				\$180,066.76
9/29/2014				\$180,066.76
9/30/2014			\$14,598.47	\$194,665.23
9/30/2014			\$137.78	\$194,803.01
9/30/2014			\$34,842.63	\$229,645.64
9/30/2014		(\$265.00)		\$229,380.64
9/30/2014		(\$11.77)		\$229,368.87
9/30/2014		(\$40.00)		\$229,328.87
9/30/2014		(\$21,453.05)		\$207,875.82
9/30/2014				\$207,875.82
9/30/2014			\$0.02	\$207,875.84
9/30/2014			\$3,495.50	\$211,371.34
9/30/2014			\$756.70	\$212,128.04

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

					Unaudited
<i>s:/Bob/fund Balances Report</i>		Unaudited			<b>September</b>
		6/30/14	YTD	YTD	Fund Balance
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	9/30/14
100X	General Fund	2,496,024	396,834	1,137,685	1,755,173
2002	State COPS	41,999	(2)	27,294	14,703
2006	Snow Removal	119,656	(10)	585	119,061
2007	Streets	466,534	79,771	133,763	412,542
2010	Street Mitigation	111,147	(12)	0	111,135
2011	Police Mitigation	59,869	341	0	60,210
2012	Fire Mitigation	129,967	919	176	130,710
2013	Park Dedication	25,015	(13)		25,002
2014	State of CA - Prop 30/AB 109	28,273	41,124	6,168	63,229
2016	State Comm. Dev. Rev.FD	936,500	72,693	0	1,009,193
2017	State Economic Rev. FD	437,803	681	0	438,483
2018	Home Revolving Fund	748,731	339	0	749,070
2030	Traffic Safety	89,154	1,004	0	90,158
2035	Paul Bunyan/Ash Street Signal	96,036	(17)		96,019
2037	Skyline Bicycle Lane	7,482	(1)		7,481
3015	City Hall Parking Lot	44,600	0	26,842	17,758
3019	STIP Rehab Project	1,094	0	0	1,094
3023	Prop 1B CIP	26,940	0	0	26,940
3025	Sierra Park Project CIP	172,479	0	0	172,479
4001	Miller Fletcher	841,103	2	740	840,365
4003	City Hall Debt Service	48,875	35,354	68,705	15,523
4004	2013 CalPERS Refunding Loan	894,447	0	0	894,447
711X	Water Funds	3,051,782	585,681	552,019	3,085,443
7201	Airport	1,835,475	78,882	89,118	1,825,238
7301	Geothermal	534,643	23,136	9,881	547,898
740X	Natural Gas	(239,893)	293,191	785,623	(732,325)
7530	Golf Course	2,462,324	145,158	145,119	2,462,363
7610	OPEB	(129,704)	11,160	0	(118,544)
7620	PW Admin/Engineering	(344)	2,863	(44,316)	46,834
7630	Risk Management	229,962	136,117	297,869	68,210
8402	LAFCO	23,371	60,827	12,476	71,721
8404	Air Pollution	336,376	23,186	67,295	292,267
8405	Air Pollution - Carl Moyer	360,159	(23)	144,768	215,368
	<b>TOTALS</b>	<b>16,287,877</b>	<b>1,989,184</b>	<b>3,461,811</b>	<b>14,815,250</b>

Reviewed by:  City Administrator  
 City Attorney

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

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

**ACTION DATE:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** FY 2013-14 Annual Report of Development/Mitigation Fees

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

**SUMMARY:** Government Code Section 66000, also known as the Mitigation Fee Act, provides the legal authority for local agencies to charge and collect development impact fees for new development within their jurisdiction. The fees require new developments to pay their fair share of their impact on existing facilities and to pay for new facilities to maintain existing service levels. Government Code 66001 requires local agencies that impose a fee as a condition of approval of a development project to identify the purpose of the fee and the use to which the fee is to be put. After the adoption of the 1990 General Plan, the City contracted with The Abby Group to prepare a Capital Facilities Mitigation Analysis which projected population growth and future development and the cost of the additional public facilities that would be needed to serve the increased population. The cost of the new facilities was then divided by the number of projected homes and square feet of commercial development to determine a fair share cost for each new development. Periodically, the City has increased these fees to more closely keep up with inflation.

In some cases, the City has also adopted additional provisions outlining the use of specific funds. Municipal Code Title 3, Chapter 32, outlines the use of Public Facilities impact fees for Police, Fire, Street and Traffic Facility and Maintenance. Municipal Code Title 16, Chapter 32, outlines the use of Parkland Dedication Fees. Most Impact fees apply equally to all new development within the City limits. However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area.

- #93-2470 Establishing Chestnut Street Culvert Replacement Fund
- #93-2471 Establishing the Skyline Drive/Numa Signal Traffic Signal Fund
- #93-2472 Establishing the Barry Creek/Hwy 139 Culvert Replacement Fund
- #93-2473 Establishing the Skyline/Hwy 139 Traffic Signal Fund and Resolution
- #95-2649 Establishing a Class 1 Bicycle Lane Construction Fund for Skyline Road

All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected. Government Code 6600 (b) outlines the annual reporting requirements.

Staff is also formalizing the recommendations set by the City Council for the following changes:

1. The Barry Creek Culvert and Chestnut Street Culvert projects were completed using a combination of Street Mitigation and STIP funding. These funds will now be closed out to the Street Mitigation Fund and fees will no longer be collected.
2. The Skyline/Numa and Skyline/Hwy 139 will be combined into a single Traffic Signals Fund. Caltrans completed the installation of the traffic signal at Skyline and Highway 139 with the completion of the bypass. Staff will be researching the need and feasibility of future traffic signals along Ash Street (Hwy 139) to cope with the increased traffic from the Skyline Terrace area.

**RECOMMENDATION:** Motion to adopt Resolution 14-5107 Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2013-14 and Resolution 14-5108, Closing Barry Creek and Chestnut Street Culvert Funds and Combining Skyline/Numa and Skyline/139 Traffic Signal Funds into a Traffic Signal Fund



The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville, held on the 15th day of October, 2014.

By the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Peter M. Talia, City Attorney

**APPENDIX A**  
**RESOLUTION #14-5107**

**Streets Mitigation Fund**

Amount of fees:	\$	0.92 square foot of new commercial/residential conditioned living space
Beginning Fund Balance at 7/1/13:	\$	43,186
Fees and interest collected during FY 2013-14:		
Fees	\$	42,080
Interest	\$	
Transfers in from Chestnut and Barry Culvert Funds	\$	25,720
Expenditures and type during FY 2013-14:	\$	0
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/13:	\$	110,986
Amount of fees in ending balance at the Five Year Point:	\$	4,820

Funds committed to the following project:

**Police Mitigation Fund**

Amount of fees:	\$	1.19 per square foot of new commercial/residential conditioned living space
Beginning Fund Balance at 7/1/13:	\$	37,112
Fees and interest collected during FY 2013-14:		
Fees	\$	54,428
Interest	\$	113
Sale of Capital Assets	\$	4,300
Expenditures and type during FY 2013-14:		
Police Vehicles	\$	36,083
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	59,870
Amount of fees in ending balance at the Five Year Point:	\$	0

Funds committed to the following project:

**Fire Mitigation Fund**

Amount of fees:	\$	0.87 per square foot of all new residential space
	\$	1.08 per square foot of all new commercial space
Beginning Fund Balance at 7/1/13:	\$	91,642
Fees and interest collected during FY 2013-14:		
Fees	\$	50,213

Interest	\$	267
Expenditures and type during FY 2013-14:		
Facility Remodel	\$	12,155
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	129,967
Amount of fees in ending balance at the Five Year Point:	\$	0

Funds committed to the following project:

**Park Dedication Fund**

Amount of fees:	\$	571.58 - single family homes
	\$	457.62 - per unit for duplexes, triplexes and fourplexes
	\$	413.84 - per unit for multifamily dwellings
	\$	388.34 - per unit for mobile homes in mobile home parks

Beginning Fund Balance at 7/1/13:	\$	24,859
Fees and interest collected during FY 2012-13:		
Fees	\$	0
Interest	\$	156
Expenditures and type during FY 2012-13:	\$	0
Fees returned or allocated during FY 2012-13:	\$	0
Ending Fund Balance at 6/30/13:	\$	25,015
Amount of fees in ending balance at the Five Year Point:	\$	24,076

Funds committed to the following project:

**Skyline/Numa Signal Fund Established by Res #93-2471**

Amount of fees:	\$	830.00 - per gross acre single family residential development within Skyline Terrace
	\$	1,901.00 - per gross acre multifamily residential development within Skyline Terrace

Beginning Fund Balance at 7/1/13:	\$	77,796
Fees and interest collected during FY 2013-14:		
Fees	\$	0
Interest	\$	0
Expenditures and type during FY 2013-14:		
Transfer out to Paul Bunyan/139 Signal	\$	77,796
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	0

Amount of fees in ending balance at the Five Year Point: \$ 0

Funds committed to the following project:

**Skyline/RT 139 Signal Fund Established by Res #93-2473**

Amount of fees: \$ 167.00 - per gross acre single family residential development  
divided by the number of lots in the project area within  
Skyline Terrace  
\$ 380.00 - per single family residential development divided by the  
number of lots in the project area within Skyline Terrace

Beginning Fund Balance at 7/1/13:	\$	18,017
Fees and interest collected during FY 2013-14:		
Fees	\$	0
Interest	\$	
Expenditures and type during FY 2013-14:		
Transfer to Paul Bunyan/Ash Street	\$	18,017
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	0
Amount of fees in ending balance at the Five Year Point:	\$	0

**Skyline Bicycle Lane Established by Res #95-2649**

Amount of fees: \$ 173.72 - per lot per year and increases \$5.16 per year within  
Skyline Terrace

Beginning Fund Balance at 7/1/13:	\$	7,465
Fees and interest collected during FY 2013-14:		
Fees	\$	17
Interest	\$	0
Expenditures and type during FY 2013-14:	\$	0
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	7,482
Amount of fees in ending balance at the Five Year Point:	\$	6,732

Funds committed to the following project:  
Bicycle lane constructed in 1998.

**Barry Creek Culvert Established with Resolution #93-2472**

Amount of fees: \$ 38.28 - per acre all development within Skyline Terrace

Beginning Fund Balance at 7/1/13:	\$	489
Fees and interest collected during FY 2013-14:		
Fees	\$	00
Expenditures and type during FY 2013-14:	\$	489
Transfer out to Street Mitigation		
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	0
Amount of fees in ending balance at the Five Year Point:	\$	0

**Chestnut Street Culvert Established by Res #93-2470**

Amount of fees: \$ 210.27 - per acre within Skyline Terrace

Beginning Fund Balance at 7/1/13:	\$	25,237
Fees and interest collected during FY 2013-14:		
Expenditures and type during FY 2013-14:	\$	25,237
Transfer out to Street Mitigation. Project closed		
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	0
Amount of fees in ending balance at the Five Year Point:	\$	0

**Paul Bunyan/Ash Street Traffic Signal**

Beginning Fund Balance at 7/1/13:	\$	0
Fees and interest collected during FY 2013-14:		
Transfer in	\$	95,796
Interest	\$	240
Expenditures and type during FY 2013-14:	\$	0
Fees returned or allocated during FY 2013-14:	\$	0
Ending Fund Balance at 6/30/14:	\$	96,036
Amount of fees in ending balance at the Five Year Point:	\$	93,825
Funds committed to the following project:		
Skyline/Numa:	\$	77,970
Skyline/139 Signal	\$	18,066

**RESOLUTION NO. 14-5108**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**CLOSING BARRY CREEK AND CHESTNUT STREET MITIGATION FUNDS AND**  
**COMBINING SKYLINE/NUMA AND SKYLINE/HWY 139 INTO ONE MITIGATION FUND**

**WHEREAS,** the City of Susanville charges capital facilities and maintenance improvement fees for developments within the city limits; and

**WHEREAS,** the purpose of these fees is to reduce the impact on the City of Susanville caused by new development; and

**WHEREAS,** the City has collected mitigation funds for Barry Creek Culvert project, Chestnut Street Culvert project, Skyline/Numa Traffic Signal project and Skyline/Highway 139 Traffic Signal project; and

**WHEREAS,** the City completed the Barry Creek Culvert project in 1996 and the Chestnut Street Culvert project in 1993 using a combination of Street Mitigation funds and State Transportation Improvement (STIP) funds; and

**WHEREAS,** the State of California Department of Transportation installed a traffic signal at Skyline/Highway 139 in 2008 as part of the "By-pass project"; and

**WHEREAS,** the City Council has given direction to close the Barry Creek Culvert and Chestnut Street Culvert funds back to the Street Mitigation fund and combine the Skyline/Numa and Skyline/Hwy 139 funds into one traffic signal fund:

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville does hereby close the Barry Creek and Chestnut Street mitigation funds to the Street Mitigation fund and combine Skyline/Numa and Skyline/Hwy 139 Traffic Signal funds into one Traffic Signal Fund.

APPROVED: \_\_\_\_\_  
Brian Wilson, Mayor

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville, held on the 15th day of October, 2014.

By the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

Reviewed by: JM City Administrator  
PTD City Attorney

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** James Moore, Battalion Chief

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 14-5109 approving rental agreement for fire training purposes

**PRESENTED BY:** James Moore, Battalion Chief

**SUMMARY:** Susanville Fire Department and Susan River Fire Protection District have an opportunity to renew the lease for an uninhabitable single-family dwelling located at 701-985 Johnstonville Road, to be used exclusively as a fire training facility. The term of the lease is four (4) years commencing October 15, 2014 and ending October 14, 2018.

**FISCAL IMPACT:** The rent is \$1.00 per year and will be paid by the Susanville Volunteer Fire Department.

**ACTION REQUESTED:** Motion to approve Resolution No. 14-5109 approving rental agreement with Joe Bertotti for structure at 701-985 Johnstonville Road to be used for fire training purposes.

**ATTACHMENTS:** Resolution No. 14-5109  
Rental Agreement for fire training purposes.

**RESOLUTION NO. 14-5109**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE RENTAL**  
**AGREEMENT BETWEEN CITY, SUSAN RIVER FIRE PROTECTION**  
**DISTRICT AND JOE BERTOTTI**

**WHEREAS**, the City of Susanville, in partnership with the Susan River Fire Protection District, has an opportunity to renew the lease for an uninhabitable single-family dwelling located at 701-985 Johnstonville Road, which is to be used exclusively as a fire training facility; and

**WHEREAS**, this facility will be beneficial to the community by providing a facility for fire training purposes; and

**WHEREAS**, the rental agreement is for a four-year time period commencing October 15, 2014 and ending October 14, 2018 at a cost of \$1.00 per year to be paid in advance;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville to approve the agreement, incorporated herein by reference, and to authorize the Mayor to execute the agreement on behalf of the City.

APPROVED: \_\_\_\_\_  
Brian Wilson, Mayor

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

The foregoing Resolution No. 14-5109 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>th</sup> day of October, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**RENTAL AGREEMENT – FOR FIRE TRAINING PURPOSES BETWEEN  
City of Susanville and  
Susan River Fire Protection District and  
Joseph Bertotti**

**Preamble**

This Agreement is entered into on October 15, 2014 by and between Joe Bertotti, an individual, (hereinafter "Landlord"), and City of Susanville, a municipal corporation and general law city of the State of California (hereinafter "Tenants") and Susan River Fire District, a California Special District. Landlord hereby rents to Tenants the uninhabitable single-family house located at 701-985 Johnstonville Road, Susanville, California 96130, hereafter called the "rented premises." The "rented premises" shall also any other outbuildings, sheds or structures located on the property.

**Term**

1. This lease shall be for a term of four (4) years commencing at 12:01 A.M. October 15, 2014(the "Commencement Date"), and ending at 12:01 A.M. on October 14, 2018, unless sooner terminated under the provisions of this lease.

**Rent**

2. Tenants agree to pay to Landlord as rent for the use and occupancy of the leased premises the sum of ONE DOLLAR (\$1.00) per year, payable in advance.

**Security Deposit**

3. No security deposit is required.

**Utilities**

4. Tenants shall pay all charges for all utilities, including electricity, gas, water, garbage disposal, and telephones, used in or on the leased premises during the term of this lease. Tenants shall make payments for these utilities directly to the utility companies.

**Occupancy of Leased Premises**

5. Except as otherwise provided in this paragraph, only those persons collectively referred to in this lease as "Tenants" (their employees, representatives, volunteers, officials, and trainees) will use the leased premises. No other person shall be permitted to use the leased premises except with the prior written approval of Landlord.

**Use of Leased Premises**

6. Tenants agree that the leased premises are to be used exclusively as a fire training facility of the City of Susanville and the Susan River Fire District, and Tenants shall have the right to conduct the fire training operations on the leased premises including but not limited to: drills such as ventilation, fire fighter rescue and self-rescue, building construction and basement fire fighting. Landlord states that he has no intention of rebuilding said premises upon completion of this lease. Tenants do not contemplate conducting activities involving burning of the structure at any time but may perform drills involving constructing and demolishing walls within the structure.

**Condition of Leased Premises**

7. The rights and responsibilities of Landlord and Tenants relating to the condition of the leased premises are as follows: Landlord deems this structure a tear-down and has no plans for remodel or restoration.

**Alterations and Repairs by Tenant**

8. Tenants shall not be required to make any alterations, repairs, remediation, maintenance, replacements, construction or re-construction on the leased premises. Tenants' purpose in leasing the premises is to conduct fire training activities and the parties contemplate and expect that the leased premises may be damaged, destroyed, and rendered inoperable and unusable by Tenants said activities. Tenants may do internal construction for purpose of destructive training exercises.

**Entry by Landlord**

9. Landlord may enter the premises at any time upon giving 8 hours notice to tenants but at no time should landlord interfere with any scheduled drills of tenants.

**Locks and Keys**

10. Tenant may not change or add any lock to the leased premises without obtaining Landlord's prior written consent and without providing Landlord with a key to the changed or added lock.

Tenants will secure all doors and windows as best they can from unauthorized entry at all such times when they are not in use of the premises.

**Assignment and Subletting**

11. Tenants may not assign this lease or sublet all or any portion of the leased premises without the permission of landlord.

**Default by Tenant**

12. Landlord and Tenant agree that every condition, covenant, and provision of this lease is material and reasonable. Any breach by Tenants of a condition, covenant, or provision of this lease will constitute a material breach. For any material breach by Tenants, Landlord may provide Tenants with a written three-day notice that describes the breach and demands that Tenants cure the default (if a cure is possible). If Tenants do not cure the default within the three days, or if a cure is not possible, this lease will be terminated. Termination of this lease for a breach by Tenants will not occur unless the events described in this paragraph occur.

**Name and Address of Owner**

13. The owner of the leased premises is Joe Bertotti, P O Box 499, Susanville, CA 96130-0499.

**Notices**

14. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this lease or by law to be served on or given to either party to this lease by the other party shall be in writing and shall be deemed to be served when personally delivered to the party to whom the notice is directed or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed to Tenants at:

City Administrator  
City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

Susan River Fire Department  
705-145 Highway 395  
Susanville CA 96130

or to Landlord at:

Joe Bertotti  
P O Box 499  
Susanville CA 96130-0499

Either party to this lease may change their address for purposes of this paragraph by giving written notice of the change to the other party in the manner provided in this paragraph.

**Waiver**

15. The waiver by Landlord of any breach by Tenants of any of the provisions of this lease shall not constitute a continuing waiver or a waiver of any subsequent breach by Tenants either of the same or of another provision of this lease.

**Hold Harmless**

16. Tenants hereby agree to and shall indemnify and hold Landlord, their employees, representatives and agents harmless from any and against any or all loss, liability, expense, claim, costs, suits, attorneys fees, and damages of every kind, nature and description, directly or indirectly arising from the conditions and performance of this Agreement. Landlord hereby agrees to and shall indemnify and hold Tenants, its officials, officers, employees, representatives and agents harmless from any and against any or all loss, liability, expense, claim, costs, suits, attorneys fees, and damages of every kind, nature and description, directly or indirectly arising from the conditions and performance of this Agreement.

**Binding on Heirs and Successors**

17. This lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of Landlord and Tenants; provided, however, that nothing in this paragraph shall be construed as a consent by Landlord to any assignment of this lease or any interest in it by Tenant.

**Time of Essence**

18. Time is expressly declared to be of the essence in this lease.

**Sole and Only Agreement**

19. This instrument is the full, complete, sole, final, and exclusive agreement of the parties concerning the matters covered by this agreement and the rights granted and duties undertaken as between the parties. There is no other agreement between the parties respecting the subject matter of this agreement or the rights, duties, promises, and undertakings of the parties. Any statement, representation, promise, or undertaking made prior to or contemporaneously with the execution of this agreement shall be void and of no effect, or to be held to have merged or been superseded by the terms and conditions of this agreement. Any statement, promise, or representation made to or by any party, or made to or by an employee, attorney, servant, agent or representative of

any party, respecting the matters set forth in this agreement shall not be valid or binding as to these parties unless it is specifically contained in this agreement. Any oral representation, modification, or change concerning this agreement, or the terms or conditions of this agreement, shall be of no force and effect, except for a subsequent modification being reduced to a writing and signed by the parties to this agreement.

Executed on October 15, 2014 at Susanville, Lassen County, California.

LANDLORD:

TENANTS:  
CITY OF SUSANVILLE

\_\_\_\_\_  
By Joe Bertotti

\_\_\_\_\_  
Brian Wilson, Mayor

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Peter M. Talia, City Attorney

SUSAN RIVER FIRE PROTECTION DISTRICT  
\_\_\_\_\_

Reviewed by:  City Administrator  
 City Attorney

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Gwenna MacDonald, City Clerk

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** City of Susanville Conflict of Interest Code: Biennial Review

**PRESENTED BY:** Gwenna MacDonald, City Clerk

**SUMMARY:** The Political Reform Act requires every local government agency to review its conflict of interest code in even-numbered years to determine if it is accurate or, alternatively, that the code must be amended.

Staff has reviewed the City's conflict of interest code and has amended the Appendix of Designated Positions to accurately reflect elimination of the City Treasurer position. The disclosure categories have not been modified.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve **Resolution No. 14-5110** Amending appendix of designated positions of conflict-of-interest code.

**ATTACHMENTS:** Resolution No. 14-5110  
Resolution No. 12-4895

**RESOLUTION NO. 14-5110**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING APPENDIX OF DESIGNATED POSITIONS**  
**OF CONFLICT OF INTEREST CODE**

**WHEREAS**, the City Council of the City of Susanville having adopted its Resolution No. 93-2452, adopting a conflict of interest code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council for the City of Susanville; and

**WHEREAS**, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

**WHEREAS**, once the determination has been made by the local government agency, a notice must be submitted to the code reviewing body on even-numbered years; and

**WHEREAS**, the City Council of the City of Susanville has reviewed its conflict of interest code and found that changes in specific job responsibilities require the amending of the Appendix of Designated Positions and Disclosure Categories; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby adopts the amended Appendix of Designated Positions and Disclosure Categories attached hereto as Exhibit A.

APPROVED: \_\_\_\_\_  
Brian R. Wilson, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>th</sup> day of October, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

## Exhibit A

### CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories  
Revised October 15, 2014

I DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>	
Member of the City Council	5	
Member of the Planning Commission	5	
<del>City Treasurer</del>	<del>5</del>	<i>delete</i>
City Administrator	5	
City Attorney	5	
Member of the Airport Commission	4	
Member of the Recreation Commission	4	
Building Official	4	
City Planner	4	
HUSA Board Member	4	
Building Official	3	
City Clerk/Secretary to the City Council	3	
City Planner	3	
Building Official	2	
City Clerk/Secretary to the City Council	2	
City Planner	2	
Fire Battalion Chief	2	
Fire Captain	2	
Police Captain/Lieutenant	2	
Utilities Superintendent	2	

## Exhibit A

Assistant City Engineer	1
City Engineer	1
Finance Manager	1
Fire Chief	1
Natural Gas Superintendent	1
Police Chief	1
Public Works Director	1
Member of the Design Review Commission	1
Member of the Susanville Utility Commission	1
Counsel, Natural Gas	1
Counsel, Redevelopment	1
Consulting Engineer	1
Consultant*	1

- *Disclosure by Consultants shall be subject to the following limitation:*

*The City Administrator may determine in writing that a particular Consultant, although not a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*

## Exhibit A

### II DISCLOSURE CATEGORIES:

#### **CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located in the City or within the City's sphere of influence, all sources of income located in or doing business in the City, and business positions in business entities.

#### **CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING**

Contracts or makes purchases for entire City of Susanville: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City.

Contracts or makes purchase or specific department within the City: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

#### **CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which are subject to the regulatory, permit or licensing authority of the City of Susanville or any of its departments.

#### **CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT PROPERTY INTERESTS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located within the City, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

## Exhibit A

**CATEGORY 5: INDIVIDUALS WHO DISCLOSE ECONOMIC INTERESTS  
PURSUANT TO GOVERNMENT CODE SECTIONS 87200 ET  
SEQ.**

Individuals in this category shall disclose their economic interests as required pursuant to Government Code Sections 87200, *et seq.* (This category includes the Mayor, Members of City Council, the City Administrator, the City Attorney, ~~the City Treasurer~~, and Members of the City Planning Commission.)

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**RESOLUTION NO. 12-4895**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING APPENDIX OF DESIGNATED POSITIONS**  
**OF CONFLICT OF INTEREST CODE**

**WHEREAS,** the City Council of the City of Susanville having adopted its Resolution No. 93-2452, "Adopting a conflict of interest code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code" on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council for the City of Susanville; and

**WHEREAS,** the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

**WHEREAS,** once the determination has been made by the local government agency, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years; and

**WHEREAS,** the City Council of the City of Susanville has reviewed its conflict of interest code and found that certain changes in specific job responsibilities require the amending of the Appendix of Designated Positions and Disclosure Categories; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby adopts the amended Appendix of Designated Positions and Disclosure Categories attached hereto as "Appendix A."

APPROVED: 

Rod E. De Boer, Mayor

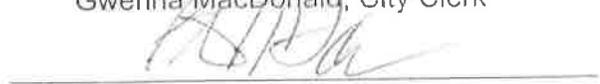
ATTEST: 

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 5<sup>th</sup> day of December, 2012 by the following vote:

AYES:	Wilson, Callegari, McDonald, McBride and De Boer
NOES:	None
ABSENT:	None
ABSTAINING:	None

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: 

Peter M. Talia, City Attorney

Appendix A

**CITY OF SUSANVILLE**  
**Conflicts of Interest Code**  
 Appendix of Designated Positions and Disclosure Categories  
 Revised December 5, 2012

I DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>	
Member of the City Council	5	
Member of the Planning Commission	5	
City Treasurer	5	
City Administrator	5	
City Attorney	5	
Member of the Airport Commission	4	
Member of the Recreation Commission	4	
<del>Assistant to City Administrator</del>	<del>4</del>	<i>delete</i>
Building Official	4	
City Planner	4	<i>add</i>
<del>Community Development Director</del>	<del>4</del>	<i>delete</i>
<del>Planner, Senior</del>	<del>4</del>	<i>delete</i>
<del>Planner</del>	<del>4</del>	<i>delete</i>
HUSA Board Member	4	

<del>Assistant to City Administrator</del>	<del>3</del>	<del>delete</del>
Building Official	3	
City Clerk/Secretary to the City Council	3	
City Planner	3	add
<del>Community Development Director</del>	<del>3</del>	<del>delete</del>
<del>Planner, Senior</del>	<del>3</del>	<del>delete</del>
<del>Planner</del>	<del>3</del>	<del>delete</del>
<del>Assistant to City Administrator</del>	<del>2</del>	<del>delete</del>
Battalion Chief, Fire	2	
Fire Captain	2	
Building Official	2	
City Clerk/Secretary to the City Council	2	
City Planner	2	add
<del>Community Development Director</del>	<del>2</del>	<del>delete</del>
<del>Planner, Senior</del>	<del>2</del>	<del>delete</del>
<del>Planner</del>	<del>2</del>	<del>delete</del>
Police Captain/Lieutenant	2	
Utilities Superintendent	2	
Member of the Design Review Commission	1	
Member of the Susanville Utility Commission	1	
<del>Community Development Director</del>	<del>1</del>	<del>delete</del>

Finance Manager	1	<i>add</i>
<del>Finance Director</del>	<del>1</del>	<del>delete</del>
<del>Assistant to Finance Director</del>	<del>1</del>	<del>delete</del>
<del>Accounting Manager</del>	<del>1</del>	<del>delete</del>
Fire Chief	1	
Police Chief	1	
Public Works Director	1	
Assistant to Public Works Director	1	
Natural Gas Superintendent	1	
City Engineer	1	
Consulting Engineer	1	
Assistant City Engineer	1	<i>add</i>
<del>Engineer-in-Training</del>	<del>1</del>	<del>delete</del>
Counsel, Natural Gas	1	
Counsel, Redevelopment	1	
Consultant*	1	

\* Disclosure by Consultants shall be subject to the following limitation: The City Administrator may determine in writing that a particular Consultant, although not a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code

II DISCLOSURE CATEGORIES:

**CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located in the City or within the City's sphere of influence, all sources of income located in or doing business in the City, and business positions in business entities.

**CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING**

Contracts or makes purchases for entire City of Susanville: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City.

Contracts or makes purchase or specific department within the City: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

**CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which are subject to the regulatory, permit or licensing authority of the City of Susanville or any of its departments.

**CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT PROPERTY INTERESTS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located within the City, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

**CATEGORY 5: INDIVIDUALS WHO DISCLOSE ECONOMIC INTERESTS  
PURSUANT TO GOVERNMENT CODE SECTIONS 87200  
*ET SEQ.***

Individuals in this category shall disclose their economic interests as required pursuant to Government Code Sections 87200, *et seq.* (This category includes the Mayor, Members of City Council, the City Administrator, the City Attorney, the City Treasurer, and Members of the City Planning Commission.)

Reviewed by:  City Administrator  
 City Attorney

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

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

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 14-5111** Approving and authorizing the City Administrator to enter into a lease for 15 new golf carts for Diamond Mountain Golf Course

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The City has entered into two separate leases with Yamaha Golf Carts for a total of 30 golf carts used at the Diamond Mountain Golf Course. The first 15 carts were leased for 3 years in 2011. The second 3 year lease of 15 carts was entered into in 2012. The 2011 lease is expiring in October 2014. Staff has been working with Brian Jones of Yamaha Cart Leasing to compare leasing prices for 15 new golf carts.

As outlined in the attached proposals, the price for leasing 2014 models versus 2015 models is as follows:

- 2014 Model:
- 3 year - \$162.94 or \$14,665.36 annually for 15 carts
  - 4 year - \$137.68 or \$12,391.74 annually for 15 carts
  - 5 year - \$124.09 or \$11,168.82 annually for 15 carts.

- 2015 Model:
- 3 year - \$174.49 or \$15,704.10 annually for 15 carts
  - 4 year - \$146.52 or \$13,186.80 annually for 15 carts
  - 5 year - \$131.38 or \$11,824.20 annually for 15 carts.

The cost per cart for the current lease that is set to expire is \$153.72 or \$13,384.80 annually for 15 carts.

Lease payments are made for 6 months (May-October) and staff is recommending leasing 15, 2014 model carts for a 5 year lease. This would provide a \$2,664 annual savings in the golf course budget.

**FISCAL IMPACT:** Annual lease cost of \$11,168.82 for 15 model 2014 Yamaha Golf Carts for 5 year resulting in an annual savings of \$2,216.00.

**ACTION REQUESTED:** Motion to approve **Resolution No. 14-5111**, Approving and authorizing the City Administrator to enter into a lease agreement for a 5 year lease on 15 new golf carts.

**ATTACHMENTS:** **Resolution No. 14-5111**  
Lease proposal for 2015 models  
Lease proposal for 2014 models  
Lease Agreement for 15 model 2014 carts

**RESOLUTION NO. 14-5111  
APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER  
INTO A LEASE AGREEMENT FOR 15 GOLF CARTS WITH YAMAHA GOLF  
CART COMPANY**

**WHEREAS**, the City of Susanville is operating Diamond Mountain Golf Course; and

**WHEREAS**, the City of Susanville has the need for golf carts in the day-to-day operations of the Golf Course; and

**WHEREAS**, the City of Susanville has a lease for 15 carts that will expire in October 2014;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes the City Administrator to execute a lease agreement (5 Years) for 15 new golf carts with YAMAHA as attached hereto:

Dated: October 15, 2014

APPROVED: \_\_\_\_\_  
Brian Wilson, Mayor

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

The foregoing Resolution No. 14-5111 was adopted at a regular meeting of the City Council of the City of Susanville held on the 15th day of October, 2014 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Peter M. Talia, City Attorney



# Proposal Expressly Prepared For Diamond Mountain Golf Course

September 18<sup>th</sup>, 2014

Fifteen (15) 2014 Glacier (white) Yamaha 48-volt electric Drive golf cars equipped with a 3.5 horsepower Hitachi motor that is high quality, highly efficient, and whisper quiet. The industry first EnduraDrive transaxle is essentially maintenance free and eliminates the need for brake drums and shoes. The cars also feature automotive, ladder style, HybriCore Chassis consisting of a 100% robotically welded steel frame, protected by an 18 step paint process, with a polypropylene structural floor that is 2.5 times stronger than our previous model yet is also 20% lighter. Not only built for durability, but also comfort, the Drive features the largest and most comfortable contoured seat, the largest sweater basket, largest bag well and the largest canopy top in the industry. With the largest area of entry and egress, an automotive style dash, and a fully independent Tru-Trak II front suspension the Drive is designed to meet all of your customer's needs.

## Standard Features Included

Sweater Basket	ClimaGuard Top with Dual Rain Gutters
Sentry Wraparound Protection System	Energy absorbing 5 MPH bumpers
Thermoplastic Olefin Body	Six (6) Eight Volt Trojan T875 Batteries
Maintenance free Rack and Pinion Steering	Perma-lubed, sealed ball bearings
Yamaha Built Battery Charger	
Coil Springs Over Hydraulic Shock Absorbers	Genius Diagnostic System
Four (4) Cup Drink Holder	

## Optional Equipment Included

Fold Down Windshield	Sand Bottle
Fleet Numbers	Hubcaps

## Yamaha's Factory Direct/Authorized Dealer Service

Yamaha Golf-Car Company's combination of factory direct service technicians and authorized dealers provides a level of service that is second to none. The fully equipped service trucks provide onsite repairs to help reduce down time. All visits are provided on an as needed basis by calling Yamaha's fleet service supervisor, Terry Posey, at 1-800-390-5545.



**Yamaha Standard Factory Warranty**

Company hereby warrants that any new YDRA gas or YDRE electric Yamaha golf car purchased from an authorized Yamaha golf car dealer in the United States will be free from defects in material and workmanship for FOUR years from date of purchase, subject to the stated limitations.

**DURING THE PERIOD OF WARRANTY** any authorized Yamaha golf car dealer will, free of charge, repair or replace, at Yamaha’s option, any part adjudged defective by Yamaha due to faulty workmanship or material from the factory. Parts used in warranty repairs will be warranted for the balance of the vehicle’s warranty period. All parts replaced under warranty become property of Yamaha Golf-Car Company.

**GENERAL EXCLUSIONS** from this warranty shall include any failures caused by: Abnormal strain, neglect, or abuse, including lack of proper maintenance, and use contrary to the Owner’s/Operator’s Manual instructions. **b.** Accident or collision damage. **c.** Installation of parts or accessories that are not original equipment. **d.** Fading, rust, or deterioration due to exposure or ordinary wear and tear. **e.** Modifications or alterations that affect the car’s condition, operation, performance, or durability, or which makes the car serve a purpose other than use as a two-person, golf course vehicle. **f.** Damage due to improper transportation. **g.** Acts of God, i.e. lightning, hail damage, flooding, fire, etc.

**WARRANTY COVERAGE:**

**Year 1:** The first year of warranty shall cover the entire vehicle except for the Specific Exclusions below.

**Year 2:** The second year exclusions are the YDRA battery, body parts, seats, mats, bumper assembly, bag carrier, scorecard holder, trim, and the Specific Exclusions below.

**Year 3:** The third year exclusions include the second year exclusions, plus the control cables and electrical system (except electronic speed controller, battery charger, and electric motor), and the Specific Exclusions below.

**Year 4:** The fourth year of the warranty covers only the electric motor, speed controller, battery charger, and transaxle on the YDRE and the engine, clutch system (except drive belt), and transaxle on the YDRA.

**SPECIFIC EXCLUSIONS:** Specific exclusions from this warranty shall include the following:

- Any parts replaced due to normal wear or routine maintenance, including oil and air filter elements, tire wear, spark plugs, starter and clutch drive belts.
- Any charges incurred in transporting a golf car or charger to and from an authorized Yamaha golf car dealer for service or in performing field service are also excluded from this warranty.
- Gasoline powered golf car starting batteries on vehicles equipped with a golf course GPS device, or any other device with a high parasitic current draw, unless the vehicle is equipped with an optional factory installed deep cycle starting battery.

**I have read and agree to the above conditions set forth in the Warranty** \_\_\_\_\_  
*Initial*

**YAMAHA FOUR-YEAR LIMITED BATTERY WARRANTY**

**Yamaha Golf-Car Company** hereby warrants to the original Retail Purchaser or Lessee or a Yamaha YDRE golf car, PTV or electric utility vehicle from an Authorized Yamaha Dealer, that the Trojan batteries charged with a Yamaha battery charger will be free for defects in material and workmanship, and will provide “36-hole performance” for a period of four-years, “1,000 rounds” or 21,500 amp hours discharged from date of purchase, whichever events occurs first, subject to the terms and conditions of the complete warranty within the warranty. A copy of the complete warranty has been included with this Proposal via email or print form.

**I have read and agree to the above conditions set forth in the Warranty** \_\_\_\_\_  
*Initial*

**Trades**

All trades and chargers, (if applicable), must be in normal operating condition at the time of the new car delivery. Any car not running or having any excess damage beyond normal wear and tear will be charged to the club.



### Leasing/Purchase Options

All equipment leased through an agreement with Yamaha Golf-Car Company is done by our sister division, Yamaha Commercial Customer Finance. Yamaha is proud to offer the only in house financing in the golf car industry and is able to custom fit a lease to your specific needs.

**Option One:** 36 month seasonal payment lease with cars as specified above, \$151.58 per car per month with payments as follows. The option to purchase at lease expiration is \$1,550.00 per car plus any applicable taxes. Delivery November 2014

Number of cars =	15	Per car per month =	\$151.58	Total monthly payment =	\$2,273.70
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	2014	2015	2016	2017	2018	2019
January						
February						
March						
April						
May		\$2,273.70	\$2,273.70	\$2,273.70		
June		\$2,273.70	\$2,273.70	\$2,273.70		
July		\$2,273.70	\$2,273.70	\$2,273.70		
August		\$2,273.70	\$2,273.70	\$2,273.70		
September		\$2,273.70	\$2,273.70	\$2,273.70		
October		\$2,273.70	\$2,273.70	\$2,273.70		
November	0					
December	0					
<b>Total</b>		<b>\$13,642.20</b>	<b>\$13,642.20</b>	<b>\$13,642.20</b>		

**Option Two:** 48 month seasonal payment lease with cars as specified above, \$128.08 per car per month with payments as follows. The option to purchase at lease expiration is \$1,250.00 per car plus any applicable taxes. Delivery November 2014

Number of cars =	15	Per car per month =	\$128.08	Total monthly payment =	\$1,921.20
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	2014	2015	2016	2017	2018	2019
January						
February						
March						
April						
May		\$1,921.20	\$1,921.20	\$1,921.20	\$1,921.20	
June		\$1,921.20	\$1,921.20	\$1,921.20	\$1,921.20	
July		\$1,921.20	\$1,921.20	\$1,921.20	\$1,921.20	
August		\$1,921.20	\$1,921.20	\$1,921.20	\$1,921.20	
September		\$1,921.20	\$1,921.20	\$1,921.20	\$1,921.20	
October		\$1,921.20	\$1,921.20	\$1,921.20	\$1,921.20	
November	0					
December	0					
<b>Total</b>		<b>\$11,527.20</b>	<b>\$11,527.20</b>	<b>\$11,527.20</b>	<b>\$11,527.20</b>	

**Option Three:** 60 month seasonal payment lease with cars as specified above, \$115.44 per car per month with payments as follows. The option to purchase at lease expiration is \$1,000.00 per car plus any applicable taxes. Delivery November 2014

Number of cars =	15	Per car per month =	\$115.44	Total monthly payment =	\$1,731.60
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	2014	2015	2016	2017	2018	2019
January						
February						
March						
April						
May		\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60
June		\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60
July		\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60
August		\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60
September		\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60
October		\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60	\$1,731.60
November	0					
December	0					
<b>Total</b>		\$10,389.60	\$10,389.60	\$10,389.60	\$10,389.60	\$10,389.60

The above quotation does not include any applicable taxes or insurance and is subject to the final approval of Yamaha Commercial Customer Finance and Yamaha Golf-Car Company, additional documentation to follow. This quotation is valid for 30 days. This agreement constitutes the entire agreement between the parties specified above and supersedes any previous agreements between the parties whether oral or in writing. Neither party has made any additional representations or understandings to the other party except as set forth in this agreement.

**Additional Benefits**

Upon entering into the last year of the lease with Commercial Customer Finance, if all terms and conditions of the lease have been satisfactorily met, Yamaha Golf-Car Company will allow the Lessee the option of rolling into a new lease of new Yamaha golf cars. The new lease agreement must be with Commercial Customer Finance and will be subject to their credit approval. The new lease payment will be based upon the current pricing and rates at that time.

*If the proposal is acceptable under the above terms please sign and date*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Diamond Mountain Golf Course**  
*( City of Susanville)*

Accepted by: *Brian Jones*  
**Yamaha District Manager**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Yamaha Regional Manager**

*9-18-14*  
**Date**



# Proposal Expressly Prepared For Diamond Mountain Golf Course

September 18<sup>th</sup>, 2014

Fifteen (15) 2015 Glacier (white) Yamaha 48-volt electric Drive golf cars equipped with a 3.5 horsepower Hitachi motor that is high quality, highly efficient, and whisper quiet.. The cars also feature automotive, ladder style, HybriCore Chassis consisting of a 100% robotically welded steel frame, protected by an 18 step paint process, with a polypropylene structural floor that is 2.5 times stronger than our previous model yet is also 20% lighter. Not only built for durability, but also comfort, the Drive features the largest and most comfortable contoured seat, the largest sweater basket, largest bag well and the largest canopy top in the industry. With the largest area of entry and egress, an automotive style dash, and a fully independent Tru-Trak II front suspension the Drive is designed to meet all of your customer's needs.

## Standard Features Included

Sweater Basket	ClimaGuard Top with Dual Rain Gutters
Sentry Wraparound Protection System	Energy absorbing 5 MPH bumpers
Thermoplastic Olefin Body	Six (6) Eight Volt Trojan T875 Batteries
Maintenance free Rack and Pinion Steering	Perma-lubed, sealed ball bearings
Self- adjusting Mechanical Brakes w/ Drums	Yamaha Built Battery Charger
Coil Springs Over Hydraulic Shock Absorbers	Genius Diagnostic System
Four (4) Cup Drink Holder	

## Optional Equipment Included

Fold Down Windshield	Sand Bottle
Fleet Numbers	Hubcaps

## Yamaha's Factory Direct/Authorized Dealer Service

Yamaha Golf-Car Company's combination of factory direct service technicians and authorized dealers provides a level of service that is second to none. The fully equipped service trucks provide onsite repairs to help reduce down time. All visits are provided on an as needed basis by calling Yamaha's fleet service supervisor, Terry Posey, at 1-800-390-5545.



## Yamaha Standard Factory Warranty

Company hereby warrants that any new YDRA gas or YDRE electric Yamaha golf car purchased from an authorized Yamaha golf car dealer in the United States will be free from defects in material and workmanship for FOUR years from date of purchase, subject to the stated limitations.

**DURING THE PERIOD OF WARRANTY** any authorized Yamaha golf car dealer will, free of charge, repair or replace, at Yamaha's option, any part adjudged defective by Yamaha due to faulty workmanship or material from the factory. Parts used in warranty repairs will be warranted for the balance of the vehicle's warranty period. All parts replaced under warranty become property of Yamaha Golf-Car Company.

**GENERAL EXCLUSIONS** from this warranty shall include any failures caused by: Abnormal strain, neglect, or abuse, including lack of proper maintenance, and use contrary to the Owner's/Operator's Manual instructions. **b.** Accident or collision damage. **c.** Installation of parts or accessories that are not original equipment. **d.** Fading, rust, or deterioration due to exposure or ordinary wear and tear. **e.** Modifications or alterations that affect the car's condition, operation, performance, or durability, or which makes the car serve a purpose other than use as a two-person, golf course vehicle. **f.** Damage due to improper transportation. **g.** Acts of God, i.e. lightning, hail damage, flooding, fire, etc.

### **WARRANTY COVERAGE:**

**Year 1:** The first year of warranty shall cover the entire vehicle except for the Specific Exclusions below.

**Year 2:** The second year exclusions are the YDRA battery, body parts, seats, mats, bumper assembly, bag carrier, scorecard holder, trim, and the Specific Exclusions below.

**Year 3:** The third year exclusions include the second year exclusions, plus the control cables and electrical system (except electronic speed controller, battery charger, and electric motor), and the Specific Exclusions below.

**Year 4:** The fourth year of the warranty covers only the electric motor, speed controller, battery charger, and transaxle on the YDRE and the engine, clutch system (except drive belt), and transaxle on the YDRA.

**SPECIFIC EXCLUSIONS:** Specific exclusions from this warranty shall include the following:

- Any parts replaced due to normal wear or routine maintenance, including oil and air filter elements, tire wear, spark plugs, starter and clutch drive belts.
- Any charges incurred in transporting a golf car or charger to and from an authorized Yamaha golf car dealer for service or in performing field service are also excluded from this warranty.
- Gasoline powered golf car starting batteries on vehicles equipped with a golf course GPS device, or any other device with a high parasitic current draw, unless the vehicle is equipped with an optional factory installed deep cycle starting battery.

I have read and agree to the above conditions set forth in the Warranty \_\_\_\_\_  
*Initial*

## YAMAHA FOUR-YEAR LIMITED BATTERY WARRANTY

Yamaha Golf-Car Company hereby warrants to the original Retail Purchaser or Lessee or a Yamaha YDRE golf car, PTV or electric utility vehicle from an Authorized Yamaha Dealer, that the Trojan batteries charged with a Yamaha battery charger will be free for defects in material and workmanship, and will provide "36-hole performance" for a period of four-years, "1,000 rounds" or 21,500 amp hours discharged from date of purchase, whichever events occurs first, subject to the terms and conditions of the complete warranty within the warranty. A copy of the complete warranty has been included with this Proposal via email or print form.

I have read and agree to the above conditions set forth in the Warranty \_\_\_\_\_  
*Initial*

**NOTE:** Since you have added the Trojan HydroLink Watering System we are able to extend the battery warranty to 25,000 amp hours with the conditions above.

### Trades

All trades and chargers, (if applicable), must be in normal operating condition at the time of the new car delivery. Any car not running or having any excess damage beyond normal wear and tear will be charged to the club.



**Leasing/Purchase Options**

All equipment leased through an agreement with Yamaha Golf-Car Company is done by our sister division, Yamaha Commercial Customer Finance. Yamaha is proud to offer the only in house financing in the golf car industry and is able to custom fit a lease to your specific needs.

**Option One:** 36 month seasonal payment lease with cars as specified above, \$162.32 per car per month with payments as follows. The option to purchase at lease expiration is \$1,550.00 per car plus any applicable taxes. Delivery November 2014

<b>Number of cars =</b>	<b>15</b>	<b>Per car per month =</b>	<b>\$162.32</b>	<b>Total monthly payment =</b>	<b>\$2,434.80</b>
-------------------------	-----------	----------------------------	-----------------	--------------------------------	-------------------

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>January</b>						
<b>February</b>						
<b>March</b>						
<b>April</b>						
<b>May</b>		\$2,434.80	\$2,434.80	\$2,434.80		
<b>June</b>		\$2,434.80	\$2,434.80	\$2,434.80		
<b>July</b>		\$2,434.80	\$2,434.80	\$2,434.80		
<b>August</b>		\$2,434.80	\$2,434.80	\$2,434.80		
<b>September</b>		\$2,434.80	\$2,434.80	\$2,434.80		
<b>October</b>		\$2,434.80	\$2,434.80	\$2,434.80		
<b>November</b>	<b>0</b>					
<b>December</b>	<b>0</b>					
<b>Total</b>		\$14,608.80	\$14,608.80	\$14,608.80		

**Option Two:** 48 month seasonal payment lease with cars as specified above, \$136.30 per car per month with payments as follows. The option to purchase at lease expiration is \$1,250.00 per car plus any applicable taxes. Delivery November 2014

<b>Number of cars =</b>	<b>15</b>	<b>Per car per month =</b>	<b>\$136.30</b>	<b>Total monthly payment =</b>	<b>\$2,044.50</b>
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	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>January</b>						
<b>February</b>						
<b>March</b>						
<b>April</b>						
<b>May</b>		\$2,044.50	\$2,044.50	\$2,044.50	\$2,044.50	
<b>June</b>		\$2,044.50	\$2,044.50	\$2,044.50	\$2,044.50	
<b>July</b>		\$2,044.50	\$2,044.50	\$2,044.50	\$2,044.50	
<b>August</b>		\$2,044.50	\$2,044.50	\$2,044.50	\$2,044.50	
<b>September</b>		\$2,044.50	\$2,044.50	\$2,044.50	\$2,044.50	
<b>October</b>		\$2,044.50	\$2,044.50	\$2,044.50	\$2,044.50	
<b>November</b>	<b>0</b>					
<b>December</b>	<b>0</b>					
<b>Total</b>		\$12,267	\$12,267	\$12,267	\$12,267	

**Option Three:** 60 month seasonal payment lease with cars as specified above, \$122.22 per car per month with payments as follows. The option to purchase at lease expiration is \$1,000.00 per car plus any applicable taxes. Delivery November 2014

Number of cars =	15	Per car per month =	\$122.22	Total monthly payment =	\$1,833.33
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	2014	2015	2016	2017	2018	2019
January						
February						
March						
April						
May		\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33
June		\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33
July		\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33
August		\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33
September		\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33
October		\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33	\$1,833.33
November	0					
December	0					
<b>Total</b>		<b>\$10,999.80</b>	<b>\$10,999.80</b>	<b>\$10,999.80</b>	<b>\$10,999.80</b>	<b>\$10,999.80</b>

The above quotation does not include any applicable taxes or insurance and is subject to the final approval of Yamaha Commercial Customer Finance and Yamaha Golf-Car Company, additional documentation to follow. This quotation is valid for 30 days. This agreement constitutes the entire agreement between the parties specified above and supersedes any previous agreements between the parties whether oral or in writing. Neither party has made any additional representations or understandings to the other party except as set forth in this agreement.

**Additional Benefits**

Upon entering into the last year of the lease with Commercial Customer Finance, if all terms and conditions of the lease have been satisfactorily met, Yamaha Golf-Car Company will allow the Lessee the option of rolling into a new lease of new Yamaha golf cars. The new lease agreement must be with Commercial Customer Finance and will be subject to their credit approval. The new lease payment will be based upon the current pricing and rates at that time.

*If the proposal is acceptable under the above terms please sign and date*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Accepted by: *Brian Jones*  
**Diamond Mountain Golf Course**  
*( City of Susanville )* **Yamaha District Manager**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ *9-18-14*  
**Yamaha Regional Manager** **Date**



YAMAHA MOTOR CORPORATION, U.S.A.  
6555 KATELLA AVENUE CYPRESS, CALIFORNIA 90630-5101 800-551-2994 FAX 714-761-7363

October 7, 2014

CITY OF SUSANVILLE  
ATTN: DEBORAH SAVAGE  
66 N. LASSEN STREET  
PURCHASE ORDER 7514  
SUSANVILLE, CA 96130

Dear DEBORAH SAVAGE:

Enclosed you will find the documentation for your lease of 15 YDRE  
Yamaha golf cars. The documents enclosed in the package include the following:

Equipment Schedule #110159  
Request for Insurance  
Certificate of Acceptance  
*- amortization schedule*

Please have these documents signed by an Authorized City Official and return them to me in the enclosed prepaid overnight return envelope.

The insurance form should be forwarded to your insurance company and a copy returned to us with the other documentation.

If the city requires the use of **Purchase Orders**, please provide one with your documents. However, if they are not required please include a signed statement on official city letterhead stating that a purchase order will not be required for this transaction.

We appreciate your continued business and thank you for choosing us to service your leasing needs. If you should have any questions, please give us a call at 800-551-2994.

Sincerely,  
Joshua Lee

A handwritten signature in black ink, appearing to read "Joshua Lee", written over a horizontal line.

YAMAHA  
Commercial Customer Finance

**EXHIBIT A**  
**EQUIPMENT SCHEDULE # 110159**  
**Dated 10/07/2014**

1. This Schedule covers the following property ("Equipment"):  
**15 YDRE GOLF CARS**
2. Location of Equipment:  
**DIAMOND MOUNTAIN GOLF COURSE**  
**470-895 CIRCLE DRIVE**  
**SUSANVILLE, CA 96130**
3. The Lease term for the Equipment described herein shall commence on December 15, 2014 and shall consist of 60 months from the first day of the month following said date.
4. Rental payments on the Equipment shall be in the following amounts, payable on the following schedule:  
**30 MONTHLY PAYMENTS IN THE AMOUNT OF \$1,731.60 (APPLICABLE TAXES TO BE BILLED).**  
**STARTING MAY 2015 AND ENDING OCTOBER 2019. DUE THE 15TH DAY OF**  
**THE MONTH AS FOLLOWS:**

May-15 \$1,731.60	May-16 \$1,731.60	May-17 \$1,731.60	May-18 \$1,731.60	May-19 \$1,731.60
Jun-15 \$1,731.60	Jun-16 \$1,731.60	Jun-17 \$1,731.60	Jun-18 \$1,731.60	Jun-19 \$1,731.60
Jul-15 \$1,731.60	Jul-16 \$1,731.60	Jul-17 \$1,731.60	Jul-18 \$1,731.60	Jul-19 \$1,731.60
Aug-15 \$1,731.60	Aug-16 \$1,731.60	Aug-17 \$1,731.60	Aug-18 \$1,731.60	Aug-19 \$1,731.60
Sep-15 \$1,731.60	Sep-16 \$1,731.60	Sep-17 \$1,731.60	Sep-18 \$1,731.60	Sep-19 \$1,731.60
Oct-15 \$1,731.60	Oct-16 \$1,731.60	Oct-17 \$1,731.60	Oct-18 \$1,731.60	Oct-19 \$1,731.60

5. Interest Factor: 4.60 %
6. Other Terms:

Lessee agrees to reimburse Lessor, who shall pay any assessed property taxes due on the equipment leased pursuant to Section 12 of the Master Lease Agreement.

Yamaha is not obligated to perform or provide any service, under any circumstances under the terms of the lease agreement. Service is the responsibility of the Lessee. Failure by Lessee to maintain or service the equipment consistent with the terms of the Master Lease Agreement shall not relieve Lessee of the responsibilities under the Master Lease Agreement.

**Purchase option amount at the term of the lease is \$15,000.00 (\$1,000.00 per car).**

**Payments will continue to be electronically drafted via ACH.**

Signed Counterparts: The parties agree that this Lease may be signed in counterparts, that delivery of an executed counterpart of the signature page to this Lease by fax, email or other electronic means shall be as effective as delivery of a manually executed counterpart, and any failure to deliver the original manually executed counterpart sent by fax, email or other electronic means shall not affect the validity, enforceability or binding effect of this Lease. Notwithstanding any other provision of this Lease, the sole original of this Lease shall be the Lease bearing the manually executed signature of the Lessor. The Lessee, by making any payment required under this Lease ratifies all of the terms of this Lease/Agreement.

This Equipment Schedule is issued pursuant to the Master Lease dated, March 13, 2012 (the "Lease"). All of the terms and conditions, representations and warranties of the Lease are hereby incorporated herein and made a part hereof as if they were expressly set forth in this Equipment Schedule and this Equipment Schedule constitutes a separate lease with respect to the Equipment described herein.

**LESSEE: CITY OF SUSANVILLE**

**LESSOR: YAMAHA MOTOR CORPORATION, U.S.A.**

~~X~~ By : \_\_\_\_\_  
Signature  
~~X~~ Name: \_\_\_\_\_  
Type or Print  
~~X~~ Title: \_\_\_\_\_

By : \_\_\_\_\_  
Name: Kim Ruiz  
Title: Vice President



Diamond Mountain Golf Club

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

AMORTIZATION SCHEDULE FOR MUNICIPALITY  
MUNICIPAL LEASE AGREEMENT  
LESSEE: Diamond Mountain Golf Club  
EQUIPMENT SCHEDULE # 110159

Yield: 4.600%

Mon #	Due Date	Payment	Interest
1	12/15/14	0.00	216.66
2	01/15/15	0.00	217.47
3	02/15/15	0.00	218.28
4	03/15/15	0.00	219.09
5	04/15/15	0.00	219.91
6	05/15/15	1,731.60	220.73
7	06/15/15	1,731.60	215.09
8	07/15/15	1,731.60	209.43
9	08/15/15	1,731.60	203.76
10	09/15/15	1,731.60	198.06
11	10/15/15	1,731.60	192.33
12	11/15/15	0.00	186.59
13	12/15/15	0.00	187.29
14	01/15/16	0.00	187.99
15	02/15/16	0.00	188.69
16	03/15/16	0.00	189.39
17	04/15/16	0.00	190.10
18	05/15/16	1,731.60	190.81
19	06/15/16	1,731.60	185.06
20	07/15/16	1,731.60	179.29
21	08/15/16	1,731.60	173.50
22	09/15/16	1,731.60	167.68
23	10/15/16	1,731.60	161.85
24	11/15/16	0.00	155.99
25	12/15/16	0.00	156.57
26	01/15/17	0.00	157.16
27	02/15/17	0.00	157.75
28	03/15/17	0.00	158.33
29	04/15/17	0.00	158.92
30	05/15/17	1,731.60	159.52
31	06/15/17	1,731.60	153.65
32	07/15/17	1,731.60	147.76
33	08/15/17	1,731.60	141.86
34	09/15/17	1,731.60	135.92
35	10/15/17	1,731.60	129.97
36	11/15/17	0.00	124.00
37	12/15/17	0.00	124.46
38	01/15/18	0.00	124.92
39	02/15/18	0.00	125.39
40	03/15/18	0.00	125.86
41	04/15/18	0.00	126.33
42	05/15/18	1,731.60	126.80
43	06/15/18	1,731.60	120.81
44	07/15/18	1,731.60	114.80
45	08/15/18	1,731.60	108.77
46	09/15/18	1,731.60	102.71
47	10/15/18	1,731.60	96.64
48	11/15/18	0.00	90.54
49	12/15/18	0.00	90.87
50	01/15/19	0.00	91.21
51	02/15/19	0.00	91.55
52	03/15/19	0.00	91.90
53	04/15/19	0.00	92.24
54	05/15/19	1,731.60	92.58
55	06/15/19	1,731.60	86.47
56	07/15/19	1,731.60	80.33
57	08/15/19	1,731.60	74.17
58	09/15/19	1,731.60	67.99
59	10/15/19	1,731.60	61.78
60	11/15/19	0.00	55.55
<b>Totals:</b>		<b>51,948.00</b>	<b>8,821.09</b>

**YAMAHA MOTOR CORPORATION, U.S.A.**

COMMERCIAL CUSTOMER FINANCE  
6555 Katella Avenue, Cypress, CA 90630  
(800) 551-2994, Fax (714) 761-7363  
E-MAIL: Donna\_Hennessy@yamaha-motor.com

NAME OF INSURANCE AGENT:

October 07, 2014

ALLIANT INSURANCE SERVICES

ADDRESS: 1792 TRIBUTE ROAD SUITE 450

*Please Reference our Quote#* 110159

SACRAMENTO, CA 95815

PHONE: (916) 643-2700

FAX: FAX 9166432750

RE: DIAMOND MOUNTAIN GOLF COURSE

★ (Customer) Account # \_\_\_\_\_

The Customer has leased or will be leasing equipment from Yamaha.

The Customer is required to provide Yamaha with the following insurance coverage:

"All Risk" Property Insurance covering the property owned by or in which Yamaha has a security interest, in an amount not less than the full replacement cost of the property, with Yamaha named as **LOSS PAYEE**.

Public Liability Insurance naming Yamaha as an **ADDITIONAL INSURED** with the proceeds to be payable first on the Behalf of Yamaha to the extent of its liability, if any. The amount of the Public Liability Insurance **shall not be less than \$1,000,000.00** combined single limit.

Each policy shall provide that: (i) Yamaha will be given not less than thirty (30) days prior written notice of cancellation or non-renewal, (ii) it is primary insurance and any other insurance covering Yamaha shall be secondary or excess of the policy and (iii) in no event shall the policy be invalidated as against Yamaha or its assigns for any violation of any term of the policy or the Customer's application therefore.

A Certificate evidencing such coverage should be mailed to Yamaha at the following address.

**Yamaha Motor Corporation, U.S.A.**  
Attn: Commercial Customer Finance  
6555 Katella Ave  
Cypress, CA 90630

Your Prompt attention will be appreciated.

Very Truly Yours,

Equipment Covered:

15 YDRE GOLF CARS

CITY OF SUSANVILLE

(Name of Debtor/Lessee)

Equipment Location:

470-895 CIRCLE DRIVE

★ By: \_\_\_\_\_

(Signature of Authorized Officer)

SUSANVILLE, CA 96130

★ Title: \_\_\_\_\_

# CERTIFICATE OF ACCEPTANCE

This certificate is executed pursuant to Equipment Schedule No. 110159  
dated October 07, 2014 to the Master Lease Agreement dated  
March 13, 2012 between Yamaha Motor Corporation, U.S.A.

(the "Lessor") and CITY OF SUSANVILLE  
(the "Lessee").

The Lessee hereby certifies that the Equipment set forth below, as also described in the above Equipment Schedule, has been delivered and accepted by the Lessee on the Commencement Date shown below.

QUANTITY	EQUIPMENT TYPE/MODEL	SERIAL NUMBER	NEW/USED	LOCATION
15 YDRE GOLF CARS		See Attachment	NEW	DIAMOND MOUNTAIN GOLF COURSE 470-895 CIRCLE DRIVE SUSANVILLE, CA 96130

ADDITIONAL CONDITIONS/SPECIAL TERMS:

Please return this certificate as your acknowledgment of the above Commencement Date and acceptability of the Equipment.

CITY OF SUSANVILLE

as Lessee

X By: \_\_\_\_\_  
X Name: \_\_\_\_\_  
X Title: \_\_\_\_\_

Reviewed by:  City Administrator  
 City Attorney

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

**Submitted by:** Dan Newton, Public Works Director

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 14-5112** Memorandum of Understanding between the City of Susanville and the Susanville Indian Rancheria (SIR) for the construction of sidewalk curb and gutter near Diamond Mountain Casino

**PRESENTED BY:** Dan Newton, Public Works Director

**SUMMARY:** The SIR is interested in funding the construction of sidewalk, curb and gutter on the southerly line of Skyline Rd. in front of the Diamond Mountain Casino.

Through a previous agreement with the SIR (August, 2009), City staff has prepared construction plans and specifications. As this project is mutually beneficial to the City and the SIR, a Memorandum of Understanding (MOU) has been drafted for Council's consideration. The MOU describes the responsibilities of both parties. The SIR will provide funding to the City so that the City can complete the sidewalk, curb and gutter, and other work as necessary to complete construction.

**FISCAL IMPACT:** Project work will be reimbursed by SIR. City will be responsible for staff time to bid the project, and oversee construction. SIR will reimburse City on a monthly basis as work progresses. City will use Indian Gaming Special Distribution funds in the amount of \$15,000 to support the project.

**ACTION REQUESTED:** Motion to adopt Resolution No. 14-5112 approving Memorandum of Understanding and authorizing Mayor to sign

**ATTACHMENTS:** Resolution No. 14-5112  
Memorandum of Understanding with SIR

**RESOLUTION NO. 14-5112**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING MAYOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE SUSANVILLE INDIAN RANCHERIA AND THE CITY OF**  
**SUSANVILLE FOR SKYLINE ROAD, CASINO SIDEWALK PROJECT**

**WHEREAS**, the City Of Susanville (City) and the Susanville Indian Rancheria (SIR) recognize the benefit of installing sidewalk, curb and gutter along the southerly line of Skyline Rd., in Susanville, in front of the Diamond Mountain Casino; and

**WHEREAS**, both the City and the SIR have previously participated in an agreement for engineering services wherein the City completed improvement plans for the project (City of Susanville Resolution 09-4551); and

**WHEREAS**, the SIR has obtained funding to complete the project; and

**WHEREAS**, the City has the staff expertise to bid, inspect, and administer the construction project; and

**WHEREAS**, Memorandum of Understanding between the Susanville Indian Rancheria and the City of Susanville for Skyline Road, Casino Sidewalk Project describes the obligations of both the SIR and the City to complete the construction.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Susanville that the Mayor is authorized to execute the Memorandum of Understanding between the Susanville Indian Rancheria and the City of Susanville for Skyline Road, Casino Sidewalk Project.

APPROVED: \_\_\_\_\_  
Brian R. Wilson, Mayor

ATTEST: \_\_\_\_\_  
Gwenna Mac Donald, City Clerk

The foregoing Resolution No. 14-5112 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>th</sup> day of October 2014, by the following vote.

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE SUSANVILLE INDIAN RANCHERIA  
AND  
THE CITY OF SUSANVILLE  
FOR  
SKYLINE ROAD, CASINO SIDEWALK PROJECT**

This Memorandum of Understanding (“MOU”) is entered into effective as of the last date of execution below by and between the Susanville Indian Rancheria (“Tribe”) and the City of Susanville (“City”). The Tribe and the City are collectively referred to as “parties.”

**RECITALS**

A. WHEREAS, the Tribe has an approved Tribal Transportation Program Agreement with the United States Department of Transportation to perform construction activities.

B. WHEREAS, pursuant to the Susanville Indian Rancheria’s Tribal Transportation Program Agreement with the Department of Transportation of Fiscal Year 2012, the Tribe has received federal funds for use in the construction of certain projects.

C. WHEREAS, the Tribe desires to use the federal funding it has received under the Tribe’s Tribal Transportation Program Agreement for the construction of a sidewalk along a portion of Skyline Drive (“Project”).

D. WHEREAS, the Tribe desires that the City bid, award and oversee the construction of the Project.

NOW, THEREFORE, the parties agree as follows:

1. **Scope of Work.** The Project shall consist of the following scope of work:

Approximately 465 feet of sidewalk along a portion of the Skyline Drive from the entrance to the Diamond Mountain Casino and the intersection of Skyline Drive and Paul Bunyan Road; filling a drainage south side ditch to accommodate the installation of said sidewalk; installation of a stacked rock wall above culverts in Barry Creek; installation of concrete stairway and handrail behind sidewalk to casino parking lot; reconfiguration of mini-mart driveway. Specifically the work depicted on the Skyline Road Sidewalk Plans (revised 10/7/14).

2. **Obligations of the Tribe.** The Tribe represents and warrants that it may enter into this MOU and use the federal funding for the Project under the terms of the Tribe’s Tribal Transportation Program Agreement with the Department of Transportation and applicable law. Nothing contained in this MOU shall be deemed to be an assignment by the Tribe to the City of the Tribe’s obligations under the Tribe’s Tribal Transportation Agreement with the Department of Transportation and applicable law.

**3. Obligations of the City.**

(a) The City will incorporate permit requirements into bid documents to ensure all necessary mitigation compliance is performed in accordance with federal and state laws and regulations.

(b) The City will prepare and submit preliminary and final plans, specifications and estimates to the Tribe for its review and approval.

(c) The City will be responsible for the preparation of the final contract package for advertisement and award of the Project. The City will accomplish construction, construction engineering, programming and coordinating of all work in accordance with the Skyline Road Sidewalk Plans (revised 10/7/14). The City will provide the Tribe with a letter signed by a State-licensed civil engineer who has certified that the plans, specifications and estimate (PS&E) for the Project meets or exceeds the applicable health and safety standards along with a copy of the State-licensed civil engineer's certification.

(d) The City agrees to have all change orders approved by both the City and Tribe. City and Tribe agree to have their respective administrators authorized to approve change orders up to 15% of the total contract award.

(e) The City will be responsible for the supervision of construction activities at the project site, including construction staking and survey, inspection, testing, reporting, contract monitoring, maintaining project records, preparation of progress estimates, change orders if necessary and daily documentation of events and construction progress. These project records will include, but not be limited to the following:

1. Project Diary. The Project Diary shall contain any information that has a bearing on any probable claim against the City, the Tribe or the Department of Transportation (collectively, the "Government") and should be recorded in detail (the project diary is considered an official Government document and shall be safeguarded and turned in to Tribe with all other project records at the conclusion of a project).
2. Inspector's Daily Report. The Inspector's Daily Report shall contain specific day-to-day information on the project; i.e., weather, production, etc. The Inspector's Daily Report of Construction Operations shall be used to document the details of all the construction and operations, which require inspections for conformance with plans and specifications. The Inspector's daily records are to be filed in the PROJECT MASTER FILE, construction section, at the completion of the project.
3. Weekly Construction Report. The Weekly Construction Report covers the major portions of the project as follows:

- i. Construction: The major items of work performed during the reporting period and units of work accomplished.
- ii. Delays: Delays in the construction progress are in two categories, weather and other. Other delays are to be explained in the narrative portion of the report.
- iii. Working Day Summary: A current balance of authorized days remaining to project completion.
- iv. Equipment: Amount of major units of equipment on the project site and the status of the equipment, i.e., idle, down for repair, removed from project.
- v. Narrative: A brief summary of the overall progress of the project will include problems on the Project, instruction given to the contractor, and explanation of any delays.
- vi. Status of Funds: A current status of funds shall be compiled on a calendar month basis.

(f) The City will keep the Tribe informed of construction that may result in the need for additional funds from the Tribe, which may require a modification of the MOU. The City shall permit the Tribe to perform inspections as reasonably necessary during the construction of the Project. The City will be responsible for complying with the Tribe's inspection comments resulting from non-compliance of construction with approved plans and specifications.

(g) The City and Tribe agree to allow Federal Highways Administration (FHWA) Officials or a delegated representative of FHWA the opportunity to visit the Project on a monthly basis or at critical Project milestones, provided that FHWA gives reasonable advance written notice.

(h) The City will notify the Tribe when the project is completed and ready for the final inspection. The Tribe shall notify FHWA that the Project is completed so that a final project inspection can be jointly conducted with representatives from FHWA, City and Tribe.

(i) The City will provide the Tribe with the final total project cost report with a detailed breakdown for survey and design, preparation of environmental documents, mitigation action (if necessary), construction cost, construction staking, quality control and contract monitoring. The City will provide to the Tribe as-built plans for final inspection and a final construction report that will include the following information:

1. Original Contract Time.
2. Additional Contract Time granted due to extra work.
3. Contract Starting Date.
4. Contract Completion Date.
5. Actual Contract Completion Date.
6. Original Contract Amount.
7. Change Order, amount for each Change Order and Date of each Change Order.
8. Total Contract Amount (with all Change Orders).
9. Final Cost for Completion of the Project.
10. Break down for Under-run and Over-run for each Contract Item and Justification.
11. Final Inspection Date.

4. **Project Schedule.**

(a) The City will complete the following activities prior to issuing request for bids for construction of the sidewalk.

- (i) Survey and Design
- (ii) Foundation – Investigation
- (iii) EA Documentation and Mitigation Action
- (iv) Final Plans, Specifications and Estimates

(b) The City will be responsible for preparation of the bid package for the advertisement of the Project, to solicit bids for construction and will procure the contractor to perform the work in compliance with the City's normal bidding practices. The notice to bidders shall include the statement: "The City reserves the right to reject all bids and/or decline to award the contract, if the Susanville Indian Rancheria terminates the Memorandum of Agreement with the City of Susanville regarding this construction project." The construction contract shall require the contractor prior to commencing performance to provide satisfactory proof of liability, automobile (owned and non-owned), workers' compensation and course of construction insurance that includes the Tribe and City as additional insureds; policy limits on liability and auto insurance to be not less than \$2 Million per claim.

(c) The Tribe shall be responsible to provide City with all applicable tribal and federal laws, if any, to be incorporated into the bid documents. The bid package will be submitted to the Tribe with a reasonable amount of time for review and comments.

(d) The City will provide a schedule for completion of the above mentioned activities and inform the Tribe of progress and completion of the activities.

5. **Funding and Payment.** The Tribe will use the federal funding, not to exceed \$160,000, to fund the Project; provided, however, that should the City's costs exceed this

amount, the Tribe agrees to reimburse the City for its actual costs reasonably incurred in accordance with any approved change orders.

The City will use Indian Gaming Special Distribution Funds, not to exceed \$15,000, to fund the project. Indian Gaming Special Distribution Funds shall be paid directly to construction contractor and be used before Tribe's funding.

(a) The City will submit monthly progress estimates to the Tribe during construction with the following information:

- (i) Items listed in the Bid Schedule for construction.
- (ii) Unit and unit price and quantity for each item.
- (iii) Total cost for the item.
- (iv) Each item (work) performed by quantity and percent prior to period for Progress Estimate.
- (v) Item (work) performed in period for which Progress Estimate is submitted.
- (vi) Total work performed for each item at the end of period for which Progress Estimate is submitted.

(b) The Tribe will process and pay the monthly progress estimate for payment within fifteen (15) days from receipt of a progress estimate that contains all of the required information..

6. **Authority.** The parties represent that they are authorized to enter into this MOU and that the persons executing this MOU on their behalf have the authority and capacity to do so.

7. **Construction.** This MOU shall not be construed against any of the parties and the rule of construing contract ambiguities against the party drafting the contract shall be inapplicable.

8. **Effect of Headings.** The headings used in this MOU are for convenience only and shall not affect the construction or interpretation this MOU.

9. **Word Usage.** Unless the context clearly requires otherwise, plural and singular numbers will be considered to include the other; the masculine, feminine, and neuter genders will each be considered to include the others; "shall," "will," "must," "agree," and "covenants" are each mandatory; "may" is permissive; "or" is not exclusive; and "includes" and "including" are not limiting.

10. **Entire Agreement.** This MOU constitutes the entire agreement between the parties, governing the construction of the Project, supersedes all prior or contemporaneous oral

MEMORANDUM OF UNDERSTANDING  
Susanville Indian Rancheria and the City of Susanville

or written agreements between the parties, governing the construction of the Project, and may only be amended by an instrument in writing executed by the parties.

11. **Counterparts**. This MOU may be executed in counterparts, a facsimile of which shall be deemed an original, and all of which shall together be deemed one and the same instrument.

12. **Attorneys' Fees**. In the event any legal action is brought which arises out of this MOU, the prevailing party shall be entitled to recover its reasonable attorneys' fees and other costs incurred in such legal action, in addition to any other relief to which it may be entitled.

13. **Governing Law**. This MOU shall be construed under, and governed by, the laws of the State of California.

14. **Severability**. If any provision of this MOU is held to be invalid or unenforceable, such invalid or unenforceable provision(s) shall not affect the validity or enforceability of any other provision of this MOU.

15. **Time of Essence**. Time is of the essence under this MOU.

16. **Cooperation**. The parties shall cooperate and execute any additional documents reasonably necessary to give full force and effect to this Agreement.

IN WITNESS WHEREOF, the parties to this Agreement have duly executed it on the day and year set forth below.

**SUSANVILLE INDIAN RANCHERIA**

**CITY OF SUSANVILLE**

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

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Reviewed by:  City Administrator  
 City Attorney

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

**Submitted By:** Tom Downing, Chief of Police

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 14-5113 Approving MOU and Cost Reimbursement Agreement with the FBI for participation on the Northern Nevada Safe Streets Gang Task Force.

**PRESENTED BY:** Tom Downing, Chief of Police

**SUMMARY:** The Susanville Police Department has been researching opportunities to increase the effectiveness of regional efforts to reduce violent crime, drug trafficking, and street gang activity in our communities. With the termination of State grant funding for the Lassen Interagency Narcotics Task Force, it has been necessary to consider options that will reduce the impact on the City's budget. The Department has identified an opportunity to join the Northern Nevada Safe Streets Gang Task Force, administered through the Reno Field Office of the FBI. By joining this task force, we will be assigning a currently employed, full-time peace officer to assist the group. In return for the assignment of a full-time member to this team, the Susanville Police Department will be able to draw upon the full resources of this task force as well and the Reno Field Office of the FBI for the investigation of these crimes.

In return for the assignment of a full-time member to this team, the Susanville Police Department will be able to draw upon the full resources of this task force as well and the Reno Field Office of the FBI for the investigation of these crimes. A Memorandum of Understanding between the FBI and the Susanville Police Department has been prepared to identify and clarify the roles, and responsibilities of the members of the task force. As part of this agreement, the FBI will provide up to \$17,374.25 in overtime expenses for this fiscal year. This amount is subject to future funding allocations by the federal government. Further, the FBI will provide a vehicle and a fuel allowance for the assigned peace officer to utilize while working in the course and scope of their employment. Participation on this task force will be beneficial to the City. Complex drug investigations are labor intensive, and task force personnel will be used as a force multiplier, providing the additional staffing needed to make a positive difference.

**FISCAL IMPACT:** \$32,878.00 in lost revenue due to the termination of grant funding for the Lassen Interagency Narcotics Task Force. Increase in funding for the actual cost of overtime up to \$17,374.25 in the first fiscal year. Additionally a vehicle and fuel will be provided, which is an estimated savings to the City of approximately \$5,000.00 annually.

**ACTION REQUESTED:**     **Resolution No. 14-5113** Approving MOU and Cost Reimbursement Agreement with the FBI for participation on the Northern Nevada Safe Streets Gang Task Force.

**ATTACHMENTS:**     **Resolution No. 14-5113**  
                            Memorandum of Understanding  
                            Cost Reimbursement Agreement



**COST REIMBURSEMENT AGREEMENT**  
BETWEEN  
**THE FEDERAL BUREAU OF INVESTIGATION (FBI)**  
AND  
**Susanville Police Department (AGENCY)**

TASK FORCE FILE # \_\_\_\_\_

Pursuant to Congressional appropriations, the FBI receives authority to pay overtime for police officers assigned to the formalized Las Vegas Safe Streets Violent Crime Task Force (LVSS VCTF) as set forth below for expenses necessary for detection, investigation, and prosecution of crimes against the United States. It is hereby agreed between the FBI and the Susanville Police Department located at 1801 Main Street Susanville, CA 96130, Taxpayer Identification Number: 64-6000439, Phone Number : (530) 257-5603 that:

1) Commencing upon execution of this agreement, the FBI will, subject to availability of the required funding, reimburse the agency for overtime payments made to the officers assigned full-time to the task force.

2) Requests for reimbursement will be made on a monthly basis and should be forwarded to the FBI field office as soon as practical after the first of the month which follows the month for which reimbursement is requested. Such requests should be forwarded by the Supervisor of the agency to the FBI Task Force Squad Supervisor and Special Agent in Charge for their review, approval, and processing for payment.

3) Overtime reimbursements will be made directly to the agency by the FBI. All overtime reimbursement payments are made by electronic fund transfer (EFT). An ACH Vendor/Miscellaneous Payment Enrollment Form must be on file with the FBI to facilitate EFT.

4) Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this agreement. However, said reimbursement, per officer, shall not exceed monthly and/or annual limits established annually by the FBI. The limits, calculated using Federal pay tables, will be in effect for the Federal fiscal year running from October 1st of one year through September 30th of the following year, unless changed during the period. The FBI reserves the right to change the reimbursement limits, upward or downward, for subsequent periods based on fiscal priorities and appropriations limits. The FBI will notify the agency of the applicable annual limits prior to October 1st of each year.

5) The number of agency officers assigned full-time to the task force and entitled to overtime reimbursement by the FBI shall be approved by the FBI in advance of each fiscal year. Based on the needs of the task force, this number may change periodically, upward or downward, as approved in advance by the FBI.

6) Prior to submission of any overtime reimbursement requests, the agency must prepare an official document setting forth the identity of each officer assigned full-time to the task force, along with the regular and overtime hourly rates for each officer. Should any officers change during the year, a similar statement must

be prepared regarding the new officers prior to submitting any overtime reimbursement requests for the officers. The document should be sent to the field office for FBI review and approval.

7) Each request for reimbursement will include the name, rank, ID number, overtime compensation rate, number of reimbursable hours claimed, and the dates of those hours for each officer for whom reimbursement is sought. The request must be accompanied by a certification, signed by an appropriate Supervisor of the agency, that the request has been personally reviewed, the information described in this paragraph is accurate, and the personnel for whom reimbursement is claimed were assigned full-time to the task force.

8) Each request for reimbursement will include an invoice number, invoice date, taxpayer identification number (TIN), and the correct banking information to complete the electronic fund transfer. The necessary banking information is the Depositor Account Title, Bank Account Number, Routing Number, and Type of Account (either checking, savings, or lockbox). If the banking information changes, a new ACH Vendor/Miscellaneous Payment Enrollment Form must be submitted to the FBI.

9) Requests for reimbursement must be received by the FBI no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2005 must be received by the FBI by December 31, 2005. The FBI is not obligated to reimburse any requests received after that time.

10) This agreement is effective upon signature of the parties and will remain in effect for the duration of the agency's participation in the task force, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This agreement may be modified at any time by written consent of the parties. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

FOR THE AGENCY:

FOR THE FBI:

\_\_\_\_\_  
City Administrator                      Date

\_\_\_\_\_  
Special Agent in Charge                      Date

\_\_\_\_\_  
Contracting Officer                      Date  
FBI Headquarters

Approved as to form:

\_\_\_\_\_  
City Attorney                      Date

NOTICE OF LIMITS

FOR

FY 2015 STATE AND LOCAL OVERTIME REIMBURSEMENTS

Subject to the availability of funding and legislative authorization, the FBI may reimburse state and local law enforcement agencies (LEA) for the cost of overtime incurred by officers assigned **full-time** to FBI managed task forces provided the overtime expenses were incurred as a result of task force related activities. Consistent with regulation and policy, a separate Cost Reimbursement Agreement (CRA) must be executed between the FBI and the LEA **and** an underlying Memorandum of Understanding (MOU) must exist in support of the task force relationship.

For **Fiscal Year 2015**, the maximum limits for reimbursements under these CRAs are **\$1,447.85** per month and **\$17,374.25** per year for each officer assigned **full-time** to the task force. These limits are effective for overtime worked on or after October 1, 2014.

These reimbursements are limited to eligible officers' direct overtime salary expenses and shall not include any costs associated with the LEA's indirect expenses or officers' benefits such as retirement, social security, and similar related expenses.

FBI field offices and state and local law enforcement agencies may process overtime reimbursement requests under formally executed CRAs in accordance with the authority of this notice. This notice is issued unilaterally by the FBI's Head of Contracting Activity and does not require formal acceptance and signature by FBI field offices and state and local law enforcement agencies.

  
\_\_\_\_\_  
Paul R. Courtney  
Head of Contracting Activity  
Federal Bureau of Investigation

7.28.14  
\_\_\_\_\_  
Date

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FEDERAL BUREAU OF INVESTIGATION  
LAS VEGAS SAFE STREETS GANG TASK FORCE  
MEMORANDUM OF UNDERSTANDING

PARTIES

1. This Memorandum of Understanding (MOU) is entered into by and between the Federal Bureau of Investigation (FBI) and the **Susanville Police Department**. Nothing in this MOU should be construed as limiting or impeding the basic spirit of cooperation which exists between these agencies.

AUTHORITIES

2. Authority for the FBI to enter into this agreement can be found at Title 28, United States Code (U.S.C.), Section (§) 533; 42 U.S.C. § 3771; Title 28, Code of Federal Regulations (C.F.R.), § 0.85; and applicable United States Attorney General's Guidelines.

PURPOSE

3. The purpose of this MOU is to delineate the responsibilities of Las Vegas Safe Streets Gang Task Force (**LVSSGTF**) personnel; formalize relationships between participating agencies for policy guidance, planning, training, public and media relations; and maximize inter-agency cooperation. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, the United States, or the officers, employees, agents, or other associated personnel thereof.

MISSION

4. The mission of the SSGTF is to identify and target for prosecution criminal enterprise groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence such as murder and aggravated assault, robbery, and violent street gangs, as well as to intensely focus on the apprehension of dangerous fugitives where there is or may be a federal investigative interest. The SSGTF will enhance the effectiveness of federal/state/local law enforcement resources through a well-coordinated initiative seeking the most effective investigative/prosecutive avenues by which to convict and incarcerate dangerous offenders.

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**SUPERVISION AND CONTROL**

**A. Supervision**

5. Overall management of the SSGTF shall be the shared responsibility of the participating agency heads and/or their designees.
6. The Special Agent in Charge (SAC) of the Las Vegas Division shall designate one Supervisory Special Agent (SSGTF Supervisor) to supervise the SSGTF. The SSGTF Supervisor may designate a Special Agent to serve as the Safe Streets Gang Task Force Coordinator (Task Force Coordinator). Either the SSGTF Supervisor or the Task Force Coordinator shall oversee day-to-day operational and investigative matters pertaining to the SSGTF.
7. Conduct undertaken outside the scope of an individual's SSGTF duties and assignments under this MOU shall not fall within the oversight responsibility of the SSGTF Supervisor or Task Force Coordinator. As stated in paragraph 74, below, neither the United States nor the FBI shall be responsible for such conduct.
8. SSGTF personnel will be subject to the laws, regulations, policies, and personnel rules applicable to their respective agencies. FBI employees will continue to adhere to the Bureau's ethical standards, including Department of Justice (DOJ)/FBI regulations relating to outside employment and prepublication review matters, and will remain subject to the Supplemental Standards of Ethical conduct for employees of the DOJ.
9. SSGTF personnel will continue to report to their respective agency heads for non-investigative administrative matters not detailed in this MOU.
10. Continued assignment of personnel to the SSGTF will be based on performance and at the discretion of appropriate management. The FBI SAC and SSGTF Supervisor will also retain discretion to remove any individual from the SSGTF.

**B. Case Assignments**

11. The FBI SSGTF Supervisor will be responsible for opening, monitoring, directing, and closing SSGTF investigations in accordance with existing FBI policy and the applicable United States Attorney General's Guidelines.
12. Assignments of cases to personnel will be based on, but not limited to, experience, training and performance, in addition to the discretion of the SSGTF Supervisor.
13. For FBI administrative purposes, SSGTF cases will be entered into the relevant FBI computer system.

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14. SSGTF personnel will have equal responsibility for each case assigned. SSGTF personnel will be responsible for complete investigation from predication to resolution.

**C. Resource Control**

15. The head of each participating agency shall determine the resources to be dedicated by that agency to the SSGTF, including personnel, as well as the continued dedication of those resources. The participating agency head or designee shall be kept fully apprised of all investigative developments by his or her subordinates.

**OPERATIONS**

**A. Investigative Exclusivity**

16. It is agreed that matters designated to be handled by the SSGTF will not knowingly be subject to non-SSGTF law enforcement efforts by any of the participating agencies. It is incumbent on each agency to make proper internal notification regarding the SSGTF's existence and areas of concern.
17. It is agreed that there is to be no unilateral action taken on the part of the FBI or any participating agency relating to SSGTF investigations or areas of concern as described in paragraph 3. All law enforcement actions will be coordinated and cooperatively carried out.
18. SSGTF investigative leads outside of the geographic areas of responsibility for FBI Las Vegas Division will be communicated to other FBI offices for appropriate investigation.

**B. Confidential Human Sources**

19. The disclosure of FBI informants, or Confidential Human Sources (CHSs), to non-SSGTF personnel will be limited to those situations where it is essential to the effective performance of the SSGTF. These disclosures will be consistent with applicable FBI guidelines.
20. Non-FBI SSGTF personnel may not make any further disclosure of the identity of an FBI CHS, including to other individuals assigned to the SSGTF. No documents which identify, tend to identify, or may indirectly identify an FBI CHS may be released without prior FBI approval.
21. In those instances where a participating agency provides a CHS, the FBI may, at the discretion of the SAC, become solely responsible for the CHS's continued development, operation, and compliance with necessary administrative procedures regarding operation and payment as set forth by the FBI.

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22. The United States Attorney General's Guidelines and FBI policy and procedure for operating FBI CHSs shall apply to all FBI CHSs opened and operated in furtherance of SSGTF investigations. Documentation of, and any payments made to, FBI CHSs shall be in accordance with FBI policy and procedure.
23. Operation, documentation, and payment of any CHS opened and operated in furtherance of an SSGTF investigation must be in accordance with the United States Attorney General's Guidelines, regardless of whether the handling agency is an FBI SSGTF participating agency. Documentation of state, county, or local CHSs opened and operated in furtherance of SSGTF investigations shall be maintained at an agreed upon location.

**C. Reports and Records**

24. All investigative reporting will be prepared in compliance with existing FBI policy. Subject to pertinent legal and/or policy restrictions, copies of pertinent documents created by SSGTF personnel will be made available for inclusion in the respective investigative agencies' files as appropriate.
25. SSGTF reports prepared in cases assigned to SSGTF personnel will be maintained at an FBI approved location; original documents will be maintained by the FBI.
26. Records and reports generated in SSGTF cases which are opened and assigned by the FBI SSA with designated oversight for investigative and personnel matters will be maintained in the FBI investigative file for SSGTF.
27. SSGTF investigative records maintained at the Las Vegas Field Office of the FBI will be available to all SSGTF personnel, as well as their supervisory and command staff subject to pertinent legal, administrative and/or policy restrictions.
28. All evidence and original tape recordings (audio and video) acquired by the FBI during the course of the SSGTF investigations will be maintained by the FBI. The FBI's rules and policies governing the submission, retrieval and chain of custody will be adhered to by SSGTF personnel.
29. All SSGTF investigative records will be maintained at an approved FBI location. Placement of all or part of said information into participating agency files rests with the discretion of supervisory personnel of the concerned agencies, subject to SSA approval.
30. Classified information and/or documents containing information that identifies or tends to identify an FBI CHS shall not be placed in the files of participating agencies unless appropriate FBI policy has been satisfied.
31. The Parties acknowledge that this MOU may provide SSGTF personnel with access to information about U.S. persons which is protected by the Privacy Act of 1974 and/or

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Executive Order 12333. The Parties expressly agree that all such information will be handled lawfully pursuant to the provisions thereof. The Parties further agree that if this access to information by SSGTF personnel requires a change in privacy compliance documents, those changes will be accomplished prior to access being granted.

**INFORMATION SHARING**

32. No information possessed by the FBI, to include information derived from informal communications between SSGTF personnel and FBI employees not assigned to the SSGTF, may be disseminated by SSGTF personnel to non-SSGTF personnel without the approval of the SSGTF Supervisor and in accordance with the applicable laws and internal regulations, procedures or agreements between the FBI and the participating agencies that would permit the participating agencies to receive that information directly. Likewise, SSGTF personnel will not provide any participating agency information to the FBI that is not otherwise available to it unless authorized by appropriate participating agency officials.
33. Each Party that discloses PII is responsible for making reasonable efforts to ensure that the information disclosed is accurate, complete, timely, and relevant.
34. The FBI is providing access to information from its records with the understanding that in the event the recipient becomes aware of any inaccuracies in the data, the recipient will promptly notify the FBI so that corrective action can be taken. Similarly, if the FBI becomes aware that information it has received pursuant to this MOU is inaccurate, it will notify the contributing Party so that corrective action can be taken.
35. Each Party is responsible for ensuring that information it discloses was not knowingly obtained or maintained in violation of any law or policy applicable to the disclosing Party, and that information is only made available to the receiving Party as may be permitted by laws, regulations, policies, or procedures applicable to the disclosing Party.
36. Each Party will immediately report to the other Party each instance in which data received from the other Party is used, disclosed, or accessed in an unauthorized manner (including any data losses or breaches).
37. The Parties agree that either or both may audit the handling and maintenance of data in electronic and paper recordkeeping systems to ensure that appropriate security and privacy protections are in place.

**PROSECUTIONS**

38. SSGTF investigative procedures, whenever practicable, are to conform to the requirements which would allow for either federal or state prosecution.

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39. A determination will be made on a case-by-case basis whether the prosecution of SSGTF cases will be at the state or federal level. This determination will be based on the evidence obtained and a consideration of which level of prosecution would be of the greatest benefit to the overall objectives of the SSGTF.
40. In the event that a state or local matter is developed that is outside the jurisdiction of the FBI or it is decided to prosecute a SSGTF case at the state or local level, the FBI agrees to provide all relevant information to state and local authorities in accordance with all applicable legal limitations.

**A. Investigative Methods/Evidence**

41. For cases assigned to an FBI Special Agent or in which FBI CHSs are utilized, the parties agree to conform to federal standards concerning evidence collection, processing, storage, and electronic surveillance. However, in situations where the investigation will be prosecuted in the State Court where statutory or common law of the state is more restrictive than the comparable federal law, the investigative methods employed by FBI case agents shall conform to the requirements of such statutory or common law pending a decision as to venue for prosecution.
42. In all cases assigned to state, county, or local law enforcement participants, the parties agree to utilize federal standards pertaining to evidence handling and electronic surveillance activities as outlined in the Domestic Investigations and Operations Guide to the greatest extent possible. However, in situations where the statutory or common law of the state is more restrictive than the comparable federal law, the investigative methods employed by state and local law enforcement agencies shall conform to the requirements of such statutory or common law pending a decision as to venue for prosecution.
43. The use of other investigative methods (search warrants, interceptions of oral communications, etc.) and reporting procedures in connection therewith will be consistent with the policies and procedures of the FBI.

**B. Undercover Operations**

44. All SSGTF undercover operations will be conducted and reviewed in accordance with FBI guidelines and the Attorney General's Guidelines on Federal Bureau of Investigation Undercover Operations. All participating agencies may be requested to enter into an additional agreement if an employee of the participating agency is assigned duties which require the officer to act in an undercover capacity.

**USE OF LESS-THAN-LETHAL-DEVICES<sup>1</sup>**

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<sup>1</sup> Pursuant to Section VIII of the DOJ Less-Than-Lethal Devices Policy dated May

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45. The parent agency of each individual assigned to the SSGTF will ensure that while the individual is participating in FBI-led task force operations in the capacity of a task force officer, task force member, or task force participant, the individual will carry only less-lethal devices that the parent agency has issued to the individual, and that the individual has been trained in accordance with the agency's policies and procedures.
46. The parent agency of each individual assigned to the SSGTF will ensure that the agency's policies and procedures for use of any less-lethal device that will be carried by the task force officer, task force member, or task force participant are consistent with the DOJ policy statement on the Use of Less-Than-Lethal Devices.

**DEADLY FORCE AND SHOOTING INCIDENT POLICIES**

47. SSGTF personnel will follow their own agencies' policies concerning firearms discharge and use of deadly force.

**DEPUTATIONS**

48. Local and state law enforcement personnel designated to the SSGTF, subject to a limited background inquiry, may be sworn as federally deputized Special Deputy United States Marshals, with the FBI securing the required deputation authorization. These deputations should remain in effect throughout the tenure of each investigator's assignment to the SSGTF or until the termination of the SSGTF, whichever comes first.
49. Deputized SSGTF personnel will be subject to the rules and regulations pertaining to such deputation. Administrative and personnel policies imposed by the participating agencies will not be voided by deputation of their respective personnel.

**VEHICLES**

50. In furtherance of this MOU, employees of LEA may be permitted to drive FBI owned or leased vehicles for official SSGTF business and only in accordance with applicable FBI rules and regulations, including those outlined in the FBI Government Vehicle Policy Directive (0430D) and the Government Vehicle Policy Implementation Guide (0430PG). The assignment of an FBI owned or leased vehicle to LEA SSGTF personnel will require the execution of a separate Vehicle Use Agreement.
51. The participating agencies agree that FBI vehicles will not be used to transport passengers unrelated to SSGTF business.

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16, 2011, all state/local officers participating in joint task force operations must be made aware of and adhere to the policy and its limits on DOJ officers.

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52. The FBI and the United States will not be responsible for any tortious act or omission on the part of LEA and/or its employees or for any liability resulting from the use of an FBI owned or leased vehicle utilized by LEA SSGTF personnel, except where liability may fall under the provisions of the Federal Tort Claims Act (FTCA), as discussed in the Liability Section herein below.
53. The FBI and the United States shall not be responsible for any civil liability arising from the use of an FBI owned or leased vehicle by LEA task force personnel while engaged in any conduct other than their official duties and assignments under this MOU.
54. To the extent permitted by applicable law, LEA agrees to hold harmless the FBI and the United States, for any claim for property damage or personal injury arising from any use of an FBI owned or leased vehicle by LEA SSGTF personnel which is outside the scope of their official duties and assignments under this MOU.

### **SALARY/OVERTIME COMPENSATION**

55. The FBI and LEA remain responsible for all personnel costs for their SSGTF representatives, including salaries, overtime payments and fringe benefits consistent with their respective agency, except as described in paragraph 56 below.
56. Subject to funding availability and legislative authorization, the FBI will reimburse to LEA the cost of overtime worked by non-federal SSGTF personnel assigned full-time to SSGTF, provided overtime expenses were incurred as a result of SSGTF-related duties, and subject to the provisions and limitations set forth in a separate Cost Reimbursement Agreement to be executed in conjunction with this MOU. A separate Cost Reimbursement Agreement must be executed between the FBI and LEA for full-time employee(s) assigned to SSGTF, consistent with regulations and policy, prior to any reimbursement by the FBI. Otherwise, overtime shall be compensated in accordance with applicable LEA overtime provisions and shall be subject to the prior approval of appropriate personnel.

### **PROPERTY AND EQUIPMENT**

57. Property utilized by the SSGTF in connection with authorized investigations and/or operations and in the custody and control and used at the direction of the SSGTF, will be maintained in accordance with the policies and procedures of the agency supplying the equipment. Property damaged or destroyed which was utilized by SSGTF in connection with authorized investigations and/or operations and is in the custody and control and used at the direction of SSGTF, will be the financial responsibility of the agency supplying said property.

### **FUNDING**

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58. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of the understanding between the parties hereto of the tasks and methods for performing the tasks described herein. Unless otherwise agreed in writing, each party shall bear its own costs in relation to this MOU. Expenditures by each party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The parties expressly acknowledge that the above language in no way implies that Congress will appropriate funds for such expenditures.

**FORFEITURES**

59. The FBI shall be responsible for processing assets seized for federal forfeiture in conjunction with SSGTF operations.
60. Asset forfeitures will be conducted in accordance with federal law, and the rules and regulations set forth by the FBI and DOJ. Forfeitures attributable to SSGTF investigations may be equitably shared with the agencies participating in the SSGTF.

**DISPUTE RESOLUTION**

61. In cases of overlapping jurisdiction, the participating agencies agree to work in concert to achieve the SSGTF's objectives.
62. The participating agencies agree to attempt to resolve any disputes regarding jurisdiction, case assignments, workload, etc., at the field level first before referring the matter to supervisory personnel for resolution.

**MEDIA RELEASES**

63. All media releases and statements will be mutually agreed upon and jointly handled according to FBI and participating agency guidelines.
64. Press releases will conform to DOJ Guidelines regarding press releases. No release will be issued without FBI final approval.

**SELECTION TO SSGTF AND SECURITY CLEARANCES**

65. If an LEA candidate for the SSGTF will require a security clearance, he or she will be contacted by FBI security personnel to begin the background investigation process prior to the assigned start date.
66. If, for any reason, the FBI determines that an LEA candidate is not qualified or eligible to serve on the SSGTF, the participating agency will be so advised and a request will be made for another candidate.

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67. Upon being selected, each candidate will receive a comprehensive briefing on FBI field office security policies and procedures. During the briefing, each candidate will execute non-disclosure agreements (SF-312 and FD-868), as may be necessary or required by the FBI.
68. Before receiving unescorted access to FBI space identified as an open storage facility, SSGTF personnel will be required to obtain and maintain a "Top Secret" security clearance. SSGTF personnel will not be allowed unescorted access to FBI space unless they have received a Top Secret security clearance.
69. Upon departure from the SSGTF, each individual whose assignment to the SSGTF is completed will be given a security debriefing and reminded of the provisions contained in the non-disclosure agreement to which he or she previously agreed.

**LIABILITY**

70. The participating agencies acknowledge that this MOU does not alter the applicable law governing civil liability, if any, arising from the conduct of personnel assigned to the SSGTF.
71. The participating agency shall immediately notify the FBI of any civil, administrative, or criminal claim, complaint, discovery request, or other request for information of which the agency receives notice, concerning or arising from the conduct of personnel assigned to the SSGTF or otherwise relating to the SSGTF. The participating agency acknowledges that financial and civil liability, if any and in accordance with applicable law, for the acts and omissions of each employee detailed to the SSGTF remains vested with his or her employing agency. In the event that a civil claim or complaint is brought against a state or local officer assigned to the SSGTF, the officer may request legal representation and/or defense by DOJ, under the circumstances and pursuant to the statutes and regulations identified below.
72. For the limited purpose of defending against a civil claim arising from alleged negligent or wrongful conduct under common law under the FTCA, 28 U.S.C. § 1346(b), and §§ 2671-2680: An individual assigned to the SSGTF who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request to be certified by the Attorney General or his designee as having acted within the scope of federal employment at the time of the incident giving rise to the suit. 28 U.S.C. § 2679(d)(2). Upon such certification, the individual will be considered an "employee" of the United States government for the limited purpose of defending the civil claim under the FTCA, and the claim will proceed against the United States as sole defendant. 28 U.S.C. § 2679(d)(2). Once an individual is certified as an employee of the United States for purposes of the FTCA, the United States is substituted for the employee as the sole defendant with respect to any tort claims. Decisions regarding certification of employment under the FTCA are made on a

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case-by-case basis, and the FBI cannot guarantee such certification to any SSGTF personnel.

73. For the limited purpose of defending against a civil claim arising from an alleged violation of the U.S. Constitution pursuant to 42 U.S.C. § 1983 or Bivens v. Six Unknown Named Agents of the Federal Bureau of Narcotics, 403 U.S. 388 (1971): An individual assigned to the SSGTF who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request individual-capacity representation by DOJ to defend against the claims. 28 C.F.R. §§ 50.15, 50.16. Any such request for individual-capacity representation must be made in the form of a letter from the individual defendant to the U.S. Attorney General. The letter should be provided to Chief Division Counsel (CDC) for the FBI Las Vegas Division, who will then coordinate the request with the FBI Office of the General Counsel. In the event of an adverse judgment against the individual, he or she may request indemnification from DOJ. 28 C.F.R. § 50.15(c)(4). Requests for DOJ representation and indemnification are determined by DOJ on a case-by-case basis. The FBI cannot guarantee the United States will provide legal representation or indemnification to any SSGTF personnel.
74. Liability for any conduct by SSGTF personnel undertaken outside of the scope of their assigned duties and responsibilities under this MOU shall not be the responsibility of the FBI or the United States and shall be the sole responsibility of the respective employee and/or agency involved.

### DURATION

75. The term of this MOU is for the duration of the SSGTF's operations, contingent upon approval of necessary funding, but may be terminated at any time upon written mutual consent of the agency involved.
76. Any participating agency may withdraw from the SSGTF at any time by written notification to the SSA with designated oversight for investigative and personnel matters or program manager of the SSGTF at least 30 days prior to withdrawal.
77. Upon termination of this MOU, all equipment provided to the SSGTF will be returned to the supplying agency/agencies. In addition, when an entity withdraws from the MOU, the entity will return equipment to the supplying agency/agencies. Similarly, remaining agencies will return to a withdrawing agency any unexpended equipment supplied by the withdrawing agency during any SSGTF participation.

### MODIFICATIONS

78. This agreement may be modified at any time by written consent of all involved agencies.

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79. Modifications to this MOU shall have no force and effect unless such modifications are reduced to writing and signed by an authorized representative of each participating agency.

**SIGNATORIES**

\_\_\_\_\_  
Special Agent in Charge  
Federal Bureau of Investigation

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator  
City of Susanville

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney  
City of Susanville

\_\_\_\_\_  
Date

Reviewed by: JH City Administrator  
MD City Attorney

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** October 15, 2014

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Honey Lake Valley Recreation Authority

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** At the October 7, 2014 meeting of the Honey Lake Valley Recreation Authority (HLVRA), the Board voted to pursue a revised funding strategy for the construction of a community pool. The Memorandum of Understanding approved on November 18, 2013, provided for an annual contribution by the City of Susanville and the County of Lassen in the amount of \$200,000 through June 30, 2028. The HLVRA is requesting that the City consider funding a portion of the contributions up front with a corresponding reduction in the annual contribution.

**FISCAL IMPACT:** None at this time.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Letter of Request from Honey Lake Valley Recreation Authority



# City of Susanville

(530) 257-1000 • 66 North Lassen Street • Susanville, CA 96130-3904

Honey Lake Valley Recreation Authority  
66 N. Lassen Street  
Susanville, CA 96130

October 9, 2014

City of Susanville, City Council  
66 N. Lassen Street  
Susanville, CA 96130

Dear City Council Members:

The Honey Lake Valley Recreation Authority is writing this letter to request that the Council members consider funding a portion of their contributions to the JPA in a lump sum with a corresponding reduction in the annual contribution amount. Funding a portion of the contribution up front will accomplish a number of objectives:

- The contribution would more closely mirror the financial needs of the JPA to cover the large upfront cost of constructing the community pool.
- By using reserves or existing fund balance it would result in a decrease to the annual contribution amount and could benefit your agency in terms of annual budget allocation and cash flow during these difficult financial times.
- It would provide an overall savings to the community, allowing the pool to be constructed with minimal financing and debt service costs.

Currently your agency has committed to an annual contribution of \$200,000 a year over 15 years (\$3,000,000). The JPA has set an overall project budget, not to exceed \$3,500,000. We would like you to consider the following proposal to prepay a portion of your contributions:

- Pre-pay \$1,750,000 and continue with an annual contribution of \$65,000 a year for the remaining 13 years (\$3,000,000).
- Consider loaning the JPA \$1,750,000 with an interest rate of not to exceed 3% with a corresponding reduction (based on interest) to the annual contribution.

**Brian R. Wilson**  
Mayor  
**Nicholas B. McBride**  
Mayor pro tem

**Councilmembers:**  
**Lino P. Callegari**  
**Rod E. De Boer**  
**Kathie Garnier**

We hope that you will consider these options and the overall benefit to the community pool project. In addition to the cost savings it would also result in a corresponding time savings as a result of not seeking more traditional financing. We request that you schedule this item for your next available council meeting and let us know if either of these options are acceptable to your agency.

Thank you for your continuous support in this endeavor.

Sincerely,



Jared G. Hancock  
HLVRA, Executive Officer



**City of Susanville**

66 North Lassen Street • Susanville, CA 96130-3904