

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 August 25 and October 1, 2014 meetings
- B Approve vendor warrants numbered 92271 through 92442 for a total of \$739,525.97 including \$200,285.56 in payroll warrants
- C Approve **Resolution No. 14-5114** authorizing the acceptance of real property known as the Johnstonville Water System from the County of Lassen to the City of Susanville

7 **PUBLIC HEARINGS:**

- A Consider **Resolution No. 14-5119** considering request for variance to minimum lot size, width and front yard setback for parcel located at Grand Avenue and North Street

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of donation of services by C & S Waste Solutions and California Correctional Center for Annual Leaf Collection Program
- B Consider purchase of Susanville Municipal Airport Hangar #20 owned by Ray Craig and Dennis Roberts
- C Consider approval of **Resolution No. 14-5115** authorizing Mayor to execute contract for environmental services with Hauge Brueck Associates, LLC for Riverside Drive Trail
- D Consider approval of **Resolution No. 14-5116** authorizing Mayor to execute contract for consulting services with Full Spectrum, Inc. for Public Works' Supervisory Control and Data Acquisition (SCADA) System
- E Consider approval of **Resolution No. 14-5117** authorizing support of Lassen County Chamber of Commerce (LCCC) Annual Magical Country Christmas Celebration on Saturday, December 6, 2014
- F Consider approval of **Resolution No. 14-5118** authorizing Mayor to execute Cooperative Services Agreement with Caltrans for the Southeast Gateway Project

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

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

12 **CONTINUING BUSINESS:**

- A City contribution to the Honey Lake Valley Recreation Authority

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

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

1. ACCAPS Conference – October 16 – 17, 2014

15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on November 19, 2014 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for November 5, 2014 in the areas designated on October 31, 2014.



Gwenna MacDonald, City Clerk

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

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's August 25 and October 1, 2014 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's August 25 and October 1, 2014 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's August 25 and October 1, 2014 meetings.

ATTACHMENTS: Minutes: August 25, 2014
October 1, 2014

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
August 25, 2014 – 3:00 p.m.

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

Roll Call of City Councilmembers: Lino P. Callegari, Rod De Boer, and Brian R. Wilson, Mayor. Absent: Nicholas McBride.

Staff present: Jared G. Hancock, City Administrator; Peter M. Talia, City Attorney; Tom Downing, Chief of Police; Ted Friedline, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

APPROVAL OF THE AGENDA: Motion by Councilmember Callegari, second by Councilmember De Boer to approve the agenda as posted; motion carried. Ayes: Garnier, Callegari, De Boer and Wilson. Absent: McBride.

SCHEDULED MATTERS

3A Proposed expansion of Susanville Municipal Airport Taxiway Apron Reconstruction Project

Mr. Hancock explained that the City conducted the bid process for the completion of the Taxiway Apron Reconstruction Project at the Susanville Municipal Airport. A competitive bid was received from Dig-It Construction, and based upon the amount of the bid there is an opportunity for the City to expand the size of the project beyond the base project area to include Alternative 1. According to C & S Companies, the City's Airport Consultant, an application to Caltrans for a State project match has a good chance of being funded but it cannot be guaranteed. The City has allocated \$45,000 to the reconstruction project, and staff is recommending that the Council consider increasing the general fund contribution by \$20,000 for a total City match of \$65,000. The ability to complete a larger project will reduce costs and provide a long term benefit and if the application for State match is ultimately approved, it will reduce the City's contribution by \$30,000.

There was a general discussion regarding authorizing Resolution No. 14-5085, and it was the general consensus to amend the action clause to read: *now, therefore, be it resolved that the City Council of the City of Susanville hereby approves the use of additional General Fund fund balance from Unallocated Cash in the amount of \$20,000.00 for the completion of both the original Susanville Municipal Airport Taxiway Project and Alternative 1.*

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 14-5085; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

ADJOURNMENT: Motion by Councilmember De Boer, second by Councilmember Callegari, to adjourn the meeting; motion carried. Ayes: Callegari, De Boer and Wilson. Absent: McBride

Meeting adjourned at 3:20 p.m.

Brian R. Wilson, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
October 1, 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 pro tem Nicholas McBride.

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

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

1 APPROVAL OF AGENDA:

Mr. Hancock requested that Item 9B - *Ordinance No. 14-1000 amending Chapter 17.104 of the Susanville Municipal Code to include Smoking Lounges* be removed from the agenda.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve the agenda with the removal of Item 9B; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:05 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): two potential claims
- 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 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
- D PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1. Agency Negotiator: Jared G. Hancock
 - Bargaining Unit: Administrative, Miscellaneous, Professional/Technical
- E CASE REVIEW OR PLANNING – pursuant to Government Code §54957.8

Closed session adjourned at 6:59 p.m.

4 RETURN TO OPEN SESSION: At 7:05 p.m. the City Council reconvened in open session.

Staff present: Thomas Downing, Police Chief; Theodore Friedline, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to closed session the agenda was approved with the removal of Item 9B and that in closed session regarding Item 3A, Council voted unanimously to give staff authority to settle with full release in an amount not to exceed \$5,000.

Councilmember Garnier provided the thought of the day.

5 BUSINESS FROM THE FLOOR:

Mr. Hancock introduced Captain Joe Micheleti, of the California Highway Patrol.

Captain Micheleti thanked the Council for their continued support of public safety, and discussed goals and opportunities to partner with the CHP for the benefit of the community.

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

- A Receive and file minutes from City Council's August 20, 2014 meeting
- B Approve vendor warrants numbered 91989 through 92127 for a total of \$473,372.51 including \$106,123.40 in payroll warrants
- C Approve accounts receivable write-off and authorize sending to collections
- D Approve **Resolution No. 14-5106** authorizing execution of contract with Mark Siemens Consulting

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve the Consent Calendar; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

7 PUBLIC HEARINGS:

7A Community Development Block Grant Program Income Re-use Plan: Consider approval of Resolution No. 14-5105 approving the CDBG Program Income Reuse Plan and authorize submittal to the State Department of Housing and Community Development Mr. Hancock explained that the City of Susanville Program Income Reuse Plan establishes guidelines on the policies and procedures for the administration and utilization of program income received as a result of activities funded under the State Community Block Grant Program. In May 2014, staff was notified that federal regulation changes had resulted in numerous compliance issues with the State and subsequently many cities as well. Among the changes is a requirement to update the Program Income Plan and in July, the State provided a template that includes federally-required agreements and assertions governing the use of Program Income through Revolving Loan Funds. The Reuse Plans are limited to a period of 5 years, and must be executed by the Department using the Department's template. All jurisdictions are required to update their plan prior to the expenditure of any program income.

Councilmember Garnier asked if the Plan maintains the existing grant funded programs.

Mr. Hancock replied that the changes will not affect the existing programs other than the City cannot make any loans until the Agreement is updated. The changes are more regulatory in nature, amending language from Revolving Loan Fund to Revolving Loan Account, as an example.

At 7:18 p.m. Mayor pro tem McBride opened the public hearing and requested comments from the public. There being no comments either for or against the item, Mayor pro tem McBride closed the public hearing at 7:19 p.m.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 14-5105; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS:

Commission/Committee Reports:

Mayor pro tem McBride observed that the City had a newly paved parking lot in the rear of the building that was available for employee parking. He requested that employees park in the lot to free up spaces on North Lassen Street for customers and visitors to City Hall.

9 NEW BUSINESS:

9A Consider approval of Resolution No. 14-5103 authorizing Mower purchase Mr. Hancock explained that the City of Susanville Community Services Division is in need of a new lawn mower suitable for commercial use. The previous mower was 17 years old and has reached the end of its useful life and is beyond repair. Quotes have been collected from various lawn mower vendors and Diamond Saw Shop has been identified as the company with the lowest price at \$10,040.50.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 14-5103; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

9B Consider Ordinance No. 14-1000 amending Chapter 17.104 of the Susanville Municipal Code to include Smoking Lounges: Waive first reading and introduce. Item was removed from the agenda.

9C Consider approval of request for Street Closure for November 27, 2014 fun run Ms. MacDonald stated that the City has received a request for support of the Lassen Senior Services sponsored annual Turkey Trot fun run held on Thanksgiving morning. The event would require the closure of Riverside Drive between River Street and Alexander and minimal staff time to assist with providing traffic safety control. The Chamber of Commerce has requested use of City barricades and will facilitate set up and removal. The event will be held November 27, 2014 between 8:30 a.m. and 9:30 a.m.

Linda Powell spoke on behalf of the event and stated that it was a fund raiser with proceeds to be used in support of the Meals on Wheels program.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve the street closure and use of barricades for the November 27, 2014 event; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

9D Consider approval of Resolution No. 14-5102 approving STIP Program Supplement agreement and authorizing Mayor to sign Mr. Newton explained that the Susanville Rehabilitation FC project is a pavement overlay project to rehabilitate various streets in the City of Susanville. The streets are listed on Attachment A, and the FC project is programmed in the STIP for construction in Fiscal Year 2015/2016. As part of the process, the City must complete the environmental documents including California Environmental Quality Act (CEQA) documents and National Environmental Policy Act (NEPA) documents. On May 21, 2014, a fund allocation from the California Transportation Commission in the

amount of \$50,000 was granted for the project to complete the environmental work. The Program Supplement Agreement is required for the State to reimburse the City for the cost of the project.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 14-5102; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

9E Consider approval of Resolution No. 14-5104 approving purchase of Public Works Equipment Mr. Newton reported that the Public Works Streets Division has researched new and used equipment and completed an analysis of the Department's current fleet from an air quality emission view point and has determined that is in need of a backhoe. The California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation requires that the City's off-road fleet meets a fleet average target rate beginning January 1, 2019. The City's off-road fleet currently does not meet the fleet average target rate for the January 2019 effective date. To achieve the fleet average target rate, the Public Works Department will need to replace older equipment with Tier 3 or newer engines.

The availability of used equipment is limited as most equipment manufactures did not begin producing Tier 3 engines until 2007. Quotes have been obtained from four dealers for backhoes with Tier 3 engines or newer and staff has identified a quality machine in Reno, Nevada that is available from Cashman Equipment. The backhoe is a 2011 Caterpillar 420 E priced at \$69,660 including tax and delivery to Susanville. The fiscal year 2014/2015 budget included \$50,000 for the purchase of a backhoe, which would require a budget amendment of \$19,660 from the Streets Division fund balance. Staff plans on keeping the Streets Division backhoe for approximately ten to fifteen years.

Motion by Councilmember Callegari, second by Councilmember Garnier to approve Resolution No. 14-5104; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A AB1234 Ethics Training Update Mr. Hancock reported that LAFCo Executive Director John Benoit has arranged for the firm of Best, Best and Krieger, LLP to provide mandatory ethics training to elected and appointed officials in Lassen County. The two-hour training is required every two years, and will be given in the Veterans Hall building on Friday, October 17, 2014 between 10:00 a.m. and 12:00 noon. Participants must be present for the entire presentation and will receive a certificate to document completion of the training. The training is also available at no cost online for those unable to attend.

13B Outdoor Marijuana Cultivation Update Chief Downing updated the Council regarding the September 10, 2014 workshop held to discuss the regulation of marijuana cultivation. There were between twenty-five and thirty citizens in attendance, with good dialog and many willing to engage in the process. The majority of those present agreed that regulations were needed in order to distinguish between illegal growing and legal growing for medical usage. They had many suggestions and Chief Downing stated that he was pleased with the outcome, expecting to be in a position to bring a draft ordinance for Council consideration in November.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

A AB1234 travel reports:

Councilmember Garnier observed that there was an increase in the number of vendors along Main Street, specifically in the Grocery Outlet parking lot. She requested that staff follow up to confirm that the proper process was being followed.

15 ADJOURNMENT: Motion by Councilmember Callegari, second by Councilmember Garnier to adjourn; motion carried. Ayes: Garnier, Callegari and McBride. Absent: Rod E. De Boer and Brian R. Wilson.

Meeting adjourned at 7:45 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: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated October 7th through October 28th numbered 92271 through 92442

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$539,240.41 plus \$200,285.56 in payroll warrants, for a total of \$739,525.97

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 |
|---------------------------|------------------|--------------|---------------|-----------------|----------------------------|--------------------|---------|----------------|----------------------------|------------|--------------|
| 10/14 | 10/09/2014 | 92271 | 7933 | | REFUND GAS DEPOSIT | 10432350315 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 176.11 | 176.11 |
| Total 10432350315: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92272 | 1070 | AT&T MOBILITY | WIRELESS PHONES POLICE | 835956037X10012014 | 1 | 1000-421-10-45 | COMMUNICATIONS | 140.74 | 140.74 |
| Total 835956037X10012014: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TR EX | 2064 092514 | 1 | 1000-415-10-45 | TRAINING | 424.80 | 424.80 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TR EX LEAGUE OF C | 2064 092514 | 2 | 1000-413-20-45 | TRAVEL | 1,372.36 | 1,372.36 |
| Total 2064 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | RESTURANT G/C FOOD | 2565 092514 | 1 | 7530-451-54-46 | SUPPLIES GENERAL | 589.36 | 589.36 |
| Total 2565 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | MONTHLY REPORTING FEES | 3996 092514 | 1 | 1000-417-10-48 | TAXES, FEES, PERMITS & CHA | 15.00 | 15.00 |
| Total 3996 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | LEAGUE OF CITIES | 4028 092514 | 1 | 1000-411-10-45 | ADVERTISING | 350.00 | 350.00 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | PAPER TOWELS, TRASH BAGS | 4028 092514 | 2 | 7530-451-55-46 | SUPPLIES - GENERAL | 33.45 | 33.45 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | STAPLER, POP UP NOTES | 4028 092514 | 3 | 1000-417-10-46 | SUPPLIES-GENERAL | 33.16 | 33.16 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TRASH BAGS, ROLLS OF PAPER | 4028 092514 | 4 | 7530-451-55-46 | SUPPLIES - GENERAL | 105.16 | 105.16 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | LOGEAR USB FOR SERVER | 4028 092514 | 5 | 1000-413-20-46 | SUPPLIES-GENERAL | 64.47 | 64.47 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | PAPER CLIPS, THERMAL PAPER | 4028 092514 | 6 | 7530-451-54-46 | SUPPLIES GENERAL | 30.68 | 30.68 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | GOLF BALL SHAAG BAG | 4028 092514 | 7 | 7530-451-55-46 | SUPPLIES - GENERAL | 27.19 | 27.19 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | HOSES | 4028 092514 | 8 | 7530-451-55-46 | SUPPLIES - GENERAL | 29.01 | 29.01 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | LYSOL, SCRUBBER, PINESOL | 4028 092514 | 9 | 7530-451-55-46 | SUPPLIES - GENERAL | 15.07 | 15.07 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | DESIGNER WALL SIGNS | 4028 092514 | 10 | 1000-419-10-46 | SUPPLIES-GENERAL | 35.17 | 35.17 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | SIMPLE GREEN | 4028 092514 | 11 | 7530-451-55-46 | SUPPLIES - GENERAL | 91.01 | 91.01 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TOWELS, BATHROOM TISSUE | 4028 092514 | 12 | 7530-451-54-46 | SUPPLIES GENERAL | 67.05 | 67.05 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | SUPPLIES GOLF COURSE | 4028 092514 | 13 | 7530-451-55-46 | SUPPLIES - GENERAL | 192.26 | 192.26 |

| 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 4028 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | BATTERIES | 4093 092514 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 30.04 | 30.04 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | PUMP | 4093 092514 | 2 | 1000-452-20-46 | SUPPLIES-GENERAL | 21.46 | 21.46 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | AIRPORT GRANT MAILING | 4093 092514 | 3 | 7201-430-81-46 | POSTAGE | 19.99 | 19.99 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | POWER SUPPLY | 4093 092514 | 4 | 1000-417-10-46 | SUPPLIES-GENERAL | 71.72 | 71.72 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TR EX | 4093 092514 | 5 | 1000-411-10-45 | TRAVEL | 3,377.42 | 3,377.42 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | PHONES | 4093 092514 | 6 | 1000-417-10-48 | TAXES, FEES, PERMITS & CHA | 311.42 | 311.42 |
| Total 4093 092514: | | | | | | | | | | 3,832.05 | 3,832.05 |
| Total 4226 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TEST U | 4226 092514 | 1 | 1000-421-10-45 | INVESTIGATIVE FUNDS | 88.00 | 88.00 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | PAPER, GLUE, ENVELOPES | 4226 092514 | 2 | 1000-421-10-46 | SUPPLIES-GENERAL | 53.26 | 53.26 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | BATTERIES, CLOROX | 4226 092514 | 3 | 1000-421-10-46 | SUPPLIES-JANITORIAL | 47.48 | 47.48 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | GLUE, WASTEBAGS, AJAX | 4226 092514 | 4 | 1000-421-10-46 | SUPPLIES-SAFETY ITEMS | 64.46 | 64.46 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | SERVICE SIGNS | 4226 092514 | 5 | 1000-421-10-46 | SUPPLIES-SAFETY ITEMS | 51.60 | 51.60 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | COMPUTER CHAIR | 4226 092514 | 6 | 1000-421-10-46 | SUPPLIES-GENERAL | 138.68 | 138.68 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TR CANCEL | 4226 092514 | 7 | 1000-421-10-45 | TRAINING | 50.00 | 50.00 |
| Total 4226 092514: | | | | | | | | | | 493.48 | 493.48 |
| Total 4242 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | CLASS INVESTIGATIVE BACKG | 4242 092514 | 1 | 1000-421-10-45 | TRAINING | 106.00 | 106.00 |
| Total 4242 092514: | | | | | | | | | | 106.00 | 106.00 |
| Total 4259 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TR EX | 4259 092514 | 1 | 1000-421-10-45 | TRAINING | 423.68 | 423.68 |
| Total 4259 092514: | | | | | | | | | | 423.68 | 423.68 |
| Total 4291 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | INVESTIGATIVE SUPPLIES | 4291 092514 | 1 | 1000-421-10-45 | ANIMAL CONTROL CONTRACT | 230.94 | 230.94 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | FUEL | 4291 092514 | 2 | 1000-421-10-46 | GASOLINE | 66.47 | 66.47 |
| Total 4291 092514: | | | | | | | | | | 297.41 | 297.41 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | OFFICER BELT SUPPLIES | 4317 092514 | 1 | 1000-421-10-47 | EQUIPMENT - SAFETY | 207.37 | 207.37 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | BATTERY BACKUP | 4317 092514 | 2 | 1000-421-10-47 | MACHINERY AND EQUIPMENT | 236.44 | 236.44 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | CABLES | 4317 092514 | 3 | 1000-421-10-47 | MACHINERY AND EQUIPMENT | 13.32 | 13.32 |

| 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 4317 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TV MOUNT, FURNITURE | 4325 092514 | 1 | 1000-421-10-45 | INVESTIGATIVE FUNDS | 976.22 | 976.22 |
| Total 4325 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | STICKERS | 4333 092514 | 1 | 1000-421-10-46 | SUPPLIES-SAFETY ITEMS | 133.31 | 133.31 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | SCANNER | 4333 092514 | 2 | 1000-421-10-47 | MACHINERY AND EQUIPMENT | 446.67 | 446.67 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | AXIS COMMUNICATTON | 4333 092514 | 3 | 1000-421-10-45 | INVESTIGATIVE FUNDS | 404.97 | 404.97 |
| Total 4333 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | STAMP | 4728 092514 | 1 | 1000-424-20-46 | SUPPLIES-GENERAL | 18.64 | 18.64 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | INK PADS | 4728 092514 | 2 | 1000-419-10-46 | SUPPLIES-GENERAL | 19.28 | 19.28 |
| Total 4728 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | WEB BUILDER | 5203 092514 | 1 | 8404-430-10-48 | DUES AND MEMBERSHIPS | 24.90 | 24.90 |
| Total 5203 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | TR EX 9/14/14 | 6933 092514 | 1 | 1000-421-10-45 | TRAINING | 738.81 | 738.81 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | ACOUSTIC PANELS | 6933 092514 | 2 | 1000-421-10-47 | MACHINERY AND EQUIPMENT | 350.45 | 350.45 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | CABLES, CHARGERS | 6933 092514 | 3 | 1000-421-10-45 | INVESTIGATIVE FUNDS | 14.99 | 14.99 |
| Total 6933 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | GAS LIGHT MANTLE | 7575 092514 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 74.16 | 74.16 |
| Total 7575 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | POSTAGE | 7979 092514 | 1 | 1000-425-20-46 | POSTAGE | 19.00 | 19.00 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | FUEL | 7979 092514 | 2 | 1000-422-10-46 | GASOLINE | 994.08 | 994.08 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | FLAG | 7979 092514 | 4 | 1000-422-10-46 | SUPPLIES-GENERAL | 197.90 | 197.90 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | BAGS, TIDE | 7979 092514 | 5 | 1000-422-10-46 | SUPPLIES-JANTTORIAL | 43.24 | 43.24 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | VESTS | 7979 092514 | 6 | 1000-422-10-46 | SUPPLIES-SAFETY ITEMS | 352.87 | 352.87 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|--------------------|------------------|--------------|---------------|---------------------|---------------------------|----------------|---------|----------------|-----------------------------|------------|--------------|
| Total 7979 092514: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | SOFTWARE LICENSE | 9363 092514 | 1 | 7620-430-10-43 | TECHNICAL SVCS | 2,150.00 | 2,150.00 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | CAR LIGHTER | 9363 092514 | 2 | 7401-430-62-46 | SUPPLIES-GENERAL | 5.98 | 5.98 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | CREDIT DUE TO DAMAGE FUR | 9363 092514 | 3 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 50.00- | 50.00- |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | WEB BUILDER | 9363 092514 | 4 | 7620-430-10-48 | TAXES, FEES, PERMITS & CHA | 24.90 | 24.90 |
| 10/14 | 10/09/2014 | 92273 | 884 | BANK OF AMERICA | BATTERIES | 9363 092514 | 5 | 7401-430-62-46 | SUPPLIES-GENERAL | 19.31 | 19.31 |
| Total 9363 092514: | | | | | | | | | | 2,150.19 | 2,150.19 |
| Total 2014-0081: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0081 | 1 | 8402-413-30-45 | PRINTING AND BINDING | 103.30 | 103.30 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0081 | 2 | 8402-413-30-46 | POSTAGE | 37.10 | 37.10 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0081 | 3 | 8402-413-30-45 | COMMUNICATIONS | 75.99 | 75.99 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0081 | 4 | 8402-413-30-43 | LAFCO EXEC. OFFICE SVC | 2,000.00 | 2,000.00 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0081 | 5 | 8402-413-30-43 | LAFCO BROWN ACT COMPLIAN | 500.00 | 500.00 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0081 | 6 | 8402-413-30-43 | MUNICIPAL SVC REVIEW-LAFC | 1,632.50 | 1,632.50 |
| Total 2014-0081: | | | | | | | | | | 4,348.89 | 4,348.89 |
| Total 2014-0082: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0082 | 1 | 8402-413-30-45 | PRINTING AND BINDING | 6.50 | 6.50 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0082 | 2 | 8402-413-30-46 | POSTAGE | 5.39 | 5.39 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0082 | 3 | 8402-413-30-45 | COMMUNICATIONS | 76.10 | 76.10 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0082 | 4 | 8402-413-30-46 | SUPPLIES-GENERAL | 10.25 | 10.25 |
| 10/14 | 10/09/2014 | 92274 | 72 | BENOIT, JOHN | LAFCO STAFF SVCS & EXPENS | 2014-0082 | 5 | 8402-413-30-43 | LAFCO EXEC. OFFICE SVC | 2,380.00 | 2,380.00 |
| Total 2014-0082: | | | | | | | | | | 2,478.24 | 2,478.24 |
| Total 309953: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92275 | 76 | BILLINGTON ACE HARD | REMOVER PAINT | 309953 | 1 | 1000-452-20-46 | SUPPLIES-GENERAL | 11.60 | 11.60 |
| Total 309953: | | | | | | | | | | 11.60 | 11.60 |
| Total 310264: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92275 | 76 | BILLINGTON ACE HARD | BLADES | 310264 | 1 | 1000-422-10-46 | SUPPLIES-GENERAL | 69.63 | 69.63 |
| Total 310264: | | | | | | | | | | 69.63 | 69.63 |
| 10/14 | 10/09/2014 | 92275 | 76 | BILLINGTON ACE HARD | PVC ELBOW | 310972 | 1 | 1000-452-20-44 | FACILITY - REPAIR & MAINTEN | 1.91 | 1.91 |

| 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 310972: | | | | | | | | | | | 1.91 | 1.91 |
| 10/14 | 10/09/2014 | 92275 | 76 | BILLINGTON ACE HARD | COUPLING, WEATHERSTRIPPI | 311197 | 1 | 1000-422-10-44 | VEHICLE - REPAIR & MAINTEN | 26.83 | 26.83 | |
| 10/14 | 10/09/2014 | 92275 | 76 | BILLINGTON ACE HARD | COUPLING, WEATHERSTRIPPI | 311197 | 2 | 1000-422-10-46 | SUPPLIES-GENERAL | 7.80 | 7.80 | |
| Total 311197: | | | | | | | | | | | 34.63 | 34.63 |
| 10/14 | 10/09/2014 | 92275 | 76 | BILLINGTON ACE HARD | LADDER | A66841 | 1 | 1000-421-10-47 | MACHINERY AND EQUIPMENT | 96.74 | 96.74 | |
| Total A66841: | | | | | | | | | | | 96.74 | 96.74 |
| 10/14 | 10/09/2014 | 92276 | 7927 | | REIM DEP COMM. CENTER | 100714 | 1 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 101.00 | 101.00 | |
| 10/14 | 10/09/2014 | 92276 | 7927 | | REIM DEP COMM. CENTER | 100714 | 2 | 1000-2228-009 | DEPOSITS-COMM CENTER RE | 50.00 | 50.00 | |
| Total 100714: | | | | | | | | | | | 151.00 | 151.00 |
| 10/14 | 10/09/2014 | 92277 | 85 | | TR EX REDDING 101514 | 100214 | 1 | 7110-430-42-45 | TRAVEL | 91.50 | 91.50 | |
| Total 100214: | | | | | | | | | | | 91.50 | 91.50 |
| 10/14 | 10/09/2014 | 92278 | 1307 | C&S WASTE SOLUTIONS | 110 NORTH ST | 110NORTH 100114 | 1 | 1000-452-20-44 | DISPOSAL | 226.62 | 226.62 | |
| Total 110NORTH 100114: | | | | | | | | | | | 226.62 | 226.62 |
| 10/14 | 10/09/2014 | 92278 | 1307 | C&S WASTE SOLUTIONS | 470-895 CIRCLE DR | 470895CIRCLE 100114 | 1 | 7530-451-52-44 | DISPOSAL | 249.68 | 249.68 | |
| Total 470895CIRCLE 100114: | | | | | | | | | | | 249.68 | 249.68 |
| 10/14 | 10/09/2014 | 92278 | 1307 | C&S WASTE SOLUTIONS | 66 N LASSEN ST | SVL2 100114 | 1 | 1000-417-10-44 | DISPOSAL | 154.93 | 154.93 | |
| Total SVL2 100114: | | | | | | | | | | | 154.93 | 154.93 |
| 10/14 | 10/09/2014 | 92278 | 1307 | C&S WASTE SOLUTIONS | 95 N WEATHERLOW | SVL5 100114 | 1 | 1000-452-20-44 | DISPOSAL | 186.47 | 186.47 | |
| Total SVL5 100114: | | | | | | | | | | | 186.47 | 186.47 |
| 10/14 | 10/09/2014 | 92278 | 1307 | C&S WASTE SOLUTIONS | 1801 MAIN ST | SVL7 100114 | 1 | 1000-421-10-44 | DISPOSAL | 93.24 | 93.24 | |

| 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 SVL7 100114: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92279 | 7929 | | RETURN GAS DEPOSIT | 10109150106 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 93.24 | 93.24 |
| Total 10109150106: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92280 | 1116 | CALIFORNIA BUILDING S | 3RD QTR SPEC REV FUND SB 1 | 100214 | 1 | 1000-2205-006 | DEPOSIT PAYABLE-SB 1473 | 73.80 | 73.80 |
| Total 100214: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92281 | 115 | CASELLE INC. | SOFTWARE SUPPORT 11/14 | 60519 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 1,258.00 | 1,258.00 |
| Total 60519: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92282 | 118 | CBC INNOVIS INC | MEMBERSHIP DUES | 4274003395 | 1 | 1000-417-10-48 | DUES AND MEMBERSHIPS | 10.00 | 10.00 |
| Total 4274003395: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92283 | 148 | COMPUTER LOGISTICS | MONTHLY SER 2HRS | 63608 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 220.00 | 220.00 |
| Total 63608: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92283 | 148 | COMPUTER LOGISTICS | CLOUD BACKUP 2/14-5/14 | 63625 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 50.00 | 50.00 |
| Total 63625: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92283 | 148 | COMPUTER LOGISTICS | EMAIL & IPHONE SUPPORT | 63668 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 285.10 | 285.10 |
| Total 63668: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92284 | 7932 | | REFUND GAS DEPOSIT | 10112600223 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 186.15 | 186.15 |
| Total 10112600223: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92285 | 173 | DATCO SERVICES | EMPLOYEE QTRLY SVC FEE 10 | 107534 | 1 | 1000-416-10-43 | TECHNICAL SVCS | 556.50 | 556.50 |
| Total 107534: | | | | | | | | | | | |

| 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 | 10/09/2014 | 92285 | 173 | DATCO SERVICES | SUBSTANCE TEST - | 6672750 | 1 | 1000-416-10-43 | TECHNICAL SVCS | 35.00 | 35.00 |
| | | Total 6672750: | | | | | | | | 35.00 | 35.00 |
| 10/14 | 10/09/2014 | 92286 | 174 | DATEMA, STEVEN K. | AIRPORT MANAGER 7/1/14 - 2/2 | 100214 | 1 | 7201-430-81-43 | TECHNICAL SVCS | 1,889.31 | 1,889.31 |
| | | Total 100214: | | | | | | | | 1,889.31 | 1,889.31 |
| 10/14 | 10/09/2014 | 92287 | 182 | DEPARTMENT OF CONS | 3RD QUARTER SMIP FEE REPO | 100214 | 1 | 1000-2205-003 | DEPOSITS-STRONG MOTION P | 8.20 | 8.20 |
| | | Total 100214: | | | | | | | | 8.20 | 8.20 |
| 10/14 | 10/09/2014 | 92288 | 1261 | DIAMOND TRUCK AND A | TRANSFER CASE E628 | 2232 | 1 | 1000-422-50-44 | VEHICLE - REPAIR & MAINTEN | 753.32 | 753.32 |
| | | Total 2232: | | | | | | | | 753.32 | 753.32 |
| 10/14 | 10/09/2014 | 92289 | 230 | ENTENMANN - ROVIN CO | PURCHASE OF BADGE#830 | 0101466 | 1 | 1000-421-10-43 | PROFESSIONAL SVCS | 105.91 | 105.91 |
| | | Total 0101466: | | | | | | | | 105.91 | 105.91 |
| 10/14 | 10/09/2014 | 92290 | 238 | FASTENAL COMPANY | SUPPLIES | 60806 | 1 | 1000-422-10-46 | SUPPLIES-GENERAL | 10.89 | 10.89 |
| | | Total 60806: | | | | | | | | 10.89 | 10.89 |
| 10/14 | 10/09/2014 | 92290 | 238 | FASTENAL COMPANY | BULBS | 61179 | 1 | 1000-421-10-46 | SUPPLIES-GENERAL | 88.53 | 88.53 |
| | | Total 61179: | | | | | | | | 88.53 | 88.53 |
| 10/14 | 10/09/2014 | 92291 | 257 | FOREST OFFICE EQUIP | ADDING MACHINE | 10226 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 166.63 | 166.63 |
| | | Total 10226: | | | | | | | | 166.63 | 166.63 |
| 10/14 | 10/09/2014 | 92292 | 265 | FRONTIER | 257-2520 GOLF COURSE | 2520 100114 | 1 | 7530-451-52-45 | COMMUNICATIONS | 334.43 | 334.43 |
| | | Total 2520 100114: | | | | | | | | 334.43 | 334.43 |
| 10/14 | 10/09/2014 | 92293 | 7928 | | RETURN GAS DEPOSIT | 10221900003 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 128.90 | 128.90 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|--------------------|------------------|--------------|---------------|-----------------------|-----------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| Total 10221900003: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92294 | 312 | HISTORIC USA | 9/14 COLLECTIONS, NET | 100614 | 1 | 8401-2228-000 | DEPOSITS PAYABLE | 142.50 | 142.50 |
| 10/14 | 10/09/2014 | 92294 | 312 | HISTORIC USA | 5%FEE 9/14 COLLECTIONS | 100614 | 2 | 8401-2228-000 | DEPOSITS PAYABLE | 7.50 | 7.50 |
| 10/14 | 10/09/2014 | 92294 | 312 | HISTORIC USA | 5%FEE 9/14 COLLECTIONS | 100614 | 3 | 1000-415-10-34 | REIMBURSEMENTS (HUSALLAF | 7.50- | 7.50- |
| Total 100614: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92295 | 1362 | IRON MOUNTAIN INFO. M | SHREDDING FOR P/D | KTZ1063 | 1 | 1000-421-10-44 | DISPOSAL | 53.90 | 53.90 |
| Total KTZ1063: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92296 | 335 | J.W. WOOD CO INC | SPRINKLER SUPPLIES | S076580 | 1 | 1000-452-20-44 | MISC - REPAIR & MAINTENANC | 104.15 | 104.15 |
| Total S076580: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92297 | 237 | JOHN DEERE FINANCIAL | SHAFT KEY, MOTOR | 94072 | 1 | 7530-451-52-46 | SUPPLIES-GENERAL | 511.15 | 511.15 |
| Total 94072: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92298 | 374 | L N CURTIS & SONS | FLOOD LAMP | 132856700 | 1 | 1000-422-10-46 | SUPPLIES-GENERAL | 96.75 | 96.75 |
| Total 132856700: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92299 | 411 | LASSEN MOTOR PARTS | .02 SHORT ON INVOICE | 207713-1 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | .02 | .02 |
| Total 207713-1: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92300 | 413 | LASSEN TIRE | FLAT REPAIR EXPLORER | 46085 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 20.00 | 20.00 |
| Total 46085: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92301 | 413 | SUSANVILLE TOWING | OIL & FILTER 2012 FORD F150 | 50435 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 81.74 | 81.74 |
| Total 50435: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92301 | 413 | SUSANVILLE TOWING | OIL & FILTER# 81 | 50441 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 56.34 | 56.34 |

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 |
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| Total 50441: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92301 | 413 | SUSANVILLE TOWING | AXLE OIL CHANGE #84 | 50492 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 578.23 | 578.23 |
| Total 50492: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92301 | 413 | SUSANVILLE TOWING | BATTERY #82 | 50497 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 166.19 | 166.19 |
| Total 50497: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92302 | 437 | LMUD | 1505 MAIN ST | 2876 092314 | 1 | 1000-422-10-46 | ELECTRICITY | 593.61 | 593.61 |
| Total 2876 092314: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92303 | 452 | MARTIN SECURITY SYST | 60 N LASSEN ELEVATOR ALAR | 026182 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 95.00 | 95.00 |
| Total 026182: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92304 | 473 | MICHAEL KIRACK CONS | WANDOW BOARD UP P/D | 3898 | 1 | 1000-421-10-44 | FACILITY - REPAIR & MAINTEN | 200.00 | 200.00 |
| Total 3898: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92305 | 481 | MISSION LINEN & UNIFO | POLICE 10/7/14 | 250247441 | 1 | 1000-421-10-46 | SUPPLIES-JANITORIAL | 54.83 | 54.83 |
| Total 250247441: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92305 | 481 | MISSION LINEN & UNIFO | POLICE 10/7/14 | D250247396 | 1 | 1000-421-10-46 | SUPPLIES-JANITORIAL | 166.20 | 166.20 |
| Total D250247396: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92306 | 7926 | | REIM SURPLUS SALE | 100214 | 1 | 1000-417-10-39 | SALE OF CAPITAL ASSETS | 27.50 | 27.50 |
| Total 100214: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92307 | 7931 | | REFUND WATER DEPOSIT | 10100900030 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 30.20 | 30.20 |
| 10/14 | 10/09/2014 | 92307 | 7931 | | REFUND GAS DEPOSIT | 10100900030 | 2 | 7401-2228-000 | DEPOSITS-CUSTOMER | 200.00 | 200.00 |

| 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 10100900030: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92308 | 7930 | | RETURN GAS DEPOSIT | 10406500004 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 1,750.00 | 1,750.00 |
| 10/14 | 10/09/2014 | 92308 | 7930 | | RETURN WATER DEPOSIT | 10406500004 | 2 | 7110-2228-000 | DEPOSITS-CUSTOMER | 1,666.90 | 1,666.90 |
| Total 10406500004: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92309 | 572 | QUILL CORPORATION | MONITOR STAND | 6438095 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 45.28 | 45.28 |
| Total 6438095: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92309 | 572 | QUILL CORPORATION | CALENDARS | 6571705 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 22.56 | 22.56 |
| Total 6571705: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92309 | 572 | QUILL CORPORATION | CALENDARS, POST ITS, RIBBO | 6629049 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 171.86 | 171.86 |
| Total 6629049: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92310 | 7200 | | RETURN DEPOSIT | 100714 | 1 | 1001-2228-001 | DEPOSITS-CURB, GUTTER, SID | 4,752.00 | 4,752.00 |
| Total 100714: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92311 | 582 | RAY MORGAN CO INC | FIRE COPIER 10/26/14-11/25/14 | 741925 | 1 | 1000-422-10-44 | RENT & LEASES EQUIP & VEHI | 32.12 | 32.12 |
| Total 741925: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92311 | 582 | RAY MORGAN CO INC | DOWN & UPSTAIRS COPIER-11/ | 748088 | 1 | 1000-417-10-44 | RENT & LEASES EQUIP & VEHI | 671.50 | 671.50 |
| 10/14 | 10/09/2014 | 92311 | 582 | RAY MORGAN CO INC | P/D COPIER 11/14 | 748088 | 2 | 1000-421-10-44 | RENT & LEASES EQUIP & VEHI | 312.85 | 312.85 |
| Total 748088: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92312 | 7934 | | REFUND WATER DEPOSIT | 10404550006 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 6.48 | 6.48 |
| Total 10404550006: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92313 | 628 | SCORE | WORKERS COMP 1ST QTR 10/1 | 1415-32 | 1 | 7630-411-40-42 | WORKERS' COMPENSATION | 69,466.00 | 69,466.00 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|------------------|------------------|--------------|---------------|-----------------------|-----------------------------|----------------|---------|----------------|-----------------------------|------------|--------------|
| Total 1415-32: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92314 | 640 | SIERRA ELECTRONICS | REPAIR SPEAKER CIRCUIT | 205380 | 1 | 1000-421-10-44 | RADIO - REPAIR & MAINTENAN | 160.03 | 160.03 |
| Total 205380: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92314 | 640 | SIERRA ELECTRONICS | REFLASHED RADIO | 205381 | 1 | 1000-421-10-44 | RADIO - REPAIR & MAINTENAN | 392.00 | 392.00 |
| Total 205381: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92315 | 1449 | STI INVESTIGATIONS | BACKGROUND EMPLOYEE | M1459 | 1 | 1000-416-10-43 | TECHNICAL SVCS | 346.50 | 346.50 |
| Total M1459: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92316 | 728 | U S POSTMASTER | WATER BILLING POSTAGE | 100914 | 1 | 7110-430-42-46 | POSTAGE | 164.25 | 164.25 |
| 10/14 | 10/09/2014 | 92316 | 728 | U S POSTMASTER | GAS BILLING POSTAGE | 100914 | 2 | 7401-430-62-46 | POSTAGE | 84.61 | 84.61 |
| Total 100914: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92317 | 530 | U.S. BANK EQUIPMENT F | COPIER - CITY HALL UP AND D | 263131740 | 1 | 1000-417-10-44 | RENT & LEASES EQUIP & VEHI | 435.78 | 435.78 |
| 10/14 | 10/09/2014 | 92317 | 530 | U.S. BANK EQUIPMENT F | COPIER - POLICE | 263131740 | 2 | 1000-421-10-44 | RENT & LEASES EQUIP & VEHI | 435.78 | 435.78 |
| Total 263131740: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92318 | 7362 | WHEELER, TAMMY | CONTRACT 10/2014 | 100214 | 1 | 7530-451-54-43 | TECHNICAL SERVICES | 2,000.00 | 2,000.00 |
| Total 100214: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92318 | 7362 | WHEELER, TAMMY | REIM BAR SALES 10/07/14 | 100714 | 1 | 7530-2205-008 | RESTAURANT BAR SALES TO V | 65.31 | 65.31 |
| Total 100714: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92319 | 783 | WOMACK PLUMBING | REPAIR MENS TOILET P/D | 7524 | 1 | 1000-421-10-44 | FACILITY - REPAIR & MAINTEN | 125.00 | 125.00 |
| Total 7524: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92320 | 7935 | | REIM SURPLUS SALE | 100714 | 1 | 1000-417-10-39 | SALE OF CAPITAL ASSETS | 35.00 | 35.00 |

| 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 100714: | | | | | | | | | | | |
| 10/14 | 10/09/2014 | 92321 | 1378 | ZITO MEDIA | CABLE FIRE | 356225062 0914 | 1 | 1000-422-10-45 | COMMUNICATIONS | 35.00 | 35.00 |
| Total 356225062 0914: | | | | | | | | | | 35.75 | 35.75 |
| Grand Totals: | | | | | | | | | | 117,273.07 | 117,273.07 |

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

Report Criteria:

Transmittal checks included

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Payee ID | GL Account | Amount |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-------------|-------------|------------|
| 10/10/2014 | CDPT | 10/15/2014 | 321 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 6,332.17- |
| 10/10/2014 | CDPT | 10/15/2014 | 321 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 6,332.17- |
| 10/10/2014 | CDPT | 10/15/2014 | 321 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 2,026.33- |
| 10/10/2014 | CDPT | 10/15/2014 | 321 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 2,026.33- |
| 10/10/2014 | CDPT | 10/15/2014 | 321 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 15,438.45- |
| 09/26/2014 | CDPT | 10/15/2014 | 322 | LABORERS TRUST FUND | 9 | 7650-2203-1 | 959.50- |
| 10/10/2014 | CDPT | 10/15/2014 | 322 | LABORERS TRUST FUND | 9 | 7650-2203-1 | 1,087.00- |
| 10/10/2014 | CDPT | 10/15/2014 | 322 | LABORERS TRUST FUND | 9 | 7650-2203-1 | 68,175.00- |
| 10/10/2014 | CDPT | 10/15/2014 | 322 | LABORERS TRUST FUND | 9 | 7650-2203-1 | 2.50- |
| 10/10/2014 | CDPT | 10/15/2014 | 323 | EMPLOYMENT DEV. DEP | 6 | 7650-2203-1 | 5,638.39- |
| 10/10/2014 | CDPT | 10/15/2014 | 324 | EMPLOYMENT DEV DEP | 7 | 7650-2203-1 | 1,310.65- |
| 10/10/2014 | CDPT | 10/16/2014 | 92334 | CA STATE DISBURSEME | 26 | 7650-2203-0 | 184.61- |
| 10/10/2014 | CDPT | 10/16/2014 | 92335 | CA STATE DISBURSEME | 35 | 7650-2203-0 | 155.07- |
| 10/10/2014 | CDPT | 10/16/2014 | 92336 | CA STATE DISBURSEME | 36 | 7650-2203-0 | 103.84- |
| 10/10/2014 | CDPT | 10/16/2014 | 92337 | CA STATE DISBURSEME | 37 | 7650-2203-0 | 69.23- |
| 10/10/2014 | CDPT | 10/16/2014 | 92338 | NATIONWIDE RETIREME | 5 | 7650-2203-0 | 125.00- |
| 10/10/2014 | CDPT | 10/16/2014 | 92339 | STATE OF CALIF FRAN T | 27 | 7650-2203-0 | 344.70- |
| 10/10/2014 | CDPT | 10/16/2014 | 92340 | STATE OF CALIF FRANC | 18 | 7650-2203-0 | 204.89- |
| 10/10/2014 | CDPT | 10/16/2014 | 92341 | VALIC | 4 | 7650-2203-0 | 1,847.05- |
| 09/26/2014 | CDPT | 10/16/2014 | 92342 | AFLAC | 14 | 8403-2239-0 | 445.77- |
| 09/26/2014 | CDPT | 10/16/2014 | 92342 | AFLAC | 14 | 7650-2203-0 | 132.85- |
| 10/10/2014 | CDPT | 10/16/2014 | 92342 | AFLAC | 14 | 8403-2239-0 | 445.77- |
| 10/10/2014 | CDPT | 10/16/2014 | 92342 | AFLAC | 14 | 7650-2203-0 | 132.85- |
| 09/26/2014 | CDPT | 10/16/2014 | 92343 | GOLDEN ONE CREDIT U | 12 | 7650-2203-0 | 592.50- |
| 10/10/2014 | CDPT | 10/16/2014 | 92343 | GOLDEN ONE CREDIT U | 12 | 7650-2203-0 | 553.00- |
| 10/10/2014 | CDPT | 10/16/2014 | 92344 | JEFFERSON PILOT FINA | 22 | 7650-2203-1 | 135.92- |
| 10/10/2014 | CDPT | 10/16/2014 | 92344 | JEFFERSON PILOT FINA | 22 | 7650-2203-1 | 184.50- |
| 09/26/2014 | CDPT | 10/16/2014 | 92345 | NEW IMAGE RACQUETB | 30 | 7650-2203-0 | 127.50- |
| 10/10/2014 | CDPT | 10/16/2014 | 92345 | NEW IMAGE RACQUETB | 30 | 7650-2203-0 | 127.50- |
| 09/26/2014 | CDPT | 10/16/2014 | 92346 | OPERATING ENGINEERS | 11 | 7650-2203-0 | 619.00- |
| 10/10/2014 | CDPT | 10/16/2014 | 92346 | OPERATING ENGINEERS | 11 | 7650-2203-0 | 619.00- |
| 09/26/2014 | CDPT | 10/16/2014 | 92347 | PRE-PAID LEGAL SERVI | 13 | 7650-2203-0 | 15.96- |
| 10/10/2014 | CDPT | 10/16/2014 | 92347 | PRE-PAID LEGAL SERVI | 13 | 7650-2203-0 | 15.94- |
| 10/10/2014 | CDPT | 10/16/2014 | 92348 | UPEC, LOCAL 792 | 10 | 7650-2203-1 | 2,116.50- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 8,414.99- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 2,075.65- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 6,052.53- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 4,921.42- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 145.04- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 140.35- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 124.39- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 831.60- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 831.60- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 607.47- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 607.47- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 301.27- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 358.77- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 16.00- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 3,773.98- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 1,557.52- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 2,662.62- |
| 10/10/2014 | CDPT | 10/16/2014 | 92349 | P.E.R.S. | 8 | 7650-2203-1 | 32.00- |

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Payee ID | GL Account | Amount |
|--------------------|-----------------|---------------------|-----------------|-------|-------------|------------|--------------------|
| Grand Totals: | | | <u>52</u> | | | | <u>152,082.11-</u> |

Report Criteria:
Transmittal checks included

Report Criteria:
 Report type: GL detail
 Check: Check Number = 92350-92351
 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 | 10/16/2014 | 92350 | 131 | CHICAGO TITLE COMPA | WATER TANK SITE 116-170-15 | 732000009229 | 1 | 7110-430-42-48 | TAXES, FEES, PERMITS & CHA | 396.00 | 396.00 |
| Total 732000009229: | | | | | | | | | | | |
| | | | | | | | | | | 396.00 | 396.00 |
| 10/14 | 10/16/2014 | 92351 | 728 | U S POSTMASTER | WATER BILLING POSTAGE | 10162014 | 1 | 7110-430-42-46 | POSTAGE | 787.95 | 787.95 |
| 10/14 | 10/16/2014 | 92351 | 728 | U S POSTMASTER | GAS BILLING POSTAGE | 10162014 | 2 | 7401-430-62-46 | POSTAGE | 405.90 | 405.90 |
| Total 10162014: | | | | | | | | | | | |
| | | | | | | | | | | 1,193.85 | 1,193.85 |
| Grand Totals: | | | | | | | | | | | |
| | | | | | | | | | | 1,589.85 | 1,589.85 |

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 | 10/23/2014 | 92354 | 21 | AIRGAS USA, LLC | ARGON | 9032271999 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 85.95 | 85.95 |
| Total 9032271999: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92355 | 7141 | | REFUND WATER DEPOSIT | 10222650011 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 42.41 | 42.41 |
| Total 10222650011: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92356 | 7943 | | REFUND GAS DEPOSIT | 10241450012 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 10.78 | 10.78 |
| Total 10241450012: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92357 | 44 | ARAMARK UNIFORM SE | G/C TABLECLOTHES, NAPKINS | 5063302332 | 1 | 7530-451-54-44 | LINEN SERVICES | 33.57 | 33.57 |
| Total 5063302332: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92357 | 44 | ARAMARK UNIFORM SE | G/C TABLECLOTHES, NAPKINS | 5063331178 | 1 | 7530-451-54-44 | LINEN SERVICES | 33.40 | 33.40 |
| Total 5063331178: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92358 | 7952 | | TR EX SACRAMENTO 102614 | 102014 | 1 | 1000-421-10-45 | TRAINING | 335.50 | 335.50 |
| Total 102014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92359 | 7937 | | REFUND GAS DEPOSIT | 10531903603 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 164.29 | 164.29 |
| Total 10531903603: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92360 | 67 | BEARS REPAIR | REPAIR DASH | 2551 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 50.00 | 50.00 |
| Total 2551: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92361 | 7945 | | REFUND GAS OVERPAYMENT | 10309300004 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 34.41 | 34.41 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|--------------------|------------------|--------------|---------------|---------------------|--------------------|----------------|---------|----------------|--------------------------|------------|--------------|
| Total 10309300004: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | GLOVES | 311415 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 13.33 | 13.33 |
| Total 311415: | | | | | | | | | | | 13.33 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CLEANER | 311529 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 7.25 | 7.25 |
| Total 311529: | | | | | | | | | | | 7.25 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | FILTERS | 311558 | 1 | 7530-451-54-46 | SUPPLIES GENERAL | 14.50 | 14.50 |
| Total 311558: | | | | | | | | | | | 14.50 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | SANDER POLE, KNIFE | 311633 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 25.40 | 25.40 |
| Total 311633: | | | | | | | | | | | 25.40 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CAULK, CLAMPS, TIN | 311641 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 17.90 | 17.90 |
| Total 311641: | | | | | | | | | | | 17.90 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | POCKET PLANE | 311649 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 9.18 | 9.18 |
| Total 311649: | | | | | | | | | | | 9.18 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | ANTI-FREEZE | 311661 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 57.86 | 57.86 |
| Total 311661: | | | | | | | | | | | 57.86 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | BATTERY, LIGHTER | 311756 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 39.33 | 39.33 |
| Total 311756: | | | | | | | | | | | 39.33 |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | BUCKET | 311826 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 6.28 | 6.28 |
| Total 311826: | | | | | | | | | | | 6.28 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|---------------|------------------|--------------|---------------|---------------------|-------------------------|----------------|---------|----------------|--------------------------|------------|--------------|
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CONDUIT | 311851 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 6.28 | 6.28 |
| Total 311851: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | DRYWALL, TAPING | 311995 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 30.92 | 30.92 |
| Total 311995: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | FILTERS RETURN, ROPE | 311998 | 1 | 7530-451-54-46 | SUPPLIES GENERAL | 3.87- | 3.87- |
| Total 311998: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | REPAIR BAGWELL SPRINGS | 312009 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 69.63 | 69.63 |
| Total 312009: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | ACE STRAP | 312025 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 33.80 | 33.80 |
| Total 312025: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CHALKLINE | 312043 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 6.76 | 6.76 |
| Total 312043: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | SAND POLE, MASKING TAPE | 312105 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 19.32 | 19.32 |
| Total 312105: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CONCRETE MIX, GLOVES | 312113 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 41.09 | 41.09 |
| Total 312113: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CONCRETE MIX | 312120 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 12.56 | 12.56 |
| Total 312120: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CONCRETE MIX | 312195 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 6.28 | 6.28 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|--------------------------|------------------|--------------|---------------|---------------------|------------------------------|-------------------|---------|----------------|----------------------------|------------|--------------|
| Total 312195: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | DRYWALL RETURN | 312197 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 13.06- | 13.06- |
| | | | | | | | | | | 6.28 | 6.28 |
| Total 312197: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | PAINT | 312232 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 127.31 | 127.31 |
| | | | | | | | | | | 127.31 | 127.31 |
| Total 312232: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | PAINT TRAY AND ROLLER | 312234 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 8.20 | 8.20 |
| | | | | | | | | | | 8.20 | 8.20 |
| Total 312234: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | CAULKING | 312271 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 2.89 | 2.89 |
| | | | | | | | | | | 2.89 | 2.89 |
| Total 312271: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | NIPPLE, VALVE | 312719 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 10.43 | 10.43 |
| | | | | | | | | | | 10.43 | 10.43 |
| Total 312719: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | ELECTRIC CORD | 312762 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 23.21 | 23.21 |
| | | | | | | | | | | 23.21 | 23.21 |
| Total 312762: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92362 | 76 | BILLINGTON ACE HARD | ELBOW | 312827 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 7.72 | 7.72 |
| | | | | | | | | | | 7.72 | 7.72 |
| Total 312827: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92363 | 7938 | | REFUND WATER DEPOSIT | 10526670010 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 61.16 | 61.16 |
| | | | | | | | | | | 61.16 | 61.16 |
| Total 10526670010: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - 600 MAI | PLC600MAIN 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| | | | | | | | | | | 36.66 | 36.66 |
| Total PLC600MAIN 100114: | | | | | | | | | | | |

| 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 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - B OF A | PLCBOFA 100114 | 1 | 2007-431-20-44 | DISPOSAL | 18.33 | 18.33 |
| Total PLCBOFA 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - BUEHL | PLCBUEHLER 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCBUEHLER 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - DIAMO | PLCDMNDMTN 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCDMNDMTN 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - ELKS L | PLCELKSLODGE 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCELKSLODGE 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - FROST | PLCFROSTYMILL 100114 | 1 | 2007-431-20-44 | DISPOSAL | 18.33 | 18.33 |
| Total PLCFROSTYMILL 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - GROCE | PLCGROCERYOTLT1001 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCGROCERYOTLT100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - HOTEL | PLCHOTELLSN1 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCHOTELLSN1 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - HOTEL | PLCHOTELLSN2 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCHOTELLSN2 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - KIMS KI | PLCKKIMSKITCH 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCKKIMSKITCH 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - KNOCH | PLCKNOCHBLD 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|-----------------------------|------------------|--------------|---------------|---------------------|------------------------------|----------------------|---------|----------------|------------------|------------|--------------|
| Total PLCCKNOCHBLD 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - LASSEN | PLCLASSENHS 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCCLASSENHS 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - LESLIE | PLCLESLIESJW 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCLESLESJW 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - L V CHA | PLCLVCHRTTR 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCLVCHRTTR 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - MT LAS | PLCMTLASENPL 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCMTLASENPL 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - PANCE | PLCPANCERAPZ 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCPANCERAPZ 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - SIERRA | PLCSIERRAJW 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCSIERRAJW 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - SIERRA | PLCSIERRATHRE100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCSIERRATHRE100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - STATE | PLCSTATEFARM 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCSTATEFARM 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - SVILLE | PLCSVILLEREAL 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCSVILLEREAL 100114: | | | | | | | | | | | |

| 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 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - UPTOW | PLCUPPTTOWNPK 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCUPPTTOWNPK 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - US POS | PLCUSPOST 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCUSPOST 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - VETS M | PLCVETSMEM 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCVETSMEM 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | PUBLIC LITTER CANS - WALMA | PLCWALMARTBUS 100114 | 1 | 2007-431-20-44 | DISPOSAL | 36.66 | 36.66 |
| Total PLCWALMARTBUS 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | 925 SIERRA | SVL15 100114 | 1 | 7401-430-62-44 | DISPOSAL | 154.93 | 154.93 |
| Total SVL15 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92364 | 1307 | C&S WASTE SOLUTIONS | 720 SOUTH ST | SVL8 100114 | 1 | 7620-430-10-44 | DISPOSAL | 154.93 | 154.93 |
| Total SVL8 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92365 | 116 | CASHMAN EQUIPMENT | LATCH KIT, GASKET | 2207930 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 316.06 | 316.06 |
| Total 2207930: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92365 | 116 | CASHMAN EQUIPMENT | PURCHASE OF 2011 CATERPIL | S3624101 | 1 | 2007-431-20-47 | MACHINERY AND EQUIPMENT | 69,660.00 | 69,660.00 |
| Total S3624101: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92366 | 7947 | REFUND GAS DEPOSIT | REFUND GAS DEPOSIT | 10324102208 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 30.41 | 30.41 |
| Total 10324102208: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92367 | 148 | COMPUTER LOGISTICS | ACCESS 2013 | 63679 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 245.66 | 245.66 |

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 63679: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92368 | 7951 | | REFUND GAS DEPOSIT | 10120650418 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 49.23 | 49.23 |
| Total 10120650418: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92369 | 152 | COUSO TECHNOLOGY & | 8/14-9/14 WEBSITE MAINT/HOS | 541477 | 1 | 1000-417-10-43 | TECHNICAL SVCS | 620.00 | 620.00 |
| Total 541477: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92370 | 7939 | | REFUND WATER DEPOSIT | 10506900010 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 39.08 | 39.08 |
| Total 10506900010: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92371 | 156 | CREATIVE FORMS & CO | W2, 1099, ENVELOPES | 113187 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 266.13 | 266.13 |
| Total 113187: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | FUSES | 2740323539 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 10.73 | 10.73 |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | FUSES | 2740323539 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 10.73 | 10.73 |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | FUSES | 2740323539 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 10.73 | 10.73 |
| Total 2740323539: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | RETURN BALL JOINT | 2740326144 | 1 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 183.49- | 183.49- |
| Total 2740326144: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | MOTOR OIL | 2740330923 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 75.24 | 75.24 |
| Total 2740330923: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | BALL JOINTS | 2740330952 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 156.75 | 156.75 |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | BALL JOINTS | 2740330952 | 2 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 39.33 | 39.33 |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | BALL JOINTS | 2740330952 | 3 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 39.33 | 39.33 |
| Total 2740330952: | | | | | | | | | | | |
| | | | | | | | | | | 235.41 | 235.41 |

M = Manual Check, V = Void Check

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Description | Invoice Number | Inv Seq | GL Account No | GL Account Title | Seq Amount | Check Amount |
|--------------------|------------------|--------------|---------------|----------------------|-------------------------|----------------|---------|----------------|----------------------------|------------|--------------|
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | BALL JOINT RETURNED | 2740331078 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 49.01- | 49.01- |
| Total 2740331078: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | AIR FILTER | 2740331247 | 1 | 7530-451-52-46 | SUPPLIES-GENERAL | 15.96 | 15.96 |
| Total 2740331247: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92372 | 161 | CSK AUTO INC | FUEL FILTER | 2740331476 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 1.49 | 1.49 |
| Total 2740331476: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92373 | 183 | DEPARTMENT OF JUSTI | FINGERPRINT - APS | 059341 | 1 | 1000-416-10-45 | FINGERPRINTING SERVICES | 47.00 | 47.00 |
| Total 059341: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92373 | 183 | DEPARTMENT OF JUSTI | FINGERPRINT - APS | 062442 | 1 | 1000-421-10-34 | SPECIAL POLICE SVCS | 32.00 | 32.00 |
| Total 062442: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92374 | 194 | DIAMOND SAW SHOP IN | PURCHASE HUSQVARNA ZERO | 13147 | 1 | 2013-452-10-47 | MACHINERY AND EQUIPMENT | 10,040.50 | 10,040.50 |
| Total 13147: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92374 | 194 | DIAMOND SAW SHOP IN | MIX OIL | 13148 | 1 | 1000-452-20-46 | SUPPLIES-GENERAL | 17.74 | 17.74 |
| Total 13148: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92375 | 7953 | | REIM CHRG FOR CHECK | 102314 | 1 | 1000-417-10-48 | TAXES, FEES, PERMITS & CHA | 10.00 | 10.00 |
| Total 102314: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92376 | 7940 | | REFUND WATER DEPOSIT | 10315450004 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 17.50 | 17.50 |
| Total 10315450004: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92377 | 219 | ED STAUB & SONS PETR | 6000 GAL UNLEADED | 1248316 | 1 | 1000-1410-001 | INVENTORIES-GASOLINE | 19,550.91 | 19,550.91 |

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 1248316: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92378 | 238 | FASTENAL COMPANY | PLUGS | 61080 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 82.54 | 82.54 |
| Total 61080: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92379 | 6631 | | REFUND GAS DEPOSIT | 10324102209 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 200.00 | 200.00 |
| Total 10324102209: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92380 | 7950 | | REFUND GAS DEPOSIT | 10333850220 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 115.57 | 115.57 |
| Total 10333850220: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92381 | 241 | FEATHER PUBLISHING C | MITIGATION FEES | PO#7652 | 1 | 1000-411-40-45 | ADVERTISING | 80.00 | 80.00 |
| Total PO#7652: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92381 | 241 | FEATHER PUBLISHING C | HEARING SUP FENCES | PO#7656 | 1 | 1000-411-40-45 | ADVERTISING | 73.50 | 73.50 |
| Total PO#7656: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92381 | 241 | FEATHER PUBLISHING C | ANNUAL FINANCIAL REPORT | PO#7657 | 1 | 1000-411-40-45 | ADVERTISING | 137.20 | 137.20 |
| Total PO#7657: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92381 | 241 | FEATHER PUBLISHING C | RUBBISH | PO#7658 | 1 | 1000-411-40-45 | ADVERTISING | 30.00 | 30.00 |
| Total PO#7658: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92382 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING | 47662A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 133.00 | 133.00 |
| Total 47662A: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92382 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING | 476894A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 85.00 | 85.00 |
| Total 476894A: | | | | | | | | | | | |

| 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 | 10/23/2014 | 92382 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING | 476896A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 27.00 | 27.00 |
| Total 476896A: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92382 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING | 476897A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 27.00 | 27.00 |
| Total 476897A: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92382 | 1033 | FGL ENVIRONMENTAL | WEEKLY WATER SAMPLING | 476918A | 1 | 7110-430-42-43 | TECHNICAL SVCS | 105.00 | 105.00 |
| Total 476918A: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92383 | 247 | FINANCIAL CREDIT NET | COLLECTION COSTS THRU 09/ | 093014 | 1 | 7401-430-62-48 | BAD DEBT EXPENSE | 4.43 | 4.43 |
| Total 093014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 DSL SERVICE | 1000 100514 | 1 | 1000-417-10-45 | COMMUNICATIONS | 145.00 | 145.00 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 ADMIN FAX | 1000 100514 | 2 | 1000-413-20-45 | COMMUNICATIONS | .06 | .06 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 CITY CLERK FAX | 1000 100514 | 3 | 1000-411-40-45 | COMMUNICATIONS | .07 | .07 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 ADMIN | 1000 100514 | 4 | 1000-413-20-45 | COMMUNICATIONS | 14.99 | 14.99 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 CITY CLERK | 1000 100514 | 5 | 1000-411-40-45 | COMMUNICATIONS | 10.00 | 10.00 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 FINANCE | 1000 100514 | 6 | 1000-415-10-45 | COMMUNICATIONS | 9.99 | 9.99 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 COMM DEVELOPMEN | 1000 100514 | 7 | 1000-419-10-45 | COMMUNICATIONS | 9.99 | 9.99 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 CITY HALL | 1000 100514 | 8 | 1000-417-10-45 | COMMUNICATIONS | 122.67 | 122.67 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 WATER - DEBIT MACH | 1000 100514 | 9 | 7110-430-42-45 | COMMUNICATIONS | 24.15 | 24.15 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1000 GAS - DEBIT MACHIN | 1000 100514 | 10 | 7520-466-33-45 | COMMUNICATIONS | 24.15 | 24.15 |
| Total 1000 100514: | | | | | | | | | | 361.07 | 361.07 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1033 PARKS | 1033 100514 | 1 | 1000-452-20-45 | COMMUNICATIONS | 162.24 | 162.24 |
| Total 1033 100514: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1041 PMW ADMIN | 1041 100514 | 1 | 7620-430-10-45 | COMMUNICATIONS | 275.51 | 275.51 |
| Total 1041 100514: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1051 PMW STREETS | 1051 100514 | 1 | 7620-430-10-45 | COMMUNICATIONS | 35.64 | 35.64 |

| 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 |
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| Total 1051 100514: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-1182 NAT GAS TELEMETRY | 1182 101014 | 1 | 7401-430-62-45 | COMMUNICATIONS | 33.23 | 33.23 |
| Total 1182 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 252-1182 WATER SCADA | 21182 101014 | 1 | 7110-430-42-45 | COMMUNICATIONS | 306.79 | 306.79 |
| Total 21182 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 252-4247 LASSEN CO AIR POLL | 24247 101014 | 1 | 7620-430-10-45 | COMMUNICATIONS | 147.21 | 147.21 |
| Total 24247 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-2845 DEBI'SROLL OVER | 2845 101514 | 1 | 7620-430-10-45 | COMMUNICATIONS | 33.23 | 33.23 |
| Total 2845 101514: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-2960 HVAC/ELEVATOR LIN | 2960 100514 | 1 | 1000-417-10-45 | COMMUNICATIONS | 33.23 | 33.23 |
| Total 2960 100514: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-3292 MUSEUM | 3292 101014 | 1 | 1000-451-80-45 | COMMUNICATION | 81.09 | 81.09 |
| Total 3292 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-4725 CITY HALL FAX | 4725 101514 | 1 | 1000-419-10-45 | COMMUNICATIONS | 21.17 | 21.17 |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-4725 CITY HALL FAX | 4725 101514 | 2 | 1000-415-10-45 | COMMUNICATIONS | 21.17 | 21.17 |
| Total 4725 101514: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92384 | 265 | FRONTIER | 257-5603 POLICE | 5603 101014 | 1 | 1000-421-10-45 | COMMUNICATIONS | 929.77 | 929.77 |
| Total 5603 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92385 | 1148 | GREATAMERICA FINANC | COPIER LEASE 9/14 - 10/14 | 15911804 | 1 | 7620-430-10-44 | RENT & LEASE EQUIP & VEHIC | 884.35 | 884.35 |

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 15911804: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92386 | 288 | | REIMBURSE HEALTH INS - SIC | 102014 | 1 | 7610-2229-002 | RETIREE SICK LEAVE BANK PA | 884.35 | 884.35 |
| Total 102014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92387 | 296 | HASTIES LOCKS | GENERATOR KEYS | 2463 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 419.50 | 419.50 |
| Total 2463: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92388 | 853 | HEARD, DAVID | ADJUST GATES/REPAIR | 882072 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 427.48 | 427.48 |
| Total 882072: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92389 | 303 | HEATH CONSULTANTS I | REPAIRS FOR GAS DEPT | 104215 | 1 | 7401-430-62-44 | REPAIR AND MAINTENANCE-MI | 464.84 | 464.84 |
| Total 104215: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92390 | 1075 | INDEPENDENT ELECTRI | PSI GAUGE, SEAL KIT | S102030867001 | 1 | 7401-430-62-44 | REPAIR AND MAINTENANCE-MI | 310.37 | 310.37 |
| Total S102030867001: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92390 | 1075 | INDEPENDENT ELECTRI | POLYVALVE | S102031385001 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 340.20 | 340.20 |
| Total S102031385001: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92391 | 335 | J.W. WOOD CO INC | BLACK COUPLING | S073577 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 733.91 | 733.91 |
| Total S073577: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92391 | 335 | J.W. WOOD CO INC | DURA COOL ROLL | S076606 | 1 | 7530-451-54-46 | SUPPLIES GENERAL | 37.45 | 37.45 |
| Total S076606: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92392 | 389 | LASSEN CO AUDITOR | ANIMAL CONTROL THRU 7/1/14 | 100114 | 1 | 1000-421-10-45 | ANIMAL CONTROL CONTRACT | 72.42 | 72.42 |
| 10/14 | 10/23/2014 | 92392 | 389 | LASSEN CO AUDITOR | DISPATCH SERVICES 7/1/14-9/3 | 100114 | 2 | 1000-421-10-45 | DISPATCH CONTRACT | 44,761.58 | 44,761.58 |

| 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 100114: | | | | | | | | | | | 58,466.16 | 58,466.16 |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | OIL | 206857 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 5.09 | 5.09 | |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | OIL | 206857 | 2 | 7110-430-42-44 | REPAIR AND MAINTENANCE-V | 5.09 | 5.09 | |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | OIL | 206857 | 3 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 5.09 | 5.09 | |
| Total 206857: | | | | | | | | | | | 15.27 | 15.27 |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | AIR FILTER, OIL FILTER, FUEL | 208389 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 112.61 | 112.61 | |
| Total 208389: | | | | | | | | | | | 112.61 | 112.61 |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | HYDRAULIC FILTER | 208400 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 12.23 | 12.23 | |
| Total 208400: | | | | | | | | | | | 12.23 | 12.23 |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | BATTERY, CORE DEPOSIT | 208451 | 1 | 7401-430-62-44 | REPAIR AND MAINT-VEHICLE | 91.30 | 91.30 | |
| Total 208451: | | | | | | | | | | | 91.30 | 91.30 |
| 10/14 | 10/23/2014 | 92393 | 411 | LASSEN MOTOR PARTS | AIR FILTER | 208618 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 22.09 | 22.09 | |
| Total 208618: | | | | | | | | | | | 22.09 | 22.09 |
| 10/14 | 10/23/2014 | 92394 | 413 | LASSEN TIRE | 1 TIRE AND ROTATE #82 | 46082 | 1 | 1000-421-10-44 | VEHICLE - REPAIR & MAINTEN | 137.61 | 137.61 | |
| Total 46082: | | | | | | | | | | | 137.61 | 137.61 |
| 10/14 | 10/23/2014 | 92395 | 432 | LEXIS NEXIS | ELECTRONIC LAW LIBRARY SV | 1408210884 | 1 | 1000-412-10-48 | DUES AND MEMBERSHIPS | 143.82 | 143.82 | |
| Total 1408210884: | | | | | | | | | | | 143.82 | 143.82 |
| 10/14 | 10/23/2014 | 92395 | 432 | LEXIS NEXIS | ELECTRONIC LAW LIBRARY SV | 1409210630 | 1 | 1000-412-10-48 | DUES AND MEMBERSHIPS | 143.82 | 143.82 | |
| Total 1409210630: | | | | | | | | | | | 143.82 | 143.82 |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | LASSEN COLLEGE WELL #5 | 120270 092914 | 1 | 7110-430-42-46 | ELECTRICITY | 666.56 | 666.56 | |

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 120270 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | STREET LIGHTS | 14039 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 666.56 | 666.56 |
| Total 14039 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | STREET LIGHTS | 14041 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 186.94 | 186.94 |
| Total 14041 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | SOUTH ST - PUBLIC WORKS O | 14590 092914 | 1 | 7620-430-10-46 | ELECTRICITY | 475.41 | 475.41 |
| Total 14590 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | S GAY ST | 24323 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 28.94 | 28.94 |
| Total 24323 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | 66 N LASSEN STREET | 2466 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 590.27 | 590.27 |
| Total 2466 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | N WEATHERLOW ST TENNIS S | 24661 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 10.00 | 10.00 |
| Total 24661 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | STREET LIGHTS | 2467 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 1,522.36 | 1,522.36 |
| Total 2467 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | CADY SPRINGS | 26784 092914 | 1 | 7110-430-42-46 | ELECTRICITY | 21.22 | 21.22 |
| Total 26784 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | 65 N WEATHERLOW ST PARK | 2865 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 83.09 | 83.09 |
| Total 2865 100614: | | | | | | | | | | | |

| 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 | 10/23/2014 | 92396 | 437 | LMUD | 65 N WEATHERLOW ST MUSEU | 2866 100614 | 1 | 1000-451-80-46 | ELECTRICITY | 20.77 | 20.77 |
| Total 2866 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | 65 N WEATHERLOW ST COMM | 2867 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 44.23 | 44.23 |
| Total 2867 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | N WEATHERLOW ST TENNIS C | 2870 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 35.11 | 35.11 |
| Total 2870 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | NORTH ST BASEBALL PARK M | 2873 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 40.58 | 40.58 |
| Total 2873 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | SKYLINE DR WELL 4 | 29931 101014 | 1 | 7110-430-42-46 | ELECTRICITY | 280.34 | 280.34 |
| Total 29931 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | HARRIS DR & HWY 36 | 30658 100614 | 1 | 7110-430-42-46 | ELECTRICITY | 425.26 | 425.26 |
| Total 30658 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | RICHMOND RD BRIDGE | 35094 092914 | 1 | 2007-431-60-46 | ELECTRICITY | 229.12 | 229.12 |
| Total 35094 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | 720 SOUTH ST TANK | 38646 092914 | 1 | 7620-430-10-46 | ELECTRICITY | 10.00 | 10.00 |
| Total 38646 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | UPTOWN DECORATIVE LIGHTS | 43511 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 210.27 | 210.27 |
| Total 43511 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | 115 N WEATHERLOW ST | 43866 100614 | 1 | 1000-451-80-46 | ELECTRICITY | 88.98 | 88.98 |

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 43866 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | N PINE & COOK - SCADA | 44153 100614 | 1 | 7110-430-42-46 | ELECTRICITY | 13.79 | 13.79 |
| Total 44153 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | GLENN DR & CHERRY TR - SCA | 44298 101014 | 1 | 7110-430-42-46 | ELECTRICITY | 14.77 | 14.77 |
| Total 44298 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | PAUTE LN SCADA | 44316 101014 | 1 | 7110-430-42-46 | ELECTRICITY | 12.81 | 12.81 |
| Total 44316 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | BAGWELL SPRINGS - SCADA | 45542 101014 | 1 | 7110-430-42-46 | ELECTRICITY | 38.48 | 38.48 |
| Total 45542 101014: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | QUARRY ST STREET LIGHTS | 49500 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 56.93 | 56.93 |
| Total 49500 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | MAIN & FOSS SIGNAL LIGHT | 49501 100614 | 1 | 2007-431-60-46 | ELECTRICITY | 174.88 | 174.88 |
| Total 49501 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | SPRING RIDGE BOOSTER | 55754 092914 | 1 | 7110-430-42-46 | ELECTRICITY | 574.53 | 574.53 |
| Total 55754 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | NORTH ST PARK LITES MEM FI | 9283 100614 | 1 | 1000-452-20-46 | ELECTRICITY | 228.85 | 228.85 |
| Total 9283 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | GEOTHERMAL PUMP #1 | 9297 100614 | 1 | 7301-430-52-46 | ELECTRICITY | 1.92 | 1.92 |
| Total 9297 100614: | | | | | | | | | | | |

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 | 10/23/2014 | 92396 | 437 | LMUD | MAIN & PINE CHRISTMAS TREE | 94811 100614 | 1 | 1000-466-30-46 | ELECTRICITY | 10.00 | 10.00 |
| Total 94811 100614: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | GEOHERMAL PUMP #2 | 9503 092914 | 1 | 7301-430-52-46 | ELECTRICITY | 26.41 | 26.41 |
| Total 9503 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92396 | 437 | LMUD | GEOHERMAL HOSPITAL LANE | 9963 092914 | 1 | 7301-430-52-46 | ELECTRICITY | 10.00 | 10.00 |
| Total 9963 092914: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92397 | 7946 | | REFUND WATER DEPOSIT | 10513600012 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 30.04 | 30.04 |
| Total 10513600012: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92398 | 7936 | | REFUND GAS DEPOSIT | 10209150003 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 26.47 | 26.47 |
| Total 10209150003: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | WATER LINEN SER 10/07/14 | 250247442 | 1 | 7110-430-42-44 | LINEN SERVICE | 92.05 | 92.05 |
| Total 250247442: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | STREET LINEN SER 10/07/14 | 250247443 | 1 | 2007-431-20-44 | LINEN SERVICE | 6.68 | 6.68 |
| Total 250247443: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | 720 SOUTH ST 100714 | 250247444 | 1 | 7620-430-10-44 | LINEN SERVICE | 53.43 | 53.43 |
| Total 250247444: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | PARKS LINEN SER 10/7/14 | 250247445 | 1 | 1000-452-20-44 | LINEN SERVICES | 12.83 | 12.83 |
| Total 250247445: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | WATER LINEN SER 10/14/14 | 250248042 | 1 | 7110-430-42-44 | LINEN SERVICE | 92.05 | 92.05 |

| 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 250248042: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | STREET LINEN SER 10/14/14 | 250248043 | 1 | 2007-431-20-44 | LINEN SERVICE | 6.68 | 6.68 |
| Total 250248043: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | 720 SOUTH ST 10/14/14 | 250248044 | 1 | 7620-430-10-44 | LINEN SERVICE | 50.37 | 50.37 |
| Total 250248044: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | PARKS LINEN SER 10/14/14 | 250248045 | 1 | 1000-452-20-44 | LINEN SERVICES | 12.83 | 12.83 |
| Total 250248045: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | GAS LINEN SER 10/14/14 | 250248046 | 1 | 7401-430-62-44 | LINEN SERVICES | 66.47 | 66.47 |
| Total 250248046: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92399 | 481 | MISSION LINEN & UNIFO | STREET LINEN SER 10/07/14 | S250246781 | 1 | 2007-431-20-44 | LINEN SERVICE | 22.00 | 22.00 |
| Total S250246781: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92400 | 7259 | | REFUND GAS DEPOSIT | 10310460109 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 198.83 | 198.83 |
| Total 10310460109: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92401 | 532 | OLD DOMINION BRUSH | SHAFT SHOE/KEY G | 0063788 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 221.44 | 221.44 |
| Total 0063788: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92401 | 532 | OLD DOMINION BRUSH | SHAFT | 0063860 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 252.91 | 252.91 |
| Total 0063860: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | SIDE BOARDS FOR UNIT #23112 | 2461634 | 1 | 2007-431-20-44 | REPAIR AND MAINTENANCE-V | 64.67 | 64.67 |
| Total 2461634: | | | | | | | | | | | |

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 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | REPAIR ON BAG WELLS | 2461659 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 50.22 | 50.22 |
| Total 2461659: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | PLYWOOD | 2461956 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 58.56 | 58.56 |
| Total 2461956: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | PLYWOOD RETURNED | 2461978 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 58.56- | 58.56- |
| Total 2461978: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | SUPPLIES FOR OFFICE | 2462195 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 181.76 | 181.76 |
| Total 2462195: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | SUPPLIES FOR OFFICE | 2462345 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 5.81 | 5.81 |
| Total 2462345: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | SUPPLIES FOR OFFICE | 2462365 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 204.38 | 204.38 |
| Total 2462365: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92402 | 546 | PAYLESS BUILDING SUP | DRYWALL | 2462374 | 1 | 7620-430-10-44 | REPAIR AND MAINTENANCE-F | 297.22 | 297.22 |
| Total 2462374: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92403 | 556 | PITNEY BOWES | MTHLY MAINT POSTAGE 4/14-6 | 743412 | 1 | 1000-417-10-44 | MISC - REPAIR & MAINTENANC | 42.33 | 42.33 |
| 10/14 | 10/23/2014 | 92403 | 556 | PITNEY BOWES | MTHLY MAINT POSTAGE 7/14-9 | 743412 | 2 | 1000-417-10-44 | RENT & LEASES EQUIP & VEH | 249.00 | 249.00 |
| Total 743412: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92404 | 7949 | | REFUND WATER DEPOSIT | 10325800000 | 1 | 7110-2228-000 | DEPOSITS-CUSTOMER | 1.78 | 1.78 |
| Total 10325800000: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92405 | 1286 | PROFORCE LAW ENFOR | 2 TASERS W/ HOLSTERS & PO | 213286 | 1 | 1000-421-10-47 | EQUIPMENT - SAFETY | 2,121.57 | 2,121.57 |

| 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 213286: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92406 | 1462 | PURVIS CONSULTING | BUILDING OFFICAL 9-10/2014 | 100114 | 1 | 1000-424-20-43 | TECHNICAL SVCS | 4,920.00 | 4,920.00 |
| Total 100114: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92407 | 572 | QUILL CORPORATION | CALENDARS | 6639122 | 1 | 1000-415-10-46 | SUPPLIES-GENERAL | 17.19 | 17.19 |
| Total 6639122: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92407 | 572 | QUILL CORPORATION | CALENDARS | 6679301 | 1 | 1000-419-10-46 | SUPPLIES-GENERAL | 27.94 | 27.94 |
| Total 6679301: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92408 | 1414 | REGAL AVIATION INSUR | AIRSHOW LIABILITY POLICY | AAPN07392242001 | 1 | 7630-41-1-40-45 | INS AIRPORT AIR SHOW | 436.00 | 436.00 |
| Total AAPN07392242001: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92409 | 7944 | | REFUND GAS DEPOSIT | 10203172802 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 119.30 | 119.30 |
| Total 10203172802: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92410 | 632 | SEZZI CONCRETE & MAT | REIM RETURNED CHARGE | 101414 | 1 | 1000-417-10-48 | TAXES, FEES, PERMITS & CHA | 10.00 | 10.00 |
| Total 101414: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92410 | 632 | SEZZI CONCRETE & MAT | PARADISE ROCK | 36253 | 1 | 3015-417-10-44 | CONSTRUCTION SERVICES | 182.75 | 182.75 |
| Total 36253: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92411 | 1076 | SIERRA COFFEE AND BE | PW WATER SERVICE 10/1/14 | 42899 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 20.15 | 20.15 |
| Total 42899: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92411 | 1076 | SIERRA COFFEE AND BE | CITY HALL SERVICE 10/8/14 | 42921 | 1 | 1000-417-10-46 | SUPPLIES-GENERAL | 27.40 | 27.40 |
| Total 42921: | | | | | | | | | | | |

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 | 10/23/2014 | 92411 | 1076 | SIERRA COFFEE AND BE | PW WATER SERVICE 10/15/14 | 42978 | 1 | 7620-430-10-46 | SUPPLIES-GENERAL | 14.50 | 14.50 |
| Total 42978: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92412 | 1270 | SILVER STATE BARRICA | SIGN FOR DEPOT | 75718 | 1 | 2007-431-20-46 | SUPPLIES-GENERAL | 101.70 | 101.70 |
| Total 75718: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92413 | 7942 | | REFUND GAS DEPOSIT | 10214300015 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 49.22 | 49.22 |
| Total 10214300015: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92414 | 664 | STEVES PUMPS & WELL | REIM RETURNED CHARGE | 101414 | 1 | 1000-417-10-48 | TAXES, FEES, PERMITS & CHA | 10.00 | 10.00 |
| Total 101414: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92414 | 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 | 10/23/2014 | 92415 | 1265 | SUSANVILLE PAINT CEN | PARKS PAINT | 17585 | 1 | 1000-452-20-44 | FACILITY - REPAIR & MAINTEN | 157.11 | 157.11 |
| Total 17585: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92415 | 1265 | SUSANVILLE PAINT CEN | GRAY PAINT | 18472 | 1 | 1000-452-20-46 | SUPPLIES-GENERAL | 35.37 | 35.37 |
| Total 18472: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92416 | 7941 | | REFUND GAS OVERPAYMENT | 10432600000 | 1 | 9999-1001-001 | CASH CLEARING - UTILITIES | 85.92 | 85.92 |
| Total 10432600000: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92417 | 966 | TURF STAR, INC. | VAC KIT | 686976600 | 1 | 7530-451-52-44 | REPAIR & MAINTENANCE - MIS | 291.32 | 291.32 |
| Total 686976600: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92418 | 734 | UNION BANK OF CALIFO | FISCL AGNT 2004 BOND 10/14- | 14167 | 1 | 4001-470-00-48 | FISCAL AGENT FEES | 2,216.25 | 2,216.25 |
| 10/14 | 10/23/2014 | 92418 | 734 | UNION BANK OF CALIFO | FISCL AGNT 2004 BOND 10/14- | 14167 | 2 | 4001-1430-104 | PREPAID FISCAL AGENT FEES | 738.75 | 738.75 |

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 |
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| Total 14167: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92419 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PUBLC | 9732951417 | 1 | 7620-430-10-45 | COMMUNICATIONS | 358.98 | 358.98 |
| 10/14 | 10/23/2014 | 92419 | 749 | VERIZON WIRELESS | CELLULAR PHONES - PARKS | 9732951417 | 2 | 1000-422-10-45 | COMMUNICATIONS | 23.60 | 23.60 |
| 10/14 | 10/23/2014 | 92419 | 749 | VERIZON WIRELESS | CELLULAR PHONES - BUILDIN | 9732951417 | 3 | 1000-424-20-45 | COMMUNICATIONS | .25 | .25 |
| 10/14 | 10/23/2014 | 92419 | 749 | VERIZON WIRELESS | CELLULAR PHONES - AIR POLL | 9732951417 | 4 | 8404-430-10-45 | COMMUNICATIONS | 52.07 | 52.07 |
| Total 9732951417: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92420 | 7948 | | REFUND GAS DEPOSIT | 10307200024 | 1 | 7401-2228-000 | DEPOSITS-CUSTOMER | 188.21 | 188.21 |
| Total 10307200024: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92421 | 1398 | WAGE WORKS | MONTHLY ADMIN FEE | 125A10352925 | 1 | 8403-2239-002 | SECTION 125 - CITY | 50.00 | 50.00 |
| Total 125A10352925: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | PIPE REPAIR | 66013619 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 607.92 | 607.92 |
| Total 66013619: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | GAS FLEX LINE | 66022768 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 253.61 | 253.61 |
| Total 66022768: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | BUSHINGS | 66028676 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 5.41 | 5.41 |
| Total 66028676: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | REPAIR CLAMP | 66028837 | 1 | 7110-430-42-46 | SUPPLIES-GENERAL | 165.37 | 165.37 |
| Total 66028837: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | MANOMETER | 66030570 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 155.88 | 155.88 |
| Total 66030570: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | REPAIR BAND | 66030596 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 106.02 | 106.02 |

| 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 66030596: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92422 | 770 | WESTERN NEVADA SUP | GAS VALVE | 66031032 | 1 | 7401-430-62-46 | SUPPLIES-GENERAL | 106.02 | 106.02 |
| Total 66031032: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92423 | 1198 | WESTWOOD SANITATIO | PORTABLE TOILET - GOLF COU | A42898 | 1 | 7530-451-52-44 | RENT & LEASES EQUIP & VEHI | 98.88 | 98.88 |
| Total A42898: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92423 | 1198 | WESTWOOD SANITATIO | PORTABLE TOILET - SKYLINE 9 | A42909 | 1 | 1000-452-20-44 | RENT & LEASES EQUIP & VEHI | 98.88 | 98.88 |
| Total A42909: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92423 | 1198 | WESTWOOD SANITATIO | PORTABLE TOILET-OLD CLUBH | A42929 | 1 | 7530-451-52-44 | RENT & LEASES EQUIP & VEHI | 98.88 | 98.88 |
| Total A42929: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92423 | 1198 | WESTWOOD SANITATIO | PORTABLE TOILET - RIVERSID | A42956 | 1 | 1000-452-20-44 | RENT & LEASES EQUIP & VEHI | 85.68 | 85.68 |
| Total A42956: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92424 | 7362 | WHEELER, TAMMY | REIM BAR SALES 10/08/14 | 100814 | 1 | 7530-2205-008 | RESTAURANT BAR SALES TO V | .76 | .76 |
| Total 100814: | | | | | | | | | | | |
| 10/14 | 10/23/2014 | 92424 | 7362 | WHEELER, TAMMY | REIM BAR SALES | 100914 | 1 | 7530-2205-008 | RESTAURANT BAR SALES TO V | 35.84 | 35.84 |
| Total 100914: | | | | | | | | | | | |
| Grand Totals: | | | | | | | | | | 195,975.31 | 195,975.31 |

Report Criteria:

Report type: GL detail

Check Voided = False

Report Criteria:

Transmittal checks included

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Payee ID | GL Account | Amount |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-------------|-------------|-------------------|
| 10/24/2014 | CDPT | 10/28/2014 | 325 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 6,068.42- |
| 10/24/2014 | CDPT | 10/28/2014 | 325 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 6,063.93- |
| 10/24/2014 | CDPT | 10/28/2014 | 325 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 1,975.27- |
| 10/24/2014 | CDPT | 10/28/2014 | 325 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 1,974.22- |
| 10/24/2014 | CDPT | 10/28/2014 | 325 | CITY OF SUSANVILLE PA | 1 | 7650-2203-1 | 15,066.51- |
| 10/24/2014 | CDPT | 10/28/2014 | 326 | EMPLOYMENT DEV. DEP | 6 | 7650-2203-1 | 4,468.97- |
| 10/24/2014 | CDPT | 10/28/2014 | 327 | EMPLOYMENT DEV DEP | 7 | 7650-2203-1 | 1,292.42- |
| 10/24/2014 | CDPT | 10/28/2014 | 92434 | CA STATE DISBURSEME | 26 | 7650-2203-0 | 184.61- |
| 10/24/2014 | CDPT | 10/28/2014 | 92435 | CA STATE DISBURSEME | 35 | 7650-2203-0 | 155.07- |
| 10/24/2014 | CDPT | 10/28/2014 | 92436 | CA STATE DISBURSEME | 36 | 7650-2203-0 | 103.84- |
| 10/24/2014 | CDPT | 10/28/2014 | 92437 | CA STATE DISBURSEME | 37 | 7650-2203-0 | 69.23- |
| 10/24/2014 | CDPT | 10/28/2014 | 92438 | NATIONWIDE RETIREME | 5 | 7650-2203-0 | 125.00- |
| 10/24/2014 | CDPT | 10/28/2014 | 92439 | STATE OF CALIF FRAN T | 27 | 7650-2203-0 | 344.70- |
| 10/24/2014 | CDPT | 10/28/2014 | 92440 | STATE OF CALIF FRAN C | 18 | 7650-2203-0 | 204.89- |
| 10/24/2014 | CDPT | 10/28/2014 | 92441 | VALIC | 4 | 7650-2203-0 | 1,847.05- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 8,357.49- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 1,994.45- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 5,993.32- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 4,156.79- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 145.04- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 135.12- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 124.39- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 837.89- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 837.89- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 692.37- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 692.37- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 315.58- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 315.58- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 16.00- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 3,869.84- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 1,310.40- |
| 10/24/2014 | CDPT | 10/28/2014 | 92442 | P.E.R.S. | 8 | 7650-2203-1 | 2,581.42- |
| Grand Totals: | | | <u>32</u> | | | | <u>72,320.07-</u> |

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

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Jared G. Hancock, City Administrator

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5114** Authorizing the acceptance of real property known as the Johnstonville Water System from the County of Lassen to the City of Susanville

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: On September 17, 2014, the City Council voted to approve Resolution No. 14-5099, authorizing transfer of the property known as the Johnstonville Well and Water System from the County of Lassen to the City of Susanville. The Lassen County Recorder's office has requested modifications to the authorizing resolution to clarify the City's responsibility to operate and maintain the well. The amendments have been made and with the approval of Resolution No. 14-5114, the property transfer may be executed accordingly.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to approve **Resolution No. 14-5114** authorizing the acceptance of real property known as the Johnstonville Water System from the County of Lassen to the City of Susanville

ATTACHMENTS: Resolution No. 14-5114
Resolution No. 14-5099
Lassen County Board of Supervisors Resolution No. 14-045

RESOLUTION NO 14-5114
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE ACCEPTANCE OF REAL PROPERTY KNOWN AS THE
JOHNSTONVILLE WATER SYSTEM FROM THE COUNTY OF LASSEN TO THE
CITY OF SUSANVILLE

WHEREAS, the County of Lassen operating in its capacity as the Board for County Service Area No. 2, has approached the City of Susanville to transfer title to the Johnstonville Water System located on APN 116-170-15 and APN 116-180-48 provided the City continue to maintain and operate the system and service existing customers; and

WHEREAS, the City and County have concluded formal negotiations with the intent to execute the transfer of title of all facilities associated with the Johnstonville Water System pursuant to the requirements outlined in the County of Lassen's Resolution No. 14-045 dated August 19th, 2014.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville

1. Accepts the aforementioned real property legally described in that certain quitclaim deed attached hereto as Exhibit A
2. Agrees to assume operation and maintenance of the well
3. Agrees to continue providing water service to Caltrans, in accordance with the District Agreement No. 02 E551 until such time that a new agreement for services is executed with the City of Susanville
4. Agrees to allow access to the water facility to Lassen County Fire districts to utilize the water for fire suppression services at no cost to the district.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 14-5114** was adopted at a regular meeting of the City Council of the City of Susanville held on the 5th day of November, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney

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RESOLUTION NO 14-5099
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE TRANSFER OF THE JOHNSTONVILLE WATER SYSTEM
FROM THE COUNTY OF LASSEN TO THE CITY OF SUSANVILLE

WHEREAS, the County of Lassen operating in its capacity as the Board for County Service Area No. 2, has approached the City of Susanville to transfer title to the Johnstonville Water System located on APN 116-170-15 and APN 116-180-48 provided the City continue to maintain and operate the system and service existing customers; and

WHEREAS, the City and County have concluded formal negotiations with the intent to execute the transfer of title of all facilities associated with the Johnstonville Water System pursuant to the requirements outlined in the County of Lassen's Resolution No. 14-045 dated August 19th, 2014.

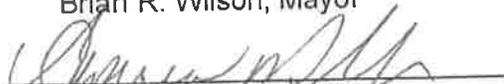
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the transfer of the Johnstonville Water System from the County of Lassen to the City of Susanville.

APPROVED:



Brian R. Wilson, Mayor

ATTEST:



Gwenna MacDonald, City Clerk

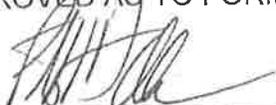
The foregoing **Resolution No. 14-5099** was adopted at a regular meeting of the City Council of the City of Susanville held on the 17th day of September, 2014 by the following vote:

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



Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:



Peter M. Talia, City Attorney

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

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Variance request to minimum lot width and front yard setback requirements as per Municipal Code Section 16.16.130

PRESENTED BY: Craig Sanders, City Planner

BACKGROUND: The City’s Community Development Division received a Parcel Map application to divide a 14,172 square foot parcel into two parcels of 6,487 and 7,685 square feet located at 215 Grand/1355 North St. The property is currently developed with two residential dwellings and a detached garage. If approved, the resulting parcels would have one dwelling on each parcel with the larger parcel having the garage.

The lot configuration, as proposed, doesn’t meet the development standards of the R-1 zoning district. Chapter 16.16 of the City Code outlines the regulations for processing Parcel Maps in the City in conjunction with the State Subdivision Map Act. Section 16.16.030 states that no lands within the city shall be divided into parcels which are of size, dimension or area less than those required by the applicable provision or Title 17 (Zoning Chapter) of the city. Chapter 16.16.130 provides for a variance process to any provisions of the parcel map chapter. The applicant is requesting variances for both lots in order to divide the property.

The variance for Lot A is a variance to the 20-foot front yard setback. In the present parcel configuration, the side yard lot line is along Grand Avenue and the lot is a corner lot. The R-1 zoning district requires a 10-foot setback along the side property line, which both structures meet. The proposed land division would make Grand Avenue the front lot line for Lot A, requiring a 20-foot setback which the existing house, at approximately 11.5 feet from the property line, would not meet.

The variance for Lot B is to the minimum lot width. Minimum lot widths for the R-1 zoning district are 60 feet for an interior lot and 70 feet for a corner lot. Proposed lot B is considered a corner lot as it is situated at the corner of North Street and Grand Avenue

and has frontage on North Street and partial frontage on Grand Avenue. The proposed lot width for Lot B is approximately 55 feet measured midway between the front and rear lot lines, which does not meet the 70' minimum standard for a corner lot.

ANALYSIS: Under the City's Municipal code variances may only be granted if:

1. Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and district in which the subject property is situated; and
2. That because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of this chapter is found to impose restrictions upon subject property which restrictions are not necessary to carry out the purpose and intent of this chapter (Chapter 16.16)

California Government Code section 65906 is also applicable to the granting of variances and contains similar language as the city Code:

65906. Variances from the terms of the zoning ordinances shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

Any variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

Chapter 16.16 requires the applicant or their representative to provide justification to support the required findings and the applicant's representative has presented the following information: "that the granting of the variance does not grant a special privilege inconsistent with the limitations upon other properties in the area because the structures already exist on the site and the variance would not create any change to the character of the neighborhood".

As the parcel exist today, there are no findings to support the granting of any variance. The property meets all of the zoning code requirements including lot size, lot width, and with the exception to the detached garage, all setback requirements. The reason for the variances request is the result of a request for the parcel map. Without the parcel map there are no characteristic of the property which deprives the property owner of any use enjoyed by other properties in the vicinity. The need for the variance is only as a direct result of the request for the parcel map which is a self-induced condition. Self-induced hardships have been found to be insufficient grounds for granting a variance through past case law (Town of Atherton v. Templeton (1961) 198 Cal.App.2d) and staff is not recommending approval of this request.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to adopt Resolution No. 14-5119 denying the request for the variance.

ATTACHMENTS: Resolution No. 14-5119

RESOLUTION NO 14-5119
A RESOLUTION OF THE SUSANVILLE CITY COUNCIL DENYING A REQUEST
FOR A VARIANCE TO MINIMUM LOT SIZE, WIDTH AND FRONT YARD SETBACK
PURSUANT TO CHAPTER 16.16.130 IN RELATIONSHIP TO A PARCEL MAP
APPLICATION LOCATED AT 215 GRAND AVENUE AND 1355 NORTH STREET

WHEREAS, Hanna Leung has applied for a variance to the minimum lot width and a variance to the front yard setback on property located at 215 Grand Avenue and 1355 to allow the creation of a lot approximately 55.6 feet wide in a zoning district requiring a 70-foot minimum lot width and creation of a lot which has a structure located 8.5 feet into the 20-foot front yard setback; and

WHEREAS, the property is developed with two residential dwellings and a detached garage. The second dwelling on the site is a legal pre-existing nonconforming use; and

WHEREAS, the uses on the property are consistent and similar to the uses enjoyed by other property owners in the vicinity and in the same R-1 zoning district; and

WHEREAS, the City Council at a public hearing held on November 5, 2014, which was publicly noticed pursuant to Section 65091 of the California Government Code, has considered both written and oral comments presented concerning the proposed project as required by City Code section 17.112.10 E; and

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

A. Makes the following findings:

1. The existing parcel, APN 105-072-09 is developed with two residential dwellings as legal pre-existing nonconforming use and the parcel and the structures conform to the minimum lot width and front yard setback requirements.
2. The property as it exists today is not being deprived of any uses that are being enjoyed by other properties in the vicinity.
3. The request for the variances is generated solely by a desire to divide the property not because of any special circumstances applicable to the property, including size, shape, topography, location or surroundings. The request for the parcel map is a self-induced circumstance and does not constitute a valid reason for granting a variance.

B. Deny the Variance (V-14-010) for Hanna Leung.

DENIED:

Brian R. Wilson, Mayor

ATTEST:

Gwenna MacDonald, City Clerk

The foregoing Resolution No. 14-5119 was adopted at a regular meeting of the City Council of the City of Susanville held on the 5th day of November, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney

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

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Kristin Shepard, Administrative Specialist

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Authorization to accept donation from C&S Waste Solutions and the California Correctional Center (CCC) for the Annual Leaf Collection Program

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The City has established an Annual Fall Leaf Collection Program. The California Correctional Center (CCC) once again offers assistance by accepting green waste from C&S Waste Solutions. The program is set up so that C&S Waste Solutions will drop off boxes in three (3) locations around the City whereby residents can take their leaves in bags. City staff will then load the leaves into the boxes with a front-end loader and Waste Management will transport the filled boxes to the CCC for composting.

The program is scheduled to begin on Friday, November 7, 2014, and continue through Friday, December 5, 2014.

FISCAL IMPACT: City employee time during regular workday to use front-end loader to load leaves into the boxes.

ACTION REQUESTED: Motion accepting a donation of services for the Annual Fall Leaf Collection Program from C&S Waste Solutions and the California Correctional Center (CCC).

ATTACHMENTS: C&S Waste Solution's letter of participation
CCC letter of participation

ADULT INSTITUTIONS
CORRECTIONAL CENTER

CA 96127-0790
-2181 extension 4150



October 15, 2014

Susanville Public Works Dept.

OCT 28 2014

RECEIVED

Dan Newton
Public Works Director
City of Susanville
720 South Street
Susanville, CA 96130

SUBJECT: CITY OF SUSANVILLE ANNUAL LEAF COLLECTION PROGRAM

Dear Mr. Newton:

This letter is to confirm that the California Correctional Center (CCC) will once again participate in the City of Susanville Annual Leaf Collection Program.

CCC participated in the City's Annual Leaf Collection Program in 2013 and we feel it was a success. We are pleased to partner with C&S Waste Solutions and the City of Susanville to assist with disposal of green waste, provide a savings in solid waste dumping fees, reduce the impact of solid waste landfill at Bass Hill, and create a positive environmental impact for Lassen County.

The leaf program dumping sight will be the same as last year, the institution's green waste piles past the Greenhouse.

If you have any questions you can contact Sally Dilts, Supervisory Groundskeeper II at (530) 257-2181 extension 4410, or Dwayne Nevis, Correctional Plant Manager at (530) 257-2181 extension 4150.

R.L. Gower
R.L. GOWER

4 Warden
California Correctional Center

Public Works Dept.

OCT 20 2014

RECEIVED



October 15, 2014

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

RE: City of Susanville Annual Fall Leaf Collection Program

Dear Mr. Newton:

We received your invitation to participate in the Annual Fall Leaf Collection Program again this year and are excited to assist you. As your letter states, you would like us to start picking up our containers full of leaves on Friday, November 7, 2014 and continue each Friday through December 5, 2014 (excluding Friday, November 28, 2014 for the Thanksgiving Holiday). This will not be a problem and we will schedule these dates in our system.

Again, we are excited to participate in the Annual Leaf Collection Program for 2014. If there are going to be any location changes for this year's boxes in Susanville, please let us know.

Sincerely,

Damon Shea
General Manager

Reviewed by:  City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Susanville Municipal Airport Hangar for sale

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: As part of the agreement between the City of Susanville and those currently owning hangars at the Susanville Municipal Airport, the City has first right of refusal when a current owner decides to sell his/her hangar. At this time, Ray Craig and Dennis Roberts, co-owners of Hangar #20, submitted their official notice of intent to sell said hangar for the price of \$37,500.00.

FISCAL IMPACT: \$37,500.00 if purchased.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Official intent to sell from Ray Craig and Dennis Roberts.

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

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

Submitted by: Dan Newton, Public Works Director

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5115** authorizing Mayor to execute contract with Hauge Brueck Associates for environmental review services for the Riverside Drive Pedestrian and Bicycle Trail Project, in an amount not to exceed \$79,800.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Riverside Drive Trail project was conceptualized several years ago to create a safer walking and bicycle path along Riverside Drive, adjacent to the old Sierra Pacific Industries mill site. The preferred route was determined to be along the gravel road that borders the mill pond levee. The environmental document will consider alternative alignments as well. To complete the construction, the City first has to complete the environmental document. This project will utilize federal funds; therefore, both California Environmental Quality Act document and National Environmental Policy Act documents are required. \$80,000 has been allocated to complete this work.

On August 19, 2014, staff released a request for proposals (RFP) for environmental review services. On September 18, three proposals were received from the following firms:

- 1) Hauge Brueck Associates, LLC
- 2) Dyer Engineering Consultants, Inc.
- 3) Gallaway Enterprises

Procedures set forth in the California Department of Transportation Local Assistance Procedures, Chapter 10, consultant selection, were followed to prepare the RFP. The proposals were evaluated by multiple staff members using the criteria and weighting described in the RFP. The criteria and weighting were as follows:

- 1) Experience & qualifications; understanding of work to be completed (40%).
- 2) Responsiveness to timeline (schedule), ability to complete the work on time (30%)
- 3) Cost (30%)

The results of the evaluations were consistent in that Hauge Brueck Associates, LLC was determined to be the most responsive firm that is capable of completing the work on time and within budget.

FISCAL IMPACT:

\$80,000 in federal and state funding through the State Transportation Improvement Program is allocated for this project. City has met all program requirements and is eligible for reimbursement for project costs.

ACTION REQUESTED:

Motion to adopt Resolution No. 14-5115 authorizing Mayor to execute Agreement Hauge Brueck Associates for environmental review services for the Riverside Drive Pedestrian and Bicycle Trail Project, in an amount not to exceed \$79,800

ATTACHMENTS:

Resolution No. 14-5115
Agreement

RESOLUTION NUMBER 14-5115
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE AGREEMENT WITH HAUGE BRUECK
ASSOCIATES, LLC FOR ENVIRONMENTAL REVIEW SERVICES FOR THE
RIVERSIDE DRIVE PEDESTRIAN AND BICYCLE TRAIL PROJECT.

WHEREAS, the City of Susanville has been allocated funding, in the amount of \$80,000, through the State Transportation Improvement Program to complete the environmental and permitting work to construct a bicycle and pedestrian trail along Riverside Drive in the unincorporated area of Lassen County; and

WHEREAS, the technical nature of the work required to complete environmental review services is outside of the expertise of city staff; and

WHEREAS, the allocated funding, in the amount of \$80,000, is available to hire a professional firm to complete the environmental review services; and

WHEREAS, the City has followed the appropriate procurement procedures to solicit and evaluate proposals per federal and state requirements, receiving a total of three proposals; and

WHEREAS, Hauge Brueck Associates, LLC, has been determined to be the most responsive and has proposed a price not to exceed \$79,800.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the Mayor of the City of Susanville is hereby authorized to execute Agreement with Hauge Brueck Associates, LLC for environmental review services for the Riverside Drive Pedestrian and Bicycle Trial Project

Dated: November 5, 2014

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 14-5115 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of November, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

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

Riverside Drive Pedestrian and Bicycle Trail

Environmental Services Agreement



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ARTICLE I INTRODUCTION

- A. This contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:
Hauge Brueck Associates, LLC

The Project Manager for the "CONSULTANT" will be *Anders Hauge*.

The name of the "LOCAL AGENCY" is as follows:
City of Susanville

The Contract Administrator for LOCAL AGENCY will be *Dan Newton*.

- B. The work to be performed under this contract is described in Article II entitled Statement of Work and the approved CONSULTANT's Cost Proposal dated *September 18, 2014*. The approved CONSULTANT's Cost Proposal is attached hereto (Attachment I) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.
- C. The CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of the CONSULTANT. The CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of the CONSULTANT.
- D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.
- E. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.
- F. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.
- G. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- H. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II STATEMENT OF WORK

A. Consultant Services

CONSULTANT to provide all environmental review services for the Riverside Drive Pedestrian and Bicycle Trail project at the costs provided in the Cost Proposal (Attachment I). The studies and activities for providing engineering updates, environmental studies, developing the draft and final environmental document, and developing the draft and final project report are outlined in the Request for Proposals (RFP) (Attachment II).

CONSULTANT shall provide professional services to manage and coordinate the elements of work to provide supplemental surveys and base mapping. The project requires the following technical studies:

- 1) Hazardous Materials/Hazardous Waste – Initial Site Assessment (Phase I)
- 2) Water Quality/Resources – Discussion in ED Only
- 3) Floodplain – Location Hydraulic Study
- 4) Biological Resources –NES Minimal Impact
- 5) Wetlands – WD and Assessment
- 6) Invasive Plants –Discussion in ED only
- 7) Section 4(f)
- 8) Cultural Resources – APE Map; HPSR (ASR – HRER)

CONSULTANT may also be required to provide preliminary engineering work to determine quantities for fill or borrow sites. CONSULTANT will be responsible for communicating and coordinating with regulatory agencies such as the Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish and Wildlife during the preparation of the environmental document and technical studies to help to facilitate the permitting process.

The CONSULTANT shall complete all tasks and deliverables addressed in the RFP (Attachment II) and the Scope of Work provided by consultant (Attachment III). The CONSULTANT shall work diligently to adhere to project schedule (Attachment IV).

LOCATION

The services shall be provided at various locations within the City of Susanville. The CONSULTANT shall report to the City Engineer or his designee:

Dan Newton, P.E.
720 South Street
Susanville, CA 96130
Phone: (530) 257-1041
Facsimile: (530) 257-1057
dnewton@cityofsusanville.org

COORDINATION

The CONSULTANT shall coordinate with the City Engineer and other City personnel as required. CONSULTANT shall report to the City Engineer or his designee. The CONSULTANT'S personnel shall work necessary hours to accommodate the project construction schedule.

B. Local Agency Obligations

All data applicable to the project and in possession of LOCAL AGENCY or another agency, or government that are to be made available to CONSULTANT are referred to in the contract. Any other assistance or services to be furnished to CONSULTANT are to be stated clearly.

C. Conferences, Visits to Site, Inspection of Work

The contract provides for conferences as needed, visits to the site, and inspection of the work by representatives of the state, or FHWA. Costs incurred by CONSULTANT for meetings, subsequent to the initial meeting shall be included in the fee.

D. Documentation

Contracts where appropriate, shall provide that CONSULTANT document the results of the work to the satisfaction of LOCAL AGENCY, and if applicable, the State and FHWA. This may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of the contract objectives.

ARTICLE III CONSULTANT'S REPORTS OR MEETINGS

- A. CONSULTANT shall submit progress reports at least once a month. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the contract.

ARTICLE IV PERFORMANCE PERIOD

- A. This contract shall go into effect on November 5, 2014, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on June 30, 2015, unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

ARTICLE V ALLOWABLE COSTS AND PAYMENTS

- A. The method of payment for this contract will be based on the schedule of costs indicated in CONSULTANT'S COST PROPOSAL (Attachment I). The CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In the event, that the LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time and/or actual costs reimbursable by the LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.
- B. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs, upon approval by the LOCAL AGENCY of CONSULTANT's invoice. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.
- F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.
- G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit, but no more than 30 days, after receipt by LOCAL AGENCY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XVI Equipment Purchase of this contract. The final

invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

Dan Newton, P.E.
720 South Street
Susanville, CA 96130
Phone: (530) 257-1041
Facsimile: (530) 257-1057
dnewton@cityofsusanville.org

- H. The total amount payable by LOCAL AGENCY shall not exceed \$79,800.
- I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator.

For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.
- J. All subcontracts in excess of \$25,000 shall contain the above provisions.

ARTICLE VI TERMINATION

- A. LOCAL AGENCY reserves the right to terminate this contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. The maximum amount for which the Government shall be liable if this contract is terminated will be determined by the amount of work completed prior to the termination date.

ARTICLE VII FUNDING REQUIREMENTS

Not Applicable

ARTICLE VIII CHANGE IN TERMS

- A. This contract may be amended or modified only by mutual written agreement of the parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.
- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this contract without prior written approval by LOCAL AGENCY's Contract Administrator.

ARTICLE IX DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

The Agreement has an established DBE goal of 9%. CONSULTANT must meet the goal by using a DBE subconsultant as indicated in CONSULTANT'S proposal. If DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

A DBE may be terminated only with written approval by LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53 (f). Prior to requesting LOCAL AGENCY's consent for the proposed termination, the prime consultant must meet the procedural requirements specified in 49 CFR 26.53(f).

ARTICLE X COST PRINCIPLES

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

- B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

ARTICLE XI CONTINGENT FEE

CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE XII RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT that are pertinent to the contract for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE XIII DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and City Administrator, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all work under the contract, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XIV AUDIT REVIEW PROCEDURES

- A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Finance Manager.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Finance Manager of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this contract.

ARTICLE XV SUBCONTRACTING

- A. CONSULTANT shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY'S Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.

- B. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- C. Any substitution of subconsultants must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant.

ARTICLE XVI EQUIPMENT PURCHASE

- A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.
- D. All subcontracts in excess \$25,000 shall contain the above provisions.

ARTICLE XVII INSPECTION OF WORK

CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

ARTICLE XVIII SAFETY

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, LOCAL AGENCY has determined that such areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XIX INSURANCE

- A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance presently in effect for CONSULTANT stating limits of insurance no less than:

1. General Comprehensive Liability: one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other from with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/ location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: one million dollars (\$1,000,000) per accident for bodily injury and property damage
3. Employer's Liability: one million dollars (\$1,000,000) per accident for bodily injury or disease
4. Errors and Omissions Liability: one million dollars (1,000,000) per occurrence

B. The Certificate of Insurance will provide:

1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to LOCAL AGENCY.
2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.
3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.

C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XX OWNERSHIP OF DATA

- A. Upon completion of all work under this contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by CONSULTANT.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXI CLAIMS FILED BY LOCAL AGENCY'S CONSTRUCTION CONTRACTOR

- A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is

required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

- B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.
- C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXII CONFIDENTIALITY OF DATA

- A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.
- B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.
- C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

ARTICLE XXIII NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE XXIV EVALUATION OF CONSULTANT

CONSULTANT's performance will be evaluated by LOCAL AGENCY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

ARTICLE XXV STATEMENT OF COMPLIANCE

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of

sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

ARTICLE XXVI DEBARMENT AND SUSPENSION CERTIFICATION

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XXVII STATE PREVAILING WAGE RATES

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

ARTICLE XXVIII CONFLICT OF INTEREST

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.

- E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XXIX REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE XXXI NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

Hauge Brueck Associates
Anders Hauge, Project Manager
2233 Watt Avenue, Suite 300
Sacramento, CA 95825

LOCAL AGENCY:

City of Susanville
Dan Newton, Contract Manager
720 South Street
Susanville, CA 96130

ARTICLE XXXII CONTRACT

The two parties to this contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as evidenced by the signatures below.

ARTICLE XXXIII SIGNATURES

Hauge Brueck Associates

City of Susanville

Name of Signer: _____

Name of Signer: Brian Wilson, Mayor

DATE: _____

DATE: _____

APPROVED AS TO FORM:

Name of Signer: _____

Peter M Talia, City Attorney

DATE: _____

Attachment I

| SUSANVILLE RIVERSIDE DRIVE PEDESTRIAN AND BICYCLE TRAIL ENVIRONMENTAL REVIEW SERVICES | | | | | | | | | | | | | | | | | | |
|---|--|-----------|----------|----------|-----------|-----------|----------|--------------------------|----------|----------------|-------------------|------------------|----------|---------|-------------------|------------|-----------------|-----------|
| Estimated Hours and Budget | | | | | | | | | | | | | | | | | | |
| Sub-Task | Task Description | Associate | | | HBA | | | P R Design & Engineering | | | PEAK & Associates | | | H&K ODC | Total Labor Hours | Total ODCs | Budget Estimate | |
| | | X | VIII | VII | Associate | Associate | III | Johnstone | Demarino | Staff Engineer | Principal | Design Associate | Clerical | | | | | Principal |
| 1 | Project Management | 26 | 0 | 0 | 10 | 150 | 16 | 16 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 78 | 150 | \$10,850 |
| 1.1 | Project Administration, Progress Reports & Invoicing | 4 | 0 | 0 | 8 | 50 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 1.2 | Quality Assurance/Quality Control | 4 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 1.3 | Project Mailing List | 0 | 0 | 0 | 2 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 1.4 | Project Coordination | 12 | 0 | 0 | 0 | 50 | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 | \$0 |
| 1.5 | Project Deliverables | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 1.6 | Project Kick-Off Meeting | 6 | 0 | 0 | 0 | 150 | 8 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 2 | Project Description | 2 | 4 | 2 | 0 | 50 | 8 | 66 | 28 | 4 | 4 | 0 | 0 | 0 | 0 | 114 | 50 | \$11,950 |
| 2.1 | Preliminary Civil Engineering | 0 | 0 | 0 | 0 | 50 | 8 | 66 | 28 | 4 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 2.2 | Project Description | 2 | 4 | 2 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0 |
| 3 | Technical Studies | 2 | 153 | 4 | 0 | 300 | 4 | 41 | 0 | 6 | 6 | 18 | 24 | 420 | 4 | 10 | 30 | \$5,800 |
| 3.1 | Hazardous Materials/Hazardous Waste | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$5,800 |
| 3.2 | Water Quality/Resources | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 30 | 50 |
| 3.3 | Floodplain | 0 | 0 | 0 | 0 | 50 | 4 | 41 | 0 | 6 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 3.4/3.6 | Biological Resources/Invasive Species | 0 | 78 | 2 | 0 | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 3.5 | Wetlands | 0 | 65 | 2 | 0 | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 3.7 | Section 4(f) | 0 | 2 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 3.8 | Cultural Resources | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 18 | 24 | 420 | 0 | 0 | 0 | 50 |
| 3.9 | General Plan Consistency | 2 | 8 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 4 | NEPA Categorical Exclusion | 4 | 28 | 1 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 | 50 | \$4,020 |
| 5 | CEQA MND | 24 | 55 | 11 | 8 | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 98 | 300 | \$12,345 |
| 5.1 | Draft MND | 4 | 40 | 8 | 6 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 5.2 | Public Meetings | 10 | 0 | 2 | 0 | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 5.3 | Final MND | 2 | 10 | 1 | 2 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 5.4 | Findings | 2 | 4 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 5.5 | Decision Meeting | 5 | 0 | 0 | 0 | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| 5.6 | Notice of Determination | 1 | 1 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| | Hourly Rates | \$180 | \$115 | \$80 | \$65 | | \$145 | \$105 | \$95 | \$55 | \$55 | \$110 | \$100 | | \$220 | \$160 | \$125 | |
| | Total Hours | 58 | 240 | 18 | 18 | | 28 | 123 | 28 | 12 | 12 | 18 | 24 | | 6 | 12 | 34 | |
| | Total Estimated Budget | \$10,440 | \$27,600 | \$1,440 | \$1,170 | \$750 | \$4,060 | \$12,915 | \$2,660 | \$660 | \$420 | \$1,980 | \$2,400 | \$420 | \$1,320 | \$1,920 | \$4,250 | \$5,800 |
| | Team Budgets | | | \$41,400 | | | \$20,295 | | | | | \$4,800 | | | \$7,490 | | | \$5,800 |
| | Team Percentage of total budget | | | 52% | | | 25% | | | | 6% | | | | 9% | | | 7% |



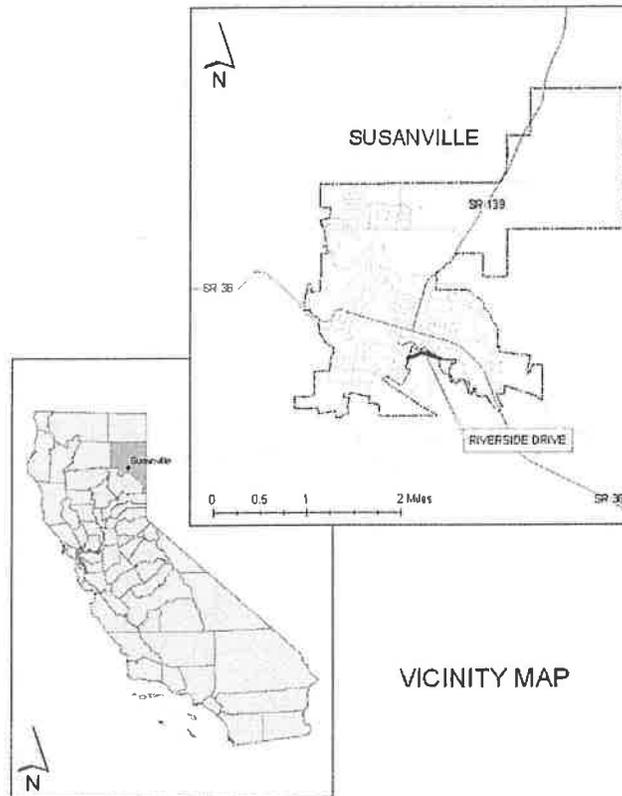
CITY OF SUSANVILLE

Request for Proposals (RFP #N002)

Environmental Review Services

“Riverside Drive Pedestrian and Bicycle Trail”

ATTACHMENT A



Submittal Summary

Project Name: Environmental Document for Riverside Dr. Pedestrian and Bicycle Trail

Due Date/Time: September 4th, 2014; 3:00pm

Contact: Dan Newton, Public Works Director/City Engineer

dnewton@cityofsusanville.org (530) 257-1041

Delivery Location: 66 N. Lassen St., Susanville Ca, 96130

Introduction

The City of Susanville is soliciting proposals to provide professional consulting services for Project Approval and Environmental Documentation (PA&ED) clearance for the Riverside Drive Pedestrian and Bicycle Trail, located in Lassen County. Funding is currently available for this phase of the project. This project is funded with Federal and State dollars. The final project deliverable will be a completed Environmental Document (Categorical Exclusion with Technical Studies) that meets the requirements of the National Environmental Policy Act (NEPA) to the satisfaction of the California Department of Transportation, District 2, (Caltrans).

The City of Susanville is the lead agency to plan, design, and construct the Riverside Drive Pedestrian and Bicycle Trail project. The Preliminary Environmental Study (PES) for the project is completed.

The work effort in this RFP will evaluate project alternatives; develop the preferred alternative and environmental clearance. All work will be in conformance with the Caltrans Local Assistance Procedures Manual, the Caltrans Standard Environmental Reference (SER).

This Request for Proposal (RFP) describes the project, the required scope of services, the consultant selection process, and the minimum information that must be included in the submitted proposals. The City will select one consultant to complete the environmental process.

Correspondence

All questions and inquiries should be directed to:

Dan Newton, Public Works Director / City Engineer
City of Susanville
66 N. Lassen St.
Susanville, CA 96130
(530) 257-1041

Proposal Submittal Deadline

All proposals must be received at the address listed above **no later than 3:00 pm May 21, 2014**. **Three (3) paper copies and one (1) electronic copy (CD) of the proposal are required.** Postmarks will not be accepted in lieu of actual receipt. All proposals shall be in a sealed envelope clearly

marked "REQUEST FOR PROPOSAL – BID #N002." Late or incomplete proposals will not be considered.

Project Description

The Riverside Drive Pedestrian and Bicycle Trail project was conceptualized several years ago to create a safer walking and bicycle path along Riverside Dr. adjacent to the old Sierra Pacific Industries mill site. The preferred route was determined to be along the gravel road that borders the mill pond levee. The environmental document will consider alternative alignments as well.

Riverside Dr. connects residential areas to commercial areas in Susanville. Bicyclists and pedestrians walk along a narrow gravel shoulder which creates a potential for vehicle vs. pedestrian/bicycle accidents. The proposed project will improve transportation safety for bicyclists and pedestrians. The project is located directly south of the City of Susanville mostly in the unincorporated area of Lassen County. Riverside Drive originates and terminates within the City limits. The project proposes to construct a class one bicycle lane adjacent to and south of Riverside Dr. along an existing unpaved, elevated, abandoned gravel maintenance road that sits upon an unused mill pond levee. The project will originate at Riverside Park continue west approximately 0.35 miles and terminate at the Susan River Trail. A pedestrian foot bridge estimated at approximately 210 linear feet will be constructed to cross the Susan River. On the north side of Riverside Dr. at the location of the Susan River Trail crossing, a retaining wall will be built to allow for the widening of the pedestrian path and improved sight distance. Approximately 2 acres of land will need to be acquired. The project will serve to enhance the existing pedestrian and bicycle trail network in the City by constructing a class one bicycle trail and a pedestrian foot bridge over the Susan River. The proposed project will increase the safety of the users.

Equipment staging area requirements will be small and most likely accommodated by the abandoned lumber mill site nearby. Minimal quantities of clean native soil will need to be disposed of from bridge footings and retaining wall excavation.

Alternative alignments shall be considered during the environmental review process, including constructing the trail on the North side of Riverside Dr.

Scope of Services

Consultant's scope of services to be provided includes all studies and activities for providing engineering updates, environmental studies, developing the draft and final environmental document, and developing the draft and final project report.

The consultant shall provide professional services to manage and coordinate the elements of work to provide supplemental surveys and base mapping. The following technical studies are required:

- 1) Hazardous Materials/Hazardous Waste – Initial Site Assessment (Phase I)
- 2) Water Quality/Resources – Discussion in ED Only
- 3) Floodplain – Location Hydraulic Study
- 4) Biological Resources –NES Minimal Impact
- 5) Wetlands – WD and Assessment

- 6) Invasive Plants –Discussion in ED only
- 7) Section 4(f)
- 8) Cultural Resources – APE Map; HPSR (ASR – HRER)

Consultant may also be required to provide preliminary engineering work to determine quantities for fill or borrow sites. Consultant will be responsible for communicating and coordinating with regulatory agencies such as the Army Corps of Engineers, Regional Water Quality Control Board, and the California Department of Fish and Wildlife during the preparation of the environmental document and technical studies to help to facilitate the permitting process.

The City of Susanville is the lead agency responsible for the CEQA document. Caltrans will be the lead agency responsible for the NEPA environmental clearance.

The consultant will be required to develop the project tasks and deliverables required to successfully complete the environmental document. The consultant shall also provide a project schedule.

Environmental Document

The anticipated environmental document for the Riverside Dr. Trail is a Categorical Exclusion with Technical Studies for NEPA and a Mitigated Negative Declaration for CEQA.

a) Draft of the Categorical Exclusion with Technical Studies – Consultant shall prepare in conformance with the document outline posted on the Caltrans SER. The document will summarize alternatives development and screening process; document the purpose and need, results of environmental technical studies, project impacts and mitigation measures; and summarize the public/agency consultation and coordination process conducted as part of environmental compliance.

b) Final Categorical Exclusion with Technical Studies - Consultant shall undertake activities necessary for the production of the Categorical Exclusion with Technical Studies. This will include incorporating responses to comments received during the circulation period and focusing on the identified preferred alternative. The final Categorical Exclusion with Technical Studies will include records of consultations, which must be concluded prior to publication of the Final Categorical Exclusion with Technical Studies.

Schedule:

The Environmental Document and Technical Studies must be completed by June 30, 2015.

Disadvantaged Business Enterprise – DBE

The City of Susanville has established a DBE goal for this Contract of 9 %

1. TERMS AS USED IN THIS DOCUMENT

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term “Agreement” also means “Contract.”
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. SUBMISSION OF DBE INFORMATION

Exhibit 10-01 *Consultant Proposal DBE Commitment* must be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

Exhibit 10-02 *Consultant Contract DBE Information* must be included with the Request for Proposal. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

4. DBE PARTICIPATION GENERAL INFORMATION

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
 - 3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The proposer shall list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
- G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Business and Economic Opportunity Web site at: <http://www.dot.ca.gov/hq/bep/>.
 - 1. Click on the link in the left menu titled *Disadvantaged Business Enterprise*;
 - 2. Click on Search for a DBE Firm link;
 - 3. Click on *Access to the DBE Query Form* located on the first line in the center of the page.

Searches can be performed by one or more criteria. Follow instructions on the screen.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

Proposal Requirements

A. General

- 1. All interested and qualified Environmental Review Consultants are invited to submit a proposal for consideration. Submittal of a proposal indicates that the Consultant has read and understands this entire RFP, to include all appendices, attachments, exhibits, schedules, addenda (as applicable) and all concerns regarding this RFP have been satisfied.
- 2. Proposals must be submitted in the format described below. Proposals shall be prepared in such a way as to provide a straight forward, concise description of capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

3. Proposals must be complete in all respects as required in this section. At the City's discretion, a proposal may not be considered if it is conditional or incomplete.
4. In developing the proposal the Environmental Review Consultant should carefully review this proposal to take into consideration the rights, obligations, and costs associated therewith. Any revision to the RFP which the Environmental Review Consultant desires must be specified in the proposal.

Proposal Contents

(3) Copies of the written proposals and one electronic copy on CD are required to be submitted. An individual authorized to bind the Environmental Review Consultant firm shall sign the original cover page and fee schedule of the proposal.

The proposal shall contain a "not-to-exceed" total fee schedule. The fee proposal shall indicate the expected total fee for the work described in the Environmental Review Consultant services proposal. The total fee shall also be itemized by task, including time and hourly rates, and other direct costs such as printing and travel. Additional services and options may be included in the proposal, but must be clearly indicated as "additional services."

1. **Statement of Certification** – Include the following in the proposal:
 - a) A concise statement of the services proposed, clearly labeled "Environmental Review Consultant services for the Riverside Pedestrian and Bicycle Trail, City of Susanville, California;"
 - b) A statement that the Environmental Review Consultant will provide the services as described in the proposal within the time frames as outlined in the RFP;
 - c) A statement that all aspects of the proposal, including cost, have been determined independently, without consultation with any other prospective Environmental Review Consultant or competitor for the purpose of restricting completion;
 - d) A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty;
 - e) A statement that the Environmental Review Consultant agrees that aspects of the RFP and the proposed submittal shall be binding if the proposal is selected and the contract awarded;
 - f) A statement that the Environmental Review Consultant agrees to provide the City with any other information determined necessary for an accurate determination of the Environmental Review Consultant's ability to perform services as proposed;
 - g) A statement that the prospective Environmental Review Consultant, if selected, will comply with all applicable rules, laws, and regulations.

2. **Proposal Description** - A detailed description of the proposal being made, to include the following:
 - a) Brief synopsis of the Environmental Review Consultant's understanding of the project and the City's objectives;
 - b) Narrative description of the proposed approach to achieve the project objectives and requirements;
 - c) Detailed scope of work;
 - d) Milestones and deliverable charts;
 - e) Proposed timeline taking note that the City is very interested in an expedited process.
 - f) Staffing and assignment of key personnel;
 - g) Budget. Provide a budget that breaks the consultant services into five individual tasks with a detailed scope of work for each task. The budget shall include staffing, positions, hours and hourly rates. The percentage of the total budget assigned to each task shall be included in the project budget, to facilitate comparative analysis of the level of effort proposed for each task.

3. **Statement of Experience** – Include the following in the proposal:
 - a) Business name, address, and phone/fax numbers of the prospective Environmental Review Consultant and legal entity such as corporation, partnership, etc.
 - b) Number of years the prospective Environmental Review Consultant has been in business under the present business name, as well as related prior business names;
 - c) A statement that the prospective Environmental Review Consultant has a demonstrated capacity to perform the required services;
 - d) List any applicable licenses or permits presently held and indicate ability to complete the required services;
 - e) A statement that the Environmental Review Consultant has an organization that is adequate to perform the required services.
 - f) A statement of qualifications for the proposed budget highlighting the firm's specific experience in the Environmental Review of Community Parks.

4. **Similar Contracts** – Recent contracts involving similar proposals.
 - a) For each contract show:
 - i. Date of completion and duration of each contract
 - ii. Type of service
 - iii. Total dollar amount contracted for and amount received
 - iv. Location of area served
 - v. Name, address, and phone/fax number of agency with which contracted and agency contact person administering the contract. If none, so state.

- b) If any contract was terminated prior to the original termination date during the last five years, show for each contract:
- i. Date of completion and duration of each contract;
 - ii. Type of service
 - iii. Total dollar amount contracted for and amount received
 - iv. Location of areas served
 - v. Name, address and phone/fax numbers of agency with which contracted and agency contact person administrating the contract; and
 - vi. Explanation for contract termination. If none, so state.
- c) Related contracts currently in effect – show the following for each contract:
- i. Date due for completion and duration of contract;
 - ii. Type of service
 - iii. Total contract amount
 - iv. Name, address, and phone/fax or e-mail numbers of agency with which the organization is currently contracting and agency contact person administering the contract. If none, so state.
- d) References. Provide a minimum of three (3) professional references for similar contracts, either in progress or completed within the past five (5) years. Please provide the name, address, and telephone number for each of these references and a brief description of the contract(s) for which the Consultant provided services.
- e) Describe controlling interests held in any other firms providing equivalent or similar services. If none, so state.
- f) Describe financial interest in other lines of business. If none, so state.
- g) Describe any pending litigation involving prospective Environmental Review Consultant or any officers, employees, and/or Consultants thereof, in connection with contracts. If none, so state.
- h) A statement that the Environmental Review Consultant does not have any commitments or potential commitments which may impact on the Consultant's ability to perform the contract services.

- i) Statement that the Environmental Review Consultant does not have any financial conflicts of interest with City of Susanville or its representatives.

5. **Staffing** – Key Personnel and Consultant Information

- a) Describe the experience, qualifications, and other vital information, including relevant experience on previous similar projects, of all key individuals who may be assigned to the project. Key personnel include partners, managers, associates and other professional staff that will perform work and/or services in this project. This information shall include functions to be performed by the key individuals.
- b) If the Consultant plans to subcontract any portion of the service delivery described in the RFP, the Environmental Review Consultant must include a written summary of proposed subcontractors. Attach a statement from each subcontracted consultant that includes the name and address of that organization/firm, type of work to be performed and percentage of the total work of the proposal. The statement must also affirm that the sub-contracted consultant will perform all work indicated and will comply with all items as indicated above.

6. **Insurance** – the consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees, or sub consultants.

Minimum Scope of Insurance. Coverage shall be at least as broad as:

- a) Insurance Services Offices Commercial General Liability coverage (occurrence form CG0001).
- b) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
- c) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- d) Errors and Omissions Liability insurance as appropriate to the consultant's profession.

Minimum Limits of Insurance. Consultant shall maintain limits no less than:

- a) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c) Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- d) Errors and Omissions Liability: \$1,000,000 per occurrence.

Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

7) Schedule:

Proposal shall include a schedule for the environmental documents and technical studies that reflects the consultant's plan to complete the work by June 30, 2015.

8) DBE Forms:

Firms are required to submit Exhibit 10-O1 *Consultant Proposal DBE Commitment and Exhibit 10-O2 Consultant Contract DBE Information*.

9) NonLobbying Certification:

Firms are required to sign NonLobbying Certification For Federal-Aid Contracts that is included at the end of the Request for Proposals.

Proposal Evaluation and Selection

All proposals will be reviewed by City staff with the primary consideration being the Consultant's experience with similar projects and understanding of work to be completed. Consultant's qualifications, responsiveness to timeline (schedule) and ability to complete the documents within the stated time constraints, and cost. Interviews may be conducted with the most qualified firms based on the proposals submitted.

Weight of evaluation criteria:

Experience & Qualifications; understanding of work to be completed: 40%

Responsiveness to timeline (schedule), ability to complete work on time: 30%

Cost: 30%

Final Approval

Any contract resulting from this RFP will be awarded by the City Council.

NONLOBBYING CERTIFICATION FOR FEDERAL-AID CONTRACTS

The prospective participant certifies by signing and submitting this NonLobbying Certification for Federal-Aid Contracts to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his/her proposal/bid that he/she shall require that the language of this certification be included in all lower-tier subcontracts which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

Date: _____

Signature and Title of Proposer

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

(Inclusive of all DBEs listed at bid proposal. Refer to instructions on the reverse side of this form)

| Consultant to Complete this Section | | | |
|---|---------------------------------|---|----------|
| 1. Local Agency Name: _____ | | | |
| 2. Project Location: _____ | | | |
| 3. Project Description: _____ | | | |
| 4. Consultant Name: _____ | | | |
| 5. Contract DBE Goal %: _____ | | | |
| DBE Commitment Information | | | |
| 6. Description of Services to be Provided | 7. DBE Firm Contact Information | 8. DBE Cert. Number | 9. DBE % |
| | | | |
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| | | | |
| | | | |
| | | | |
| Local Agency to Complete this Section | | 10. Total % Claimed | _____ % |
| 16. Local Agency Contract Number: _____ | | 11. Preparer's Signature _____ 12. Preparer's Name (Print) _____ 13. Preparer's Title _____ 14. Date _____ 15. (Area Code) Tel. No. _____ | |
| 17. Federal-aid Project Number: _____ | | | |
| 18. Proposed Contract Execution Date: _____ | | | |
| Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate: | | | |
| 19. Local Agency Representative Name (Print) _____ | | 14. Date _____ 15. (Area Code) Tel. No. _____ | |
| 20. Local Agency Representative Signature _____ | 21. Date _____ | | |
| 22. Local Agency Representative Title _____ | | | |
| 23. (Area Code) Tel. No. _____ | | | |

Distribution: (1) Original – Consultant submits to local agency with proposal
 (2) Copy – Local Agency files

INSTRUCTIONS - CONSULTANT PROPOSAL DBE COMMITMENT**Consultant Section**

The Consultant shall:

1. **Local Agency Name** – Enter the name of the local or regional agency that is funding the contract.
2. **Project Location** - Enter the project location as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc.).
4. **Consultant Name** - Enter the consultant's firm name.
5. **Contract DBE Goal %** - Enter the contract DBE goal percentage, as it was reported on the Exhibit 10-I *Notice to Proposers DBE Information* form. See LAPM Chapter 10.
6. **Description of Services to be Provided** - Enter item of work description of services to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
7. **DBE Firm Contact Information** - Enter the name and telephone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and telephone number, if the prime is a DBE.
8. **DBE Cert. Number** - Enter the DBEs Certification Identification Number. All DBEs must be certified on the date bids are opened. (DBE subcontracted consultants should notify the prime consultant in writing with the date of the decertification if their status should change during the course of the contract.)
9. **DBE %** - Percent participation of work to be performed or service provided by a DBE. Include the prime consultant if the prime is a DBE. See LAPM Chapter 9 for how to count full/partial participation.
10. **Total % Claimed** – Enter the total DBE participation claimed. If the Total % Claimed is less than item "6. Contract DBE Goal", an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H *DBE Information - Good Faith Efforts* of the LAPM).
11. **Preparer's Signature** – The person completing this section of the form for the consultant's firm must sign their name.
12. **Preparer's Name (Print)** – Clearly enter the name of the person signing this section of the form for the consultant.
13. **Preparer's Title** - Enter the position/title of the person signing this section of the form for the consultant.
14. **Date** - Enter the date this section of the form is signed by the preparer.
15. **(Area Code) Tel. No.** - Enter the area code and telephone number of the person signing this section of the form for the consultant.

Local Agency Section:

The Local Agency representative shall:

16. **Local Agency Contract Number** - Enter the Local Agency Contract Number.
17. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
18. **Contract Execution Date** - Enter date the contract was executed and Notice to Proceed issued. See LAPM Chapter 10, page 23.
19. **Local Agency Representative Name (Print)** - Clearly enter the name of the person completing this section.
20. **Local Agency Representative Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
21. **Date** - Enter the date the Local Agency Representative signs the form.
22. **Local Agency Representative Title** - Enter the position/title of the person signing this section of the form.
23. **(Area Code) Tel. No.** - Enter the area code and telephone number of the Local Agency representative signing this section of the form.

EXHIBIT 10-02 CONSULTANT CONTRACT DBE INFORMATION

(Inclusive of all DBEs listed at contract award. Refer to instructions on the reverse side of this form)

| Consultant to Complete this Section | | | |
|---|--------------------------------------|---|-----------------------|
| 1. Local Agency Name: _____ | | | |
| 2. Project Location: _____ | | | |
| 3. Project Description: _____ | | | |
| 4. Total Contract Award Amount: \$ _____ | | | |
| 5. Consultant Name: _____ | | | |
| 6. Contract DBE Goal %: _____ | | | |
| 7. Total Dollar Amount for <u>all</u> Subconsultants: \$ _____ | | | |
| 8. Total Number of <u>all</u> Subconsultants: _____ | | | |
| Award DBE/DBE Information | | | |
| 9. Description of Services to be Provided | 10. DBE/DBE Firm Contact Information | 11. DBE Cert. Number | 12. DBE Dollar Amount |
| | | | |
| | | | |
| | | | |
| | | | |
| Local Agency to Complete this Section | | 13. Total Dollars Claimed | \$ _____ |
| 20. Local Agency Contract Number: _____ | | 14. Total % Claimed | _____ % |
| 21. Federal-aid Project Number: _____ | | | |
| 22. Contract Execution Date: _____ | | | |
| Local Agency certifies that all DBE certifications are valid and the information on this form is complete and accurate: | | | |
| 23. Local Agency Representative Name (Print) _____ | | | |
| 24. Local Agency Representative Signature _____ | 25. Date _____ | 15. Preparer's Signature _____ | |
| 26. Local Agency Representative Title _____ | 27. (Area Code) Tel. No. _____ | 16. Preparer's Name (Print) _____ | |
| Caltrans to Complete this Section | | 17. Preparer's Title _____ | |
| Caltrans District Local Assistance Engineer (DLAE) certifies that this form has been reviewed for completeness: | | 18. Date _____ 19. (Area Code) Tel. No. _____ | |
| 28. DLAE Name (Print) _____ | 29. DLAE Signature _____ | 30. Date _____ | |

Distribution: (1) Copy – Email a copy to the Caltrans District Local Assistance Engineer (DLAE) within 30 days of contract award. Failure to send a copy to the DLAE within 30 days of contract award may result in delay of payment.
 (2) Copy – Include in award package sent to Caltrans DLAE
 (3) Original – Local agency files

INSTRUCTIONS - CONSULTANT CONTRACT AWARD DBE INFORMATION**Consultant Section***The Consultant shall:*

1. **Local Agency Name** – Enter the name of the local or regional agency that is funding the contract.
2. **Project Location** - Enter the project location as it appears on the project advertisement.
3. **Project Description** - Enter the project description as it appears on the project advertisement (Bridge Rehab, Seismic Rehab, Overlay, Widening, etc).
4. **Total Contract Award Amount** - Enter the total contract award dollar amount for the prime consultant.
5. **Consultant Name** - Enter the consultant's firm name.
6. **Contract DBE Goal %** - Enter the contract DBE goal percentage, as it was reported on the Exhibit 10-I *Notice to Proposers DBE Information* form. See LAPM Chapter 10.
7. **Total Dollar Amount for all Subconsultants** – Enter the total dollar amount for all subcontracted consultants. SUM = (DBE's + all Non-DBE's). Do **not** include the prime consultant information in this count.
8. **Total number of all subconsultants** – Enter the total number of all subcontracted consultants. SUM = (DBE's + all Non-DBE's). Do **not** include the prime consultant information in this count.
9. **Description of Services to be Provided** - Enter item of work description of services to be provided. Indicate all work to be performed by DBEs including work performed by the prime consultant's own forces, if the prime is a DBE. If 100% of the item is not to be performed or furnished by the DBE, describe the exact portion to be performed or furnished by the DBE. See LAPM Chapter 9 to determine how to count the participation of DBE firms.
10. **DBE Firm Contact Information** - Enter the name and telephone number of all DBE subcontracted consultants. Also, enter the prime consultant's name and telephone number, if the prime is a DBE.
11. **DBE Cert. Number** - Enter the DBE's Certification Identification Number. All DBEs must be certified on the date bids are opened. (DBE subcontracted consultants should notify the prime consultant in writing with the date of the decertification if their status should change during the course of the contract.)
12. **DBE Dollar Amount** - Enter the subcontracted dollar amount of the work to be performed or service to be provided. Include the prime consultant if the prime is a DBE, and include DBEs that are not identified as subconsultants on the Exhibit 10-O1 *Consultant Proposal DBE Commitment* form. See LAPM Chapter 9 for how to count full/partial participation.
13. **Total Dollars Claimed** – Enter the total dollar amounts for column 13.
14. **Total % Claimed** – Enter the total DBE participation claimed for column 13. SUM = (item "14. Total Participation Dollars Claimed" divided by item "4. Total Contract Award Amount"). If the Total % Claimed is less than item "6. Contract DBE Goal", an adequately documented Good Faith Effort (GFE) is required (see Exhibit 15-H *DBE Information - Good Faith Efforts* of the LAPM).
15. **Preparer's Signature** – The person completing this section of the form for the consultant's firm must sign their name.
16. **Preparer's Name (Print)** – Clearly enter the name of the person signing this section of the form for the consultant.
17. **Preparer's Title** - Enter the position/title of the person signing this section of the form for the consultant.
18. **Date** - Enter the date this section of the form is signed by the preparer.
19. **(Area Code) Tel. No.** - Enter the area code and telephone number of the person signing this section of the form for the consultant.

Local Agency Section:*The Local Agency representative shall:*

20. **Local Agency Contract Number** - Enter the Local Agency Contract Number.
21. **Federal-Aid Project Number** - Enter the Federal-Aid Project Number.
22. **Contract Execution Date** - Enter the date the contract was executed and Notice to Proceed issued. See LAPM Chapter 10, page 23.
23. **Local Agency Representative Name (Print)** - Clearly enter the name of the person completing this section.
24. **Local Agency Representative Signature** - The person completing this section of the form for the Local Agency must sign their name to certify that the information in this and the Consultant Section of this form is complete and accurate.
25. **Date** - Enter the date the Local Agency Representative signs the form.
26. **Local Agency Representative Title** - Enter the position/title of the person signing this section of the form.
27. **(Area Code) Tel. No.** - Enter the area code and telephone number of the Local Agency representative signing this section of the form.

Caltrans Section:*Caltrans District Local Assistance Engineer (DLAE) shall:*

28. **DLAE Name (Print)** – Clearly enter the name of the DLAE.
29. **DLAE Signature** – DLAE must sign this section of the form to certify that it has been reviewed for completeness.
30. **Date** - Enter the date that the DLAE signs this section the form.

DETAILED SCOPE OF WORK/DELIVERABLES

The following scope of work describes the tasks to be performed by HBA under the direction of the City to prepare the environmental documentation for the Project. No work outside of the executed contract will be performed without written authorization from the City. The scope includes preparation of the NEPA Categorical Exclusion and CEQA Mitigated Negative Declaration.

Task 1 Project Management

This task includes the routine coordination and management of the HBA Team, coordination with the City and agencies, the implementation of HBA's Quality Assurance/Quality Control (QA/QC) procedures, and project administration including the preparation of monthly progress reports and invoices.

1.1 Project Administration

HBA will maintain the program schedule, time records, and fiscal accounting through the contract term. HBA will prepare and submit monthly progress reports to the City. The progress reports will provide a description of the work completed during the invoice period, an estimate of the percent work completed to date, the updated program schedule, a discussion of the work anticipated in the next billing period, and a description of potential issues with a corresponding resolution of each issue.

1.2 Quality Assurance/Quality Control Program

HBA will update our standard QA/QC program for use with this Project. Budget for implementation of the QA/QC plan is included within each task.

1.3 Project Mailing List

HBA will maintain the Project mailing list database. The mailing list will include appropriate federal, state, and local agencies, interested agencies, private groups, and citizens.

1.4 Project Coordination

Project coordination includes communication with the City and communication with federal, state, and county representatives. The purpose of this task is to keep critical participants informed of the process, identify issues early in the process, and reach consent on the resolution of issues as quickly as possible.

City data and deliverables will be accessible to the City via BOX.com, a cloud based collaborative site. Administrative drafts of documents will be made available to the City for review and comment. Box tracks each version of a document and each individual that accesses the document, providing the City with the ability to track review.

HBA will schedule and manage Project coordination meetings budgeted by task using GoToMeeting, an online/phone based conferencing system. Project coordination meeting participants include the HBA Project Manager, the City Project Manager and other attendees determined appropriate by the City.

1.5 Project Deliverables

HBA will provide the City one electronic MS Office and PDF copy on a CD, on BOX, and one printed copy of each deliverable, unless otherwise noted. Prior to making the deliverables public, the City will review and authorize release of the documents. The additional copies required for distribution to agencies and the public is identified in the work program by task.

1.6 Project Kick-Off Meeting

A Project kick-off meeting will be held at the City offices with HBA and the City to reach an understanding of the Project, the process, and the data needs. The agenda will include a discussion on the work program, schedule, Project Description, data needs, process requirements, and potential issues.

In preparation of the kick-off meeting, each participant will provide relevant documents and maps for reference and discussion. HBA will provide the work program, schedule, and a list of data needs. The City will provide the Project development information to be used in preparing the Project Description, available studies and reports, and a list of known mitigation measures incorporated into the Project that avoid or reduce environmental impacts. The City will provide a copy of the General Plan, regulations, and Susanville CEQA Guidelines including the goals, policies, codes, regulations, and standards to be applied to the Project. Each participant will be prepared to discuss potential issues and opportunities to include modifications to the Project that avoid or reduce impacts (self-mitigating). At the outcome of the kick-off meeting, HBA will prepare a list of action items with responsible parties and schedule.

| Task 1 Project Management Deliverables and Meetings | | | |
|---|---------------|------------|-------------------------|
| Deliverable | No. of Copies | No. of CDs | No. of Person-meetings* |
| Monthly progress reports and invoices | 1/month | 0 | 0 |
| Project mailing list | 1 | 0 | 0 |
| Kick-off meeting | - | - | 1 |
| Kick-off meeting agenda | 1 | 0 | 0 |
| Scope of Work | 1 | 0 | 0 |
| Project schedule | 1 | 0 | 0 |
| List of data needs | 1 | 0 | 0 |
| Kick-off meeting action notes | 1 | 0 | 0 |

*A person-meeting is one individual at one meeting.

Task 2 Project Description

2.1 Preliminary Civil Engineering

Work performed includes preparation of preliminary civil engineering documents for inclusion in the Environmental Document. In accordance with CEQA guidelines, projects may not be approved if a feasible alternative is able to substantially lessen the environmental effects of the Project. HBA (PRDEI) will prepare preliminary drawings and engineering calculations of alternative trail alignments within the project area to provide a basis for analysis of the environmental effects of the project.

Proposed trail alignments will be designed to meet the guidelines and design standards of Class I Bikeways (Bike Paths) as documented in "Chapter 1000: Bikeway Planning and Design" of the California Department of Transportation (Caltrans) Highway Design Manual.

Assumptions:

An accurate base map of the entire project area will be provided by the Client. The base map will include existing ground contours, trees, vegetation limits, location of existing impervious surfaces including streets, bike paths and buildings, existing utilities, limits of all county and state rights of way and property lines.

2.2 Project Description

Following development of the preliminary engineering and completion of the Task 1 kick-off meeting, HBA will work with the City to draft the Project Description to be used in the preparation of the NEPA and CEQA environmental documents. The City will identify Project objectives for CEQA.

The Project Description will include the Project history, characteristics of the Project site, the Project objectives, standards incorporated in the Project that avoid or minimize environmental impacts, the phasing of the Project, and the proposed improvements. The Project Description will include components of the Project, including but not limited to, the trail alignment, operation plans, and design features. The Project Description will include appropriate graphics.

| Task 2 Project Description Deliverables | | | |
|---|---------------|------------|------------------------|
| Deliverable | No. of Copies | No. of CDs | No. of Person-meetings |
| Preliminary Engineering Drawings and Calculations | 1 | 0 | 0 |
| Project Description | 1 | 0 | 0 |

Task 3 Technical Studies

3.1 Hazardous Materials/Hazardous Waste

HBA (H&K) will perform a Phase I ESA addressing the subject property using ASTM E1527 "Standard Practice for Environmental Assessments: Phase I Environmental Site Assessment Process" method as a guideline. The Phase I ESA report will present H&K's findings regarding recognized environmental conditions that may impact the subject property.

3.1.1 Records Review

Standard Environmental Record Sources: Federal and State. H&K will review selected, reasonably ascertainable records of state, federal, and tribal agency investigations and/or enforcement actions for the subject property and for properties within the ASTM minimum search distances from the parcel.

Additional Environmental Sources: State and Local. H&K will review selected, reasonably ascertainable state and local regulatory agency records for information pertaining to environmental permits, site investigations, and documented enforcement actions for the subject property and immediately adjacent facilities.

Historical Use Information. H&K will review selected, reasonably ascertainable, standard historical sources for information regarding the subject property. Such sources may include fire insurance maps, aerial photographs, city directories, historical mining maps, and geological information.

Review of Environmental Liens and AULs Not Included. Review of recorded land title records and judicial records for environmental liens and activity and use limitations (AULs) is typically not performed by H&K as part of the Phase I ESA. H&K can perform such a review for an additional fee, if requested. Otherwise, H&K will rely on Caltrans, the City of Susanville and Lassen County to report to us the findings of such review, so that the findings can be included in the Phase I ESA report.

3.1.2 Site Reconnaissance

H&K will perform a site visit to observe field conditions that may indicate recognized environmental conditions in connection with the property. The surface reconnaissance is intended to observe field conditions that may include the following:

- Obvious location(s) of suspected past and present hazardous substance storage, application, use, and disposal areas.
- Obvious location(s) of aboveground and underground storage tanks and pipelines.
- Obvious uses and environmental conditions or concerns as identified by records review or interviews.
- Land use or facilities immediately adjacent to the subject property that have an obvious potential to affect the environmental conditions at the subject property.

H&K requests that any pertinent information or helpful documents that the owner has or can obtain regarding environmental conditions, as-built drawings, environmental permits or registrations, previous assessments for underground tanks, etc., be made available for H&K's use.

3.1.3 Interviews

H&K will interview the key project personnel as identified by the property owner, if such interviews are applicable and feasible within the scope of the guidance document.

3.1.4 Evaluation and Report Preparation

Following our investigation, H&K will evaluate the findings and prepare a report. The report will summarize the findings, discuss significant data gaps encountered during the assessment, and list the recognized environmental conditions.

Assumptions and Client Responsibilities

The proposed scope of services and fee are based on the following:

- By authorizing H&K's services, the client attests to the fact that the property owner is aware of H&K's proposed assessment and that the owner authorizes H&K to access the property for evaluation purposes. The client will provide written authorization from the property owner, if requested.
- The client is responsible for providing an accurate map delineating the total acreage and site boundaries. If site boundaries are not clearly marked in the field, H&K's field observations will be based on mapped property boundaries and approximate field locations.
- Sampling and analysis are not included in the scope of services.
- The review of regulatory agency files is limited to the subject property and adjacent facilities only. If regulatory agency file reviews for additional sites are warranted, the reviews may not be able to be performed within the proposed scope of services.

- H&K will be able to review a chain-of-title report if provided by the client. Provision of a chain-of-title report is optional under ASTM. If H&K is asked to obtain a chain-of-title report, H&K will be able to revise our scope of services and fee to include this task.
- The user of the Phase I ESA report (City of Susanville) is responsible for assisting H&K in the identification of possible recognized environmental conditions in connection with the subject property. ASTM E1527 standard (Chapter 6) describes the user's responsibilities.
- The following issues will not be addressed as part of the Phase I ESA (this list is not intended to be all-inclusive): asbestos-containing building materials, radon, lead-based paint, drinking water, wetlands, regulatory compliance, cultural and historical resources, industrial hygiene, health and safety, ecological resources, endangered species, indoor air quality, biological agents, and mold. If evaluation of these items is requested, we can provide a proposal for additional services.

3.2 Water Quality/Resources

HBA (IERS) will prepare a Water Quality Findings Memo in sufficient detail to obtain NEPA and CEQA environmental clearance and meet the requirements of regulatory agencies including, but not limited to, the California Regional Water Quality Control Board-Lahontan Region, County of Lassen and the City of Susanville. The document will evaluate potential water quality impacts of proposed trail construction and long-term operations and maintenance. The document will identify necessary mitigation measures, as well as the feasibility of proposed mitigation measures. Potential project impacts associated with construction activities, maintenance activities, and trail runoff will be evaluated. Potential causes (pre- and post-project) of erosion and siltation, and sources of pollutants and the effects of these substances on the quality of receiving waters will be evaluated. IERS will use direct field assessment techniques to determine the magnitude and significance of direct, indirect, and cumulative effects to soil erosion, sediment yield, and sediment delivery from proposed project activities. IERS will identify mitigation measures, including Best Management Practices specified by regulatory agencies, for any significant water quality impacts that may occur during construction and/or operation of the proposed trail.

3.3 Floodplain

3.3.1 Location Hydraulic Study

Work performed under Task 3.3.1 will include preparation of a locational hydraulic study based on existing FEMA documentation and the established base flood elevations of the Susan River. Results and analysis of the hydraulic study will be included in preliminary engineering drawings to identify special flood hazard areas within the project area and to minimize disturbance to the designated floodway.

If work within the floodway is anticipated for any of the proposed alternatives, HBA (PRDEI) will include an analysis of the hydraulic impacts to the floodway in order to characterize environmental effects of the proposed alternative. Where possible, PRDEI will provide potential mitigation measures to ensure that the project does not impede floodwaters or result in elevated water levels during flood events.

Assumptions

If Autocad or GIS data is available for designated floodway and flood hazard areas, they will be provided by FEMA, City of Susanville or Lassen County. If digital files are not available, PRDEI will use the most current FEMA map for delineation of floodways and flood hazard areas.

3.4 / 3.6 Biological Resources / Invasive Species

Based upon a preliminary review of aerial photographs and publicly available natural resource databases, there are potential biological issues of concern associated with the Project. The site may contain federal and state jurisdictional drainages and wetlands and has potential to support habitat for special status plant and wildlife species. According to publicly available literature, special status wildlife species have been documented from the project site vicinity, including (but not limited to) State-listed Threatened bank swallow (*Riparia riparia*), and California Species of Concern American badger (*Taxidea taxus*). HBA will complete the following subtasks:

3.4.1/3.6.1 Review Existing Biological Background and Regulatory Information

Prior to conducting a site visit, HBA will review available background information pertaining to biological resources in the vicinity of the project site that document potential sensitive habitats or special status species that may occur in the vicinity of the Project site. Information that will be reviewed includes: (1) the California Department of Fish and Wildlife (CDFW) California Natural Diversity Database (CNDDDB); (2) the California Native Plant Society's (CNPS) Electronic Inventory; (3) the U.S. Fish and Wildlife Service (USFWS) List of Listed, Proposed, and Candidate Species That Occur in Lassen County; (4) the City of Susanville and Lassen County General Plans and General Plan EIRs; and (5) previous biological studies prepared for the proposed Project site and/or surrounding sites (if available and/or as provided by the City/County). Other resources that may be consulted include topographic maps, aerial photographs, soil survey maps, and other regional studies. If necessary, representatives of regulatory and resource agencies (e.g., USFWS, CDFW, U.S. Army Corps of Engineers [Corps], and the Regional Water Quality Control Board [Lahontan Water Board],) will be informally consulted to obtain any site-specific information and clarify sensitivity of biological resources. Based on this search, a list of potential special status species will be generated.

3.4.2 Review Existing Wetland Background and Regulatory Information

Prior to conducting the jurisdictional delineation field survey (Task 3.5), HBA will review existing background information for the areas identified above that have the potential to support jurisdictional features. Information that will be reviewed includes (but is not limited to) U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) maps; U.S. Department of Agricultural (USDA) Natural Resource Conservation Service (NRCS) soil survey information; U.S. Geological Survey (USGS) topographic maps; and previously-prepared biological studies/reports for the proposed Project site and/or surrounding sites (if available).

3.4.3 /3.6.2 Conduct Reconnaissance-Level Field Survey

Following the review of existing biological and wetland information and regulatory information, HBA will conduct a reconnaissance-level field survey. The reconnaissance survey will serve to determine the existing vegetation types and wildlife habitat quality in the Project site, presence of any sensitive natural communities, the approximate location and extent of possible wetland features that may be impacted by the project, and evaluate the potential for occurrence of special status plant and wildlife species documented from the Project site vicinity. All wildlife species observed during the field visits will be recorded. A detailed botanical inventory will be prepared as part of this task. Observance of invasive plant species will be noted and inventoried. If observed during the site reconnaissance, the approximate boundary of wildlife habitat will be delineated in accordance with Mayer and Laudenslayer (1988) and potentially jurisdictional habitat features will be mapped by hand in the field using aerial imagery and then digitized onto appropriate base maps in ArcGIS and/or using a Global Positioning Satellite (GPS) unit (Trimble's GeoXT hand-held unit). Potentially sensitive biological resources observed on the site will be noted and addressed in the environmental document. A total of two field surveys will be required as the date of the first survey will likely be performed in the fall of 2014. An additional survey in the spring of 2015 will be required to ensure the observance of plant species that bloom only in the spring/early

summer.

3.4.4/3.6.3 Natural Environment Study

HBA will prepare a natural Environment Study (NES) document that summarizes findings from the Wetland Delineation report and the Field Reconnaissance Survey by addressing the quantity and type of habitats and/or special status species to be impacted (permanent, temporary, direct, indirect, and cumulative impacts). The NES will provide impact avoidance/minimization recommendations and mitigation measures for unavoidable impacts. The document will also discuss regulatory requirements, including permits that need to be acquired and potential further technical studies.

3.5 Wetlands

Potential wetland features exist within and adjacent to the project area at the following locations: Susan River and adjacent areas. HBA will conduct a formal jurisdictional delineation study to identify features present within the proposed project areas defined above that are potentially subject to regulation under the Section 404 of the Clean Water Act (CWA) by the U.S. Army Corps of Engineers (Corps), Section 401 of the CWA and the Porter-Cologne Act by the Lahontan Regional Water Quality Control Board (Water Board), and Section 1602 of the California Fish and Game Code by the California Department of Fish and Wildlife (CDFW). HBA will:

3.5.1 Conduct Jurisdictional Delineation Field Survey

HBA staff with expertise in conducting delineations of waters and wetlands will conduct a formal delineation of the proposed Riverside Drive Pedestrian and Bike Trail segments in order to determine the precise location and extent of waters and wetlands potentially considered to be jurisdictional by the U.S. Army Corps of Engineers (Corps), State Water Resources Control Board (State Water Board), and/or California Department of Fish and Wildlife (CDFW). Determination of the boundaries of potential jurisdictional areas will follow standard methodologies as described in the recently issued Corps' Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0). This task would involve conducting several site visits to collect wetland indicator data and map the boundaries of jurisdictional features using a sub-meter accurate global positioning system (GPS) unit; acreage calculations will be determined digitally in ArcGIS. All features that meet the state and federal definitions of potentially jurisdictional waters or wetlands will be photographed and mapped by a hand-held GPS unit and/or by hand on available aerial imagery, topographic maps, or project maps and then downloaded/digitized onto the appropriate base map in ArcGIS. If determined necessary, information will also be recorded in order to complete the Approved Jurisdictional Delineation Form now required by the Corps in accordance with the Supreme Court's decision in the consolidated cases *Rapanos vs. United States* and *Carabell vs. United States* to document the relationship between non-traditional navigable waters (TNWs), including wetlands adjacent to those non-TNWs, and associated TNWs. This includes documenting the flow characteristics and functions of non-TNWs to determine if they significantly affect the chemical, physical, and biological integrity of a TNW.

3.5.2 Prepare Jurisdictional Delineation Report

HBA will synthesize field data and background information to prepare a jurisdictional delineation report, including Corps' datasheets and a map of potentially jurisdictional waters and wetlands identified within the proposed project area. The report will be prepared in the standard format suitable for submission to the Sacramento District of the Corps of Engineers and will include locations and acreage of potential Section 404 jurisdictional areas. The report will be completed following the Corps' Minimum Standards for Acceptance of Preliminary Wetland Delineations, and will include each necessary checklist items and/or form. HBA will produce a map of all jurisdictional areas. The report will follow the Corps' guidance for preliminary delineations and will include the following information:

- A narrative describing the wetlands and/or waters identified on the project site that are potentially subject to the jurisdiction of the Corps, as well as the state (by the Water Board and CDFW).
- Justification for determining jurisdictional wetland boundaries, ordinary high water mark, and/or top of bank, as appropriate.
- Existing field conditions (e.g., observed seasonal variations due to drought, heavy rain, etc.).
- A discussion of the hydrologic source for each portion of the project site.
- A brief discussion of the vegetation communities and a list of plant species, including scientific and common names and wetland indicator status.
- Soil descriptions, soil maps, and a list of hydric soils on the project site.
- Representative photographs of the project site and jurisdictional areas.
- Maps, which include the title block information (e.g., the delineators' names, survey dates, revision dates, etc.) as stipulated in the Corps' guidance.

This report may be used to solicit a formal verification and approval of Section 404 jurisdictional areas by the Sacramento District of the Corps of Engineers, Lahontan Regional Water Quality Control Board, and CDFW. This scope of work and cost estimate does not include work necessary to coordinate or attend verification site visits with the Corps. If requested, a separate scope of work and cost estimate for the verification will be prepared for client review.

3.7 Section 4(f)

Section 4(f) of the Department of Transportation Act applies to properties that include publicly-owned public parks, recreational areas, and wildlife refuges, as well as historic/archaeological sites or sites eligible for the National Register of Historic Places. HBA will prepare a Section 4(f) evaluation if the cultural resources reporting (See Task 3.8 below), identifies a resource that is listed on or eligible for listing in the National Register of Historic Places. If no such resource is identified, Section 4(f) does not apply and HBA will document this finding in a memo.

Assumptions

This course of action assumes no resources listed on or eligible for listing in the National Register of Historic Places will be identified. If a listed or eligible resource is identified, the following actions will be pursued under a separate scope and budget:

- A Determination of Constructive Use will be made. If the resource is not "used", Section 4(f) does not apply and this finding will be documented in a memo.
- If a Constructive Use Applicability Determination is made, an evaluation of whether the use of the resource can be determined to be *de minimis* will occur and a finding will be documented in a memo. These findings include: 1) applicability of Section 4(f) to the resource used by the project, 2) a description of the use of the 4(f) property, 3) an explanation of why the use is *de minimis*, 4) records of public involvement or Section 106 consultation, 5) avoidance, minimization or mitigation measures relied upon to make the *de minimis* finding, and 6) results of coordination with officials with jurisdiction, including written concurrence from jurisdictional officials. Public notice of the memo and an opportunity for public comment will occur following completion of the memo.
- If a *de minimis* determination cannot be made, a Programmatic Section 4(f) Evaluation for Independent Walkway and Bikeways Construction Projects may be applicable and included with the NEPA Categorical Exclusion. The Section 4(f) Evaluation will list applicable technical reports and will include: 1) a description of the project, 2) a description of each section 4(f)

resource, including mapping, property detail, use, and characteristics, 3) an evaluation of water quality, air quality, wildlife, vegetation, noise, visual, and accessibility impacts, as well as the facilities affected and the amount of land to be used for each section 4(f) property, 4) applicability of the programmatic Section 4(f), 5) avoidance alternatives, 6) mitigation measures, 7) coordination, and 8) letters and correspondence. The Programmatic Section 4(f) will be distributed to Caltrans and the California Department of Parks and Recreation – Office of Historic Preservation. A summary of the evaluation conclusions will be included in the Categorical Exclusion.

- If proximity impacts may occur, then a non-programmatic Section 4(f) Evaluation will be prepared. The contents of the programmatic and non-programmatic evaluations are the same; however, the consultation process differs. The non-programmatic Section 4(f) Evaluation will be distributed to Caltrans, the California Department of Parks and Recreation – Office of Historic Preservation, and seven copies to the Department of the Interior, Office of Environmental Policy and Compliance.

3.8 Cultural Resources

3.8.1 Sacred Lands Consultation

The Senior Archeologist will initiate a Sacred Lands check through the Native American Heritage Commission (NAHC), and send initial letters to Native American groups and individuals identified by the NAHC. A second round of consultation will follow this after completion of the field study.

3.8.2 Record Search

The Senior Archeologist will conduct a record search for the APE and surrounding area through the Northeast Information Center of the California Historical Resources Information System. This step will provide information on previous surveys in the area, and nearby recorded sites.

3.8.3 Field Survey

The Senior Archeologist will complete a field survey of the proposed APE. If sites are found, this will be reported immediately to the City, and the sites will be discussed with Caltrans if it appears that the presence of the resources could require further studies.

3.8.4 Historic Property Survey Report/Archaeological Survey Report

The Principal Investigator, with the assistance of the Senior Archeologist, will prepare required DPR forms and reports:

- Historic Property Survey Report (HPSR)
- Archeological Survey Report (ASR)

A draft of the reports will be submitted to the City for review. Initial corrections will be made, and a second draft submitted to the City for transmittal to Caltrans.

3.8.5 Final Reports

The reports will be revised, and a third draft presented to Caltrans for final approval. Any final corrections/revisions will be made, and an electronic copy made of the final document.

Assumptions

- The APE map will be completed by HBA in consultation with Caltrans, with signatures obtained before submittal of the final reports.
- Although an Historic Resources Evaluation Report (HRER) is requested in the PES, the particular resource or resources of concern are not certain. A cost for the HRER can be determined if a resource of concern is identified by Caltrans.
- HBA will provide the project description.
- The project proponent will make all access arrangements for the field study.

3.9 General Plan Consistency

To identify and resolve potential inconsistencies of the Project with the Susanville General Plan and Lassen County General Plan, HBA will prepare a table identifying each City and County General Plan goal and policy with a corresponding analysis of Project consistency. HBA will collaborate with the City and County in the development of the table, relying on past decisions by the City and County to frame the conclusions. The conclusions of the analysis will be included in the Mitigated Negative Declaration.

| Task 3 Technical Studies Deliverables | | | |
|--|----------------------|-------------------|-------------------------------|
| Deliverable | No. of Copies | No. of CDs | No. of Person-meetings |
| Phase 1 ESA | 1 | 0 | 0 |
| Water Quality Findings Memo | 1 | 0 | 0 |
| Location Hydraulic Study | 1 | 0 | 0 |
| Biological Resources/Invasive Species | 1 | 0 | 0 |
| Jurisdictional Wetland Delineation Report | 1 | 0 | 0 |
| Section 4(f) Memo | 1 | 0 | 0 |
| Historic Property Survey Report/ Archaeological Survey Report | 1 | 0 | 0 |
| General Plan Consistency | 1 | 0 | 0 |

Task 4 Environmental Document – NEPA Cat Ex

For NEPA compliance, HBA assumes that a Categorical Exclusion is the level of NEPA documentation necessary for approval by Caltrans District 2. A summary document (two to three pages) of the environmental issues and project findings will be prepared to attach to the NEPA environmental document. The completed form shall be submitted to Caltrans including the final technical studies (revised per City comments) to support the findings of the environmental document.

Task 5 Environmental Document – CEQA MND

5.1 Draft MND

HBA will prepare the administrative draft Mitigated Negative Declaration (MND) and Notice of Intent to Adopt a Mitigated Negative Declaration, based on the Environmental Checklist Form in CEQA Guidelines Appendix G and the NOI form provided in the Guidelines. The MND provides the analysis for the potentially significant impacts. Each potentially significant impact will include a mitigation measure or a project modification to reduce the potential impact to a less than significant level. Impacts that are determined to be less than significant will be documented, but with less detailed analysis than potentially significant impacts. The City will review and approve the MND prior to publication.

Based on the City comments on the administrative draft MND, HBA will revise the document for publication. A PDF of the draft MND will be available for publishing on the City's website and for use by the printer for producing necessary hard copies. Fifteen (15) copies of the draft MND will be submitted with the Notice of Intent to the State Clearinghouse and circulated for thirty (30) days to agencies and the public. Written comments will be collected by the City and transmitted to HBA.

5.2 Public Meetings

HBA will prepare for and participate in two public meetings, one with the City Council and one with the Lassen County Board of Supervisors during the circulation of the MND. The City will coordinate the meeting dates and times. The purpose of the meetings is to inform the decision makers and public on the Project, its impacts, and the process for eventual project approval. Oral comments on the environmental documents will not be received at the public meetings. The presentation will clearly state that written comments only will be accepted by the City.

5.3 Final MND

Responses to Comments

HBA will provide a written response to each comment received on the MND. For budgeting purposes, it is estimated that each distinct comment will require, on average, approximately 45 minutes for a response and that ten (10) distinct comments will be received. Comments that do not relate to the MND, such as opinions or project recommendations, will be provided to the City for consideration during project review.

Administrative Final MND

The final MND sections will be incorporated into the draft MND to be a complete version of the final MND. This provides a consistent document for use during the implementation of the Project.

The administrative final MND will include text describing the purpose of the final MND, the public comment process, and the structure of the final MND. The comment letters will be provided in an appendix and an appendix will be included with the response to comments. As appropriate, the text of the draft MND will be revised in response to the input received during the comment period, including an update of the list of persons, organizations, and public agencies commenting. Revisions to the draft MND will be shown in legislative mode (~~strike-out~~ and underline text), providing the reader clear documentation of the changes made. The City will review the administrative final MND and provide comments to HBA for incorporation in the final MND. The City will approve the final MND for production. A PDF of the final MND will be available for publishing on the City's website and for use by the printer for producing necessary hard copies.

Final MND Circulation

HBA will prepare and the City will mail a post card informing the agencies and individuals on the Project mailing list that the final MND is available for review. HBA will deliver one (1) camera-ready hardcopy

and (1) CD of the final MND to the City for copies and distribution. The final MND will be available for ten (10) days before action by the City.

5.4 Findings

HBA will prepare the CEQA findings for inclusion in the City Council resolution. HBA will work with the City to refine and finalize the findings.

5.5 Decision Meeting

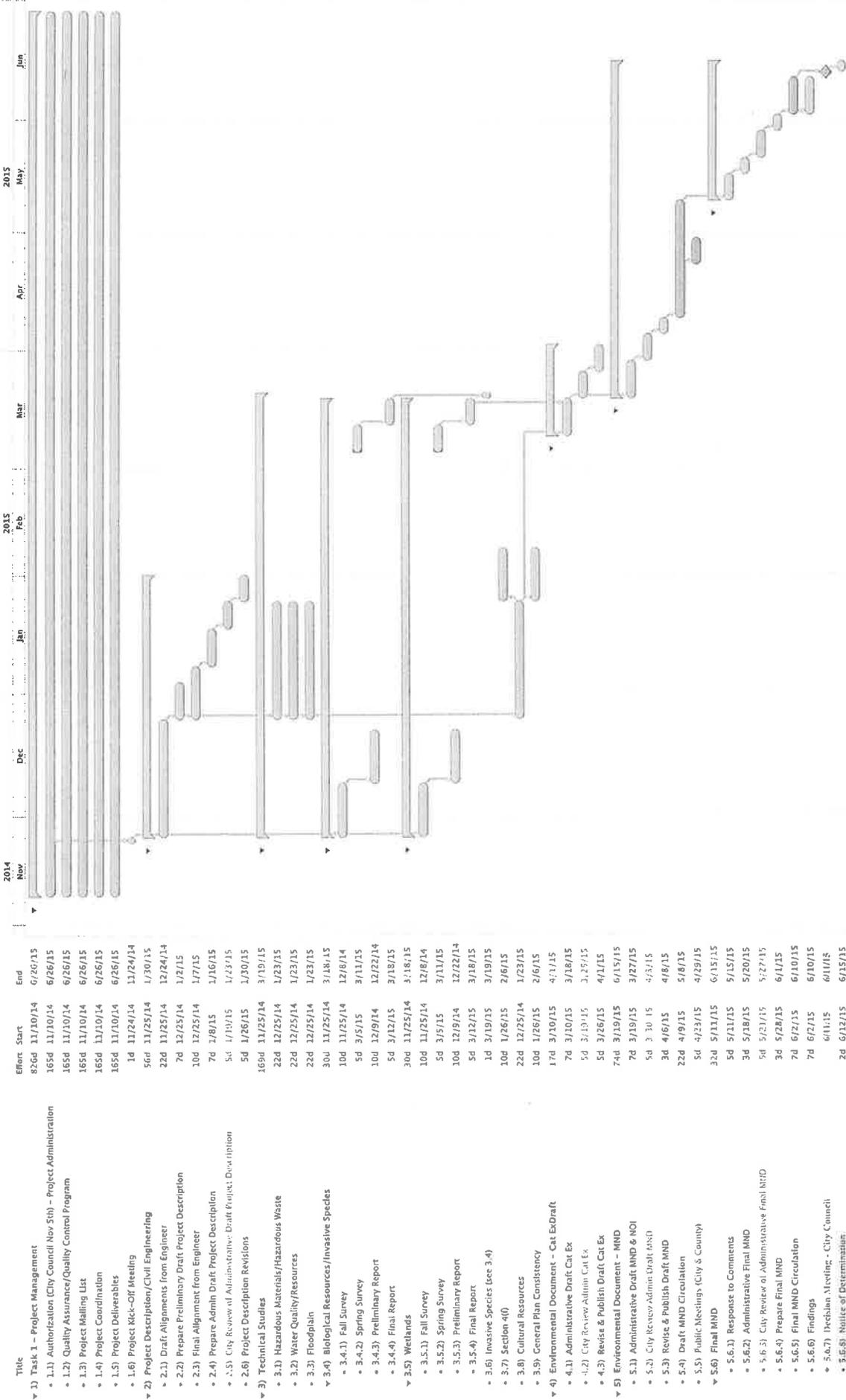
HBA will provide the City with presentation materials for the meeting on the MND and Project. HBA will attend one (1) meeting. Should additional meeting attendance or the need for additional staff be required, an amendment to the contracted scope and budget will be required.

5.6 Notice of Determination

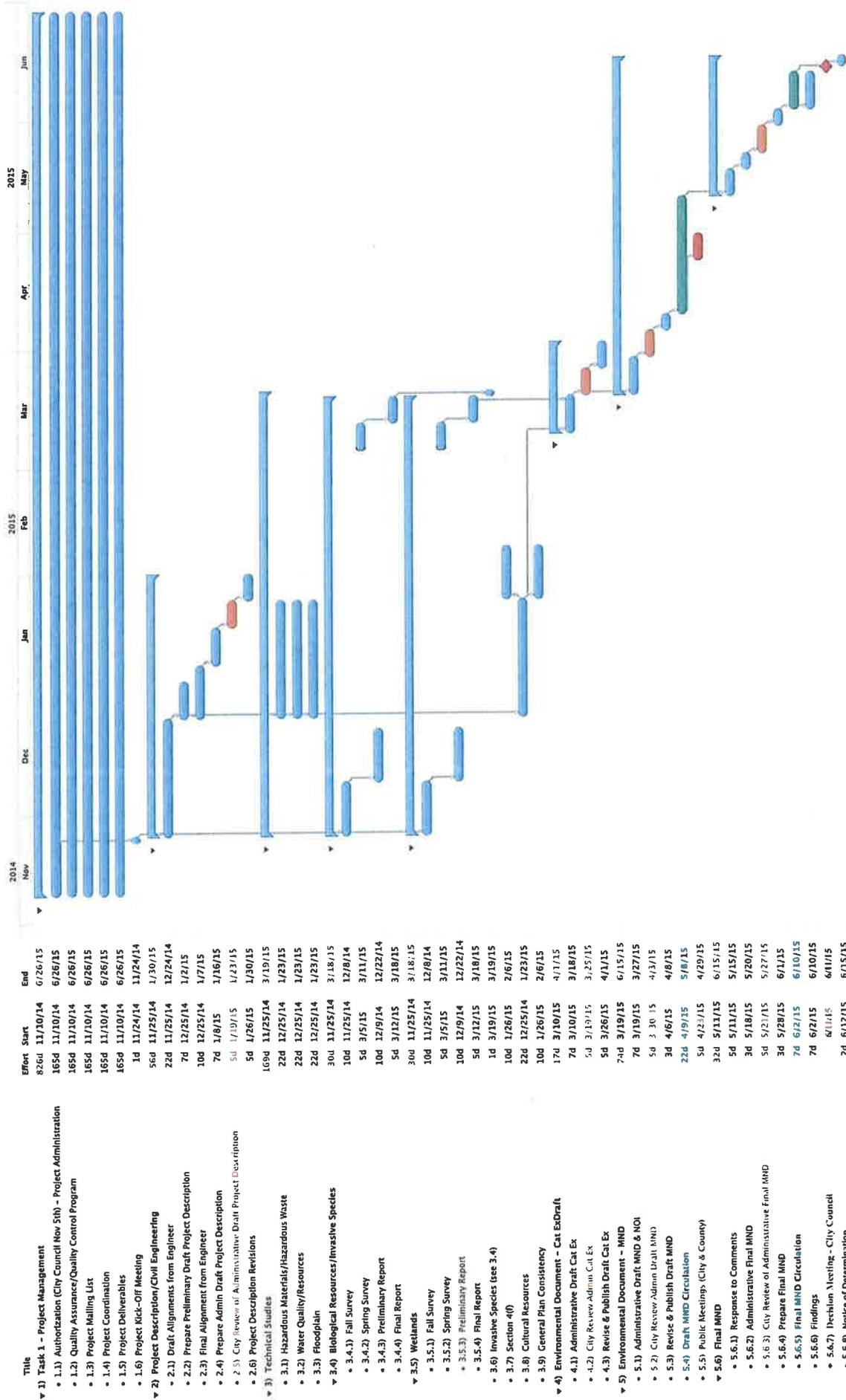
HBA will prepare the Notice of Determination (NOD) once the City has made a decision on the adoption of the MND and the approval/denial of the Project. HBA will deliver the NOD to the State Office of Planning and Research to begin the protest period. HBA will provide the City with the NOD to record at the County Clerk's office. The City is responsible for paying the California Fish and Wildlife fees that must be submitted to the Clerk of the Board with the NOD.

| Task 5 Environmental Document (MND) Deliverables and Meetings | | | |
|--|----------------------|-------------------|-------------------------------|
| Deliverable | No. of Copies | No. of CDs | No. of Person-meetings |
| Administrative Draft MND | 1 | 1 | 0 |
| Draft MND | 15 | 1 | 0 |
| Administrative Final MND | 1 | 0 | 0 |
| Public Meetings | 0 | 0 | 2 |
| Final MND | 1 | 1 | 0 |
| Draft Findings | 1 | 0 | 0 |
| Presentation materials for meeting | 1 | 0 | 0 |
| City Council meeting | 0 | 0 | 1 |
| Notice of Determination | 2 | 1 | 0 |

Attachment IV



Attachment IV



Reviewed by: JSA City Administrator
ONE City Attorney

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

Submitted by: Kristin Shepard, Administrative Specialist

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 14-5116** authorizing Mayor to execute an Agreement for Consultative Services between Full Spectrum, Inc. and the City of Susanville for the purpose of Full Spectrum, Inc. providing ongoing consulting assistance related to Public Works Department's Supervisory Control and Data Acquisition (SCADA) System.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Public Works Department has been utilizing the services of Full Spectrum, Inc. since 2011 on an as needed basis to provide consulting assistance related to the SCADA System.

The new Agreement for Consultative Services outlines a clear scope of services that Full Spectrum, Inc. shall provide the City. Full Spectrum, Inc. shall provide consultative services related primarily to Susanville's SCADA System. Services requested by the City may vary from time to time depending on specific needs, and may be redefined at any time by the Public Works Director. Monthly tasks may include, but are not limited to responding to routine phone inquiries, maintaining SCADA System, and trouble-shooting technical system problems

FISCAL IMPACT: Full Spectrum, Inc. will be paid on an hourly basis at an hourly rate of \$80. The contract term is 36 months or until terminated by either party. Monthly rates will vary depending on the services requested by the City each month. The agreement requires no monthly hourly minimum.

ACTION REQUESTED: Motion approving Resolution No. 14-5116 authorizing the Mayor to execute an Agreement for Consultative Services between Full Spectrum, Inc. and the City of Susanville for the purpose of Full Spectrum, Inc. providing ongoing consulting assistance related to Public Works Department's Supervisory Control and Data Acquisition (SCADA) System.

ATTACHMENTS: Resolution No. 14-5116
Full Spectrum, Inc. Agreement for Consultative Services

**RESOLUTION NUMBER 14-5116
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE AGREEMENT FOR CONSULTATIVE
SERVICES WITH FULL SPECTRUM, INC. FOR THE PURPOSE OF FULL
SPECTRUM, INC. PROVIDING ONGOING CONSULTING ASSISTANCE RELATED
TO PUBLIC WORKS DEPARTMENT'S SUPERVISORY CONTROL AND DATA
ACQUISITION (SCADA) SYSTEM.**

WHEREAS, the Public Works Department is in need of consultative services related primarily to Susanville's SCADA System; and

WHEREAS, the Public Works Department has determined that Full Spectrum, Inc. is qualified to provided the required services by the City; and

WHEREAS, the scope of services is defined by the Agreement for Consultative Services for a period of 36 months or until terminated by either party; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that Mayor is herby authorized to execute Agreement for Consultative Services with Full Spectrum, Inc. for the purpose of Full Spectrum, Inc. providing ongoing consulting assistance related to Public Works Department's Supervisory Control and Data Acquisition (SCADA) System at the rate of \$80 per hour..

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 5th day of November, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter Talia, City Attorney

AGREEMENT FOR CONSULTATIVE SERVICES

This Agreement sets forth the agreement and understanding between the City of Susanville and Full Spectrum, Inc. for purpose of Full Spectrum, Inc. providing ongoing consulting assistance related to Susanville's Supervisory Control and Data Acquisition (SCADA) System.

SCOPE OF SERVICES:

Full Spectrum, Inc. shall provide Susanville with consultative services related primarily to Susanville's SCADA System. Services requested by Susanville may vary from time to time depending on specific needs, and may be redefined at any time by the City Administrator. Monthly tasks may include, but are not limited to:

- Responding to routine phone inquiries
- Maintaining SCADA System
- Trouble shooting technical system problems

FEES:

Full Spectrum, Inc. fee structure shall be as follows.

| | |
|---------------------|---|
| <u>Hourly Rates</u> | \$80 per hour, and \$50 per hour for driving time to and from Susanville |
| <u>Expenses</u> | Mileage: Prevailing published IRS rate Lodging: Actual cost, not to exceed \$125 per night |

TERM:

This Agreement commences as of November 5, 2014, and shall continue for a term of 36 months until terminated by either party, which termination may occur with or without cause on 10 days written notice. This Agreement supersedes all previous agreements between the parties hereto.

CONFIDENTIALITY:

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

INDEPENDENT CONTRACTOR:

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

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

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

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

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

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

ASSIGNMENTS AND SUBCONTRACTS:

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

PAYMENT:

Full Spectrum, Inc. shall bill Susanville on a monthly basis for work completed. Susanville shall pay bills from Full Spectrum, Inc. within 30 days after receipt.

CONTRACT INFORMATION:

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

City of Susanville

City of Susanville
 720 South St.
 Susanville, CA 96130
 Attn: Public Works Director
 Phone: 530-252-5100

Full Spectrum, Inc.

Full Spectrum, Inc.
 P.O. Box 358
 Nephi, UT 84648
 Phone: 435-623-4713

ATTORNEYS FEES:

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

INDEMNITY:

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

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

Full Spectrum, Inc.

By: _____
Andrew Robinson,
Full Spectrum, Inc.

Date: _____

CITY OF SUSANVILLE:

By: _____
Brian Wilson, Mayor
City of Susanville

Date: _____

ATTEST:

By: _____
Gwenna Macdonald, City Clerk

Date: _____

APPROVED AS TO FORM:

By: _____
Peter M Talia, City Attorney

Date: _____

Reviewed by: ~~City Administrator~~
 City Attorney

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

Submitted by: Kristin Shepard, Administrative Specialist

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 14-5117 supporting Lassen County Chamber of Commerce (LCCC) Annual Magical Country Christmas Celebration on Saturday, December 6, 2014, and authorizing Mayor to execute a Caltrans encroachment permit application for closure of Main Street (State Highway Route 36).

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Lassen County Chamber of Commerce requests City Council support for the Annual Magical Country Christmas Celebration which includes a lighted Christmas parade, tree lighting, and fireworks display that will be staged from the Susanville Elk's Lodge. The Chamber is asking for closure of Main Street (State Highway Route 36) from Cottage Street to Weatherlow Street on Saturday, December 6, 2014, from 5:00 pm to 7:00 pm.

This event requires three (3) Street Division crew members to sweep Main Street (State Highway Route 36) before and after the event and a total of four (4) Public Works Department employees to set up and take down traffic control signs and assist seven (7) Police Officers with traffic control.

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

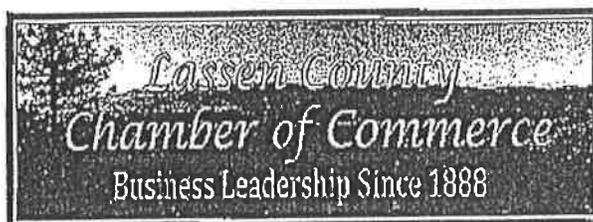
FISCAL IMPACT:

| | |
|---------------------------------|---------------|
| <u>Annual Country Christmas</u> | |
| Public Works Dept. Estimated | \$1266 |
| Police Dept. Estimated | <u>\$1323</u> |
| TOTAL ESTIMATED COST | \$2589 |

Annual Country Christmas Event - City pays the electric meter fee of \$10.00 per month (\$120.00/year) and pays approximately \$345.00/year for the cost of lighting for this event.

ACTION REQUESTED: Motion to approve Resolution No. 14-5117 authorizing closure of Main Street from Cottage Street to Weatherlow Street from 5:00 pm to 7:00 pm on Saturday, December 6, 2014, for the Lassen County Chamber of Commerce (LCCC) Annual Magical Country Christmas Celebration and authorizing Mayor to execute a Caltrans encroachment permit application.

ATTACHMENTS: Resolution No. 14-5117
Letter of request from the Lassen County Chamber of Commerce
Caltrans Encroachment Permit Application for Country Christmas



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

Kristen Shepard
City of Susanville Public Works
720 South Street
Susanville, Ca. 96130

June 18, 2014

Dear Kristen,

The Chamber is requesting street closure of Main Street, from Pine Street to Weatherlow Street, from 5pm to 7pm, to hold the Magical Country Christmas Celebration Saturday, December 6, 2014. The event will include the tree lighting, fireworks display, dance and music performances, and a Christmas parade.

We request the use of the banner poles at all three locations from Nov. 24 to Dec. 6th, 2014 to hang event banners.

Please don't hesitate to contact me if you have any questions regarding any of the planned events. Thank you in advance for your help in securing the necessary permits to make this event possible. I really appreciate all your efforts.

Best Regards,

A handwritten signature in cursive script that reads "Patricia Hagata".

Patricia Hagata
Executive Director

RESOLUTION NUMBER 14-5117
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SUPPORTING CLOSURE OF MAIN STREET FROM COTTAGE STREET TO
WEATHERLOW STREET ON SATURDAY, DECEMBER 6, 2014, FOR THE LASSEN
COUNTY CHAMBER OF COMMERCE (LCCC) ANNUAL MAGICAL COUNTRY
CHRISTMAS CELEBRATION EVENT AND AUTHORIZING MAYOR TO EXECUTE A
CALTRANS ENCROACHMENT PERMIT APPLICATION

WHEREAS, Lassen County Chamber of Commerce (LCCC) has requested City Council support of their Annual Magical Country Christmas Celebration to be held on Saturday, December 6, 2014; and

WHEREAS, in order to hold the event, LCCC has requested authorization to close Main Street from Cottage Street to Weatherlow Street from 5:00 pm to 7:00 pm on Saturday, December 6, 2014.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Susanville authorizes the closure Main Street from Cottage Street to Weatherlow Street from 5:00 pm to 7:00 pm on Saturday, December 6, 2014 for LCCC to hold their Annual Magical Country Christmas Celebration

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor to execute a Caltrans Encroachment Permit Application for this event as required.

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 5th day of November, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Peter Talia, City Attorney

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV 7/2007)

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

| FOR CALTRANS USE | |
|------------------|--|
| PERMIT NO. | |
| DIST/CO/RTE/PM | |
| SIMPLEX STAMP | |

| | | | | | |
|---|--------------------|------------------|--|--|--|
| 1. COUNTY Lassen | | 2. ROUTE 36 | | 3. POST MILE Various | |
| 4. ADDRESS OR STREET NAME Main Street | | | 5. CITY Susanville | | |
| 6. CROSS STREET (Distance and direction from site) From Cottage to Weatherlow | | | 7. PORTION OF RIGHT OF WAY Entire Roadway | | DATE OF SIMPLEX STAMP |
| 8. WORK TO BE PERFORMED BY <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR | | | 9. EST. START DATE December 6, 2014 | | 10. EST. COMPLETION DATE December 6, 2014 |
| 11. EVACUATION | MAX. DEPTH NA | AVG. DEPTH NA | AVG. WIDTH NA | LENGTH NA | SURFACE TYPE NA |
| 12. EST. COST IN STATE HIGHWAY RIGHT-OF-WAY NA | | | | FUNDING SOURCE(S) <input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE <input type="checkbox"/> LOCAL <input type="checkbox"/> PRIVATE | |
| 13. PIPES | PRODUCT TYPE NA | DIAMETER NA | VOLTAGE / PSIG NA | 14. CALTRANS PROJECT CODE NA | |
| 15. <input type="checkbox"/> Double Permit Parent Permit Number _____ Applicant's Reference Number / Utility Work Order Number _____ | | | | | |

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

17. Completely describe work to be done within STATE Highway right-of-way:
 Attach 6 complete sets of plans (folded to 8.5" x 11") and any applicable specifications, calculations, maps, etc.
 All dimensions shall be in U.S. Customary (English) units.

Closure of Main Street (State Highway Route 36) from Cottage Street to Weatherlow Street on Saturday, December 6, 2014, from 5:00pm to 7:00pm for Lassen County Chamber of Commerce (LCCC) Annual Magical Country Christmas Celebration event. Closure is to allow a Christmas parade starting at Union Street and continuing west on Main Street ending at the Elk's lodge, 400 Main Street, tree lighting ceremony and fireworks display. Detour map and letters of support from the Susanville Police Department and California Highway Patrol are attached. Susanville Police Department and Susanville Public Works Department employees will place detour signs and direct traffic.

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

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

COMMERCIAL DEVELOPMENT BUILDING GRADING OTHER _____

CATEGORICALLY EXEMPT NEGATIVE DECLARATION ENVIRONMENTAL IMPACT REPORT OTHER _____

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

DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING FENCE

PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS MAILBOX

FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS EROSION CONTROL

OTHER _____ LANDSCAPING

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

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

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

STANDARD ENCROACHMENT PERMIT APPLICATION

PERMIT NO. _____

TR-0100 (REV 7/2007)

22. Will this proposed project require the disturbance of soil? YES NO

If "YES", estimate the area within State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)
 estimate the area outside of State Highway right-of-way in square feet AND acres: _____ (ft²) AND _____ (acres)

23. Will this proposed project require dewatering? YES NO

If "YES", estimate total gallons AND gallons/month. _____ (gallons) AND _____ (gallons/month)
 SOURCE: STORM WATER NON-STORM WATER

(*See Caltrans SWMP for definitions of non-storm water discharge: <http://www.dot.ca.gov/hq/env/stormwater/index.htm>)

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?

- Storm Drain System Combined Sewer / Storm System Storm Water Retention Basin
 Other (explain): _____

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

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

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

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

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

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

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

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

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

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

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

27. SIGNATURE of APPLICANT OR AUTHORIZED AGENT 28. PRINT OR TYPE NAME Brian Wilson 29. TITLE Mayor 30. DATE

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV 7/2007)

| |
|-----------------------------------|
| PERMIT NUMBER _____ |
| WORK ORDER/REFERENCE NUMBER _____ |

FEE CALCULATION -- FOR CALTRANS USE

CASH CREDIT CARD NAME ON CARD _____ PHONE NUMBER _____
 CHECK NUMBER _____ NAME ON CHECK _____ PHONE NUMBER _____
 EXEMPT PROJECT CODE _____ DEFERRED BILLING (Utility)

| CALCULATED BY | (1) | | (2) | | |
|------------------------------|------------------|------|------------------|------|---------------------|
| REVIEW | 1. FEE / DEPOSIT | DATE | 2. FEE / DEPOSIT | DATE | TOTAL FEE / DEPOSIT |
| 1. _____ HOURS @ \$ _____ * | \$ _____ | | | | \$ _____ |
| 2. _____ HOURS @ \$ _____ * | | | \$ _____ | | \$ _____ |
| INSPECTION | 1. FEE / DEPOSIT | DATE | 2. FEE / DEPOSIT | DATE | TOTAL FEE / DEPOSIT |
| 1. _____ HOURS @ \$ _____ * | \$ _____ | | | | \$ _____ |
| 2. _____ HOURS @ \$ _____ * | | | \$ _____ | | \$ _____ |
| FIELD WORK | | | | | |
| 1. _____ HOURS @ \$ _____ * | \$ _____ | | \$ _____ | | \$ _____ |
| EQUIPMENT & MATERIALS | DEPOSIT | DATE | DEPOSIT | DATE | DEPOSIT |
| | \$ _____ | | \$ _____ | | \$ _____ |
| CASH DEPOSIT IN LIEU OF BOND | \$ _____ | | \$ _____ | | \$ _____ |
| TOTAL COLLECTED | \$ _____ | | \$ _____ | | \$ _____ |
| CASHIER'S INITIALS | _____ | | _____ | | \$ _____ |

** The Standard Hourly Rate is set annually by HQ Encroachment Permits. District staff do not have the authority to modify this rate.*

| | | |
|---|--|----------|
| PERFORMANCE BOND <input type="checkbox"/> | DATE | AMOUNT |
| | | \$ _____ |
| PAYMENT BOND <input type="checkbox"/> | DATE | AMOUNT |
| | | \$ _____ |
| LIABILITY INSURANCE REQUIRED? | <input type="checkbox"/> YES <input type="checkbox"/> NO | AMOUNT |
| | | \$ _____ |

STANDARD ENCROACHMENT PERMIT APPLICATION

TR-0100 (REV 7/2007)

PERMIT NUMBER

INSTRUCTIONS for completing page 4

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

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

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

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

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

NO

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

NO

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

NO

4. Will the proposed project generate construction noise levels greater than 88 dBA (i.e. jack-hammering, pile driving)?

NO

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

NO

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

NO

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

NO

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

NO

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

NO

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

NO

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

NO

City of Susanville

POLICE DEPARTMENT

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

September 4, 2014

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

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

Re: Magic County Christmas

I have received a request from the City on behalf of the Lassen County, Chamber of Commerce, regarding the 2014, Magic County Christmas Event, scheduled for Saturday, December 6, 2014 from 5:00 pm – 7:00 pm. State Highway 36 will be closed between Cottage St. and Weatherlow St. West and East bound traffic will be diverted from Cottage St. to Weatherlow St. Interim-Police Chief, Tom Downing has reviewed and approved the route closure.

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

Sincerely,



Denise Bera
Admin Asst.

Tom Downing
Chief of Police

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Susanville Area Office
472-400 Diamond Crest Road
Susanville, Ca 96130
(530) 257-2191
(800) 735-2929 (TT/TDD)
(800) 735-2922 (Voice)



September 4, 2014

File No.: 140.11872.17561

Kristin Shepard
City of Susanville Public Works
720 South Street
Susanville, Ca 96130

Dear Ms. Shepard:

I was recently advised of the upcoming Magical Country Christmas Celebration to take place on Saturday, December 6, 2014 beginning at 5:00 PM.

The event is scheduled to take place on Main Street between Weatherlow Street and Pine Street in Susanville between 5:00 PM and 7:00 PM. This letter confirms the California Highway Patrol (CHP) has been informed and supports this event, provided all applicable permits are obtained and proper traffic controls are in place to ensure public safety.

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

Sincerely,

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

J. A. Micheletti, Captain
Commander
Susanville Area



Reviewed by:  City Administrator
 City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 14-5118 approving Cooperative Agreement with State of California Department of Transportation for Southeast Gateway project

PRESENTED BY: Jared G. Hancock, City Administrator

BACKGROUND: As the Council is aware, the City has been engaged in a process to implement a project known as the Southeast Gateway project which features improvements to Highway 36 entering Susanville from the east. Proposed improvements include filling in gaps in sidewalk improvements, additional landscaping improvements for a consistent appearance, improved parking areas for high profile vehicles in case of high winds or snow closures, and moving the "Welcome to Susanville" sign.

The project location on Highway 36 necessitates partnering with Caltrans through a cooperative agreement which specifies the responsibilities of each party for the construction of roadway improvements. The State Independent Quality Assurance Cooperative Agreement addresses the project components of Project Approval and Environmental Document and Plans, Specification, and Estimate. The City will act as the implementing agency and will be responsible for all work except for those specifically assigned to Caltrans which includes but is not limited to acting as lead agency for CEQA.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Motion to adopt Resolution No. 14-5118 approving Cooperative Agreement with State of California Department of Transportation for Southeast Gateway project

ATTACHMENTS: Resolution No. 14-5118
Cooperative Agreement

RESOLUTION NO. 14-5118
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING COOPERATIVE SERVICES AGREEMENT WITH
STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR
IMPROVEMENTS TO STATE ROUTE 36

WHEREAS, the City of Susanville is developing transportation related projects to enhance the safety, operational efficiency and aesthetics of the City's existing transportation infrastructure; and

WHEREAS, the City of Susanville is striving to improve public health by improving facilities and access to alternative modes of transportation including transit, pedestrian and bicycle modes; and

WHEREAS the development of the Southwest Gate Project necessitates partnering with Caltrans due to the location on State Route 36; and

WHEREAS, the responsibilities of the respective agencies is outlined in the Cooperative Agreement attached hereto as Exhibit A;

WHEREAS, the City Council has reviewed and approved the Cooperative Agreement.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Susanville does hereby authorize the Mayor to execute a Cooperative Agreement with State of California Department of Transportation for the Southeast Gateway project.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The forgoing Resolution was adopted at a regular meeting of the Susanville City Council held on the 5th day of November, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Peter M. Talia, City Attorney

DRAFT 7-30-14

**COOPERATIVE AGREEMENT
State Independent Quality Assurance (IQA)**

This Agreement, effective on _____, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

City of Susanville, a body politic and municipal corporation or chartered city of the State of California, referred to hereinafter as CITY.

RECITALS

1. PARTNERS are authorized to enter into a cooperative agreement for improvements to the state highway system (SHS) per the California Streets and Highways Code sections 114 and 130.
2. For the purpose of this Agreement, the construction of roadway improvements in the City of Susanville on State Route 36 from PM 26.2 to 26.5, will be referred to hereinafter as PROJECT.
3. All responsibilities assigned in this Agreement will be referred to hereinafter as OBLIGATIONS.
4. This Agreement includes the following PROJECT COMPONENTS:
 - Project Approval and Environmental Document (PA&ED)
 - Plans, Specifications, and Estimate (PS&E)
5. This Agreement is separate from and does not modify or replace any other cooperative agreement or memorandum of understanding between PARTNERS regarding the PROJECT.
6. No PROJECT deliverables have been completed prior to this Agreement.
7. In this Agreement capitalized words represent defined terms and acronyms.
8. PARTNERS hereby set forth the terms, covenants, and conditions of this Agreement, under which they will accomplish OBLIGATIONS.

RESPONSIBILITIES

9. CITY is SPONSOR for 100% of PROJECT.

10. CITY is the only FUNDING PARTNER for this Agreement. CITY will fund work activities using local fund sources. PARTNERS agree to amend this Agreement prior to the expenditure of state or federal funds.
11. CITY is the IMPLEMENTING AGENCY for:
 - Project Approval and Environmental Document (PA&ED)
 - Plans, Specifications, and Estimate (PS&E)
12. CITY is responsible for all WORK except any other responsibilities specifically assigned to CALTRANS in this Agreement..
13. CALTRANS is the CEQA lead agency for PROJECT.
14. CITY will prepare the environmental documentation for the PROJECT.
15. CALTRANS will provide Independent Quality Assurance (IQA) for the portions of WORK within existing and proposed SHS right-of-way. Per NEPA assignment and CEQA statutes, CALTRANS will perform its QC/QAP process review for environmental documentation.

SCOPE

General

16. CITY will perform all OBLIGATIONS in accordance with federal and California laws, regulations, and standards; FHWA STANDARDS; and CALTRANS STANDARDS.
17. CALTRANS retains the right to reject noncompliant WORK, protect public safety, preserve property rights, and ensure that all WORK is in the best interest of the SHS.
18. CITY will ensure that personnel participating in OBLIGATIONS are appropriately qualified or licensed to perform the tasks assigned to them.
19. PARTNERS will invite each other to participate in the selection of any consultants who participate in OBLIGATIONS.
20. CALTRANS will issue, upon proper application, the encroachment permits required for WORK within SHS right-of-way. Contractors and/or agents, and utility owners will not perform activities within the SHS right-of-way without an encroachment permit issued in their name.
21. If CITY discovers unanticipated cultural, archaeological, paleontological, or other protected resources during WORK, all WORK in that area will stop and CITY will notify CALTRANS within 24 hours of discovery. WORK may only resume after a qualified professional has evaluated the nature and significance of the discovery and a plan is approved for its removal or protection.

22. PARTNERS will hold all administrative drafts and administrative final reports, studies, materials, and documentation relied upon, produced, created, or utilized for PROJECT in confidence to the extent permitted by law and where applicable, the provisions of California Government Code section 6254.5(e) shall protect the confidentiality of such documents in the event that said documents are shared between PARTNERS.

PARTNERS will not distribute, release, or share said documents with anyone other than employees, agents, and consultants who require access to complete PROJECT without the written consent of the PARTNER authorized to release them, unless required or authorized to do so by law.

23. If a PARTNER receives a public records request pertaining to OBLIGATIONS, that PARTNER will notify PARTNERS within five (5) working days of receipt and make PARTNERS aware of any disclosed public documents. PARTNERS will consult with each other prior to the release of any public documents related to the PROJECT.
24. If HM-1 or HM-2 is found during any PROJECT COMPONENT, CITY will immediately notify CALTRANS.
25. CALTRANS, independent of PROJECT, is responsible for any HM-1 found within the existing SHS right-of-way. CALTRANS will undertake, or cause to be undertaken, HM MANAGEMENT ACTIVITIES related to HM-1 with minimum impact to PROJECT schedule.
26. CITY, independent of PROJECT, is responsible for any HM-1 found within PROJECT limits and outside the existing SHS right-of-way. CITY will undertake or cause to be undertaken HM MANAGEMENT ACTIVITIES related to HM-1 with minimum impact to PROJECT schedule.
27. If HM-2 is found within PROJECT limits, the public agency responsible for the advertisement, award, and administration (AAA) of the PROJECT construction contract will be responsible for HM MANAGEMENT ACTIVITIES related to HM-2.
28. CALTRANS' acquisition or acceptance of title to any property on which any HM-1 or HM-2 is found will proceed in accordance with CALTRANS' policy on such acquisition.
29. PARTNERS will comply with all of the commitments and conditions set forth in the environmental documentation, environmental permits, approvals, and applicable agreements as those commitments and conditions apply to each PARTNER's responsibilities in this Agreement.
30. Upon OBLIGATION COMPLETION, ownership or title to all materials and equipment constructed or installed for the operations and/or maintenance of the SHS within SHS right-of-way as part of WORK become the property of CALTRANS.

CALTRANS will not accept ownership or title to any materials or equipment constructed or installed outside SHS right-of-way.

31. CITY will accept, reject, compromise, settle, or litigate claims of any non-Agreement parties hired to do WORK in that component.
32. If WORK stops for any reason, CITY will place PROJECT right-of-way in a safe and operable condition acceptable to CALTRANS.
33. If WORK stops for any reason, CITY will continue to implement all of its applicable commitments and conditions included in the PROJECT environmental documentation, permits, agreements, or approvals that are in effect at the time that WORK stops, as they apply to CITY's responsibilities in this Agreement, in order to keep PROJECT in environmental compliance until WORK resumes.
34. CITY will furnish CALTRANS with all relevant deliverables and history files related to PROJECT facilities on the SHS within one hundred eighty (180) days following the completion of each PROJECT COMPONENT.
35. This Agreement includes the PS&E PROJECT COMPONENT but does not include the R/W SUPPORT PROJECT COMPONENT. Completion of PS&E is dependent upon completion of some activities in R/W SUPPORT. PARTNERS acknowledge that the WORK will not result in a product that can be used to advertise and award a contract for the CONSTRUCTION SUPPORT/CAPITAL PROJECT COMPONENTS without completing some activities outside of this agreement, under a separate agreement, or by later amending this Agreement.

Environmental Permits, Approvals and Agreements

36. Each PARTNER identified in the Environmental Permits table below accepts the responsibility to complete the assigned activities. If PARTNERS later determine that an environmental permit, approval or agreement is necessary PARTNERS will amend this Agreement to ensure completion and implementation of all environmental permits, approvals, and agreements.

| ENVIRONMENTAL PERMITS | | | | | | |
|-----------------------|------------|---------|--------|-----------|-------|-------|
| Permit | Coordinate | Prepare | Obtain | Implement | Renew | Amend |
| 404 USACOE | CITY | CITY | CITY | CITY | CITY | CITY |
| 401 RWQCB | CITY | CITY | CITY | CITY | CITY | CITY |
| 1602 DFG | CITY | CITY | CITY | CITY | CITY | CITY |

Project Approval and Environmental Document (PA&ED)

California Environmental Quality Act (CEQA)

37. CALTRANS will determine the type of environmental documentation required and will cause that documentation to be prepared.
38. CEQA environmental documentation will follow the CALTRANS STANDARDS that apply to the CEQA process including, but not limited to, the guidance provided in the Standard Environmental Reference available at www.dot.ca.gov/ser.

39. CITY will prepare the appropriate CEQA environmental documentation to meet CEQA requirements.
40. Any portion of the CEQA environmental documentation prepared by CITY, including any studies and reports, will be submitted to the CALTRANS for review, comment, and approval at appropriate stages of development prior to public availability.
41. CITY will prepare, publicize, and circulate all CEQA-related public notices and will submit said notices to CALTRANS for review, comment, and approval prior to publication and circulation.
42. CITY will plan, schedule, prepare materials for, and host all CEQA-related public meetings and will submit all materials to CALTRANS for review, comment, and approval at least 10 working days prior to the public meeting date.
43. The CEQA lead agency will attend all CEQA-related public meetings.
44. If CITY holds a public meeting about PROJECT, CITY must clearly state its role in PROJECT and identify CALTRANS as the CEQA lead agency on all meeting publications. All meeting publications must also inform the attendees that public comments collected at the meetings are not part of the CEQA public review process.

CITY will submit all meeting advertisements, agendas, exhibits, handouts, and materials to CALTRANS for review, comment, and approval at least 10 working days prior to publication or use. If CITY makes any changes to the materials, it will allow CALTRANS to review, comment on, and approve those changes at least three (3) working days prior to the public meeting date.

CALTRANS maintains final editorial control with respect to text or graphics that could lead to public confusion over CEQA-related roles and responsibilities.

45. Any PARTNER preparing environmental documentation, including the studies and reports, will ensure that qualified personnel remain available to help resolve environmental issues and perform any necessary work to ensure that PROJECT remains in environmental compliance.

Scope: Plans, Specifications, and Estimate (PS&E)

46. CITY will make all necessary arrangements with utility owners for the timely accommodation, protection, relocation, or removal of any existing utility facilities that conflict with construction of PROJECT or that violate CALTRANS' encroachment policy.

COST

Cost: General

47. All costs associated with completing the PROJECT, except where otherwise noted in this agreement, are the responsibility of CITY including, but not limited to:
- Public meetings.
 - Environmental commitments and compliance.
 - Obtaining, implementing and renewing resource agency permits.
 - Preparing, publicizing, and circulating all CEQA and NEPA related public notices.
 - Planning, scheduling, and hosting all CEQA and NEPA related public hearings.
48. Legal challenges, awards, judgments, settlements, fines, interest, or penalties levied against a PARTNER will be paid, independent of OBLIGATIONS cost, by the PARTNER whose actions or lack of action caused the levy.
49. CALTRANS, independent of PROJECT, will pay, or cause to be paid, all costs for HM MANAGEMENT ACTIVITIES related to HM-1 found within the existing SHS right-of-way.
50. CITY, independent of PROJECT, will pay, or cause to be paid, all costs for HM MANAGEMENT ACTIVITIES related to HM-1 found within PROJECT limits and outside of the existing SHS right-of-way.
51. Independent of OBLIGATIONS cost, CALTRANS will fund the cost of its own IQA for WORK done within existing or proposed future SHS right-of-way.
- Independent of OBLIGATIONS cost, CALTRANS will fund the cost of its QC/QAP process review for environmental documentation.
52. CALTRANS will provide encroachment permits to PARTNERS, their contractors, consultants and agents, at no cost.

Cost: Plans, Specifications, and Estimate (PS&E)

53. CITY will determine the cost to positively identify and locate, protect, relocate, or remove any utility facilities whether inside or outside SHS right-of-way in accordance with federal and California laws and regulations, and CALTRANS' policies, procedures, standards, practices, and applicable agreements.

SCHEDULE

54. CITY will manage the schedule for OBLIGATIONS through the work plan included in the PROJECT MANAGEMENT PLAN.

GENERAL CONDITIONS

55. PARTNERS understand that this Agreement is in accordance with and governed by the Constitution and laws of the State of California. This Agreement will be enforceable in the State of California. Any PARTNER initiating legal action arising from this Agreement will file and maintain that legal action in the Superior Court of the county in which the CALTRANS district office that is signatory to this Agreement resides, or in the Superior Court of the county in which PROJECT is physically located.
56. All OBLIGATIONS of CALTRANS under the terms of this Agreement are subject to the appropriation of resources by the Legislature, the State Budget Act authority, and the allocation of funds by the California Transportation Commission.
57. When CALTRANS performs IQA activities it does so for its own benefit. No one can assign liability to CALTRANS due to its IQA activities.
58. Neither CITY nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CALTRANS and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this Agreement. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless CITY and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS and/or its agents under this Agreement.
59. Neither CALTRANS nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CITY, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CITY under this Agreement. It is understood and agreed that CITY, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CITY, its contractors, sub-contractors, and/or its agents under this Agreement.
60. PARTNERS do not intend this Agreement to create a third party beneficiary or define duties, obligations, or rights in parties not signatory to this Agreement. PARTNERS do not intend this Agreement to affect their legal liability by imposing any standard of care for fulfilling OBLIGATIONS different from the standards imposed by law.
61. PARTNERS will not assign or attempt to assign OBLIGATIONS to parties not signatory to this Agreement.
62. PARTNERS will not interpret any ambiguity contained in this Agreement against each other. PARTNERS waive the provisions of California Civil Code section 1654.

63. A waiver of a PARTNER's performance under this Agreement will not constitute a continuous waiver of any other provision. An amendment made to any article or section of this Agreement does not constitute an amendment to or negate all other articles or sections of this Agreement.
64. A delay or omission to exercise a right or power due to a default does not negate the use of that right or power in the future when deemed necessary.
65. If any PARTNER defaults in its OBLIGATIONS, a non-defaulting PARTNER will request in writing that the default be remedied within 30 calendar days. If the defaulting PARTNER fails to do so, the non-defaulting PARTNER may initiate dispute resolution.
66. PARTNERS will first attempt to resolve Agreement disputes at the PROJECT team level. If they cannot resolve the dispute themselves, the CALTRANS district director and the executive officer of CITY will attempt to negotiate a resolution. If PARTNERS do not reach a resolution, PARTNERS' legal counsel will initiate mediation. PARTNERS agree to participate in mediation in good faith and will share equally in its costs.
67. Neither the dispute nor the mediation process relieves PARTNERS from full and timely performance of OBLIGATIONS in accordance with the terms of this Agreement. However, if any PARTNER stops fulfilling OBLIGATIONS, any other PARTNER may seek equitable relief to ensure that OBLIGATIONS continue.

Except for equitable relief, no PARTNER may file a civil complaint until after mediation, or 45 calendar days after filing the written mediation request, whichever occurs first.

PARTNERS will file any civil complaints in the Superior Court of the county in which the CALTRANS district office signatory to this Agreement resides or in the Superior Court of the county in which PROJECT is physically located. The prevailing PARTNER will be entitled to an award of all costs, fees, and expenses, including reasonable attorney fees as a result of litigating a dispute under this Agreement or to enforce the provisions of this article including equitable relief.

68. PARTNERS maintain the ability to pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.
69. If any provisions in this Agreement are found by a court of competent jurisdiction to be, or are in fact, illegal, inoperative, or unenforceable, those provisions do not render any or all other Agreement provisions invalid, inoperative, or unenforceable, and those provisions will be automatically severed from this Agreement.
70. PARTNERS intend this Agreement to be their final expression and supersedes any oral understanding or writings pertaining to OBLIGATIONS.
71. If during performance of WORK additional activities or environmental documentation is necessary to keep PROJECT in environmental compliance, PARTNERS will amend this Agreement to include completion of those additional tasks.

72. If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771 CITY must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. CITY agrees to include prevailing wage requirements in its contracts for public works. Work performed by 's own forces is exempt from the Labor Code's Prevailing Wage requirements.

CITY shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is "public works" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in CITY/COUNTY's contracts.

73. Except as otherwise provided in the Agreement, PARTNERS will execute a formal written amendment if there are any changes to OBLIGATIONS.
74. PARTNERS agree to sign a COOPERATIVE AGREEMENT CLOSURE STATEMENT to terminate this Agreement. However, all indemnification, document retention, audit, claims, environmental commitment, legal challenge, maintenance and ownership articles will remain in effect until terminated or modified in writing by mutual agreement.

DEFINITIONS

CALTRANS STANDARDS – CALTRANS policies and procedures, including, but not limited to, the guidance provided in the *Guide to Capital Project Delivery Workplan Standards* (previously known as WBS Guide) available at www.dot.ca.gov/hq/projmgmt/guidance.htm.

CEQA (California Environmental Quality Act) – The act (California Public Resources Code, sections 21000 et seq.) that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those significant impacts, if feasible.

CONSTRUCTION CAPITAL – See PROJECT COMPONENT.

COOPERATIVE AGREEMENT CLOSURE STATEMENT – A document signed by PARTNERS that verifies the completion of all OBLIGATIONS included in this Agreement and in all amendments to this Agreement.

FHWA – Federal Highway Administration

FHWA STANDARDS – FHWA regulations, policies and procedures, including, but not limited to, the guidance provided at www.fhwa.dot.gov/topics.htm.

FUNDING PARTNER – A PARTNER that commits funds to fulfill OBLIGATIONS. Each FUNDING PARTNER accepts responsibility to provide the funds it commits in this Agreement.

HM-1 – Hazardous material (including, but not limited to, hazardous waste) that may require removal and disposal pursuant to federal or state law whether it is disturbed by PROJECT or not.

HM-2 – Hazardous material (including, but not limited to, hazardous waste) that may require removal and disposal pursuant to federal or state law only if disturbed by PROJECT.

HM MANAGEMENT ACTIVITIES – Management activities related to either HM-1 or HM-2 including, without limitation, any necessary manifest requirements and disposal facility designations.

IMPLEMENTING AGENCY – The PARTNER is responsible for managing the scope, cost, and schedule of a PROJECT COMPONENT to ensure the completion of that component.

IQA (Independent Quality Assurance) – Ensuring that the IMPLEMENTING AGENCY's quality assurance activities result in WORK being developed in accordance with the applicable standards and within an established Quality Management Plan (QMP). IQA does not include any work necessary to actually develop or deliver WORK or any validation by verifying or rechecking work performed by another PARTNER.

OBLIGATION COMPLETION – PARTNERS have fulfilled all OBLIGATIONS included in this Agreement, and all amendments to this Agreement, and have signed a COOPERATIVE AGREEMENT CLOSURE STATEMENT.

OBLIGATIONS – All responsibilities to complete the PROJECT COMPONENTS in this Agreement.

PA&ED (Project Approval and Environmental Document) – See PROJECT COMPONENT.

PARTNER – Any individual signatory party to this Agreement.

PARTNERS – The term that collectively references all of the signatory agencies to this Agreement. This term only describes the relationship between these agencies to work together to achieve a mutually beneficial goal. It is not used in the traditional legal sense in which one PARTNER's individual actions legally bind the other PARTNER.

PROJECT COMPONENT – A distinct portion of the planning and project development process of a capital project as outlined in California Government Code, section 14529(b).

- **PID (Project Initiation Document)** – The activities required to deliver the project initiation document for PROJECT.
- **PA&ED (Project Approval and Environmental Document)** – The activities required to deliver the project approval and environmental documentation for PROJECT.
- **PS&E (Plans, Specifications, and Estimate)** – The activities required to deliver the plans, specifications, and estimate for PROJECT.
- **R/W (Right-of-way) SUPPORT** – The activities required to obtain all property interests for PROJECT.
- **R/W (Right-of-way) CAPITAL** – The funds for acquisition of property rights for PROJECT.
- **CONSTRUCTION SUPPORT** – The activities required for the administration, acceptance, and final documentation of the construction contract for PROJECT.
- **CONSTRUCTION CAPITAL** – The funds for the construction contract.

PROJECT MANAGEMENT PLAN – A group of documents used to guide a project's execution and control throughout that project's lifecycle.

PS&E (Plans, Specifications, and Estimate) – See PROJECT COMPONENT.

QMP (Quality Management Plan) – An integral part of the PROJECT MANAGEMENT PLAN that describes IMPLEMENTING AGENCY's quality policy and how it will be used.

QC/QAP (QUALITY CONTROL/QUALITY ASSURANCE PROGRAM) – Per NEPA assignment CALTRANS will review all environmental documents as described in the Jay Norvell Memos dated October 1, 2012 (available at <http://www.dot.ca.gov/ser/memos.htm>). This also includes the independent judgment, analysis, and determination under CEQA that the environmental documentation meets CEQA statute and Guideline requirements.

SHS (State Highway System) – All highways, right-of-way, and related facilities acquired, laid out, constructed, improved, or maintained as a state highway pursuant to constitutional or legislative authorization.

SPONSOR – Any PARTNER that accepts the responsibility to establish scope of PROJECT and the obligation to secure financial resources to fund PROJECT. SPONSOR is responsible for adjusting the PROJECT scope to match committed funds or securing additional funds to fully fund the PROJECT scope. If a PROJECT has more than one SPONSOR, funding adjustments will be made by percentage (as outlined in Responsibilities). Scope adjustments must be developed through the project development process and must be approved by CALTRANS as the owner/operator of the SHS.

WORK – All efforts to complete the PROJECT COMPONENTS included in this Agreement as described by the activities in the Caltrans Workplan Standards Guide for the Delivery of Capital Projects (previously known as the WBS Guide) available at <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>.

CONTACT INFORMATION

The information provided below indicates the primary contact information for each PARTNER to this Agreement. PARTNERS will notify each other in writing of any personnel or location changes. Contact information changes do not require an amendment to this Agreement.

CALTRANS:

NEED PM NAME, Project Manager
1657 Riverside Drive
Redding, CA 96001

Office Phone: (999) 999-9999
Mobile Phone: (999) 999-9999
Email: ***NEED EMAIL***

CITY OF SUSANVILLE

NEED NAME, ***NEED TITLE***
NEED INFO
Susanville, CA **NEED INF

Office Phone: (999) 999-9999
Email: ***NEED INFO***

SIGNATURES

PARTNERS declare that:

1. Each PARTNER is an authorized legal entity under California state law.
2. Each PARTNER has the authority to enter into this Agreement.
3. The people signing this Agreement have the authority to do so on behalf of their public agencies.

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

CITY OF SUSANVILLE

By: _____
Ed Lamkin
Deputy District Director
D2 Program Project Management

By: _____
Name Tbd
Title TBD

CERTIFIED AS TO FUNDS:

ATTEST:

By: _____
District Budget Representative

By: _____
Name Tbd
Title TBD

APPROVED AS TO FORM AND
PROCEDURE:

By: _____
Name Tbd
Title TBD

Reviewed by:  City Administrator
 City Attorney

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

Submitted By: Jared G. Hancock, City Administrator

Action Date: November 5, 2014

CITY COUNCIL AGENDA ITEM

SUBJECT: City Contribution to the HLVRA

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: At the October 15, 2014, Council Meeting, the City Council considered a letter from the HLVRA requesting that the City consider either pre-funding one half of the \$3,500,000 that is needed by the JPA to complete construction on the new community pool or loaning funds for construction to the JPA. The City has committed to an annual \$200,000 a year contribution, and prefunding the construction would reduce the annual contribution to \$65,000 for a savings of \$135,000 that would be used to cover the financing costs of prefunding the funds for the construction.

With the contributions that have already been made (\$200,000 FY 13/14 and \$200,000 FY 14/15), the City would need \$1,350,000 to fulfill the JPA's request. At the October 15, 2014, meeting, the City Council directed staff to look at the financial feasibility of prefunding the construction without impacting operations operating capital or reserves. Staff has reviewed a number of options and is recommending the following approach if the Council decides to pre-fund construction.

The proposal would include borrowing \$567,500 in cash from the General Fund Reserve account, \$567,500 from the Water CIP Fund and using \$215,000 from Program Income generated through the Community Development Block Grant program.

The following information is provided to outline the current status of these funds which are being proposed to fund the loan which is to be repaid through the annual \$200,000 contribution:

The Water CIP Fund was restricted by the City Council in accordance with Resolution 08-4384 to set aside the proceeds of the water rate increase. The City Council "restricted" the increases in water rates starting in 2008 for capital improvements. This restriction is an internal restriction and does not meet the definition of a restriction for financial reporting purposes and is therefore shown in the City's CAFR as unrestricted. The current balance is just over 1,000,000.

The General Fund Reserve is also unrestricted and, in the few years since the funds creation, the balance has grown to \$802,000.

CDBG Program Income consists of funds which have been paid back from loans given through programs such as the First Time Homebuyer's Program. Program Income currently has a balance of \$238,381. In order to utilize this funding source, we would be required to make application to the State to request a waiver to use on a non-revolving activity for the use on a community facility.

A public hearing to announce the borrowing and the note terms will be required. It is recommended that the interest rate be tied to the Local Agency Interest Fund (LAIF) quarterly interest rate not to exceed 3% (current rate is .24%). Using a 1% interest rate as an example, a 10-year loan's annual payment would be \$59,658 to each fund for loan repayment. The General Fund would be paying a total of \$119,316 a year under this scenario, \$15,684 less than the \$135,000 reduction to the approved \$200,000 contribution. If the interest rate increased to 3%, the annual payment would increase to \$65,758 respectively, for a total of \$131,516 a year with an annual saving of \$3,484. Under this scenario, the loan would also be repaid in 10 years rather than the 13 years that currently remain.

Staff would also like the Council to consider repaying the principle to the Water CIP Fund first to ensure that no water projects are postponed or delayed. To accomplish this, the City could pay interest to both the General Fund Reserve account and the Water CIP, and double the principal payments to the Water CIP Fund. This would expedite repayment of the Water Fund and the double principal payments would then be made to the General Fund Reserve account until the loans are fully repaid.

FISCAL IMPACT: Not to exceed \$200,000 annually.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.