CITY OF SUSANVILLE

66 North Lassen Street ◆ Susanville CA

Brian R. Wilson, Mayor

Nicholas B. McBride, Mayor pro tem

Lino P. Callegari Rod E. De Boer Kathie Garnier

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

Susanville City Council

Regular Meeting ◆ City Council Chambers

August 19, 2015 * 6:00 p.m.

Call meeting to order
Roll call of Councilmembers present

Next Resolution No. 15-5202
Next Ordinance No. 15-1004

1 **APPROVAL OF AGENDA**: (Additions and/or Deletions)

2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session. The City Administrator will provide an oral update on the status of any open labor negotiations.

3 **CLOSED SESSION**:

A CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation: Significant exposure to litigation pursuant to Government Code §54956.9

B PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1 Public Employee Performance Evaluation: City Administrator

2 Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative, Firefighters, Miscellaneous, Public Works, SPOA

4 **RETURN TO OPEN SESSION**: (recess if necessary)

- *Reconvene in open session at 7:00 p.m.*
- *Pledge of allegiance*
- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Nicholas B. McBride*
- *Proclamations, awards or presentations by the City Council*
  1. Employee Service Recognition

5 **BUSINESS FROM THE FLOOR**:

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

6 **CONSENT CALENDAR**:

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

A Receive and file minutes from the City Council's June 17, 2015 meeting

B Approve vendor warrants numbered 94740 through 94863 for a total of $295,192.57 including $112,540.56 in payroll warrants

7 **PUBLIC HEARINGS**: No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**:
Commission/Committee Reports:

9 **NEW BUSINESS**: No business.

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

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

12 **CONTINUING BUSINESS**:

A Consider approval of **Resolution No. 15-5197** accept grant offer from FAA for PAPI design

B Consider approval of **Resolution No. 15-5198** authorize submittal of grant application to Caltrans for matching funds for PAPI design project

C Consider approval of **Resolution No. 15-5200** authorizing Mayor to execute design consulting services agreement with Remedy Engineering Services for STIP Projects SC-2 and SC-3

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

14 **COUNCIL ITEMS**:

A AB1234 travel reports:

15 **ADJOURNMENT**:

- ***The next regular City Council meeting will be held on September 2, 2015 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 August 19, 2015 in the areas designated on August 14, 2015.

Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6A

Reviewed by: JGH City Administrator
____ City Attorney

X Motion Only
____ Public Hearing
____ Resolution
____ Ordinance
____ Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: August 19, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's June 17, 2015 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's June 17, 2015 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's June 17, 2015 meeting.

ATTACHMENTS: Minutes: June 17, 2015

SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
June 17, 2015 – 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 Wilson.

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

Staff present: Jared G. Hancock, City Administrator and Gwenna MacDonald, City Clerk.

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
- 1 Public Employment Contract: City Administrator
- 2 City Attorney Services
- 3 Planning Commissioner Vacancies
- 4 Approved Position List

B CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
- 1 Agency Negotiator: Jared G. Hancock
  Bargaining Unit: Administrative, Firefighters, Management, Miscellaneous, Public Works, SPOA

C CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
- 1 Property: APN 103-321-02
  Agency negotiator: Jared G. Hancock, City Administrator
  Negotiating parties: City of Susanville; Nobles
  Under negotiation: Price/Conditions/Terms of Lease

Closed Session recessed at 6:56 p.m.

4 RETURN TO OPEN SESSION: At 7:00 p.m. the City Council reconvened in Open Session.
Staff present: Thomas Downing, Police Chief; Dan Newton, Public Works Director; James Moore, Fire Chief; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to Closed Session the agenda was approved with no changes and in Closed Session the Council gave direction to staff on three items. He stated that the City Council voted unanimously to appoint Alan Dowdy and Dan Foster to fill the Planning Commission vacancies; they voted

unanimously to modify the approved position list to include the creation of the Assistant Civil / Air Quality Engineer position, and voted unanimously to approve the termination of lease with Tim Nobles.

Mayor Wilson provided the Thought of the Day.

Mayor Wilson presented a Certificate of Appreciation to Ryann Brown in recognition of an outstanding act of heroism.

5 BUSINESS FROM THE FLOOR:

Bob Bengard, Lassen Historical Society, requested an update regarding the status of tree cleanup at Roop's Fort.

Mr. Hancock responded that the Parks Superintendent was working to obtain three quotes from tree-trimming companies to perform the work.

Tony Jonas discussed using the City of Susanville owned stage coach in the 2015 Lassen County Fair Parade to carry the retired Lassen County Sheriffs. He stated that a teamster from Adin has volunteered to pull the coach, and described the safety measures that would be implemented to protect the equipment, horses, and crowd during the parade event.

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

- A Receive and file minutes from the City Council's May 13, 20 and 27, 2015 meetings
- B Approve vendor warrants numbered 94176 through 94309 for a total of $279,851.03 including $131,847.87 in payroll warrants
- C Receive and file Monthly Finance Report: May 2015
- D Motion to approve **Resolution No. 15-5173** authorizing Mayor to execute Memorandum of Understanding with Management Unit

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the Consent Calendar; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Councilmember Garnier and Mayor pro tem McBride recused themselves from consideration of the Item 7A and exited the council chambers.

7 PUBLIC HEARINGS:

7A Consider Resolution No. 15-5174 authorizing setting the FY2015/2016 assessments for the Historic Uptown Susanville Association (HUSA) setting assessments fiscal year 2015/2016 (continued from June 3, 2015) Mr. Hancock reported that the City Council approved Resolution No. 15-5161 at its May 6, 2015 meeting which set the public hearing to consider a levy assessment for the 2015-2016 fiscal year as set forth in Chapter 5.24 of the Susanville Municipal Code. The Council considered the annual fiscal report, and is conducting a public hearing as required by the Streets and Highways Code. Council approval is required in order to collect the assessment.

Mayor Wilson opened the Public Hearing at 7:17 p.m. and requested comments from the public.

David Teeter, HUSA President, expressed his appreciation for the positive energy between the City and the Association and thanked the City for the hard work and commitment that made it possible.

There being no further comments, Mayor Wilson closed the public hearing at 7:19 p.m.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5174; motion carried. Ayes: Callegari, De Boer and Wilson. Abstain: Garnier and McBride.

Mayor pro Tem McBride and Councilmember Garnier returned to the council chambers and assumed their seats on the dais.

7B Consider approval of Resolution No. 15-5175 setting appropriation limit for fiscal year 2015/2016 Ms. Savage reported that cities are required to establish an appropriation limit each budget year. The annual limit is determined by identifying the percentage change in population plus the percentage change in Per Capita Personal Income (PCPI) for California, or the percentage change in the local assessment roll due to the addition of local non-residential new construction. The City reserves the right to amend the limit if it is determined that the percentage change in the local assessment due to the addition of non-residential new construction is greater than the percentage change in PCPI.

The City has utilized information provided by the State Department of Finance and calculated the anticipated appropriation limit for 2015-2016 as $9,284,629. This represents a PCPI increase from January 2014 to January 2015 of 3.82 percent. It is anticipated that the appropriations will be more in line with past years, and the City anticipates collecting an actual amount of $4,554,889.

Mayor Wilson opened the public hearing at 7:22 p.m. and requested comments.

The Council discussed the funding mechanism as established by Proposition 4 and the effect on determination of appropriation limits each year. They discussed changes in tourism, retail sales and future growth of the community.

There being no further comments, Mayor Wilson closed the public hearing at 7:25 p.m.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5175; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7C Consider approval of Resolution No. 15-5176 approving budget for fiscal year 2015/2016 Ms. Savage reported that the City has discussed the fiscal year 2015-2016 budget and conducted the final budget workshop on June 15, 2015 which was an opportunity to solicit input from the community and the City Council and based upon that discussion staff has prepared a final budget for adoption as Resolution Number 15-5176 Exhibit A. The budget includes the increase in revenues for General Fund and Natural Gas as well as the reduction in expenses in the General Fund as recommended by the City Council. These changes from the budget workshop feedback reduce the General Fund deficit to $257,360 from $569,528. Staff has also received notice from the Department of Finance that the City will be receiving approximately $51,169 in mandated cost reimbursements from billings that occurred prior to 2004 that the State of California has been holding. This will reduce the General Fund deficit to $206,204.

Mayor Wilson asked what the estimated savings was based upon the staffing budgeted at 94 to 95 percent of full staffing as discussed at the workshop.

Mr. Hancock clarified for those present that the City typically budgets for staffing based on the assumption that all departments will be fully staffed for the entire year, however with retirements and

such things that create vacancies throughout the year there is on average a four to six percent savings in personnel costs. He suggested moving forward with adoption of the budget based upon funding staffing costs at 96 percent, assuming a four percent vacancy rate. The City Council was in agreement with that amount.

Mayor Wilson requested clarification regarding the $40,000 contingency, as it is absorbed into fund balance at the end of the year and only increases the General Fund deficit.

Mr. Hancock responded that the contingency is small but it is prudent to set aside in the event of unforeseen or emergency expenditures.

Mayor pro tem McBride remarked that that was what the reserve is for.

Councilmember Callegari stated that a contingency is necessary, and $40,000 is on the low side of what the City needs, and that through good management of funds, the budget will balance out as it always does.

Mayor Wilson opened the public hearing at 7:33 p.m. and requested comments from the public.

An unidentified member of the audience spoke regarding utilizing General Fund money to support the enterprise funds, and asked if the airport was being held up by the General Fund.

Mr. Hancock responded that enterprise operations should be self-sustaining, however the Council voted to set aside $15,000 per year to make available for the Airport to utilize for grant matching funds, or to purchase hangars as they become available. Both of those actions would require an additional vote from the City Council.

There being no further questions or comments, Mayor Wilson closed the public hearing at 7:37 p.m.

Mayor Wilson requested clarification for the funding available for larger airport projects through the Federal Aviation Administration.

Mr. Hancock explained that the Susanville Municipal Airport is eligible for $150,000 in FAA funding each year, and it can be carried over to an amount not to exceed $600,000. The Council continues to budget $15,000 each year because the projects all require that the City commit matching funds based upon a percentage of the total project cost, and some of the larger projects are in the range of $160,000 - $170,000 so it is necessary to accumulate funds for a few years before the project can be finished. In addition to the Apron Reconstruction and PAPI project, staff is looking at constructing a storage facility in order to get the airport equipment in out of the weather.

There were no more questions or comments from City Council.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5176; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS**: None.
Commission/Committee Reports:

9 NEW BUSINESS:

9A Consider approval of Resolution No. 15-5180 authorizing Water Main Replacement Project Mr. Newton reported that in 2008, a rate increase was approved to fund infrastructure improvements to the City's water system. Based on the severity of repetitive and chronic leaks and upcoming street overlay work, staff has prepared plans, specifications and an engineer's estimate for the installation of new water mains in select areas of the City. Those areas were identified based on having leaks that are the most prevalent and problematic and were also selected so as to coordinate replacement prior to the surface rehabilitation scheduled through STIP overlay projects.

The Water Capital Improvement Fund currently has a fund balance in excess of $1,200,000 and the City Engineer's cost for these project locations is estimated at $970,000 for the base bid and includes a ten percent contingency and fifteen percent for construction engineering. The project includes the installation of a new 6-inch PVC water main and supporting infrastructure installed at the following locations:

- Arnold Street from Weatherlow Street to its west end at the cul-de-sac;
- Carroll from South Lassen Street to approximately 1,500 feet east of South Lassen Street;
- Foss Street from south of Main (SR 36) to Cornell Street;
- Park Street from Main (SR 36) to North Street;
- Third Street from Ash to Park Street;
- Third Street from Cedar to Grand Avenue;
- Third Street from McDow to Hall Street.

Councilmember Garnier asked how much is collected each year in the capital improvement fund.

Mr. Newton responded that the City collects approximately $360,000 - $370,000 per year.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5180; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider approval of Resolution No. 15-5182 approving revisions to Air Pollution Control Agreement Mr. Newton explained that on June 9, 2015, the Lassen County Air Pollution Control District approved the revised Agreement concerning Administrative Services. The language in the Agreement has been modified so that minor changes in staffing in the future will not require amendments to the Agreement, and the appointment authority of the Air Pollution Control Officer (APCO) will remain with the District Board.

The new Agreement includes language that the City will provide the District with a Cost of Services budget proposal annually by May 1st. This will represent the dollar amount the District will pay the City for providing administrative and staffing services. In January 2012, the individual employed as the City Engineer was identified as having the appropriate education and experience to serve and the APCO and therefore the Agreement contained specific language indicating the City Engineer would serve as the APCO. Since that time, the individual serving as the APCO has been promoted to the position of Public Works Director and revisions to the Agreement are necessary to ensure that the most qualified staff members are available to provide administrative and staffing services to the District.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5182; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider approval of Fee Waiver Request from Veterans of Lassen County for Memorial Park June 26 – 28, 2015 Mr. Hancock reported that the VFW is requesting City Council support of their Laser Tag Event scheduled for June 26 – 28, 2015 from 12:00 p.m. – 10:00 p.m. at Memorial Park by approving a waiver of park user fees for the three day event. The normal park user fee is $59 per day.

Motion by Councilmember De Boer, second by Councilmember Garnier, to authorize the fee waiver as requested; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider approval of Resolution No. 15-5157 accepting grant award and authorizing budget transfer of $12,213.00 from Mitigation Funds Chief Moore reported that in 2012 the Fire Department contracted with Gatchell Grant Resources LLC to apply for an Assistance to Firefighters Grant which is funded through the Federal Emergency Management Agency (FEMA). The grant application was to fund replacement of Fire Department Self-Contained Breathing Apparatus (SCBA's) that no longer meet National Fire Protection Agency standards. They have become expensive to repair, and some parts are no longer available. The grant also includes a fit testing machine that will allow the Department to meet the requirements of the federally-mandated Respiratory Protection Program. This year the application for funding was successful and the City has been awarded $244,280 from FEMA with a five percent match required from the City in the amount of $12,213. Staff proposes that the five percent City match be paid from Fire Mitigation funds.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5157; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Abstain: McBride.

12B Consider approval of Fee Waiver Request from Historical Society for Roop's Fort project Mr. Hancock reviewed the progress made in the roof remodel project at Roop's Fort, and stated that City Council approval is required to authorize a waiver of building permit fees to help support the project, and staff suggests dedicating the fee waiver amount towards the approved contribution from the City to the project.

Motion by Councilmember Callegari, second by Councilmember De Boer, to authorize the fee waiver as requested; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Councilmember Garnier recused herself from consideration of the next item and exited the Council Chambers.

12C Consider Matching Fund contribution for ABC Grant competition Mr. Hancock explained that Lassen County is one of 50 quarter finalists to advance to the next round of the America's Best Communities Competition and the only community in California eligible for an opportunity to receive the top award of $3 million dollars. He introduced Lassen Chamber of Commerce Executive Officer, Patricia Hagata, and invited to speak regarding the competition.

Ms. Hagata explained that as quarter finalists, the ABC Application Committee and the Lassen County Chamber of Commerce has been awarded $50,000 in the competition and they have been given six

months to develop a comprehensive strategy to bring revitalization the community. One requirement of the award is to obtain $15,000 in community matching funds to show support of the revitalization and economic development efforts. Lassen County Chamber of Commerce initially requested the City of Susanville contribute $6,000 in order to meet the requirements of the next round of the competition. All of the moneys received will be used to further the economic revitalization plan. There are 18 finalists, and Susanville is the only town in California that has been chosen to continue in the contest. Due to a very positive response from the community, the Chamber is only asking for a contribution of $5,000, and the Committee is on track to meet the contribution requirement by the August application deadline. Ms. Hagata recognized the participation and assistance of City staff throughout the process and thanked the City Council for their support.

Motion by Councilmember De Boer, second by Councilmember Callegari, to authorize a contribution of $5,000 for the ABC Grant Competition; motion carried unanimously. Ayes: McBride, De Boer, Callegari and Wilson. Abstain: Garnier.

Councilmember Garnier returned to the Council Chambers and assumed her seat on the dais.

12D Consider Resolution No. 15-5183 adopting Mitigated Negative Declaration for the Riverside Drive Trail Project Mr. Newton reported that on May 1, 2015, the Draft Mitigated Negative Declaration document for the Riverside Drive Trail Project was circulated and comments were received on from the State Water Board and the State Department of Fish and Wildlife. The comments have been addressed in the CEQA Findings of Facts which is included in Resolution No. 15-5183 as Exhibit A. He noted that approximately 40 replacement pages had been provided to the Council and public that would be part of the final document. Approval of the resolution adopts the final Initial Study/Mitigated Negative Declaration and directs staff to prepare notice of determination and take the necessary steps to proceed with the project. The next steps include identifying funding for the preparation of plans, right of way procurement, and construction.

Andy Hauge, of Hauge Brueck Associates, presented an overview of the final project determinations. The Council discussed road realignment and pedestrian safety concerns to include lighting, and the involvement of the County throughout the process. Mr. Hauge stated that the idea was to keep the project as broad as possible and not impose restraints or confinements to future trail project development during the environmental phase.

Mr. Newton reviewed the process of completing the project which consists of the environmental phase, the design phase, obtaining permits, and right of way easements, and then the actual construction phase. Projects are programed into the STIP cycle and then broken down into components, and the only component that is paid for at this point is the environmental phase.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5183 with the inclusion of the replacement pages in Exhibit A; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Mayor pro tem McBride and Councilmember Callegari recused themselves from consideration of the following item due to conflicts of interest and exited the council chambers.

13 <u>CITY ADMINISTRATOR'S REPORTS</u>:

13A 600 Nevada Street Property Improvements Mr. Hancock explained that the property at 600 Nevada Street had been acquired with economic development funds and has been discussed at length regarding long term priorities. The Council authorized the abatement and demolition of the structure due to its dilapidated and hazardous condition. The existing vacant lot is in a key area in the historic uptown, and the City has been approached by members of the community who are interested in developing a park at the site. Staff has estimated that the cost to bring in soil, irrigation and turf for the area would be roughly $600 - $800 in materials, but the City is working to be very conscious of water usage issues and so a dialog regarding the Council priorities for the site is appropriate. He invited comments from the City Council.

Councilmember Garnier stated that she has several issues with the concept of creating a park at that location. Those concerns included the City creating more park space during a time of water restrictions, the creation of more park maintenance responsibility for the City, the traffic danger which exists at the corner and the liability to the City of having volunteer workers. If the City wants to improve park space, she stated that it should be focused on the Shadow Mountain area at the north part of town.

Mr. Hancock responded that staff was working on an agenda item to address the traffic concerns at the corner of Nevada and Roop Street and would be bringing the item back at an upcoming meeting.

Councilmember Garnier stated that she was concerned with having a bare lot that would require watering and mowing and that it would not provide enough of a benefit to justify the expense. The lot is not large enough to meet set back requirements for construction of a new home, and even with a zero scape design, it is still a park which attracts a different kind of nuisance. With a number of community events in the uptown area, overflow parking would be beneficial and would help to eliminate the traffic hazard caused by the existing parking layout on the street.

Councilmember De Boer stated he had been supportive of the concept of installing a small park, but Councilmember Garnier brought up some very good points and paving the lot to utilize as parking would solve a few of the problems she mentioned.

Mayor Wilson stated that if the lot starts as a park, it will probably always be a park, and that the Council needs to keep in mind the long term goals for the property, and consider what would be the best solution to fit the long term plan for both 600 and 606 Nevada Street.

Mr. Hancock responded that he is supportive of the ideas brought forth by volunteers and he is also not happy with the way the lot currently looks. He stated that in its current condition it would be a bad time to consider selling the property, and it would be more marketable if it were cleaned up and looked nice with some grass planted but he understands the concerns and hesitation that have been expressed. The property at 606 Nevada is currently rented but when it becomes vacant it would be a good time to look at long range organizational needs and priorities of the City.

Mayor Wilson responded that the City does have a responsibility to improve the property and maintain it in a better condition, but there is a fine line between improvement for aesthetic reasons and creating a park space.

Councilmember De Boer suggested tabling the matter for now, and he deferred to Councilmember Garnier's input on the subject as she spends a lot more time in the uptown area and is more familiar with the community needs in the district.

The Council discussed adding the property to the list of projects that would be discussed in Item 13B, preparing cost lists, and brainstorming long term usage and goals.

Mayor pro tem McBride and Councilmember Callegari returned to the chambers and assumed their seats on the dais.

13B Melton Design Park Improvement Projects Mr. Hancock explained that the City Council procured the services of Melton Design Group to prepare park design services and cost estimates for completing various park improvement projects within the City. In order to expend park construction funds and submit for grants and funding as they become available, it is necessary to have shovel-ready projects identified to be competitive in securing funding. Based upon direction from City Council the list of potential projects for review are:

- Application for River Parkways Grant Funds
- Design and cost estimates for neighborhood park in vicinity of Cameron Drive
- Historical Plaza design
- Old Clubhouse design concepts
- Expansion of Memorial Park to Main Street, including completion of Skate Park

Mr. Hancock asked for direction and feedback from the City Council regarding their priorities for the proposed projects.

Mayor Wilson asked how much the City could get from the $15,000 committed to Melton Design, and what the advantage is for proposing five projects when the City would be fortunate to be able to fund only one or two.

Mr. Hancock responded that in looking to the future, it is important to be prepared to take advantage of funding opportunities as they arise. By having a list of five projects, broken into various components, it affords the chance for community groups to complete some of the phases as community service projects, or it allows the City to take advantage of various funding options that become available, as it is not always a one size fits all funding source. He cited the River Parkway project as an example of funding that was available specifically for river and stream corridor projects. By taking the time to lay out a plan it puts the City in the best possible position to move forward on a variety of projects that the community has asked for.

Councilmember Garnier suggested that the expansion of Memorial Park to include an upgrade to the Chamber of Commerce plaza as a visitor's center would be valuable to the community.

Councilmember Callegari also supported the expansion of Memorial Park to Main Street, upgrading the old Golf Course clubhouse, and a focus on the River Parkway project.

Mayor pro tem McBride agreed that the River Parkway improvement project should be a priority, and that it was important to let the community know the status on the various projects as a means to be ready to proceed as funding becomes available.

Councilmember Garnier asked if fire crews were available to complete any of the work.

Mr. Hancock responded that the availability is dependent upon the fire season, and the cost to utilize the crew is $200 per day.

Councilmember De Boer stated that the park mitigation funding came in large part from the development on the north side of town, and that is where the money should be spend to improve those neighborhoods. The River Parkway would be a good project but there are both positives and negatives and where the money came from is where the money ought to be spent.

Mayor Wilson stated that the project list should be presented carefully so that it does not create false hope that all of these projects are going to happen, but rather they are the basic wish list and the City is working towards creating planning and project specifications. He still prefers limiting the project list to only a few projects.

Mr. Hancock stated that the firm would be looking at preliminary designs, similar to those included in the application submitted for the River Parkway application which was submitted a few years ago. The development of plans and specifications that would be utilized for obtaining competitive bids would be significantly more detailed. This provides an opportunity for the City to complete some initial legwork on projects that have already been identified as priorities to the community and it is important to have that preparedness to move forward.

Councilmember De Boer stated that skate parks are expensive to build, and he would place the River Parkway and a park in the north part of town higher on the list.

Mr. Hancock restated the direction of the City Council, and stated that the focus would be to balance expansion with focusing on what the City has that could be improved upon. Staff could continue exploring options for funding, and based upon the feedback from the City Council, would consider moving forward with two of the items from the list, the River Parkway and north end park, and then consider adding a third project at some point.

13C Water Restriction Enforcement Process Mr. Hancock explained that the adoption of Ordinance No. 15-1003 implemented mandatory water restrictions and provides for enforcement authority through Chapter 1.12 of the Susanville Municipal Code. According to the Code, violations will be classified as an infraction and shall be punishable by a fine not exceeding $100.00 for a first violation; a fine not exceeding $200.00 for a second violation of the same ordinance within one year; and a fine not exceeding $500.00 for each additional violation of the same ordinance within one year from the first violation.

Mr. Hancock explained that every day the violation continues constitutes a separate offense and an infraction is a written notice to appear in court, or provides for the option of paying the fine in lieu of appearing in court. If the fine is not paid prior to the court date and if said violator does not appear in court, within 20 days, a warrant or judgment may be executed against the responsible party.

In addition, the City has implemented a warning process that includes hanging door notices, sending warning letters, providing educational materials and detailing the penalties for further violations.

If a warning letter has been provided, upon issuance of third notice, City will issue a citation to water customer in the amount of $100 dollars. If a violation is observed, a fourth notice shall be hung on the customer's door and if first citation has been issued, upon issuance of fourth notice, the City will issue a citation to water customer in the amount of $200 dollars. If the violation continues, upon issuance of fifth notice City will issue a citation to water customer in the amount of $500 dollars. Appeals to the warning process would be heard by the Susanville Planning Commission.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

A AB1234 travel reports:

Mayor pro tem McBride requested an update regarding the progress on the Roop's Fort project.

Mr. Hancock stated that the plans had been received by the Building Department, however some minor items were missing and those were anticipated to be turned in within a few days. They are currently working with three potential contractors for the job however no permit application has been received.

15 ADJOURNMENT:

Motion by Councilmember De Boer, second by Councilmember Callegari to adjourn; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Meeting adjourned at 9:25 p.m.

Respectfully submitted by

_____
Brian R. Wilson, Mayor

Approved on: _____

_____
Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6B

Reviewed by: YH City Administrator
___ City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: August 19, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated July 29th through August 11th numbered 94740 through 94863

FISCAL IMPACT: Accounts Payable vendor warrants totaling $182,652.01 plus $ 112,540.56 in payroll warrants, for a total of $295,192.57

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/15	07/31/2015	94740	5	ABC FIRE AND CYLINDE	HYDRO TEST	00044174	1	7401-430-62-46	SUPPLIES-GENERAL	80.00	80.00
Total 00044174:										80.00	80.00
07/15	07/31/2015	94740	5	ABC FIRE AND CYLINDE	FRIEGHT FOR HYDRO TEST	00044297	1	7401-430-62-46	SUPPLIES-GENERAL	30.00	30.00
Total 00044297:										30.00	30.00
07/15	07/31/2015	94741	1233		REIM G/C PRO SHOP	071015	1	7530-451-55-46	SUPPLIES - GENERAL	85.44	85.44
Total 071015:										85.44	85.44
07/15	07/31/2015	94741	1233		REIM G/C PRO SHOP	072415	1	7530-451-55-46	SUPPLIES - GENERAL	242.81	242.81
Total 072415:										242.81	242.81
07/15	07/31/2015	94742	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SERVICE	07-221	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	322.25	322.25
Total 07-221:										322.25	322.25
07/15	07/31/2015	94742	31	ALPINE FIRE SERVICES I	FIRE EXT. SER./FIRE GOLF CO	07-222	1	7530-451-52-44	REPAIR & MAINT - BUILDING	79.03	79.03
Total 07-222:										79.03	79.03
07/15	07/31/2015	94742	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER. PAR	37-223	1	1000-452-20-43	TECHNICAL SVCS	195.98	195.98
Total 37-223:										195.98	195.98
07/15	07/31/2015	94743	40	AMPS ELECTRIC	REWIRE AIRPORT FUEL	2568	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	6,519.20	6,519.20
Total 2568:										6,519.20	6,519.20
07/15	07/31/2015	94744	53		RETIREMENT INCENTIVE PKGE	072715	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00

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 072715:										930.00	930.00
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	ROLLER	333299	1	2007-431-20-46	SUPPLIES-GENERAL	13.90	13.90
Total 333299:										13.90	13.90
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	CONCRETE MIX	333985	1	7401-430-62-46	SUPPLIES-GENERAL	62.79	62.79
Total 333985:										62.79	62.79
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	CLEANER RUG, SCRUB BRUSH	333993	1	7620-430-10-46	SUPPLIES-JANITORIAL	10.43	10.43
Total 333993:										10.43	10.43
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	KEY, BOLT	334295	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	8.00	8.00
Total 334295:										8.00	8.00
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	SQUARE SPEED	334498	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	12.57	12.57
Total 334498:										12.57	12.57
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	ORING	334503	1	1000-452-20-46	SUPPLIES-GENERAL	1.15	1.15
Total 334503:										1.15	1.15
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	BRACKET, COVER BOX, WIRE	334537	1	7401-430-62-46	SUPPLIES-GENERAL	9.11	9.11
Total 334537:										9.11	9.11
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	BRACKET, COVER BOX, WIRE	334545	1	7401-430-62-46	SUPPLIES-GENERAL	2.41	2.41
Total 334545:										2.41	2.41
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	BRUSH, TAPE	334567	1	1000-452-20-46	SUPPLIES-GENERAL	13.52	13.52
Total 334567:										13.52	13.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	STRIPPER, BATTERY	334612	1	7401-430-62-46	SUPPLIES-GENERAL	29.00	29.00
Total 334612:										29.00	29.00
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	CABLE, ROPE, WIRE ROPE	334624	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	4.41	4.41
Total 334624:										4.41	4.41
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	PADLOCK	334628	1	7401-430-65-46	SUPPLIES GENERAL	7.25	7.25
Total 334628:										7.25	7.25
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	PRIMER, ROLLER, TRASH CAN	334659	1	1000-452-20-46	SUPPLIES-GENERAL	157.04	157.04
Total 334659:										157.04	157.04
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	LATEX GLOVES, THERMAL GL	334947	1	7110-430-42-46	SUPPLIES-GENERAL	16.42	16.42
Total 334947:										16.42	16.42
07/15	07/31/2015	94745	76	BILLINGTON ACE HARD	NIPPLES	334987	1	7110-430-42-46	SUPPLIES-GENERAL	4.54	4.54
Total 334987:										4.54	4.54
07/15	07/31/2015	94746	8180		REFUND WATER DEPOSIT	10405400013	1	7110-2228-000	DEPOSITS-CUSTOMER	22.65	22.65
07/15	07/31/2015	94746	8180		REFUND GAS DEPOSIT	10405400013	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10405400013:										222.65	222.65
07/15	07/31/2015	94747	116	CASHMAN EQUIPMENT	RING	2323713	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.15	8.15
Total 2323713:										8.15	8.15
07/15	07/31/2015	94748	161	CSK AUTO INC	LATCH	2740377466	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	161.29	161.29
Total 2740377466:										161.29	161.29
07/15	07/31/2015	94748	161	CSK AUTO INC	WINDOW HANDLE	2740378014	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	12.31	12.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2740378014:										12.31	12.31
07/15	07/31/2015	94748	161	CSK AUTO INC	P/B BOOSTER	2740378120	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	136.86	136.86
Total 2740378120:										136.86	136.86
07/15	07/31/2015	94749	1260	DIRECTV INC	CABLE G/C	26284397783	1	7530-451-52-45	COMMUNICATIONS	165.96	165.96
Total 26284397783:										165.96	165.96
07/15	07/31/2015	94750	8212		REFUND GAS DEPOSIT	10233900022	1	7401-2228-000	DEPOSITS-CUSTOMER	25.16	25.16
Total 10233900022:										25.16	25.16
07/15	07/31/2015	94751	238	FASTENAL COMPANY	GLASSES	65673	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.84	3.84
07/15	07/31/2015	94751	238	FASTENAL COMPANY	GLASSES	65673	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.55	6.55
07/15	07/31/2015	94751	238	FASTENAL COMPANY	GLASSES	65673	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.93	4.93
Total 65673:										15.32	15.32
07/15	07/31/2015	94752	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	571722A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 571722A:										105.00	105.00
07/15	07/31/2015	94752	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	574475A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 574475A:										105.00	105.00
07/15	07/31/2015	94752	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	574565A	1	7530-451-50-43	TECHNICAL SVCS	228.00	228.00
Total 574565A:										228.00	228.00
07/15	07/31/2015	94752	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	574782A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 574782A:										133.00	133.00
07/15	07/31/2015	94753	257	FOREST OFFICE EQUIP	COPY PAPER P/W	404	1	7620-430-10-46	SUPPLIES-GENERAL	236.50	236.50

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 404:										236.50	236.50
07/15	07/31/2015	94754	265	FRONTIER	257-1056 P/W SHOP	1056 072015	1	7620-430-10-45	COMMUNICATIONS	51.03	51.03
Total 1056 072015:										51.03	51.03
07/15	07/31/2015	94754	265	FRONTIER	257-1057 P/W FAX	1057 072015	1	7620-430-10-45	COMMUNICATIONS	193.12	193.12
Total 1057 072015:										193.12	193.12
07/15	07/31/2015	94754	265	FRONTIER	257-2845 ;ROLL OVER	2845 071515	1	7620-430-10-45	COMMUNICATIONS	62.69	62.69
Total 2845 071515:										62.69	62.69
07/15	07/31/2015	94754	265	FRONTIER	257-7236 NAT GAS	7236 072015	1	7620-430-10-45	COMMUNICATIONS	194.60	194.60
Total 7236 072015:										194.60	194.60
07/15	07/31/2015	94754	265	FRONTIER	257-7237 NAT GAS	7237 072015	1	7620-430-10-45	COMMUNICATIONS	53.22	53.22
Total 7237 072015:										53.22	53.22
07/15	07/31/2015	94755	8211		REFUND GAS DEPOSIT	10432450313	1	7401-2228-000	DEPOSITS-CUSTOMER	171.04	171.04
Total 10432450313:										171.04	171.04
07/15	07/31/2015	94756	8207		REFUND GAS DEPOSIT	10119400215	1	7401-2228-000	DEPOSITS-CUSTOMER	48.12	48.12
Total 10119400215:										48.12	48.12
07/15	07/31/2015	94757	1075	INDEPENDENT ELECTRI	RISER, METER VALVE	S102402508	1	7401-430-62-46	SUPPLIES-GENERAL	395.32	395.32
Total S102402508:										395.32	395.32
07/15	07/31/2015	94758	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 7/2015	072715	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 072715:										400.00	400.00

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
07/15	07/31/2015	94759	8210		REFUND WATER DEPOSIT	10308350012	1	7110-2228-000	DEPOSITS-CUSTOMER	39.12	39.12
07/15	07/31/2015	94759	8210		REFUND GAS DEPOSIT	10308350012	2	7401-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
Total 10308350012:										114.12	114.12
07/15	07/31/2015	94760	237	JOHN DEERE FINANCIAL	MOTOR, FLANGE NUT, CAP SC	174107	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	515.45	515.45
Total 174107:										515.45	515.45
07/15	07/31/2015	94761	1074	LASSEN AUTO BODY	UPHOLSTER-REPAIR SEAT FR	6775	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	533.75	533.75
Total 6775:										533.75	533.75
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	COUPLER	225340	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.46	12.46
Total 225340:										12.46	12.46
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	PIGTAIL	225588	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	61.25	61.25
Total 225588:										61.25	61.25
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	DISC BRAKE ROTAR	225968	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	114.36	114.36
Total 225968:										114.36	114.36
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	IMPACT SOCKET	225970	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	2.25	2.25
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	IMPACT SOCKET	225970	2	7110-430-42-46	SUPPLIES-SMALL TOOLS	3.35	3.35
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	IMPACT SOCKET	225970	3	7401-430-62-46	SUPPLIES-SMALL TOOLS	2.89	2.89
Total 225970:										8.49	8.49
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	DISC BRAKE, FUEL PUMP	226146	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	92.39	92.39
Total 226146:										92.39	92.39
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	CANISTER VENT	226267	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	83.34	83.34
Total 226267:										83.34	83.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	TUMBLER KEY LOCK	226281	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	55.21	55.21
Total 226281:										55.21	55.21
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	SADDLE BLANKET COVER	226632	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	52.13	52.13
Total 226632:										52.13	52.13
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	COUPLER	226706	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.13	11.13
Total 226706:										11.13	11.13
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	BRAKE MASTER	226858	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	49.12	49.12
Total 226858:										49.12	49.12
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	DRIVEBELT TENSIONER	226923	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	16.01	16.01
Total 226923:										16.01	16.01
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	DRIVEBELT TENSIONER	226929	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	38.85	38.85
Total 226929:										38.85	38.85
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	BRAKE FLUID	226931	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.95	5.95
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	BRAKE FLUID	226931	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.19	10.19
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	BRAKE FLUID	226931	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	7.66	7.66
Total 226931:										23.80	23.80
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	NOZZLE	227021	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	27.04	27.04
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	NOZZLE	227021	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	34.82	34.82
07/15	07/31/2015	94762	411	LASSEN MOTOR PARTS	NOZZLE	227021	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	46.29	46.29
Total 227021:										108.15	108.15
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749168	1	7110-430-42-44	DISPOSAL	9.40	9.40

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 749168:										9.40	9.40
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749304	1	2007-431-20-44	DISPOSAL	8.82	8.82
Total 749304:										8.82	8.82
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749316	1	2007-431-20-44	DISPOSAL	5.78	5.78
Total 749316:										5.78	5.78
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749330	1	2007-431-20-44	DISPOSAL	7.38	7.38
Total 749330:										7.38	7.38
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749344	1	2007-431-20-44	DISPOSAL	5.10	5.10
Total 749344:										5.10	5.10
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749356	1	2007-431-20-44	DISPOSAL	6.46	6.46
Total 749356:										6.46	6.46
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749363	1	2007-431-20-44	DISPOSAL	6.10	6.10
Total 749363:										6.10	6.10
07/15	07/31/2015	94763	412	LASSEN REGIONAL SOLI	DUMP FEES	749367	1	2007-431-20-44	DISPOSAL	8.88	8.88
Total 749367:										8.88	8.88
07/15	07/31/2015	94764	413	SUSANVILLE TOWING	ELECTRICAL PROBLEM INSPE	51632	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	151.74	151.74
Total 51632:										151.74	151.74
07/15	07/31/2015	94765	437	LMUD	AIRPORT VASI LIGHTS	10108 072315	1	7201-430-81-46	ELECTRICITY	8.26	8.26
07/15	07/31/2015	94765	437	LMUD	AIRPORT VASI LIGHTS	10108 072315	2	7201-430-81-46	ELECTRICITY	5.74	5.74

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10108 072315:										14.00	14.00
07/15	07/31/2015	94765	437	LMUD	JOHNSTONVILLE SPRINKLE	10262 071715	1	1000-452-30-46	ELECTRICITY	11.32	11.32
07/15	07/31/2015	94765	437	LMUD	JOHNSTONVILLE SPRINKLE	10262 071715	2	1000-452-30-46	ELECTRICITY	4.08	4.08
Total 10262 071715:										15.40	15.40
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 072315	1	7530-451-52-46	ELECTRICITY	1,220.80	1,220.80
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 072315	2	7530-451-52-46	ELECTRICITY	1,144.55	1,144.55
Total 122907 072315:										2,365.35	2,365.35
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE PUMP STATION	122910 072315	1	7530-451-52-46	ELECTRICITY	566.15	566.15
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE PUMP STATION	122910 072315	2	7530-451-52-46	ELECTRICITY	603.84	603.84
Total 122910 072315:										1,169.99	1,169.99
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 072315	1	7530-451-52-46	ELECTRICITY	512.78	512.78
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 072315	2	7530-451-52-46	ELECTRICITY	512.85	512.85
Total 122929 072315:										1,025.63	1,025.63
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE PUMP HOUSE	132052 072315	1	7530-451-52-46	ELECTRICITY	13.28	13.28
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE PUMP HOUSE	132052 072315	2	7530-451-52-46	ELECTRICITY	13.35	13.35
Total 132052 072315:										26.63	26.63
07/15	07/31/2015	94765	437	LMUD	470-895 CIRCLE DR/CLUB HOU	144281 072315	1	7530-451-52-46	ELECTRICITY	661.76	661.76
07/15	07/31/2015	94765	437	LMUD	470-895 CIRCLE DR/CLUB HOU	144281 072315	2	7530-451-52-46	ELECTRICITY	620.46	620.46
Total 144281 072315:										1,282.22	1,282.22
07/15	07/31/2015	94765	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 071715	1	7112-430-42-46	ELECTRICITY	52.24	52.24
07/15	07/31/2015	94765	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 071715	2	7112-430-42-46	ELECTRICITY	23.49	23.49
Total 350161 071715:										75.73	75.73
07/15	07/31/2015	94765	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 072315	1	1000-452-20-46	ELECTRICITY	16.48	16.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/15	07/31/2015	94765	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 072315	2	1000-452-20-46	ELECTRICITY	16.49	16.49
Total 3522 072315:										32.97	32.97
07/15	07/31/2015	94765	437	LMUD	WELL #3	4559 071715	1	7110-430-42-46	ELECTRICITY	5,310.62	5,310.62
07/15	07/31/2015	94765	437	LMUD	WELL #3	4559 071715	2	7110-430-42-46	ELECTRICITY	1,931.12	1,931.12
Total 4559 071715:										7,241.74	7,241.74
07/15	07/31/2015	94765	437	LMUD	AIRPORT LOT 5	51908 072315	1	7201-430-81-46	ELECTRICITY	8.26	8.26
07/15	07/31/2015	94765	437	LMUD	AIRPORT LOT 5	51908 072315	2	7201-430-81-46	ELECTRICITY	5.88	5.88
Total 51908 072315:										14.14	14.14
07/15	07/31/2015	94765	437	LMUD	AIRPORT HANGER 6	54333 072315	1	7201-430-81-46	ELECTRICITY	8.26	8.26
07/15	07/31/2015	94765	437	LMUD	AIRPORT HANGER 6	54333 072315	2	7201-430-81-46	ELECTRICITY	5.74	5.74
Total 54333 072315:										14.00	14.00
07/15	07/31/2015	94765	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072315	1	1000-452-20-46	ELECTRICITY	5.84	5.84
07/15	07/31/2015	94765	437	LMUD	925 SIERRA RD SPORTS CTR	60453 072315	2	1000-452-20-46	ELECTRICITY	8.16	8.16
Total 60453 072315:										14.00	14.00
07/15	07/31/2015	94765	437	LMUD	AIRPORT OFFICE	7146 072315	1	7201-430-81-46	ELECTRICITY	255.53	255.53
07/15	07/31/2015	94765	437	LMUD	AIRPORT OFFICE	7146 072315	2	7201-430-81-46	ELECTRICITY	178.78	178.78
Total 7146 072315:										434.31	434.31
07/15	07/31/2015	94765	437	LMUD	AIRPORT GAS PUMP	7154 072315	1	7201-430-81-46	ELECTRICITY	13.28	13.28
07/15	07/31/2015	94765	437	LMUD	AIRPORT GAS PUMP	7154 072315	2	7201-430-81-46	ELECTRICITY	9.38	9.38
Total 7154 072315:										22.66	22.66
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE CLUB HOUSE	7394 072315	1	7530-451-52-46	ELECTRICITY	49.02	49.02
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE CLUB HOUSE	7394 072315	2	7530-451-52-46	ELECTRICITY	48.90	48.90
Total 7394 072315:										97.92	97.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE CART BARN 2	7400 072315	1	7530-451-52-46	ELECTRICITY	19.74	19.74
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE CART BARN 2	7400 072315	2	7530-451-52-46	ELECTRICITY	19.65	19.65
Total 7400 072315:										39.39	39.39
07/15	07/31/2015	94765	437	LMUD	AIRPORT HANGER 8	92715 072315	1	7201-430-81-46	ELECTRICITY	8.26	8.26
07/15	07/31/2015	94765	437	LMUD	AIRPORT HANGER 8	92715 072315	2	7201-430-81-46	ELECTRICITY	5.74	5.74
Total 92715 072315:										14.00	14.00
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE BARN 1 & 3	9312 072315	1	7530-451-52-46	ELECTRICITY	7.00	7.00
07/15	07/31/2015	94765	437	LMUD	GOLF COURSE BARN 1 & 3	9312 072315	2	7530-451-52-46	ELECTRICITY	7.00	7.00
Total 9312 072315:										14.00	14.00
07/15	07/31/2015	94766	6858		REFUND GAS DEPOSIT	10100200713	1	7401-2228-000	DEPOSITS-CUSTOMER	111.53	111.53
Total 10100200713:										111.53	111.53
07/15	07/31/2015	94767	445		RETIRE INCENTIVE 8/15	072715	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 072715:										930.00	930.00
07/15	07/31/2015	94768	8209		REFUND GAS DEPOSIT	10244210006	1	7401-2228-000	DEPOSITS-CUSTOMER	167.68	167.68
Total 10244210006:										167.68	167.68
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	WATER LINEN SER 07/14/15	500514081	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 500514081:										58.83	58.83
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	STREET LINEN SER 07/14/15	500514082	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 500514082:										13.35	13.35
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	WATER LINEN SER 07/21/15	500557787	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 500557787:										58.83	58.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	STREET LINEN SER 07/21/15	500557788	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 500557788:										13.35	13.35
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	720 SOUTH ST 7/21/15	500557789	1	7620-430-10-44	LINEN SERVICE	61.53	61.53
Total 500557789:										61.53	61.53
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	PARKS LINEN SER 07/21/15	500557790	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 500557790:										12.83	12.83
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	GAS LINEN SER 7/21/15	500557791	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 500557791:										77.72	77.72
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	WATER LINEN SER 07/28/15	500602228	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 500602228:										58.83	58.83
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	STREET LINEN SER 07/28/15	500602229	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 500602229:										13.35	13.35
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	720 SOUTH ST 7/28/15	500602230	1	7620-430-10-44	LINEN SERVICE	61.53	61.53
Total 500602230:										61.53	61.53
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	PARKS LINEN SER 07/28/15	500602231	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 500602231:										12.83	12.83
07/15	07/31/2015	94769	481	MISSION LINEN & UNIFO	GAS LINEN SER 7/28/15	500602232	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 500602232:										77.72	77.72
07/15	07/31/2015	94770	1496	RICH'S MOBILE AUTOR R	CHECK AC LEAK	2802	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	323.24	323.24

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 2802:										323.24	323.24
07/15	07/31/2015	94771	7195		REFUND WATER OVERPAYME	10408600004	1	9999-1001-001	CASH CLEARING - UTILITIES	27.36	27.36
Total 10408600004:										27.36	27.36
07/15	07/31/2015	94772	1076	SIERRA COFFEE AND BE	P/W WATER SERVICE 07/22/15	44227	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 44227:										7.25	7.25
07/15	07/31/2015	94772	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 07/25/2015	44248	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 44248:										21.75	21.75
07/15	07/31/2015	94772	1076	SIERRA COFFEE AND BE	P/W WATER SERVICE 07/29/15	44250	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 44250:										7.25	7.25
07/15	07/31/2015	94773	1270	SILVER STATE BARRICA	WOOD BOARD, REBAR SPIKE	80801	1	2007-431-20-46	SUPPLIES-GENERAL	1,842.40	1,842.40
Total 80801:										1,842.40	1,842.40
07/15	07/31/2015	94774	1265	SUSANVILLE PAINT CEN	PARKING LINES PAINT	22270	1	2007-431-20-46	SUPPLIES-GENERAL	188.60	188.60
Total 22270:										188.60	188.60
07/15	07/31/2015	94775	7907	SWRCB	APP. FEE FOR 12-302-04 SKYLI	072815	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	200.00	200.00
Total 072815:										200.00	200.00
07/15	07/31/2015	94776	713		RETIRE INCENTIVE 8/15	072715	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 072715:										930.00	930.00
07/15	07/31/2015	94777	728	U S POSTMASTER	WATER BILLING POSTAGE	073115	1	7110-430-42-46	POSTAGE	529.11	529.11
07/15	07/31/2015	94777	728	U S POSTMASTER	GAS BILLING POSTAGE	073115	2	7401-430-62-46	POSTAGE	272.57	272.57

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 073115:										801.68	801.68
07/15	07/31/2015	94778	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 15-16	15070320	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	85.60	85.60
07/15	07/31/2015	94778	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 15-16	15070320	2	7110-430-42-48	TAXES, FEES, PERMITS & CHA	85.60	85.60
07/15	07/31/2015	94778	731	UNDERGROUND SERVIC	YRLY MEMBERSHIP 15-16	15070320	3	7401-430-62-48	TAXES, FEES, PERMITS & CHA	85.60	85.60
Total 15070320:										256.80	256.80
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	FAUCET	66226422	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	.05	.05
Total 66226422:										.05	.05
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	LID WITH READER	66313410	1	7110-430-42-46	SUPPLIES-GENERAL	69.79	69.79
Total 66313410:										69.79	69.79
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	RESET SWITCH	66321533	1	7401-430-62-46	SUPPLIES-GENERAL	7.00	7.00
Total 66321533:										7.00	7.00
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	BOX, WATER LID	66322097	1	7110-430-42-46	SUPPLIES-GENERAL	352.89	352.89
Total 66322097:										352.89	352.89
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	BALL VALVE	66324406	1	7401-430-62-46	SUPPLIES-GENERAL	29.80	29.80
Total 66324406:										29.80	29.80
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	WATER LID	66325912	1	7110-430-42-46	SUPPLIES-GENERAL	161.55	161.55
Total 66325912:										161.55	161.55
07/15	07/31/2015	94779	770	WESTERN NEVADA SUP	NIPPLES	66326276	1	7401-430-62-46	SUPPLIES-GENERAL	74.25	74.25
Total 66326276:										74.25	74.25
07/15	07/31/2015	94780	8208		REFUND GAS DEPOSIT	10306805016	1	7401-2228-000	DEPOSITS-CUSTOMER	167.98	167.98

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 10306805016:										167.98	167.98
07/15	07/31/2015	94781	8206		REFUND WATER DEPOSIT	10208400013	1	7110-2228-000	DEPOSITS-CUSTOMER	66.61	66.61
Total 10208400013:										66.61	66.61
Grand Totals:										35,241.50	35,241.50

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
07/31/2015	CDPT	08/05/2015	408	CITY OF SUSANVILLE PA	1	7650-2203-1	6,607.62-
07/31/2015	CDPT	08/05/2015	408	CITY OF SUSANVILLE PA	1	7650-2203-1	6,607.62-
07/31/2015	CDPT	08/05/2015	408	CITY OF SUSANVILLE PA	1	7650-2203-1	2,105.90-
07/31/2015	CDPT	08/05/2015	408	CITY OF SUSANVILLE PA	1	7650-2203-1	2,105.90-
07/31/2015	CDPT	08/05/2015	408	CITY OF SUSANVILLE PA	1	7650-2203-1	16,030.03-
07/31/2015	CDPT	08/05/2015	409	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,629.67-
07/31/2015	CDPT	08/05/2015	410	EMPLOYMENT DEV DEP	7	7650-2203-1	1,237.65-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	6,716.26-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	1,828.75-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	3,216.45-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	2,026.61-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	153.96-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	79.56-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	98.54-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	767.29-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	765.68-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	1,018.65-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	987.92-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	297.44-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	288.46-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	16.00-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	4,418.98-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	957.19-
07/31/2015	CDPT	08/05/2015	411	P.E.R.S.	8	7650-2203-1	2,451.23-
07/31/2015	CDPT	08/05/2015	94791		40	7650-2203-0	348.46-
07/31/2015	CDPT	08/05/2015	94792	CA STATE DISBURSEME	35	7650-2203-0	155.07-
07/31/2015	CDPT	08/05/2015	94793	CA STATE DISBURSEME	36	7650-2203-0	103.84-
07/31/2015	CDPT	08/05/2015	94794	CA STATE DISBURSEME	37	7650-2203-0	69.23-
07/31/2015	CDPT	08/05/2015	94795	NATIONWIDE RETIREME	5	7650-2203-0	695.00-
07/31/2015	CDPT	08/05/2015	94796	VALIC	4	7650-2203-0	1,988.78-
07/31/2015	CDPT	08/05/2015	94797	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			31				68,835.74-

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94798	1498	AEROGRAPHICS	STARS AND BARS	128016	1	7201-430-81-44	REPAIR AND MAINTENANCE-F	171.85	171.85
Total 128016:										171.85	171.85
08/15	08/06/2015	94799	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER. FIRE	07-224	1	1000-422-10-43	TECHNICAL SVCS	395.34	395.34
Total 07-224:										395.34	395.34
08/15	08/06/2015	94799	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER. P/ D	07231	1	1000-421-10-47	EQUIPMENT - SAFETY	437.49	437.49
Total 07231:										437.49	437.49
08/15	08/06/2015	94800	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X08012015	1	1000-421-10-45	COMMUNICATIONS	142.23	142.23
Total 835956037X08012015:										142.23	142.23
08/15	08/06/2015	94801	67	BEAR'S REPAIR	WINSHEILD GLASS	2744	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	263.38	263.38
Total 2744:										263.38	263.38
08/15	08/06/2015	94802	8218		REFUND WATER DEPOSIT	10408550012	1	7110-2228-000	DEPOSITS-CUSTOMER	14.60	14.60
08/15	08/06/2015	94802	8218		REFUND GAS DEPOSIT	10408550012	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10408550012:										214.60	214.60
08/15	08/06/2015	94803	76	BILLINGTON ACE HARD	DURACOOL PAD	333043	1	1000-422-10-46	SUPPLIES-GENERAL	37.70	37.70
Total 333043:										37.70	37.70
08/15	08/06/2015	94803	76	BILLINGTON ACE HARD	PVC FLEX, TAILPIECE	334641	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	11.88	11.88
Total 334641:										11.88	11.88
08/15	08/06/2015	94803	76	BILLINGTON ACE HARD	SCRAP BAG, EPOXY, BRUSH	334675	1	1000-422-10-46	SUPPLIES-GENERAL	25.55	25.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 334675:										25.55	25.55
08/15	08/06/2015	94803	76	BILLINGTON ACE HARD	BULBS, WHITE PAINT, TRASH B	335271	1	7530-451-52-44	REPAIR & MAINT - BUILDING	120.31	120.31
Total 335271:										120.31	120.31
08/15	08/06/2015	94803	76	BILLINGTON ACE HARD	STORAGE TOTE	335453	1	1000-422-10-46	SUPPLIES-GENERAL	16.44	16.44
Total 335453:										16.44	16.44
08/15	08/06/2015	94804	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505 MAIN 070115	1	1000-422-10-44	DISPOSAL	158.83	158.83
Total 1505 MAIN 070115:										158.83	158.83
08/15	08/06/2015	94805	1413	CALIFORNIA FIRE CHIEF	MEMBERSHIP DUES 2015-2016	080615	1	1000-422-10-48	DUES AND MEMBERSHIPS	250.00	250.00
Total 080615:										250.00	250.00
08/15	08/06/2015	94806	8215		REFUND WATER DEPOSIT	10231300001	1	7110-2228-000	DEPOSITS-CUSTOMER	12.62	12.62
Total 10231300001:										12.62	12.62
08/15	08/06/2015	94807	1351	CEB	CA MUNI LAW BOOKS	10425055	1	1000-411-40-46	BOOKS AND PERIODICALS	51.75	51.75
Total 10425055:										51.75	51.75
08/15	08/06/2015	94808	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	65608	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 65608:										220.00	220.00
08/15	08/06/2015	94808	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	65621	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 65621:										50.00	50.00
08/15	08/06/2015	94808	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	65663	1	1000-417-10-43	TECHNICAL SVCS	402.30	402.30
Total 65663:										402.30	402.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94809	161	CSK AUTO INC	BOOSTER CABLE	2740378619	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	32.23	32.23
Total 2740378619:										32.23	32.23
08/15	08/06/2015	94809	161	CSK AUTO INC	MINI BULB	2740380509	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.21	3.21
Total 2740380509:										3.21	3.21
08/15	08/06/2015	94810	7451	DOW, JAY	CARL MOYER LOW EMISSIONS	080515	1	8405-430-10-48	GRANTS	24,600.00	24,600.00
Total 080515:										24,600.00	24,600.00
08/15	08/06/2015	94811	1196	EMERGENCY REPORTIN	YEARLY INVOICE FIR AND EMS	2015-2207	1	1000-422-10-48	DUES AND MEMBERSHIPS	1,668.00	1,668.00
Total 2015-2207:										1,668.00	1,668.00
08/15	08/06/2015	94812	238	FASTENAL COMPANY	LIGHTED END	66015	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	31.27	31.27
Total 66015:										31.27	31.27
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	PROJECT MNGER AD	#437 00234624	1	1000-416-10-45	ADVERTISING	56.25	56.25
Total #437 00234624:										56.25	56.25
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	BATTALION CHIEF AD	#695 00234386	1	1000-416-10-45	ADVERTISING	72.00	72.00
Total #695 00234386:										72.00	72.00
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	#10 REG ENVELOPES FIRE	040013 #695	1	1000-422-10-45	PRINTING AND BINDING	63.31	63.31
Total 040013 #695:										63.31	63.31
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	ADMIN STAFF ASSIT	437 00234387	1	1000-416-10-45	ADVERTISING	64.50	64.50
Total 437 00234387:										64.50	64.50
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	PROJECT MNGER 071415	437 00234624	1	1000-416-10-45	ADVERTISING	56.25	56.25

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 437 00234624:										56.25	56.25
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	DEMO DAY GOLF COURSE	437 00235107	1	7530-451-52-45	ADVERTISING	109.80	109.80
Total 437 00235107:										109.80	109.80
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	DEMO DAY GOLF COURSE	437 AD#00235107	1	7530-451-52-45	ADVERTISING	109.80	109.80
Total 437 AD#00235107:										109.80	109.80
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	ADMIN STAFF ASSIT	437 AD#0234387	1	1000-416-10-45	ADVERTISING	64.50	64.50
Total 437 AD#0234387:										64.50	64.50
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	ADMIN STAFF ASSIT	437 AD00234387	1	1000-416-10-45	ADVERTISING	64.50	64.50
Total 437 AD00234387:										64.50	64.50
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	FIREWORKS AD	695 00233436	1	1000-425-20-45	ADVERTISING	135.31	135.31
Total 695 00233436:										135.31	135.31
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	BATTALION CHIEF AD	695 00234386	1	1000-416-10-45	ADVERTISING	72.00	72.00
Total 695 00234386:										72.00	72.00
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	PROJECT MNGER AD	ACCT#437 00234624	1	1000-416-10-45	ADVERTISING	56.25	56.25
Total ACCT#437 00234624:										56.25	56.25
08/15	08/06/2015	94813	241	FEATHER PUBLISHING C	ADMIN STAFF ASSIT	ACCT437 00234387	1	1000-416-10-45	ADVERTISING	64.50	64.50
Total ACCT437 00234387:										64.50	64.50
08/15	08/06/2015	94814	265	FRONTIER	257-5152 FIRE	5152 071015	1	1000-422-10-45	COMMUNICATIONS	473.81	473.81
Total 5152 071015:										473.81	473.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94815	8220		REFUND WATER OVERPAYME	10227120001	1	9999-1001-001	CASH CLEARING - UTILITIES	43.33	43.33
08/15	08/06/2015	94815	8220		REFUND GAS OVERPAYMENT	10227120001	2	9999-1001-001	CASH CLEARING - UTILITIES	43.32	43.32
Total 10227120001:										86.65	86.65
08/15	08/06/2015	94816	1405	HARPER CPA, KEVIN W	PROFESSIONAL SER 6/15	072315	1	1000-415-10-43	PROFESSIONAL SVCS	630.00	630.00
Total 072315:										630.00	630.00
08/15	08/06/2015	94817	331	INTERNATIONAL CODE C	FIRE DEPT MEMBERSHIP 8/15 -	3055580	1	1000-422-10-48	DUES AND MEMBERSHIPS	135.00	135.00
Total 3055580:										135.00	135.00
08/15	08/06/2015	94818	1292		5HRS AT 1-4 FIRE 7/7/15	072115	1	1000-422-50-41	OVERTIME	110.00	110.00
Total 072115:										110.00	110.00
08/15	08/06/2015	94818	1292		COVERING CAL FIRE 7/23/15	072715	1	1000-422-50-41	OVERTIME	80.00	80.00
Total 072715:										80.00	80.00
08/15	08/06/2015	94819	362	KAUFFMAN, BILL	CITY HALL JANITORIAL SVCS	705113	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 705113:										650.00	650.00
08/15	08/06/2015	94820	1499	KMG VAL-TEX LLC	BOTTLES VALVE FUSH, LUBE S	102414	1	7401-430-62-46	SUPPLIES-GENERAL	380.02	380.02
Total 102414:										380.02	380.02
08/15	08/06/2015	94821	374	L N CURTIS & SONS	6" LEATHER FRONT	135705800	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	62.35	62.35
Total 135705800:										62.35	62.35
08/15	08/06/2015	94821	374	L N CURTIS & SONS	MONITOR'	136333200	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	1,499.63	1,499.63
Total 136333200:										1,499.63	1,499.63
08/15	08/06/2015	94822	383	LASCO	PLAQUE	2098	1	1000-419-10-46	SUPPLIES-GENERAL	38.70	38.70

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2098:										38.70	38.70
08/15	08/06/2015	94823	1335	LASSEN COUNTY OFFIC	CABLES FOR CAMERAS	15/16-013	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	3,000.00	3,000.00
Total 15/16-013:										3,000.00	3,000.00
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	LOCKWASH	225182	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	.16	.16
Total 225182:										.16	.16
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	V BELT	225198	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	13.19	13.19
Total 225198:										13.19	13.19
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	FT CHUCK, PLUG	225447	1	1000-422-10-46	SUPPLIES-GENERAL	6.39	6.39
Total 225447:										6.39	6.39
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	FLOOR MAT	225594	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	26.86	26.86
Total 225594:										26.86	26.86
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	OIL	225658	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	34.87	34.87
Total 225658:										34.87	34.87
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	SWITCH	226392	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	48.91	48.91
Total 226392:										48.91	48.91
08/15	08/06/2015	94824	411	LASSEN MOTOR PARTS	EPOXY, SWITCH	226803	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	46.85	46.85
Total 226803:										46.85	46.85
08/15	08/06/2015	94825	412	LASSEN REGIONAL SOLI	DUMP FEES	747085	1	1000-422-10-44	DISPOSAL	31.39	31.39
Total 747085:										31.39	31.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94826	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #86	46651	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	625.32	625.32
Total 46651:										625.32	625.32
08/15	08/06/2015	94826	413	LASSEN TIRE	1 FLAT REPAIR #93	46697	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.00	20.00
Total 46697:										20.00	20.00
08/15	08/06/2015	94826	413	LASSEN TIRE	11 CROWN VIC OIL & FILTER	51658	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	101.49	101.49
Total 51658:										101.49	101.49
08/15	08/06/2015	94827	413	SUSANVILLE TOWING	ANIMAL CONTROL OIL & FILTE	51676	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	64.78	64.78
Total 51676:										64.78	64.78
08/15	08/06/2015	94827	413	SUSANVILLE TOWING	05 EXPLORER OIL & FILTER	51686	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	55.67	55.67
Total 51686:										55.67	55.67
08/15	08/06/2015	94827	413	SUSANVILLE TOWING	13 F150 OIL & FILTER	51688	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	67.76	67.76
Total 51688:										67.76	67.76
08/15	08/06/2015	94828	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 072915	1	1000-452-20-46	ELECTRICITY	8.24	8.24
Total 1744 072915:										8.24	8.24
08/15	08/06/2015	94828	437	LMUD	RIVERSIDE PARK	1999 072915	1	1000-452-20-46	ELECTRICITY	6.58	6.58
08/15	08/06/2015	94828	437	LMUD	RIVERSIDE PARK	1999 072915	2	1000-452-20-46	ELECTRICITY	29.97	29.97
Total 1999 072915:										36.55	36.55
08/15	08/06/2015	94828	437	LMUD	1505 MAIN ST	2876 072315	1	1000-422-10-46	ELECTRICITY	415.46	415.46
08/15	08/06/2015	94828	437	LMUD	1505 MAIN ST	2876 072315	2	1000-422-10-46	ELECTRICITY	328.05	328.05
Total 2876 072315:										743.51	743.51
08/15	08/06/2015	94828	437	LMUD	1801 MAIN ST	8314 072315	1	1000-421-10-46	ELECTRICITY	652.35	652.35

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94828	437	LMUD	1801 MAIN ST	8314 072315	2	1000-421-10-46	ELECTRICITY	826.28	826.28
Total 8314 072315:										1,478.63	1,478.63
08/15	08/06/2015	94828	437	LMUD	RIVERSIDE PARK LIGHT	9501 072915	1	1000-452-20-46	ELECTRICITY	45.42	45.42
08/15	08/06/2015	94828	437	LMUD	RIVERSIDE PARK LIGHT	9501 072915	2	1000-452-20-46	ELECTRICITY	175.23	175.23
Total 9501 072915:										220.65	220.65
08/15	08/06/2015	94829	8216		REFUND GAS DEPOSIT	10236500006	1	7401-2228-000	DEPOSITS-CUSTOMER	197.80	197.80
Total 10236500006:										197.80	197.80
08/15	08/06/2015	94830	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 8/15	028410	1	7530-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 028410:										65.00	65.00
08/15	08/06/2015	94830	452	MARTIN SECURITY SYST	115 WEATHERLOW 8/15-10/15	028476	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 028476:										84.00	84.00
08/15	08/06/2015	94830	452	MARTIN SECURITY SYST	60 N LASSEN 8/15	028549	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 028549:										43.00	43.00
08/15	08/06/2015	94831	1416		VOLUNTEER 7/2, 7/8, 7/9/15	071015	1	1000-422-10-43	VOLUNTEERS	75.00	75.00
Total 071015:										75.00	75.00
08/15	08/06/2015	94831	1416		VOLUNTEER 7/22/15	072315	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 072315:										25.00	25.00
08/15	08/06/2015	94831	1416		VOLUNTEER 7/25/15	072815	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 072815:										25.00	25.00
08/15	08/06/2015	94832	975		RETURN CURB DEPOSIT 736 RI	07/27/15	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,239.00	1,239.00

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 07/27/15:										1,239.00	1,239.00
08/15	08/06/2015	94832	975		RETURN CURB DEPOSIT 370 C	072715	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	400.00	400.00
Total 072715:										400.00	400.00
08/15	08/06/2015	94833	481	MISSION LINEN & UNIFO	POLICE DEPART. 07/28/15	500602227	1	1000-421-10-46	SUPPLIES-JANITORIAL	161.25	161.25
Total 500602227:										161.25	161.25
08/15	08/06/2015	94834	7872		1HR AT THE 1-4 FIRE 7/7/15	072115	1	1000-422-50-41	OVERTIME	20.00	20.00
Total 072115:										20.00	20.00
08/15	08/06/2015	94835	1124		4HRS AT THE 1-4- FIRE 7/7/15	072115	1	1000-422-50-41	OVERTIME	80.00	80.00
Total 072115:										80.00	80.00
08/15	08/06/2015	94836	7875		REFUND GAS DEPOSIT	10301050112	1	7401-2228-000	DEPOSITS-CUSTOMER	108.31	108.31
Total 10301050112:										108.31	108.31
08/15	08/06/2015	94837	8213		REFUND GAS DEPOSIT	10114100009	1	7401-2228-000	DEPOSITS-CUSTOMER	181.15	181.15
Total 10114100009:										181.15	181.15
08/15	08/06/2015	94838	6064		REFUND GAS DEPOSIT	10437400026	1	7401-2228-000	DEPOSITS-CUSTOMER	169.26	169.26
Total 10437400026:										169.26	169.26
08/15	08/06/2015	94839	8214		REFUND GAS DEPOSIT	10306806112	1	7401-2228-000	DEPOSITS-CUSTOMER	195.15	195.15
Total 10306806112:										195.15	195.15
08/15	08/06/2015	94840	8221		DEPOSIT ELECTRIC PANEL RE	080315	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 080315:										100.00	100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94841	969	SIERRA PACIFIC TURF S	FERTILIZER	0458060	1	7530-451-52-46	SUPPLIES-GENERAL	89.21	89.21
Total 0458060:										89.21	89.21
08/15	08/06/2015	94842	8217		REFUND WATER DEPOSIT	10114200002	1	7110-2228-000	DEPOSITS-CUSTOMER	56.22	56.22
Total 10114200002:										56.22	56.22
08/15	08/06/2015	94842	8217		REFUND GAS DEPOSIT	10114430101	1	7401-2228-000	DEPOSITS-CUSTOMER	185.13	185.13
Total 10114430101:										185.13	185.13
08/15	08/06/2015	94843	8222		REFUND GAS OVERPAYMENT	10433330109	1	9999-1001-001	CASH CLEARING - UTILITIES	6.50	6.50
Total 10433330109:										6.50	6.50
08/15	08/06/2015	94844	8219		REFUND GAS DEPOSIT	10523700104	1	7401-2228-000	DEPOSITS-CUSTOMER	42.32	42.32
Total 10523700104:										42.32	42.32
08/15	08/06/2015	94845	677	SUSANVILLE SANITARY	1505 MAIN	2064 070115	1	1000-422-10-44	SEWER	42.80	42.80
Total 2064 070115:										42.80	42.80
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	GOLF BALLS	30994332	1	7530-451-55-46	SUPPLIES - GENERAL	280.20	280.20
Total 30994332:										280.20	280.20
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	GOLF CLUBS	30994550	1	7530-451-55-46	SUPPLIES - GENERAL	1,355.44	1,355.44
Total 30994550:										1,355.44	1,355.44
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	GLOVES	30997209	1	7530-451-55-46	SUPPLIES - GENERAL	402.81	402.81
Total 30997209:										402.81	402.81
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	VISORS	31007671	1	7530-451-55-46	SUPPLIES - GENERAL	712.47	712.47

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 31007671:										712.47	712.47
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	RANGE BALLS	31018352	1	7530-451-55-46	SUPPLIES - GENERAL	1,633.50	1,633.50
Total 31018352:										1,633.50	1,633.50
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	GOLF BALLS	31023612	1	7530-451-55-46	SUPPLIES - GENERAL	146.10	146.10
Total 31023612:										146.10	146.10
08/15	08/06/2015	94846	1245	TAYLORMADE GOLF	GOLF CLUBS	31031727	1	7530-1410-006	INVENTORIES - GOLF CLUBS	250.58	250.58
Total 31031727:										250.58	250.58
08/15	08/06/2015	94847	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1602	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1602:										575.00	575.00
08/15	08/06/2015	94848	1244	TITLEIST	GOLF CLUB FOR CUSTOMER	901064377	1	7530-451-55-46	SUPPLIES - GENERAL	174.00	174.00
Total 901064377:										174.00	174.00
08/15	08/06/2015	94849	966	TURF STAR, INC.	FERTILIZER	690681400	1	7530-451-52-46	SUPPLIES-GENERAL	841.67	841.67
Total 690681400:										841.67	841.67
08/15	08/06/2015	94850	530	U.S. BANK EQUIPMENT F	COPIER - FIRE DEPARTMENT	282328269	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 282328269:										160.96	160.96
08/15	08/06/2015	94851	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE DEP	9748197239	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9748197239:										76.02	76.02
08/15	08/06/2015	94852	5872		REFUND GAS DEPOSIT	10216650002	1	7401-2228-000	DEPOSITS-CUSTOMER	92.14	92.14
Total 10216650002:										92.14	92.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/06/2015	94853	770	WESTERN NEVADA SUP	COOLER FILTER	66304727	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	50.83	50.83
Total 66304727:										50.83	50.83
08/15	08/06/2015	94854	7362		REIM BAR SALES 07/20/15	072015	1	7530-2205-008	RESTAURANT BAR SALES TO V	14.77	14.77
Total 072015:										14.77	14.77
08/15	08/06/2015	94854	7362		REIM BAR SALES 07/23/15	072315	1	7530-2205-008	RESTAURANT BAR SALES TO V	78.35	78.35
Total 072315:										78.35	78.35
08/15	08/06/2015	94854	7362		REIM BAR SALES 07/24/15	072415	1	7530-2205-008	RESTAURANT BAR SALES TO V	23.26	23.26
Total 072415:										23.26	23.26
08/15	08/06/2015	94854	7362		REIM BAR SALES 073115	073115	1	7530-2205-008	RESTAURANT BAR SALES TO V	41.33	41.33
Total 073115:										41.33	41.33
08/15	08/06/2015	94854	7362		REIM BAR SALES 08/01/15	080115	1	7530-2205-008	RESTAURANT BAR SALES TO V	25.59	25.59
Total 080115:										25.59	25.59
08/15	08/06/2015	94854	7362	WHEELER, TAMMY	CONTRACT FOR G/C RESTURA	080515	1	7530-451-54-43	TECHNICAL SERVICES	2,000.00	2,000.00
Total 080515:										2,000.00	2,000.00
08/15	08/06/2015	94855	1378	ZITO MEDIA	CABLE F/D	356225062 072715	1	1000-422-10-45	COMMUNICATIONS	39.30	39.30
Total 356225062 072715:										39.30	39.30
Grand Totals:										53,648.75	53,648.75

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/07/2015	94856	1503	DIVISION OF THE STATE	7/31/14-6/30/15 SB 1186	080715	1	1000-2205-007	DEPOSITS PAYABLE - SB 1186	258.00	258.00
Total 080715:										258.00	258.00
08/15	08/07/2015	94857	230	ENTENMANN - ROVIN CO	BADGES, BUCKLES	0108406	1	1000-422-10-46	SUPPLIES-GENERAL	275.31	275.31
Total 0108406:										275.31	275.31
08/15	08/07/2015	94858	1501	FIVE DOT LAND AND CA	CARL MOYER CYCLE 16	080515	1	8405-430-10-48	GRANTS	11,798.00	11,798.00
Total 080515:										11,798.00	11,798.00
08/15	08/07/2015	94859	1502	HAGATA RANCH, INC	CARL MOYER CYCLE 16	080515	1	8405-430-10-48	GRANTS	12,042.00	12,042.00
Total 080515:										12,042.00	12,042.00
08/15	08/07/2015	94860	6614		REFUND WATER OVERPAYME	10513200005	4	9999-1001-001	CASH CLEARING - UTILITIES	60.00	60.00
Total 10513200005:										60.00	60.00
Grand Totals:										24,433.31	24,433.31

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
08/15	08/12/2015	94862	6	ACCAP	CAP CONF 08/	081115	1	1000-411-10-45	TRAVEL	175.00	175.00
Total 081115:										175.00	175.00
08/15	08/12/2015	94863	108		TR EX 08/18/15 FRESNO ACCA	081115	1	1000-411-10-45	TRAVEL	317.71	317.71
Total 081115:										317.71	317.71
Grand Totals:										492.71	492.71

AGENDA ITEM NO. 12A

Reviewed by: JGH City Administrator
____ City Attorney

____ Motion Only
____ Public Hearing
X Resolution
____ Ordinance
____ Information

Submitted By: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: August 19, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5197** authorizing the acceptance of Federal Aviation Administration (FAA) grant for PAPI Design Work and authorizing the Mayor to execute the grant offer

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The existing Visual Approach Slope Indicator (VASI) system at the airport is inoperable and replacement parts are unavailable. At its May 6th 2015 meeting, the City Council authorized the submittal of a grant application to the Federal Aviation Administration (FAA) for the design of a Precision Approach Path Indicator (PAPI) system on both ends of the main runway to replace the outdated VASI system. As of July 29, 2015, the FAA accepted the submitted application and has made an offer that will cover 90 percent of the project cost. The agreement must be executed by August 31st however the document was not available at the time of agenda preparation.

The PAPI design project will be eligible for Caltrans matching grant funds and if the application for Caltrans funding is approved the cost breakdown will be as follows:

Estimated Funding:	
Federal	$62,739
State	$ 3,137
City	$ 3,834
Total	$69,710

FISCAL IMPACT: Up to ten percent of the overall grant offer which will include in-kind services in the amount of $6,971

ACTION REQUESTED: Motion to approve **Resolution No.15-5197** authorizing the acceptance of Federal Aviation Administration (FAA) grant for PAPI Design Work and authorizing the Mayor to execute the grant offer

ATTACHMENTS: Resolution No. 15-5197
FAA Grant Agreement Offer to be provided

RESOLUTION NO. 15-5197
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE ACCEPTING THE GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR THE SUSANVILLE MUNICIPAL AIRPORT PRECISION APPROACH PATH INDICATORS (PAPI) PROJECT AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT

WHEREAS, the City Council authorized C&S Companies to submit the Susanville Municipal Airport Precision Approach Indicators (PAPI) Project to the FAA by Resolution No. 15-5168; and

WHEREAS, funding is available through the Federal Aviation Administration (FAA) to replace the obsolete Visual Approach Slope Indicators with new Precision Approach Path Indicators at the Susanville Municipal Airport; and

WHEREAS, the grant for project 3-06-0251, PAPI Design has been accepted by the Federal Aviation Administration and;

WHEREAS, the Federal Aviation Administration has made a grant offer to the City to fund 90 percent of the PAPI Design project costs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Grant offer from the Federal Aviation Administration (FAA) is accepted and authorizes the Mayor to execute the grant agreement for the design portion of Precision Approach Path Indicator Systems project at the Susanville Municipal Airport.

Dated: August 19, 2015

APPROVED:_____
Brian R. Wilson, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

The foregoing Resolution Number 15-5197 was adopted at a regular meeting of the City Council of the City of Susanville held on the 19th day of August, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:_____
Jessica Ryan, City Attorney

AGENDA ITEM NO. 12B

Reviewed by: JH City Administrator
____ City Attorney

____ Motion Only
____ Public Hearing
X Resolution
____ Ordinance
____ Information

Submitted By: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: August 19, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5198** authorizing submittal of grant application, acceptance of fund allocation and execution of a grant agreement with the California Department of Transportation, for an Airport Improvement Program (AIP) Matching Grant

PRESENTED BY: Jared Hancock, City Administrator

SUMMARY: The Federal Aviation Administration (FAA) issued the City a 90 percent grant offer for project 03-06-0251, which consists of design work for a new Precision Approach Path Indicator (PAPI) system at the airport. The California Department of Transportation, Division of Aeronautics makes funding available to provide for a five percent grant match to assist airports with improvement projects. City Council authorization is required to apply for Caltrans matching grant funds. If the funding is approved, the cost breakdown will be as follows:

Estimated Funding:	
Federal	$ 62,739
State	$ 3,137
City	$ 3,834
Total	$ 69,710

FISCAL IMPACT: Application preparation costs.

ACTION REQUESTED: Motion to approve **Resolution No.15-5198** authorizing submittal of a grant application to Caltrans, accept allocation of funds and execute a grant agreement with the California Department of Transportation, for an Airport Improvement Program (AIP) Matching Grant

ATTACHMENTS: Resolution No. 15-5198

RESOLUTION NUMBER 15-5198
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE SUBMITTAL OF AN APPLICATION, ACCEPTANCE OF AN ALLOCATION OF FUNDS AND EXECUTION OF A GRANT AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION, FOR AN AIRPORT IMPROVEMENT PROGRAM (AIP) MATCHING GRANT

WHEREAS, the City of Susanville and the Federal Aviation Administration are parties to federal Airport Improvement Program (AIP) grant 03-06-0251 for the Precision Approach Path Indicator (PAPI) Systems and;

WHEREAS, the California Department of Transportation, pursuant to the Public Utilities Code section 21683.1, provides grants for five percent of eligible project costs for Federal Aviation Administration grants to airports; and

WHEREAS, the California Department of Transportation requires the City Council to adopt a resolution authorizing the submission of an application for an AIP Matching grant;

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

1. Authorizes filing an application for a state AIP Matching grant for this project.

2. Authorizes accepting the allocation of state AIP Matching funds for the project.

3. Authorizes execution of an AIP Matching Grant Agreement for this project; and

BE IT FURTHER RESOLVED, that the City Council; of the City of Susanville does hereby authorize the Mayor to execute all documents required to apply for and accept these funds for Project 03-06-0251.

Dated: August 19, 2015

APPROVED:_____
Brian R. Wilson, Mayor

ATTEST:_____
Gwenna MacDonald, City Clerk

I hereby certify the foregoing Resolution Number 15-5198 was adopted at the regular meeting of the City Council of the City of Susanville on the 19th day of August, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

_____
Jessica Ryan, City Attorney

AGENDA ITEM NO. 12C

Reviewed by: YGH City Administrator
____City Attorney

____Motion only
____Public Hearing
_X_Resolution
____Ordinance
____Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: August 19, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5200** authorizing Mayor to execute agreement with Remedy Engineering Inc. for design consulting services for the State Transportation Improvement Program (STIP) Projects 'SC-2' and 'SC-3' Pavement Overlays on various City streets, in an amount not to exceed $46,000.00

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The STIP Project 'SC-2' and 'SC-3' for overlay of certain streets was conceptualized several years ago to improve ride-ability and potentially reduce the Department of Public Works annual maintenance costs. In order to expedite the design process, best utilize available resources, and manage current staff commitments, staff developed a Request for Proposals (RFP) to assist staff in the completion of construction documents and navigate the Division of State Architects (DSA) review for required Americans with Disabilities Act (ADA) compliant pedestrian facilities.

These projects have been allocated a total of $60,000 ($30,000 per project) to complete this phase of the work. A portion of this funding will be used by City staff to administer the projects, advertise and award bids for delivery into the construction phase. The agreement provides for work items to be identified by specific task orders. This will ensure that resources are allocated efficiently.

Programming of construction costs in an amount up to $992,000 and $951,000 respectively for SC-2 and SC-3 will be requested from the California Transportation Commission (CTC) in December of this year and, if awarded, made available for the Spring 2016 construction season provided funds remain available. There is a possibility that the CTC will be unable or unwilling to allocate funding as a result of recent shortfalls in the STIP program statewide. Staff anticipates, that by retaining a consultant, to accelerate the design process and enter the queue for funding as soon as feasible that the City will increase the probability of obtaining the programmed funds.

The streets identified as part of Projects SC-2 and SC-3 will include portions of Adaline, Adella, Arnold, Covina, Foss, South Gay, Laverne, Limoneira, Martha and Monrovia along with Maple, McDow, Oak, Orange, Park, Sacramento, Santa Paula and Small streets. Additions and/or deletions may occur as design progresses depending on factors such as utility conflicts, need for additional right of way, costs associated with each street and required ADA facilities.

On July 7, 2015, staff released a request for proposals (RFP) for design services. On July 24, 2015, three proposals were received.

Procedures set forth in the California Department of Transportation Local Assistance Procedures Manual (LAPM), 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 and as suggested in the LAPM.

After evaluation of the proposals, two proposals were determined non-responsive by the RFP review team. These proposals received low evaluation scores and were missing required criteria outlined in the RFP. Both firms were contacted and encouraged to meet with City staff to discuss ways in which future submittals could be considered complete and remain competitive. The proposal submitted by Remedy Engineering Inc. was determined to be the most responsive and received the highest evaluation scores from all members of the RFP review team. Remedy Engineering, Inc. has the ability and experience to deliver the scope of work outlined in the RFP on time and submitted an acceptable fee schedule.

FISCAL IMPACT: $60,000 in funding through the State Transportation Improvement Program (STIP) is allocated for these projects. The City has met all program requirements and is eligible for reimbursement for project costs.

ACTION REQUESTED: Motion to adopt Resolution No. 15-5200 authorizing Mayor to execute an agreement with Remedy Engineering, Inc. for the State Transportation Improvement Program (STIP) Projects 'SC-2' and 'SC-3' Pavement Overlays on various City streets, in an amount not to exceed $46,000.00.

ATTACHMENTS: Resolution No. 15-5200
Agreement

RESOLUTION NUMBER 15-5200
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING MAYOR TO EXECUTE AGREEMENT WITH REMEDY ENGINEERING, INC. FOR DESIGN SERVICES FOR STIP PROJECTS 'SC-2 & SC-3'.

WHEREAS, the City of Susanville has been allocated funding, in the amount of $60,000, through the State Transportation Improvement Program (STIP) to complete the design (PS&E) phases in order to provide construction document for a pavement overlay of certain streets within the City of Susanville; and

WHEREAS, the technical nature of the work required to complete the project and project delivery of these projects is such that a need to expedite the design phase of STIP Project 'SC-2 and SC-3' has been identified; and

WHEREAS, the allocated funding, in the amount of $30,000 for each project seperately, is available to hire a professional firm to complete design document preparation services suitable for construction; and

WHEREAS, the City has followed the appropriate procurement procedures to solicit and evaluate proposals per federal and state requirements; and

WHEREAS, three proposals were received and evaluated; and

WHEREAS, Remedy Engineering Inc. has been determined to have the ability and experience to deliver the design consulting services; and

WHEREAS, Remedy Engineering, Inc. has proposed a price not to exceed $46,000.

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 an Agreement with Remedy Engineering Inc. for design services for the STIP Project 'SC-2' and 'SC-3' Pavement Overlay of various streets within the City of Susanville Project.

Dated: August 19, 2015

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 15-5200 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of August, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

_____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryann, City Attorney

CITY OF SUSANVILLE

STIP PROJECT 'SC-2' and 'SC-3'

PAVEMENT OVERLAY AND ADA FACILITIES

DESIGN SERVICES AGREEMENT

ADMINISTRATING AGENT:

CITY OF SUSANVILLE
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130
TELEPHONE NUMBER (530) 257-1050

August 2015

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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:

REMEDY ENGINEERING INC.

The Project Manager for the "CONSULTANT" will be:

MICHAEL WEBB, P.E.

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

City of Susanville Public Works Department
Office of the City Engineer

The Contract Administrator for LOCAL AGENCY will be:

DANIEL GIBBS.

B. The work to be performed under this contract is described in Article II entitled Statement of Work and the original CONSULTANT's Cost Proposal dated July 22, 2015 approved and revised as of August 12, 2015. 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 design services (exclusive of utility coordination and Right-of-Way certification) for the STIP funded pavement overlay and ADA facilities project at various locations within the City of Susanville identified as 'SC-2' and 'SC-3" at the costs provided in the Cost Proposal (Attachment I). The studies and activities for providing engineering design services and developing the completed plans and specifications and estimates suitable for bidding and construction as outlined in the Request for Proposals (RFP) (Attachment II).

CONSULTANT will also be required to provide preliminary engineering work to determine quantities for the project completion. CONSULTANT will be responsible for communicating and coordinating with all affected regulatory agencies, as applicable, in order to facilitate completion as dictated during the preparation of the work.

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:

Daniel Gibbs, P.E.
Department of Public Works
720 South Street
Susanville, CA 96130
Phone: (530) 257-1050
Facsimile: (530) 257-1057
dgibbs@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

LOCAL AGENCY is responsible for performing all work necessary for identifying the location, size, material, contents, etc. of underground and overhead utilities present within the project limits and providing said information to the CONSULTANT. In the event that utility conflicts are unavoidable, LOCAL AGENCY shall perform all work necessary to coordinate utility relocations including but not limited to positive location identification, utility conflict mapping, etc. CONSULTANT shall not be liable for delays to the project schedule associated with LOCAL AGENCY delays in providing said information to the CONSULTANT. CONSULTANT shall not be held liable for problems arising due to faulty, incorrect, or missing utility information during construction activities.

LOCAL AGENCY is responsible for preparation of the Right-of-Way certification in conformance with the Caltrans Local Agency Procedures Manual. CONSULTANT shall not be held liable for delays to the project schedule associated with LOCAL AGENCY delays in the preparation of the Right-of-Way certification.

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 September 1, 2015, 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, 2016, 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 CONSULTANTS 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:

Daniel Gibbs, P.E.
Department of Public Works
720 South Street
Susanville, CA 96130
Phone: (530) 257-1050
Facsimile: (530) 257-1057
dgibbs@cityofsusanville.org

H. The total amount payable by LOCAL AGENCY shall not exceed $46,000.

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 RFP established a DBE goal of 12.78% for design services. CONSULTANT shall make a good faith effort to meet the established goal by using a DBE sub-consultant as indicated in CONSULTANT'S Cost Proposal

(Attachment I). If DBE sub-consultant 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). Where the scope of work is revised by LOCAL AGENCY such that the goal cannot be met, CONSULTANT shall not be held liable nor be required to pursue alternative DBE work in order to maintain the established goal.

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 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 for participating equipment with a fair market value greater than $5,000 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:

Remedy Engineering Inc.
Michael Webb, Project Manager
2510 Old Eureka Way
Redding, CA 96001
(530) 241-7658

LOCAL AGENCY:

City of Susanville
Daniel Gibbs, Contract Administrator
720 South Street
Susanville, CA 96130
(530) 257-1041

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

Consultant

Thomas E. Corontzos

Name of Signer: THOMAS E CORONTZOS, PRINCIPAL

DATE: 8/13/15

City of Susanville

Name of Signer: Brian Wilson, Mayor

DATE:_____

APPROVED AS TO FORM:

Name of Signer:_____
Jessica Ryan, City Attorney

DATE:_____

Estimated Fee Compensation Schedule
Design Consultant Services for ADA Facilities in Conjunction with Pavement Rehabilitation SC2 and SC3 Projects, City of Susanville, California

Task No.	Task Description[1][2]
Task 1	Project Management
Task 2	Attend Project Kickoff Meeting
Task 3	Field Review
Task 4	ADA Plan
Task 4a	Prepare Preliminary ADA Plan
Task 4b	Preliminary ADA Plan Review (City)
Task 4c	Preliminary ADA Plan Review (Caltrans - District 2)
Task 4d	**Final ADA Plan**
Task 5	Utility Coordination
Task 6	Spot Location Topographic Surveys (as required)
Task 6a	Collect & Process Topographic Survey Data
Task 6b	**R/W Certification**
Task 7	60% PS&E
Task 7a	**Prepare 60% PS&E**
Task 7b	60% PS&E Review
Task 8	90% PS&E
Task 8a	**Prepare 90% PS&E**
Task 8b	90% PS&E Review
Task 9	**100% PS&E - RTL**

Abbreviations:

PIC	Principal-in-Charge
PM	Project Manager
PE	Project Engineer
AE	Associate Engineer
SE	Staff Engineer
Tech	Technician
Draft	Draftsman
ADA	Americans with Disability Act
DBE	Disadvantage Business Enterprise
PA&ED	Project Approval & Environmental Document
PS&E	Plans, Specifications, and Estimate
RFP	Request for Proposal
RTL	Ready-to-List
R/W	Right of Way
Subs	Sub-Consultant

Summary of Design Fees by Task[3]

Classification	PIC	PM	PE	AE	SE	Tech	Draft	Subs[5]	Reimbursable Expense	Total Hours	Total Cost
Rate/Hour[4]	$123	$108	$108	$85	$80	$75	$70				
Task 1	10 Hrs	20 Hrs								30 Hrs	$3,390
Task 2		8 Hrs							$100	8 Hrs	$964
Task 3			16 Hrs						$350	16 Hrs	$2,078
Task 4										--	$0
Task 4a		1 Hrs	20 Hrs		20 Hrs					41 Hrs	$3,868
Task 4b		1 Hrs	8 Hrs		4 Hrs					13 Hrs	$1,292
Task 4c		1 Hrs	8 Hrs		2 Hrs					11 Hrs	$1,132
Task 4d	1 Hrs	1 Hrs	8 Hrs		2 Hrs					12 Hrs	$1,255
Task 5	To be Completed by City Staff[6]									--	$0
Task 6										--	$0
Task 6a		1 Hrs	8 Hrs		8 Hrs			$5,610	$100	17 Hrs	$7,322
Task 6b	To be Completed by City Staff[6]									--	$0
Task 7										--	$0
Task 7a	1 Hrs	1 Hrs	40 Hrs		40 Hrs		40 Hrs			122 Hrs	$10,551
Task 7b		1 Hrs	8 Hrs						$100	9 Hrs	$1,072
Task 8										--	$0
Task 8a	1 Hrs	1 Hrs	40 Hrs		20 Hrs		20 Hrs			82 Hrs	$7,551
Task 8b		1 Hrs	8 Hrs						$100	9 Hrs	$1,072
Task 9	1 Hrs	1 Hrs	20 Hrs		10 Hrs		10 Hrs		$250	--	$4,141
Hour Subtotal	**14 hrs**	**38 hrs**	**184 hrs**	**0 hrs**	**106 hrs**	**0 hrs**	**70 hrs**	--	--	**370 Hrs**	
Cost Subtotal	**$1,722**	**$4,104**	**$19,872**	**$0**	**$8,480**	**$0**	**$4,900**	**$5,610**	**$1,000**		**$45,688**

Notes:

[1]**Bold** tasks represent tasks with deliverables.

[2]Underlined tasks represent tasks to be completed by the City.

[3]Some shifting of fees between tasks shall be permitted by the City of Susanville to balance the Not-to-Exceed Amount.

[4]Hourly rates based on Remedy Engineering's current Indirect Cost Rate.

[5]Subconsultant markup is 10%.

[6]City staff will complete these tasks in their entirety.

Remedy Engineering	$40,078
Sub Consultants	$5,100
Sub-Consultants markup (10%)[5]	$510
Total	$45,688
Not-to-Exceed Amount	**$46,000**

Summary of Sub-Consultants

Sub-Consultant	Task 6a	Task 6b
Mapca Surveys	$5,100	$0
Total Sub-Consulted Amount	**$5,100**	

Summary of DBEs

Phase	Goal	Fee	DBE Sub	DBE %
PS&E	12.78%	$45,688	$5,100	11.16%

CITY OF SUSANVILLE

PUBLIC WORKS DEPARTMENT

720 South Street * Susanville, California 96130
(530)257-1041 * FAX (530)257-1057

REQUEST FOR PROPOSALS -

DESIGN CONSULTANT SERVICES FOR

ADA FACILITIES IN CONJUNCTION WITH PAVEMENT REHABILITATION

2015 STIP Pavement Rehabilitation Project in the City of Susanville

Proposals Due July 24, 2015

The City of Susanville is now accepting proposals for design services for the City's proposed STIP projects known as "SC-2 and SC-3" for pavement rehabilitation on various streets and ADA compliant facilities design is required within the City.

This work is subject to State contract discrimination compliance requirements pursuant to Government Code Section 12990. The City of Susanville has a Disadvantaged Business Enterprise (DBE) participation goal of 12.78% for the design portion for State or Federally funded projects.

Proposal information and RFP packages can be obtained from the City of Susanville Public Works Department located at 720 South Street in Susanville CA 96130 or call (530) 257-1041. They must be submitted to the City of Susanville Public Works Department located 720 South Street in Susanville, CA 96130 **prior to 3:00 p.m. on July 24, 2015** at which time they will be opened and referred to an evaluating committee.

The City of Susanville reserves the right to refuse or reject any or all proposals.

Sincerely,

DC Gibbs

Daniel Gibbs, City Engineer
530-257-1050 (phone)
dgibbs@cityofsusanville.org (email)

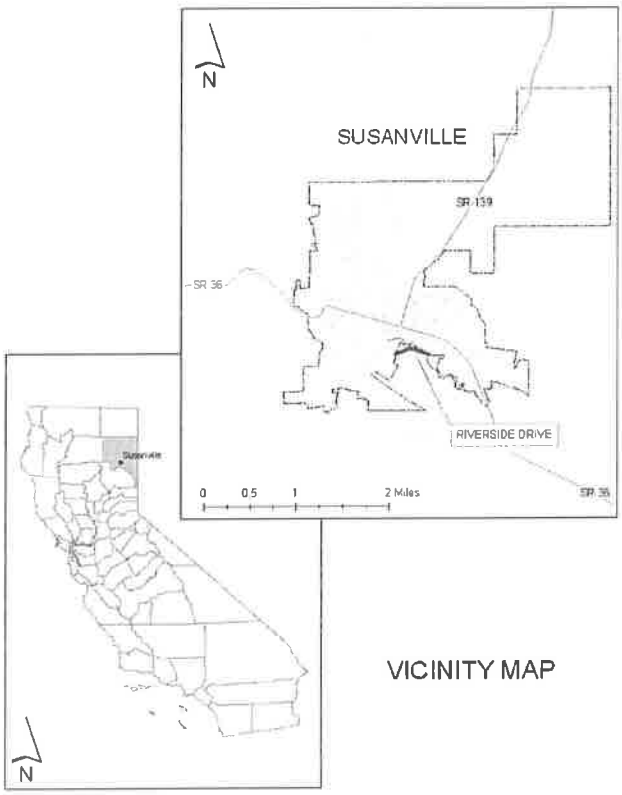
CITY OF SUSANVILLE

Request for Proposals (RFP No. 15-04)

Design Services

"ADA Design – 2015 STIP Pavement Rehabilitation"

ATTACHMENT A



VICINITY MAP

Submittal Summary

Project Name: Design Services ADA Design - 2015 STIP Pavement Rehabilitation
Due Date/Time: July 24, 2015; 3:00 pm
Contact: Daniel Gibbs, City Engineer
dgibbs@cityofsusanville.org (530) 257-1050
Delivery Location: 720 South Street, Susanville CA 96130

Introduction

The City of Susanville is soliciting proposals to provide professional design and consulting services for developing plans and specifications for the City Rehabilitation Project 'SC-2 and SC-3', located within the City of Susanville. Funding is currently available for this phase of the project and funded with State dollars. The City of Susanville is the lead agency to plan, design, and reconstruct certain local streets with a 2.5" asphalt pavement overlay and upgrade any adjacent pedestrian facilities.

All design work will be in conformance with the Caltrans Local Assistance Procedures Manual, the latest draft version of the PROWAG and AADAG or any other adopted standards affecting the placement of ADA complaint facilities along the proposed street segments. **The consultant will develop plans and specifications suitable for approval by both DSA and Local Assistance in District 2 of Caltrans to assure full reimbursement for funding associated with the City's STIP projects as approved by the CTC.**

The final project deliverable from the consultant will be to provide biddable plans, specifications and estimates from design services related specifically to developing any needed ADA compliant and relevant facilities adjacent to the local City streets designated for pavement overlay.

Programming comes from the 2014 STIP (amended March 26, 2015) indicates this project scheduled for construction in FY 16/17. The City desires the design completed well in advance of August of 2015 so that construction related field work can begin as soon as funding is available. At present, $30,000 per project has been programmed for PS&E with the City drawing down on small portions of the available funding for administrative expenses and preliminary engineering .

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 (in the informal process as described in Chapter 10 at Section 9 for Miscellaneous Considerations (Engineering Services under $150,000) of the LAPM for consultants to complete the design effort in developing plans and specifications.

The City intends to compare and evaluate all qualifying submittals and select the most qualified candidate based on proposal content, responsiveness to the City's criteria and goals.

The City of Susanville has a 12.78% goal for PS&E on Disadvantaged Business enterprise participation on this project. All qualified consultants shall submit the DBE participation forms with their proposal. Failure to submit the required DBE information with the proposal will be grounds for fining the proposal non responsive

Correspondence

All questions and inquiries should be directed to:

Daniel Gibbs, City Engineer
City of Susanville
720 South Street
Susanville, CA 96130
(530) 257-1050

Proposal Submittal Deadline

All proposals must be received at the address listed above **prior to 3:00 pm on July 24, 2015. 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 – RFP No. 15-04." Late or incomplete proposals will not be considered.

Project Description

The City of Susanville Pavement Rehabilitation Projects 'SC-2' (PPNo. 2513) and 'SC-3' (PPNo. 2514) were programmed into the State's STIP program several years ago to provide funding for the rehabilitation of local streets with pavement in a condition beyond normal maintenance efforts.

These projects are for pavement overlay along both primarily residential streets with some segments within the commercial areas of uptown Susanville. Most streets act in a local classification with some functioning as collectors. It is expected that existing ramps, where present, be upgraded to current standards and certain portions of street frontage be considered for additional facilities where warranted. The acquisition of right of way is not anticipated nor programmed and relocation of utilities should be avoided as much as feasible.

The consultant will consider alternative solutions to meet current ADA standards in order to avoid the need for acquisition of property, avoiding conflicts with utilities and private improvements. Encroachments into the City right of way will be handled on a case-by-case basis. The focus of design effort should be on developing scenarios that maximize the funding allocations provided for the project on asphalt material while still providing needed pedestrian facilities, where warranted.

The project will serve to improve the ride-ability of streets within the incorporated area of the City and minimize excessive maintenance efforts by the City as result of the poor condition of the streets. See Exhibit 'A' attached for a list of street segments anticipated as part of the project. Some additional work will include reconstruction of failed structural sections, re-establishing drainage patterns with regard to or re-conforming street profiles, developing proper road prisms (cross slopes) and updating existing pedestrian facilities (ADA complaint) with upgrades to handicap ramps and sidewalk areas as funding allows.

REQUIREMENTS

1. Scope of Services

PART A: The consultant should be capable of providing professional design (preliminary engineering) services to produce the following elements of work to deliver a project ready for advertising and construction. The following services are desired:

i. Develop plans and specifications (based on the description of work above) for the pavement rehabilitation of existing urban streets and adjacent ADA compliant facilities where determined required and/or needed to serve the community;
ii. Propose alternative designs (with cost estimates) to address needed ADA compliant facilities while maximizing project allocations for asphalt material over Portland cement concrete;
iii. Attend meetings with DSA and the District 2 DLAE (or Headquarters if needed) to present, discuss, and negotiate specific scopes and limits of work and obtain approval of the project documents;
iv. Provide administrative and technical support in the procurement of reimbursement funds through STIP funding allocations for the project.

The City of Susanville is the lead agency responsible for the CEQA document. No Federal funds are associated with these project thus NEPA environmental clearance is not required.

The consultant will be required to develop the project tasks and deliverables required to successfully complete final design documents suitable for construction. The consultant shall also provide a project schedule with target milestones in concert with required funding deadlines to ensure the City is not placed at risk to jeopardize allocations for the project from the CTC under the current STIP program.

2. Disadvantaged Business Enterprise – DBE

The City of Susanville has established a DBE goal for PS&E services on this Contract of 12.78 %. The consultant is directed to Exhibit 10-I attached to this request for proposal.

A. TERMS AS USED IN THIS DOCUMENT

i. 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.

ii. The term "Agreement" also means "Contract."

iii. Agency also means the local entity entering into this contract with the Contractor or Consultant.

iv. The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

B. AUTHORITY AND RESPONSIBILITY

i. 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.

ii. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

C. SUBMISSION OF DBE INFORMATION

i. Exhibit 10-O1 *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 in accordance with Exhibit 15-H attached. All DBE participation will be counted towards the contract goal; therefore, all DBE participation shall be collected and reported.

ii. Exhibit 10-O2 *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.

D. 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:

i. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).

ii. 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.

iii. 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:

   a) The proposer is a DBE and will meet the goal by performing work with its own forces.

   b) The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.

   c) The proposer, prior to proposing, made adequate good faith efforts to meet the goal.

iv. 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.

v. 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.

vi. 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.

vii. 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.

E. RESOURCES FOR DBE

i. 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.

ii. 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/.

a. Click on the link in the left menu titled *Disadvantaged Business Enterprise*;

b. Click on Search for a DBE Firm link;

c. Click on *Access to the DBE Query Form* located on the first line in the center of the page.

F. MATERIALS OR SUPPLIES PURCHASED FROM DBE'S COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

i. 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.

ii. 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.

iii. 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.

iv. 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.

3. Proposal Requirements

A. General

i. All interested and qualified 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.

ii. 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.*

iii. 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.

iv. In developing the proposal the Consultant should carefully review this proposal to take into consideration the rights, obligations, and costs associated therewith. Any revision to the RFP which the Consultant desires must be specified in the proposal.

v. Consultant shall include a work plan & staffing plans for each phase with a supporting organizational chart identifying the proposed team, their names, classifications, resumes, and references to be specifically assigned to the project;

vi. The Project Manager and all individuals authorized to negotiate a contract and revisions on behalf of the firm;

vii. A contingency plan for staffing in the event those assigned and identified in part (v) & (vi) above assigned are unable to participate or complete the project;

4. 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 Consultant firm shall sign the original cover page and fee schedule of the proposal.

The proposal shall contain a "Not-To-Exceed" (NTE) total fee compensation schedule. The fee proposal shall indicate the expected total fee for the work described in the Consultant services proposal. The total fee shall also be itemized by task or phase (may include key milestones), 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."

A. **Statement of Certification** – Include the following in the proposal:

i. A concise statement of the services proposed, clearly labeled "Design Consultant services for City Pavement Rehabilitation Project "SC through SC3" in the City of Susanville, California;"

ii. A statement that the Consultant will provide the services as described in the proposal within the time frames as outlined in the RFP;

iii. A statement that all aspects of the proposal, including cost, have been determined independently, without consultation with any other prospective competitor for the purpose of restricting completion;

iv. A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty;

v. A statement that the Consultant agrees that aspects of the RFP and the proposed submittal shall be binding if the proposal is selected and the contract awarded;

vi. A statement that the Consultant agrees to provide the City with any other information determined necessary for an accurate determination of the Consultant's ability to perform services as proposed;

vii. A statement that the prospective Consultant, if selected, will comply with all applicable rules, laws, and regulations.

viii. A statement of certification that the Consultant has an adequate financial management and accounting system in place that complies with 48 CFR Part 16.301.3, 48 CFR Part 31 and 49 CFR Part 18.

ix. A statement of certification that the Consultant complies with applicable audit and review standards noted in, but not limited to, Section 10.3 of the Caltrans Local Assistance Procedures Manual (LAPM) and any applicable Federal regulations specified therein.

B. **Proposal Description** - A detailed description of the proposal being made, to include the following:

i. Brief synopsis of the Consultant's understanding of the project and the City's objectives;

ii. Narrative description of the proposed approach to achieve the project objectives and requirements;

iii. Detailed scope of work;

iv. Milestones and deliverable charts;

v. Proposed timeline taking note that the City is very interested in an expedited process;

vi. Staffing and assignment of key personnel;

vii. Budget shall provided 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.

C. **Statement of Experience** – Include the following in the proposal:

i. Business name, address, and phone/fax numbers of the prospective Consultant and legal entity such as corporation, partnership, etc.

ii. Number of years the prospective Consultant has been in business under the present business name, as well as related prior business names;

iii. A statement that the prospective Consultant has a demonstrated capacity to perform the required services;

iv. List any applicable licenses or permits presently held and indicate ability to complete the required services;

v. A statement that the Consultant has an organization that is adequate to perform the required services.

D. **Similar Contracts** – Recent contracts involving similar proposals.

i. For each contract show:

a) Date of completion and duration of each contract

b) Type of service

c) Total dollar amount contracted for and amount received

d) Location of area served

e) Name, address, and phone/fax number of agency with which contracted and agency contact person administering the contract. If none, so state.

ii. If any contract was terminated prior to the original termination date during the last five years, show for each contract:

a) Date of completion and duration of each contract;

b) Type of service

c) Total dollar amount contracted for and amount received

d) Location of areas served

e) Name, address and phone/fax numbers of agency with which contracted and agency contact person administrating the contract; and

f) Explanation for contract termination. If none, so state.

iii. Related contracts currently in effect – show the following for each contract:

a) Date due for completion and duration of contract;

b) Type of service

c) Total contract amount

d) 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.

iv. 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.

v. Describe controlling interests held in any other firms providing equivalent or similar services. If none, so state.

vi. Describe financial interest in other lines of business. If none, so state.

vii. Describe any pending litigation involving prospective Consultant or any officers, employees, and/or Consultants thereof, in connection with contracts. If none, so state.

viii. A statement that the Consultant does not have any commitments or potential commitments which may impact on the Consultant's ability to perform the contract services.

ix. Statement that the Consultant does not have any financial conflicts of interest with City of Susanville or its representatives.

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

i. 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.

ii. If the Consultant plans to subcontract any portion of the service delivery described in the RFP, the 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.

F. **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.

G. **Schedule:**

- Proposal shall include a schedule for the completion and DSA approval of design documents and any needed technical studies that reflects the consultant's plan to complete the work by October 2, 2015.

H. **DBE Forms:**

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

I. **Non-Lobbying Certification:**
Firms are required to sign Non-Lobbying Certification For Federal-Aid Contracts that is included at the end of the Request for Proposals.

J. **Protest Procedures and Dispute Resolution:**
Firms are required to required to comply with the process found in 49 CFR 18.3(b)(12).

8. Proposal Evaluation and Selection Requirements

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:

• Quality of staff and Compliance with RFP Instructions:	10%
• Understanding and Need of Type of Work to be completed:	20%
• Relevant Project Specific Experience & Qualifications:	20%
• Experience & Qualifications Working with Agencies involved	25%
• Financial Responsibility & Ability to Complete Work on time (schedule):	10%
• Demonstrated Technical Abilities/Capability of developing innovative design	15%
TOTAL	**100%**

9. Method of Payment / Compensation

Engineering, Design (Plans, Specifications & Estimating) Services:

Use Exhibit 10-H, Example #2 for Cost Proposal Format

A. CONSULTANT will be reimbursed for hours worked at the hourly rates specified in CONSULTANT's Cost Proposal (Attachment Number). The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee. These rates are not adjustable for the performance period set forth in this Contract.

B. CONSULTANT will be reimbursed for incurred (actual) direct costs other than salary costs that are in the cost proposal and identified in the cost proposal and in any executed Task Orders.

C. Specific project specific phases/milestones will be assigned through issuance of Task Orders.

D. Once the project identified for services under this contract is authorized by CITY OF SUSANVILLE, CITY OF SUSANVILLE will prepare a draft Task Order; less the cost estimate. A draft Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and will designate a CITY OF SUSANVILLE Project Coordinator. The draft Task Order will be delivered to CONSULTANT for review. CONSULTANT shall return the draft Task Order within ten (10) calendar days along with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee if any, and total dollar amount. After agreement has been reached on the negotiable items and total cost; the finalized Task Order shall be signed by both CITY OF SUSANVILLE and CONSULTANT.

E. Task Orders may be negotiated for a lump sum (Firm Fixed Price) or for specific rates of compensation, both of which must be based on the labor and other rates set forth in CONSULTANT's Cost Proposal.

F. Reimbursement for transportation and subsistence costs shall not exceed the rates as specified in the approved Cost Proposal.

G. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such estimate.

H. Progress payments for each Task Order will be made monthly in arrears based on services provided and actual costs incurred.

I. CONSULTANT shall not commence performance of work or services until this contract has been approved by CITY OF SUSANVILLE, and notification to proceed has been issued by CITY OF SUSANVILLE'S Contract Administrator. No payment will be made prior to approval or for any work performed prior to approval of this contract.

J. A Task Order is not in effect unless signed by an authorized representative of CITY OF SUSANVILLE. No expenditures are authorized on a project and work shall not commence until a Task Order for that project has been executed by CITY OF SUSANVILLE.

K. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by CITY OF SUSANVILLE'S Contract Administrator of itemized invoices in triplicate. Separate invoices itemizing all costs are required for all work performed under each Task Order. Invoices shall be submitted no later than 15 calendar days after the performance of work for which CONSULTANT is billing, or upon completion of the Task Order. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number, project title and Task Order number. Credits due CITY OF SUSANVILLE that include any equipment purchased under the provisions of Article XI Equipment Purchase of this contract, must be reimbursed by CONSULTANT prior to the expiration or termination of this contract. Invoices shall be mailed to CITY OF SUSANVILLE's Contract Administrator.

L. The period of performance for Task Orders shall be in accordance with dates specified in the Task Order. No Task Order will extend beyond the expiration date of this Contract.

M. The total amount payable by CITY OF SUSANVILLE for an individual Task Order shall not exceed the amount agreed to in the Task Order, unless authorized by contract amendment.

N. If the Consultant fails to complete a deliverable according to the schedule set forth in a Task Order, no payment will be made until the deliverable has been satisfactorily completed.

O. Task Orders may not be used to amend nor exceed the scope of work under this Agreement.

P. The total amount payable by CITY OF SUSANVILLE for all Task Orders resulting from this contract shall not exceed $ (Amount). It is understood and agreed that there is no guarantee, expressed or implied that this dollar amount will be authorized under this contract through Task Orders.

Q. All subcontracts in excess of $25,000 shall contain the above provisions.

Final Approval

Any contract resulting from this RFP will be awarded by the City Council. No work shall commence nor any compensation be implied or allowed until approved and authorizations on allocations for said work are received by the CITY OF SUSANVILLE.

Scope of Work

It is Remedy Engineering Inc.'s understanding that the Scope of Work includes professional design and consulting services for developing plans, specifications, estimates, and other supporting documents for the City of Susanville (City) Pavement Rehabilitation Projects SC2 and SC3. Final project deliverables from Remedy will include biddable and buildable plans, specifications, and estimate from design services related specifically to road resurfacing and associated pedestrian facility Americans with Disability Act (ADA) upgrades.

All design work will be in accordance to the latest versions of the Caltrans Local Assistance Procedures Manual (LAPM), Public Rights of Way Accessibility Guidelines (PROWAG), Americans with Disability Act Accessibility Guidelines (AADAG), or any other adopted standards affecting the placement of ADA compliant facilities along the proposed street segments in order to assure full reimbursement for funding associated with the City's State Transportation Improvement Program (STIP) projects as approved by the California Transportation Commission (CTC).

Engineering design is understood to include the following:

- Scheduling, attending, and summarizing project meetings
- Topographic surveys (as needed)
- Field reconnaissance
- Innovative pedestrian facility ADA design alternatives
- 60% and 90% preliminary design packages
- Final (100%) Plans, Specifications, and Estimate (PS&E) package
- Providing administrative and technical support in the procurement of reimbursement funds through STIP funding allocations for the project

Plans will include information sufficient to allow for competitive bidding and successful construction of the project. Specifications will be based on the current version of the Caltrans Standard Specifications including the relevant Standard Special Provisions and City boilerplate as required. Construction cost estimates will be developed at each phase of the design, providing an opinion of probable construction cost.

Technical Approach

Remedy has identified the following tasks for completing the Scope of Work as outlined above (a **Bold** task represents a task with a deliverable and an Underlined task represents a task to be completed in its entirety by the City of Susanville):

- Task 1 – Project Management
- Task 2 – Attend Project Kickoff Meeting
- Task 3 – Field Review
- Task 4 – ADA Plan
    - Prepare Preliminary ADA Plan
    - Preliminary ADA Plan Review (City)
    - Preliminary ADA Plan Review (Caltrans – District 2)
    - **Final ADA Plan**
- Task 5 – Utility Coordination (To be completed in its entirety by the City)
- Task 6 – Spot Location Topographic Surveys (as required)
    - Task 6a – Collect & Process Topographic Survey Data
    - **Task 6b – Right-of-Way Certification** (To be completed in its entirety by the City)
- Task 7 – 60% PS&E
    - **Task 7a – Prepare 60% PS&E**
    - Task 7b – 60% PS&E Review
- Task 8 – 90% PS&E
    - **Task 8a – Prepare 90% PS&E**
    - Task 8b – 90% PS&E Review
- **Task 9 – 100% PS&E - RTL**

Task 1 – Project Management

Remedy will perform Project Management throughout the project duration. Project Management activities will include organization and attendance of Project Development Team (PDT) meetings, status updates, dissemination of project information, as well as guidance and coordination of the PDT members.

Remedy's Project Manager will also coordinate with the Sub-Consultants throughout the duration of the Sub-Consultant's involvement with the project. Remedy's Project Manager will communicate on a regular basis with Sub-Consultants regarding the status of deliverables, anticipated completion dates, and any other project pertinent information. By communicating on a regular basis with the Sub-Consultants, Remedy will be able to effectively monitor control and monitor progress by individual task or as a whole.

Task 2 – Attend Project Kickoff Meeting

After receiving the Notice to Proceed (NTP), Remedy will coordinate with City staff (and any other project stakeholders) to schedule a project kickoff meeting. The project kickoff meeting will include the following items:

- Brief Project Background
- Project Goal(s)
- Technical Approach (including project tasks, deliverables, and schedule)
- Potential Project Issues
- Next PDT meeting
- Summary of Action Items (with completion dates)

Task 3 – Field Review

Following the project kickoff meeting, Remedy will perform a field review of the project locations. The primary purpose of the field review is to obtain information to be used in the development of the ADA plan. Remedy will walk each street identified for pavement rehabilitation and document the following:

- Overall condition of pavement
- Presence of pedestrian facilities, including present conditions and ADA compatibility
- Presence of storm drain inlets, including present conditions
- Visible utilities (above and below ground)
- Potential project issues
- Project improvement opportunities
- Any other important observations

Task 4 – ADA Plan

Although the primary objective of this project is to perform pavement rehabilitation, pedestrian facilities must also be addressed as part of this project. In order to maximize the amount of pavement rehabilitation, Remedy will evaluate the existing pedestrian facilities within the project limits and develop an ADA Plan with input from the City and Caltrans District 2. The goal of the ADA Plan is to develop the most cost efficient layout of pedestrian facilities within the project limits.

The ADA Plan will use existing ADA compliant pedestrian facilities where possible, remove unnecessary pedestrian facilities, replace necessary non-compliant ADA facilities, construct new ADA compliant facilities where needed, and look for creative/innovative opportunities to satisfy ADA requirements. The ADA Plan will be based on Caltrans Design Information Bulleting (DIB) 82-05, the ADAAG, and the PROWAG.

The preliminary ADA Plan will be based on the field review, city data, and any other easily attainable information. The preliminary ADA Plan will be reviewed by the City, updated as necessary, and then submitted to Caltrans District 2 for review. Once all parties are satisfied with the ADA pedestrian facility approach, the ADA plan will be finalized and will serve as a guide during design.

Task 5 - Utility Coordination

This task will be completed in its entirety by City staff, who will perform research to identify the existing underground and overhead utilities present within the project limits. This task assumes that utility conflicts and associated relocations will be avoided, however, if unavoidable utility conflicts are identified, City staff will prepare utility conflict maps, submit them to the appropriate utility companies, and coordinate their relocation. Remedy will not be held liable for issues arising from erroneous or missing utility information.

Task 6 – Topographic Survey

Remedy will sub contract with Mapca Surveys, Inc. (Mapca) for the surveying and R/W certificate portions of this project. Prior to field survey work, Mapca will perform research of public records, surveys, and other documents as necessary to determine the location of existing monuments within the project area. Topographic survey data will be based on the California Coordinate System of 1983, Zone 1 horizontal datum, and either the North American Vertical Datum of 1988 or National Geodetic Vertical Datum of 1929 based on local published bench marks for the vertical datum. All dimensions will be in terms of the U.S. survey foot and will be balanced and adjusted using standard survey adjustment procedures.

The R/W certificate will be prepared in its entirety by City staff. Remedy will not be held liable for problems, delays, and/or issues as a result of the City's R/W certificate.

Task 7 – 60 % PS&E

Remedy will prepare 60% plans, specifications, and estimate based on the topographic survey data collected by Mapca, the field review, ADA plan, and any modifications and/or additions to the project scope. Preliminary plans (60%) shall include (but not be limited to) title sheet, typical cross sections, plans, profiles, and construction details.

A preliminary (60%) construction cost estimate will be prepared, listing the construction contract items, estimated quantity, units of measurement, estimated unit price, and opinion of probable construction cost. The completed 60% PS&E package will be forwarded to the City for review and comment.

Task 8 – 90% PS&E

Remedy will prepare 90% plans, specifications, and estimate based on the 60% PS&E package, review comments from the City, field reviews, and any modifications and/or additions to the project scope. Preliminary plans (90%) shall include (but not be limited to) title sheet, typical cross sections, plans, profiles, construction details, and quantities. Preliminary specifications (90%) will be developed in accordance with the current version of the Caltrans Standard Specifications, along with the relevant Standard Special Provisions.

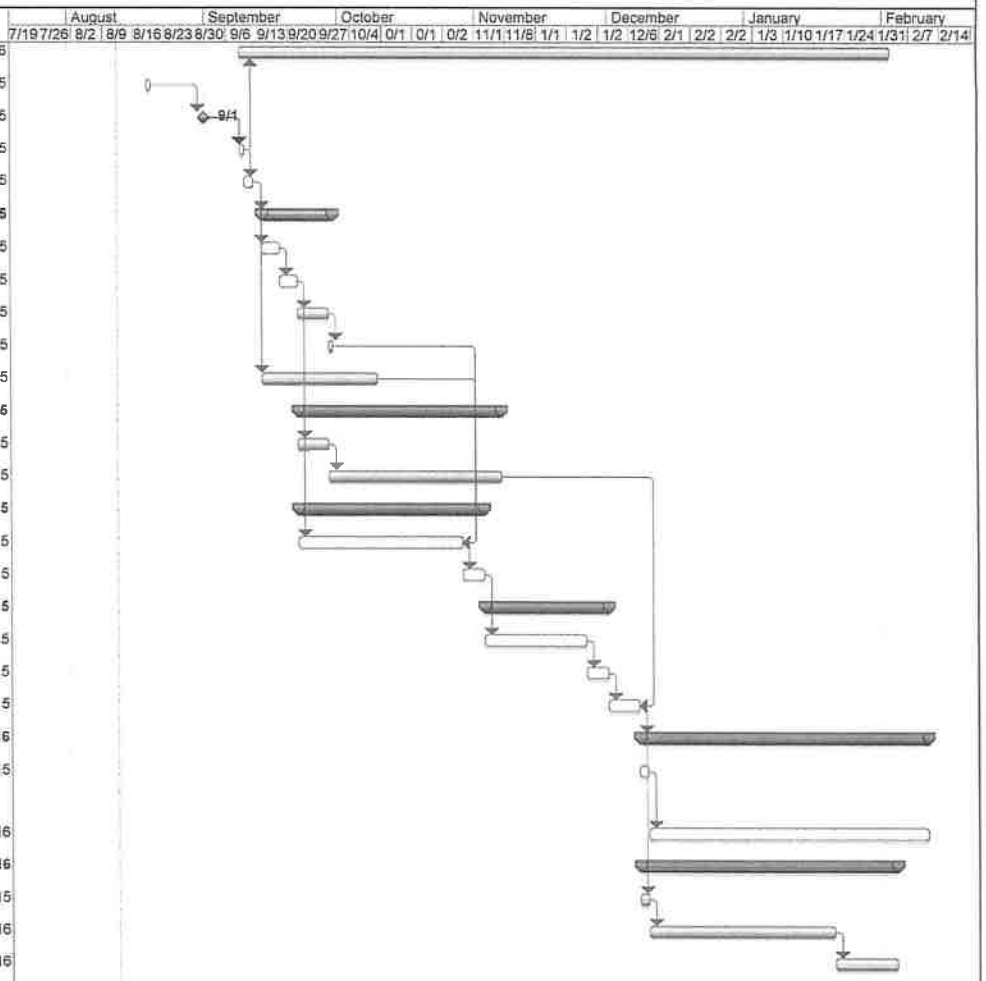
The preliminary (90%) construction cost estimate will be updated based on updates to the project plans, comments from the City, and construction cost information as required. The completed 90% PS&E package will be forwarded to the City for review and comment.

Task 9 – 100% PS&E - RTL

Remedy will prepare a final (100%) PS&E package based on the preliminary (90%) PS&E package, review comments from the City, field reviews, and any modifications and/or additions to the project scope. Final (100%) PS&E documents shall include full size (to scale) plans, half size (11"x17") plans, contract special provisions based on the most current Caltrans Standard Specifications and relevant Standard Special Provisions (including the City's boilerplate), and a current cost estimate. The 100% PS&E package in combination with other previously discussed documents will meet the Caltrans requirements for RTL and enable the City to begin the process for advertisement.

Project Delivery Schedule
Design Consultant Services for ADA Facilities in Conjunction with Pavement Rehabilitation SC2 & SC3 Projects, City of Susanville, California

ID	Task Name	Duration	Start	Finish
1	Task 1 -- Project Management	105 days	9/9/15	2/2/16
2	City Council Meeting	1 day?	8/19/15	8/19/15
3	Receive Notice to Proceed	0 days	9/1/15	9/1/15
4	Task 2 -- Attend Project Kickoff Meeting	1 day	9/9/15	9/9/15
5	Task 3 -- Field Review	2 days	9/10/15	9/11/15
6	**Task 4 -- ADA Plan**	**12 days**	**9/14/15**	**9/29/15**
7	Task 4a -- Prepare Preliminary ADA Plan	4 days	9/14/15	9/17/15
8	Task 4b -- Preliminary ADA Plan Review (City)	2 days	9/18/15	9/21/15
9	Task 4c -- Preliminary ADA Plan Review (Caltrans - District 2)	5 days	9/22/15	9/28/15
10	Task 4d -- Final ADA Plan	1 day	9/29/15	9/29/15
11	Task 5 -- Utility Coordination (City Staff to Complete)	20 days	9/14/15	10/9/15
12	**Task 6 -- Spot Location Topographic Surveys (as required)**	**34 days**	**9/22/15**	**11/6/15**
13	Task 6a -- Collect and Process Topographic Survey Data	5 days	9/22/15	9/28/15
14	Task 6b -- R/W Certification (City Staff to Complete)	29 days	9/29/15	11/6/15
15	**Task 7 -- 60% PS&E**	**30 days**	**9/22/15**	**11/2/15**
16	Task 7a -- Prepare 60% PS&E	27 days	9/22/15	10/28/15
17	Task 7b -- 60% PS&E Review	3 days	10/29/15	11/2/15
18	**Task 8 -- 90% PS&E**	**20 days**	**11/3/15**	**11/30/15**
19	Task 8a -- Prepare 90% PS&E	17 days	11/3/15	11/25/15
20	Task 8b -- 90% PS&E Review	3 days	11/26/15	11/30/15
21	Task 9 -- 100% PS&E - RTL	5 days	12/1/15	12/7/15
22	**Task 10 -- Submittal to Caltrans for CTC Meeting**	**47 days**	**12/8/15**	**2/10/16**
23	Task 10a -- Submittal to Caltrans for CTC Meeting (City Staff to Complete)	2 days	12/8/15	12/9/15
24	Task 10b -- CTC Construction Funding Approval	45 days	12/10/15	2/10/16
25	**Task 11 -- DSA Submittal**	**42 days**	**12/8/15**	**2/3/16**
26	Task 11a -- Plans and Specs Submittal	2 days	12/8/15	12/9/15
27	Task 11b -- DSA Review	30 days	12/10/15	1/20/16
28	Task 11c -- DSA Comment Resolution	10 days	1/21/16	2/3/16



Project: City of Susanville_SC2&3_Pavement_Proposed_081215
Date: 8/12/15

Task | Critical | Progress | Milestone | Summary