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

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**January 6, 2016 \* 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 16-5250*

*Next Ordinance No. 16-1005*

- 1     **APPROVAL OF AGENDA:** (Additions and/or Deletions)
  
- 2     **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.
  
- 3     **CLOSED SESSION:**
  - A     PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
    - 1     Employee Status Report
    - 2     Agency Negotiator:   Jared G. Hancock  
          Bargaining Unit:     SPOA
    - 3     Part time / Temporary Employee Salary Matrix
  
- 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:   Jared G. Hancock*
  - *Proclamations, awards or presentations by the City Council*
  
- 5     **BUSINESS FROM THE FLOOR:**

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

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

  - A     Receive and file minutes from the City Council’s November 18 and December 2, 2015 meetings

- B Approve vendor warrants numbered 95996 through 96172 for a total of \$834,376.94 including \$113,990.68 in payroll warrants
- C Receive and file Finance Report: November 2015

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of resolutions relative to June 7, 2016 General Municipal Election:
  - **Resolution No. 16-5245**, Calling for the holding of a general municipal election to be held on Tuesday, June 7, 2016 for the election of certain officers as required by the provisions of the laws of the State of California relating to general law cities
  - **Resolution No. 16-5246**, Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal election to be held on Tuesday, June 7, 2016 with the statewide primary election to be held pursuant to §10403 of the *Elections Code*
  - **Resolution No. 16-5247**, Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, June 7, 2016
- B Consider approval to circulate Request for Proposals for City Auditing Services

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Emergency Water Regulations Report

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

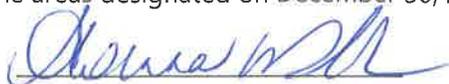
15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on January 20, 2016 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for January 6, 2016 in the areas designated on December 30, 2015.

  
Gwenna MacDonald, City Clerk

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

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

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

**Action Date:** January 6, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's November 18 and December 2, 2015 meetings

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's November 18 and December 2, 2015 meetings.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's November 18 and December 2, 2015 meeting.

**ATTACHMENTS:** Minutes: November 18, 2015  
December 2, 2015

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

**Regular Meeting Minutes**

**November 18, 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; Jessica Ryan, City Attorney; and Gwenna MacDonald, City Clerk.

**1 APPROVAL OF AGENDA:**

Mr. Hancock noted that the agenda had been amended since distribution to reflect property information on closed session item 3B.

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

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

**3 CLOSED SESSION:** At 6:04 p.m. the Council recessed to Closed Session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1 Agency Negotiator: Jared G. Hancock
  - Bargaining Unit: Administrative, SPOA
- B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8
  - Property: APN 103-294-11
  - Agency Negotiator: Jared G. Hancock, City Administrator
  - Negotiating Party: Don MacVitie
  - Under negotiation: Price/conditions/terms of lease

Closed Session recessed at 6:59 p.m.

**4 RETURN TO OPEN SESSION:** At 7:07 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Public Works Director; James Moore, Fire Chief; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to closed session, the agenda was approved as amended with a modification to Item 3B. He stated that the City Council took action in closed session on two items: voting unanimously to ratify the Memorandum of Understanding with the Administrative Bargaining Unit, which will be placed on the next agenda for adoption, and also to proceed to the fact finding process with the Susanville Police Officers Association. On Item 3B the Council gave direction to staff.

Councilmember Callegari offered a Thought of the Day.

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

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

- A Receive and file minutes from the City Council's October 21, 2015 meeting
- B Approve vendor warrants numbered 95528 through 95695 for a total of \$334,925.80 including \$105,409.26 in payroll warrants
- C Receive and file Finance Reports: October 2015

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.

Mr. Hancock announced that Chief Downing had a prior commitment at the Community Awards Dinner for Law Enforcement, and he would be presenting the next item. He stated that since the item had been previously tabled, it would be appropriate to reopen the public hearing.

7 **PUBLIC HEARINGS:**

**7A Consider Ordinance No. 15-1002 amending Title 17, Zoning, of the Susanville Municipal Code to add Chapter 17.104.140 prohibiting the cultivation of marijuana within the city limits: Waive first reading and introduce** Mr. Hancock reported that this item has been an ongoing item that the City Council has been discussing for many months at public meetings and works shops. Based on those discussions and feedback, a draft ordinance adding Section 17.104.140 to Title 17 Zoning of the Susanville Municipal Code would prohibit the cultivation of medical marijuana within the incorporated limits of the City of Susanville has been prepared for review and consideration. The proposal to prohibit cultivation of medical marijuana has been considered and tabled until the first meeting of November. The public hearing scheduled for November 4, 2015 was continued to November 18, 2015. The amendment adding Chapter 17.104.140 to the Susanville Municipal Code would not prohibit the use of marijuana for medical purposes in accordance with the Compassionate Use Act. Staff will also be presenting an item later in the meeting to update the Council on the recent legislation passed by the State regarding the Medical Marijuana Regulation and Safety Act.

At 7:11 p.m. Mayor Wilson reopened the public hearing and requested comments from the public.

**Steve Mankins** stated that the new State law that was passed addresses the majority of the concerns that have been raised regarding the cultivation of marijuana, and after giving it a harder look, believes that it would be a good solution for both sides. Before banning all cultivation, he encouraged the City Council to look further into the new law.

**Michael Mankins** stated that he had been to all of the meetings concerning this topic except for one, and the only complaint that he heard was from a lady who had a really horrible neighbor. Over the past year and discussions, he has not seen anyone in strong opposition to the cultivation of marijuana, and he stated that the Council has been very patient throughout the process, and provided a lot of opportunity for people to come and speak against it, but nobody has. He referenced crime statistics shared at a previous meeting, stating that in 6 years there had been only 6 incidents associated with marijuana. He has reviewed the new law and it looks like it would address the concerns of the City, and would preserve his right to grow a few plants.

**Annie Westerbeke** commented that the State law is restricting cultivation to a 10 by 10 square foot area, and hopes that the City will follow the State guidelines that have been established.

An unidentified woman spoke against the ban, stating that people want to be able to cultivate, and that other States are legalizing it for recreational use as well, and wants to know what it will take to get the City Council to listen to those who are at the meeting and speaking against the ban. There are not any people coming to the meetings to say that they do not want to have growing, and the Council should support the people who want to cultivate and not just their own interests. She indicated that everyone present was in opposition to the ban.

Councilmember De Boer clarified that everyone present had an opportunity to speak on any topic, and that there are other issues of concern that citizens address when they come to a public meeting.

There being no further comments or questions, Mayor Wilson closed the public hearing at 7:22 p.m. and invited comments or questions from the City Council.

Councilmember Callegari explained the process of providing input and feedback to elected officials, which does not require that citizens attend a meeting and speak from the floor to be heard. He stated that he represents all of his constituents, and not his own interests.

Councilmember De Boer stated that he did not believe the City should be involved with licensing or regulating cultivation, and that if the State is going to regulate in other communities that is not what he would support. He moved to amend Title 17 of the Zoning Code to prohibit cultivation of marijuana.

Mr. Hancock clarified that the motion had been made to waive the first reading and introduce by title only, ordinance no 15-1002 which will add Section 17.104.140 to Title 17 of the Susanville Municipal Code prohibiting the cultivation of medical marijuana within the Susanville city limits.

Motion by Councilmember De Boer, second by Councilmember Callegari, to waive the first reading and introduce Ordinance No. 15-1002; motion carried unanimously by polled vote. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**8**      **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9**      **NEW BUSINESS:**

**9A**      **Consideration of Susanville Municipal Airport Hangar #18 purchase** Mr. Hancock reported that as part of the agreement between the City of Susanville and individuals who own hangars at the Susanville Municipal Airport, the City has first right of refusal when an owner decides to sell their hangar. Steve Datema, the owner of Hangar #8, has submitted an official notice of intent to sell his hangar for the price of \$35,000. It is staff's recommendation to decline the offer to purchase.

Councilmember Callegari asked if the City knows who is offering to buy the hangar from Mr. Datema. In the past, the City receives the name of the person who is interested in buying the hangar, and it could be sold to someone who doesn't live in the area or have any interest in aircraft.

Mr. Hancock responded that most letters the City receives from hangar owners will include the name of the person who has offered to purchase, but this letter did not. If the City chooses to not purchase the hangar, it would be necessary to enter into a lease agreement with the new owner.

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

**9B Consider approval of Resolution No. 15-5233 approving and authorizing lease with Yamaha Golf Carts for 15 golf carts for the Diamond Mountain Golf Course** Mr. Hancock explained that the City has two separate leases with Yamaha Golf Carts for a total of 30 golf carts used at the Diamond Mountain Golf Course. The first 15 carts were leased in 2011 for 3 years and in 2014, when the lease expired, staff found that the carts were in great shape, and to take advantage of more competitive rates and cost savings, the City moved to 5 year leases with Yamaha for 15 additional carts that are 2014 models. The 3 year lease entered into in 2012 for 15 carts expires November 2015, and staff has been working with Yamaha Cart Leasing to review leasing prices for 15 new golf carts. The annual price to lease 15 new 2015 model carts is \$10,389.60, which is \$115.44 per cart. This represents a savings over the 2012 lease which cost \$144.00 per cart, and \$12,960.00 per year for all 15 carts.

The lease payments are budgeted over a 6 month period from May through October, and staff is recommending leasing 15 new 2015-model carts for a 5-year period, providing an annual savings of \$2,750 in the golf course budget.

Mayor Wilson stated that at the end of year four of the lease, there was discussion regarding an option to purchase the carts or extend the lease to the fifth year. He requested clarification regarding that process.

Mr. Hancock reviewed the early roll option as contained in the last page of the lease, whereby Yamaha provides that if all terms and conditions of the lease have been met, Yamaha will grant the customer the option of rolling into a new fleet of carts. The provision is based upon the requirement that the customer maintain the fleet in good condition.

Mr. Hancock discussed options to purchase the carts in lieu of leasing, and that the City could purchase them for \$1,550 per cart, which is a decent value considering that they are in good condition, however due to the fact that the City does not have the positive cash balance in the golf course fund, staff has not brought that proposal forward. If the Council wants to consider that as an option, the most we would probably want to look at purchasing would be between 6 to 8 carts. Those were the carts that have the lowest hours on them and are in the best condition.

Mayor pro tem McBride stated that he thought the Council had considered buying carts but decided that between maintenance expenses, battery replacement and overall cost effectiveness to purchase, that leasing was the best option.

Mr. Hancock confirmed that the City Council had this discussion at the expiration of the last lease, and at that time, battery replacement was approximately \$250, and there were other maintenance costs between year three and five. However, these carts are in very good condition, and another thing to consider would be to provide an opportunity for interested golfers to buy a cart through the City. Staff could bring back information to the City Council if purchasing carts is an option that they would like to pursue.

It was the consensus of the Council that while the option to purchase carts might be worthwhile at some point in the future, at this time that was not in the best interests of the Golf Course.

Motion by Mayor pro tem McBride, second by Councilmember Garnier, to approve Resolution No. 15-5233; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9C Consider approval of Accounts Receivable write-off of uncollectible revenue** Ms. Savage reported that the Administrative Services Department is responsible for the collection of revenues that are owed to the City. When accounts become past due, the City follows collection procedures including sending delinquent letters, searching for new accounts in the utility billing system or performing a search using the City's credit reporting agency resources. After all attempts have failed, staff forwards these accounts to a collection agency. The collections agency has access to additional records and has been successful in recovering additional funds. Accounts received in the first 6-12 months have the highest potential for recovery, and as delinquent accounts age, there are limitations placed on collection options. The City will receive sixty-six percent of delinquencies collected and there is no additional fee charged for this service. City Council authorization is needed to remove the uncollectible balances from the books, and staff has prepared a report requesting the amount of \$18,620.22 in uncollected utility revenue for the period of October 2014 through October 2015 and \$29,016.44 in uncollected General Fund accounts receivable for the period of January 2011 through June 2014.

Councilmember Garnier asked what sort of revenue was uncollectable in the General Fund.

Ms. Savage responded that the majority of the General Fund receivable write-offs are billings that the City sends when the fire department responds to medical aid calls.

Chief Moore described the past practice of billing for non-residents for medical emergency calls, and clarified that the process of obtaining billing information has changed since the period referenced in Ms. Savage's report. The Department is operating under a new process that should improve the finance department's ability to follow up and collect the billing that is generated for medical service calls. The majority of those calls are for traffic accidents and the Department no longer bills for those calls, unless it is for a DUI. Billing for medical calls has been challenged in court.

Councilmember Garnier asked if the City has been filing judgments against people who move away and live in other counties.

Ms. Savage described the process of utilizing a process server and filing small claims against individuals as cost prohibitive, and that it has not been the practice to file those claims after people leave the community. Many times, the City does not have an accurate address to even know where those people are located.

Councilmember Callegari asked if the City has been sending letters to the insurance company to recover costs when there is an accident involving a motorist.

Mr. Hancock responded that it's an important point to note that this is an item that had not been previously brought to Council, and in the process of ensuring that internal controls are followed, it is important to make sure that the process is followed correctly and falls within the established laws and regulations. The dollar amount of uncollected revenue has dropped significantly in the past few years due to improved processes and acting quickly to respond to delinquent accounts. He suggested working

through a cost benefit analysis and reviewing the process to ensure efficiency. The sooner the accounts are turned over to collections, the greater chance the City has of recovering money, and the City will receive sixty-six percent of the amount from the collections agency.

Ms. Savage noted that one of the accounts with a larger amount due has contacted the City so staff has a valid phone number and will be moving forward with the small claims process.

Mr. Hancock stated that in the past, the City compared the rate of uncollectable accounts for the utility billing with the State utility delinquency rate, and while every dollar does make a difference, the delinquency rate for the City is very low compared to the average.

Motion by Councilmember Garnier, second by Councilmember Callegari, to authorize the accounts receivable write off; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Chief Downing entered the meeting.

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

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

Mayor Wilson recused himself from consideration of the following item due to a business conflict of interest.

Councilmember Garnier recused herself from consideration of the following item due to owning a residence in the proposed zone.

Mayor Wilson and Councilmember Garnier exited the Council Chambers.

Mayor pro tem McBride requested the staff report.

**12      CONTINUING BUSINESS:**

**12A      Consider Ordinance No. 15-1004 adding Chapter 8.50 Entitled "Very High Fire Hazard Severity Zone" to the Susanville Municipal Code: Waive first reading and introduce** Mr. Sanders explained that at the Council's September 16, 2015 meeting, staff presented Cal Fire's local Responsibility Area Very High Fire Hazard Severity Zone maps for the City of Susanville. The maps depict what Cal Fire has determined to be very high fire hazard zones within the incorporated City limits. The Council raised several questions regarding the maps and what the effects of adopting the map would be. At the October 21, 2015 meeting, the Council was provided information regarding the concerns related to the effect on homeowners' insurance rates, required mitigation factors and building code requirements for homes located in the zone, and the data used in development of the maps. Staff was directed staff to bring back an ordinance for consideration. The proposed ordinance meets the criteria set forth in Government Code Section §51175-51189 for designation, by ordinance, of very high fire hazard severity zones in the jurisdiction.

Councilmember De Boer asked what the ramifications would be of not adopting the ordinance establishing the Very High Fire Hazard Severity Zone.

Mr. Sanders explained the process of updating the City's Housing Element, which is part of the City's General Plan. Cities are required to update the Housing Element every five years, and to have it approved and certified through the State. If the City does not adopt the ordinance, when the Safety Element is submitted to the State for review, they will find it is incomplete. An updated Safety Element is a component of the Housing Element adoption.

Councilmember De Boer asked what happens if the City does not update the Housing Element.

Mr. Hancock described the funding sources that are available through the State Community Development Block Grant Program, and that the State has developed a process whereby once a year, a Super NOFA, or Notice of Funding Availability, is released every year in January. Through this process, money is available for communities to fund programs that provide business assistance, homebuyer assistance, housing rehabilitation and community facilities. In order to be eligible to even apply for funding, cities and counties must have compliant Housing Elements in place. Each year, the process to update the Housing Element becomes more cumbersome as the State includes new requirements, and this year, the requirement to have a current Safety Element has been added. When the maps were first released in 2007, jurisdictions were advised to adopt by ordinance within 120 days. The City chose not to adopt the maps, and it has not been an issue although the State has had them posted on their website since that time. This has been a trend with several State mandated requirements. It begins as advice and suggestions, and then it turns into a requirement, typically with a fund source attached to it that will not be available to non-compliant jurisdictions.

Councilmember Callegari asked if this action would have any effect on the City's use of the fire engine provided through the Office of Emergency services.

Chief Moore responded it would not, nor would it have any negative effect on the City's ISO rating.

Councilmember Callegari asked what it was going to cost the homeowner for insurance.

Chief Moore responded that as reported at the previous meeting, he contacted several local insurance companies and received varied responses to the question of what effect the adoption of the maps would have on the homeowners' insurance rates. The answers included that the rates could potentially change, the rates would not go up if the protection class is not changed, that the map is already being used in one way or another, and that the existing rates are already capped at 150 percent which is the most that it can be increased. The maps were not supposed to be utilized by insurance companies to set homeowner rates, but they have been available on the State's website for several years now and it is very likely that they have been used for that purpose.

Councilmember Callegari asked what impact it was going to have on homeowners for property maintenance.

Mr. Hancock responded that the requirements as set forth in Building Code Chapter 7A would apply to new construction or improvements, and homeowners would not be required to retro-fit their homes. Other requirements related to property clean up, tree trimming and other maintenance would be required.

Mayor pro tem McBride requested questions and comments from the public.

An unidentified gentleman requested that the City Council table the item in order to give an opportunity for more residents in the zone to be notified. He mentioned that the discussion had not addressed the effect on property values, or the ability for a buyer to obtain a mortgage when purchasing a home in that area. He has spoken to a realtor and stated that it would have an effect on the ability to secure a mortgage.

An unidentified woman asked if the map would be updated, as it appears to be the same map that was circulated in 2007, and she has had a fire hydrant installed in her yard since that time.

Mr. Hancock stated that there have been a lot of discussions regarding the topic and it makes sense that as a citizen, the residents in the area would want to be involved in the process. He explained that the urban fire interface is a subject he is very familiar with, having done a focused academic study on the topic, and he suggested having a workshop for the residents who live in that area. While they may not necessarily be in favor of the ordinance, it would provide an opportunity to answer questions and provide more information regarding the process that the State used in preparing the maps and identifying the areas as high fire hazard zones.

Councilmember De Boer asked if there was a time crunch involved with the adoption of the ordinance.

There was a discussion regarding the timing of a community workshop to coincide with the submittal of the Housing Element to the State by the first of January. It was suggested to conduct a workshop in early December.

**Steve Pezullo** stated that the City Council does not realize how huge of an issue the maps are, and that the City has had several years to hold discussions and work on it, and now there is suddenly an urgency to jump through hoops. The State cannot just blackball the City when it comes to funding, and he speculated how the Council would even be able to pass the ordinance when two Councilmembers have conflicts, and Mayor pro tem McBride owns a business in the district.

Mayor pro tem McBride stated that the City's ISO rating has been increased to a three, which is very good and will have a positive effect on lowering homeowners insurance rates for everyone in the City. The State has been using this map since 2007, and the insurance companies have all seen it and been using it.

Chief Moore commented that he lives in a zone in Janesville, and he has to comply with very similar requirements when it comes to property maintenance, and the building code requirements have been enforced on all new construction and improvements in the County for several years.

Councilmember Callegari asked what happens when you sell the home. Normally a homebuyer has an inspection completed and the bank will require that the seller make certain repairs and improvements prior to the sale. He asked if the passage of this ordinance would require that property owners make the improvements to bring the property up to Code prior to sale of the property.

Mr. Hancock stated that there is really no way to predict changes that may come in the future regarding bank requirements for homes. It is already happening that insurance companies are pulling out and not writing Homeowners Insurance policies in California. If they decide they won't provide insurance based upon the construction material used in a home, then there is nothing that the City could do to remediate that.

Steve Pezullo stated that he has a wooden deck and a log home, and the only insurance policy he can obtain is on stated value. There is no way that if his home catches on fire, he would ever be allowed to rebuild it as a log home if the proposed ordinance is adopted.

Councilmember De Boer suggested that conducting a workshop would be very beneficial. He also noted that the Council could introduce the ordinance for the first reading, and then vote on it for the second reading after the workshop.

There was general discussion, and Council directed staff to conduct a workshop on Monday, December 14, 2015 at 6:00 p.m. to provide an opportunity for the residents to discuss their concerns. The second reading could be agendaized for consideration at the December 16, 2015 meeting.

Mayor pro tem McBride thanked everyone from the public for their comments.

Motion by Councilmember Callegari, second by Councilmember De Boer, to waive the first reading and introduce Ordinance No. 15-1004; motion carried. Ayes: McBride, De Boer and Callegari. Absent: Wilson and Garnier.

Mayor Wilson and Councilmember Garnier returned to the Council Chambers and assumed their seats on the dais.

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

**13A Legislative Update: Medical Marijuana Regulation and Safety Act** Mr. Hancock explained that on October 9, 2015, the Governor signed AB 266, AB 243, and SB 643. It is a three bill package referred to as the Medical Marijuana Regulation and Safety Act. The law creates a State licensing structure for the cultivation, sale and distribution of medical marijuana. The language in the law requires cities to take action to clarify certain regulations including permissive zoning, mobile delivery and licensing of medical marijuana prior to March 1, 2016 or the State provisions and licensing requirements will apply. Mr. Hancock explained that the City's zoning ordinance is a permissive ordinance, which means that only uses expressly listed in the ordinance are allowed, unless a Use Permit is obtained. There are new things that have come up that the City did not envision when the zoning code was updated, and it is important that the City be clear on what uses are not allowed. The State recommends that jurisdictions with permissive zoning codes take actions through the land use process, and update by ordinance no later than March 1, 2016.

Mayor pro tem McBride asked if mobile dispensaries are not already prohibited by the ban on dispensaries that is already in the Municipal Code.

Chief Downing responded that other communities that have banned dispensaries have experienced it as becoming a loop hole in response to the ban.

Mr. Hancock added that delivery businesses are not regulated by land use and fall under the business by vehicle section in the Susanville Zoning Code has a section regulating business by vehicle, but it would need to be clarified.

Mayor pro tem McBride asked if there was any way to ban it completely.

Mr. Hancock responded that when people go through the home occupation business process, it is regulated through business licenses. However then you have the case of mobile auto glass companies; they operate out of the area and while they are supposed to obtain a business license when they come to town to replace a windshield, if they choose not to there is really no way for the City to enforce.

There was a general discussion regarding cultivation allowed in the County, including the number of plants.

Annie Westerbeke complained about the ordinance, what had been introduced and voted on, and the use of the word 'medical.'

Mr. Hancock stated that the use of recreational marijuana was not legal, so the cultivation of any marijuana would be for medicinal use only.

**13B Bizz Johnson Trail Senior Tours** Mr. Hancock explained that one of the more positive things the City is able to do is to support the Bureau of Land Management in conducting fall foliage tours on the Bizz Johnson trail. The City provides golf carts that are used to transport senior residents of the Lassen Nursing Center Rehab Center and Eagle Lake Village Senior Center up the Bizz Johnson Trail. This year, 13 mostly home-bound residents were able to enjoy an afternoon trip, and BLM wanted to share their appreciation with the City Council and golf course staff for supporting the event.

Councilmember Garnier remarked that it was an awesome thing that the City was able to participate in.

Councilmember De Boer thanked Councilmember Callegari for being a key player in the program.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

A AB1234 travel reports:

Mayor pro tem McBride discussed the upcoming retirement of the Building Official. Mr. Hancock stated that his retirement was not at the end of the year, but six months out on May 1<sup>st</sup>.

**15 ADJOURNMENT:**

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

Meeting adjourned at 8:46 p.m.

Respectfully submitted by

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

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

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

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

**Regular Meeting Minutes**

**December 2, 2015 – 6:00 p.m.**

**City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 7:00 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; Jessica Ryan, City Attorney; and Gwenna MacDonald, City Clerk.

**1 APPROVAL OF AGENDA:**

Motion by Councilmember Garnier, 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 6:04 p.m. the Council recessed to Closed Session to discuss the following:

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

- 1 Agency Negotiator: Jared G. Hancock  
Bargaining Unit: SPOA
- 2 Employee Status Report

**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 as submitted, and in closed session the City Council gave direction but there was no reportable action taken.

Dan Newton provided the Thought of the Day.

**5 BUSINESS FROM THE FLOOR:**

**Vincent Presher** presented a letter containing statements of complaint by his neighbors regarding nuisance dog barking. It is an ongoing concern and he requested the City take action.

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

- A Approve vendor warrants numbered 95696 through 95826 for a total of \$334,060.39 including \$105,766.42 in payroll warrants

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.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

**9A Consider Resolution No. 15-5235 accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2015** Ms. Savage explained that the firm of Badawi & Associates, CPA's has completed the audit of the City's Financial Statements for the fiscal year ended June 30, 2015. The audit included the financial statements, business-type activities, each major fund, and the aggregate remaining fund information of the City, which collectively comprises the City's basic financial statements. The City received an unmodified or clean opinion on these financial statements and has continually received this unmodified or clean opinion since 2004. Ms. Savage introduced Ahmed Badawi, President of Badawi & Associates, who was present to provide the audit report to the City Council.

Mr. Badawi thanked the Council for allowing him the opportunity to present the report, describing the third year of working with the City as a very smooth and pleasant process. Mr. Badawi reviewed the topics of discussion pertaining to the engagement team, deliverables and scope of audit, areas of primary emphasis, the audit report and financial statements which include assets and liabilities, changes in net position, required communications, new accounting standards and discussion.

Mr. Badawi presented a PowerPoint presentation and reviewed the following information:

#### Auditors Report

The City has received an unmodified or clean opinion. The audit was performed in accordance with Generally Accepted Auditing Standards, Government Auditing Standards, and OMB A-133 requirements. The financial statements are presented in all material respects, significant accounting policies have been consistently applied, estimates are reasonable and disclosures are properly reflected in the financial statements.

#### Government-Wide Financial Statements – Assets

Mr. Badawi compared the City's Cash and Investments, Restricted Cash, Accounts Receivable, Loans Receivable, Other Assets and Capital Assets for the period of 2013, 2014 and 2015.

#### Government-Wide Financial Statements - Liabilities

Mr. Badawi compared the City's accounts payment, deposits, interest and wages payable, unearned revenue, compensated absences, early retirement incentive and sick leave conversion, net pension liability, capital leases, notes and bonds payable for the period of 2013, 2014 and 2015.

#### Government-Wide Financial Statements – Net Position

Mr. Badawi compared the City's Net Investment in Capital Assets, Restricted and Unrestricted funds for the period of 2013, 2014 and 2015 for a Net Position of \$863,918 in 2015.

#### Government-Wide Financial Statements – Net Cost of Service

Mr. Badawi reviewed a slide depicting the net cost of service to tax revenue for the period of 2013, 2014 and 2015. The 2015 Net Cost of Services is \$4,445,419 compared to the Tax Revenue of \$4,522,217.

#### General Fund Expenditure Coverage

Mr. Badawi explained that the measure of the City's ability to operate with no revenues using available net position is 6 months, which is more than the 2 to 4 months recommended by the Government Finance Officers Association.

#### Other Financial Information

Mr. Badawi reviewed the City's annual pension costs for 2013, 2014 and 2015, explaining the calculation and increase based upon shared exposure by other agencies in the State pool. The estimated cost for 2015 is \$992,261.

#### Required Communications

Mr. Badawi described the communication requirements and responsibilities for conducting the audit. The audit is an expression of an opinion on whether financial statements are fairly stated, to evaluate internal control over financial reporting, to evaluate compliance with laws, contract and grants, to evaluate the tone of management, to ensure financial statements are clear and transparent, to communicate those findings with the governing body and to maintain independence and strict adherence to the AICPA and the Board of Accountancy rules and regulations. Management is responsible for the financial statements, to establish and maintain internal controls to prevent and detect fraud, make all financial records available, inform the audit firm of any known fraud and suspected fraud, to comply with laws and regulations, and to take corrective action on any findings.

Mr. Badawi concluded his presentation by stating that there were no disagreements with Management and no significant risks or exposures were identified. He stated that the City of Susanville has always been prepared and cooperative throughout the audit process, and he thanked the City for the opportunity to provide audit services.

Mayor Wilson asked if the Council or public had any questions for Mr. Badawi. There were no comments or questions.

Mayor Wilson asked if the \$40,000 for the Skyline property had been fixed or if it was still allocated to the General Fund.

Ms. Savage responded that it was still allocated to the General Fund, and to make the transfer would require action by City Council. She stated that the item would be brought back for consideration at the next meeting.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5235; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9B Consider request to escheat unclaimed funds** Ms. Savage reported that in April 2015, the City Council adopted Resolution No. 15-5152 establishing the City's unclaimed check policy. In accordance with the policy, staff prepared a public notice of all unclaimed checks from 2005 through 2012 and published in the September 29 and October 2, 2015 edition of the Lassen County Times. The public notice established a deadline of November 12, 2015 for claimants to file paperwork with the City requesting release of these funds. The notice was also placed on the City's website. Staff cross referenced the names and accounts on the list with the accounts receivable collections list and eight individuals had their unclaimed funds applied to their collections amounts for a total of \$267.88. Three claims were received and a total of \$80.29 was released to these claimants. The remaining \$2,609.64 in unclaimed funds

became the property of the City on November 12, 2015 and can now be escheated back to the water and natural gas funds.

Mayor Wilson asked how this process was different from other organizations who have to go through the State to have the funds returned.

Ms. Savage responded that the City is a municipality, and the regulations are different than those for privately-owned businesses.

Mayor Wilson confirmed that if someone comes looking in three years for their money, that it will then be property of the City. Ms. Savage stated that it would.

Councilmember De Boer asked what the time limit is for people to get their money back.

Ms. Savage responded that according to the policy, the deadline is 45 days after the date of publication to claim funds.

Motion by Councilmember De Boer, second by Councilmember Callegari to escheat unclaimed funds as requested; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9C Consider Resolution No. 15-5236 approving Memorandum of Understanding with Administrative Bargaining Unit** Mr. Hancock reported that an agreement had been negotiated with the employees of the Administrative Bargaining Unit and a Memorandum of Understanding has been prepared for the period of December 2, 2015 through June 30, 2016. He reviewed the changes which included an 8 percent increase in the Global Range and Step Matrix, and a corresponding 8 percent increase in the employee share of the CalPERS contribution. In addition, two positions have been added to the Unit; the Assistant Civil/Air Quality Engineer and the Assistant Engineer.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 15-5236; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

**9D Consider Resolution No. 15-5237 approving and authorizing submittal of Caltrans Sustainable Communities Grant Application** Mr. Hancock explained that the City receives funding from the State to complete road maintenance and improvement projects through the STIP program. The funding is available in 5-year cycles and has been used for repairs and capacity-enhancing projects. Staff has been working to identify additional funding opportunities to enhance public pedestrian and bicycle transportation in an effort to improve connectivity between recreational facilities within the community. The application process is very competitive, with a significant number of points being awarded for community outreach and planning. The plans and community outreach are often expensive and a number of potential projects in the north part of Susanville adjacent to Susanville Ranch Park have been proposed and potential funding opportunities have been identified. The Caltrans Sustainable Communities Grant would be used to prepare descriptions for potential projects and conduct public outreach. This will help prioritize projects and lead to more competitive applications for project funding.

Staff is proposing to submit a grant application through the Sustainable Communities Program to address safety and connectivity concerns in north Susanville, particularly on Paul Bunyan Road and Skyline Road. Through extensive community outreach, the project will identify improvements to make walking and biking safer and more convenient for residents and visitors in the area. The Plan intends to address

transportation deficiencies by providing recommendations for improvements as well as future implementation and funding strategies.

City Staff is currently soliciting letters of support from local agencies and community groups which will strengthen the application as stated by Caltrans. The total Project Cost is \$126,000 with a match of 11.47 percent. If the application is funded, the City will request \$9,394 from the Regional Planning Assistance funds from the Lassen County Transportation Commission in addition to \$5,058 of in-kind funds.

Mayor Wilson asked if the \$126,000 was just to provide the public outreach and analysis, and if so, is there an estimate of what the project cost would be to make the connection between Skyline and Paul Bunyan.

Mr. Hancock stated that the City does not have any preliminary costs to complete the project so there is no way to provide an estimate, and it is common for these types of projects to be completed in phases as funding sources become available.

Mayor Wilson asked if the City would be including the dirt portion of Bunyan in the project, and if so, stated that this would be an opportunity to annex that portion of the road into the City limits.

There was a lengthy discussion regarding ownership of the section of Paul Bunyan road that extends east of the Susanville city limits into the County, and the process needed to include the County in the project discussions, and a proposal to clean up ownership and responsibility for the road.

Vincent Presher asked how the City came up with the \$126,000 dollar amount.

Mr. Hancock responded that engineer's estimates are used for similar projects that have been completed in other communities, then the City would put the project out to bid and the project would be awarded to the lowest responsible bidder.

There were no further questions or comments.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 15-5237; 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 Ordinance No. 15-1002 amending Title 17, Zoning, of the Susanville Municipal Code to add Chapter 17.104.140 prohibiting the cultivation of marijuana within the city limits: Waive second reading and adopt** Mr. Hancock reported that the proposal to regulate the cultivation of medical marijuana has been discussed by the City Council and Planning Commission for more than a year at several public hearings and workshops to provide an opportunity for the community to provide input and comments. The City Council voted to waive the first reading and introduce the ordinance at its November 18, 2015 public hearing. The amendment adding Chapter 17.104.140 to the Susanville Municipal Code would not prohibit the use of marijuana for medical purposes in accordance with the Compassionate Use Act (California Health and Safety Code Section 11362.5) and the Medical Marijuana Program Act (California Health and Safety Code Section 11362.7 et seq.), but it would prohibit the

cultivation of all medical marijuana within the City limits. If adopted, the ordinance will become effective January 2, 2016.

Mayor Wilson requested comments from the public.

**Vincent Presher** asked if the ordinance would make it against the law to smoke in public places like cigarettes in hospitals or businesses.

**Dorothy Nichols** read from a prepared statement in opposition to the ordinance.

**Annie Westerbeke** stated that she wrote a letter that was published in the December 1<sup>st</sup> issue of the Lassen County Times, and compared the cultivation of marijuana with gun ownership, stating that it's the responsibility of the grower or gun owner to be responsible with the product. She stated it was a crime for the Council to use their power and authority to pass an ordinance that harms people and deprives them of their State authorized medicine, and talked about the City subjecting itself to law suits. She believes that it will be voted for approved recreational use at the next election, and believes the ordinance will be challenged for preventing a legal use.

Mr. Hancock responded that the cultivation of recreational marijuana is currently illegal based on Federal and State laws, and he is confident that the City Council understands the difference between marijuana grown for medical use and recreational use. The complete ban of cultivation was imposed by the City of Live Oak, and upheld at the appellate level when challenged in court.

Ms. Westerbeke responded that the City has attorneys to consult with, and stated that if patients are harmed, the City has to know that people will step forward and take legal action.

Mr. Hancock responded that while people can choose to sue the City at any time, the City has consulted with several attorneys throughout the process and has been advised that the ordinance places the City on strong legal ground.

Mayor Wilson thanked her for her comments.

**Michael Mankins** asked the City Council if they had looked at the crime statistics that he provided, stating that there were only 6 crimes in 6 years related to marijuana. He discussed the cost of the referendum process which would be borne by the people of Susanville.

**Steve Mankins** commented that the City had been in discussions regarding the regulations of cultivating marijuana, and then in response to his contacting the ACLU, the Council turned around and banned cultivation completely. He stated that the ordinance hurts people, and speculated what the Council might come up with next.

Councilmember Callegari moved to waive the second reading and adopt Ordinance No. 15-1002.

Michael Mankins stated that he would like the ordinance to be read in its entirety.

Mr. Hancock responded that the Government Code requires an ordinance to read in its entirety however the City Council is authorized to waive the reading as stated in the motion.

Mayor Wilson stated that there was a motion on the floor by Councilmember Callegari to waive the second reading and adopt the Ordinance and asked if there was a second. Councilmember De Boer provided a second to the motion.

Mayor Wilson requested that the City Clerk poll the Council.

Motion by Councilmember Callegari, second by Councilmember De Boer, to waive the second reading and adopt Ordinance No. 15-1002; motion carried unanimously by polled vote. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

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

**13A**   **Golf Course Update: September and October 2015** Ms. Savage reported that the Golf Course was closed for the season on November 29, 2015. Staff released an RFP for the lease of the Course, and did not receive any proposals. Staff has been following up with individuals and firms who had expressed interest but did not submit a proposal. There are a few outstanding invoices so numbers will reflect expenses in December that were accrued during the golf season.

Councilmember Garnier asked what type of invoices had not been received.

Ms. Savage responded that one was for the restaurant and one was for the golf side.

**14**     **COUNCIL ITEMS:**

**14A**   **AB1234 travel reports:**

**15**     **ADJOURNMENT:**

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

Meeting adjourned at 8:04 p.m.

Respectfully submitted by

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

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

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

Reviewed by: KA City Administrator  
                  \_\_\_ City Attorney

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

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

**Action Date:** January 6, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated December 10<sup>th</sup> through December 29<sup>th</sup> numbered 95996 through 96172

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 720,476.26 plus \$ 113,990.68 in payroll warrants, for a total of \$ 834,376.94

**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
12/15	12/10/2015	95996	8341		WOODSTOVE REBATE PROGR	120315	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 120315:											
										1,500.00	1,500.00
12/15	12/10/2015	95997	44		ARAMARK UNIFORM SE	PULL TOWELS				52.00	52.00
Total 5064199259-1:											
										52.00	52.00
12/15	12/10/2015	95998	1070		AT&T MOBILITY	WIRELESS PHONES POLICE				143.19	143.19
Total 835956037X12012015:											
										143.19	143.19
12/15	12/10/2015	95999	76		BILLINGTON ACE HARD	BULBS				12.57	12.57
Total 344480:											
										12.57	12.57
12/15	12/10/2015	95999	76		BILLINGTON ACE HARD	BULBS				3,77	3,77
Total 344972:											
										3,77	3,77
12/15	12/10/2015	96000	1307		C&S WASTE SOLUTIONS	110 NORTH ST				232.32	232.32
Total 110NORTH 120115:											
										232.32	232.32
12/15	12/10/2015	96000	1307		C&S WASTE SOLUTIONS	1801 MAIN ST				95.59	95.59
Total 1801MAIN 120115:											
										95.59	95.59
12/15	12/10/2015	96000	1307		C&S WASTE SOLUTIONS	470-895 CIRCLE				191.16	191.16
Total 470895CIRCLE 120115:											
										191.16	191.16
12/15	12/10/2015	96000	1307		C&S WASTE SOLUTIONS	66 N LASSEN				161.18	161.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total SVL 120115:											
12/15	12/10/2015	96000	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW	SVL5 120115	1	1000-452-20-44	DISPOSAL	191.16	191.16
Total SVL5 120115:											
12/15	12/10/2015	96001	8340		WOODSTOVE REBATE PROGR	120815	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 120815:											
12/15	12/10/2015	96002	115	CASELLE INC.	SOURCE CODE ESCROW 1/1/1	69552	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 69552:											
12/15	12/10/2015	96003	118	CBC INNOVIS INC	MEMBERSHIP DUES	5335502975	1	1000-417-10-48	DUES AND MEMBERSHIPS	10.00	10.00
Total 5335502975:											
12/15	12/10/2015	96004	1257	CLEVELAND GOLFSRIX	GOLF CLUBS	4547497	1	7330-451-55-46	SUPPLIES - GENERAL	164.57	164.57
Total 4547497:											
12/15	12/10/2015	96005	161	CSK AUTO INC	AIR FILTER, STREETS	2740393450	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	13.96	13.96
Total 2740393450:											
12/15	12/10/2015	96005	161	CSK AUTO INC	WHEEL CYLINDER, SEAL STRE	2740394575	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	157.34	157.34
Total 2740394575:											
12/15	12/10/2015	96005	161	CSK AUTO INC	WHEEL CYLINDER RETURN-ST	2740395198	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	106.25	106.25
Total 2740395198:											
12/15	12/10/2015	96005	161	CSK AUTO INC	SEALED BEAM-WATER	2740397410	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	21.91	21.91
Total 2740397410:											

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
12/15	12/10/2015	96005	161	CSK AUTO INC	FULE, OIL FILTER-STREETS #2	2740398212	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	25.62	25.62
Total 2740398212:											
12/15	12/10/2015	96006	173	DATCO SERVICES	SUBSTANCE TEST -	29081082	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 29081082:											
12/15	12/10/2015	96007	194	DIAMOND SAW SHOP IN	PARTS #141	14216	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	61.01	61.01
Total 14216:											
12/15	12/10/2015	96008	8178	DOWNTOWN FORD SALE	2016 FORD EXPLORER #1-14-2	120815	1	2011-465-31-47	VEHICLES	31,072.90	31,072.90
Total 120815:											
12/15	12/10/2015	96009	1503	DSA SACRAMENTO REGI	PLAN/FIELD REVIEW FEE STIP	120115	1	2007-431-32-48	TAXES, FEES PERMITS & CHAR	3,730.00	3,730.00
Total 120115:											
12/15	12/10/2015	96010	219	ED STAUB & SONS PETR	193.4 GAL PROPANE G/C REST.	S3495	1	7530-451-52-46	PROPANE	224.54	224.54
Total S3495:											
12/15	12/10/2015	96011	1412	ERGOMETRICS & APPLIE	FIRE TEAM PROMOTE	123990	1	1000-416-10-46	SUPPLIES-GENERAL	568.25	568.25
Total 123990:											
12/15	12/10/2015	96012	1308	EVAN B SUNDBY PHD	PROFESSIONAL SER	120115	1	1000-421-10-43	PROFESSIONAL SVCS	250.00	250.00
Total 120115:											
12/15	12/10/2015	96013	241	FEATHER PUBLISHING C	FIRE CAPTAIN AD	00239360	1	1000-416-10-45	ADVERTISING	107.25	107.25
Total 00239360:											
12/15	12/10/2015	96013	241	FEATHER PUBLISHING C	LEAF ADS 11/18/15	00240208	1	1000-417-10-45	ADVERTISING	73.50	73.50

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 00240208:											
12/15	12/10/2015	96013	241	FEATHER PUBLISHING C	BUS CARDS	039467	1	1000-415-10-46	SUPPLIES-GENERAL	73.50	73.50
Total 039467:											
12/15	12/10/2015	96013	241	FEATHER PUBLISHING C	PUBLIC HEARING URBAN WAT	PO#1501	1	7110-430-42-45	ADVERTISING	135.00	135.00
Total PO#1501:											
12/15	12/10/2015	96013	241	FEATHER PUBLISHING C	AIRPORT PUBLIC NOTICE VAC	PO#7714	1	1000-411-40-45	ADVERTISING	155.10	155.10
Total PO#7714:											
12/15	12/10/2015	96014	265	FRONTIER	257-2520 GOLF COURSE	2520 120115	1	7530-451-52-45	COMMUNICATIONS	344.26	344.26
Total 2520 120115:											
12/15	12/10/2015	96015	1187	WOODSTOVE REBATE PROGR		120815	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 120815:											
12/15	12/10/2015	96016	298	HAT CREEK CONSTRUC	PYMNT #2 PROJECT #15-507-04	112515	1	7114-430-43-44	CONSTRUCTION	295,388.96	295,388.96
Total 112515:											
12/15	12/10/2015	96017	1380	HAUGE BRUECK ASSOCI	RIVERSIDE DR PEDESTRIAN	1	1	2007-431-20-43	PROFESSIONAL SVCS	1,065.00	1,065.00
Total 1:											
12/15	12/10/2015	96018	312	HISTORIC USA	11/15 COLLECTIONS, NET	121015	1	8401-2228-000	DEPOSITS PAYABLE	427.50	427.50
12/15	12/10/2015	96018	312	HISTORIC USA	5%FEE 11/15 COLLECTIONS	121015	2	8401-2228-000	DEPOSITS PAYABLE	22.50	22.50
12/15	12/10/2015	96018	312	HISTORIC USA	5%FEE 11/15 COLLECTIONS	121015	3	1000-415-10-34	REIMBURSEMENTS (HUSALAF	22.50-	22.50-
Total 121015:											
12/15	12/10/2015	96019	1073	IMPACT CONSTRUCTION	2015 SKYLINE CASINO SIDEWA	120815	1	2007-431-24-44	CONSTRUCTION SERVICES	89,870.02	89,870.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 120815:											
12/15	12/10/2015	96020	1362	IRON MOUNTAIN INFO. M	P/D SHREDDING	MAP8020	1	1000-421-10-44	DISPOSAL	52.00	52.00
Total MAP8020:											
12/15	12/10/2015	96021	338	JACKSON'S SERVICE CE	4 SNOW TIRES	34485	1	1000-417-10-44	MISC - REPAIR & MAINTENANC	476.90	476.90
Total 34485:											
12/15	12/10/2015	96022	401	LASSEN CO TAX COLLE	105-302-14-11	13014 041016	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	24.35	24.35
Total 13014 041016:											
12/15	12/10/2015	96022	401	LASSEN CO TAX COLLE	105-302-14-11	13014 121015	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	24.35	24.35
Total 13014 121015:											
12/15	12/10/2015	96022	401	LASSEN CO TAX COLLE	105-331-13-11	13043 041016	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	91.66	91.66
Total 13043 041016:											
12/15	12/10/2015	96022	401	LASSEN CO TAX COLLE	105-331-13-11	13043 121015	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	91.66	91.66
Total 13043 121015:											
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	BRAKE SHOES, SEAL, CYLINDE	2334810	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	357.29	357.29
Total 2334810:											
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	WIPERS-STREETS	236450	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	40.90	40.90
Total 236450:											
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	STRAP-STREETS SNOW	236463	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	1.08	1.08
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	STRAP-STREETS	236463	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	27.01	27.01
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	STRAP-WATER	236463	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	45.38	45.38
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	STRAP-GAS	236463	4	7401-430-62-44	REPAIR AND MAINT-VEHICLE	34.57	34.57

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 236463:								108.04	108.04
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	#70 WIPERS GAS	236520	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.18	17.18
		Total 236520:								17.18	17.18
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	LAMPS#237-STREETS	236569	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	2.80	2.80
		Total 236569:								2.80	2.80
12/15	12/10/2015	96023	411	LASSEN MOTOR PARTS	OIL , FUEL FILTER #230 STREE	236796	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	58.36	58.36
		Total 236796:								58.36	58.36
12/15	12/10/2015	96024	413	LASSEN TIRE	4 BALDISMOUNT/MOUNT #82 S	47772	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	712.45	712.45
		Total 47772:								712.45	712.45
12/15	12/10/2015	96024	413	LASSEN TIRE	4 BALDISMOUNT/MOUNT #84 S	47779	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	645.71	645.71
		Total 47779:								645.71	645.71
12/15	12/10/2015	96024	413	LASSEN TIRE	4 BALDISMOUNT/MOUNT #86 S	47784	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	645.71	645.71
		Total 47784:								645.71	645.71
12/15	12/10/2015	96024	413	LASSEN TIRE	4 BALDISMOUNT/MOUNT #80 S	47791	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	652.49	652.49
		Total 47791:								652.49	652.49
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 112415	1	7530-451-52-46	ELECTRICITY	342.67	342.67
		Total 122907 112415:								342.67	342.67
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE PUMP STATION	122910 112415	1	7530-451-52-46	ELECTRICITY	244.08	244.08
		Total 122910 112415:								244.08	244.08

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
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 112415	1	7530-451-52-46	ELECTRICITY	164.39	164.39
Total 122929 112415:											
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE PUMP HOUSE	132052 112415	1	7530-451-52-46	ELECTRICITY	79.94	79.94
Total 132052 112415:											
12/15	12/10/2015	96025	437	LMUD	470-895 CIRCLE DR/CLUB HOU	144281 112415	1	7530-451-52-46	ELECTRICITY	336.67	336.67
Total 144281 112415:											
12/15	12/10/2015	96025	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 113015	1	1000-452-20-46	ELECTRICITY	8.24	8.24
Total 1744 113015:											
12/15	12/10/2015	96025	437	LMUD	RIVERSIDE PARK	1999 113015	1	1000-452-20-46	ELECTRICITY	49.74	49.74
Total 1999 113015:											
12/15	12/10/2015	96025	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 112415	1	1000-452-20-46	ELECTRICITY	32.97	32.97
Total 3522 112415:											
12/15	12/10/2015	96025	437	LMUD	925 SIERRA RD SPORTS CTR	60453 112415	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 60453 112415:											
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE CLUB HOUSE	7394 112415	1	7530-451-52-46	ELECTRICITY	90.49	90.49
Total 7394 112415:											
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE CART BARN 2	7400 112415	1	7530-451-52-46	ELECTRICITY	26.91	26.91
Total 7400 112415:											
12/15	12/10/2015	96025	437	LMUD	GOLF COURSE BARN 1 & 3	9312 112415	1	7530-451-52-46	ELECTRICITY	14.00	14.00

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 9312 112415:											
12/15	12/10/2015	96025	437	LMUD	RIVERSIDE PARK LIGHT	9501 113015	1	1000-452-20-46	ELECTRICITY	191.05	191.05
Total 9501 113015:											
12/15	12/10/2015	96026	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 11	58020 1115	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 1115:											
12/15	12/10/2015	96027	572	QUILL CORPORATION	TONER, STAPLES	9961263	1	1000-415-10-46	SUPPLIES-GENERAL	160.76	160.76
Total 9961263:											
12/15	12/10/2015	96028	582	RAY MORGAN CO INC	P/D COPIER 1/16	1085240	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	132.43	132.43
12/15	12/10/2015	96028	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-1/1	1085240	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	262.90	262.90
Total 1085240:											
12/15	12/10/2015	96029	1361	SAFARILAND, LLC	BALLISTIC VESTS FOR	115182251	1	1000-421-10-47	EQUIPMENT - SAFETY	1,096.50	1,096.50
12/15	12/10/2015	96029	1361	SAFARILAND, LLC	DIFFERENCE IN PRICE	115182251	2	1000-421-10-47	EQUIPMENT - SAFETY	21.50	21.50
Total 115182251:											
12/15	12/10/2015	96030	8339		WOODSTOVE REBATE PROGR	120815	1	840-430-12-48	GRANTS	1,500.00	1,500.00
Total 120815:											
12/15	12/10/2015	96031	7907	SWRCB	DIST. CERT. RENEW	120815	1	7110-430-42-48	DUES AND MEMBERSHIPS	70.00	70.00
Total 120815:											
12/15	12/10/2015	96032	1245	TAYLORMADE GOLF	GOLF CLUBS FOR	30994500	1	7530-451-55-46	SUPPLIES - GENERAL	404.49	404.49
Total 30994500:											
12/15	12/10/2015	96032	1245	TAYLORMADE GOLF	GOLF CLUB FOR	30998699	1	7530-451-55-46	SUPPLIES - GENERAL	131.81	131.81

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
Total 30998699:											
12/15	12/10/2015	96033	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	120715	1	1000-1410-002	INVENTORIES-POSTAGE	131.81	131.81
Total 120715:											
Grand Totals:											
										442,947.36	442,947.36

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	
12/15	12/15/2015	96035	884	BANK OF AMERICA	STREET PARTS	0364 112515	1	2007-431-31-43	TECHNICAL SERVICES	64.04	64.04	
12/15	12/15/2015	96035	884	BANK OF AMERICA	STREET PARTS	0364 112515	2	2007-431-30-43	TECHNICAL SERVICES	61.61	61.61	
12/15	12/15/2015	95035	884	BANK OF AMERICA	FUEL	0364 112515	3	7620-430-10-45	TRAVEL	30.05	30.05	
Total 0364 112515:											155.70	155.70
12/15	12/15/2015	96035	884	BANK OF AMERICA	TR EX SACRAMENTO	11/19/15	1	1000-413-20-45	TRAVEL	20.50	20.50	
Total 2064 112515:											20.50	20.50
12/15	12/15/2015	96035	884	BANK OF AMERICA	VONAGE PHONE	4028 112515	1	1000-417-10-45	COMMUNICATIONS	502.51	502.51	
12/15	12/15/2015	96035	884	BANK OF AMERICA	POSTAGE	4028 112515	2	1000-416-10-46	POSTAGE	5.95	5.95	
Total 4028 112515:											508.46	508.46
12/15	12/15/2015	96035	884	BANK OF AMERICA	OFFICE SUPPLIES	4093 112515	1	1000-417-10-46	SUPPLIES-GENERAL	458.61	458.61	
12/15	12/15/2015	96035	884	BANK OF AMERICA	FUEL	4093 112515	2	1000-417-10-46	GASOLINE	38.90	38.90	
12/15	12/15/2015	96035	884	BANK OF AMERICA	KEYS	4093 112515	3	1000-452-20-45	LOCKSMITHING SERVICES	7.00	7.00	
12/15	12/15/2015	96035	884	BANK OF AMERICA	DESK SIGN	4093 112515	4	1000-413-20-46	SUPPLIES-GENERAL	32.24	32.24	
12/15	12/15/2015	96035	884	BANK OF AMERICA	APPLICATIONS	4093 112515	5	1000-416-10-46	SUPPLIES-GENERAL	317.56	317.56	
12/15	12/15/2015	96035	884	BANK OF AMERICA	SWINGS	4093 112515	6	1000-452-20-44	MISC - REPAIR & MAINTENANC	1,580.22	1,580.22	
Total 4093 112515:											2,434.53	2,434.53
12/15	12/15/2015	96035	884	BANK OF AMERICA	FUEL	4119 112515	1	1000-422-10-46	GASOLINE	67.50	67.50	
Total 4119 112515:											67.50	67.50
12/15	12/15/2015	96035	884	BANK OF AMERICA	OIL COOLER	4168 112515	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,375.54	1,375.54	
12/15	12/15/2015	96035	884	BANK OF AMERICA	TIRES STREETS	4168 112515	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	596.92	596.92	
Total 4168 112515:											1,972.46	1,972.46
12/15	12/15/2015	96035	884	BANK OF AMERICA	TOWELS, WASTEBAGS	4226 112515	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	48.07	48.07	
12/15	12/15/2015	96035	884	BANK OF AMERICA	POSTAGE	4226 112515	2	1000-421-10-46	POSTAGE	5.95	5.95	

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
12/15	12/15/2015	96035	884	BANK OF AMERICA	BOXES	4226 112515	3	1000-421-10-46	SUPPLIES-GENERAL	15.21	15.21
Total 4226 112515: 69.23 69.23											
12/15	12/15/2015	96035	884	BANK OF AMERICA	BRASS KEY	4242 112515	1	1000-421-10-45	LOCKSMITHING SERVICES	2.14	2.14
Total 4242 112515: 2.14 2.14											
12/15	12/15/2015	96035	884	BANK OF AMERICA	11/19/15 FOLSOM	4275 112515	1	1000-421-10-45	TRAINING	361.92	361.92
Total 4275 112515: 361.92 361.92											
12/15	12/15/2015	96035	884	BANK OF AMERICA	FUEL	4317 112515	1	1000-421-10-45	TRAINING	27.69	27.69
12/15	12/15/2015	96035	884	BANK OF AMERICA	THERMOSTAT GUARD	4317 112515	2	1000-421-10-47	MACHINERY AND EQUIPMENT	13.99	13.99
12/15	12/15/2015	96035	884	BANK OF AMERICA	HARDRIVE FAN	4317 112515	3	1000-421-10-47	MACHINERY AND EQUIPMENT	20.13	20.13
12/15	12/15/2015	96035	884	BANK OF AMERICA	SOFTWARE	4317 112515	4	1000-421-10-47	SOFTWARE	500.00	500.00
12/15	12/15/2015	96035	884	BANK OF AMERICA	TR EX	4317 112515	5	1000-421-10-45	TRAINING	337.31	337.31
12/15	12/15/2015	96035	884	BANK OF AMERICA	POWER BACKUP	4317 112515	6	1000-421-10-47	MACHINERY AND EQUIPMENT	174.09	174.09
12/15	12/15/2015	96035	884	BANK OF AMERICA	POWER BACKUP	4317 112515	7	1000-421-10-47	MACHINERY AND EQUIPMENT	96.25	96.25
Total 4317 112515: 1,169.46 1,169.46											
12/15	12/15/2015	96035	884	BANK OF AMERICA	WEB BUILDER	5203 112515	1	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90
Total 5203 112515: 24.90 24.90											
12/15	12/15/2015	96035	884	BANK OF AMERICA	TEST KIT, TUBE	5442 112515	1	7110-430-42-46	SUPPLIES-GENERAL	85.57	85.57
12/15	12/15/2015	96035	884	BANK OF AMERICA	WATER PARTS	5442 112515	2	7110-430-42-46	SUPPLIES-GENERAL	1,993.27	1,993.27
12/15	12/15/2015	96035	884	BANK OF AMERICA	WATER COURSE PACKAGE	5442 112515	3	7110-430-42-45	TRAVEL	216.35	216.35
Total 5442 112515: 2,295.19 2,295.19											
12/15	12/15/2015	96035	884	BANK OF AMERICA	BATTERIES	6933 112515	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	11.38	11.38
Total 6933 112515: 11.38 11.38											
12/15	12/15/2015	96035	884	BANK OF AMERICA	COFFEE BREWER	7454 112515	1	7620-430-10-46	SUPPLIES-GENERAL	247.24	247.24
12/15	12/15/2015	96035	884	BANK OF AMERICA	BATTERIES	7454 112515	2	7110-430-42-46	SUPPLIES-GENERAL	29.82	29.82
12/15	12/15/2015	96035	884	BANK OF AMERICA	BATTERIES	7454 112515	3	7401-430-62-46	SUPPLIES-GENERAL	29.82	29.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
12/15	12/15/2015	96035	884	BANK OF AMERICA	BATTERIES	7454 112515	4	2007-431-20-46	SUPPLIES-GENERAL	29.82	29.82	
12/15	12/15/2015	96035	884	BANK OF AMERICA	FUEL	7454 112515	5	7620-430-10-45	TRAVEL	81.65	81.65	
12/15	12/15/2015	96035	884	BANK OF AMERICA	HOOKS	7454 112515	6	7401-430-62-44	REPAIR AND MAINT-VEHICLE	137.34	137.34	
12/15	12/15/2015	96035	884	BANK OF AMERICA	LOG BOOKS, PHONE, HOLDER	7454 112515	7	7620-430-10-46	SUPPLIES-GENERAL	150.74	150.74	
12/15	12/15/2015	96035	884	BANK OF AMERICA	GAS PARTS	7454 112515	8	7401-430-62-46	POSTAGE	34.32	34.32	
12/15	12/15/2015	96035	884	BANK OF AMERICA	WEB BUILDER	7454 112515	9	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90	
12/15	12/15/2015	96035	884	BANK OF AMERICA	SOFTWARE	7454 112515	10	7620-430-10-47	SOFTWARE	49.99	49.99	
12/15	12/15/2015	96035	884	BANK OF AMERICA	KEYS P/D	7454 112515	11	1000-421-10-45	LOCKSMITHING SERVICES	19.00	19.00	
12/15	12/15/2015	96035	884	BANK OF AMERICA	MEMBERSHIP DUES	7454 112515	12	7620-430-10-48	DUES AND MEMBERSHIPS	289.00	289.00	
12/15	12/15/2015	96035	884	BANK OF AMERICA	SHIPPING	7454 112515	13	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.55	9.55	
12/15	12/15/2015	96035	884	BANK OF AMERICA	FUEL	7454 112515	14	7620-430-10-45	TRAVEL	24.51	24.51	
12/15	12/15/2015	96035	884	BANK OF AMERICA	DMV RENEWAL	7454 112515	15	7110-430-42-43	PROFESSIONAL SVCS	150.00	150.00	
Total 7454 112515:											1,307.70	1,307.70
12/15	12/15/2015	96035	884	BANK OF AMERICA	ELECTRICAL CORDS	7575 112515	1	7401-430-62-46	SUPPLIES-GENERAL	70.69	70.69	
12/15	12/15/2015	96035	884	BANK OF AMERICA	QUICK DISC	7575 112515	2	7401-430-62-46	SUPPLIES-GENERAL	181.61	181.61	
12/15	12/15/2015	96035	884	BANK OF AMERICA	TIRES #71 - GAS	7575 112515	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	924.06	924.06	
12/15	12/15/2015	96035	884	BANK OF AMERICA	RANGE PRESSURE REGULATO	7575 112515	4	7401-430-62-46	SUPPLIES-GENERAL	120.59	120.59	
12/15	12/15/2015	96035	884	BANK OF AMERICA	HANDBOOK	7575 112515	5	7401-430-62-46	SUPPLIES-GENERAL	50.00	50.00	
Total 7575 112515:											1,346.95	1,346.95
12/15	12/15/2015	96035	884	BANK OF AMERICA	SHIPPING	7979 112515	1	1000-422-10-46	POSTAGE	6.10	6.10	
12/15	12/15/2015	96035	884	BANK OF AMERICA	POSTAGE	7979 112515	2	1000-425-20-46	POSTAGE	34.80	34.80	
12/15	12/15/2015	96035	884	BANK OF AMERICA	FUEL	7979 112515	3	1000-422-10-46	GASOLINE	1,039.83	1,039.83	
12/15	12/15/2015	96035	884	BANK OF AMERICA	CLEANING SUPPLY	7979 112515	4	1000-422-10-46	SUPPLIES-JANITORIAL	61.32	61.32	
12/15	12/15/2015	96035	884	BANK OF AMERICA	CASTER, MOUSE, PAPER	7979 112515	5	1000-422-10-46	SUPPLIES-GENERAL	321.95	321.95	
12/15	12/15/2015	96035	884	BANK OF AMERICA	PATIO LIGHT	7979 112515	6	1000-422-10-48	MISCELLANEOUS	199.99	199.99	
12/15	12/15/2015	96035	884	BANK OF AMERICA	LIGHT, T1 PARTS	7979 112515	7	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	424.56	424.56	
12/15	12/15/2015	96035	884	BANK OF AMERICA	PARTS	7979 112515	8	1000-422-10-46	SUPPLIES-GENERAL	11.46	11.46	
12/15	12/15/2015	96035	884	BANK OF AMERICA	LIGHT BULBS	7979 112515	9	1000-422-10-46	SUPPLIES-GENERAL	212.34	212.34	
Total 7979 112515:											2,312.35	2,312.35
12/15	12/15/2015	96035	884	BANK OF AMERICA	KODAK INK	9430 112515	1	7530-451-55-46	SUPPLIES - GENERAL	13.94	13.94	
Total 9430 112515:											13.94	13.94

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
Grand Totals:											
										14,074.31	14,074.31

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
12/15	12/17/2015	96036	21	AIRGAS USA, LLC	CHLORINE	9045225095	1	7110-430-42-46	SUPPLIES-GENERAL	373.89	373.89
Total 9045225095:											
12/15	12/17/2015	96036	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9932028522	1	7401-430-62-46	SUPPLIES-GENERAL	40.20	40.20
12/15	12/17/2015	96036	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9932028522	2	7110-430-42-46	SUPPLIES-GENERAL	76.04	76.04
12/15	12/17/2015	96036	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9932028522	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	57.45	57.45
12/15	12/17/2015	96036	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9932028522	4	7110-430-42-44	REPAIR AND MAINTENANCE-V	98.35	98.35
12/15	12/17/2015	96036	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9932028522	5	7401-430-62-44	REPAIR AND MAINT-VEHICLE	74.00	74.00
Total 9932028522:											
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	GAS UNIFORMS 12/03/15	5064213583	1	7401-430-62-44	LINEN SERVICES	61.21	61.21
Total 5064213583:											
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 12/03/15	5064213584	1	7620-430-10-44	LINEN SERVICE	27.86	27.86
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 12/03/15	5064213584	2	2007-431-20-44	LINEN SERVICE	32.04	32.04
Total 5064213584:											
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	WATER UNIFORMS 12/03/15	5064213585	1	7110-430-42-44	LINEN SERVICE	51.00	51.00
Total 5064213585:											
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	GAS UNIFORMS 12/10/2015	5064228241	1	7401-430-62-44	LINEN SERVICES	122.83	122.83
Total 5064228241:											
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 12/10/15	5064228242	1	7620-430-10-44	LINEN SERVICE	27.86	27.86
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 12/10/15	5064228242	2	2007-431-20-44	LINEN SERVICE	32.04	32.04
Total 5064228242:											
12/15	12/17/2015	96037	44	ARAMARK UNIFORM SE	WATER UNIFORMS 12/10/15	5064228243	1	7110-430-42-44	LINEN SERVICE	51.00	51.00

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 5064228243:											
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-0100	1	8402-413-30-45	PRINTING AND BINDING	10.00	10.00
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-0100	2	8402-413-30-45	COMMUNICATIONS	65.33	65.33
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-0100	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,000.00	2,000.00
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-0100	4	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	975.00	975.00
Total 2015-0100:										3,050.33	3,050.33
Total 2015-099:											
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	1	8402-413-30-45	PRINTING AND BINDING	57.24	57.24
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	2	8402-413-30-46	POSTAGE	23.82	23.82
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	3	8402-413-30-45	COMMUNICATIONS	67.85	67.85
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,745.00	1,745.00
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	6	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,547.50	1,547.50
12/15	12/17/2015	96038	72	BENOIT, JOHN	IAFCO STAFF SVCS & EXPENS	2015-099	7	8402-413-30-43	TECHNICAL SVCS	255.00	255.00
Total 2015-099:										4,196.41	4,196.41
Total 344423:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	DRIVER-GAS	344423	1	7401-430-62-46	SUPPLIES-GENERAL	22.24	22.24
Total 344423:										22.24	22.24
Total 344787:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	TARP-STREETS	344787	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	17.36	17.36
Total 344787:										17.36	17.36
Total 345016:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-GAS	345016	1	7401-430-62-46	SUPPLIES-GENERAL	5.80	5.80
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-STREETS	345016	2	2007-431-20-46	SUPPLIES-GENERAL	5.80	5.80
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-PW	345016	3	7620-430-10-46	SUPPLIES-GENERAL	5.80	5.80
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-WATER	345016	4	7110-430-42-46	SUPPLIES-GENERAL	5.80	5.80
Total 345016:										23.20	23.20
Total 345261:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	FUSE, PLIER	345261	1	7401-430-62-46	SUPPLIES-GENERAL	31.87	31.87
Total 345261:										31.87	31.87

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	BULBS, SCREWDRIERS	345281	1	7110-430-42-46	SUPPLIES-GENERAL	114.10	114.10
Total 345281:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	FASTENERS-PW	345410	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	4.71	4.71
Total 345410:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	SOLDER-GAS	345412	1	7401-430-62-46	SUPPLIES-GENERAL	2.29	2.29
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	SOLDER-STREETS	345412	2	2007-431-20-46	SUPPLIES-GENERAL	2.29	2.29
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	SOLDER-PW	345412	3	7620-430-10-46	SUPPLIES-GENERAL	2.29	2.29
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	SOLDER-WATER	345412	4	7110-430-42-46	SUPPLIES-GENERAL	2.31	2.31
Total 345412:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-GAS	345475	1	7401-430-62-46	SUPPLIES-GENERAL	19.35	19.35
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-STREETS	345475	2	2007-431-20-46	SUPPLIES-GENERAL	19.35	19.35
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-PW	345475	3	7620-430-10-46	SUPPLIES-GENERAL	19.35	19.35
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	LIGHT BULBS-WATER	345475	4	7110-430-42-46	SUPPLIES-GENERAL	19.34	19.34
Total 345475:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	VALVE-WATER	345489	1	7110-430-42-46	SUPPLIES-GENERAL	13.53	13.53
Total 345489:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	SPRAYER, DRIVER-GAS	345497	1	7401-430-62-46	SUPPLIES-GENERAL	29.47	29.47
Total 345497:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	BLEACH-WATER	345550	1	7110-430-42-46	SUPPLIES-GENERAL	15.92	15.92
Total 345550:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	CLEANER - STREETS	345572	1	2007-431-20-46	SUPPLIES-GENERAL	6.76	6.76
Total 345572:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	KEY, BOLT, HOLDER-STREETS	345641	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.26	5.26

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Total 345641:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	CORD BUNGEE	345702	1	7110-430-42-46	SUPPLIES-GENERAL	18.73	18.73
Total 345702:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	BULB-STREETS	345829	1	2007-431-20-46	SUPPLIES-GENERAL	14.50	14.50
Total 345829:											
12/15	12/17/2015	96039	76	BILLINGTON ACE HARD	RAKE	345838	1	7401-430-62-46	SUPPLIES-GENERAL	34.82	34.82
Total 345838:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	600MAIN 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total 600MAIN 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 120115	1	2007-431-20-44	DISPOSAL	18.79	18.79
Total PLCBOFA 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLER 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCBUEHLER 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDMNDMTN 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCDMNDMTN 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCELKSLODGE 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 120115	1	2007-431-20-44	DISPOSAL	18.79	18.79
Total PLCFROSTYMILL 120115:											

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
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCGROCERYOUT 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCHAIRHUNTER 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCHOTELLSN1 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBLD 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCKNOCHBLD 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHHS 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCLASSENHHS 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITALY120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCLITTLEITALY120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHRTTR 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCLVCHRTTR 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSENP 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCMTLASSENP 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPLA 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCPANCERAPLA 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWRY 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCSIERRAJWRV 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHRT 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCSIERRATHRT 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREA 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCVILLEREA 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPDOWNPK 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCUPDOWNPK 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - US POS	PLCUSPOSTAL 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCUSPOSTAL 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETMEM 120115	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCVETMEM 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 12011	1	2007-431-20-44	DISPOSAL	37.58	37.58
Total PLCWALMARTBUS 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	925 SIERRA ST	SVL15 120115	1	7620-430-10-44	DISPOSAL	158.83	158.83
Total SVL15 120115:											
12/15	12/17/2015	96040	1307	C&S WASTE SOLUTIONS	720SOUTH ST/SHOP	SVL8 120115	1	7620-430-10-44	DISPOSAL	158.83	158.83
Total SVL8 120115:											
12/15	12/17/2015	96041	100	CALIFORNIA CHAMBER	CA EMPLOYER POSTERS 2016	1095560	1	1000-416-10-46	SUPPLIES-GENERAL	180.14	180.14
Total 1095560:											

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
12/15	12/17/2015	96042	1358	CLASSIC GOLF CAR INC.	GNUCKLE ARM	00031132	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	57.73	57.73
Total 00031132:											
12/15	12/17/2015	96043	148	COMPUTER LOGISTICS	CITY CLERK COMPUTER	66469	1	1000-417-10-46	SUPPLIES-GENERAL	490.50	490.50
Total 66469:											
12/15	12/17/2015	96043	148	COMPUTER LOGISTICS	100 HR SER CONTRACT RENE	66476	1	1000-1430-106	PREPAID COMPUTER HOURS	8,500.00	8,500.00
Total 66476:											
12/15	12/17/2015	96044	161	CSK AUTO INC	ACTUATOR-STREETS	2740398499	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	40.88	40.88
Total 2740398499:											
12/15	12/17/2015	96044	161	CSK AUTO INC	TAILGATE HANDLE-STREETS	2740399226	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	28.73	28.73
Total 2740399226:											
12/15	12/17/2015	96045	8352	CUTLER, WILLIAM	REFUND WATER DEPOSIT	10232300003	1	7110-2228-000	DEPOSITS-CUSTOMER	6.42	6.42
Total 10232300003:											
12/15	12/17/2015	96046	8342		WOODSTOVE PROGRAM REBA	121015	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 121015:											
12/15	12/17/2015	96047	8348		WOODSTOVE PROGRAM REBA	121415	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 121415:											
12/15	12/17/2015	96048	194	DIAMOND SAW SHOP IN	MIX OIL	14282	1	7110-430-42-46	SUPPLIES-GENERAL	11.29	11.29
Total 14282:											
12/15	12/17/2015	96049	1260	DIRECTV INC	G/C CABLE	27308577573	1	7530-451-52-45	COMMUNICATIONS	94.05	94.05

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Total 27308577573:											
12/15	12/17/2015	96050	1223	DRICO INC	COVERSION	24521-1	1	7401-430-62-46	SUPPLIES-GENERAL	94.05	94.05
Total 24521-1:											
12/15	12/17/2015	96051	1503	DSA SACRAMENTO REGI	PLAN/REVIEW FEE STIP 2514/S	DEC 1 2015	1	2007-431-33-48	TAXES, FEES, PERMITS & CHA	3,627.50	3,627.50
Total DEC 1 2015:											
12/15	12/17/2015	96052	238	FASTENAL COMPANY	MASTER LOCK-WATER	68296	1	7110-430-42-46	SUPPLIES-GENERAL	466.72	466.72
Total 68296:											
12/15	12/17/2015	96052	238	FASTENAL COMPANY	SCREWS-SNOW	68398	1	2007-431-20-46	SUPPLIES-GENERAL	3.91	3.91
Total 68398:											
12/15	12/17/2015	96053	241	FEATHER PUBLISHING C	BUS CARDS	039384	1	7401-430-62-46	SUPPLIES-GENERAL	76.59	76.59
Total 039384:											
12/15	12/17/2015	96053	241	FEATHER PUBLISHING C	LAFCO LEGAL PUBLISH 11/3/15	ACCT#1024 11/3/15	1	8402-413-30-45	ADVERTISING	88.20	88.20
Total ACCT#1024 11/3/15:											
12/15	12/17/2015	96053	241	FEATHER PUBLISHING C	PO#7724 ORDIANCE 15-5227	PO#7724	1	1000-416-10-45	ADVERTISING	55.00	55.00
Total PO#7724:											
12/15	12/17/2015	96053	241	FEATHER PUBLISHING C	PO#7725 MARIJUANA ORDIAN	PO#7725	1	1000-416-10-45	ADVERTISING	311.15	311.15
Total PO#7725:											
12/15	12/17/2015	96054	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	579183A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 579183A:											

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	
12/15	12/17/2015	96055	257	FOREST OFFICE EQUIP	MNTHLY MNT. FOLD MACHINE-	CC6907	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00	
12/15	12/17/2015	96055	257	FOREST OFFICE EQUIP	MNTHLY MNT. FOLD MACHINE-	CC6907	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00	
Total CC6907:											84.00	84.00
Total CC6941:											84.00	84.00
12/15	12/17/2015	96055	257	FOREST OFFICE EQUIP	MNTHLY MNT. FOLD MACHINE-	CC6941	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00	
12/15	12/17/2015	96055	257	FOREST OFFICE EQUIP	MNTHLY MNT. FOLD MACHINE-	CC6941	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00	
Total CC6941:											84.00	84.00
12/15	12/17/2015	96055	257	FOREST OFFICE EQUIP	PWLKYOCERA COPIER 11/15	CC6942	1	7620-430-10-43	TECHNICAL SVCS	362.93	362.93	
Total CC6942:											362.93	362.93
12/15	12/17/2015	96056	265	FRONTIER	257-1000 DSL SERVICE	1000 120515	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 ADMIN FAX	1000 120515	2	1000-413-20-45	COMMUNICATIONS	.26	.26	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 CITY CLERK FAX	1000 120515	3	1000-411-40-45	COMMUNICATIONS	.26	.26	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 ADMIN	1000 120515	4	1000-413-20-45	COMMUNICATIONS	.09	.09	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 CITY CLERK	1000 120515	5	1000-411-40-45	COMMUNICATIONS	.14	.14	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 FINANCE	1000 120515	6	1000-415-10-45	COMMUNICATIONS	.14	.14	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 120515	7	1000-419-10-45	COMMUNICATIONS	.15	.15	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 CITY HALL	1000 120515	8	1000-417-10-45	COMMUNICATIONS	243.62	243.62	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 120515	9	7110-430-42-45	COMMUNICATIONS	24.15	24.15	
12/15	12/17/2015	96056	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 120515	10	7401-430-62-45	COMMUNICATIONS	24.15	24.15	
Total 1000 120515:											437.96	437.96
12/15	12/17/2015	96056	265	FRONTIER	257-1033 PARKS	1033 120515	1	1000-452-20-45	COMMUNICATIONS	226.15	226.15	
Total 1033 120515:											226.15	226.15
12/15	12/17/2015	96056	265	FRONTIER	257-1041 PW ADMIN	1041 120515	1	7620-430-10-45	COMMUNICATIONS	293.49	293.49	
Total 1041 120515:											293.49	293.49
12/15	12/17/2015	96056	265	FRONTIER	257-1051 PW STREETS	1051 120515	1	7620-430-10-45	COMMUNICATIONS	39.83	39.83	
Total 1051 120515:											39.83	39.83

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12/15	12/17/2015	96056	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 121015	1	7401-430-62-45	COMMUNICATIONS	35.08	35.08
Total 1182 121015:											
12/15	12/17/2015	96056	265	FRONTIER	252-1182 WATER SCADA	21182 121015	1	7401-430-62-45	COMMUNICATIONS	35.08	35.08
Total 21182 121015:											
12/15	12/17/2015	96056	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 121015	1	7620-430-10-45	COMMUNICATIONS	323.07	323.07
Total 24247 121015:											
12/15	12/17/2015	96056	265	FRONTIER	257-2845 (SCROLL OVER-P/	2845 111515	1	7620-430-10-45	COMMUNICATIONS	163.67	163.67
Total 2845 111515:											
12/15	12/17/2015	96056	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 120515	1	1000-417-10-45	COMMUNICATIONS	64.46	64.46
Total 2960 120515:											
12/15	12/17/2015	96057	280	GRANITE CONSTRUCTIO	DURAPATCH-STREETS	905020	1	2007-431-20-46	SUPPLIES-GENERAL	1,994.55	1,994.55
Total 905020:											
12/15	12/17/2015	96058	1148	GREATAMERICA FINANC	COPIER LEASE 12/15 PW	17923626	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	364.78	364.78
Total 17923626:											
12/15	12/17/2015	96059	8346		REFUND WATER DEPOSIT	10529300021	1	7110-2228-000	DEPOSITS-CUSTOMER	12.47	12.47
Total 10529300021:											
12/15	12/17/2015	96060	288		REIMBURSE HEALTH INS - SIC	121415	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	409.50	409.50
Total 121415:											
12/15	12/17/2015	96061	8344		WOODSTOVE PROGRAM REBA	121015	1	8404-430-12-48	GRANTS	1,500.00	1,500.00

M = Manual Check, V = Void Check

Check Issue Dates: 12/17/2015 - 12/17/2015

Dec 17, 2015 02:36PM

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 121015:											
12/15	12/17/2015	96062	335	J.W. WOOD CO INC	BLACK REDUCER-GAS	S085730	1	7401-430-62-46	SUPPLIES-GENERAL	5.41	5.41
Total S085730:											
12/15	12/17/2015	96062	335	J.W. WOOD CO INC	BLACK REDUCER-GAS	S085751	1	7401-430-62-46	SUPPLIES-GENERAL	5.41	5.41
Total S085751:											
12/15	12/17/2015	96063	1504	JESSICA ANN RYAN	ATTORNEY FEES 11/15	113015	1	1000-412-10-43	PROFESSIONAL SVCS	3,062.50	3,062.50
Total 113015:											
12/15	12/17/2015	96064	911	JOHNSTONE SUPPLY	GENERATOR, BURNER, SWTC	415S2064397001	1	7401-430-62-46	SUPPLIES-GENERAL	1,900.10	1,900.10
Total 415S2064397001:											
12/15	12/17/2015	96065	1534	KATHY OLSON PROCES	SERVE PAPER CASE #SC69729	121015	1	7401-430-62-48	TAXES, FEES, PERMITS & CHA	75.00	75.00
Total 121015:											
12/15	12/17/2015	96066	362	KAUFFMAN, BILL	P/W JANITORIAL SVCS 11/15	705131	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 705131:											
12/15	12/17/2015	96067	1532	KINGS RIVER CASTING, I	MEMORIAL BENCH FOR ROBS	33582	1	1000-452-20-46	SUPPLIES-GENERAL	1,081.38	1,081.38
Total 33582:											
12/15	12/17/2015	96068	404	LASSEN COMMUNITY CO	CLASS 08/17/15	1052443 120215	1	1000-421-10-45	TRAINING	121.00	121.00
Total 1052443 120215:											
12/15	12/17/2015	96068	404	LASSEN COMMUNITY CO	CLASS	1101538 081715	1	1000-421-10-45	TRAINING	121.00	121.00
Total 1101538 081715:											

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
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	CR FOR CANNISTER VALVE	225586CR	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	28.18-	28.18-
Total 225586CR:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	REIM OF OVERPAYMENT	227331CR	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.77-	9.77-
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	REIM OF OVERPAYMENT	227331CR	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	59.68-	59.68-
Total 227331CR:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	FUEL TREATMENT-STREETS	237169	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.28	3.28
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	FUEL TREATMENT-WATER	237169	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.62	5.62
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	FUEL TREATMENT-GAS	237169	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.23	4.23
Total 237169:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	FLOW MARKER-SNOW	237212	1	2006-431-25-33	STATE-2107 ADJ. (SNOWREMO	213.20	213.20
Total 237212:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	DRIVE AXLE-P/W	237317	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	156.28	156.28
Total 237317:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	2 STROKE OIL-STREETS	237341	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	10.43	10.43
Total 237341:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	SWAY BAR LINK-P/W	237347	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	18.88	18.88
Total 237347:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	DRIVE AXLE REFUND-P/W	237371	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	102.03-	102.03-
Total 237371:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	TOWELS	237505	1	7401-430-62-46	SUPPLIES-GENERAL	28.42	28.42
Total 237505:											

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
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	SPRAK PLUGS, WIRE SET-WAT	237539	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	205.83	205.83
Total 237539:											
12/15	12/17/2015	96069	411	LASSEN MOTOR PARTS	INVOICE PD IN ERROR	344330CR	1	2007-431-20-46	SUPPLIES-GENERAL	14.50-	14.50-
Total 344330CR:											
12/15	12/17/2015	96070	412	LASSEN REGIONAL SOLI	DUMP FEES	763741	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 763741:											
12/15	12/17/2015	96070	412	LASSEN REGIONAL SOLI	DUMP FEES	763759	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 763759:											
12/15	12/17/2015	96070	412	LASSEN REGIONAL SOLI	DUMP FEES	763783	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 763783:											
12/15	12/17/2015	96070	412	LASSEN REGIONAL SOLI	DUMP FEES	763792	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 763792:											
12/15	12/17/2015	96070	412	LASSEN REGIONAL SOLI	DUMP FEES	763798	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 763798:											
12/15	12/17/2015	96071	413	LASSEN TIRE	1 TIRE TUBE #331-STREETTS	46929	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	115.63	115.63
Total 46929:											
12/15	12/17/2015	96071	413	LASSEN TIRE	1 TIRE TUBE #39-STREETTS	47769	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	45.21	45.21
Total 47769:											
12/15	12/17/2015	96071	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #85	47798	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	698.15	698.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 47798 120715:											
12/15	12/17/2015	96071	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #92	47807	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	810.48	810.48
Total 47807:											
12/15	12/17/2015	96071	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #102	47821	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	70.00	70.00
Total 47821:											
12/15	12/17/2015	96071	413	LASSEN TIRE	2 NEW MOUNT AND DISMOUNT	47824	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	258.09	258.09
Total 47824:											
12/15	12/17/2015	96071	413	LASSEN TIRE	2 NEW MOUNT AND DISMOUNT	47825	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	258.09	258.09
Total 47825:											
12/15	12/17/2015	96072	421	LEAGUE OF CALIFORNIA	2016 LOCAL STREET ASSESSM	102854	1	2007-431-27-43	PROFESSIONAL SERVICES	200.00	200.00
Total 102854:											
12/15	12/17/2015	96073	425	LES SCHWAB TIRE CENT	WHEL SPIN-WATER	60400135324	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	62.00	62.00
Total 60400135324:											
12/15	12/17/2015	96074	8343	WOODSTOVE PROGRAM REBA	121015		1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 121015:											
12/15	12/17/2015	96075	437	LMUD	AIRPORT VASILIGHTS	10108 112415	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 112415:											
12/15	12/17/2015	96075	437	LMUD	LASSEN COLLEGE WELL #5	120270 113015	1	7110-430-42-46	ELECTRICITY	36.45	36.45
Total 120270 113015:											

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
12/15	12/17/2015	96075	437	LMUD	SOUTH ST - PUBLIC WORKS O	14590 113015	1	7620-430-10-46	ELECTRICITY	490.63	490.63
Total 14590 113015:											
12/15	12/17/2015	96075	437	LMUD	66 N LASSEN STREET	2466 120415	1	1000-417-10-46	ELECTRICITY	542.02	542.02
Total 2466 120415:											
12/15	12/17/2015	96075	437	LMUD	N WEATHERLOW ST TENNIS S	24661 120415	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 24661 120415:											
12/15	12/17/2015	96075	437	LMUD	CADY SPRINGS	26784 113015	1	7110-430-42-46	ELECTRICITY	28.31	28.31
Total 26784 113015:											
12/15	12/17/2015	96075	437	LMUD	65 N WEATHERLOW ST PARK	2865 120415	1	1000-452-20-46	ELECTRICITY	95.22	95.22
Total 2865 120415:											
12/15	12/17/2015	96075	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 120415	1	1000-451-80-46	ELECTRICITY	58.61	58.61
Total 2866 120415:											
12/15	12/17/2015	96075	437	LMUD	65 N WEATHERLOW ST COMM	2867 120415	1	1000-452-20-46	ELECTRICITY	44.37	44.37
Total 2867 120415:											
12/15	12/17/2015	96075	437	LMUD	N WEATHERLOW ST TENNIS C	2870 120415	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 2870 120415:											
12/15	12/17/2015	96075	437	LMUD	NORTH ST BASEBALL PARK M	2873 120415	1	1000-452-20-46	ELECTRICITY	38.12	38.12
Total 2873 120415:											
12/15	12/17/2015	96075	437	LMUD	RICHMOND RD BRIDGE-STREE	35094 113015	1	2007-431-60-46	ELECTRICITY	233.12	233.12

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 35094 113015:											
12/15	12/17/2015	96075	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 112415	1	2007-431-60-46	ELECTRICITY	122.44	122.44
Total 3651 112415:											
12/15	12/17/2015	96075	437	LMUD	720 SOUTH ST EMULSION TAN	38646 113015	1	7620-430-10-46	ELECTRICITY	72.92	72.92
Total 38646 113015:											
12/15	12/17/2015	96075	437	LMUD	115 N WEATHERLOW ST	43866 120415	1	1000-451-80-46	ELECTRICITY	67.76	67.76
Total 43866 120415:											
12/15	12/17/2015	96075	437	LMUD	MAIN & ALEXANDER-STREETS	49496 112415	1	2007-431-60-46	ELECTRICITY	104.39	104.39
Total 49496 112415:											
12/15	12/17/2015	96075	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 112415	1	2007-431-60-46	ELECTRICITY	103.06	103.06
Total 49497 112415:											
12/15	12/17/2015	96075	437	LMUD	MAIN & JOHNSTWLE SIGNAL-	49498 112415	1	2007-431-60-46	ELECTRICITY	128.44	128.44
Total 49498 112415:											
12/15	12/17/2015	96075	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 112415	1	2007-431-60-46	ELECTRICITY	205.43	205.43
Total 49499 112415:											
12/15	12/17/2015	96075	437	LMUD	AIRPORT LOT 5	51908 112415	1	7201-430-81-46	ELECTRICITY	15.26	15.26
Total 51908 112415:											
12/15	12/17/2015	96075	437	LMUD	AIRPORT HANGER 6	54333 112415	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 54333 112415:											

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
12/15	12/17/2015	96075	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 113015	1	7110-430-42-46	ELECTRICITY	260.91	260.91
Total 55754 113015:											
12/15	12/17/2015	96075	437	LMUD	AIRPORT OFFICE	7146 112415	1	7201-430-81-46	ELECTRICITY	312.26	312.26
Total 7146 112415:											
12/15	12/17/2015	96075	437	LMUD	AIRPORT GAS PUMP	7154 112415	1	7201-430-81-46	ELECTRICITY	22.52	22.52
Total 7154 112415:											
12/15	12/17/2015	96075	437	LMUD	WELL 1-WATER	7714 112415	1	7110-430-42-46	ELECTRICITY	42.62	42.62
Total 7714 112415:											
12/15	12/17/2015	96075	437	LMUD	NORTH ST BASEBALL PARK M	9283 120415	1	1000-452-20-46	ELECTRICITY	211.59	211.59
Total 9283 120415:											
12/15	12/17/2015	96075	437	LMUD	GEOTHERMAL PUMP #1	9297 120415	1	7301-430-52-46	ELECTRICITY	1,249.12	1,249.12
Total 9297 120415:											
12/15	12/17/2015	96075	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 120415	1	1000-466-30-46	ELECTRICITY	14.00	14.00
Total 94811 120415:											
12/15	12/17/2015	96075	437	LMUD	GEOTHERMAL PUMP #2	9503 113015	1	7301-430-52-46	ELECTRICITY	48.93	48.93
Total 9503 113015:											
12/15	12/17/2015	96075	437	LMUD	GEOTHERMAL HOSPITAL LANE	9963 113015	1	7301-430-52-46	ELECTRICITY	14.84	14.84
Total 9963 113015:											
12/15	12/17/2015	96076	452	MARTIN SECURITY SYST	720 SOUTH ST 12/15-P/W	029371	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00

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 029371:											
12/15	12/17/2015	96077	8351		REFUND GAS DEPOSIT	10120651123	1	7401-2228-000	DEPOSITS-CUSTOMER	153.04	153.04
Total 10120651123:											
12/15	12/17/2015	96078	467	METER VALVE & CONTR	GAS METER, ERT	9942	1	7401-430-62-46	SUPPLIES-GENERAL	313.76	313.76
Total 9942:											
12/15	12/17/2015	96079	480	MINERS & PISANI INC	ODOMETER	16889	1	7401-430-62-46	SUPPLIES-GENERAL	233.60	233.60
Total 16889:											
12/15	12/17/2015	96079	480	MINERS & PISANI INC	GAS METERS	17168	1	7401-430-63-47	MACHINERY & EQUIPMENT	879.70	879.70
Total 17168:											
12/15	12/17/2015	96080	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 11	682246	1	7401-430-62-43	TECHNICAL SVCS	57.35	57.35
12/15	12/17/2015	96080	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 11	682246	2	7110-430-42-43	TECHNICAL SVCS	57.35	57.35
Total 682246:											
12/15	12/17/2015	96081	543	PAK N SHIP	SHIPPING PW	1400	1	7401-430-62-46	POSTAGE	37.15	37.15
Total 1400:											
12/15	12/17/2015	96081	543	PAK N SHIP	SHIPPING PW	1450	1	7401-430-62-46	POSTAGE	22.30	22.30
Total 1450:											
12/15	12/17/2015	96081	543	PAK N SHIP	SHIPPING PW	1451	1	7401-430-62-46	POSTAGE	21.15	21.15
Total 1451:											
12/15	12/17/2015	96082	8347		REFUND GAS DEPOSIT	10306901021	1	7401-2228-000	DEPOSITS-CUSTOMER	69.31	69.31

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 10306901021:											
12/15	12/17/2015	96083	572	QUILL CORPORATION	CALENDARS	1050905	1	7620-430-10-46	SUPPLIES-GENERAL	143.85	143.85
Total 1050905:											
12/15	12/17/2015	96083	572	QUILL CORPORATION	PEN, TISSUE	1095695	1	7620-430-10-46	SUPPLIES-GENERAL	53.41	53.41
Total 1095695:											
12/15	12/17/2015	96083	572	QUILL CORPORATION	SELF INKING PADS	1106167	1	1000-415-10-46	SUPPLIES-GENERAL	16.64	16.64
Total 1106167:											
12/15	12/17/2015	96084	8345		REFUND WATER DEPOSIT	10101100007	1	7110-2228-000	DEPOSITS-CUSTOMER	1.88	1.88
12/15	12/17/2015	96084	8345		REFUND GAS DEPOSIT	10101100007	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10101100007:											
12/15	12/17/2015	96085	8349		NOODSTOVE PROGRAM REBA	121515	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 121515:											
12/15	12/17/2015	96086	1535	SHASTA COUNTY ARSO	INVESTIGATTIN	120415	1	1000-422-10-45	TRAVEL	75.00	75.00
Total 120415:											
12/15	12/17/2015	96087	1082	SIERRA CASCADE AGGR	ASPHALT	4998	1	2007-431-20-46	SUPPLIES-GENERAL	2,766.86	2,766.86
Total 4998:											
12/15	12/17/2015	96088	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 12/16/2015	44588	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 44588:											
12/15	12/17/2015	96088	1076	SIERRA COFFEE AND BE	PW WATER SERVICE 12/2/15	44751	1	7620-430-10-46	SUPPLIES-GENERAL	20.15	20.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44751:											
12/15	12/17/2015	96089	872	SLAKEY BROTHERS INC.	MOTOR KIT-GAS	1115806800	1	7401-430-62-46	SUPPLIES-GENERAL	259.32	259.32
Total 1115806800:											
12/15	12/17/2015	96089	872	SLAKEY BROTHERS INC.	RELAY LOCKOUT-GAS	8035178700	1	7401-430-62-46	SUPPLIES-GENERAL	207.57	207.57
Total 8035178700:											
12/15	12/17/2015	96090	649	SNOQUIP	SPROCKET DRIVE-SNOW	44192	1	2006-431-25-33	STATE-2107 ADJ (SNOW/REMO	181.20	181.20
Total 44192:											
12/15	12/17/2015	96091	1382	SONSRAY MACHINERY L	STREETS-PARTS	P02658-06	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	357.56	357.56
Total P02658-06:											
12/15	12/17/2015	96092	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	293061123	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
12/15	12/17/2015	96092	530	U.S. BANK EQUIPMENT F	COPIER - POLICE	293061123	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
Total 293061123:											
12/15	12/17/2015	96093	1507	USA MARKETING, LLC	VECTOR LOGO-PW	49032	1	7620-430-10-43	PROFESSIONAL SVCS	86.00	86.00
Total 49032:											
12/15	12/17/2015	96094	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9756439310	1	7620-430-10-45	COMMUNICATIONS	370.37	370.37
12/15	12/17/2015	96094	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9756439310	2	1000-452-20-45	COMMUNICATIONS	.61	.61
12/15	12/17/2015	96094	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9756439310	3	1000-424-20-45	COMMUNICATIONS	4.50	4.50
12/15	12/17/2015	96094	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9756439310	4	7620-430-11-45	COMMUNICATIONS	53.88	53.88
Total 9756439310:											
12/15	12/17/2015	96095	1398	WAGE WORKS	MONTHLY ADMIN FEE	125AIO438999	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00
Total 125AIO438999:											
										50.00	50.00

Check Issue Dates: 12/17/2015 - 12/17/2015

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Period	GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/15		12/17/2015	96096	8350		WOODSTOVE PROGRAM REBA	121515	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
		Total 121515:									1,500.00	1,500.00
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	IGNITOR CONTROL, CIRCUIT B	16468309	1	7401-430-62-46	SUPPLIES-GENERAL	458.46	458.46
		Total 16468309:									458.46	458.46
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	WATER LID WITH READER	66315835	1	7110-430-42-46	SUPPLIES-GENERAL	516.00	516.00
		Total 66315835:									516.00	516.00
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	ADAPTOR, COUPLING-WATER	66430511	1	7110-430-42-46	SUPPLIES-GENERAL	416.61	416.61
		Total 66430511:									416.61	416.61
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	ADAPTOR-WATER	66435743	1	7110-430-42-46	SUPPLIES-GENERAL	124.42	124.42
		Total 66435743:									124.42	124.42
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66444375	1	7110-430-42-46	SUPPLIES-GENERAL	261.45	261.45
		Total 66444375:									261.45	261.45
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	CIRCUIT BOARD, FLAME SENS	66448904	1	7401-430-62-46	SUPPLIES-GENERAL	31.22	31.22
		Total 66448904:									31.22	31.22
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	WATER SUPPLIES	66449176	1	7110-430-42-46	SUPPLIES-GENERAL	227.05	227.05
		Total 66449176:									227.05	227.05
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66449533	1	7110-430-42-46	SUPPLIES-GENERAL	133.67	133.67
		Total 66449533:									133.67	133.67
12/15		12/17/2015	96097	770	WESTERN NEVADA SUP	TEFLON TAPE-GAS	66450521	1	7401-430-62-46	SUPPLIES-GENERAL	69.34	69.34

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
Total 66450521:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	TUBE-GAS	66451798	1	7401-430-62-46	SUPPLIES-GENERAL	157.12	157.12
Total 66451798:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	PIPE-GAS	66453317	1	7401-430-62-46	SUPPLIES-GENERAL	74.50	74.50
Total 66453317:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	HIGH PRESSURE TAG-GAS	66453830	1	7401-430-62-46	SUPPLIES-GENERAL	31.90	31.90
Total 66453830:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	WATER PARTS	66458063	1	7110-430-42-46	SUPPLIES-GENERAL	227.05	227.05
Total 66458063:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	ADAPTOR, TAPE-GAS	66458903	1	7401-430-62-46	SUPPLIES-GENERAL	184.60	184.60
Total 66458903:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	TUBE-GAS	66459046	1	7401-430-62-46	SUPPLIES-GENERAL	160.63	160.63
Total 66459046:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	ADAPTOR, TAPE, FLEX LINE-G	66459308	1	7401-430-62-46	SUPPLIES-GENERAL	129.42	129.42
Total 66459308:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	TUBE-GAS	66459667	1	7401-430-62-46	SUPPLIES-GENERAL	62.24	62.24
Total 66459667:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	GAS PARTS	66460944	1	7401-430-62-46	SUPPLIES-GENERAL	71.85	71.85
Total 66460944:											

Check Issue Dates: 12/17/2015 - 12/17/2015

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	NIPPLES, FLEX-GAS	66461794	1	7401-430-62-46	SUPPLIES-GENERAL	1,903.18	1,903.18
Total 66461794:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	NIPPLES, SHARK BITE-PARKS	66463417	1	1000-452-20-46	SUPPLIES-GENERAL	13.53	13.53
Total 66463417:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	ELLS-GAS	66465030	1	7401-430-62-46	SUPPLIES-GENERAL	32.13	32.13
Total 66465030:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	GAS PARTS	66465723	1	7401-430-62-46	SUPPLIES-GENERAL	43.11	43.11
Total 66465723:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	ELLS-WATER	66467507	1	7110-430-42-46	SUPPLIES-GENERAL	448.10	448.10
Total 66467507:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	DIRECT SPARK-GAS	66469645	1	7401-430-62-46	SUPPLIES-GENERAL	212.85	212.85
Total 66469645:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	ADAPTOR, TUBE-GAS	66471163	1	7401-430-62-46	SUPPLIES-GENERAL	109.66	109.66
Total 66471163:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	PIPE TAPE-GAS	66472907	1	7401-430-62-46	SUPPLIES-GENERAL	51.39	51.39
Total 66472907:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	IGNITOR CONTROL-GAS RETU	CM16468309	1	7401-430-62-46	SUPPLIES-GENERAL	245.96-	245.96-
Total CM16468309:											
12/15	12/17/2015	96097	770	WESTERN NEVADA SUP	WATER SUPPLIES-RETURNED	CM66449176	1	7110-430-42-46	SUPPLIES-GENERAL	227.05-	227.05-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total CM66449176:											
										227.05-	227.05-
Grand Totals:											
										65,810.92	65,810.92

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
12/15	12/21/2015	96098	728	U S POSTMASTER	WATER BILLING POSTAGE	121815	1	7110-430-42-46	POSTAGE	779.32	779.32
12/15	12/21/2015	96098	728	U S POSTMASTER	GAS BILLING POSTAGE	121815	2	7401-430-62-46	POSTAGE	401.48	401.48
Total 121815:										1,180.80	1,180.80
Grand Totals:										1,180.80	1,180.80

## Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
12/18/2015	CDPT	12/22/2015	457	CITY OF SUSANVILLE PA	1	7650-2203-1	6,819.65-
12/18/2015	CDPT	12/22/2015	457	CITY OF SUSANVILLE PA	1	7650-2203-1	6,819.65-
12/18/2015	CDPT	12/22/2015	457	CITY OF SUSANVILLE PA	1	7650-2203-1	2,127.51-
12/18/2015	CDPT	12/22/2015	457	CITY OF SUSANVILLE PA	1	7650-2203-1	2,127.51-
12/18/2015	CDPT	12/22/2015	457	CITY OF SUSANVILLE PA	1	7650-2203-1	15,999.45-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	538.83-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	6,458.78-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	1,683.40-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	3,062.63-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	539.92-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	1,642.19-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	153.96-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	79.56-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	98.54-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	980.12-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	978.08-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	1,039.73-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	1,008.36-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	344.81-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	334.40-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	15.00-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	4,502.39-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	1,032.75-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	2,305.88-
12/18/2015	CDPT	12/22/2015	458	P.E.R.S.	8	7650-2203-1	32.00-
12/04/2015	CDPT	12/22/2015	459	LABORERS TRUST FUND	9	7650-2203-1	1,026.50-
12/18/2015	CDPT	12/22/2015	459	LABORERS TRUST FUND	9	7650-2203-1	1,135.50-
12/18/2015	CDPT	12/22/2015	459	LABORERS TRUST FUND	9	7650-2203-1	70,466.00-
12/18/2015	CDPT	12/22/2015	460	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,738.87-
12/18/2015	CDPT	12/22/2015	461	EMPLOYMENT DEV DEP	7	7650-2203-1	1,222.26-
12/04/2015	CDPT	12/22/2015	96105	AFLAC	14	8403-2239-0	490.55-
12/04/2015	CDPT	12/22/2015	96105	AFLAC	14	7650-2203-0	132.85-
12/18/2015	CDPT	12/22/2015	96105	AFLAC	14	8403-2239-0	490.55-
12/18/2015	CDPT	12/22/2015	96105	AFLAC	14	7650-2203-0	132.85-
12/18/2015	CDPT	12/22/2015	96106		40	7650-2203-0	348.46-
12/18/2015	CDPT	12/22/2015	96107	CA STATE DISBURSEME	35	7650-2203-0	155.07-
12/18/2015	CDPT	12/22/2015	96108	CA STATE DISBURSEME	36	7650-2203-0	103.84-
12/18/2015	CDPT	12/22/2015	96109	CA STATE DISBURSEME	37	7650-2203-0	69.23-
12/04/2015	CDPT	12/22/2015	96110	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
12/18/2015	CDPT	12/22/2015	96110	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
12/18/2015	CDPT	12/22/2015	96111	JEFFERSON PILOT FINA	22	7650-2203-1	160.52-
12/18/2015	CDPT	12/22/2015	96111	JEFFERSON PILOT FINA	22	7650-2203-1	164.00-
12/18/2015	CDPT	12/22/2015	96112	NATIONWIDE RETIREME	5	7650-2203-0	845.00-
12/04/2015	CDPT	12/22/2015	96113	NEW IMAGE RACQUETB	30	7650-2203-0	127.50-
12/18/2015	CDPT	12/22/2015	96113	NEW IMAGE RACQUETB	30	7650-2203-0	127.50-
12/04/2015	CDPT	12/22/2015	96114	OPERATING ENGINEERS	11	7650-2203-0	697.00-
12/18/2015	CDPT	12/22/2015	96114	OPERATING ENGINEERS	11	7650-2203-0	697.00-
12/04/2015	CDPT	12/22/2015	96115	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.96-
12/18/2015	CDPT	12/22/2015	96115	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.94-
12/04/2015	CDPT	12/22/2015	96116	UPEC, LOCAL 792	10	7650-2203-1	21.25-
12/18/2015	CDPT	12/22/2015	96116	UPEC, LOCAL 792	10	7650-2203-1	21.25-
12/18/2015	CDPT	12/22/2015	96116	UPEC, LOCAL 792	10	7650-2203-1	2,082.50-
12/18/2015	CDPT	12/22/2015	96117	VALIC	4	7650-2203-0	1,888.78-
12/18/2015	CDPT	12/22/2015	96118	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
			<u>54</u>				<u>149,190.83-</u>

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Report Criteria:

Transmittal checks included

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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
12/15	12/23/2015	96119	40	AMPS ELECTRIC	REPLACE RADIATOR	2640	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	2,704.63	2,704.63
Total 2640:											
12/15	12/23/2015	96120	8365		REFUND GAS OVERPAYMENT	10302440003	1	9999-1001-001	CASH CLEARING - UTILITIES	729.74	729.74
Total 10302440003:											
12/15	12/23/2015	96121	67	BEAR'S REPAIR	REAR DOOR GLASS	2846	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	136.00	136.00
Total 2846:											
12/15	12/23/2015	96122	76	BILLINGTON ACE HARD	E623 PLUG, BUSHING	344939	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	21.16	21.16
Total 344939:											
12/15	12/23/2015	96122	76	BILLINGTON ACE HARD	SNOW SHOVELS	345277	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	43.52	43.52
Total 345277:											
12/15	12/23/2015	96122	76	BILLINGTON ACE HARD	FASTENERS	345385	1	1000-422-10-46	SUPPLIES-GENERAL	4.01	4.01
Total 345385:											
12/15	12/23/2015	96122	76	BILLINGTON ACE HARD	TARP-GAS	346341 122115	1	7401-430-62-46	SUPPLIES-GENERAL	69.62	69.62
Total 346341 122115:											
12/15	12/23/2015	96122	76	BILLINGTON ACE HARD	GLUE, TARP	346347	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	12.56	12.56
Total 346347:											
12/15	12/23/2015	96123	1268	BRINDLEE MOUNTAIN A	E623 PARTS	1470	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	315.10	315.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1470:											
12/15	12/23/2015	96124	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 120115	1	1000-422-10-44	DISPOSAL	158.83	158.83
Total 1505MAIN 120115:											
12/15	12/23/2015	96125	115	CASELLE INC.	SOFTWARE SUPPORT 7/15	65723	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 65723:											
12/15	12/23/2015	96125	115	CASELLE INC.	SOURCE CODE ESCROW 1/1/1	69897	1	1000-417-10-43	TECHNICAL SVCS	100.00	100.00
12/15	12/23/2015	96125	115	CASELLE INC.	SOURCE CODE ESCROW 1/1/1	69897	2	1000-1430-105	PREPAID - OTHER	100.00	100.00
Total 69897:											
12/15	12/23/2015	96126	1375	CENTRAL SANITARY SU	TOWELS	663035	1	1000-422-10-46	SUPPLIES-JANITORIAL	295.64	295.64
Total 663035:											
12/15	12/23/2015	96127	139	CITY CLERKS ASSOC OF	2016 DUES	1047	1	1000-411-40-48	DUES AND MEMBERSHIPS	90.00	90.00
Total 1047:											
12/15	12/23/2015	96128	148	COMPUTER LOGISTICS	BATTERY REPLACEMENT	66482	1	1000-417-10-43	TECHNICAL SVCS	217.68	217.68
Total 66482:											
12/15	12/23/2015	96129	161	CSK AUTO INC	HEATER CORE, AC CONDENSE	2740399481	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	207.59	207.59
Total 2740399481:											
12/15	12/23/2015	96129	161	CSK AUTO INC	BATTERY	2740399714	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	122.71	122.71
Total 2740399714:											
12/15	12/23/2015	96129	161	CSK AUTO INC	EVAP CORE, DOOR	2740400526	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	121.78	121.78

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 2740400526:											
12/15	12/23/2015	96129	161	CSK AUTO INC	AC CONDENSER RETURN	2740400527	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	169.08-	169.08-
Total 2740400527:											
12/15	12/23/2015	96129	161	CSK AUTO INC	WIPER BLADE	2740400615	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	42.98	42.98
Total 2740400615:											
12/15	12/23/2015	96130	1145	CUSTOMER TALK PRINT	PW HATS-WATER	7687	1	7110-430-42-46	SUPPLIES-GENERAL	253.31	253.31
12/15	12/23/2015	96130	1145	CUSTOMER TALK PRINT	PW HATS-GAS	7687	2	7401-430-62-46	SUPPLIES-GENERAL	253.31	253.31
12/15	12/23/2015	96130	1145	CUSTOMER TALK PRINT	PW HATS-STREETS	7687	3	2007-431-20-46	SUPPLIES-GENERAL	253.31	253.31
12/15	12/23/2015	96130	1145	CUSTOMER TALK PRINT	PW HATS	7687	4	7620-430-10-46	SUPPLIES-GENERAL	261.32	261.32
Total 7687:											
12/15	12/23/2015	96131	8368	REFUND GAS DEPOSIT	REFUND GAS DEPOSIT	10233900024	1	7401-2228-000	DEPOSITS-CUSTOMER	186.08	186.08
Total 10233900024:											
12/15	12/23/2015	96132	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	136043	1	1000-416-10-45	FINGERPRINTING SERVICES	79.00	79.00
Total 136043:											
12/15	12/23/2015	96133	1537	DEPARTMENT OF TOXIC	EPA HAZ WASTE FEES	201556732	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	175.00	175.00
Total 201556732:											
12/15	12/23/2015	96134	194	DIAMOND SAW SHOP IN	PARTS #141	14289	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	162.43	162.43
Total 14289:											
12/15	12/23/2015	96135	198	DITCH SWITCH EQUIPMEN	BYPASS VALVE-WATER	220052	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	308.97	308.97
Total 220052:											
12/15	12/23/2015	96135	198	DITCH SWITCH EQUIPMEN	PRESSURE PUMP W/ CLUTCH	220063	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1,449.45	1,449.45

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 220063:											
12/15	12/23/2015	96136	1538	DYER ENGINEERING CO	SUSANVILLE PC 11/15	SUSANVILLE PC 11/15	1	2007-431-29-43	PROFESSIONAL SERVICES	4,277.63	4,277.63
Total SUSANVILLE PC 11/15:											
12/15	12/23/2015	96137	219	ED STAUB & SONS PETR	1000 GAL UNLEADED G/C	1293678	1	7530-451-52-46	GASOLINE	2,434.57	2,434.57
Total 1293678:											
12/15	12/23/2015	96138	1308	EVAN B SUNDBY PHD	PROFESSIONAL SER- P/D	121715	1	1000-421-10-43	TECHNICAL SVCS	250.00	250.00
Total 121715:											
12/15	12/23/2015	96139	238	FASTENAL COMPANY	LIGHT BULBS	68395	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	33.86	33.86
Total 68395:											
12/15	12/23/2015	96139	238	FASTENAL COMPANY	SNOWBRUSH, SPRAY	68396	1	1000-422-10-46	SUPPLIES-GENERAL	38.50	38.50
Total 68396:											
12/15	12/23/2015	96139	238	FASTENAL COMPANY	E623 PARTS	68465	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	123.18	123.18
Total 68465:											
12/15	12/23/2015	96140	241	FEATHER PUBLISHING C	3US CARDS	01156293 #695	1	1000-422-10-45	PRINTING AND BINDING	66.70	66.70
Total 01156293 #695:											
12/15	12/23/2015	96141	265	FRONTIER	257-0315 AWOS AIRPORT	0315 121515	1	7201-430-81-45	COMMUNICATIONS	37.25	37.25
Total 0315 121515:											
12/15	12/23/2015	96141	265	FRONTIER	257-1045 PAVENGINEERING	1045 121515	1	7620-430-10-45	COMMUNICATIONS	48.55	48.55
Total 1045 121515:											

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
12/15	12/23/2015	96141	265	FRONTIER	ROLL OVER	2845 121515	1	7620-430-10-45	COMMUNICATIONS	64.46	64.46
Total 2845 121515:											
12/15	12/23/2015	96141	265	FRONTIER	257-3292 MUSEUM	3292 121015	1	1000-451-80-45	COMMUNICATION	113.57	113.57
Total 3292 121015:											
12/15	12/23/2015	96141	265	FRONTIER	257-4725 CITY HALL FAX	4725 121515	1	1000-419-10-45	COMMUNICATIONS	36.65	36.65
12/15	12/23/2015	96141	265	FRONTIER	257-4725 CITY HALL FAX	4725 121515	2	1000-415-10-45	COMMUNICATIONS	36.65	36.65
Total 4725 121515:											
12/15	12/23/2015	96141	265	FRONTIER	257-5152 FIRE	5152 121015	1	1000-422-10-45	COMMUNICATIONS	486.76	486.76
Total 5152 121015:											
12/15	12/23/2015	96141	265	FRONTIER	257-5603 POLICE	5603 121015	1	1000-421-10-45	COMMUNICATIONS	901.57	901.57
Total 5603 121015:											
12/15	12/23/2015	96142	279	GOVT FINANCE OFFICER	MEMBERSHIP 2016	0114007	1	1000-415-10-48	DUES AND MEMBERSHIPS	190.00	190.00
Total 0114007:											
12/15	12/23/2015	96143	8364		REFUND GAS OVERPAYMENT	10302440004	1	9999-1001-001	CASH CLEARING - UTILITIES	44.94	44.94
Total 10302440004:											
12/15	12/23/2015	96144	8363		REFUND GAS OVERPAYMENT	10245050007	1	9999-1001-001	CASH CLEARING - UTILITIES	77.44	77.44
Total 10245050007:											
12/15	12/23/2015	96145	8369		REFUND GAS DEPOSIT	10114110009	1	7401-2228-000	DEPOSITS-CUSTOMER	148.85	148.85
Total 10114110009:											
12/15	12/23/2015	96146	1292		24HR SHIFT 12/01/15	120915	1	1000-422-10-43	VOLUNTEERS	25.00	25.00

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 120915:											
12/15	12/23/2015	96147	374	L N CURTIS & SONS	CARABINER	137732200	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	74.18	74.18
Total 137732200:											
12/15	12/23/2015	96147	374	L N CURTIS & SONS	GLOVES	137732201	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	318.20	318.20
Total 137732201:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	FITTING	236912	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	12.02	12.02
Total 236912:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	FITTING	236987	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	17.04	17.04
Total 236987:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	HOSE END, HOSE	236990	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	105.60	105.60
Total 236990:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	DE ICER-STREETS	237661	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.03	8.03
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	DE ICER-WATER	237661	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	13.75	13.75
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	DE ICER-GAS	237661	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.34	10.34
Total 237661:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	HALO LAMP	237664	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	18.86	18.86
Total 237664:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	FUEL FILTER	237674	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	3.62	3.62
Total 237674:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	FUEL LINE	237677	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	5.97	5.97

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 237677:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	AIR FILTER, OIL FILTER, BATTE	237840	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	270.72	270.72
Total 237840:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	CONNECTORS-WATER	237931	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	7.10	7.10
Total 237931:											
12/15	12/23/2015	96148	411	LASSEN MOTOR PARTS	OUTLET	238060	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	8.05	8.05
Total 238060:											
12/15	12/23/2015	96149	1102	LASSEN PC	COMPUTER MOZY SERV 11/15	19631	1	1000-422-10-43	TECHNICAL SVCS	43.99	43.99
Total 19631:											
12/15	12/23/2015	96150	432	LEXIS NEXIS	ELECTRONIC A/P LIBRARY SVC	1511207091	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1511207091:											
12/15	12/23/2015	96151	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 121615	1	1000-452-30-46	ELECTRICITY	15.60	15.60
Total 10262 121615:											
12/15	12/23/2015	96151	437	LMUD	STREET LIGHTS	14039 120415	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 120415:											
12/15	12/23/2015	96151	437	LMUD	STREET LIGHTS	14041 120415	1	2007-431-60-46	ELECTRICITY	3,478.18	3,478.18
Total 14041 120415:											
12/15	12/23/2015	96151	437	LMUD	S GAY ST-STREETS	24323 120415	1	2007-431-60-46	ELECTRICITY	35.36	35.36
Total 24323 120415:											

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
12/15	12/23/2015	96151	437	LMUD	STREET LIGHTS	2467 120415	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 120415:											
12/15	12/23/2015	96151	437	LMUD	SKYLINE DR WELL 4-WATER	29931 121015	1	7110-430-42-46	ELECTRICITY	24.61	24.61
Total 29931 121015:											
12/15	12/23/2015	96151	437	LMUD	HARRIS DR & HWY 36-WATER	30658 120415	1	7110-430-42-46	ELECTRICITY	234.84	234.84
Total 30658 120415:											
12/15	12/23/2015	96151	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 121515	1	7112-430-42-46	ELECTRICITY	150.57	150.57
Total 350161 121515:											
12/15	12/23/2015	96151	437	LMUD	UPTOWN DECOR. LIGHTS-STR	43511 120415	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 120415:											
12/15	12/23/2015	96151	437	LMUD	N PINE & COOK - SCADA-WATE	44153 120415	1	7110-430-42-46	ELECTRICITY	20.10	20.10
Total 44153 120415:											
12/15	12/23/2015	96151	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 121015	1	7110-430-42-46	ELECTRICITY	20.68	20.68
Total 44298 121015:											
12/15	12/23/2015	96151	437	LMUD	PAUITE LN SCADA-WATER	44316 121015	1	7110-430-42-46	ELECTRICITY	19.23	19.23
Total 44316 121015:											
12/15	12/23/2015	96151	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 121015	1	7110-430-42-46	ELECTRICITY	48.87	48.87
Total 45542 121015:											
12/15	12/23/2015	96151	437	LMUD	WELL #3-WATER	4559 121615	1	7110-430-42-46	ELECTRICITY	55.51	55.51

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 4559 121615:											
12/15	12/23/2015	96151	437	LMUD	QUARRY ST STREET LIGHTS	49500 120415	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 120415:											
12/15	12/23/2015	96151	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 120415	1	2007-431-60-46	ELECTRICITY	188.63	188.63
Total 49501 120415:											
12/15	12/23/2015	96152	451	MARTIN & CHAPMAN CO	ELECTION MATERIALS	2015430	1	1000-411-40-46	BOOKS AND PERIODICALS	141.84	141.84
Total 2015430:											
12/15	12/23/2015	96153	452	MARTIN SECURITY SYST	60 N LASSEN FIRE ELEVATOR	029593	1	1000-417-10-43	TECHNICAL SVCS	95.00	95.00
Total 029593:											
12/15	12/23/2015	96154	480	MINERS & PISANI INC	GAS METER	16847	1	7401-430-63-47	MACHINERY & EQUIPMENT	2,227.55	2,227.55
Total 16847:											
12/15	12/23/2015	96155	8362		REFUND OVERPAYMENT GAS	10506350314	1	9999-1001-001	CASH CLEARING - UTILITIES	17.12	17.12
Total 10506350314:											
12/15	12/23/2015	96156	572	QUILL CORPORATION	DESK PAD	1289401	1	7620-430-10-46	SUPPLIES-GENERAL	10.74	10.74
Total 1289401:											
12/15	12/23/2015	96156	572	QUILL CORPORATION	CASH TRAY, POST IT, CORREC	1328593	1	1000-415-10-46	SUPPLIES-GENERAL	120.88	120.88
Total 1328593:											
12/15	12/23/2015	96156	572	QUILL CORPORATION	DOUBLE SIDED ADDING TAPE	1387263	1	1000-415-10-46	SUPPLIES-GENERAL	131.13	131.13
Total 1387263:											

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
12/15	12/23/2015	96156	572	QUILL CORPORATION	CASH RECEIPT	1475234	1	1000-415-10-46	SUPPLIES-GENERAL	106.96	106.96
Total 1475234:											
12/15	12/23/2015	96157	1523	REMEDY ENGINEERING I	PROJECT 16-01	1181	1	2007-431-32-43	TECHNICAL SERVICES	5,590.75	5,590.75
Total 1181:											
12/15	12/23/2015	96157	1523	REMEDY ENGINEERING I	PROJECT 16-02	1182	1	2007-431-33-43	TECHNICAL SERVICES	5,518.90	5,518.90
Total 1182:											
12/15	12/23/2015	96158	8361		REFUND GAS DEPOSIT	121615	1	7401-2228-000	DEPOSITS-CUSTOMER	78.02	78.02
Total 121615:											
12/15	12/23/2015	96159	8366		REFUND GAS OVERPAYMENT	10418000008	1	9999-1001-001	CASH CLEARING - UTILITIES	36.83	36.83
Total 10418000008:											
12/15	12/23/2015	96160	8367		REFUND GAS DEPOSIT	10118600022	1	7401-2228-000	DEPOSITS-CUSTOMER	19.49	19.49
Total 10118600022:											
12/15	12/23/2015	96161	1076	SIERRA COFFEE AND BE	PW/WATER SERVICE 12/16/15	44750	1	7620-430-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 44750:											
12/15	12/23/2015	96162	640	SIERRA ELECTRONICS	RADIO REPAIRS	213076	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	918.00	918.00
Total 213076:											
12/15	12/23/2015	96163	530	U.S. BANK EQUIPMENT F	COPIER - FIRE DEPARTMENT	293270385	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 293270385:											
12/15	12/23/2015	96164	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE DEP	9756439709	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9756439709:											
12/15	12/23/2015	96165	770	WESTERN NEVADA SUP	SALT	66475175	1	1000-425-20-46	SUPPLIES-GENERAL	76.02	76.02
Total 66475175:											
12/15	12/23/2015	96166	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	A46586	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A46586:											
12/15	12/23/2015	96166	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 1	A46594	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A46594:											
12/15	12/23/2015	96166	1198	WESTWOOD SANITATIO	PORTABLE TOILET-OLD CLUBH	A46605	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A46605:											
Grand Totals:										42,373.88	42,373.88

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
12/29/2015	CDPT	12/29/2015	462	CITY OF SUSANVILLE PA	1	7650-2203-1	762.98-
12/29/2015	CDPT	12/29/2015	462	CITY OF SUSANVILLE PA	1	7650-2203-1	762.98-
12/29/2015	CDPT	12/29/2015	462	CITY OF SUSANVILLE PA	1	7650-2203-1	178.45-
12/29/2015	CDPT	12/29/2015	462	CITY OF SUSANVILLE PA	1	7650-2203-1	178.45-
12/29/2015	CDPT	12/29/2015	462	CITY OF SUSANVILLE PA	1	7650-2203-1	1,729.20-
12/29/2015	CDPT	12/29/2015	463	P.E.R.S.	8	7650-2203-1	420.54-
12/29/2015	CDPT	12/29/2015	463	P.E.R.S.	8	7650-2203-1	272.47-
12/29/2015	CDPT	12/29/2015	464	EMPLOYMENT DEV. DEP	6	7650-2203-1	483.32-
12/29/2015	CDPT	12/29/2015	465	EMPLOYMENT DEV DEP	7	7650-2203-1	109.77-
Grand Totals:			9				4,898.16-

Reviewed by:    City Administrator  
   City Attorney

  X   Motion only  
   Public Hearing  
   Resolution  
   Ordinance  
   Information

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

**Action Date:** January 6, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Monthly Finance Reports

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

**SUMMARY:** Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of November 2015.

**FISCAL IMPACT:** None

**ACTION**

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

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

## POOLED CASH & INVESTMENTS

November 30, 2015

POOLED CASH FUND	
Cash Clearing-NSF Checks	71
Bank of America - Checking	133,721
LAIF	13,066,977
Total Cash & Investments	<u>13,200,768</u>

### Pooled Cash Allocation:

General Fund	534,525
General Fund Restricted	955,579
Special Revenue	2,851,981
Capital Projects	(134,221)
Debt Service	668,434
Enterprise	
Airport	(18,759)
Geothermal	306,429
Golf Course	(33,945)
Natural Gas	3,921,571
Water	3,183,124
Internal Service	236,434
Trust & Agency	729,616
Total Cash & Inv. Allocations	<u>13,200,768</u>

## CASH WITH FISCAL AGENTS

November 30, 2015

General	
Special Revenue	
Capital Projects	
Debt Service	285,105
Enterprise	2,446,654
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,731,759</u>

GRAND TOTAL	<u>15,932,527</u>
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CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 NOVEMBER 30, 2015

COMBINED ACCOUNTS

9999-1001-003	CASH CLEARING - NSF CHECKS	70.80
9999-1011-001	B OF A # 08038-80200	133,720.67
9999-1030-001	LAIF	13,066,976.73
		13,200,768.20
	TOTAL COMBINED CASH AND INVESTMENTS	13,200,768.20
9999-1000-000	CLAIM ON CASH	( 13,200,768.20)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	130,479.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,427.57
1004	ALLOCATION TO GF-PANCERA	18,189.21
1005	ALLOCATION TO GF-RESERVE ACCOUNT	803,482.07
2002	ALLOCATION TO STATE COPS	1,887.53
2006	ALLOCATION TO SNOW REMOVAL	112,034.39
2007	ALLOCATION TO STREETS & HIGHWAYS	102,949.36
2010	ALLOCATION TO STREET MITIGATION	136,676.70
2011	ALLOCATION TO POLICE MITIGATION	60,270.93
2012	ALLOCATION TO FIRE MITIGATION	106,161.04
2013	ALLOCATION TO PARK DEDICATION FUND	170,236.42
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	49,007.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	250,854.01
2017	ALLOCATION TO STATE ECONOMIC REV FD	269,718.99
2018	ALLOCATION TO HOME REVOLVING FUND	273,370.47
2030	ALLOCATION TO TRAFFIC SAFETY	70,784.38
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,265.99
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,499.20
3019	ALLOCATION TO STIP REHABILITATION PROJECT	( 148,069.01)
4001	ALLOCATION TO MARK ROOS SERIES B/92	32,729.89
4003	ALLOCATION TO CITY HALL	39,833.61
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	541,314.90
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	54,556.00
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,144,265.23
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	29,643.50
7630	ALLOCATION TO RISK MANAGEMENT FUND	87,266.55
7650	ALLOCATION TO PAYROLL	40,197.32
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	6,487.35
8402	ALLOCATION TO LAFCO	50,892.05
8403	ALLOCATION TO SEC 125 AFLAC	1,979.60
8404	ALLOCATION TO AIR POLLUTION	332,655.59
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	337,601.29
		10,021,723.97
	ALLOCATIONS TO RESTRICTED FUNDS	10,021,723.97

UNRESTRICTED FUNDS

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	/P Disbursement	Receipts	Balance
				\$275,269.56
11/2/2015			\$68,964.59	\$344,234.15
11/2/2015			\$239.85	\$344,474.00
11/2/2015			\$7.00	\$344,481.00
11/2/2015			\$9.14	\$344,490.14
11/2/2015			\$13.42	\$344,503.56
11/2/2015			\$36.96	\$344,540.52
11/2/2015			\$71.20	\$344,611.72
11/2/2015			\$293.15	\$344,904.87
11/2/2015		-\$293.65		\$344,611.22
11/2/2015		-\$374.40		\$344,236.82
11/2/2015		-\$2,639.79		\$341,597.03
11/2/2015			\$4,237.87	\$345,834.90
11/2/2015			\$542.31	\$346,377.21
11/3/2015			\$15,738.04	\$362,115.25
11/3/2015			\$2,066.96	\$364,182.21
11/3/2015		-\$10,008.77		\$354,173.44
11/3/2015			\$3,728.05	\$357,901.49
11/3/2015			\$546.48	\$358,447.97
11/4/2015		-\$0.09	\$15,856.81	\$374,304.69
11/4/2015			\$1,007.50	\$375,312.19
11/4/2015		-\$41,248.58		\$334,063.61
11/4/2015			\$3,576.54	\$337,640.15
11/5/2015		-\$130.77	\$14,417.39	\$351,926.77
11/5/2015			\$710.14	\$352,636.91
11/5/2015		-\$191.00		\$352,445.91
11/5/2015			\$2,601.94	\$355,047.85
11/6/2015			\$28,294.47	\$383,342.32
11/6/2015			\$2,840.13	\$386,182.45
11/9/2015			\$47,914.21	\$434,096.66
11/9/2015			\$458.57	\$434,555.23
11/9/2015			\$466.06	\$435,021.29
11/9/2015			\$3,437.28	\$438,458.57
11/10/2015			\$6,547.66	\$445,006.23
11/10/2015			\$2,020.44	\$447,026.67
11/12/2015			\$30,409.58	\$477,436.25
11/12/2015			\$3,024.54	\$480,460.79
11/13/2015			\$7,933.37	\$488,394.16
11/13/2015			\$305.65	\$488,699.81
11/13/2015			\$320.78	\$489,020.59
11/13/2015			\$147.71	\$489,168.30
11/13/2015			\$33.30	\$489,201.60
11/13/2015			\$352.47	\$489,554.07
11/13/2015			\$11.28	\$489,565.35
11/13/2015		-\$101,732.66		\$387,832.69
11/13/2015		-\$4,033.76		\$383,798.93
11/13/2015		-\$36,026.58		\$347,772.35
11/13/2015		-\$5,235.06		\$342,537.29
11/13/2015		-\$1,268.14		\$341,269.15
11/13/2015		-\$28,491.21		\$312,777.94
11/13/2015		-\$3,422.38		\$309,355.56
11/13/2015			\$4,304.51	\$313,660.07
11/16/2015			\$41,799.29	\$355,459.36
11/16/2015			\$217.87	\$355,677.23
11/16/2015		-\$23.05		\$355,654.18
11/16/2015		-\$49.16		\$355,605.02
11/16/2015		-\$1,301.10		\$354,303.92
11/16/2015		-\$36,396.50		\$317,907.42

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	/P Disbursement	Receipts	Balance
11/16/2015			\$6,380.84	\$324,288.26
11/17/2015			\$5,550.65	\$329,838.91
11/17/2015			\$311.92	\$330,150.83
11/17/2015			\$124,700.00	\$454,850.83
11/17/2015			\$1,125.82	\$455,976.65
11/18/2015			\$25,283.02	\$481,259.67
11/18/2015			\$884.92	\$482,144.59
11/18/2015			\$1,461.52	\$483,606.11
11/19/2015			\$197.20	\$483,803.31
11/19/2015		-\$108,745.28		\$375,058.03
11/19/2015			\$44,216.63	\$419,274.66
11/19/2015			\$75.00	\$419,349.66
11/19/2015			\$1,310.84	\$420,660.50
11/19/2015		-\$43,914.90		\$376,745.60
11/19/2015		-\$1,190.42	\$2,585.10	\$378,140.28
11/19/2015			\$421.02	\$378,561.30
11/20/2015			\$9,472.52	\$388,033.82
11/20/2015			\$196.26	\$388,230.08
11/20/2015			\$350.00	\$388,580.08
11/20/2015			\$3,256.07	\$391,836.15
11/20/2015			\$1,745.99	\$393,582.14
11/23/2015			\$13,240.95	\$406,823.09
11/23/2015			\$83.69	\$406,906.78
11/23/2015		-\$20.00		\$406,886.78
11/23/2015			\$1,133.91	\$408,020.69
11/23/2015			\$730.36	\$408,751.05
11/23/2015		-\$103,545.05		\$305,206.00
11/23/2015		-\$4,197.60		\$301,008.40
11/23/2015		-\$35,778.56		\$265,229.84
11/23/2015		-\$5,157.78		\$260,072.06
11/23/2015		-\$1,273.26		\$258,798.80
11/23/2015		-\$26,706.42		\$232,092.38
11/23/2015		-\$9,821.26		\$222,271.12
11/23/2015		-\$71,544.00		\$150,727.12
11/24/2015			\$13,174.71	\$163,901.83
11/24/2015			\$837.78	\$164,739.61
11/24/2015			\$2,405.86	\$167,145.47
11/24/2015			\$189.00	\$167,334.47
11/25/2015		-\$93,954.43		\$73,380.04
11/27/2015			\$13,386.83	\$86,766.87
11/27/2015			\$73.10	\$86,839.97
11/27/2015			\$189.41	\$87,029.38
11/27/2015			\$2,606.70	\$89,636.08
11/27/2015		-\$70.80		\$89,565.28
11/30/2015		-\$806.18	\$39,106.65	\$127,865.75
11/30/2015			\$165.09	\$128,030.84
11/30/2015			\$55.23	\$128,086.07
11/30/2015			\$343.81	\$128,429.88
11/30/2015			\$195.43	\$128,625.31
11/30/2015		-\$37.55		\$128,587.76
11/30/2015			\$5,132.91	\$133,720.67

Fund #	Fund Title	Audited			Unaudited
		6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	November Fund Balance 11/30/15
100X	General Fund	2,506,284	1,116,045	2,432,771	1,189,559
2002	State COPS	44,850	(6)	42,956	1,888
2006	Snow Removal	120,224	(46)	8,144	112,035
2007	Streets	394,867	265,492	438,413	221,946
2010	Street Mitigation	118,267	18,410	0	136,677
2011	Police Mitigation	36,419	23,852	0	60,271
2012	Fire Mitigation	84,547	21,614	0	106,161
2013	Park Dedication	170,283	(35)	13	170,235
2014	State of CA - Prop 30/AB 109	38,725	20,562	10,282	49,005
2016	State Comm. Dev. Rev.FD	1,008,295	20,540	60,290	968,544
2017	State Economic Rev. FD	422,956	11,509	0	434,465
2018	Home Revolving Fund	765,821	293	0	766,115
2030	Traffic Safety	72,413	1,933	3,562	70,785
2035	Traffic Signals Fund	96,304	(38)	0	96,266
2037	Skyline Bicycle Lane	7,502	(3)	0	7,499
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	711,573	(6)	3,107	708,459
4003	City Hall Debt Service	52,239	56,940	69,345	39,834
4004	2013 CalPERS Refunding Loan	359,210	182,105	0	541,315
4005	Community Pool Debt Service	0	1,200,000	1,145,444	54,556
711X	Water Funds	2,631,732	879,354	1,222,422	2,288,664
7201	Airport	2,324,034	78,342	124,518	2,277,858
7301	Geothermal	564,208	35,775	36,066	563,917
740X	Natural Gas	(541,540)	639,587	1,493,548	(1,395,501)
7530	Golf Course	2,448,304	194,383	201,753	2,440,934
7610	OPEB	(85,064)	18,600	0	(66,464)
7620	PW Admin/Engineering	1,696	102,910	40,078	64,528
7630	Risk Management	273,723	217,346	403,677	87,392
8402	LAFCO	34,100	32,405	15,612	50,893
8404	Air Pollution	375,162	72,544	109,550	338,156
8405	Air Pollution - Carl Moyer	302,611	179,913	144,842	337,682
	<b>TOTALS</b>	<b>15,353,591</b>	<b>5,390,320</b>	<b>8,006,391</b>	<b>12,737,520</b>

Reviewed by:      City Administrator  
     City Attorney

     Motion Only  
     Public Hearing  
  X   Resolution  
     Ordinance  
     Information

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

**Action Date:** January 6, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** 2016 General Municipal Election

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

**SUMMARY:** The City has a general municipal election scheduled for Tuesday, June 7, 2016 in which three Councilmembers will be elected. To begin the process, three Resolutions are required; a notice to call for the holding of a general election; a resolution requesting consolidation of the election with Lassen County; and a resolution adopting regulations for candidate statements on the ballot. The nomination period for candidates is February 15 through March 11, 2016. In the event one of the incumbents does not run for office, the nomination period would be extended five days to March 16, 2016.

**FISCAL IMPACT:** Estimated total cost of the election to be \$15,000

**ACTION**

**REQUESTED:** Motion to approve:

**Resolution No. 16-5245**, Calling for the holding of a general municipal election to be held on Tuesday, June 7, 2016 for the election of certain officers as required by the provisions of the laws of the State of California relating to general law cities

**Resolution No. 16-5246**, Requesting the Board of Supervisors of the County of Lassen to consolidate a general municipal election to be held on Tuesday, June 7, 2016 with the statewide primary election to be held pursuant to §10403 of the *Elections Code*

**Resolution No. 16-5247**, Adopting regulations for candidates for elective office pertaining to Candidates' Statements submitted to the voters at an election to be held on Tuesday, June 7, 2016

**ATTACHMENTS:** Resolution No. 16-5245  
Resolution No. 16-5246  
Resolution No. 16-5247

**RESOLUTION NO. 16-5245**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE,  
CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL  
ELECTION TO BE HELD ON TUESDAY, JUNE 7, 2016, FOR THE ELECTION  
OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE  
LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW  
CITIES**

**WHEREAS**, under the provisions of the laws relating to General Law cities in the State of California, a General Municipal Election shall be held on June 7, 2016 for the election of Municipal Officers.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1: That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Susanville, California, on Tuesday, June 7, 2016, a General Municipal Election for the purpose of electing three Members of the City Council for the full term of four years.

Section 2: That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code §10242, except as provided §14401 of the Elections Code of the State of California.

Section 3: That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

Section 4: That notice of time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 5: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

Section 6: That the City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

APPROVED:

---

Brian R. Wilson, Mayor

ATTEST:

---

Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 16-5245** was adopted at a regular meeting of the Susanville City Council held on the 6th day of January 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

---

Jessica Ryan, City Attorney

**RESOLUTION NO. 16-5246**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE,  
CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LASSEN TO CONSOLIDATE A GENERAL MUNICIPAL  
ELECTION TO BE HELD ON JUNE 7, 2016, WITH THE STATEWIDE  
PRIMARY ELECTION TO BE HELD ON THE DATE PURSUANT TO §10403  
OF THE ELECTIONS CODE**

**WHEREAS**, the City Council of the City of Susanville, called a General Municipal Election to be held on June 7, 2016, for the purpose of the election of three members of the City Council for the full term of four years which ends June 2020; and

**WHEREAS**, it is desirable that the General Municipal Election be consolidated with the Statewide Primary Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Lassen canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1: That pursuant to the requirements of §10403 of the Elections Code, the Board of Supervisors of the County of Lassen is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Statewide Primary election on Tuesday, June 7, 2016, for the purpose of the election of three Members of the City Council for the full term of four years which ends June 2020.

Section 2: That the county election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide or special election.

Section 3: That the Board of Supervisors is requested to issue instructions to the county election department to take any and all steps necessary for the holding of the consolidated election.

Section 4: That the City of Susanville recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

Section 5: That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Lassen.

Section 6: That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED:

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

ATTEST:

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

The foregoing **Resolution No. 16-5246** was adopted at a regular meeting of the Susanville City Council held on the 6th day of January 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney

**RESOLUTION NO. 16-5247**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE,**  
**CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR**  
**ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS**  
**SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON**  
**TUESDAY, JUNE 7, 2016**

**WHEREAS**, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates statement.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1: GENERAL PROVISIONS. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Susanville on June 7, 2016 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at a time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2: PAYMENT. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.

The County Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just and approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election. The cost of printing the candidate's statement for the 2016 general municipal election is \$220 payable to the County Clerk.

Section 3: MISCELLANEOUS.

A The Clerk shall allow bold type, underlining, capitalization, indentions, bullets, leading hyphens to the same extent and manner as allowed in previous City elections.

B The Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

Section 4: ADDITIONAL MATERIALS. No candidate will be permitted to include additional materials in the sample ballot package.

Section 5: That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

Section 6: That all previous resolutions establishing council policy on payment for candidates' statements are repealed.

Section 7: That this resolution shall apply only to the election to be held on June 7, 2016 and shall then be repealed.

Section 8: That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

APPROVED:

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

ATTEST:

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

The foregoing **Resolution No. 16-5247** was adopted at a regular meeting of the Susanville City Council held on the 6th day of January 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney

Reviewed by: JGH City Administrator  
       City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** January 6, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Request for Proposals for City Auditing Services

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

**SUMMARY:** Each year the City is required to have an audit of its financial statements performed by an independent auditing firm. Our contract with Badawi and Associates has reached the end of its 3 year term. Staff has prepared a Request for Proposals (RFP) to be sent to the attached list of auditing firms. The RFP outlines the scope of work to be performed, the proposal process, calendar and requirements. The proposal deadline is February 19th, with interviews of the selected firms tentatively scheduled for the week of March 1st. Staff anticipates bringing the name of the selected firm to the Council at the April 6th meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Review and provide comment on proposed RFP for City of Susanville Auditing Services.

**ATTACHMENTS:** City of Susanville Auditing Services RFP  
Auditor List for Auditing RFP



CITY OF SUSANVILLE

REQUEST FOR PROPOSALS FOR  
CITY OF SUSANVILLE AUDITING SERVICES

**Proposal Release Date**

January 11, 2016

**Proposal Submittal Due Date**

February 19, 2016

CITY OF SUSANVILLE, CALIFORNIA  
REQUEST FOR PROPOSAL FOR AUDIT SERVICES

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- A. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price
- B. Format for Schedule of All-Inclusive Maximum Price by Report
- C. Sample Copy of City “Consulting Services Agreement” includes insurance and business license requirements

## PART 1 – AUDIT SPECIFICATIONS

### I. INTRODUCTION

The City of Susanville (hereinafter referred to as “the City”) is requesting proposals from qualified firms of certified public accountants for a one-year contract to audit its financial statements for the fiscal year ending June 30, 2016. The Firm will be asked to audit the City’s Comprehensive Annual Financial Statements (hereinafter referred to as “the CAFR”), complete a Single Audit report if expenditure criteria are met and audit the City’s agency fund, Lassen County Air Pollution Control District. At the option of the City, the audit engagement may be extended for two subsequent fiscal years by written amendment. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial and compliance audits in the U.S. General Accounting Office’s (GAO) *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*, the provisions of the Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments* and Governmental Accounting Standards Board (GASB) Pronouncements.

During the evaluation process, the City reserves the right, where it may serve the City of Susanville’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Susanville and the firm selected.

To be considered, one (1) original and four (4) hard copies of the proposal along with one (1) electronic copy provided on CD must be received at the Office of the City Administrator, 66 North Lassen Street, City of Susanville, CA 96130 **no later than 3:00 pm February 19, 2016**. It is anticipated that the selected firm will be notified no later than the week of March 1, 2016. Failure to provide the required number of copies may render your proposal as non-compliant.

A copy of this request for proposal and the City’s most recent Comprehensive Annual Financial Report (CAFR) can be found on the City’s website [www.cityofsusanville.org](http://www.cityofsusanville.org). All inquiries relating to this Request for Proposal should be submitted to one of the following:

Jared G. Hancock, City Administrator  
City of Susanville  
66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5114  
[jhancock@cityofsusanville.org](mailto:jhancock@cityofsusanville.org)

Deborah Savage, Finance Manager  
City of Susanville  
66 North Lassen Street  
Susanville, CA 96130  
530-252-5112  
[dsavage@cityofsusanville.org](mailto:dsavage@cityofsusanville.org)

## **II. DESCRIPTION OF THE CITY**

The City of Susanville was incorporated in 1900 as a general law city and operates under a City Council/City Administrator form of government. It is governed by an elected five-member council with each member also serving as a member of the governing board for its component unit, the Susanville Redevelopment Agency (RDA). The City is located in Lassen County in the Northeast portion of the State of California, and is approximately 80 miles Northwest of Reno, Nevada. The City serves as the county seat and is the only incorporated city within Lassen County. The City encompasses approximately 3.5 square miles with a population of 15,509 (includes two prisons) based on the January 1, 2015 State of California Department of Finance estimate.

The City's fund structure includes: General Fund (1), Special Revenue Funds (16), Debt Service Funds (4), Capital Projects Funds (1), Proprietary Funds - Enterprise (5) and Internal Service (3), and Agency Funds (4).

The estimated budget for FY 2015-2016 is \$17.5 million. The budget of the General Fund is \$5.3 million.

The City's financial statements are prepared in conformance with GASB 34 and have been audited by *Badawi and Associates, Certified Public Accountants* for the last 3 years.

The City uses Caselle financial software for general ledger, budget, accounts payable, payroll and accounts receivable.

## **III. SCOPE OF WORK TO BE PERFORMED**

### **A. Services to be performed by Auditors.**

1. In general, the auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the City fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles, and (b) whether the City has complied with laws and regulations that may have a material effect upon the financial statements.
2. The auditors will examine the City's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the City Administrator. The examination shall be made and reports rendered in accordance with generally accepted government auditing standards. In addition, the auditors shall communicate to the City Administrator any reportable conditions found during the audit that can be defined as either a significant or material weakness in the design or operation of the internal control structure, which could adversely affect the

- organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement.
3. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator.
  4. Auditors shall include all funds of the City and any component unit(s).
  5. Auditors shall submit a report of their examination of the component units' financial statements for each such fiscal year, which shall include such component unit, general purpose and supplementary financial statements, notes to the financial statements and an opinion as to the fairness of their presentation in conformity with generally accepted accounting principles, applicable to the various funds or state the reasons for any exceptions to said principles.
  6. Under the requirements of the Federal Government's program covering a single audit for all federal grant funds, auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996 and in generally accepted auditing standards as well as generally accepted governmental auditing standards.
  7. Auditors shall submit a management letter setting forth their findings and/or recommendations on those matters noted and observed during the conduct of the examination of the financial records and developed within the scope usually associated with such an examination relating to, but not limited to, a) improvement in systems of internal control, b) improvement in accounting system, c) apparent noncompliance with laws, rules, and regulations, and d) any other material matter coming to the attention of the firm during the conduct of the examination.

**B. Timeline Requirements**

1. Auditors shall schedule with the Finance Manager for the Fiscal Year 2015-2016 Audit.
2. All City books must be closed and ready for audit by the mutually agreed upon start date. City staff shall prepare detailed lead sheets and account reconciliations for the auditors.
3. Field work shall be completed no later than September 30, 2016 and a draft CAFR, presented according to the timetable listed under "Specific Deliverables to the City of Susanville" shall be prepared and delivered to the Finance Manager.
4. The Entrance Conference, Progress Reporting, and Exit Conference should be held within the time frames indicated on the schedule shown below:

i.	Entrance Conference with City Administrator and Finance Manager to discuss work to be performed, establish overall liaison for audit and arrangements for space and other needs of the auditor	Prior to start of audit field work
ii.	Progress conference with City Administrator and Finance Manager to discuss the year-end work to be performed	Midway through audit field work
iii.	Exit conference with City Administrator and Finance Manager to summarize the results of the field work and to review significant findings	At the conclusion of the year-end audit field work

**C. Reporting and Communication**

1. The auditors will meet continuously during the on-site field work process with the City Administrator to discuss preliminary audit findings and management recommendations.
2. Prior to issuing their final reports, the auditors will meet with the City Administrator with all audit reports to be addressed to the City Council.
3. The auditors may be consulted occasionally throughout the year as an information resource. Auditors may be asked to provide guidance on implementation of Government Account Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect local government accounting. In addition, the auditors may be asked to assist with the implementation of new pronouncements (e.g. GASB 54, GASB 57).

**D. Other Considerations**

1. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Susanville of the need to extend the retention period.
2. The auditors will be required to make working papers available upon request to the appropriate parties. In addition, the firm shall respond to the reasonable inquiries of success auditors and allow review of working papers relating to matters of continuing accounting significance.
3. Throughout the year, the auditor will provide financial advice and counsel on matters occurring that would affect the annual report.
4. The audit partner/manager may be required to attend a City Council meeting to explain or clarify financial statements or accounting requirements.

**E. Specific Deliverables to the City of Susanville**

<b>Reports</b>	<b>Due Date</b>	<b>Qty.</b>
Audit of the general purpose financial statements and draft of the CAFR	No later than November 7, 2016	1 Electronic
Final CAFR document	No later than December 12, 2016	1 Electronic
Single Audit Report	No later than January 9, 2016	1 Electronic 7 Bound
Management Report	No later than December 12, 2016	1 Electronic 7 Bound
Lassen County Air Pollution Control District Final Basic Financial Statements	No later than December 30, 2016	1 Electronic 7 Bound

**IV. CITY RESPONSIBILITIES**

**A. Finance Division**

1. Finance Division staff will prepare the final closing of the books including any auditor adjusting entries or changes to the financial statements as well as providing balance sheets for all funds and groups, statements of revenue and expenditures for all funds including detailed subsidiary ledgers.
2. Finance Division staff will produce the transmittal letter, MD & A and statistical section to be included in the CAFR and the color cover for the document.
3. Finance Division staff will produce the confirmation letters that are mailed by the auditors.
4. Finance Division staff will be available to assist the auditors in locating records or preparing audit schedules. All requests from the auditors will be directed to the City Administrator or Finance Manager.
5. Finance Division staff will provide the auditors with reasonable workspace to include desks and chairs as well as access to telephones, facsimile machines, and photocopying machines.

**B. Report Preparation**

1. The auditors will prepare a draft copy of the CAFR for review.
2. Final preparation and printing of the CAFR will be the responsibility of the auditors.
3. Preparation, editing, and printing of all other reports as indicated in Part I, Section III (E) Specific Deliverables to the City of Susanville, will be the responsibility of the auditors.
4. Finance Division staff will produce the confirmation letters that are mailed by the auditors.

## V. BASIS FOR COMPENSATION

- A. The City will pay the auditors for the services described in Part I, Section III (Scope of Work to be Performed) that do not exceed the amount contained within a signed agreement between the City and the Audit Firm. For additional services required after the inception of the agreement, written approval by the City shall be required in advance of such services being rendered. The fee for such services shall be paid based on the auditor's quoted hourly rates.
- B. The City shall receive all final opinions and reports for the City of Susanville financial statements no later than the December 12 of each year as outlined in Section III (E) "Specific Deliverables to the City of Susanville" barring any unforeseen City delays. If delay of deliverables is a result of the audit firm/consultant, a 1% reduction in fees for every day beyond the applicable deadline shall be taken. Final reports for Grants and Agency programs shall be completed in time to meet required submission dates.

## VI. ADDITIONAL PROVISIONS

- A. Upon notice of intent to award contract, the successful contractor shall enter into a Consulting Services Agreement with the City of Susanville.
- B. No officer, agent, or employee of the City and no member of its governing bodies shall have any financial interest, direct or indirect, in this agreement or the proceeds thereof. No officer, agent, or employee of the auditors shall serve on a City committee or hold any such position which is incompatible with such person's duties or obligations or other relationship to this agreement.
- C. Time is of the essence in each and all provisions of this agreement.
- D. Pursuant to the Single Audit Act of 1984, as amended in 1996, any state or federal agency shall have access to the auditor's work papers for purposes of review. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Susanville of the need to extend the retention period. The auditors shall make their working papers available to successors. The auditor will also be required to make working papers available, upon request, to the following parties or their designees:
  - 1. City of Susanville
  - 2. Department of Housing and Urban Development
  - 3. U.S. General Accounting Office (GAO)
  - 4. Parties designated by the federal or state governments or by the City of Susanville as part of an audit quality review process.

5. Auditor of entities of which the City of Susanville is a sub-recipient of grant funds.
6. Auditor of entities of which the City of Susanville is a component unit.

In addition, the audit firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

## VII. SPECIAL TERMS AND CONDITIONS

- A. Invoices received from the vendor will be processed no sooner than thirty (30) days from receipt.
- B. The City is not liable for any pre-contractual expenses incurred by any bidder. In addition, no bidder shall include any such expenses as part of the price proposed to conduct the operation.
- C. The City reserves the right to withdraw the RFP at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any bidder responding to this RFP. The City expressly reserves the right to postpone action regarding this RFP for its own convenience and to reject any and all proposals in response to this RFP without indicating reasons for such rejection.
- D. The City is not responsible for oral statements made by any of its employees or agents concerning this RFP. If the bidder requires specific information, the bidder must make the request in writing as instructed in the RFP.
- E. All responses to the RFP shall become the property of the City and a matter of public record. Responders must identify all copyrighted material, trade secrets or other proprietary information that the responder claims are exempt from disclosure by the California Public Records Act. In the event a responder claims such exemption, the responder must state in the response that:  
  
    “The responder will indemnify the City and hold it harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request thereof.”  
  
Failure to include such a statement shall constitute waiver of the responder’s right to exemption from disclosure and authority for the City to provide a copy of the proposal or any part thereof to the requestor.
- F. The individual(s) preparing and submitting the proposal must state they possess the authority to bind the firm to the terms of the RFP.

- G. All questions regarding this RFP should be made in writing and emailed to: [dsavage@cityofsusanville.org](mailto:dsavage@cityofsusanville.org)

## **PART 2 – PROPOSAL REQUIREMENTS AND INFORMATION**

### **I. PROPOSAL PROCESS AND CALENDAR**

#### **A. Distribution of Proposals**

Request for Proposals shall be available on the City of Susanville website, [www.cityofsusanville.org](http://www.cityofsusanville.org) on January 11, 2016.

#### **B. Proposal Submission**

Proposals for the City of Susanville audit must be received **no later than 3:00 pm February 19, 2016**. Proposals submitted via facsimile or by electronic mail will not be accepted. A total of one (1) original, four (4) copies, and one (1) electronic copy provided on CD must be submitted to the following:

City of Susanville  
Jared G. Hancock, City Administrator  
66 North Lassen Street  
(530) 252-5104  
[jhancock@cityofsusanville.org](mailto:jhancock@cityofsusanville.org)

Proposals must be sealed and show the following information on the outside of the package in the lower left corner: audit firm's name, address, and RFP Title. Late or incomplete proposals will not be considered.

#### **C. Proposal Review and Notification**

The City Administrator and a selection panel will review and evaluate each proposal submitted. It is anticipated that the proposal review process will be completed the week of February 29, 2016. Written notification will be sent only to those firms that were selected for an interview.

#### **D. Interviews**

The City will schedule interviews with the finalists by the week of March 7, 2016. Firms selected for interviews are requested to prepare a short presentation for the committee.

#### **E. Final Selection and Notification**

The City anticipates sending written notification of status to the finalists by the week of March 1, 2016.

**F. Important Dates to Remember**

<b>January 11, 2016</b>	<b>RFP Available</b>
<b>February 19, 2016</b>	<b>Deadline for Proposal Submittal</b>
<b>March 7, 2016 (tentative)</b>	<b>Interviews with Finalists</b>
<b>March 23, 2016 (tentative)</b>	<b>Selection Notification</b>
<b>April 6, 2016 (tentative)</b>	<b>Report to City Council</b>
<b>After June 1, 2016 but not later than September 30, 2016</b>	<b>Commence Field Work</b>

**PROPOSAL REQUIREMENTS**

**A. Independence**

The audit firm should provide an affirmative statement that it is independent of the City of Susanville as defined by generally accepted auditing standards. Moreover, the firm must have no conflict of interest with regard to any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the City of Susanville.

**B. License to Practice in California**

The audit firm should provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

**C. Firm Qualifications and Experience**

1. The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be so employed on a part-time basis. Please indicate whether any members of the audit team assigned to the City are reviewers in the California Society of Municipal Finance Officers Certificate of Achievement for Excellence in Financial Reporting program.
2. The audit firm shall submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

3. The audit firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the audit firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
4. For the audit firm's office assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. The audit firm shall state experience with clients issuing Financial Statements under GASB 34. Indicate the scope of work, date engagement partners, total hours, and the name and telephone number of the principal client contact.

**D. Partner, Supervisory, and Staff Qualifications and Experience**

The audit firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California. The audit firm should also provide information on the governmental auditing experience, including the scope of audit services requested by the City, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

The audit firm should provide as much information as possible, including resumes, regarding the number, qualifications, experience and training of the specific staff to be assigned to this agreement. The audit firm should also indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Susanville. However, in either case, the City of Susanville reserves the right to approve or reject replacements. This shall also apply to consultants and firm specialists mentioned in response to this request for proposal.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

**E. Specific Audit Approach**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Part I, Section III of this request for proposal.

**F. Identification of Anticipated Potential Audit Problems**

The proposal should identify and describe any anticipated potential audit problems and the adoption of new laws or accounting audit principles that might effect the audit and the firm's approach to addressing these problems and any special assistance that will be requested from the City of Susanville.

**G. Total All-Inclusive Maximum Price**

The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

**H. Rates by Partner, Supervisor, and Staff Level Times Hours Anticipated for Each**

The proposal should include a schedule of professional fees and expenses, as presented in the format shown in Appendix A, which supports the total all-inclusive maximum price in the format shown in Appendix B.

**I. Ownership of City-Related Documents**

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the City of Susanville. The proposer selected shall not publish or release any of the results of its examinations without the express written permission of the City of Susanville City Administrator.

**J. Acceptance of Proposal Contents**

After an audit firm is selected by the City, the contents of the submitted proposal shall become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the City as exemplified in Appendix C. Failure of the audit firm to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City.

**K. Acceptance or Rejection and Negotiation of Proposals**

The City reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the City of Susanville. In addition, if the City elects to reject all of the proposals, it reserves the right to select one at random to negotiate a contract for services. All requests for proposals received by the City will remain open, valid and subject to acceptance for a period of six months.

### **III. EVALUATION PROCESS**

The proposals for the City's audit will be evaluated by a committee selected by the City Administrator. Proposers may be required to make oral presentations as a supplement to their proposals. These presentations would only be held subsequent to the receipt of the proposals and will be part of the evaluation process to determine qualifications of the audit firm. The City will schedule a time and location in the City of Susanville for each oral presentation that it requests. Should a proposer refuse to honor the request for an oral presentation or interview, it may result in the rejection of the proposal by the City. Evaluation considerations will include the following:

- A. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.
- B. Cost. Although a significant factor, cost will not be the primary factor in the selection of an audit firm.
- C. Auditors' experience in conducting audits of cities of similar nature, size, and complexity, and the auditors' commitment to maintaining technical expertise in the municipal financial environment.
- D. Technical experience and professional qualifications of the audit team. The number of key and supervisory personnel who will directly participate in the audit will be a consideration.
- E. Size and structure of the firm's office from which the audit work is to be done. The City is looking for a highly qualified team that is able to meet the due dates specified in this document, and it expects that same team (wherever possible) to complete any successive year's engagements.
- F. Auditors' experience in complying with applicable federal and state regulations relating to non-discrimination of an affirmative action program for equal employment opportunity.

- G. Ability of the firm in providing optional services such as special studies, system review and other services. Examples of such services performed for other client cities will be helpful.

#### **IV. FORMAT AND CONTENT OF PROPOSAL**

##### **A. Title Page**

The title page should include the request for proposal subject and number, the name of the proposer's firm, local address, telephone number, name of contact person, and date.

##### **B. Table of Contents**

Include a clear identification of the material by section and by page number.

##### **C. Letter of Transmittal**

1. State whether the firm is local, national, or international.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as audit, accounting, or management services.
4. Describe the local office's information technology (IT) audit capabilities, including the number and classifications of personnel skilled in IT auditing who will work on the audit.
5. Describe the local office's recent auditing experiences similar to the type of audits requested and give the names and telephone numbers of client officials responsible for five of the audits listed.
6. Describe the document publication technology and staff formatting and proofreading expertise.

##### **D. Audit Team**

1. Describe the composition of the audit team, including staff from other than the local office, and consultants. Describe the commitment of the firm to providing the same audit team on subsequent audits. Include resumes of each person so identified.

2. Identify the supervisors and consultants who will work on the audit and include resumes of each person so identified.
3. Identify any members of the audit team who are certified CAFR reviewers in the GFOA or California Society of Municipal Finance Officers (CSMFO) Certificate of Excellence in Financial Reporting programs.

**E. Audit Scope and Provisions**

Describe the scope of the required services to be provided and outline a plan on how such services will be provided. Please include depth of work, staffing, and time estimates. Proposers should list all reports including management letters that are to be issued, the points to be addressed by reports, and the estimated completion dates.

**F. Cost Data**

Indicate the total hours and hourly rates by staff classification and the resulting all-inclusive maximum fee (not to exceed total) for which the requested work will be done for each of the specific deliverables identified in this Request for Proposal. Fees must include all anticipated costs including travel, per diem, and out-of-pocket expenses.

**G. Additional Data**

Data not specifically requested should not appear in the foregoing sections, but any additional information considered essential to the proposal may be presented at this section.

**APPENDIX A**

<b>Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price</b>	<b>Hours</b>	<b>Standard Hourly Rates</b>	<b>Quoted Hourly Rates</b>	<b>Total</b>
<b>Partner</b>	_____	\$ _____	\$ _____	\$ _____
<b>Manager</b>	_____	\$ _____	\$ _____	\$ _____
<b>Supervisory Staff</b>	_____	\$ _____	\$ _____	\$ _____
<b>Other (Specify)</b>	_____	\$ _____	\$ _____	\$ _____
<b>Sub-Total</b>				\$ _____
<b>Out-of-Pocket Expenses</b>				\$ _____
<b>Total</b>				\$ _____

**APPENDIX B**

All-Inclusive Maximum Price by Report	Optional Years		
	FY 2015-16	FY 2016-17	FY 2017-18
City	_____ \$	_____ \$	_____ \$
Lassen County Air Pollution Control District Audit	_____ \$	_____ \$	_____ \$
Single Audit	_____ \$	_____ \$	_____ \$
<b>Total</b>	<u>_____ \$</u>	<u>_____ \$</u>	<u>_____ \$</u>

**APPENDIX C**

**SAMPLE**

**AGREEMENT FOR AUDITING SERVICES  
BETWEEN THE CITY OF SUSANVILLE AND  
[NAME OF CONSULTANT]**

**THIS CONSULTANT SERVICES AGREEMENT** is made and effective as of ....., 201X between the City of Susanville, a municipal corporation ("City") and ..... Corporation. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on ....., 201X, and shall remain in effect for one year with a renewal option for two additional years, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

Consultant shall perform the tasks described and set forth in the Request for Proposal, attached hereto and incorporated herein as though set forth in full as part of its services. Consultant may be asked to provide additional services if necessary during the term of this Agreement.

3. **PERFORMANCE**

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder, in meeting its obligations under this Agreement.

4. **PAYMENT**

(a) The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Appendix B in the Request for Proposal, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the tasks outlined in the RFP, attached hereto and incorporated herein by this reference. This amount shall not exceed dollars \$..... for the services of this Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Administrator. Consultant shall be compensated for any additional services in the

amounts and in the manner as agreed to by the City Administrator and at the time the City's written authorization is given to Consultant for the performance of said services.

(c) Consultant will submit invoices for actual services performed. Payment shall be made no sooner than thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

5. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City.

6. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the City Administrator determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. **OWNERSHIP OF DOCUMENTS**

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant.

8. **INDEMNIFICATION**

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

9. **INSURANCE**

A) Consultant shall maintain in-force: Public Liability and Professional Liability Insurance. During the term of this Agreement, Consultant shall maintain in full force and effect a policy of public liability insurance with minimum coverage of \$1,000,000 in accordance with the requirements provided by CITY to Consultant. Consultant shall also maintain in-force; Professional Liability Insurance (and/or Errors & Omissions Insurance) with minimum limits of liability of \$1,000,000 combined single limit coverage against an injury, death, loss or damages because of wrongful or negligent acts or omissions by the named insured.

B) Contractor shall maintain in-force Workers' Compensation and Employer's Liability Insurance as required by the California Labor Code. Evidence of coverage shall take the form of a Certificate of Insurance or a California Certificate to Self-Insure. Acceptable minimum limits for this

coverage are: Workers' Compensation; Statutory in California; Employer's Liability: \$1,000,000.

- C) Certificates of Insurance. Contractor shall furnish to Customer evidence of any insurance required by this Agreement. A Certificate of Insurance from an insurer admitted to do business in the State of California will be provided, indicating that the respective policy(s) meets the following requirements: (1) The City, its officers, employees, and agents shall be named as additional insured on the General Liability Insurance; (2) Insurance shall not be canceled or terminated without 30 days written notice to City; (3) General Liability shall be primary and any insurance held by City for its own protection shall be excess and shall be effective only upon exhaustion of Contractor's insurance; (4) Insurance shall be maintained for the duration of the Agreement, including any period extended beyond the expiration date of this Agreement required to complete performance as stipulated in this Agreement and all amendments thereto.

10. **INDEPENDENT CONSULTANT**

(a) Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. **LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

12. **UNDUE INFLUENCE**

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Susanville in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial incentive. No officer or employee of the City of Susanville will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

13. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

14. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Administrator or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

15. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City because of the personal nature of the services to be rendered pursuant to this Agreement.

16. **LICENSES**

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement including a city business license as required by City of Susanville Municipal Code.

17. **GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Susanville.

18. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SUSANVILLE:

CONSULTANT

\_\_\_\_\_  
**Brian Wilson**  
Mayor  
City of Susanville

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

Title:

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
**Jessica Ryan**  
City Attorney  
City of Susanville

\_\_\_\_\_  
**Gwenna MacDonald**  
City Clerk  
City of Susanville

<b>Company</b>	<b>Contact</b>	<b>Email</b>	<b>Phone</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Badawi & Associates	Ahmed M. Badawi	<a href="mailto:abadawi@b-accpa.com">abadawi@b-accpa.com</a>	510-768-8244	180 Grand Avenue., Suite 955	Oakland	CA	94612
Capital Accounting Partners	Nicolie Cass	<a href="mailto:nicky@capitalaccountingpartners.com">nicky@capitalaccountingpartners.com</a>	916-670-0001	3570 Buena Vista Drive	Sacramento	CA	95864
Charles Z. Fedak & Co. CPAs	Paul Kaymark	<a href="mailto:paul@czfcpa.com">paul@czfcpa.com</a>	714-527-1818	6081 Orange Ave., 2nd Floor	Cypress	CA	90630
Christy White Accountancy Corporation	Christy White	<a href="mailto:cwhite@cwacpa.com">cwhite@cwacpa.com</a>	619-270-8222	2727 Camino Del Rio South, Suite 219	San Diego	CA	92108
Eadie & Payne LLC, CPAs	Eden Casareno	<a href="mailto:ecasareno@eadiepaynellp.com">ecasareno@eadiepaynellp.com</a>	909-793-2406	PO Box 1008	Redlands	CA	92373
Singleton & Auman, CPAs	Clay Singleton	<a href="mailto:sa@sa-cpas.com">sa@sa-cpas.com</a>	530-257-1040	1740 Main Street	Susanville	CA	96130
Lance, Soll, Lumphard, CPA's LLP	Bryan Gruber	<a href="mailto:bryan.gruber@slpcpas.com">bryan.gruber@slpcpas.com</a>	714-672-0022	202 N Brea Blvd, Suite 203	Brea	CA	92821
	Rich Kikuchi	<a href="mailto:richard.kikuchi@slpcpas.com">richard.kikuchi@slpcpas.com</a>	714-672-0022	202 N Brea Blvd, Suite 203	Brea	CA	92821
Lopez & Co. LLP	Tess Venegas	<a href="mailto:tvenegas@lopezllp.com">tvenegas@lopezllp.com</a>	626-583-1116	3452 E. Foothill Blvd, Suite 820	Pasadena	CA	91107
Macias, Gini & O'Connell LLP	Cynthia Pon	<a href="mailto:cpou@mgocpa.com">cpou@mgocpa.com</a>	925-395-2803	2121 N California Blvd, Suite 750	Walnut Creek	CA	94596
Mann, Urrutia, Nelson CPA's	Michelle Nelson	<a href="mailto:mon@muncpas.com">mon@muncpas.com</a>	916-929-0540	2515 Venture Oaks Way, Suite 135	Sacramento	CA	95833
Mayer, Hoffmann, McCann P.C.	Ken Al-Iman	<a href="mailto:kikalimam@cbiz.com">kikalimam@cbiz.com</a>	949-474-2020	2301 Dupont Drive, Suite 200	Irvine	CA	92612
Maze & Associates	Cory Biggs	<a href="mailto:coryb@mazeassociates.com">coryb@mazeassociates.com</a>	925-930-0902	3478 Buskirk Ave, Suite 215	Pleasant Hill	CA	94523
Moreland & Associates	Michael Moreland	<a href="mailto:mmoreland@moreland-assoc.com">mmoreland@moreland-assoc.com</a>	949-221-0025	1201 Dove St, Suite 680	Newport Beach	CA	92660
Price, Paige & Company	Fausto Hinojosa	<a href="mailto:fausto@ppcpas.com">fausto@ppcpas.com</a>	559-299-9540	677 Scott Ave	Clovis	CA	93612
Pun & McGeady, LLP	Kenneth Pun	<a href="mailto:kpun@pm-llp.com">kpun@pm-llp.com</a>	949-777-8800	9 Corporate Park, Suite 130	Irvine	CA	92606
Rogers, Anderson, Malody & Scott, LLP	Scott Manno	<a href="mailto:smanno@ramscpa.net">smanno@ramscpa.net</a>	909-889-0871	290 N D Street, Suite 300	San Bernardino	CA	92401
Tahim & Associates	Anne Tahim	<a href="mailto:atahim@annetahim.com">atahim@annetahim.com</a>	714-772-4744	2331 W. Lincoln Ave, Suite 300	Anaheim	CA	92801
Teaman, Ramirez & Smith, Inc.	Greg Fankhanel	<a href="mailto:gfanckhanel@trscpas.com">gfanckhanel@trscpas.com</a>	951-274-9500	4201 Brockton Ave, Suite 100	Riverside	CA	92501
Thornton & Fathy, LLP	Larry Thornton	<a href="mailto:info@tfc-accounting.com">info@tfc-accounting.com</a>	626-568-8600	150 S. Los Robles Ave, Suite 650	Pasadena	CA	91101
Vavrinek, Trine, Day & Co. LLP	Roger Alfaro	<a href="mailto:ralfaro@vtdcpa.com">ralfaro@vtdcpa.com</a>	909-466-4410	2151 River Plaza Drive	Sacramento	CA	95833
	Kevin Pulliam	<a href="mailto:kpulliam@vtdcpa.com">kpulliam@vtdcpa.com</a>	909-466-4410	2151 River Plaza Drive	Sacramento	CA	95833
	David Showalter	<a href="mailto:dshowalter@vtdcpa.com">dshowalter@vtdcpa.com</a>	909-466-4410	2151 River Plaza Drive	Sacramento	CA	95833
Moss, Levy & Hartzheim	Derek Rampone	<a href="mailto:drampone@mlhpcpas.com">drampone@mlhpcpas.com</a>	310-670-2745	5800 Hannum Ave	Culver City	CA	90230
	Craig Hartzheim	<a href="mailto:charzheim@mlhpcpas.com">charzheim@mlhpcpas.com</a>	310-670-2745	5800 Hannum Ave	Culver City	CA	90230
White, Nelson, Diehl, Evans LLP	Robert Callanan	<a href="mailto:rcallanan@wndecpa.com">rcallanan@wndecpa.com</a>	949-399-0600	2875 Michelle Drive, Suite 300	Irvine	CA	92606
Harshwal & Company, CPA's	Vaishali Shukla	<a href="mailto:vaishali.shukla@harshwal.com">vaishali.shukla@harshwal.com</a>		7960 Silverton Avenue, Suite 206	San Diego	CA	92126

Reviewed by: JGH City Administrator  
 \_\_\_\_\_ City Attorney

\_\_\_\_\_ Motion only  
 \_\_\_\_\_ Public Hearing  
 \_\_\_\_\_ Resolution  
 \_\_\_\_\_ Ordinance  
 \_\_\_\_\_ Information

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

**Action Date:** January 6, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Receive emergency water regulations report

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

**SUMMARY:** In May 2015, the State Water Board adopted an emergency regulation that required the City of Susanville to conserve water at a level which is 36% lower than 2013. Susanville started off well in the summer months, however September 2015 fell well short of the conservation target (1.1 %). It is apparent that the City will not be able to reach the 36% conservation requirement over the 9 month period indentified in the regulation (June 2015 through February 2016). Furthermore, it is likely that the emergency regulation will be extended through the summer of 2016.

On December 17, 2015, the State Water Board issued a conservation order to the City of Susanville. The conservation order places specific and additional requirements on the City to help us achieve our 36% conservation requirement. The requirements are listed beginning on page 2 of the attached conservation order.

The first requirement of the conservation order is to prepare a rate study. Staff identified a need to address water rates prior to the most recent emergency regulation coming into effect. Staff has been working on the rate study for a few months, becoming familiar with the requirements of Proposition 218 and its applicability to Susanville's water system. The preparation of the study involves a comprehensive and technical assessment of the City Water System. Staff will endeavor to present the results of the rate study in February 2016.

**FISCAL IMPACT:** None at this time

**ACTION REQUESTED:** Information Only

**ATTACHMENTS:** State Water Resources Control Board Conservation order



Susanville Public Works Dept.

DEC 21 2015

RECEIVED



EDMUND G. BROWN JR.  
GOVERNOR



MATTHEW RODRIGUEZ  
SUPERVISOR FOR  
ENVIRONMENTAL PROTECTION

State Water Resources Control Board

December 17, 2015

*(Via email and Certified Mail)*

**CERTIFIED MAIL**

**NO. 7015 1520 0001 8019 5746**

Mr. Dan Newton, PE  
Public Works Director  
**City of Susanville**  
720 South Street  
Susanville, CA 96130  
[dnewton@cityofsusanville.org](mailto:dnewton@cityofsusanville.org)

**SUBJECT: ENFORCEMENT ACTION: ISSUANCE OF CONSERVATION ORDER FOR FAILURE TO MEET WATER CONSERVATION STANDARD**

Mr. Newton:

On May 5, 2015, the State Water Resources Control Board (State Water Board) adopted Resolution 2015-0032, an Emergency Regulation for Statewide Urban Water Conservation (Emergency Regulation) pursuant to Water Code section 1058.5. The Emergency Regulation became effective on May 18, 2015. Among other things, the Emergency Regulation is designed to achieve the 25 percent statewide potable water usage reduction through February 2016 ordered by Governor Brown in his April 1, 2015 Executive Order.

The Emergency Regulation requires each urban water supplier to "reduce its total potable water production by the percentage identified as its conservation standard." (Cal. Code Regs., tit. 23, § 865(c)(1).)

After reviewing your response to the State Water Board's Informational Order, and meeting with representatives from the City of Susanville (City) on November 19, 2015, it has become clear that the City is not likely to meet its conservation target of 32 percent through February 2016. Accordingly, further enforcement action is warranted.

You are being issued a Conservation Order (Order) under section 866(a)(1). Please see the enclosed Order.

The State Water Board finds that a tiered rate structure that implements a drought penalty is an effective way to encourage water conservation. Additional information on conservation water pricing can be found at:

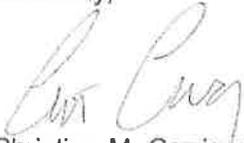
[http://www.waterboards.ca.gov/waterrights/water\\_issues/programs/drought/pricing/](http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/pricing/).

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

1001 J Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, Ca 95812-0100 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

If you have questions, please contact Dr. Matthew Buffleben at (916) 341-5891, or by email at [Matthew.Buffleben@waterboards.ca.gov](mailto:Matthew.Buffleben@waterboards.ca.gov).

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Carrigan".

Christian M. Carrigan, Director  
**Office of Enforcement**

Enclosure

cc: *(via email only)*

Dr. Matthew Buffleben, Chief  
Special Investigations Unit  
[Matthew.Buffleben@waterboards.ca.gov](mailto:Matthew.Buffleben@waterboards.ca.gov)

STATE OF CALIFORNIA  
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
STATE WATER RESOURCES CONTROL BOARD

OFFICE OF ENFORCEMENT

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**CONSERVATION ORDER**

In the Matter of Urban Water Conservation by

**City of Susanville**

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1. On January 17, 2014, Governor Edmund G. Brown Jr. (Governor Brown) issued Proclamation 1-17-2014 (Proclamation), declaring a State of Emergency to exist in California under the Emergency Services Act due to severe drought conditions. The Proclamation, among other things, called on all Californians to reduce their water usage by 20 percent.
2. On April 25, 2014, Governor Brown issued a Proclamation of a Continued State of Emergency due to drought conditions, based on the need to strengthen the state's ability to manage water and habitat effectively in drought conditions.
3. On April 1, 2015, Governor Brown issued Executive Order B-29-15 (Executive Order) to strengthen the state's ability to manage water and habitat effectively in drought conditions. The Executive Order calls on all Californians to redouble their efforts to conserve water, and directs the State Water Resources Control Board (State Water Board) to impose restrictions on urban water suppliers to achieve a statewide 25 percent reduction in potable urban water usage through February 2016. The Executive Order further requires commercial, industrial, and institutional users to implement water efficiency measures, prohibits irrigation with potable water of ornamental turf in public street medians and prohibits irrigation with potable water outside newly constructed homes and buildings that is not delivered by drip or microspray systems.
4. On May 5, 2015, the State Water Board adopted Resolution 2015-0032, an Emergency Regulation for Statewide Urban Water Conservation (Emergency Regulation) pursuant to Water Code section 1058.5. The Emergency Regulation adds a new section to title 23 of the California Code of Regulations intended to safeguard urban water supplies in the event of continued drought, minimize the potential for waste and unreasonable use of water, and achieve the 25 percent statewide potable water usage reduction ordered by Governor Brown in the Executive Order. The Emergency Regulation was approved by the Office of Administrative Law and became effective on May 18, 2015.
5. The Emergency Regulation requires each urban water supplier to "reduce its total potable water production by the percentage identified as its conservation standard." California Code of Regulations, title 23, section 865(c)(1).
6. Section 865(b)(2) requires urban water suppliers to prepare and submit to the State Water Board by the 15th of each month a monitoring report detailing the total amount of potable water produced compared to the amount produced in the same calendar month in 2013.
7. Section 866(a) allows the Executive Director of the State Water Board, or the Executive Director's designee, to issue Conservation Orders requiring additional actions by the supplier to come into compliance with its conservation standard. Section 866(b) allows the Executive Director of the State Water Board, or the Executive Director's designee, to issue orders requesting information from the supplier concerning water production, water use, and/or water conservation. State

Water Board Executive Director Thomas Howard has delegated authority under sections 866(a) and (b) to State Water Board Chief Deputy Director Caren Trgovcich, who in turn has delegated these authorities to the Director of the State Water Board's Office of Enforcement Christian Carrigan.

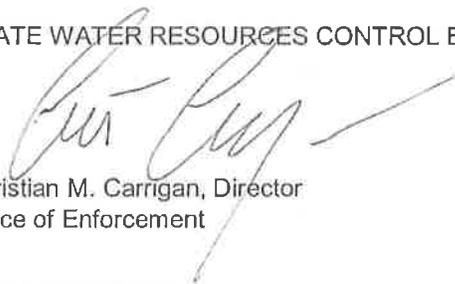
8. The drought conditions that formed the bases for the Executive Order and Emergency Regulations continue to exist and will likely continue to exist for the foreseeable future.
9. The City of Susanville's (City) conservation target, pursuant to section 865(c), is 36 percent. According to the monitoring reports filed with the State Water Board monthly since June 2015, the City is 16.9 percent behind its conservation standard as of October 2015.
10. On August 7, 2015, the State Water Board Office of Enforcement issued a Notice of Violation and Informational Order pursuant to its authority outlined in section 866(c) of the Emergency Regulations, to determine what actions the City had taken to comply with its conservation standard.
11. On November 19, 2015, representatives of the City met with Office of Enforcement staff to review its response to the Informational Order, discuss its water conservation program, and identify areas of potential water use savings.
12. The circumstances described above indicate that the City has not met its monthly conservation standard, and is not on track to meet the standard by February 2016.
13. To help ensure that the City meets its conservation target of 36 percent by February 2016, the State Water Board mandates that the City take the actions described below.
14. Recipients of Conservation Orders issued pursuant to section 866(a) may petition the State Water Board for reconsideration. (Water Code § 1122; Cal Code Regs., tit 23, §§ 768 et seq., 866(a)(2).)

**IT IS HEREBY ORDERED:**

1. This Order is effective on the date shown below. All submittal requirements are based on the effective date of this Order.
2. The City shall:
  - (A) Immediately and diligently pursue a rate study in compliance with California Proposition 218, with the goal of implementing a tiered water rate structure that encourages conservation, as well as discouraging waste or overuse. The rate study shall be completed by the end of February 2016 with a goal of implementing the new rate structure no later than April 20, 2016;
  - (B) Continue to implement an outreach program that focuses on increasing conservation awareness with dedicated staff (part-time or full-time) for both outreach and enforcement;
  - (C) Immediately develop a rebate program for high-efficient toilets and other indoor water-efficient devices. The City shall include these rebate programs in its outreach and advertising materials;
  - (D) Within sixty (60) days, determine what volume of non-revenue water is lost to leaks every year. The City shall increase its budget over the next year to implement a plan and hire staff to reduce this volume to an amount consistent with industry best practices; and,
  - (E) Implement a mandatory outdoor irrigation conservation program that limits outdoor irrigation to one day per week to begin March 1, 2016.

3. The City shall continue to report the monthly conservation data required for all water suppliers pursuant to section 865(b)(2) of the Emergency Regulation.
4. The City shall develop and submit a report by January 15, 2016, and February 15, 2016, detailing the previous month's efforts to comply with each of the mandates listed above in section 2, pursuant to section 866(b) of the Emergency Regulation. The report shall include the estimated non-revenue water, including unbilled authorized consumption, apparent losses, and real losses. The report shall be submitted via email to Dr. Matthew Buffleben, at [Matthew.Buffleben@waterboards.ca.gov](mailto:Matthew.Buffleben@waterboards.ca.gov) no later than the 15th of the month, for every month within the reporting period.
5. The City is required to take the actions mandated above. Failure to comply with this Order subjects the party to enforcement action including, but not limited to, civil liability of up to \$500 per day for each day the violation continues pursuant to Water Code section 1058.5.
6. Reservation of Enforcement Authority and Discretion: Nothing in this Order is intended to, or shall be construed to, limit or preclude the State Water Board from exercising its authority under any statute, regulation, ordinance, or other law, including, but not limited to, the authority to bring enforcement against water suppliers who in violation of Water Code section 1052, the Emergency Regulations or any applicable law.

STATE WATER RESOURCES CONTROL BOARD



Christian M. Carrigan, Director  
Office of Enforcement

Dated: 12/17/2015