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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
February 17, 2016 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 15-5263

Next Ordinance No. 15-1005

- 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:
All Employees

- 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: Councilmember Callegari*
 - *Proclamations, awards or presentations by the City Council*

- 5 **BUSINESS FROM THE FLOOR:**

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

- 6 **CONSENT CALENDAR:**

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

 - A Receive and file minutes from City Council’s January 6 and 20, 2016 meetings
 - B Approve vendor warrants numbered 96371 through 96478 for a total of \$259,363.00 including \$100,259.19 in payroll warrants
 - C Receive and file Finance Reports: January 2016
 - D Receive and file Quarterly TOT report

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider **Resolution No. 16-5255** authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park
- B Consider **Resolution No. 16-5256** authorizing annual Certificate of Materiel status for UH-1 Huey Helicopter and AH-1 Cobra Helicopter on static display at Susanville Municipal Airport
- C Consider **Resolution No. 16-5257** authorizing loan agreement with National Museum of the US Air Force for static display at Susanville Municipal Airport
- D Consider **Resolution No. 16-5258** authorizing sale of Fire Department SCBA surplus equipment
- E Consider **Resolution No. 16-5259** accepting the City of Susanville's Single Audit Report for Fiscal Year Ending June 30, 2015
- F Consider **Resolution No. 16-5260** granting authority to advertise bids for PN 16-03 Water Main Replacement and City Clerk to execute the notice of inviting bids and authorize funding for PN 16-03.
- G Consider **Resolution No. 16-5262** authorizing agreement with Adams Ashby for 2016 CDBG consulting services

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

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

12 **CONTINUING BUSINESS:**

- A Consider **Resolution No. 16-5251** notice to award and execute agreement for STIP Overlay Project 15-03
- B Consider **Resolution No. 16-5252** notice to award and execute agreement for STIP Overlay Project 15-04

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Report on SB 876 (Liu) Homeless 'Right to Rest'
- B Rob's Way Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- *The next regular City Council meeting will be held on March 2, 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, 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 February 17, 2016 in the areas designated on February 12, 2016.



Gwenna MacDonald, City Clerk

Reviewed by: du City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's January 6 and 20, 2016 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's January 6 and 20, 2016 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's January 6 and 20, 2016 meetings.

ATTACHMENTS: Minutes: January 6, 2016
January 20, 2016

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

**Regular Meeting Minutes
January 6, 2016 – 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, Lino P. Callegari and Brian R. Wilson. Absent: Rod E. De Boer.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve the agenda as submitted; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:03 p.m. the Council recessed to Closed Session to discuss the following:

- 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

Closed Session recessed at 6:52 p.m.

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

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

Mr. Hancock stated that prior to Closed Session the agenda was approved as submitted, and in closed session the City Council gave direction to staff but there was no reportable action taken.

Mr. Hancock provided the 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 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

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve the consent calendar; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A 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

Mr. Hancock reported that the local election is scheduled for Tuesday, June 7, 2016, and to begin the process, three resolutions are required; a notice to call for the holding of an election, a resolution to request consolidation of the election with Lassen County, and a resolution adopting regulations for candidate statements to be published on the ballot.

Ms. MacDonald added that the filing period for nomination papers is February 15 through March 11, 2016, and extended five days until March 1, 2016 if one of the incumbents chooses to not run for office.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 16-5245, 16-5246 and 16-5247; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

9B Consider approval to circulate Request for Proposals for City Auditing Services Ms. Savage reported that every year the City is required to have an audit of its financial statements performed by an independent auditing firm. The three-year contract with Badawi and Associates has ended, and staff has prepared a Request for Proposals (RFP) to be sent to a number of auditing firms. The RFP outlines the scope of work to be performed, the proposal process, calendar and requirements. Staff has utilized the most recent RFP and made minor changes to make the dates current. The proposed deadline for submittal is February 19, 2016, with interviews of the selected firms tentatively scheduled for the week of March 1, 2016. With City Council approval, staff will circulate the RFP, and anticipates bringing the name of the selected firm to the Council at the April 6th meeting for review and approval.

Mr. Hancock added that when the City circulates an RFP, if questions or clarifications are received from companies regarding the RFP, then staff will incorporate changes based upon those inquiries. The amended RFP would be brought back to City Council for review and approval, however in this case, no revisions or clarifications to the prior RFP were required.

Councilmember Garnier clarified that only the dates had been changed from the original RFP.

Motion by Mayor pro tem McBride, second by Councilmember Garnier, to approve circulation of the RFP for City Auditing Services; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Emergency Water Regulations Report**

Mr. Newton reported that 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 the same period in 2013. The conservation effort started off well and in the summer months the community made significant efforts to conserve, however in September we fell far short of the target and that caught the attention of the State. It has become evident that the City will not be able to achieve the 36% conservation requirement over the 9 month period of June 2015 through February 2016 as identified in the regulation.

Mr. Newton explained that the State Water Board has issued an executive conservation order to the City of Susanville which imposes specific additional requirements in order to help us achieve our 36% conservation requirement. The requirements include pursuing a rate study in compliance with Prop 218, with the goal of implementing a tiered water rate structure to encourage conservation, as well as discourage waste or overuse. The deadline for completion of the rate study is the end of February 2016, with proposed implementation by April 20, 2016. The Order includes an increased focus on the outreach program, implementation of a rebate program for high-efficiency toilets and showers, a determination of the volume of non-revenue water being lost due to leaks, then implementation of a plan to address the reduction of leaks in the overall system. Lastly, it includes a requirement to implement a mandatory outdoor irrigation plan that limits watering to one day per week, to begin March 1, 2016.

Mr. Newton stated that staff has been working on the rate study for several months, with attention to 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 and staff will endeavor to present the results of the rate study in February 2016. The initial emergency regulation was established through February 2016, however the Governor has issued an executive order to extend the emergency regulations through October 2016. The City has submitted comments to the State in response to the conservation order, with the ultimate goal to be removed from the 36% tier and assignment to a tier more appropriate for the community.

Mr. Hancock commented that initially, the State had considered imposing a monetary penalty against the City for failing to meet the conservation requirements. Staff traveled to Sacramento and met with State representatives, and had extensive discussions regarding our community, and explained that the 36% conservation tier is completely unreasonable for Susanville. The discussions were positive and resulted in developing some good contacts, and the State did decide not to impose any fines. However, they issued the executive order and to date, are unwilling to compromise and recognize that the 36% conservation requirement is not reasonable for our community. At the current time, the State is continuing to address the drought problem in California by imposing a one-size-fits all solution and they are not willing to work

with individual communities and adjust according to other circumstances. The community has stepped up and worked to conserve, and when the springs have water spilling over and running down the hill, it is going to be very difficult for the community to accept a one day per week watering restriction. Staff will continue working with the State through the upcoming months, with the ultimate goal of having the City removed from the 36% conservation tier to a level more appropriate to the region.

Councilmember Callegari suggested using the overflow water, or water from the tank in Johnstonville, and transporting it in a tank truck in order to use for irrigating the parks and school ball fields.

Mr. Hancock responded that it is something that staff has been looking into, in addition to the creation of a grey water system, and researching the extent of the Susan River water rights that the City may have.

Councilmember Callegari commented that the State should have some sort of waiver for acts of mother nature, when a ruptured main line could cause the loss of thousands of gallons of water through accident and not over use.

Mr. Newton responded that nothing in the regulations are offering any leniency, the State is receiving a lot of political pressure, and the Water Board is not sympathetic at this point with all of the communities who are having a difficult or impossible time with compliance. The one-size-fits-all solution is faster and easier to implement.

Mr. Hancock stated that staff has been monitoring the comments, questions and answer activity with the State regarding this regulation, and sees no cooperative responses from the Water Board. The fact that our community pulled together and conserved over 20% when we do not even have a water emergency speaks highly of our citizens. The State is looking at every water provider with over 3,000 customers, and the City system serves approximately 3,800 customers.

Councilmember Garnier remarked that in the beginning the City did a lot of outreach and advertising, and then it tapered off. The parks, schools and college ball fields all looked great, and she does not believe that they adhered as strictly to the limited watering schedule as many homeowners whose lawns and plants looked terrible by the end of the summer.

Mr. Newton responded that the conservation restricted the number of days that people were allowed to water, but it did not restrict how long they could water, or limit the usage. The goal initially was 50% reduction for the summer months to achieve the overall reduction of 35% and there is no way that we did not come close to achieving the 50% reduction.

Mayor Wilson requested information about the proposed revised rate structure.

Mr. Newton responded that the rate structure must capture the cost to provide service, with the idea that raising the rates to include a high-usage rate will discourage people from over watering. A case went to appellate court involving the City of San Juan Capistrano, who argued that the development of a tiered rate structure was too complicated, and the court ordered that they had to at least try.

Mayor Wilson stated that the problem is not one that will likely go away in the foreseeable future, and suggested the City investigate options for above ground water storage.

The Council discussed options for water reservoirs, and utilizing water from the Susan River to irrigate the high school ball field.

Mayor Wilson asked if there would be exceptions for businesses that are high water users, such as a micro-brewery or car wash, and if there were any ways to shrink the system that make sense, with separating customers served in a particular area of town.

Mr. Newton responded that there is an exemption for agricultural businesses, and that the system is all connected and it would be very difficult to segregate one set of customers.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Mayor pro tem McBride announced that CalRecycle has shut down the last recycle center in the City, and there needs to be a push back against the State. Citizens shouldn't have to pay an undue tax on products when there is no way to redeem the cans.

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 7:51 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
January 20, 2016 – 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, Rod E. De Boer, Lino P. Callegari and Brian R. Wilson.
Absent: Nicholas McBride.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:03 p.m. the Council recessed to Closed Session to discuss the following:

- A CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8
- | | |
|--------------------|--------------------------------------|
| Property: | APN 103-340-01 |
| Agency Negotiator: | Jared G. Hancock, City Administrator |
| Negotiating Party: | Lassen Community College |
| Under negotiation: | Price/conditions/terms of lease |

Mayor pro tem McBride arrived at 6:04 p.m. and assumed his seat on the dais.

Closed Session recessed at 6:59 p.m.

4 RETURN TO OPEN SESSION: At 7:03 p.m. the City Council reconvened in Open Session.
Staff present: Thomas Downing, Police Chief; James Moore, Fire Chief; Dan Newton, Public Works Director; 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 to staff but there was no reportable action taken.

Mayor pro tem McBride provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Ruth Dike requested information related to the Honey Lake Valley Recreation Authority, specifically financial information and the process for approving payments of expenses, and a financial plan for operations, once the facility is constructed. She was unable to identify the information on the posted agendas and minutes, and requested assistance.

Mr. Hancock explained that even though two of the City Council members are seated Board members of the HLVRA, the business conducted by the Authority is separate from City Council business. He requested her contact information so that he could follow up and provide the information she was speaking about.

Chris Cole, Sierra Daily News, stated that he had made a formal request to the HLVRA for information that Ms. Dike was requesting, and Ms. Dike was not aware that the request had been made. Mr. Cole asked the City Council if they had a contingency plan in place if the present negotiations with the Susanville Peace Officers Association resulted in a sudden loss of officers from the Department. He suggested entering into discussions with the Lassen County Sheriff's office to develop some type of back-up plan.

Mayor Wilson thanked him for his comments.

Nate Horton, Police Department and Treasurer for SPOA, stated that he was present to make sure that the discussions between SPOA and the City Council remain on the radar. He had spoken with the City Administrator, and wanted to make sure that the City Council is aware that the members of SPOA are very appreciative of everything that the City has been able to do for the officers. He said that they appreciate the support and passion in the community for the Department, and what the officers hope to gain from the negotiations is competitive pay. He stated that it is important to be competitive with other agencies in the State, and he is heavily involved in recruitments and it is difficult to attract new officers to the community if they cannot be competitive. He stated that after only four years in the Department, he is senior to eight other officers, and it is very critical that new officers learn from tenured officers in the Department.

Chris Cole stated that the level of trust that is necessary to successful negotiations is also important for the community to feel towards the City Council's ability to act during a time of crisis. It is an issue that needs to be readdressed, and with recent crimes in the community such as the break in at Little Cesar's, there is no trust in the system.

Mayor Wilson stated that Item 6A would be pulled for separate consideration.

- 6** **CONSENT CALENDAR:** Mayor Wilson reviewed the items on the Consent Calendar:
- A Receive and file minutes from City Council's December 16, 2015 meeting
 - B Approve vendor warrants numbered 96173 through 96215 for a total of \$470,610.91 including \$103,597.09 in payroll warrants
 - C Receive and file Finance Reports: December 2015

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Item 6B and 6C; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Councilmember Garnier pointed out that in the minutes from the December 16, 2015 meeting, several people spoke from the floor, and she provided corrections in the spelling of names for speakers Kristi Choo, Mary Piowaty, Darrell MacChamber, and Tater Lohr.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Item 6A with the changes as requested; 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 approval of Resolution No. 16-5249 authorizing STIP Supplement Agreement No. N004 for Susanville Rehab 'FD' project Mr. Newton explained that the Susanville Rehabilitation Project 'FD' is a pavement overlay project that will rehabilitate various streets in the City of Susanville. He referred to a map that depicts the streets included in the project, which is programmed in the STIP for construction in Fiscal Year 2018-2019. To complete construction, the City has to complete the environmental document, and since the project will utilize State and Federal funds, both a CEQA and NEPA document are required for this project. The City has received a fund allocation from the California Transportation Commission in the amount of \$120,000 to complete the environmental work. A Program Supplement Agreement is required for the State to reimburse the City for the project costs.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5249; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider approval of Resolution No. 16-5250 approving lease agreement with Ken McCormick for Hangar #16 at the Susanville Municipal Airport Mr. Hancock reported that the City Council was presented with the option of purchasing Hangar #18, owned by Steve Datema, for the amount of \$35,000.00. The Council declined the purchase of the hangar, and it was purchased by Mr. Ken McCormick who is required to execute a new Airport Hangar Land Lease Agreement with the City for Hangar #18.

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Resolution No. 16-5250; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider approval of appointments to the Susanville Airport Commission Mr. Hancock explained that the Airport Commission had one Commissioner and one Alternate Commissioner whose terms have expired, and an additional Commissioner who has moved out of the area, creating a third vacancy. The City advertised for the vacancies, and received four letters of interest. The Mayor has reviewed the letters and has recommended Ross Stevenson to fill the vacancy ending November 2019, Larry Beck to complete the remainder of Commissioner Gauthier's term ending November 2016, and to appoint Mary Foster as the alternate for a four year term ending in November 2019.

Mayor Wilson explained that Commissioner Stevenson has been reappointed to serve a full term, and Larry Beck had been serving as an alternate and was appointed to fill the remainder of the term vacated by Commissioner Gauthier. Mary Foster is a newer member of the community, however the fourth letter of interest was submitted by Paul Williams, who currently works as a pilot for one of the air medical providers at the airport. He spoke with Mr. Williams, who understood the potential conflicts of interest that he would experience as a member of the Commission.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the appointments to the Airport Commission as recommended; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider approval of Skyline Road Sidewalk Project No. 15-01 Notice of Completion** Mr. Newton described the project area and improvements installed through Skyline Road Sidewalk Project 15-01. The City entered into an agreement with the Susanville Indian Rancheria, provided construction engineering and support costs, and the project was awarded to Impact Construction. On November 3, 2015, the project was deemed substantially completed.

Motion by Councilmember Garnier, second by Councilmember Callegari, to authorize the Public Works Director to execute the Notice of Completion; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12B **Consider approval of 2015 Water Main Replacement Project Number 15-02 Notice of Completion** Mr. Newton reported that the City entered into a contract for the 2015 Water Main Replacement Project with Hat Creek Construction, Inc. The original bid amount awarded was \$835,795.00 and due to minor adjustments in the project scope, the total project costs were reduced to \$827,580.00 for a decrease of just under one percent. The associated project costs for engineering support were less than three and one-half percent, which was well below what is typically estimated. Initially it was estimated that the project would require up to \$970,000 for the base bid including a ten percent contingency for change orders and fifteen percent for construction engineering. With the base bid, change orders and staff costs, the total project amount is \$856,329 for a savings of more than \$113,671 overall. On December 9, 2015, the project was deemed complete.

Councilmember Garnier asked what those savings could be utilized for.

Mr. Newton responded that the Water Capital Improvement fund is a restricted fund to be used for water system infrastructure improvements.

Motion by Councilmember De Boer, second by Councilmember Garnier, to authorize the Public Works Director to execute the Notice of Completion; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Youth Services Officer Report** Chief Downing explained that he wanted to provide an update regarding a new program that has been started up in Lassen County. Over one year ago, the funding for the Lassen County Narcotics Task Force disappeared, as the grant objectives and priorities for the State shifted from a focus on intervention to prevention. A team was formed called the Lassen County Prevention and Education program, the grant was applied for, and successful funding allowed the City to create a part time Youth Services Officer position. The team has been working for over a year now, and he invited Victoria Estrada, Youth Services Officer, to present a report regarding the success of the program to date.

Ms. Estrada thanked the City Council for their support of the program, distributed pamphlets and described the focus of the program which is to provide life skill training, which evidence has shown that as a whole, youth just do not receive. The life skill training includes a focus on self-image, which they really

struggle with such as their ability to identify their own strengths and weaknesses. They work on self-improvements and substance abuse which is limited to alcohol, tobacco and marijuana. The program is community based, and includes a partnership with school administration, Behavioral Health, Lassen Family Services and the Sheriff's Department. The program is geared towards middle school age children and it is the goal to be in every junior high in the County within three years. The school administration and staff have all welcomed the program, and they are able to fit it into the P.E. or Health class so it does not take time away from the educational side of the curriculum. So far, the statistics for improvement based upon a pre-test and post-test have shown an 18 percent overall knowledge increase, with the target increase of between ten and fifteen percent. Ms. Estrada shared anecdotal information regarding some of the program's success stories, and they are seeing that the children share the information they learn at home with their families.

Ms. Estrada explained some of the services provided to high-school aged students, including a more intensive diversion program that is available for first time offenders or at-risk youth. It includes a life skills component and it is a five week program that is an opportunity for the students to complete and achieve a clean record. They are encouraged to join the VIP or Violence Intervention and Prevention club, and they are also seeing positive results with that effort.

Councilmember Garnier asked how frequently the classes are held, and how many children are in each class.

Ms. Estrada responded that they send out two teams to work with students, and try to have no more than 30 students per class. They are also training staff in order to expand the number of students who are able to participate in the training. Currently, they are at Diamond View two days per week and will be providing training to 165 students, and in Johnstonville one afternoon per week. The Diversion classes are more intensive, and they aim for no more than 13 students per session. At the conclusion of the five-week session, they take one week off to review progress, discuss results and identify areas of improvement, and then start back in again with another session.

Ms. Estrada explained the referral system that allows for students to complete the diversion program. Since completion of the program does affect any offenses that might be on the child's record, any participation that is parent recommended must be voluntary on the part of the student.

Mayor Wilson thanked Ms. Estrada for the presentation, adding that she has great energy and is a good spokesperson for the program.

Chief Downing stated that he is very proud of the work accomplished by Ms. Estrada. She came into what was a new program with a somewhat cloudy vision, and together with the Sheriff's office, they have hit the ground running and accomplished a tremendous amount of work in the first six months of the program. From the law enforcement perspective, it is important to enter into children's lives at the time prior to them getting into trouble or committing crimes, and provide the life skills training that are not always being taught in the home.

14 COUNCIL ITEMS:
14A AB1234 travel reports:

Councilmember Garnier commented that the City Council had discussed the development of a commercial operator rate at the airport for smaller businesses, and wanted to know where staff was in the process.

Mr. Hancock stated that staff is continuing to work on it with the FAA and will be bringing the item for Council consideration as soon as the proposed rate structure is complete.

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 7:56 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

AGENDA ITEM NO. 6B

Reviewed by: ASW City Administrator
 City Attorney

X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated February 10th through February 27th numbered 96371 through 96478

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 159,103.81 plus \$ 100,259.19 in payroll warrants, for a total of \$259,363.00

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
01/16	01/29/2016	96371	927	BAXTER AUTO PARTS IN	PARTS #U652-FIRE	32161536	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	28.13	28.13
Total 32161536:											
01/16	01/29/2016	96371	927	BAXTER AUTO PARTS IN	PARTS #653-FIRE	32165897	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	21.08	21.08
Total 32165897:											
01/16	01/29/2016	96371	927	BAXTER AUTO PARTS IN	DECAL REMOVER #653-FIRE	32165905	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	60.16	60.16
Total 32165905:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	SUPPLIES-FIRE	334351	1	1000-422-10-46	SUPPLIES-GENERAL	31.87	31.87
Total 334351:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	CHGR, WIRE CUTTERS-FIRE	347378	1	1000-422-10-46	SUPPLIES-GENERAL	75.41	75.41
Total 347378:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	SUPPLIES - FIRE	347785	1	1000-422-10-46	SUPPLIES-GENERAL	4.83	4.83
Total 347785:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	SUPPLIES-GAS	348236	1	7401-430-62-46	SUPPLIES-GENERAL	4.83	4.83
Total 348236:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	TARP #621-FIRE	348251	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	19.31	19.31
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	LIGHT BULB-FIRE	348251	2	1000-422-10-46	SUPPLIES-GENERAL	3.85	3.85
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	SHEAR PINS-FIRE	348251	3	1000-422-10-44	MISC - REPAIR & MAINTENANC	7.25	7.25
Total 348251:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	PART-GAS	348351	1	7401-430-62-46	SUPPLIES-GENERAL	21.27	21.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 348351:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	MULTI TOOL, BLADE-STREETS	348426	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.27	21.27
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	MULTI TOOL, BLADE-WATER	348426	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	29.26	29.26
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	MULTI TOOL, BLADE-GAS	348426	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	50.09	50.09
Total 348426:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	PARTS #653-FIRE	348492	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	37.69	37.69
Total 348509:											
01/16	01/29/2016	96372	76	BILLINGTON ACE HARD	TOOL BOX-GAS	348509	1	7401-430-62-46	SUPPLIES-GENERAL	117.04	117.04
Total 012516:											
01/16	01/29/2016	96373	7622		TR EX FOLSOM 02/07/16	012516	1	1000-421-10-45	TRAINING	2.73	2.73
Total 1505MAIN 010116:											
01/16	01/29/2016	96374	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 010116	1	1000-422-10-44	DISPOSAL	43.52	43.52
Total 012616:											
01/16	01/29/2016	96375	1545	CHICO CEMETERY ASSO	MEMORIAL VASES ROB'S WAY	012616	1	1000-417-10-46	SUPPLIES-GENERAL	224.00	224.00
Total 16-1053:											
01/16	01/29/2016	96376	1543	COLLEGE OF THE REDW	FTO CLASS -PD	16-1053	1	1000-421-10-45	TRAINING	160.42	160.42
Total 2740403854:											
01/16	01/29/2016	96377	161	CSK AUTO INC	SIGNAL LIGHT #51-WATER	2740403854	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	122.50	122.50
Total 2740404431:											
01/16	01/29/2016	96377	161	CSK AUTO INC	LIGHT BULBS #51-WATER	2740404431	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	139.00	139.00
Total 7.07:											

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 2740404431:											
01/16	01/29/2016	96377	161	CSK AUTO INC	HEADLAMP #51-WATER	2740404464	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.73	10.73
Total 2740404464:											
01/16	01/29/2016	96378	174	DATEMA, STEVEN K.	AIRPORT MANAGER 1/16	012816	1	7201-430-81-43	TECHNICAL SVCS	1,889.31	1,889.31
Total 012816:											
01/16	01/29/2016	96379	238	FASTENAL COMPANY	WIRE CONNECTORS-FIRE	68826	1	1000-422-10-46	SUPPLIES-GENERAL	60.17	60.17
Total 68826:											
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	579196A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 579196A:											
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	579276A	1	7110-430-42-43	TECHNICAL SVCS	20.00	20.00
Total 579276A:											
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	579334A	1	7110-430-42-43	TECHNICAL SVCS	288.00	288.00
Total 579334A:											
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	579352A	1	7110-430-42-43	TECHNICAL SVCS	20.00	20.00
Total 579352A:											
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY ANALYSIS	590013A	1	7110-430-42-43	TECHNICAL SVCS	460.00	460.00
Total 590013A:											
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	670344A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 670344A:											

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
01/16	01/29/2016	96380	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	670553A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 670553A:											
01/16	01/29/2016	96381	265	FRONTIER	257-1045 P/W ENGINEERING	1045 011516	1	7620-430-10-45	COMMUNICATIONS	49.46	49.46
Total 1045 011516:											
01/16	01/29/2016	96381	265	FRONTIER	257-1056-PW SHOP	1056 012016	1	7620-430-10-45	COMMUNICATIONS	49.98	49.98
Total 1056 012016:											
01/16	01/29/2016	96381	265	FRONTIER	257-1057-FAX PW	1057 012016	1	7620-430-10-45	COMMUNICATIONS	192.98	192.98
Total 1057 012016:											
01/16	01/29/2016	96381	265	FRONTIER	257-4725-FAX	4725 011516	1	1000-415-10-45	COMMUNICATIONS	37.34	37.34
01/16	01/29/2016	96381	265	FRONTIER	257-4725-FAX	4725 011516	2	1000-419-10-45	COMMUNICATIONS	37.35	37.35
Total 4725 011516:											
01/16	01/29/2016	96381	265	FRONTIER	257-5152 FIRE	5152 011016	1	1000-422-10-45	COMMUNICATIONS	487.42	487.42
Total 5152 011016:											
01/16	01/29/2016	96381	265	FRONTIER	257-5603 POLICE	5603 011016	1	1000-421-10-45	COMMUNICATIONS	904.39	904.39
Total 5603 011016:											
01/16	01/29/2016	96381	265	FRONTIER	257-7236-PW	7236 012016	1	7620-430-10-45	COMMUNICATIONS	198.52	198.52
Total 7236 012016:											
01/16	01/29/2016	96381	265	FRONTIER	257-7237-GAS	7237 012016	1	7620-430-10-45	COMMUNICATIONS	55.92	55.92
Total 7237 012016:											
01/16	01/29/2016	96382	8409		LCAP WOODSTOVE REBATE	012616	1	8404-430-12-48	GRANTS	1,500.00	1,500.00

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 012616:											
01/16	01/29/2016	96383	8405		LCAP WOODSTOVE REBATE	012516	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 012516:											
01/16	01/29/2016	96384	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 1/2016	012516	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 012516:											
01/16	01/29/2016	96385	8414		RETURN COMM CENTER DEP	012516	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 012516:											
01/16	01/29/2016	96386	374	L N CURTIS & SONS	GASKET, BATTERY #T1-FIRE	138077400	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	163.40	163.40
Total 138077400:											
01/16	01/29/2016	96386	374	L N CURTIS & SONS	NOZZLE-FIRE	138191200	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	83.85	83.85
Total 138191200:											
01/16	01/29/2016	96386	374	L N CURTIS & SONS	PART #T1-FIRE	138266000	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	23.92	23.92
Total 138266000:											
01/16	01/29/2016	96387	383	LASCO	SAFETY DECALS C602-FIRE	2219	1	1000-425-20-43	TECHNICAL SVCS	557.93	557.93
Total 2219:											
01/16	01/29/2016	96388	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/15-6	011116	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	8,985.38	8,985.38
01/16	01/29/2016	96388	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/15-6/16	011116	2	1000-421-10-45	DISPATCH CONTRACT	15,895.84	15,895.84
Total 011116:											
01/16	01/29/2016	96389	400	LASSEN CO SHERIFF'S D	ACADEMY TRAINEE EXPS. 1/20	012516	1	1000-421-22-45	TRAINING	1,440.00	1,440.00

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 012516:											
01/16	01/29/2016	96390	401	LASSEN CO TAX COLLE	103-321-0211 N	706 MAI 11881 101813	1	8401-2228-000	DEPOSITS PAYABLE	903.40	903.40
01/16	01/29/2016	96390	401	LASSEN CO TAX COLLE	103-321-0211	706 MAI 11881 101813	2	1000-415-10-48	TAXES, FEES, PERMITS & CHA	301.03	301.03
Total 11881 101813:											
01/16	01/29/2016	96391	6782		RETURN FIREWORKS CLEAN-U	012116	1	1000-2228-011	FIREWORKS CLEAN UP BOND	337.22	337.22
Total 012116:											
01/16	01/29/2016	96392	6843		RETURN FIREWORKS CLEAN-U	012116	1	1000-2228-011	FIREWORKS CLEAN UP BOND	168.61	168.61
Total 012116:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	ANTIFREEZE-STREETS	239280	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	77.34	77.34
Total 239280:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	FUEL PUMP, COOLANT #61-GAS	240428	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	296.64	296.64
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	COOLANT #61-STREETS	240428	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.76	9.76
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	COOLANT #61-WATER	240428	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.45	11.45
Total 240428:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	HEAT GUN-FIRE	240540	1	1000-422-10-46	SUPPLIES-SMALL TOOLS	26.86	26.86
Total 240540:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	COOLANT #61-GAS	240551	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	51.44	51.44
Total 240551:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	DOOR HINGES #70-GAS	240552	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	89.31	89.31
Total 240552:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	FUEL PUMP RETURNED #61-G	240567	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	256.24	256.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 240567:											
01/16	01/29/2016	96393	411	LASSEN MOTOR PARTS	ANTIFREEZE #151-WATER	240995	1	7110-430-42-46	SUPPLIES-GENERAL	256.24	256.24
Total 240995:											
01/16	01/29/2016	96394	1102	LASSEN PC	COMPUTER MOZY SERV 12/15	19727	1	1000-422-10-43	TECHNICAL SVCS	44.49	44.49
Total 19727:											
01/16	01/29/2016	96395	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766232	1	2007-431-20-44	DISPOSAL	1.00	1.00
Total 766232:											
01/16	01/29/2016	96396	413	SUSANVILLE TOWING	#89 OIL & FILTER-PD	52105	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.76	52.76
Total 52105:											
01/16	01/29/2016	96396	413	SUSANVILLE TOWING	#83 OIL & FILTER-PD	52106	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	24.81	24.81
Total 52106:											
01/16	01/29/2016	96396	413	SUSANVILLE TOWING	#85 OIL & FILTER-PD	52111	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	59.30	59.30
Total 52111:											
01/16	01/29/2016	96396	413	SUSANVILLE TOWING	#81 OIL & FILTER/BELTS-PD	52113	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	331.18	331.18
Total 52113:											
01/16	01/29/2016	96396	413	SUSANVILLE TOWING	#82 OIL & FILTER-PD	52122	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	55.04	55.04
Total 52122:											
01/16	01/29/2016	96397	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2016	4463	1	1000-413-20-48	DUES AND MEMBERSHIPS	50.00	50.00
Total 4463:											

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
01/16	01/29/2016	96398	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 011916	1	1000-452-30-46	ELECTRICITY	15.74	15.74
Total 10262 011916:											
01/16	01/29/2016	96398	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 011916	1	7112-430-42-46	ELECTRICITY	235.13	235.13
Total 350161 011916:											
01/16	01/29/2016	96398	437	LMUD	WELL #3-WATER	4559 011916	1	7110-430-42-46	ELECTRICITY	61.23	61.23
Total 4559 011916:											
01/16	01/29/2016	96399	8406		LCAP WOODSTOVE REBATE	012616	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 012616:											
01/16	01/29/2016	96400	444		COPY OF RECORDS	012716	1	1000-425-20-48	TAXES, FEES, PERMIT AND CH	14.20	14.20
Total 012716:											
01/16	01/29/2016	96401	445		RETIRE INCENTIVE 2/16	012516	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 012516:											
01/16	01/29/2016	96402	1416		VOLUNTEER SHIFT COVERAGE	012116	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 012116:											
01/16	01/29/2016	96403	1463	MILLER CLEANING SERV	CUSTODIAL PD 01/16	MCS1588	1	1000-421-10-44	CUSTODIAL	450.00	450.00
Total MCS1588:											
01/16	01/29/2016	96404	8408		LCAP WOODSTOVE REBATE	012616	1	8404-430-12-48	GRANTS	1,451.00	1,451.00
Total 012616:											
01/16	01/29/2016	96405	572	QUILL CORPORATION	OFFICE SUPPLIES-FIRE	2096993	1	1000-422-10-46	SUPPLIES-GENERAL	104.40	104.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2096993:											
01/16	01/29/2016	96405	572	QUILL CORPORATION	OFFICE SUPPLIES	2314389	1	1000-419-10-46	SUPPLIES-GENERAL	71.23	71.23
01/16	01/29/2016	96405	572	QUILL CORPORATION	OFFICE SUPPLIES	2314389	2	1000-415-10-46	SUPPLIES-GENERAL	294.30	294.30
Total 2314389:											
01/16	01/29/2016	96405	572	QUILL CORPORATION	STAPLER	2351769	1	1000-415-10-46	SUPPLIES-GENERAL	27.51	27.51
Total 2351769:											
01/16	01/29/2016	96406	8407		LCAP WOODSTOVE REBATE	012616	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 012616:											
01/16	01/29/2016	96407	1076	SIERRA COFFEE AND BE	BOTTLED WATER 1/26/16-PW	45633	1	7620-430-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 45633:											
01/16	01/29/2016	96408	1544	SIERRA SILICA RESOUR	SAND-GC	15195	1	7530-451-52-46	SUPPLIES-GENERAL	459.67	459.67
Total 15195:											
01/16	01/29/2016	96408	1544	SIERRA SILICA RESOUR	SAND-GC	15196	1	7530-451-52-46	SUPPLIES-GENERAL	527.40	527.40
Total 15196:											
01/16	01/29/2016	96408	1544	SIERRA SILICA RESOUR	SAND-GC	15197	1	7530-451-52-46	SUPPLIES-GENERAL	528.47	528.47
Total 15197:											
01/16	01/29/2016	96409	7147		RETURN FIREWORKS CLEAN-U	012116	1	1000-2228-011	FIREWORKS CLEAN UP BOND	168.61	168.61
Total 012116:											
01/16	01/29/2016	96410	677	SUSANVILLE SANITARY	1505 MAIN ST-FIRE	2064 010416	1	1000-422-10-44	SEWER	42.80	42.80

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 2064 010416:											
01/16	01/29/2016	96411	6842		RETURN FIREWORKS CLEAN-U	012116	1	1000-2228-011	FIREWORKS CLEAN UP BOND	42.80	42.80
Total 012116:											
01/16	01/29/2016	96412	7907	SWPCB	CERT. RENEWAL	-WA 012216	1	7110-430-42-48	DUES AND MEMBERSHIPS	90.00	90.00
Total 012216:											
01/16	01/29/2016	96413	713		RETIRE INCENTIVE 2/16	012516	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 012516:											
01/16	01/29/2016	96414	1469	TRI VALLEY GLASS	WINDOW REPAIR #C600-FIRE	11897	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	346.28	346.28
Total 11897:											
01/16	01/29/2016	96415	6673		RETURN FIREWORKS CLEAN-U	012116	1	1000-2228-011	FIREWORKS CLEAN UP BOND	168.61	168.61
Total 012116:											
01/16	01/29/2016	96416	728	U S POSTMASTER	UB BILLING WATER	012916	1	7110-430-42-46	POSTAGE	532.22	532.22
01/16	01/29/2016	96416	728	U S POSTMASTER	UB BILLING GAS	012916	2	7401-430-62-46	POSTAGE	274.18	274.18
Total 012916:											
01/16	01/29/2016	96417	530	U.S. BANK EQUIPMENT F	COPIER-FIRE	295216113	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 295216113:											
01/16	01/29/2016	96418	749	VERIZON WIRELESS	PHONE RECORDS-PD	160013888	1	1000-421-10-45	INVESTIGATIVE FUNDS	100.00	100.00
Total 160013888:											
01/16	01/29/2016	96418	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9758083010	1	7620-430-11-45	COMMUNICATIONS	54.25	54.25
01/16	01/29/2016	96418	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9758083010	2	1000-424-20-45	COMMUNICATIONS	5.79	5.79
01/16	01/29/2016	96418	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9758083010	3	1000-452-20-45	COMMUNICATIONS	.36	.36

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
01/16	01/29/2016	96418	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9758083010	4	7620-430-10-45	COMMUNICATIONS	361.92	361.92
Total 9758083010:											
01/16	01/29/2016	96418	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9758083402	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9758083402:											
01/16	01/29/2016	96419	756	W.W. GRAINGER INC	HAND PUMP-FIRE	9931480181	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	576.50	576.50
Total 9931480181:											
01/16	01/29/2016	96419	756	W.W. GRAINGER INC	HAND PUMP-FIRE	9932636211	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	415.65	415.65
Total 9932636211:											
01/16	01/29/2016	96420	1491	WEST-MARK	FENDER REPAIR #E623-FIRE	P854400001	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	1,239.78	1,239.78
Total P854400001:											
01/16	01/29/2016	96421	787		TR EX SACRAMENTO 02/11/16	011416	1	7110-430-42-45	TRAVEL	311.62	311.62
Total 011416:											
Grand Totals:										53,178.99	53,178.99

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
01/29/2016	CDPT	02/02/2016	475	CITY OF SUSANVILLE PA	1	7650-2203-1	6,654.90-
01/29/2016	CDPT	02/02/2016	475	CITY OF SUSANVILLE PA	1	7650-2203-1	6,488.69-
01/29/2016	CDPT	02/02/2016	475	CITY OF SUSANVILLE PA	1	7650-2203-1	2,076.24-
01/29/2016	CDPT	02/02/2016	475	CITY OF SUSANVILLE PA	1	7650-2203-1	2,062.75-
01/29/2016	CDPT	02/02/2016	475	CITY OF SUSANVILLE PA	1	7650-2203-1	16,188.84-
01/29/2016	CDPT	02/02/2016	476	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,532.05-
01/29/2016	CDPT	02/02/2016	477	EMPLOYMENT DEV DEP	7	7650-2203-1	1,201.99-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	723.75-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	5,641.76-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,695.00-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	3,074.91-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	580.00-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,667.83-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	153.96-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	79.56-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	98.54-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,053.67-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,051.46-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,245.79-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,208.21-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	356.80-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	346.03-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	16.00-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	4,193.23-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	1,064.67-
01/29/2016	CDPT	02/02/2016	478	P.E.R.S.	8	7650-2203-1	2,317.48-
01/29/2016	CDPT	02/02/2016	96424		40	7650-2203-0	348.46-
01/29/2016	CDPT	02/02/2016	96425	CA STATE DISBURSEME	35	7650-2203-0	155.07-
01/29/2016	CDPT	02/02/2016	96426	CA STATE DISBURSEME	36	7650-2203-0	103.84-
01/29/2016	CDPT	02/02/2016	96427	CA STATE DISBURSEME	37	7650-2203-0	69.23-
01/29/2016	CDPT	02/02/2016	96428	NATIONWIDE RETIREME	5	7650-2203-0	1,035.00-
01/29/2016	CDPT	02/02/2016	96429	VALIC	4	7650-2203-0	1,813.78-
01/29/2016	CDPT	02/02/2016	96430	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			33				69,361.49-

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
02/16	02/08/2016	96431	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X02012016	1	1000-421-10-45	COMMUNICATIONS	143.47	143.47
Total 835956037X02012016:											
02/16	02/08/2016	96432	1411	BADAWI & ASSOCIATES	FINAL PAYMENT 2015 AUDIT	1274	1	1000-417-10-43	PROFESSIONAL SVCS	5,835.30	5,835.30
02/16	02/08/2016	96432	1411	BADAWI & ASSOCIATES	FINAL PAYMENT AUDIT 2015	1274	2	7620-430-11-43	PROFESSIONAL SERVICES	250.00	250.00
Total 1274:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	PAINT-GAS	348417	1	7401-430-62-46	SUPPLIES-GENERAL	24.14	24.14
Total 348417:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	SUPPLIES-GAS	348796	1	7401-430-62-46	SUPPLIES-GENERAL	6.76	6.76
Total 348796:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	SUPPLIES-GAS	348893	1	7401-430-62-46	SUPPLIES-GENERAL	22.59	22.59
Total 348893:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	WRENCH & CHISEL-WATER	348968	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	96.71	96.71
Total 348968:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	PAINT PROJECT SUPPLIES	348991	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	39.60	39.60
Total 348991:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	PLIERS-GAS	348994	1	7401-430-62-46	SUPPLIES-GENERAL	13.53	13.53
Total 348994:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	TOOL BOXES-WATER	349168	1	7110-430-42-46	SUPPLIES-GENERAL	219.82	219.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 349168:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	PAINT PROJECT SUPPLIES	349174	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	7.33	7.33
Total 349174:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	TOOL BOX EXCHANGE-WATER	349178	1	7110-430-42-46	SUPPLIES-GENERAL	19.35-	19.35-
Total 349178:											
02/16	02/08/2016	96433	76	BILLINGTON ACE HARD	PAINT PROJECT	349315	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	4.30	4.30
Total 349315:											
02/16	02/08/2016	96434	8416		LCAP WOODSTOVE REBATE	020216	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 020216:											
02/16	02/08/2016	96435	115	CASELLE INC.	SOFTWARE SUPPORT 3/16	70942	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 70942:											
02/16	02/08/2016	96436	116	CASHMAN EQUIPMENT	SOLENOID RETURN-STREETS	0274493	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	168.91-	168.91-
02/16	02/08/2016	96436	116	CASHMAN EQUIPMENT	SOLENOID RETURN-SNOW	0274493	2	2006-431-25-44	REPAIR & MAINT - VEHICLE	168.92-	168.92-
Total 0274493:											
02/16	02/08/2016	96436	116	CASHMAN EQUIPMENT	SOLENOID & HARNESS-STREE	2390788	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	481.95	481.95
02/16	02/08/2016	96436	116	CASHMAN EQUIPMENT	SOLENOID & HARNESS-SNOW	2390788	2	2006-431-25-44	REPAIR & MAINT - VEHICLE	481.96	481.96
Total 2390788:											
02/16	02/08/2016	96437	798	COMMERCIAL-APPLIANC	PILOT TIPS, TUBING & VALVES-	0081834	1	7401-430-62-46	SUPPLIES-GENERAL	185.13	185.13
Total 0081834:											
02/16	02/08/2016	96438	148	COMPUTER LOGISTICS	MONTHLY SERVER MAINT.	66807	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00

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 66807:											
02/16	02/08/2016	96438	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	66819	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 66819:											
02/16	02/08/2016	96438	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	66859	1	1000-417-10-43	TECHNICAL SVCS	475.60	475.60
Total 66859:											
02/16	02/08/2016	96439	8422		REFUND GAS DEPOSIT	10120650334	1	7401-2228-000	DEPOSITS-CUSTOMER	88.78	88.78
Total 10120650334:											
02/16	02/08/2016	96440	156	CREATIVE FORMS & CO	UTILITY BILLING FORMS-WATE	114389	1	7110-430-42-46	SUPPLIES-GENERAL	761.89	761.89
02/16	02/08/2016	96440	156	CREATIVE FORMS & CO	UTILITY BILLING FORMS-GAS	114389	2	7401-430-62-46	SUPPLIES-GENERAL	761.58	761.58
Total 114389:											
02/16	02/08/2016	96441	161	CSK AUTO INC	BATTERY -GAS	2740405262	1	7401-430-62-46	SUPPLIES-GENERAL	107.11	107.11
Total 2740405262:											
02/16	02/08/2016	96441	161	CSK AUTO INC	HEATER CONNECTOR #30-STR	2740405559	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	22.92	22.92
Total 2740405559:											
02/16	02/08/2016	96442	173	DATCO SERVICES	SUBSTANCE TEST	29081083	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 29081083:											
02/16	02/08/2016	96443	1167	DAVIS INSTRUMENTS	DIGITAL GAUGES-GAS	9488784	1	7401-430-62-46	SUPPLIES-GENERAL	935.14	935.14
Total 9488784:											
02/16	02/08/2016	96444	1223	DRICO INC	VALVE-GAS	245991	1	7401-430-62-46	SUPPLIES-GENERAL	212.00	212.00

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 245991:											
02/16	02/08/2016	96445	8412		REFUND DEPOSIT-WATER	10316950112	1	7110-2228-000	DEPOSITS-CUSTOMER	212.00	212.00
02/16	02/08/2016	96445	8412		REFUND DEPOSIT-GAS	10316950112	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10316950112:											
02/16	02/08/2016	96446	219	ED STAUB & SONS PETR	306.23 GAL PROPANE-AIRPOR	0209956	1	7201-430-81-46	PROPANE	432.60	432.60
Total 0209956:											
02/16	02/08/2016	96446	219	ED STAUB & SONS PETR	6.0 OIL-STREETS	1286367	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	116.52	116.52
02/16	02/08/2016	96446	219	ED STAUB & SONS PETR	6.0 OIL-WATER	1286367	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	199.49	199.49
02/16	02/08/2016	96446	219	ED STAUB & SONS PETR	6.0 OIL-GAS	1286367	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	150.09	150.09
Total 1286367:											
02/16	02/08/2016	96446	219	ED STAUB & SONS PETR	PROPANE-STREETS	1308022	1	2007-431-20-46	SUPPLIES-GENERAL	5.43	5.43
Total 1308022:											
02/16	02/08/2016	96447	241	FEATHER PUBLISHING C	BUS CARDS	ACCT#1543 01174036	1	1000-421-10-45	PRINTING AND BINDING	76.59	76.59
Total ACCT#1543 01174036:											
02/16	02/08/2016	96448	257	FOREST OFFICE EQUIP	COPY PAPER	461	1	1000-417-10-46	SUPPLIES-GENERAL	505.25	505.25
Total 461:											
02/16	02/08/2016	96449	1142	GEARY PACIFIC SUPPLY	MOTOR VENT- GAS	3128132	1	7401-430-62-46	SUPPLIES-GENERAL	122.12	122.12
Total 3128132:											
02/16	02/08/2016	96450	1075	INDEPENDENT ELECTRI	METER VALVE-GAS	S102598516002	1	7401-430-62-46	SUPPLIES-GENERAL	202.34	202.34
Total S102598516002:											
02/16	02/08/2016	96451	335	J.W. WOOD CO INC	SUPPLIES-WATER	S086434	1	7110-430-42-46	SUPPLIES-GENERAL	22.13	22.13

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 S086434:											
02/16	02/08/2016	96451	335	J.W. WOOD CO INC	ICE MELT-STREETS	S086461	1	2007-431-20-46	SUPPLIES-GENERAL	22.13	22.13
Total S086461:											
02/16	02/08/2016	96451	335	J.W. WOOD CO INC	SUPPLIES-GAS	S086517	1	7401-430-62-46	SUPPLIES-GENERAL	25.46	25.46
Total S086517:											
02/16	02/08/2016	96452	1504	JESSICA ANN RYAN	PROFESSIONAL SERVICES 1/1	013116	1	1000-412-10-43	PROFESSIONAL SVCS	2,675.00	2,675.00
Total 013116:											
02/16	02/08/2016	96453	911	JOHNSTONE SUPPLY	CONTROL BOARDS-GAS	415S2079945001	1	7401-430-62-46	SUPPLIES-GENERAL	615.29	615.29
Total 415S2079945001:											
02/16	02/08/2016	96454	362	KAUFFMAN, BILL	CUSTODIAL SVCS 1/2016 - PW	013116	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 013116:											
02/16	02/08/2016	96454	362	KAUFFMAN, BILL	CUSTODIAL SVCS 1/2016	705138	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 705138:											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	AIR FILTER #102-PARKS	240755	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	20.12	20.12
Total 240755:											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	LIGHT BULBS #345-STREETS	240882	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	35.05	35.05
Total 240882:											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	BATTERY & DEPOSIT #354-WA	240986	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	272.62	272.62
Total 240986:											

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
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	DISCONNECT TOOL-STREET	241084	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.11	4.11
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	DISCONNECT TOOL-WATER	241084	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	7.04	7.04
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	DISCONNECT TOOL-GAS	241084	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.29	5.29
Total 241084: 16.44 16.44											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	241150	1	7110-430-42-46	SUPPLIES-GENERAL	6.44	6.44
Total 241150: 6.44 6.44											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	241232	1	7401-430-62-46	SUPPLIES-GENERAL	6.77	6.77
Total 241232: 6.77 6.77											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	ANTIFREEZE-WATER	241367	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	22.06	22.06
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	ANTIFREEZE-GAS	241367	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	16.60	16.60
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	ANTIFREEZE-STREETS	241367	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.88	12.88
Total 241367: 51.54 51.54											
02/16	02/08/2016	96455	411	LASSEN MOTOR PARTS	THERMOSTAT-WATER	241368	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	25.32	25.32
Total 241368: 25.32 25.32											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766661	1	2007-431-20-44	DISPOSAL	9.72	9.72
Total 766661: 9.72 9.72											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766675	1	2007-431-20-44	DISPOSAL	12.60	12.60
Total 766675: 12.60 12.60											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766700	1	2007-431-20-44	DISPOSAL	13.76	13.76
Total 766700: 13.76 13.76											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766713	1	2007-431-20-44	DISPOSAL	7.54	7.54

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 766713:											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766715	1	2007-431-20-44	DISPOSAL	14.36	14.36
Total 766715:											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766719	1	2007-431-20-44	DISPOSAL	14.36	14.36
Total 766719:											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766724	1	2007-431-20-44	DISPOSAL	13.46	13.46
Total 766724:											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	766733	1	7110-430-42-44	DISPOSAL	7.52	7.52
Total 766733:											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766738	1	2007-431-20-44	DISPOSAL	13.46	13.46
Total 766738:											
02/16	02/08/2016	96456	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	766740	1	2007-431-20-44	DISPOSAL	13.46	13.46
Total 766740:											
02/16	02/08/2016	96457	413	SUSANVILLE TOWING	OIL & FILTER# 86	52121	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	60.32	60.32
Total 52121:											
02/16	02/08/2016	96458	8417		LCAP WOODSTOVE REBATE	020216	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 020216:											
02/16	02/08/2016	96459	437	LMUD	AIRPORT VASI LIGHTS	10108 012516	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 012516:											

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
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 012516	1	7530-451-52-46	ELECTRICITY	27.95	27.95
Total 122907 012516:											
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE PUMP STATION	122910 012516	1	7530-451-52-46	ELECTRICITY	34.34	34.34
Total 122910 012516:											
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 012516	1	7530-451-52-46	ELECTRICITY	14.00	14.00
Total 122929 012516:											
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE PUMP HOUSE	132052 012516	1	7530-451-52-46	ELECTRICITY	114.25	114.25
Total 132052 012516:											
02/16	02/08/2016	96459	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 012516	1	7530-451-52-46	ELECTRICITY	86.65	86.65
Total 144281 012516:											
02/16	02/08/2016	96459	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 012516	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 012516:											
02/16	02/08/2016	96459	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 012516	1	2007-431-60-46	ELECTRICITY	150.76	150.76
Total 3651 012516:											
02/16	02/08/2016	96459	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 012516	1	2007-431-60-46	ELECTRICITY	114.82	114.82
Total 49496 012516:											
02/16	02/08/2016	96459	437	LMUD	MAIN & FAIRFIELD SIGNALS-ST	49497 012516	1	2007-431-60-46	ELECTRICITY	111.43	111.43
Total 49497 012516:											
02/16	02/08/2016	96459	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 012516	1	2007-431-60-46	ELECTRICITY	137.19	137.19

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 49498 012516:											
02/16	02/08/2016	96459	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 012516	1	2007-431-60-46	ELECTRICITY	137.19	137.19
Total 49499 012516:											
02/16	02/08/2016	96459	437	LMUD	AIRPORT LOT 5	51908 012516	1	7201-430-81-46	ELECTRICITY	16.47	16.47
Total 51908 012516:											
02/16	02/08/2016	96459	437	LMUD	AIRPORT HANGER 6	54333 012516	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 54333 012516:											
02/16	02/08/2016	96459	437	LMUD	925 SIERRA RD SPORTS CTR	60453 012516	1	1000-452-20-46	ELECTRICITY	14.29	14.29
Total 60453 012516:											
02/16	02/08/2016	96459	437	LMUD	AIRPORT OFFICE	7146 012516	1	7201-430-81-46	ELECTRICITY	572.94	572.94
Total 7146 012516:											
02/16	02/08/2016	96459	437	LMUD	AIRPORT GAS PUMP	7154 012516	1	7201-430-81-46	ELECTRICITY	22.59	22.59
Total 7154 012516:											
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE CLUB HOUSE	7394 012516	1	7530-451-52-46	ELECTRICITY	39.32	39.32
Total 7394 012516:											
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE CART BARN 2	7400 012516	1	7530-451-52-46	ELECTRICITY	14.58	14.58
Total 7400 012516:											
02/16	02/08/2016	96459	437	LMUD	WELL 1-WATER	7714 012516	1	7110-430-42-46	ELECTRICITY	118.47	118.47
Total 7714 012516:											

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
02/16	02/08/2016	96459	437	LMUD	1801 MAIN ST	8314 012516	1	1000-421-10-46	ELECTRICITY	1,077.52	1,077.52
Total 8314 012516:											
02/16	02/08/2016	96459	437	LMUD	GOLF COURSE BARN 1 & 3	9312 012516	1	7530-451-52-46	ELECTRICITY	14.00	14.00
Total 9312 012516:											
02/16	02/08/2016	96460	452	MARTIN SECURITY SYST	470-895 CIRCLE DR SECURITY	029908	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 029908:											
02/16	02/08/2016	96460	452	MARTIN SECURITY SYST	115 N WEATHERLOW SECURIT	029975	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 029975:											
02/16	02/08/2016	96460	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 2/16	030054	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 030054:											
02/16	02/08/2016	96461	1520	MEL NORTHEY CO, INC	LIGHTING GLOBES-PARKS	86380	1	1000-452-20-46	SUPPLIES-GENERAL	154.00	154.00
Total 86380:											
02/16	02/08/2016	96462	480	MINERS & PISANI INC	METERS-GAS	17722	1	7401-430-63-47	MACHINERY & EQUIPMENT	1,319.19	1,319.19
Total 17722:											
02/16	02/08/2016	96462	480	MINERS & PISANI INC	NATURAL GAS KIT-GAS	17738	1	7401-430-62-46	SUPPLIES-GENERAL	79.71	79.71
Total 17738:											
02/16	02/08/2016	96462	480	MINERS & PISANI INC	REGULATORS-GAS	17792	1	7401-430-62-46	SUPPLIES-GENERAL	920.32	920.32
Total 17792:											
02/16	02/08/2016	96463	481	MISSION LINEN & UNIFO	LINEN SER 08/24/15-WATER	500761242	1	7110-430-42-44	LINEN SERVICE	96.00	96.00

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 500761242:											
02/16	02/08/2016	96463	481	MISSION LINEN & UNIFO	LINEN SER 08/24/15-STREETS	500761247	1	2007-431-20-44	LINEN SERVICE	168.00	168.00
Total 500761247:											
02/16	02/08/2016	96463	481	MISSION LINEN & UNIFO	LINEN SER 09/10/15-GAS	500761388	1	7401-430-62-44	LINEN SERVICES	444.00	444.00
Total 500761388:											
02/16	02/08/2016	96463	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES	501815351	1	1000-417-10-46	SUPPLIES-GENERAL	210.00	210.00
Total 501815351:											
02/16	02/08/2016	96464	8411		REFUND DEPOSIT-GAS	10306806016	1	7401-2228-000	DEPOSITS-CUSTOMER	192.10	192.10
Total 10306806016:											
02/16	02/08/2016	96465	1076	SIERRA COFFEE AND BE	BOTTLED WATER 2/2/16	45654	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 45654:											
02/16	02/08/2016	96466	8418		REFUND OVERPAYMENT-WAT	10223400002	1	9999-1001-001	CASH CLEARING - UTILITIES	51.20	51.20
Total 10223400002:											
02/16	02/08/2016	96467	1270	SILVER STATE BARRICA	BUNYAN RD SIGN-STREETS	83822	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	76.92	76.92
Total 83822:											
02/16	02/08/2016	96468	872	SLAKEY BROTHERS INC.	IGNITION CONTROL-GAS	1116263400	1	7401-430-62-46	SUPPLIES-GENERAL	218.69	218.69
Total 1116263400:											
02/16	02/08/2016	96468	872	SLAKEY BROTHERS INC.	VALVES-GAS	8035784500	1	7401-430-62-46	SUPPLIES-GENERAL	594.74	594.74
Total 8035784500:											

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
02/16	02/08/2016	96469	649	SNOQUIP	SPROCKET DRIVE #141-SNOW	44444	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	41.87	41.87
Total 44444:											
02/16	02/08/2016	96470	8410		REFUND DEPOSIT-GAS	10527150012	1	7401-2228-000	DEPOSITS-CUSTOMER	61.46	61.46
Total 10527150012:											
02/16	02/08/2016	96471	8421		REFUND GAS DEPOSIT	10203141602	1	7401-2228-000	DEPOSITS-CUSTOMER	185.91	185.91
Total 10203141602:											
02/16	02/08/2016	96472	696	TECH SERVICES	MONTHLY AWOS MAINT.	1626	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1626:											
02/16	02/08/2016	96473	755		LCAP WOODSTOVE REBATE	020216	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 020216:											
02/16	02/08/2016	96474	1398	WAGE WORKS	MONTHLY ADMIN FEE	125A10444880	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00
Total 125A10444880:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	SURVEY STAKES-PW	66405010	1	7620-430-10-46	SUPPLIES-GENERAL	121.52	121.52
Total 66405010:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	VALVES-GAS	66471707	1	7401-430-62-46	SUPPLIES-GENERAL	32.41	32.41
Total 66471707:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	VALVES-GAS	66474817	1	7401-430-62-46	SUPPLIES-GENERAL	197.55	197.55
Total 66474817:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	VALVES-WATER	66492517	1	7110-430-42-46	SUPPLIES-GENERAL	435.50	435.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 66492517:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	MULTIMETER-GAS	66495633	1	7401-430-62-46	SUPPLIES-GENERAL	435.50	435.50
Total 66495633:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	IGNITOR-GAS	66495995	1	7401-430-62-46	SUPPLIES-GENERAL	743.04	743.04
Total 66495995:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	COVER & LID-WATER	66496218	1	7110-430-42-46	SUPPLIES-GENERAL	102.94	102.94
Total 66496218:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	THERMOSTATS-GAS	66497628	1	7401-430-62-46	SUPPLIES-GENERAL	307.21	307.21
Total 66497628:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	ICE MELT-PARKS	66500351	1	1000-452-20-46	SUPPLIES-GENERAL	46.18	46.18
Total 66500351:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	VALVES-GAS	66504149	1	7401-430-62-46	SUPPLIES-GENERAL	91.00	91.00
Total 66504149:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	BATTERY-GAS	66507089	1	7401-430-62-46	SUPPLIES-GENERAL	79.67	79.67
Total 66507089:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	TUBING-GAS	66508968	1	7401-430-62-46	SUPPLIES-GENERAL	385.30	385.30
Total 66508968:											
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66511594	1	7110-430-42-46	SUPPLIES-GENERAL	23.09	23.09
Total 66511594:											

Check Issue Dates: 2/8/2016 - 2/8/2016

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
02/16	02/08/2016	96475	770	WESTERN NEVADA SUP	VALVES-GAS	66511664	1	7401-430-62-46	SUPPLIES-GENERAL	166.50	166.50
Total 66511664:											
02/16	02/08/2016	96476	8413		REFUND DEPOSIT-GAS	10306805616	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10306805616:											
02/16	02/08/2016	96477	1418	WURTH INC.	CABLE TIES & SEALS-STREETS	95253195	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	58.80	58.80
02/16	02/08/2016	96477	1418	WURTH INC.	CABLE TIES & SEALS-WATER	95253195	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	100.66	100.66
02/16	02/08/2016	96477	1418	WURTH INC.	CABLE TIES & SEALS-GAS	95253195	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	75.72	75.72
Total 95253195:											
Grand Totals:										235.18	235.18
										36,262.49	36,262.49

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	
02/16	02/09/2016	96478	728	U S POSTMASTER	UB BILLING WATER	020916	1	7110-430-42-46	POSTAGE	198.55	198.55	
02/16	02/09/2016	96478	728	U S POSTMASTER	UB BILLING GAS	020916	2	7401-430-62-46	POSTAGE	102.29	102.29	
Total 020916:											300.84	300.84
Grand Totals:											300.84	300.84

Reviewed by: DS City Administrator
 ___ City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: February 17, 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 January 2016.

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

January 31, 2016

POOLED CASH FUND	
Cash Clearing-NSF Checks	101
Bank of America - Checking	137,539
LAIF	12,576,778
Total Cash & Investments	<u>12,714,419</u>

Pooled Cash Allocation:

General	1,241,109
General - Restricted	1,005,226
Special Revenue	1,578,522
Capital Projects	(134,221)
Debt Service	631,773
Enterprise	
Airport	(6,551)
Geothermal	310,555
Golf Course	(45,959)
Natural Gas	3,554,493
Water	3,654,041
Internal Service	430,217
Trust & Agency	495,214
Total Cash & Inv. Allocations	<u>12,714,419</u>

CASH WITH FISCAL AGENTS

January 31, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	150,007
Enterprise	2,445,897
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,595,904</u>
GRAND TOTAL	<u>15,310,323</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JANUARY 31, 2016

COMBINED ACCOUNTS

9999-1001-003	CASH CLEARING - NSF CHECKS	101.00
9999-1011-001	B OF A # 08038-80200	137,539.44
9999-1030-001	LAIF	12,576,778.41
		12,714,418.85
	TOTAL COMBINED CASH AND INVESTMENTS	12,714,418.85
9999-1000-000	CLAIM ON CASH	(12,714,418.85)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	129,889.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,433.26
1004	ALLOCATION TO GF-PANCERA	18,219.39
1005	ALLOCATION TO GF-RESERVE ACCOUNT	853,683.71
2002	ALLOCATION TO STATE COPS	32,159.25
2006	ALLOCATION TO SNOW REMOVAL	91,452.95
2007	ALLOCATION TO STREETS & HIGHWAYS	164,257.28
2010	ALLOCATION TO STREET MITIGATION	53,571.76
2011	ALLOCATION TO POLICE MITIGATION	29,261.63
2012	ALLOCATION TO FIRE MITIGATION	106,330.35
2013	ALLOCATION TO PARK DEDICATION FUND	170,519.88
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	44,895.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	159,294.91
2017	ALLOCATION TO STATE ECONOMIC REV FD	275,302.32
2018	ALLOCATION TO HOME REVOLVING FUND	273,961.14
2030	ALLOCATION TO TRAFFIC SAFETY	71,658.91
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,425.70
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,511.64
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(148,069.01)
4001	ALLOCATION TO MARK ROOS SERIES B/92	120,268.21
4003	ALLOCATION TO CITY HALL	62,609.61
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	394,339.40
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	647,713.60
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	27,894.50
7630	ALLOCATION TO RISK MANAGEMENT FUND	125,073.18
7650	ALLOCATION TO PAYROLL	211,596.18
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	5,746.45
8402	ALLOCATION TO LAFCO	42,504.09
8403	ALLOCATION TO SEC 125 & AFLAC	3,036.65
8404	ALLOCATION TO AIR POLLUTION	280,740.53
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	163,186.00
		9,380,099.31
	ALLOCATIONS TO RESTRICTED FUNDS	9,380,099.31

UNRESTRICTED FUNDS

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 JANUARY 31, 2016

1000	ALLOCATION TO GENERAL FUND	1,153,378.55
1006	ALLOCATION TO POLICE BUILDING MAINT/EQUIP	29,014.34
1007	ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	31,884.63
1008	ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	26,831.13
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(6,551.36)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	12,878.97
7201	ALLOCATION TO AIRPORT	(4,632.79)
7301	ALLOCATION TO GEOTHERMAL UTILITY	310,555.31
7401	ALLOCATION TO NATURAL GAS	1,747,418.37
7530	ALLOCATION TO GOLF COURSE	(45,958.83)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	65,653.25
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,334,319.54
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	12,714,418.85
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(12,714,418.85)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$365,021.02
1/4/2016			\$70,841.90	\$435,862.92
1/4/2016			\$9,861.91	\$445,724.83
1/5/2016		-\$101,551.94		\$344,172.89
1/5/2016		-\$2,045.15		\$342,127.74
1/5/2016		-\$34,063.91		\$308,063.83
1/5/2016		-\$4,992.45		\$303,071.38
1/5/2016		-\$1,237.37		\$301,834.01
1/5/2016		-\$27,110.12		\$274,723.89
1/5/2016		-\$2,794.37		\$271,929.52
1/5/2016			\$52,874.11	\$324,803.63
1/5/2016			\$2,577.40	\$327,381.03
1/5/2016		-\$38.83		\$327,342.20
1/5/2016		-\$58.40		\$327,283.80
1/5/2016		-\$1,280.79		\$326,003.01
1/5/2016			\$15,297.19	\$341,300.20
1/6/2016			\$30,259.48	\$371,559.68
1/6/2016			\$3,607.30	\$375,166.98
1/6/2016			\$13,597.00	\$388,763.98
1/6/2016		-\$9,964.52		\$378,799.46
1/6/2016			\$5,733.77	\$384,533.23
1/7/2016			\$40,430.21	\$424,963.44
1/7/2016		-\$100,112.00		\$324,851.44
1/7/2016			\$784.55	\$325,635.99
1/7/2016			\$5,816.69	\$331,452.68
1/8/2016		-\$168,724.00	\$960,323.97	\$1,123,052.65
1/8/2016			\$625.74	\$1,123,678.39
1/8/2016			\$31.93	\$1,123,710.32
1/8/2016			\$20.00	\$1,123,730.32
1/8/2016			\$7,783.92	\$1,131,514.24
1/11/2016			\$92,978.27	\$1,224,492.51
1/11/2016			\$451.12	\$1,224,943.63
1/11/2016		-\$425.39		\$1,224,518.24
1/11/2016		-\$38.11		\$1,224,480.13
1/11/2016		-\$26.02		\$1,224,454.11
1/11/2016		-\$171.79		\$1,224,282.32
1/11/2016			\$4,544.70	\$1,228,827.02
1/12/2016		-\$1,047,000.00		\$181,827.02
1/12/2016			\$19,837.58	\$201,664.60
1/12/2016			\$401.68	\$202,066.28
1/12/2016			\$9.14	\$202,075.42
1/12/2016			\$1,284.71	\$203,360.13
1/12/2016			\$2,682.09	\$206,042.22
1/13/2016		-\$10,803.87		\$195,238.35
1/13/2016		-\$91.67	\$13,210.06	\$208,356.74
1/13/2016			\$358.45	\$208,715.19
1/13/2016			\$400,000.00	\$608,715.19
1/13/2016			\$3,035.52	\$611,750.71
1/14/2016			\$13,354.19	\$625,104.90
1/14/2016			\$1,310.42	\$626,415.32
1/15/2016		-\$317,123.53		\$309,291.79
1/15/2016			\$250.00	\$309,541.79
1/15/2016			\$16,563.87	\$326,105.66
1/15/2016			\$3,552.76	\$329,658.42
1/15/2016			\$1,186.48	\$330,844.90
1/15/2016			\$94.00	\$330,938.90
1/15/2016			\$377.96	\$331,316.86
1/15/2016		-\$191.00		\$331,125.86

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
1/15/2016		-\$83.31		\$331,042.55
1/15/2016		-\$38.76		\$331,003.79
1/15/2016		-\$1,210.90		\$329,792.89
1/19/2016			\$88,807.08	\$418,599.97
1/19/2016			\$152.52	\$418,752.49
1/19/2016			\$7,159.83	\$425,912.32
1/20/2016		-\$98,270.49		\$327,641.83
1/20/2016		-\$2,252.93		\$325,388.90
1/20/2016		-\$33,335.09		\$292,053.81
1/20/2016		-\$4,627.77		\$287,426.04
1/20/2016		-\$1,184.80		\$286,241.24
1/20/2016		-\$26,316.27		\$259,924.97
1/20/2016		-\$9,725.44		\$250,199.53
1/20/2016		-\$72,718.00		\$177,481.53
1/20/2016			\$17,424.18	\$194,905.71
1/20/2016			\$618.14	\$195,523.85
1/20/2016			\$86,800.00	\$282,323.85
1/20/2016			\$4,804.83	\$287,128.68
1/21/2016		-\$161,386.79		\$125,741.89
1/21/2016			\$20,200.42	\$145,942.31
1/21/2016			\$63.81	\$146,006.12
1/21/2016			\$5,699.20	\$151,705.32
1/22/2016			\$541,015.23	\$692,720.55
1/22/2016		-\$155,048.35		\$537,672.20
1/22/2016			\$606.16	\$538,278.36
1/22/2016			\$350.00	\$538,628.36
1/22/2016			\$4,217.18	\$542,845.54
1/25/2016				\$542,845.54
1/25/2016			\$75,831.09	\$618,676.63
1/25/2016			\$1,277.87	\$619,954.50
1/25/2016		-\$930.00		\$619,024.50
1/25/2016			\$4,820.62	\$623,845.12
1/25/2016		-\$242.60		\$623,602.52
1/26/2016		-\$600,000.00	\$18,496.92	\$42,099.44
1/26/2016			\$2,297.76	\$44,397.20
1/26/2016		-\$15.00		\$44,382.20
1/26/2016		-\$39.44		\$44,342.76
1/26/2016		-\$10.00		\$44,332.76
1/26/2016		-\$60.00		\$44,272.76
1/26/2016		-\$23.65		\$44,249.11
1/26/2016			\$3,510.69	\$47,759.80
1/27/2016		-\$96.47	\$14,693.32	\$62,356.65
1/27/2016			\$445.37	\$62,802.02
1/27/2016			\$4,443.03	\$67,245.05
1/28/2016			\$9,815.78	\$77,060.83
1/28/2016			\$732.61	\$77,793.44
1/28/2016			\$64.78	\$77,858.22
1/28/2016			\$298.15	\$78,156.37
1/28/2016			\$863.00	\$79,019.37
1/28/2016			\$1,161.58	\$80,180.95
1/28/2016			\$1,254.28	\$81,435.23
1/28/2016			\$1,588.00	\$83,023.23
1/28/2016			\$2,458.31	\$85,481.54
1/28/2016		-\$101.00		\$85,380.54
1/29/2016		-\$53,178.99	\$0.07	\$32,201.62
1/29/2016			\$64,164.35	\$96,365.97
1/29/2016			\$41,171.47	\$137,537.44

Fund #	Fund Title	Audited		Unaudited	
		6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	January Fund Balance 1/31/16
100X	General Fund	2,506,284	2,853,631	3,386,358	1,973,557
2002	State COPS	44,850	53,907	66,597	32,159
2006	Snow Removal	120,224	144	28,915	91,453
2007	Streets	394,867	498,607	679,572	213,902
2010	Street Mitigation	118,267	18,556	83,251	53,572
2011	Police Mitigation	36,419	23,916	31,073	29,262
2012	Fire Mitigation	84,547	21,783	0	106,330
2013	Park Dedication	170,283	250	13	170,519
2014	State of CA - Prop 30/AB 109	38,725	20,562	14,392	44,895
2016	State Comm. Dev. Rev. FD	1,008,295	29,258	161,235	876,318
2017	State Economic Rev. FD	422,956	16,592	0	439,549
2018	Home Revolving Fund	765,821	635	0	766,456
2030	Traffic Safety	72,413	2,808	3,562	71,659
2035	Traffic Signals Fund	96,304	122	0	96,426
2037	Skyline Bicycle Lane	7,502	10	0	7,512
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	711,573	(32,300)	138,373	540,900
4003	City Hall Debt Service	52,239	79,716	69,345	62,610
4004	2013 CalPERS Refunding Loan	359,210	254,947	219,818	394,339
4005	Community Pool Debt Service	0	1,200,000	1,145,444	54,556
711X	Water Funds	2,631,732	1,151,945	2,135,850	1,647,827
7201	Airport	2,324,034	93,045	157,318	2,259,761
7301	Geothermal	564,208	50,646	48,332	566,522
740X	Natural Gas	(541,540)	2,108,933	2,331,150	(763,757)
7530	Golf Course	2,448,304	199,677	224,422	2,423,560
7610	OPEB	(85,064)	26,040	0	(59,024)
7620	PW Admin/Engineering	1,696	140,083	90,563	51,217
7630	Risk Management	273,723	331,217	479,741	125,198
8402	LAFCO	34,100	32,480	24,075	42,505
8404	Air Pollution	375,162	122,067	210,021	287,208
8405	Air Pollution - Carl Moyer	302,611	180,498	319,842	163,267
TOTALS		15,353,591	9,479,775	12,049,260	12,784,106

Reviewed by: City Administrator
 City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Quarterly Report of Transient Occupancy Tax Revenue

PRESENTED BY: Deborah Savage, Finance Manager

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

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file Quarterly Report of Transient Occupancy Tax for 1st and 2nd Quarters of Fiscal Year 2015-2016

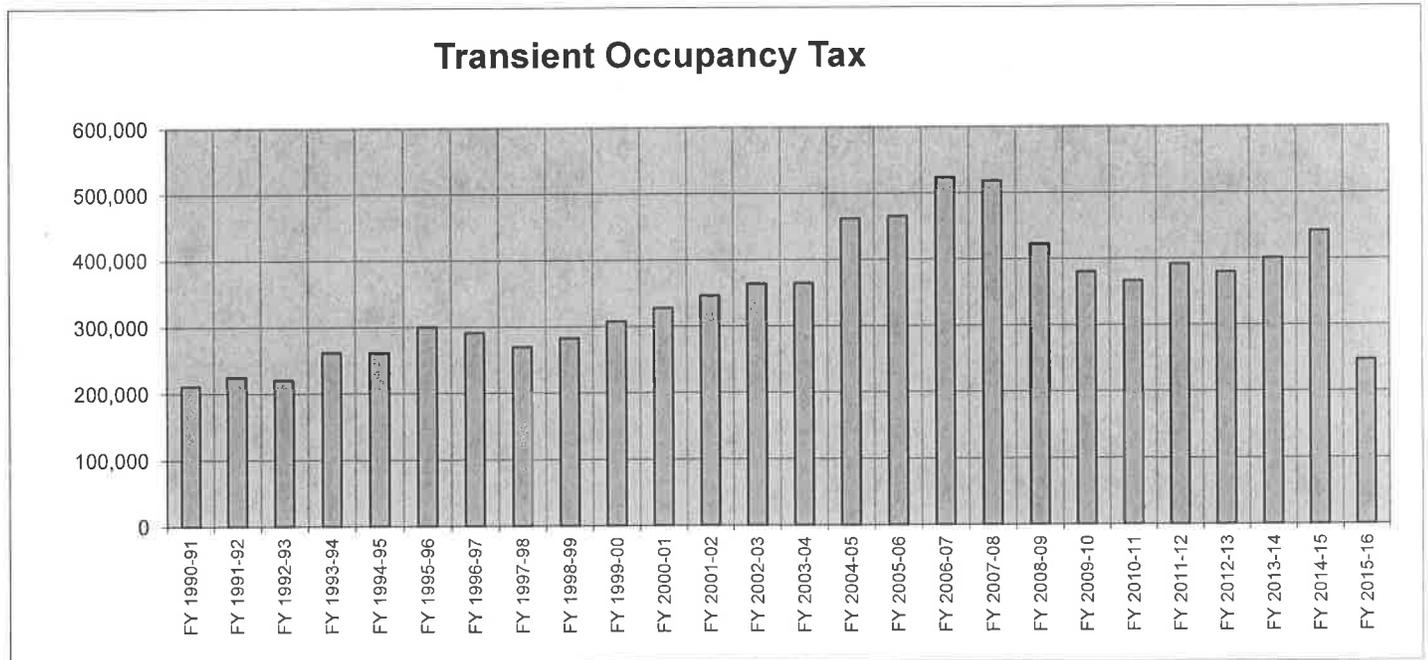
ATTACHMENTS: Transient Occupancy Tax report

Transient Occupancy Tax - History

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Received in For Qtr.	OCT Jul-Sep 1	JAN Oct-Dec 2	APR Jan-Mar 3	JUL Apr-Jun 4	Total	Percent T.O.T.	
FY 1989-90	59,580	41,273	26,912	56,068	183,833	8 %	Increased by 2%
FY 1990-91	71,958	44,475	31,412	63,190	211,035	8 %	
FY 1991-92	75,998	49,850	34,316	63,726	223,890	8 %	
FY 1992-93	79,525	50,751	27,467	61,719	219,462	8 %	
FY 1993-94	87,369	60,847	40,577	72,788	261,579	8 %	
FY 1994-95	90,841	67,395	57,202	84,656	261,579	8 %	
FY 1995-96	102,529	68,208	46,404	74,206	300,094	8 %	
FY 1996-97	91,922	58,327	44,907	74,470	291,347	8 %	
FY 1997-98	90,355	64,306	38,202	75,377	269,627	8 %	
FY 1998-99	100,039	64,098	40,432	77,769	282,337	8 %	
FY 1999-00	105,195	71,103	43,137	87,850	307,285	8 %	
FY 2000-01	113,786	69,621	49,132	94,789	327,328	8 %	
FY 2001-02	116,569	75,763	51,361	100,941	344,634	8 %	
FY 2002-03	128,918	82,622	57,547	93,372	362,459	8 %	
FY 2003-04	123,730	78,211	59,025	103,348	364,313	8 %	
FY 2004-05	160,926	93,450	73,737	134,133	462,246	10%	Increased by 2%
FY 2005-06	154,676	116,764	70,777	123,152	465,369	10%	
FY 2006-07	187,956	111,977	75,688	148,153	523,774	10%	
FY 2007-08	185,106	111,037	87,103	133,968	517,214	10%	
FY 2008-09	152,756	84,251	52,880	132,397	422,284	10%	
FY 2009-10	129,707	92,460	55,012	103,176	380,354	10%	
FY 2010-11	135,563	73,212	52,476	105,132	366,383	10%	
FY 2011-12	136,085	85,764	58,451	111,247	391,546	10%	
FY 2012-13	144,530	68,374	55,362	110,852	379,119	10%	
FY 2013-14	145,701	79,358	66,924	108,741	400,723	10%	
FY 2014-15	145,712	85,678	77,819	132,615	441,824	10%	
FY 2015-16	153,599	93,413			247,012	10%	

For actual dollars deflate revenues for INFLATION



AGENDA ITEM NO. 9A

Reviewed by: HW City Administrator
 City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 16-5255 authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City Council authorized a Conditional Deed of Gift accepting responsibility for the GPF M1917/18 Series Gun and must annually provide a notarized statement with current photograph certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph.

FISCAL IMPACT: None at this time.

ACTION

REQUESTED: Motion to adopt Resolution No. 16-5255 authorizing the Mayor to execute an Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park.

ATTACHMENTS: Resolution No. 16-5255
Annual Certification

Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for GPF M1917/18 Series Gun serial number 884, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

Is in poor condition. Restoration to upgrade the appearance of the item will begin _____ and is expected to be completed _____. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

No longer required. Please send disposition instructions.

Remarks: _____

OFFICIAL'S SIGNATURE: _____

NAME (Type/Print): Brian R. Wilson

TITLE: Mayor

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: (530) 252-5106

DATE: February 18, 2016

Notary Public
(Seal and Signature)

Mail to: U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15th.

Reviewed by: HW City Administrator
_____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 16-5256 authorizing Mayor to execute Annual Certificate of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 located at the Susanville Municipal Airport.

PRESENTED BY: Jared G. Hancock

SUMMARY: The City has a UH-1 Huey Helicopter and AH-1 Cobra Helicopter for static display at the Susanville Municipal Airport. The City must furnish a notarized statement with a current photograph annually, certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated in the original photograph.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Motion to adopt Resolution Number 16-5256 authorizing the Mayor to execute an Annual Certification of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and an Annual Certification of Army Materiel Status for the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport.

ATTACHMENTS: Resolution Number 16-5256
Annual Certification of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374
Annual Certification of Army Materiel Status for the AH-1 Cobra Helicopter, Serial Number 67-15684

RESOLUTION NUMBER 16-5256
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE ANNUAL CERTIFICATION OF ARMY
MATERIEL STATUS FOR THE UH-1 HUEY HELICOPTER, SERIAL NUMBER 66-
16374 AND THE AH-1 COBRA HELICOPTER, SERIAL NUMBER 67-15684 FOR
STATIC DISPLAY LOCATED AT THE SUSANVILLE MUNICIPAL AIRPORT

WHEREAS, at its December 7, 2001 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the UH-1 Huey Helicopter, Serial Number 66-16374 for static display at the Susanville Municipal Airport; and

WHEREAS, at its August 7, 2002 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport; and

WHEREAS, one of the requirements of the Conditional Deed of Gift is that the City must furnish a notarized statement with a current photograph annually certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Mayor is authorized to execute Annual Certification of Army materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport.

APPROVED: _____
Brian Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of February, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for AH-1 Cobra serial number 67-15684, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

Is in poor condition. Restoration to upgrade the appearance of the item will begin _____ and is expected to be completed _____
CURRENT PHOTOGRAPHS (35mm color prints) are attached.

No longer required. Please send disposition instructions.

Remarks: _____

OFFICIAL'S SIGNATURE: _____

NAME (Type/Print): Brian R. Wilson

TITLE: Mayor

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: (530) 252-5100

DATE: February 18, 2016

See Attached Notary Acknowledgment

Notary Public
(Seal and Signature)

Mail to: U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15th.

AGENDA ITEM NO. 9C

Reviewed by: HW City Administrator
_____ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5257** authorizing Mayor to execute the 2016 Loan Agreement between the National Museum of the United States Air Force and the City of Susanville for the Phantom Jet F-4C (RF) on loan for static display at the Susanville Municipal Airport.

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City has had the Phantom Jet F-4C (RF) on loan for static display from the National Museum of the United States Air Force (NMUSAF) since 1995 at the Susanville Municipal Airport. As a requirement, the City must renew the loan agreement on an annual basis providing pictures and proof of insurance as well.

Attached is the 2016 Loan Agreement for execution by the Mayor.

FISCAL IMPACT: The NMUSAF values the jet at \$22,000 which the City covers under its insurance policy.

ACTION REQUESTED: Motion to adopt Resolution Number 16-5257 authorizing the Mayor to execute the 2016 Loan Agreement between the National Museum of the United States Air Force and the City of Susanville for the Phantom Jet F-4C (RF) on loan for static display at the Susanville Municipal Airport.

ATTACHMENTS: Resolution Number 16-5257
2016 Loan Agreement with attachments

RESOLUTION NUMBER 16-5257
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE 2016 LOAN AGREEMENT BETWEEN THE
NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF) AND THE
CITYFOR THE PHANTOM JET F-4C (RF) ON LOAN FOR STATIC DISPLAY AT THE
SUSANVILLE MUNICIPAL AIRPORT

WHEREAS, The City of Susanville has had a Phantom Jet F-4C (RF) on loan from the National Museum of the United States Air Force (NMUSAF) since 1995 for static display at the Susanville Municipal Airport; and

WHEREAS, as a requirement the City must renew the loan agreement on an annual basis providing pictures and proof of insurance; and

WHEREAS, the NMUSAF values the jet at \$22,000 which the City covers under its insurance policy.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that the Mayor is authorized to execute the 2016 Loan Agreement with the National Museum of the United States Air Force (NMUSAF) for the Phantom Jet F-4C (RF) for static display at the Susanville Municipal Airport.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of February, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

**NATIONAL MUSEUM OF THE UNITED STATES AIR FORCE (NMUSAF)
STATIC DISPLAY LOAN PROGRAM**

2016 LOAN AGREEMENT, SDA0035

1.0. Parties. The United States of America or "the Government," represented by the National Museum of the United States Air Force (NMUSAF), and collectively referred to hereinafter as "the Lender," hereby establishes with the CITY OF SUSANVILLE hereinafter called "the Borrower," incorporated and operating under the laws of the State/Country of CA and located at SUSANVILLE, a Loan Agreement hereinafter called "the Agreement" for U.S. Air Force (USAF) historical property. This Agreement is entered pursuant to Public Law 80-421 [10 United States Code (USC) §2572], and any amendments thereto, and is effective for the period commencing 1 April 2016 and ending 31 March 2017. This Agreement is not transferable.

2.0. Borrower Obligations/Costs. The Borrower has applied, in writing, for the loan of USAF historical property, and hereby agrees to be responsible for all arrangements and, in accordance with 10 USC §2572, is required to pay all costs, charges and expenses incident to the loan of this property, including, but not limited to, the cost of preparation, demilitarization, hazardous material removal, disassembly, packing, crating, handling, maintenance, repair, restoration, transportation and all other actions incidental to the use and/or movement of the loaned property to or from the Borrower's location.

3.0. Loaned Property. The NMUSAF shall loan to the Borrower the historical property identified in the inventory report, which has been included in the loan package and is incorporated into this Agreement by reference as if fully rewritten herein (hereinafter the "Property"). The Borrower accepts the Property on an "as is, where is" basis, and the Lender makes no warranties, expressed or implied, as to the Property's condition, fitness for any particular purpose, or other warranty of any kind.

4.0 Loan Conditions.

4.1. The Borrower agrees that the Property shall be used for static display purposes only. Loaned aerospace vehicles will not be flown or restored to flying condition under any circumstance, nor will they be licensed with the Federal Aviation Administration (FAA). The Borrower shall not remove any parts from loaned aircraft except as directed in paragraph 4.2. Relocation of the Property for temporary special events (parades, ceremonies, air shows, etc.) is not authorized under any circumstances. No decorations of any type, for any purpose (special event, seasonal display, ceremonies, etc.) are authorized to be displayed on any of the Property. The Property shall not be used in a manner that provides the appearance of endorsement by the USAF of any non-federal entity or political candidate, or the expression of a political viewpoint of any kind. The Property shall not be used for political purposes of any kind or as part of a political event, including, but not limited to, advertising or promotion of a political event, or as background for a political debate, speech or other political event.

4.2. The Borrower agrees to allow the Lender to remove parts from loaned aerospace vehicles for the NMUSAF or military requirements, upon written direction from the NMUSAF. Such parts are generally internal in nature and removal or replacement should not alter the external aesthetic appearance of the aerospace vehicle.

4.3. The Borrower shall not part with possession of the Property or any component of the Property in any manner to any third party either directly or indirectly. The Borrower shall not enter into any negotiations with a third party regarding any future disposition of the loaned material, in whole or in part.

4.4. The Borrower agrees to all of the following: to use the Property in a careful and prudent manner; to not modify the Property in any manner, without prior written permission of the Lender, which would alter the original form, design, or the historical significance of said Property; to perform routine maintenance to include (but not limited to) annual upkeep, periodic painting, tire inflation, repair of damage, day-to-day care and management of the Property, so as to provide an acceptable appearance and to not reflect negatively on the Lender; and to display and protect the Property in accordance with the instructions set forth in Attachments 1 and 2, which are incorporated into this Agreement by reference as if fully rewritten herein.

4.5. The Borrower agrees that any additions, modifications or alterations that improve the Property become part of said Property and are owned by the NMUSAF.

4.6. Interior access to loaned aerospace vehicles (cockpit, cargo areas, etc.) for purposes other than maintenance or restoration work by persons other than staff or authorized maintenance personnel is prohibited. This is to ensure not only the integrity and preservation of the aircraft, but more importantly, the safety and security of the public.

5.0. Use as Security, Sale or Lease. The Borrower agrees not to use the Property as security for any loan, and not to sell, lease, rent, lend or exchange the Property under any circumstances.

6.0. Professional Photography. The Borrower shall not make or allow the use of the Property for any commercial purpose, including, but not limited to, use of the Property for still photography, motion picture, television or video production, without prior written approval from the Lender. Casual photography or motion video created by visitors for personal or non-promotional use is permitted.

7.0. Incident Reporting. The Borrower shall within one (1) working day of discovery, notify the Lender of any instance of loss, damage or destruction of the Property.

8.0. Title. The Borrower shall obtain no interest in the Property by reason of this Agreement and title shall remain in the Lender at all times.

9.0. Receipt, Custody & Liability.

9.1. This Agreement shall be executed prior to the Borrower accepting physical custody of the Property or on or before 1 April 2016.

9.2. The Borrower agrees to provide a receipt to the Lender at the time it assumes physical custody of the Property (unless the Property is already in its possession).

9.3. The Borrower agrees that it is strictly liable for up to the full replacement value (FRV) of the Property, as identified in the inventory report, and to accept such liability upon assuming physical custody of the Property or execution of this Agreement, whichever occurs first.

9.4. The Borrower agrees that the FRV of the Property is as identified in the inventory report and waives any right to contest the FRV in any legal proceeding. In the event any item of historical property does not have an FRV identified in the inventory report, the FRV shall be determined at the sole discretion of the NMUSAF.

9.5. The Borrower agrees that if the Property, or any portion thereof, has been irreparably damaged, destroyed or stolen the NMUSAF may direct the Borrower to either replace the Property with an historical item of equal value to the satisfaction of the NMUSAF or require monetary reimbursement equaling the FRV. In the event of less than total loss to the Property, or any portion thereof, the Borrower

agrees to repair/replace the damage to the Property to the satisfaction of the NMUSAF or reimburse the NMUSAF for the full value of the damage, as determined by the NMUSAF. The election of a remedy under this subparagraph is at the sole discretion of the NMUSAF. This subparagraph is not intended to waive or limit the Government's rights and remedies, legal or equitable, and the Government reserves all such rights and remedies.

9.6. The Borrower agrees to place the Property on exhibit within ninety (90) days from the date it takes physical custody, or as otherwise mutually agreed upon.

10.0. Borrowers Responsibilities.

10.1. The Borrower agrees to indemnify, save harmless, and defend the Lender from and against all claims, demands, actions, liabilities, judgments, costs, and attorney's fees, arising out of, claimed on account of, or in any manner predicated upon personal injury, death, or property damage caused by or resulting from possession and/or use of the Property.

10.2. The Borrower agrees to report, as requested, to the Lender on the condition and location of the Property. Further, the Borrower agrees to allow authorized Department of Defense representatives access to the Borrower's records and facilities to assure accuracy of information provided by the Borrower and compliance with the terms of this Agreement.

10.3. The Borrower agrees to return said Property to the Lender on termination of this Agreement or earlier, if it is determined that the Property is no longer required, at no expense to the Lender. In the event of a partial termination, the Borrower agrees to the return of all items of the Property subject to the partial termination, at no expense to the Lender.

11.0. Initial Loan Agreement Requirements.

11.1. The Borrower agrees to furnish the Lender a CD/DVD containing digital images of the Property within fifteen (15) days of taking physical possession of the Property. The image file name must be the accession number for that item (e.g. SD-2000-0123.JPG). For aircraft and ballistic missiles, images will include views showing all external surfaces including tail number and all accessible interior areas including instrument panels, avionics racks and equipment, aircrew, passenger, cargo and payload compartments, wheel wells, and bomb bays. Digital images for all other artifacts will be of sufficient detail to ensure positive identification of each object.

11.2. The Borrower shall arrange insurance coverage for the Property on an all-risk, wall-to-wall basis, at a minimum, for an amount that equals the total agreed upon FRV for all items in the inventory report, plus any additional amount to cover the inventory that does not have an identified FRV, so long as the Property remains in its possession. The Borrower further agrees to furnish the Lender proof of said insurance. For Borrowers with private insurance coverage, proof shall constitute a copy of the insurance certificate from the commercial provider, noting any deductible, and showing coverage up to the FRV of the Property and any additional coverage for Property that does not have an FRV identified in the inventory report. For self-insured organizations, proof shall constitute a written and signed statement attesting to its ability to reimburse the Government for the FRV of the Property (as identified in the inventory report and/or as determined by the NMUSAF).

12.0. Annual Loan Renewal Requirements.

12.1. The Borrower agrees to furnish the Lender a CD/DVD containing digital images of the Property. The image name must be the accession number for that item (e.g. SD-2000-0123.JPG). Digital images of aircraft and missiles will provide general views to include sufficient detail to show the overall condition and tail number of the airframe. Digital images for all other artifacts will be of sufficient detail to ensure positive identification of each object and its current condition.

12.2. The Borrower agrees to furnish a copy of the most recent annual financial statements to include revenue and expense reporting and a projected budget for the next operating year.

12.3. The Borrower agrees to furnish the Lender proof of insurance as required in subparagraph 11.2 for each renewal period.

12.4. The Borrower agrees to furnish a signed inventory as provided by the Lender with the annual renewal package, which accurately reflects the Property in its possession. Discrepancies in the inventory provided by the Lender shall be noted on the inventory report by the Borrower to the extent that such notes accurately reflect the current inventory held by the Borrower. In the event of a dispute, the Lender shall make the final determination of the current inventory on or near the renewal date and document the NMUSAF records accordingly.

13.0. Display/Maintenance Requirements.

13.1. No aircraft will be renovated, reconfigured, painted, have markings changed, or tail number altered, or any parts added, removed, or replaced as part of a planned restoration effort without prior written approval from the NMUSAF.

13.2. The Borrower agrees that all aircraft, missiles and artifacts on display will have an identification sign adjacent to each display. For aircraft and missiles note the type, model, and serial number. If the aircraft or missile has been reconfigured, markings changed, or serial number altered after acquisition for display purposes, it will be stated on the sign and noted in all records as follows:

“The (item) on display is actually (nomenclature), Serial No. _____, but painted and marked to depict (nomenclature), Serial No. _____, assigned to the (Unit and/or person) in (location or theater) during (year).”

13.3. The sign will state that the item is part of the NMUSAF collection as follows:

"This (artifact/object) is on loan from the National Museum of the United States Air Force."

13.4. For aircraft on which the serial number has been altered for display purposes with prior written approval, the mission, design and series (e.g. F-100C or F-4C) along with the original serial number will be stenciled in two inch letters using contrasting paint colors on the fuselage under the horizontal stabilizers.

13.5. All record keeping will reflect the true serial number.

14.0. Radioactive Components.

14.1. Completion of Section 2 of Air Force Form 3580, (USAF Museum Aerospace Vehicle Static Display Acceptance Condition and Safety Certificate), or comparable certification indicating that a complete radioactive material survey has been accomplished shall be included in the official file.

14.2. In accordance with Attachment 1, ("NMUSAF Loan and Static Display Programs' Instructions for Preparation and Maintenance of Aerospace Vehicles"), if radioactive items are determined to have been installed or reinstalled during later inspections, the Borrower will pay the cost of removal of the radioactive items and any decontamination required.

15.0. Loan Termination.

15.1. The Borrower agrees to return said property to the NMUSAF on termination of this Agreement or earlier, if it is determined that the property is no longer required, at no expense to the NMUSAF.

15.2. The failure of the Borrower to observe any of the conditions set forth in this Agreement and Attachments 1 and 2 thereto shall be sufficient cause for the Lender to terminate the loan and repossess the Property. Repossession of all or any part of the Property by the Lender shall be made at no cost to the Government; the Borrower shall be responsible for paying all maintenance, freight, storage, crating, handling, transportation and other costs or charges attributable to such repossession.

15.3. In the event the loan is terminated for any reason, the provisions of this Agreement will remain in effect until all of the Property, or in the event of a partial termination that portion of the Property at issue, has been relocated and in a condition that is satisfactory to the NMUSAF.

15.4. Termination of the loan and subsequent repossession of all or any part of the Property at the option of the Borrower shall require no less than thirty (30) days advance notice to the Lender in writing. This requirement may be waived by the Lender only through the provision of a written waiver to the Borrower prior to the return of the Property.

15.5. The Lender reserves the right not to renew this Agreement, in all or part, and to recall the Property if required by the Lender to meet the requirements of the NMUSAF, Wright-Patterson AFB, OH or for other military requirements. The Lender will provide a written thirty (30) day notice of intent to recall to the Borrower. In the event of recall, movement of the recalled Property from the Borrower's site will be accomplished at the Lender's expense.

16.0. Dispute Resolution. In the event a dispute arises between the parties over the terms and conditions of this Agreement reasonable attempts will be undertaken to resolve the matter through negotiation between the parties or persons appointed, in writing, by the parties. This Agreement shall be construed and interpreted in accordance with Federal law. If any provision herein is held unlawful or otherwise unenforceable by the Court any remaining provisions shall be considered divisible and remain in full force and effect. In the further event that negotiations fail to reach a resolution, the parties agree that the Federal District Court for the Southern District of Ohio, at Dayton, Ohio, will be the exclusive venue for resolving such disputes.

Executed on behalf of the Lender this Twenty-Eighth Day of January, 2016 at Wright-Patterson AFB OH.

UNITED STATES OF AMERICA

OCHS.PATRICIA.A.1230366671

Digitally signed by OCHS.PATRICIA.A.1230366671
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USAF, cn=OCHS.PATRICIA.A.1230366671
Date: 2016.01.28 07:32:18 -0500

By: PATRICIA OCHS
Title: Static Display Program Administrator

Agency: National Museum of the United States Air Force

Address: NMUSAF/MUC
1100 Spaatz St
Wright-Patterson AFB OH 45433-7102

Telephone: (937) 255-4770

Fax Number: (937) 656-4081

Email: patricia.ochs@us.af.mil

ACCEPTANCE

The Borrower, through its authorized representative, hereby accepts responsibility of the Property subject to the terms and conditions contained in this Agreement set forth above. The Borrower certifies that they have read, understand and acknowledge that concealing a material fact and/or making a fraudulent statement in dealing with the federal government may constitute a violation of federal law in accordance with 18 USC §1001.

Executed on behalf of the Borrower this 17th day of February 2016, at _____.

CITY OF SUSANVILLE, SUSANVILLE CA
(Name of Borrower/Organization)

By: _____
(Signature)

Brian R. Wilson, Mayor
(Typed or Printed Name & Title)

Address: 66 North Lassen Street

Susanville, CA 96130

Telephone: (530) 252-5100 Fax Number: (530) 252-1020

Email: hwhitlock@cityofsusanville.org

NATIONAL MUSEUM of the U.S. AIR FORCE
RCS: HAF-HO(A) 8801 INVENTORY REPORT
Loan Account Number SDA0035

22-Jan-16

ACCESSION #	NOMENCLATURE	Value
SD-2000-0142	AIRCRAFT, F-4C(RF), 64-1022	\$22,000

I certify that the above listed items shown on Pages 1 through 1
have been accounted for with any discrepancies so noted.

Signature: _____

(Historical Property Custodian)

(Date)

Brian R. Wilson

Typed or Printed Name

Mayor

Typed or Printed Title

2016 POINT OF CONTACT INFORMATION SHEET

ACCOUNT NUMBER	SDA0035
CITY/ORGANIZATION NAME	CITY OF SUSANVILLE
MAILING ADDRESS	66 N LASSEN ST
CITY	SUSANVILLE
STATE/COUNTRY	CA
ZIP CODE	96130
PHYSICAL LOCATION OF ITEM	Susanville Municipal Airport, 471 - 920 Johnstonville Rd
HISTORICAL PROPERTY CUSTODIAN	HONORABLE BRIAN WILSON
TITLE, HISTORICAL PROPERTY CUSTODIAN	MAYOR OF SUSANVILLE
PRIMARY POINT OF CONTACT	MS HEIDI WHITLOCK
TITLE PRIMARY POINT OF CONTACT	ASSISTANT TO THE CITY ADMINISTRATOR
PRIMARY PHONE NUMBER	530-252-5106
ALTERNATE PHONE NUMBER	530-252-5100
PRIMARY FAX NUMBER	530-252-1020
EMAIL ADDRESS	hwhitlock@cityofsusanville.org

Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Arlene F. Zelano, Administrative Assistant

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5258** declaring Self-Contained Breathing Apparatus (SCBA) items surplus and authorizing sale

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: In May, 2015, the Fire Department was awarded an Assistance to Firefighters Grant from Federal Emergency Management Agency (FEMA) to purchase new SCBA packs, bottles and masks. The new packs, bottles and masks have been received and are in service. Staff is requesting authorization from the City Council to declare the old equipment that has been replaced as surplus, and authorize its sale. This includes 31 SCBA backpacks, 52 face masks and 59 4500 psi air bottles. The air bottles still have a market value and staff is requesting to post these for sale on Western Chiefs and the Fire Trader sites prior to auction. The Lassen College Fire Science program has shown interest in the face masks for training purposes only, and it is the recommendation of staff to sell the 52 face masks to the college for a total of \$1.00 as they have no market value.

FISCAL IMPACT: Potential revenue from sale of SCBA air bottles and back packs

ACTION REQUESTED: Motion to approve Resolution No. 16-5258 declaring Self-Contained Breathing Apparatus (SCBA) items surplus and authorizing sale

ATTACHMENTS: Resolution No. 16-5258

RESOLUTION NO. 16-5258
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE FIRE DEPARTMENT TO DECLARE SELF-
CONTAINED BREATHING APPARATUS PACKS AND BOTTLES AS
SURPLUS AND AUTHORIZE SALE

WHEREAS, the Fire Department was successful in receiving a grant from FEMA for the 2014 Assistance to Firefighters Grant in the amount of \$256,493; and

WHEREAS, the Grant allowed the Fire Department to purchase 35 complete SCBA's, 35 spare bottles and 3 additional masks; and

WHEREAS, the Fire Department is now able to surplus the equipment that has been replaced; and

WHEREAS, the Fire Department has identified posting the equipment consisting of 31 Self Contained Breathing Apparatus backpacks and 52 4500 psi air bottles in the Western Fire Chiefs and Firetrader as the best option to sell the surplus SCBA equipment; and

WHEREAS, the Lassen College Fire Science program will utilize the face masks for training purposes only and will purchase 52 masks for \$1.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorize the fire department to declare as surplus and sell surplus self-contained breathing apparatus packs and bottles.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5258 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of February, 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: AKW City Administrator
_____ City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 16-5259 accepting the City of Susanville's Single Audit Report for Fiscal Year Ending June 30, 2015

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: As a recipient of Federal funding, the City of Susanville is required to have a Single Audit performed if Federal expenditures reach \$500,000 or more in one fiscal year. The City was audited for compliance requirements described in the OMB Circular A-133 in the areas of internal controls, compliance with requirements of laws, regulations, contracts and grants applicable to its Federal programs.

The firm of Badawi and Associates has completed the single audit and I am pleased to report that the City has received an unmodified opinion on the single audit report.

FISCAL IMPACT: As a recipient of Federal funds, the City is required to have a single audit performed by an independent certified public accountant in order to maintain eligibility to receive Federal funding.

ACTION REQUESTED: Consider Resolution No. 16-5259, accepting the City of Susanville's Single Audit for the fiscal year ended June 30, 2015

ATTACHMENTS: City of Susanville Single Audit for fiscal year ended June 30, 2015
Resolution No. 16-5259

City of Susanville

Susanville, California

Single Audit Reports

For the year ended June 30, 2015

City of Susanville
Single Audit Reports
For the year ended June 30, 2015

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Honorable Mayor and Members of the City Council
of the City of Susanville
Susanville, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Susanville, California (City), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated November 23, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

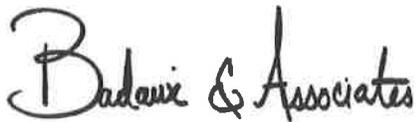
To the Honorable Mayor and Members of the City Council
of the City of Susanville
Susanville, California
Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Badawi & Associates, CPAs
Oakland, California
November 23, 2015



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133**

To the Honorable Mayor and Members of the City Council
of the City of Susanville
Susanville, California

Report on Compliance for Each Major Federal Program

We have audited the City of Susanville, California (City)'s compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2015. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015.

To the Honorable Mayor and Members of the City Council
of the City of Susanville
Susanville, California
Page 2

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

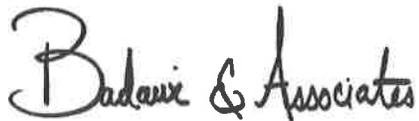
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

To the Honorable Mayor and Members of the City Council
of the City of Susanville
Susanville, California
Page 3

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated November 23, 2015, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Badawi & Associates, CPAs
Oakland, California
January 20, 2016, except for the schedule of expenditures of
federal awards which is as of November 23, 2015

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City of Susanville
Schedule of Expenditures of Federal Awards
For the year ended June 30, 2015

Federal Grantor/Pass-Through Grantor Program Title	CFDA Number	Program and/or Pass-Through Number	Federal Expenditures
U.S. Department of Justice:			
Direct Programs:			
Bulletproof Vest Partnership Program	16.607	Not available	\$ 906
FBI Safe Streets	16.Unkown	Not available	5,182
Law Enforcement Assistance_Narcotics and Dangerous Drugs Training	16.004	Not available	4,580
Total U.S. Department of Justice			<u>10,668</u>
U.S. Department of Housing and Urban Development:			
Passed through State of California			
Community Development Block grant/State's program and Non- Entitlement Grants in Hawaii	14.228	Not available	397
Total U.S. Department of Housing and Urban Development			<u>397</u>
U.S. Department of Transportation:			
Highway Planning and Constuction Cluster			
Passed through CalTrans			
Highway Planning and Construction	20.205	Not available	10,015
Total Highway Planning and Construction Cluster			<u>10,015</u>
Direct Program:			
Airport Improvement Program	20.106	3-06-0251-014-2014	541,957
Total Airport Improvement Program			<u>541,957</u>
Total U.S. Department of Transportation			<u>551,972</u>
Total Federal Awards Expenditures			<u>\$ 563,037</u>

City of Susanville
Schedule of Findings and Questioned Costs
For the year ended June 30, 2015

A. Reporting Entity

The City of Susanville, California (City) was incorporated on 1900, and provides the following services: public safety, including police and fire; building inspection; parks and streets; water; geothermal; natural gas; leisure services; planning and zoning; and general administration services.

The financial reporting entity consists of the City, the primary government, and its component units. The component units discussed below are included in the reporting entity because of their operational or financial relationships with the City.

- The City of Susanville Public Financing Authority

Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the primary government's exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Separate financial statements for the City of Susanville Public Financing Authority are not available

B. Basis of Accounting

Funds received under the various grant programs have been recorded within the general, special revenue, and capital projects funds of the City. The City utilizes the modified accrual basis of accounting for the general, special revenue, and capital projects funds. Expenditures of federal awards reported on the Schedule of Expenditures of Federal Awards (Schedule) are recognized when incurred.

C. Relationship of Schedule of Expenditures of Federal Awards to Financial Statements

The accompanying Schedule presents the activity of all federal financial assistance programs of the City. Federal financial assistance received directly from federal agencies as well as federal financial assistance passed through the State of California is included in the Schedule.

The Schedule was prepared only from the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the City.

D. Pass-Through Entities' Identifying Number

When federal awards were received from a pass-through entity, the Schedule shows, if available, the identifying number assigned by the pass-through entity. When no identifying number is shown, the City determined that no identifying number is assigned for the program or the City was unable to obtain an identifying number from the pass-through entity.

City of Susanville
Schedule of Findings and Questioned Costs
For the year ended June 30, 2015

Section I - Summary of Auditor's Results

Financial Statements

Types of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None noted

Any noncompliance material to the financial statements noted No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None noted

Type of auditor's report issued on compliance for major programs Unmodified

Any audit findings disclosed that are required to be reported in Accordance with section 510(a) of OMB Circular A-133 No

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster	Expenditures
20.106	Airport Improvement Program	\$ 541,957
	Total Expenditures of All Major Federal Programs	\$ 541,957
	Total Expenditures of Federal Awards	\$ 563,037
	Percentage of Total Expenditures of Federal Awards	96%

Dollar threshold used to distinguish between type A and type B program \$300,000

Auditee qualified as low-risk auditee under section 530 of OMB Circular A-133? No

City of Susanville
Schedule of Findings and Questioned Costs, Continued
For the year ended June 30, 2015

Section II - Financial Statement Findings

No financial statement findings in the current year.

Section III- Federal Awards Findings

A. Current Year Findings and Questioned Costs - Major Federal Award Program Audit

No findings or questioned costs were noted in the current year.

B. Prior Year Findings and Questioned Costs - Major Federal Award Program Audit

No prior year findings or questioned costs.

Reviewed by:  City Administrator
 _____ City Attorney

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5260** authorizing Project No. 16-03, Water Main Replacement at Various Locations in the City of Susanville funded by 7114 Water Capital Improvement Funds

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: The Department has identified additional sections of water main that could benefit from replacement efforts. Further analysis as a result of focused studies related to the water rate study identified additional sections of water main that may be at risk. City staff has prepared plans, specifications and an engineer's estimate for the installation of new water mains in select areas of the City where leaks continue to be problematic and place the system at further risk. The streets identified are included in the street rehabilitation projects that will be completed this year.

The Water Capital Improvement Fund No. 7114 currently has a fund balance in excess of \$600,000 identified for the purpose of replacing the City's water infrastructure system where most needed. The City Engineer's cost for these project locations identified above is currently estimated at \$292,000 for the base bid plus 5% in contingencies and 5% for construction engineering for a total of approximately \$366,000. The streets proposed to have new 6" PVC water main installed as part of this project are:

- i. Fifth Street from Ash (SR 139) to Spruce Avenue;
- ii. N. Union Street from Nevada to North Street;

If the bids received are favorably less, the following locations will be considered as additive bids. Estimates, based on last year's bid prices, would likely be \$375,000 more including costs for contingencies and construction engineering:

- iii. Third Street from Cedar to Park Street;
- vii. Third Street from Ash St. (SR139) to Hall Street.

FISCAL IMPACT: The capital funds for water infrastructure would be reduced by the cost of the project to be awarded once bids are opened and accepted. The estimate of the draw down is estimated at approximately \$366,000.

ACTION REQUESTED: Motion to approve Resolution No. 16-5260 authorizing utilization of 7114 Water Capitol Improvement funds Project No. 16-03, Water Main Replacement at Various Locations in the City of Susanville.

ATTACHMENTS: Resolution No. 16-5260

RESOLUTION NO. 16-5260
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE UTILIZATION OF 7114 WATER CAPITAL IMPROVEMENT
FUNDS TO COMPLETE THE 2016 WATER MAIN REPLACEMENT PROJECT

WHEREAS, the City of Susanville has identified it is the best interest of the City to pursue the replacement of older water mains where leaking and not of good quality; and

WHEREAS, it is the desire of the City of Susanville to conserve water and reduce the quantity of water lost each day to leaks that can be prevented as a result of replacing older steel water main pipe; and

WHEREAS, the City has identified a Capital Improvement fund for projects with the same purpose and scope of replacing the City's water infrastructure; and

WHEREAS, the City's Finance Manager has identified adequate funding is available for said Capital Project fund balance to provide sufficient funds based upon the City Engineer's estimate for the street sections identified to have water main replaced within them; and

WHEREAS, the City of Susanville Public Works Department has identified these streets as the best candidates for replacement of water main based upon the chronic nature of leaks being repaired and a desire to coordinate the work herein described with anticipated pavement overlay work later in 2016 such that unnecessary pavement cuts do not occur.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as providing authorization to utilize 7114 Water Capital Improvement funds for the completion of Project No. 16-03, Water Main Replacement at various locations.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of February, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Ian Sims, Project Manager

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 16-5262 authorizing execution of Consultant Agreement with the Adams Ashby Group, Inc. , not to exceed amount of \$4,500, to complete an application under the 2016 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) issued by the Department of Housing and Community Development (HCD)

PRESENTED BY: Jared G. Hancock, City Administrator.

SUMMARY: City Staff recommends that City Council adopt a resolution approving CDBG NOFA consulting services agreement with the Adams Ashby Group, Inc. not to exceed \$4,500 for the preparation of the 2016 CDBG Grant Application for tasks provided by the City and the CDBG program.

In 1974, Congress initiated the Community Development Block Grant Program (CDBG) as part of the Housing and Community Development Act. The mission of the CDBG Program is to improve the quality of life for people of low-moderate incomes, aid in the prevention of neighborhood deterioration and meet other urgent community development needs. The purpose of CDBG funding is to provide capital to support local economies, help strengthen neighborhoods, empower families and promote individual achievement. Due to its emphasis on flexibility, CDBG remains one of the most effective forms of federal assistance available to local governments.

City Staff contacted three consulting firms that provide these services in our region. Under the small purchase method, as required by CDBG Federal Regulations, grantees (City) send a written request for quotes to potential vendors with a detailed description of the goods or services (scope of work) needed. In return, the grantee receives competitive quotes from an adequate number of qualified sources. Since this process does not require public advertisement, written quotes must be received in response to written solicitations from a minimum of three qualified sources that are considered to be responsive and responsible. Each quote must include pricing information that allows the grantee to compare costs across bidders to ensure cost reasonableness. The award must be made to the lowest price vendor.

The three firms that submitted quotes for CDBG Assistance were:

- Community Development on Call, Inc. (Jim Cook) \$5,000
- Cox Consulting, Inc. (Terry Cox) \$10,000
- Adams Ashby Group, Inc. (Lorie Adams) \$4,500

City Staff evaluated the competitive quotes received and determined the fee proposal from the Adams Ashby Group, Inc. satisfied the City's needs as well as the small purchase method requirements set out by the CDBG program. Staff recommends that the City Council approve the attached professional services agreement with the Adams Ashby Group, Inc. to administer grant preparation services outlined in the 2016 NOFA.

FISCAL IMPACT: There is no impact to the City's General Fund as these services are an eligible administrative cost under the CDBG program. Funds for CDBG consulting services will be awarded from our CDBG General Administration fund presently at \$141,839.

ACTION REQUESTED: Motion to approve **Resolution No. 16-5262** Consultant Agreement with the Adams Ashby Group, Inc., not to exceed amount of \$4,500, to complete an application under the 2016 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) issued by the Department of Housing and Community Development (HCD)

ATTACHMENTS: Resolution No. 16-5262
Professional Services Agreement with Adams Ashby Group, Inc.

RESOLUTION NUMBER 16-5262

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH ADAMS ASHBY
GROUP INC FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NOTICE
OF FUNDING AVAILABILITY (NOFA) APPLICATION PREPARATION SERVICES**

WHEREAS, the City of Susanville has chosen to pursue funding made available through the 2016 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) issued by the Department of Housing and Community Development (HCD); and

WHEREAS, the technical nature of the work and the program familiarity required to complete a competitive application would be enhanced by contracting with a specialized firm; and

WHEREAS, the City has followed the appropriate procurement procedures identified in the Department of Housing and Community Development Small Purchase Method to solicit and evaluate proposals submitted from consultants per State and Federal requirements; and

WHEREAS, three cost proposals have been received and reviewed; and

WHEREAS, Adams Ashby Group, Inc. who has demonstrated program familiarity and the technical expertise to complete the application and was deemed the most responsive and lowest bidder with a price not to exceed \$4,500.

NOW THEREFORE BE IT RESOLVED, By the City Council of the City of Susanville that the Mayor is hereby authorized to execute an Agreement with Adams Ashby Group, Inc. for Community Development Block Grant (CDBG) Application Preparation Services for the City of Susanville.

Dated: February 17, 2016

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 15-5262 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17nd day of February, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney



Professional Services Agreement

This Agreement is entered into on this ____ day of February 2016, by and between the **City of Susanville**, a California municipality, hereinafter referred to as the "City"; and, **Adams Ashby Group, Inc.**, hereinafter referred to as the "Consultant".

WITNESSETH

WHEREAS, the City desires to engage the Consultant to complete an application under the 2016 Community Development Block Grant Notice of Funding Availability (NOFA) issued by the Department of Housing and Community Development; and

WHEREAS, the Consultant represents that it is qualified to perform such services under this Agreement in an email proposal provided under the Federal Small Purchase Procurement process and dated February ___, 2016, herein incorporated by reference.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

I. SCOPE OF SERVICES

Consultant will perform all activities included in the Scope of Work set forth and listed below:

- Preparation of the 2016 CDBG Grant Application for tasks provided by the City;
- Compile and present all components of the application for submittal to the State by the due date outlined in the NOFA provided by the Department of Housing and Community Development;
- Draft public hearing notices;
- Draft staff reports and memorandum;
- All reproduction costs to provide the required copies to the CDBG program and one copy for City records;
- Provide one electronic copy of the application to the City; and
- Attend steering committee meetings for the development of tasks to be applied for under the NOFA.

II. DUTIES OF THE CITY

The City shall make available to the Consultant all data and information in the City's possession which City deems necessary to the preparation and execution of the work outlined, and City shall actively aid and assist the consultant in obtaining such information from other agencies and individuals as necessary.

III. COMPENSATION

Total compensation hereunder, including the cost of directly related job

expenses such as travel, copying, or postage shall be paid upon receipt of invoice provided by Consultant not to exceed \$4500 and billed at a rate of \$85 per hour.

IV. METHOD OF PAYMENT

Payment of the invoice will be made after acceptance and approval by the City within thirty (30) days of receipt of such invoice. City's approval of the invoice shall not be unreasonably withheld.

V. TIME OF PERFORMANCE

Consultant shall commence the performance of its services under this Agreement as of the date set forth herein and shall diligently proceed therewith. This Agreement will terminate upon completion and submittal of the application to the CDBG program.

VI. GENERAL PROVISIONS

1. Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City.
2. Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of Consultant's obligations pursuant to this Agreement.
3. Consultant Not Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority pursuant to this Agreement, express or implied, to bind City to any obligation whatsoever.
4. Assignment Prohibited. No party to this Agreement may assign any right or obligation pursuant to this Agreement except as may be authorized in writing by the other party.
5. Changes. City may, from time to time, request changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and time for completion, which are mutually agreed upon by and between the City and the Consultant, shall be incorporated in written amendments to this Agreement.

6. Termination. This Agreement may be terminated by either party on thirty (30) days written notice mailed to the address below. The effective date of cancellation shall be the 30th day after said written notice. Consultant shall be entitled to the compensation earned by it prior to the date of the termination notice, computed pro rata up to and including that date, plus compensation for work performed during the 30 day notice period and authorized in the termination notice.
7. Attorney's Fees. In the event that it becomes necessary for either party to this Agreement to bring a legal suit to enforce any of the provisions of this Agreement, or must incur any collection expenses for any amounts due hereunder, the prevailing party in such action shall be entitled to its costs including reasonable attorney's fees, whether or not such action is prosecuted to judgment.
8. Notices. Notices to the parties, unless otherwise requested in writing, shall be sent to the City of Susanville, 66 North Lassen St., Susanville, CA 96130 and the Consultant at 770 L Street, Suite 950, Sacramento, CA 95814.
9. Hold Harmless: City shall save, indemnify, defend and hold harmless the Consultant, its officers, employees, agents and servants from any and all actions, claims and liability arising out of Consultant's performance pursuant to this Agreement.
10. Records. Consultant agrees to maintain all required records for five years after project completion.
11. Non-Discrimination. During the performance of this Contract, Consultant shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave. Consultant shall insure that the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Consultant shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900, et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12900 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant shall give written notice of its obligations under this clause to labor organizations with which they have a collective bargaining or other

agreement

This Contract constitute the entire agreement between the parties relative to the services specified herein and no modification hereof be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

Executed on the day and year first above written, the above statements are understood and accepted and the parties hereby cause this agreement to be executed on by the signatures below:

ADAMS ASHBY GROUP, LLC.

CITY OF SUSANVILLE

Lorie Ann Adams
Principal

City Manager

Paul Ashby
Principal

Reviewed by:  City Administrator
_____ City Attorney

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No 16-5251 authorizing the City Council to accept and award Project No. 15-03, 2015 STIP Pavement Project 'SC' in the City of Susanville to the lowest responsible bidder; and authorizing the Director of Public Works to execute contract change orders up to 10% of the value of the base bid or in an amount not to exceed \$69,401.00.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Public Works staff prepared plans and specifications for the installation of 2.5" thick Type 'B' asphalt pavement over existing City streets at various locations. Additional work includes; making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and repair of isolated areas to replace damaged curb, gutter and sidewalk.

The following streets are included in Project No. 15-03:

- i. Fifth Street from Grand Avenue to Ash Street;
- ii. North Union Street between Main and North Streets;
- iii. Carroll Street between Lassen and Mill Streets;
- iv. Hill Street west of North Roop Street;
- v. Inspiration Drive east of Harris Drive;
- vi. Long and Lovell Alleys north of Hill and west of North Roop Street;

Locations selected have been somewhat revised from previous lists submitted to Council and were based on the least amount of additional work required with ADA ramp replacement. These include utility relocation and right of way acquisition.

The project was advertised in the Lassen Times on several occasions for a bid opening date of January 27, 2016. Additional notification of the project was also provided to plan holder services throughout northern California and Nevada.

Three bidders submitted acceptable bid packages and the results of the bids are as follows:

<u>Bidder No. 1:</u>		
Dig-It Construction Inc.	Base bid:	\$694,017.00
Chester, CA		

Bidder No. 2:

Sierra Nevada Construction Inc.
Sparks, NV

Base bid: \$783,007.00

Bidder No. 3:

S.T. Rhoades Construction Inc.
Redding, CA

Base bid: \$870,074.00

The City Engineer's estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$777,069 for the base bid excluding any contingencies. Thus, the lowest responsible bid was 11.97% lower than estimated. Change orders and construction engineering estimated at less than 10% and 15% respectively will include an additional \$69,402 and \$104,103 in direct project expenses for a total estimated project cost of \$867,522. Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$963,000. With the above estimated costs to the project, this leaves approximately \$95,478 for additional work.

Additional (or additive bids) were also received for Brookwood, Meadowood and Oakridge east of Cherry Terrace as part of this project in anticipation of more competitive unit prices for the work to be performed. The low additive bid on these locations from Dig-It was \$187,791 for a total of \$234,739 including estimated increases for change orders and construction engineering.

City staff will be pursuing opportunities for cost savings during the course of the project to free up programmed funds for the additive street locations. Presentations will be made at a subsequent Council meeting if staff is successful with its request for permission from Caltrans, and funds are available within the allocation in including additional locations. At this time, Third Street appears to be the most logical choice for additional funding.

FISCAL IMPACT: Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$963,000. The total project cost to be contracted is less than \$763,419 including change orders. The City will bear no cost for this project as it is funded entirely through the STIP program.

ACTION REQUESTED: Motion to approve Resolution No. 16-5251 authorizing Project No. 15-03, 2015 STIP Pavement Project 'SC' in the City of Susanville to Dig It Construction Inc., the lowest responsible bidder; and authorizing the Director of Public Works to issue a Notice to Proceed and execute change orders for up to 10% in contingencies.

ATTACHMENTS: Resolution No. 16-5251
Bid Results

RESOLUTION NO. 16-5251
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING PROJECT NO. 15-03, 2015 STIP PAVEMENT PROJECT 'SC' TO DIG IT
CONSTRUCTION INC.; AND AUTHORIZING THE DIRECTOR OF PUBLIC WORKS
TO EXECUTE CONTRACT CHANGE ORDERS NOT EXCEEDING TEN PERCENT OF
THE BID AMOUNT AWARDED

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, and construct pedestrian facilities, in an amount not to exceed \$963,000.00 including construction engineering, and

WHEREAS, the City advertised bids and opened those bids in accordance with California Public Contract Code §4100 et seq; and

WHEREAS, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City of Susanville Public Works Department has determined that Dig It Construction, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will receive all necessary and required bonds and insurance to authorize the commencement of construction activities for a period not exceeding sixty (60) working days as defined by the State of California prior to execution of a contract; and

WHEREAS, said bonds to be received shall be in good order and satisfactory in order to further pursue execution of a contract between the City and Dig It Construction, Inc. for said project; and

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

- 1) Project No. 15-03, 2015 STIP Pavement Project 'SC' in the City of Susanville is awarded to Dig It Construction Inc., of Chester California, determined to be the lowest responsible bidder;
- 2) The Director of Public Works is authorized to execute change orders up to 10 percent in contingencies, over and above the base bid amount of \$694,017.00.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of February, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: AKW City Administrator
 _____ City Attorney

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5252** that authorizing the City Council to accept and award Project No. 15-04, 2015 STIP Pavement Project 'SC-1' in the City of Susanville to the lowest responsible bidder; and authorizing the Director of Public Works to execute contract change orders up to 10% of the value of the base bid or in an amount not to exceed \$66,437.00.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Public Works staff prepared plans and specifications for the installation of 2.5" thick Type 'B' asphalt pavement over existing City streets at various locations. Additional work includes making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and repair of isolated areas to replace damaged curb, gutter and sidewalk. The following streets are included in Project No. 15-04:

- i. Quarry Street (includes extending);
- ii. South Pine Street from Court to Cottage Street;
- iii. South Roop Street Extension adjacent to the cemetery;
- iv. South Union Street between Cottager and Main Street;
- v. View Drive north of Pine Street;
- vi. Shasta Street from Modoc to Tehama Street;
- vii. Sierra Street from Modoc to Tehama Street;
- viii. Tehama Street between Sierra and Shasta Streets;
- ix. Wall Street east of Richmond Street;
- x. Shawn Way east of Paiute Road

Locations selected have been somewhat revised from previous lists submitted to Council and were based on the least amount of additional work required with ADA ramp replacement. These include utility relocation and right of way acquisition.

The project was advertised in the Lassen Times on several occasions for a bid opening date of January 27, 2016. Additional notification of the project was also provided to plan holder services throughout northern California and Nevada. Three bidders submitted acceptable bid packages and the results of the bids are as follows:

Bidder No. 1:

Dig-It Construction Inc. Chester, CA	Base bid:	\$ 664,371.00
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Bidder No. 2:

Sierra Nevada Construction Inc. Sparks, NV	Base bid:	\$ 705,007.00
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Bidder No. 3:

S.T. Rhoades Construction Inc. Redding, CA	Base bid:	\$ 715,730.50
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The City Engineer's estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$ 666,030.00 for the base bid excluding any contingencies. Thus, the lowest responsible bid was 0.25% lower than estimated.

Change orders and construction engineering estimated at less than 10% and 15% respectively will include an additional \$66,437 and \$99,656 in direct project expenses for a total estimated project cost of \$830,464. Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$866,000. With the above estimated costs to the project, this leaves approximately \$35,536 for additional work.

Additional (or additive bids) were also received for Third Street between Ash and Oak Street where the recent water main replacement project occurred. The low additive bid on these locations from Dig-It was \$238,886 for a total of \$298,607 including estimated increases for change orders and construction engineering.

City staff will be pursuing opportunities for cost savings during the course of the project to free up programmed funds for the additive street locations. These include implementing the projects simultaneously and thus offering a potential for efficiencies in staffing and testing costs. It is highly likely the estimated cost of construction engineering which includes outside testing and consulting services will be considerably less than 15% of the total cost estimated for both overlay projects.

FISCAL IMPACT: Funding allotted for the project from the State Transportation Improvement Program (STIP) is set at \$866,000. The total project cost to be contracted is less than \$730,808 including change orders. The City will bear no cost for this project as it is funded entirely through the STIP program.

ACTION REQUESTED: Motion to approve Resolution No. 16-5252 that 1) awards Project No. 15-04, 2015 STIP Pavement Project 'SC-1' in the City of Susanville to Dig It Construction Inc., the lowest responsible bidder;; and 2) authorize the Director of Public Works to issue a Notice to Proceed and execute change orders for up to 10% in contingencies.

ATTACHMENTS: Resolution No. 16-5252
Bid Results

RESOLUTION NUMBER 16-5252
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AWARDING PROJECT NO. 15-04, 2015 STIP PAVEMENT PROJECT 'SC-1' TO DIG
IT CONSTRUCTION INC.; AND AUTHORIZING THE DIRECTOR OF PUBLIC WORKS
TO EXECUTE CONTRACT CHANGE ORDERS NOT EXCEEDING TEN PERCENT OF
THE BID AMOUNT AWARDED

WHEREAS, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, construct pedestrian facilities in an amount not to exceed \$866,000 including construction engineering, and

WHEREAS, the City advertised bids and opened those bids in accordance with California Public Contract Code §4100 et seq; and

WHEREAS, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

WHEREAS, the City of Susanville Public Works Department has determined that Dig It Construction, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

WHEREAS, the City will receive all necessary and required bonds and insurance to authorize the commencement of construction activities for a period not exceeding sixty (60) working days as defined by the State of California prior to execution of a contract; and

WHEREAS, said bonds to be received shall be in good order and satisfactory in order to further pursue execution of a contract between the City and Dig It Construction, Inc. for said project; and

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

- 1) Project No. 15-04, 2015 STIP Pavement Project 'SC-1' in the City of Susanville is awarded to Dig It Construction, Inc., of Chester California, determined to be the lowest responsible bidder;
- 2) The Director of Public Works is authorized to execute change orders up to 10% in contingencies over and above the base bid of \$664,371.00.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of February, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: HW City Administrator
 City Attorney

 Motion Only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted By: Ruth Ellis, Administrative Staff Assistant

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Senate Bill 876 (Liu): Homeless' Right to Rest

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Senate Bill 876 - Homeless' Right to Rest (Liu-) will prohibit cities, counties and other municipal agencies that receive state funding from enacting or enforcing a law that prohibits persons experiencing homelessness from resting in public spaces. Such areas include but are not limited to plazas, courtyards, parking lots, sidewalks, shopping centers and parks.

While its meaning is well-intended, Senate Bill 876 preempts local authority from addressing issues affecting public health and safety in public spaces and on private property available to the public. The Bill will allow homeless individuals to occupy areas indefinitely with tents and other shelter while limiting access to other members of the public.

An individual who felt his or her rights have been violated pursuant to these provisions would be able to enforce these provisions through legal action. Under Senate Bill 876 the court will be authorized to award the prevailing party injunctive and declaratory relief, restitution, damages, statutory damages of \$1,000 per violation and fees and costs.

The Bill also fails to identify solutions for reducing the pervasive problem of homelessness in the state and offers no new programs, no funding for housing and no effort to improve services. The key to getting people off the streets is to provide more shelter and resources such as beds and social services such as mental health treatment, job training, and substance abuse counseling.

Senate Bill 876 is expected to be scheduled to be heard in the Senate Transportation and Housing Committee in the coming weeks.

It is staff's recommendation to send a letter to Senator Liu and other State representatives opposing Senate Bill 876.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.



City of Susanville

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

February 17, 2016

The Honorable Senator Carol Liu
California State Senate
State Capitol, Room 5097
Sacramento, CA 95814

**RE: SB 876 (Liu) Homelessness
Notice of OPPOSITION**

Dear Senator Liu:

On behalf of the City of Susanville, I regret to inform you of our opposition of Senate Bill 876 (Liu).

This measure is preempting local authority to address important issues affecting public health and safety in public spaces and on private property that is held open to the public, including not limited to, plazas, courtyards, parking lots, sidewalks, public transportation facilities, public buildings, shopping centers and parks. We recognize that this measure is well intentioned; however, local agencies must continue to be able to protect the public, health, safety and welfare of their communities. Moreover, we do not believe this measure will make a positive impact in the effort to address chronic homelessness.

Removing local enforcement authority as you propose in SB 876 will do nothing to help the problem, and would actually undermine existing efforts. SB 876 contains no solutions for ending homelessness. In fact, the bill on page 3, line 16, specifically states, "Passing this Act will not reduce homelessness." Removing local authority could exacerbate the problem by removing incentives for some to take advantage of existing resources and services being offered.

The key to getting people off of the streets is to provide more shelter. We need resources: permanent housing beds and accompanying social services such as mental health treatment, job training, addiction counseling, etc. Cities and other local agencies need more funding and flexibility to provide these proven programs.

Once again, we regret to inform you of our opposition to SB 876.

Sincerely,

Jared G. Hancock
City Administrator

cc: Senator Ted Gaines
Congressman Doug LaMalfa
Chair and Members, Senate Committee on Transportation and Housing
Alison Dinmore, Consultant, Senate Committee on Transportation and Housing
Doug Yoakam, Housing Consultant, Senate Republican Caucus
Your League Regional Public Affairs Manager (via email)
Meg Desmond, League of California Cities, mdesmond@cacities.org

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

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

Reviewed by: City Administrator
 City Attorney

 Motion Only
 Public Hearing
 Resolution
 Ordinance
 X Information

Submitted By: Ruth Ellis, Administrative Staff Assistant

Action Date: February 17, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Rob's Way Memorial

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff has been working on a memorial in honor of Susanville Police Officer Robert McElrath. The memorial will be placed on Rob's Way, behind the sidewalk near Tractor Supply. A black iron bench, similar to those found in Uptown Susanville will be placed on stamped concrete. Memorial vases for people to place flowers in will be set in the concrete on both sides of the bench. Both the bench and the vases have been purchased.

Staff continues to work with the family on the wording and design of the plaque that will be attached to the backrest of the bench. Once purchased, the estimated time of return for the plaque is four weeks.

FISCAL IMPACT: None.

ACTION REQUESTED: Information only.

ATTACHMENTS: None.