
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
April 20, 2016 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 16-5286

Next Ordinance No. 16-1005

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

- 2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

- 3 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 1. Agency Negotiator: Jared G. Hancock
 Bargaining Unit: SPOA
 2. Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Professional/Technical
 3. Interim Building Official
 4. Interim Police Chief Performance Evaluation

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Jared G. Hancock*
 - *Proclamations, awards or presentations by the City Council*

- 5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Receive and file minutes from City Council's March 16, 2016 meeting
- B Approve vendor warrants numbered 96834 through 96951 for a total of \$234,872.36 including \$113,886.20 in payroll warrants
- C Receive and file monthly Finance Reports: March 2016

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider **Resolution No. 16-5282** authorizing delegation of authority to the incumbent of the office/position of City Administrator to make determinations regarding Industrial Disability Retirement
- B Consider establishment of 2016 Weed Abatement Deadline
- C Consider **Resolution No. 16-5285** authorizing Mayor to execute agreement with ACS Materials Testing Material testing for City projects

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of **Resolution No. 16-5284** authorizing execution of agreement with Badawi & Associates for auditing services for fiscal year 2015/2016

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Fiscal Year 2016/2017 Budget Workshop Schedule
- B Historic Mural Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

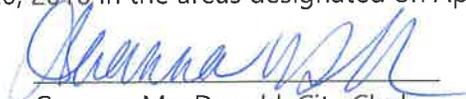
15 **ADJOURNMENT:**

- *The next regular City Council meeting will be held on May 4, 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 April 20, 2016 in the areas designated on April 15, 2016.



Gwenna MacDonald, City Clerk

Reviewed by: KH City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's March 16, 2016 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 16, 2016 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's March 16, 2016 meeting.

ATTACHMENTS: Minutes: March 16, 2016

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

Regular Meeting Minutes

March 16, 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, Rod E. De Boer, Lino P. Callegari and Brian R. Wilson.

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

1 APPROVAL OF AGENDA:

Mr. Hancock reported that a revised agenda had been distributed to include an additional item of business under closed session.

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

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

A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1. All Employees
2. Agency Negotiator: Jared G. Hancock
Bargaining Unit: Fire Fighters

Closed Session recessed at 6:59 p.m.

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; Matt Wood, Police Lieutenant; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the revised agenda as submitted. During Closed Session, the City Council gave direction to staff and took action on one item, unanimously voting to enter into a side agreement with the Fire Fighters to provide for shift coverage.

Dan Newton provided the Thought of the Day

Mayor Wilson read a proclamation to declare the month of April as Autism Awareness month.

CA Society of Municipal Finance Officers CAFR Award Mr. Hancock explained that the City has received an award from the California Society of Municipal Finance Officers for outstanding financial

reporting for the 2014/2015 Comprehensive Annual Financial Report. He recognized the accomplishments of the Finance Division, stating that the receipt of the award for the 11th year in a row is a sign of the professional and dedicated staff working together with other City divisions to manage the City's finances. He turned the floor over to Ms. Savage who introduced the employees of the Finance Division. She thanked them for their hard work and dedication to excellence.

5 BUSINESS FROM THE FLOOR:

Brian Rowe spoke on behalf of the Susanville Peace Officers Association regarding the status of bargaining, making the announcement to those present that in spite of everything that is going on, everyone in the Department is committed to doing their jobs and protecting the City as best as they can. He informed the Council that a mediation meeting was scheduled for the following Thursday on March 24, 2016, and asked if the Councilmembers were going to be involved in that process. He stated that SPOA would like the Council to be involved in order to eliminate any potential for communication problems and he believed that speaking on an individual basis would help make the process smoother.

The Mayor thanked him for his comments.

Chris Cole asked if the City Council had any contingency plans for coverage of the Police Department such as utilizing the services of the Sheriff's Department in the event the City loses officers. He asked Mr. Hancock if he had engaged in any conversations with the County regarding the merger of the Sheriff's Department and the Police Department.

Mr. Hancock responded that the questions Mr. Cole asked had been addressed at prior meetings, and that the rumors and speculation that the Department is short staffed, or that the City Council was planning to lay off officers or downsize the Department were untrue. The police department is fully staffed, and that the City was no looking at contracting out the department.

Mr. Cole stated that he stood by his sources and asked Mr. Hancock if he had engaged in any conversation with any County official regarding the merger of the Sheriff's Department with the Susanville Police Department.

Mr. Hancock responded that the City has not considered downsizing the police department or discussed laying off officers at any time.

Mayor Wilson advised Mr. Cole that speakers during the public comment period are addressing their comments to the City Council, and that it was inappropriate to utilize the public comment period to interview staff and that he would not be allowed to continue doing so.

David Brazil spoke regarding the Woodstock Diversion Ditch, and complained of the pollution and garbage that is constantly building up. He asked if there was any grant money available or a way to keep rubbish and trash out of the ditch.

Mr. Hancock stated that it is a jurisdictional issue, with the State overseeing the irrigation ditch, with the water users and Honey Lake Valley RCD having responsibility to maintain the ditch. While the City does not have jurisdiction, he would be able to put Mr. Brazil in touch with the people who do.

Mayor Wilson asked if the City could jump in and assist with abatement issues.

Mr. Brazil asked what is done prior to developments to make sure the impacts on irrigation are not impacting farmers.

Mr. Hancock explained that with new development, a number of things are looked at including runoff requirements. Occasionally developers are required to put in sand traps and filtration systems to capture run off, and to have the improvements and equipment installed during the development.

Mr. Brazil asked if there are requirements to service the drains and traps every year.

Mr. Hancock responded that they have different serving requirement but that the City did not currently monitor servicing.

Mr. Brazil stated that the worst areas are near the High Country Inn parking lot and the AAA parking lot.

Mayor Wilson directed Mr. Hancock and Mr. Newton to follow up with Mr. Brazil and attempt to address his concerns.

Stephanie Wolf commented regarding the Honey Lake Valley Recreation Authority, stating that the pool project plan had not been updated since July 2014, and there had been only one meeting held in 2016.

Mr. Hancock advised Ms. Wolf to contact the HLVRA directly, as the City Council could not address her concerns.

Ms. Wolf asked about false reports that were alluded to regarding the recent announcement of the City's Police Chief leave of absence.

Mr. Hancock responded that there were recent reports on social media that were incorrect, and they have been corrected.

Chris Cole asked what the false reports were, and what social media sites were involved, adding that he knew Mr. Hancock was referring to his radio story.

Mr. Hancock responded that it was not in reference to his story, that there were incorrect headlines.

Mayor Wilson clarified that the SusanvilleStuff website had indicated that the Police Chief had quit, and that was an incorrect statement.

Mr. Cole responded that Mr. Hancock had called the Sierra Radio Network requesting a transcript of the news story that he broadcast two days prior, and he felt threatened by the insinuation that his information was somehow inaccurate and accused Mr. Hancock of trying to create a problem for him with his employer.

Mr. Hancock responded that based upon the radio broadcast made on Monday, he received several calls from different people who were very concerned by what they had heard on the radio, and it was believed that perhaps information had been inappropriately shared. Mr. Hancock explained that since he had not heard the broadcast himself, and because it is his job to follow up on these matters, he called the radio station and requested a transcript of the broadcast so he could investigate the situation based on

accurate information, and inform the City Council of what had been reported. He advised that partial information and innuendo could be misleading to the public when dealing with sensitive topics.

- 6** **CONSENT CALENDAR:** Mayor Wilson reviewed the items on the Consent Calendar:
- A Receive and file minutes from City Council's February 17, 2016 meeting
 - B Approve vendor warrants numbered 96573 through 96662 for a total of \$357,401.47 including \$100,187.64 in payroll warrants
 - C Receive and file monthly Finance Reports: February 2016

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

- 7** **PUBLIC HEARINGS:** No business.

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

- 9** **NEW BUSINESS:**

9A **Consider Resolution No. 16-5266 authorizing application for grant funding for the preparation of a Hazardous Mitigation Plan** Mr. Sanders reported that the Lassen County Multi-jurisdictional Hazard Mitigation Plan is a multi-agency plan between the City, Lassen County and the Susanville Indian Rancheria, and is required by FEMA for eligibility for certain disaster assistance and mitigation funding. The current plan was approved in 2011, and it identifies potential natural and man-made hazards or disasters which may occur within each jurisdiction. It also assesses the probability and frequency of each hazard as well as the potential effects and the required emergency response. The mitigations in the document are measures that should be pursued to reduce the effects of disaster impacts to the community.

The preparation of the Plan must meet a very specific FEMA process and contain certain information and sections. After approval the Plan has a 5-year lifespan at which time it is required to be updated. The update process essentially follows the same FEMA processes as was required for the original plan. For preparation of the original plan the City, County and Rancheria retained the services of Risk Management Professional Inc. to prepare the document and guide the process. Funding was available from FEMA through the California Department of Emergency Services which required a 25% local match. The local match was evenly split between the three jurisdictions. The same grant funding is now available to prepare an updated document and the City submitted a Notice of Intent (NOI) to request grant funding on March 4, 2016. The NOI submittal was for a \$128,000 grant which includes \$28,000 as the local match. The local match will be split between the three jurisdictions for \$9,333 from each agency. For the City and County the match amount may be achieved by in-kind services or work on the project. Mr. Sanders added that the City would be responsible for grant administration, with the Fire Chief designated as the primary grant administrator and the Project Manager and himself acting as support staff.

There were no questions or comments.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 16-5266; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider Resolution No. 16-5269 approving contract with R.E.Y. Engineers, Inc. to prepare the Project Approval and Environmental Document (PA&ED) for the Susanville Gateway Project Mr. Hancock reported that the Southeast Gateway Project was identified a few years ago as the area between McDonald's and Jack-in-the-Box, and it is a unique area as it is located along a the State highway. It is the first impression that visitors experience when they enter Susanville from the east, and is important for a number of reasons. The Project was identified to address a number of issues including drainage, curb, gutter, sidewalk, pedestrian crossing and the aging of the City monument sign located across the intersection from Jack-in-the-Box. It is a fairly wide right-of-way that is over run with a lot of weeds, and it is in need of ADA compliant ramps, intersection lighting and pedestrian safety improvements. The project would be funded primarily through the State Transportation Improvement Program, and the funding process can take a few years, and the next step is the approval by CalTrans of the Project Approval and Environmental Document (PA&ED). This includes performing appropriate technical studies, preliminary engineering alternatives analysis, and completion of environmental compliance documents. Once the PA&ED is accepted, the City can move on to the design phase of Plans, Specifications and Estimate (PS&E) to be completed in the next year. Construction funding is anticipated to be programmed for the project within the STIP once design studies have been finalized. The final Project is anticipated to provide new pedestrian pathways to connect existing commercial areas. The addition of pedestrian safety rail on an existing bridge, lighting enhancements, and landscaping design are also anticipated to improve safety, pedestrian use, and aesthetics for this area of the City. Finally, the Project will include shoulder widening of State Route 36 and enhancement of the existing chain-up area.

On January 19, 2016, staff released a Request for Proposals for PA&ED services and six proposals were received. The California Department of Transportation Local Assistance Procedures, Chapter 10, consultant selection, were followed to prepare the RFP and the proposals were evaluated by the review committee using the criteria and scoring outlined in the RFP. REY Engineers, Inc. was determined to be the most responsive firm that is capable of completing all work on time and within their contract cost of \$128,865.

David Brazil clarified that this is the project discussion that was being referred to when he spoke at the beginning of the meeting.

Mr. Hancock responded that if approved, REY Engineers, Inc. would be working on developing the design of the project, creating alternatives, and preparing options for final consideration.

Mr. Brazil asked if everyone could work together to address his concerns regarding the irrigation ditch.

Mr. Hancock answered that the Southeast Gateway Project was envisioned to improve connectivity and improve access for pedestrians who were walking through dirt, or if in a wheelchair, were completely unable to access the shopping centers at the east end of town. The waterway requirements are addressed by Caltrans, and the project being discussed is restricted to the right of way and does not extend into the irrigation corridor.

Mr. Brazil requested that an 8 or 10 foot fence be installed to prevent people from throwing things in the irrigation ditch.

Councilmember De Boer asked if the bridge between the Sierra Shopping Center and the Walmart parking lot will be moved, and asked whose bridge it is.

Mr. Hancock responded that the bridge belongs to the City.

Councilmember Callegari stated that it should be addressed in the project.

Mr. Hancock responded that there is limited area to accommodate sidewalks across and the bridge, without widening, involves a project cost that would be well beyond the scope of the type of project that has been discussed. It would involve installing pillars and fencing and dealing with issues and challenges that would make the project cost prohibitive.

Mr. Brazil urged the City Council to consider what was the right way to complete the project, and not ignore the problems as had been done when Walmart went in.

Mr. Hancock stated that the City is dealing with challenges related to a State Highway and Caltrans is the one who makes the decisions regarding accessibility and right of way improvements. The reality is that all of the improvements cannot be accomplished at one time, so the City has to look at the needs of the community and make the improvements that bring the most benefit.

Mr. Brazil stated that the project should just be scrapped, and keep pedestrians off the road.

Mr. Hancock answered that there are people who probably agree with Mr. Brazil's opinion, however there are others who want to see improvements that would provide safe accessibility for pedestrians to the east end of town, and who want to make improvements to the east entrance of town. The problems cannot all be fixed at once, and giving up is not an option. It is a matter of education and cooperation to improve the level of pride that people have in their community.

Mr. Brazil pointed out that irrigation areas in Carson City are all concrete ditches and cyclone fencing to protect the waterway, that it was done right the first time, and it is too bad that the installation of those shopping centers were not put in with the same protections for the farmers who are utilizing the water for irrigation. He asked if the ditch could be enclosed.

Councilmember De Boer asked if the pedestrian bridge could be removed altogether.

There was a lengthy discussion regarding widening the roadway, moving the bridge and project funding. Mr. Hancock clarified that this is the point in the project where design is discussed, and that at this point, there was no way to tell when funding to begin the project would even be available.

Mayor Wilson stated that regardless of what design or proposal is developed, Caltrans will agree or not, as it is a State highway, it is their decision to make.

Councilmember Garnier clarified that the design itself is not being approved by this item, it is just an approval to procure the services of a consultant to develop the design.

Mr. Hancock indicated that he would work with Mr. Brazil to see what could be done to address his concerns as part of the project.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 16-5269; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9C Consider Resolution No. 16-5270 authorizing Mayor to execute agreement with the Lassen Union High School District for use of Diamond Mountain Golf Course Mr. Hancock reported that the City has traditionally allowed the Lassen Union High School District to use the Diamond Mountain Golf Course and both parties desired to formalize the agreement. In exchange for cost-free use of the Course for scheduled practice and matches, the District will organize and provide labor for projects and improvements at the Course facilities and grounds. He clarified that students playing on their own time would still be expected to pay to use the Course. It is intended that approving the agreement will foster an improved relationship between the City and the School District regarding the use of the Golf Course.

Councilmember De Boer asked would oversee to ensure the agreement terms are abided by.

Mr. Hancock responded that the day to day use of the Golf Course by the school would be overseen by the Golf Course Manager, and the contracted projects would be overseen by himself and the Parks and Facilities Maintenance Superintendent.

There were no further questions.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 16-5270; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9D Consider Resolution No. 16-5271 authorizing Agreement for Administrative Staff Services for the Honey Lake Valley Recreation Authority Mr. Hancock explained that the agreement to provide Administrative Services to the Honey Lake Valley Recreation Authority was approved by the HLVRA at their February 2, 2016 meeting. The agreement, identifies responsibilities and compensation rates, and would continue until terminated by either party.

Ruth Dike, Sierra Radio Network, asked if the expense was included in the budget.

Mayor Wilson answered that the City receives payment from the Honey Lake Valley Recreation Authority for the staff services.

Mr. Hancock responded that the positions are budgeted for, and while the City is reimbursed for those costs, it does not rely on that revenue to fund the positions.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 16-5271; 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 Resolution No. 16-5267 authorizing execution of contract with Dig It, Construction for completion of Project No. 15-03, 2015 STIP Pavement Project 'SC' Mr. Newton reported that this item is a follow up to action taken by the City Council on February 17, 2016 which awarded the STIP Pavement SC Project to Dig-It Construction, Inc. Upon notification of the award, Dig-It obtained the required bonds and insurance to execute the project agreement, and City Council approval is required to approve the agreement. The project is funded entirely through the STIP program, with the

allotment set at \$963,000. The total project cost to be contracted is less than \$763,419, including construction engineering and project contingency, so it is anticipated that additional streets will be added to the project for completions. A pre-construction meeting is tentatively scheduled for March 21, 2016 and the contract has allotted for 60 working days, so construction should conclude in June 2016, weather permitting.

Mayor Wilson commended staff for designing the project in such a way to be able to add additional streets to the project list for completion.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 16-6267; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12B Consider Resolution No. 16-5268 authorizing execution of contract with Dig It, Construction for completion of Project No. 15-04, 2015 STIP Pavement Project 'SC-1' Mr. Newton explained that this item was similar, and that on February 17, 2016, the City Council approve a resolution awarding STIP Project SC-1 to Dig-It Construction, Inc., and that Dig It has obtained the required bonds and insurance required to execute the project agreement. The project, which is entirely STIP funded, is set at \$866,000 with the total project cost to be contracted at \$664,371. Mr. Newton added that there is flexibility to add additional streets to this project if funding allows.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 16-5268; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

12C Consider 2016 Community Development Block Grant (CDBG) Program Application Mr. Hancock explained that the City is on track to be eligible for submitting an application for the 2016 funding cycle through the Department of Housing and Community Development. The State has delayed the announcement of this year's Notice of Funding Ability, and it is anticipated that it will be released at the end of March, with an application deadline of July for non-entitlement jurisdictions. The City is able to meet the required application thresholds which include a certified Housing Element, and the Single Audit which has been completed. It is expected that approximately \$27 million in funds will be available.

The City procured the services of Adams Ashby Group to assist in the development of an application in order to be as competitive as possible, and he introduced Lori Adams to present additional information.

Ms. Adams explained that she was excited to assist in bringing funding to the community. She explained that she had assisted in the public hearing process wherein a discussion was conducted regarding projects and eligibility. The City faces a challenge with the low to moderate income requirements, adding that the overall ratio of moderate income residents, which is required to be less than 80 percent of area median income, is a key requirement of the program. The focus is therefore on areas in the community with a higher threshold of low to moderate income residents or focus on programs that are geared towards a one hundred percent low mod benefit.

The State also requires that grantees must expend at least fifty percent of previously awarded funding and it has resulted in fewer applicants being eligible to apply for funding than in previous years. At a recent Advisory Committee meeting, it was announced that approximately fifty applicants were not eligible which increases the likelihood that each application submitted will be funded. The State also requires that one hundred percent of the jurisdiction's program income is expended prior to expending grant funding.

This is easily accomplished by committing all of the on-hand program income to a project in the application. Ms. Adams noted that in 2015, every application that was received was funded.

At 8:17 p.m. the Mayor called for a five minute recess to provide attachments for Ms. Adams' power point presentation.

At 8:23 p.m. the City Council reconvened and resumed consideration of Item 12C.

Ms. Adams reviewed the Funding Limits and Eligible Activities Chart, noting the activity maximums listed for the Enterprise Funds, Housing, Public Improvements, Public Facilities, Public Services and Planning Activities. The application maximum is \$2,000,000, and the process provides the flexibility to prepare an application of a variety of components that meet the community's needs.

Ms. Adams reviewed the projects and programs that were considered based upon community need, input from the public hearing, and discussed the challenges associated with each. These projects included a business assistance program to include a partnership with Lassen Alliance Workforce Development to provide training for a start-up business, or to provide loans for the establishment of small businesses. Under the housing activity, the City could allocate funds to a housing rehabilitation/weatherization program for homeowners, or apply for additional funding for the homebuyer assistance program. A strong contender for the application that would be very competitive would be a water main line replacement in the Riverside area which has been identified as 75 percent target income group residents. This could also include the installation of curb, gutter and sidewalk in the area once a survey was conducted. Eligible Public Facilities projects include a rehabilitation of the Senior Center, which would require a user income survey, a Riverside Trail project or rehabilitation of the Riverside Park.

Ms. Adams described the public services programs, which could include funding to hire a code enforcement officer to focus on the Riverside area, or provide recreation scholarships for low-income residents to use for participation in programs or camps that might otherwise be out of reach for their family. Planning and Technical Assistance grants can be utilized for ADA studies to identify areas in need of the installation of curb, gutter and sidewalk or environmental/cultural studies.

Ms. Adams explained that it was preferable to choose larger projects that are ready to go, as the expenditure of funds is based upon a strict timeline. Many jurisdictions are ineligible to apply for funding due to having too much on hand. While projects like the senior center would be very beneficial, it is time consuming to have the project ready to go in order to demonstrate that the City can operate a successful grant program. She discussed the process of application release and submittal, funding notification and meeting special conditions, and that it would be approximately October before the allocation of funding would be released. It would be necessary to spend down the existing Program Income prior to that date in order to be ready to expend funds for whatever projects or activities that Council chooses. She added that with an application deadline of approximately 70 days, many of the projects and programs considered would be difficult to put together and in order to set the City up for success, it was her recommendation to prioritize a water main installation project, funding for improvements to the Riverside Park and Trail, or a combination housing rehabilitation and homebuyer program. Ms. Adams requested comments or questions from the City Council.

Mayor Wilson asked if the County's Business Assistance program was eligible to make loans to City businesses.

Mr. Hancock discussed the County's business assistance program, could loan to City businesses but he did not believe any had received funding.

Ms. Adams responded that the Business Assistance and Lending program would be very time consuming to set up due to the involvement of working with other agencies. It would be difficult to set the City up for success in operating the program and it was her recommendation to consider that activity for a future funding cycle.

Mayor Wilson asked what the expected success of a Code Enforcement officer program would be.

Mr. Hancock responded that it could work, however it would involve a significant amount of public outreach so that residents would see it as a positive to help clean up and improve their neighborhood, and increase property values, otherwise it would be received negatively. At the workshop, they also discussed possible funding to support neighborhood watch programs to include improved street lighting. As the City moves forward through the process of developing an active CDBG program, it is important to remember to not get too locked into specific boundaries for projects since it is based upon the different Census Tracts within the City. As the City is able to conduct income surveys it will provide an opportunity to create new benefit areas, shift priorities and do more focused surveys to identify areas with critical needs.

The Council discussed the expenditure process and timeline. Mayor Wilson asked why the project related to the Senior Center had not been recommended. Ms. Adams responded that it would require an income survey to be conducted for all users of the facility. The process to put together an application for that project or activity would be significant. Mayor Wilson responded that the issue of improvements for Riverside Park had never been discussed. Mr. Hancock responded that it is not a case of the park improvements being more important than assistance to the seniors, it was a matter of the park's location in a high-TIG concentrated neighborhood, and it is much more likely that the application will be funded and that the improvements would be completed within the required timeline for the City to maintain eligibility to apply for future funding in the upcoming cycles.

Ms. Adams explained issues related to improvements to the senior center, including a five year use limitation and while it would be a worthy project, it was not seen to be the most competitive for funding for the upcoming application.

The Council discussed the Riverside Trail improvement project, and issues related to the trail's location as just outside the City limits in the County.

Mayor pro tem McBride stated that the Riverside Trail project is a bigger project for the County, and the condition of the City's water main is something that the City will be dealing with for years to come. He stated that the other suggestions are good ones, but water main replacement is an issue of health and safety and that would be his top priority.

Councilmember Callegari asked what would be involved in the water main replacement.

Mr. Hancock stated that the Public Works Department maintains an active project list, including the location of all of the water mains and problem areas that typically have a higher number of leaks, and if funded, the project would be relying heavily on that information in order to identify a specific section of the water main. While the Riverside Park improvement was not typically included in discussions of this

type, improvements would be fairly simple to accomplish and represented an immediate project that would be a benefit to those in the identified neighborhood.

It was the consensus of the City Council to allocate \$1.5 million towards water main replacement, \$450,000 to Riverside Park improvements, and the balance, (\$250,000) to the First Time Homebuyers and Owner-Occupied Housing Rehabilitation Program activity.

Motion by Mayor pro tem McBride, second by Councilmember De Boer, to prioritize the project application for CDBG funding as discussed; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

13 CITY ADMINISTRATOR'S REPORTS:

13A Golf Course Update Mr. Hancock reported that preparations are underway at the Diamond Mountain Golf Course for the upcoming 2016 golf season. Projects have been identified and many will be completed prior to opening day, which has been tentatively scheduled for March 26, 2016. The reservoir by the new clubhouse is filling up and he is working to address the reservoir to avoid damage to the Course and the federal inmate crews are working on a few projects that have been pushed out due to weather. As of March 11, 2016, \$2,622 had been collected for winter play and to date the City had sold 29 annual memberships. He reviewed the 2016 Fee Schedule, and requested comments from the City Council regarding the proposed charges.

Mayor pro tem McBride suggested adding a price bracket for casual play on the driving range for people who occasionally wanted to hit a bucket of balls.

It was the consensus of the City Council to remove the \$50 unlimited monthly driving range fee and replace with a bulk purchase punch card.

Mr. Hancock discussed the advantages of utilizing the State work crews versus the Federal inmates, who require transportation and additional supervision.

Councilmember Garnier asked if the projects included cleaning up the debris from trees that had fallen during some of the winter storms.

There was a discussion regarding options for disposing of the trees that had been cut and stacked. The Council discussed donating it to an organization such as the Explorers who could sell it as firewood to raise money for their organization.

Mayor Wilson asked for an update regarding the status of the restaurant.

Mr. Hancock responded that an RFP to operate the restaurant and bar would be circulated. The transfer of the liquor license from the Department of Alcohol and Beverage control can take approximately 60 days and the cost for transfer is \$1,200.

Mayor Wilson asked for a status regarding the rehabilitation of the damaged greens.

Mr. Hancock stated that staff had met with a greens expert and work has already begun, with the work to be conducted internally.

Mayor Wilson asked if the trail maintenance would be completed by the work crews, as it was a larger project.

Mr. Hancock discussed the improvements needed for the damaged trails, and options for products to be used, as well as the option to expand the trail system.

Councilmember Garnier stated that it was very important to have a restaurant and bar at the golf course.

It was the consensus of the Council that the restaurant and bar operation were important to the Golf Course.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Callegari wished to follow up on a request to rename the Junior Fishing Derby in honor of former Councilmember Douglas Sayers. He requested that staff draft a letter to rename the event.

Mayor pro tem McBride stated that since SPOA had invited City Councilmembers to participate in mediation if it would have to be agendized as a closed session meeting.

Mr. Hancock responded that due to the legal ramifications of mediation it would be necessary for the Council to discuss the issue in closed session prior to participation by the Councilmembers in any mediation process. He clarified that the meeting was scheduled to be held on March 24th.

15 **ADJOURNMENT:**

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

Meeting adjourned at 10:01 p.m.

Respectfully submitted by

Brian R. Wilson

Gwenna MacDonald, City Clerk

Approved on:

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated March 29th through April 12th numbered 96834 through 96951

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 120,986.16 plus \$ 113,886.20 in payroll warrants, for a total of \$234,872.36

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
03/25/2016	CDPT	03/29/2016	493	CITY OF SUSANVILLE PA	1	7650-2203-1	7,227.13-
03/25/2016	CDPT	03/29/2016	493	CITY OF SUSANVILLE PA	1	7650-2203-1	7,118.58-
03/25/2016	CDPT	03/29/2016	493	CITY OF SUSANVILLE PA	1	7650-2203-1	2,244.08-
03/25/2016	CDPT	03/29/2016	493	CITY OF SUSANVILLE PA	1	7650-2203-1	2,244.08-
03/25/2016	CDPT	03/29/2016	493	CITY OF SUSANVILLE PA	1	7650-2203-1	18,817.79-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	723.75-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	5,508.28-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	1,737.37-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	3,709.23-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	369.31-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	1,444.85-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	153.96-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	79.56-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	177.37-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	1,279.95-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	1,277.26-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	1,244.83-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	1,207.28-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	353.64-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	342.96-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	16.00-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	4,076.67-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	859.47-
03/25/2016	CDPT	03/29/2016	494	P.E.R.S.	8	7650-2203-1	2,646.25-
03/25/2016	CDPT	03/29/2016	495	EMPLOYMENT DEV. DEP	6	7650-2203-1	5,554.74-
03/25/2016	CDPT	03/29/2016	496	EMPLOYMENT DEV DEP	7	7650-2203-1	1,300.35-
03/25/2016	CDPT	03/29/2016	96837		40	7650-2203-0	348.46-
03/25/2016	CDPT	03/29/2016	96838	CA STATE DISBURSEME	35	7650-2203-0	155.07-
03/25/2016	CDPT	03/29/2016	96839	CA STATE DISBURSEME	36	7650-2203-0	103.84-
03/25/2016	CDPT	03/29/2016	96840	CA STATE DISBURSEME	37	7650-2203-0	69.23-
03/25/2016	CDPT	03/29/2016	96841	NATIONWIDE RETIREME	5	7650-2203-0	1,100.00-
03/25/2016	CDPT	03/29/2016	96842	STATE OF CALIF FRAN T	27	7650-2203-0	378.69-
03/25/2016	CDPT	03/29/2016	96843	VALIC	4	7650-2203-0	2,188.78-
03/25/2016	CDPT	03/29/2016	96844	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			34				76,120.81-

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
03/16	03/31/2016	96845	4	ABB INC.	SOLAR PANEL-GAS	7102858777	1	7401-430-62-43	TECHNICAL SVCS	656.35	656.35
Total 7102858777:											
03/16	03/31/2016	96846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9934199215	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	73.51	73.51
03/16	03/31/2016	96846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9934199215	2	7401-430-62-46	SUPPLIES-GENERAL	38.86	38.86
03/16	03/31/2016	96846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9934199215	4	7110-430-42-46	SUPPLIES-GENERAL	67.57	67.57
03/16	03/31/2016	96846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9934199215	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	97.70	97.70
03/16	03/31/2016	96846	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9934199215	6	2007-431-20-44	REPAIR AND MAINTENANCE-V	57.07	57.07
Total 9934199215:											
03/16	03/31/2016	96847	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 03/24/16	634446133	1	7620-430-10-44	LINEN SERVICE	128.70	128.70
Total 634446133:											
03/16	03/31/2016	96847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 03/24/16-G	634446148	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634446148:											
03/16	03/31/2016	96847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 03/24/16-ST	634446149	1	2007-431-20-44	LINEN SERVICE	59.90	59.90
Total 634446149:											
03/16	03/31/2016	96847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 03/24/16-W	634446150	1	7110-430-42-44	LINEN SERVICE	35.73	35.73
Total 634446150:											
03/16	03/31/2016	96848	927	BAXTER AUTO PARTS IN	GREASE, CART LUBE #654-FIR	32167727	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	46.04	46.04
Total 32167727:											
03/16	03/31/2016	96849	68	BECKWITH MD, DAVID R	DMV PHYSICAL-STREETS	022916	1	2007-431-20-43	PROFESSIONAL SVCS	180.00	180.00

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 022916:											
03/16	03/31/2016	96849	68	BECKWITH MD, DAVID R	FIRE FIGHTER SPIROMETRY	031416	1	1000-422-10-43	PROFESSIONAL SVCS	180.00	180.00
Total 031416:											
03/16	03/31/2016	96849	68	BECKWITH MD, DAVID R	FIRE FIGHTER QUESTIONNAIR	031616	1	1000-422-10-43	PROFESSIONAL SVCS	390.00	390.00
Total 031616:											
03/16	03/31/2016	96849	68	BECKWITH MD, DAVID R	FIRE FIGHTER QUESTIONNAIR	3/11/16	1	1000-422-10-43	PROFESSIONAL SVCS	325.00	325.00
Total 3/11/16:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	ROPE-STREETS	351373	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	9.66	9.66
Total 351373:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	WIRE-STREETS	351414	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	26.58	26.58
Total 351414:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PAINT-STREETS	351471	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	7.22	7.22
Total 351471:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	SPREADERS-STREETS	351806	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	6.76	6.76
Total 351806:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	SPRAY PAINT-GAS	351878	1	7401-430-62-46	SUPPLIES-GENERAL	115.86	115.86
Total 351878:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	FUEL CAN SPOUT-FIRE	351883	1	1000-422-10-48	MISCELLANEOUS	8.70	8.70
Total 351883:											

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
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	SPLITTING MAUL-PW	352289	1	7620-430-10-46	SUPPLIES-GENERAL	27.08	27.08
Total 352289:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	GLOVES-GAS	352295	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.03	9.03
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	GLOVES-WATER	352295	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.00	12.00
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	GLOVES-STREETS	352295	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.01	7.01
Total 352295:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	SPRAY PAINT-GAS	352334	1	7401-430-62-46	SUPPLIES-GENERAL	9.65	9.65
Total 352334:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	SPRAY BOTTLES-GAS	352378	1	7401-430-62-46	SUPPLIES-GENERAL	9.65	9.65
Total 352378:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PARTS SPRAYER-STREETS	352394	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	4.24	4.24
Total 352394:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	SPRAYER, DRIVER, PLIERS-GA	352444	1	7401-430-62-46	SUPPLIES-GENERAL	24.16	24.16
Total 352444:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PARTS SPRAYER-STREETS	352532	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	21.91	21.91
Total 352532:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PARTS SPRAYER-STREETS	352540	1	2007-431-20-46	SUPPLIES-GENERAL	2.71	2.71
Total 352540:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	CORD-GAS	352566	1	7401-430-62-46	SUPPLIES-GENERAL	17.40	17.40
Total 352566:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PAINT-STREETS	352571	1	2007-431-20-46	SUPPLIES-GENERAL	7.25	7.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 352571:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	LINT TRAP-FIRE	352704	1	1000-422-10-43	TECHNICAL SVCS	17.40	17.40
Total 352704:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	REPAIR SPRAYER-STREETS	352735	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	31.25	31.25
Total 352735:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	HOSE-WATER	352764	1	7110-430-42-46	SUPPLIES-GENERAL	10.63	10.63
Total 352764:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	GLUE, PLUGS-FIRE	352765	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	17.87	17.87
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	BUSHINGS, COCKING-FIRE	352765	2	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	37.68	37.68
Total 352765:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	GLOVES-STREETS	352791	1	2007-431-20-46	SUPPLIES-GENERAL	26.60	26.60
Total 352791:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	FASTENERS-STREETS	352812	1	2007-431-20-46	SUPPLIES-GENERAL	6.00	6.00
Total 352812:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PARTS SPRAYER #30-STREET	352815	1	2007-431-20-46	SUPPLIES-GENERAL	47.44	47.44
Total 352815:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PICK UP TOOL-STREETS	352889	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	24.18	24.18
Total 352889:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PAINT-STREETS	352891	1	2007-431-20-46	SUPPLIES-GENERAL	24.18	24.18
Total 352891:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	PAINT-STREETS	352891	1	2007-431-20-46	SUPPLIES-GENERAL	9.65	9.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 352891:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	DUSTER-WATER	352902	1	7110-430-42-46	SUPPLIES-GENERAL	9.65	9.65
Total 352902:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	HOSE, NOZZLE-CART BARN G	352928	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	48.84	48.84
Total 352928:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	REPAIR SPRAYER-STREETS	352932	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	14.07	14.07
Total 352932:											
03/16	03/31/2016	96850	76	BILLINGTON ACE HARD	FITINGS-STREETS	352939	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	2.31	2.31
Total 352939:											
03/16	03/31/2016	96851	7622		TR EX FOLSOM 05/01/16-PD	3/21/16	1	1000-421-10-45	TRAINING	224.00	224.00
Total 3/21/16:											
03/16	03/31/2016	96852	110		REIMBURSE HEALTH INS	032816	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	431.50	431.50
Total 032816:											
03/16	03/31/2016	96853	148	COMPUTER LOGISTICS	ANTI VIRUS-PD	67096	1	1000-421-10-43	TECHNICAL SVCS	297.00	297.00
Total 67096:											
03/16	03/31/2016	96853	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	67262	1	1000-417-10-43	TECHNICAL SVCS	435.75	435.75
Total 67262:											
03/16	03/31/2016	96854	161	CSK AUTO INC	HEX BITS, CLEANER, PANEL T	2740409089	1	7401-430-62-46	SUPPLIES-GENERAL	37.59	37.59
Total 2740409089:											

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
03/16	03/31/2016	96854	161	CSK AUTO INC	ANTIFREEZE #237-SNOW	2740410279	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	90.24	90.24
Total 2740410279:											
03/16	03/31/2016	96854	161	CSK AUTO INC	AIR BRAKE FLUID #237-SNOW	2740411210	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	5.62	5.62
Total 2740411210:											
03/16	03/31/2016	96855	167	DALCAR ELECTRICAL SU	CAPACITOR-GAS	0020183	1	7401-430-62-46	SUPPLIES-GENERAL	5.32	5.32
Total 0020183:											
03/16	03/31/2016	96856	174	DATEMA, STEVEN K.	AIRPORT MANAGER 7/1/15 - 2/2	0330016	1	7201-430-81-43	TECHNICAL SVCS	1,896.86	1,896.86
Total 0330016:											
03/16	03/31/2016	96857	194	DIAMOND SAW SHOP IN	SAW PARTS-WATER	14378	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	44.31	44.31
Total 14378:											
03/16	03/31/2016	96858	1261	DIAMOND TRUCK AND A	TIMING REPAIR #237-STREETS	3088	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	300.00	300.00
Total 3088:											
03/16	03/31/2016	96859	219	ED STAUB & SONS PETR	171.74 GAL PROPANE-AIRPOR	0220655	1	7201-430-81-46	PROPANE	219.52	219.52
Total 0220655:											
03/16	03/31/2016	96860	1484	EDGES ELECTRICAL GR	LIGHT STAND-WATER	S373563601	1	7110-430-42-46	SUPPLIES-GENERAL	236.50	236.50
Total S373563601:											
03/16	03/31/2016	96861	241	FEATHER PUBLISHING C	BIDS MAIN REPACEMENT PO#1	PO#1601	1	7110-430-42-43	PROFESSIONAL SVCS	1,128.00	1,128.00
Total PO#1601:											
03/16	03/31/2016	96862	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	671535A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00

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 671535A:											
03/16	03/31/2016	96862	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	671660A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 671660A:											
03/16	03/31/2016	96863	265	FRONTIER	257-5152 FIRE	5152 031016	1	1000-422-10-45	COMMUNICATIONS	85.00	85.00
Total 5152 031016:											
03/16	03/31/2016	96864	1142	GEARY PACIFIC SUPPLY	BLOWER CONTROL-GAS	3170082	1	7401-430-62-46	SUPPLIES-GENERAL	200.72	200.72
Total 3170082:											
03/16	03/31/2016	96865	1453	GOLDAK INC.	POTENTIOMETER, CABLE-GAS	114162	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	158.75	158.75
Total 114162:											
03/16	03/31/2016	96866	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 2/2016-	032916	1	7401-430-62-43	PROFESSIONAL SVCS	800.00	800.00
Total 032916:											
03/16	03/31/2016	96867	335	J.W. WOOD CO INC	VALVES, ELLS-PARKS	S087670	1	1000-452-20-46	SUPPLIES-GENERAL	22.30	22.30
Total S087670:											
03/16	03/31/2016	96868	1504		TR EX LONG BEACH 05/4/16	022616	1	1000-412-10-45	TRAVEL	160.00	160.00
Total 022616:											
03/16	03/31/2016	96869	911	JOHNSTONE SUPPLY	VALVE-GAS	415S2092380001	1	7401-430-62-46	SUPPLIES-GENERAL	461.77	461.77
Total 415S2092380001:											
03/16	03/31/2016	96869	911	JOHNSTONE SUPPLY	VALVE-GAS	415S209232001	1	7401-430-62-46	SUPPLIES-GENERAL	226.75	226.75
Total 415S209232001:											

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
03/16	03/31/2016	96870	362	KAUFFMAN, BILL	CUSTODIAL SVCS 3/2016	705146	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 705146:											
03/16	03/31/2016	96871	413	SUSANVILLE TOWING	BATTERY CHECK #83-PD	53012	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.00	20.00
Total 53012:											
03/16	03/31/2016	96871	413	SUSANVILLE TOWING	#80 OIL & FILTER-PD	53016	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	150.70	150.70
Total 53016:											
03/16	03/31/2016	96872	8474	LLC, TAI HOLDINGS	REFUND GAS OVERPAYMENT	10324850000	1	9999-1001-001	CASH CLEARING - UTILITIES	234.55	234.55
Total 10324850000:											
03/16	03/31/2016	96873	437	LMUD	1801 MAIN ST	8314.032216	1	1000-421-10-46	ELECTRICITY	920.61	920.61
Total 8314.032216:											
03/16	03/31/2016	96874	445		RETIRE INCENTIVE 4/16	033016	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 033016:											
03/16	03/31/2016	96875	452	MARTIN SECURITY SYST	470-895 CIRCLE DR CODE CHA	030399	1	7530-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 030399:											
03/16	03/31/2016	96875	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY 4/	030474	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 030474:											
03/16	03/31/2016	96875	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 4/16	030567	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 030567:											
03/16	03/31/2016	96876	8472		REFUND WATER OVERPAYME	10208100004	1	9999-1001-001	CASH CLEARING - UTILITIES	47.30	47.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10208100004:											
03/16	03/31/2016	96877	1416		VOLUNTEER 3/16-3/17-FIRE	031716	1	1000-422-10-43	VOLUNTEERS	47.30	47.30
Total 031716:											
03/16	03/31/2016	96878	1367	MELTON DESIGN GROU	PROP 13 TIME AND MATERIALS	1579	1	2013-452-10-43	PROFESSIONAL SVCS	3,077.10	3,077.10
Total 1579:											
03/16	03/31/2016	96879	1463	MILLER CLEANING SERV	CUSTODIAL 3/16	MCS1617	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS1617:											
03/16	03/31/2016	96880	8473		REFUND WATER OVERPAYME	10104050004	1	9999-1001-001	CASH CLEARING - UTILITIES	37.11	37.11
03/16	03/31/2016	96880	8473		REFUND GAS OVERPAYMENT	10104050004	2	9999-1001-001	CASH CLEARING - UTILITIES	123.86	123.86
Total 10104050004:											
03/16	03/31/2016	96881	1296	RENTAL GUYS	ROLLER-STREET	581804-5	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	261.03	261.03
Total 581804-5:											
03/16	03/31/2016	96882	1076	SIERRA COFFEE AND BE	BOTTLED WATER 3/25/16	45827	1	1000-417-10-46	SUPPLIES-GENERAL	29.00	29.00
Total 45827:											
03/16	03/31/2016	96883	641	SIERRA FILTRATION PR	PLEATED FILTERS-FIRE	68981	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	135.40	135.40
Total 68981:											
03/16	03/31/2016	96884	1270	SILVER STATE BARRICA	SIGN AND ANCHOR-STREET	84544	1	2007-431-20-46	SUPPLIES-GENERAL	960.00	960.00
Total 84544:											
03/16	03/31/2016	96884	1270	SILVER STATE BARRICA	REBAR AND SHOP SIGN-STRE	84648	1	2007-431-20-46	SUPPLIES-GENERAL	96.63	96.63

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 84648:											
03/16	03/31/2016	96885	1436	STANISLAUS FARM SUP	REPAIR SPRAYER-STREETS	1312295	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	19.29	19.29
Total 1312295:											
03/16	03/31/2016	96885	1436	STANISLAUS FARM SUP	WEED SPRAY-STREETS	1313656	1	2007-431-20-46	SUPPLIES-GENERAL	215.00	215.00
Total 1313656:											
03/16	03/31/2016	96886	712	TNS TRUCKING CO	TRANSFER SAND-GAS	2134	1	7401-430-62-46	SUPPLIES-GENERAL	176.66	176.66
03/16	03/31/2016	96886	712	TNS TRUCKING CO	TRANSFER SAND-STREETS	2134	2	2007-431-20-46	SUPPLIES-GENERAL	176.66	176.66
03/16	03/31/2016	96886	712	TNS TRUCKING CO	TRANSFER SAND-WATER	2134	3	7110-430-42-46	SUPPLIES-GENERAL	176.66	176.66
Total 2134:											
03/16	03/31/2016	96887	713		RETIREE INCENTIVE 4/16	033016	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 033016:											
03/16	03/31/2016	96888	728	U S POSTMASTER	UB BILLING WATER	033116	1	7110-430-42-46	POSTAGE	531.43	531.43
03/16	03/31/2016	96888	728	U S POSTMASTER	UB BILLING GAS	033116	2	7401-430-62-46	POSTAGE	273.77	273.77
Total 033116:											
03/16	03/31/2016	96889	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	299697763	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 299697763:											
03/16	03/31/2016	96890	744	UPTOWN UNIFORMS	UNIFORMS CHIEF-PD	174468	1	1000-421-10-42	UNIFORM ALLOWANCE	228.85	228.85
Total 174468:											
03/16	03/31/2016	96891	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9761341069	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9761341069:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	METER BOX-WATER	66544917	1	7110-430-42-46	SUPPLIES-GENERAL	34.02	34.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 66544917:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	METER BOXES-WATER	66547276	1	7110-430-42-46	SUPPLIES-GENERAL	126.12	126.12
Total 66547276:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	PIPE CLAMPS-WATER	66547634	1	7110-430-42-46	SUPPLIES-GENERAL	451.50	451.50
Total 66547634:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	REPAIR TOILET-FIRE	66548702	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	94.04	94.04
Total 66548702:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	CONDENSER-GAS	66551720	1	7401-430-62-46	SUPPLIES-GENERAL	106.75	106.75
Total 66551720:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	TEFLON TAPE-GAS	66554014	1	7401-430-62-46	SUPPLIES-GENERAL	138.68	138.68
Total 66554014:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	PIPE-GAS	66555326	1	7401-430-62-46	SUPPLIES-GENERAL	37.02	37.02
Total 66555326:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	OIL, SEALANT-GAS	66556679	1	7401-430-62-46	SUPPLIES-GENERAL	78.78	78.78
Total 66556679:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	NIPPLES-GAS	66557591	1	7401-430-62-46	SUPPLIES-GENERAL	6.40	6.40
Total 66557591:											
03/16	03/31/2016	96892	770	WESTERN NEVADA SUP	BALL VALVE-WATER	66558256	1	7401-430-62-46	SUPPLIES-GENERAL	27.74	27.74
Total 66558256:											

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
03/16	03/31/2016	96893	1418	WURTH INC.	CLAMPS, HEX NUTS-STREETS	95297998	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	28.55	28.55
03/16	03/31/2016	96893	1418	WURTH INC.	CLAMPS, HEX NUTS-GAS	95297998	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	36.78	36.78
03/16	03/31/2016	96893	1418	WURTH INC.	CLAMPS, HEX NUTS-WATER	95297998	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	48.89	48.89
Total 95297998:										114.22	114.22
Grand Totals:										23,462.31	23,462.31

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/16	04/07/2016	96894	1269	THE ANTIGUA GROUP IN	PRO SHOP SUPPLIES-GC	4387073	1	7530-451-55-46	SUPPLIES - GENERAL	293.93	293.93
Total 4387073:											
04/16	04/07/2016	96894	1269	THE ANTIGUA GROUP IN	PRO SHOP SUPPLIES-GC	4387462	1	7530-451-55-46	SUPPLIES - GENERAL	783.43	783.43
Total 4387462:											
04/16	04/07/2016	96895	8477		REFUND GAS DEPOSIT	1030690311	1	7401-2228-000	DEPOSITS-CUSTOMER	61.44	61.44
Total 1030690311:											
04/16	04/07/2016	96896	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 03/31/16	634460766	1	7620-430-10-44	LINEN SERVICE	55.25	55.25
Total 634460766:											
04/16	04/07/2016	96896	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 03/31/16-G	634460780	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634460780:											
04/16	04/07/2016	96896	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 03/31/16-ST	634460781	1	2007-431-20-44	LINEN SERVICE	59.90	59.90
Total 634460781:											
04/16	04/07/2016	96896	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 03/31/16-W	634460782	1	7110-430-42-44	LINEN SERVICE	35.73	35.73
Total 634460782:											
04/16	04/07/2016	96897	1070	AT&T MOBILITY	WIRELESS PHONES-PD	835956037X04012016	1	1000-421-10-45	COMMUNICATIONS	143.47	143.47
Total 835956037X04012016:											
04/16	04/07/2016	96898	8483		REFUND WATER DEPOSIT	10228500003	1	9999-1001-001	CASH CLEARING - UTILITIES	13.73	13.73

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 10228500003:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	LADDER HOOKS #73-GAS	3528083	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	11.20	11.20
Total 3528083:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	WIRE CLAMPS #73-GAS	353016	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.84	4.84
Total 353016:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	RAKE-WATER	353017	1	7110-430-42-46	SUPPLIES-GENERAL	7.25	7.25
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	RAKE-GAS	353017	2	7401-430-62-46	SUPPLIES-GENERAL	7.25	7.25
Total 353017:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	WIRE-STREETS	353235	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	63.84	63.84
Total 353235:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	PAINT, TAPE, SAND PAPER-GA	353379	1	7401-430-62-46	SUPPLIES-GENERAL	26.08	26.08
Total 353379:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	GLOVES-GAS	353395	1	7401-430-62-46	SUPPLIES-GENERAL	17.89	17.89
Total 353395:											
04/16	04/07/2016	96899	76	BILLINGTON ACE HARD	DRAIN REPAIR-GC	353502	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2.70	2.70
Total 353502:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 040116	1	1000-452-20-44	DISPOSAL	234.65	234.65
Total 110NORTH 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 040116	1	1000-422-10-44	DISPOSAL	160.42	160.42

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 1505MAIN 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAIN 040116	1	2007-431-20-44	DISPOSAL	160.42	160.42
Total PLC600MAIN 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 040116	1	2007-431-20-44	DISPOSAL	18.98	18.98
Total PLCBOFA 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLER 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCBUEHLER 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLDGE 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCELKSLDGE 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFRFPSTYMILL 040116	1	2007-431-20-44	DISPOSAL	18.98	18.98
Total PLCFRFPSTYMILL 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGRCRYOTLT 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCGRCRYOTLT 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCHOTELLSN1 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBLD 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCKNOCHBLD 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHS 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCLASSENHS 040116:											

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
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHRTR 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCLVCHRTR 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPNCERAPLZA 04011	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCPNCERAPLZA 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWRLY 40116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCSIERRAJWRLY 40116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSIERRAREAL 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCSIERRAREAL 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHRT 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCSIERRATHRT 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPK 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCUPTOWNPK 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCUSPOSTAL 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETEMEM 040116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCVETEMEM 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 04011	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCWALMARTBUS 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 040116	1	7620-430-10-44	DISPOSAL	160.42	160.42

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 SVL15 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 040116	1	1000-417-10-44	DISPOSAL	160.42	160.42
Total SVL2 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 040116	1	1000-452-20-44	DISPOSAL	193.08	193.08
Total SVL5 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 040116	1	1000-421-10-44	DISPOSAL	96.54	96.54
Total SVL7 040116:											
04/16	04/07/2016	96900	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 040116	1	7620-430-10-44	DISPOSAL	160.42	160.42
Total SVL8 040116:											
04/16	04/07/2016	96901	115	CASELLE INC.	SOFTWARE SUPPORT 5/16	72224	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 72224:											
04/16	04/07/2016	96902	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	67207	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 67207:											
04/16	04/07/2016	96902	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	67220	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 67220:											
04/16	04/07/2016	96903	161	CSK AUTO INC	CHECK VALVE #102-PARKS	2740412948	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	75.23	75.23
Total 2740412948:											
04/16	04/07/2016	96903	161	CSK AUTO INC	HOSE CLAMP-GAS	2740413030	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.81	4.81
Total 2740413030:											

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
04/16	04/07/2016	96903	161	CSK AUTO INC	AIR BAG KIT-GAS	2740413149	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	436.87	436.87
Total 2740413149:											
04/16	04/07/2016	96903	161	CSK AUTO INC	HITCH PIN-GAS	2740413243	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.36	5.36
Total 2740413243:											
04/16	04/07/2016	96903	161	CSK AUTO INC	FILTERS SPRING RIDGE-WATE	2740413958	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	36.74	36.74
Total 2740413958:											
04/16	04/07/2016	96903	161	CSK AUTO INC	TOWELS-STREETS	2740414887	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.22	3.22
04/16	04/07/2016	96903	161	CSK AUTO INC	TOWELS-WATER	2740414887	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.52	5.52
04/16	04/07/2016	96903	161	CSK AUTO INC	TOWELS-GAS	2740414887	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.15	4.15
Total 2740414887:											
04/16	04/07/2016	96904	8481		REFUND GAS DEPOSIT	10120651125	1	7401-2228-000	DEPOSITS-CUSTOMER	67.76	67.76
Total 10120651125:											
04/16	04/07/2016	96905	8475		REFUND WATER DEPOSIT	10427550000	1	7110-2228-000	DEPOSITS-CUSTOMER	74.55	74.55
Total 10427550000:											
04/16	04/07/2016	96906	1484	EDGES ELECTRICAL GR	ANCHOR BOLT-STREETS	S3671218001	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	126.82	126.82
Total S3671218001:											
04/16	04/07/2016	96906	1484	EDGES ELECTRICAL GR	COVER, BOX, ELLS-STREETS	S3726890002	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	463.80	463.80
Total S3726890002:											
04/16	04/07/2016	96906	1484	EDGES ELECTRICAL GR	COUPLING, ELLS, CLAMP-STRE	S3727804001	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	63.21	63.21
Total S3727804001:											
04/16	04/07/2016	96906	1484	EDGES ELECTRICAL GR	CONDUIT-STREETS	S3729647001	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	14.39	14.39

CITY OF SUSANVILLE

Check Register - Payments by Vendor
Check Issue Dates: 4/7/2016 - 4/7/2016

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
Total S3729647001:											
04/16	04/07/2016	96907	230	ENTENMANN - ROVIN CO	FLAT & DOME BADGES-PD	0116859	1	1000-421-10-43	PROFESSIONAL SVCS	280.69	280.69
Total 0116859:											
04/16	04/07/2016	96908	1308	EVAN B SUNDBY PHD	PRE EMPLOYMENT EVALUATIO	031716	1	1000-416-10-43	PROFESSIONAL SVCS	500.00	500.00
Total 031716:											
04/16	04/07/2016	96909	238	FASTENAL COMPANY	BATTERIES-FIRE	70241	1	1000-422-10-48	MISCELLANEOUS	119.84	119.84
Total 70241:											
04/16	04/07/2016	96910	241	FEATHER PUBLISHING C	AD OPENING DAY-GC	ACCT#437 1197201	1	7530-451-52-45	ADVERTISING	146.40	146.40
Total ACCT#437 1197201:											
04/16	04/07/2016	96910	241	FEATHER PUBLISHING C	AD OPENING DAY-GC	ACCT#437 1198993	1	7530-451-52-45	ADVERTISING	146.40	146.40
Total ACCT#437 1198993:											
04/16	04/07/2016	96910	241	FEATHER PUBLISHING C	PO#7740 HEARING SAFETY EL	PO#7740	1	1000-419-10-45	ADVERTISING	147.00	147.00
Total PO#7740:											
04/16	04/07/2016	96911	5118		REFUND GAS OVERPAYMENT	10437250021-1	1	9999-1001-001	CASH CLEARING - UTILITIES	186.37	186.37
Total 10437250021-1:											
04/16	04/07/2016	96912	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	671669A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 671669A:											
04/16	04/07/2016	96912	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	671966A	1	7112-430-42-43	TECHNICAL SERVICES	20.00	20.00
Total 671966A:											

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
04/16	04/07/2016	96913	257	FOREST OFFICE EQUIP	GAS FLYERS-GAS	10879	1	7401-430-62-46	SUPPLIES-GENERAL	72.00	72.00
Total 10879:											
04/16	04/07/2016	96914	265	FRONTIER	257-1056 SHOP-PW	1056 032016	1	7620-430-10-45	COMMUNICATIONS	54.41	54.41
Total 1056 032016:											
04/16	04/07/2016	96914	265	FRONTIER	257-1057 FAX-PW	1057 032016	1	7620-430-10-45	COMMUNICATIONS	192.91	192.91
Total 1057 032016:											
04/16	04/07/2016	96914	265	FRONTIER	257-7236-PW	7236 032016	1	7620-430-10-45	COMMUNICATIONS	198.52	198.52
Total 7236 032016:											
04/16	04/07/2016	96914	265	FRONTIER	257-7237 NAT GAS-PW	7237 032016	1	7620-430-10-45	COMMUNICATIONS	60.87	60.87
Total 7237 032016:											
04/16	04/07/2016	96915	8478		REFUND GAS DEPOSIT	10524860008	1	7401-2228-000	DEPOSITS-CUSTOMER	143.99	143.99
Total 10524860008:											
04/16	04/07/2016	96916	1148	GREATAMERICA FINANC	COPIER LEASE 3/16-PW	18511324	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	364.78	364.78
Total 18511324:											
04/16	04/07/2016	96917	1494		PER MOU PHYSICAL FITNESS	033116	1	1000-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 033116:											
04/16	04/07/2016	96918	288		REIMBURSE HEALTH INS - SIC	040516	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	115.03	115.03
Total 040516:											
04/16	04/07/2016	96919	312	HISTORIC USA	3/16 COLLECTIONS, NET	040516	1	8401-2228-000	DEPOSITS PAYABLE	425.13	425.13
04/16	04/07/2016	96919	312	HISTORIC USA	5%FEE 3/16 COLLECTIONS	040516	2	8401-2228-000	DEPOSITS PAYABLE	22.37	22.37
04/16	04/07/2016	96919	312	HISTORIC USA	5%FEE 3/16 COLLECTIONS	040516	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	22.37-	22.37-

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 040516:											
04/16	04/07/2016	96920	8471		LCAP WOODSTOVE REBATE	032416	1	8404-430-12-48	GRANTS	425.13	425.13
Total 032416:											
04/16	04/07/2016	96921	335	J.W. WOOD CO INC	BATHROOM REPAIR-GC	S087751	1	7530-451-52-44	REPAIR & MAINT - BUILDING	27.42	27.42
Total S087751:											
04/16	04/07/2016	96922	338	JACKSON'S SERVICE CE	VEHICLE REPAIR	04339	1	1000-417-10-44	VEHICLE - REPAIR & MAINTEN	60.00	60.00
Total 04339:											
04/16	04/07/2016	96923	8485		REFUND WATER DEPOSIT	10404200014	1	7110-2228-000	DEPOSITS-CUSTOMER	14.40	14.40
Total 10404200014:											
04/16	04/07/2016	96924	8482		REFUND GAS OVERPAYMENT	10519790007	1	9999-1001-001	CASH CLEARING - UTILITIES	27.48	27.48
Total 10519790007:											
04/16	04/07/2016	96925	374	L N CURTIS & SONS	BRASS EAGLE-FIRE	138948800	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	225.59	225.59
Total 138948800:											
04/16	04/07/2016	96925	374	L N CURTIS & SONS	GLOVES, CARABINER-FIRE	139092000	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	167.70	167.70
Total 139092000:											
04/16	04/07/2016	96926	404	LASSEN COMMUNITY CO	GUN SMITH TRAINING	033116	1	1000-421-10-45	TRAINING	96.50	96.50
Total 033116:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	RETURN SCISSOR LIFT PART	241770	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	25.59	25.59
Total 241770:											

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
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	PARTS-FIRE	245211	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	4.29	4.29
Total 245211:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	COUPLER, CLAMP #73-GAS	245425	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	31.21	31.21
Total 245425:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	CAULKING GUN-STREETS	245494	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.61	1.61
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	CAULKING GUN-GAS	245494	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.07	2.07
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	CAULKING GUN-WATER	245494	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.76	2.76
Total 245494:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	PLIERS-STREETS	245526	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.18	8.18
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	PLIERS-GAS	245526	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.53	10.53
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	PLIERS-WATER	245526	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	14.00	14.00
Total 245526:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	LIGHT BAR #73-GAS	245537	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	150.04	150.04
Total 245537:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	ROCKER, CLAMP #73-GAS	245561	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.51	17.51
Total 245561:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	WD40-STREETS	245603	1	2007-431-20-46	SUPPLIES-GENERAL	6.77	6.77
Total 245603:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	CHAIN LINK-STREETS	245969	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.89	4.89
Total 245969:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	GEARWRENCH, MAG TOOL, SC	246046	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	236.48	236.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 246046:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	PLIERS, RATCHET, FUNNEL-P	246096	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	178.82	178.82
Total 246096:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	FILTERS-GC	246107	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	41.62	41.62
Total 246107:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	TAP-STREETS	246155	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.15	1.15
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	TAP-WATER	246155	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	1.98	1.98
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	TAP-GAS	246155	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.48	1.48
Total 246155:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	BLADE-GAS	246177	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.54	3.54
Total 246177:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	PAINT-GAS	246190	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.37	7.37
Total 246190:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	OIL SPRING RIDGE -WATER	246268	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	79.82	79.82
Total 246268:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	MAG TOOL RETURNED-PW	246273	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	7.51	7.51
Total 246273:											
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	HOSES, DRAIN PAN-STREETS	246274	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.57	10.57
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	HOSES, DRAIN PAN-WATER	246274	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	18.09	18.09
04/16	04/07/2016	96927	411	LASSEN MOTOR PARTS	HOSES, DRAIN PAN-GAS	246274	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.61	13.61
Total 246274:											
										42.27	42.27

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
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	771782	1	2007-431-20-44	DISPOSAL	34.02	34.02
Total 771782:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	771796	1	2007-431-20-44	DISPOSAL	20.43	20.43
Total 771796:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	771815	1	2007-431-20-44	DISPOSAL	12.96	12.96
Total 771815:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	771818	1	2007-431-20-44	DISPOSAL	28.08	28.08
Total 771818:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	771822	1	2007-431-20-44	DISPOSAL	6.57	6.57
Total 771822:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	771829	1	2007-431-20-44	DISPOSAL	19.98	19.98
Total 771829:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772421	1	2007-431-20-44	DISPOSAL	15.57	15.57
Total 772421:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772426	1	2007-431-20-44	DISPOSAL	2.43	2.43
Total 772426:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772432	1	2007-431-20-44	DISPOSAL	16.65	16.65
Total 772432:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772436	1	2007-431-20-44	DISPOSAL	3.60	3.60

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 772436:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772444	1	2007-431-20-44	DISPOSAL	8.37	8.37
Total 772444:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772450	1	2007-431-20-44	DISPOSAL	5.04	5.04
Total 772450:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772457	1	2007-431-20-44	DISPOSAL	11.25	11.25
Total 772457:											
04/16	04/07/2016	96928	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	772461	1	2007-431-20-44	DISPOSAL	5.40	5.40
Total 772461:											
04/16	04/07/2016	96929	1236	LASSEN SPORTSMEN'S C	FISHING DERBY CONTRIBUTIO	040716	1	1000-2228-007	DEPOSITS-ROUND-UP	901.86	901.86
04/16	04/07/2016	96929	1236	LASSEN SPORTSMEN'S C	FISHING DERBY CONTRIBUTIO	040716	2	1000-466-33-46	CIVIC CONTRIBUTIONS	98.14	98.14
Total 040716:											
04/16	04/07/2016	96930	437	LMUD	AIRPORT VASI LIGHTS	10108 032216	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 032216	1	7530-451-52-46	ELECTRICITY	27.95	27.95
Total 122907 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE PUMP STATION	122910 032216	1	7530-451-52-46	ELECTRICITY	31.43	31.43
Total 122910 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 032216	1	7530-451-52-46	ELECTRICITY	14.00	14.00

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 122929 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE PUMP HOUSE	132052 032216	1	7530-451-52-46	ELECTRICITY	14.00	14.00
Total 132052 032216:											
04/16	04/07/2016	96930	437	LMUD	470-895 CIRCLE DR-G/C CLUB	144281 032216	1	7530-451-52-46	ELECTRICITY	93.91	93.91
Total 144281 032216:											
04/16	04/07/2016	96930	437	LMUD	SOUTH ST ROOSEVELT LIGHT-	1744 032816	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 032816:											
04/16	04/07/2016	96930	437	LMUD	RIVERSIDE PARK-PARKS	1999 032816	1	1000-452-20-46	ELECTRICITY	39.29	39.29
Total 1999 032816:											
04/16	04/07/2016	96930	437	LMUD	1505 MAIN ST	2876 032216	1	1000-422-10-46	ELECTRICITY	955.48	955.48
Total 2876 032216:											
04/16	04/07/2016	96930	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 032216	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 032216:											
04/16	04/07/2016	96930	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 032216	1	2007-431-60-46	ELECTRICITY	123.16	123.16
Total 3651 032216:											
04/16	04/07/2016	96930	437	LMUD	MAIN & FAIRFIELD SIGNALS-ST	49496 032216	1	2007-431-60-46	ELECTRICITY	106.98	106.98
Total 49496 032216:											
04/16	04/07/2016	96930	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 032216	1	2007-431-60-46	ELECTRICITY	105.19	105.19
Total 49497 032216:											

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
04/16	04/07/2016	96930	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 032216	1	2007-431-60-46	ELECTRICITY	133.56	133.56
Total 49498 032216:											
04/16	04/07/2016	96930	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 032216	1	2007-431-60-46	ELECTRICITY	214.43	214.43
Total 49499 032216:											
04/16	04/07/2016	96930	437	LMUD	AIRPORT LOT 5	51908 032216	1	7201-430-81-46	ELECTRICITY	15.16	15.16
Total 51908 032216:											
04/16	04/07/2016	96930	437	LMUD	AIRPORT HANGER 6	54333 032216	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 54333 032216:											
04/16	04/07/2016	96930	437	LMUD	925 SIERRA RD SPORTS CTR-P	60453 032216	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 60453 032216:											
04/16	04/07/2016	96930	437	LMUD	AIRPORT OFFICE	7146 032216	1	7201-430-81-46	ELECTRICITY	465.42	465.42
Total 7146 032216:											
04/16	04/07/2016	96930	437	LMUD	AIRPORT GAS PUMP	7154 032216	1	7201-430-81-46	ELECTRICITY	22.88	22.88
Total 7154 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE CLUB HOUSE	7394 032216	1	7530-451-52-46	ELECTRICITY	39.32	39.32
Total 7394 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE CART BARN 2	7400 032216	1	7530-451-52-46	ELECTRICITY	17.78	17.78
Total 7400 032216:											
04/16	04/07/2016	96930	437	LMUD	WELL 1-WATER	7714 032216	1	7110-430-42-46	ELECTRICITY	89.84	89.84

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 7714 032216:											
04/16	04/07/2016	96930	437	LMUD	GOLF COURSE BARN 1 & 3	9312 032216	1	7530-451-52-46	ELECTRICITY	89.84	89.84
Total 9312 032216:											
04/16	04/07/2016	96930	437	LMUD	RIVERSIDE PARK LIGHT-PARK	9501 032816	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 9501 032816:											
04/16	04/07/2016	96931	8480		REFUND GAS DEPOSIT	10311050126	1	7401-2228-000	DEPOSITS-CUSTOMER	21.46	21.46
Total 10311050126:											
04/16	04/07/2016	96932	8484		REFUND GAS DEPOSIT	10324101604	1	7401-2228-000	DEPOSITS-CUSTOMER	172.84	172.84
Total 10324101604:											
04/16	04/07/2016	96933	5115	MILES PLUMBING	REPLACE FROZEN VALVE-PAR	003273	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	133.69	133.69
Total 003273:											
04/16	04/07/2016	96933	5115	MILES PLUMBING	ROOT REMOVAL-PARKS	003356	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	95.00	95.00
Total 003356:											
04/16	04/07/2016	96934	481	MISSION LINEN & UNIFO	CUSTODIAL SUPPLIES-PD	502223836	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	196.72	196.72
Total 502223836:											
04/16	04/07/2016	96935	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 3/	58020 033116	1	1000-417-10-45	COMMUNICATIONS	868.00	868.00
Total 58020 033116:											
04/16	04/07/2016	96936	7814		REFUND GAS DEPOSIT	10330260011	1	7401-2228-000	DEPOSITS-CUSTOMER	55.47	55.47
Total 10330260011:											

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
04/16	04/07/2016	96937	572	QUILL CORPORATION	FILES, INK CARTRIDGE-PW	4454503	1	7620-430-10-46	SUPPLIES-GENERAL	217.12	217.12
Total 4454503:											
04/16	04/07/2016	96937	572	QUILL CORPORATION	FIRST AID SUPPLIES-PW	4520105	1	7620-430-10-46	SUPPLIES-GENERAL	46.18	46.18
Total 4520105:											
04/16	04/07/2016	96938	582	RAY MORGAN CO INC	FIRE COPIER 4/26/16-5/25/16	1189290	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.12	32.12
Total 1189290:											
04/16	04/07/2016	96939	8479		REFUND GAS DEPOSIT	10225900013	1	7401-2228-000	DEPOSITS-CUSTOMER	152.99	152.99
Total 10225900013:											
04/16	04/07/2016	96940	632	SEZZI CONCRETE & MAT	CONCRETE-STREETS	8	1	2007-431-24-47	IMPROVEMENT OTHER THAN B	429.73	429.73
Total 8:											
04/16	04/07/2016	96941	8476		REFUND WATER DEPOSIT	10429400014	1	7110-2228-000	DEPOSITS-CUSTOMER	47.15	47.15
Total 10429400014:											
04/16	04/07/2016	96942	1076	SIERRA COFFEE AND BE	BOTTLED WATER 4/5/16-PW	45886	1	7620-430-10-46	SUPPLIES-GENERAL	41.90	41.90
Total 45886:											
04/16	04/07/2016	96943	917	SUPREME GRAPHICS	BANNER PRINTED	64311	1	1000-417-10-45	PRINTING AND BINDING	94.88	94.88
Total 64311:											
04/16	04/07/2016	96944	1265	SUSANVILLE PAINT CEN	PAINT-STREETS	25633	1	2007-431-20-46	SUPPLIES-GENERAL	6.98	6.98
Total 25633:											
04/16	04/07/2016	96945	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1634	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00

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 1634:											
04/16	04/07/2016	96946	1474	THE SOURCE	EMPLOYMENT SCREENING	2528204	1	1000-416-10-43	TECHNICAL SVCS	20.00	20.00
Total 2528204:											
04/16	04/07/2016	96947	712	TNS TRUCKING CO	TRANSFER BASE-GAS	2157	1	7401-430-62-46	SUPPLIES-GENERAL	132.58	132.58
04/16	04/07/2016	96947	712	TNS TRUCKING CO	TRANSFER BASE-WATER	2157	2	7110-430-42-46	SUPPLIES-GENERAL	132.58	132.58
04/16	04/07/2016	96947	712	TNS TRUCKING CO	TRANSFER BASE-STREETS	2157	3	2007-431-20-46	SUPPLIES-GENERAL	132.59	132.59
Total 2157:											
04/16	04/07/2016	96948	749	VERIZON WIRELESS	PHONE RECORDS-PD	160013888	2	1000-421-10-45	INVESTIGATIVE FUNDS	100.00	100.00
Total 160013888:											
04/16	04/07/2016	96949	1551	WASHOE COUNTY DIST	FORENSIC EXAM.-PD	93611708	1	1000-421-10-43	PROFESSIONAL SVCS	400.00	400.00
Total 93611708:											
04/16	04/07/2016	96950	1378	ZITTO MEDIA	CABLE-FIRE	356225062 032716	1	1000-422-10-45	COMMUNICATIONS	29.30	29.30
Total 356225062 032716:											
Grand Totals:										20,903.04	20,903.04

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	
04/16	04/12/2016	96951	550	PETTY CASH	SPECIAL INVESTIGATIVE FUND 041216		1	1000-421-10-48	SPECIAL OPERATIONS	500.00	500.00	
Total 041216:											500.00	500.00
Grand Totals:											500.00	500.00

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: April 20, 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 March 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

March 31, 2016

POOLED CASH FUND	
Bank of America - Checking	363,341
LAIF	13,096,778
Total Cash & Investments	<u>13,460,119</u>

Pooled Cash Allocation:

General	1,039,013
General-Restricted	1,097,796
Special Revenue	1,539,688
Capital Projects	(134,221)
Debt Service	631,041
Enterprise	
Airport	393
Geothermal	311,909
Golf Course	6,820
Natural Gas	4,379,462
Water	3,639,278
Internal Service	473,005
Trust & Agency	475,936
Total Cash & Inv. Allocations	<u>13,460,119</u>

CASH WITH FISCAL AGENTS

March 31, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	150,029
Enterprise	2,446,130
Internal Service	
Trust & Agency	
S:/Finance/Debi/Coun Total Cash with Fiscal Agents	<u>2,596,159</u>
GRAND TOTAL	<u>16,056,278</u>

4/12/2016 16:01

Totals may not add due to rounding

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MARCH 31, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	363,340.67
9999-1030-001	LAIF	13,096,778.41
		13,460,119.08
9999-1000-000	CLAIM ON CASH	(13,460,119.08)
		.00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	130,129.84
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
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	29,014.34
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	36,484.63
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	26,831.13
2002	ALLOCATION TO STATE COPS	15,333.19
2006	ALLOCATION TO SNOW REMOVAL	92,013.64
2007	ALLOCATION TO STREETS & HIGHWAYS	120,707.40
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	167,442.78
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	40,783.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	167,471.21
2017	ALLOCATION TO STATE ECONOMIC REV FD	280,611.48
2018	ALLOCATION TO HOME REVOLVING FUND	274,210.34
2030	ALLOCATION TO TRAFFIC SAFETY	72,761.55
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	109,820.28
4003	ALLOCATION TO CITY HALL	18,080.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	467,181.40
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	35,958.67
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	648,487.43
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	25,969.32
7630	ALLOCATION TO RISK MANAGEMENT FUND	162,313.11
7650	ALLOCATION TO PAYROLL	200,996.69
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	6,712.70
8402	ALLOCATION TO LAFCO	55,788.67
8403	ALLOCATION TO SEC 125 & AFLAC	2,185.69
8404	ALLOCATION TO AIR POLLUTION	248,062.53
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	163,186.00
		9,425,980.78

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
MARCH 31, 2016

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,039,012.64
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(9,209.24)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	15,252.39
7201	ALLOCATION TO AIRPORT	392.88
7301	ALLOCATION TO GEOTHERMAL UTILITY	311,908.89
7401	ALLOCATION TO NATURAL GAS	2,572,387.09
7530	ALLOCATION TO GOLF COURSE	6,820.22
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	83,725.46

ALLOCATIONS TO UNRESTRICTED FUNDS 4,034,138.30

TOTAL ALLOCATIONS TO OTHER FUNDS 13,460,119.08
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000 (13,460,119.08)

ZERO PROOF IF ALLOCATIONS BALANCE .00

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
				\$273,908.53
3/1/2016		-98,142.49		\$175,766.04
3/1/2016		-2,045.15		\$173,720.89
3/1/2016		-33,849.45		\$139,871.44
3/1/2016		-4,709.92		\$135,161.52
3/1/2016		-1,204.86		\$133,956.66
3/1/2016		-26,555.13		\$107,401.53
3/1/2016		-3,727.38		\$103,674.15
3/1/2016			\$49,895.97	\$153,570.12
3/1/2016			\$848.49	\$154,418.61
3/1/2016			\$28,422.13	\$182,840.74
3/1/2016		-103.00		\$182,737.74
3/1/2016			\$10,011.53	\$192,749.27
3/2/2016			\$24,415.92	\$217,165.19
3/2/2016			\$2,091.95	\$219,257.14
3/2/2016		-57.40		\$219,199.74
3/2/2016		-2,730.57		\$216,469.17
3/2/2016			\$11,307.08	\$227,776.25
3/3/2016		-103,575.03		\$124,201.22
3/3/2016			\$25,231.79	\$149,433.01
3/3/2016			\$1,557.59	\$150,990.60
3/3/2016		-221.48		\$150,769.12
3/3/2016			\$10,841.34	\$161,610.46
3/4/2016			\$85,321.18	\$246,931.64
3/4/2016			\$7,989.27	\$254,920.91
3/7/2016			\$79,848.54	\$334,769.45
3/7/2016			\$5,219.45	\$339,988.90
3/7/2016			\$1,087.08	\$341,075.98
3/7/2016			\$891.77	\$341,967.75
3/7/2016		-191.00		\$341,776.75
3/7/2016		-20.00		\$341,756.75
3/7/2016		-456.12		\$341,300.63
3/7/2016		-634.00		\$340,666.63
3/8/2016			\$32,818.33	\$373,484.96
3/8/2016			\$1,780.86	\$375,265.82
3/8/2016		-200,000.00		\$175,265.82
3/8/2016			\$5,733.75	\$180,999.57
3/9/2016		-304.06	\$26,374.85	\$207,070.36
3/9/2016			\$2,169.08	\$209,239.44
3/9/2016			\$31.93	\$209,271.37
3/9/2016			\$1,329.68	\$210,601.05
3/9/2016			\$7,147.35	\$217,748.40
3/10/2016		-62,292.80		\$155,455.60
3/10/2016			\$21,849.26	\$177,304.86
3/10/2016			\$78.33	\$177,383.19
3/10/2016		-9,885.76		\$167,497.43
3/10/2016			\$4,662.84	\$172,160.27
3/11/2016		-6,920.10		\$172,160.27
3/11/2016			\$15,244.74	\$180,484.91
3/11/2016			\$2,399.24	\$182,884.15
3/14/2016				\$182,884.15
3/14/2016			\$38,061.24	\$220,945.39
3/14/2016			\$40.00	\$220,985.39
3/14/2016			\$277.00	\$221,262.39
3/14/2016		-30.00		\$221,232.39
3/14/2016		-7.35		\$221,225.04
3/14/2016			\$7,657.97	\$228,883.01
3/15/2016			\$12,958.98	\$241,841.99
3/15/2016			\$4,244.32	\$246,086.31
3/15/2016			\$665.50	\$246,751.81
3/15/2016			\$13.42	\$246,765.23
3/15/2016			\$1,423.78	\$248,189.01
3/15/2016			\$57,995.00	\$306,184.01
3/15/2016		-1,387.62		\$304,796.39
3/15/2016		-4,019.41		\$300,776.98
3/15/2016		-98,742.19		\$202,034.79
3/15/2016		-35,389.53		\$166,645.26
3/15/2016		-4,897.53		\$161,747.73
3/15/2016		-1,225.04		\$160,522.69
3/15/2016		-25,869.55		\$134,653.14
3/15/2016		-10,574.86		\$124,078.28
3/15/2016		-72,188.00		\$51,890.28
3/16/2016			\$21,220.42	\$73,110.70
3/16/2016			\$308.89	\$73,419.59

RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
3/16/2016			\$3,036.69	\$76,456.28
3/17/2016			\$25,097.94	\$101,554.22
3/17/2016			\$513.53	\$102,067.75
3/17/2016			\$20,291.00	\$122,358.75
3/17/2016			\$1,613.72	\$123,972.47
3/17/2016		-\$490.94		\$123,481.53
3/18/2016		-\$54,986.32		\$68,495.21
3/18/2016			\$26,972.17	\$95,467.38
3/18/2016			\$7,555.16	\$103,022.54
3/18/2016		-\$3,103.43		\$99,919.11
3/18/2016		-\$6,131.08		\$93,788.03
3/18/2016		-\$11,978.61		\$81,809.42
3/21/2016			\$22,655.57	\$104,464.99
3/21/2016			\$6,557.06	\$111,022.05
3/21/2016			\$70.50	\$111,092.55
3/22/2016			\$13,394.11	\$124,486.66
3/22/2016			\$1,661.44	\$126,148.10
3/22/2016		-\$71.15		\$126,076.95
3/22/2016		-\$5.19		\$126,071.76
3/22/2016			\$3,915.81	\$129,987.57
3/22/2016		-\$127,120.32		\$2,867.25
3/22/2016			\$80,000.00	\$82,867.25
3/23/2016			\$11,208.11	\$94,075.36
3/23/2016			\$766.08	\$94,841.44
3/23/2016		-\$17,552.50		\$77,288.94
3/23/2016			\$2,705.47	\$79,994.41
3/24/2016		-\$23,337.40		\$56,657.01
3/24/2016			\$18,255.51	\$74,912.52
3/24/2016			\$26.38	\$74,938.90
3/24/2016			\$8,617.47	\$83,556.37
3/25/2016			\$28,273.68	\$111,830.05
3/25/2016			\$21.32	\$111,851.37
3/25/2016			\$350.00	\$112,201.37
3/25/2016			\$122,130.54	\$234,331.91
3/25/2016			\$7,491.36	\$241,823.27
3/28/2016			\$119,288.78	\$361,112.05
3/28/2016			\$26.05	\$361,138.10
3/28/2016		-\$104.38		\$361,033.72
3/28/2016		-\$50.00		\$360,983.72
3/28/2016		-\$593.22		\$360,390.50
3/28/2016		-\$15.00		\$360,375.50
3/28/2016			\$6,791.04	\$367,166.54
3/28/2016		-\$287.10		\$366,879.44
3/29/2016			\$15,081.17	\$381,960.61
3/29/2016			\$5,346.65	\$387,307.26
3/29/2016			\$3,077.10	\$390,384.36
3/29/2016			\$185.22	\$390,569.58
3/29/2016			\$59.09	\$390,628.67
3/29/2016			\$771.09	\$391,399.76
3/29/2016		-\$3,599.64		\$387,800.12
3/29/2016		-\$1,230.72		\$386,569.40
3/29/2016		-\$37,651.66		\$348,917.74
3/29/2016		-\$5,554.74		\$343,363.00
3/29/2016		-\$1,300.35		\$342,062.65
3/29/2016		-\$27,207.99		\$314,854.66
3/29/2016		-\$4,406.07		\$310,448.59
3/30/2016			\$8,584.11	\$319,032.70
3/30/2016			\$448.32	\$319,481.02
3/30/2016			\$946.69	\$320,427.71
3/30/2016			\$31,694.58	\$352,122.29
3/30/2016		-\$303.00		\$351,819.29
3/30/2016			\$13,070.99	\$364,890.28
3/31/2016		-\$23,462.31		\$341,427.97
3/31/2016			\$16,086.55	\$357,514.52
3/31/2016			\$564.89	\$358,079.41
3/31/2016			\$19.84	\$358,099.25
3/31/2016			\$264.45	\$358,363.70
3/31/2016			\$370.80	\$358,734.50
3/31/2016			\$638.30	\$359,372.80
3/31/2016			\$689.66	\$360,062.46
3/31/2016			\$704.64	\$360,767.10
3/31/2016			\$109.36	\$360,876.46
3/31/2016		-\$930.00		\$359,946.46
3/31/2016		-\$322.51		\$359,623.95
3/31/2016			\$3,716.72	\$363,340.67

Fund #	Fund Title	Audited			Unaudited
		6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	March Fund Balance 3/31/2016
100X	General Fund	2,506,284	3,377,313	4,066,971	1,816,626
2002	State COPS	44,850	53,907	83,423	15,333
2006	Snow Removal	120,224	8,509	36,720	92,014
2007	Streets	394,867	598,658	823,173	170,352
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	3,090	167,442
2014	State of CA - Prop 30/AB 109	38,725	20,562	18,504	40,783
2016	State Comm. Dev. Rev. FD	1,008,295	37,508	161,449	884,354
2017	State Economic Rev. FD	422,956	21,234	0	444,191
2018	Home Revolving Fund	765,821	747	112	766,456
2030	Traffic Safety	72,413	3,911	3,562	72,762
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	(32,278)	148,821	530,474
4003	City Hall Debt Service	52,239	102,492	136,651	18,080
4004	2013 CalPERS Refunding Loan	359,210	327,789	219,818	467,181
4005	Community Pool Debt Service	0	1,200,000	1,164,041	35,959
711X	Water Funds	2,631,732	1,412,469	2,548,202	1,496,000
7201	Airport	2,324,034	135,621	218,053	2,241,602
7301	Geothermal	564,208	65,002	60,357	568,852
740X	Natural Gas	(541,540)	3,135,973	3,249,810	(655,377)
7530	Golf Course	2,448,304	263,623	239,120	2,472,808
7610	OPEB	(85,064)	33,480	0	(51,584)
7620	PW Admin/Engineering	1,696	178,009	110,387	69,319
7630	Risk Management	273,723	370,355	481,640	162,438
8402	LAFCO	34,100	52,904	31,214	55,789
8404	Air Pollution	375,162	162,573	280,571	257,164
8405	Air Pollution - Carl Moyer	302,611	180,498	319,842	163,267
TOTALS		15,353,591	11,775,494	14,519,853	12,609,233

AGENDA ITEM NO. 9A

Reviewed by: 2H City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5282** authorizing delegation of authority to the incumbent of the office/position of City Administrator to make determinations regarding Industrial Disability Retirement

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The Public Employees' Retirement Law authorizes the retirement of employees based upon physical disability. The City of Susanville is a contracting agency for the CalPERS program, and provisions of the law require that in the case of local safety members, the contracting agency make a determination of disability, and whether or not the disability is industrial. Government Code Section 21173 authorizes the governing body to delegate that authority to a subordinate officer whose responsibility it will be to review competent medical evidence for the determination, and provide documentation to CalPERS. To authorize the City Administrator to complete and submit the required documentation and to limit the access to an employee's personal and confidential medical information, it is proposed that the City Council delegate that authority to the position of City Administrator.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to **Resolution No. 16-5282** authorizing delegation of authority to the incumbent of the office/position of City Administrator to make determinations regarding Industrial Disability Retirement.

ATTACHMENTS: Resolution No. 16-5282

RESOLUTION NO. 16-5282
A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SUSANVILLE
ON BEHALF OF THE CITY OF SUSANVILLE DELEGATING AUTHORITY TO THE
OFFICE/POSITION OF CITY ADMINISTRATOR TO MAKE DETERMINATIONS
REGARDING INDUSTRIAL DISABILITY RETIREMENT

WHEREAS, the City of Susanville (herein referred to as "Agency") is a contracting agency of the Public Employees' Retirement System; and

WHEREAS, the Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he is classified as a local safety member is disabled for purposes of the Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law; and

WHEREAS, the City Council for the City of Susanville has determined upon legal advice that it may delegate authority under Section 21173 of the Government Code to make such determinations to the incumbent of the office/position of City Administrator.

NOW, THEREFORE, BE IT RESOLVED: that the City Council for the City of Susanville delegates and it does hereby delegate to the incumbent of the office/position of City Administrator authority to make determinations under Government Code section 21152, subdivision (c), on behalf of the Agency with the consent of the City Council, of disability and whether such disability is industrial and to certify such determinations and all other necessary information to the Public Employees' Retirement System; and

BE IT FURTHER RESOLVED: that such incumbent be and he/she is authorized to make applications on behalf of the Agency for disability retirement of all employees with the consent of the City Council and to initiate requests for reinstatement of such employees who are retired for disability.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5282 was adopted at a special meeting of the City Council of the City of Susanville, held on the 20th day of April 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: KA City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: James M. Moore, Fire Chief

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: 2016 Weed Abatement Deadline

PRESENTED BY: James M. Moore, Fire Chief

SUMMARY: In preparation for wildland fire season and anticipated Independence Day Firework activities, the Fire Department has determined June 27, 2016 to be the deadline for weed/fire hazard abatement. After this date, any conditions which pose a hazard will be mitigated following Susanville Municipal Code Section 8.28 – Weed and Rubbish Abatement. Occupants or property owners may be cited for failure to comply and may be charged for any fire suppression cost after this date.

Susanville Municipal Code Section 8.28 requires the City Council to establish a deadline for the removal of the hazards, and to ensure that this deadline is published in a newspaper of general circulation at least two times prior to enforcement of subsequent sections of the City Code relating to the weed abatement criteria, following the attached City Standards.

FISCAL IMPACT: Staff time to administer the program is budgeted annually. Direct abatement and administration costs are reimbursed through Enforcement Citations.

ACTION REQUESTED: Motion to establish the deadline for the removal of weeds/fire hazards in the City of Susanville as Monday, June 27, 2016.

ATTACHMENTS: City of Susanville Weed Abatement Standards

Susanville Municipal Code

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[Title 8 HEALTH AND SAFETY](#)

Chapter 8.28 WEED AND RUBBISH ABATEMENT

Article I. Abatement of Weeds and Rubbish

8.28.010 Intent and purpose.

Pursuant to the authority of Government Code Section 39501 et seq, the city council finds and declares that it is necessary to establish a procedure for the requiring of and providing for the removal of weeds and rubbish from sidewalks, parking areas or streets, and from private property, and to provide for the cost of removal as a lien upon the subject property and for the enforcement of the lien by sale of the property. (Prior code § 9.1)

8.28.020 Definitions.

As used in this chapter:

“Rubbish” means and includes all putrescible or nonputrescible solid and semisolid waste, whether combustible or noncombustible, including both garbage and rubbish.

“Weeds” means and includes, but is not limited to, weeds, with mature wingy or downy seeds, which will attain growth as to become a fire menace when dry, or which are otherwise noxious or dangerous. (Prior code § 9.2)

8.28.030 Weeds and rubbish prohibited.

It is unlawful for the owner, agent, lessee or other person having charge or control of any piece or parcel of land within the city to allow weeds or rubbish to grow or to remain thereon, or upon the street or sidewalk in front of such piece or parcel of land. (Prior code § 9.3)

8.28.040 Abatement procedure.

In the event of a violation of Section 8.28.030, the fire chief of the city or his or her designated representative shall proceed as follows:

A. Notice to Remove. The fire chief is authorized to give notice to the owner, agent, lessee or other person having charge or control of private property, to order the removal of weeds or rubbish from the property or abutting public property within ten (10) days. Such notice shall be by certified mail, return receipt requested (hereinafter referred to as “certified written notice” addressed to such owner, agent, lessee or other person having charge or control, at his or her last known address. In the event the notice by certified mail is directed to one other than the owner of the property, a courtesy copy of the notice shall be sent by regular first class mail to the owner at his or her last known address on file with the Lassen County assessor’s office.

B. Action Upon Noncompliance. Upon the failure, neglect or refusal of any owner, agent, lessee, or other person having charge or control, to properly destroy weeds or remove rubbish within ten (10) days after receipt of the written certified notice, the fire chief is authorized to pay from the city code enforcement abatement budget for the destruction or removal of such weeds or rubbish. In the event that the written certified notice is returned to the post office because of inability to make delivery, the fire chief shall cause a written notice to be posted on the property, allowing ten (10) days, from the date of posting, for compliance with the order. Failure, neglect or refusal to take compliance action shall empower the fire chief to pay for the destruction or removal of

such weeds or rubbish.

C. If the owner, agent, lessee or other person having control of the private real property in the city fails to remove or destroy weeds and rubbish in accordance with the notice given, within ten (10) days after the mailing of such notice, or within ten (10) days after the posting of such notice where that is the case, it shall be the duty of the fire chief to destroy or cause to be destroyed, or remove or cause to be removed, such weeds or rubbish, and the fire chief and/or contracting agents of the city are expressly authorized to enter upon private property for such purpose, and it is unlawful for any person to interfere, hinder, or refuse to allow them to enter upon private property for such purpose and to destroy or remove weeds or rubbish in accordance with the provisions of this chapter. Any person owning, occupying, renting, managing, leasing, or controlling real property in the city shall have the right to destroy or remove weeds or rubbish or have the same destroyed or removed at his or her own expense at any time prior to the arrival of the fire chief or authorized representatives for such purpose.

D. The city finance director shall keep an account of the cost to the city to destroy or remove weeds or rubbish as aforesaid for each separate lot or parcel of land and the portions of streets adjoining the same, and shall embody such account in a report and assessment list to the city administrator, who will present such report and assessment list to the city council. Such report shall refer to each separate lot or parcel of land by description sufficiently reasonable to identify the same, together with the expense proposed to be assessed against it. The cost of abatement may include incidental expenses, including, but not limited to, the expenses and costs to the city in the inspection of lots, preparations of notices, specifications and contracts, and in inspecting work, the cost of printing and mailing required under this article in an amount to be set by resolution of the city council, per each occurrence of abatement.

E. The city administrator shall post a copy of such report and assessment list on a bulletin board near the entrance to the city hall, together with the notice of the filing thereof, and the time and place where and when it will be submitted to the city council for hearing and confirmation. The finance director shall mail to the persons in the manner prescribed in Section 8.28.040 a notice in the format substantially as follows:

**ASSESSMENT FOR DESTRUCTION OR
REMOVAL OF WEEDS AND RUBBISH AND NOTICE OF HEARING THEREON.**

NOTICE IS HEREBY GIVEN that pursuant to the provisions of Susanville Municipal Code, Title 8, Chapter 8.28, the Fire Chief has destroyed or removed weeds or rubbish from the real property owner, occupied, rented, managed or controlled by you and from the portions of streets, alleys and sidewalks adjoining the same, which real property is described as follows:

(here insert description of real property sufficient for reasonable and ready identification)

The cost of said destruction or removal proposed to be assessed against the said real property is \$ _____.

FURTHER NOTICE IS HERBY GIVEN that on _____, the ____ day of _____, 20____, at the hour of ____ p.m. in the Council chambers of City Hall, of the City of Susanville, located at 66 North Lassen Street, Susanville, Lassen County, California, the report of the Finance Director on the cost of destruction or removal of weeds or rubbish and the assessment list thereof will be presented to the City Council for consideration, correction and confirmation and that at said time and place any and all persons interested in or having any objections to said report or list of proposed assessments, or to any matter or thing contained therein may appear and be heard. The failure to make any objection to said report and list shall be deemed a waiver of the same.

Upon confirmation of said assessment by the City Council, the amount thereof will be payable. In the event the same is not paid said assessment will be added to the tax bill for said property and thereafter shall become a

lien on said property.

Dated: _____

City Administrator of City of Susanville

F. At the time and place fixed for receiving and considering the report, the city council shall hear the same together with any protests or objections which may be raised by any interested person. Upon such hearing, the city council shall make such corrections or modifications in any proposed assessment which it may deem to be excessive or otherwise incorrect, after which such assessment shall be confirmed by resolution of the city council and the amount thereof shall constitute a lien on the subject real property assessed until paid. The confirmation and assessment by the city council shall be final and conclusive.

G. Assessment Payment. Any person may pay the amount of such assessment for destruction or removal of weeds or rubbish on or before the fifteenth day of July following the date the confirmation of said assessment was made by the city council. If said assessment is not paid on or before said date, the total amount therefore shall be entered on the next county fiscal tax roll as a lien against the property and shall be subject to the same penalties and interest as are provided for other delinquent taxes or assessments of the city. (Ord. 06-928 § 1 (part), 2006: prior code § 9.4)

8.28.050 Penalty for violation.

Any person violating any of the provisions of this chapter shall be guilty of an infraction. (Ord. 06-928 § 1 (part), 2006: prior code § 9.5)

8.28.060 Removal method.

The methods of removing weeds, vines, shrubs, brush and/or debris from property as provided in this chapter shall not be an exclusive method, but shall be an alternative method, and such weeds, vines, shrubs, brush and/or debris may be removed from such property pursuant to the provisions of any law of the state or of any ordinance of the city applicable thereto. (Prior code § 9.6)

CITY OF SUSANVILLE WEED ABATEMENT STANDARDS

The following Weed Abatement Standards are designed to assist fire fighting efforts by slowing the spread of fire. They are not designed for City beautification. The SFD has the final decision in determining whether an area is "safe from the spread of fire" and conforms to the "Intent of the code".

Weeds, grass, or other combustible growth may be abated by mowing, disking, or scraping. If mowed, the combustible growth must be cut and maintained at a height that would not constitute a fire hazard.

ABATEMENT BY OPEN BURNING IS NOT PERMITTED.

REMOVAL OF WEEDS, GRASS, AND COMBUSTIBLE GROWTH

1. All Properties:

- (a) Mow or disk space around all buildings 30 feet wide at minimum.
- (b) Mow or disk space 50 feet wide minimum completely around the perimeter of the property to the street or sidewalk. Mow or disk 30 feet wide minimum cross-breaks every 50 feet maximum, (property can be completely mowed or disked in lieu of cross-breaking)
- (c) Mow or disk space extending 30 feet minimum beyond the foliage of any group of trees.
- (d) All rubbish, trash, trimmings, rubble or litter shall be removed from the property.
- (e) All woods, fuel, or lumber shall be neatly stacked or removed from the property.
- (f) All weeds, grass, or other combustible growth shall be cleared at least 10 feet from around any combustible storage.
- (g) Greenbelt, pastures, and environmentally-sensitive areas shall be assessed on an individual basis. Contact the fire department if you believe that this applies to your property.
- (h) Mow or disk space may be required to be larger if a potential fire hazard exists.

Reviewed by: JGH City Administrator
_____ City Attorney

_____ Motion Only
_____ Public Hearing
_____ Resolution
_____ Ordinance
_____ Information

Submitted by: Daniel Gibbs, City Engineer

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5285** authorizing the Mayor to execute a professional services agreement with ACS Material Testing Inc. (ACS) for material design and related technical services for STIP projects 'SC' and 'SC1' a cost not to exceed \$27,165.00.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On February 17, 2016 the City Council awarded the 2015 Susanville STIP Projects 'SC' and 'SC-1' to Dig-It Construction, Inc. The City requires professional services for material testing and related technical services as part of the project construction management duties and quality control program.

A Request for Quotes (RFQ) was prepared and over ten firms were solicited to serve the area with qualified labs. Labs are required to be Caltrans certified and be qualified to perform all of the necessary testing of materials associated with the street overlay projects. The City received one viable quote from ACS. Three firms declined to submit a proposal and the remaining companies were nonresponsive. Two firms were contacted to determine the reasons why they did not submit a proposal, and only one firm responded.

The proposals were reviewed by the Public Works Department and since only one viable RFQ was received, no scoring was performed. A review, based on the published selection criteria and response, was performed and it was determined that ACS's proposal was appropriate for the services requested. ACS has been deemed qualified to complete the work, has the proper experience, presents good references and has previously performed well for the City on similar projects. The proposed Not to Exceed (NTE) cost is \$27,165.00 with individual services to be authorized and controlled on a task-ordered basis with time and materials expenses as the method used to determine costs.

Staff recommends that the City enter into a professional services agreement with ACS Material Testing Services at a Not to Exceed cost of \$27,165.00.00 to provide services for testing on the roads that are part of the STIP overlay projects including any additive sections as the project budgets allow for. Any additional costs will be brought before Council for subsequent approval as needed.

FISCAL IMPACT: The 2015 Susanville STIP Projects 'SC' and 'SC-1' projects are funded through the State Transportation Improvement Program (STIP). No local funds will be used for this project. In-house costs for construction engineering and inspection will be reimbursed by the project.

ACTION REQUESTED: Motion to approve Resolution No. 16-5285 authorizing the Mayor to execute a professional services agreement with ACS Material Testing Inc. (ACS) for material design and related technical services for STIP projects 'SC' and 'SC1' a cost not to exceed \$27,165.00.

ATTACHMENTS: Resolution No. 16-5285
Professional Services Agreement from ACS Material Testing Services
Project Cost Summary – ACS Material Testing Services

RESOLUTION NUMBER 16-5285
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH ACS MATERIAL TESTING INC. FOR MATERIAL DESIGN AND
RELATED TECHNICAL SERVICES FOR THE STIP PROJECTS 'SC' AND 'SC-1'

WHEREAS, the City of Susanville has been allocated funding, in the amount of \$963,000, and \$866,000 respectively through the State Transportation Improvement Program (STIP) to complete the paving of certain streets within the City of Susanville; and

WHEREAS, the technical nature of portions of the work required for the testing of materials relative to the proper supply and quality of construction materials to facilitate required installation of said materials requires technical professional services; and

WHEREAS, the City has followed the appropriate procurement procedures identified in the Caltrans Local Assistance Procedures Manual (LAPM) to solicit and evaluate proposals submitted from consultants where valued at less \$150,000; and

WHEREAS, the allocated STIP funding, in the amount of \$963,000 and \$866,000 respectively from said projects, is sufficient to compensate ACS Material Testing Inc. in addition to the construction contract presently in place and available to retain a professional firm to provide material testing and quality control services; and

WHEREAS, one proposal has been received and determined appropriate and reasonable for the services required; and

WHEREAS, ACS Material Testing Inc. has been deemed qualified and competent to perform the work with a proposed price not to exceed in the amount of \$27,165.00.

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 ACS Material Testing Inc. for material testing and quality control services as part of the construction phase of the STIP Projects 'SC' and 'SC-1' Pavement Overlays of various streets within the City of Susanville for a price not to exceed \$27,165.

Dated: April 20, 2016

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5285 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of April, 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

CITY OF SUSANVILLE

CONSULTANT AGREEMENT WITH:

**ACS MATERIAL TESTING SERVICES
IN REDDING CALIFORNIA**

FOR THE:

**STIP PROJECTS 'SC' and 'SC-1'
PAVEMENT OVERLAY AND ADA FACILITIES**



ADMINISTRATING AGENT:

**CITY OF SUSANVILLE
66 NORTH LASSEN STREET
SUSANVILLE, CA 96130**

TABLE OF CONTENTS

<u>Article</u>	<u>Subject</u>	<u>Page</u>
Article I	Introduction.....	1
Article II	Statement of Work.....	2
Article III	Consultant's Reports or Meetings.....	3
Article IV	Performance Period.....	3
Article V	Allowable Costs and Payments.....	3
Article VI	Termination.....	4
Article VII	Funding Requirements.....	4
Article VIII	Change in Terms.....	4
Article IX	Disadvantaged Business Enterprises (DBE) Participation.....	4
Article X	Cost Principles and Administrative Requirements.....	4
Article XI	Contingent Fee.....	5
Article XII	Retention of Records/Audit.....	5
Article XIII	Disputes.....	5
Article XIV	Audit Review Procedures.....	5
Article XV	Subcontracting.....	5
Article XVI	Equipment Purchase.....	6
Article XVII	Inspection of Work.....	6
Article XVIII	Safety.....	6
Article XIX	Insurance.....	6
Article XX	Ownership of Data.....	7
Article XXI	Claims Filed by LOCAL AGENCY'S Construction Contractor.....	7
Article XXII	Confidentiality of Data.....	8
Article XXIII	National Labor Relations Board Certification.....	8
Article XXIV	Evaluation of Consultant.....	8
Article XXV	Statement of Compliance.....	8
Article XXVI	Debarment and Suspension Certification.....	9
Article XXVII	State Prevailing Wage Rates.....	9
Article XXVIII	Conflict of Interest.....	9
Article XXIX	Rebates, Kickbacks or other Unlawful Consideration.....	9
Article XXX	Prohibition of Expending State or Federal Funds for Lobbying.....	9
Article XXXI	Notification.....	10
Article XXXII	Contract.....	10
Article XXXIII	Signatures.....	10

ARTICLE I - INTRODUCTION

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

The name of the "CONSULTANT" is as follows:

ACS MATERIAL TESTING

The Project Manager for the "CONSULTANT" will be:
JOE TADBLOCK, PRINCIPAL

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

CITY OF SUSANVILLE, Public Works Department

The Contract Administrator for LOCAL AGENCY will be:
DANIEL GIBBS, CITY ENGINEER

- B. The work to be performed under this contract is described in Article II entitled Statement of Work and the original CONSULTANT's Cost Proposal submitted on March 31, 2016 approved and revised as of April 1, 2016. The approved CONSULTANT's Cost Proposal is attached hereto (Attachment I) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this contract, this contract shall take precedence.
- C. The CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of the CONSULTANT. The CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of the CONSULTANT.
- D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.
- E. LOCAL AGENCY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL AGENCY terminates this contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the contract. In which case the overage shall be deducted from any sum due CONSULTANT under this contract and the balance, if any, shall be paid to CONSULTANT upon demand.
- F. Without the written consent of LOCAL AGENCY, this contract is not assignable by CONSULTANT either in whole or in part.
- G. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- H. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly provided.

ARTICLE II - STATEMENT OF WORK

A. Consultant Services

CONSULTANT to provide on-site materials testing and associated quality control services for the STIP funded pavement overlay and ADA facilities project at various locations within the City of Susanville identified as Project Nos. 15-03 'SC' and 15-04 'SC-1' at the costs provided in the Cost Proposal (Attachment I). The field sampling, observations, inspection, field and laboratory testing and any other related activities for providing material testing of asphalt, base rock, native soils and other related material for the purpose of maintaining adequate quality control in conformance with relevant State and accepted industry standards during the course of construction as outlined in the Request for Quotes (RFQ) and project specifications (Attachment II).

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

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

LOCATION

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

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

COORDINATION

The CONSULTANT shall coordinate with the City Engineer, Project Resident Engineer, other City personnel and Contractor as directed or considered a requirement of the work by the City. CONSULTANT shall report to the City Engineer or his designee. The CONSULTANT'S personnel shall work necessary hours to accommodate the project construction schedule.

B. Local Agency Obligations

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

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

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

C. Conferences, Visits to Site, Inspection of Work

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

D. Documentation

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

ARTICLE III - CONSULTANT'S REPORTS OR MEETINGS

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

ARTICLE IV - PERFORMANCE PERIOD

- A. This contract shall go into effect on April 21, 2016, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on or December 30, 2016, unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the contract is fully executed and approved by LOCAL AGENCY.

ARTICLE V - ALLOWABLE COSTS AND PAYMENTS

- A. The method of payment for this contract will be based on the schedule of costs indicated in CONSULTANTS COST PROPOSAL (Attachment I). The CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT'S Cost Proposal, unless additional reimbursement is provided for by contract amendment. In the event, that the LOCAL AGENCY determines that a change to the work from that specified in the Cost Proposal and contract is required, the contract time and/or actual costs reimbursable by the LOCAL AGENCY shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified in Paragraph "H" shall not be exceeded, unless authorized by contract amendment.
- B. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- E. Progress payments will be made monthly in arrears based on services provided and allowable incurred costs, upon approval by the LOCAL AGENCY of CONSULTANT's invoice. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Statement of Work, LOCAL AGENCY shall have the right to delay payment or terminate this Contract in accordance with the provisions of Article VI Termination.
- F. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this contract.

- G. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit, but no more than 30 days, after receipt by LOCAL AGENCY's Contract Administrator of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Article XVI Equipment Purchase of this contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

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

- H. The total amount payable by LOCAL AGENCY shall not exceed \$27,165.00.
- I. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator. For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.
- J. All subcontracts in excess of \$25,000 shall contain the above provisions.

ARTICLE VI - TERMINATION

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

ARTICLE VII - FUNDING REQUIREMENTS

Not Applicable

ARTICLE VIII - CHANGE IN TERMS

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

ARTICLE IX - DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION

The RFQ established a DBE goal of 0% for services. CONSULTANT, where applicable, should make a good faith effort to meet the established goal by using a DBE sub-consultant as indicated in CONSULTANT'S Cost

Proposal (Attachment I). If DBE sub-consultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

A DBE may be terminated only with written approval by LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53 (f). Prior to requesting LOCAL AGENCY's consent for the proposed termination, the prime consultant must meet the procedural requirements specified in 49 CFR 26.53(f). Where the scope of work is revised by LOCAL AGENCY such that the goal cannot be met, CONSULTANT shall not be held liable nor be required to pursue alternative DBE work in order to maintain the established goal.

ARTICLE X - COST PRINCIPLES

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

ARTICLE XI - CONTINGENT FEE

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

ARTICLE XII - RETENTION OF RECORDS/AUDIT

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

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

ARTICLE XIII - DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and City Administrator, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all work under the contract, CONSULTANT may request review by LOCAL AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this contract.

ARTICLE XIV - AUDIT REVIEW PROCEDURES

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

ARTICLE XV - SUBCONTRACTING

- A. CONSULTANT shall perform the work contemplated with resources available within its own organization; and no portion of the work pertinent to this contract shall be subcontracted without written authorization by LOCAL AGENCY'S Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- B. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all the provisions stipulated in this contract to be applicable to subconsultants.
- C. Any substitution of subconsultants must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant.

ARTICLE XVI - EQUIPMENT PURCHASE

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

ARTICLE XVII - INSPECTION OF WORK

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

ARTICLE XVIII - SAFETY

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

ARTICLE XIX - INSURANCE

- A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance presently in effect for CONSULTANT stating limits of insurance no less than:
 - 1. General Comprehensive Liability: one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other from with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/ location or the general aggregate limit shall be twice the required occurrence limit.
 - 2. Automobile Liability: one million dollars (\$1,000,000) per accident for bodily injury and property damage
 - 3. Employer's Liability: one million dollars (\$1,000,000) per accident for bodily injury or disease
 - 4. Errors and Omissions Liability: one million dollars (1,000,000) per occurrence
- B. The Certificate of Insurance will provide:
 - 1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to LOCAL AGENCY.
 - 2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.
 - 3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.
- C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

ARTICLE XX - OWNERSHIP OF DATA

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

ARTICLE XXI - CLAIMS FILED BY LOCAL AGENCY'S CONSTRUCTION CONTRACTOR

- A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this contract.
- C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

ARTICLE XXII - CONFIDENTIALITY OF DATA

- A. All financial, statistical, personal, technical, or other data and information relative to LOCAL AGENCY's operations, which are designated confidential by LOCAL AGENCY and made available to CONSULTANT in order to carry out this contract, shall be protected by CONSULTANT from unauthorized use and disclosure.
- B. Permission to disclose information on one occasion, or public hearing held by LOCAL AGENCY relating to the contract, shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other occasion.

- C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or LOCAL AGENCY's actions on the same, except to LOCAL AGENCY's staff, CONSULTANT's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.
- D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by LOCAL AGENCY, and receipt of LOCAL AGENCY'S written permission.
- E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT to any entity other than LOCAL AGENCY.

ARTICLE XXIII - NATIONAL LABOR RELATIONS BOARD CERTIFICATION

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

ARTICLE XXIV - EVALUATION OF CONSULTANT

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

ARTICLE XXV - STATEMENT OF COMPLIANCE

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

ARTICLE XXVI - DEBARMENT AND SUSPENSION CERTIFICATION

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or

manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.

- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

ARTICLE XXVII - STATE PREVAILING WAGE RATES

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

ARTICLE XXVIII - CONFLICT OF INTEREST

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this contract.
- C. Any subcontract in excess of \$25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.
- D. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT, will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

ARTICLE XXIX - REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

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

ARTICLE XXXI - NOTIFICATION

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

CONSULTANT:

ACS Materials Testing
Joe Tadsblock, Project Manager
7069 Danyuer Road
Redding, CA 96001
(530) 241-5934
joe.tadlock@aceqc.com

LOCAL AGENCY:

City of Susanville
Daniel Gibbs, City Engineer, Contract Administrator
720 South Street
Susanville, CA 96130
(530) 257-1041
dgibbs@cityofsusanville.org

ARTICLE XXXII - CONTRACT

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

ARTICLE XXXIII SIGNATURES

Consultant

City of Susanville

Name of Signer: _____

Name of Signer: Brian Wilson, Mayor

DATE: _____

DATE: _____

APPROVED AS TO FORM:

Name of Signer: _____

Jessica Ryan, City Attorney

DATE: _____

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joe.tadlock@aceqc.com

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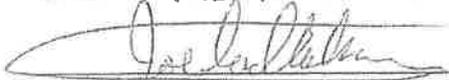
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ARTICLE XXXIII SIGNATURES

Consultant: ACS MATERIALS TESTING

City of Susanville



Name of Signer: Joe Tadsblock, Vice President

Name of Signer: Brian Wilson, Mayor

DATE: 04/04/16

DATE: _____

APPROVED AS TO FORM:

Name of Signer: _____
Jessica Ryan, City Attorney

DATE: _____

2016 STIP Rehab. Projects
 City of Susanville
 Quality Control Testing
 Attachment "1"



Summary of Unit Rates
 SUBGRADE, AGGREGATE BASE, SIDEWALKS & ASPHALT
 QUALITY CONTROL INSPECTION AND MATERIAL TESTING SERVICES

2015 STIP Rehab Projects
 City of Susanville
 SC No 15-03 and SC-1 No. 15-04

A. Subgrade, AB & Asphalt Testing (Curbs & Roadway)

Personnel (Field)

Jobsite Inspection & Sampling

1	Curbs -Sidewalks (22 Days)	0 Hours	\$ 90.00 /hr	\$ -
2	Class II AB (15 Days)	80 Hours	\$ 90.00 /hr	\$ 7,200.00
3	AC 2.5" (20 Days)	120 Hours	\$ 90.00 /hr	\$ 10,800.00
4	Jobsite Core Sampler/Tester (if needed)	30 Hours	\$ 135.00 /hr	\$ 4,050.00

B. LABORATORY SERVICES

Subgrade Testing

1	Compaction Curve (CTM 231)	6	\$ 195.00 /ea	\$ 1,170.00
2	Soil Moisture Content	4	\$ 55.00 /ea	\$ 220.00

Aggregate Base (Caltrans Class II AB)

1	Compaction Curve (CTM 231)	3	\$ 195.00 /ea	\$ 585.00
2	Soil Moisture Content	3	\$ 55.00 /ea	\$ 165.00
3	R-Value (If requested)	0	\$ 325.00 /ea	\$ -
4	Sieve Analysis, ASTM 136 (If Requested)	0	\$ 125.00 /ea	\$ -
5	Sand Equivalent (If Requested)	0	\$ 105.00 /ea	\$ -

Asphalt Materials 2.5"

1	Hveem Stability inc. Air Voids & Unit Weight	1	\$ 255.00 /ea	\$ 255.00
2	Asphalt Content (If Requested)	0	\$ 95.00 /ea	\$ -
3	Sieve Analysis, ASTM 136 (If Requested)	0	\$ 125.00 /ea	\$ -

Asphalt Materials - Shoulder Backing

1	Percent Crushed Particles	4	\$ 125.00 /ea	\$ 500.00
2	Sieve Analysis (ASTM 136)	4	\$ 125.00 /ea	\$ 500.00
3	Sand Equivalent	4	\$ 105.00 /ea	\$ 420.00
4	Durability Index (If Requested)	4	\$ 325.00 /ea	\$ 1,300.00

Estimate Budget: \$ 27,165.00



NOTES

All services are to be provided on a "time and materials basis", or "Lump Sum" as requested through you or your authorized representative.

Additional laboratory testing and field inspection services are available and will be quoted as requested and based on ACS Materials Testing established January 1, 2016 Fee Schedule.

Hourly rates/unit costs as stated are in effect from January 1, 2016 through completion of project, provided construction begins within 90 days of proposal date.

BASIS OF CHARGES

Charges will be made on a time and materials basis for work performed in accordance with the rates stated in the proposal. The basic hourly rates are quoted on an individual project basis or as per ACS published January 1, 2016 Fee Schedule.

Estimates are based on quantities and schedules furnished by others. Where schedules are not available, assumptions are made to develop an estimated cost of services. ACS Materials Testing must conform to the contractors' schedules and these can vary according to job conditions.

Basis of Charges and Expenses

Work from 0-4 Hours	4-Hour Minimum Billing
Work from 4-8 Hours	8-Hour Minimum Billing
Show-Up Time	2-Hour Minimum Billing
Work over 8 hours, Saturdays	Time and One Half
Work on Sundays, Holidays	Double Time
Swing/Graveyard Shift	10% Premium
Travel Time	Hourly Rate
Reimbursables	Cost plus 15%



AUTHORIZATION FOR WORK TO BE PERFORMED

**Quality Control, Special Inspections & Materials Testing Services
CalTrans Project #02-4E6404
Plumas County, California**

Should this scope of work, as described, meet with your approval, you may authorize the work to proceed by signing a copy of this proposal and returning it to our office. Should you believe that a modified scope of work might better meet your current needs, please call our office. The attached ACS Standard Terms and Conditions shall govern this agreement.

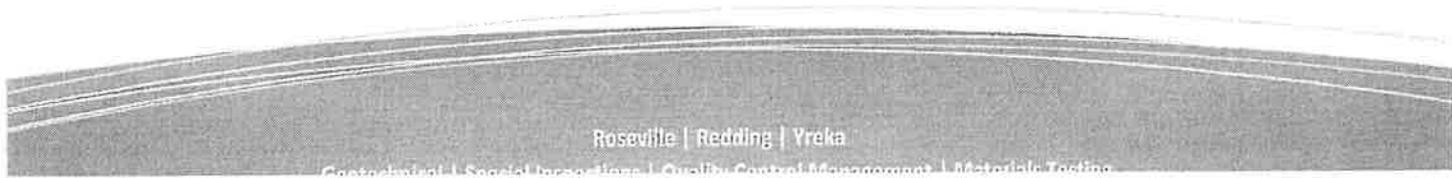
The opportunity to present this proposal is appreciated and we look forward to working with you.

Company Name	

Authorized Signature	Date

Printed Name	Title

ATTACHMENTS: Project Cost Estimate, 2016 Terms & Conditions



Reviewed by: City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 16-5284** Approving and authorizing the City Administrator to execute agreement for auditing services with Badawi & Associates for the fiscal year 2015-2016

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: At the April 6th meeting, staff presented the City Council with the results of the RFP for auditing services and requested direction on the selection of auditing firms for the fiscal year 2015-2016 audit. The City Council chose the auditing firm of Badawi & Associates and staff has prepared the resolution and agreement to formalize the selection. The agreement term is for one year, with the option to renew for two additional years. Exercise of the renewal option will require City Council authorization.

FISCAL IMPACT: Contract for auditing services for FY 2015-2016 not to exceed \$28,000 for the City Audit (\$23,000), Single Audit (\$3,000) and Lassen County Air Pollution Control District Audit (\$2,000)

ACTION REQUESTED: Motion to approve Resolution No. 16-5284, Approving and authorizing the City Administrator to execute agreement for auditing services with Badawi & Associates for the fiscal year 2015-16.

ATTACHMENTS: Resolution No. 16-5284
Agreement for auditing services with Badawi & Associates, CPA's

RESOLUTION NO. 16-5284
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE
AGREEMENT FOR PROFESSIONAL AUDITING SERVICES WITH BADAWI &
ASSOCIATES FOR FISCAL YEAR 2015-2016

WHEREAS, the City of Susanville is required to have an annual audit of its financial statements; and

WHEREAS, the City Council has determined that auditing services are best provided by Badawi & Associates, CPAs; and

WHEREAS, Badawi & Associates, CPAs have agreed to perform auditing services for the City of Susanville.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville hereby approves and authorizes the City Administrator to execute an agreement for professional auditing services for the fiscal year 2015-2016.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5284 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of April 2016 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

**AGREEMENT FOR AUDITING SERVICES
BETWEEN THE CITY OF SUSANVILLE AND
BADAWI & ASSOCIATES**

THIS CONSULTANT SERVICES AGREEMENT is made and effective as of April 20, 2016 between the City of Susanville, a municipal corporation ("City") and Badawi & Associates, Certified Public Accountants. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on April 20, 2016, and shall remain in effect for one year with a renewal option for two additional years, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

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

3. **PERFORMANCE**

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

4. **PAYMENT**

(a) The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Appendix B in the Request for Proposal, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the tasks outlined in the RFP, attached hereto and incorporated herein by this reference. This amount shall not exceed dollars \$28,000 (FY 2015-16), \$28,840 (FY 2016-17) and \$28,840 (FY 2017-18) for the services of this Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Administrator. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Administrator and at the time the City's written authorization is given to Consultant for the performance of said services.

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

5. **KEY PERSONNEL CLAUSE** Consultant will provide the City with a list of the key personnel to be assigned to perform the audit. Key personnel will include the Engagement Partner, Audit Manager and Senior Auditor. Consultant agrees that any changes in key personnel must be approved by the City in writing prior to any changes. Any change in key personnel will allow the City to renegotiate the current contract.

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

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

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

7. **DEFAULT OF CONSULTANT**

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

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

8. **OWNERSHIP OF DOCUMENTS**

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

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

9. **INDEMNIFICATION**

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

10. **INSURANCE**

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

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

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

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

11. **INDEPENDENT CONSULTANT**

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

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

12. **LEGAL RESPONSIBILITIES**

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

13. **UNDUE INFLUENCE**

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

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

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

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

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

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

16. **ASSIGNMENT**

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

17. **LICENSES**

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

18. **GOVERNING LAW**

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

19. **ENTIRE AGREEMENT**

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

20. **AUTHORITY TO EXECUTE THIS AGREEMENT**

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

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

CITY OF SUSANVILLE:

CONSULTANT

Brian Wilson
Mayor
City of Susanville

By: _____
Ahmed Badawi
Partner
Badawi & Associates
Certified Public Accountants

APPROVED AS TO FORM:

ATTEST:

Jessica Ryan
City Attorney
City of Susanville

Gwenna MacDonald
City Clerk
City of Susanville

Proposed Pricing

NOT-TO-EXCEED PRICE FOR PROPOSED SERVICES SCHEDULE

In accordance with the Request for Proposals for Professional Auditing Services issued by City of Susanville, the firm referenced below hereby submits the following cost proposal:

Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price				
Positions	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	30	\$ 200	\$ 150	\$ 4,500
Manager	60	\$ 150	\$ 120	\$ 7,200
Supervisory Staff	85	\$ 125	\$ 85	\$ 7,225
Staff	115	\$ 100	\$ 70	\$ 8,050
Admin	5	\$ 75	\$ 65	\$ 325
I.T Specialist	5	\$ 150	\$ 140	\$ 700
Sub-Total				\$ 28,000
Out-of-Pocket Expenses				-
Total				\$ 28,000

All-Inclusive Maximum Price			
	FY 2015-16	FY 2016-17 (Optional)	FY 2017-18 (Optional)
City	\$ 23,000	\$ 23,690	\$ 23,690
Lassen County Air Pollution Control District	\$ 2,000	\$ 2,060	\$ 2,060
Single Audit	\$ 3,000	\$ 3,090	\$ 3,090
Total	\$ 28,000	\$ 28,840	\$ 28,840

Rates for Additional Professional Services:

Any services outside the scope of our engagement will be promptly identified before the services are rendered. Upon mutual agreement, the out-of-scope services will be separately billed at our standard hourly rates. While it can be difficult to simply state hourly rates, as often times the needs of the client and the specific tasks directly impact the billing rates for our services, we want to provide the following information regarding our published billing rates:

Position	Rate
Partner	\$ 250.00
EQR	250.00
Manager	200.00
Senior	150.00
Staff	125.00
IT	150.00
Admin.	90.00

AGENDA ITEM NO. 13A

Reviewed by: JGH City Administrator
 City Attorney

 Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: 2016/2017 Budget Workshop Schedule

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff is proposing to schedule a workshop for consideration of the 2016/2017 budget on May 10th, May 17th, or May 24th, from 3:00 p.m. to 5:00 p.m. It is requested that City Council establish the time and date in order to provide an opportunity to review and discuss the budget for the upcoming fiscal year.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Jared G. Hancock, City Administrator

Action Date: April 20, 2016

CITY COUNCIL AGENDA ITEM

SUBJECT: Historic Mural Update

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City staff has been working with property owners and representatives from the Lassen Arts Council and Historic Uptown Susanville Association to address administration of the City's Historical Mural Ordinance which was enacted in 1990. It has proven successful in the creation of a wonderful collection of historic murals in the community, but should be updated to address issues such as maintenance, easements and removal of murals in a more comprehensive manner. Staff has met with the relevant stakeholders and is recommending some amendments to Chapter 12.28 of the Susanville Municipal Code pertaining to murals in public places.

Maintenance of these murals has been a concern of the City, HUSA and the Lassen County Arts Council for some time. A number of the murals are in need of significant repair, cleaning and seal coating in order to preserve them. In researching how to accomplish the needed maintenance it was discovered that most of the murals did not have a recorded easement that would: a) authorize the City to maintain the murals and grant access to the walls on which they are painted through an easement; and b) to protect the murals from being painted over. For murals which had been protected by an easement, it was discovered that those easements had expired with the exception of one mural.

It is staff's recommendation that the City council consider amending the Municipal Code and direct staff to work on obtaining mural easements for all of the murals within the City in order to protect this public art.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: Proposed changes to Susanville Municipal Code Chapter 12.28
 Proposed Easement Template

Article I. Intent and Definitions

12.28.010 Intent.

It is the intent of the City Council, for purposes of promoting the local economy, tourism, and for further purposes of beautifying the city, to adopt the ordinance codified in this chapter regarding murals, their location and design. It is the further intent of the City Council that, where feasible, funding assistance may be provided by the city to the establishment, execution, painting, maintenance, and repair of murals and public art. The source of such funding is not restricted, but could come from a portion of transient occupancy taxes. (Prior code § 6-B.1)

12.28.020 Definitions.

As used in this chapter, the following definitions shall apply:

“Artist” means one who demonstrates professional competence in the visual arts discipline of painting and who is approved by the Planning Commission with recommendations from the Lassen County Arts Council design-review committee.

“Historic Uptown Susanville area” means: beginning at the intersection of the northerly boundaries of properties facing the northerly edge of North Street and the westerly edge of North Pine Street; thence easterly along said line to the easterly line of each property facing onto the easterly line of North Weatherlow Street, thence southerly along the easterly line of each property facing onto the easterly line of Weatherlow (both North and South), to the intersection with the southerly line of the property lying at a point extended to the northerly edge of Mill Street, thence in a westerly direction along said extended and northerly line of Mill Street to its intersection with the westerly line of South Gay Street, thence southerly to the intersection with the northerly line of Court Street to its intersection with the easterly line of South Pine Street; then northerly along said South Pine Street to its intersection with the northerly line of the extended line from the northerly edge of the alleyway lying between Main and Cottage Streets; thence westerly along said line to the easterly line of the alleyway lying behind the Elks Hall, thence northerly along said easterly line of the alleyway, and extending past said alleyway in a northerly direction along the westerly line of the boundaries of the properties facing onto North Pine Street, to the point of beginning.

“Maintenance of a mural” means power spraying the murals with water every one to three years as needed with an application of seal coat. Revarnish every five to ten (10) years as needed. The seal coat can be a touch-up if full seal coating isn't warranted. revarnishing can be spot revarnishing. Repainting may occur if deemed necessary by the Planning Commission with input from the Lassen County Arts Council. Maintenance of the murals that have a public mural easement shall be the responsibility of the City design-review committee.

“Mural: Private” means a permanent picture painted directly on a wall or on panels attached to walls. A mural located in the Historic Uptown Susanville area shall be historic in subject matter. A private mural shall be painted on a private building where no public funding is provided and no city easement shall be required. The review and approval process of a private

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mural shall be the same as for a public mural. The owner of the building shall have the sole responsibility for maintaining the mural and may remove the mural at their discretion.

~~————~~“Mural P~~ublic~~” means a permanent picture painted directly on a wall or on panels attached to walls. A mural located in the Historic Uptown Susanville area shall be historic in subject matter. A public mural shall be painted on a public or private building and the surface on which the mural is painted shall be subject to a public mural easement if it is on a private building. If he mural is to be painted on a city easement on a private building. The artist shall first make arrangements with the Ceity to sell his or her work to the Ceity and/or the Lassen County arts council and to transfer royalty rights thereon to the Ceity and/or the Lassen County arts council pursuant to Civil Code Section 980 et seq. and any replacement thereof.

“Mural project” means to provide public murals to strengthen Susanville’s historical identity, to expand the visual aesthetics of Susanville, and to provide travelers and tourists a destination site or a reason to stop in Susanville.

“Ownership of a public mural” means a joint venture between the Ceity and the Lassen County Arts Ceouncil. The Ceity shall have ownership of the public mural and the Lassen County Arts Ceouncil shall administrate the project and may also, under direction from the City, provide maintenance and repair to public murals.

“Paint to be used in murals” means paint specific for outdoor murals, similar or equal to Nova or Chroma paint.

~~“Public Mural Easement” on Private Building: means~~This an easement on a private building that applies only to shall be of the surface of the building where the a public mural will be or has been painted only. It shall not be construed to create any liability on the part of the Ceity for the structural integrity, maintenance, repair or replacement of the building. The Ceity of Susanville shall be the beneficiary of the easement which allows the Ceity right of entry on the property and access to the wall upon which the mural is painted for maintenance, repair, restoration or replacement of the mural during the term of the easement. (Prior code § 6-B.2)

Article II. Location of Murals

12.28.030 Areas established.

Murals shall be located in two “areas” of Susanville. Area One shall be located within the historic uptown Susanville area only; Area Two shall be located within the remaining area of the city. The intent of the Ceity Ceouncil regarding establishment of the two areas is to encourage concentration of murals in the historic uptown area of Susanville; however, this intent should not be used as the sole rationale to deny murals in Area Two. (Prior code § 6-B.20)

12.28.040 Public Mural Easement.~~Granting of public easement—Recordation.~~

The City or other organization who agrees to be responsible for the maintenance of a mural may acquire an easement on a private building from the building’s owner. The easement shall be for the purpose of of painting, repairing, maintaining, preserving and replacing a mural painted as

a work of public art. Said easement must be in writing, but recording of same shall not take place until after the approval by the Planning Commission for the particular mural is issued.

Public mural easements shall be for a term of between 10 and 20 years. Where public money was used to paint the mural, provisions for depreciating the cost of the mural over the initial term of the easement period and the depreciation schedule ~~shall be included~~ shall be included in the easement document. This depreciation clause will provide reimbursement to the City should the owner of the building need to expand or remodel the building which has the mural on it thereby causing the removal of the mural. An area on which a mural is to be painted may be the subject of a public easement granted by the landowner to the city for the purpose of painting, repairing, maintaining, and replacing said mural. Said easement must be in writing, but recording of same shall not take place until after the approval of a city design review committee for the particular mural is issued. (Prior code § 6-B.22)

12.28.045 Removal of a Mural

Murals painted on a private building using private funding, and where no mural easement exists, may be removed at the discretion of the property owner at any time unless conditions to keep and maintain the mural were agreed to by the property owner at the time of Pplanning Ceommission approval.

For murals where a public mural easement exists, the procedure for removing the mural shall be as provided for in the public mural easement. If no removal provisions are included in the public mural easement document then the following provisions shall apply:

A. If during the term that a public mural easement is in effect, the wall upon which a mural is located is accidentally damaged or destroyed, such as by fire, earthquake, a vehicle collision or other catastrophic event or when repairs must be made to the wall to maintain the structural integrity of the building, to the extent that the exterior face of the wall must be removed to perform the repairs, the mural may be removed with the concurrence of the City Bbuilding eOfficial.

B. If during the term that a public mural easement is in effect, the building owner desires to expand or remodel the building in a manner that would cause the removal of the surface of the wall upon which the mural exists, the building owner must submit a request to the Planning Commission to remove the mural. The request shall be agenized as a public hearing with notice in accordance with Government Code Section 65091. The Planning Commission may not preclude the mural from being removed but may require conditions, including but not limited to, documenting the mural and, contributing up to 10% of the cost of replacing the mural.

12.28.050 Design review committeePlanning Commission approval required—Permit issuance.

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Prior to painting, installation and execution of a mural, it ~~must~~ shall first be reviewed and approved by the ~~Pplanning Ceommission~~ design review committee. Upon approval, the ~~Pplanning eCommission~~ design review committee shall issue a permit. The decision of the ~~design review committee~~ Planning Commission may be appealed pursuant to the provisions cited below. (Prior code § 6-B.24)

12.28.060 Mural design amendment—~~Design review committee~~ Planning Commission approval required.

Prior to amending a mural design (whether painted or not yet painted) that has been approved by the ~~Pplanning Ceommission~~ design review committee, the amendment or amendments shall first be approved by the ~~Pplanning Ceommission~~ design review committee. Upon approval, the permit for the mural shall be amended. The decision of the ~~design review committee~~ Planning Commission may be appealed pursuant to the provisions cited below. (Prior code § 6-B.26)

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12.28.070 Time limit on mural painting— Conditional extension.

Once the ~~design review committee~~ Planning Ceommission permit or amended permit is obtained, the mural shall be painted in a timely fashion. Completion must occur no later than one year from the time the permit or amended permit is issued; provided, however, an extension of six months may be granted by the ~~design review committee~~ Planning Ceommission if it appears that the mural will be painted, but that unavoidable difficulties have caused the delay. Once the one year expires, or one year and six months in the case of an extension on a permit, the permit for that particular mural will be automatically revoked and application for approval of the ~~design review committee~~ Planning Ceommission must be obtained again, as though no mural permit had been obtained. (Prior code § 6-B.28)

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12.28.080 Location of murals.

It is the intent of the Ceity Ceouncil that murals be located on the side of historic buildings; however, the Ceity Ceouncil recognizes that there may be circumstances when a mural location might be sought elsewhere. The Ceity Ceouncil authorizes the ~~Pplanning Ceommission~~ design review committee to consider murals on locations other than historic buildings; however, consideration should first be given to placement on historic buildings before any other location is chosen. (Prior code § 6-B.29)

Article III. Design of Murals

12.28.090 Paint and materials.

The paint and materials used in murals painted on buildings shall be specific for outdoor murals and similar or equal to Nova or Chroma paint. (Prior code § 6-B.30)

12.28.100 Theme.

Murals within the historic uptown Susanville area shall be a historic theme, reflecting the history and background of the Susanville and Lassen County area. (Prior code § 6-B.32)

12.28.110 Public mural easement—Building owner insurance requirements.

Where murals are initially installed on a public mural easement on a building, the owner of said building may be required to carry property damage and liability insurance on said building in an amount approved by the Planning Commission design review committee, and where required, the owner of said building shall provide the City with a certificate of insurance naming the City as additional insured thereunder for the term of the mural easement. (Prior code § 6-B.34)

12.28.120 Artists project description and credentials—Submission—Approval.

Artists who paint the murals shall be, where possible, those qualified by having worked with murals before. Their project description and their credentials in this regard shall be submitted first through the Lassen County Arts Council for screening; upon screen approval, the project description and credentials shall be submitted to the design review committee Planning Commission at the time the application for mural painting is made. (Prior code § 6-B.36)

Article IV. Design Review Committee

12.28.130 Planning Commission Appointment authority— Responsibilities.

The Planning Commission shall be appointed as provided for in section 2.36 of this code. The mayor with the approval of the city council shall appoint a committee. The Planning Commission shall evaluate, critique, consider and approve the design, painting and location of murals with recommendations from the Lassen County Arts Council. It is the intent of the city council that this committee also be given the responsibility as the review committee of the following matters covered elsewhere in the Susanville Municipal Code: including but not limited to, architectural review, landscaping, community character, signs. (Prior code § 6-B.40)

12.28.140 Membership—Term—Vacancies.

The committee shall be known as the design review committee and shall consist of seven persons. Each person's term shall last for a period of three years from the date of appointment; vacancies shall be filled by majority vote of the city council. The members of the committee shall be subject to the terms of the Brown Act (Government Code Section 54950 et seq.) (Prior code § 6-B.42)

12.28.150 Meetings.

The design review committee Planning Commission shall meet as provided for in section 2.36.100 of this code and hearings for any mural permit application may be heard at any regularly scheduled or special Planning Commission meeting provided subject to any noticing

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requirements, shall meet the second Monday of each and every month, at the hour of four p.m., at City Hall, 66 North Lassen Street, Susanville, California, commencing with the second Monday in May, 1991. The design review committee may meet as often as required should more frequent meetings appear necessary. (Prior code § 6-B.44)

12.28.160 Establishment of guidelines.

The City Council may by resolution adopt additional rules and regulations establishing guidelines for the design review committee and setting forth criteria and standards for mural design, painting, execution and location. (Prior code § 6-B.46)

Article V. Fees for Mural Permit

12.28.170 Application fee and/or permit issuance.

In the event the City Council determines it appropriate, it may set a fee by resolution for the application fee and/or the permit issuance. (Prior code § 6-B.50)

Article VI. Appeals

12.28.180 Written appeal—Time limit.

An appeal from the decision of the Planning Commission design review committee granting or denying a permit shall be made in writing to the City Council no later than ~~ten~~ ten (10) days following the decision on a mural application of the design review committee. (Prior code § 6-B.60)

12.28.190 Delivery to city clerk—Contents.

The written appeal shall be delivered within said ~~ten~~ ten (10)-day period to the city clerk or her designee, and shall state the reasons for the appeal. The appeal shall be limited to those reasons and issues discussed at the design review committee level. (Prior code § 6-B.62)

12.28.200 Report to City Council.

The Planning Commission design review committee may submit a report to the City Council in writing setting forth the reasons for its decision. (Prior code § 6-B.64)

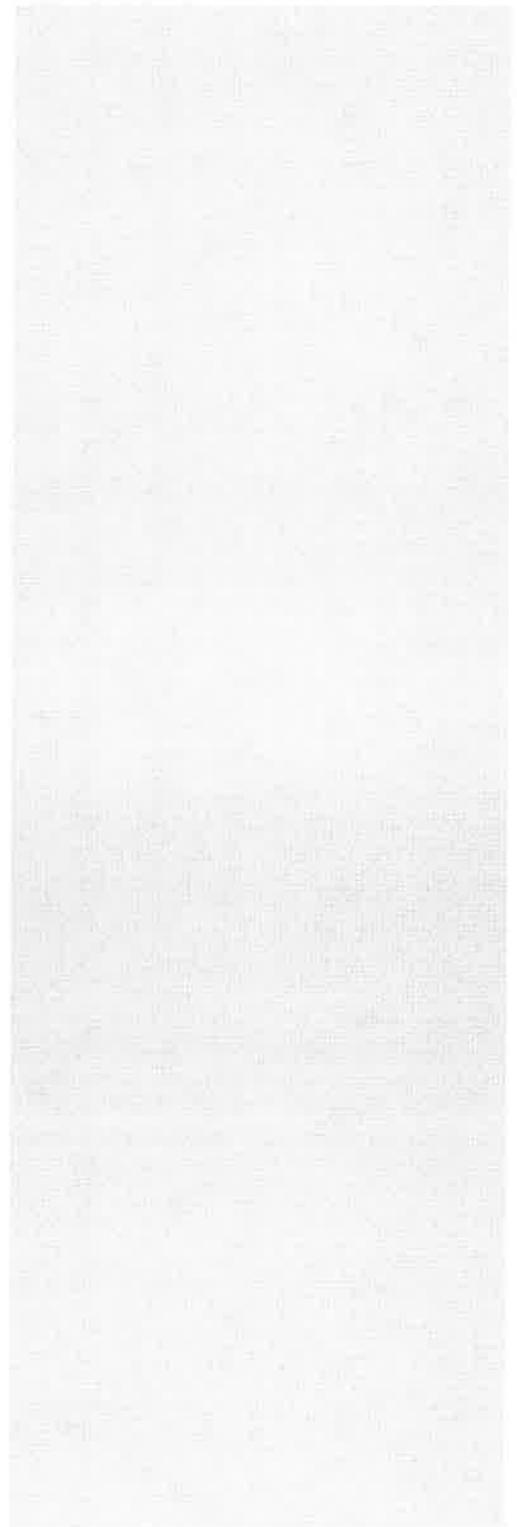
12.28.210 City Council notification—Hearing—Decision.

Notice shall be given to the City Council of said appeal and the City Council shall set a hearing of the appeal; the hearing may be continued from time to time where necessary or expedient; the City Council shall render a decision on the appeal no later than forty-five (45) days after the appeal is submitted. The decision of the City Council shall be final. (Prior code § 6-B.66)

Article VII. Enforcement—Penalties

12.28.220 Violation—Penalty.

It is unlawful for any person to mar, deface, damage, or destruct in any manner, any mural erected in the city. Violation of this section is a misdemeanor, and punishable as set forth in the Susanville Municipal Code. (Prior code § 6-B.70)



RECORDING REQUESTED BY:)
)
CITY CLERK)
CITY OF SUSANVILLE)
66 NORTH LASSEN STREET)
SUSANVILLE, CA 96130)
_____)

WHEN RECORDED MAIL TO:)
)
CITY CLERK)
CITY OF SUSANVILLE)
66 NORTH LASSEN STREET)
SUSANVILLE, CA 96130)

MURAL FACADE EASEMENT AND AGREEMENT

THIS EASEMENT and AGREEMENT is made and entered into this ____ day of _____, 2016, between the City of Susanville, a municipal corporation and a political subdivision of the State of California (hereinafter referred to as "CITY"), and _____ and _____, jointly and individually as the owners of that certain property described below in RECITALS A, (hereinafter referred to as "GRANTOR"), all of the County of Lassen, State of California, herein collectively designated as "PARTIES":

RECITALS

A. GRANTORS are the current owners of the building located at _____ Street, in the City of Susanville, County of Lassen, State of California, a full and complete legal description of which is attached hereto as Exhibit "A" and incorporated herein by this reference as though fully set forth (hereinafter referred to as the "PROPERTY"). The _____ wall of the PROPERTY (approximately ___ feet long by ___ feet high) currently has a Mural painted thereon which is the specific subject of this EASEMENT AND AGREEMENT (hereinafter referred to as the "MURAL").

B. GRANTOR desires to grant an exclusive maintenance easement over the MURAL portion of the PROPERTY to CITY for the benefit and enjoyment of the general public. Each party hereto desires to accept such exclusive maintenance easement, subject to the within stated AGREEMENT.

NOW THEREFORE, the parties agree as follows:

1. GRANTOR, for and on behalf of the PROPERTY only, hereby grants to CITY, for the benefit and enjoyment of the general public, an exclusive maintenance easement over the MURAL portion of the PROPERTY. The usage of such easement, and the responsibilities of the CITY hereunder are more fully described in Exhibit "B", which is attached hereto and

incorporated herein by this reference.

2. CITY, for and on behalf of GRANTOR and the general public, hereby accepts the grant of such easement and the responsibilities spelled out in the attached Exhibit "B".

3. Said easement shall be exclusive to CITY, it being the specific intent and understanding of GRANTOR that the only reason for the grant of this easement is to allow the CITY to maintain, restore and repair the MURAL that is located on GRANTOR'S PROPERTY. Proper maintenance and repair of the MURAL shall be the purview of the CITY. The grant of easement specified in this agreement does not restrict the GRANTOR or future owners of the PROPERTY from any modification, restoration or alteration of the PROPERTY, so long as the MURAL wall remains in place.

4. This Easement and Agreement may be legally enforced by CITY or by GRANTOR or any future owners of the PROPERTY, except in case of accidental damage or destruction to the wall on which the mural is located or to the building on the PROPERTY, which necessitates demolition of the wall; or removal of the mural as a result of necessary repair or remodeling to the wall on which the mural is located in which case this Easement and Agreement shall be null and void and of no future force or effect. Prior to the removal of the mural for the purpose of repairing the wall or removal as a result of a remodel or expansion to the building, the procedures of Susanville Municipal Code section 12.28.045 shall be followed.

5. Any notices from one party to the other shall be in writing, addressed to their respective addresses as spelled out below, and shall be mailed to or hand delivered to the party to which the notice is being sent or delivered. In all events, the party receiving such notice shall have thirty (30) days from date of receipt of such notice to respond to such notice, either in writing, or by commencing the actions specified in such notice.

6. This Easement and Agreement shall be binding on the parties hereto and to their heirs, successors and assigns, for a period of 10 years so long as the current building (structure) to which this MURAL easement applies remains on the aforementioned PROPERTY.

IN WITNESS WHEREOF, the parties have executed this MURAL FACADE EASEMENTS AND AGREEMENT the day and year first above written.

_____, Individually
(GRANTOR)

CITY OF SUSANVILLE

By: _____
City Clerk

_____, Individually
(GRANTOR)

By: _____
Mayor