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

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

**Susanville City Council**  
**SPECIAL MEETING ♦ City Council Chambers**  
**June 22, 2016 \* 5:30 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 16-5307*

*Next Ordinance No. 16-1006*

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

- A      Certification of Canvass of Votes by the County Clerk
- B      Consider **Resolution No. 16-5305**, Declaring Election Results (General Municipal Election, June 7, 2016)
- C      Service Recognition
- D      Oath of Office — Certificates of Election: Councilmembers
- E      Reorganization of Council: Nomination of Mayor and Mayor pro tem

**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      CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
  - 1. Agency Negotiator:    Jared G. Hancock
  - Bargaining Unit:      All Employee Bargaining Units
- B      PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1. Golf Course Manager
- C      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8:
  - 1. Property:                      APN: 103-340-01
  - Agency negotiator:        Jared G. Hancock
  - Negotiating parties:      City of Susanville
  - Under negotiation:        Price/Conditions/Terms
  - 2. Property:                      APN: 101-270-10
  - Agency negotiator:        Jared G. Hancock
  - Negotiating parties:      City of Susanville/Lassen Community College
  - Under negotiation:        Price/Conditions/Terms



- D Consider approval of accounts receivable write-off
- E Consider approval of sponsorship contribution to Traveling Memorial Wall of Remembrance

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Precision Approach Path Indicators (PAPI) Project Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

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

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the special meeting scheduled for June 22, 2016 in the areas designated on June 17, 2016.

  
Gwenna MacDonald, City Clerk

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

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

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:**           **Resolution No. 16-5305** a Resolution of the City Council of the City of Susanville reciting the fact of the General Municipal Election held on June 7, 2016 declaring the results and such other matters as provided by law

**PRESENTED BY:**   Jared G. Hancock, City Administrator

**SUMMARY:**           The City Council consolidated its general municipal election with the state primary election, which was conducted by the Lassen County Clerk/Recorder/Elections Office on June 7, 2016. The County Clerk has issued the certified canvass of the election results, and the results have been presented for the City Council’s review.

Traditionally, the seated Council recognizes the service of any Councilmember whose term is ending. Staff recommends that the City Council honor the 28 year service of Councilmember Callegari and 4 year service of Mayor pro tem McBride.

It is proper to then direct the City Clerk to administer the Oaths of Office to those elected to serve. Typically, the new Councilmembers are seated and the City Council reorganizes. By motion, a Mayor is nominated and the nomination is voted on by the City Council. Following this action, a Mayor pro tem is nominated and a vote conducted. The new Mayor has the opportunity to change the seating at the dais at this time. Commission and Board appointments will be made at the July 6, 2016 meeting.

**FISCAL IMPACT:**   Monthly stipend and participation in the City’s health care program has been budgeted for 2016/2017.

**ACTION REQUESTED:** Motion to adopt Resolution No. 16-5305 a resolution of the City Council of the City of Susanville reciting the fact of the General Municipal Election held on June 7, 2016 declaring the results and such other matters as provided by law

**ATTACHMENTS:**   Resolution No. 16-5305

**RESOLUTION NO. 16-5305**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON**  
**JUNE 7, 2016 AND DECLARING THE RESULT AND SUCH OTHER MATTERS**  
**AS PROVIDED BY LAW**

**WHEREAS**, a general municipal election was held and conducted in the City of Susanville on Tuesday, June 7, 2016 as required by law; and

**WHEREAS**, notice of the election was given in time, form and manner as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

**WHEREAS**, the Lassen County Election Department canvassed the returns of the election and has certified the results to this City Council, the results are received, attached and made a part hereof as Exhibit A;

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

Section 1: That the whole number of provisional votes and votes cast at the polling place is 2,962;

That the whole number of vote by mail (absentee) cast in the City is 1,359;

That the whole number of votes cast in the City is 4,321.

Section 2: That the names of persons voted for at the election for Member of the City Council are as follows:

Lino Callegari  
Joseph Franco  
Kevin Stafford  
Brian Wilson

Section 3: That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates are as listed Exhibit A attached hereto. The total votes are as follows:

Candidate	Polling	ABS	TOTAL
<b>Brian Wilson</b>	<b>839</b>	<b>401</b>	<b>1240</b>
<b>Kevin Stafford</b>	<b>803</b>	<b>405</b>	<b>1208</b>
<b>Joseph Franco</b>	<b>727</b>	<b>306</b>	<b>1033</b>
Lino P. Callegari	566	234	800
Write-In Votes	27	13	40
Total:	<b>2,962</b>	<b>1,359</b>	<b>4,321</b>

Section 4: The City Council does declare and determine as follows:

- That Brian Wilson was elected as Member of the City Council for the full term of four years.
- That Kevin Stafford was elected as Member of the City Council for the full term of four years.
- That Joseph Franco was elected as Member of the City Council for the full term of four years.

Section 5: That the City Clerk shall enter on the records of the City of Susanville a statement of the result of the election showing the following:

- The whole number of votes cast in the City; and
- The names of the persons voted for; and
- For what office each person was voted for; and
- The number of votes given at each precinct to each person; and
- The total number of votes given to each person.

Section 6: That the City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated that the City Clerk shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

Section 7: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the Book of Original Resolutions.

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

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution Number 16-5305 was adopted at a special meeting of the City Council of the City of Susanville held on the 22nd day of June, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

Election Summary Report  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 Summary For Jurisdiction Wide, , CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:11:02  
 Page:1 of 1

Registered Voters 13447 - Cards Cast 2190 16.29%

Num. Report Precinct 51 - Num. Reporting 51 100.00%

CITY COUNCIL

	Polling	VBM (ABS)	Total	
Number of Precincts	20	20	20	
Precincts Reporting	20	3	20	100.0 %
Vote For	3	3	3	
Total Votes	2962	1359	4321	
<b>JOSEPH FRANCO</b>	727	306	1033	23.91%
<b>KEVIN STAFFORD</b>	803	405	1208	27.96%
<b>BRIAN WILSON</b>	839	401	1240	28.70%
<b>LINO P. CALLEGARI</b>	566	234	800	18.51%
Write-in Votes	27	13	40	0.93%



Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:22  
 Page:1 of 10

	TURN OUT		
	Reg. Voters	Cards Cast	% Turnout
Jurisdiction Wide			
CP1 110,111,112			
Polling	894	166	18.57%
MB	894	0	0.00%
VBM (ABS)	894	289	32.33%
Total	894	455	50.89%
MB2 113			
Polling	115	57	49.57%
MB	115	0	0.00%
VBM (ABS)	115	0	0.00%
Total	115	57	49.57%
MB3 116			
Polling	259	154	59.46%
MB	259	0	0.00%
VBM (ABS)	259	0	0.00%
Total	259	154	59.46%
CP4 117			
Polling	896	160	17.86%
MB	896	0	0.00%
VBM (ABS)	896	390	43.53%
Total	896	550	61.38%
CP5 118			
Polling	381	52	13.65%
MB	381	0	0.00%
VBM (ABS)	381	177	46.46%
Total	381	229	60.10%
MB9 119			
Polling	309	157	50.81%
MB	309	0	0.00%
VBM (ABS)	309	0	0.00%
Total	309	157	50.81%
MB6 120			
Polling	169	109	64.50%
MB	169	0	0.00%
VBM (ABS)	169	0	0.00%
Total	169	109	64.50%
MB42 201			
Polling	201	124	61.69%
MB	201	0	0.00%
VBM (ABS)	201	0	0.00%
Total	201	124	61.69%
MB8 202			
Polling	183	105	57.38%
MB	183	0	0.00%
VBM (ABS)	183	0	0.00%
Total	183	105	57.38%
MB10 210			
Polling	171	87	50.88%
MB	171	0	0.00%
VBM (ABS)	171	0	0.00%
Total	171	87	50.88%
MB43 211			
Polling	146	65	44.52%
MB	146	0	0.00%
VBM (ABS)	146	0	0.00%
Total	146	65	44.52%
MB44 212			
Polling	166	80	48.19%

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:22  
 Page:2 of 10

	TURN OUT		
	Reg. Voters	Cards Cast	% Turnout
MB	166	0	0.00%
VBM (ABS)	166	0	0.00%
Total	166	80	48.19%
MB45 213			
Polling	158	81	51.27%
MB	158	0	0.00%
VBM (ABS)	158	0	0.00%
Total	158	81	51.27%
MB46 214			
Polling	226	116	51.33%
MB	226	0	0.00%
VBM (ABS)	226	0	0.00%
Total	226	116	51.33%
CP7 215			
Polling	283	44	15.55%
MB	283	0	0.00%
VBM (ABS)	283	98	34.63%
Total	283	142	50.18%
MB47 216			
Polling	131	53	40.46%
MB	131	0	0.00%
VBM (ABS)	131	0	0.00%
Total	131	53	40.46%
MB48 218			
Polling	72	31	43.06%
MB	72	0	0.00%
VBM (ABS)	72	0	0.00%
Total	72	31	43.06%
MB49 219			
Polling	106	56	52.83%
MB	106	0	0.00%
VBM (ABS)	106	0	0.00%
Total	106	56	52.83%
MB50 220			
Polling	201	82	40.80%
MB	201	0	0.00%
VBM (ABS)	201	0	0.00%
Total	201	82	40.80%
MB22 221			
Polling	87	51	58.62%
MB	87	0	0.00%
VBM (ABS)	87	0	0.00%
Total	87	51	58.62%
MB32 222,223			
Polling	96	49	51.04%
MB	96	0	0.00%
VBM (ABS)	96	0	0.00%
Total	96	49	51.04%
CP11 301			
Polling	850	153	18.00%
MB	850	0	0.00%
VBM (ABS)	850	337	39.65%
Total	850	490	57.65%
CP12 302,315			
Polling	1174	244	20.78%
MB	1174	0	0.00%
VBM (ABS)	1174	402	34.24%
Total	1174	646	55.03%

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:22  
 Page:3 of 10

	TURN OUT		
	Reg. Voters	Cards Cast	% Turnout
CP13 303			
Polling	795	124	15.60%
MB	795	0	0.00%
VBM (ABS)	795	279	35.09%
Total	795	403	50.69%
MB24 304			
Polling	48	24	50.00%
MB	48	0	0.00%
VBM (ABS)	48	0	0.00%
Total	48	24	50.00%
MB14 305			
Polling	181	85	46.96%
MB	181	0	0.00%
VBM (ABS)	181	0	0.00%
Total	181	85	46.96%
MB15 314			
Polling	222	129	58.11%
MB	222	0	0.00%
VBM (ABS)	222	0	0.00%
Total	222	129	58.11%
MB31 406			
Polling	7	1	14.29%
MB	7	0	0.00%
VBM (ABS)	7	0	0.00%
Total	7	1	14.29%
CP16 410,414			
Polling	462	84	18.18%
MB	462	0	0.00%
VBM (ABS)	462	179	38.74%
Total	462	263	56.93%
MB33 411			
Polling	66	39	59.09%
MB	66	0	0.00%
VBM (ABS)	66	0	0.00%
Total	66	39	59.09%
MB17 412			
Polling	229	146	63.76%
MB	229	0	0.00%
VBM (ABS)	229	0	0.00%
Total	229	146	63.76%
MB25 413			
Polling	55	33	60.00%
MB	55	0	0.00%
VBM (ABS)	55	0	0.00%
Total	55	33	60.00%
MB26 416			
Polling	87	53	60.92%
MB	87	0	0.00%
VBM (ABS)	87	0	0.00%
Total	87	53	60.92%
CP18 417			
Polling	897	125	13.94%
MB	897	0	0.00%
VBM (ABS)	897	329	36.68%
Total	897	454	50.61%
MB42 419			
Polling	138	47	34.06%
MB	138	0	0.00%

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:23  
 Page:4 of 10

	TURN OUT		
	Reg. Voters	Cards Cast	% Turnout
VBM (ABS)	138	0	0.00%
Total	138	47	34.06%
CP19 420, 422			
Polling	605	88	14.55%
MB	605	0	0.00%
VBM (ABS)	605	236	39.01%
Total	605	324	53.55%
MB27 421			
Polling	65	33	50.77%
MB	65	0	0.00%
VBM (ABS)	65	0	0.00%
Total	65	33	50.77%
CP20 501			
Polling	456	102	22.37%
MB	456	0	0.00%
VBM (ABS)	456	145	31.80%
Total	456	247	54.17%
MB39 502			
Polling	153	91	59.48%
MB	153	0	0.00%
VBM (ABS)	153	0	0.00%
Total	153	91	59.48%
MB40 503			
Polling	107	54	50.47%
MB	107	0	0.00%
VBM (ABS)	107	0	0.00%
Total	107	54	50.47%
CP21 504			
Polling	325	36	11.08%
MB	325	0	0.00%
VBM (ABS)	325	79	24.31%
Total	325	115	35.38%
MB36 505			
Polling	156	73	46.79%
MB	156	0	0.00%
VBM (ABS)	156	0	0.00%
Total	156	73	46.79%
MB37 506			
Polling	234	97	41.45%
MB	234	0	0.00%
VBM (ABS)	234	0	0.00%
Total	234	97	41.45%
CP23 507			
Polling	453	89	19.65%
MB	453	0	0.00%
VBM (ABS)	453	149	32.89%
Total	453	238	52.54%
MB38 508			
Polling	75	30	40.00%
MB	75	0	0.00%
VBM (ABS)	75	0	0.00%
Total	75	30	40.00%
MB34 509			
Polling	51	28	54.90%
MB	51	0	0.00%
VBM (ABS)	51	0	0.00%
Total	51	28	54.90%
MB28 510			

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:23  
 Page:5 of 10

	TURN OUT		
	Reg. Voters	Cards Cast	% Turnout
Polling	65	43	66.15%
MB	65	0	0.00%
VBM (ABS)	65	0	0.00%
Total	65	43	66.15%
MB29 511			
Polling	28	21	75.00%
MB	28	0	0.00%
VBM (ABS)	28	0	0.00%
Total	28	21	75.00%
MB35 512			
Polling	2	0	0.00%
MB	2	0	0.00%
VBM (ABS)	2	0	0.00%
Total	2	0	0.00%
MB41 513			
Polling	157	102	64.97%
MB	157	0	0.00%
VBM (ABS)	157	0	0.00%
Total	157	102	64.97%
MB30 517			
Polling	54	37	68.52%
MB	54	0	0.00%
VBM (ABS)	54	0	0.00%
Total	54	37	68.52%
Total			
Polling	13447	4090	30.42%
VBM (ABS)	13447	3089	22.97%
MB	13447	0	0.00%
Total	13447	7179	53.39%

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:23  
 Page:6 of 10

CITY COUNCIL									
	Reg. Voters	Vote For	Total Votes	JOSEPH FRANCO		KEVIN STAFFORD		BRIAN WILSON	
Jurisdiction Wide									
Polling	309	3	300	76	25.33%	74	24.67%	83	27.67%
MB	309	3	0	0	-	0	-	0	-
VBM (ABS)	309	3	0	0	-	0	-	0	-
Total	309	9	300	76	25.33%	74	24.67%	83	27.67%
Polling	201	3	239	62	25.94%	63	26.36%	70	29.29%
MB	201	3	0	0	-	0	-	0	-
VBM (ABS)	201	3	0	0	-	0	-	0	-
Total	201	9	239	62	25.94%	63	26.36%	70	29.29%
Polling	183	3	201	55	27.36%	52	25.87%	58	28.86%
MB	183	3	0	0	-	0	-	0	-
VBM (ABS)	183	3	0	0	-	0	-	0	-
Total	183	9	201	55	27.36%	52	25.87%	58	28.86%
Polling	171	3	160	42	26.25%	38	23.75%	54	33.75%
MB	171	3	0	0	-	0	-	0	-
VBM (ABS)	171	3	0	0	-	0	-	0	-
Total	171	9	160	42	26.25%	38	23.75%	54	33.75%
Polling	146	3	132	27	20.45%	38	28.79%	39	29.55%
MB	146	3	0	0	-	0	-	0	-
VBM (ABS)	146	3	0	0	-	0	-	0	-
Total	146	9	132	27	20.45%	38	28.79%	39	29.55%
Polling	166	3	152	34	22.37%	42	27.63%	44	28.95%
MB	166	3	0	0	-	0	-	0	-
VBM (ABS)	166	3	0	0	-	0	-	0	-
Total	166	9	152	34	22.37%	42	27.63%	44	28.95%
Polling	158	3	155	36	23.23%	36	23.23%	46	29.68%
MB	158	3	0	0	-	0	-	0	-
VBM (ABS)	158	3	0	0	-	0	-	0	-
Total	158	9	155	36	23.23%	36	23.23%	46	29.68%
Polling	226	3	237	59	24.89%	67	28.27%	66	27.85%
MB	226	3	0	0	-	0	-	0	-
VBM (ABS)	226	3	0	0	-	0	-	0	-
Total	226	9	237	59	24.89%	67	28.27%	66	27.85%
Polling	283	3	77	19	24.68%	21	27.27%	24	31.17%
MB	283	3	0	0	-	0	-	0	-
VBM (ABS)	283	3	193	48	24.87%	57	29.53%	63	32.64%
Total	283	9	270	67	24.81%	78	28.89%	87	32.22%
Polling	131	3	89	22	24.72%	20	22.47%	31	34.83%
MB	131	3	0	0	-	0	-	0	-
VBM (ABS)	131	3	0	0	-	0	-	0	-
Total	131	9	89	22	24.72%	20	22.47%	31	34.83%
Polling	72	3	58	10	17.24%	17	29.31%	18	31.03%
MB	72	3	0	0	-	0	-	0	-
VBM (ABS)	72	3	0	0	-	0	-	0	-
Total	72	9	58	10	17.24%	17	29.31%	18	31.03%
Polling	106	3	118	35	29.66%	30	25.42%	33	27.97%
MB	106	3	0	0	-	0	-	0	-
VBM (ABS)	106	3	0	0	-	0	-	0	-
Total	106	9	118	35	29.66%	30	25.42%	33	27.97%
Polling	201	3	155	40	25.81%	38	24.52%	43	27.74%
MB	201	3	0	0	-	0	-	0	-
VBM (ABS)	201	3	0	0	-	0	-	0	-
Total	201	9	155	40	25.81%	38	24.52%	43	27.74%
Polling	87	3	107	27	25.23%	35	32.71%	32	29.91%
MB	87	3	0	0	-	0	-	0	-
VBM (ABS)	87	3	0	0	-	0	-	0	-
Total	87	9	107	27	25.23%	35	32.71%	32	29.91%
Polling	96	3	87	20	22.99%	28	32.18%	24	27.59%

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA  
 SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:23  
 Page:7 of 10

	CITY COUNCIL					
	Reg. Voters	Vote For	Total Votes	JOSEPH FRANCO	KEVIN STAFFORD	BRIAN WILSON
MB	96	3	0	0	-	0
VBM (ABS)	96	3	0	0	-	0
Total	96	9	87	20 22.99%	28 32.18%	24 27.59%
MB14 305						
Polling	181	3	173	43 24.86%	48 27.75%	40 23.12%
MB	181	3	0	0	-	0
VBM (ABS)	181	3	0	0	-	0
Total	181	9	173	43 24.86%	48 27.75%	40 23.12%
MB31 406						
Polling	7	3	0	0	-	0
MB	7	3	0	0	-	0
VBM (ABS)	7	3	0	0	-	0
Total	7	9	0	0	-	0
CP18 417						
Polling	897	3	241	58 24.07%	75 31.12%	65 26.97%
MB	897	3	0	0	-	0
VBM (ABS)	897	3	679	158 23.27%	196 28.87%	202 29.75%
Total	897	9	920	216 23.48%	271 29.46%	267 29.02%
MB42 419						
Polling	138	3	89	23 25.84%	23 25.84%	20 22.47%
MB	138	3	0	0	-	0
VBM (ABS)	138	3	0	0	-	0
Total	138	9	89	23 25.84%	23 25.84%	20 22.47%
CP19 420, 422						
Polling	605	3	192	39 20.31%	58 30.21%	49 25.52%
MB	605	3	0	0	-	0
VBM (ABS)	605	3	487	100 20.53%	152 31.21%	136 27.93%
Total	605	9	679	139 20.47%	210 30.93%	185 27.25%
Total						
Polling	4364	60	2962	727 24.54%	803 27.11%	839 28.33%
VBM (ABS)	4364	60	1359	306 22.52%	405 29.80%	401 29.51%
MB	4364	60	0	0	-	0
Total	4364	180	4321	1033 23.91%	1208 27.96%	1240 28.70%

Statement of Votes Cast  
 JUNE 7, 2016  
 Presidential Primary Election  
 Lassen County, CA

Date:06/16/16  
 Time:12:15:23  
 Page:8 of 10

SOVC For Jurisdiction Wide, All Counters, CITY  
 CITY OF SUSANVILLE

	CITY COUNCIL			
	LINO P. CALLEGARI		Write-In Votes	
Jurisdiction Wide				
Polling	64	21.33%	3	1.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	64	21.33%	3	1.00%
Polling	43	17.99%	1	0.42%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	43	17.99%	1	0.42%
Polling	36	17.91%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	36	17.91%	0	0.00%
Polling	26	16.25%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	26	16.25%	0	0.00%
Polling	28	21.21%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	28	21.21%	0	0.00%
Polling	31	20.39%	1	0.66%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	31	20.39%	1	0.66%
Polling	33	21.29%	4	2.58%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	33	21.29%	4	2.58%
Polling	45	18.99%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	45	18.99%	0	0.00%
Polling	12	15.58%	1	1.30%
MB	0	-	0	-
VBM (ABS)	20	10.36%	5	2.59%
Total	32	11.85%	6	2.22%
Polling	16	17.98%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	16	17.98%	0	0.00%
Polling	13	22.41%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	13	22.41%	0	0.00%
Polling	19	16.10%	1	0.85%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	19	16.10%	1	0.85%
Polling	34	21.94%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	34	21.94%	0	0.00%
Polling	12	11.21%	1	0.93%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	12	11.21%	1	0.93%
Polling	13	14.94%	2	2.30%

Statement of Votes Cast  
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 Presidential Primary Election  
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 CITY OF SUSANVILLE

Date:06/16/16  
 Time:12:15:23  
 Page:9 of 10

	CITY COUNCIL			
	LINO P. CALLEGARI		Write-In Votes	
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	13	14.94%	2	2.30%
MB14 305				
Polling	38	21.97%	4	2.31%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	38	21.97%	4	2.31%
MB31 406				
Polling	0	-	0	-
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	0	-	0	-
CP18 417				
Polling	41	17.01%	2	0.83%
MB	0	-	0	-
VBM (ABS)	117	17.23%	6	0.88%
Total	158	17.17%	8	0.87%
MB42 419				
Polling	23	25.84%	0	0.00%
MB	0	-	0	-
VBM (ABS)	0	-	0	-
Total	23	25.84%	0	0.00%
CP19 420, 422				
Polling	39	20.31%	7	3.65%
MB	0	-	0	-
VBM (ABS)	97	19.92%	2	0.41%
Total	136	20.03%	9	1.33%
Total				
Polling	566	19.11%	27	0.91%
VBM (ABS)	234	17.22%	13	0.96%
MB	0	-	0	-
Total	800	18.51%	40	0.93%

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

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's May 10, 2016 special meeting

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's May 10, 2016 special meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's May 10, 2016 special meeting.

**ATTACHMENTS:** Minutes: May 10, 2016

**SUSANVILLE CITY COUNCIL**  
**Special Meeting Minutes**  
**May 10, 2016 at 3:00 p.m**

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

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

Staff present: Jared G. Hancock, City Administrator; James Moore, Fire Chief; Jim Uptegrove, Interim Police Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

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

**2      PUBLIC COMMENT:**

**Kurt Bonham** asked if the item regarding rates and fees scheduled for consideration on May 18, 2016 included the water rate increase.

Mr. Hancock responded that it does not include water rates, and that every year the City Council reviews the rates and fees charged for City services, and makes adjustments as necessary to cover costs. Any increase of water rates is subject to Prop 218 requirements, which includes mailing notices and those outreach efforts will be well publicized in advance of the public hearing to consider any water rate increase.

Mr. Bonham continued by complimenting Public Works Director Newton for the water rate analysis document that was provided. He cautioned that the capital improvement fund was specific to expenditures related to system improvements and as established in 2008, required a four-fifths vote of the City Council to approve spending. Mr. Bonham stated that the City should be making all draft memorandums of understanding with bargaining units available for public review by posting on the City website prior to adoption.

**3      SCHEDULED MATTERS:**

**3A      Budget workshop: Fiscal Year 2016/2017** Mr. Hancock thanked the City Council, members of the public and staff for their involvement in the process to review and consider the proposed budget for the upcoming fiscal year. The primary goal is to adopt a balance budget by June 30<sup>th</sup>. The process begins by reviewing the prior year budget, contacting revenue agencies, predicting and analyzing anticipated revenue trends, and then considering the expenses and needs from the prior year. The Department Heads meet early and frequently in the process, and consider department needs as opposed to wants, and that results in the information that is drafted for review and discussion in a workshop with the City Council. It is meant to be an interactive process in order to receive feedback from members of the public and the City Council. The resulting information will be used to make adjustments and revisions to the budget, the draft document will be circulated and a public hearing scheduled for final consideration and adoption. Mr. Hancock turned the floor over to Finance Manager Deborah Savage.

Ms. Savage explained the workshop objectives as indicated in the first slide of the power point

presentation. These objectives include a review of the City's current financial status, reviewing the individual funds and goals, and the next steps in the budget adoption process. The City takes a conservative approach to the budget, and while there are potential revenue sources each year including project reimbursements, insurance reimbursements, out of area fire suppression reimbursements, the projected revenue is based upon consistent sources of income. The funds under review include Public Works Administration, Streets, Water Utility, Natural Gas Utility, Airport, Golf Course and the General Fund.

Ms. Savage reviewed slide three which illustrated the type and number of City funds as follows:

- 1 General Fund
- 14 Restricted Special Revenue Funds
- 1 Capital Improvement Fund: City Hall Parking Lot Project
- 4 Debt Service Funds: City Hall, CalPERS Side Fund, Community Pool and Miller Fletcher
- 5 Enterprise Funds: Water, Natural Gas, Airport, Golf Course, and Geothermal
- 3 Internal Service Funds: Public Works Admin, Risk Management and OPEB
- 3 Agency Funds: LAFCO, Lassen County Air Pollution Control District, HUSA and RWM Group

Total Pooled Cash as of May 10, 2016 - \$14,878,760

- Reserve Balances:
  - General Fund - \$853,000
  - Water Fund - \$3,000,000
  - Natural Gas Fund - \$1,807,075

Ms. Savage explained that the City meets all debt service requirements while building reserves.

Councilmember Garnier clarified that even if the City is restricted on use of the special revenue funds, that it is still able to earn interest on the balances.

Mr. Hancock responded that the City allocates the interest earned on pooled cash back to the respective funds proportionately, citing the example of mitigation funds that are restricted for use but are part of the pooled cash and earning interest.

Ms. Savage reviewed slide four as follows:

▪ PUBLIC WORKS ADMINISTRATION			
Revenues and Expenses			
	<u>15/16 Budget</u>	<u>15/16 YTD</u>	<u>16/17 Budget</u>
Revenues	\$ 783,811	\$ 727,860	\$ 783,811
Expenses	\$ 782,473	\$ 596,705	\$ 807,054

Infrastructure Need:

Card Lock Fueling System \$ 25,000

Ms. Savage stated that it is recommended to fund the request for a card lock system through Fund Balance, which is currently estimated at \$80,000. She invited Mr. Newton to comment.

Mr. Newton explained that the existing fuel system used at public works for fueling all city vehicles is an

entirely mechanical system that staff is proposing to upgrade to a digital system to improve accounting for fuel usage, and the existing system has essentially outlived its useful life.

Mr. Hancock added that staff had been looking at our fueling system for some time, and the system allows for the City to purchase fuel in bulk to take advantage of price discounts and then bill out to the other departments based on usage. Due to issues related to temperature changes, tank seals, metering and calculating usage, the current system does not allow for good auditing due to the mechanical nature of the system. Upgrading to a digital system has been the best solution identified by staff.

Mayor pro tem McBride asked if it was necessary for the City to have its own fuel system.

Mr. Newton responded that in emergency situations the autonomy of having the fuel available was important for safety preparedness, and the ability to purchase in bulk provides a consistency in savings as the prices tend to fluctuate.

Mr. Hancock added that there are some taxes that the City is not required to pay if it purchases the fuel in bulk as opposed to purchasing through a third party vendor.

Ms. Savage reviewed slide five regarding the Streets Fund. There has been an approximate eight percent decrease in gas tax revenue for fiscal year 2016-2017 which is the major source of funding for street fund revenue. This represents the second year of a significant downturn in revenue as a result of falling gasoline prices and consumption. The Governor's proposed Transportation Package, if approved, could provide additional funding to cities and counties for local road maintenance.

Ms. Savage reviewed slide six as follows:

▪	STREETS FUND			
	Revenues and Expenses			
		15/16 Budget	15/16 YTD	16/17 Budget
	Revenues	\$ 3,366,398	\$ 424,980	\$ 729,155
	Expenses	\$ 3,370,304	\$ 692,143	\$ 729,155

Ms. Savage noted that the large balance in the 2015-2016 budget included \$2.1 million in STIP project funding. The equipment needs identified by the department include a street sweeper, and it is recommended to fund the purchase through Street Mitigation and Gas Tax funds. The estimated fund balance as of June 30, 2016 is \$100,000. Ms. Savage invited Mr. Newton to comment regarding the item.

Mr. Newton explained that the Public Works Department has two sweepers, a 3-wheel 1971 Elgin, and another that is vortex based Pelican model. The department proposes to replace the Pelican with a newer model at an approximate cost of \$60,000 for a used machine. The cost to purchase the sweeper new would be between \$180,000 and \$195,000. The age of the machine has made it difficult to obtain parts to repair the existing machine, and the sweeper water system is no longer functional, which requires the water truck to drive ahead and spray the street. A functional sweeper is an important part of the street maintenance program, and staff has identified a quality used machine for a good price. The existing older machine will be kept and used as backup, if necessary.

Councilmember Callegari asked how long the used sweeper would be available, and noted that since loose cinders are a hazard to motorists, perhaps the snow removal fund could pay for part of the machine.

Mr. Newton responded that there was no way to predict how long the sweeper would be available.

Ms. Savage noted that the Street Mitigation fund has an adequate balance for purchasing the sweeper.

It was the consensus of the City Council to add an item to the May 18<sup>th</sup> agenda to authorizing purchase of the street sweeper.

Ms. Savage reviewed slide seven as follows:

- WATER ENTERPRISE FUND  
Revenues and Expenses – Operations

	<u>15/16 Budget</u>	<u>15/16 YTD</u>	<u>16/17 Budget</u>
Revenues	\$ 2,005,952	\$ 1,525,380	\$ 2,005,952
Expenses	\$ 2,819,754	\$ 2,114,738	<u>\$ 2,815,506</u>
			(\$ 809,554) Deficit 2016-2017
		Depreciation	\$ 374,379
		CIP Fund	\$ 343,330

Revenues and Expenses – CIP Fund

Revenues	\$ 347,141	\$ 269,321	\$ 347,141
Expenses	\$ 1,426,094	\$ 862,958	\$ - 0 -

Ms. Savage explained that the expenses for the Capital Improvement fund include two water main replacement projects, and the revenue balances do not include any anticipated water rate increases.

Ms. Savage reviewed slide eight as follows, with balances that are estimated as of June 30, 2016:

- WATER ENTERPRISE FUND

Cash in CIP Fund	\$ 200,000
Cash in Water Operations:	\$ (450,000)
Cash in Rate Stabilization Fund	\$ 3,000,000
Estimated Cash Balance:	\$ 2,750,000
Estimated Fund Balance:	\$ 2,202,032

Ms. Savage explained that the recommended water rate increase, if approved by City Council, would result in \$1,238,904 additional revenues, and the budget would be revised accordingly. The negative balance in the Water Operations fund is due to an upcoming debt service payment.

Mayor Wilson observed that if the rate changes do not go into effect, the City would have to be drawing from cash to finance operations.

Ms. Savage stated that it would be necessary to draw from the rate stabilization fund, and the City would have 120 days to replace it.

Mr. Newton commented that the conservation requirement made the situation worse, as it affected the

revenue amounts that the City needs to fund the operation, as most of the revenue for the water fund is received during the summer months.

Ms. Savage reviewed slide nine as follows:

■ NATURAL GAS ENTERPRISE FUND			
Revenues and Expenses			
	15/16 Budget	15/16 YTD	16/17 Budget
Revenues	\$ 4,628,577	\$ 3,581,858	\$ 4,628,577
Expenses	\$ 4,583,711	\$ 3,702,455	\$ 4,531,990
			\$ 96,587
Estimated balances at June 30, 2016:			
Cash in Stabilization Fund	\$ 1,807,075		
Cash in Operations Fund	\$ 4,028,697		
Combined Cash Balance:	\$ 5,835,772		
Fund Balance:	( \$115,419 )		

There were no questions or comments.

Ms. Savage reviewed slide ten as follows:

■ NATURAL GAS ENTERPRISE FUND	
Additional Operational and Infrastructure needs included:	
Machinery & Equipment:	Purchase of replacement meters \$ 50,000
Transfer out to Streets:	Repaving of streets \$ 69,744

Ms. Savage invited Mr. Newton to comment.

Mr. Newton discussed the water meter replacement project. The industry standard for meter use is between 10 and 12 years, and some of the City's meters are older than that. The use of digital meters improves accuracy and efficiency of the meter reading process and usage billing. The City continues to add customers, and the transfer to the streets budget is related to repaving necessary where natural gas line installations have occurred.

Mayor Wilson requested that Ms. Savage discuss the difference between cash in the operation fund and the cash in the fun balance.

Ms. Savage stated that cash is included in the fund balance, and the value of the asset is offset by the liability. The negative fund balance is created by the large debt that was issued to build the system and put in the infrastructure, but at the same time the cash value is very high and soon the fund balance will be in the positive range.

Mayor Wilson stated that the difference between the two figures represents an obligation of some sort that the City has to pay.

Ms. Savage responded that it is all debt service.

Mr. Hancock added that in private business it would be shown on the balance sheet with assets that

represent the value of the system infrastructure, buildings and equipment versus liabilities which includes the cost of the system infrastructure. When all of the value is calculated versus what is owed, including pension costs, the result is the fund balance. In addition, the value of the infrastructure decreases each year through depreciation. With the natural gas enterprise, depreciation is fully funded which also results in a steady increase in the cash balance.

Ms. Savage reviewed slide eleven as follows:

▪ AIRPORT ENTERPRISE FUND			
Revenues and Expenses			
	15/16 Budget	15/16 YTD	16/17 Budget
Revenues	\$ 95,000	\$ 64,330	\$ 110,000
Expenses	\$ 240,875	\$ 229,501	\$ 267,343
			(\$157,343)
Depreciation \$ 159,666			
Estimated Cash Balance as of June 30, 2016 - \$ 2,500			
Estimated Fund Balance as of June 30, 2016 - \$2,178,159			

Ms. Savage explained that the 2015-2016 budget reflects operations only and does not include grant projects. The fund balance is a reflection of the fact that the assets and value of the facility is very high, but the cash balance is very low.

Mr. Hancock discussed recent FAA grant funded improvement projects at the airport, noting that the FAA provides ninety cents for every dollar spend on eligible capital improvement. The City has budgeted an amount each year in order to set aside matching fund contributions that are required for projects. The depreciation represents the amount estimated to be set aside to replace aging infrastructure. The amount shown is not fully funded, and instead the city utilizes funding through the FAA to complete those projects. One large project could represent the value of ten years of depreciation expense.

There was a general discussion regarding utilizing FAA funding and accounting for it through the depreciation account in order to reflect that the larger projects which are completed are shown to be reducing the depreciation expense which continues to grow, but is not funded through the City's set aside each year that is used for project match contributions.

Ms. Savage reviewed slide twelve as follows:

▪ GOLF COURSE ENTERPRISE FUND			
Revenues and Expenses			
	15/16 Budget	15/16 YTD	16/17 Budget
Revenues	\$ 369,364	\$ 273,149	\$ 369,364
Expenses	\$ 364,950	\$ 273,876	\$ 369,364
Estimated Cash Balance as of June 30, 2016 - \$ 12,100			
Estimated Fund Balance as of June 30, 2016 - \$2,443,686			

Ms. Savage explained that the cash balance is approximately \$50,000, and explained expenses related to operations that are anticipated before June 30, 2016.

Mayor Wilson asked how much depreciation was being funded.

Ms. Savage responded that the depreciation expense for the golf course is \$24,000.

Ms. Savage reviewed slides related to the General Fund revenue and expense history. The General Fund revenue chart depicted a ten year revenue history, with \$5,499,121 received in fiscal year 2005-2006 being comparable to \$5,285,229 which was anticipated to be the 2015-2016 actual figure. She reviewed the sources of revenue for the general fund, including sales tax, property tax, business license fees, TOT, and vehicle license fees. Ms. Savage explained that property tax, sales tax and vehicle license fees represented the majority of the revenue, with this being the final year of the 'triple flip.'

Councilmember Callegari asked if the TOT was eight percent or ten percent.

Ms. Savage responded that the TOT is collected at ten percent and it makes up eight percent of the total revenue.

Mayor Wilson asked how much the SCORE reimbursement was this year. Ms. Savage responded that the City received \$92,000, and it was allocated to the risk management fund.

Mayor Wilson asked if the money would be allocated out to other funds. Ms. Savage confirmed that it would in the future.

Councilmember Garnier asked if the fees collected for services is reduced from 2005 due to the decrease in new building and development in the community. Ms. Savage responded that it was, and included all fees and charges related to all building and development services.

Ms. Savage reviewed a chart depicting a General Fund expense history beginning in 2006-2007 and included expenses for salaries, benefits, pension costs, operations, cost allocation and transfers. The charges for one-time expenses included items such as grants, vehicle purchases, or transfers out to other accounts to remove negative balances. The expenses were \$5,957,854 in 2006-2007, and estimated to be \$5,245,653 in actual expenses for the current fiscal year.

There were no questions or comments.

Ms. Savage reviewed slide fifteen which illustrated a general fund overview graph of cash balances on June 30<sup>th</sup> of each year from 2004 through 2015. The chart represented a steady increase from less than \$500,000 in 2004 to just over \$2.5 million in 2015. She explained that the dramatic dip in 2013 was a result of transferring cash out to remove negative cash balances from other funds. This steady increase in reserve funds is reflective of the conservative and prudent approach to budgeting that the City Council has demonstrated for over ten years.

Mr. Hancock added that the number includes the \$853,000 in reserves which brings the City close to \$1.5 million in fund balance. The expenses are fairly steady throughout the year, and we will see a few drops every now and again with large debt service payments, but revenues are not routine or broken out evenly over the twelve month period. The time of year when we get the lowest in cash is in mid to late December, and the cash flow can get very close to zero before the checks come in in January.

Councilmember Garnier asked if the 2016-2017 budget included the raises that the employees just received.

Ms. Savage answered that the figures reflected the updated numbers for approved bargaining unit contracts.

Ms. Savage reviewed the next two slides, explaining the sources of General Fund revenue charges for services. These include Contract Services for administering IRWMP grant, Contract Services for LCAPCD, Zoning and Subdivision Fees, City Engineer Services, Plan check Fees, and Protective Inspection Fees. Other revenues included permit fees, out of area fires, transfers in, reimbursements, fines, park user fees, rents and miscellaneous. General fund expenses represent charges for payroll, operations to include repair and maintenance, utility costs, professional and technical services, travel, supplies, machinery and equipment, civic promotions, and transfer out which are project subsidies or debt service payments.

Ms. Savage reviewed slide eighteen which provided a summary of the general fund revenue and expense figures for the 2015-2016 budget, 2015-2016 estimated actual and 2016-2017 budgeted amounts as follows:

DRAFT BUDGET OVERVIEW

▪	GENERAL FUND			
	Revenues and Expenses			
		2015-2016 Budget	2015-2016 Estimated	2016-2017 Budget
	Revenues	\$ 5,680,816	\$ 5,529,509	\$ 5,381,696
	Expenses	\$ 5,725,229	\$ 5,598,376	\$ 5,398,392
		(\$44,413)	(\$68,867)	(\$16,696)
	General Fund Reserve:	\$ 853,684		

Ms. Savage reported that the general fund objective for a reserve is twenty percent of the annual operating revenue, or \$1,026,000. The estimated fund balance for June 30, 2016, including reserve, is \$2,427,417.

- Departmental Equipment, Infrastructure and Operational needs included in proposed budget:
  - Police
    - \$ 4,000 in professional services for sexual assault evidentiary exams
    - \$ 2,500 for police volunteer program
  - Fire
    - \$5,400 increase to overtime for Fire MOU changes

Ms. Savage invited Chief Uptegrove to comment.

Chief Uptegrove explained that in past year the charges for assault evidentiary exams were being paid for by the provider but they are no longer doing that so the City will start receiving a charge for that service. The Department receives approximately 20 calls per year for sexual assault, and not all of the calls require exams, but there will be an increase in charges. The department has also discovered a program through OES that may offset some of those costs so staff will continue to research those options. In addition, the Department is working towards getting the volunteer program up and running, as volunteers are a very good resource for many aspects of community outreach.

Councilmember De Boer asked if the exam costs were paid by the hospital before.

Chief Uptegrove confirmed that they were, and part of the issue is that the hospital can no longer conduct the examinations for 12 and under, so they have to be transported to Reno which results in an increased cost.

Councilmember De Boer asked why the hospital was no longer providing that service for age 12 and under.

Chief Uptegrove responded that it's a different qualification to perform those exams, and the person who was certified and providing that service is no longer at the hospital, so they do not have anyone on staff who is qualified.

Councilmember De Boer asked if there were funds available through the Victim Witness program.

Chief Uptegrove stated that the Department has explored that option, and there are no funds available, however OES does have a program and it is possible that some of that cost could be recovered.

Councilmember De Boer commented that it is unfortunate that you would have to transport a child to Reno for the exam, and that it will just add to the trauma of the whole situation. It would be preferable to have the person travel from Reno to Susanville to perform the exams.

Councilmember Garnier agreed, asking if there was something that could be done by the City and County to contact the hospital and urge them to have someone certified to perform the exams locally.

Chief Uptegrove responded that the Department is looking into all possible alternatives.

There was a general discussion regarding local resources and agencies that could assist in the process to make those services available locally.

Ms. Savage reviewed the details of the General Fund Budget as follows:

▪	GENERAL FUND DRAFT BUDGET OVERVIEW	
	Beginning Budget	(\$251,007)
	▪ Revenue Projections	
	▪ Increases (Sales Tax, VLF, etc)	\$23,208
	▪ Estimated Final Triple Flip True-Up	\$73,000 **
	▪ Decreases (Reimbursements, etc)	(\$48,045)
	Expense Projections	
	▪ Increases (Department Requests)	(\$11,900)
	▪ Net Payroll Reductions (4% vacancy)	\$158,988
	▪ Final Early Retirement Incentive	
	▪ Amount from Fund Balance	\$39,060
	ENDING BUDGET	(\$16,696)

Ms. Savage explained that the City will receive revenue from the final estimated triple flip payment sometime in August, and the payment will be accrued back to the 2015-2016 fiscal year. The correction will show as a transfer in from fund balance for the 2016-2017 budget. The \$39,060 amount is a transfer in to pay off the early retirement incentive balance which will be eliminated and not included in the budget for

2016-2017.

Ms. Savage reviewed slide twenty-one, explaining the payroll estimates based upon funding at a 4 percent vacancy calculation.

▪ GENERAL FUND BUDGET  
Estimation of 4% Vacancy Rate from 2015-2016 Budget

Beginning Payroll (w/vacancy reduction)	\$ 4,239,588
Payroll charges thru April 29, 2016	( 3,515,983)
Estimated payroll thru June 30, 2016	( 701,409)
Ending	\$ 22,196

Mr. Hancock explained that in last year's budget discussion it was recommended to fund for an anticipated vacancy rate that results throughout the course of the year as employees leave and positions remain vacant for a period of time. Typically the City has budgeted for personnel based on being fully staffed, and for the fiscal year 2015-2016 budget, a four percent vacancy rate was budgeted. Based upon the ending figure of \$22,196, four percent was a very good estimate, but increasing over four percent was not recommended.

Ms. Savage reviewed slides pertaining to long and short term debt:

- LONG TERM DEBT
  - City Hall (General Fund) \$ 1,280,707 –(Annual Payment \$135,028) Final Payment 9/1/2027
  - CalPERS Refunding Loan \$ 4,448,000 – (Annual Payment \$435,596) Final Payment 6/30/2028
    - General Fund - \$ 3,247,040
    - Other Funds - \$ 1,200,960
  - Utility Infrastructure \$ 33,271,000 – (Annual Payment \$686,253 Water, \$1,664,575 Gas) Final Payment 6/30/2045
  - Community Pool - \$1,200,000 – (Annual Payment \$102,010) Final Payment 9/1/2030
- SHORT TERM DEBT
  - Housing Loans (General Fund) \$ 230,126– (Annual Payment \$83,301) Final Payment 6/30/2019
  - Early Retirement Incentive - \$ 39,060 – Final Payment recommended to fund from fund balance in FY 15-16.

Councilmember Callegari asked if the loan against the police department was for the pool.

Mr. Hancock responded that the facility was used as collateral in order to obtain a better interest rate.

Mr. Hancock explained that when the City is discussing the General Fund, it is important not to oversimplify the principles, given the numerous government standards that the City is required to follow. However, the City has adopted a very straightforward budget philosophy that is important for the community to understand. Essentially, the City bases revenue projections on what we are confident that we can expect to receive within the fiscal year. For the expenses, the City budgets fully for all expenses, with the exception of the four percent vacancy rate, and that allows us to confidently move through the year knowing that revenue will be received for all of the incurred expenses. The City departments operate very frugally so that throughout the year, there are some savings realized from expenses that were a little

less, or projects that were not completed within that year, and some additional revenue that may be received which has traditionally resulted in savings at the end of each budget year. At the end of the year, once it is balanced, if there is additional money it is placed into the reserve account. The goal is to have a reserve account just over \$1 million, and it is currently at about \$850,000. That is a significant amount of money that is created as a buffer against financially difficult times. This is essentially a savings account and once the reserve is fully funded, the additional money that is realized at the end of the year can be put towards paying down short term debt and ultimately long term debt. In addition to putting prior year savings into the reserve, thirty percent of General Fund department savings (excluding payroll) are put into department facility and equipment funds. The City budgets short and long term debt payments each year, and by paying off those debts cash flow is freed up within the year which results in more flexibility in the budget. The expenses that are budgeted each year for short and long term debt are no longer in the budget which improves cash flow for operations, providing new services, making repairs to infrastructure and equipment, and implementing the goals that the City Council has and that the Community has.

Councilmember Garnier commented that the fully funded reserve account adds to the City's capital which should, in the event the City had to borrow money for a project, provide an opportunity to secure a better interest rate.

Mr. Hancock agreed, stating that maintaining a healthy reserve allows the City to secure a much lower interest rate when obtaining any type of funding.

There were no further questions or comments.

Ms. Savage reviewed and discussed long term debt obligations to the General Fund as depicted in slide twenty-four and twenty-five as follows:

- PERS RISK POOL UNFUNDED LIABILITY
  - Beginning 2015-2016 the City will be required to make payments to CalPERS in addition to the normal pension costs calculated as part of payroll. The risk pool unfunded liability was previously included in the employers contributions as a percentage of payroll (i.e. Miscellaneous Employer rate for 2015-16 was 11.718% and for 2016-17 is 12.657%). It was in the 4 to 5 percent range. These payments to CalPERS are now an annually adjusted dollar amount.
  
- PERS RISK POOL UNFUNDED LIABILITY
  - Legacy members
  - Unfunded Liability balances at 6/30/2015
    - Safety Risk Pool Amount \$ 3,638,755
    - Miscellaneous Risk Pool Amount \$ 2,747,082

Mr. Hancock explained that the City of Susanville, as an agency with fewer than 100 employees, is put in a risk pool for CalPERS. Many agencies are sharing the risks and liabilities, and over time utilizing a number of factors, CalPERS monitors the investments and determines if the risk pool is superfunded or underfunded, meaning the amount of available funding is sufficient to meet the retirement payment obligations of the agency. If a determination is made that the fund is underfunded, an assessment is made and each participating agency is obligated to pay its portion of the amount needed to bring the fund back to a stable balance. This represents an additional obligation to the City which is amortized over a period of 21 years.

Ms. Savage reviewed slide twenty six as follows:

- PERS RISK POOL UNFUNDED LIABILITY  
Annual Risk Pool Payments

	<u>Safety</u>	<u>Miscellaneous</u>
2015/16	\$179,770	\$ 155,599 Actual
2016/17	\$213,396	\$ 177,729 Actual
2017/18	\$258,557	\$ 217,071 Estimated
2018/19	\$301,251	\$ 250,362 Estimated
2019/20	\$346,273	\$ 285,455 Estimated
2020/21	\$358,831	\$ 298,681 Estimated

Ms. Savage reviewed slide twenty-seven:

- PERS RISK POOL UNFUNDED LIABILITY  
Annual Risk Pool Payments Charged To City Funds

	General Fund	All Other Funds
2015/16	\$249,839	\$ 85,530
2016/17	\$289,432	\$ 101,693
2017/18	\$356,385	\$ 119,243 Estimated
2018/19	\$414,083	\$ 137,530 Estimated
2019/20	\$474,920	\$ 156,808 Estimated
2020/21	\$493,439	\$ 164,073 Estimated

Councilmember Garnier asked what happens after fiscal year 2020-2021.

Ms. Savage responded that it is amortized for 21 years and it has not been projected any further at this time.

Mr. Hancock added that it depends on interest rates, and we are seeing historic low interest rates and that means very little return on the money being invested by Calpers. Doing these projects when the interest rates are low result in such high projected payments. There is a lot of debate going on with the board regarding the types of investments that are being made.

Mr. Hancock discussed items related to Community Vitality and Services and Operations. He thanked the City Council for being proactive and forward thinking by identifying issues then prioritizing to address and prioritize in an effective way. There are a number of projects in progress or in the planning phase, and it is the goal of the discussion to generate thoughts or ideas of additional items that the Council may want to include on the list, to prioritize some of the pending items or to remove items that may not be as large of a priority. He reviewed the following list:

COMMUNITY VITALITY

Planned:

- Create Economic Development Fund to provide funding for business start-up money
- Public Facilities, Skyline Park Expansion – Pump Track, Memorial Skate Park Completion, Historical

- Plaza

- River Parkway Revitalization of Corridor

In Progress:

- Roadway Repair & Maintenance
- Create and Publish Economic Vitality Plan
- Community Pool
- Neighborhood Park (Cameron),
- South East Gateway
- Sidewalk Completion Plan
- Beautification, Code Enforcement, Property Maintenance
- Johnstonville/Airport Water System Expansion

Completed:

- Airport Improvement Fund
- Roadway Repaving

Mr. Hancock invited questions or suggestions from the City Council or if there were items that they wanted to include on the list.

Councilmember Garnier commented that the Golf Course is a priority, and that the greens and fairways should be kept in really good condition.

Councilmember De Boer agreed, adding that it is a major asset and should be kept in a condition that attracts people from out of the area to visit Susanville. He added that effort should be dedicated towards developing a restaurant as it is a huge asset that is underutilized.

Mayor pro tem McBride suggested reaching out to an agricultural specialist to get ahead of the weeds. There are resources in the community that could be utilized and involved to improve the condition of the greens.

Mr. Hancock reviewed the services and operations items as follows:

#### SERVICES AND OPERATIONS

Planned:

- Development of Mitigation Fund Objectives

In Progress:

- Debt Reduction Plan
- Public Safety: Community Watch Program, Volunteers in Police Service
- City Provided Management Services: IRWMP, LAFCO, LCAPCD, HLVRA
- Water Rate Restructure
- Water Infrastructure: Mainline & Cady Springs
- Compensation, Attraction and Retention
- General Plan Update
- Technology/Security Plan
- City Hall Parking Lot-finalizing tank removal and landscaping
- Facility & Equipment Funding by accrual of prior year savings

Completed:

- Address Enterprises with Negative Cash
- Organization Structure

- Natural Gas Rate Reduction
- Depreciation Adjustments

Mayor Wilson asked regarding the status of completing the landscaping at the City Hall parking lot.

Mr. Hancock responded that it is on the list of projects for the Parks and Facilities Maintenance Superintendent and he has been working on it, but his primary focus has been on getting caught up on the parks cleaned up, but this project is high on his list as well.

Mayor pro tem McBride requested that the City consider acknowledging the County's Regional Economic Development Plans and model developed through the America's Best Communities grant application into the City's implementation, as parts of them are already being included in the City's work plan.

Ms. Savage reviewed the City Council's budget policies that were adopted in 2009, and include:

- Adopt a balanced budget by June 30 of each year.
- Review all fees and charges annually.
- Fund balances in excess of the reserve requirements, may be used to fund one-time expenditures.
- Strive to reach and maintain a General Fund reserve equal to (20%) of annual operating revenues.
- 50% of prior fiscal year audited actual surplus (when available) to be set aside for reserve until 20% goal is attained.
- Cash reserve above the 20% set aside in reserve will become available for spending (one –time expenditure).
- Maintain fiscal solvency.
- A 4/5 vote is required to bypass or amend budget policies.

Ms. Savage added that staff was working to prepare an update budget policy document with current objectives that would be included for consideration with the final budget document.

Mr. Hancock added that an update was necessary to prioritize the objectives of the City Council. For example, the current policy included building a reserve, but what happens once the 20 percent objective is met should be considered and discussed.

The City Council discussed June meeting dates, and when the budget should be brought back at a public hearing for final adoption. With consideration to the upcoming election and providing the newly seated City Council the opportunity to vote on the budget, it was the consensus of the Council to go dark on June 15<sup>th</sup> for the regular meeting, and schedule a special meeting on June 22<sup>nd</sup>. The meeting would begin with seating and reorganization of the Council at 5:30 p.m.

## **15      ADJOURNMENT:**

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

Meeting adjourned at 5:15 p.m.

Respectfully submitted by

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

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

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

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated May 26<sup>th</sup> through June 9<sup>th</sup> numbered 97312 through 97544

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 533,985.05 plus \$ 237,603.70 in payroll warrants, for a total of \$771,588.75

**ACTION REQUESTED:** Motion to receive and file.

**ATTACHMENTS:** Payments by vendor and transmittal check registers.

Report Criteria:

Report type: GL detail  
 Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
05/16	05/25/2016	97332	8532		REFUND GAS DEPOSIT	052416	1	7401-2228-000	DEPOSITS-CUSTOMER	142.65	142.65	
Total 052416:											142.65	142.65
Grand Totals:											142.65	142.65

Report Criteria:  
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	723.75-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	5,224.40-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,713.46-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	2,357.59-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	267.75-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,337.40-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	153.96-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	79.56-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,107.85-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,105.52-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,039.24-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,007.89-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	666.31-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	646.21-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	14.00-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	3,832.51-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	757.91-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	1,977.94-
05/20/2016	CDPT	05/25/2016	510	P.E.R.S.	8	7650-2203-1	32.00-
05/20/2016	CDPT	05/25/2016	511	CITY OF SUSANVILLE PA	1	7650-2203-1	6,451.18-
05/20/2016	CDPT	05/25/2016	511	CITY OF SUSANVILLE PA	1	7650-2203-1	6,622.03-
05/20/2016	CDPT	05/25/2016	511	CITY OF SUSANVILLE PA	1	7650-2203-1	2,140.62-
05/20/2016	CDPT	05/25/2016	511	CITY OF SUSANVILLE PA	1	7650-2203-1	2,140.62-
05/20/2016	CDPT	05/25/2016	511	CITY OF SUSANVILLE PA	1	7650-2203-1	16,933.95-
05/06/2016	CDPT	05/25/2016	512	LABORERS TRUST FUND	9	7650-2203-1	912.50-
05/20/2016	CDPT	05/25/2016	512	LABORERS TRUST FUND	9	7650-2203-1	1,067.50-
05/20/2016	CDPT	05/25/2016	512	LABORERS TRUST FUND	9	7650-2203-1	66,902.00-
05/20/2016	CDPT	05/25/2016	513	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,897.46-
05/20/2016	CDPT	05/25/2016	514	EMPLOYMENT DEV DEP	7	7650-2203-1	1,215.89-
05/20/2016	CDPT	05/20/2016	97078		40	7650-2203-0	348.46
05/06/2016	CDPT	05/25/2016	97318	AFLAC	14	8403-2239-0	431.05-
05/06/2016	CDPT	05/25/2016	97318	AFLAC	14	7650-2203-0	120.61-
05/20/2016	CDPT	05/25/2016	97318	AFLAC	14	8403-2239-0	431.05-
05/20/2016	CDPT	05/25/2016	97318	AFLAC	14	7650-2203-0	120.61-
05/20/2016	CDPT	05/25/2016	97319	CA STATE DISBURSEME	35	7650-2203-0	155.07-
05/20/2016	CDPT	05/25/2016	97320	CA STATE DISBURSEME	36	7650-2203-0	84.90-
05/20/2016	CDPT	05/25/2016	97321	CA STATE DISBURSEME	37	7650-2203-0	69.23-
05/06/2016	CDPT	05/25/2016	97322	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
05/20/2016	CDPT	05/25/2016	97322	GOLDEN ONE CREDIT U	12	7650-2203-0	513.50-
05/20/2016	CDPT	05/25/2016	97323	JEFFERSON PILOT FINA	22	7650-2203-1	152.32-
05/20/2016	CDPT	05/25/2016	97323	JEFFERSON PILOT FINA	22	7650-2203-1	151.43-
05/20/2016	CDPT	05/25/2016	97324	NATIONWIDE RETIREME	5	7650-2203-0	955.00-
05/06/2016	CDPT	05/25/2016	97325	NEW IMAGE RACQUETB	30	7650-2203-0	172.00-
05/20/2016	CDPT	05/25/2016	97325	NEW IMAGE RACQUETB	30	7650-2203-0	172.00-
05/06/2016	CDPT	05/25/2016	97326	OPERATING ENGINEERS	11	7650-2203-0	603.00-
05/20/2016	CDPT	05/25/2016	97326	OPERATING ENGINEERS	11	7650-2203-0	629.50-
05/06/2016	CDPT	05/25/2016	97327	PRE-PAID LEGAL SERVI	13	7650-2203-0	7.98-
05/20/2016	CDPT	05/25/2016	97327	PRE-PAID LEGAL SERVI	13	7650-2203-0	7.97-
05/20/2016	CDPT	05/25/2016	97328	STATE OF CALIF FRAN T	27	7650-2203-0	378.69-
05/06/2016	CDPT	05/25/2016	97329	UPEC, LOCAL 792	10	7650-2203-1	21.25-
05/20/2016	CDPT	05/25/2016	97329	UPEC, LOCAL 792	10	7650-2203-1	26.25-
05/20/2016	CDPT	05/25/2016	97329	UPEC, LOCAL 792	10	7650-2203-1	1,914.00-
05/20/2016	CDPT	05/25/2016	97330	VALIC	4	7650-2203-0	1,917.62-
05/20/2016	CDPT	05/25/2016	97331	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
Grand Totals:			<u>54</u>				<u>142,591.07-</u>

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Report Criteria:  
Transmittal checks included

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/16	05/26/2016	97333	21	AIRGAS USA, LLC	WELDING WIRE-WATER	9051344765	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	133.50	133.50
05/16	05/26/2016	97333	21	AIRGAS USA, LLC	WELDING WIRE-GAS	9051344765	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	100.44	100.44
05/16	05/26/2016	97333	21	AIRGAS USA, LLC	WELDING WIRE-STREETS	9051344765	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	77.98	77.98
Total 9051344765:											
05/16	05/26/2016	97334	1256	AMA GOLF CO	TEES-GC	136751	1	7530-451-55-46	SUPPLIES - GENERAL	175.94	175.94
05/16	05/26/2016	97334	1256	AMA GOLF CO	INVENTORY-GC	136751	2	7530-1410-007	INVENTORIES - GOODS SOLD	250.93	250.93
Total 136751:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 05/19/16	634561989	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 634561989:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 05/19/16-G	634562004	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634562004:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 05/19/16-ST	634562005	1	2007-431-20-44	LINEN SERVICE	80.79	80.79
Total 634562005:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 05/19/16-W	634562006	1	7110-430-42-44	LINEN SERVICE	35.73	35.73
Total 634562006:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 05/26/16	634576505	1	7620-430-10-44	LINEN SERVICE	47.75	47.75
Total 634576505:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 05/26/16-G	634576520	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634576520:											

Check Issue Dates: 5/26/2016 - 5/26/2016

May 26, 2016 02:18PM

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
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 05/26/16-ST	634576521	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634576521:											
05/16	05/26/2016	97335	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 05/26/16-W	634576522	1	7110-430-42-44	LINEN SERVICE	32.21	32.21
Total 634576522:											
05/16	05/26/2016	97336	1190	ARGUS-HAZCO	SENSORS, FILTERS-FIRE	02014635	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	417.95	417.95
Total 02014635:											
05/16	05/26/2016	97337	8544		REFUND GAS DEPOSIT	10203151201	1	7401-2228-000	DEPOSITS-CUSTOMER	156.51	156.51
Total 10203151201:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	WASP KILLER-PARKS	357064	1	1000-452-20-46	SUPPLIES-GENERAL	11.10	11.10
Total 357064:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	SUPPLIES-GAS	357270	1	7401-430-62-46	SUPPLIES-GENERAL	19.34	19.34
Total 357270:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	CUSTODIAL SUPPLIES-PARKS	357343	1	1000-452-20-46	SUPPLIES-GENERAL	67.28	67.28
Total 357343:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	357531	1	2007-431-20-46	SUPPLIES-GENERAL	11.87	11.87
Total 357531:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	SUPPLIES-WATER	357588	1	7110-430-42-46	SUPPLIES-GENERAL	3.38	3.38
Total 357588:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	TOOLS-GAS	357600	1	7401-430-62-46	SUPPLIES-GENERAL	5.79	5.79

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 357600:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	TOOLS-GAS	357649	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	10.63	10.63
Total 357649:											
05/16	05/26/2016	97338	76	BILLINGTON ACE HARD	SUPPLIES-GAS	357664	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	21.45	21.45
Total 357664:											
05/16	05/26/2016	97339	1217	BITLE, SEAN	MOWER REPAIR-GC	566020	1	7530-451-52-46	SUPPLIES-GENERAL	375.00	375.00
Total 566020:											
05/16	05/26/2016	97340	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 050116	1	1000-422-10-44	DISPOSAL	160.42	160.42
Total 1505MAIN 050116:											
05/16	05/26/2016	97341	815	CALIFORNIA RURAL WAT	2016 EXPO TAHOE-PW	052316	1	7110-430-42-45	TRAVEL	1,155.00	1,155.00
Total 052316:											
05/16	05/26/2016	97342	116	CASHMAN EQUIPMENT	COMPRESSOR, VALVE-PW	2437574	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	462.44	462.44
Total 2437574:											
05/16	05/26/2016	97343	1375	CENTRAL SANITARY SU	CUSTODIAL SUPPLY-FIRE	699862	1	1000-422-10-46	SUPPLIES-GENERAL	13.55	13.55
Total 699862:											
05/16	05/26/2016	97344	1358	CLASSIC GOLF CAR INC.	CART REPAIRS-GC	455	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	96.71	96.71
Total 455:											
05/16	05/26/2016	97345	148	COMPUTER LOGISTICS	SYSTEM UPDATE	67499	1	1000-417-10-43	TECHNICAL SVCS	449.00	449.00
Total 67499:											

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
05/16	05/26/2016	97346	8541		REFUND GAS DEPOSIT	10114040012	1	7401-2228-000	DEPOSITS-CUSTOMER	150.79	150.79
Total 10114040012:											
05/16	05/26/2016	97347	156	CREATIVE FORMS & CO	ENVELOPES-GAS	114680	1	7401-430-62-46	SUPPLIES-GENERAL	633.26	633.26
05/16	05/26/2016	97347	156	CREATIVE FORMS & CO	ENVELOPES-WATER	114680	2	7110-430-42-46	SUPPLIES-GENERAL	633.25	633.25
Total 114680:											
05/16	05/26/2016	97348	161	CSK AUTO INC	RELAY #102-PARKS	2740418410	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	20.07	20.07
Total 2740418410:											
05/16	05/26/2016	97348	161	CSK AUTO INC	PART #34-STREETS	2740420813	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	18.47	18.47
Total 2740420813:											
05/16	05/26/2016	97348	161	CSK AUTO INC	OIL SEAL RETURNED-PW	2740421036	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	72.18	72.18
Total 2740421036:											
05/16	05/26/2016	97348	161	CSK AUTO INC	PARTS-PW	2740421099	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	5.01	5.01
Total 2740421099:											
05/16	05/26/2016	97348	161	CSK AUTO INC	RELAY #31-STREETS	2740421165	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	15.70	15.70
Total 2740421165:											
05/16	05/26/2016	97348	161	CSK AUTO INC	STARTER #31-STREETS	2740421620	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	149.13	149.13
Total 2740421620:											
05/16	05/26/2016	97349	8545		REFUND GAS DEPOSIT	10123300016	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
05/16	05/26/2016	97349	8545		REFUND WATER DEPOSIT	10123300016	2	7110-2228-000	DEPOSITS-CUSTOMER	1.87	1.87
Total 10123300016:											
05/16	05/26/2016	97350	174	DATEMA, STEVEN K.	AIRPORT MANAGER 5/16	052416	1	7201-430-81-43	TECHNICAL SVCS	1,896.86	1,896.86

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 052416:											
05/16	05/26/2016	97351	194	DIAMOND SAW SHOP IN	TRIMMER REPAIR-PARKS	975351	1	1000-452-20-46	SUPPLIES-GENERAL	86.94	86.94
Total 975351:											
05/16	05/26/2016	97351	194	DIAMOND SAW SHOP IN	TRIMMER REPAIR-STREETS	975366	1	2007-431-20-46	SUPPLIES-GENERAL	14.51	14.51
Total 975366:											
05/16	05/26/2016	97351	194	DIAMOND SAW SHOP IN	BLADE SHARPENING-STREETS	975368	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	6.50	6.50
Total 975368:											
05/16	05/26/2016	97352	1260	DIRECTV INC	CABLE-GC	28557197983	1	7530-451-52-45	COMMUNICATIONS	176.96	176.96
Total 28557197983:											
05/16	05/26/2016	97353	198	DITCH WITCH EQUIPMEN	PIPE FITTINGS-WATER	222376	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	312.03	312.03
Total 222376:											
05/16	05/26/2016	97354	230	ENTENMANN - ROVIN CO	DOME BADGE-PD	0123065	1	1000-421-10-43	PROFESSIONAL SVCS	124.19	124.19
Total 0123065:											
05/16	05/26/2016	97355	238	FASTENAL COMPANY	HYDRANT PAINT-FIRE	71038	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTEN	61.04	61.04
Total 71038:											
05/16	05/26/2016	97356	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	672705A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 672705A:											
05/16	05/26/2016	97356	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	672768A	1	7110-430-42-43	TECHNICAL SVCS	20.00	20.00
Total 672768A:											

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
05/16	05/26/2016	97356	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	673079A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 673079A:											
05/16	05/26/2016	97356	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	673338A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 673338A:											
05/16	05/26/2016	97357	8536		REFUND GAS DEPOSIT	10203110605	1	7401-2228-000	DEPOSITS-CUSTOMER	171.60	171.60
Total 10203110605:											
05/16	05/26/2016	97358	265	FRONTIER	257-0315 AWOS AIRPORT	0315 051516	1	7201-430-81-45	COMMUNICATIONS	42.58	42.58
Total 0315 051516:											
05/16	05/26/2016	97358	265	FRONTIER	257-1045 PW ENGINEERING	1045 051516	1	7620-430-10-45	COMMUNICATIONS	51.00	51.00
Total 1045 051516:											
05/16	05/26/2016	97358	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 051016	1	7620-430-11-45	COMMUNICATIONS	209.31	209.31
Total 24247 051016:											
05/16	05/26/2016	97358	265	FRONTIER	257-2845 PUBLIC WORKS	2845 051516	1	7620-430-10-45	COMMUNICATIONS	64.51	64.51
Total 2845 051516:											
05/16	05/26/2016	97358	265	FRONTIER	257-4725 CITY HALL FAX	4725 051516	1	1000-419-10-45	COMMUNICATIONS	36.79	36.79
05/16	05/26/2016	97358	265	FRONTIER	257-4725 CITY HALL FAX	4725 051516	2	1000-415-10-45	COMMUNICATIONS	36.78	36.78
Total 4725 051516:											
05/16	05/26/2016	97358	265	FRONTIER	257-5152 FIRE	5152 051016	1	1000-422-10-45	COMMUNICATIONS	484.58	484.58
Total 5152 051016:											
05/16	05/26/2016	97359	1494		TRAINING-FIRE	052516	1	1000-422-10-45	TRAVEL	59.00	59.00

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
 Check Issue Dates: 5/26/2016 - 5/26/2016

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 052516:											
05/16	05/26/2016	97360	8535		REFUND GAS DEPOSIT	10320800025	1	7401-2228-000	DEPOSITS-CUSTOMER	111.66	111.66
Total 10320800025:											
05/16	05/26/2016	97361	8547		REFUND COMMUNITY CENTER	051216	1	1000-2228-009	DEPOSITS-COMM CENTER RE	5.00	5.00
05/16	05/26/2016	97361	8547		REFUND COMMUNITY CENTER	051216	2	1000-452-20-36	RENT-COMMUNITY CENTER	81.00	81.00
Total 051216:											
05/16	05/26/2016	97362	1556	INTERSTATE SALES/T-M	SPRAYER RIG	12891	1	2007-431-20-47	VEHICLES	5,702.88	5,702.88
Total 12891:											
05/16	05/26/2016	97363	335	J.W. WOOD CO INC	SPRINKLERS-PARKS	S088491	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	370.79	370.79
Total S088491:											
05/16	05/26/2016	97364	8543		REFUND GAS DEPOSIT	10322950007	1	7401-2228-000	DEPOSITS-CUSTOMER	73.52	73.52
Total 10322950007:											
05/16	05/26/2016	97365	374	L N CURTIS & SONS	COUPLING SET-FIRE	139316000	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	1,022.33	1,022.33
Total 139316000:											
05/16	05/26/2016	97365	374	L N CURTIS & SONS	BATTERY-FIRE	139363200	1	1000-422-10-46	SUPPLIES-GENERAL	83.85	83.85
Total 139363200:											
05/16	05/26/2016	97365	374	L N CURTIS & SONS	AIRCHECK KIT-FIRE	139488100	1	1000-422-10-47	MACHINERY AND EQUIPMENT	247.25	247.25
Total 139488100:											
05/16	05/26/2016	97365	374	L N CURTIS & SONS	SCBA PARTS-FIRE	26128	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	263.16	263.16

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 26128:											
05/16	05/26/2016	97365	374	L N CURTIS & SONS	SCBA PARTS-FIRE	26156	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	37.23	37.23
Total 26156:											
05/16	05/26/2016	97366	8537		REFUND GAS OVERPAYMENT	10203100006	1	9999-1001-001	CASH CLEARING - UTILITIES	115.02	115.02
Total 10203100006:											
05/16	05/26/2016	97367	411	LASSEN MOTOR PARTS	AXLE SEAL-PW	249942	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	28.83	28.83
Total 249942:											
05/16	05/26/2016	97367	411	LASSEN MOTOR PARTS	OIL SEAL RETURNED-PW	250035	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	60.67-	60.67-
Total 250035:											
05/16	05/26/2016	97367	411	LASSEN MOTOR PARTS	SEAL, OIL SEAL-PW	250173	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	43.58	43.58
Total 250173:											
05/16	05/26/2016	97367	411	LASSEN MOTOR PARTS	KEY -WATER	250501	1	7110-430-42-46	SUPPLIES-GENERAL	3.61	3.61
Total 250501:											
05/16	05/26/2016	97368	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	778176	1	2007-431-20-44	DISPOSAL	3.33	3.33
Total 778176:											
05/16	05/26/2016	97369	413	LASSEN TIRE	2 TIRES #374-GAS	47406	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	589.30	589.30
Total 47406:											
05/16	05/26/2016	97370	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 051716	1	1000-452-30-46	ELECTRICITY	21.74	21.74
Total 10262 051716:											

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
05/16	05/26/2016	97370	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 051716	1	7112-430-42-46	ELECTRICITY	109.21	109.21
Total 350161.051716:											
05/16	05/26/2016	97370	437	LMUD	WELL #3-WATER	4559 051716	1	7110-430-42-46	ELECTRICITY	416.47	416.47
Total 4559 051716:											
05/16	05/26/2016	97371	444		TR EX SACRAMENTO 6/5/16	042116	1	7630-411-40-45	TRAVEL	352.00	352.00
Total 042116:											
05/16	05/26/2016	97372	445		RETIRE INCENTIVE 6/16	052416	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052416:											
05/16	05/26/2016	97373	8539		REFUND GAS DEPOSIT	10306903518	1	7401-2228-000	DEPOSITS-CUSTOMER	37.21	37.21
Total 10306903518:											
05/16	05/26/2016	97374	8546		REFUND GAS DEPOSIT	10531902500	1	7401-2228-000	DEPOSITS-CUSTOMER	93.28	93.28
Total 10531902500:											
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-WATER	191032	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	143.11	143.11
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-GAS	191032	2	7401-430-62-46	SUPPLIES - SAFETY ITEMS	143.11	143.11
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-STREETS	191032	3	2007-431-20-46	SUPPLIES-GENERAL	143.11	143.11
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-PW	191032	4	7620-430-10-46	SUPPLIES-SAFETY ITEMS	143.11	143.11
Total 191032:											
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-WATER	191032A	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	320.12	320.12
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-GAS	191032A	2	7401-430-62-46	SUPPLIES - SAFETY ITEMS	320.12	320.12
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-STREETS	191032A	3	2007-431-20-46	SUPPLIES-GENERAL	320.12	320.12
05/16	05/26/2016	97375	1182	NORTHERN CALIFORNIA	SAFETY SUPPLIES-PW	191032A	4	7620-430-10-46	SUPPLIES-SAFETY ITEMS	320.12	320.12
Total 191032A:											
05/16	05/26/2016	97376	895	POLLARDWATER.COM	HYDRA FLOW ASSEMBLY-FIRE	0041855	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTEN	252.59	252.59
Total 1000-422-10-44											

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 0041855:											
05/16	05/26/2016	97377	572	QUILL CORPORATION	OFFICE SUPPLIES	5853044	1	1000-415-10-46	SUPPLIES-GENERAL	252.59	252.59
Total 5853044:											
05/16	05/26/2016	97377	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	5891108	1	7620-430-10-46	SUPPLIES-GENERAL	369.79	369.79
Total 5891108:											
05/16	05/26/2016	97377	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	5895944	1	7620-430-10-46	SUPPLIES-GENERAL	40.23	40.23
Total 5895944:											
05/16	05/26/2016	97377	572	QUILL CORPORATION	OFFICE SUPPLIES	5932495	1	1000-415-10-46	SUPPLIES-GENERAL	24.71	24.71
Total 5932495:											
05/16	05/26/2016	97378	8542		REFUND GAS DEPOSIT	10531800727	1	7401-2228-000	DEPOSITS-CUSTOMER	102.32	102.32
Total 10531800727:											
05/16	05/26/2016	97379	582	RAY MORGAN CO INC	FIRE COPIER 5/26/16-6/25/16	1219265	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	102.32	102.32
Total 1219265:											
05/16	05/26/2016	97380	1076	SIERRA COFFEE AND BE	BOTTLED WATER 5/18/16-PW	46031	1	7620-430-10-46	SUPPLIES-GENERAL	32.12	32.12
Total 46031:											
05/16	05/26/2016	97381	640	SIERRA ELECTRONICS	HANDHELD RADIO-FIRE	216032	1	1000-422-10-44	RADIOS - REPAIR & MAINTENA	14.50	14.50
Total 216032:											
05/16	05/26/2016	97382	8533		LCAP WOODSTOVE REBATE	052416	1	8404-430-12-48	GRANTS	2,636.20	2,636.20
Total 052416:											
										1,500.00	1,500.00

CITY OF SUSANVILLE

Check Register - Payments by Vendor  
 Check Issue Dates: 5/26/2016 - 5/26/2016

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
05/16	05/26/2016	97383	1046	SUSANVILLE TRANSMIS	NEW TRANSMISSION #C-600	15792	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	4,887.78	4,887.78
Total 15792:											
05/16	05/26/2016	97384	8538		REFUND GAS DEPOSIT	10203100006	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10203100006:											
05/16	05/26/2016	97385	1141	THOMPSON GARAGE DO	SERVICED DOORS-STREETS	84895	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	94.67	94.67
05/16	05/26/2016	97385	1141	THOMPSON GARAGE DO	SERVICED DOORS-GAS	84895	2	7401-430-62-44	REPAIR AND MAINTENANCE-F	94.67	94.67
05/16	05/26/2016	97385	1141	THOMPSON GARAGE DO	SERVICED DOORS-WATER	84895	3	7110-430-42-44	REPAIR AND MAINTENANCE-F	94.66	94.66
Total 84895:											
05/16	05/26/2016	97386	713		RETIRE INCENTIVE 6/16	052416	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052416:											
05/16	05/26/2016	97387	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	303999916	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	160.96	160.96
Total 303999916:											
05/16	05/26/2016	97388	8540	VALLEY CHRISTIAN CEN	REFUND ELECTRICAL PANEL D	051616	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 051616:											
05/16	05/26/2016	97389	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9764628994	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9764628994:											
05/16	05/26/2016	97390	756	W.W. GRAINGER INC	PISTON-FIRE	8106747810	1	1000-422-10-47	MACHINERY AND EQUIPMENT	431.52	431.52
Total 8106747810:											
05/16	05/26/2016	97391	770	WESTERN NEVADA SUP	1 HYDRANT, HYDRANT PARTS-	66603473	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTEN	3,448.54	3,448.54
Total 66603473:											
05/16	05/26/2016	97391	770	WESTERN NEVADA SUP	FERTILIZER-GC	66609296	1	7530-451-52-46	SUPPLIES-GENERAL	3,321.24	3,321.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
05/16	05/26/2016	97391	770	WESTERN NEVADA SUP	FERTILIZER-PARKS	66609296	2	1000-452-20-46	SUPPLIES-GENERAL	632.61	632.61	
Total 66609296:											3,953.85	3,953.85
05/16	05/26/2016	97392	8534		REFUND GAS DEPOSIT	10114030006	1	7401-2228-000	DEPOSITS-CUSTOMER	121.80	121.80	
Total 10114030006:											121.80	121.80
Grand Totals:											42,550.49	42,550.49

Report Criteria:

Report type: GL detail  
 Check Voided = False

Report Criteria:

Transmittal checks included  
[Report]. Check Number = 97393

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
06/03/2016	CDPT	05/26/2016	97393		40	7650-2203-0	348.46-
Grand Totals:			<u>1</u>				<u>348.46-</u>

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
06/16	06/01/2016	97394	728	U S POSTMASTER	UB BILLING GAS	053116	1	7401-430-62-46	POSTAGE	286.60	286.60	
06/16	06/01/2016	97394	728	U S POSTMASTER	UB BILLING WATER	053116	2	7110-430-42-46	POSTAGE	556.32	556.32	
Total 053116:											842.92	842.92
Grand Totals:											842.92	842.92

Report Criteria:  
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
06/01/2016	CDPT	06/01/2016	515	CITY OF SUSANVILLE PA	1	7650-2203-1	1,194.60-
06/01/2016	CDPT	06/01/2016	515	CITY OF SUSANVILLE PA	1	7650-2203-1	1,194.60-
06/01/2016	CDPT	06/01/2016	515	CITY OF SUSANVILLE PA	1	7650-2203-1	641.59-
06/01/2016	CDPT	06/01/2016	515	CITY OF SUSANVILLE PA	1	7650-2203-1	641.59-
06/01/2016	CDPT	06/01/2016	515	CITY OF SUSANVILLE PA	1	7650-2203-1	4,334.02-
06/01/2016	CDPT	06/01/2016	516	EMPLOYMENT DEV. DEP	6	7650-2203-1	1,208.13-
06/01/2016	CDPT	06/01/2016	517	EMPLOYMENT DEV DEP	7	7650-2203-1	383.59-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	32.00-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	167.21-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	1,012.06-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	1,148.89-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	126.00-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	392.68-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	15.83-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	301.14-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	292.04-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	89.46-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	230.04-
06/01/2016	CDPT	06/01/2016	518	P.E.R.S.	8	7650-2203-1	934.18-
Grand Totals:			19				14,339.65-

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
06/16	06/03/2016	97425	68	BECKWITH MD, DAVID R	POLICE OFFICER PHYSICAL	052316	1	1000-421-10-43	PROFESSIONAL SVCS	110.00	110.00
Total 052316:											
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	HOSE-STREETS	357835	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.38	3.38
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	HOSE-WATER	357835	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.79	5.79
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	HOSE-GAS	357835	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.36	4.36
Total 357835:											
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	358057	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.62	3.62
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	SUPPLIES-WATER	358057	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.20	6.20
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	SUPPLIES-GAS	358057	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.67	4.67
Total 358057:											
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	PART-WATER	358067	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	4.34	4.34
Total 358067:											
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	SUPPLIES-GAS	358232	1	7401-430-62-46	SUPPLIES-GENERAL	9.04	9.04
Total 358232:											
06/16	06/03/2016	97426	76	BILLINGTON ACE HARD	PLIERS-WATER	358243	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	28.04	28.04
Total 358243:											
06/16	06/03/2016	97427	147		TR EX SOUTH LAKE TAHOE 06/	050316	1	1000-421-10-45	TRAINING	160.00	160.00
Total 050316:											
06/16	06/03/2016	97428	161	CSK AUTO INC	BALL JOINTS #51-PW	2740420812	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	361.53	361.53

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 2740420812:											
06/16	06/03/2016	97428	161	CSK AUTO INC	AXLE SEAL #51-PW	2740421035	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	361.53	361.53
Total 2740421035:											
06/16	06/03/2016	97428	161	CSK AUTO INC	RETURNED PRESS #51-PW	2740421100	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	126.84	126.84
Total 2740421100:											
06/16	06/03/2016	97428	161	CSK AUTO INC	WIPER BLADES-PW	2740421730	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	64.90	64.90
06/16	06/03/2016	97428	161	CSK AUTO INC	WIPER BLADES-WATER	2740421730	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	84.80	84.80
06/16	06/03/2016	97428	161	CSK AUTO INC	WIPER BLADES-GAS	2740421730	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	84.80	84.80
06/16	06/03/2016	97428	161	CSK AUTO INC	WIPER BLADES-STREETS	2740421730	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	65.00	65.00
Total 2740421730:											
06/16	06/03/2016	97428	161	CSK AUTO INC	BRAKE PART RETURNED #55-	2740421922	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	32.25	32.25
Total 2740421922:											
06/16	06/03/2016	97428	161	CSK AUTO INC	FUEL PUMP #75-GAS	2740422046	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	237.35	237.35
Total 2740422046:											
06/16	06/03/2016	97429	194	DIAMOND SAW SHOP IN	REPAIR #72-GAS	975371	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.72	6.72
Total 975371:											
06/16	06/03/2016	97430	219	ED STAUB & SONS PETR	OIL-WATER	1328038	1	7110-430-42-46	SUPPLIES-GENERAL	246.82	246.82
Total 1328038:											
06/16	06/03/2016	97431	230	ENTENMANN - ROVIN CO	DOME BADGE-PD	0118065	1	1000-421-10-43	PROFESSIONAL SVCS	124.19	124.19
Total 0118065:											
06/16	06/03/2016	97432	1308	EVAN B SUNDBY PHD	PROFESSIONL SERVICES-PD	052516	1	1000-421-10-43	PROFESSIONAL SVCS	250.00	250.00

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 052516:											
06/16	06/03/2016	97433	1289	FULL SPECTRUM INC	BAGWELL SPRINGSNEW WIRE-	20160517	1	7110-430-42-46	SUPPLIES-GENERAL	250.00	250.00
06/16	06/03/2016	97433	1289	FULL SPECTRUM INC	WELL#3,4, CADY SPRINGS REP	20160517	2	7110-430-42-43	TECHNICAL SVCS	640.00	640.00
06/16	06/03/2016	97433	1289	FULL SPECTRUM INC	WELL#3 NEW PLC/EQUIPMENT-	20160517	3	7110-430-42-46	SUPPLIES-GENERAL	1,200.00	1,200.00
Total 20160517:											
06/16	06/03/2016	97434	1058	JH HEATING INC	CONVERSION KIT-GAS	992866	1	7401-430-62-46	SUPPLIES-GENERAL	2,250.00	2,250.00
Total 992866:											
06/16	06/03/2016	97435	362	KAUFFMAN, BILL	CUSTODIAL SVCS 5/2016	589255	1	1000-417-10-44	CUSTODIAL	4,090.00	4,090.00
Total 589255:											
06/16	06/03/2016	97436	411	LASSEN MOTOR PARTS	GLOVES #73-GAS	250887	1	7401-430-62-46	SUPPLIES-GENERAL	87.73	87.73
Total 250887:											
06/16	06/03/2016	97436	411	LASSEN MOTOR PARTS	WATER PUMP #230-STREETS	250992	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	650.00	650.00
Total 250992:											
06/16	06/03/2016	97437	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 052316	1	2007-431-60-46	ELECTRICITY	1,516.52	1,516.52
Total 3651 052316:											
06/16	06/03/2016	97437	437	LMUD	MAIN & ALEXANDER SIGNALS-	49496 052316	1	2007-431-60-46	ELECTRICITY	124.80	124.80
Total 49496 052316:											
06/16	06/03/2016	97437	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 052316	1	2007-431-60-46	ELECTRICITY	116.18	116.18
Total 49497 052316:											
06/16	06/03/2016	97437	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 052316	1	2007-431-60-46	ELECTRICITY	119.32	119.32
Total 49498 052316:											
06/16	06/03/2016	97437	437	LMUD						144.64	144.64

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 49498 052316:											
06/16	06/03/2016	97437	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499 052316	1	2007-431-60-46	ELECTRICITY	144.64	144.64
Total 49499 052316:											
06/16	06/03/2016	97437	437	LMUD	WELL 1-WATER	7714 052316	1	7110-430-42-46	ELECTRICITY	219.27	219.27
Total 7714 052316:											
06/16	06/03/2016	97437	437	LMUD	1801 MAIN ST	8314 052316	1	1000-421-10-46	ELECTRICITY	752.26	752.26
Total 8314 052316:											
06/16	06/03/2016	97438	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY 6/16-	030879	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 030879:											
06/16	06/03/2016	97439	467	METER VALVE & CONTR	RADIOS-GAS	10766	1	7401-430-62-46	SUPPLIES-GENERAL	66.39	66.39
Total 10766:											
06/16	06/03/2016	97440	931		REFUND FUEL CHARGE-PW	060216	1	7620-430-11-46	GASOLINE	53.02	53.02
Total 060216:											
06/16	06/03/2016	97441	640	SIERRA ELECTRONICS	PURCHASE AND INSTALL EQUI	215664	1	2011-465-31-47	VEHICLES	3,720.00	3,720.00
06/16	06/03/2016	97441	640	SIERRA ELECTRONICS	PURCHASE AND INSTALL EQUI	215664	2	2011-465-31-47	VEHICLES	1,312.13	1,312.13
06/16	06/03/2016	97441	640	SIERRA ELECTRONICS	PURCHASE AND INSTALL EQUI	215664	3	2011-465-31-47	VEHICLES	256.87	256.87
Total 215664:											
06/16	06/03/2016	97442	1026	SMITH'S PUMPS INC	PUMP PARTS-WATER	3188	1	7110-430-42-46	SUPPLIES-GENERAL	1,342.80	1,342.80
06/16	06/03/2016	97442	1026	SMITH'S PUMPS INC	PUMP PARTS-WATER	3188	2	7110-430-43-47	MACHINERY AND EQUIPMENT	1,416.84	1,416.84
Total 3188:											
06/16	06/03/2016	97443	1089	W.O PIPELINE	PIPE WELDING-GAS	579	1	7401-430-62-43	TECHNICAL SVCS	1,350.00	1,350.00

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 579:											
										1,350.00	1,350.00
Grand Totals:											
										19,482.51	19,482.51

Report Criteria:

Report type: GL detail  
 Check Voided = False

## Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	723.75-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	5,178.26-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,699.05-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	2,342.34-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	346.54-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,420.78-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	153.96-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	79.56-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,098.81-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,096.50-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,069.59-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,037.33-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	566.39-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	549.30-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	14.00-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	3,868.02-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	836.70-
06/03/2016	CDPT	06/07/2016	519	P.E.R.S.	8	7650-2203-1	1,963.53-
06/03/2016	CDPT	06/07/2016	520	CITY OF SUSANVILLE PA	1	7650-2203-1	6,329.24-
06/03/2016	CDPT	06/07/2016	520	CITY OF SUSANVILLE PA	1	7650-2203-1	6,329.24-
06/03/2016	CDPT	06/07/2016	520	CITY OF SUSANVILLE PA	1	7650-2203-1	2,037.26-
06/03/2016	CDPT	06/07/2016	520	CITY OF SUSANVILLE PA	1	7650-2203-1	2,037.26-
06/03/2016	CDPT	06/07/2016	520	CITY OF SUSANVILLE PA	1	7650-2203-1	16,035.37-
06/03/2016	CDPT	06/07/2016	521	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,434.51-
06/03/2016	CDPT	06/07/2016	522	EMPLOYMENT DEV DEP	7	7650-2203-1	1,176.50-
06/03/2016	CDPT	06/08/2016	97447		40	7650-2203-0	348.46-
06/03/2016	CDPT	06/08/2016	97448	CA STATE DISBURSEME	35	7650-2203-0	155.07-
06/03/2016	CDPT	06/08/2016	97449	CA STATE DISBURSEME	37	7650-2203-0	69.23-
06/03/2016	CDPT	06/08/2016	97450	NATIONWIDE RETIREME	5	7650-2203-0	955.00-
06/03/2016	CDPT	06/08/2016	97451	VALIC	4	7650-2203-0	1,917.62-
06/03/2016	CDPT	06/08/2016	97452	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
Grand Totals:			31				65,931.17-

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
06/16	06/09/2016	97453	8553		REFUND GAS DEPOSIT	10508200010	1	7401-2228-000	DEPOSITS-CUSTOMER	117.34	117.34
Total 10508200010:											
06/16	06/09/2016	97454	21	AIRGAS USA, LLC	WELDING WIRE-GAS	9051019610	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	38.48	38.48
06/16	06/09/2016	97454	21	AIRGAS USA, LLC	WELDING WIRE-WATER	9051019610	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	51.14	51.14
06/16	06/09/2016	97454	21	AIRGAS USA, LLC	WELDING WIRE-STREETS	9051019610	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	29.87	29.87
Total 9051019610:											
06/16	06/09/2016	97455	31	ALPINE FIRE SERVICES I	FIRE EXT. SER./FIRE GOLF CO	11-303	1	7530-451-52-44	REPAIR & MAINT - BUILDING	182.51	182.51
Total 11-303:											
06/16	06/09/2016	97456	1269	THE ANTIGUA GROUP IN	INVENTORY-GC	AIN0004162	1	7530-1410-007	INVENTORIES - GOODS SOLD	525.55	525.55
Total AIN0004162:											
06/16	06/09/2016	97457	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES 06/2/16-	634590842	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 634590842:											
06/16	06/09/2016	97457	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/2/16-GA	634590857	1	7401-430-62-44	LINEN SERVICES	51.73	51.73
Total 634590857:											
06/16	06/09/2016	97457	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/2/16-ST	634590858	1	2007-431-20-44	LINEN SERVICE	50.26	50.26
Total 634590858:											
06/16	06/09/2016	97457	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 06/2/16-WA	634590859	1	7110-430-42-44	LINEN SERVICE	30.60	30.60
Total 634590859:											
06/16	06/09/2016	97458	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X06012016	1	1000-421-10-45	COMMUNICATIONS	123.92	123.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 835956037X06012016:											
06/16	06/09/2016	97459	8561		REFUND GAS OVERPAYMENT	10306902622	1	9999-1001-001	CASH CLEARING - UTILITIES	123.92	123.92
Total 10306902622:											
06/16	06/09/2016	97460	68	BECKWITH MD, DAVID R	SPIROMETRY-FIRE	060216	1	1000-422-10-43	PROFESSIONAL SVCS	85.00	85.00
Total 060216:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	REPELLANT-WATER	357178	1	7110-430-42-46	SUPPLIES-GENERAL	7.44	7.44
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	REPELLANT-GAS	357178	2	7401-430-62-46	SUPPLIES-GENERAL	7.53	7.53
Total 357178:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	HOSE TESTER PARTS-FIRE	357517	1	1000-422-10-47	MACHINERY AND EQUIPMENT	58.49	58.49
Total 357517:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	HOSE TESTER PARTS-FIRE	357518	1	1000-422-10-47	MACHINERY AND EQUIPMENT	6.34	6.34
Total 357518:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	HOSE TESTER PARTS-FIRE	357579	1	1000-422-10-47	MACHINERY AND EQUIPMENT	.76	.76
Total 357579:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	LIGHT-FIRE	357627	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	39.66	39.66
Total 357627:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	INSECT REPELLANT-FIRE	357728	1	1000-422-10-46	SUPPLIES-GENERAL	27.82	27.82
Total 357728:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	NOZZLE, HOSES-PARKS	357765	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	54.64	54.64

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 357765:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	FILES-FIRE	357793	1	1000-422-10-46	SUPPLIES-SMALL TOOLS	54.64	54.64
Total 357793:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	CUSTODIAL SUPPLIES-PARKS	357894	1	1000-452-20-46	SUPPLIES-GENERAL	37.72	37.72
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	FOUNTAIN REPAIR-PARKS	357894	2	1000-452-20-44	FACILITY - REPAIR & MAINTEN	107.32	107.32
Total 357894:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	RAKE-FIRE	357906	1	1000-422-10-48	MISCELLANEOUS	30.95	30.95
Total 357906:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	SEAT COVER, TAPE-FIRE	358096	1	1000-422-10-46	SUPPLIES-JANITORIAL	40.13	40.13
Total 358096:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	FOUNTAIN REPAIR-PARKS	358150	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	11.38	11.38
Total 358150:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	358219	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.88	6.88
Total 358219:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	A/C PADS-FIRE	358267	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	12.57	12.57
Total 358267:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	SUPPLIES-WATER	358626	1	7110-430-42-46	SUPPLIES-GENERAL	7.73	7.73
Total 358626:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	BATTERIES-STREETS	358676	1	2007-431-20-46	SUPPLIES-GENERAL	38.66	38.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 358676:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	BATTERIES-STREETS	358683	1	2007-431-20-46	SUPPLIES-GENERAL	38.66	38.66
Total 358683:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	SUPPLIES-GAS	358735	1	7401-430-62-46	SUPPLIES-GENERAL	77.37	77.37
Total 358735:											
06/16	06/09/2016	97461	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	358751	1	2007-431-20-46	SUPPLIES-GENERAL	4.83	4.83
Total 358751:											
06/16	06/09/2016	97462	8568		REFUND WATER DEPOSIT	10322950008	1	7110-2228-000	DEPOSITS-CUSTOMER	40.94	40.94
06/16	06/09/2016	97462	8568		REFUND GAS DEPOSIT	10322950008	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10322950008:											
06/16	06/09/2016	97463	1553	BRIDGESTONE GOLF, IN	PRO SHOP SUPPLIES-GC	1002500685	1	7530-1410-007	INVENTORIES - GOODS SOLD	169.10	169.10
Total 1002500685:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 060116	1	1000-452-20-44	DISPOSAL	169.10	169.10
Total 110NORTH 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 060116	1	1000-422-10-44	DISPOSAL	234.65	234.65
Total 1505MAIN 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 060116	1	7530-451-52-44	DISPOSAL	234.65	234.65
Total 470895CIRCLE 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAIN 060116	1	2007-431-20-44	DISPOSAL	193.08	193.08
Total 193.08											
										37.96	37.96

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 PLC600MAIN 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 060116	1	2007-431-20-44	DISPOSAL	18.98	18.98
Total PLCBOFA 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIMNDMTN 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCDIMNDMTN 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKLODGE 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCELKLODGE 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCRYOTLT 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCGROCRYOTLT 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCHOTELLSN1 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBLD 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCKNOCHBLD 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHS 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCLASSENHS 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPLZA 0611	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCPANCERAPLZA 06116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWRY 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCSIERRAJWRY 060116:											

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
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHRT 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCSIERRATHRT 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCSVILLEREAL 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPK 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCUPTOWNPK 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCUSPOSTAL 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEM 060116	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCVETSMEM 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 06011	1	2007-431-20-44	DISPOSAL	37.96	37.96
Total PLCWALMARTBUS 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 060116	1	7620-430-10-44	DISPOSAL	160.42	160.42
Total SVL15 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 060116	1	1000-417-10-44	DISPOSAL	160.42	160.42
Total SVL2 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 060116	1	1000-452-20-44	DISPOSAL	193.08	193.08
Total SVL5 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 060116	1	1000-421-10-44	DISPOSAL	96.54	96.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total SVL7 060116:											
06/16	06/09/2016	97464	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 060116	1	7620-430-10-44	DISPOSAL	96.54	96.54
Total SVL8 060116:											
06/16	06/09/2016	97465	115	CASELLE INC.	SOFTWARE SUPPORT 7/16	73451	1	1000-1430-105	PREPAID - OTHER	1,258.00	1,258.00
Total 73451:											
06/16	06/09/2016	97466	8559		REFUND GAS DEPOSIT	10100202318	1	7401-2228-000	DEPOSITS-CUSTOMER	188.50	188.50
Total 10100202318:											
06/16	06/09/2016	97467	8565		REFUND GAS DEPOSIT	10306804914	1	7401-2228-000	DEPOSITS-CUSTOMER	190.97	190.97
Total 10306804914:											
06/16	06/09/2016	97468	148	COMPUTER LOGISTICS	MONTHLY SERVER MAINT.	67607	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 67607:											
06/16	06/09/2016	97468	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	67619	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 67619:											
06/16	06/09/2016	97468	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	67661	1	1000-417-10-43	TECHNICAL SVCS	451.75	451.75
Total 67661:											
06/16	06/09/2016	97469	156	CREATIVE FORMS & CO	UTILITY BILLS-WATER	114679	1	7110-430-42-46	SUPPLIES-GENERAL	742.65	742.65
06/16	06/09/2016	97469	156	CREATIVE FORMS & CO	UTILITY BILLS-GAS	114679	2	7401-430-62-46	SUPPLIES-GENERAL	742.66	742.66
Total 114679:											
06/16	06/09/2016	97470	8551		REFUND GAS DEPOSIT	10228020005	1	7401-2228-000	DEPOSITS-CUSTOMER	1,485.31	1,485.31
Total 1,485.31											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10228020005:											
06/16	06/09/2016	97471	161	CSK AUTO INC	U JOINT #51-PW	2740422045	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	181.63	181.63
Total 2740422045:											
06/16	06/09/2016	97472	8555		REFUND WATER DEPOSIT	10523350010	1	7110-2228-000	DEPOSITS-CUSTOMER	29.33	29.33
Total 10523350010:											
06/16	06/09/2016	97473	194	DIAMOND SAW SHOP IN	TRIMMER REPAIR-PARKS	14522	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	30.03	30.03
Total 14522:											
06/16	06/09/2016	97473	194	DIAMOND SAW SHOP IN	CHAINSAW REPAIR-STREETS	14640	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	43.10	43.10
Total 14640:											
06/16	06/09/2016	97473	194	DIAMOND SAW SHOP IN	POLESAW, HEDGE TRIMMER-P	14669	1	1000-452-20-43	TECHNICAL SVCS	193.49	193.49
06/16	06/09/2016	97473	194	DIAMOND SAW SHOP IN	POLESAW, HEDGE TRIMMER-G	14669	2	7530-451-52-43	TECHNICAL SERVICES	386.95	386.95
06/16	06/09/2016	97473	194	DIAMOND SAW SHOP IN	POLESAW, HEDGE TRIMMER-S	14669	3	2007-431-20-43	TECHNICAL SVCS	386.95	386.95
Total 14669:											
06/16	06/09/2016	97474	1261	DIAMOND TRUCK AND A	HYDRAULIC REPAIR #330-STR	3198	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	100.00	100.00
Total 3198:											
06/16	06/09/2016	97475	219	ED STAUB & SONS PETR	47.93 GAL PROPANE-AIRPORT	0245175	1	7201-430-81-46	PROPANE	63.97	63.97
Total 0245175:											
06/16	06/09/2016	97476	1484	EDGES ELECTRICAL GR	SCADA PARTS-WATER	S3791235001	1	7110-430-42-46	SUPPLIES-GENERAL	36.28	36.28
Total S3791235001:											
06/16	06/09/2016	97476	1484	EDGES ELECTRICAL GR	SCADA PARTS-WATER	S3794899001	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	41.88	41.88

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 S3794899001:											
06/16	06/09/2016	97477	8554		REFUND GAS DEPOSIT	10426400002	1	7401-2228-000	DEPOSITS-CUSTOMER	41.88	41.88
Total 10426400002:											
06/16	06/09/2016	97478	238	FASTENAL COMPANY	SUPPLIES-FIRE	71218	1	1000-422-10-46	SUPPLIES-GENERAL	30.57	30.57
Total 71218:											
06/16	06/09/2016	97478	238	FASTENAL COMPANY	SHOP TOWELS-FIRE	71259	1	1000-422-10-46	SUPPLIES-JANITORIAL	62.10	62.10
Total 71259:											
06/16	06/09/2016	97478	238	FASTENAL COMPANY	COOLER-GAS	71436	1	7401-430-62-46	SUPPLIES-GENERAL	57.35	57.35
Total 71436:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	POLICE OFFICER AD 5/11/16	ACCT#1543 1211755	1	1000-421-10-45	ADVERTISING	52.50	52.50
Total ACCT#1543 1211755:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	POLICE OFFICER AD 5/18/16	ACCT#1543 1213609	1	1000-421-10-45	ADVERTISING	52.50	52.50
Total ACCT#1543 1213609:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	POLICE OFFICER AD 5/25/16	ACCT#1543 1215583	1	1000-421-10-45	ADVERTISING	52.50	52.50
Total ACCT#1543 1215583:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	MAINT WORKER II AD 05/04/16-	ACCT#1858 1209870	1	7110-430-42-45	ADVERTISING	36.25	36.25
Total ACCT#1858 1209870:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	MAINT WORKER II AD 05/11/16-	ACCT#1858 1211743	1	7110-430-42-45	ADVERTISING	36.25	36.25
Total ACCT#1858 1211743:											

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
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	MAINT WORKER II AD 05/18/16-	ACCT#1858 1213605	1	7110-430-42-45	ADVERTISING	36.25	36.25
Total ACCT#1858 1213605:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	GOLF COURSE AD 05/11/16	ACCT#437 1212994	1	7530-451-52-45	ADVERTISING	137.25	137.25
Total ACCT#437 1212994:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	GOLF COURSE AD 05/18/16	ACCT#437 1214951	1	7530-451-52-45	ADVERTISING	137.25	137.25
Total ACCT#437 1214951:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	GOLF COURSE AD 05/25/16	ACCT#437 1216704	1	7530-451-52-45	ADVERTISING	337.50	337.50
Total ACCT#437 1216704:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	THANK YOU AD 05/25/16-PLAN	ACCT#437 1216992	1	1000-419-10-45	ADVERTISING	495.00	495.00
Total ACCT#437 1216992:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	GOLF COURSE AD 05/25/16	ACCT#437 1217053	1	7530-451-52-45	ADVERTISING	137.25	137.25
Total ACCT#437 1217053:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	PO#7628 NOMINEES AD	ACCT#437 PO#7628	1	1000-411-10-45	ADVERTISING	30.00	30.00
Total ACCT#437 PO#7628:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	PO#5114 WATER RATES	PO#5114	1	7110-430-42-45	ADVERTISING	109.20	109.20
Total PO#5114:											
06/16	06/09/2016	97479	241	FEATHER PUBLISHING C	HUSA RATE AD 05/24/16	PO#7753	1	1000-417-10-45	ADVERTISING	137.20	137.20
Total PO#7753:											
06/16	06/09/2016	97480	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	672977A	1	7112-430-42-43	TECHNICAL SERVICES	27.00	27.00

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 672977A:											
06/16	06/09/2016	97480	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	672978A	1	7110-430-42-43	TECHNICAL SVCS	27.00	27.00
Total 672978A:											
06/16	06/09/2016	97481	257	FOREST OFFICE EQUIP	COPY PAPER-PW	10943	1	7620-430-10-46	SUPPLIES-GENERAL	73.79	73.79
Total 10943:											
06/16	06/09/2016	97481	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC7544	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
06/16	06/09/2016	97481	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC7544	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC7544:											
06/16	06/09/2016	97481	257	FOREST OFFICE EQUIP	KYOCERA COPIER 5/16-PW	CC7545	1	7620-430-10-43	TECHNICAL SVCS	375.42	375.42
Total CC7545:											
06/16	06/09/2016	97482	8558		REFUND GAS DEPOSIT	10529360006	1	7401-2228-000	DEPOSITS-CUSTOMER	194.68	194.68
Total 10529360006:											
06/16	06/09/2016	97483	265	FRONTIER	257-1056 PAW SHOP	1056 052016	1	7620-430-10-45	COMMUNICATIONS	49.37	49.37
Total 1056 052016:											
06/16	06/09/2016	97483	265	FRONTIER	257-1057 FAX-PW	1057 052016	1	7620-430-10-45	COMMUNICATIONS	192.94	192.94
Total 1057 052016:											
06/16	06/09/2016	97483	265	FRONTIER	257-2520 GOLF COURSE	2520 060116	1	7530-451-52-45	COMMUNICATIONS	352.71	352.71
Total 2520 060116:											
06/16	06/09/2016	97483	265	FRONTIER	257-7236 NAT GAS	7236 052016	1	7620-430-10-45	COMMUNICATIONS	198.32	198.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 7236 052016:											
06/16	06/09/2016	97483	265	FRONTIER	257-7237 NAT GAS	7237 052016	1	7620-430-10-45	COMMUNICATIONS	198.32	198.32
Total 7237 052016:											
06/16	06/09/2016	97484	1289	FULL SPECTRUM INC	SCADA, WELL#3 UPGRADE-WA	20160606	1	7110-430-42-43	TECHNICAL SVCS	2,440.00	2,440.00
Total 20160606:											
06/16	06/09/2016	97485	8569		REIM COPIES-STREETS	060216	1	2007-431-20-46	SUPPLIES-GENERAL	571.44	571.44
Total 060216:											
06/16	06/09/2016	97486	276	GOLD RUN CABINET & D	CABINET REPAIR-FIRE	7875	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	1,191.00	1,191.00
Total 7875:											
06/16	06/09/2016	97487	1148	GREATAMERICA FINANC	COPIER LEASE 5/16-P/W	18822723	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	364.78	364.78
Total 18822723:											
06/16	06/09/2016	97488	288		REIMBURSE HEALTH INS PER	060316	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	115.03	115.03
Total 060316:											
06/16	06/09/2016	97489	8562		REFUND WATER DEPOSIT	10306200002	1	7110-2228-000	DEPOSITS-CUSTOMER	67.99	67.99
Total 10306200002:											
06/16	06/09/2016	97490	8560		REFUND WATER DEPOSIT	10236100010	1	7110-2228-000	DEPOSITS-CUSTOMER	73.12	73.12
Total 10236100010:											
06/16	06/09/2016	97491	312	HISTORIC USA	5/16 COLLECTIONS, NET	060316	1	8401-2228-000	DEPOSITS PAYABLE	199.53	199.53
06/16	06/09/2016	97491	312	HISTORIC USA	5%FEE 5/16 COLLECTIONS	060316	2	8401-2228-000	DEPOSITS PAYABLE	10.50	10.50
06/16	06/09/2016	97491	312	HISTORIC USA	5%FEE 5/16 COLLECTIONS	060316	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	10.50	10.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 060316:											
06/16	06/09/2016	97492	1075	INDEPENDENT ELECTRI	HEATER ADAPTER-GAS	S102795989001	1	7401-430-62-46	SUPPLIES-GENERAL	199.53	199.53
Total S102795989001:											
06/16	06/09/2016	97493	1556	INTERSTATE SALES/T-M	PAINT-STREETS	12950	1	2007-431-20-46	SUPPLIES-GENERAL	238.90	238.90
Total 12950:											
06/16	06/09/2016	97494	1362	IRON MOUNTAIN INFO. M	SHREDDING-PD	MPU8098	1	1000-421-10-44	DISPOSAL	55.65	55.65
Total MPU8098:											
06/16	06/09/2016	97495	1504	JESSICA ANN RYAN	PROFESSIONAL SERVICES 5/1	060816	1	1000-412-10-43	PROFESSIONAL SVCS	3,425.00	3,425.00
Total 060816:											
06/16	06/09/2016	97496	1058	JH HEATING INC	PARTS-GAS	4901460	1	7401-430-62-46	SUPPLIES-GENERAL	68.44	68.44
Total 4901460:											
06/16	06/09/2016	97497	362	KAUFFMAN, BILL	CUSTODIAL SVCS 5/2016 - PW	053116	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 053116:											
06/16	06/09/2016	97498	374	L N CURTIS & SONS	SAFETY GEAR	279420	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	18,345.67	18,345.67
Total 279420:											
06/16	06/09/2016	97498	374	L N CURTIS & SONS	AIRCHECK KIT-FIRE	28552	1	1000-422-10-47	MACHINERY AND EQUIPMENT	268.75	268.75
Total 28552:											
06/16	06/09/2016	97499	398	LASSEN CO PUBLIC WO	STREET STRIPING-STREETS	124	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	15,168.32	15,168.32
Total 124:											

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
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	PARTS #623-FIRE	249896	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	11.95	11.95
Total 249896:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	PARTS #623-FIRE	249912	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	8.36	8.36
Total 249912:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	PARTS #652-FIRE	250427	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	19.97	19.97
Total 250427:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	250705	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.85	3.85
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	250705	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.97	4.97
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	250705	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.60	6.60
Total 250705:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	250747	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.90	13.90
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	250747	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.79	10.79
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	250747	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	18.47	18.47
Total 250747:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	250837	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.53	2.53
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	250837	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.25	3.25
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	250837	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.33	4.33
Total 250837:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	FLOOR JACK-GAS	251227	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	86.19	86.19
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	FLOOR JACK-WATER	251227	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	114.57	114.57
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	FLOOR JACK-STREETS	251227	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	66.92	66.92
Total 251227:											
06/16	06/09/2016	97500	411	LASSEN MOTOR PARTS	REPAIR #623-FIRE	349911	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	11.28	11.28

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 349911:											
06/16	06/09/2016	97501	1102	LASSEN PC	BACKUP LICENSE-FIRE	20162	1	1000-422-10-43	TECHNICAL SVCS	69.24	69.24
Total 20162:											
06/16	06/09/2016	97501	1102	LASSEN PC	COMPUTER MOZY SERV 5/16 F	20296	1	1000-422-10-43	TECHNICAL SVCS	43.49	43.49
Total 20296:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	780124	1	7110-430-42-44	DISPOSAL	4.98	4.98
Total 780124:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780144	1	2007-431-20-44	DISPOSAL	5.44	5.44
Total 780144:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780149	1	2007-431-20-44	DISPOSAL	7.66	7.66
Total 780149:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780154	1	2007-431-20-44	DISPOSAL	9.24	9.24
Total 780154:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780168	1	2007-431-20-44	DISPOSAL	7.12	7.12
Total 780168:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780172	1	2007-431-20-44	DISPOSAL	9.40	9.40
Total 780172:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780175	1	2007-431-20-44	DISPOSAL	9.58	9.58
Total 780175:											

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
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780189	1	2007-431-20-44	DISPOSAL	8.22	8.22
Total 780189:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780191	1	2007-431-20-44	DISPOSAL	8.22	8.22
Total 780191:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780194	1	2007-431-20-44	DISPOSAL	9.06	9.06
Total 780194:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780212	1	2007-431-20-44	DISPOSAL	8.02	8.02
Total 780212:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780216	1	2007-431-20-44	DISPOSAL	7.90	7.90
Total 780216:											
06/16	06/09/2016	97502	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	780249	1	2007-431-20-44	DISPOSAL	9.34	9.34
Total 780249:											
06/16	06/09/2016	97503	413	SUSANVILLE TOWING	REPAIR RADAR TRAILER #85-P	53184	1	1000-421-10-44	MISC - REPAIR & MAINTENANC	198.39	198.39
Total 53184:											
06/16	06/09/2016	97504	437	LMUD	AIRPORT VASI LIGHTS	10108 052316	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 10108 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE IRR WELL.30 HP	122907 052316	1	7530-451-52-46	ELECTRICITY	556.93	556.93
Total 122907 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE PUMP STATION	122910 052316	1	7530-451-52-46	ELECTRICITY	513.99	513.99

Check Register - Payments by Vendor  
Check Issue Dates: 6/9/2016 - 6/9/2016

CITY OF SUSANVILLE

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 122910 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 052316	1	7530-451-52-46	ELECTRICITY	513.99	513.99
Total 122929 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE PUMP HOUSE	132052 052316	1	7530-451-52-46	ELECTRICITY	377.27	377.27
Total 132052 052316:											
06/16	06/09/2016	97504	437	LMUD	470-895 CIRCLE DR-G/C CLUB	144281 052316	1	7530-451-52-46	ELECTRICITY	322.20	322.20
Total 144281 052316:											
06/16	06/09/2016	97504	437	LMUD	SOUTH ST ROOSEVELT LIGHT-	1744 052716	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 052716:											
06/16	06/09/2016	97504	437	LMUD	RIVERSIDE PARK-PARKS	1999 052716	1	1000-452-20-46	ELECTRICITY	46.90	46.90
Total 1999 052716:											
06/16	06/09/2016	97504	437	LMUD	1505 MAIN ST	2876 052316	1	1000-422-10-46	ELECTRICITY	46.90	46.90
Total 2876 052316:											
06/16	06/09/2016	97504	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 052316	1	1000-452-20-46	ELECTRICITY	856.87	856.87
Total 3522 052316:											
06/16	06/09/2016	97504	437	LMUD	AIRPORT LOT 5	51908 052316	1	7201-430-81-46	ELECTRICITY	33.77	33.77
Total 51908 052316:											
06/16	06/09/2016	97504	437	LMUD	AIRPORT HANGER 6	54333 052316	1	7201-430-81-46	ELECTRICITY	20.29	20.29
Total 54333 052316:											

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
06/16	06/09/2016	97504	437	LMUD	925 SIERRA RD SPORTS CTR-P	60453 052316	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 60453 052316:											
06/16	06/09/2016	97504	437	LMUD	AIRPORT OFFICE	7146 052316	1	7201-430-81-46	ELECTRICITY	360.13	360.13
Total 7146 052316:											
06/16	06/09/2016	97504	437	LMUD	AIRPORT GAS PUMP	7154 052316	1	7201-430-81-46	ELECTRICITY	28.59	28.59
Total 7154 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE CLUB HOUSE	7394 052316	1	7530-451-52-46	ELECTRICITY	93.42	93.42
Total 7394 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE CART BARN 2	7400 052316	1	7530-451-52-46	ELECTRICITY	37.43	37.43
Total 7400 052316:											
06/16	06/09/2016	97504	437	LMUD	GOLF COURSE BARN 1 & 3	9312 052316	1	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 9312 052316:											
06/16	06/09/2016	97504	437	LMUD	RIVERSIDE PARK LIGHT-PARK	9501 052716	1	1000-452-20-46	ELECTRICITY	207.42	207.42
Total 9501 052716:											
06/16	06/09/2016	97505	1508	MAIN STREET LUBE	OIL CHANGE, FILTER #65-GAS	7788	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	121.75	121.75
Total 7788:											
06/16	06/09/2016	97506	8566		REFUND GAS DEPOSIT	10405400014	1	7401-2228-000	DEPOSITS-CUSTOMER	175.66	175.66
Total 10405400014:											
06/16	06/09/2016	97507	452	MARTIN SECURITY SYST	470-895 CIRCLE DR CODE CHA	030889	1	7530-451-50-43	TECHNICAL SVCS	85.00	85.00

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 030889:											
06/16	06/09/2016	97507	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 6/16	031045	1	1000-417-10-43	TECHNICAL SVCS	85.00	85.00
Total 031045:											
06/16	06/09/2016	97508	1552	MCCROMETER INC	QUOTE #145591 2 WATER MET	18552	1	7112-430-42-47	MACHINERY AND EQUIPMENT	2,052.18	2,052.18
Total 18552:											
06/16	06/09/2016	97509	8564		REFUND GAS DEPOSIT	10408490005	1	7401-2228-000	DEPOSITS-CUSTOMER	177.79	177.79
Total 10408490005:											
06/16	06/09/2016	97510	1463	MILLER CLEANING SERV	CUSTODIAL 5/16-PD	MCS1652	1	1000-421-10-44	CUSTODIAL	450.00	450.00
Total MCS1652:											
06/16	06/09/2016	97511	8552		REFUND GAS DEPOSIT	10306806516	1	7401-2228-000	DEPOSITS-CUSTOMER	44.95	44.95
Total 10306806516:											
06/16	06/09/2016	97512	503		16/17 GEO WELL PROPERTY L	050116	1	7301-1430-105	PREPAID MISC	1,200.00	1,200.00
Total 050116:											
06/16	06/09/2016	97513	1533	ONE STOP OFFICE	POSTAGE-FIRE	138 041316	1	1000-425-20-46	POSTAGE	23.89	23.89
Total 138 041316:											
06/16	06/09/2016	97514	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 5/	716450	1	7401-430-62-43	TECHNICAL SVCS	47.45	47.45
06/16	06/09/2016	97514	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 5/	716450	2	7110-430-42-43	TECHNICAL SVCS	47.45	47.45
Total 716450:											
06/16	06/09/2016	97515	8549		REFUND GAS OVERPAYMENT	10509450209	1	9999-1001-001	CASH CLEARING - UTILITIES	119.86	119.86

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 10509450209:											
06/16	06/09/2016	97516	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2478327	1	2007-431-20-46	SUPPLIES-GENERAL	119.86	119.86
Total 2478327:											
06/16	06/09/2016	97516	546	PAYLESS BUILDING SUP	CONCRETE-GAS	2478403	1	7401-430-62-46	SUPPLIES-GENERAL	42.46	42.46
Total 2478403:											
06/16	06/09/2016	97516	546	PAYLESS BUILDING SUP	CONCRETE-GAS	2478416	1	7401-430-62-46	SUPPLIES-GENERAL	21.23	21.23
Total 2478416:											
06/16	06/09/2016	97516	546	PAYLESS BUILDING SUP	LUMBER-STREETS	2478802	1	2007-431-20-46	SUPPLIES-GENERAL	18.47	18.47
Total 2478802:											
06/16	06/09/2016	97517	8556		REFUND GAS DEPOSIT	10212900006	1	7401-2228-000	DEPOSITS-CUSTOMER	32.84	32.84
Total 10212900006:											
06/16	06/09/2016	97518	967	QUALITY CODE PUBLISH	MUNICIPAL CODEWEBSITE UP	2016-173	1	1000-411-40-46	BOOKS AND PERIODICALS	1,019.51	1,019.51
Total 2016-173:											
06/16	06/09/2016	97519	1561	RAPID CONSTRUCTION I	2016 WATER MAIN REPLACEM	060716	1	7114-430-44-44	CONSTRUCTION SERVICES	235,188.44	235,188.44
Total 060716:											
06/16	06/09/2016	97520	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-6/1	1226926	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	262.90	262.90
06/16	06/09/2016	97520	582	RAY MORGAN CO INC	COPIER 6/16-PD	1226926	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	132.43	132.43
Total 1226926:											
06/16	06/09/2016	97520	582	RAY MORGAN CO INC	FIRE COPIER 6/26/16-7/25/16	1247503	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	5.35	5.35
06/16	06/09/2016	97520	582	RAY MORGAN CO INC	FIRE COPIER 6/26/16-7/25/16	1247503	2	1000-1430-105	PREPAID - OTHER	26.77	26.77

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 1247503:											
06/16	06/09/2016	97520	582	RAY MORGAN CO INC	COPIER 7/16-PD	1253886	1	1000-1430-105	PREPAID - OTHER	32.12	32.12
06/16	06/09/2016	97520	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-7/1	1253886	2	1000-1430-105	PREPAID - OTHER	132.43	132.43
Total 1253886:											
06/16	06/09/2016	97521	8548		REPLACE HAND RADIO-GC	040516	1	7530-451-52-46	SUPPLIES-GENERAL	55.20	55.20
Total 040516:											
06/16	06/09/2016	97522	8557		REFUND GAS DEPOSIT	10436900020	1	7401-2228-000	DEPOSITS-CUSTOMER	54.19	54.19
Total 10436900020:											
06/16	06/09/2016	97523	607	ROCKMOUNT/NASSAU	SAW BLADE-WATER	1216302	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	115.67	115.67
06/16	06/09/2016	97523	607	ROCKMOUNT/NASSAU	SAW BLADE-GAS	1216302	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	87.02	87.02
06/16	06/09/2016	97523	607	ROCKMOUNT/NASSAU	SAW BLADE-STREETS	1216302	3	2007-431-20-44	REPAIR AND MAINTENANCE-MI	67.56	67.56
Total 1216302:											
06/16	06/09/2016	97524	8028		TR EX REDDING 06/10/16	060316	1	7620-430-10-45	TRAVEL	270.25	270.25
Total 060316:											
06/16	06/09/2016	97525	8567		REFUND DEPOSIT ELEC PANE	060616	1	1000-2228-009	DEPOSITS-COMM CENTER RE	96.00	96.00
Total 060616:											
06/16	06/09/2016	97526	1076	SIERRA COFFEE AND BE	BOTTLED WATER 5/25/16	46056	1	1000-417-10-46	SUPPLIES-GENERAL	50.00	50.00
Total 46056:											
06/16	06/09/2016	97526	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/1/16-PW	46119	1	7620-430-10-46	SUPPLIES-GENERAL	36.25	36.25
Total 46119:											
06/16	06/09/2016	97526	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/8/16-PW	46229	1	7620-430-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 46229:											
06/16	06/09/2016	97526	1076	SIERRA COFFEE AND BE	BOTTLED WATER 6/8/16-PW	46229	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 46229:											
06/16	06/09/2016	97527	8550		REFUND GAS DEPOSIT	10401350004	1	7401-2228-000	DEPOSITS-CUSTOMER	14.50	14.50
Total 10401350004:											
06/16	06/09/2016	97528	1436	STANISLAUS FARM SUP	WEED KILLER-STREETS	1330476	1	2007-431-20-46	SUPPLIES-GENERAL	107.50	107.50
Total 1330476:											
06/16	06/09/2016	97529	1160	STATE CONTROLLER'S	RDA AUDIT 2012 FEES	041515	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	2,679.24	2,679.24
Total 041515:											
06/16	06/09/2016	97530	8570		REFUND DEPOSIT ELEC PANE	060616	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 060616:											
06/16	06/09/2016	97531	806	SUSANVILLE AVIATION	FUEL	3156	1	1000-422-10-46	GASOLINE	24.90	24.90
Total 3156:											
06/16	06/09/2016	97532	8563		REFUND WATER DEPOSIT	10525400016	1	7110-2228-000	DEPOSITS-CUSTOMER	45.13	45.13
Total 10525400016:											
06/16	06/09/2016	97533	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1642	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1642:											
06/16	06/09/2016	97534	1244	TITLEIST	CUSTODIAL SUPPLY-GC	902518623	1	7530-451-55-46	SUPPLIES - GENERAL	61.35	61.35
Total 902518623:											
06/16	06/09/2016	97535	728	U S POSTMASTER	UB BILLING GAS	060916	1	7401-430-62-46	POSTAGE	89.31	89.31
06/16	06/09/2016	97535	728	U S POSTMASTER	UB BILLING WATER	060916	2	7110-430-42-46	POSTAGE	173.35	173.35

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 060916:											
06/16	06/09/2016	97536	530	U.S. BANK EQUIPMENT F	COPIER-CITY UP AND DOWNST	303880827	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
06/16	06/09/2016	97536	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 05/16	303880827	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
Total 303880827:											
06/16	06/09/2016	97537	1560	UNIVERSITY OF SOUTHE	MEMBERSHIP DUES 16-17	13637	1	7110-1430-105	PRE-PAID OTHER	165.00	165.00
Total 13637:											
06/16	06/09/2016	97538	1559	WALKER, GERALD	WEATHER SYSTEM CHANGES-	060616	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	120.00	120.00
Total 060616:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	METER LIDS-STREETS	66568715	1	2007-431-30-44	CONSTRUCTION SERVICES	14.80	14.80
Total 66568715:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	METER LIDS-STREETS	66572953	1	2007-431-30-44	CONSTRUCTION SERVICES	26.05	26.05
Total 66572953:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	METER KEY-WATER	66602621	1	7110-430-42-46	SUPPLIES-GENERAL	104.58	104.58
Total 66602621:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	FLEX LINE-GAS	66619981	1	7401-430-62-46	SUPPLIES-GENERAL	133.77	133.77
Total 66619981:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PIPE FITTINGS-GAS	66623597	1	7401-430-62-46	SUPPLIES-GENERAL	20.55	20.55
Total 66623597:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PIPE FITTINGS-GAS	66629004	1	7401-430-62-46	SUPPLIES-GENERAL	70.24	70.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
	Total 66629004:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PIPE FITTINGS-GAS	66632224	1	7401-430-62-46	SUPPLIES-GENERAL	70.24	70.24	
	Total 66632224:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PUMP REPAIR #230-STREETS	66632798	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	146.69	146.69	
	Total 66632798:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PIPE FITTINGS-GAS	66633693	1	7401-430-62-46	SUPPLIES-GENERAL	57.95	57.95	
	Total 66633693:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	REPAIR BAND-WATER	66634202	1	7110-430-42-46	SUPPLIES-GENERAL	150.50	150.50	
	Total 66634202:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PIPING SUPPLIES-GAS	66638706	1	7401-430-62-46	SUPPLIES-GENERAL	320.78	320.78	
	Total 66638706:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PIPE SEALANT, TEFLON TAPE-	66641140	1	7401-430-62-46	SUPPLIES-GENERAL	169.31	169.31	
	Total 66641140:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PARTS-WATER	66641317	1	7110-430-42-46	SUPPLIES-GENERAL	34.69	34.69	
	Total 66641317:											
06/16	06/09/2016	97539	770	WESTERN NEVADA SUP	PUMP REPAIR #230-STREETS	66642800	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	14.99	14.99	
	Total 66642800:											
06/16	06/09/2016	97540	1418	WURTH INC.	PARTS-WATER	237022 060316	1	7110-430-42-46	SUPPLIES-GENERAL	88.81	88.81	
06/16	06/09/2016	97540	1418	WURTH INC.	PARTS-GAS	237022 060316	2	7401-430-62-46	SUPPLIES-GENERAL	66.82	66.82	
06/16	06/09/2016	97540	1418	WURTH INC.	PARTS-STREETS	237022 060316	3	2007-431-20-46	SUPPLIES-GENERAL	51.88	51.88	

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 237022 060316:											
06/16	06/09/2016	97541	1378	ZITO MEDIA	CABLE-FIRE	356225062 052716	1	1000-422-10-45	COMMUNICATIONS	207.51	207.51
Total 356225062 052716:											
Grand Totals:											
										311,817.25	311,817.25

Report Criteria:

Report type: GL detail  
 Check Voided = False

Report Criteria:

Report type: GL detail  
Check Check Number = 97542-97543  
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
06/16	06/09/2016	97542	8572		REFUND GAS OVERPAYMENT	060816	1	9999-1001-001	CASH CLEARING - UTILITIES	908.24	908.24
06/16	06/09/2016	97542	8572		REFUND WATER OVERPAYME	060816	2	9999-1001-001	CASH CLEARING - UTILITIES	281.81	281.81
06/16	06/09/2016	97542	8572		TRANSACTION FEE	060816	3	1000-417-10-34	REIMBURSEMENTS	20.00-	20.00-
Total 060816:											
06/16	06/09/2016	97542	8572		REVERSE=INPUT ERROR	060816-1	1	9999-1001-001	CASH CLEARING - UTILITIES	271.81-	271.81-
06/16	06/09/2016	97542	8572		REVERSE=INPUT ERROR	060816-1	2	9999-1001-001	CASH CLEARING - UTILITIES	898.24-	898.24-
Total 060816-1:											
06/16	06/09/2016	97542	8572		REFUND WATER OVERPAYME	060916	1	9999-1001-001	CASH CLEARING - UTILITIES	271.81	271.81
06/16	06/09/2016	97542	8572		REFUND GAS OVERPAYMENT	060916	2	9999-1001-001	CASH CLEARING - UTILITIES	898.24	898.24
Total 060916:											
06/16	06/09/2016	97543	8571		EMPLOYEE TRAINING-PD	042416	1	1000-421-10-45	TRAINING	700.00	700.00
Total 042416:											
Grand Totals:											1,870.05
											1,870.05

Reviewed by:    City Administrator  
   City Attorney

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

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

**Action Date:** June 22, 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 May 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

May 31, 2016

POOLED CASH FUND	
Bank of America - Checking	106,291
LAIF	12,886,778
Total Cash & Investments	<u>12,993,069</u>

### Pooled Cash Allocation:

General	1,753,774
General Fund Reserves	853,684
General Restricted	151,782
Special Revenue	1,816,145
Capital Projects	(134,221)
Debt Service	788,415
Enterprise	
Airport	(35,595)
Geothermal	315,642
Golf Course	20,845
Natural Gas	3,884,332
Water	3,256,365
Internal Service	484,229
Trust & Agency	442,584
Total Cash & Inv. Allocations	<u>13,597,982</u>

## CASH WITH FISCAL AGENTS

May 31, 2016

General	
Special Revenue	
Capital Projects	
Debt Service	150,034
Enterprise	3,843,305
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,993,339</u>
GRAND TOTAL	<u>17,591,322</u>

S:/Finance/Debi/Council Cash & Investments Report

6/14/2016 10:25

Totals may not add due to rounding

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 MAY 31, 2016

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	106,290.58
9999-1030-001	LAIF	12,886,778.41
	TOTAL COMBINED CASH AND INVESTMENTS	12,993,068.99
9999-1000-000	CLAIM ON CASH	( 12,993,068.99)
	TOTAL UNALLOCATED CASH	.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	( 1,535.98)
2006	ALLOCATION TO SNOW REMOVAL	59,124.83
2007	ALLOCATION TO STREETS & HIGHWAYS	22,064.24
2010	ALLOCATION TO STREET MITIGATION	21,206.20
2011	ALLOCATION TO POLICE MITIGATION	29,261.63
2012	ALLOCATION TO FIRE MITIGATION	108,130.65
2013	ALLOCATION TO PARK DEDICATION FUND	167,442.78
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	36,671.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	148,902.19
2017	ALLOCATION TO STATE ECONOMIC REV FD	167,568.48
2018	ALLOCATION TO HOME REVOLVING FUND	274,459.54
2030	ALLOCATION TO TRAFFIC SAFETY	73,999.09
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	171,576.21
4003	ALLOCATION TO CITY HALL	40,856.33
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	540,023.40
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	687,675.20
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	27,666.26
7630	ALLOCATION TO RISK MANAGEMENT FUND	353,188.25
7650	ALLOCATION TO PAYROLL	13,221.60
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	6,624.40
8402	ALLOCATION TO LAFCO	48,967.90
8403	ALLOCATION TO SEC 125 & AFLAC	1,381.47
8404	ALLOCATION TO AIR POLLUTION	222,424.67
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	163,186.00
	ALLOCATIONS TO RESTRICTED FUNDS	9,280,784.64

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
5/2/2016				\$1,426,911.51
5/2/2016			\$127,323.42	\$1,554,234.93
5/2/2016		-\$930.00		\$1,553,304.93
5/2/2016		-\$1,400,000.00		\$153,304.93
5/2/2016		-\$2,746.18		\$150,558.75
5/2/2016		-\$524.52		\$150,034.23
5/2/2016			\$828.23	\$150,862.46
5/2/2016			\$15.56	\$150,878.02
5/2/2016			\$296.10	\$151,174.12
5/2/2016			\$347.26	\$151,521.38
5/2/2016			\$711.06	\$152,232.44
5/2/2016			\$730.32	\$152,962.76
5/2/2016			\$826.62	\$153,789.38
5/2/2016			\$30,608.76	\$184,398.14
5/2/2016			\$10,379.01	\$194,777.15
5/2/2016			\$301.16	\$195,078.31
5/2/2016		-\$3,697.86		\$191,380.45
5/3/2016		-\$84,095.17		\$107,285.28
5/3/2016			\$117.30	\$107,402.58
5/3/2016			\$20,812.00	\$128,214.58
5/3/2016			\$1,387.38	\$129,601.96
5/3/2016			\$948.00	\$130,549.96
5/3/2016			\$25,142.00	\$155,691.96
5/3/2016		-\$30.00		\$155,661.96
5/3/2016		-\$60.00		\$155,601.96
5/3/2016		-\$191.00		\$155,410.96
5/3/2016			\$7,856.98	\$163,267.94
5/3/2016			\$3,093.77	\$166,361.71
5/3/2016			\$230.06	\$166,591.77
5/3/2016		-\$115.03		\$166,476.74
5/4/2016			\$19,175.97	\$185,652.71
5/4/2016			\$1,070.32	\$186,723.03
5/4/2016			\$998.64	\$187,721.67
5/4/2016		-\$4,309.00		\$183,412.67
5/4/2016		-\$9,972.92		\$173,439.75
5/4/2016			\$7,325.64	\$180,765.39
5/4/2016			\$489.11	\$181,254.50
5/5/2016			\$40,305.62	\$221,560.12
5/5/2016			\$1,442.19	\$223,002.31
5/5/2016			\$3,288.35	\$226,290.66
5/6/2016			\$26,813.90	\$253,104.56
5/6/2016			\$4,365.49	\$257,470.05
5/9/2016			\$63,975.07	\$321,445.12
5/9/2016			\$317.27	\$321,762.39
5/9/2016			\$9.14	\$321,771.53
5/9/2016			\$835.11	\$322,606.64
5/9/2016			\$575.43	\$323,182.07
5/9/2016			\$5,474.04	\$328,656.11
5/10/2016		-\$235.98	\$17,087.23	\$345,507.36
5/10/2016			\$4,364.20	\$349,871.56
5/10/2016			\$538.30	\$350,409.86
5/10/2016			\$31.93	\$350,441.79
5/10/2016		-\$313.39		\$350,128.40
5/10/2016		-\$100.20		\$350,028.20
5/10/2016		-\$17.91		\$350,010.29
5/11/2016			\$18,719.89	\$368,730.18
5/11/2016			\$205.88	\$368,936.06
5/11/2016			\$3,994.93	\$372,930.99
5/11/2016			\$1,027.86	\$373,958.85
5/11/2016		-\$99,801.97		\$274,156.88
5/11/2016		-\$2,418.17		\$271,738.71
5/11/2016		-\$35,821.47		\$235,917.24
5/11/2016		-\$5,105.70		\$230,811.54
5/11/2016		-\$1,295.20		\$229,516.34
5/11/2016		-\$24,014.71		\$205,501.63
5/11/2016		-\$3,789.91		\$201,711.72
5/11/2016		-\$155,700.00		\$46,011.72
5/11/2016			\$200,000.00	\$246,011.72
5/12/2016			\$155,700.00	\$401,711.72
5/12/2016		-\$155,700.00		\$246,011.72
5/12/2016			\$23,150.71	\$269,162.43
5/12/2016			\$3,796.19	\$272,958.62
5/12/2016			\$1,532.98	\$274,491.60
5/12/2016		-\$214,804.93		\$59,686.67
5/12/2016			\$308.39	\$59,995.06
5/13/2016			\$30,369.71	\$90,364.77

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	A/P Disbursements	Receipts	Balance
5/13/2016			\$270.92	\$90,635.69
5/13/2016		-\$70,889.18		\$19,746.51
5/13/2016			\$3,503.65	\$23,250.16
5/13/2016			\$2,768.69	\$26,018.85
5/16/2016			\$19,694.34	\$45,713.19
5/16/2016			\$3,264.96	\$48,978.15
5/17/2016			\$28,285.69	\$77,263.84
5/17/2016			\$1,931.77	\$79,195.61
5/18/2016			\$276.38	\$79,471.99
5/18/2016			\$206.82	\$79,678.81
5/18/2016			\$122,100.00	\$201,778.81
5/18/2016		-\$1,384.68		\$200,394.13
5/18/2016		-\$3,722.94		\$196,671.19
5/18/2016		-\$51.15		\$196,620.04
5/18/2016		-\$26.46		\$196,593.58
5/18/2016		-\$10.00		\$196,583.58
5/18/2016			\$6,389.87	\$202,973.45
5/18/2016			\$1,322.88	\$204,296.33
5/18/2016			\$2,175.69	\$206,472.02
5/18/2016		-\$1,173.30		\$205,298.72
5/18/2016			\$354.79	\$205,653.51
5/19/2016			\$8,803.44	\$214,456.95
5/19/2016			\$2,858.87	\$217,315.82
5/19/2016			\$585.65	\$217,901.47
5/19/2016		-\$39,650.66		\$178,250.81
5/20/2016			\$7,262.25	\$185,513.06
5/20/2016			\$75,143.17	\$260,656.23
5/20/2016			\$350.00	\$261,006.23
5/20/2016			\$4,098.55	\$265,104.78
5/20/2016			\$997.41	\$266,102.19
5/23/2016			\$13,217.45	\$279,319.64
5/23/2016			\$3,214.21	\$282,533.85
5/23/2016			\$416.49	\$282,950.34
5/23/2016			\$1,300,000.00	\$1,582,950.34
5/23/2016		-\$1,396,981.26		\$185,969.08
5/24/2016			\$10,407.60	\$196,376.68
5/24/2016			\$1,003.25	\$197,379.93
5/24/2016		-\$30.00		\$197,349.93
5/24/2016			\$2,255.37	\$199,605.30
5/24/2016			\$1,188.69	\$200,793.99
5/24/2016			\$160,000.00	\$360,793.99
5/24/2016		-\$142.65		\$360,651.34
5/25/2016			\$8,658.24	\$369,309.58
5/25/2016			\$11,615.89	\$380,925.47
5/25/2016			\$2,788.42	\$383,713.89
5/25/2016		-\$101,211.28		\$282,502.61
5/25/2016		-\$3,002.08		\$279,500.53
5/25/2016		-\$34,288.40		\$245,212.13
5/25/2016		-\$4,897.46		\$240,314.67
5/25/2016		-\$1,215.89		\$239,098.78
5/25/2016		-\$24,045.25		\$215,053.53
5/25/2016		-\$9,958.99		\$205,094.54
5/25/2016		-\$68,882.00		\$136,212.54
5/25/2016		-\$42,550.49		\$93,662.05
5/26/2016			\$12,131.47	\$105,793.52
5/26/2016			\$2,544.09	\$108,337.61
5/26/2016			\$1,055.90	\$109,393.51
5/27/2016			\$9,657.26	\$119,050.77
5/27/2016			\$2,714.82	\$121,765.59
5/27/2016			\$616.64	\$122,382.23
5/27/2016			\$106.73	\$122,488.96
5/27/2016			\$11.28	\$122,500.24
5/27/2016			\$64.94	\$122,565.18
5/27/2016			\$92.60	\$122,657.78
5/27/2016			\$270.22	\$122,928.00
5/27/2016			\$319.59	\$123,247.59
5/27/2016			\$347.26	\$123,594.85
5/27/2016			\$411.46	\$124,006.31
5/27/2016		-\$7.04		\$123,999.27
5/27/2016			\$5.38	\$124,004.65
5/31/2016		-\$2,518.33	\$41,421.90	\$162,908.22
5/31/2016			\$159.15	\$163,067.37
5/31/2016			\$321.69	\$163,389.06
5/31/2016		-\$62,231.13		\$101,157.93
5/31/2016			\$5,132.65	\$106,290.58

Fund #	Fund Title	Audited			Unaudited
		6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	May Fund Balance 5/31/16
100X	General Fund	2,506,284	4,909,298	4,954,743	2,460,839
2002	State COPS	44,850	53,907	100,292	(1,536)
2006	Snow Removal	120,224	8,509	69,609	59,125
2007	Streets	394,867	753,260	1,045,946	102,180
2010	Street Mitigation	118,267	18,556	115,617	21,206
2011	Police Mitigation	36,419	23,916	31,073	29,262
2012	Fire Mitigation	84,547	23,584	0	108,131
2013	Park Dedication	170,283	250	3,090	167,442
2014	State of CA - Prop 30/AB 109	38,725	20,562	22,616	36,671
2016	State Comm. Dev. Rev. FD	1,008,295	57,758	42,466	1,023,587
2017	State Economic Rev. FD	422,956	25,876	117,685	331,148
2018	Home Revolving Fund	765,821	747	112	766,456
2030	Traffic Safety	72,413	5,148	3,562	73,999
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	29,498	148,835	592,235
4003	City Hall Debt Service	52,239	125,268	136,651	40,856
4004	2013 CalPERS Refunding Loan	359,210	400,631	219,818	540,023
4005	Community Pool Debt Service	0	1,200,000	1,164,041	35,959
711X	Water Funds	2,631,732	1,687,989	2,874,345	1,445,376
7201	Airport	2,324,034	177,634	316,419	2,185,249
7301	Geothermal	564,208	79,357	72,500	571,064
740X	Natural Gas	(541,540)	3,871,581	3,963,160	(633,119)
7530	Golf Course	2,448,304	324,318	289,434	2,483,188
7610	OPEB	(85,064)	40,920	0	(44,144)
7620	PW Admin/Engineering	1,696	215,404	141,605	75,496
7630	Risk Management	273,723	649,188	567,123	355,788
8402	LAFCO	34,100	54,904	40,035	48,968
8404	Air Pollution	375,162	209,471	341,781	242,852
8405	Air Pollution - Carl Moyer	302,611	180,498	319,842	163,267
<b>TOTALS</b>		<b>15,353,591</b>	<b>15,148,163</b>	<b>17,102,399</b>	<b>13,399,355</b>

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 16-5301** Adopting the City of Susanville 2016-2017 Budget

**PRESENTED BY:** Jared G. Hancock, City Administrator  
Deborah Savage, Finance Manager

**SUMMARY:** The City conducted a budget workshop on May 10, 2016 to solicit input from the community and the City Council on the proposed 2016-2017 Budget. The workshop included information on the major funds for the City, revenue and expense projections and pension costs.

The budget is being presented as Exhibit A for adoption. The information in Exhibit A reflects the financial data presented during the workshop with two changes. The water revenue amount has been increased to reflect current water rates and the inclusion of funds for CDBG grant administration. The budget presented reflects priorities set by the City Council and maintains current level of services.

**FISCAL IMPACT:** General Fund expenditure budget of \$5,398,392, all other funds budget \$10,417,362 for a total City budget of \$15,815,754.

**ACTION REQUESTED:** Motion to approve Resolution No. 16-5301 Adopting the City of Susanville 2016-2017 Budget

**ATTACHMENTS:** Resolution No. 16-5301

**RESOLUTION NO. 16-5301**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADOPTING THE CITY OF SUSANVILLE FY 2016/2017 BUDGET**

**WHEREAS**, the City Council of the City of Susanville conducted a budget workshop on May 10, 2016 soliciting and considering comments on the proposed budget; and

**WHEREAS**, the City Council has conducted a public hearing to receive comments on the proposed Fiscal Year 2016/2017 Budget as set forth in Exhibit A; and

**WHEREAS**, the City Council has received and reviewed the proposed Fiscal Year 2016/2017 Budget as set forth in Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the fiscal year 2016/2017 City of Susanville Budget as set forth in Exhibit A, is hereby adopted.

**BE IT FURTHER RESOLVED**, that in the event total projected revenues fall significantly below projections, approved budget expenditures will also be reduced to avoid excessive use of fund balances.

APPROVED:

\_\_\_\_\_  
Brian Wilson, Mayor

ATTEST:

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

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville held on the 22nd day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM:

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

## EXHIBIT A

# FY 2016-17 Proposed Budget

S:\Finance\2016-17 Budget\Exhibit A

6/15/2016 11:40

Fund #	Fund Title	Projected 6/30/16 Fund Balance	Adopted Budget Revenues	Adopted Budget Expenses	Projected Rev. Over (Under) Exp	Projected 6/30/17 Fund Balance
100X	GF- General Fund	2,459,511	5,384,056	5,398,392	(14,336)	2,445,175
2002	State COPS	44,849	100,000	100,000	0	44,849
2006	Snow	59,125	29,902	89,027	(59,125)	0
2007	Streets	291,000	729,155	729,155	0	291,000
2010	Street Mitigation	21,206	2,800	0	2,800	24,006
2011	Police Mitigation	29,262	3,200	0	3,200	32,462
2012	Fire Mitigation	108,131	3,000	0	3,000	111,131
2013	Park Dedication	167,442	500	11,910	(11,410)	156,032
2014	State of CA - Prop 30/AB 109	36,671	41,124	31,674	9,450	46,121
2016	CDBG Revolving	898,976	0	5,000	(5,000)	893,976
2017	State Econ Revolving	377,577	198	0	198	377,775
2018	Home Revolving	706,395	0	0	0	706,395
2030	Traffic Safety Fund	73,999	10,158	0	10,158	84,157
2035	Paul Bunyan/Ash Street (Hwy 139) Signal	96,304	500	0	500	96,804
2037	Skyline Bike Lane	7,512	100	0	100	7,612
3015	City Hall Parking Lot Project	13,848	0	13,846	(13,846)	2
4001	Miller Fletcher	591,656	0	149,121	(149,121)	442,535
4003	City Hall Debt Service	40,856	135,028	135,028	0	40,856
4004	Calpers Refunding Loan	359,210	335,599	435,597	(99,998)	259,212
4005	Community Pool Debt Service	35,959	66,052	102,010	(35,958)	1
711X	Water Funds	1,445,376	3,256,797	2,480,306	776,491	2,221,867
7201	Airport	2,185,249	110,000	267,343	(157,343)	2,027,906
7301	Geothermal	571,604	92,000	110,819	(18,819)	552,785
7401	Natural Gas	(541,540)	4,628,577	4,531,990	96,587	(444,953)
7530	Golf Course	2,483,188	369,364	369,364	0	2,483,188
7610	OPEB	0	0	0	0	0
7620	PW Admin/Engineering	75,496	224,654	247,897	(23,243)	52,253
7630	Risk Management	273,723	607,275	607,275	0	273,723
<b>TOTALS</b>		<b>12,912,585</b>	<b>16,130,039</b>	<b>15,815,754</b>	<b>314,285</b>	<b>13,226,870</b>

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

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

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 16-5302** Establishing Appropriations Limitation for Fiscal Year 2016-2017

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

**SUMMARY:** The State of California Constitution Article XIII-B and Government Code Sect. 7910 require cities to establish appropriations for each budget year. In November of 1979, the voters of California approved Proposition 4, "Spending Limitation." Beginning in fiscal year 1980-1981, the Proposition provides for limits to annual appropriations that are funded by proceeds of taxes for each fiscal year. Proposition 4 established 1978-1979 as the base fiscal year for computing the limitation. The tax limit may be adjusted each year for the percentage change in population plus the percentage change in Per Capita Personal Income (PCPI) for California, or the percentage change in the local assessment roll due to the addition of local non-residential new construction. The City reserves the right to amend the limit if it is determined that the percentage change in the local assessment roll due to the addition of non-residential new construction is greater than the percentage change in PCPI.

The amount determined to be the appropriation limit for FY 2016-17 was computed by using the information provided by the State of California Department of Finance as follows:

Appropriation limit for 2015-16	\$ 9,284,629
Change in population from Jan 2015 to Jan 2016 – (0.73%)	(67, 778)
	<u>\$ 9,216,851</u>
Change in PCPI from Jan 2015 to Jan 2016 – 5.37%	494,945
Appropriation Limit for FY 2016-17	<u>\$ 9,711,796</u>
Anticipated Appropriations for 2016-17	\$ 4,697,480

**FISCAL IMPACT:** The City is required to operate with an adopted budget and an appropriation limit.

**ACTION REQUESTED:** Motion to approve **Resolution No. 16-5302** Establishing Appropriations Limitation for Fiscal Year 2016-2017

**ATTACHMENTS:** Department of Finance Price Factor and Population Information  
Resolution No. 16-5302



May 2016

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2016, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2016-17. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2016-17 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. The Revenue and Taxation Code, section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2016.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

AMY COSTA  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2016-17 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2016-17	5.37

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2016-17 appropriation limit.

**2016-17:**

Per Capita Cost of Living Change = 5.37 percent  
 Population Change = 0.90 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.37 + 100}{100} = 1.0537$

Population converted to a ratio:  $\frac{0.90 + 100}{100} = 1.0090$

Calculation of factor for FY 2016-17:  $1.0537 \times 1.0090 = 1.0632$

Fiscal Year 2016-17

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2015 to January 1, 2016 and Total Population, January 1, 2016**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>2015-2016</b>	<b>1-1-15</b>	<b>1-1-16</b>	<b>1-1-2016</b>
Lassen				
Susanville	-0.73	8,712	8,648	14,614
Unincorporated	-0.04	14,691	14,685	16,166
County Total	-0.30	23,403	23,333	30,780

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**RESOLUTION NO. 16-5302**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016/2017**  
**PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII-B**  
**AND GOVERNMENT CODE §7910**

**WHEREAS**, on November 6, 1979 the voters of California approved Proposition 4 – Spending Limitation; and

**WHEREAS**, Proposition 4 provides for limits to annual appropriations which are funded by proceeds of taxes for each fiscal year beginning with the 1980-1981 fiscal year; and

**WHEREAS**, Proposition 4 establishes 1978-1979 as the base year for computing the limitation; and

**WHEREAS**, the limit may be adjusted each year for the percentage change in population, plus the percentage change in the Per Capita Personal Income (PCPI) for California or the percentage change in the local assessment roll due to the addition of local non-residential new construction; and

**WHEREAS**, the City reserves the right to amend the limitation in the future if the percentage change in the local assessment roll is greater; and

**WHEREAS**, the amount determined to be the appropriations limit for 2016/2017 was computed by using the information provided by the State Controller's Office; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the appropriations limit of proceeds of taxes for the City of Susanville for fiscal year 2016/2017 is hereby determined to be the sum of \$ 9,711,796.

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

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville held on the 22nd day of June, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

---

Jessica Ryan, City Attorney

Reviewed by: JH City Administrator  
       City Attorney

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

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 16-5304**, setting assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2016/2017.

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The *Streets and Highways Code* requires the City Council to consider the annual fiscal report of the Historical Uptown Susanville Association (HUSA), make changes or alterations to the report, and approve it by resolution. If the annual fiscal report is accepted by the City Council, the City Council then sets a public hearing to consider the levy of assessments in the parking and business improvement district identified in Chapter 5.24 of the *Susanville Municipal Code*. Resolution Number 16-5293, approved by the City Council at its May 18, 2016 meeting, set the public hearing to consider the levy of an assessment for June 22, 2016 at 7:00 p.m. Approval of Resolution No. 16-5304 establishes the authority to levy an assessment for fiscal year 2016/2017.

**FISCAL IMPACT:** The City collects assessments on behalf of HUSA and presently retains five (5) percent of the annual assessments collected as an administrative fee.

**ACTION REQUESTED:** Consider adoption of **Resolution No. 16-5304**, Setting Assessments for Historic Uptown Susanville Association (HUSA) for fiscal year 2016-2017.

**ATTACHMENTS:** Resolution No. 16-5304  
Resolution No. 16-5293

**RESOLUTION NO. 16-5304**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**SETTING ASSESSMENTS FOR HISTORIC UPTOWN SUSANVILLE ASSOCIATION**  
**(HUSA) FOR FISCAL YEAR 2016/2017 PURSUANT TO STREETS AND**  
**HIGHWAYS CODE §36534**

**WHEREAS,** the City Council of the City of Susanville, pursuant to *Streets and Highways Code* §36534, having considered the annual fiscal report of HUSA on May 18, 2016, regarding and considering the matters set forth in *Streets and Highways Code* §36533 and the annual levy of an assessment in the parking and business improvement district known as HUSA; and

**WHEREAS,** the City Council, having accepted said report without any changes or alterations thereto; and

**WHEREAS,** the City Council, having duly advertised a public hearing on the setting of assessments in the *Lassen County Times*, a publication circulated within the city; and

**WHEREAS,** the City Council, having held a public hearing on the setting of assessments on June 22, 2016;

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

- 1 The City Council does not amend the boundaries of the assessment area set forth in the *Susanville Municipal Code*, Chapter 5.24, the business categories listed therein, or the assessment fee itself; and
- 2 The City Council hereby sets the assessments for HUSA for Fiscal Year 2016/2017 as follows:

	<u>Benefit Zone A</u>	<u>Benefit Zone B</u>
Type 1 - Retail:	\$350.00	\$250.00
Type 2 - Lodging/Restaurants:	\$275.00	\$200.00
Type 3 - Service/Organization:	\$225.00	\$150.00
Type 4 - Professional:	\$175.00	\$100.00
Type 5 - Financial:	\$275.00	\$250.00

The annual benefit assessment shall be billed in one lump sum each fiscal year and may be paid annually, semi-annually, or quarterly as provided in Section 3.01 of the Amended Agreement For Administration of parking and Business Improvement District dated September 2, 2009; and

- 3 The areas of Benefit Zones A and B are as set forth on Exhibit A, attached hereto and incorporated herein by reference; this area is the same as the area previously established in the *Susanville Municipal Code*, Chapter 5.24.

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

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5304 was adopted at a special meeting of the City Council of the City of Susanville, held on the 22<sup>nd</sup> day of June, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

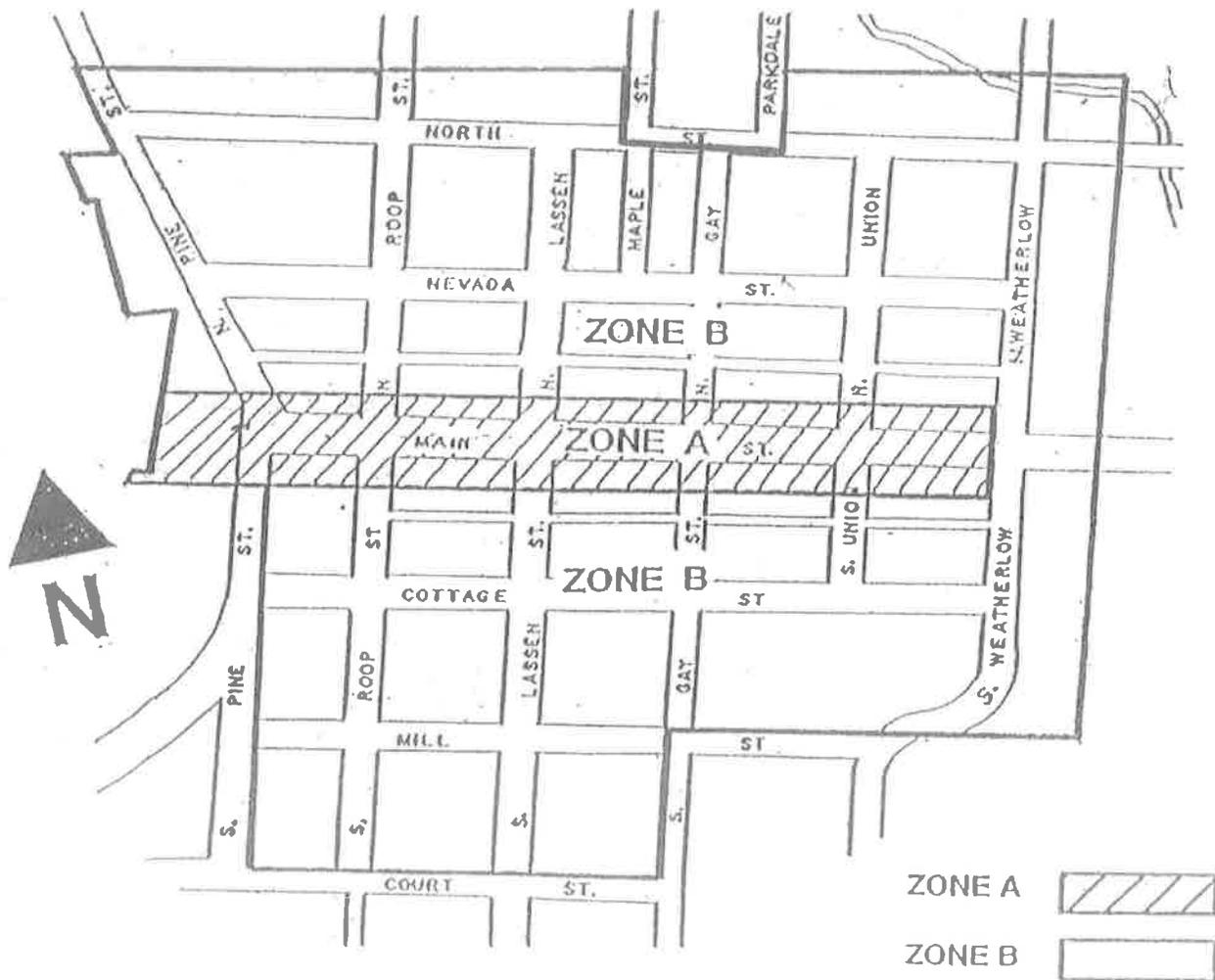
\_\_\_\_\_  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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

EXHIBIT "A"

HISTORIC UPTOWN SUSANVILLE  
BUSINESS IMPROVEMENT DISTRICT



DISTRICT BOUNDARY MAP

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**RESOLUTION NUMBER 16-5293**  
**A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 36534 APPROVING ANNUAL BUDGET AND SCHEDULING PUBLIC HEARING TO CONSIDER SETTING ASSESSMENTS FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the City Council of the City of Susanville pursuant to Streets and Highways Code Section 36534 having considered the annual report of Historic Uptown Susanville Association on May 18, 2016, regarding and considering the matters set forth in Streets and Highways Code Section 36533 and the annual levy of an assessment in Historic Uptown Susanville Association (HUSA); and

**WHEREAS**, the City Council having approved said report, and not having made any changes or alteration thereto.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The public hearing to consider the levy of an assessment in the business improvement district identified in the *Susanville Municipal Code*, Chapter 5.24, is hereby scheduled for June 22, 2016 at 7:00 p.m. and the City Clerk is directed to publish a copy of this Resolution as notice of said public hearing in the Lassen County Times, a publication circulated within the city, no later than seven (7) days before said hearing, at which time written and oral protests may be made. The form and manner of those protests shall comply with Sections 36524 and 36525 of the Streets and Highways Code; and

2. The City Council does not intend to amend the boundaries of the assessment area set forth in *Susanville Municipal Code*, Chapter 5.24 the business categories listed therein, or the assessment fee itself; and

3. It is the intent of the City Council to levy an assessment in the same amount as presently exists, as follows:

	<b>Benefit Zone A</b>	<b>Benefit Zone B</b>
Type 1 - Retail	\$350.00	\$250.00
Type 2 - Lodging & Restaurants	\$275.00	\$200.00
Type 3 - Service & Organization	\$225.00	\$150.00
Type 4 - Professional	\$175.00	\$100.00
Type 5 - Financial	\$275.00	\$250.00

The annual benefit assessment shall be billed in one lump sum each fiscal year and may be paid annually, semi-annually, or quarterly as provided in Section 3.01 of the Amended Agreement For Administration of parking and Business Improvement District dated September 2, 2009; and

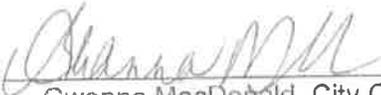
4. The areas of Benefit Zone A and B are as set forth on Exhibit A attached hereto and incorporated herein by reference; this area is the same as the area previously established in the *Susanville Municipal Code*, Chapter 5.24, and

5. The City Council has made no changes to the annual report of HUSA; and

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6. Any interested person may review the annual report of HUSA on file with the City Clerk.

APPROVED:   
Brian R. Wilson, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of May, 2016, by the following vote:

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

  
Gwenna MacDonald, City Clerk

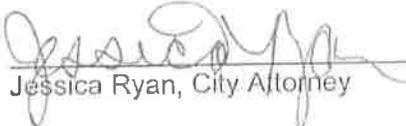
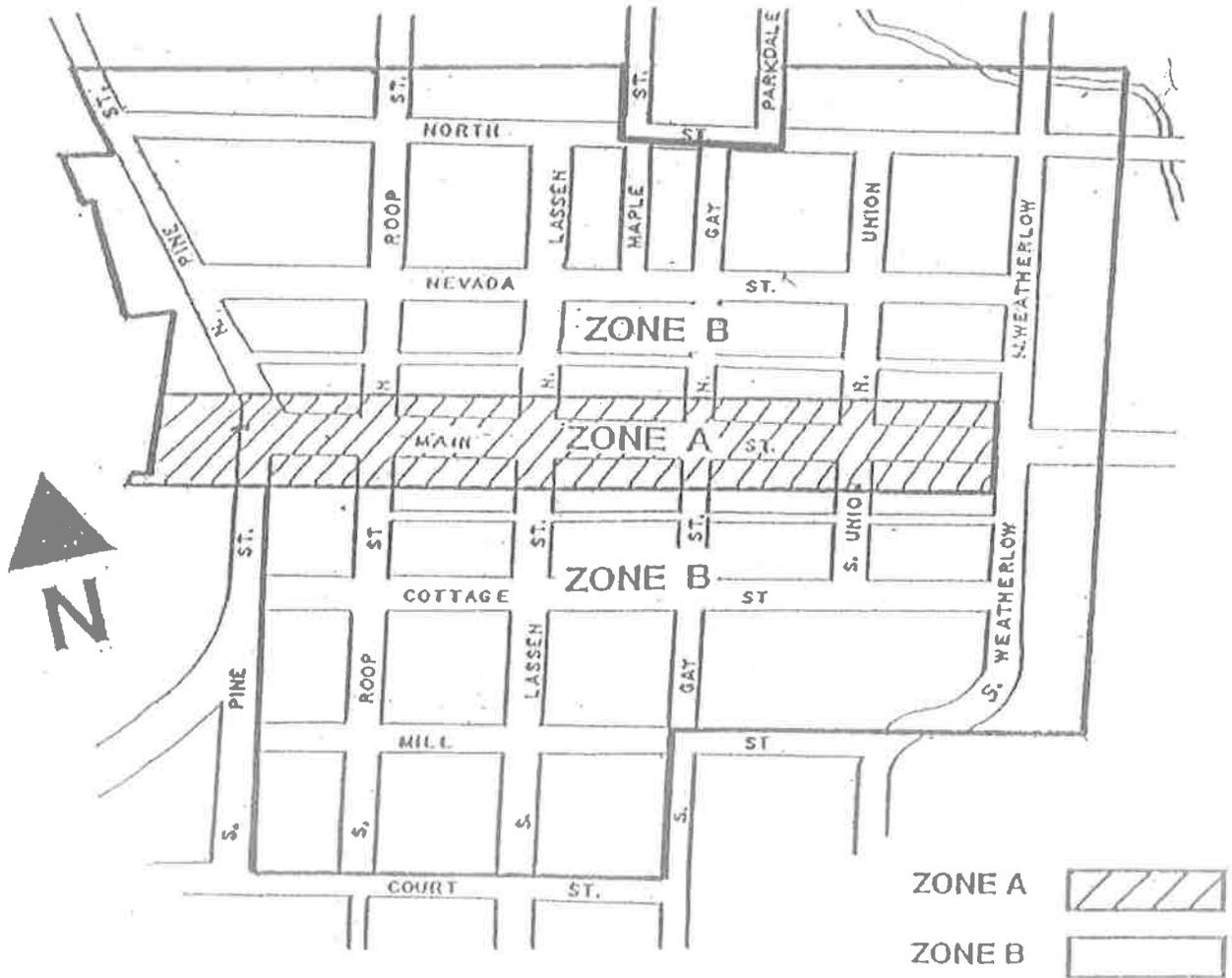
APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

EXHIBIT "A"

HISTORIC UPTOWN SUSANVILLE  
BUSINESS IMPROVEMENT DISTRICT



DISTRICT BOUNDARY MAP

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

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

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 16-5265 Adopting Updated Budget Process and Policies

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** In an effort to more clearly outline the budget process and implement a plan to establish a General Fund Reserve, the City Council adopted Resolution No. 09-4543. Since that time, the General Fund Reserve has grown from 0% in 2009 to a current balance of \$853,684 (18% of the annual operating revenues). As we approach the 20% goal, staff is recommending that we update the budget policies to include the next phases of the City’s financial plan and update the document to include current official job titles.

Resolution No. 16-5265 has been updated to change references of Finance Director to Finance Manager, and to update the reserve policy as follows:

Existing policy: “Each budget year the City will use 50% of the prior year audited actual surplus (when a surplus is available) towards the reserve.

Proposed Reserve Policy:

Phase 1 – Each budget year the City will use 50% of the prior year audited actual General Fund surplus (when a surplus is available) towards the reserves, 30% to administrative, police and fire facility and equipment funds (to be allocated based on 30% of net departmental savings, excluding payroll) and 20% to remain in fund balance until the 20% goal is reached.

Phase 2 – Upon fully funding the reserve account, 50% of the prior year audited actual General Fund surplus (when a surplus is available) will be used for administrative, police and fire facility and equipment funds (to be allocated based on 30% of net departmental savings, excluding payroll), 30% to pay down short and long term debt and 20% to fund balance.

Phase 3 – Upon repayment of short and long term General Fund debt, 70% of the prior year audited General Fund surplus (when a surplus is available) will be used for

administrative, police and fire facility and equipment funds (to be allocated based on 30% of net departmental savings, excluding payroll) and 30% to fund balance.

**FISCAL IMPACT:** None at this time.

**ACTION REQUESTED:** Motion to adopt Resolution No. 16-5265 Adopting Updated Budget Process and Policies

**ATTACHMENTS:** Resolution No. **16-5265**  
Exhibit "A" City of Susanville Budget Process and Policies  
Resolution No. **09-4543**

**RESOLUTION NO. 16-5265**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADOPTING UPDATED BUDGET PROCESS AND POLICIES**

**WHEREAS**, the City Council of the City of Susanville has formally adopted the budget process and policies for the City; and

**WHEREAS**, the City has reviewed these policies and updated them to include the next phases of the City's financial plan; and

**WHEREAS**, the proposed policies, attached hereto as Exhibit A, supersede any other policies previously adopted by the Council;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby adopts the budget process and policies, as set forth in Exhibit A.

Dated: June 22, 2016

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

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 16-5265 was adopted at a special meeting of the City Council of the City of Susanville held on the 22nd day of June, 2016 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

**CITY OF SUSANVILLE**  
**BUDGET PROCESS AND POLICIES**  
**Amending Prior Policies Adopted By Resolution 09-4543**

Budget Process

The budget process begins with the development of the budget calendar which provides those involved with a time frame for planning and preparing their budgets. There are two major components to the budget process: one is to forecast revenues and one is to project expenditures. The Finance Manager prepares the revenue forecast and the Department Heads, with Council direction in mind, prepare their expenditure requests. After all this information is compiled into one document, the City Administrator and the Finance Manager meet with all the Department Heads to discuss issues and needs to be addressed by the budget. After the City Administrator has made his final review and approval, the Finance Manager presents the projected budget to the City Council. This is done in a workshop format where the public is involved and further comments and recommendations are received from the Council and the public.

Upon completion of the hearings, and after all recommendations have been made, Council revises the Budget and then adopts it with a formal resolution. The Council also adopts by resolution the City's appropriations limit in conformance with California Constitution Article XIII B.

Budget Amendment Process

The adopted budget can be amended at any regular Council Meeting.

During the course of the fiscal year, there may be occasion when the budget will need additional funds for a specific department or for a project (grant projects, etc.) that was unforeseen when the budget was prepared. The City Administrator must submit a request for a budget amendment to the City Council before the Finance Division can amend the budget and authorize additional expenditures.

In addition to specific departmental requested changes, the City Administrator and the Finance Manager normally review the budget at mid-year and ask Council to approve a revised mid-year budget. After review by the City Council, the amended budget is adopted in its entirety by resolution.

Even though only the City Council can adopt a budget and increase total appropriations, Department Heads are given some discretion to move budget amounts among line items, as long as the changes do not increase the total budget approved for a specific fund. Department Heads send in writing their budget changes to the Finance Manager for approval. These budget changes will only be allowed for certain operating expenses but not for salaries, benefits and other fixed expenses. If necessary, the City Administrator is also given the discretion to move budget between departments within the General Fund.

Current Budget Policies

- Adopt a balanced budget by June 30 of each year.

- Approve operating expenditures not to exceed operating revenues.
- Approve and adopt the budget at the fund level.
- Review all fees and charges annually.
- Whenever possible, fees and charges are set for each utility at a level that fully support direct and indirect costs.
- All active funds, with the exception of agency funds (LAFCO, LCAPCD, etc.) are included in the budget due to the pooled cash system.
- Fund balances, in excess of the reserve requirement, may be used as a source of funds for non-recurring expenditures (one-time).
- Provide adequate maintenance and replacement to equipment and buildings.
- Mid-year or more frequent reviews shall be done to take action to bring the budget into balance if adjustments are need in the course of a fiscal period.
- Create and maintain reserves for all major funds (Natural Gas, Water, General Fund, etc.)
- The City will strive to maintain General Fund reserve equal to twenty percent (20%) of annual operating revenues.
- A cash amount equivalent to the reserve will be kept in a separate fund and the fund balance will be restricted. Use of this reserve will require City Council approval.
- Each budget year the City will us 50% of the prior year audited General Fund surplus (when a surplus is available) towards a reserve equal to 20% of current year annual operating revenues and 30% of the net departmental savings (excluding of payroll savings) equally between building and equipment funds for the General Fund department with the remainder left in the General Fund fund balance.
- Upon fully funding the reserve account, 50% of the prior year audited General Fund surplus (when a surplus is available) (using the 30% net department savings excluding payroll calculation) will be applied equally to the building and equipment funds, for the General Fund department, 30% of the audited surplus to pay down short and long term General Fund debt and the remainder to General Fund fund balance.
- Upon repayment of short and long term General Fund debt, 70% of the prior year audited General Fund surplus (when a surplus is available) (using the 30% net department savings excluding payroll calculation) will be applied equally to the building and equipment funds for the General Fund department and the remainder to General Fund fund balance
- Maintain fiscal solvency (address cash flow concerns).
- City Administrator has discretion to move budget between departments within the General Fund.
- Department Heads may move budget among line items within a specific fund/department (with some restrictions).
- **A 4/5 vote of the City Council is required to bypass or amend any of the budget policies.**

#### Capital Improvement Budget

The capital improvement budget is approved and adopted at the beginning of a project for the length of the project and not for the fiscal year. Projects may have one or more funding sources. The Finance Manager will carry forward the budget available (original adopted budget less expenditures for the year) year after year, until the project is completed. It is not necessary to resubmit the budget request each fiscal year to the City Council because the project (resources and uses) has already been approved in its entirety. However, if there is a need for change orders (i.e. expenditure budget increase), departments must submit a request for a

budget increase to the City Administrator who will prepare a budget amendment for City Council approval before the change orders are issued and commitments are made with vendors and contractors with the exception for projects where the City Administrator or Department Head has been given signing authority for change orders not to exceed an amount that will not require a budget increase. Department employees are also required to follow purchasing procedures established for the City. Under these procedures, the City requires that contracts with vendors be reviewed and approved by the City Attorney and signed by the Mayor (Government Code Section 40602). Ongoing maintenance or replacements of capital equipment are considered operating items (not capital improvements).

#### Primary Responsibilities

- City Council is responsible for approving and adopting an operating and capital improvements budget at the Fund Level.
- Department Heads or their designees are responsible for approving expenditures within their respective fund allocations.
- The Finance Division is responsible for collecting revenues and making payments for expenditures according to the adopted budget. Neither Finance nor the Department Heads are permitted to overspend their allocated budgets at the fund level.
- Finance staff monitors and controls expenditures through the use of the computerized accounting system.
- Departments have the responsibility for ascertaining the sufficiency of funds prior to making a purchase or entering into a contract or agreement.
- All contracts must be reviewed and approved by the City Attorney prior to execution.
- All contracts must be signed by the Mayor (Government Code Section 40602).
- Contracts cannot be signed until they are approved by the City Council.

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**RESOLUTION NO. 09-4543**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADOPTING BUDGET PROCESS AND POLICIES**

**WHEREAS**, the City Council of the City of Susanville adopted its FY 2009/2010 budget following a public hearing on July 15, 2009; and

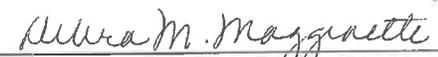
**WHEREAS**, the City Council has reviewed current budget processes and policies; and

**WHEREAS**, the proposed policies, attached hereto as Exhibit A, supersede any other policies previously adopted by the Council; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the budget process and policies, as set forth in Exhibit A, is hereby adopted.

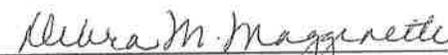
Dated: August 5, 2009

APPROVED:   
Kurt Bonham, Mayor

ATTEST:   
Debra M. Magginetti, OMC/City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the city of Susanville held on the 5th day of August by the following vote:

AYES: Templeton, Franco, Sayers and Bonham  
NOES: None  
ABSENT: Callegari  
ABSTAINING: None

  
Debra M. Magginetti, CMC/City Clerk

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

## CITY OF SUSANVILLE BUDGET PROCESS AND POLICIES

### Budget process

The budget process begins with the development of the budget calendar which provides those involved with a time frame for planning and preparing their budgets. There are two major components to the budget process: one is to forecast revenues and one is to project expenditures. The Finance Director prepares the revenue forecast and the Department Heads, with Council direction in mind, prepare their expenditure requests. After all this information is compiled into one document, the City Administrator and the Finance Director meet with all the Department Heads to discuss issues and needs to be addressed by the budget. After the City Administrator has made his final review and approval, the Finance Director presents the projected budget to the City Council. This is done in a workshop format where the public is involved and further comments and recommendations are received from the Council and the public.

Upon completion of the hearings, and after all recommendations have been made, Council revises the Budget and then adopts it with a formal resolution. The Council also adopts by resolution the City's appropriations limit in conformance with California Constitution Article XIII B.

### Budget Amendment Process

The adopted Budget can be amended at any regular Council Meeting.

During the course of the fiscal year there may be occasions when the budget will need additional funds for a specific department or for a project that was unforeseen when the budget was prepared. Department Heads must submit a request for a budget amendment to the City Council before Finance can amend the budget and authorize additional expenditures.

In addition to specific departmental requested changes, the City Administrator and the Finance Director, normally review the budget at mid-year and ask Council to approve a revised mid-year budget. After review by the City Council, the amended budget is adopted in its entirety by resolution.

Even though only the City Council can adopt budget and increase total appropriations, Department Heads are given some discretion to move budget amounts among line items, as long as the changes do not increase the total budget approved for a specific Fund. Department Heads will have to send in writing their budget changes to the Finance Director for approval. These budget changes will only be allowed for certain operating expenses but not for salaries, benefits and other fixed expenses. If necessary, the City Administrator is also give discretion to move budget between departments within the General Fund.

### Current budget policies:

- Adopt a balanced budget by June 30 of each year.
- Approve operating expenditures not to exceed operating revenues.
- Approve and adopt the budget at the fund level.

- Review all fees and charges annually.
- Whenever possible, fees and charges are set for each utility at a level that fully supports direct and indirect costs.
- All active funds are included in the budget due to the pooled cash system.
- Fund balances, in excess of the reserve requirement, may be used as a source of funds for non-recurring expenditures (one-time).
- Provide adequate maintenance and replacement to equipment and buildings.
- Mid-year, or more frequent, reviews shall be done to take action to bring the budget into balance if adjustments are needed in the course of a fiscal period.
- Create and maintain reserves for all major funds (Natural Gas, Water, General Fund, etc.)
- The City will strive to maintain General Fund reserve equal to twenty percent (20%) of annual operating revenues.
- A cash amount equivalent to the reserve will be kept in a separate fund and the fund balance will be restricted. Use of this reserve will require City Council approval.
- Each budget year the City will use 50% of the prior year audited actual surplus (when a surplus is available) towards the reserves until the 20% goal is reached.
- After the 20% goal is reached, excess fund balance will become available for spending (one-time expenditures) and can be appropriated through the budget process.
- Maintain fiscal solvency (address cash flow concerns).
- City Administrator has discretion to move budget between departments within the General Fund.
- Department Heads may move budget among line items within a specific fund/department (with some restrictions).
- **A 4/5 vote of the City Council is required to bypass or amend any of the budget policies.**

#### Capital Improvement Budget

The capital improvement budget is approved and adopted at the beginning of a project for the length of the project and not for the fiscal year. Projects may have one or more funding source. The Finance Director will carry forward the budget available (original adopted budget less expenditures for the year) year after year, until the project is completed. It is not necessary to re-submit the budget request each fiscal year to the City Council because the project (resources and uses) has already been approved in its entirety. However, if there is a need for change orders (i.e. expenditure budget increase), Departments must submit a request for a budget increase to the City Council before the change orders are issued and commitments are made with vendors and contractors. Department employees are also required to follow purchasing procedures established for the City. Under these procedures, the City requires that contracts with vendors be reviewed and approved by the City Attorney and signed by the Mayor (Government Code Section 40602). Ongoing maintenance or replacements of capital equipment are considered operating items (not capital improvements).

#### Primary Responsibilities

- City Council is responsible for approving and adopting an operating and capital improvements budget at the Fund Level.

- Department Heads are responsible for approving expenditures within their respective fund allocations.
- The Finance Department is responsible for collecting revenues and making payments for expenditures according to the adopted budget. Neither Finance nor the Department Heads are permitted to overspend their allocated budgets at the Fund level.
- Finance staff monitors and controls expenditures through the use of the computerized accounting system.
- Departments have the responsibility for ascertaining the sufficiency of funds prior to making a purchase or entering into a contract or agreement.
- All contracts must be reviewed and approved by the City Attorney prior to execution. All contracts must be signed by the Mayor (Government Code Section 40602).
- Contracts cannot be signed until they are approved by the City Council.

Reviewed by: JCH City Administrator  
           City Attorney

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

**Submitted by:** Ian Sims, Project Manager

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 16-5306** authorizing the City Administrator to execute Proposition 84 Implementation Grant Agreement with the California Department of Water Resources for projects identified through the Integrated Regional Water Management Plan of the Lahontan Basins.

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

**SUMMARY:** In March 2014, the City entered into a Memorandum of Understanding with the Honey Lake Valley Resource Conservation District (HLVRCD), the Lassen Irrigation Company (LIC), and the Susanville Indian Rancheria (SIR) to form the Lahontan Basins Regional Water Management Group (RWMG). The purpose of the group was to prepare and submit the Region's Integrated Regional Water Management Plan (IRWMP) to the State Division of Water Resources (DWR). Since that time, the RWMG has obtained a planning grant and prepared the IRWMP. Both the RWMG and DWR have approved the IRWMP.

With a State approved IRWMP our region was eligible to submit an implementation grant application for the final cycle of Proposition 84 funding. The City of Susanville submitted a grant application in August 2015 for funding for projects identified by the RWMG. The RWMG was notified of being awarded grant funding under Proposition 84 in October 2015 in the amount of \$1,943,585. The projects that will be funded through this grant agreement are as follows:

1. Lassen Land and Trails Trust will receive funding for the Madeline Municipal Water Assessment (\$31,000) and the Ravendale Municipal Water Assessment (\$31,000);
2. Spalding Community Services District will receive funding for a closing water retention pond project (\$92,500);
3. City of Susanville, Cady Springs Booster Station Completion, Water Main Infrastructure Replacement (\$1,789,085)

The Lahontan Basins RWMG has asked the City to act as the lead agency for the implementation grant (July 2015). The Grantee's Funding Match is estimated to be \$0. Eligible costs incurred after January 1, 2011 can be reimbursed within this agreement.

**FISCAL IMPACT:** Total grant award: \$1,943,585, City of Susanville project amount: \$1,789,085

**ACTION REQUESTED:** Motion to adopt **Resolution No. 16-5306** authorizing the City Administrator to execute Proposition 84 Implementation Grant Agreement with the California Department of Water Resources for projects identified through the Integrated Regional Water Management Plan of the Lahontan Basins

**ATTACHMENTS:** Resolution No. 16-5306  
DWR Draft Grant Agreement 4600011520

**RESOLUTION NUMBER 16-5306**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE PROPOSITION 84**  
**IMPLEMENTATION GRANT AGREEMENT WITH THE CALIFORNIA DEPARTMENT**  
**OF WATER RESOURCES FOR PROJECTS IDENTIFIED THROUGH THE**  
**INTEGRATED REGIONAL WATER MANAGEMENT PLAN OF THE LAHONTAN**  
**BASINS**

**WHEREAS**, in March 2014, Honey Lake Valley Resource Conservation District (HLVRCD), Lassen Irrigation Company (LIC), Susanville Indian Rancheria (SIR), and the City of Susanville (City) entered into a Memorandum of Understanding forming the Lahontan Basins Regional Water Management Group (RWMG); and

**WHEREAS**, the HLVRCD served as the lead agency for the preparation of the Integrated Regional Water Management Plan; and

**WHEREAS**, Section 6.7 of the Memorandum of Understanding for Integrated Regional Water Management in the Lahontan Basins Region (MOU) states that the RWMG will mutually agree and designate a lead agency; and

**WHEREAS**, at the May 28, 2015, RWMG meeting the RWMG voted to have the City of Susanville serve as the lead agency for the implementation grant; and

**WHEREAS**, as lead agency, the City prepared the implementation grant submitted August 7, 2015 and will administer the implementation grant funds as the grant recipient; and

**WHEREAS**, the implementation grant was awarded funding in the amount of \$1,943,585; and

**WHEREAS**, the City Administrator is authorized to sign on behalf of the City of Susanville to enter into an agreement to receive grant funding for the implementation of projects identified within the Integrated Regional Water Management Plan (IRWMP).

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Susanville hereby authorizes the City Administrator to sign a grant agreement with the California Department of Water Resources for IRWMP projects.

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

ATTEST: \_\_\_\_\_  
Gwenna Mac Donald, City Clerk

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville, held on the 22<sup>nd</sup> day of June, 2016, by the following vote.

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

**GRANT AGREEMENT BETWEEN THE STATE OF CALIFORNIA (DEPARTMENT OF WATER RESOURCES) AND  
CITY OF SUSANVILLE  
AGREEMENT NUMBER 4600011520  
2015 PROPOSITION 84 INTEGRATED REGIONAL WATER MANAGEMENT (IRWM) IMPLEMENTATION GRANT  
CALIFORNIA PUBLIC RESOURCES CODE § 75026 ET SEQ.**

THIS GRANT AGREEMENT is entered into by and between the Department of Water Resources of the State of California, herein referred to as the "State" or "DWR" and the City of Susanville, a public agency in the State of California, duly organized, existing, and acting pursuant to the laws thereof, herein referred to as the "Grantee", which parties do hereby agree as follows:

1. PURPOSE. State shall provide funding from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 to Grantee to assist in financing projects associated with the Lahontan Basins IRWM Plan pursuant to Chapter 8 (commencing with §79560) of Division 26.5 of the California Water Code (CWC), hereinafter collectively referred to as "IRWM Program."
2. TERM OF GRANT AGREEMENT. The term of this Grant Agreement begins on the date this Grant Agreement is executed by the State, and terminates on January 31, 2019, or when all of the Parties' obligations under this Grant Agreement are fully satisfied, whichever occurs earlier. Execution date is the date the State signs this Grant Agreement.
3. GRANT AMOUNT. The maximum amount payable by the State under this Grant Agreement shall not exceed \$ 1,943,585.
4. GRANTEE COST SHARE. Grantee agrees to fund the difference between the Total Project Cost and the Grant Amount (amount specified in Paragraph 3). Grantee Cost Share consists of Funding Match and Additional Cost Share, as documented in Exhibit B (Budget). Additional Cost Share will not be reviewed by the State for invoicing purposes; however, the Grantee is required to maintain all financial records associated with the project in accordance with Exhibit I (State Audit Document Requirements and Funding Match Guidelines for Grantees).
5. FUNDING MATCH. Funding Match is defined as the minimum amount of Grantee Cost Share for the project, and cannot include any State funds. Grantee is required to provide a Funding Match of at least 25% of the Grand Total of all the total project costs identified in Exhibit B (Budget), unless a Disadvantaged Community project waiver is granted. The Grantee's Funding Match is estimated to be \$0. Grantee's Funding Match must be for eligible costs incurred after January 1, 2011.
6. GRANTEE'S RESPONSIBILITY. Grantee and its representatives shall:
  - a) Faithfully and expeditiously perform or cause to be performed all project work as described in Exhibit A (Work Plan) and in accordance with Exhibit B (Budget) and Exhibit C (Schedule).
  - b) Accept and agree to comply with all terms, provisions, conditions, and written commitments of this Grant Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by Grantee in the application, documents, amendments, and communications filed in support of its request for Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 financing.
  - c) Comply with all applicable California laws and regulations.
  - d) Implement the Projects in accordance with applicable provisions of the law.
  - e) Fulfill its obligations under the Grant Agreement, and be responsible for the performance of the projects.
7. LOCAL PROJECT SPONSOR'S RESPONSIBILITY. Grantee shall assign Local Project Sponsors to act on behalf of Grantee for the purposes of individual project management, oversight, compliance, and operations and maintenance. Local Project Sponsors shall be assigned in accordance with the participating agencies identified in the 2015 Lahontan Basins IRWM Grant Proposal grant application. Exhibit F identifies Local Project Sponsors. Local Project Sponsors shall also act on behalf of Grantee in the fulfillment of Grantee responsibilities where specifically specified in this Grant Agreement.

8. BASIC CONDITIONS. State shall have no obligation to disburse money for projects under this Grant Agreement until Grantee has satisfied the following conditions (if applicable):
- a) Grantee and Local Project Sponsors demonstrate the availability of sufficient funds to complete each project by submitting the most recent 3 years of audited financial statements and submitting an Audited Financial Statement Summary for each Local Project Sponsor.
  - b) Grantee must demonstrate compliance with the groundwater compliance options set forth on pages 14 and 15 of the IRWM Program Guidelines, dated May 2015.
  - c) Grantee submits deliverables as specified in Paragraph 19 of this Grant Agreement and in Exhibit A.
  - d) Prior to the commencement of construction or implementation activities, Grantee shall submit the following to the State for each project:
    - 1) Final plans and specifications certified by a California Registered Professional (Civil Engineer or Geologist, as appropriate) for each approved project as listed in Exhibit A of this Grant Agreement.
    - 2) Environmental Documentation:
      - i) Grantee submits to the State all applicable environmental permits,
      - ii) Documents that satisfy the CEQA process are received by the State,
      - iii) State has completed its CEQA compliance review as a Responsible Agency, and
      - iv) Grantee receives written concurrence from the State of Lead Agency's CEQA documents and State notice of verification of environmental permit submittal.
- State's concurrence of Lead Agency's CEQA documents is fully discretionary and shall constitute a condition precedent to any work (i.e., construction or implementation activities) for which it is required. Once CEQA documentation has been completed, State will consider the environmental documents and decide whether to continue to fund the projects or to require changes, alterations or other mitigation. Grantee must also demonstrate that it has complied with all applicable requirements of the National Environmental Policy Act by submitting copies of any environmental documents, including environmental impact statements, Finding of No Significant Impact, and mitigation monitoring programs as may be required prior to beginning construction/implementation.
- 3) A monitoring plan as required by Paragraph 21, "Project Monitoring Plan Requirements."
9. DISBURSEMENT OF FUNDS. State will disburse to Grantee the amount approved, subject to the availability of funds through normal State processes. Notwithstanding any other provision of this Grant Agreement, no disbursement shall be required at any time or in any manner which is in violation of, or in conflict with, federal or state laws, rules, or regulations, or which may require any rebates to the federal government, or any loss of tax-free status on state bonds, pursuant to any federal statute or regulation.
10. ELIGIBLE PROJECT COST. Grantee shall apply State funds received only to Eligible Project Costs in accordance with applicable provisions of the law and Exhibit B. Eligible project costs include the reasonable costs of studies, engineering, design, land and easement acquisition, legal fees, preparation of environmental documentation, environmental mitigations, monitoring, and project construction. Reasonable administrative expenses may be included as Total Project Costs and will depend on the complexity of the project preparation, planning, coordination, construction, acquisitions, and implementation. Reimbursable administrative expenses are the necessary costs incidentally but directly related to the projects including the portion of overhead and administrative expenses that are directly related to the projects included in this Grant Agreement in accordance with the standard accounting practices of the Grantee. Work performed on the projects after January 17, 2014, shall be eligible for reimbursement.

Costs that are not eligible for reimbursement with State funds cannot be counted as Funding Match. Costs that are not eligible for reimbursement include, but are not limited to the following items:

- a) Costs, other than those noted above, incurred prior to the award date of the Grant.
- b) Operation and maintenance costs, including post construction performance and monitoring costs.
- c) Purchase of equipment that is not an integral part of a project.
- d) Establishing a reserve fund.

- e) Purchase of water supply.
- f) Monitoring and assessment costs for efforts required after project construction is complete.
- g) Replacement of existing funding sources for ongoing programs.
- h) Travel and per diem costs (per diem includes subsistence and other related costs).
- i) Support of existing agency requirements and mandates (e.g., punitive regulatory agency requirement).
- j) Purchase of land in excess of the minimum required acreage necessary to operate as an integral part of a project, as set forth and detailed by engineering and feasibility studies.
- k) Payment of principal or interest of existing indebtedness or any interest payments unless the debt is incurred after execution of this Grant Agreement, the State agrees in writing to the eligibility of the costs for reimbursement before the debt is incurred, and the purposes for which the debt is incurred are otherwise eligible costs. However, this will only be allowed as Grantee Cost Share (i.e., Funding Match).
- l) Overhead not directly related to project costs.

#### 11. METHOD OF PAYMENT.

- a) **Reimbursement** – Submit a copy of invoice for costs incurred and supporting documentation to the DWR Project Manager via Grant Review and Tracking System (GRanTS). Additionally, the original invoice form with signature and date (in ink) of Grantee's Project Representative, as indicated on page 10 of this Grant Agreement, must be sent to the DWR Project Manager for approval. Invoices submitted via GRanTS shall include the following information:
  - 1) Costs incurred for work performed in implementing the project(s) during the period identified in the particular invoice.
  - 2) Costs incurred for any interests in real property (land or easements) that have been necessarily acquired for the project(s) during the period identified in the particular invoice for the implementation of a project.
  - 3) Invoices shall be submitted on forms provided by State and shall meet the following format requirements:
    - i) Invoices must contain the date of the invoice, the time period covered by the invoice, and the total amount due.
    - ii) Invoices must be itemized based on the categories (i.e., tasks) specified in Exhibit B. The amount claimed for salaries/wages/consultant fees must include a calculation formula (i.e., hours or days worked times the hourly or daily rate = the total amount claimed).
    - iii) Sufficient evidence (e.g. receipts, copies of checks, time sheets) as determined by the State must be provided for all costs included in the invoice. Additional Cost Share shall be accounted for separately in the progress reports.
    - iv) DWR Project Manager will notify Grantee, in a timely manner, when, upon review of an invoice, the State determines that any portion or portions of the costs claimed are not eligible costs or are not supported by documentation or receipts acceptable to State. Grantee may, within thirty (30) calendar days of the date of receipt of such notice, submit additional documentation to State to cure such deficiency(ies). After the disbursement requirements in Paragraph 8 "Basic Conditions" are met, State will disburse the whole or portions of State funding to Grantee, following receipt from Grantee via U.S. mail or Express mail delivery of a "wet signature" invoice for costs incurred, including Cost Share, and timely Quarterly Progress Reports as required by Paragraph 19 "Submission of Reports." Payment will be made no more frequently than monthly, in arrears, upon receipt of an invoice bearing the Grant Agreement number.
- b) **Advanced Payment** – Water Code §10551 authorizes advance payment by State for projects which are sponsored by a nonprofit organization; a disadvantaged community (DAC); or, the proponent of a project that benefits a DAC. If these projects are awarded less than \$1,000,000 in grant funds, the project proponent may receive an advanced payment of 50% of the grant award; the remaining 50% of the grant award will be reimbursed in arrears. Within 90 calendar days of execution of the Grant Agreement, the Grantee shall provide DWR an Advanced Payment Request. The Advanced Payment Request must contain the following:

- 1) Documentation demonstrating that each Local Project Sponsor was notified about their eligibility to receive an advanced payment and a response from the Local Project Sponsor stating whether it wishes to receive the advanced payment or not.
- 2) If the Local Project Sponsor is requesting the advanced payment, the request must also include:
  - i) A funding plan which shows how the advanced funds will be expended within 18 months of this Grant Agreement's execution. (i.e., for what, how much, and when)
  - ii) A discussion of the Local Project Sponsor's financial capacity to complete the project once the advance funds have been expended.
- 3) If an Local Project Sponsor is requesting advanced payment, Grantee shall also submit a single Advance Payment invoice, containing the request for each qualified project, to the DWR Project Manager with signature and date (in ink) of Grantee's Project Representative, as indicated on page 10 of this Agreement. The Grantee shall be responsible for the timely distribution of the advanced funds to the individual Local Project Sponsors. Within 60 calendar days of receiving the Advanced Payment invoice and subject to the availability of funds, State will authorize payment of the advanced funds sought of 50% of the grant award for the qualified project(s).

The Advance Payment Invoice shall be submitted on forms provided by State and shall meet the following format requirements:

- 1) Invoice must contain the date of the invoice, the time period covered by the invoice, and the total amount due.
- 2) Invoice must be itemized based on the categories (i.e., tasks) specified in Exhibit B.
- 3) DWR Project Manager will notify Grantee, in a timely manner, when, upon review of an Advance Payment Invoice, the State determines that any portion or portions of the costs claimed are not eligible costs. Grantee may, within thirty (30) calendar days of the date of receipt of such notice, submit additional documentation to cure such deficiency(ies). After the disbursement requirements in Paragraph 8 "Basic Conditions" (8 a) and 8 b) only) are met, State will disburse the whole or portions of State funding to Grantee, following receipt from Grantee via US mail or Express mail delivery of a "wet signature" invoice for costs incurred, including Cost Share, and timely Progress Reports as required by Paragraph 19 "Submission of Reports."

On a quarterly basis, the Grantee will submit an Accountability Report to DWR that demonstrates how actual expenditures compare with the scheduled budget. The Accountability Report shall include the following information:

- 1) An itemization of how advanced funds have been expended to date (Expenditure Summary), including documentation that supports the expenditures (e.g. contractor invoices, receipts, personnel hours, etc.). Invoices must be itemized based on the categories (i.e., tasks) specified in Exhibit B.
- 2) A funding plan which shows how the remaining advanced funds will be expended.
- 3) Documentation that the funds were placed in a non-interest bearing account, including the dates of deposits and withdrawals from that account.

DWR Project Manager will notify Grantee, in a timely manner, when, upon review of the Expenditure Summary, the State determines that any portion or portions of the expenditures claimed are not eligible costs. Grantee may, within thirty (30) calendar days of the date of receipt of such notice, submit additional documentation to cure such deficiency(ies). If costs are not consistent with the tasks in Exhibit B, the State will reject the claim and remove them from the Expenditure Summary.

Once Grantee has expended all advanced funds, then the method of payment will revert to the reimbursement process specified in Paragraph 11 a) and any remaining requirements of Paragraph 8.

12. REPAYMENT OF ADVANCES. State may demand repayment from Grantee of all or any portion of the advanced State funding along with interest at the California general obligation bond interest rate at the time the State notifies the Grantee, as directed by State and take any other action that it deems necessary to protect its interests for the following conditions:
  - a) A project is not being implemented in accordance with the provisions of this Grant Agreement.

- b) Grantee has failed in any other respect to comply with the provisions of this Grant Agreement, and if Grantee does not remedy any such failure to State's satisfaction.

Repayment amounts may also include:

- c) Advance funds which have not been expended within 18 months of the Grant Agreement's execution by the Local Project Sponsor.
- d) Actual costs incurred are not consistent with the Exhibit A (Work Plan) activities, not supported, or are ineligible.
- e) At the completion of the project, the funds have not been expended.

For conditions 12 c) and 12 d), repayment may consist of deducting the amount from future reimbursement invoices.

State may consider Grantee's refusal to repay the requested advanced amount a substantial breach of this Grant Agreement subject to the default provisions in Paragraph 14, "Default Provisions." If State notifies Grantee of its decision to demand repayment or withhold the entire funding amount from Grantee pursuant to this paragraph, this Grant Agreement shall terminate upon receipt of such notice by Grantee and the State shall no longer be required to provide funds under this Grant Agreement and the Grant Agreement shall no longer be binding on either party.

13. WITHHOLDING OF DISBURSEMENTS BY STATE. If State determines that a project is not being implemented in accordance with the provisions of this Grant Agreement, or that Grantee has failed in any other respect to comply with the provisions of this Grant Agreement, and if Grantee does not remedy any such failure to State's satisfaction, State may withhold from Grantee all or any portion of the State funding and take any other action that it deems necessary to protect its interests. Where a portion of the State funding has been disbursed to the Grantee and State notifies Grantee of its decision not to release funds that have been withheld pursuant to Paragraph 14, the portion that has been disbursed shall thereafter be repaid immediately with interest at the California general obligation bond interest rate at the time the State notifies the Grantee, as directed by State. State may consider Grantee's refusal to repay the requested disbursed amount a contract breach subject to the default provisions in Paragraph 14, "Default Provisions." If State notifies Grantee of its decision to withhold the entire funding amount from Grantee pursuant to this paragraph, this Grant Agreement shall terminate upon receipt of such notice by Grantee and the State shall no longer be required to provide funds under this Grant Agreement and the Grant Agreement shall no longer be binding on either party.
14. DEFAULT PROVISIONS. Grantee (and a Local Project Sponsor receiving grant funding through this Grant Agreement) will be in default under this Grant Agreement if any of the following occur:
- a) Substantial breaches of this Grant Agreement, or any supplement or amendment to it, or any other agreement between Grantee and State evidencing or securing Grantee's obligations.
  - b) Making any false warranty, representation, or statement with respect to this Grant Agreement or the application filed to obtain this Grant Agreement.
  - c) Failure to maintain an adopted IRWM Plan that meets the requirements contained in Part 2.2 of Division 6 of the CWC, commencing with § 10530.
  - d) Failure to operate or maintain project(s) in accordance with this Grant Agreement (Paragraph 20).
  - e) Failure to make any remittance required by this Grant Agreement.
  - f) Failure to comply with Labor Compliance Program requirements (Paragraph 18).
  - g) Failure to submit timely progress reports.
  - h) Failure to routinely invoice State.
  - i) Failure to meet any of the requirements set forth in Paragraph 15, "Continuing Eligibility."

Should an event of default occur, State shall provide a notice of default to the Grantee and shall give Grantee at least ten (10) calendar days to cure the default from the date the notice is sent via first-class mail to the Grantee. If the Grantee fails to cure the default within the time prescribed by the State, State may do any of the following:

- a) Declare the funding be immediately repaid, with interest, at the California general obligation bond interest rate at the time the State notifies the Grantee of the default.
- b) Terminate any obligation to make future payments to Grantee.
- c) Terminate the Grant Agreement.
- d) Take any other action that it deems necessary to protect its interests.

In the event State finds it necessary to enforce this provision of this Grant Agreement in the manner provided by law, Grantee agrees to pay all costs incurred by State including, but not limited to, reasonable attorneys' fees, legal expenses, and costs.

15. CONTINUING ELIGIBILITY. Grantee must meet the following ongoing requirement(s) to remain eligible to receive State funds:

- a) An urban water supplier that receives grant funds governed by this Grant Agreement shall:
  - 1) Maintain compliance with the Urban Water Management Planning (UWMP) Act (Water Code § 10610 *et. seq.*) and Sustainable Water Use and Demand Reduction, Part 2.55 of Division 6 (Water Code § 10608 *et. Seq.*). Urban water suppliers that submitted AB 1420 compliance Table 2 in the 2015 Implementation Grant Application must submit, until June 30, 2016, either:
    - i) List of tasks to implement the best management practices listed in AB 1420 compliance Table 2 and a corresponding schedule and budget or;
    - ii) The progress toward the 2015 interim Gallons per Capita per Day (GPCD) target. If not meeting the interim target also include a schedule, financing plan, and budget for achieving the GPCD, as required pursuant to Water Code § 10608.24.

By July 1, 2016 all urban water suppliers must submit documentation that demonstrates they are meeting the 2015 interim GPCD target. If not meeting the interim target, also include a schedule, financing plan, and budget for achieving the GPCD, as required pursuant to Water Code § 10608.24. Starting June 30, 2017, those urban water suppliers that did not meet their 2015 GPCD target must also submit, by June 30, annual reports that include a schedule, financing plan, and budget for achieving the GPCD (Water Code § 10608.24).

- 2) Have their 2010 UWMP deemed consistent by DWR. The 2015 UWMP update must be submitted to DWR by July 1, 2016. If the 2015 UWMP is not submitted to DWR by July 1, 2016, funding disbursements to the urban water supplier will cease until the 2015 UWMP is submitted. If the 2015 UWMP is deemed inconsistent by DWR, the urban water supplier will be ineligible to receive funding disbursements until the inconsistencies are addressed and DWR deems the UWMP consistent. For more information, visit the following website: <http://www.water.ca.gov/urbanwatermanagement>.
- b) An agricultural water supplier receiving grant funding must:
  - 1) Comply with Sustainable Water Use and Demand Reduction requirements outlined in Part 2.55 (commencing with § 10608) of Division 6 of the Water Code. Before July 1, 2016, submit a schedule, financing plan, and budget for implementation of the efficient water management practices, required pursuant to Water Code § 10608.48.
  - 2) Have their Agricultural Water Management Plan (AWMP) deemed consistent by DWR. The most recent AWMP update must have been submitted to DWR by December 31, 2015. To maintain eligibility and continue funding disbursements, an agricultural water supply must have their 2015 AWMP deemed consistent by DWR on or before October 1, 2016. For more information, visit the following website: <http://www.water.ca.gov/wateruseefficiency/agricultural/agmgmt.cfm>.
- c) Grantees diverting surface water must maintain compliance with diversion reporting requirements as outlined in Part 5.1 of Division 2 of the Water Code.
- d) Projects with potential groundwater impacts must demonstrate compliance with the groundwater compliance options set forth on pages 14 and 15 of the IRWM Program Guidelines, dated May 2015.

- e) Project Proponents that have been designated as monitoring entities under the California Statewide Groundwater Elevation Monitoring (CASGEM) Program must maintain reporting compliance, as required by Water Code §10920 and the CASGEM Program.
16. PERMITS, LICENSES, APPROVALS, AND LEGAL OBLIGATIONS. Grantee shall be responsible for obtaining any and all permits, licenses, and approvals required for performing any work under this Grant Agreement, including those necessary to perform design, construction, or operation and maintenance of the projects. Grantee shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental, procurement, and safety laws, rules, regulations, and ordinances. Grantee shall provide copies of permits and approvals to State.
17. RELATIONSHIP OF PARTIES. Grantee is solely responsible for design, construction, and operation and maintenance of the project within the work plan. Review or approval of plans, specifications, bid documents, or other construction documents by State is solely for the purpose of proper administration of funds by State and shall not be deemed to relieve or restrict responsibilities of Grantee under this Grant Agreement.
18. LABOR COMPLIANCE. Grantee agrees to comply with all applicable California Labor Code requirements and Standard Condition D.28 in Exhibit D. Grantee must, independently or through a third party, adopt and enforce a Department of Industrial Relations-certified Labor Compliance Program (LCP) meeting the requirements of Labor Code §1771.5 for projects funded by:
- Proposition 84 (Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006; Public Resources Code §75075 *et seq.*) or
  - Any other funding source requiring an LCP.

At the State's request, Grantee must promptly submit written evidence of Grantee's compliance with the LCP requirements.

19. SUBMISSION OF REPORTS. The submittal and approval of all reports is a requirement for the successful completion of this Grant Agreement. Reports shall meet generally accepted professional standards for technical reporting and shall be proofread for content, numerical accuracy, spelling, and grammar prior to submittal to State. If requested, Grantee shall promptly provide any additional information deemed necessary by State for the approval of reports. Reports shall be presented in the formats described in the applicable portion of Exhibit G. The timely submittal of reports is a requirement for initial and continued disbursement of State funds. Submittal and subsequent approval by the State of a Project Completion Report is a requirement for the release of any funds retained for such projects.
- Progress Reports: Grantee shall submit progress reports on a regular and consistent basis to meet the State's requirement for disbursement of funds. The reporting period shall not exceed one quarter in length. The progress reports shall be sent via e-mail to the State's Project Manager and shall be uploaded into GRanTS at the frequency specified in Exhibit C (Schedule). The progress reports shall provide a brief description of the work performed during the reporting period including: Grantee's activities, milestones achieved, any accomplishments, and any problems encountered in the performance of the work under this Agreement.
  - Accountability Report: Grantee shall submit, on a quarterly basis, an Accountability Report by individual Local Project Sponsor that at a minimum:
    - An itemization of how advanced funds have been expended to date (Expenditure Summary), including documentation that supports the expenditures (e.g. contractor invoices, receipts, personnel hours, etc.). Invoices must be itemized based on the categories (i.e., tasks) specified in Exhibit B.
    - A funding plan which shows how the remaining advanced funds will be expended.
    - Provides an accounting of distributing the advanced funds to the appropriate Local Project Sponsor.
    - Documents that the funds were spent on eligible reimbursable costs.

- 5) Documentation that the funds were placed in a non-interest bearing account, including the dates of deposits and withdrawals from that account.
- c) Water Management Status Report: Until June 30, 2016, Grantee shall submit status reports on implementation of either AB 1420 status or SBx7-7 water conservation status for the urban water suppliers that submitted an AB 1420 compliance Table 2 in the 2015 Implementation Grant Application. AB 1420 status reports shall be uploaded into GRanTS no later than 30 calendar days after execution of this agreement. SBx7-7 GPCD status reports shall be uploaded via GRanTS no later than June 30, 2016. By July 1, 2016 all urban water suppliers must submit an UWMP that demonstrates they are meeting the 2015 interim SBx7-7 GPCD target. If the urban water supplier is not meeting the interim target, then the urban water suppliers must also submit with its UWMP, a schedule, financing plan, and budget for achieving the GPCD (Water Code §10608.24). Starting June 30, 2017, those urban water suppliers that did not meet their 2015 GPCD target must also submit, by June 30, annual reports that include a schedule, financing plan, and budget for achieving the GPCD ( Water Code §10608.24). Failure to progress on implementation may result in continuing grant eligibility actions under Paragraph 15. Before July 1, 2016, all agricultural water suppliers must submit a schedule, financing plan, and budget for implementation of the efficient water management practices, required pursuant to Water Code §10608.48 to comply with Sustainable Water Use and Demand Reduction requirements outlined in Part 2.55 (commencing with §10608) of Division 6 of the Water Code.
- d) Project Completion Report: Grantee shall prepare and submit to State a separate Project Completion Report for each project included in Exhibit A. Grantee shall submit a Project Completion Report within ninety (90) calendar days of project completion. Project Completion Report(s) shall include, in part, a description of actual work done, any changes or amendments to each project, and a final schedule showing actual progress versus planned progress, copies of any final documents or reports generated or utilized during a project. The Project Completion Report shall also include, if applicable, certification of final project by a California Registered Professional (Civil Engineer or Geologist, as appropriate), consistent with Standard Condition D.19 in Exhibit D. A DWR "Certification of Project Completion" form will be provided by the State.
- e) Grant Completion Report: Upon completion of all projects included in Exhibit A, Grantee shall submit to State a Grant Completion Report. The Grant Completion Report shall be submitted within ninety (90) calendar days of submitting the Project Completion Report for the final project to be completed under this Grant Agreement. The Grant Completion Report shall include reimbursement status, a brief description of each project completed, and how those projects will further the goals of the IRWM Plan and identify any changes to the IRWM Plan, as a result of project implementation. Retention for the last project to be completed as part of this Grant Agreement will not be disbursed until the Grant Completion Report is submitted to and approved by the State.
- f) Post-Performance Reports: Grantee shall submit Post-Performance Reports. Post-Performance Reports shall be submitted to State within ninety (90) calendar days after the first operational year of a project has elapsed. This record keeping and reporting process shall be repeated annually for a total of 10 years after the completed project(s) begins operation.
20. OPERATION AND MAINTENANCE OF PROJECT. For the useful life of construction and implementation projects and in consideration of the funding made by State, Grantee agrees to ensure or cause to be performed the commencement and continued operation of each project, and shall ensure or cause each project to be operated in an efficient and economical manner; shall ensure all repairs, renewals, and replacements necessary to the efficient operation of the same are provided; and shall ensure or cause the same to be maintained in as good and efficient condition as upon its construction, ordinary and reasonable wear and depreciation excepted. The State shall not be liable for any cost of such maintenance, management, or operation. Grantee or their successors may, with the written approval of State, transfer this responsibility to use, manage, and maintain the property. For purposes of this Grant Agreement, "useful life" means period during which an asset, property, or activity is expected to be usable for the purpose it was acquired or implemented; "operation costs" include direct costs incurred for material and labor needed for operations, utilities, insurance, and similar expenses, and "maintenance costs"

include ordinary repairs and replacements of a recurring nature necessary for capital assets and basic structures and the expenditure of funds necessary to replace or reconstruct capital assets or basic structures. Refusal of Grantee to ensure operation and maintenance of the projects in accordance with this provision may, at the option of State, be considered a breach of this Grant Agreement and may be treated as default under Paragraph 14, "Default Provisions."

21. PROJECT MONITORING PLAN REQUIREMENTS. Grantee shall develop and submit to State a Project Monitoring Plan that incorporates: (1) the Project Performance Monitoring Table requirements outlined in the Proposition 84 2015 IRWM Implementation Grant Proposal Solicitation Package (pages 20 and 21), and (2) the guidance provided in Exhibit J, "Project Monitoring Plan Guidance."
22. STATEWIDE MONITORING REQUIREMENTS. Grantee shall ensure that all groundwater projects and projects that include groundwater monitoring requirements are consistent with the Groundwater Quality Monitoring Act of 2001 (Part 2.76 (commencing with § 10780) of Division 6 of California Water Code) and, where applicable, that projects that affect water quality shall include a monitoring component that allows the integration of data into statewide monitoring efforts, including where applicable, the Surface Water Ambient Monitoring Program carried out by the State Water Resources Control Board. See Exhibit H (Requirements for Statewide Monitoring and Data Submittal), for web links and information regarding other State monitoring and data reporting requirements.
23. NOTIFICATION OF STATE. Grantee shall promptly notify State, in writing, of the following items:
  - a) Events or proposed changes that could affect the scope, budget, or work performed under this Grant Agreement. Grantee agrees that no substantial change in the scope of a project will be undertaken until written notice of the proposed change has been provided to State and State has given written approval for such change. Substantial changes generally include changes to the work plan, schedule or term, and budget.
  - b) Any public or media event publicizing the accomplishments and/or results of this Grant Agreement and provide the opportunity for attendance and participation by State's representatives. Grantee shall make such notification at least 14 calendar days prior to the event.
  - c) Final inspection of the completed work on a project by a California Registered Professional (Civil Engineer or Geologist, as appropriate), in accordance with Standard Condition D.19 in Exhibit D. Grantee shall notify the State's Project Manager of the inspection date at least 14 calendar days prior to the inspection in order to provide State the opportunity to participate in the inspection.
24. NOTICES. Any notice, demand, request, consent, or approval that either party desires or is required to give to the other party under this Grant Agreement shall be in writing. Notices may be transmitted by any of the following means:
  - a) By delivery in person.
  - b) By certified U.S. mail, return receipt requested, postage prepaid.
  - c) By "overnight" delivery service; provided that next-business-day delivery is requested by the sender.
  - d) By electronic means.

Notices delivered in person will be deemed effective immediately on receipt (or refusal of delivery or receipt). Notices sent by certified mail will be deemed effective given ten (10) calendar days after the date deposited with the U. S. Postal Service. Notices sent by overnight delivery service will be deemed effective one business day after the date deposited with the delivery service. Notices sent electronically will be effective on the date of transmission, which is documented in writing. Notices shall be sent to the addresses set forth in Paragraph 26. Either party may, by written notice to the other, designate a different address that shall be substituted for the one below.

25. PERFORMANCE EVALUATION. Upon completion of this Grant Agreement, Grantee's performance will be evaluated by the State and a copy of the evaluation will be placed in the State file and a copy sent to the Grantee.

26. PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant Agreement are as follows:

Department of Water Resources  
Arthur Hinojosa  
Chief, Division of IRWM  
P.O. Box 942836  
Sacramento CA 94236-0001  
Phone: (916) 653-4736  
e-mail: Arthur.Hinojosa@water.ca.gov

City of Susanville  
Jared G. Hancock  
City Administrator  
66 North Lassen Street  
Susanville, CA 96130  
Phone: 530 257-1045  
e-mail: jhancock@cityofsusanville.org

Direct all inquiries to the Project Manager:

Department of Water Resources  
Jason Preece  
Division of Integrated Regional Water  
Management  
P.O. Box 942836  
Sacramento CA 94236-0001  
Phone: (916) 651-9636  
e-mail: Jason.preece@water.ca.gov

City of Susanville  
Ian Sims  
Project Manager  
720 South Street  
Susanville, CA 96130  
Phone: (530) 252-5110  
e-mail: isims@cityofsusanville.org

Either party may change its Project Representative or Project Manager upon written notice to the other party.

27. STANDARD PROVISIONS. The following Exhibits are attached and made a part of this Grant Agreement by this reference:

- Exhibit A – Work Plan
- Exhibit B – Budget
- Exhibit C – Schedule
- Exhibit D – Standard Conditions
- Exhibit E – Authorizing Resolution
- Exhibit F – Local Project Sponsors
- Exhibit G – Report Formats and Requirements
- Exhibit H – Requirements for Statewide Monitoring and Data Submittal
- Exhibit I – State Audit Document Requirements and Funding Match Guidelines for Grantees
- Exhibit J – Project Monitoring Plan Guidance

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement.

STATE OF CALIFORNIA  
DEPARTMENT OF WATER RESOURCES

CITY OF SUSANVILLE

\_\_\_\_\_  
Arthur Hinojosa, P.E., Chief  
Division of Integrated Regional Water Management

\_\_\_\_\_  
Jared G. Hancock, City Administrator  
City of Susanville

Date \_\_\_\_\_

Date \_\_\_\_\_

Approved as to Legal Form and Sufficiency

\_\_\_\_\_  
Robin Brewer, Assistant Chief Counsel  
Office of Chief Counsel

Date \_\_\_\_\_

**EXHIBIT A  
WORK PLAN**

The Proposition 84 2015 IRWM Implementation Grant agreement provides funding for three projects located within the Lahontan Basins IRWM region.

**PROJECT 1: CITY OF SUSANVILLE SUSTAINABLE WATER SUPPLY AND CONJUNCTIVE USE PROJECT**

**IMPLEMENTING AGENCY: City of Susanville**

**PROJECT DESCRIPTION:** This project will develop new infrastructure and renovate existing infrastructure for the Susanville public water supply system to address mainline breaks and service leaks the system is currently experiencing. Project benefits include increased water supply reliability and increasing capture of available water sources to better utilize existing sources. The project includes replacement of approximately 150 feet of steel water main under Harris Drive and replacement of pipe emanating from Well 3 heading west into Susanville (approximately 3,200 feet). This project also includes overall management of meeting the requirements of the grant with DWR.

**Budget Category (a): Direct Project and Grant Administration**

Task 1a Grant Agreement Administration, Invoicing, and Reporting to DWR

The Regional Water Management Group, authorized City of Susanville (Grantee) to act as the applicant and the grant manager for the Proposition 84 2015 IRWM Implementation Grant. The Grantee will administer these funds and respond to DWR's reporting and compliance requirements associated with the grant administration. The Grantee will act in a coordination role: disseminating grant compliance information to the project managers responsible for implementing the projects contained in this agreement, obtaining and retaining evidence of compliance (e.g., CEQA/NEPA documents, reports, monitoring compliance documents, labor requirements, etc.), obtaining data for progress reports from individual project managers, assembling and submitting progress reports to the State, and coordinating all invoicing and payment of invoices.

The Grantee will respond to DWR's reporting and compliance requirements associated with the grant administration and will coordinate with the project managers responsible for implementing the projects contained in this agreement.

The Grantee will be responsible for compiling invoices for submittal to DWR. This includes collecting invoice documentation from each of the project proponents and compiling the information into a DWR Invoice Packet.

The Grantee will be responsible for compiling progress reports for submittal to DWR. The Grantee will coordinate with project proponent staff to retain consultants as needed to prepare and submit, Progress Reports and Final Project Completion Reports for each project, as well as the Grant Completion Reports.

Reports will meet generally accepted professional standards for technical reporting and the requirements terms of the contract with DWR outlined in Exhibit G of this agreement. For example, Progress Reports will explain the status of the project and will include the following information: summary of the work completed for the project during the reporting period; activities and milestones achieved; and accomplishments and any problems encountered in the performance of work. Project Completion Reports will include: documentation of actual work done, changes and amendments to each project, a final schedule showing actual progress versus planned progress, and copies of final documents and reports generated during the project.

**Deliverables:**

- Compiled invoices and associated backup documentation for all grant projects
- Progress Reports for all projects
- Draft and Final Project Completion Reports
- Draft and Final Grant Completion Report

### Task 1b Project Management

Manage compliance with grant agreement requirements related to the project, prepare and submit supporting documents and coordination with Grantee's grant administrator. Prepare invoices including relevant supporting documentation for submittal to DWR via the Grantee. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

#### **Deliverables:**

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

### Task 1c Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

#### **Deliverables:**

- Proof of labor compliance upon request

### Task 1d Reporting

Prepare progress reports detailing work completed during reporting period as outlined in Exhibit (G) of this agreement. Submit reports to the Grantee for review and inclusion in a progress report to be submitted to DWR.

Prepare Draft Project Completion Report and submit to DWR via the Grantee for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare Final Report addressing Grantee/DWRs comments. The report shall be prepared and presented in accordance with the provision of Exhibit G.

#### **Deliverables:**

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

### **Budget Category (b): Land Purchase/Easement**

#### Task 2 Land Purchase/Easement

There are no tasks to be performed under this category.

### **Budget Category (c): Planning/Design/Engineering and Environmental Documentation**

#### Task 3a Feasibility Studies

The City contracted with Sunrise Engineering through a grant from the USDA and completed 95% engineering plans and specifications for the Project. The City will complete the remaining 5% for 100% final engineering plans and specifications under Task 8.1 to move forward with project construction.

#### **Deliverables:**

- Engineering plans and specifications from Sunrise Engineering

### Task 3b CEQA Documentation

Environmental documentation for the Cady Springs improvements portion of the project is complete. Environmental documentation for the water main replacement portion is not complete. It is anticipated that a categorical exemption under CEQA will be completed for the water main replacement.

#### **Deliverables:**

- All relevant CEQA Documentation

### Task 3c Permitting

Obtain all necessary federal, state, and local permits. Permits may include:

- Encroachment permit
- Construction Storm Water Pollution Prevention Plan and Notice of Intent (NOI)

Additional permits may be required and will be obtained as necessary.

#### **Deliverables:**

- Copy of all required permits

### Task 3d Final Design

#### Sub-Task 3d.1: 100% Design for Cady Springs

Utilizing the 95% design plans and specifications prepared by Sunrise engineering, the City will identify lower cost alternatives that meet the project purpose and fit within the financial limits of the grant and the scope of the existing environmental document. The City will retain the services of a qualified engineering firm to assist in completing engineering plans and specifications to move forward with project construction.

#### Sub-Task 3d.2: 100% Design for Johnstonville Road and Harris Road Tank Water Mains:

With its own engineering staff, the City will complete 100% design engineering plans and specifications for the water main replacement portion of the project which will include surveying, and design of Johnstonville and Harris Tank water mains.

#### **Deliverables:**

- 100% Engineering Plans and Specifications Documents

### Task 3e Project Monitoring Plan

Develop and submit a Project Monitoring Plan. Along with the Project Performance Measures Table provided by DWR project manager, the Project Monitoring Plan (as described in Exhibit J) will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

#### **Deliverables:**

- Project Monitoring Plan

### **Budget Category (d): Construction/Implementation**

#### Task 4a Construction Contracting

To economize project costs when bidding, the City may bundle several work items into one or more contracts. The City will prepare a construction bid package for advertisement to procure a construction contractor using public bidding procedures which may include conducting a pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of a notice to proceed. The City's policies and procedures and applicable public contract codes will be used to identify the construction contractor from the pool of bidders.

**Deliverables:**

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

**Task 4b Construction Administration**

Review contractor submittals, answer requests for information, and issue work directives. All work will be overseen by the City Engineer and/or Finance Manager. A Grant Manager will be assigned to administer the contract documents and to provide adequate inspection services to assure adherence to the construction documents and to monitor schedule and progress payments. Construction observer duties include: documenting of pre-construction conditions, daily construction diary, preparing change orders, addressing questions of contractors on site, reviewing/ updating project schedule, reviewing contractor log submittals and pay requests, forecasting cash flow, notifying contractor if work is not acceptable.

**Deliverables:**

- Notice of Completion

**Task 4c Construction/Implementation Activities**

To complete both the Cady Springs and water main replacement components of the project, the following work items, among others, will be completed:

- 4c (1) Mobilization of all equipment and materials necessary for completing the project to the jobsite staging areas.
- 4c (2) Perform work area preparations, that may include minor clearing, grubbing, grading to provide adequate access.
- 4c (3) Construct a pumping station, including concrete pads, building, pumping plants, and electrical and mechanical components.
- 4c (4) Connect pumps to existing 14-inch-diameter gravity water supply line from Cady Springs with new 10-inch-diameter splice-in line, flow meter, and controls (approximately 100 feet of new 10-inch-diameter PVC pipe).
- 4c (5) Inspect and re-coat the Cady Springs water tank, and add system controls (e.g., SCADA, altitude valves, pressure relief valves, etc.).
- 4c (6) Connect pumps to existing 10-inch pipeline and control lines leading to the Cady Springs Water Tank north of the pump station (approximately 100 feet of new 10-inch-diameter PVC pipe).
- 4c (7) Use approximately 200 feet of new 16-inch-diameter PVC pipe and fittings through an existing sleeve under Highway 36 to complete a final connection of existing 16-inch-diameter pipelines routed to the Harris Road Tank.
- 4c (8) Trench and install approximately 3,200 feet of new 14-inch-diameter PVC C900 pipe to replace existing water main and service laterals along Johnstonville Road within existing road rights-of-way and utility easements.
- 4c (9) Prepare and comply with an Erosion Control Plan as needed for storm water discharge permit.
- 4c (10) Trench lines will be backfilled according to geotechnical standards and a City Inspector will confirm all construction activities meet applicable building and grading codes.
- 4c (11) Perform testing of all water lines and the Cady Springs infrastructure for verification of meeting applicable City standards.
- 4c (12) Upon completion of construction work, the contractors will dismantle the staging areas and demobilize equipment from the worksites.

**Deliverables:**

Photographic documentation

## PROJECT 2: SPALDING COMMUNITY SERVICE DISTRICT WASTE WATER POND CLOSURE

### IMPLEMENTING AGENCY: Spalding Community Service District

**PROJECT DESCRIPTION:** This project will install about 2,000 feet of cement-filled 12-inch-diameter tubing as a means of providing hold-down ballast for three existing wastewater effluent ponds black polyurethane liners. These tubes would be placed on the base of the pond slopes. Groundwater is currently used for ballast. Eliminating the need to pump groundwater for pond liner ballast will help conserve up to 500,000 gallons of groundwater per day for multiple days at two or three episodes during the dry season.

### **Budget Category (a): Direct Project Administration**

#### Task 1a Project Management

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the Grantee. Prepare invoices including relevant supporting documentation for submittal to DWR via the Grantee. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

#### **Deliverables:**

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

#### Task 1b Labor Compliance Program

Take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

#### **Deliverables:**

- Proof of labor compliance upon request

#### Task 1c Reporting

Prepare quarterly progress reports detailing work completed during reporting periods as outlined in Exhibit (G) of this agreement. Submit reports to the Grantee (City of Susanville) for review and inclusion in progress reports submitted to DWR.

Prepare a draft Project Completion Report and submit to DWR via the Grantee for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare a final Project Completion Report addressing any Grantee or DWR comments. The report shall be prepared and presented in accordance with the provision of Exhibit G.

#### **Deliverables:**

- Project Progress Reports
- Draft and Final Project Completion Report

### **Budget Category (b): Land Purchase/Easement**

#### Task 2 Land Purchase/Easement

There are no tasks to be performed under this category.

### **Budget Category (c): Planning/Design/Engineering and Environmental Documentation**

#### Task 3a Feasibility Studies

This pond liner ballast methodology is a simple design and has been successfully used at the overflow ponds at the South Tahoe Public Utility District's facilities; therefore, feasibility studies will not be conducted.

#### Task 3b CEQA Documentation

Because the project will be conducted entirely within existing pond enclosures and on existing vinyl liners, the agency will file a Notice of Exemption with the State Clearinghouse and/or County Clerk.

#### **Deliverables:**

- Copy of Notice of Exemption
- No Legal Challenges letter

#### Task 3c Permitting

It is not anticipated that any permits will be required for the project. However, Spaulding CSD will obtain any permits determined to be necessary.

#### **Deliverables:**

- Copy of any required permits

#### Task 3d Design

Complete preliminary design and the final engineering specifications and drawings that detail: ballast tube specifications, concrete fill specifications, and installation techniques demonstrating ability to protect existing pond liner against damage during construction.

#### **Deliverables:**

- 100% Design Plans and Specifications

#### Task 3e Project Monitoring Plan

Develop and submit a Project Monitoring Plan. Along with the Project Performance Measures Table provided by DWR project manager, the Project Monitoring Plan (as described in Exhibit J) will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

#### **Deliverables:**

- Project Monitoring Plan

### **Budget Category (d): Construction/Implementation**

#### Task 4a Construction Contracting

Conduct all activities necessary to secure a contractor and award the contract, which may include: development of contract documents for construction contract bidding, advertisement, conducting a pre-bid meeting, bid opening and evaluation, selection of the contractor, award of contract, and issuance of a notice to proceed.

#### **Deliverables:**

- Bid documents
- Proof of Advertisement
- Award of contract
- Notice to proceed

#### Task 4b Construction Administration

Construction administration will include pre-construction initiation activities, keeping daily records of construction activities, performing inspection, and recording and reporting construction progress. This task will also include project construction photo-monitoring and notifying the contractor if work is not acceptable.

**Deliverables:**

- Notice of Completion

**Task 4c Construction/Implementation Activities**

Anticipated construction activities are outlined below.

4c (1) Mobilization and demobilization of equipment and materials necessary to complete the project to and from the jobsite.

4c (2) Site preparation which may include taking the pond out of service and removal of debris on the liner within the work areas.

4c (3) Installation of approximately 2,000 feet of 12-inch-diameter plastic pipe along the inboard embankment slope toes of the three ponds. Once the pipe segments are in place, they will be filled with cement slurry and capped.

**Deliverables:**

- Photographic documentation

**PROJECT 3: LASSEN LAND & TRAILS TRUST MUNICIPAL WATER ASSESSMENT**

**IMPLEMENTING AGENCY: Lassen Land & Trails Trust**

**PROJECT DESCRIPTION:** This project will allow the Lassen Land & Trails Trust (Trust) and the communities of Ravendale and Madeline to assess the best way to continue to provide municipal water supplies. This will be achieved in three main capacity assessments: technical, managerial, and financial. The primary goal of this project will be to plan and design a system that will ensure that these rural communities have access to safe and reliable water, through water quality improvements. The secondary goal will be to explore options for water-saving enhancements or recycling opportunities.

**Budget Category (a): Direct Project Administration**

**Task 1a Project Management**

Manage grant agreement including compliance with grant requirements, and preparation and submission of supporting grant documents and coordination with the Grantee. Prepare invoices including relevant supporting documentation for submittal to DWR via the Grantee. This task also includes administrative responsibilities associated with the project such as coordinating with partnering agencies and managing consultants/contractors.

**Deliverables:**

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Other Applicable Project Deliverables

**Task 1b Labor Compliance Program**

This project does not include any construction activities making the development of a labor compliance program an unnecessary task; however, if it becomes applicable, the Trust will take all measures necessary to ensure compliance with applicable California Labor Code requirements, including, preparation and implementation of a labor compliance program or including any payments to the Department of Industrial Relations under Labor Code Section 1771.3.

**Deliverables:**

- Proof of labor compliance, if necessary, upon request

#### Task 1c Reporting

Prepare quarterly progress reports detailing work completed during reporting periods as outlined in Exhibit (G) of this agreement. Submit reports to the Grantee (City of Susanville) for review and inclusion in progress reports submitted to DWR.

Prepare a draft Project Completion Report and submit to DWR via the Grantee for DWR Project Manager's comment and review no later than 90 days after project completion. Prepare a final Project Completion Report addressing any Grantee or DWR comments. The report shall be prepared and presented in accordance with the provision of Exhibit G.

#### **Deliverables:**

- Quarterly Project Progress Reports
- Draft and Final Project Completion Report

#### **Budget Category (b): Land Purchase/Easement**

##### Task 2 Land Purchase/Easement

There are no tasks to be performed under this category.

#### **Budget Category (c): Planning/Design/Engineering and Environmental Documentation**

##### Task 3a Feasibility Studies

A Water System Capacity Assessment (Assessment) will be prepared that will generally follow the Technical, Managerial, and Financial (TMF) method of assessment for small water systems, with additional technical engineering input from the water systems engineer, including recommendations for holistic system upgrades and system mapping.

The Assessment will analyze the physical and operational ability of the system to serve customers now and in the future. This analysis will verify that the system's source can meet current and anticipated demand, and that the system's source is adequately protected, treated, and sampled. To the extent possible within budget constraints, the team will also attempt to verify that the system's infrastructure is in good condition.

Managerial capacity assessment will analyze the system's administrative and organizational ability to be successful now and in the future. This will include analysis of the Operations Plan, and include a cursory review of any other existing system plans. (Master Plans, Capital Improvements Plans, Asset Management Plans). The review of plans is intended to identify planning deficiencies. The analysis will also evaluate the adequacy of ongoing training for water system operators and the level of planning efforts.

Financial capacity assessment will look at the system's budgets and ability to generate or obtain enough funds to maintain the system and to pay for future improvements.

At the end of the Assessment, a report on the technical, managerial, and financial capacity of the municipal water system will be prepared and will include system mapping and recommendations for system improvements.

#### **Deliverables:**

- Water System Capacity Assessment Report

##### Task 3b CEQA Documentation

The project is an assessment only activity. Therefore, there are no tasks to be performed under this category.

##### Task 3c Permitting

The project is an assessment only activity. Therefore, there are no tasks to be performed under this category.

Task 3d Design

The project is an assessment only activity. Therefore, there are no tasks to be performed under this category.

Task 3e Project Monitoring Plan

Develop and submit a Project Monitoring Plan. Along with the Project Performance Measures Table provided by DWR project manager, the Project Monitoring Plan (as described in Exhibit J) will include baseline conditions, a brief discussion of monitoring systems to be used, methodology of monitoring, frequency of monitoring, and location of monitoring points.

**Deliverables:**

- Project Monitoring Plan

**Budget Category (d): Construction/Implementation**

The project is an assessment only activity. Therefore, there are no tasks to be performed under this category.

**EXHIBIT B  
BUDGET**

<b>Summary Budget for the Lahontan Basins IRWM Implementation Grant</b>					
<b>Individual Project Title</b>	<b>Requested Grant Amount</b>	<b>Cost Share: Non-State Fund Source (Funding Match)</b>	<b>Additional Cost Share</b>	<b>Total Cost</b>	<b>% Funding Match</b>
Project 1 – City of Susanville Sustainable Water Supply and conjunctive Use Project*	\$1,789,085	–	–	\$1,789,085	0%
Project 2 – Spaulding CSD Waste Water Pond Closure*	\$92,500	–	\$4,622	\$97,122	0%
Project 3 – Lassen Land and Trails Trust Municipal Water Assessment*	\$62,000	–	–	\$62,000	0%
<b>Total</b>	<b>\$1,943,585</b>	<b>–</b>	<b>\$4,622</b>	<b>\$1,948,207</b>	<b>0%</b>

\* Indicates DAC waiver projects.

<b>Project 1 – City of Susanville Sustainable Water Supply and Conjunctive Use Budget</b>					
<b>Budget Category</b>		<b>Requested Grant Amount</b>	<b>Cost Share: Non-State Fund Source (Funding Match)</b>	<b>Additional Cost Share</b>	<b>Total</b>
(a)	Direct Project Administration	\$95,000	–	–	\$95,000
(b)	Land Purchase/Easement	–	–	–	–
(c)	Planning/Design/Engineering/Environmental Documentation	\$180,000	–	–	\$180,000
(d)	Construction/Implementation	\$1,514,085	–	–	\$1,514,085
	<b>Total</b>	<b>\$1,789,085</b>	<b>–</b>	<b>–</b>	<b>\$1,789,085</b>

**EXHIBIT B  
BUDGET (CONT.)**

<b>Project 2 – Spaulding CSD Waste Water Pond Closure Budget</b>					
<b>Budget Category</b>		<b>Requested Grant Amount</b>	<b>Cost Share: Non-State Fund Source (Funding Match)</b>	<b>Additional Cost Share</b>	<b>Total</b>
(a)	Direct Project Administration	\$2,500	\$2,880	–	\$5,380
(c)	Planning/Design/Engineering/Environmental Documentation	\$9,000	–	–	\$9,000
(d)	Construction/Implementation	\$81,000	\$1,742	–	\$82,742
<b>Total</b>		<b>\$92,500</b>	<b>\$4,622</b>	<b>–</b>	<b>\$97,122</b>

<b>Project 3 – Lassen Land and Trails Trust Municipal Water Assessment Budget</b>					
<b>Budget Category</b>		<b>Requested Grant Amount</b>	<b>Cost Share: Non-State Fund Source (Funding Match)</b>	<b>Additional Cost Share</b>	<b>Total</b>
(a)	Direct Project Administration	\$12,500	–	–	\$12,500
(c)	Planning/Design/Engineering/Environmental Documentation	\$49,500	–	–	\$49,500
<b>Total</b>		<b>\$62,000</b>	<b>–</b>	<b>–</b>	<b>\$62,000</b>

**EXHIBIT C  
SCHEDULE**

<b>WORK TASKS</b>	<b>Start Date</b>	<b>End Date</b>
<b>Project 1: City of Susanville Sustainable Water Supply and Conjunctive Use</b>	7/1/16	10/30/18
(a) Direct Project Administration	7/1/16	10/30/18
Task 1a – Agreement Administration, Invoicing, and Reporting	7/1/16	10/30/18
Tasks 1b & 1c – Project Management and Labor Compliance Program	7/1/16	9/30/18
Task 1d – Project Reporting	7/1/16	9/30/18
(c) Planning/Design/Engineering/Environmental Documentation	7/1/16	3/31/17
Task 3a – Feasibility Studies	7/1/16	8/1/16
Task 3b – CEQA Documentation	7/1/16	9/30/16
Task 3c – Permitting	5/1/13	10/26/16
Task 3d – Design	7/1/16	3/31/17
Task 3e – Project Monitoring Plan	7/1/16	3/31/18
(d) Construction/Implementation	3/31/17	9/30/18
Task 4a – Construction Contracting	6/1/17	3/31/18
Task 4b – Construction Administration	3/31/17	9/30/18
Task 4c – Construction/Implementation Activities	6/1/17	3/31/18
<b>Project 2: Spalding Community Service District Waste Water Pond Closure</b>	7/1/16	12/2/17
(a) Direct Project Administration	7/1/16	12/2/17
Task 1a – Project Management	7/1/16	12/2/17
Task 1b – Labor Compliance Program	7/1/16	12/2/17
Task 1c – Reporting	7/1/16	12/2/17
(b) Land Purchase/Easement (complete)	-	-
(c) Planning/Design/Engineering/Environmental Documentation	8/1/16	1/11/17
Task 3a – Feasibility Studies (complete)	-	-
Task 3b – CEQA Documentation	7/1/16	1/11/17
Task 3c – Permitting (not anticipated to be required)	-	-
Task 3d – Design	8/1/16	1/11/17
Task 3e – Project Monitoring Plan	7/1/16	1/11/17
(d) Construction/Implementation	6/12/17	8/27/17
Task 4a – Construction Contracting	1/12/17	6/11/17
Task 4b – Construction Administration	6/12/17	8/27/17

WORK TASKS	Start Date	End Date
Task 4c – Construction/Implementation Activities	6/12/17	8/27/17
<b>Project 3: Lassen Land &amp; Trails Trust Municipal Water Assessment</b>	7/1/16	12/5/17
(a) Direct Project Administration	7/1/16	12/5/17
Task 1a – Project Management	7/1/16	12/5/17
Task 1b – Labor Compliance Program (not applicable; assessment only)	-	-
Task 1c – Reporting	7/1/16	12/5/17
(b) Land Purchase/Easement (not applicable; assessment only)	-	-
(c) Planning/Design/Engineering and Environmental Documentation	7/1/16	10/1/17
Task 3a – Feasibility Studies	7/1/16	10/1/17
Task 3b – CEQA Documentation (not applicable; assessment only)	-	-
Task 3c – Permitting (not applicable; assessment only)	-	-
Task 3d – Design (not applicable; assessment only)	-	-
Task 3e –Project Monitoring Plan	7/1/16	10/1/17
(d) Construction/Implementation (not applicable; assessment only)	-	-

**EXHIBIT D**  
**STANDARD CONDITIONS**

**D.1) ACCOUNTING AND DEPOSIT OF FUNDING DISBURSEMENT:**

- a) **Separate Accounting of Funding Disbursements and Interest Records:** Grantee shall account for the money disbursed pursuant to this Grant Agreement separately from all other Grantee funds. Grantee shall maintain audit and accounting procedures that are in accordance with generally accepted accounting principles and practices, consistently applied. Grantee shall keep complete and accurate records of all receipts, disbursements, and interest earned on expenditures of such funds. Grantee shall require its contractors or subcontractors to maintain books, records, and other documents pertinent to their work in accordance with generally accepted accounting principles and practices. Records are subject to inspection by State at any and all reasonable times.
- b) **Fiscal Management Systems and Accounting Standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of state law or this Grant Agreement.
- c) **Disposition of Money Disbursed:** All money disbursed pursuant to this Grant Agreement shall be deposited, administered, and accounted for pursuant to the provisions of applicable law.
- d) **Remittance of Unexpended Funds:** Grantee shall remit to State any unexpended funds that were disbursed to Grantee under this Grant Agreement and were not used to pay Eligible Project Costs within a period of sixty (60) calendar days from the final disbursement from State to Grantee of funds or, within thirty (30) calendar days of the expiration of the Grant Agreement, whichever comes first.

**D.2) ACKNOWLEDGEMENT OF CREDIT:** Grantee shall include appropriate acknowledgement of credit to the State and to all cost-sharing partners for their support when promoting the projects or using any data and/or information developed under this Grant Agreement. During construction of each project, Grantee shall install a sign at a prominent location, which shall include a statement that the project is financed under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, administered by State of California, Department of Water Resources. Grantee shall notify State that the sign has been erected by providing them with a site map with the sign location noted and a photograph of the sign.

**D.3) AIR OR WATER POLLUTION VIOLATION:** Under State laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to §13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

**D.4) AMENDMENT:** This Grant Agreement may be amended at any time by mutual agreement of the Parties, except insofar as any proposed amendments are in any way contrary to applicable law. Requests by the Grantee for amendments must be in writing stating the amendment request and the reason for the request. State shall have no obligation to agree to an amendment.

**D.5) AMERICANS WITH DISABILITIES ACT:** By signing this Grant Agreement, Grantee assures State that it complies with the Americans with Disabilities Act (ADA) of 1990, (42 U.S.C., 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

**D.6) APPROVAL:** This Agreement is of no force or effect until signed by all parties to the agreement. Grantee may not submit invoices or receive payment until all required signatures have been obtained.

**D.7) AUDITS:** State reserves the right to conduct an audit at any time between the execution of this Grant Agreement and the completion of the projects, with the costs of such audit borne by State. After completion of the projects, State may require Grantee to conduct a final audit to State's specifications, at Grantee's expense, such audit to be conducted by and a report prepared by an independent

Certified Public Accountant. Failure or refusal by Grantee to comply with this provision shall be considered a breach of this Grant Agreement, and State may elect to pursue any remedies provided in Paragraph 14 or take any other action it deems necessary to protect its interests.

Pursuant to Government Code §8546.7, the Grantee shall be subject to the examination and audit by the State for a period of three years after final payment under this Grant Agreement with respect to all matters connected with this Grant Agreement, including but not limited to, the cost of administering this Grant Agreement. All records of Grantee or its contractor or subcontractors shall be preserved for this purpose for at least three (3) years after project completion or final billing, whichever comes later.

- D.8) BUDGET CONTINGENCY:** If the Budget Act of the current year covered under this Grant Agreement does not appropriate sufficient funds for the Proposition 84 Implementation Grant Program, this Grant Agreement shall be of no force and effect. This provision shall be construed as a condition precedent to the obligation of State to make any payments under this Grant Agreement. In this event, State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Grant Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement. Nothing in this Grant Agreement shall be construed to provide Grantee with a right of priority for payment over any other Grantee. If funding for any fiscal year after the current year covered by this Grant Agreement is reduced or deleted by the Budget Act for purposes of this program, State shall have the option to either cancel this Grant Agreement with no liability occurring to State, or offer a Grant Agreement amendment to Grantee to reflect the reduced amount.
- D.9) CALIFORNIA CONSERVATION CORPS:** As required in Water Code §79038(b), Grantee shall examine the feasibility of using the California Conservation Corps or community conservation corps to accomplish the habitat restoration, enhancement and protection activities listed in the Exhibit A, Work Plan, and shall use the services of one of these organizations whenever feasible.
- D.10) CEQA:** Activities funded under this Grant Agreement, regardless of funding source, must be in compliance with the California Environmental Quality Act (CEQA) (Public Resources Code §21000 et seq.). Information on CEQA may be found at the following links:
- Environmental Information: <http://resources.ca.gov/ceqa/>
- California State Clearinghouse Handbook:  
[https://www.opr.ca.gov/docs/SCH\\_Handbook\\_2012.pdf](https://www.opr.ca.gov/docs/SCH_Handbook_2012.pdf)
- D.11) CHILD SUPPORT COMPLIANCE ACT:** For any Grant Agreement in excess of \$100,000, the Grantee acknowledges in accordance with Public Contract Code §7110, that:
- a) The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with §5200) of Part 5 of Division 9 of the Family Code; and
  - b) The Grantee, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
- D.12) CLAIMS DISPUTE:** Any claim that the Grantee may have regarding performance of this agreement including, but not limited to, claims for additional compensation or extension of time, shall be submitted to the State's Project Manager, within thirty (30) calendar days of the Grantee's knowledge of the claim. State and Grantee shall then attempt to negotiate a resolution of such claim and process an amendment to this Agreement to implement the terms of any such resolution.
- D.13) COMPETITIVE BIDDING AND PROCUREMENTS:** Grantee shall comply with all applicable laws and regulations regarding securing competitive bids and undertaking competitive negotiations in Grantee's contracts with other entities for acquisition of goods and services and construction of public works with funds provided by State under this Grant Agreement.

- D.14) COMPUTER SOFTWARE:** Grantee certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Grant Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.
- D.15) CONFLICT OF INTEREST:** All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code, § 1090 and Public Contract Code, § 10410 and § 10411, for State conflict of interest requirements.
- a) **Current State Employees:** No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or employee shall contract on his or her own behalf as an independent contractor with any State agency to provide goods or services.
  - b) **Former State Employees:** For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.
  - c) **Employees of the Grantee:** Employees of the Grantee shall comply with all applicable provisions of law pertaining to conflicts of interest, including but not limited to any applicable conflict of interest provisions of the California Political Reform Act, Government Code § 87100 *et seq.*
  - d) **Employees and Consultants to the Grantee:** Individuals working on behalf of a Grantee may be required by the Department to file a Statement of Economic Interests (Fair Political Practices Commission Form 700) if it is determined that an individual is a consultant for Political Reform Act purposes.
- D.16) DELIVERY OF INFORMATION, REPORTS, AND DATA:** Grantee agrees to expeditiously provide throughout the term of this Grant Agreement, such reports, data, information, and certifications as may be reasonably required by State.
- D.17) DISPOSITION OF EQUIPMENT:** Grantee shall provide to State, not less than 30 calendar days prior to submission of the final invoice, an itemized inventory of equipment purchased with funds provided by State. The inventory shall include all items with a current estimated fair market value of more than \$5,000.00 per item. Within 60 calendar days of receipt of such inventory State shall provide Grantee with a list of the items on the inventory that State will take title to. All other items shall become the property of Grantee. State shall arrange for delivery from Grantee of items that it takes title to. Cost of transportation, if any, shall be borne by State.
- D.18) DRUG-FREE WORKPLACE CERTIFICATION:** Certification of Compliance: By signing this Grant Agreement, Grantee, its contractors or subcontractors hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code § 8350 *et seq.*) and have or will provide a drug-free workplace by taking the following actions:
- a) Publish a statement notifying employees, contractors, and subcontractors that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, contractors, or subcontractors for violations, as required by Government Code § 8355(a)(1).

- b) Establish a Drug-Free Awareness Program, as required by Government Code §8355(a)(2) to inform employees, contractors, or subcontractors about all of the following:
  - i) The dangers of drug abuse in the workplace,
  - ii) Grantee's policy of maintaining a drug-free workplace,
  - iii) Any available counseling, rehabilitation, and employee assistance programs, and
  - iv) Penalties that may be imposed upon employees, contractors, and subcontractors for drug abuse violations.
- c) Provide, as required by Government Code §8355(a)(3), that every employee, contractor, and/or subcontractor who works under this Grant Agreement:
  - i) Will receive a copy of Grantee's drug-free policy statement, and
  - ii) Will agree to abide by terms of Grantee's condition of employment, contract or subcontract.

- D.19) FINAL INSPECTIONS AND CERTIFICATION OF REGISTERED PROFESSIONAL:** Upon completion of the Project, Grantee shall provide for a final inspection and certification by the appropriate registered professional (California Registered Civil Engineer or Geologist) that the Project has been completed in accordance with submitted final plans and specifications and any modifications thereto and in accordance with this Grant Agreement. Grantee shall notify the State's Project Manager of the inspection date at least 14 calendar days prior to the inspection in order to provide State the opportunity to participate in the inspection.
- D.20) GRANTEE COMMITMENTS:** Grantee accepts and agrees to comply with all terms, provisions, conditions and commitments of this Grant Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and statements made by the Grantee in the application, documents, amendments, and communications filed in support of its request for funding.
- D.21) GRANTEE NAME CHANGE:** Approval of the State's Program Manager is required to change the Grantee's name as listed on this Grant Agreement. Upon receipt of legal documentation of the name change the State will process an amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
- D.22) GOVERNING LAW:** This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
- D.23) INDEMNIFICATION:** Grantee shall indemnify and hold and save the State, its officers, agents, and employees, free and harmless from any and all liabilities for any claims and damages (including inverse condemnation) that may arise out of the projects and this Agreement, including, but not limited to any claims or damages arising from planning, design, construction, maintenance and/or operation of levee rehabilitation measures for this Project and any breach of this Agreement. Grantee shall require its contractors or subcontractors to name the State, its officers, agents and employees as additional insured on their liability insurance for activities undertaken pursuant to this Agreement.
- D.24) INDEPENDENT CAPACITY:** Grantee, and the agents and employees of Grantees, in the performance of the Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of the State.
- D.25) INSPECTION OF BOOKS, RECORDS, AND REPORTS:** During regular office hours, each of the parties hereto and their duly authorized representatives shall have the right to inspect and to make copies of any books, records, or reports of either party pertaining to this Grant Agreement or matters related hereto. Each of the parties hereto shall maintain and shall make available at all times for such inspection accurate records of all its costs, disbursements, and receipts with respect to its activities under this Grant Agreement. Failure or refusal by Grantee to comply with this provision shall be considered a breach of this Grant Agreement, and State may withhold disbursements to Grantee or take any other action it deems necessary to protect its interests.
- D.26) INSPECTIONS OF PROJECT BY STATE:** State shall have the right to inspect the work being performed at any and all reasonable times during the term of the Grant Agreement. This right shall extend to any subcontracts, and Grantee shall include provisions ensuring such access in all its contracts or subcontracts entered into pursuant to its Grant Agreement with State.

- D.27) INVOICE DISPUTES:** In the event of an invoice dispute, payment will not be made until the dispute is resolved and a corrected invoice submitted. Failure to use the address exactly as provided may result in return of the invoice to the Grantee. Payment shall be deemed complete upon deposit of the payment, properly addressed, postage prepaid, in the United States mail. Any claim that Grantee may have regarding the performance of this Grant Agreement including, but not limited to claims for additional compensation or extension of time, shall be submitted to the DWR Project Manager within thirty (30) calendar days of Grantee's knowledge of the claim. State and Grantee shall then attempt to negotiate a resolution of such claim and process an amendment to the Grant Agreement to implement the terms of any such resolution.
- D.28) LABOR CODE COMPLIANCE:** The Grantee will be required to keep informed of and take all measures necessary to ensure compliance with applicable Labor Code requirements, including, but not limited to, §1720 *et seq.* of the Labor Code regarding public works, limitations on use of volunteer labor (Labor Code §1720.4), labor compliance programs (Labor Code §1771.5) and payment of prevailing wages for work done and funded pursuant to these Guidelines, including any payments to the Department of Industrial Relations under Labor Code §1771.3.
- D.29) NONDISCRIMINATION:** During the performance of this Grant Agreement, Grantee and its contractors or subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), marital status, and denial of medial and family care leave or pregnancy disability leave. Grantee and its contractors or subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its contractors or subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code §12990 (a-f) *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, §7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Grantee and its contractors or subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Grant Agreement.
- D.30) NO DISCRIMINATION AGAINST DOMESTIC PARTNERS:** For contracts over \$100,000 executed or amended after January 1, 2007, the Grantee certifies by signing this Grant Agreement, under penalty of perjury under the laws of State of California that Grantee is in compliance with Public Contract Code §10295.3.
- D.31) OPINIONS AND DETERMINATIONS:** Where the terms of this Grant Agreement provide for action to be based upon, judgment, approval, review, or determination of either party hereto, such terms are not intended to be and shall never be construed as permitting such opinion, judgment, approval, review, or determination to be arbitrary, capricious, or unreasonable.
- D.32) PERFORMANCE AND ASSURANCES:** Grantee agrees to faithfully and expeditiously perform or cause to be performed all Project work as described in Exhibit A (Work Plan) and to apply State funds received only to Eligible Project Costs in accordance with applicable provisions of the law.
- D.33) PRIORITY HIRING CONSIDERATIONS:** If this Grant Agreement includes services in excess of \$200,000, the Grantee shall give priority consideration in filling vacancies in positions funded by the Grant Agreement to qualified recipients of aid under Welfare and Institutions Code §11200 in accordance with Public Contract Code §10353.
- D.34) PROHIBITION AGAINST DISPOSAL OF PROJECT WITHOUT STATE PERMISSION:** The Grantee shall not sell, abandon, lease, transfer, exchange, mortgage, hypothecate, or encumber in any manner whatsoever all or any portion of any real or other property necessarily connected or used in conjunction with the

projects, or with Grantee's service of water, without prior permission of State. Grantee shall not take any action, including but not limited to actions relating to user fees, charges, and assessments that could adversely affect the ability of Grantee to meet its obligations under this Grant Agreement, without prior written permission of State. State may require that the proceeds from the disposition of any real or personal property be remitted to State.

- D.35) REMEDIES NOT EXCLUSIVE:** The use by either party of any remedy specified herein for the enforcement of this Grant Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of, any other remedy provided by law.
- D.36) RETENTION:** Notwithstanding any other provision of this Grant Agreement, State shall, for each project, withhold five percent (5.0%) until January 1, 2018 and ten percent (10.0%), thereafter, of the funds requested by Grantee for reimbursement of Eligible Costs. Each project in this Grant Agreement will be eligible to release its respective retention when that project is completed and Grantee has met requirements of Paragraph 19, "Submissions of Reports", except in the case of the last project to be completed under this Grant Agreement, in which case retention for such project will not be disbursed until the "Grant Completion Report" is submitted to and approved by State. State shall disburse retained funds to the Grantee.
- D.37) RIGHTS IN DATA:** Grantee agrees that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes and other written or graphic work produced in the performance of this Grant Agreement shall be made available to the State and shall be in the public domain to the extent to which release of such materials is required under the California Public Records Act., Government Code §6250 *et seq.* Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected and developed under this Grant Agreement, subject to appropriate acknowledgement of credit to State for financial support. Grantee shall not utilize the materials for any profit-making venture or sell or grant rights to a third party who intends to do so. The State shall have the right to use any data described in this paragraph for any public purpose.
- D.38) SEVERABILITY:** Should any portion of this Grant Agreement be determined to be void or unenforceable, such shall be severed from the whole and the Grant Agreement shall continue as modified.
- D.39) STATE REVIEWS:** The parties agree that review or approval of project applications, documents, permits, plans, and specifications or other project information by the State is for administrative purposes only and does not relieve the Grantee of their responsibility to properly plan, design, construct, operate, maintain, implement, or otherwise carry out the projects.
- D.40) SUSPENSION OF PAYMENTS:** This Grant Agreement may be subject to suspension of payments or termination, or both, and Grantee may be subject to debarment if the State determines that:
- Grantee, its contractors, or subcontractors have made a false certification, or
  - Grantee, its contractors, or subcontractors violates the certification by failing to carry out the requirements noted in this Grant Agreement.
- D.41) SUCCESSORS AND ASSIGNS:** This Grant Agreement and all of its provisions shall apply to and bind the successors and assigns of the parties. No assignment or transfer of this Grant Agreement or any part thereof, rights hereunder, or interest herein by the Grantee shall be valid unless and until it is approved by State and made subject to such reasonable terms and conditions as State may impose.
- D.42) TERMINATION BY GRANTEE:** Subject to State approval which may be reasonably withheld, Grantee may terminate this Agreement and be relieved of contractual obligations. In doing so, Grantee must provide a reason(s) for termination. Grantee must submit all progress reports summarizing accomplishments up until termination date.
- D.43) TERMINATION FOR CAUSE:** Subject to the right to cure under Paragraph 14, the State may terminate this Grant Agreement and be relieved of any payments should Grantee fail to perform the requirements of this Grant Agreement at the time and in the manner herein, provided including but not limited to reasons of default under Paragraph 14.

- D.44) TERMINATION WITHOUT CAUSE:** The State may terminate this Grant Agreement without cause on 30 calendar days advance written notice. The Grantee shall be reimbursed for all reasonable expenses incurred up to the date of termination.
- D.45) THIRD PARTY BENEFICIARIES:** The parties to this Grant Agreement do not intend to create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or any duty, covenant, obligation or understanding established herein.
- D.46) TIMELINESS:** Time is of the essence in this Grant Agreement.
- D.47) TRAVEL:** Grantee agrees that travel and per diem costs shall NOT be eligible for reimbursement with State funds, and shall NOT be eligible for computing Grantee cost match. Travel includes the costs of transportation, subsistence, and other associated costs incurred by personnel during the term of this Grant Agreement.
- D.48) WAIVER OF RIGHTS:** None of the provisions of this Grant Agreement shall be deemed waived unless expressly waived in writing. It is the intention of the parties here to that from time to time either party may waive any of its rights under this Grant Agreement unless contrary to law. Any waiver by either party of rights arising in connection with the Grant Agreement shall not be deemed to be a waiver with respect to any other rights or matters, and such provisions shall continue in full force and effect.
- D.49) WORKERS' COMPENSATION:** Grantee affirms that it is aware of the provisions of §3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Grantee affirms that it will comply with such provisions before commencing the performance of the work under this Grant Agreement and will make its contractors and subcontractors aware of this provision.

**EXHIBIT E  
AUTHORIZING RESOLUTION**

**RESOLUTION NO. 2015-01  
A RESOLUTION OF THE REGIONAL WATER MANAGEMENT GROUP  
AUTHORIZING SUBMITTAL OF A 2015 INTEGRATED REGIONAL  
WATER MANAGEMENT GRANT APPLICATION  
AND ENTERING INTO A GRANT AGREEMENT**

**WHEREAS**, the Regional Water Management Group ("Authority") was formed to serve and represent regional water supply interests and to assist in protecting and enhancing the reliability, availability, affordability and quality of water resources; and

**WHEREAS**, the Authority adopted an Integrated Regional Water Management Plan ("IRWMP") in July, 2015 to ensure maintaining water supplies for all uses in a sustainable environment; and

**WHEREAS**, the Authority is a public agency that serves as the Regional Water Management Group representing numerous stakeholders and interests throughout the region; and

**WHEREAS** the Authority recognized the need to respond to extreme drought conditions and recognizes the state wide mandate proclaimed on January 17, 2014, urging reductions in water use by 25% or more; and

**WHEREAS** the Authority has worked closely with regional water agencies to identify immediate actions be taken to provide basic levels of service to those areas most impacted.

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Authority as follows:

1. The Director of RWMG is hereby authorized and directed to prepare the necessary data, make investigations, execute and file an application with the California Department of Water Resources to obtain a 2015 Integrated Regional Water Management Grant pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resources Code Section 75001 et seq.).
2. The Director of RWMG is hereby authorized to enter into an agreement with the California Department of Water Resources to accept the grant.

**PASSED AND ADOPTED** at a meeting of the Authority held on May 28, 2015

By:   
Chair, Regional Water Management Group

Attest:   
Co-Chair, Regional Water Management Group

**EXHIBIT F**  
**LOCAL PROJECT SPONSORS**

Grantee has assigned, for each project, a Local Project Sponsor according to the roles of the participating agencies identified in the IRWM Plan. Local Project Sponsors may act on behalf of Grantee for the purposes of individual project management, oversight, compliance, and operations and maintenance. Local Project Sponsors are identified for each Sponsored Project below:

<b>Local Sponsor Agency Designations</b>		
<b>Sponsored Project</b>	<b>Sponsor Agency</b>	<b>Agency Address</b>
Project 1 - City of Susanville Sustainable Water Supply and Conjunctive Use Project	City of Susanville	66 North Lassen Street Susanville, CA 96130
Project 2 - Spalding Community Service District Waste Water Pond Closure	Spalding Community Service District	502-907 Mahogany Way Susanville, CA 96130
Project 3 - Lassen Land & Trails Trust Municipal Water Assessment	Lassen Land & Trails Trust	601 Richmond Road Susanville, CA 96130

## **EXHIBIT G**

### **REPORT FORMATS AND REQUIREMENTS**

The following reporting formats should be utilized. Please obtain State approval prior to submitting a report in an alternative format.

#### **PROGRESS REPORTS**

Progress reports shall generally use the following format. This format may be modified as necessary to effectively communicate information. For each project, discuss the following at the task level, as organized in Exhibit A (Work Plan):

- Percent complete estimate.
- Discussion of work accomplished during the reporting period.
- Milestones or deliverables completed/submitted during the reporting period.
- Scheduling concerns and issues encountered that may delay completion of the task.

For each project, discuss the following at the project level, as organized in Exhibit A (Work Plan):

- Work anticipated for the next reporting period.
- Photo documentation, as appropriate.
- Any schedule or budget modifications approved by DWR during the reporting period.

#### **PROJECT COMPLETION REPORT**

Project Completion Reports shall generally use the following format.

##### **Executive Summary**

Should include a brief summary of project information and include the following items:

- Brief description of work proposed to be done in the original Grant application.
- Description of actual work completed and any deviations from Exhibit A. List any official amendments to this Grant Agreement, with a short description of the amendment.

##### **Reports and/or Products**

The following items should be provided, unless already submitted as a deliverable:

- Provide a copy of any final technical report or study, produced for this project as described in the Work Plan, if applicable
- Electronic copies of any data collected, not previously submitted
- As-built drawings
- Final geodetic survey information
- Project photos
- Discussion of problems that occurred during the work and how those problems were resolved
- A final project schedule showing actual progress versus planned progress

##### **Costs and Dispositions of Funds**

A list of showing:

- Summary of project cost including the following items:
  - Accounting of the cost of project expenditure;
  - Include all internal and external costs not previously disclosed (i.e., additional cost share); and
  - A discussion of factors that positively or negatively affected the project cost and any deviation from the original project cost estimate.

**Additional Information**

- Benefits derived from the project, with quantification of such benefits provided, if applicable.
- A final project schedule showing actual progress versus planned progress as shown in Exhibit C.
- Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate) that the project was conducted in accordance with the approved work plan and any approved modifications thereto.
- Submittal schedule for the Post Performance Report.

**GRANT COMPLETION REPORT**

The Grant Completion Report shall generally use the following format. This format may be modified as necessary to effectively communicate information on the various projects in the IRWM Program funded by this Grant Agreement, and includes the following:

**Executive Summary**

The Executive Summary consists of a maximum of twenty (20) pages summarizing information for the grant as well as the individual projects.

**Reports and/or products**

- Summary of the regional priorities, objectives, and water management strategies of the IRWM Plan.
- Brief comparison of work proposed in the original Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 IRWM Implementation Grant application and actual work done.
- Brief description of the projects completed and how they will further the goals identified in the Agency's final approved IRWM Plan.
- Describe how the implemented projects will meet the regional priorities identified in the final approved IRWM Plan and how the projects contribute to regional integration.
- Identify remaining work and mechanism for their implementation.
- Identify any changes to the IRWM Plan as result of project implementation.
- If applicable, a short discussion on how the IRWM Plan will assist in reducing dependence on Delta water supplies.
- If applicable, a discussion of the critical water supply or water quality benefits to DAC as part of this Grant Agreement.

**Cost & Disposition of Funds Information**

- A summary of final funds disbursement for each project.

**Additional Information**

- Summary of the submittal schedule for the Post Performance Reports for each of the projects in this Grant Agreement.

**POST-PERFORMANCE REPORT**

Report should be concise, and focus on how (each/the) project is actually performing compared to its expected performance; whether the project is being operated and maintained, and providing intended benefits as proposed.

**Reports and/or products**

- Time period of the annual report (e.g., January 2015 through December 2015)
- Short project description
- Discussion of the project benefits
- An assessment of any explanations for any differences between the expected versus actual project benefits in meeting IRWM priorities as stated in the original IRWM Implementation Grant application. Where applicable, the reporting should include quantitative metrics, i.e., new acre-feet of water produced that year, acres of wildlife habitat added, etc.

- Summary of any additional costs and/or benefits deriving from the project since its completion, if applicable.
- Continued reporting on meeting the Output Indicators and Targets discussed in the Project Monitoring Plan discussed in Paragraph 21 of this Grant Agreement.
- Any additional information relevant to or generated by the continued operation of the project.

**EXHIBIT H**  
**REQUIREMENTS FOR STATEWIDE MONITORING AND DATA SUBMITTAL**

**Surface and Groundwater Quality Data**

Groundwater quality and ambient surface water quality monitoring data that include chemical, physical, or biological data shall be submitted to the State as described below, with a narrative description of data submittal activities included in project reports, as described in Exhibit G.

Surface water quality monitoring data shall be prepared for submission to the California Environmental Data Exchange Network (CEDEN). The CEDEN data templates are available on the CEDEN website. Inclusion of additional data elements described on the data templates is desirable. Data ready for submission should be uploaded to your CEDEN Regional Data Center via the CEDEN website. CEDEN website: <http://www.ceden.org>.

If a project's Work Plan contains a groundwater ambient monitoring element, groundwater quality monitoring data shall be submitted to the State for inclusion in the State Water Resources Control Board's Groundwater Ambient Monitoring and Assessment (GAMA) Program Information on the GAMA Program can be obtained at: [http://www.waterboards.ca.gov/gama/geotracker\\_gama.shtml](http://www.waterboards.ca.gov/gama/geotracker_gama.shtml). If further information is required, the Grantee can contact the State Water Resources Control Board (SWRCB) GAMA Program.

**Groundwater Level Data**

Grantee shall submit to DWR groundwater level data collected as part of this grant. Water level data must be submitted using the California Statewide Groundwater Elevation Monitoring (CASGEM) online data submission system. Grantee should use their official CASGEM Monitoring Entity or Cooperating Agency status to gain access to the online submittal tool and submit data. If the data is from wells that are not part of the monitoring network, the water level measurements should be classified as voluntary measurements in the CASGEM system. If the grantee is not a Monitoring Entity or Cooperating Agency, please contact your DWR grant project manager for further assistance with data submittal. The activity of data submittal should be documented in appropriate progress or final project reports, as described in Exhibit G. Information regarding the CASGEM program can be found at <http://www.water.ca.gov/groundwater/casgem/>.

**EXHIBIT I**  
**STATE AUDIT DOCUMENT REQUIREMENTS AND FUNDING MATCH GUIDELINES**  
**FOR GRANTEES**

**State Audit Document Requirements**

The list below details the documents/records that State Auditors typically reviewed in the event of a Grant Agreement being audited. Grantees should ensure that such records are maintained for each State funded Program/Project. Where applicable, this list of documents also includes documents relating to the Grantee's funding match which will be required for audit purposes.

Internal Controls:

1. Organization chart (e.g., Agency's overall organization chart and organization chart for this Grant Agreement's funded project.
2. Written internal procedures and flowcharts for the following:
  - a) Receipts and deposits
  - b) Disbursements
  - c) State reimbursement requests
  - d) State funding expenditure tracking
  - e) Guidelines, policy(ies), and procedures on State funded Program/Project
3. Audit reports of the Grantee's internal control structure and/or financial statements within the last two years.
4. Prior audit reports on State funded Program/Project.

State Funding:

1. Original Grant Agreement, any amendment(s) and budget modification documents.
2. A list of all bond-funded grants, loans or subventions received from the State.
3. A list of all other funding sources for each Program/Project.

Contracts:

1. All subcontractor and consultant contracts and related, if applicable.
2. Contracts between the Grantee, member agencies, and project partners as related to the State funded Program/Project.

Invoices:

1. Invoices from vendors and subcontractors for expenditures submitted to the State for payments under the Grant Agreement.
2. Documentation linking subcontractor invoices to State reimbursement requests and related Grant Agreement budget line items.
3. Reimbursement requests submitted to the State for the Grant Agreement.

Cash Documents:

1. Receipts (copies of warrants) showing payments received from the State.
2. Deposit slips or bank statements showing deposit of the payments received from the State.
3. Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, and/or agents under the Grant Agreement.

Accounting Records:

1. Ledgers showing receipts and cash disbursement entries for State funding.
2. Ledgers showing receipts and cash disbursement entries of other funding sources.
3. Bridging documents that tie the general ledger to reimbursement requests submitted to the State for the Grant Agreement

Administration Costs:

1. Supporting documents showing the calculation of administration costs.

Personnel:

1. List of all contractors and Grantee staff that worked on the State funded Program/Project.
2. Payroll records including timesheets for contractor staff and the Grantee's

Project Files:

1. All supporting documentation maintained in the Program/Project files.
2. All Grant Agreement related correspondence.

**Funding Match Guidelines**

Funding Match consists of non-State funds including in-kind services. In-kind services are defined as work performed or items contributed (i.e., dollar value of non-cash contributions) by the Grantee (and potentially other parties involved) directly related to the execution of Exhibit A (Work Plan) (examples: volunteer services, equipment use, and facilities). The cost of in-kind service can be counted as funding match in-lieu of actual funds (or revenue) provided by the Grantee. Other funding match and in-kind service eligibility conditions may apply. Provided below is guidance for documenting funding match with and without in-kind services.

1. Although tracked separately, in-kind services shall be documented and, to the extent feasible, supported by the same methods used by the Grantee for its own employees. Such documentation should include the following:
  - a. Detailed description of the contributed item(s) or service(s)
  - b. Purpose for which the contribution was made (tied to Grant Agreement Exhibit A (Work Plan))
  - c. Name of contributing organization and date of contribution
  - d. Real or approximate value of contribution. Who valued the contribution and how the value was determined? (e.g., actual, appraisal, fair market value, etc.). Justification of rate. (See item #2, below)
  - e. For contributed labor, the person's name, the work performed, the number of hours contributed, and the pay rate applied
  - f. If multiple sources exist, these should be summarized on a table with summed charges
  - g. Source of contribution and whether it was provided by, obtained with, or supported by government funds
2. Rates for volunteer or in-kind services shall be consistent with those paid for similar work in the Grantee's organization. For example, volunteer service of clearing vegetation performed by an attorney shall be valued at a fair market value for this service, not the rate for professional legal services. In those instances in which the required skills are not found in the recipient organization, rates shall be consistent with those paid for similar work in the labor market. Paid fringe benefits that are reasonable, allowable and allocable may be included in the valuation.
3. Funding match contribution (including in kind services) shall be for costs and services directly attributed to activities included in the Grant Agreement Work Plan. These services, furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as in-kind if the activities are an integral and necessary part of the State funded Program/Project under the Grant Agreement.
4. Cash contributions made to a Program/Project shall be documented as revenue and in-kind services as expenditure. These costs should be tracked separately in the Grantee's accounting systems.

**EXHIBIT J**  
**PROJECT MONITORING PLAN GUIDANCE**

**Introduction**

Please include a brief description of the project (maximum 150 words) including project location, implementation elements, and need for project (what problem will the project address).

**Project Monitoring Plan Components**

The Project Monitoring Plan should contain responses to the following questions:

- What are the anticipated project physical benefits?
- What are the corresponding numeric targets for each project benefit?
- How will proposed numeric targets be measured?
- What are baseline conditions?
- When will the targets be met (upon project completion, five years after completion, etc.)?
- How often will monitoring be undertaken (monthly yearly, etc.)?
- Where are monitoring point locations (ex: meter located at..., at stream mile...)? Include relevant maps.
- How will the project be maintained (ex: irrigation, pest management, weeds abatement, etc.)?
- What will be the frequency and duration of maintenance proposed activities?
- Are there any special environmental considerations (e.g., resource agency requirements, permit requirements, CEQA/NEPA mitigation measures)?
- Who is responsible for collecting the samples (who is conducting monitoring and/or maintenance)?
- How, and to whom, will monitoring results be reported (e.g., paper reports, online databases, public meetings)?
- What adaptive management strategies will be employed if problems are encountered during routine monitoring or maintenance?
- What is the anticipated life of the project?

Reviewed by: JGA City Administrator  
           City Attorney

       Motion only  
       Public Hearing  
  X   Resolution  
       Ordinance  
       Information

**Submitted by:** Kristin Shepard, Administrative Specialist

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 16-5303** authorizing the closure of Main Street on July 23, 2016 for the Lassen County Fair Parade

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

**SUMMARY:** The Lassen County Fair Office is requesting City Council support for the Lassen County Fair Parade event by authorizing the closure of Main Street (State Route 36) from Cottage Street to Fair Drive on Saturday, July 23, 2016, between the hours of 9:30 a.m. to 11:30 a.m.

A Caltrans Encroachment Permit is required for the closure of Main Street. Caltrans does not charge the City and Encroachment Permit fee but they do require the City to accept all liability for this event as the Encroachment Permit Permittee.

This event requires three Street Division crewmembers to sweep Main Street before and after the event and six Public Works Department employees to set up, take down traffic control signs, and assist ten Police Officers with traffic control.

**FISCAL IMPACT:**

Public Works Estimated	\$2,660
Police Department Estimated	<u>\$2,163</u>
TOTAL ESTIMATED COST	\$4,823

**ACTION REQUESTED:** Motion to approve **Resolution Number 16-5303** authorizing the closure of Main Street from Cottage Street to Fair Drive on July 23, 2016 for the Lassen County Fair Parade between 9:30 a.m. and 11:30 a.m. and authorizing the Public Works Director to execute a Caltrans Encroachment Permit application as required.

**ATTACHMENTS:** Resolution Number 16-5303  
Letter of request from the Lassen County Fair Office

**RESOLUTION NUMBER 16-5303**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM COTTAGE**  
**STREET TO FAIR DRIVE ON SATURDAY, JULY 23, 2016, FROM 9:30 A.M. TO**  
**11:30 A.M. FOR THE LASSEN COUNTY FAIR PARADE**

**WHEREAS**, the Lassen County Fair Office is requesting City Council support for the Lassen County Fair Parade to be held on Saturday, July 23, 2016, from 9:30 am to 11:30 am; and

**WHEREAS**, the Fair Office has requested the closure of Main Street (State Route 36) from Cottage Street to Fair Drive on Saturday, July 23, 2016, between the hours of 9:30 a.m. to 11:30 a.m. for the event; and

**WHEREAS**, Caltrans requires an Encroachment Permit application to be submitted in order to close Main Street (State Route 36) for this event.

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

1. Authorizing the closure of Main Street from Cottage Street to Fair Drive on July 23, 2016 for the Lassen County Fair Parade between 9:30 a.m. and 11:30 a.m.
2. Authorizing the Public Works Director to execute a Caltrans Encroachment Permit application as required.

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

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a special meeting of the City Council of the City of Susanville, held on the 22nd day of June, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

# Lassen County Fair

## Jim Wolcott, Fair Manager

195 Russell Avenue  
Susanville, CA 96130  
Telephone (530) 251-8900  
Fax (530) 251-2715  
Lassencountyfair.org



January 5, 2016

City of Susanville  
Susanville City Council  
66 North Lassen County VL Susanville, CA 96130

Attn: To Whom It May Concern

The Lassen County Fair would like to request that Main Street be closed from the top, at the Elk's Lodge, to Fair Drive on Saturday July 23<sup>rd</sup>, 2016 from 9:30am – 11:30am for the Lassen County Fair Parade.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jim Wolcott".

Jim Wolcott  
Fair Manager

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

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Accounts receivable write-off

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

**SUMMARY:** The Administrative Services Department is responsible for the collection of revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billing system or performing a search using our current credit reporting agency resources and calling phone numbers from the closed accounts. After all attempts have failed, staff brings a report to the City Council requesting approval to remove the uncollectible balances from our books and send them on to a collection agency.

Our collections agency has access to additional records and has been successful in recovering additional funds. They have also informed us that accounts received in the first 6-12 months have the highest potential for recovery. As delinquent accounts age, there are limitations placed on collection options. The City receives 66% of delinquencies collected and there is no additional fee charged for this service.

At this time we are requesting that the Council approve writing off \$5,144.18 in uncollected utility revenue for the period of December 2015 thru April 2016.

**FISCAL IMPACT:** Write off \$5,144.18 in potential revenue with a portion to be later recovered through collections.

**ACTION REQUESTED:** Motion to approve the write-off of accounts receivable and send \$5,144.18 to collections.

**ATTACHMENTS:** Report of uncollectible amounts

12/28/2015				
ACCT #	TOTAL AMT.	WATER AMT.	GAS AMT.	ACTION TAKEN
102.2755.00.00	\$216.52	\$216.52		Deceased
105.1986.00.04	\$538.57	\$80.93	\$457.64	New address found, no response. No answer from call
101.00.20.23.13	\$131.51		\$131.51	New address found, no response. No answer from call
102.3895.00.09	\$300.51	\$295.73	\$4.78	No new address found. No answer from call.

1/21/2016				
ACCT #	Total Amt.	Water Amt.	Gas Amt.	Action Taken
104.1270.00.02	\$634.09	\$411.49	\$222.60	No new address found. No working phone #

2/11/2016				
ACCT #	Total Amt.	Water Amt.	Gas Amt.	Action Taken
104.2085.00.12	\$124.13	\$99.74	\$24.39	No new address found. No working phone #
102.3950.00.16	\$212.15	\$47.70	\$164.45	No new address found. No working phone #

2/29/2016				
ACCT #	Total Amt.	Water Amt.	Gas Amt.	Action Taken
102.4337.00.00	\$107.39	\$84.13	\$23.26	new address found, no response. Spoke w/ customer, bankruptcy pending, refused to pay
104.3875.00.11	\$162.70	\$26.05	\$136.65	new address found, no response. No working phone #

4/20/2016				
ACCT #	Total Amt.	Water Amt.	Gas Amt.	Action Taken
103.3045.00.23	\$485.18	\$122.91	\$362.27	no new address found. No answer, left message, no call back
105.0065.00.16	\$363.01	\$15.32	\$347.69	new address found, no response. No working phone #
105.2520.01.03	\$428.99	\$50.95	\$378.04	new address found, no response. No answer, left message, no call back
105.2120.00.05	\$142.01	\$142.01		new address found, no response. No answer left message, no call back
101.0295.03.34	\$225.46		\$225.46	no new address found. No working phone #
103.1435.03.07	\$548.36		\$548.36	new address found, no response. No working phone #
104.3005.00.00	\$328.18	\$97.11	\$231.07	deceased
103.2915.00.01	\$195.42	\$22.12	\$173.30	deceased

**RUNNING TOTALS**

\$5,144.18      \$1,712.71      \$3,431.47

Reviewed by: JCH City Administrator  
       City Attorney

  X   Motion Only  
       Public Hearing  
       Resolution  
       Ordinance  
       Information

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

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Consider approval of sponsorship contribution to Traveling Memorial Wall of Remembrance

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The City has received a request from the Rear Area Support Foundation, Inc. to sponsor a traveling memorial wall. The wall was created for the 10 year remembrance of the 9/11 attacks to pay tribute to Americans lost to acts of terrorism, and the fallen military. The memorial was initially displayed in 2011 and was made of 29 panels that are 6 feet high by 3 feet wide, with a full color timeline beginning in 1983 to August 2011.

The wall is scheduled to be displayed in Susanville from June 30 – July 4, 2016, and the City of Susanville is being asked to contribute \$1,000 towards the sponsorship of this activity.

**FISCAL IMPACT:** \$1,000 from Civic Contributions Fund.

**ACTION REQUESTED:** Motion to approve contribution of \$1,000 for sponsorship of the Traveling Memorial Wall of Remembrance.

**ATTACHMENTS:** Letter of request.

## Global War on Terror Wall of Remembrance

June 30, 2016- July 4, 2016

Lassen County Fairgrounds

Opening Ceremonies: June 30, 2016 3:00pm

Wall of Remembrance open 24 hours daily

Closing Ceremonies: July 4, 2016 Noon

The Global War on Terror Wall of Remembrance is a traveling memorial to honor the fallen of Beirut, 9/11, Operation Enduring Freedom, Operation Iraqi Freedom, as well as the fallen victims of various terrorist attacks. On the back side of the memorial is a timeline representing Beirut, Desert Shield, Desert Storm, Somalia, Bosnia, USS Cole, 9/11, Afghanistan (OEF, OFS), Iraq (OIS, OND, OIR), Ft. Hood, Benghazi, Boston, Chattanooga, Paris, and San Bernardino. With nearly 11,000 names being represented on this memorial, it is the only traveling memorial that is still being added to. If the wall is on display and the Department of Defense (DOD) releases names of the fallen, they will be written on a white board at the wall so they can be remembered as well. The uniqueness of this memorial is that it's perpetual until the U.S. Government declares the Global War on Terror Campaign to be closed.

### A story behind the wall:

Originally, this wall was created to go up once to honor the fallen on the 10 year anniversary of 9/11. A marine, Derek Hendershot, saw a flyer for the wall and it hit home. This marine tried for over a year to have this wall on display at his college. After over a year of badgering, he got his wish. Derek later became a Wall of Remembrance coordinator and has traveled all over the country with this wall. Since the Wall of Remembrance has begun traveling, it has saved over 125 veterans lives from suicide.

After opening ceremonies the wall is open 24 hours a day until closing ceremonies. This is to ensure that everyone that needs to see the wall will be able to do so. Soldiers dealing with Post Traumatic Stress are more likely not going to visit the memorial during the busier day times. These are our neighbors that need to visit the memorial the most. With inviting them to our front porch (Wall of Remembrance) at all times to be able to remember their friends and fellow veterans, it allows them to not only pay tribute, but heal. By helping them heal, we are helping ensure that they do not become part of the statistic. Twenty-two veterans a day commit suicide. That is one every sixty-five minutes. That statistic in itself seems overwhelming however, that number does not include the veterans of California, Texas, and Alaska.

Lassen County being the community that we are, has a very diverse military service and veteran population. These are our neighbors that need to visit the memorial and heal from the experiences most. Some may not know, but we have a fellow veteran neighbor in Susanville that lost the fight in his mind last year. He became part of the statistic as he was not able to heal. His family is now a White Star Family. We are now without a neighbor that has fought to give us our freedoms. Let us not forget him, let us save his brothers and sisters from the same battle with the shadows.

We are requesting a \$1000.00 donation to bring the POW/MIA Wall of Remembrance to Lassen County. The donation would be made directly to Rear Area Support Foundation, INC.

Brittany Fanene  
530-244-4558

Reviewed by:      City Administrator  
     City Attorney

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

**Submitted by:** Ian Sims, Project Manager

**Action Date:** June 22, 2016

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Precision Approach Path Indicators (PAPI) Project Update.

**PRESENTED BY:** Jared G. Hancock, City Administrator

**ANALYSIS:** C&S Companies, the City's Airport Consultant, completed an Application for Federal Assistance on behalf of the City to receive grant money from the Federal Aviation Administration (FAA) for the construction of Precision Approach Path Indicators (PAPI) Project at the Susanville Municipal Airport. The PAPI Project was publicly advertised on April 26<sup>th</sup>. Construction Bids were opened and tabulated on May 24<sup>th</sup>. One bid was received from Kobo Utility Construction Corp. in the amount of \$176,977.50. This exceeded the Engineer's project estimate of \$154,587 by approximately 14 percent.

The bid from Kobo Utility increases the project cost to \$229,226.00 from \$210,461.00. City Staff considered the option of rebidding the project in an effort to garner additional bids however, it is not anticipated that additional bids would be received. Our consultant, C&S Companies have attended three bid openings, two of which received zero bids. During the project bidding process, C&S contacted numerous electrical contractors within our region which yielded no bids from local contractors. The timeline for this Airport Improvement Project, 2015 (AIP 15) was also considered.

<b>FISCAL IMPACT:</b>	<u>Original Estimated Funding:</u>	
	Federal Funds Requested	\$ 189,415
	Local Match	\$ 11,575
	State Match (DOT)	\$ 9,471
	Total Project Cost	\$ 210,461
	 <u>New Estimated Funding:</u>	
	Federal Funds Requested	\$ 206,303
	Local Match	\$ 12,608
	State Match (DOT)	\$ 10,315
	Total Project Cost	\$ 229,226

**ACTION REQUESTED:** Direction to Staff

**ATTACHMENTS:** None