

5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's May 2, 2018 meeting
- B Approve vendor warrants numbered 201167 through 201335 for a total of \$746,463.87 including \$234,268.78 in payroll warrants
- C Receive and file Monthly Finance reports: April 2018
- D Approve **Resolution No. 18-5500** authorizing agreement with Fire Fighter Bargaining Unit
- E Approve **Resolution No. 18-5526** authorizing closure of a portion of Gay Street for June 14, 2019 Lassen County Chamber mixer

7 **PUBLIC HEARINGS:**

- A Consider **Resolution No. 18-5519** adopting the City of Susanville 2018-2019 Budget
- B Consider **Resolution No. 18-5497** establishing and adopting Schedules of Fees
- C Consider **Resolution No. 18-5521** setting assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2018/2019

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider **Resolution No. 18-5518** establishing Appropriations Limitation for Fiscal Year 2018-2019
- B Consider **Resolution No. 18-5520** adopting budget process and policies
- C Consider **Resolution No. 18-5522** authorizing execution of agreement with Aramark Uniform Services for Public Works Department
- D Consider **Resolution No. 18-5523** approving street closure for the July 12, 2018 Lassen County Chamber of Commerce Mixer
- E Consider **Resolution No. 18-5524** approving Police Officer Trainee Agreement
- F Consider appointment of Voting Delegate for 2018 Annual League of California Cities Conference
- G Consider **Resolution No. 18-5525** approving purchase and installation of Police Department Server, ancillary equipment and software

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

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

12 **CONTINUING BUSINESS:** No business.

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

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

- *The next regular City Council meeting will be held on June 20, 2018 at 6:00 p.m.*

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for June 6, 2018 in the areas designated on June 1, 2018.



Gwenna MacDonald, City Clerk

Reviewed by:  Interim City Administrator
_____ City Attorney

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's May 2, 2018 meeting

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 2, 2018 meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's May 2, 2018 meeting.

ATTACHMENTS: Minutes: May 2, 2018

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
May 2, 2018– 6:00 p.m.

Meeting was called to order at 6:02 p.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joseph Franco, Mendy Schuster and Kathie Garnier.

Staff present: Dan Newton, Interim City Administrator; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Schuster, Stafford, Wilson, and Garnier.

Mr. Newton telephoned Jessica Ryan and Paul Coble who were participating in the meeting via teleconference.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: None.

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

- A PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 City Administrator
 - 2 Police Chief Recruitment
 - 3 Interim City Administrator Evaluation
- B CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6
 - 1 Agency Negotiator: Dan Newton
 - Bargaining Unit: SPOA
- C CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION – Pursuant to paragraph (1) of subdivision (d) of Section §54956.9 of the California Government Code regarding two cases
- D CONFERENCE WITH LEGAL COUNCIL – ANTICIPATED LITIGATION – Pursuant to Government Code section §54956.9(b) regarding one (1) potential case

4 RETURN TO OPEN SESSION:

At 7:00 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the City Council approved the agenda. The Council met in Closed Session, there was no reportable action taken, and the Council would be reconvening in Closed Session at the conclusion of Open Session.

Councilmember Wilson provided the Thought of the Day.

Mayor Garnier presented a Certificate of Recognition to Ethan Heffner in honor of his achievement of the rank of Eagle Scout.

5 BUSINESS FROM THE FLOOR:

Amelia Luna, Susanville Indian Rancheria Pow-Wow Committee, discussed the annual Pow-Wow which is scheduled for May 18th – 20th, and the importance of maintaining the culture and heritage of the Native American people. She requested City sponsorship of two gift baskets that would be utilized for the raffle that is held to raise money for the event, and added that this year, the drum would be coming from Canada.

Councilmember Wilson stated that he would personally like to purchase a gift basket to use for the raffle on behalf of his business.

Mayor Garnier informed Ms. Luna that as a Council, they were not able to respond to the request from the public comment portion of the agenda, however she would also purchase a gift basket to be used in the raffle.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's April 18, 2018 meeting
- B Approve vendor warrants numbered 200934 through 201072 for a total of \$382,431.61 including \$101,879.76 in payroll warrants

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the Consent Calendar; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

7 PUBLIC HEARINGS: No business.

8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:

9 NEW BUSINESS:

9A Consider Resolution No.18-5503 authorizing street closure for 2018 Lassen County Fair Parade

Mr. Newton explained that the City has received the request for the annual street closure for the Lassen County Fair Parade. The parade is scheduled for July 21, 2018 from 9:30 to 11:30 a.m. and the closure of Main Street requires an encroachment permit from Caltrans. The event requires three public works employees to sweep the street before and after the parade, to set up and take down traffic barricades and to assist the Police Department with traffic control. The total estimated cost for the event is \$4,823 and is slightly higher than normal due to the costs of overtime for the personnel.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve Resolution No. 18-5503; motion carried unanimously. Ayes: Stafford, Wilson, Schuster, Franco and Garnier.

9B Consider Resolution No. 18-5504 authorizing street closure and use of Pancera Plaza for 2018 Farmers Market season

Mr. Newton reported that the Lassen Land and Trails Trust is requesting the use of Pancera Plaza for the 2018 Farmers Market. The event requires that Pancera Plaza be closed off for 6 hours prior to the event to allow for set up of vendor tables and the dates specified are listed as four Saturdays in June, two in July, and then three Saturdays for both August and September. The City provides the A-frame construction barriers, and HUSA is responsible for their placement and removal so the cost to the City for this event is minimal.

Councilmember Wilson asked if the parking area across the street is available.

Mr. Newton responded that his last communication with the property owner was through the attorney who was supposed to be drafting an agreement for use of the empty Bank of America parking lot, however he had received no further communication from him in quite some time.

The Council discussed the damage that was done to one of the buildings at Pancera Plaza during the construction project that took place the previous summer. David Teeter stated that the building was repaired and there is funding available to fix the mural and they are waiting for the weather to permit completion of those repairs.

Motion by Councilmember Stafford, second by Councilmember Schuster to approve Resolution No. 18-5504; motion carried unanimously. Ayes: Stafford, Schuster, Wilson, Franco and Garnier.

9C Consider Resolution No. 18-5505 authorizing support of the Lassen County General Tax Measure (Measure J) and Advisory Measure K placed before the voters in Lassen County on June 5, 2018 to generate new revenue Mr. Newton reported that the Lassen County Board of Supervisors voted to place Measure J on the June 5, 2018 ballot to impose a three-quarters of one-percent sales tax for unrestricted general fund purposes. In addition, they have included Advisory Measure K which will pose the question to the voters regarding use of the additional revenue by asking if 75 percent of the revenue obtained from the sales tax be used exclusively for public safety and added to, not replace, current public safety budgets. The City and County have entered into a tax-sharing agreement but the Council requested a resolution to indicate the official position that the City has for the ballot measure and that the priorities of the community as expressed through Advisory Measure K will be supported.

Mayor pro tem Franco asked by what means the City would be circulating the information to make the passing of the resolution public.

Mayor Garnier commented that the Lassen County Times includes information regarding the actions taken by the City Council after each meeting, and it could be shared on the radio as well.

Mayor pro tem Franco added that it is a very important action and should be known by the public that the City and County stand united.

Mayor Garnier commented that she is proud of the City and County for all of the time and work that went into development of the Measure and tax sharing agreement, and commended staff for working together.

Councilmember Wilson stated that while the City does not want to increase taxes, and in some ways the money is already committed to upcoming CalPers obligations, choices at this point are somewhat dire. The dramatic increase in CalPers contributions is assessed by the State to many agencies in order to make up for the lower return on investments and it is nothing that the City can do anything about. It is either the choice of increasing revenue through a tax measure or a reduction in services. He asked that those constituents who are uncertain about how to vote, to gather information from many sources before making a decision at the polls.

Mayor pro tem Franco remarked that over the past 6 to 8 months, the City has heard public testimony from many members of the public who are speaking to the issue of increased crime in Susanville. It is

reaching the point of being a public safety crisis and the City has to do something to address the problem.

Councilmember Stafford added that the tax is not just paid by the citizens, but by everyone who comes through the community.

There were no further comments.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 18-5505; motion carried unanimously. Ayes: Stafford, Franco, Wilson, Schuster and Garnier.

9D Consider Resolution No. 18-5506 establishing hiring procedure for Management Level Employees Mr. Newton explained that the City has prepared a draft procedure to address the recruitment and hiring of its Management or Department Head level employees. In the City, this includes the Public Works Director, Police Chief and Fire Chief. The recruitment, screening, interview and selection process for lower level employees is conducted through the City Clerk and relevant Department Head as directed by the City Administrator. It is anticipated that policies and procedures for those hiring practices will be developed as the City moves forward. Mr. Newton reviewed the steps in the policy as they applied to the recruitment, screening and selection of Management level employees. He added that the policy as drafted represents past practices and staff is requesting discussion, comment and direction from the City Council regarding the process.

Mayor pro tem Franco commented that in light of recent events it has become obvious that the City is lacking in HR experience, so it should be determined who the person is that should have that experience, and then move forward with training so they become a subject matter expert.

Councilmember Wilson suggested that references in the policy to City Clerk should be replaced by HR.

Councilmember Schuster stated that she appreciated all of the hard work that went into preparing the draft policy, but added that she had a significant number of changes, corrections, and suggestions to the document. Ms. Schuster requested that the recruitment period contain a specific minimum time frame for advertising. The next step, rate and ranking by the Assistant to the City Administrator, should be amended to state that the person reviews the applications for completeness. They should not be ranking or determining eligibility for the position. Regarding the selection committee, Councilmember Schuster requested clarification on the inclusion of a Subject Matter Expert.

Mr. Newton explained that in the past, it has been common to include someone from an outside agency that could be relied upon to have knowledge and expertise in the area that they were seeking to fill. For example, if the City were recruiting for a Fire Chief, they may invite a Fire Chief from another jurisdiction to sit on the panel and provide an impartial point of view of the job responsibilities.

Councilmember Schuster continued by recommending that the selection committee include a union representative. The time period for response to non-qualified candidates should be lengthened to 7 days from 5, to allow for weekends.

There was an extensive discussion regarding the recruitment materials, the procedure to follow when there were no qualified applicants, and forming an applicant pool to be drawn from so that the City would

have the option to select another qualified candidate in the event the first choice candidate was ultimately not successful.

Councilmember Wilson commented that he believed the process should be as straightforward as possible, and he is not in favor of providing too much room for options or deviation from the established policy. The draft policy is slightly ambiguous on the selection committee and the City should develop a parallel policy for hiring the City Administrator and City Attorney.

Mayor pro tem Franco stated that it is the consensus of the City Council to establish a hiring policy, and suggested looking at other jurisdictions to determine if they include union representatives to participate in the process. He asked if Mr. Newton was looking to have the policy adopted at this time with the revisions suggested.

Mr. Newton responded that he would prefer to incorporate the changes and bring the fresh draft back for review and possible adoption.

Councilmember Wilson requested that the heading at the top of the policy include the job titles of the positions that the policy applies to.

Councilmember Schuster reiterated that the unions should have a voice in the process and be allowed to participate, and the candidates should be allowed to have that representation.

Mayor Garnier commented that the Council could provide direction to staff to contact other cities and obtain feedback regarding their processes, to include having union representation on the interview panel.

Mr. Newton responded that if the Council is in agreement with the general content of the draft process, staff could move forward with contacting other cities and revising the document to bring back for consideration at a future meeting.

Mayor pro tem Franco suggested that the Council be provided additional time dedicated to reviewing the draft policy prior to having it brought back.

Mayor Garnier agreed with Mayor pro tem Franco's suggestion, adding that she is not ready to approve the policy, however she is ready to give direction to staff to move forward with it. The action requested on the item is to approve the resolution, so the Council will have to take action by a vote.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to not approve the resolution, and to turn the item back so that Staff could contact other cities, revise the draft accordingly, and bring back to Council for future consideration; motion carried unanimously. Ayes: Franco, Wilson, Stafford, Schuster and Garnier.

9E Consider Resolution No. 18-5507 approving a Mutual Aid agreement and Automatic Aid agreement with Cal-Fire and authorizing the Mayor to sign the agreements Chief Moore reported that the City has mutual aid and automatic aid agreements with CalFire. The agreements provide additional personnel and equipment resources without cost to either agency, and they require a review and renewal every five years.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 18-5507; motion carried unanimously. Ayes: Wilson, Stafford, Franco, Schuster and Garnier.

9F Consider Resolution No. 18-5508 approving Work for Golf Program Mr. Newton reported that the Diamond Mountain Golf Course is open and operational for the 2018 Golf season. Staff is receiving feedback regarding the course, and the condition is good. However, with the warmer weather there is an increased requirement for Course maintenance. The Golf Course Superintendent has suggested the implementation of a Work for Golf program wherein workers would be selected through a competitive process in accordance with seasonal worker recruitment procedures. The individuals would be required to work a minimum of four hours per week and would receive a Work for Golf membership card. The Card is considered to have a value that is subject to SSI tax withholding, which is estimated to be approximately \$114.75. The workers would perform the essential functions of the Grounds Maintenance Worker under the supervision of the Golf Course Superintendent. It is estimated that the City would utilize approximately ten people through this program over the course of the 2018 Golf Season.

Mayor Garnier asked if all of the maintenance workers would have access to the computerized watering system.

Mr. Newton described the process of oversight that would occur to provide employee supervision and ensure the safety of the City's equipment. He added that the Council could approve the program with the limitation to 2018 only.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5508; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Stafford and Garnier.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A Fire Department Update Chief Moore provided an update regarding the activities of the Susanville Fire Department for the period of October 24, 2017 through April 18, 2018. He reviewed the current staffing levels, noting that two new firefighters have been recruited, and he announced the promotion of Firefighter Leon Myers to the position of Engineer in March. During the reporting period, the Department responded to 538 incidents and two out of area fires. Chief Moore provided an update regarding OES activities, the Volunteer program and planned changes in the leadership structure of the group. He discussed various community outreach efforts, including the upcoming Superhero Run and Children's Fair, facility improvements and the upcoming weed abatement deadline which has been established for June 25, 2018. The Department is very proactive in sending notices to those properties that have been problem areas in the past, and they will be working to attain a level of cooperation with the process that was achieved in 2017.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Councilmember Wilson expressed his condolences to Chief Moore regarding the recent passing of two retired fire chiefs.

15 ADJOURNMENT:

At 8:38 p.m., Mayor Garnier called for a five minute recess prior to reconvening in Closed Session.

At 8:45 p.m. the City Council reconvened in Closed Session. The City Council adjourned Closed Session at 9:38 p.m.

Mr. Newton announced that the City Council conducted a performance evaluation of the Interim City Administrator with all members present. The Council unanimously voted to grant the Interim City Administrator a merit increase.

Meeting adjourned at 9:39 p.m.

Kathie Garnier, Mayor

Respectfully submitted by

Approved on: _____

Gwenna MacDonald, City Clerk

Reviewed by: Interim City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated May 5, 2018, through May 25, 2018 numbered 201167 through 201335.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 512,195.09 plus \$ 234,268.78 in payroll warrants, for a total of \$746,463.87.

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	
05/18	05/09/2018	201178	728	U S POSTMASTER	UB BILLING GAS	050918	1	7401-430-62-46	POSTAGE	106.04	106.04	
05/18	05/09/2018	201178	728	U S POSTMASTER	UB BILLING WATER	050918	2	7110-430-42-46	POSTAGE	205.84	205.84	
Total 050918:											311.88	311.88
Grand Totals:											311.88	311.88

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
05/18	05/15/2018	201181	8548		REIM GC SUPPLIES	051518	1	7530-451-55-46	SUPPLIES - GENERAL	309.37	309.37
Total 051518:											
05/18	05/15/2018	201182	8713	SUSANVILLE AUTO CEN	NEW DODGE PATROL TRUCK	092517	1	2011-465-31-47	VEHICLES	14,812.40	14,812.40
05/18	05/15/2018	201182	8713	SUSANVILLE AUTO CEN	NEW DODGE PATROL TRUCK	092517	2	2030-421-10-47	VEHICLES	14,812.41	14,812.41
Total 092517:											
Grand Totals:											
										29,624.81	29,624.81
										29,934.18	29,934.18

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
05/18	05/17/2018	201183	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9953324738	1	7401-430-62-46	SUPPLIES-GENERAL	48.00	48.00
05/18	05/17/2018	201183	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9953324738	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	99.26	99.26
05/18	05/17/2018	201183	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9953324738	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	77.06	77.06
05/18	05/17/2018	201183	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9953324738	4	7110-430-42-46	SUPPLIES-GENERAL	54.60	54.60
05/18	05/17/2018	201183	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9953324738	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	131.94	131.94
Total 9953324738:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636019965	1	7620-430-10-44	LINEN SERVICE	29.08	29.08
Total 636019965:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636019966	1	7401-430-62-44	LINEN SERVICES	62.05	62.05
Total 636019966:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636019967	1	2007-431-20-44	LINEN SERVICE	47.82	47.82
Total 636019967:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636019968	1	7110-430-42-44	LINEN SERVICE	68.62	68.62
Total 636019968:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636034015	1	7401-430-62-44	LINEN SERVICES	52.06	52.06
Total 636034015:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636034016	1	2007-431-20-44	LINEN SERVICE	47.82	47.82
Total 636034016:											
05/18	05/17/2018	201184	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636034017	1	7110-430-42-44	LINEN SERVICE	38.65	38.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 636034017:											
05/18	05/17/2018	201185	1070	AT&T MOBILITY	WIRELESS PHONES-PD	287277908661X0428201	1	1000-421-10-45	COMMUNICATIONS	277.30	277.30
Total 287277908661X0428201:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-WATER	1113 042518	1	7110-430-42-47	MACHINERY AND EQUIPMENT	168.49	168.49
Total 1113 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	FIREARMS REPAIR -PD	1352 042518	1	1000-421-10-44	FIREARM - REPAIR & MAINTEN	184.86	184.86
05/18	05/17/2018	201186	884	BANK OF AMERICA	RPR & MAINT-PD	1352 042518	2	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	17.38	17.38
05/18	05/17/2018	201186	884	BANK OF AMERICA	FUEL-PD	1352 042518	3	1000-421-10-46	GASOLINE	53.25	53.25
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAINING-PD	1352 042518	4	1000-421-10-45	TRAINING	553.12	553.12
Total 1352 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	1885 042518	1	1000-421-10-45	INVESTIGATIVE FUNDS	8.40	8.40
Total 1885 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-PD	2754 042518	1	1000-421-10-46	SUPPLIES-GENERAL	127.58	127.58
05/18	05/17/2018	201186	884	BANK OF AMERICA	VOLUNTEERS-PD	2754 042518	2	1000-421-10-48	POLICE VOLUNTEER PROGRA	32.52	32.52
05/18	05/17/2018	201186	884	BANK OF AMERICA	ADVERTISING- PD	2754 042518	3	1000-421-10-45	ADVERTISING	331.47	331.47
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-PD	2754 042518	4	1000-421-10-47	EQUIPMENT - SAFETY	4.69	4.69
05/18	05/17/2018	201186	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	2754 042518	5	1000-421-10-45	INVESTIGATIVE FUNDS	34.29	34.29
05/18	05/17/2018	201186	884	BANK OF AMERICA	POSTAGE-PD	2754 042518	6	1000-421-10-46	POSTAGE	13.70	13.70
Total 2754 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	FIREARMS REPAIR -PD	3110 042518	1	1000-421-10-44	FIREARM - REPAIR & MAINTEN	309.02	309.02
05/18	05/17/2018	201186	884	BANK OF AMERICA	FUEL-PD	3110 042518	2	1000-421-10-46	GASOLINE	90.95	90.95
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-PD	3110 042518	3	1000-421-10-46	SUPPLIES-SAFETY ITEMS	288.85	288.85
05/18	05/17/2018	201186	884	BANK OF AMERICA	RPR & MAINT-PD	3110 042518	4	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	139.41	139.41
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAINING-PD	3110 042518	5	1000-421-10-45	TRAINING	201.41	201.41
Total 3110 042518:											
										1,029.64	1,029.64

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
05/18	05/17/2018	201186	884	BANK OF AMERICA	CITY HALL PHONES	4028 042518	1	1000-417-10-45	COMMUNICATIONS	547.35	547.35
05/18	05/17/2018	201186	884	BANK OF AMERICA	ADVERTISING	4028 042518	2	1000-416-10-45	ADVERTISING	256.90	256.90
Total 4028 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-FD	4119 042518	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	181.38	181.38
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-FD	4119 042518	2	1000-422-10-46	SUPPLIES-SAFETY ITEMS	281.56	281.56
Total 4119 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	FUEL-PD	4332 042518	1	1000-421-10-46	GASOLINE	147.24	147.24
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAINING-PD	4332 042518	2	1000-421-10-45	TRAINING	1,540.92	1,540.92
Total 4332 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	TAXES & FEES	4728 042518	1	1000-419-10-48	TAXES, FEES, PERMITS & CHA	95.95	95.95
05/18	05/17/2018	201186	884	BANK OF AMERICA	DUES & MEMBERSHIP- BUILDI	4728 042518	2	1000-424-20-48	DUES AND MEMBERSHIPS	95.00	95.00
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAVEL EXPENSE- BUILDING	4728 042518	3	1000-424-20-45	TRAVEL	106.59	106.59
Total 4728 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	DUES & MEMBERSHIP- AP	5203 042518	1	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAVEL EXPENSE-PW	5203 042518	2	7620-430-10-45	TRAVEL	130.37	130.37
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-PW	5203 042518	3	7620-430-10-46	SUPPLIES-GENERAL	10.69	10.69
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	5203 042518	4	7620-430-10-45	TRAVEL	187.51	187.51
Total 5203 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES	6579 042518	1	1000-417-10-46	SUPPLIES-GENERAL	690.98	690.98
05/18	05/17/2018	201186	884	BANK OF AMERICA	TECHNICAL SERVICES	6579 042518	2	1000-417-10-43	TECHNICAL SVCS	273.00	273.00
05/18	05/17/2018	201186	884	BANK OF AMERICA	DUES & MEMBERSHIP	6579 042518	3	1000-411-40-48	DUES AND MEMBERSHIPS	550.81	550.81
Total 6579 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-STREETS	6624 042518	1	2007-431-20-46	SUPPLIES-GENERAL	386.04	386.04
05/18	05/17/2018	201186	884	BANK OF AMERICA	FUEL-PW	6624 042518	2	7620-430-10-46	GASOLINE	75.54	75.54
Total 6624 042518:											
										461.58	461.58

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-FLOOD	6670 042518	1	1003-417-10-46	SUPPLIES-GENERAL	2,070.00	2,070.00
Total 6670 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 042518	1	7620-430-10-48	DUES AND MEMBERSHIPS	45.90	45.90
05/18	05/17/2018	201186	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	7045 042518	2	7620-430-10-47	SOFTWARE	157.99	157.99
05/18	05/17/2018	201186	884	BANK OF AMERICA	POSTAGE-STREETS	7045 042518	3	2007-431-20-46	POSTAGE	19.62	19.62
05/18	05/17/2018	201186	884	BANK OF AMERICA	POSTAGE-PW	7045 042518	4	7620-430-10-46	POSTAGE	6.70	6.70
05/18	05/17/2018	201186	884	BANK OF AMERICA	POSTAGE-GAS	7045 042518	5	7401-430-62-46	POSTAGE	63.06	63.06
05/18	05/17/2018	201186	884	BANK OF AMERICA	ADVERTISING-GAS	7045 042518	6	7401-430-62-45	ADVERTISING	385.22	385.22
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-GAS	7045 042518	7	7401-430-62-46	SUPPLIES-GENERAL	7.00	7.00
05/18	05/17/2018	201186	884	BANK OF AMERICA	LINEN SERVICES- PW	7045 042518	8	7620-430-10-44	LINEN SERVICE	12.84	12.84
05/18	05/17/2018	201186	884	BANK OF AMERICA	TRAVEL EXPENSE-WATER	7045 042518	9	7110-430-42-45	TRAVEL	850.00	850.00
Total 7045 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-GAS	7575 042518	1	7401-430-62-46	SUPPLIES-GENERAL	56.69	56.69
05/18	05/17/2018	201186	884	BANK OF AMERICA	BOOKS & PERIODICALS-GAS	7575 042518	2	7401-430-62-43	TECHNICAL SVCS	150.00	150.00
Total 7575 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	FUEL-PD	8830 042518	1	1000-421-10-46	GASOLINE	59.00	59.00
Total 8830 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SPECIAL OPS-PD	8955 042518	1	1000-421-10-48	SPECIAL OPERATIONS	96.90	96.90
Total 8955 042518:											
05/18	05/17/2018	201186	884	BANK OF AMERICA	SUPPLIES-GC	9430 042518	1	7530-451-55-46	SUPPLIES - GENERAL	554.64	554.64
Total 9430 042518:											
05/18	05/17/2018	201187	927	BAXTER AUTO PARTS IN	SUPPLIES-FD	32195659	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	15.00	15.00
Total 32195659:											
05/18	05/17/2018	201188	9314		REFUND GAS DEPOSIT	10107000619	1	7401-2228-000	DEPOSITS-CUSTOMER	118.57	118.57

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10107000619:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GC	409568	1	7530-451-55-46	SUPPLIES - GENERAL	118.57	118.57
Total 409568:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GC	409694	1	7530-451-55-46	SUPPLIES - GENERAL	37.59	37.59
Total 409694:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GAS	409998	1	7401-430-62-46	SUPPLIES-GENERAL	9.64	9.64
Total 409998:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- PW	410711	1	7620-430-10-46	SUPPLIES-GENERAL	28.95	28.95
Total 410711:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GC	410913	1	7530-451-55-46	SUPPLIES - GENERAL	15.41	15.41
Total 410913:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GAS	411405	1	7401-430-62-46	SUPPLIES-GENERAL	7.23	7.23
Total 411405:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GAS	411479	1	7401-430-62-46	SUPPLIES-GENERAL	125.47	125.47
Total 411479:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- FD	411540	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	49.03	49.03
Total 411540:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES-WATER	411581	1	7110-430-42-46	SUPPLIES-GENERAL	2.89	2.89
Total 411581:											

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
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GAS	411608	1	7401-430-62-46	SUPPLIES-GENERAL	3.26	3.26
Total 411608:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	411659	1	2007-431-20-46	SUPPLIES-GENERAL	9.79	9.79
Total 411659:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	411667	1	2007-431-20-46	SUPPLIES-GENERAL	26.80	26.80
Total 411667:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES-GAS	411894	1	7401-430-62-46	SUPPLIES-GENERAL	2.40	2.40
Total 411894:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES-FD	412082	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	15.03	15.03
Total 412082:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- GAS	412104	1	7401-430-62-46	SUPPLIES-GENERAL	24.27	24.27
Total 412104:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	4122350	1	2007-431-20-46	SUPPLIES-GENERAL	2.53	2.53
Total 4122350:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	412424	1	2007-431-20-46	SUPPLIES-GENERAL	13.49	13.49
Total 412424:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	412459	1	2007-431-20-46	SUPPLIES-GENERAL	12.59	12.59
Total 412459:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- WATER	412472	1	7110-430-42-46	SUPPLIES-GENERAL	47.52	47.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 412472:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- WATER	412613	1	7110-430-42-46	SUPPLIES-GENERAL	47.52	47.52
Total 412613:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- WATER	412614	1	7110-430-42-46	SUPPLIES-GENERAL	123.50	123.50
Total 412614:											
05/18	05/17/2018	201189	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	412778	1	2007-431-20-46	SUPPLIES-GENERAL	13.47	13.47
Total 412778:											
05/18	05/17/2018	201190	1217	BITLE, SEAN	GC MAINTENANCE 2/19/18-3/30/	123	1	7530-451-52-43	TECHNICAL SERVICES	3,000.00	3,000.00
Total 123:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLC600MAINST 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 050218	1	2007-431-20-44	DISPOSAL	20.41	20.41
Total PLCBOFA 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 05021	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCBUEHLERDNT 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCELKSLODGE 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 050218	1	2007-431-20-44	DISPOSAL	20.41	20.41
Total PLCFROSTYMILL 050218:											

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
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 05021	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCGROCERYOUT 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCHAIRHUNTER 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 051518	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCHOTELLSN1 051518:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCJBUILD 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCKNOCJBUILD 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEL 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCLITTLEL 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCLVCHARTR 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSEN 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCMTLASSEN 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCPANCERAPL 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPL 050218	1	2007-431-20-44	DISPOSAL	81.34	81.34
Total PLCPANCERPL 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67

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 PLCSIERRAJWLR 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSIERRATHTR 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSVILLEREAL 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 05021	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCUPTOWNPARK 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCUSPOSTAL 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 050218	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCVETSMEMOR 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 05021	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCWALMARTBUS 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SCL110NORTH 050218	1	1000-452-20-44	DISPOSAL	40.67	40.67
Total SCL110NORTH 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 050218	1	7620-430-10-44	DISPOSAL	172.48	172.48
Total SVL15 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 050218	1	1000-417-10-44	DISPOSAL	172.48	172.48
Total SVL2 050218:											

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05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIR 050218	1	7530-451-52-44	DISPOSAL	207.59	207.59
Total SVL470895CIR 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 050218	1	1000-452-20-44	DISPOSAL	207.59	207.59
Total SVL5 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 050218	1	1000-421-10-44	DISPOSAL	127.25	127.25
Total SVL7 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 050218	1	7620-430-10-44	DISPOSAL	172.48	172.48
Total SVL8 050218:											
05/18	05/17/2018	201191	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 050218	1	1000-422-10-44	DISPOSAL	172.48	172.48
Total SVLFD 050218:											
05/18	05/17/2018	201192	1375	CENTRAL SANITARY SU	JANITORIAL SUPPLIES	879281	1	1000-422-10-46	SUPPLIES-JANITORIAL	28.71	28.71
Total 879281:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740-107963	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	58.37	58.37
Total 2740-107963:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-GAS	2740108078	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.16	4.16
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-STREETS	2740108078	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.21	3.21
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740108078	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.50	5.50
Total 2740108078:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-GAS	2740108080	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.07	2.07
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-STREETS	2740108080	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.60	1.60
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740108080	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.75	2.75

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Total 2740108080:											
05/18	05/17/2018	201193	161	CSK AUTO INC	CREDIT- WATER	2740108864	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	6.42	6.42
Total 2740108864:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740108905	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	165.62	165.62
Total 2740108905:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740109439	1	7301-430-52-46	SUPPLIES-GENERAL	10.70	10.70
Total 2740109439:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740109860	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	138.82	138.82
Total 2740109860:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-WATER	2740110146	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	57.90	57.90
Total 2740110146:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-PW	2740110603	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	13.23	13.23
Total 2740110603:											
05/18	05/17/2018	201193	161	CSK AUTO INC	CREDIT- WATER	2740113360	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	145.62	145.62
Total 2740113360:											
05/18	05/17/2018	201193	161	CSK AUTO INC	PARTS-PW	2740116880	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	19.29	19.29
Total 2740116880:											
05/18	05/17/2018	201194	1145	CUSTOMER TALK PRINT	T-SHIRTS-PW	309280008	1	7620-430-10-46	SUPPLIES-GENERAL	105.10	105.10
Total 309280008:											

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05/18	05/17/2018	201195	173	DATCO SERVICES	SUBSTANCE TEST	21174320	1	1000-416-10-43	TECHNICAL SVCS	260.00	260.00
Total 21174320:											
05/18	05/17/2018	201196	1260	DIRECTV INC	CABLE-PD	34114169357	1	1000-421-10-45	COMMUNICATIONS	50.74	50.74
Total 34114169357:											
05/18	05/17/2018	201197	1565	DIRTY JOE'S CAR WASH	CAR WASH-PD	050718	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	8.00	8.00
Total 050718:											
05/18	05/17/2018	201198	219	ED STAUB & SONS PETR	206.33 GAL PROPANE- AIRPOR	0355680	1	7201-430-61-46	PROPANE	348.38	348.38
Total 0355680:											
05/18	05/17/2018	201198	219	ED STAUB & SONS PETR	3000 GAL UNLEADED	S030567	1	1000-1410-001	INVENTORIES-GASOLINE	9,488.70	9,488.70
Total S030567:											
05/18	05/17/2018	201199	230	ENTENMANN - ROVIN CO	UNIFORMS, COLLAR ONAMENT	050418	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	1,583.54	1,583.54
Total 050418:											
05/18	05/17/2018	201200	238	FASTENAL COMPANY	SUPPLIES- FLOOD	77785	1	1003-417-10-46	SUPPLIES-GENERAL	546.13	546.13
Total 77785:											
05/18	05/17/2018	201200	238	FASTENAL COMPANY	SUPPLIES-WATER	77806	1	7301-430-52-46	SUPPLIES-GENERAL	31.71	31.71
Total 77806:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	PRINTING & BINDING-FIRE	1415636	1	1000-425-20-45	PRINTING AND BINDING	69.77	69.77
Total 1415636:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD GOLF COUR	1416294	1	1000-416-10-45	ADVERTISING	21.50	21.50

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 1416294:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD POLICE CHI	1416346	1	1000-416-10-45	ADVERTISING	21.50	21.50
Total 1416346:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD GOLF COUR	1418086	1	1000-416-10-45	ADVERTISING	193.50	193.50
Total 1418086:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD POLICE CHI	1418103	1	1000-416-10-45	ADVERTISING	21.50	21.50
Total 1418103:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD GOLF COUR	1421027	1	1000-416-10-45	ADVERTISING	193.50	193.50
Total 1421027:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD POLICE CHI	1421039	1	1000-416-10-45	ADVERTISING	21.50	21.50
Total 1421039:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD ACCOUNT T	1421119	1	1000-416-10-45	ADVERTISING	193.50	193.50
Total 1421119:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINTENAN	142112	1	1000-416-10-45	ADVERTISING	99.25	99.25
Total 142112:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD PARK MAINT	1421121	1	1000-416-10-45	ADVERTISING	98.75	98.75
Total 1421121:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD ACCOUNT T	1422858	1	1000-416-10-45	ADVERTISING	78.50	78.50
Total 1422858:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD ACCOUNT T	1422858	1	1000-416-10-45	ADVERTISING	99.25	99.25
Total 1422858:											

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
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD MAINTENAN	1422859	1	1000-416-10-45	ADVERTISING	98.75	98.75
Total 1422859:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	EMPLOYMENT AD PARK MAINT	1422860	1	1000-416-10-45	ADVERTISING	78.50	78.50
Total 1422860:											
05/18	05/17/2018	201201	241	FEATHER PUBLISHING C	BUDGET HEARING	PO#7837	1	1000-417-10-45	ADVERTISING	55.00	55.00
Total PO#7837:											
05/18	05/17/2018	201202	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	872691A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 872691A:											
05/18	05/17/2018	201202	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	872925A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 872925A:											
05/18	05/17/2018	201202	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	872927A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 872927A:											
05/18	05/17/2018	201203	250	FLANIGAN-LEAVITT INSU	CRIME POLICY 4/1/18 - 4/1/19	286868	1	7630-411-40-45	INSUR.CRIME BOND LIAB	700.74	700.74
05/18	05/17/2018	201203	250	FLANIGAN-LEAVITT INSU	CRIME POLICY 4/1/18 - 4/1/19	286868	2	7630-1430-102	PREPAID INSURANCE PREMIU	2,102.26	2,102.26
Total 286868:											
05/18	05/17/2018	201204	265	FRONTIER	257-1000 DSL SERVICE	1000 050518	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
05/18	05/17/2018	201204	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 050518	2	7110-430-42-45	COMMUNICATIONS	24.15	24.15
05/18	05/17/2018	201204	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 050518	3	7401-430-62-45	COMMUNICATIONS	24.15	24.15
05/18	05/17/2018	201204	265	FRONTIER	257-1000 ADMIN FAX	1000 050518	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
05/18	05/17/2018	201204	265	FRONTIER	257-1000 CITY CLERK FAX	1000 050518	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
05/18	05/17/2018	201204	265	FRONTIER	257-1000 ADMIN	1000 050518	6	1000-413-20-45	COMMUNICATIONS	3.40	3.40
05/18	05/17/2018	201204	265	FRONTIER	257-1000 CITY CLERK	1000 050518	7	1000-411-40-45	COMMUNICATIONS	2.63	2.63
05/18	05/17/2018	201204	265	FRONTIER	257-1000 FINANCE	1000 050518	8	1000-415-10-45	COMMUNICATIONS	2.63	2.63
05/18	05/17/2018	201204	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 050518	9	1000-419-10-45	COMMUNICATIONS	2.63	2.63
05/18	05/17/2018	201204	265	FRONTIER	257-1000 CITY HALL	1000 050518	10	1000-417-10-45	COMMUNICATIONS	247.45	247.45

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 1000 050518:											
05/18	05/17/2018	201204	265	FRONTIER	257-1041 ADMIN-PW	1041 050518	1	7620-430-10-45	COMMUNICATIONS	454.24	454.24
Total 1041 050518:											
05/18	05/17/2018	201204	265	FRONTIER	257-1051 PW-STREETS	1051 050518	1	7620-430-10-45	COMMUNICATIONS	303.82	303.82
Total 1051 050518:											
05/18	05/17/2018	201204	265	FRONTIER	257-2520 GOLF COURSE	2520 050118	1	7530-451-52-45	COMMUNICATIONS	320.02	320.02
Total 2520 050118:											
05/18	05/17/2018	201204	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 050518	1	1000-417-10-45	COMMUNICATIONS	67.52	67.52
Total 2960 050518:											
05/18	05/17/2018	201204	265	FRONTIER	257-3292 MUSEUM	3292 051018	1	1000-451-80-45	COMMUNICATION	118.01	118.01
Total 3292 051018:											
05/18	05/17/2018	201204	265	FRONTIER	257-7098 NATURAL GAS	7098 050118	1	7401-430-62-45	COMMUNICATIONS	81.98	81.98
Total 7098 050118:											
05/18	05/17/2018	201205	9320		CARL MOYER GRANT	051418	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 051418:											
05/18	05/17/2018	201206	280	GRANITE CONSTRUCTIO	SUPPLIES-STREETS	1371638	1	2007-431-20-46	SUPPLIES-GENERAL	1,537.91	1,537.91
Total 1371638:											
05/18	05/17/2018	201207	1148	GREATAMERICA FINANC	COPIER LEASE-PW	22557676	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	363.93	363.93
Total 22557676:											

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
05/18	05/17/2018	201208	288		REIMBURSE HEALTH INS	051518	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	81.64	81.64
Total 051518:											
05/18	05/17/2018	201209	9319		REFUND WATER DEPOSIT	10511500008	1	7110-2228-000	DEPOSITS-CUSTOMER	34.71	34.71
Total 10511500008:											
05/18	05/17/2018	201210	1073		RETURN DEP 336 ALEXANDER	120215	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	590.00	590.00
Total 120215:											
05/18	05/17/2018	201211	1073		RETURN DEP 460 N MESA ST	050818	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,580.00	1,580.00
Total 050818:											
05/18	05/17/2018	201212	1075		SUPPLIES-GAS	S103598107.004	1	7401-430-62-46	SUPPLIES-GENERAL	467.13	467.13
Total S103598107.004:											
05/18	05/17/2018	201213	1362		IRON MOUNTAIN INFO. M SHREDDING- PD	AABZ369	1	1000-421-10-43	PROFESSIONAL SVCS	62.06	62.06
Total AABZ369:											
05/18	05/17/2018	201214	9250		PHYSICAL FITNESS ALLOWAN	050418	1	1000-422-10-47	MACHINERY AND EQUIPMENT	246.61	246.61
Total 050418:											
05/18	05/17/2018	201215	1399		RETURN DEPOSIT EP 18-18 803	050818	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	3,400.00	3,400.00
Total 050818:											
05/18	05/17/2018	201216	374	L N CURTIS & SONS	RESCUE EQUIP.-FIRE	180812	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	1,876.89	1,876.89
Total 180812:											
05/18	05/17/2018	201216	374	L N CURTIS & SONS	RESCUE EQUIP.-FIRE	182060	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	44.72	44.72

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Total 182060:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	3000288	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	196.13	196.13
Total 3000288:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	300415	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	63.58	63.58
Total 300415:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	300650	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	15.87	15.87
Total 300650:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	300857	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	15.67	15.67
Total 300857:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES-FD	300872	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	26.69	26.69
Total 300872:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	300985	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	147.99	147.99
Total 300985:											
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	301275	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.33	1.33
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	301275	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.29	2.29
05/18	05/17/2018	201217	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	301275	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.73	1.73
Total 301275:											
05/18	05/17/2018	201218	1102	LASSEN PC	SOFTWARE LICENSE-FIRE	21705	1	1000-422-10-43	TECHNICAL SVCS	109.49	109.49
Total 21705:											
05/18	05/17/2018	201219	412	LASSEN REGIONAL SOLI	DUMP FEES-PD	0078 043018	1	1000-421-10-44	DISPOSAL	11.00	11.00

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 0078 043018:											
05/18	05/17/2018	201220	413	LASSEN TIRE	4 TIRE MOUNTS #31-STREETS	49887	1	2007-431-20-46	SUPPLIES-GENERAL	617.35	617.35
Total 49887:											
05/18	05/17/2018	201221	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES	13442	1	7620-430-11-43	PROFESSIONAL SERVICES	240.00	240.00
Total 13442:											
05/18	05/17/2018	201222	432	LEXIS NEXIS	CONTRACT 04/18	3091463491	1	1000-412-10-48	DUES AND MEMBERSHIPS	221.00	221.00
Total 3091463491:											
05/18	05/17/2018	201223	437	LMUD	AIRPORT VASI LIGHTS	10108 042318	1	7201-430-81-46	ELECTRICITY	126.71	126.71
Total 10108 042318:											
05/18	05/17/2018	201223	437	LMUD	GOLF COURSE IRR WELL 30 HP	122907 042318	1	7530-451-52-46	ELECTRICITY	304.11	304.11
Total 122907 042318:											
05/18	05/17/2018	201223	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 042318	1	7530-451-52-46	ELECTRICITY	25.96	25.96
Total 122929 042318:											
05/18	05/17/2018	201223	437	LMUD	GOLF COURSE PUMP HOUSE	132052 042318	1	7530-451-52-46	ELECTRICITY	82.62	82.62
Total 132052 042318:											
05/18	05/17/2018	201223	437	LMUD	STREET LIGHTS	14039 050418	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 050418:											
05/18	05/17/2018	201223	437	LMUD	STREET LIGHTS	14041 050418	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 050418:											

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
05/18	05/17/2018	201223	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 042318	1	7530-451-52-46	ELECTRICITY	249.56	249.56
Total 144281 042318:											
05/18	05/17/2018	201223	437	LMUD	SOUTH ST - PW OFFICE	14590 042718	1	7620-430-10-46	ELECTRICITY	606.42	606.42
Total 14590 042718:											
05/18	05/17/2018	201223	437	LMUD	S GAY ST-STREETTS	24323 050418	1	2007-431-60-46	ELECTRICITY	36.85	36.85
Total 24323 050418:											
05/18	05/17/2018	201223	437	LMUD	66 N LASSEN ST	2466 050418	1	1000-417-10-46	ELECTRICITY	603.23	603.23
Total 2466 050418:											
05/18	05/17/2018	201223	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 050418	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 050418:											
05/18	05/17/2018	201223	437	LMUD	STREET LIGHTS	2467 050418	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 050418:											
05/18	05/17/2018	201223	437	LMUD	CADY SPRINGS	26784 042718	1	7110-430-42-46	ELECTRICITY	189.56	189.56
Total 26784 042718:											
05/18	05/17/2018	201223	437	LMUD	65 N WEATHERLOW ST-PARK	2865 050418	1	1000-452-20-46	ELECTRICITY	45.86	45.86
Total 2865 050418:											
05/18	05/17/2018	201223	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 050418	1	1000-451-80-46	ELECTRICITY	21.45	21.45
Total 2866 050418:											
05/18	05/17/2018	201223	437	LMUD	65 N WEATHERLOW ST-COMM	2867 050418	1	1000-452-20-46	ELECTRICITY	50.66	50.66

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Total 2867 050418:											
05/18	05/17/2018	201223	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 050418	1	1000-452-20-46	ELECTRICITY	20.87	20.87
Total 2870 050418:											
05/18	05/17/2018	201223	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 050418	1	1000-452-20-46	ELECTRICITY	27.85	27.85
Total 2873 050418:											
05/18	05/17/2018	201223	437	LMUD	1505 MAIN ST	2876 042318	1	1000-422-10-46	ELECTRICITY	856.87	856.87
Total 2876 042318:											
05/18	05/17/2018	201223	437	LMUD	HARRIS DR & HWY 36-WATER	30658 050418	1	7110-430-42-46	ELECTRICITY	165.29	165.29
Total 30658 050418:											
05/18	05/17/2018	201223	437	LMUD	RICHMOND RD BRIDGE	35094 042718	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094 042718:											
05/18	05/17/2018	201223	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 042318	1	1000-452-20-46	ELECTRICITY	33.77	33.77
Total 3522 042318:											
05/18	05/17/2018	201223	437	LMUD	720 SOUTH EMULSION TANK-P	38646 042718	1	7620-430-10-46	ELECTRICITY	20.00	20.00
Total 38646 042718:											
05/18	05/17/2018	201223	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 050418	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 050418:											
05/18	05/17/2018	201223	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 050418	1	1000-451-80-46	ELECTRICITY	57.64	57.64
Total 43866 050418:											

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
05/18	05/17/2018	201223	437	LMUD	N PINE & COOK - SCADA-WATE	44153 050418	1	7110-430-42-46	ELECTRICITY	25.67	25.67
Total 44153 050418:											
05/18	05/17/2018	201223	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 050418	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 050418:											
05/18	05/17/2018	201223	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 050418	1	2007-431-60-46	ELECTRICITY	149.59	149.59
Total 49501 050418:											
05/18	05/17/2018	201223	437	LMUD	AIRPORT LOT 5	51908 042318	1	7201-430-81-46	ELECTRICITY	25.52	25.52
Total 51908 042318:											
05/18	05/17/2018	201223	437	LMUD	AIRPORT HANGER 6	54333 042318	1	7201-430-81-46	ELECTRICITY	20.00	20.00
Total 54333 042318:											
05/18	05/17/2018	201223	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 042718	1	7110-430-42-46	ELECTRICITY	179.68	179.68
Total 55754 042718:											
05/18	05/17/2018	201223	437	LMUD	606 NEVADA ST	58209 050418	1	1000-417-10-46	ELECTRICITY	24.82	24.82
Total 58209 050418:											
05/18	05/17/2018	201223	437	LMUD	925 SIERRA RD SPORTS CTR	60453 042318	1	1000-452-20-46	ELECTRICITY	24.82	24.82
Total 60453 042318:											
05/18	05/17/2018	201223	437	LMUD	AIRPORT OFFICE	7146 042318	1	7201-430-81-46	ELECTRICITY	20.44	20.44
Total 7146 042318:											
05/18	05/17/2018	201223	437	LMUD	AIRPORT GAS PUMP	7154 042318	1	7201-430-81-46	ELECTRICITY	463.87	463.87
Total 7154 042318:											

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 7154 042318:											
05/18	05/17/2018	201223	437	LMUD	GOLF COURSE CLUB HOUSE	7394 042318	1	7530-451-52-46	ELECTRICITY	28.73	28.73
Total 7394 042318:											
05/18	05/17/2018	201223	437	LMUD	GOLF COURSE CART BARN 2	7400 042318	1	7530-451-52-46	ELECTRICITY	26.39	26.39
Total 7400 042318:											
05/18	05/17/2018	201223	437	LMUD	1801 MAIN ST	8314 042318	1	1000-421-10-46	ELECTRICITY	1,066.09	1,066.09
Total 8314 042318:											
05/18	05/17/2018	201223	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 050418	1	1000-452-20-46	ELECTRICITY	182.72	182.72
Total 9283 050418:											
05/18	05/17/2018	201223	437	LMUD	GOLF COURSE BARN 1 & 3	9312 042318	1	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 9312 042318:											
05/18	05/17/2018	201223	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 050418	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811 050418:											
05/18	05/17/2018	201223	437	LMUD	GEO PUMP #2	9503 042718	1	7301-430-52-46	ELECTRICITY	45.14	45.14
Total 9503 042718:											
05/18	05/17/2018	201223	437	LMUD	HOSPITAL LN-GEO	9963 042718	1	7301-430-52-46	ELECTRICITY	21.02	21.02
Total 9963 042718:											
05/18	05/17/2018	201224	8500		REFUND COMMUNITY CENTER	050418	1	1000-452-20-36	RENT-COMMUNITY CENTER	50.00	50.00
Total 050418:											

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
05/18	05/17/2018	201225	1508	MAIN STREET LUBE	OIL & FILTER #92-PD	14595	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 14595:											
05/18	05/17/2018	201226	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	029918	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 029918:											
05/18	05/17/2018	201226	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	029940	1	7530-451-52-43	TECHNICAL SERVICES	40.00	40.00
Total 029940:											
05/18	05/17/2018	201226	452	MARTIN SECURITY SYST	115 WEATHERLOW SECURITY	030082	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 030082:											
05/18	05/17/2018	201226	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY	29815	1	1000-417-10-43	TECHNICAL SVCS	68.00	68.00
Total 29815:											
05/18	05/17/2018	201227	9141		24 HOUR SHIFT 5/3/18	050418	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 050418:											
05/18	05/17/2018	201228	480	MINERS & PISANI INC	GAS METERS-GAS	13053	1	7401-430-63-47	MACHINERY & EQUIPMENT	2,084.65	2,084.65
Total 13053:											
05/18	05/17/2018	201228	480	MINERS & PISANI INC	GAS METERS-GAS	13266 042518	1	7401-430-62-46	SUPPLIES-GENERAL	487.45	487.45
Total 13266 042518:											
05/18	05/17/2018	201229	7909		CARL MOYER GRANT	051418	1	8405-430-10-48	GRANTS	62,059.30	62,059.30
Total 051418:											
05/18	05/17/2018	201230	9309		REFUND GAS DEPOSIT	10401450007	1	7401-2228-000	DEPOSITS-CUSTOMER	86.67	86.67

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 10401450007:											
05/18	05/17/2018	201231	548	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2496156	1	2007-431-20-46	SUPPLIES-GENERAL	86.67	86.67
Total 2496156:											
05/18	05/17/2018	201232	550		DOG CLINIC CHANGE 2018	051718	1	1000-1012-008	PETTY CASH - RABIES CLINIC	25.31	25.31
Total 051718:											
05/18	05/17/2018	201233	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 5/	58020 043018	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 043018:											
05/18	05/17/2018	201234	572	QUILL CORPORATION	OFFICE SUPPLIES	6617936	1	1000-415-10-46	SUPPLIES-GENERAL	421.17	421.17
Total 6617936:											
05/18	05/17/2018	201234	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	6691037	1	1000-422-10-46	SUPPLIES-JANITORIAL	102.89	102.89
Total 6691037:											
05/18	05/17/2018	201235	1040	R & R PRODUCTS INC	SUPPLIES- GC	CD2217619	1	7530-451-52-46	SUPPLIES-GENERAL	2,128.97	2,128.97
Total CD2217619:											
05/18	05/17/2018	201236	582	RAY MORGAN CO INC	BASE RATE CHARGE-FIRE	2036692	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	41.46	41.46
Total 2036692:											
05/18	05/17/2018	201236	582	RAY MORGAN CO INC	BASE RATE CHARGE	2049785	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	289.67	289.67
05/18	05/17/2018	201236	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2049785	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	144.83	144.83
Total 2049785:											
05/18	05/17/2018	201237	5142		REIM TRAINING	043018	1	1000-422-10-45	TRAVEL	75.00	75.00

CITY OF SUSANVILLE

Check Register - Payments by Vendor
 Check Issue Dates: 5/17/2018 - 5/17/2018

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 043018:											
05/18	05/17/2018	201238	1076	SIERRA COFFEE AND BE	BOTTLED WATER	49711	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75
Total 49711:											
05/18	05/17/2018	201239	1270	SILVER STATE BARRICA	SUPPLIES- STREETS	98688	1	2007-431-20-46	SUPPLIES-GENERAL	2,030.74	2,030.74
Total 98688:											
05/18	05/17/2018	201239	1270	SILVER STATE BARRICA	SUPPLIES-WATER	98689	1	7301-430-52-46	SUPPLIES-GENERAL	79.20	79.20
Total 98689:											
05/18	05/17/2018	201240	677	SUSANVILLE SANITARY	1505 MAIN	2064 050118	1	1000-422-10-44	SEWER	52.00	52.00
Total 2064 050118:											
05/18	05/17/2018	201241	9311		REFUND GAS DEPOSIT	10307200032	1	7401-2228-000	DEPOSITS-CUSTOMER	143.14	143.14
Total 10307200032:											
05/18	05/17/2018	201242	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1753	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1753:											
05/18	05/17/2018	201243	1263	THE HARTFORD	MUSEUM ARTIFACTS 5/15/18-4/	133326281 051518	1	7630-411-40-45	INSURANCE MUSEUM	183.32	183.32
05/18	05/17/2018	201243	1263	THE HARTFORD	MUSEUM ARTIFACTS 5/15/18-4/	133326281 051518	2	7630-1430-102	PREPAID INSURANCE PREMIU	366.68	366.68
Total 133326281 051518:											
05/18	05/17/2018	201244	9310		REFUND GAS DEPOSIT	10435850010	1	7401-2228-000	DEPOSITS-CUSTOMER	95.52	95.52
Total 10435850010:											
05/18	05/17/2018	201245	9312		REFUND WATER DEPOSIT	10330150004	1	7110-2228-000	DEPOSITS-CUSTOMER	65.54	65.54

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 10330150004:											
05/18	05/17/2018	201246	9313		REFUND GAS DEPOSIT	10402300027	1	7401-2228-000	DEPOSITS-CUSTOMER	19.55	19.55
Total 10402300027:											
05/18	05/17/2018	201247	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	356820191	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	323.53	323.53
Total 356820191:											
05/18	05/17/2018	201248	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9806345858	1	7620-430-11-45	COMMUNICATIONS	54.22	54.22
05/18	05/17/2018	201248	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9806345858	2	1000-424-20-45	COMMUNICATIONS	25.30	25.30
05/18	05/17/2018	201248	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9806345858	3	1000-452-20-45	COMMUNICATIONS	47.59	47.59
05/18	05/17/2018	201248	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9806345858	4	7620-430-10-45	COMMUNICATIONS	324.52	324.52
Total 9806345858:											
05/18	05/17/2018	201248	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9806346189	1	1000-422-10-45	COMMUNICATIONS	266.07	266.07
Total 9806346189:											
05/18	05/17/2018	201249	9317		RETURN DEP JOHNSTONVILLE	050818	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	720.00	720.00
Total 050818:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-GC	67384101	1	7530-451-52-46	SUPPLIES-GENERAL	228.40	228.40
Total 67384101:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67384879	1	7110-430-42-46	SUPPLIES-GENERAL	311.97	311.97
Total 67384879:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-GC	67393562	1	7530-451-52-46	SUPPLIES-GENERAL	91.81	91.81
Total 67393562:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-GC	67395395	1	7530-451-52-46	SUPPLIES-GENERAL	70.04	70.04

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 67395395:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67401906	1	7110-430-42-46	SUPPLIES-GENERAL	70.04	70.04
Total 67401906:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67403304	1	7110-430-42-46	SUPPLIES-GENERAL	131.12	131.12
Total 67403304:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67405319	1	7110-430-42-46	SUPPLIES-GENERAL	46.89	46.89
Total 67405319:											
05/18	05/17/2018	201264	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67417482	1	7401-430-62-46	SUPPLIES-GENERAL	12.59	12.59
Total 67417482:											
05/18	05/17/2018	201265	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A53754	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	171.02	171.02
Total A53754:											
05/18	05/17/2018	201265	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A53831	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A53831:											
05/18	05/17/2018	201265	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A53839	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A53839:											
05/18	05/17/2018	201265	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A53848	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A53848:											
05/18	05/17/2018	201266	1378	ZITO MEDIA	CABLE-FIRE	356225062 051018	1	1000-422-10-45	COMMUNICATIONS	46.84	46.84
Total 356225062 051018:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
Grand Totals:											172,888.32	172,888.32

Report Criteria:

Report type: GL detail
 Check Voided = False

Report Criteria:

Report type: GL detail
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
05/18	05/18/2018	201267	728	U S POSTMASTER	WATER BILLING POSTAGE	05182018	1	7110-430-42-46	POSTAGE	780.73	780.73	
05/18	05/18/2018	201267	728	U S POSTMASTER	GAS BILLING POSTAGE	05182018	2	7401-430-62-46	POSTAGE	402.20	402.20	
Total 05182018:											1,182.93	1,182.93
Grand Totals:											1,182.93	1,182.93

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	
05/18	05/22/2018	201268	728	U S POSTMASTER	UB BILLING	052218	1	1000-415-10-46	POSTAGE	3.68	3.68	
05/18	05/22/2018	201268	728	U S POSTMASTER	UB BILLING GAS	052218	2	7401-430-62-46	POSTAGE	62.41	62.41	
05/18	05/22/2018	201268	728	U S POSTMASTER	UB BILLING WATER	052218	3	7110-430-42-46	POSTAGE	121.13	121.13	
Total 052218:											187.22	187.22
Grand Totals:											187.22	187.22

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
05/18/2018	CDPT	05/23/2018	790	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 5/18/	7650-2203-1	7,224.81-
05/18/2018	CDPT	05/23/2018	790	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 5/18/	7650-2203-1	7,224.81-
05/18/2018	CDPT	05/23/2018	790	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 5/18/2018	7650-2203-1	2,583.99-
05/18/2018	CDPT	05/23/2018	790	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 5/18/2018	7650-2203-1	2,583.99-
05/18/2018	CDPT	05/23/2018	790	CITY OF SUSANVILLE PAYRL T	1	Federal Withholding Tax Pay Peri	7650-2203-1	18,050.87-
05/18/2018	CDPT	05/23/2018	790	CITY OF SUSANVILLE PAYRL T	1	Interest Due on Late Payment	1000-417-10-	1,764.55-
Total 790:			6					39,433.02-
05/18/2018	CDPT	05/23/2018	791	EMPLOYMENT DEV. DEPT PI	6	State Witholding Tax Pay Period:	7650-2203-1	6,538.48-
Total 791:			1					6,538.48-
05/18/2018	CDPT	05/23/2018	792	EMPLOYMENT DEV DEPT SDI	7	State Disability Tax Pay Period: 5	7650-2203-1	1,616.69-
Total 792:			1					1,616.69-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Municipal Pay Period: 5/1	7650-2203-1	2,643.10-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Municipal Pay Period: 5/1	7650-2203-1	4,877.46-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Police Pay Period: 5/18/2	7650-2203-1	2,009.29-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Police Pay Period: 5/18/2	7650-2203-1	2,393.95-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Fire Pay Period: 5/18/201	7650-2203-1	653.51-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Fire Pay Period: 5/18/201	7650-2203-1	1,533.29-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS Misc Pay and Report Pay	7650-2203-1	68.84-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS Fire Pay and Report Pay P	7650-2203-1	97.34-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	1,893.63-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	1,979.38-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	3,077.92-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	3,209.09-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	859.02-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	895.62-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	Survivor's Benefits Pay Period: 5/	7650-2203-1	13.00-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Municipal Benefit Pay Pe	7650-2203-1	332.60-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Fire Benefit Pay Period:	7650-2203-1	975.92-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS - Police Benefit Pay Period	7650-2203-1	2,009.29-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	PERS-Modified Pay Period: 5/18/	7650-2203-1	24.00-
05/18/2018	CDPT	05/23/2018	793	P.E.R.S.	8	Retro Pay Overage	7650-2203-1	2,290.56-
Total 793:			20					27,255.69-
05/04/2018	CDPT	05/23/2018	794	LABORERS TRUST FUNDS	9	Health Insurance Laborers Pay P	7650-2203-1	1,451.50-
05/18/2018	CDPT	05/23/2018	794	LABORERS TRUST FUNDS	9	Health Insurance Laborers Pay P	7650-2203-1	1,551.50-
05/18/2018	CDPT	05/23/2018	794	LABORERS TRUST FUNDS	9	Health Insurance Laborers Pay P	7650-2203-1	64,257.00-
Total 794:			3					67,260.00-
05/04/2018	CDPT	05/23/2018	795	AFLAC	14	AFLAC Pre-Tax Pay Period: 5/4/	8403-2239-0	390.61-
05/04/2018	CDPT	05/23/2018	795	AFLAC	14	AFLAC After-Tax Pay Period: 5/4	7650-2203-0	91.46-
05/18/2018	CDPT	05/23/2018	795	AFLAC	14	AFLAC Pre-Tax Pay Period: 5/18	8403-2239-0	390.61-
05/18/2018	CDPT	05/23/2018	795	AFLAC	14	AFLAC After-Tax Pay Period: 5/1	7650-2203-0	91.46-
Total 795:			4					964.14-
05/18/2018	CDPT	05/23/2018	796	LINCOLN FINANCIAL LIFE INSU	22	Life Insurance Life Insurance Mis	7650-2203-1	149.65-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
05/18/2018	CDPT	05/23/2018	796	LINCOLN FINANCIAL LIFE INSU	22	Life Insurance Life Insurance Dep	7650-2203-1	133.25-
			Total 796:					282.90-
05/18/2018	CDPT	05/23/2018	201275	CA STATE DISBURSEMENT UNI	3		7650-2203-0	69.23-
			Total 201275:					69.23-
05/04/2018	CDPT	05/23/2018	201276	GOLDEN ONE CREDIT UNION	12	SPOA ACCT# 1000103541 Unio	7650-2203-0	520.00-
05/18/2018	CDPT	05/23/2018	201276	GOLDEN ONE CREDIT UNION	12	SPOA ACCT# 1000103541 Unio	7650-2203-0	520.00-
			Total 201276:					1,040.00-
05/18/2018	CDPT	05/23/2018	201277	NATIONWIDE RETIREMENT SO	5	00284077 PebSCO Pay Period: 5/	7650-2203-0	550.00-
			Total 201277:					550.00-
05/18/2018	CDPT	05/23/2018	201278	NEVADA STATE TREASURER	44	REM ID 876772300A Garnishme	7650-2203-0	2.00-
			Total 201278:					2.00-
05/04/2018	CDPT	05/23/2018	201279	NEW IMAGE RACQUETBALL AN	30	New Image Gym Pay Period: 5/4/	7650-2203-0	60.50-
05/18/2018	CDPT	05/23/2018	201279	NEW IMAGE RACQUETBALL AN	30	New Image Gym Pay Period: 5/1	7650-2203-0	60.50-
			Total 201279:					121.00-
05/04/2018	CDPT	05/23/2018	201280	OPERATING ENGINEERS #3	11	Union Dues Pay Period: 5/4/2018	7650-2203-0	733.00-
05/18/2018	CDPT	05/23/2018	201280	OPERATING ENGINEERS #3	11	Union Dues Pay Period: 5/18/201	7650-2203-0	733.00-
05/18/2018	CDPT	05/23/2018	201280	OPERATING ENGINEERS #3	11		7650-2203-0	4.00-
			Total 201280:					1,470.00-
05/18/2018	CDPT	05/23/2018	201282	STATE COLLECTION & DISBUR	43	REM ID 876772300A Child Supp	7650-2203-0	406.15-
			Total 201282:					406.15-
05/04/2018	CDPT	05/23/2018	201283	UPEC, LOCAL 792	10	Health - Admin Fee Pay Period: 5	7650-2203-1	23.25-
05/18/2018	CDPT	05/23/2018	201283	UPEC, LOCAL 792	10	Health - Admin Fee Pay Period: 5	7650-2203-1	23.25-
05/18/2018	CDPT	05/23/2018	201283	UPEC, LOCAL 792	10	Health - Admin Fee Pay Period: 5	7650-2203-1	2,093.50-
			Total 201283:					2,140.00-
05/18/2018	CDPT	05/23/2018	201284	VALIC	4	Valic Pay Period: 5/18/2018	7650-2203-0	1,978.08-
			Total 201284:					1,978.08-
05/18/2018	CDPT	05/23/2018	201285	VANTAGEPOINT TRANS. AGEN	3	457 DEFERRED COMPENSATIO	7650-2203-0	150.00-
			Total 201285:					150.00-
05/04/2018	CDPT	05/23/2018	201286	PRE-PAID LEGAL SERVICES, IN	13	Legal Plan - 1st Period Pay Perio	7650-2203-0	300.61-
05/18/2018	CDPT	05/23/2018	201286	PRE-PAID LEGAL SERVICES, IN	13	Legal Plan - 2nd Period Pay Peri	7650-2203-0	317.54-
05/18/2018	CDPT	05/23/2018	201286	PRE-PAID LEGAL SERVICES, IN	13	or	7650-2203-1	16.95
			Total 201286:					601.20-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
Grand Totals:			<u>56</u>					<u>151,878.58-</u>

Report Criteria:
Transmittal checks included

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
05/18	05/24/2018	201287	2	A-1 CHEMICAL INC	CUSTODIAL SUPPLIES-PARKS	6111168	1	1000-452-20-46	SUPPLIES-JANITORIAL	653.70	653.70
Total 6111168:											
05/18	05/24/2018	201288	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636048158	1	7620-430-10-44	LINEN SERVICE	29.53	29.53
Total 636048158:											
05/18	05/24/2018	201288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636048159	1	7401-430-62-44	LINEN SERVICES	52.06	52.06
Total 636048159:											
05/18	05/24/2018	201288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636048161	1	7110-430-42-44	LINEN SERVICE	38.65	38.65
Total 636048161:											
05/18	05/24/2018	201289	1411	BADAWI & ASSOCIATES	FY 2018 AUDIT	1518	1	1000-417-10-43	PROFESSIONAL SVCS	10,660.50	10,660.50
05/18	05/24/2018	201289	1411	BADAWI & ASSOCIATES	FY 2018 AUDIT	1518	2	7620-430-11-43	PROFESSIONAL SERVICES	927.00	927.00
Total 1518:											
05/18	05/24/2018	201290	66	BEAMS MD INC, JAY M	DMV PHYSICAL-GAS	1961A89595	1	7401-430-62-43	PROFESSIONAL SVCS	150.00	150.00
Total 1961A89595:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	401687..	1	1000-452-20-46	SUPPLIES-GENERAL	101.33	101.33
Total 401687..:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	404006	1	1000-452-20-46	SUPPLIES-GENERAL	25.46	25.46
Total 404006:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	405612	1	1000-452-20-46	SUPPLIES-GENERAL	2.40	2.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 405612:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	411471	1	1000-452-20-46	SUPPLIES-GENERAL	2.40	2.40
Total 411471:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	411649	1	1000-452-20-46	SUPPLIES-GENERAL	28.83	28.83
Total 411649:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	411731	1	1000-452-20-46	SUPPLIES-GENERAL	100.30	100.30
Total 411731:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	411732	1	1000-452-20-46	SUPPLIES-GENERAL	16.40	16.40
Total 411732:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	412409	1	1000-452-20-46	SUPPLIES-GENERAL	5.59	5.59
Total 412409:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- GAS	412440	1	7401-430-62-46	SUPPLIES-GENERAL	66.54	66.54
Total 412440:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	412525	1	1000-452-20-46	SUPPLIES-GENERAL	35.86	35.86
Total 412525:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- FD	412553	1	1000-422-10-46	SUPPLIES-GENERAL	34.42	34.42
Total 412553:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	412924	1	1000-452-20-46	SUPPLIES-GENERAL	95.96	95.96
Total 412924:											

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
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- WATER	412984	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	6.64	6.64
Total 412984:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- WATER	412984	1	7110-430-42-46	SUPPLIES-GENERAL	5.78	5.78
Total 412994:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	413065	1	1000-452-20-46	SUPPLIES-GENERAL	60.52	60.52
Total 413065:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	413079	1	2007-431-20-46	SUPPLIES-GENERAL	9.79	9.79
Total 413079:											
05/18	05/24/2018	201291	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	413157	1	1000-452-20-46	SUPPLIES-GENERAL	14.46	14.46
Total 413157:											
05/18	05/24/2018	201292	8591		PHYSICAL FITNESS ALLOWAN	051718	1	1000-422-10-47	MACHINERY AND EQUIPMENT	250.00	250.00
Total 051718:											
05/18	05/24/2018	201293	9326	CALIFORNIA PEACE OFF	DUES & MEMBERSHIPS- PD	119780	1	1000-421-10-48	DUES AND MEMBERSHIPS	224.00	224.00
Total 119780:											
05/18	05/24/2018	201294	9142		24 HOUR SHIFT 47/18	051718	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 051718:											
05/18	05/24/2018	201295	986	CARLSON'S TIRE PROS	REPAIR & MAINT- GAS	59079	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	381.66	381.66
05/18	05/24/2018	201295	986	CARLSON'S TIRE PROS	REPAIR & MAINT-WATER	59079	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	381.65	381.65
Total 59079:											
05/18	05/24/2018	201296	156	CREATIVE FORMS & CO	ENVELOPES-GAS	116317	1	7401-430-62-46	SUPPLIES-GENERAL	611.59	611.59
05/18	05/24/2018	201296	156	CREATIVE FORMS & CO	ENVELOPES-WATER	116317	2	7110-430-42-46	SUPPLIES-GENERAL	611.59	611.59

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 116317:											
05/18	05/24/2018	201296	156	CREATIVE FORMS & CO	ENVELOPES-GAS	116318	1	7401-430-62-46	SUPPLIES-GENERAL	355.32	355.32
05/18	05/24/2018	201296	156	CREATIVE FORMS & CO	ENVELOPES-WATER	116318	2	7110-430-42-46	SUPPLIES-GENERAL	355.32	355.32
Total 116318:											
05/18	05/24/2018	201297	174		RETURN FEB. HEALTH PREMIU	052318	1	7201-430-81-42	HEALTH INSURANCE AND ADM	1,140.00	1,140.00
Total 052318:											
05/18	05/24/2018	201298	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS, FBI	300637	1	1000-416-10-45	FINGERPRINTING SERVICES	92.00	92.00
Total 300637:											
05/18	05/24/2018	201299	194	DIAMOND SAW SHOP IN	SUPPLIES- FIRE	16233	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	18.18	18.18
Total 16233:											
05/18	05/24/2018	201299	194	DIAMOND SAW SHOP IN	SUPPLIES-WATER	16236	1	7110-430-42-46	SUPPLIES-GENERAL	17.70	17.70
Total 16236:											
05/18	05/24/2018	201300	1261	DIAMOND TRUCK AND A	RPR & MAINT- FIRE	4331	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	361.70	361.70
Total 4331:											
05/18	05/24/2018	201301	1014	DUTRA CONSTRUCTION	ABATEMENT 250 N SPRING ST	11589	1	1000-425-20-43	TECHNICAL SVCS	1,707.46	1,707.46
Total 11589:											
05/18	05/24/2018	201302	1538	DYER ENGINEERING CO	CADY SPRINGS PUMP STATIO	3229	1	8406-413-21-43	PROFESSIONAL SERVICES	9,535.25	9,535.25
Total 3229:											
05/18	05/24/2018	201303	1329	FAST GLASS INC.	RPR WINDSHIELD- PARKS	ISPA120676	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	220.00	220.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total ISPA120676:											
05/18	05/24/2018	201304	241	FEATHER PUBLISHING C	NOTICE OF HUSA HEARING	7843	1	1000-411-10-45	ADVERTISING	220.00	220.00
Total 7843:											
05/18	05/24/2018	201304	241	FEATHER PUBLISHING C	NOTICE OF NOMINEES	7844	1	1000-414-10-45	ADVERTISING	30.00	30.00
Total 7844:											
05/18	05/24/2018	201305	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	872929A	1	7110-430-42-43	TECHNICAL SVCS	32.00	32.00
Total 872929A:											
05/18	05/24/2018	201305	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	873111A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 873111A:											
05/18	05/24/2018	201306	257	FOREST OFFICE EQUIP	COPY PAPER- PW	906	1	7620-430-10-46	SUPPLIES-GENERAL	197.34	197.34
Total 906:											
05/18	05/24/2018	201307	265	FRONTIER	257-0315 AWOS AIRPORT	0315 051518	1	7201-430-81-45	COMMUNICATIONS	46.28	46.28
Total 0315 051518:											
05/18	05/24/2018	201307	265	FRONTIER	257-1033-PARKS	1033 050518	1	1000-452-20-45	COMMUNICATIONS	235.79	235.79
Total 1033 050518:											
05/18	05/24/2018	201307	265	FRONTIER	252-1182 SCADA - WATER	1182 051018	1	7110-430-42-45	COMMUNICATIONS	341.00	341.00
Total 1182 051018:											
05/18	05/24/2018	201307	265	FRONTIER	257-4725-FAX	4725 051518	1	1000-417-10-45	COMMUNICATIONS	44.97	44.97
05/18	05/24/2018	201307	265	FRONTIER	257-4725-FAX	4725 051518	2	1000-419-10-45	COMMUNICATIONS	44.96	44.96

Check Register - Payments by Vendor
 Check Issue Dates: 5/24/2018 - 5/24/2018

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 4725 051518:											
05/18	05/24/2018	201307	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 051018	1	7401-430-62-45	COMMUNICATIONS	38.87	38.87
Total 7-1182 051018:											
05/18	05/24/2018	201308	9321		REFUND GAS DEPOSIT	10306900214	1	7401-2228-000	DEPOSITS-CUSTOMER	179.93	179.93
Total 10306900214:											
05/18	05/24/2018	201309	9323	HONEY LAKE VALLEY C	SWIM PASSES FOR CHILDREN	050918	1	7401-430-62-45	ADVERTISING	400.00	400.00
Total 050918:											
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S103777	1	1000-452-20-46	SUPPLIES-GENERAL	60.59	60.59
Total S103777:											
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	CREDIT PARKS	S104038	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	43.43	43.43
Total S104038:											
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S104146	1	1000-452-20-46	SUPPLIES-GENERAL	16.71	16.71
Total S104146:											
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S104177	1	1000-452-20-46	SUPPLIES-GENERAL	92.99	92.99
Total S104177:											
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S104295	1	1000-452-20-46	SUPPLIES-GENERAL	28.80	28.80
Total S104295:											
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S104584	1	1000-452-20-46	SUPPLIES-GENERAL	63.69	63.69
Total S104584:											

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
05/18	05/24/2018	201310	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S104684	1	1000-452-20-46	SUPPLIES-GENERAL	174.02	174.02
Total S104684:											
05/18	05/24/2018	201311	1350	JONES & MAYER	PROFESSIONAL SERVICES	87097	1	1000-412-10-43	PROFESSIONAL SVCS	174.02	174.02
Total 87097:											
05/18	05/24/2018	201311	1350	JONES & MAYER	PROFESSIONAL SERVICES	87098	1	1000-412-10-43	PROFESSIONAL SVCS	1,956.31	1,956.31
Total 87098:											
05/18	05/24/2018	201312	1399		DEPOSIT RETURN FOR EP 18-0	051518	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	6,380.00	6,380.00
Total 051518:											
05/18	05/24/2018	201313	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 3/2	290299	1	1000-412-10-43	PROFESSIONAL SVCS	35,789.73	35,789.73
Total 290299:											
05/18	05/24/2018	201314	389	LASSEN CO AUDITOR	LIABILITY INSURANCE FY 17/18	010418.	1	8402-413-30-45	INSURANCE-LIABILITY	1,000.00	1,000.00
Total 010418.:											
05/18	05/24/2018	201315	1478	LASSEN CO ENVIROMEN	CUPA FEES	180157	1	7530-1430-105	PREPAID - OTHER	99.00	99.00
Total 180157:											
05/18	05/24/2018	201316	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	301169	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	39.91	39.91
Total 301169:											
05/18	05/24/2018	201317	413	LASSEN TIRE	TIRE REPAIRS -STREETS	4884	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	150.00	150.00
Total 4884:											
05/18	05/24/2018	201317	413	LASSEN TIRE	4 TIRE MOUNTS #75- GAS	49928	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	399.98	399.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 49928:											
05/18	05/24/2018	201318	9316	LITIGATION SERVICES &	PROFESSIONAL SERVICES	1228068	1	1000-412-10-43	PROFESSIONAL SVCS	399.98	399.98
Total 1228068:											
05/18	05/24/2018	201318	9316	LITIGATION SERVICES &	PROFESSIONAL SERVICES	1228325	1	1000-412-10-43	PROFESSIONAL SVCS	799.80	799.80
Total 1228325:											
05/18	05/24/2018	201319	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 051618	1	1000-452-30-46	ELECTRICITY	26.54	26.54
Total 10262 051618:											
05/18	05/24/2018	201319	437	LMUD	SKYLINE DR WELL 4-WATER	29931 051018	1	7110-430-42-46	ELECTRICITY	30.90	30.90
Total 29931 051018:											
05/18	05/24/2018	201319	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 051018	1	7110-430-42-46	ELECTRICITY	25.67	25.67
Total 44298 051018:											
05/18	05/24/2018	201319	437	LMUD	PAIUTE LN SCADA-WATER	44316 051018	1	7110-430-42-46	ELECTRICITY	24.36	24.36
Total 44316 051018:											
05/18	05/24/2018	201319	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 051018	1	7110-430-42-46	ELECTRICITY	52.11	52.11
Total 45542 051018:											
05/18	05/24/2018	201319	437	LMUD	GEO PUMP #1	9297 050418	1	7301-430-52-46	ELECTRICITY	1,396.20	1,396.20
Total 9297 050418:											
05/18	05/24/2018	201320	1508	MAIN STREET LUBE	OIL & FILTER #84-PD	14641	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 14641:											

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
05/18	05/24/2018	201320	1508	MAIN STREET LUBE	OIL & FILTER #87- PD	14642	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	55.43	55.43
Total 14642:											
05/18	05/24/2018	201320	1508	MAIN STREET LUBE	OIL & FILTER- CHIEF PD	14649	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 14649:											
05/18	05/24/2018	201321	9141		24 HOUR SHIFT 4/27/17, 5/11/18	051718	1	1000-422-10-43	VOLUNTEERS	75.00	75.00
Total 051718:											
05/18	05/24/2018	201322	1300		REIM STATION SUPPLIES	051718	1	1000-422-10-46	SUPPLIES-GENERAL	21.42	21.42
Total 051718:											
05/18	05/24/2018	201323	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	855536	1	7401-430-62-43	TECHNICAL SVCS	42.50	42.50
05/18	05/24/2018	201323	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	855536	2	7110-430-42-43	TECHNICAL SVCS	42.50	42.50
Total 855536:											
05/18	05/24/2018	201324	9322		REFUND GAS DEPOSIT	10435250013	1	7401-2228-000	DEPOSITS-CUSTOMER	159.97	159.97
Total 10435250013:											
05/18	05/24/2018	201325	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2496609	1	1000-452-20-46	SUPPLIES-GENERAL	334.62	334.62
Total 2496609:											
05/18	05/24/2018	201325	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2496682	1	1000-452-20-46	SUPPLIES-GENERAL	73.44	73.44
Total 2496682:											
05/18	05/24/2018	201325	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2496703	1	1000-452-20-46	SUPPLIES-GENERAL	1.66	1.66
Total 2496703:											
05/18	05/24/2018	201325	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2496807	1	1000-452-20-46	SUPPLIES-GENERAL	294.93	294.93

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 2496807:											
05/18	05/24/2018	201325	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2496846	1	1000-452-20-46	SUPPLIES-GENERAL	294.93	294.93
Total 2496846:											
05/18	05/24/2018	201325	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2496985	1	1000-452-20-46	SUPPLIES-GENERAL	24.67	24.67
Total 2496985:											
05/18	05/24/2018	201326	563	POULSEN WELDING SHO	REPAIRS-PARKS	3063	1	1000-452-20-46	SUPPLIES-GENERAL	77.21	77.21
Total 3063:											
05/18	05/24/2018	201327	9325		REFUND GAS DEPOSIT	10105100110	1	7401-2228-000	DEPOSITS-CUSTOMER	158.99	158.99
Total 10105100110:											
05/18	05/24/2018	201328	660	STATE WATER RESOUR	PERMIT REGISTRATION DOC. F	051818	1	2007-431-29-44	CONSTRUCTION SERVICES	200.00	200.00
Total 051818:											
05/18	05/24/2018	201329	9324		REFUND WATER DEPOSIT	10321550001	1	7110-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10321550001:											
05/18	05/24/2018	201330	873	SUSANVILLE FORD INC	RPR & MAINT #85- PD	338434	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	59.09	59.09
Total 338434:											
05/18	05/24/2018	201331	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARKS	37546	1	1000-452-20-46	SUPPLIES-GENERAL	2,251.47	2,251.47
Total 37546:											
05/18	05/24/2018	201331	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARKS	37733	1	1000-452-20-46	SUPPLIES-GENERAL	267.05	267.05
Total 37733:											
05/18	05/24/2018	201331	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARKS	37733	1	1000-452-20-46	SUPPLIES-GENERAL	134.46	134.46
Total 37733:											

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
05/18	05/24/2018	201331	1265	SUSANVILLE PAINT CEN	SUPPLIES- PARKS	37893	1	1000-452-20-46	SUPPLIES-GENERAL	9.20	9.20
Total 37893:											
05/18	05/24/2018	201331	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARKS	37906	1	1000-452-20-46	SUPPLIES-GENERAL	183.88	183.88
Total 37906:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	606 NEVADA	1274 050118	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	66 N LASSEN	1276 050118	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 050118	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOPS F	1449 050118	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 050118	1	7620-430-10-44	SEWER	104.00	104.00
Total 3203 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 050118	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 050118	1	1000-452-20-44	SEWER	59.00	59.00
Total 3668 050118:											
05/18	05/24/2018	201332	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 050118	1	1000-452-20-44	SEWER	52.00	52.00

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 3669 050118:											
05/18	05/24/2018	201333	9297		24 HOUR SHIFT 4/7/18	051718	1	1000-422-10-43	VOLUNTEERS	52.00	52.00
Total 051718:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	17434158	1	7110-430-42-46	SUPPLIES-GENERAL	1,378.16	1,378.16
Total 17434158:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-PW	67408068	1	7620-430-10-46	SUPPLIES-GENERAL	45.45	45.45
Total 67408068:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67414738	1	7110-430-42-46	SUPPLIES-GENERAL	158.22	158.22
Total 67414738:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67414748	1	7110-430-42-46	SUPPLIES-GENERAL	52.55	52.55
Total 67414748:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67423381	1	7110-430-42-46	SUPPLIES-GENERAL	286.87	286.87
Total 67423381:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67423390	1	7110-430-42-46	SUPPLIES-GENERAL	289.75	289.75
Total 67423390:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67423412	1	7110-430-42-46	SUPPLIES-GENERAL	111.06	111.06
Total 67423412:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67423422	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	156.59	156.59
Total 67423422:											

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
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67423829	1	7401-430-62-46	SUPPLIES-GENERAL	80.95	80.95
Total 67423829:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67423905	1	7401-430-62-46	SUPPLIES-GENERAL	144.79	144.79
Total 67423905:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67425614	1	7401-430-62-46	SUPPLIES-GENERAL	12.59	12.59
Total 67425614:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67425797	1	7110-430-42-46	SUPPLIES-GENERAL	31.15	31.15
Total 67425797:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67427310	1	7110-430-42-46	SUPPLIES-GENERAL	72.93	72.93
Total 67427310:											
05/18	05/24/2018	201334	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67427945	1	2007-431-20-46	SUPPLIES-GENERAL	.39	.39
Total 67427945:											
05/18	05/24/2018	201335	8945	WILSON SPORTING GOO	GOLF BALLS- PROSHOP GC	4525220162	1	7530-451-55-46	SUPPLIES - GENERAL	209.56	209.56
Total 4525220162:											
Grand Totals:										90,005.17	90,005.17

Report Criteria:

Report type: GL detail

Check.Voiced = False

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
05/04/2018	CDPT	05/08/2018	786	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 5/4/2	7650-2203-1	7,278.56-
05/04/2018	CDPT	05/08/2018	786	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 5/4/2	7650-2203-1	7,278.56-
05/04/2018	CDPT	05/08/2018	786	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 5/4/2018	7650-2203-1	2,227.69-
05/04/2018	CDPT	05/08/2018	786	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 5/4/2018	7650-2203-1	2,227.69-
05/04/2018	CDPT	05/08/2018	786	CITY OF SUSANVILLE PAYRL T	1	Federal Withholding Tax Pay Peri	7650-2203-1	13,037.41-
05/04/2018	CDPT	05/08/2018	787	EMPLOYMENT DEV. DEPT PI	6	State Withholding Tax Pay Period:	7650-2203-1	4,387.78-
05/04/2018	CDPT	05/08/2018	788	EMPLOYMENT DEV DEPT SDI	7	State Disability Tax Pay Period: 5	7650-2203-1	1,411.65-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Municipal Pay Period: 5/4	7650-2203-1	2,643.10-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Municipal Pay Period: 5/4	7650-2203-1	4,839.37-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Police Pay Period: 5/4/20	7650-2203-1	1,289.88-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Police Pay Period: 5/4/20	7650-2203-1	1,536.82-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Fire Pay Period: 5/4/2018	7650-2203-1	646.79-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Fire Pay Period: 5/4/2018	7650-2203-1	2,028.40-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS Misc Pay and Report Pay	7650-2203-1	68.84-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS Fire Pay and Report Pay P	7650-2203-1	161.71-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	1,850.15-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	1,933.94-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	1,664.88-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	1,742.86-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	766.91-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	799.59-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	Survivor's Benefits Pay Period: 5/	7650-2203-1	13.00-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Municipal Benefit Pay Pe	7650-2203-1	332.60-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Fire Benefit Pay Period:	7650-2203-1	1,193.29-
05/04/2018	CDPT	05/08/2018	789	P.E.R.S.	8	PERS - Police Benefit Pay Period	7650-2203-1	1,289.88-
05/04/2018	CDPT	05/08/2018	201172	CA STATE DISBURSEMENT UNI	37	Case #2000	7650-2203-0	69.23-
05/04/2018	CDPT	05/08/2018	201173	NATIONWIDE RETIREMENT SO	5	00284077 Pebsco Pay Period: 5/	7650-2203-0	550.00-
05/04/2018	CDPT	05/08/2018	201174	NEVADA STATE TREASURER	44	REM ID 876772300A Garnishme	7650-2203-0	2.00-
05/04/2018	CDPT	05/08/2018	201175	STATE COLLECTION & DISBUR	43	REM ID 876772300A Child Supp	7650-2203-0	406.15-
05/04/2018	CDPT	05/08/2018	201176	VALIC	4	Valic Pay Period: 5/4/2018	7650-2203-0	1,978.08-
05/04/2018	CDPT	05/08/2018	201177	VANTAGEPOINT TRANS. AGEN	3	457 DEFERRED COMPENSATIO	7650-2203-0	150.00-
Grand Totals:								65,806.81-

Reviewed by:  Interim City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: June 6, 2018

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 April 2018.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file monthly finance reports.

ATTACHMENTS: Pooled cash and investments report
Cash and Investment report
Receipts and disbursements report
Revenues, expenses and fund balances report

POOLED CASH & INVESTMENTS

April 30, 2018

POOLED CASH FUND	
Tri-Counties Bank	197,817
Bank of America	132,202
LAIF	15,245,356
Accounts Payable	(22)
Total Cash & Investments	<u>15,575,353</u>

Pooled Cash Allocation:

General	982,645
General Restricted	1,722,230
Special Revenue	1,448,266
Capital Projects	13,848
Debt Service	420,529
Enterprise	
Airport	(65,781)
Geothermal	247,810
Golf Course	(49,776)
Natural Gas	5,795,229
Water	4,023,944
Internal Service	645,318
Trust & Agency	391,092
Total Cash & Inv. Allocations	<u>15,575,353</u>

CASH WITH FISCAL AGENTS

April 30, 2018

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	2,451,894
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,451,894</u>
GRAND TOTAL	<u>18,027,247</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 APRIL 30, 2018

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	132,202.38
9999-1011-002	TRI COUNTIES BANK	197,816.66
9999-1030-001	LAIF	15,245,355.66
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	15,575,374.70
9999-2202-001	ACCOUNTS PAYABLE	(21.90)
9999-1000-000	CLAIM ON CASH	(15,575,352.80)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	83,085.14
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,485.71
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	88,476.42
1004	ALLOCATION TO GF-PANCERA	18,498.55
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,371,522.45
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,359.31
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	109,277.38
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	45,524.84
2002	ALLOCATION TO STATE COPS	28,185.30
2006	ALLOCATION TO SNOW REMOVAL	46,164.06
2007	ALLOCATION TO STREETS & HIGHWAYS	118,699.73
2010	ALLOCATION TO STREET MITIGATION	39,807.69
2011	ALLOCATION TO POLICE MITIGATION	25,826.85
2012	ALLOCATION TO FIRE MITIGATION	135,382.91
2013	ALLOCATION TO PARK DEDICATION FUND	158,169.91
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	3,948.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	316,956.40
2018	ALLOCATION TO HOME REVOLVING FUND	423,317.65
2030	ALLOCATION TO TRAFFIC SAFETY	64,354.02
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	79,644.72
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,626.75
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	181.66
4003	ALLOCATION TO CITY HALL	29,642.61
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	406,914.65
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	(16,028.33)
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	620,471.14
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	27,316.79
7630	ALLOCATION TO RISK MANAGEMENT FUND	271,601.78
7650	ALLOCATION TO PAYROLL	237.03
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	9,008.89
8402	ALLOCATION TO LAFCO	43,866.60
8403	ALLOCATION TO SEC 125 & AFLAC	2,003.84
8404	ALLOCATION TO AIR POLLUTION	158,249.06
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	240,058.26
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(62,094.56)

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 APRIL 30, 2018

ALLOCATIONS TO RESTRICTED FUNDS	9,708,818.21
<u>UNRESTRICTED FUNDS</u>	
1000 ALLOCATION TO GENERAL FUND	982,644.97
3015 ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110 ALLOCATION TO WATER SYSTEM	382,098.32
7112 ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	21,374.47
7201 ALLOCATION TO AIRPORT	(65,781.23)
7301 ALLOCATION TO GEOTHERMAL UTILITY	247,809.52
7401 ALLOCATION TO NATURAL GAS	3,988,154.45
7530 ALLOCATION TO GOLF COURSE	(49,776.48)
7620 ALLOCATION TO PW ADMIN & ENGINEERING FUND	346,162.60
ALLOCATIONS TO UNRESTRICTED FUNDS	5,866,534.59
TOTAL ALLOCATIONS TO OTHER FUNDS	15,575,352.80
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(15,575,352.80)
ZERO PROOF IF ALLOCATIONS BALANCE	.00

TRI-COUNTIES BANK

		\$562,250.46	
4/2/2018		\$66,489.24	\$628,739.70
4/2/2018		\$14,024.86	\$642,764.56
4/2/2018		\$4,427.34	\$647,191.90
4/3/2018		\$72,102.64	\$719,294.54
4/3/2018		\$11,010.76	\$730,305.30
4/4/2018	-\$214.58		\$730,090.72
4/4/2018	-\$244.47		\$729,846.25
4/4/2018		\$1,396.93	\$731,243.18
4/4/2018		\$1,629.04	\$732,872.22
4/4/2018		\$0.02	\$732,872.24
4/4/2018	-\$3,258.06		\$729,614.18
4/4/2018	-\$8,281.06		\$721,333.12
4/4/2018		\$28,958.21	\$750,291.33
4/4/2018		\$8,358.77	\$758,650.10
4/5/2018	-\$25,023.27		\$733,626.83
4/5/2018		\$32,903.38	\$766,530.21
4/5/2018		\$12,589.82	\$779,120.03
4/6/2018		\$3,642.41	\$782,762.44
4/6/2018		\$1,627.95	\$784,390.39
4/6/2018	-\$596.87		\$783,793.52
4/6/2018		\$34,768.15	\$818,561.67
4/6/2018		\$8,179.38	\$826,741.05
4/9/2018		\$1,339.82	\$828,080.87
4/9/2018	-\$23.42		\$828,057.45
4/9/2018	-\$154.40		\$827,903.05
4/9/2018	-\$399.47		\$827,503.58
4/9/2018			\$827,503.58
4/9/2018		\$54,267.55	\$881,771.13
4/9/2018		\$9,731.64	\$891,502.77
4/10/2018			\$891,502.77
4/10/2018	-\$100,498.86		\$791,003.91
4/10/2018	-\$1,380.90		\$789,623.01
4/10/2018	-\$29,636.42		\$759,986.59
4/10/2018	-\$4,176.93		\$755,809.66
4/10/2018	-\$1,313.80		\$754,495.86
4/10/2018	-\$24,045.24		\$730,450.62
4/10/2018	-\$2,755.46		\$727,695.16
4/10/2018			\$727,695.16
4/10/2018	-\$522.85		\$727,172.31
4/10/2018		\$30,609.42	\$757,781.73
4/10/2018		\$7,531.01	\$765,312.74
4/10/2018		\$1,836.69	\$767,149.43
4/11/2018		\$759.13	\$767,908.56
4/11/2018		\$594.13	\$768,502.69
4/11/2018		\$1,614.12	\$770,116.81
4/11/2018	-\$22.85		\$770,093.96
4/11/2018	-\$4.24		\$770,089.72
4/11/2018	-\$90,618.90		\$679,470.82
4/11/2018		\$26,464.89	\$705,935.71
4/11/2018		\$4,222.99	\$710,158.70
4/11/2018		\$458.03	\$710,616.73
4/12/2018	-\$169,096.59		\$541,520.14
4/12/2018		\$124,124.04	\$665,644.18
4/12/2018		\$9,242.28	\$674,886.46
4/13/2018	-\$1,582.00		\$673,304.46
4/13/2018	-\$500,000.00		\$173,304.46
4/13/2018		\$14,461.33	\$187,765.79
4/13/2018		\$5,605.76	\$193,371.55
4/13/2018		\$24.00	\$193,395.55
4/16/2018		\$72,307.18	\$265,702.73
4/16/2018		\$8,814.33	\$274,517.06
4/17/2018		\$560.00	\$275,077.06
4/17/2018		\$465.45	\$275,542.51
4/17/2018		\$249.54	\$275,792.05
4/17/2018		\$883.17	\$276,675.22
4/17/2018		\$46.93	\$276,722.15
4/17/2018		\$2,087.79	\$278,809.94
4/17/2018		\$8,947.62	\$287,757.56
4/17/2018			\$287,757.56
4/17/2018	-\$168.19		\$287,589.37
4/17/2018	-\$40.00		\$287,549.37
4/17/2018	-\$171.27		\$287,378.10
4/17/2018	-\$100.00		\$287,278.10
4/17/2018	-\$10,865.00		\$276,413.10
4/17/2018	-\$0.08		\$276,413.02
4/17/2018		\$15,039.69	\$291,452.71
4/17/2018		\$2,304.96	\$293,757.67
4/18/2018		\$22,385.65	\$316,143.32
4/18/2018		\$5,344.06	\$321,487.38
4/18/2018	-\$1,182.40		\$320,304.98
4/19/2018		\$302.55	\$320,607.53
4/19/2018		\$862.22	\$321,469.75
4/19/2018	-\$46,240.16		\$275,229.59

TRI-COUNTIES BANK

4/19/2018		\$19,213.38	\$294,442.97
4/19/2018		\$4,852.91	\$299,295.88
4/20/2018		\$22,738.31	\$322,034.19
4/20/2018		\$12,763.27	\$334,797.46
4/20/2018		\$3,909.25	\$338,706.71
4/23/2018		\$62,095.17	\$400,801.88
4/23/2018		\$6,133.30	\$406,935.18
4/23/2018		\$3,807.29	\$410,742.47
4/24/2018			\$410,742.47
4/24/2018	-\$102,429.83		\$308,312.64
4/24/2018	-\$2,128.07		\$306,184.57
4/24/2018	-\$30,518.27		\$275,666.30
4/24/2018	-\$4,205.69		\$271,460.61
4/24/2018	-\$1,294.92		\$270,165.69
4/24/2018	-\$23,858.17		\$246,307.52
4/24/2018	-\$68,400.00		\$177,907.52
4/24/2018	-\$964.14		\$176,943.38
4/24/2018	-\$278.80		\$176,664.58
4/24/2018	-\$8,473.66		\$168,190.92
4/24/2018		\$12,576.56	\$180,767.48
4/24/2018		\$5,001.73	\$185,769.21
4/25/2018		\$418.78	\$186,187.99
4/25/2018		\$610.10	\$186,798.09
4/25/2018		\$1,821.81	\$188,619.90
4/25/2018		\$763.95	\$189,383.85
4/25/2018		\$13,374.83	\$202,758.68
4/25/2018			\$202,758.68
4/25/2018	-\$25.62		\$202,733.06
4/25/2018	-\$852.42		\$201,880.64
4/25/2018		\$243,000.00	\$444,880.64
4/25/2018		\$441.21	\$445,321.85
4/25/2018		\$84.99	\$445,406.84
4/25/2018		\$813.91	\$446,220.75
4/25/2018		\$17,229.84	\$463,450.59
4/25/2018		\$3,672.91	\$467,123.50
4/25/2018		\$377.50	\$467,501.00
4/26/2018	-\$393,547.28		\$73,953.72
4/26/2018		\$9,276.58	\$83,230.30
4/26/2018		\$5,405.57	\$88,635.87
4/27/2018		\$357.17	\$88,993.04
4/27/2018		\$456.40	\$89,449.44
4/27/2018		\$1,060.64	\$90,510.08
4/27/2018		\$9.14	\$90,519.22
4/27/2018		\$300.64	\$90,819.86
4/27/2018		\$527.02	\$91,346.88
4/27/2018		\$689.66	\$92,036.54
4/27/2018		\$50,467.23	\$142,503.77
4/27/2018		\$5,207.06	\$147,710.83
4/30/2018		\$550.72	\$148,261.55
4/30/2018		\$175.96	\$148,437.51
4/30/2018	-\$0.02		\$148,437.49
4/30/2018	-\$60.00		\$148,377.49
4/30/2018	-\$416.66	\$41,596.18	\$189,557.01
4/30/2018	-\$40.00		\$189,517.01
4/30/2018		\$20.00	\$189,537.01
4/30/2018		\$6,802.84	\$196,339.85
4/30/2018		\$2,278.19	\$198,618.04
4/30/2018	-\$801.38		\$197,816.66

BANK OF AMERICA

Date	Dep Date	A/P Disbursements	Receipts	Balance
4/1/2018				\$132,184.05
4/18/2018		-\$381.67		\$131,802.38
4/30/2018			\$400.00	\$132,202.38
				\$132,202.38

<i>s:/Debi/fund Balances Report</i>		Audited	YTD	YTD	Unaudited
Fund #	Fund Title	6/30/17	Revenue	Expenditures	April
		Fund Balance			Fund Balance
					4/30/18
100X	General Fund	3,276,659	5,005,559	5,426,339	2,855,880
2002	State COPS	72,815	62,242	106,874	28,183
2006	Snow Removal	(475)	65,781	19,141	46,164
2007	Streets	172,350	1,014,483	1,104,105	82,728
2010	Street Mitigation	28,687	11,122	0	39,809
2011	Police Mitigation	11,088	14,738	0	25,827
2012	Fire Mitigation	120,061	15,323	0	135,384
2013	Park Dedication	163,075	1,109	6,000	158,183
2014	State of CA - Prop 30/AB 109	23,668	0	19,720	3,948
2016	State Comm. Dev. Rev.FD	1,302,082	2,215	39,329	1,264,968
2018	Home Revolving Fund	725,160	24,838	154	749,844
2030	Traffic Safety	59,126	5,232	0	64,357
2035	Traffic Signals Fund	97,330	625	18,311	79,644
2037	Skyline Bicycle Lane	7,576	51	0	7,627
2040	CDBG Riverside Drive Project	0	10,000	9,818	182
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	316,251	(139,672)	176,579	(0)
4003	City Hall Debt Service	52,241	113,080	135,678	29,643
4004	2013 CalPERS Refunding Loan	259,228	372,940	225,249	406,920
4005	Community Pool Debt Service	631	83,290	99,949	(16,028)
711X	Water Funds	3,101,096	2,113,943	2,372,356	2,842,682
7201	Airport	2,136,218	236,020	387,038	1,985,200
7301	Geothermal	557,729	75,421	85,925	547,226
740X	Natural Gas	(124,128)	3,956,119	3,393,003	438,989
7530	Golf Course	2,361,143	223,295	213,194	2,371,244
7620	PW Admin/Engineering	132,864	185,718	1,041	317,542
7630	Risk Management	332,964	608,097	669,439	271,623
8402	LAFCO	40,712	52,770	44,586	48,897
8404	Air Pollution	260,704	159,655	244,152	176,207
8405	Air Pollution - Carl Moyer	407,411	2,290	169,562	240,139
8406	IRWM - Management Group	(26,496)	0	35,599	(62,095)
TOTALS		15,908,114	14,276,285	15,003,140	15,216,858

Reviewed by: *lv* City Administrator
 City Attorney

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5500** approving and authorizing Mayor to execute MOU with the Fire Fighter bargaining unit.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: An agreement has been reached with the Fire Fighter bargaining unit for the period of July 1, 2017 through June 30, 2020. The changes from the existing agreement include the following (see attachment for full details):

1. Three Year Contract
2. COLA: Year 1: 1%; Year 2: 1%; Year 3: 1%
3. Longevity Step H
4. Raise uniform allowance to \$1,000 annually
5. Trial of 48/96 Schedule
6. Clarifying Language regarding Hazardous Materials Response Team
7. Clarifying Language regarding Acting Duty Officer Pay
8. OES Hotel/Motel Costs
9. Adding Residency Policy Clause

FISCAL IMPACT: Increase in current annual salary and benefits:
Year 1 - \$ 6,682.46
Year 2 - \$11,781.40 (includes previous year's COLA)
Year 3 - \$16,931.33 (includes previous years' COLA)
*Plus any Active Duty Officer Pay and Hotel/Motel Costs as needed

ACTION REQUESTED: Motion to approve Resolution No. 18-5500 Approving and authorizing Mayor to execute MOU with the Fire Fighter bargaining unit.

ATTACHMENTS: Resolution No. 18-5500
Fire Fighter Unit Memorandum of Understanding

RESOLUTION NO. 18-5500
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF
UNDERSTANDING WITH THE FIRE FIGHTERS BARGAINING UNIT FOR FISCAL
YEAR 2017/2018, 2018/2019 AND 2019/2020

WHEREAS, the City of Susanville and representatives from the Fire Fighters bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

WHEREAS, the Bargaining Unit has ratified the respective agreement; and

WHEREAS, the agreement has been negotiated within the parameters established by City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Susanville that the Memorandum of Understanding with the Fire Fighters bargaining unit for the period of July 1, 2017 through June 30, 2020 is hereby approved.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5500 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

**MEMORANDUM OF UNDERSTANDING
BETWEEN AND FOR
CITY OF SUSANVILLE
AND THE
OPERATING ENGINEERS LOCAL UNION NO. 3
FIRE FIGHTERS**

July 1, 2017 through and including June 30, 2020

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1 INTRODUCTION

The representatives of the City of Susanville, hereinafter called the "CITY," and the representatives of the Fire Fighters Unit, hereinafter called the "Unit," having met and conferred in good faith, have mutually agreed to recommend to the City Council of the City of Susanville and to the Unit membership of the Fire Fighters Unit that the following Memorandum of Understanding (MOU) be adopted and that the wages, hours, and other terms and conditions of employment in this exclusive agreement be implemented.

The purpose of the Memorandum of Understanding is to promote harmonious relations between the CITY and the employees covered herein so as to promote employer-employee relations by providing a written document enumerating the entire agreement between the employer and employees pursuant to the purpose and intent of California Government Code Section 3500.

This MOU governs Fire Department positions of Captain, Fire Fighter I, Fire Fighter II and Fire Apparatus Engineer. For the term of this Agreement, the Fire Fighters Bargaining Unit will be composed of Captains, Fire Fighter Is, Fire Fighter IIs and Fire Apparatus Engineers.

2 EMPLOYEE RIGHTS

Employees of the CITY have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation. Employees of the CITY shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the CITY.

3 CITY RIGHTS

A The CITY retains the right, subject to and in accordance with applicable laws and the provisions of the MOU:

- 1 To direct employees in the performance of their duties.
- 2 To hire, promote, transfer assign and discipline employees.
- 3 To dismiss employees because of lack of work, or in accordance with personnel rules and regulations.
- 4 To determine the mission of its divisions and department, number of employees, and the numbers, types, classifications, descriptions and grades of positions, or employees, assigned to an organizational unit, work project, shift, or tour of duty, and the methods and technology of performing its work.

5 To take whatever action may be appropriate to carry out its mission in situations of emergency.

B In addition, the CITY specifically retains all the rights, subject to the provisions of the MOU, to take whatever actions and set whatever policies it deems necessary, with appropriate notification to Fire Unit employees.

C This section will not operate to deny any employee rights guaranteed by applicable law, including the Meyer-Milias-Brown Act.

4 NONDISCRIMINATION

The CITY and Unit agree not to discriminate against any employees in accordance with applicable law. Also, it is recognized that whenever the masculine gender is referred to in this MOU, it shall include the female gender and vice versa.

5 UNIT RECOGNITION

A Acknowledgment:

The CITY agrees to acknowledge the Operating Engineers Local Union No. 3 as the only recognized employee organization representing the regular full-time non-management employees itemized in Section 6.

B Payroll Deduction/Dues

For those Unit employees itemized in Section 6, the CITY will deduct from their wages the regular monthly Union dues. Such dues shall be deducted and transmitted to the Unit upon voluntary, revocable, written authorization of the Unit employees in a manner complying with legal requirements. Written authorization forms will be provided by the CITY unless submitted by the Unit. The Unit agrees to hold harmless and indemnify the CITY for any liability the CITY should incur from any mistakes, negligence or intentional wrong sustained as a result of this service; however that the proper amount as specified by the Unit has been deducted and paid over.

6 UNIT DESCRIPTION

This Unit shall consist of all full-time regular or probationary employees of the CITY of Susanville Fire Department listed in Exhibit A of this MOU.

7 SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT AND PAY PERIOD

A Pay Period:

Pay periods will conform to 26 pay periods within a full year with the pay day occurring every other Friday.

B Salaries:

For the period of July 1, 2017 through June 30, 2018, salaries shall be increased by 1% as shown in Exhibit B of the City of Susanville Global Range and Step Matrix.

For the period of July 1, 2018 through June 30, 2019, salaries shall be increased by 1% as shown in Exhibit C of the City of Susanville Global Range and Step Matrix.

For the period of July 1, 2019 through June 30, 2020, salaries shall be increased by 1% as shown in Exhibit D of the City of Susanville Global Range and Step Matrix.

C Longevity:

When an employee has been at Step E for two years, he/she may, according to merit, be moved to Step F where Step F is five percent higher than the current Range and Step. If the employee remains in Step F for two additional years, he/she may, according to merit, go to Step G and then Step H after an additional two years. Merit increases will not be automatic and will be based upon merit as evidenced by a performance evaluation. Merit increases will be limited to one per fiscal year. Longevity begins after an employee has been at Step E for two years and goes to Step F for two years, Step G for two years and is then eligible to move to Step H. Longevity ends at Step H.

D Merit Pay:

In order to receive a salary step increase the employee shall demonstrate that he merits such increase as shown by the annual performance review. The performance review shall be rated "meets job requirements" or a numerical rating of 3.10 or above to qualify for the merit increase.

E Professional/Educational Incentive Program:

A professional/educational incentive program is established as of January 1, 1994. Incentive pay will be provided as follows:

1 Fire Officer Certification:

May be obtained through California State Fire Training after successful completion of all required subject material courses. Employee will be compensated at 2.5 percent salary increase.

2 AA Degree in Fire Science or Certification of Completion in Related Field:

Acceptance and definition of related field will be at CITY's discretion. However, it will include, but not necessarily be limited to fire science, law enforcement, medical, public administration and business administration. Obtaining this degree will be compensated by 2.5 percent salary increase.

3 Baccalaureate Degree:

A baccalaureate degree in a related field will qualify employee for an additional 2.5 percent salary increase.

4 City of Susanville Hazardous Materials Response Team, OES – Hazmat Team:

Membership will be compensated at a rate of five percent salary increase.

- 5 California State Fire Marshal Career Track:
Employee will be compensated a 2.5 percent salary increase for completion of CA State Fire Marshal Career Track.

These professional educational incentives may be earned in any job classification level and will continue to be carried over into any higher promotional level granted to the employees.

Each incentive pay increase will be added to the existing step and range of the employee at the time of earning the incentive recognized for compensation.

- F Training and Certification Costs:
The CITY will pay approved training costs and all costs associated with obtaining and maintaining certifications required by the CITY.
- G Flex Staffing:
Effective July 1, 1998 the CITY will implement flex staffing for the positions of Fire Fighter I, Fire Fighter II and Fire Apparatus Engineer. Within this group there will be no change in the number of positions but incumbents and future employees will be allowed to progress from Fire Fighter I to Fire Fighter II to Fire Apparatus Engineer based upon requirements set out in adopted job descriptions and merit. Incumbents as of the effective date of this Agreement shall be advanced as appropriate.
- H Professional Development Plan:
The purpose of the City of Susanville Fire Fighters Professional Development Program is to increase and maintain high levels of professionalism among fire fighters and to effectively prepare fire fighters for advancement.

8 UNIFORMS

- A During the term of this MOU, the CITY shall provide each employee in this Unit with an annual uniform allowance of \$1,000. Such uniform allowance shall be paid annually in June.
- B New-hires will receive a \$500 uniform allowance upon hire and receive the annual \$1,000 uniform allowance paid in June.

9 PHYSICAL FITNESS EQUIPMENT

The CITY agrees to provide \$1,500 annually toward an employee physical fitness and wellness program.

Physical Fitness and Wellness Program:

All members of this unit will be eligible to receive an equal share of the money available from this Section, i.e., $\$1,500 / 8 = \187.50 per member. This money will be available for the purchase of physical fitness equipment, athletic club membership and clothing for

training. Members can provide the CITY with receipts for reimbursement for the above-mentioned items pending approval of the Fire Chief.

10 IRS SECTION 125 PLAN; DEFERRED COMPENSATION

The CITY agrees to establish an IRS Section 125 Plan for Employees' use. The CITY will contribute \$50 per month as a contribution to an employee's Section 125 plan; or

The CITY will match on a dollar-for-dollar basis contributions to a deferred compensation plan with a maximum contribution of \$50 per month.

11 RETIREMENT

A Effective July1, 2015, the CITY shall pay the employer's share and the employee shall pay the employee's 9% share of the existing retirement program of 3% at 50, single highest year, with California Public Employees Retirement System for Legacy employees.

B New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340 / PEPRA.

12 WORK SCHEDULE

CITY and Unit agree to a one year trial of the 48/96 schedule. The 48/96 work schedule consists of two consecutive twenty-four hour shifts on duty followed by four twenty-four hour shifts off duty as follows:

48/96 Schedule – XXOOOO repeat Kelly Schedule – XOXOXOOOO repeat

X = 24 hour shift on duty, O = 24 hours off duty

The CITY and Unit have identified ten (10) performance measures and evaluation criteria for the requested 48/96 Schedule, as shown in Exhibit "F".

The CITY and Unit have also discussed and agreed to the following scenarios:

- A 100% member buy-in remains in effect during the evaluation period.
- B Shift trades: will remain as per policy and past practice.
- C Sick Leave/Vacation Coverage: will remain per policy and past practice.
- D Long first night: If during the first night, staff respond to 3 calls, or work for 3 hours, between the hours of midnight (2400) and six (0600), that shift will be required to take and rest an additional 1 hour taken consecutively with the lunch break.

The agreed upon measurable metrics will be continuously monitored during the 365 day trail period, and reported during 30, 60, 90, 120, 180, and 365 day evaluation periods. If, during any of the evaluations periods the CITY finds a public health or safety issue due to the implementation of this schedule, the schedule will be terminated and the Kelly Schedule will be implemented.

48/96 Schedule to be implemented permanently upon successful performance as per criteria in said document. Until such time that the 48/96 is implemented, the Kelly Schedule shall remain as follows:

- A Fire Department shift personnel covered by this MOU shall work a 56-hour week (averaged over a year) which shall consist of working 24-hour shifts in each work cycle, on the formula of 24 hours on-duty, 24 off-duty, 24 on-duty, 24 off-duty and 96 off duty. This work schedule equates to a 28-day work period (224 hours).
- B A “working day” or “week day” shall be defined as one-fifth (or 11.2 hours) of the employee’s work week, whenever those terms are used in this MOU for vacation, holidays, family illness and bereavement days.
- C From time to time personnel from the Unit may be assigned to a 40-hour work week instead of the usual 24-hour shift schedule. This type of assignment will be observed as follows:
 - 1 If the 40-hour assignment is temporary in nature (e.g., one month or less) the assignee will continue to receive vacation/sick leave accrual at their appropriate 24-hour shift rate.
 - 2 If the 40-hour position becomes a permanent Unit classification, the assignee will accrue vacation/sick leave at their shift rate until a six-month probationary period has been successfully completed. At that time, the assignee will convert to the appropriate accruals for their time in service as per the 40-hour work schedule formula.
 - 3 Any person in this Unit assigned to a 40-hour schedule will continue to be represented by the Fire Fighters Unit and be entitled to the benefits of that MOU, except in any areas where the shift benefits and 40-hour MOU benefits conflict.

13 HOLIDAYS

- A An employee in the Unit who works on a holiday as defined in the Employee Manual shall receive 11.2 hours of straight-time pay in addition to regular pay for each holiday worked. All employees in the Unit will be paid an amount equivalent to six holidays at a rate of 11.2 hours per holiday annually on the pay period preceding December 15.
- B Employee’s birthday (or a substitute day to be selected by mutual agreement between the employee and CITY). Each employee covered by this MOU shall

receive one 24-hour shift off with pay for his/her birthday. This floating leave shift is offered whether or not the employee is scheduled to work on the birthday. This leave may be taken on the employee's actual birthday or on an alternate day mutually agreed to the employee and CITY. However, if an alternate day is selected, the leave time must be taken within the current fiscal year. The CITY will not incur any overtime pay as the result of this holiday. The employee requesting time off shall advise the Fire Chief ninety days in advance of the birthday or day of leave.

14 VACATION

- A Employees in this Unit shall earn vacation credit as set forth in the Employee Manual.
- B In order that employees obtain the maximum benefit for themselves, each vacation should be taken in a single period, if possible. It is desirable that vacations not be split to less than one calendar week.
- C Vacation schedules will be arranged to avoid the necessity of work stoppage, slowing down of work, or need for additional help.
- D The time at which the employee shall be granted a vacation is at the sole discretion of the Department Head. The employee's preference will be taken into account as far as possible. The predominant factor to be considered will be the CITY's needs.
- E Subject to the provisions of Section 14.D. above, vacation will be taken in accordance with departmental seniority regardless of classification or job assignment.
- F Vacation time shall be understood as shift time charged based upon a 24-hour period credit in lieu of an eight-hour credit.

15 OVERTIME

- A The CITY agrees that all hours worked in excess of 224 hours in a 28-day work period shall be compensated for at the rate of 1.5 times the regular rate of pay.
- B The assignment of overtime will be at the CITY's sole discretion and scheduled by supervisory personnel. However, the CITY shall endeavor to select among those employees who are qualified, those individuals who wish to work overtime, and when reasonably possible, to schedule such overtime in advance.
- C The CITY shall have the right to require employees to work whenever necessary.
- D The CITY shall grant either pay for overtime pursuant to Section 13 of the MOU or compensatory time off at the rate of 1.5 times the number of overtime hours worked. It shall be the employee's option to select pay or compensating time off.

No employee shall accrue more than 240 hours of compensatory time off. An employee may elect to receive lump sum cash out for compensatory time between September 1 and December 1 of each year of this MOU.

- E An employee who is called in to work for any period one hour or more following the conclusion of the work shift or a previous call-in, shall receive a minimum of two hours at 1.5 times the regular rate of pay.
- F Overtime is defined as time worked in excess of 224 hours. Time worked shall include time absent with pay, such as vacation time, compensatory time off, sick leave, emergency leave, family leave or bereavement leave. Time worked will not include time worked as a result of voluntary shift trades.

16 HEALTH, DENTAL and VISION INSURANCE

- A Effective July 1, 2013 the CITY shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$30 per month towards the current plan premium. CITY will continue to research options for the best cost-effective coverage, at its discretion. The CITY reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the CITY shall pay for such benefits. If the insurance provider is changed and the cost is less than \$952 per month per employee, the CITY shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.
- B Health insurance will be made available to retirees with no minimum vesting, if allowed under the current plan. Retirees will be eligible to purchase health insurance under the abovementioned plan with the vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement, capped at \$15,000, will be paid out per month toward 50 percent of the premium. This amount is subject to CalPERS regulations.

17 ACTING DUTY OFFICER

From time to time a permanent employee will be named as the Acting Duty Officer who is temporarily assigned to the fire ground command duties and some responsibilities of the Fire Chief position. When assigned as the Acting Duty Officer, the permanent employee shall be compensated an additional one hundred dollars (\$100) for up to the first 24 hours of the assignment all hours over the initial 24 hours will be compensated at the rate of \$4.17 per hour until the employee is relieved of the Acting Duty assignment.

18 SALARY PROTECTION PLAN

- A The CITY will pay an amount not to exceed \$187 per contract year per employee of the premium amount for a salary protection insurance plan. The payment will either be in the form of a reimbursement to each employee who participates in the

salary protection plan, or by direct payment to the company providing the salary protection program.

- B This benefit amount (\$187) is for a salary protection plan only and cannot be applied to any other program, nor can any employee receive cash in lieu of this benefit.

19 EMPLOYEE'S SICK LEAVE

- A Employees within this Unit will receive 12 hours of sick or accident allowance for each full month of employment up to a total of 144 hours allowance per calendar year, unlimited accumulation.
- B Sick leave will be administered according to the rules in the Employee Manual.
- C Sick leave benefits are payable only for an employee's regularly scheduled work days on which he or she is off as a result of the employee's illness or accident.
- D Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to each employee of this Unit upon retirement and in accordance with the rules and regulations of CalPERS.
- E At retirement, 50 percent of accumulated sick leave may be applied to 50 percent of insurance premiums per month.

20 MILITARY LEAVE

Military leave shall be granted in accordance with the provisions of state law. All employees entitled to military leave shall give the City Administrator and/or the City Administrator's authorized representative an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

21 JURY DUTY

While serving on jury duty, employees will still be paid by the CITY on the basis of a 40-hour week, at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

22 FAMILY ILLNESS LEAVE

Family illness leave and other associated family leaves are set out in the Employee Manual.

23 BEREAVEMENT LEAVE

Bereavement leave is available as set out in the Employee Manual.

24 LAYOFF POLICY

It is recognized by the Unit that when due to fiscal, operational or organizational reasons, it is necessary to reduce CITY employment, such action and its implementation, except as qualified herein, shall be at the sole discretion of the CITY. When it is deemed necessary to reduce CITY employment by layoff of employees, the layoff procedure shall protect the right of the CITY to retain the most qualified employees, while also recognizing the relative seniority of affected employees. The following layoff policy is adopted to accomplish this purpose:

A Section 1:

The CITY shall have the sole right to determine which class or classes shall be subject to layoff.

B Section 2:

The order of layoff of employees within a class or classes subject to layoff shall be:

- 1 Provisional or temporary employees
- 2 Part-time employees
- 3 Probationary employees
- 4 Full-time, regular employees

Within each of the first three categories, the order of layoff shall be at the discretion of the appointing authority. Order of layoff of full-time, regular employees shall be according to the following procedure established in this Section.

In the case of layoffs for full-time, regular employees, the following factors shall be considered in the following orders:

- 1 Knowledge, training, ability, skill, adaptability, attitude and efficiency.
- 2 Physical fitness required for the job.
- 3 Seniority.

C Section 3:

Seniority Determination: Seniority will be established by department and within a class. Among employees with equal seniority, the order of layoff shall be determined by the appointing authority.

Procedure: Each department is considered separately when layoff occurs. Employees shall first exhaust demotion rights within a department and class in which the employee had prior full-time, regular status, provided the demotee has a higher seniority than an employee working in that classification. Employees

demoting to a lower classification in which they held prior full-time, regular status shall be subject to Factors 1 and 2 in Section 2 above.

D Section 4:

Re-employment: Employees laid off, or demoted in lieu of layoff, shall have a priority right of return to their prior class. This right shall remain effective for one year from the date of demotion or separation from the service.

25 CALIFORNIA OFFICE OF EMERGENCY SERVICES (OES)

The CITY provides firefighting services to OES under a contract between the CITY and OES. Personnel assignments under the OES contract will be made by the Fire Chief, based upon contractual and operational requirements. Whenever possible, fire fighters' wishes as to whether the assignment is desired will be considered. Any fire fighter so assigned will keep a record of time worked in the manner prescribed and will be compensated according to the compensation provisions of this MOU and the Fair Labor Standards Act, i.e., straight-time for services under the OES contract service on regular duty days, and time and one-half for services on non-duty days. All monies received for services provided under the OES contract will be accounted for in the Fire Department budget.

26 OES HOTEL/MOTEL COSTS

Following every seven (7) consecutive days of deployment, the City will provide, at the City's expense, one (1) room for every two (2) employees/firefighter volunteers deployed. It is agreed that this provision is available to volunteers and full-time employees.

27 PAST PRACTICES

Nothing contained in this MOU shall be interpreted as to imply or permit the invocation of past practice, or tradition, or accumulation or vesting of any employee rights or privileges other than those expressly stated herein.

The CITY and Unit agree that only those past practices, standards, obligations and/or other commitments of the CITY to its employees which are expressly stated herein shall be in full force and effect during the term of this MOU.

All other past practices, standards, obligations or commitments, whether written or unwritten, are within the scope of Section 3 of this MOU.

28 SOLE AGREEMENT

A The policies which are collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.

B If, during its term, the parties hereto should mutually agree to modify, amend or alter the provisions of the MOU in any respect, any such change shall be effective only if, and when, reduced to writing and executed by the authorized

representatives of the CITY and the Unit. Any such changes validly made shall become a part of this MOU and subject to its terms.

- C The CITY shall pay all costs associated with members of the Unit obtaining and maintaining special vehicle operator's licenses, EMT/First Responder licenses, and all inoculations required by the CITY.

29 RESIDENCY POLICY

The CITY and Unit agree that the Residency Policy is applicable to all Unit Members hired after January 1, 2018, as shown in Exhibit "E".

30 SAVINGS CLAUSE

In the event that any of the policies contained in this MOU should be declared by a court of competent jurisdiction to be unenforceable or illegal, that policy, or set of policies, shall be declared void

However, this action shall in no way invalidate the remaining policies contained in this MOU.

Should a policy within the MOU become void as outlined above, either the CITY or the Unit may institute the meet and confer process in regard to instituting a substitute item.

31 TERM OF THE MEMORANDUM OF UNDERSTANDING

This MOU shall remain in effect for the period of July 1, 2017, through and including June 30, 2020, or until a successor agreement is reached, unless a specific provision provides for a different commencement and/or termination date. The provisions of this MOU shall not, however, take effect until ratified by both the City Council of the City of Susanville and the general membership of the bargaining unit.

The provision of this MOU shall not be altered, amended, or added to except by the mutual written agreement of the CITY and the Unit. Either party may request the other to consider changes in provisions of the MOU; such requests must be in writing. Neither party is, however, obligated to agree to re-initiate the meet and confer process unless specific provisions of the Federal Fair Labor Standards Act are amended to impact or alter the provisions of this MOU.

Dated this _____ day of _____, 2018.

31 SIGNATURES

CITY OF SUSANVILLE

OPERATING ENGINEERS LOCAL
UNION NO. 3, FIRE FIGHTERS

Kathie Garnier, Mayor

Russ Burns, Business Manager

Dan Newton, Interim City Administrator

Dan Reding, President

Gwenna MacDonald, City Clerk

Steve Ingersoll, Vice President

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Jim Sullivan, Rec/Corr Secretary

Justin Diston, Financial Secretary

Dave Harrison, Treasurer

Tim Neep, Director of Public Employees

Art Frolli, Business Representative

Leon Myers, Employee Representative

**EXHIBIT A
FIRE FIGHTERS
POSITION CLASSIFICATION SCHEDULE
July 1, 2017 through June 30, 2020**

<u>POSITION</u>	<u>INCENTIVE LEVEL</u>	<u>RANGE</u>
Fire Fighter I	Base	129
	I	130
	II	131
Fire Fighter II	Base	132
	I	133
	II	134
Fire Apparatus Engineer	Base	137
	I	138
	II	139
Fire Captain	Base	141
	I	142
	II	143

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX
2019-2020 FIRE MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	712.99	748.64	780.07	825.37	869.64	909.97	955.47	1,003.29
102	730.81	767.35	805.72	846.01	888.31	932.72	979.34	1,028.31
103	748.64	786.07	825.07	866.64	909.67	955.47	1,003.25	1,053.41
104	767.35	805.72	846.01	886.31	927.72	979.34	1,028.31	1,080.09
105	786.07	825.37	866.64	909.97	955.47	1,003.25	1,053.41	1,108.09
106	805.72	846.01	886.31	927.72	979.34	1,028.31	1,079.74	1,133.73
107	825.37	866.64	909.97	955.47	1,003.25	1,053.41	1,106.06	1,161.39
108	846.01	886.31	927.72	979.34	1,028.31	1,079.74	1,123.79	1,193.42
109	866.64	909.97	955.47	1,003.25	1,053.41	1,106.06	1,161.38	1,219.84
110	886.31	927.72	979.34	1,028.31	1,079.74	1,123.79	1,180.42	1,249.34
111	909.97	955.47	1,003.25	1,053.41	1,106.06	1,161.38	1,219.45	1,280.42
112	932.72	979.34	1,028.31	1,079.74	1,123.79	1,180.42	1,249.34	1,312.44
113	955.47	1,003.25	1,053.41	1,106.06	1,161.38	1,219.45	1,280.42	1,344.45
114	979.34	1,028.31	1,079.74	1,123.79	1,180.42	1,249.34	1,312.44	1,376.06
115	1,003.25	1,053.41	1,106.06	1,161.38	1,219.45	1,280.42	1,344.45	1,411.67
116	1,028.31	1,079.74	1,123.79	1,180.42	1,249.34	1,312.44	1,376.06	1,443.28
117	1,053.41	1,106.06	1,161.38	1,219.45	1,280.42	1,344.45	1,411.67	1,474.89
118	1,079.74	1,123.79	1,180.42	1,249.34	1,312.44	1,376.06	1,443.28	1,506.50
119	1,106.06	1,161.38	1,219.45	1,280.42	1,344.45	1,411.67	1,480.28	1,538.11
120	1,123.79	1,180.42	1,249.34	1,312.44	1,376.06	1,443.28	1,511.91	1,569.72
121	1,161.38	1,219.45	1,280.42	1,344.45	1,411.67	1,480.28	1,556.36	1,634.16
122	1,180.42	1,249.34	1,312.44	1,376.06	1,443.28	1,511.91	1,589.27	1,675.04
123	1,219.45	1,280.42	1,344.45	1,411.67	1,480.28	1,556.36	1,634.16	1,715.92
124	1,249.34	1,312.44	1,376.06	1,443.28	1,511.91	1,589.27	1,675.04	1,758.79
125	1,280.42	1,344.45	1,411.67	1,480.28	1,556.36	1,634.16	1,715.92	1,801.65
126	1,312.44	1,376.06	1,443.28	1,511.91	1,589.27	1,675.04	1,758.79	1,846.73
127	1,344.45	1,411.67	1,480.28	1,556.36	1,634.16	1,715.92	1,801.65	1,893.77
128	1,376.06	1,443.28	1,511.91	1,589.27	1,675.04	1,758.79	1,846.73	1,939.06
129	1,411.67	1,480.28	1,556.36	1,634.16	1,715.92	1,801.65	1,893.77	1,986.36
130	1,443.28	1,511.91	1,589.27	1,675.04	1,758.79	1,846.73	1,939.06	2,031.62
131	1,480.28	1,556.36	1,634.16	1,715.92	1,801.65	1,893.77	1,986.36	2,085.98
132	1,511.91	1,589.27	1,675.04	1,758.79	1,846.73	1,939.06	2,031.62	2,137.82
133	1,556.36	1,634.16	1,715.92	1,801.65	1,893.77	1,986.36	2,085.98	2,189.56
134	1,589.27	1,675.04	1,758.79	1,846.73	1,939.06	2,031.62	2,137.82	2,244.71
135	1,634.16	1,715.92	1,801.65	1,893.77	1,986.36	2,085.98	2,189.56	2,299.46
136	1,675.04	1,758.79	1,846.73	1,939.06	2,031.62	2,137.82	2,244.71	2,356.95
137	1,715.92	1,801.65	1,893.77	1,986.36	2,085.98	2,189.56	2,299.46	2,414.43
138	1,758.79	1,846.73	1,939.06	2,031.62	2,137.82	2,244.71	2,356.95	2,474.79
139	1,801.65	1,893.77	1,986.36	2,085.98	2,189.56	2,299.46	2,414.43	2,535.15
140	1,846.73	1,939.06	2,031.62	2,137.82	2,244.71	2,356.95	2,474.79	2,596.52
141	1,893.77	1,986.36	2,085.98	2,189.56	2,299.46	2,414.43	2,535.15	2,661.31
142	1,939.06	2,031.62	2,137.82	2,244.71	2,356.95	2,474.79	2,596.52	2,728.46
143	1,986.36	2,085.98	2,189.56	2,299.46	2,414.43	2,535.15	2,661.31	2,798.09
144	2,031.62	2,137.82	2,244.71	2,356.95	2,474.79	2,596.52	2,728.46	2,864.88
145	2,085.98	2,189.56	2,299.46	2,414.43	2,535.15	2,661.31	2,798.09	2,934.76
146	2,137.82	2,244.71	2,356.95	2,474.79	2,596.52	2,728.46	2,864.88	3,008.13
147	2,189.56	2,299.46	2,414.43	2,535.15	2,661.31	2,798.09	2,934.76	3,081.49
148	2,244.71	2,356.95	2,474.79	2,596.52	2,728.46	2,864.88	3,008.13	3,158.53
149	2,299.46	2,414.43	2,535.15	2,661.31	2,798.09	2,934.76	3,081.49	3,235.57
150	2,356.95	2,474.79	2,596.52	2,728.46	2,864.88	3,008.13	3,158.53	3,316.46
151	2,414.43	2,535.15	2,661.31	2,798.09	2,934.76	3,081.49	3,235.57	3,397.39
152	2,474.79	2,596.52	2,728.46	2,864.88	3,008.13	3,158.53	3,316.46	3,482.28
153	2,535.15	2,661.31	2,798.09	2,934.76	3,081.49	3,235.57	3,397.39	3,571.21
154	2,596.52	2,728.46	2,864.88	3,008.13	3,158.53	3,316.46	3,482.28	3,664.20
155	2,661.31	2,798.09	2,934.76	3,081.49	3,235.57	3,397.39	3,571.21	3,761.34
156	2,728.46	2,864.88	3,008.13	3,158.53	3,316.46	3,482.28	3,664.20	3,862.63
157	2,798.09	2,934.76	3,081.49	3,235.57	3,397.39	3,571.21	3,664.20	3,968.18
158	2,864.88	3,008.13	3,158.53	3,316.46	3,482.28	3,571.21	3,664.20	4,078.00
159	2,934.76	3,081.49	3,235.57	3,397.39	3,571.21	3,664.20	3,761.34	4,192.19
160	3,008.13	3,158.53	3,316.46	3,482.28	3,571.21	3,664.20	3,761.34	4,310.74
161	3,081.49	3,235.57	3,397.39	3,571.21	3,664.20	3,761.34	3,862.63	4,433.74
162	3,158.53	3,316.46	3,482.28	3,571.21	3,664.20	3,761.34	3,862.63	4,561.19
163	3,235.57	3,397.39	3,571.21	3,664.20	3,761.34	3,862.63	3,964.63	4,693.10
164	3,316.46	3,482.28	3,571.21	3,664.20	3,761.34	3,862.63	3,964.63	4,829.47
165	3,397.39	3,571.21	3,664.20	3,761.34	3,862.63	3,964.63	4,066.59	4,970.31
166	3,482.28	3,571.21	3,664.20	3,761.34	3,862.63	3,964.63	4,066.59	5,115.62
167	3,571.21	3,664.20	3,761.34	3,862.63	3,964.63	4,066.59	4,168.53	5,265.50
168	3,664.20	3,761.34	3,862.63	3,964.63	4,066.59	4,168.53	4,271.53	5,419.95
169	3,761.34	3,862.63	3,964.63	4,066.59	4,168.53	4,271.53	4,375.62	5,578.97
170	3,862.63	3,964.63	4,066.59	4,168.53	4,271.53	4,375.62	4,480.80	5,742.56
171	3,964.63	4,066.59	4,168.53	4,271.53	4,375.62	4,480.80	4,587.17	5,910.73
172	4,066.59	4,168.53	4,271.53	4,375.62	4,480.80	4,587.17	4,694.73	6,083.58
173	4,168.53	4,271.53	4,375.62	4,480.80	4,587.17	4,694.73	4,803.48	6,261.12
174	4,271.53	4,375.62	4,480.80	4,587.17	4,694.73	4,803.48	4,913.43	6,443.45
175	4,375.62	4,480.80	4,587.17	4,694.73	4,803.48	4,913.43	5,024.58	6,630.68
176	4,480.80	4,587.17	4,694.73	4,803.48	4,913.43	5,024.58	5,136.93	6,822.81
177	4,587.17	4,694.73	4,803.48	4,913.43	5,024.58	5,136.93	5,250.48	7,019.94
178	4,694.73	4,803.48	4,913.43	5,024.58	5,136.93	5,250.48	5,365.23	7,222.17
179	4,803.48	4,913.43	5,024.58	5,136.93	5,250.48	5,365.23	5,481.18	7,429.50
180	4,913.43	5,024.58	5,136.93	5,250.48	5,365.23	5,481.18	5,598.33	7,641.93
181	5,024.58	5,136.93	5,250.48	5,365.23	5,481.18	5,598.33	5,716.68	7,859.46
182	5,136.93	5,250.48	5,365.23	5,481.18	5,598.33	5,716.68	5,836.33	8,082.09
183	5,250.48	5,365.23	5,481.18	5,598.33	5,716.68	5,836.33	5,957.28	8,309.82
184	5,365.23	5,481.18	5,598.33	5,716.68	5,836.33	5,957.28	6,079.53	8,542.65
185	5,481.18	5,598.33	5,716.68	5,836.33	5,957.28	6,079.53	6,203.18	8,780.58
186	5,598.33	5,716.68	5,836.33	5,957.28	6,079.53	6,203.18	6,328.23	9,023.61
187	5,716.68	5,836.33	5,957.28	6,079.53	6,203.18	6,328.23	6,454.68	9,271.74
188	5,836.33	5,957.28	6,079.53	6,203.18	6,328.23	6,454.68	6,582.53	9,524.97
189	5,957.28	6,079.53	6,203.18	6,328.23	6,454.68	6,582.53	6,711.78	9,783.30
190	6,079.53	6,203.18	6,328.23	6,454.68	6,582.53	6,711.78	6,842.43	10,046.73
191	6,203.18	6,328.23	6,454.68	6,582.53	6,711.78	6,842.43	6,974.58	10,315.26
192	6,328.23	6,454.68	6,582.53	6,711.78	6,842.43	6,974.58	7,108.23	10,588.89
193	6,454.68	6,582.53	6,711.78	6,842.43	6,974.58	7,108.23	7,243.48	10,867.52
194	6,582.53	6,711.78	6,842.43	6,974.58	7,108.23	7,243.48	7,380.23	11,151.15
195	6,711.78	6,842.43	6,974.58	7,108.23	7,243.48	7,380.23	7,518.48	11,439.78
196	6,842.43	6,974.58	7,108.23	7,243.48	7,380.23	7,518.48	7,658.23	11,733.41
197	6,974.58	7,108.23	7,243.48	7,380.23	7,518.48	7,658.23	7,800.48	12,032.04
198	7,108.23	7,243.48	7,380.23	7,518.48	7,658.23	7,800.48	7,945.23	12,335.67
199	7,243.48	7,380.23	7,518.48	7,658.23	7,800.48	7,945.23	8,092.48	12,644.30
200	7,380.23	7,518.48	7,658.23	7,800.48	7,945.23	8,092.48	8,242.23	12,957.93



CITY OF SUSANVILLE

Residency Policy for Employees with Emergency/Urgent Response Duties

Adopted _____, Last Updated _____

1. Introduction

This policy establishes a requirement for all employees in the below-mentioned job categories to reside within a reasonable proximity to their place of employment to allow them to respond within the timeframes set forth below. This policy applies to employees in the below-mentioned job categories hired by the City of Susanville after this policy takes effect and to current employees of the City of Susanville in the below-mentioned job categories if the current employee changes his or her residence after this policy takes effect.

The job categories for which this policy applies are:

- A. All sworn officers working for the City of Susanville Police Department. This includes but is not limited to: full-time sworn officers (including supervisors), part-time sworn officers and reserve officers.
- B. All City of Susanville Fire Department personnel (including supervisors).
- C. All City of Susanville Public Works personnel (including supervisors).

2. Requirements

The following requirements apply to each employee hired after January 1, 2018 by the City of Susanville in the above-mentioned job categories.

- A. For purposes of this policy, RESIDENCE means the house or other fixed abode where the employee lives full time, the address of which the employee must have on file with the City.
- B. The RESIDENCE of the employee must be within a 35-minute drive of the department office applicable to the employee's employment with the City. For example, public works employees' department office will be the public works department office.
- C. The drive time of the employee will be determined by entering the address of the employee residence and the location of his or her respective department office in the City of Susanville into an internet based mapping system selected at the sole discretion of the City, such as Google Maps assuming fair-whether driving conditions. A copy of the printout of the mapping system showing drive time from the department office to the residence will be kept by the City.
- D. When instructed by his or her employer or supervisor, each employee must respond to an emergency or urgent situation connected to his or her employment with the City of

Susanville. An exception to this requirement is when the employee is on a previously authorized vacation or other approved leave, or has traveled outside of a 100-mile radius of the department office applicable to that City employee.

- E. Employees will be compensated as currently outlined in their respective Memorandum of Understanding and Employee Handbook and will not be eligible for any additional compensation as a result of these requirements.

3. Purpose

The above-mentioned job categories include critical job functions that require the employees who perform the jobs to respond to emergency or urgent situations connected to their employment with the City of Susanville. From time to time, emergency or urgent situations arise and additional employees must be called to assist with the urgent or emergency situation. The City of Susanville is located in the high desert and weather conditions such as rain, snow, ice and wind cause road closures, making it difficult for employees to report to their place of employment at various times throughout the year if the location of the employee's RESIDENCE requires too much time to arrive at the worksite. Varied road types including but not limited to mountain passes, unmaintained dirt roads and steep windy roads surrounding the City of Susanville make it necessary for the proximity of the employee to his or her place of employment or the city limits to be measured in drive time and not miles. To protect the health, safety and welfare of the people and property within the City of Susanville during emergencies or urgent situations, employees with the above-mentioned job descriptions must be able to respond to an emergency or urgent situation within a reasonable time. Requiring future employees or current employees who change their residence after this policy takes effect to live within a 35-minute drive of his or her place of employment best serves the legitimate interests of the City.

4. Violation of Policy

Violation of this policy will result in a notice to cure the violation within 30 days. Failure to cure the violation within 30 days will result in termination of employment within 14 days of the deadline to cure the violation.

5. Administrative Exception/Override

In the event an employee can prove a hardship due to this requirement, the City Administrator shall have the authority to waive this residency requirement. The employee shall provide, in writing, a statement regarding the hardship, including evidence supporting said hardship, for the Administrator's review and consideration. The Administrator will have 15 days to determine whether or not a hardship exists and will notify the employee, in writing, of his/her response.

EXHIBIT F

Susanville Fire Department 48/96 Shift Schedule Pilot Measurable Metrics

1. Increase in efficiency-labor increase 18% per shift, per month:
The Department will monitor and report on efficiency changes per the agreed upon schedule.
2. Improved employee morale during evaluation period:
The Department will evaluate and report on all employees' morale prior to implementation and again at the close of evaluation period. Employee support for the 48/96 schedule will be evaluated based on the continued 100% support from the Unit.
3. Company Training will increase to existing average, 4 hours per shift, per month:
The Department will evaluate and report company training hours per the agreed upon schedule.
4. Overtime Costs:
The Department will monitor and report on overtime costs to determine if the new schedule has any impacts using a 5 year trend.
5. Sick Leave:
The Department will monitor and report the use of sick leave to determine if the new schedule has any impacts using a 5 year trend. (Workers Comp will be removed from the trend)
6. Shift Communication:
The Department will monitor and report the impact of the new schedule with respect to shift communication using project monitoring and completion on set deadlines.
7. Training of Volunteers will increase to existing average, 2 hours per shift, per month:
The Department will monitor and report volunteer training hours per the agreed upon schedule.
8. Call back attendance and turnout times:
The Department will monitor and report to determine if the new schedule has any effect on call back attendance and turnout times using a 5 year trend.
9. Vehicle Accidents:
The Department will monitor and report if the new schedule has any impact with respect to vehicle accidents using a 5 year trend.
10. Work Comp Claims:
The Department will monitor and report if the new schedule has any impact with respect to work comp claims using a 5 year trend.

RESOLUTION NUMBER 18-5526
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE CLOSURE OF A PORTION OF SOUTH GAY STREET
SPECIFICALLY, IN FRONT OF 120 SOUTH GAY STREET ON
THURSDAY, JUNE 14, 2018 FROM 5:00 PM TO 8:00 PM
FOR THE CHAMBER OF COMMERCE MIXER

WHEREAS, Elise's Barber Shop and Pregill Insurance are co- hosting a Chamber of Commerce Mixer scheduled for June 14, 2018; and

WHEREAS, the Chamber of Commerce has requested the closure of a portion of South Gay Street specifically, in front of 120 South Gay Street, on Thursday, June 14, 2018, to general vehicle traffic except emergency vehicles.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville approves the closure of a portion of South Gay Street on Thursday, June 14, 2018 to general vehicle traffic except emergency vehicles is authorized.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 18-5526** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5519** Adopting the City of Susanville 2018-2019 Budget

PRESENTED BY: Dan Newton, Interim City Administrator
Deborah Savage, Finance Manager

SUMMARY: The City conducted a budget workshop on May 16, 2018 to solicit input from the community and the City Council on the proposed 2018-2019 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 the following changes.

1. Increase to LAFCO contributions \$2,015
2. Increase transfers in to General Fund from Natural Gas \$100,000
3. Increase in Civic Promotions \$2,000
4. Increase in Out of Area Fire revenue \$50,000
5. Increase transfer in to General Fund from CDBG for \$3,875
6. Increase transfer out of General Fund to Golf Course \$18,557

The changes above have reduced the projected General Fund deficit to (\$184,199) as reflected in the attached Exhibit A.

The budget presented reflects priorities set by the City Council and maintains current level of services.

FISCAL IMPACT: General Fund expenditure budget of \$6,593,016, all other funds budget \$11,059,229 for a total City budget of \$17,652,245.

ACTION REQUESTED: Motion to approve Resolution No. 18-5519 Adopting the City of Susanville 2018-2019 Budget

ATTACHMENTS: Resolution No. 18-5519
Exhibit A – FY 2018-2019 Budget

RESOLUTION NO. 18-5519
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ADOPTING THE CITY OF SUSANVILLE FY 2018/2019 BUDGET

WHEREAS, the City Council of the City of Susanville conducted a budget workshop on May 16, 2018 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 2018/2019 Budget as set forth in Exhibit A; and

WHEREAS, the City Council has received and reviewed the proposed Fiscal Year 2018/2019 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 2018/2019 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: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 6th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

EXHIBIT A

FY 2018-19 Budget

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

5/30/2018 8:39

Fund #	Fund Title	Projected 6/30/18 Fund Balance	Adopted Budget Revenues	Adopted Budget Expenses	Projected Rev. Over (Under) Exp	Projected 6/30/19 Fund Balance
1000	GF- General Fund Operations	1,931,612	6,408,817	6,593,016	(184,199)	1,747,413
1001-1008	GF-General Fund Restricted	1,193,047	2,360	0	2,360	1,195,407
2002	State COPS	72,815	100,000	100,000	0	72,815
2006	Snow	45,807	30,396	30,396	0	45,807
2007	Streets	322,350	795,996	773,948	22,048	344,398
2010	Street Mitigation	39,809	10,100	0	10,100	49,909
2011	Police Mitigation	2,988	13,400	0	13,400	16,388
2012	Fire Mitigation	135,384	13,100	0	13,100	148,484
2013	Park Dedication	157,434	500	6,141	(5,641)	151,793
2016	CDBG Revolving	1,264,968	500	3,875	(3,375)	1,261,593
2018	Home Revolving	725,460	310	10,000	(9,690)	715,770
2030	Traffic Safety Fund	47,784	10,158	0	10,158	57,942
2035	Traffic Signals Fund	79,645	500	0	500	80,145
2037	Skyline Bike Lane	7,576	100	0	100	7,676
3015	City Hall Parking Lot Project	13,848	0	13,846	(13,846)	2
4003	City Hall Debt Service	52,241	138,381	138,381	0	52,241
4004	Calpers Refunding Loan	259,228	461,345	461,345	0	259,228
4005	Community Pool Debt Service	631	99,857	99,857	0	631
711X	Water Funds	3,101,096	3,154,769	2,888,815	265,954	3,367,050
7201	Airport	2,136,218	110,000	267,174	(157,174)	1,979,044
7301	Geothermal	557,729	92,000	132,900	(40,900)	516,829
7401	Natural Gas	(124,128)	4,729,450	4,843,684	(114,234)	(238,362)
7530	Golf Course	2,361,143	334,507	357,991	(23,484)	2,337,659
7620	PW Admin/Engineering	132,864	198,156	230,156	(32,000)	100,864
7630	Risk Management	332,964	699,378	700,720	(1,342)	331,622
	TOTALS	14,850,513	17,404,080	17,652,245	(248,165)	14,602,348

Reviewed by: Interim City Administrator
 City Attorney

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

Submitted by: Gwenna MacDonald, City Clerk

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5521**, setting assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2018/2019

PRESENTED BY: Dan Newton, Interim 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 18-5521, approved by the City Council at its May 16, 2018 meeting, set the public hearing to consider the levy of an assessment for June 6, 2018 at 7:00 p.m. Approval of Resolution No. 18-5521 establishes the authority to levy an assessment for fiscal year 2018/2019.

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. 18-5521 Setting Assessments for Historic Uptown Susanville Association (HUSA) for fiscal year 2018-2019.

ATTACHMENTS: Resolution No. 18-5521
Resolution No. 18-5511

RESOLUTION NO. 18-5521
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SETTING ASSESSMENTS FOR HISTORIC UPTOWN SUSANVILLE ASSOCIATION
(HUSA) FOR FISCAL YEAR 2018/2019 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 16, 2018, 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 6, 2018;

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 2018/2019 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: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5521 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

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**RESOLUTION NUMBER 18-5511
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 2017-2018**

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 16, 2018, 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 6, 2018 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:

	Benefit Zone A	Benefit Zone 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: 
Kathie Garnier, 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 16th day of May, 2018, by the following vote:

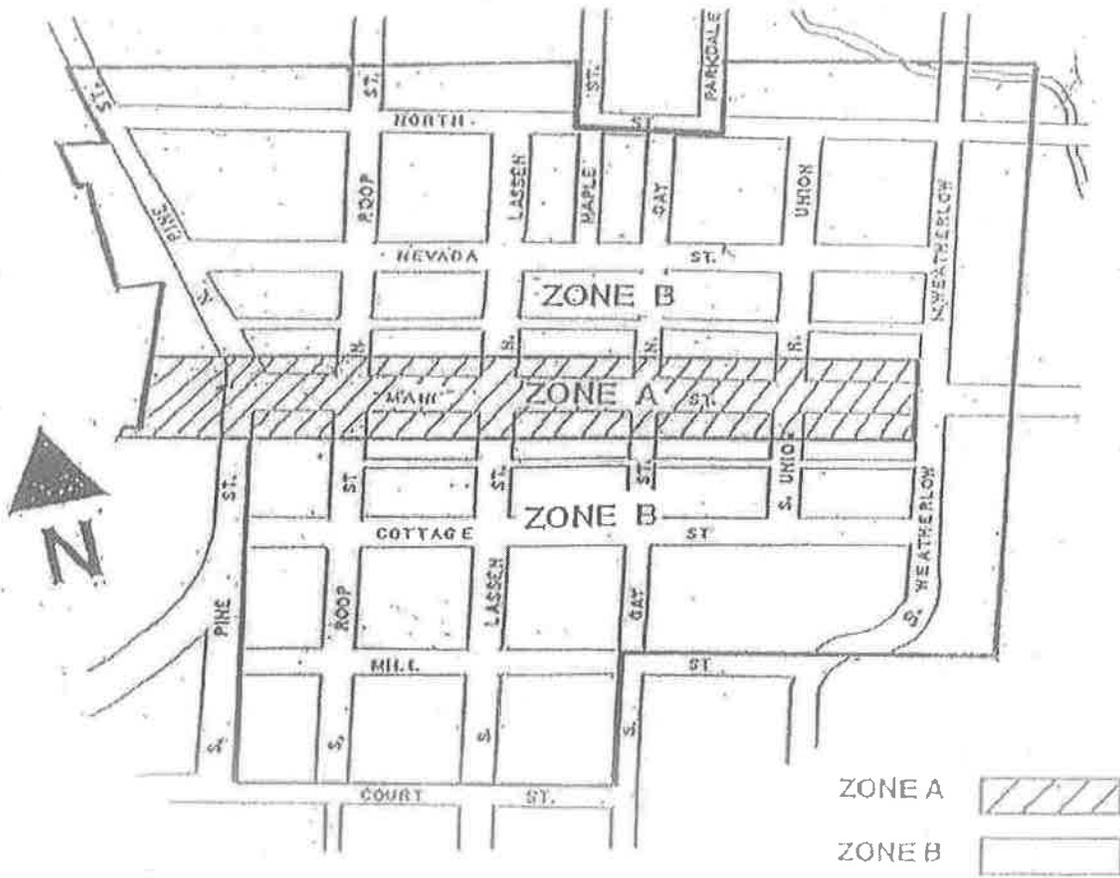
AYES:	Wilson, Stafford, Franco, Schuster and Garnier
NOES:	None
ABSENT:	None
ABSTAINING:	None


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: 
Jessica Ryan, City Attorney

EXHIBIT "A"

HISTORIC UPTOWN SUSANVILLE
BUSINESS IMPROVEMENT DISTRICT



DISTRICT BOUNDARY MAP
Amended May 2006

Reviewed by: City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5497** Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 17-5384

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: The City has adopted resolutions establishing various fees for services. A fee is a charge imposed on an individual or business for a service or facility provided directly to an individual or business. Local governments charge fees for a wide range of purposes, from park use fees to building plan check fees. The amount of the fee may not exceed the cost of government to provide the service. These fees are reviewed annually to determine that costs are being recovered and adjusted when necessary.

Staff is submitting the Fee Schedule for Fiscal Year 2018-19 with the following changes:

Increases (Red Font)—Currently charged fees that are proposed to be increased based on an annual Consumer Price Index (CPI) increase for the year ending December 2017.

- Police Mitigation Fees
- Streets Mitigation Fees
- Fire Mitigation Fees

Increase to application fees and permit fees for Building and Planning as well as a request for two new fees, Expedited Plan Review and After Hours Inspection Fee

FISCAL IMPACT: All proposed fees for services have been calculated to recover the estimated cost of providing the service. For fiscal year 2018-19, the amount estimated to be collected for all fees under the current fee structure is approximately \$231,080. (Approximately \$157,945 for General Fund, \$35,200 for Special Revenue Funds, and \$37,935 for Proprietary Funds (not including utilities).

ACTION REQUESTED: Motion to approve Resolution No. 18-5497 Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 17-5384

ATTACHMENTS: Resolution No. 18-5497
 Exhibit A- Fees for Services for FY 2018-2019

RESOLUTION NO. 18-5497
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES AND CHARGES
PREVIOUSLY RESOLUTION NO. 17-5384

WHEREAS, the City Council of the City of Susanville has heretofore established various schedules of rates, fees and charges for various services , including but not limited to, development fees, encroachment permit fees, public works fees, city care fees, duplication fees, building permit fees, police services fees, and fire services fees; and

WHEREAS, California Government Code Section 66013 or 66014 requires that no local agency shall levy a service charge or fee to an amount which exceeds the estimated amount of providing the services; and

WHEREAS, California Government Code Section 66016 requires that prior to levying a new fee or service charge, a local agency shall hold at least one public meeting at which oral or written presentations can be made and data can be made available to the public; and

WHEREAS, California Government Code Section 66018 requires that prior to adopting an ordinance or resolution adopting a new fee or charge, or increasing an existing fee or charge, a local agency shall hold a public hearing, at which oral or written presentations can be made, as part of a regularly scheduled meeting; and

WHEREAS, pursuant to California Government Code Section 66018, this City Council has conducted and concluded a public hearing with respect to the rates, fees and charges prior to adoption of this Resolution; and

WHEREAS, the City Council desires to adjust the rates, fees and charges and implement new rates, fees and charges for various government services provided by the City of Susanville, as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred.

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

1 The City Council hereby finds and determines that based upon the data, information, analyses, oral and written documentation received concerning the rates, fees and charges described in Exhibit "A" incorporated herein, the rates, fees and charges do not exceed the established reasonable cost of providing the service for which they are levied.

2 The rates, fees and charges set forth in Exhibit "A" are hereby adopted and approved.

3 The rates, fees and charges set forth in Exhibit "A" attached hereto shall were effective and implemented commencing July 1, 2018, except for the Planning and Building Fees, which take effect sixty (60) days after City Council adoption of this Resolution.

4 Immediately upon the effective date, any previously established rates, fees and charges shall be superseded by the rates, fees and charges established in said Exhibit "A".

5 If any section, subsection, sentence, clause or phrase of this Resolution is, for any reason, held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of the Resolution.

6 The City Clerk shall certify to the adoption of this Resolution.

Dated: June 6, 2018

APPROVED:

Kathie Garnier, 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 6th day of June, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

A	B	M	N	O	P	R
1	S/2018-19 Budget/2018-19 Fees for Services - Exhibit A	2017-2018 ADOPTED FEES	2018-2019 PROPOSED	Increase (Decrease)		
2	Department	Service		Comments/calculations		
3	City Clerk	Filing fee for Notice of intent to circulate petition	\$200.00			
4		Notary fees per signature	\$10.00			
5		Duplication Fees per copy	\$0.10			
6						Electons Code 9202
7						Government Code 8211
8						Cost of Paper & Cost per copy for lease agrmint (Cost/copy lease=.08 and paper .02/sheet)
9	Finance Dept					
10		NSF Returned Check (First check passed)	\$25.00			California Civil Code Section 1719
11		NSF Returned Check (Subsequent checks passed)	\$35.00			California Civil Code Section 1719
12		Business License/HUSA Log	\$7.00			
13		Credit Card Fee (for payments on line or over the telephone)	\$3.00			To recover part of the fees the Bank charges the City for accepting Credit Cards (over the phone)
14		Water/Natural Gas Utility Late Fee	10%			Of delinquent balance at time of non-pay disconnection of service
15	Comm. Devel.					
16	Building					1=(Building Official @\$55.36/hr) 2=(Building Dept Permit-Tech @\$48.09/hr) 3=Planner@\$1.25/hr
17		Minimum permit fee	\$56.00	\$4.00		After Hours Rate (1) \$65.36*1.5=\$98/hr, \$48.09*1.5=\$72.13hr(2)
18		Electrical permit application fee	\$46.00	\$4.00		.4 hr (1) plus .7hrs(2)
19		Mechanical permit application fee	\$46.00	\$4.00		.1 hr (1) plus .9hrs(2)
20		Plumbing permit application fee	\$46.00	\$4.00		.1 hr (1) plus .9hrs(2)
21		Building Permit application fee	\$46.00	\$4.00		.1 hr (1) plus .9hrs(2)
22		Permit fee - Electrical	\$103.00	\$20.00		1.34 hrs (1) plus .73hrs (2)
23		Permit fee - Mechanical	\$103.00	\$20.00		1.34 hrs (1) plus .73hrs (2)
24		Permit fee - Plumbing	\$103.00	\$20.00		1.34 hrs (1) plus .73hrs (2)
25		Demolition Permit	\$153.00	\$20.00		1.34 hrs (1) plus .73hrs (2) plus .3 (3)
26		Plan Review Revisions	\$40.00	\$50.00		.77 hrs (1) plus \$79 per hour after the first half hour
27	New	Expedited Plan Review	\$106.00	\$184.00		1 hr after hour rate (1) and .5 hr after hour rate (2) plus plan review fee
28		Temp certificate of occupancy	\$71.00	\$83.00		per first 30 day period 1.25hrs (1) plus .5hrs (2)
29		Re-inspection fees	\$52.00	\$12.00		.9hrs (1) plus .5hrs (2) (Fee allowed by Ord 02-886)
30		After Hours Inspection Fee	\$163.00	\$196.00		Minimum 2 hr after hour rate (1) plus mileage one way
31	New	Sign permit-Copy Change Only	\$123.00	\$29.00		.25hrs (1) plus .8hrs (2)
32		Sign permit-new permit (flat rate vs. valuation) Electrical	\$104.00	\$25.00		1.9 hrs (1) plus 1.4hr(2) = ***Est. minimum. Charge will vary if permit includes electrical
33		Expired Permit	\$104.00	\$25.00		1.5 hrs (1) plus 1hr (2) Fee varies per time & prior work performed
34		Architectural Design & Site Plan	\$104.00			1.5hr (3)
35		Review-less than 1000 sq ft	\$144.00			18.6 hrs (3)+.7hrs(2)
36		Architectural Design & Site Plan	\$600.00			9.5 hrs (3) + .7hrs (2)
37		Review-more than 1000 sq ft	\$600.00			9.5 hrs (3) + .7hrs (2)
38		Lot Line Adjustment	\$381.00			5.4 hrs (3) +.5hrs (2)
39		Lot Merger	\$209.00			2.9 hrs (3) + .25hrs (2)
40		Certificate of Compliance	\$100.00			3 day parking lot event (plus \$25.00 BL)
41		Administrative Permit	\$90.00			1.3 hrs (3) + 25hr (2)
42		Temporary Use Permit	\$612.00			10.2 hrs (3) plus \$80 Public Notice/2 +.5hr (2)
43		Home Occupation Permit	\$1,224.00			18 hrs (3)+1 (2) plus \$80 Public Notice +.7hr (2)
44		Variance (proposed development)	\$190.00			3hrs (3) +.5hrs (2)
45		Variance (existing development)	\$421.00			6.7hrs (3) .25hrs (2) plus \$80 Public Notice/2
46		Floodplain Permit	\$1,033.00			16 hrs (3) + .25 (2) plus \$80 Public Notice
47		Conditional Use Permit Res - proposed (fences, signs)	\$842.00			13 hrs (3) + .25 (2) plus \$80 Public Notice
48		Conditional Use Permit Res - existing (fences, signs)	\$1,414.00			20 hrs (3) plus \$80 Public Notice
49		Conditional Use Permit minor	\$2,061.00			30 (3) \$80 Public Notice, plus \$75 Records Search +1hr (2)
50		Conditional Use Permit moderate				
51		Conditional Use Permit major				

City of Susanville
Fees for Services
Fiscal Year 2018-2019

Exhibit "A"

A	B	M	N	O	P	R
		2017-2018 ADOPTED FEES	2018-2019 PROPOSED	Increase (Decrease)		
2						
3	Department					
53	Service Conditional Use Permit PD	\$2,443.00				Comments/calculations 38 hrs (3) plus \$80 Public Notice plus \$75 Records Search + 1hr (2)
54	Service					
55	Tentative Parcel Map	\$1,414.00				20hrs (3) + .5hrs (7) plus \$80 Public Notice
56	Tentative Subdivision Map	\$2,443.00				37hrs (3) + .5hr (2) plus \$60 Pub Notice + \$75 Record Search + \$20 per lot
57	Zone Change	\$2,066.00				31hrs (3) + 1hr (2) plus \$160 Public Notice
58	Zone Change PD	\$2,257.00				35hrs (3) + 1hr (2) plus \$160 Public Notice
59	General Plan Amendment	\$2,526.00				40 hrs (3)+ 1hr (2) plus \$160 Public Notice plus \$75 Records Search
60	General Plan Amendment with Annexation	\$4,048.00				65hrs (3) + 1hr (2) plus \$160 Pub Notice plus \$75 Record Search
61	Specific Plan					
62	Environmental Impact Report					
63	Special Study for Environmental					
64	Review by outside professionals					
65	Telecommunications Registration Fee	\$1,500.00				
66	Telecommunications Encroachment Review Fee	\$350.00				
67	Site Improvement Plan Review (PW Engineering)					
68	Engineering Review					
69	Outside Plan Review (Including Revisions)					
70	Negative Declaration					
71	Notice of Exemption					
72	Notice of Determination					
73	Final Subdivision Map	\$1,144.00				
74	Final Parcel Map	\$762.00				
75	Appealed Conditions	\$652.00				
76	Appeals to Planning Commission	\$381.00				
77	Appeals to City Council	\$461.00				
78	Mitigation Fees - Streets (per Sq.Ft)	\$0.98	\$1.01	\$0.03		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average--West B/C--Urban Wage Earners for the year ending December 2017)
79	Mitigation Fees - Police (per Sq.Ft)	\$1.26	\$1.30	\$0.04		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average--West B/C--Urban Wage Earners for the year ending December 2017)
80	Mitigation Fees - Fire/residential (per Sq. Ft.)	\$0.93	\$0.95	\$0.03		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average--West B/C--Urban Wage Earners for the year ending December 2017)
81	Mitigation Fees - Fire/commercial (per Sq.Ft.)	\$1.15	\$1.18	\$0.03		per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average--West B/C--Urban Wage Earners for the year ending December 2017)
82	Vacant Neglected Building Monitoring Program	\$1,000.00				Quarterly fee (Application fee \$250, Staff Costs-Building Official \$196.01, City Planner \$152.31, Battalion Chief \$218.09, Patrol Officer \$102, Finance Division \$70, Vehicle Costs \$70)
83	Historic Building Site Registry	\$126.00				Same as Lassen County
84	Plan Check Fee (per hour)	\$82.00				per hour for City Engineer
85	Final Map Check Fee (per hour)	\$82.00				per hour for City Engineer
86	Development Improvement Inspection	1%-2%				est. cost(\$500,000 or less=2%)(>\$500,001-\$1,000,000=1.5%)(over \$1,000,000=1%) plus 10%
87						

City of Susanville
Fees for Services
Fiscal Year 2018-2019

Exhibit "A"

A	B	M	N	O	P	R
2		2017-2018	2018-2019	Increase		
3	Service	ADOPTED FEES	PROPOSED	(Decrease)		Comments/calculations
88	Commun. Svc.					**6=(Acct Tech)\$34.44/hr) 7=(Parks Supervisor)\$42.40/hr)
89						8= (Part-Time Staff \$16.92/hr)(Deposit Refundable)9=(Average Hourly of 7 & 8=\$29.66)
90	Community Center rental (per day-less than 4 hrs)	\$70.00				per day/less than 4 hours (.35 hrs (6))(1 hr prep/clean-up(7) + 1 hr prep/clean up (8)) +\$50 Dep
91	Community Center rental (per day-more than 4 hrs)	\$101.00				per day/more than 4 hours(.25 hrs (6))(1.5hrs clean-up(7))+\$50 Dep
92	CC Kitchen only (per day)	\$63.00				per day (.6 hrs (6))(.6 hr (7)) +\$50 Dep
93	PA System Rental	\$20.00				100 Refundable Deposit
94	Electrical Panel Rental	\$132.00				100 Refundable Deposit
95	Riverside Park (per day)	\$100.00				per day(1 hr (7) + 1 hr (8))(4.8 hrs clean-up(8))
96	Riverside Park - Class Reunions	\$45.00				Refundable Deposit
97	Athletic Field (per day)	\$59.00				per day (.6 hrs (7))(1 hr clean-up(8))
98	Group Picnic Area (per day) memorial park	\$35.00				per day(.6 hrs (7))(2 hrs clean-up(8))
99	Tournament Fee (per day)	\$47.00				per day (.2.6 hrs clean-up(8))
100	Amphitheater/Stage (per day)	\$6.50				per day (.5 hr (7))(1.5 hrs clean-up(8))
101	Light Tokens					per token
102						11= (Comm Svc Ofcr \$36.80/hr) 12=(Admin Asst \$40.72/hr)
103						13= (Average Hourly Rate of Police Officer: \$67.00) 14=Police Chief \$91.16/hr
104	Police	\$15.00				.25 hrs (12) Retrieve, review and redact report before making copies and returning to files
105	Police Reports	\$0.10				Cost of Paper & Cost per copy for lease agmnt (Cost/copy lease=.08 and paper .02/sheet)
106	Reports additional pages	\$28.00				plus live scan
107	Finger Prints	\$28.00				plus live scan
108	Solicitor's Permits	\$15.00				.16 hrs (14) Review application and contact applicant prior to signing and providing applicant a copy
109	Amplified Music	\$28.00				plus live scan
110	Taxi Owner	\$28.00				plus live scan
111	Taxi Driver	\$82.00				plus citation cost. 1hr (13) plus .25 (12) plus \$4.80 registered letter
112	Vehicle Release	\$28.00				.42 hrs (13) Officers conduct these at remote locations, inspect vehicle/trailer, match DMV documents and complete form
113	VIN Verification	\$275.00				per day attendance is required. Government Code 68096.1(b)©
114	Civil Subpoena (per day)	\$17.00				.25 hrs (13) Officers respond to station, inspect vehicles, complete and sign document
115	Citation sign off (Not SPD)	\$15.00				.41 hrs (14) Review application and contact applicant prior to signing and providing copy to applicant.
116	Daily Alcohol Sales App	\$67.00				per hour 1 hr (13)
117	Police Service Fee (per hour)	\$67.00				per hour 1 hr (13)
118	DUI Recovery Fee (per hour)	\$15.00				E.C.1560 \$24/hr per person(\$6/qtr hour) .10/copy for standard reproduction. Rate set in code
119	Subpoena Duces Tecum EC1560					Actual cost county charge
120	Booking Fee Reimbursement	\$25.00				California Civil Code Section 1719
121	NSF Returned Check (First check passed)	\$35.00				California Civil Code Section 1719
122	NSF Returned Check (Subsequent checks passed)					

2	A	B	M		N	O	P	R
			2017-2018	2018-2019				
3	Department	Service	ADOPTED FEES	PROPOSED	Increase (Decrease)	Comments/Calculations		
123	Public Works							
124								15=(Admin Staff Asst \$30.45/hr) 16=(Admin Spec. \$40.92/hr) 17=(City Engineer \$72.64/hr)
125		Fire Hydrant Use Application Fee (No Meter) plus Deposit \$	\$100.00					18=(PW Director \$98.10/hr) 17a=(Asst Engineer\$48.85/hr)
126		Fire Hydrant Use Application Fee (With Meter) plus Deposit	\$100.00					Inspection Fee= 5hrs(15)=\$15.23 + 1.1hr (17)=\$79.90 + .25hrs(18)=\$22.03=\$117.16/hr
127		Inspection Fee	\$112.00					plus \$500 deposit (1.41 hrs(16))
128		Back Flow Prevention Devices	Actual cost					plus \$1,000 deposit (1.41 hrs(16))
129		Well Permits	\$274.00					Inspection Fee
130		Request for deferment of curb, gutter sidewalk	\$290.00					Actual cost
131		Testing and Sampling	Actual Cost					Base Fee(\$162) + Inspection Fee(\$112)=\$274.
132		Development outside City limits (% of cost of work)	2%					Base Fee(\$162)+1.14hrs Inspection Fee (\$112)=\$127.77
133		Encroachment Permits-						Actual Cost
134		Encroachment Permit Review	Cost					% of cost of work
135		Concrete, sidewalk, curb & gutter 25 LF or less	\$218.00					Fee Based on Engineers Estimated Time for Project Review
136		Concrete, sidewalk, curb & gutter >25 & <100 LF	\$274.00					Base Fee + 5 hrs Inspection Fee
137		Concrete, sidewalk, curb & gutter >100 & <300 LF	\$330.00					Base Fee + 1 hr Inspection Fee
138		Concrete, sidewalk, curb & gutter >300 & <500 LF	\$386.00					Base Fee + 1.5 hrs Inspection Fee
139		Concrete, sidewalk, curb & gutter >500 LF	2% of cost					Base Fee + 2 hrs Inspection Fee
140		AC or PCC Pavement 1000 SF or less	\$274.00					Base Fee + 1 hr Inspection Fee
141		AC or PCC Pavement 1001 to 3000 SF	\$330.00					Base Fee + 1.5 hrs Inspection Fee
142		AC or PCC Pavement 3001 to 6000 SF	\$386.00					Base Fee + 2 hrs Inspection Fee
143		AC or PCC Pavement 6001 to 10,000 SF	\$442.00					Base Fee + 2.5 hrs Inspection Fee
144		AC or PCC Pavement More than 10,000 SF	2% of cost					Base Fee + 2.5 hrs Inspection Fee
145		Excavation outside pavement 200 LF or less	\$162.00					Base Fee
146		Excavation outside pavement > 200 LF	\$162.00					Base Fee plus 0.18 per foot over 200 LF
147		** For Each Additional Foot over 200 feet 0.18 will be charged per foot						
148		Excavation inside pavement 100 LF or less	\$240.00					Base Fee + 7 hrs Inspection Fee
149		Excavation inside pavement 101 to 500 LF	\$274.00					Base Fee + 1 hr Inspection Fee
150		Excavation inside pavement 501 TO 1000 LF	\$312.00					Base Fee + 1.34 hrs Inspection Fee
151		Excavation inside pavement 1001 to 1500 LF	\$356.00					Base Fee + 1.73 hrs Inspection Fee
152		Excavation inside pavement 1501 to 3000 LF	\$390.00					Base Fee + 2.04 hrs Inspection Fee
153		Excavation inside pavement over 3000 LF	\$487.00					Base Fee + 2.90 hrs Inspection Fee
154		AC Repair 0-25 SF	\$312.50					Labor + Equipment + Materials
155		26-50 SF	\$500.00					Labor + Equipment + Materials
156		51-75 SF	\$637.50					Labor + Equipment + Materials
157		76-100 SF	\$700.00					Labor + Equipment + Materials
158		101-200 SF	\$1,000.00					Labor + Equipment + Materials
159		Non construction permits within pavement	\$50.00					40% of base fee
160		Excessive Encroachment Permit Inspections	\$112.00					Inspection Fee
161								

A	B	M	N	O	P	R
		2017-2018 ADOPTED FEES	2018-2019 PROPOSED	Increase (Decrease)		
2						
3	Department					Comments/calculations
162						
163						
164						19=(Admin Asst \$35.00/hr) 20=(avg hrry Chief & Battalion Chief = \$82.00)
165						Type 1 Engine - \$350/hr, Type 1 Rescue/Engine - \$425/hr, Type II Engine - \$250/hr, Type III Engine - \$150/hr, Ladder Truck - \$550/hr, Command Vehicle - \$60/hr, Utility Vehicle - \$50.00/hr) 1 hr minimum
166						Dispatch Fee - \$10.00, Volunteer Recovery Fee - \$20.00/hr each, Administrative Fee- 20% or \$200 (whichever is greater), Special Equipment - \$400 each
167	Fire					
168	Fire Reports	\$38.00				1.1 hr (19)
170	New Business Inspections	\$82.00				1.1hr (20)
171	Medical Calls (Inside City Limits Nonresident or not contracting)	Actual cost				Vehicles+personnel+dispatch+admin
172	Fireworks display booth inspections ***	\$500.00				Permit-\$100, 3 inspections-\$150, clean up bond \$250 (additional inspections are required)
173	*** Additional inspections requires additional fees					
174	Sprinkler Plan and Inspection	\$82.00				per hour (20) 1-hr minimum
175	Plan Check Review	\$82.00				per hour (20) 1-hr minimum
176	Carnivals and Fair Inspections	\$575.00				7 hrs (20) \$577.71 Inspect all building, rides, booths, access and records
177	State Mandated Inspections:					
178	Day Care, residential (per hour)	\$82.00				per hour (20)
179	Day Care, commercial (per hour)	\$82.00				per hour (20)
180	Convalescent Hospital/Assisted Living (per hour)	\$82.00				per hour (20)
181	Other:					
182	Fire Suppression/Alarm system plan check (per hour)	\$82.00				per hour (20) 2 hr minimum
183	Fire Investigation Services (per hour)	Actual cost				Actual cost
184	Malicious/false alarms	Actual cost				Actual cost
185	Fire-stand by	\$42.00				Actual cost
186	Facility use (per hour)	\$0.10				Avg daily cost for bldg (\$11,938/30 days=\$397.93/8hrs=\$49.75 plus 1hr (21)=\$31.08 prep
187	Duplication (Black & White copies) per copy	\$0.21				per copy (Cost per copy lease agrmt)=.08 blk/whit(.19 color) plus Paper cost=.02/sheet
188	Duplication (Color copies) per copy					per copy (Cost per copy lease agrmt)=.08 blk/whit(.19 color) plus Paper cost=.02/sheet
189	Hazardous materials response	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
190	Special rescue/low angle	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
191	Vehicle Accidents	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
192	Vehicle Fire	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
193	Negligent Incident (illegal burn, negligent fire, etc)	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
194	Arching Power Lines	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
194	DUI Vehicle Accident	Actual cost				Vehicles+personnel+dispatch+admin+supplies+SE
196	Operational Permit Fee Schedule:					
197	Amusement Buildings	\$82.00				1hr (20) =\$82. for processing permit and inspection
198	Aviation Facilities	\$82.00				1hr (20) =\$82. for processing permit and inspection
199	Carnival and Fair	\$575.00				7 hrs (20) \$577.71 Inspect all building, rides, booths, access and records
200	Compressed Gases	\$82.00				1hr (20) =\$82. for processing permit and inspection
201	Cryogenic Liquids	\$82.00				1hr (20) =\$82. for processing permit and inspection
202	Cutting and Welding	\$82.00				1hr (20) =\$82. for processing permit and inspection
203	Dry Cleaning Plants	\$82.00				1hr (20) =\$82. for processing permit and inspection
204	Exhibits and Trade Shows	\$82.00				1hr (20) =\$82. for processing permit and inspection
205	Explosives	\$82.00				1hr (20) =\$82. for processing permit and inspection
206	Fire Hydrants and Valves	\$82.00				1hr (20) =\$82. for processing permit and inspection
207	Flammable and Combustible Liquids	\$82.00				1hr (20) =\$82. for processing permit and inspection
208	Floor Finishing	\$82.00				1hr (20) =\$82. for processing permit and inspection
209	Fumigation and Thermal Insecticide Fogging	\$82.00				1hr (20) =\$82. for processing permit and inspection

City of Susanville
Fees for Services
Fiscal Year 2018-2019

Exhibit "A"

A	B	M	N	O	P	R
		2017-2018 ADOPTED FEES	2018-2019 PROPOSED	Increase (Decrease)		
2						
3	Department					
210	Service					Comments/calculations
211	Hazardous Materials	\$82.00				1hr (20) = \$82. for processing permit and inspection
212	High Pile Storage	\$82.00				1hr (20) = \$82. for processing permit and inspection
213	Hot Work Operations	\$82.00				1hr (20) = \$82. for processing permit and inspection
214	Industrial Ovens	\$82.00				1hr (20) = \$82. for processing permit and inspection
215	Lumberyards and Woodworking Plants	\$82.00				1hr (20) = \$82. for processing permit and inspection
216	Liquid/Gas Fueled Vehicles/Equipment In Assembly	\$82.00				1hr (20) = \$82. for processing permit and inspection
217	LP-Gas	\$82.00				1hr (20) = \$82. for processing permit and inspection
218	Misc Combustible Storage	\$82.00				1hr (20) = \$82. for processing permit and inspection
219	Open Burning	\$82.00				1hr (20) = \$82. for processing permit and inspection
220	Open Flames and Torches	\$82.00				1hr (20) = \$82. for processing permit and inspection
221	Open Flames and Candles	\$82.00				1hr (20) = \$82. for processing permit and inspection
222	Places of Assembly	\$82.00				1hr (20) = \$82. for processing permit and inspection
223	Private Fire Hydrants	\$82.00				1hr (20) = \$82. for processing permit and inspection
224	Pyrotechnic Special Effects Material	\$350.00				3 inspections, fire stand-by, permit
225	Refrigeration Equipment	\$82.00				1hr (20) = \$82. for processing permit and inspection
226	Repair Garages and Motor Fuel-Dispensing Facilities	\$82.00				1hr (20) = \$82. for processing permit and inspection
227	Spraying or Dipping	\$82.00				1hr (20) = \$82. for processing permit and inspection
228	Storage of Scrap Tires and Tire Byproducts	\$82.00				1hr (20) = \$82. for processing permit and inspection
229	Temporary Membrane Structures, Tents and Canopies	\$82.00				1hr (20) = \$82. for processing permit and inspection
230	Waste Handling	\$82.00				1hr (20) = \$82. for processing permit and inspection
231	Wood Products	\$82.00				1hr (20) = \$82. for processing permit and inspection
232	Construction Permit and Other Fees	\$82.00				1hr (20) = \$82. for processing permit and inspection
233	Application Fee	\$82.00				1hr (20) = \$82. for processing permit and inspection
234	Inspection Fee	\$82.00				1hr (20) = \$82. for processing permit and inspection
235	Assembly	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
236	Compressed Gases	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
237	Flammable and Combustible Liquids	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
238	Hazardous Materials	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
239	High Piled Storage	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
240	Industrial Ovens	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
241	LP-Gas	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
242	Private Fire Hydrants	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
243	Spraying or Dipping	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
244	Temporary Membrane Structures, Tents and Canopies	\$164.00				Chk 2 hr minimum-1hr (20) = \$82 for processing permit and inspection
245	Re-inspection	\$82.00				1hr (20) = \$82.00 - 1hr minimum after 2nd Attempt on non-compliance re-inspects.
246	Mobile Home Park Hydrant Certification (per hydrant)	\$41.00				eac 30 min (20) if private hydrant fee has already been paid
247	Private Fire Hydrant Annual Inspection (per hydrant)	\$70.00				eac Vehicle+personnel+supplies+equipment+records
248	Private Fire Hydrant Repair & Maintenance	\$164.00				Chk Charge is per hour (20) = \$82.00 with a 2 hour minimum plus parts
	Fire Investigation Report	Actual Cost.				Min Vehicles+personnel+supplies+SE

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5518** Establishing Appropriations Limitation for Fiscal Year 2018-2019

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: APPROPRIATION LIMIT

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 FY 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 2018-2019 was computed by using the information provided by the State of California Department of Finance as follows:

Appropriation limit for 2017-18		\$ 10,573,671
Change in population from Jan 2017 to Jan 2018	2.84%	300,292
		\$ 10,873,964
Change in PCPI from Jan 2017 to Jan 2018	3.67%	399,074
Appropriation Limit for FY 2018-19		\$ 11,273,039
Anticipated Appropriations for 2018-19		\$ 5,134,591

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

ACTION REQUESTED: Motion to approve **Resolution No. 18-5518** Establishing Appropriations Limitation for Fiscal Year 2018-2019

ATTACHMENTS: Department of Finance Price Factor and Population Information
Resolution No. 18-5518

RESOLUTION NO. 18-5518
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018/2019
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 2018/2019 was computed by using the information provided by the State of California Department of Finance; 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 2018/2019 is hereby determined to be the sum of \$ 11,273,039.

APPROVED:

Kathie Garnier, 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 6th day of June, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney



May 2018

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of 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, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. 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 2018-19 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. California 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 section 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. California 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, 2018.**

Please Note: The 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 M. 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 2018-19 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2018-19	3.67

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

2018-19:

Per Capita Cost of Living Change = 3.67 percent
Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio: $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19: $1.0367 \times 1.0078 = 1.0448$

Fiscal Year 2018-19

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018

County City	<u>Percent Change</u> 2017-2018	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
		1-1-17	1-1-18	<u>Population</u> 1-1-2018
Lassen				
Susanville	2.84	8,380	8,618	14,954
Unincorporated	1.62	14,636	14,873	15,957
County Total	2.06	23,016	23,491	30,911

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

Reviewed by: Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5520** –Adopting Updated Budget Process and Policies

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: At the Budget Workshop held on May 16, the City Council gave direction to staff to bring back an amended Budget Process and Policies to include removing negative cash balances for the enterprise funds (Golf Course and Airport) at each fiscal year end to prevent these balances from carrying over year after year. This process would include submitting a budget amendment at each fiscal year end to the City Council for consideration of cash transfers from the General Fund to these enterprise funds when needed. This process will afford the City Council the opportunity to discuss the enterprise funds that are struggling and suggest changes to assist them in the fiscal year.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Motion to adopt Resolution No. 18-5520 Adopting Updated Budget Process and Policies

ATTACHMENTS: Resolution No. 18-5520
Exhibit "A" City of Susanville Budget Process and Policies
Resolution No. 16-5265

**RESOLUTION NO. 18-5520
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: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5520 was adopted at a regular meeting of the City Council of the City of Susanville held on the 6th day of June, 2018 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 16-5265

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.
- 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 funding the General Fund Reserve equal to 20% of General Fund annual operating revenue. 30% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. The remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 2 – Upon fully funding the General Fund Reserve Account, 50% of the net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. 30% of the audited actual General Fund surplus (when available) will be used to pay down short and long term General Fund debt approved by the City Council and the remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 3 – Upon repayment of all short and long term General Fund debt, 70% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year after year, and the remaining audited actual surplus (when a surplus is available) will remain in General Fund Fund Balance.
- *At fiscal year-end, a review of the enterprise funds (Golf Course and Airport) will be performed and a budget amendment brought to the City Council to authorize a transfer of cash from the General Fund to remove any negative cash balances before the year is closed out.*
- 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. 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

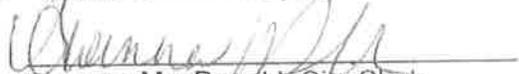
WHEREAS, the City has reviewed these policies and updated them to include the next phases of the City's financial plan; and

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.

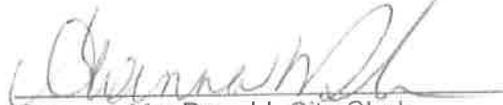
Dated: July 6, 2016

APPROVED: 
Kathie Garnier, 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 6th day of July, 2016 by the following vote:

AYES: Wilson, Stafford, Franco and Garnier
NOES: None
ABSENT: De Boer
ABSTAINING: None


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.
- 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 funding the General Fund Reserve equal to 20% of General Fund annual operating revenue. 30% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. The remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 2 – Upon fully funding the General Fund Reserve Account, 50% of the net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year over year. 30% of the audited actual General Fund surplus (when available) will be used to pay down short and long term General Fund debt approved by the City Council and the remaining surplus (when available) will remain in the General Fund Fund Balance.
- Phase 3 – Upon repayment of all short and long term General Fund debt, 70% of net departmental savings (excluding payroll) for the Administrative Services, Police and Fire departments will be deposited into their respective facility and equipment funds to accrue year after year, and the remaining audited actual surplus (when a surplus is available) will remain in 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

Amended 6/22/2016

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.

Reviewed by: D Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Kristin Shepard, Administrative Specialist

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18-5522** authorizing Mayor to execute a Service Agreement between Aramark Uniform Services and the City of Susanville for uniform rental and linen services provided to the Public Works Department

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The Public Works Department has been utilizing Aramark Uniform Services since 2015 to provide uniform rental, linen services and janitorial supplies. The service agreement between Aramark and the City expires July 8, 2018. The Public Works Department would like to extend this contract term twelve months for the purpose of continuing ongoing uniform services needed by the department.

FISCAL IMPACT: Estimated \$12,800 annual cost currently budgeted in Streets, Water, Natural Gas and Public Works Administration.

ACTION REQUESTED: Motion to approve Resolution Number 18-5522 authorizing the Mayor to execute a Service Agreement between Aramark Uniform Services and the City of Susanville for the purpose of Aramark Uniform Services providing ongoing uniform rental and linen services to the Public Works Department

ATTACHMENTS: Resolution Number 18-5522
Aramark Service Agreement

RESOLUTION NUMBER 18-5522
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE AGREEMENT WITH ARAMARK UNIFORM
SERVICES TO PROVIDE UNIFORM RENTAL AND LINEN SERVICES

WHEREAS, the City of Susanville Public Works Department has approximately 21 employees within the department who wear uniforms; and

WHEREAS, the City has agreed to provide each Unit employee with laundered uniform shirts and pants (5 per week) in accordance with the Memorandum of Understanding between the City and the Operating Engineers Local Union No. 3 Public Works employees; and

WHEREAS, the City has a service agreement with Aramark Uniform Services to provide these services; and

WHEREAS, the service agreement with Aramark Uniform Services expires July 8, 2018, and

WHEREAS, Aramark Uniform Services has offered a twelve month extension to the contract term.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Susanville that the Mayor of the City of Susanville is hereby authorized to execute Service Agreement with Aramark Uniform Services for uniform rental and linen services.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 18-5522 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney



SERVICE AGREEMENT

CUSTOMER NO. 738529-000

PAGE NO. _____

Service to ("Customer"): City of Susanville
720 South Street
Service Address

Bill to: City of Susanville
66 N. Lassen St.
Billing Address

Susanville CA 96130
City State Zip Code

Susanville CA 96130
City State Zip Code

GARMENTS AND SERVICES ORDERED:

No. of Wearers	MERCHANDISE	NUMBER OF ITEMS PER WEARER*	CHANGES PER WEEK (per wearer)	RATE	RATE BASIS (per item or change)	FREQUENCY	EASYCARE™ (per item per week)	REPLACEMENT CHARGE (PER ITEM)
14	Workshirt, 100% Cotton Medium Gray	11	5	\$0.250	Per Item	Weekly	\$0.10	\$18.50
14	Blue Jean Denim Pant	11	5	\$0.320	Per Item	Weekly	\$0.10	\$34.00
14	Slash Pocket Jacket	11	5	\$0.30	Per Item	Weekly	\$0.06	\$29.00
14	Dickies Carpenter Jean	11	5	\$0.32	Per Item	Weekly	\$0.10	\$34.00

ALLIED MERCHANDISE AND SERVICES ORDERED:

MERCHANDISE	QUANTITY*	RATE PER ITEM	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (PER ITEM)
Standard Mat 3X4 Dark Gray	8	\$1.50	Weekly	50%	N/A	\$45.00
Standard Mat 3X10 Dark Gray	2	\$3.50	Weekly	50%	N/A	\$115.00
Shop Towel 18X18	200	\$0.03	Weekly	100%	4%	\$0.40

*Represents total units, including items at Customer's location(s) and items in the process of being laundered.

Aramark Uniform Services (AUS) will provide Customer with a uniform, apparel and/or allied product ("Merchandise") rental, lease and/or customer-owned-goods program and Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and the related Customer Information Sheet(s) (which shall constitute our entire agreement), including increases or additions in Merchandise. Customer agrees that AUS is its exclusive provider of rented and/or leased Merchandise and related services and that all rented or leased Merchandise will remain the property of AUS. Customer will be provided a rental program unless otherwise specified.

This Agreement is effective on the date of the last signature to this Agreement, and will continue for ^{12 MONTHS (RS)} 12 consecutive months following the later of such date or the date Merchandise is first installed on Customer's premises. Renewal will be automatic for another like term unless either party gives the other party written notice of termination at least 60 days before the end of the then current term by certified mail, return receipt requested.

AUS will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees in the ordinary course of Customer's business. Customer must notify AUS of an employee's termination and must immediately return Merchandise issued to that employee.

Terms and Conditions Continued on Next Page

TERMS AND CONDITIONS (continued)

Rented and leased Merchandise that is lost or ruined (except through normal wear) will be promptly paid for by Customer at the then current replacement charge; except for ruined garments covered by EasyCare™ or lost allied merchandise covered by Inventory Maintenance. Customer agrees to pay the EasyCare™ amount, which will entitle Customer to have rented or leased garments that are ruined beyond reasonable repair removed from service and replaced, unless initialed below or not included in the pricing above. Lost or intentionally abused garments are not covered by EasyCare™ and Customer is still responsible for preparation, name and emblem charges. AUS or Customer may discontinue EasyCare™ at any time by providing written notice to the other party in which case standard ruin charges will apply.

____ (Customer to initial if EasyCare™ is declined) Customer hereby declines EasyCare™ and by doing so agrees to be liable for and pay the full then current replacement charge for any and all rented or leased garments that are ruined by Customer (except through normal wear).

If a percentage is included under "Inventory Maintenance" (which percentage shall be a charge under this Agreement), AUS will replace the corresponding Merchandise that is lost by Customer without any additional loss charge. The service fee for Inventory Maintenance is equal to the applicable percentage of total inventory multiplied by the then current replacement rate. If applicable Merchandise is lost as a result of willful misconduct, standard loss charges will apply.

Each year, on the first day of the month in which the anniversary date of this Agreement occurs, AUS may increase the charges then in effect (the "API") either by an amount up to the percentage change in the Consumer Price Index over the previous 12 months or 5%, whichever is greater. AUS will notify Customer of the API in writing (which may be by invoice or monthly statement). AUS may also increase charges at any time by notifying Customer in writing (which may be by invoice or monthly statement). Customer may reject such increase (except the API) by notifying AUS in writing within 15 days after Customer's receipt of notice of such increase. If Customer rejects the increase, AUS reserves the right to terminate this Agreement in whole or in part. In consideration of the sizeable investment AUS is making in Merchandise for Customer, Customer agrees that AUS may impose minimum per invoice recurring charges equal to the greater of (a) \$25 or (b) 75% of the initial invoice amount for such charges.

AUS will charge customer for every week during this Agreement even if Customer requests reduced or no service for a particular week or weeks. For customers extended credit, payment terms are net 10 days after the end of the month of delivery. A late payment charge equal to the lesser of 1.5% per month (18% per year) or the maximum permitted by law shall be charged by AUS on all past due amounts. AUS may elect at any time to revoke credit and/or open account privileges and continue to provide Merchandise and services on a cash-on-delivery basis only. For cash-on-delivery customers, if payment is not made at time of delivery, there will be a \$5.00 charge to carry the balance to the following week.

Service Guaranty: Customer may terminate this Agreement for material deficiencies in service by informing AUS in writing of the precise nature of the service deficiencies, allowing AUS at least 30 days to correct or begin to correct the deficiencies, and giving AUS 30 days written notice (by certified mail, return receipt requested) containing an explanation of the material deficiencies that AUS has not begun to correct. While AUS will work in good faith to resolve orally communicated issues, Customer agrees that the above writings-based procedure must be followed in order to terminate this Agreement. The performance of AUS's duties under this Agreement may be subject to circumstances beyond AUS's control, including strikes, lockouts, product availability, government acts, wars, and acts of God. AUS's failure to perform under this Agreement because of such events shall not be considered a breach. Customer agrees to pay all loss or ruin charges and all unpaid statements

By signing below, Customer agrees to order the merchandise and services referenced herein and further agrees to the terms and conditions contained in this Agreement.

Name of Customer

Customer Phone Number

Name & Title of Customer Contact

By _____ Date _____
Signature of Authorized Customer Representative

upon any termination or expiration of this Agreement. If Customer breaches this Agreement by early termination (except in accordance with the above Service Guaranty), Customer agrees to pay AUS liquidated damages (intended as a good faith pre-estimate of the actual damages AUS would incur and not as a penalty), equal to the greater of (a) 25% of the average weekly charges during the 3 months prior to termination multiplied by the number of weeks remaining in the unexpired term, or (b) the then current replacement charge for all Merchandise.

Unless specified in writing in this Agreement, the Merchandise supplied under this Agreement is not flame resistant or resistant to hazardous substances. The Merchandise contains no special flame resistant or hazardous substance resistant features and the Merchandise is not designed for use in areas where it may catch fire or where contact with hazardous substances is possible. Customer agrees to indemnify, defend and hold AUS harmless from and against any loss, claim, expense, including attorney's fees, or liability incurred by AUS as a result of the use of such Merchandise in areas where contact with flame or hazardous substances is possible. Customer will immediately notify AUS of any toxic or hazardous substance introduced by Customer onto the Merchandise and agrees to be responsible for any loss, damage or injury experienced by AUS or its employees as a result of the existence of such substances. AUS reserves the right not to handle or process any Merchandise soiled with toxic or hazardous substances. Customer agrees that Customer has selected the Merchandise and is responsible for determining its appropriateness and for the safe and proper use and securing of the Merchandise. For reflective Merchandise, any garments supplied satisfy specific ANSI/ISEA standards only if so labeled. Customer acknowledges that AUS makes no representation, warranty or covenant regarding the visibility performance of any reflective Merchandise and that reflective properties may be reduced or ultimately lost through laundering. It is Customer's responsibility to determine if additional safety measures may be necessary under specific work conditions.

Except as set forth herein, the Merchandise and related services are provided "as is" without warranty of any kind, whether express or implied or statutory, and AUS disclaims any and all implied warranties, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, good and workmanlike manner and non-infringement of third party rights. In no event shall AUS, its affiliates and their respective officers, directors or employees be liable to Customer for any indirect, special, incidental, consequential, punitive or extraordinary damages.

Any controversy or claim arising out of or relating to this Agreement shall be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties agree to utilize a single arbitrator and the most expedited process available in the forum where the arbitration is held. In this business-to-business Agreement, the terms are tailored to your specific requirements. Based on the foregoing, you agree to waive any right to bring any class and/or representative action based on any business dispute(s) between us. In the event any action, lawsuit or arbitration is required to be brought for collection of any amount due under this Agreement, Customer agrees and promises to pay AUS's reasonable attorney's fees and costs, including all fees and costs involved in collection.

Customer confirms that by signing this Agreement, no existing contract to which Customer is a party is, or will be, breached and the person signing this Agreement on Customer's behalf is duly authorized to do so. This Agreement is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer. This Agreement can only be amended in writing signed by such General Manager.

Aramark Uniform Services, a division of Aramark Uniform & Career Apparel, LLC

Aramark Representative Name & Title

Signature - Aramark Representative

Signature - Aramark General Manager

Reviewed by: *D* Interim City Administrator
 City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution Number 18-5523** approving street closure for the Lassen County Chamber of Commerce Mixer

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The Sierra Radio Network is requesting City Council support for the Lassen County Chamber of Commerce Mixer event. Specifically, the closure of a portion of Johnstonville Road in front of the Sierra Broadcasting Offices located at 3015 Johnstonville Road on Thursday, July 12, 2018, from approximately 3:00 pm to 10:00 pm.

This event requires one Public Works Department employee to set up and take down traffic control signs.

FISCAL IMPACT: Public Works Estimated Cost: \$300

ACTION REQUESTED: Motion to approve Resolution Number 18-5523, authorizing the closure of a portion of Johnstonville Rd. from 3:00 pm to 10:00 pm on Thursday, July 12, 2018, for the event.

ATTACHMENTS: Resolution Number 18-5523
Letter of request from the Sierra Radio Network

RESOLUTION NUMBER 18-5523
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING THE CLOSURE OF A PORTION OF JOHNSTONVILLE ROAD
IN FRONT OF SIERRA BROADCASTING ON
THURSDAY, JULY 12, 2018 FROM 3:00 PM TO 10:00 PM
FOR THE CHAMBER OF COMMERCE MIXER

WHEREAS, the Sierra Radio Network is hosting a Chamber of Commerce Mixer scheduled for July 12, 2018; and

WHEREAS, the Sierra Radio Network is celebrating 70 years on the air; and

WHEREAS, the Sierra Radio Network has requested the closure of a portion of Johnstonville Road specifically, in front of the Sierra Broadcasting Offices, on Thursday, July 12, 2018, to general vehicle traffic except emergency vehicles.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville approves the closure of a portion of Johnstonville Road on Thursday, July 12, 2018 to general vehicle traffic except emergency vehicles is authorized.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing **Resolution No. 18-5523** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney



SIERRA-RADIO-NET

ON AIR. ON LINE. ON DEMAND. YOUR PERSONAL CONNECTION.

3015 Johnstonville Road • Susanville, CA 96130



SIERRADAILYNEWS.COM



RECEIVED
MAY 09 2018

BY: *A*.....

May 6, 2018

Dan,

We would like to once again request a street closure on Johnstonville Road for our 70th Anniversary event scheduled for Thursday, July 12th. This would be a repeat Of last year for the same event – a Chamber of Commerce Mixer.

The street closure allows us to erect a stage on the roadway for this event starting At 5:00-Pm. Ending at 9:00 Pm . We close it just east of Super Budget with the Other closure in front of the White House restaurant. We staff attendants who Overseeing managing traffic in and out of this closed section.

Thanks for your consideration. Let me know if I need to address the council or Since this is a repeat my presence is not required.


Rod Chambers

SIERRA BROADCASTING CORP

K **SUE** NEWS • TALK • SPORTS
1240

CELEBRATING 70 YEARS

...of service to Lassen County



Reviewed by: City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 18- 5524**, approving Police Officer Trainee Agreement and authorizing Interim City Administrator to execute said agreement.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City Council approved the addition of a Police Officer Trainee. Attached is the draft agreement between the City and the applicant for review.

FISCAL IMPACT: Trainee to be compensated at ninety percent (90%) of the base Police Officer pay (90 % of Range 136 Step A) during the academy, \$140.00 per week per diem plus the cost of housing.

ACTION REQUESTED: Motion to approve Resolution No. 18-5524, approving Police Officer Trainee Agreement and authorizing Interim City Administrator to execute said agreement.

ATTACHMENTS: Resolution No. 18-5524
Draft Police Officer Trainee Agreement

RESOLUTION NO. 18-5524
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING POLICE OFFICER TRAINEE AGREEMENT AND AUTHORIZING
INTERIM CITY ADMINISTRATOR TO EXECUTE SAID AGREEMENT

WHEREAS, the City Susanville of desires to hire qualified and competent law enforcement personnel; and

WHEREAS, it is sometimes difficult to fill vacancies with P.O.S.T certified lateral candidates; and

WHEREAS, the City has an opportunity to obtain high quality candidates and sponsor them in the policy academy; and

WHEREAS, the City agrees to pay tuition and other expenses related to training as well as wages in exchange for months of service as a Police Officer; and

WHEREAS, the specifics of said compensation and the associated terms have been included in the Agreement, attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Susanville approves the Agreement for the Police Officer Trainee and authorizes the Interim City Administrator to execute said agreement.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5524 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

POLICE OFFICER TRAINEE AGREEMENT

This Agreement is made, entered into by and between the CITY of Susanville ("CITY") and _____ ("EMPLOYEE") as of the ___ day of _____, 20___, in the CITY of Susanville, County of Lassen, California. (Collectively referred to as "PARTIES")

WHEREAS, EMPLOYEE wishes to become employed as a Police Officer with the CITY; and

WHEREAS, CITY desires to hire EMPLOYEE in the temporary position of Police Officer Trainee with the potential promotion to Police Officer; and

WHEREAS, EMPLOYEE does not currently possess the education or training necessary to qualify as a Police Officer and will have to undergo such education and training in order to qualify; and

WHEREAS, CITY desires the assurance of the services of a Police Officer Trainee who successfully completes the education and training requirement to qualify as a Police Officer, and is willing to pay for the education and training of EMPLOYEE as set forth below; and

WHEREAS, EMPLOYEE will receive great and lasting benefit from the proposed education and training; and

WHEREAS, CITY will incur significant expense in financing EMPLOYEE's education and training; and

WHEREAS, in consideration of CITY paying for EMPLOYEE's California Commission on Peace Officer Standards and Training (P.O.S.T.) _____ Basic Law Enforcement Academy education and training, EMPLOYEE agrees to work for CITY for at least thirty-six (36) months, and if EMPLOYEE does not remain employed for this period, EMPLOYEE agrees to pay CITY damages as set forth herein.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION 1: CITY and EMPLOYEE agree that the recitals contained hereinabove are true and correct.

SECTION 2: CITY agrees to hire EMPLOYEE to serve as a temporary Police Officer Trainee and pay to EMPLOYEE ninety percent (90%) of Base Police Officer pay (Range 136, Step A) biweekly, plus provide housing, and \$140.00 per week as per diem for each week EMPLOYEE is in training.

SECTION 3: CITY will pay for all customary P.O.S.T. Academy tuition, materials and expenses for EMPLOYEE to attend the _____ Law Enforcement Academy starting _____, 20___ and ending _____, 20___.

SECTION 4: EMPLOYEE agrees to accept the employment of Police Officer Trainee.

SECTION 5: EMPLOYEE agrees that in accepting the employment of Police Officer Trainee, that he or she must attend such classes until completion of the requirements to be eligible for employment as a Police Officer, unless otherwise released from this requirement.

SECTION 6: EMPLOYEE agrees that his or her failure to successfully complete the P.O.S.T. Academy will result in EMPLOYEE's separation from the position of Police Officer Trainee and that no offer of employment as a Police Officer will be made by CITY.

SECTION 7: EMPLOYEE agrees that the Police Officer Trainee position is temporary and that this agreement does not create a property right in future employment. EMPLOYEE agrees that for the duration of this agreement, the CITY may at any time reassign, discipline or separate EMPLOYEE with or without cause. If EMPLOYEE is terminated for cause, EMPLOYEE agrees to reimburse CITY for all P.O.S.T. Academy costs and expenses incurred up to the point of separation.

SECTION 8: EMPLOYEE understands that this agreement does not grant any special rights or benefits from CITY and does not require CITY to offer the position as a Police Officer. EMPLOYEE further understands that if he or she is promoted to the position of Police Officer with CITY, this agreement does not alter or affect any other terms or conditions of his or her employment with CITY.

SECTION 9: EMPLOYEE agrees that upon successful completion of the P.O.S.T. Academy, and promotion to Police Officer, he or she will remain with CITY (absent release from probation or separation) for at least thirty-six (36) months commencing on the first day EMPLOYEE began employment as a sworn Police Officer. If the EMPLOYEE does not remain so employed, EMPLOYEE agrees to pay CITY damages as set forth in SECTION 10.

SECTION 10: On breach of the terms set forth in SECTION 9 by the EMPLOYEE, the EMPLOYEE shall pay to CITY a sum equivalent to \$300.00 per month for each month less than the thirty-six (36) months worked as a police Officer to compensate the CITY for costs and expenses incurred related to his or her P.O.S.T. Academy education and training. The PARTIES agree that it is impossible to ascertain the entire or exact cost, damage, or injury which CITY may sustain by reason of the breach, and such sum is agreed on as compensation for the injury suffered by the CITY, and not as a penalty.

SECTION 11: EMPLOYEE agrees that without the necessity of a judgment being rendered against him or her, the total amount of agreed upon damages described in SECTION 10 shall be remitted by EMPLOYEE to the CITY within thirty (30) days of leaving employment.

SECTION 12: In the event EMPLOYEE is discharged from CITY employment due to unsatisfactory performance during academy or post-academy training provided by CITY based upon EMPLOYEE's voluntary or intentional unwillingness to properly perform or attend training exercises, then the CITY shall determine the amount of reimbursement due from EMPLOYEE to CITY which amount shall be a percentage of the estimated direct costs.

SECTION 13: In the event it is necessary for CITY to file suit in order to collect such costs, or obtain such reimbursement, EMPLOYEE must pay all costs of such suit, including reasonable attorney fees incurred by CITY as a prevailing party and as determined by a court of competent jurisdiction, as well as interest allowed at the legal rate on the amount owed by EMPLOYEE from the date it is due.

SECTION 14: EMPLOYEE acknowledges that, as a Police Officer Trainee, promotion to a sworn Police Officer position is not automatic and is contingent upon successful completion of the P.O.S.T. Academy and the final review of the Chief of Police. Upon promotion to Police Officer, EMPLOYEE will serve a probationary period of twelve (12) months in accordance with the City Personnel Rules and Regulations and applicable Memorandum of Understanding.

SECTION 15: EMPLOYEE acknowledges that EMPLOYEE has had a minimum of three (3) days to examine this Agreement, and has been advised that EMPLOYEE has the right to consult with an advisor

or attorney prior to entering into this Agreement; and, that EMPLOYEE has read all provisions of this Agreement and fully understands its content and meaning.

SECTION 16: It is expressly agreed and understood by the Parties hereto that if any provision of this Agreement is held to be invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of this Agreement shall remain in full force and effect.

IN WITNESS to the agreement of both PARTIES, the PARTIES have affixed their signatures below. This Agreement shall become effective the day the PARTIES executed the agreement. This agreement may be executed in counter-parts, and a copy of this agreement may have the same force and effect as the original.

CITY OF SUSANVILLE,

By: _____
Dan Newton, Interim City Administrator

ATTEST:

Kelley Merritt, Acting Chief of Police

EMPLOYEE:

Name

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Reviewed by: De City Administrator
 City Attorney

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

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: League of California Cities Annual Conference September 12 - 14, 2018

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The League of California Cities 2018 Annual Conference is scheduled for September 12 through 14, 2018 at the Long Beach Convention Center in Long Beach, California. An important part of the Conference is the Annual Business Meeting, where the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and up to two alternates. The voting delegate and alternate may be a Councilmember or the City Administrator.

While there is no fiscal impact related to the appointment of delegates, participants will need to be in attendance at the conference. The City typically budgets for two Councilmembers to attend each year and will be soliciting interest from Councilmembers who may wish to attend.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to designate a voting delegate and up to two alternates.

ATTACHMENTS: Conference Designation of Voting Delegate announcement



1400 K Street, Suite 400 • Sacramento,
California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2018

May 17, 2018

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 12 - 14, Long Beach**

The League's 2018 Annual Conference is scheduled for September 12 – 14 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, September 14, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 31, 2018. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 12, 8:00 a.m. – 6:00 p.m.; Thursday, September 13, 7:00 a.m. – 4:00 p.m.; and Friday, September 14, 7:30 a.m.– 11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Friday, August 31. If you have questions, please call Kayla Curry at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2018 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 31, 2018. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 31, 2018

League of California Cities
ATTN: Kayla Curry
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kcurry@cacities.org
(916) 658-8254

Reviewed by: D Interim City Administrator
 City Attorney

 Motion only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Dan Newton, Interim City Administrator

Action Date: June 6, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution 18-5525** approving purchase and installation of Police Department Server, ancillary equipment and software

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The Police Department Server is utilized to securely store a variety of police department related documents and files. The server is relied upon for the efficient storing and retrieval of records. The existing server has aged beyond its useful life and is in need of replacement.

The City contracts with Computer Logistics out of Redding, California for information technology services. Computer Logistics has prepared a quote for a new server for an amount not to exceed \$36,352.67 for the installation of a new PD server, workstations, and software. Attached is a Scope of Work to Perform Consulting Services.

This item was discussed during the May 16, 2018 budget workshop. Staff is recommending utilizing general fund reserves to purchase the server equipment.

FISCAL IMPACT: \$36,352.67 from general fund reserves.

ACTION REQUESTED: Approve Resolution 18-5525 authorizing Mayor to sign Scope of Work from Consulting Services to install a new server at the police department, ancillary equipment, and software; and increasing budget utilizing general fund reserves to complete the work.

ATTACHMENTS: Resolution 18-5525
Scope of Work to Perform Consulting Services

RESOLUTION NO. 18-5525

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE THE SCOPE OF WORK AGREEMENT FOR
COMPUTER LOGISTICS TO INSTALL A NEW POLICE DEPARTMENT SERVER,
ANCILLARY EQUIPMENT, AND SOFTWARE; AND APPROVING UTILIZING
GENERAL FUND RESERVES TO INCREASE BUDGET TO COMPLETE THE WORK**

WHEREAS, the City of Susanville Police Department maintains police department records securely on a computer server; and

WHEREAS, the existing server is old and in need of replacement; and

WHEREAS, the City contracts with Computer Logistics to provide information technology services; and

WHEREAS, Computer Logistics has provided a quote for a new police department server, ancillary equipment, and software in an amount not to exceed \$36,352.67; and

WHEREAS, The City has General Fund Reserves available to purchase and install the equipment.

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

- 1) The Mayor is authorized to execute the Scope of Work Agreement with Computer Logistics.
- 2) The Finance Manger is authorized to increase the budget utilizing General Fund Reserves to complete the work.

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5525 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of June, 2018 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

Computer Logistics
2001 Market Street
Redding CA 96001



SOW for Agreement to Perform Consulting Services to Susanville Police Department

Date	Services Performed By:	Services Performed For:
May 4, 2018	Computer Logistics 2001 Market Street Redding CA 96001	Susanville Police Department 1801 Main Street Susanville, CA 96130

This Statement of Work (SOW) is issued pursuant to the Server Upgrade Agreement request between Susanville Police Department (“Client”) and Computer Logistics (“Contractor”), effective May 4, 2018 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW for the Server Upgrade Agreement (hereinafter called the “SOW”), effective as of June 30, 2018, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services shall commence determinant on Client approval of the SOW. Hours estimated for this agreement is projected at 90 hours.

Engagement Resources

- Robert Andrews - Project Manager
- Damien Owen - Coordinator
- Greg Bromley – Technical Lead
- Stephanie Marain – Technician

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

Phase 1

- 1) Approval of Project
 - a. Kick off Meetings – 2 hours
 - b. Computer Logistics Team meeting
 - c. Susanville PD meeting with CLC to discuss timeline
- 2) Purchase and Quality Control Check – 4 hours
 - a. Re-verify quoted items for purchase
 - b. Warehouse delivery schedule update
 - c. Receipt of equipment check list update
 - d. Contact Susanville PD once all items are received for schedule
- 3) Current System Backup and preparation – 4 hours
 - a. Prepare current system for migration
 - b. Discuss current storage and structure with Susanville Police Department
 - c. Re-verify System backup
 - d. Verify permissions required

Phase 2

- 4) Server Preparation – 24 hours
 - a. Unbox Server and Initialize on CLC Bench
 - b. Configure RAID
 - c. Install ESXi host software
 - d. Create and license Windows Server VM for new DC
 - e. Install Roles for AD, Print, and File Services and create new Domain
 - f. Create Terminal Server VM
 - g. Install Roles and licensing for Terminal services
 - h. Allocate necessary storage disks to VMs
 - i. Setup user accounts
 - j. Configure group policies
 - k. Configure Robocopy script for data transfer
 - l. Install Pervasive SQL for LEADS to configure
 - m. Team meeting to discuss project
 - n. Schedule with SPD for onsite visit
 - o. Coordinate LEADS availability
 - p. Install Performance Now Software
 - q. Precision Workstation Prep

Phase 3 (Downtime required)

- 5) Timeline meeting with CLC team and SPD – 2 hours
 - a. Discuss current status
 - b. Prepare for scheduled onsite visit with users
 - c. Verify any remote stations and laptops are available for configuration
- 6) Onsite Day 1 Installation – x2 Technicians – 12 hours (ea)
 - a. Travel Onsite (3 hours)
 - b. Timeline and expectations meeting with SPD
 - c. Prepare Rack for server placement
 - d. Prepare Rack for Switch placement
 - e. DOWN TIME – Connect and replace switch
 - f. Patrol station data transfer
 - g. PATROL USER DOWNTIME - Replace Patrol stations with new Windows 10 Precision stations
 - h. Server DATA transfer
- 7) Onsite Day 2 Installation – x2 Technicians 8hrs(ea)
 - a. Grant access to LEADS for DB upgrade
 - b. Install Upgrade of Client SQL interface on workstations
 - c. Grant LEADS support access to workstations
 - d. Install Printers on new Server
 - e. Create net use logon script
 - f. Configure workstations on new Domain
 - g. Verify file access
 - h. Migrate Physical server to Virtual machine
 - i. Setup Terminal services access for detective station
 - j. Gain access to and configure school officer remote access
 - k. Verify LEADS connectivity to new server on workstations
- 8) Remote Verification of Services – 12 hours
 - a. Meeting with CLC team to discuss final steps
 - b. Meeting with SPD to discuss current progress
 - c. Verify users are functioning optimally
 - d. New Workstation User Training
 - e. Verify server functionality
 - f. Schedule any necessary updates or changes

Phase 4

- 9) Finalized project meetings – 2 hours
 - a. Meet with CLC team and SPD to authorize completion of Server Upgrade Project.
 - b. Provide letter of Substantial Completion for signature.

Deliverable Materials

Dell PowerEdge Server	(48) 3ft Cat6 Cables
HP 48port POE Switch	Rack screws
(3) Dell Precision Workstations	Velcro
Windows Licensing	Equipment Prep
Pervasive SQL Licensing	Installation of Equipment
Terminal Services Licensing	Configuration of Equipment
Performance Now Software	

Contractor Responsibilities – Computer Logistics

- 1) Computer Logistics will be responsible for completing full backups of existing data prior to implementing new infrastructure and prior to any changes to existing infrastructure.
- 2) Computer Logistics will be responsible for logistical placement of new equipment in existing server room and rack.
- 3) Computer Logistics will be responsible for installing and configuring server equipment and implementation of connectivity to existing infrastructure.
- 4) Computer Logistics will be responsible for user data and access to new equipment.
- 5) Computer Logistics will be responsible for implementing security policies and permissions according to needs requested by Susanville Police Department.
- 6) Computer Logistics will be responsible for installation of Network equipment purchased in this agreement and verification of connectivity to all necessary equipment.
- 7) Computer Logistics will be responsible for decommissioning existing physical PowerEdge Server
- 8) Computer Logistics will be responsible for configuring backups on new server equipment
- 9) Computer Logistics will be responsible for Printer setup on new server
- 10) Computer Logistics will be responsible for installation of new Patrol stations replacing unsupported XP stations.

Client Responsibilities

- 1) It will be the responsibility of the Susanville Police Department to provide pre-payment of hardware and software. Labor costs will be due upon completion of project.

- 2) It will be the responsibility of the Susanville Police Department to provide one or more scheduled windows of after-hours downtime for the server cutover.
- 3) It will be the responsibility of the Susanville Police Department to assist Computer Logistics with reorganization of folder structure and user security privileges.
- 4) It will be the responsibility of the Susanville Police Department to discover any additional Software and Hardware requirements not known to Computer Logistics as of 5/15/2018
- 5) It will be the responsibility of the Susanville Police Department to provide all equipment required for configuration to new Domain during scheduled onsite visits.

Client Responsibilities Cont. from page 4

- 6) It will be the responsibility of the Susanville Police Department to adhere to the agreed upon timelines.

Fee Schedule

This engagement will be conducted on a Hardware and Time & Materials basis. The total value for the Materials and Services pursuant to this SOW shall not exceed 36,352.67 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value. Cost of Hardware is due upfront unless Leas option is chosen.

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with [30] business days advance written notice to the other party.

Assumptions

LEADS Support has agreed to Transfer database to new server with New Pervasive SQL software. Description of steps from Bill Knopf at LEADS Software is listed as follows:

1. Copy the LEADS2 folder to the new location.
2. Delete the lfiles.txt file from the LEADS2 folder.
3. Add pre/post backup commands to the backup software.
4. Ensure that the client computers map N: to the share containing the LEADS2 folder.

Computer Logistics assumes LEADS Software is responsible for successful backup, transfer, and configuration of LEADS database.

Upon signing this document, Susanville Police Department understands Computer Logistics is not responsible for the above listed items. Computer Logistics will facilitate any required access and schedules for the above listed items with LEADS software and Susanville Police Department.

As listed in the Scope of work, Computer Logistics will install Pervasive SQL v12 client on user workstations.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Susanville Police Department

Computer Logistics

By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____

5/31/2018

Quote

equipment. Interest Charges will be applied. Past Due Accounts will be subject to a monthly finance charge. In addition, customer shall reimburse costs and expenses incurred in collecting any amount past due. CLC accepts most major credit cards and of course checks are accepted.