



**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 September 19 and October 3, 2018 meetings
- B      Approve **Resolution No. 18-5577** approving and authorizing Mayor to execute MOU with the Miscellaneous Bargaining Unit
- C      Approve **Resolution No. 18-5578** approving and authorizing Mayor to execute MOU with the Public Works Bargaining Unit
- D      Approve **Resolution No. 18-5583** finding that no amendments to the City of Susanville Conflict of Interest Code are necessary
- E      Approve **Resolution No. 18-5584** approving and authorizing Mayor to submit Grand Jury response letter

**7**      **PUBLIC HEARINGS:**

- A      Consider approval of **Resolution No. 18-5581** accepting 2017-2018 Annual Report of Development/Mitigation Fees

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

Commission/Committee Reports:

**9**      **NEW BUSINESS:**

- A      Consider approval of vendor warrants numbered 202159 through 202358 for a total of \$1,193,464.12 including \$144,328.10 in payroll warrants
- B      Consider approval of **Resolution No. 18-5579** authorizing the ball field located at Memorial Park to be named "Frank Ernaga Ball Field at Memorial Park"
- C      Consider approval of **Resolution No. 18-5580** approving the closure of Main Street on November 11, 2018 for the annual Veterans Parade

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

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

**12**      **CONTINUING BUSINESS:** No business.

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

- A      Administrative Services Department Update

**14**      **COUNCIL ITEMS:**

- A      AB1234 travel reports:

15 **ADJOURNMENT:**

- *The next regular City Council meeting will be held on November 7, 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](http://www.cityofsusanville.org), unless there were systems problems posting to the website.*

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for October 17, 2018 in the areas designated on October 12, 2018.



Gwenna MacDonald, City Clerk

Reviewed by:  Interim City Administrator

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

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

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's September 19 and October 3, 2018 meetings

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's September 19 and October 3, 2018 meetings.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's September 19 and October 3, 2018 meetings.

**ATTACHMENTS:** Minutes: September 19, 2018  
October 3, 2018

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**September 19, 2018– 6:00 p.m.**

Meeting was called to order at 6:00 p.m. by Mayor Stafford.

Roll call of Councilmembers present: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford

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

**1 APPROVAL OF AGENDA:**

Mr. Newton noted that a revised Item 7A had been provided to the City Council and made available to the public. The revisions reflect the payments made by property owners for abatement work conducted on their property.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda with the amended Item 7A submitted; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

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

**3 CLOSED SESSION:** At 6:01 p.m. the Council entered into Closed Session to discuss the following:

- A CONFERENCE WITH LABOR NEGOTIATORS - pursuant to Government Code Section §54957.6  
Agency Negotiator: Dan Newton  
Bargaining Unit: 1. Administrative
- B PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957  
1 Police Chief
- C CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
  - 1 Property: APN #116-230-85-11 (Diamond Mountain Bar & Grill)  
Agency Negotiator: Dan Newton, Interim City Administrator  
Negotiating Parties: City of Susanville/Rebecca Anderson  
Under Negotiation: Terms of Lease
  - 2 Property: Hangar #39 at the Susanville Municipal Airport  
Agency Negotiator: Dan Newton, Interim City Administrator  
Negotiating Parties: Air Methods  
Under Negotiation: Terms of Lease
- D 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:
  - 1 Mathew Wood v City of Susanville
  - 2 Michael Bollinger v City of Susanville
- E SIGNIFICANT EXPOSURE TO LITIGATION – Pursuant to Government Code Section §54956.9(b)

#### 4 RETURN TO OPEN SESSION:

At 7:13 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Gibbs, Acting Public Works Director; Kelley Merritt, Acting Police Chief; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved with a revision to Item 7A and during Closed Session, the City Council provided direction but no reportable action was taken. The Council would be reconvening in Closed Session at the conclusion of Open Session.

Daniel Gibbs offered the Thought of the Day.

An employee service pin presentation was conducted to recognize the service of employees from the Administrative Services, Fire, Police and Public Works Departments. Pins for five, ten and twenty years of service were presented by the respective Department Heads.

#### 5 BUSINESS FROM THE FLOOR:

**Susan Felt**, Sierra Cascade Nursery, announced that over 400 seasonal workers would be arriving in Susanville on Sunday, September 24, 2018. They are being housed at the Lassen County Fairgrounds and will be spending time in town shopping and visiting businesses. She invited the Council, law enforcement, or other members of the public to contact her directly if there were any questions or concerns with their presence in town.

**Gary Felt** distributed information regarding a two day import/export event scheduled for June 2019 and hosted by the Lassen Chamber of Commerce. He discussed the event that will focus on bringing information to rural America by joining business owners, government employees and elected officials to discuss economic growth, and promote opportunities for import and export of goods and services from rural areas. He reviewed the tentative schedule, adding that it is in the planning stages and he will continue to keep the City Council updated regarding the event.

**Darrell MacChamber** thanked the City Council for its involvement in helping to improve safety at the school crossing on the corner of Ash and Third Street. The City previously wrote a letter to the California Highway Patrol to address the challenge of patrolling the intersection with limited staffing. The presence of a CHP officer at the intersection helped to reduce traffic speeds, however the problem is now surfacing again. He requested that the City once again step in to assist, and suggested that an article in the paper would also help get the word out. The mornings are dark, and there are kindergarten and first grade student out before 7:00 in the morning walking to school by themselves. Safety is a concern for everyone and he thanked the Council and Police Department for their assistance.

**Darrell Foster** discussed issues related to the soccer field at Riverside Park, and the planned grant-funded improvements. He requested that new lighting be included in the project and suggested investigating funding opportunities through LMUD.

**Jacob Memmot and Kendall Hubbard**, student representatives for Lassen High School, requested that the City Council consider approving a closure of Main Street for the High School's annual home coming parade. It is a popular event and closure of the street would help make homecoming a bigger event for the community.

Councilmember Wilson commented that the Council could not make a decision to approve the street closure as a business from the floor item.

**6**      **CONSENT CALENDAR:**

- A      Approve minutes from the City Council's August 1, 2018 meeting
- B      Approve **Resolution No. 18-5573** approving and authorizing Mayor to execute MOU with the Administrative Bargaining Unit
- C      Receive and file Finance Reports for June, July and August 2018

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

**7**      **PUBLIC HEARINGS:**

- A      Consideration of **Resolution No. 18-5551 through 18-5571** authorizing Weed and Rubbish assessment and liens against certain real properties located within the City of Susanville:

<b>Address</b>	<b>APN</b>	<b>Address</b>	<b>APN</b>
362 Alexander	107 083 13	738 Plumas St	107 171 25
250 Ash Street	105 102 05	350 N. Roop Street	103 150 07
335 Ash Street	105 086 02	230 Russell Avenue	105 180 07
1502 Cornell Street	105 262 02	765 Shasta Street	107 181 16
75 Derek Drive	105 345 41	Sierra and Modoc	107 250 04
1418 Fourth Street	105 046 04	745 Washo Lane	103 092 21
110 Hall Street	105 153 06	845 Washo Lane	103 085 08
1116 Mark Street	103 231 08	880 Washo Lane	103 083 16
417 Minckler	107 141 22	57 N. McDow St.	105 164 01

Mr. Newton explained the process that the City follows to abate weed and rubbish nuisances in accordance with the Susanville Municipal Code. The Fire Department initiates the process through contact with the property owners who fail to meet the weed abatement deadline that is established by the City Council. Failure to clean up properties so that they do not pose a fire hazard by the deadline results in letters and notification to the property owner that the City will contract to have the properties cleaned up. Once that occurs, the City must recover the cost of abatement and if it is not paid, then the Council must approve the assessment and subsequent lien on the property.

At 7:44 p.m. Mayor Stafford opened the public hearing and requested comments from the public.

**Shanna Glenn**, 1502 Cornell Street, asked for an extension to pay the cost of the abatement to her property. She was not aware that there was a problem with the property.

**Mollie Beckett**, tenant at 230 Russell Avenue explained that she is a single mother, and that she and her kids worked to clean up the yard. It took two weeks, and the contractor should not be submitting a bill for the work. Ms. Beckett's son described the work that he and his family did to clean up the property, and that the contractor showed up but did not do anything because the property was already clean.

**Tricia Nelson**, 845 Washo, stated that it was the neighbor's trash and that she should not be billed for the tenant's trash.

Mayor Stafford asked if she was the property owner at 845 Washo, and Ms. Nelson confirmed that she was.

There being no further comments, Mayor Stafford closed the public hearing at 7:54 p.m.

Mr. Newton suggested that the three properties discussed by the property owners could be removed from the list and be followed up on by the Fire Department.

Motion by Mayor pro tem Franco, second by Councilmember Schuster to approve Resolution No. 18-5552, 18-5555, 18-5556, 18-5557, 18-5560, 18-5561, 18-5559, 18-5562, 18-5565, 18-5567, 18-5568 and 18-5569; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

**8** **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports:

**9** **NEW BUSINESS:**

**9A** **Consider approval of vendor warrants numbered 202057 through 202158 for a total of \$293,449.60 including \$147,200.24 in payroll warrants** Mr. Newton explained that the vendor warrants would be considered under new business.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the vendor warrants as presented; motion carried. Ayes: Wilson, Franco, Moore and Stafford. Abstain: Schuster

**9B** **Consider Resolution No. 18-5572 authorizing the City of Susanville to enter into a contract with The California Department of Justice if awarded Tobacco Law Enforcement Grant** Mr. McCourt explained that through Proposition 56, funding is available to communities through the Tobacco Law Enforcement Grant. The funding provided to local agencies supports the promotion of a healthier lifestyle and reduction in the amount of illegal sales and marketing of cigarettes and tobacco products to minors. The City is always looking for grant funding, and prioritizes that search based upon funding that is available that does not require matching funds committed by the local agency. This funding, if awarded, would be under a 32 month contract, or just under three years. The process of distribution of funding is unique and they encourage communities to apply repeatedly for funding to grow the local projects. The California Department of Justice establishes parameters for spending that encourage creativity for use of funds, and he has been working with the Police Department to develop potential uses for the funding, which are not just limited to funding undercover buying operations. Applicants selected for funding must provide a resolution of the applicant's governing body authorizing the applicant to enter into a contract with the State and identifying the person authorized to execute the contract for the applicant. The resolution should expressly authorize future amendments, if any, for the purpose of increasing funding provided in the original contract, without an additional resolution from the governing body. Applicants selected for funding will be required to submit an original or a certified copy of the resolution.

There was a general discussion regarding the potential uses for the funding and if awarded, an update to the Council regarding the planned uses for funding.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 18-5572; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

**9C** **Consider Resolution No. 18-5574 authorizing the Mayor to execute an Amended Agreement with Dyer Engineering for the completion of the Cady Springs Pump Station and**

**Pipeline construction documents** Mr. Gibbs reported that the City Council awarded the contract for design services for completion of the Cady Springs water tank and pumping station to Dyer Engineering. The intent was an update and modification to the 2006 plans that had been used as a guide to determine the remaining work to be completed. The 2016 Proposition 84 grant the City received for the completion of the project was made with the expectation that there would be no significant changes required from the 2006 design. It has been determined through the process of updating the plans to current codes and standards and a thorough evaluation of the hillside conditions and soil above the pump station that the design as originally approved in 2006 cannot be constructed. Unanticipated costs related to geotechnical, pump design and electrical consultants have resulted in an additional expense of \$24,900 which would be funded within the grant amount through a reduction in the construction cost. Staff has submitted an amended agreement to the State that includes the redistribution of design and construction funds. No additional money is being requested for Dyer Engineering under the contract, they are attempting to cover the additional work conducted by their subcontractors. Staff has also submitted a request to extend the contract with the State for an additional year and at the conclusion of the year, will have a set of plans that will be circulated for bid for the construction phase of the project.

There was general discussion regarding the project and the value to the City's water system to have it completed.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5574; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

**9D Consider Resolution No. 18-5575 authorizing purchase of hydraulic rescue equipment** Chief Moore reported that the Fire Department purchased a Rescue Vehicle with equipment in 1999, and recently the hydraulic rescue equipment, also known as the jaws of life, sustained a major pump and line failure that will require the replacement of various components. The cost is \$12,000, and the Department has a Facilities and Equipment Reserve Fund, and Council authorization is required to increase the 2018-2019 budget to cover the cost of purchasing the new equipment.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 18-5575; motion carried unanimously. Ayes: Wilson, Franco, Moore, Schuster and Stafford.

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

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

**12 CONTINUING BUSINESS:**

**12A Consider Resolution No. 18-5541 authorizing execution of Airport Operator Agreement with Air Methods** Mr. Newton explained that staff has been working with Air Methods Corporation to develop a commercial operator agreement for Hangar #39 at the Susanville Municipal Airport. This item was scheduled to be discussed during closed session, however there was not sufficient time to discuss, so the recommendation is to finish the closed session discussion and bring back for approval in open session at the next meeting. It was the consensus of the City Council to do so.

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

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

**2018 League of California Cities Annual Conference Report**

Mayor Stafford and Councilmember Schuster provided a report about their recent attendance at the annual League of California Cities Conference held in Long Beach as representative and alternate.

**15     ADJOURNMENT:**

At 8:24 p.m. Mayor Stafford called for a five minute recess prior to reconvening in Closed Session.

The Council reconvened in Closed Session at 8:35 p.m. and adjourned Closed Session at 9:25 p.m.

The meeting was adjourned at 9:26 p.m.

Respectfully submitted by

\_\_\_\_\_  
Kevin Stafford, Mayor

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

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

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**October 3, 2018– 6:00 p.m.**

Meeting was called to order at 6:00 p.m. by Mayor Stafford.

Roll call of Councilmembers present: Brian Moore, Mendy Schuster and Mayor Kevin Stafford. Absent: Councilmember Wilson and Mayor pro tem Franco.

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

City Attorney Jessica Ryan was available via speaker phone.

**1      APPROVAL OF AGENDA:**

Motion by Councilmember Moore, second by Councilmember Schuster, to approve the agenda as submitted; motion carried. Ayes: Moore, Schuster and Stafford. Absent: Wilson and Franco.

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

**3      CLOSED SESSION: At 6:01 p.m. the Council entered into Closed Session to discuss the following:**

A      A      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8

1      Property:                      Hangar #39 at the Susanville Municipal Airport  
         Agency Negotiator:      Dan Newton, Interim City Administrator  
         Negotiating Parties:      Air Methods  
         Under Negotiation:      Terms of Lease

B      PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54757

1      Fire Chief Evaluation

C      PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

1      Administrative Staff Assistant

**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; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted and during Closed Session, the City Council provided direction but no reportable action was taken.

Councilmember Schuster requested a moment of silence in honor of Vicki Lozano who had passed away unexpectedly. She stated that Ms. Lozano served as the City's Planning Commission chair, as well as on many other community boards and groups. Her contributions and service to her community will be greatly missed.

Mayor Stafford read a proclamation recognizing October as Domestic Violence Awareness month.

**Melissa Downing**, Lassen Family Services, discussed the schedule of events and activities that will be held to bring awareness to Domestic Violence. She invited the Council to attend the wreath dedication ceremony scheduled for Friday, October 5<sup>th</sup>, held in honor of Robert McElrath, who lost his life to domestic violence.

**5 BUSINESS FROM THE FLOOR:**

**Darrell Foster** discussed issues related to the soccer field at Riverside Park, and distributed material to the Council for their review. He talked about the inadequacies in the field and lighting, and grants that may be available to expand the field and improve the lighting.

Mayor Stafford asked which groups currently use the field for soccer, and whether those groups would be willing to make a financial contribution towards the improvement of the field conditions.

Mr. Foster responded that the High School and Youth Soccer League both use the field, and he has not approached either group regarding participating in the funding any of the improvements.

Mayor Stafford thanked him for his comments.

Gary Bridges asked if the field was set up as a full size regulation field if it would be utilized more than it is today.

Mr. Foster responded that the college no longer uses the Riverside Park field due to lighting, size, and the mixture of dirt and grass which creates less than favorable playing conditions.

**6 CONSENT CALENDAR:**

A Approve minutes from the City Council's August 15 and September 5, 2018 meetings

Motion by Councilmember Moore, second by Councilmember Schuster, to approve the Consent Calendar; motion carried. Ayes: Moore, Schuster and Stafford. Absent: Wilson and Franco.

**7 PUBLIC HEARINGS: No business.**

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS: Commission/Committee reports:**

**9 NEW BUSINESS:**

**9A Consider approval of vendor warrants numbered 202159 through 202270 for a total of \$304,670.31 including \$129,671.25 in payroll warrants**

Councilmember Schuster announced that she must abstain from voting on the vendor warrants, due to a conflict with her father's business being listed as one of the vendors.

Councilmember Moore added that he also must abstain from voting due to a conflict of interest with one of the payee's.

It was the consensus of the Council to bring the vendor warrants back for consideration and approval at the next meeting.

**9B Consider Resolution No. 18-5576 authorizing execution of Termination Agreement with Rebecca Anderson and authorizing Mayor to sign agreement** Mr. Newton explained that the City entered into an agreement with Rebecca Anderson for the operation of the Diamond Mountain Bar & Grill. Due to issues that arose during the process to acquire a liquor license and the operation of the restaurant, Ms. Anderson has requested termination of her current lease. Ms. Anderson has had the opportunity to review the agreement and terms of the termination.

There were no questions or comments.

Motion by Councilmember Schuster, second by Councilmember Moore, to approve Resolution No. 18-5576; motion carried. Ayes: Schuster, Moore and Stafford. Absent: Wilson and Franco.

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

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

**12 CONTINUING BUSINESS:**

**12A Consider Resolution No. 18-5541 authorizing execution of Commercial Operator's Agreement for Hangar #39 with Air Methods Corporation** Mr. Newton reported that staff has been working with Air Methods Corporation regarding a sublease of Hangar #39 and the Council had an opportunity to consider and discuss revisions at the last Council meeting. The City Attorney, in conjunction with Air Method's attorney have also reviewed the proposed changes. The agreement will provide \$8,463.56 annual revenue to the Susanville Municipal Airport.

There were no questions or comments.

Motion by Councilmember Moore, second by Councilmember Schuster to approve Resolution No. 18-5541; motion carried. Ayes: Moore, Schuster and Stafford. Absent: Wilson and Franco.

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

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

**15 ADJOURNMENT:**

Motion by Councilmember Schuster second by Councilmember Moore, to adjourn; motion carried. Ayes: Schuster, Moore and Stafford. Absent: Wilson and Franco.

Meeting adjourned at 7:30 p.m.

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Kevin Stafford, Mayor

Respectfully submitted by

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

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Gwenna MacDonald, City Clerk

Reviewed by: Dw Interim City Administrator

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

**Submitted By:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5577** approving and authorizing Mayor to execute MOU with the Miscellaneous bargaining unit.

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** An agreement has been reached with the Miscellaneous bargaining unit for the period of July 1, 2018 through June 30, 2020. The changes from the existing agreement include the following (see attached MOU for complete details):

1. Two Year Contract
2. 1% COLA, each year
3. Educational Incentives
4. Out of Class Pay and Definition
5. Update Overtime Language in Section 14.D & 14.E
6. Adding Residency Policy

**FISCAL IMPACT:** Increase in current annual salary and benefits as follows:  
Year 1 - \$10,445.87 (1% \$5,344, education incentive \$5,102)  
Year 2 - \$15,594.65 (includes previous year cost and educational incentive)

**ACTION REQUESTED:** Motion to approve Resolution No. 18-5577, approving and authorizing Mayor to execute MOU with the Miscellaneous bargaining unit.

**ATTACHMENTS:** Resolution No. 18-5577  
Miscellaneous Unit Memorandum of Understanding

**RESOLUTION NO. 18-5577**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF**  
**UNDERSTANDING WITH THE MISCELLANEOUS BARGAINING UNIT FOR FISCAL**  
**YEAR 2018/2019 & 2019/2020**

**WHEREAS**, the City of Susanville and representatives from the Miscellaneous 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 Miscellaneous bargaining unit for the period of July 1, 2018 through June 30, 2020 is hereby approved.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing Resolution No. 18-5577 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of October, 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 THE  
CITY OF SUSANVILLE  
AND  
THE OPERATING ENGINEERS LOCAL UNION NO. 3  
**MISCELLANEOUS EMPLOYEES**

July 1, 2018 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 Miscellaneous Employees Unit, hereinafter called the UNIT, having met and conferred in good faith, have mutually agreed to the following Memorandum of Understanding (MOU).

The purpose of the MOU 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 §3500.

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, to:

- 1 Direct employees in the performance of their duties;
- 2 Hire, promote, transfer, assign and discipline employees;
- 3 Dismiss employees because of lack of work, or in accordance with personnel rules and regulations;
- 4 Determine the mission of its division and departments, and its budget, organization, 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; and
- 5 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 this MOU, to take whatever actions and set whatever policies it deems necessary, with appropriate notification to UNIT employees.

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

4 **NON-DISCRIMINATION**

The CITY and UNIT agree not to discriminate against any employees in accordance with applicable laws. 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 non-management employees itemized in Exhibit A of this MOU.

B **Payroll Deduction/Dues:** For those UNIT full-time, regular employees itemized in Exhibit A, the CITY will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the Union 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 Union. The Union 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; provided, however, that the proper amount as specified by the Union has been deducted and paid over.

6 **UNIT DESCRIPTION**

This unit shall consist of all full-time, regular or probationary employees of the CITY and departments 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 pay day occurring every other Friday.

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

For the period from July 1, 2019 through June 30, 2020 salaries shall be increased by 1% as shown on Exhibit C 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. 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, and is then eligible to move to Step G. Longevity ends at Step G.

D Educational Incentive Program:  
An educational incentive program is established as of July 1, 2018. Incentive pay will be provided to employees in this bargaining unit who possess a degree in a field related to their position as indicated below. Only one incentive increase will be provided per employee.

- 1 Associate of Arts/Associate of Science – 2.5% increase to base salary
- 2 Bachelor of Arts/Bachelor of Science – 5% increase to base salary

E Out of Class Pay:  
The CITY agrees to pay members of this bargaining unit who are assigned to work out of class, as defined in this section, an additional 2.5% above their current base hourly wage. An employee who works out of class shall be retroactively paid the 2.5% from the out of class start date and continue to be paid at the higher rate until they are no longer working out of class.

Out of Class Definition:

- 1 An employee is working “Out of Class” when he/she spends a majority (i.e. more than fifty percent [50%]) of his/her time over in excess of thirty (30) consecutive calendar days performing duties and responsibilities associated with a higher level existing classification that do not overlap with the classification in which said employee holds an appointment.
- 2 Duties that are appropriately assigned to incumbents in the employee’s current classification are not out of class. Duties appropriately assigned are based on the definition and typical tasks enumerated in the employee’s job description. Training and Development assignments are not out-of-class.
- 3 For purposes of this section, a classification is at a “higher level” if the maximum salary of the highest salary range is any amount more than the maximum salary of the highest range of the class in which the employee holds an appointment.
- 4 When an employee is performing the duties of a vacant position properly assigned to a higher class or the duties of an absent employee whose

position is properly assigned to a higher classification, the employee shall be considered to be working out of class.

- F SDI:  
The CITY will pay the State Disability Insurance (SDI) for the employees of this UNIT.

**8 IRS SECTION 125 PLAN, DEFERRED COMPENSATION**

- A The CITY agrees to establish an IRS Section 125 Plan for employees' use.
- B The CITY will contribute \$25 per pay period as a contribution to an employee's Section 125 plan; or
- C The CITY will match on a dollar-for-dollar basis contributions to a deferred compensation plan with a maximum contribution of \$25 per pay period.

**9 CONTINUING EDUCATION**

The CITY will reimburse employees for the cost of books and tuition for job-related training that has received approval of the City Administrator prior to enrollment. Reimbursement shall be made upon successful completion of course. Required training that takes place after work hours will be paid at 1.5 times the base rate. Attendance at optional training or college classes will not qualify for overtime pay.

**10 RETIREMENT**

- a) For Legacy Employees as defined by the California Public Employee's Pension Reform Act (PEPRA) of 2013, the CITY shall pay the employer's share and the employee shall pay the employee's share (currently 8%) of the existing retirement program of 3% at 60, 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.

**11 WORK SCHEDULE**

- A Work Period:  
The work period for this UNIT shall begin at midnight Saturday and end at midnight the following Friday. Employees shall be normally scheduled for two consecutive days off.
- B Work Week:  
A 40-hour work week shall constitute a regular work schedule for this UNIT unless the needs of the CITY require an alteration of the schedule because of emergencies,

snow removal, budgetary reasons or in order to accommodate temporary schedule adjustments.

Normally the work week for Miscellaneous employees shall be Monday through Friday, 8:00 a.m. to 5:00 p.m. with a 60-minute lunch break. The needs of the CITY will be paramount when making assignments under the 40-hour work week.

The CITY may assign employees to an alternate work schedule, a 9-80, 4-10 or other work week with the concurrence of the affected employees, subject to the provisions of Section 3.

**12 HOLIDAYS**

- A The holidays listed in the Employee Manual will be recognized as eight-hour holidays during the existence of this MOU.
- B Regular employees required to work on any of the designated holidays shall be entitled to be paid overtime or receive compensatory time off for such work at a rate of 1.5 times regular salary level, in addition to receiving holiday pay

**13 UNIFORM ALLOWANCE**

During the term of this MOU, the CITY shall provide the Police clerk(s), Fire Department secretary/administrative assistant and Community Services Officer in this UNIT with an annual uniform allowance of \$650. New hires shall receive a uniform allowance of \$700 for the first year only. Such uniform allowance shall be paid at time of hiring.

**14 OVERTIME**

- A The City agrees that all hours worked in excess of forty (40) hours per week, or normal assigned shift hours (8 or 9) hours per day, including vacation time and sick leave time, or hours worked on a holiday designated in the employee manual, will be counted as hours worked, and shall be compensated for at a 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 work in advance. When an employee cannot work unscheduled overtime, for whatever reason, such action will not be considered insubordination and no other sanctions will be imposed on the employee.
- C The CITY shall have the right to require employees to work whenever necessary.

- D The City shall grant either pay or overtime, pursuant to Section 14.A of this 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 monetary compensation or compensating time off, except in circumstances where the City will be reimbursed for the employee's overtime only if the employee receives monetary compensation for the overtime hours worked. In these circumstances, the employee will receive monetary compensation.
- E No employee shall accrue more than 200 hours of compensatory time off. Employees with more than 200 hours at the time of this change shall be allowed to keep those hours in their time bank until they fall below 200 hours at which time they could not bank hours over 200-hour limit. Employee may request a monetary compensation payment of up to forty (40) hours twice a year for a total of eighty (80) hours per fiscal year to be issued by separate check. Such check(s) may only be issued within the months of December and June with a minimum increment of ten (10) hours compensatory time accrued.
- F An employee who is called in to work (non-scheduled overtime) after clocking out shall receive a minimum of two hours at 1.5 times the regular rate of pay.
- G An employee who works more than ten consecutive hours shall receive a meal allowance of \$13.50.
- H If an employee is required to work at one or more of the following City special events (Easter, Fishing Derby, Junior Rodeo, Rodeo, Quarter Horse Show, Christmas Tree Lighting or Main Street Cruise), employee shall receive two times their regular salary rate for the hours worked.

**15 HEALTH, DENTAL, 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 above-mentioned plan with no 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.

**16 GROUP LIFE INSURANCE**

A The CITY will provide \$25,000 of group life insurance for each employee at no cost to the employee.

**17 EMPLOYEE SICK LEAVE**

A Employees within this UNIT will receive 3.69 hours of sick leave or accident allowance for each full pay period of employment, up to a total of 96 hours per calendar year.

B Benefits shall be payable commencing the first day of absence due to the employee's sickness or accident.

C Sick leave benefits and the use thereof are outlined in the Employee Manual.

D Under the Public Employees' Retirement System, credit for unused sick leave (Government Code '20965) shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of CalPERS.

**18 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.

**19 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.

**20 VACATION LEAVE**

Employees shall accrue vacation at the following rate:

0-1 years	3.69 hrs per pay period
1-5 years	4.62 hrs per pay period
5-10 years	5.23 hrs per pay period
10-15 years	6.15 hrs per pay period
15-20 years	7.69 hrs per pay period
20+ years	9.23 hrs per pay period

21 **FAMILY ILLNESS LEAVE**

Family illness leave, family leave and extended medical leave benefits are outlined in the Employee Manual.

22 **BEREAVEMENT LEAVE**

Up to five days of paid bereavement leave will be provided to eligible employees as outlined in the Employee Manual.

23 **LAYOFF POLICY**

Purpose:

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 The CITY shall have the sole right to determine which class or classes shall be subject to layoff.
- B 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 regular, full-time 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 order:

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

3 Seniority.

C 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 regular status provided the demotee has 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 24.B above.

D 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.

24 **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.

25 **GRIEVANCE/DISCIPLINE PROCEDURES**

The CITY has revised and updated the Grievance and Discipline Procedures with review and input from this UNIT.

26 **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 "D". Google Maps will be used as the mapping system to determine drive time for employee to their department.

27 **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 waiver of any breach or condition of this MOU, by either party, shall not constitute a precedent in the future enforcement of all terms and conditions herein.

**28 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.

**29 TERM OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2018 through and including June 30, 2020 or until a successor agreement is rendered, unless a specific provision provides for a different commencement and/or termination date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**30 AUTHORIZED SIGNATURES**

CITY OF SUSANVILLE

OPERATING ENGINEERS LOCAL NO. 3,  
MISCELLANEOUS UNIT

\_\_\_\_\_  
Kevin Stafford, Mayor

\_\_\_\_\_  
Russ Burns, Business Manager

\_\_\_\_\_  
Dan Newton, Interim City Administrator

\_\_\_\_\_  
Dan Reding, President

ATTEST:

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

\_\_\_\_\_  
Jim Sullivan, Rec/Corr Secretary

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Art Frolli, Business Representative

\_\_\_\_\_  
Rick Davis, Director of Public Employees

\_\_\_\_\_  
Kristin Shepard, Employee Representative

**EXHIBIT A**  
**MISCELLANEOUS UNIT**  
**Position Schedule/Salary Ranges**  
**July 1, 2018 through June 30, 2020**

<u>POSITION</u>	<u>RANGE</u>
Account Technician Administrative Staff Assistant	124-126
Community Services Officer	132-134
Accounting Technician I	133-135
Administrative Specialist	134-136
Administrative Assistant	138-140
Accounting Technician II	142-144

B

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX  
2018-2019 MISCELLANEOUS MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	676.45	710.28	745.79	783.09	822.24	863.35	906.51
102	693.36	728.04	764.44	802.66	842.80	884.93	927.84
103	710.28	745.79	783.09	822.24	863.35	906.51	951.84
104	728.04	764.44	802.66	842.80	884.93	927.84	975.63
105	745.79	783.09	822.24	863.35	906.51	951.84	999.42
106	764.44	802.66	842.80	884.93	927.84	975.63	1,024.41
107	783.09	822.24	863.35	906.51	951.84	999.42	1,049.39
108	802.66	842.80	884.93	927.84	975.63	1,024.41	1,075.62
109	822.24	863.35	906.51	951.84	999.42	1,049.39	1,101.85
110	842.80	884.93	927.84	975.63	1,024.41	1,075.62	1,129.39
111	863.35	906.51	951.84	999.42	1,049.39	1,101.85	1,156.94
112	884.93	927.84	975.63	1,024.41	1,075.62	1,129.39	1,185.87
113	906.51	951.84	999.42	1,049.39	1,101.85	1,156.94	1,214.79
114	929.17	975.63	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17
115	951.84	999.42	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55
116	975.63	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45
117	999.42	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33
118	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82
119	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30
120	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47
121	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61
122	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53
123	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44
124	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20
125	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97
126	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67
127	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36
128	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10
129	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83
130	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71
131	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57
132	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69
133	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81
134	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28
135	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75
136	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70
137	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64
138	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19
139	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72
140	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00
141	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26
142	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40
143	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53
144	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67
145	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80
146	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10
147	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39
148	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00
149	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61
150	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69
151	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78
152	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53
153	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27
154	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86
155	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44
156	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05
157	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65
158	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50
159	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34
160	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62
161	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91
162	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86
163	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81
164	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66
165	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51
166	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49
167	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48
168	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86
169	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24
170	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29
171	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35
172	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36
173	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37
174	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63
175	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88
176	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71
177	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53
178	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71	5,933.25
179	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96
180	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71	5,933.25	6,229.91
181	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85
182	4,881.29	5,125.36	5,381.63	5,650.71	5,933.25	6,229.91	6,541.39
183	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94
184	5,125.36	5,381.63	5,650.71	5,933.25	6,229.91	6,541.39	6,868.47
185	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00
186	5,381.63	5,650.71	5,933.25	6,229.91	6,541.39	6,868.47	7,211.89
187	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79
188	5,650.71	5,933.25	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48
189	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17
190	5,933.25	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11
191	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03
192	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66
193	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28
194	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10
195	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90
196	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40
197	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90	9,428.89
198	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40	9,664.62
199	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90	9,428.89	9,900.34
200	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40	9,664.62	10,147.85

C

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

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
101	683.22	717.38	753.24	790.92	830.46	871.99	915.57
102	700.30	735.32	772.08	810.69	851.23	893.78	937.11
103	717.38	753.24	790.92	830.46	871.99	915.57	961.36
104	735.32	772.08	810.69	851.23	893.78	937.11	985.38
105	753.24	790.92	830.46	871.99	915.57	961.36	1,009.41
106	772.08	810.69	851.23	893.78	937.11	985.38	1,034.66
107	790.92	830.46	871.99	915.57	961.36	1,009.41	1,059.88
108	810.69	851.23	893.78	937.11	985.38	1,034.66	1,086.38
109	830.46	871.99	915.57	961.36	1,009.41	1,059.88	1,112.87
110	851.23	893.78	937.11	985.38	1,034.66	1,086.38	1,140.69
111	871.99	915.57	961.36	1,009.41	1,059.88	1,112.87	1,168.51
112	893.78	937.11	985.38	1,034.66	1,086.38	1,140.69	1,197.73
113	915.57	961.36	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94
114	938.46	985.38	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62
115	961.36	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31
116	985.38	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53
117	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73
118	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55
119	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37
120	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55	1,455.88
121	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38
122	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55	1,455.88	1,528.66
123	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94
124	1,197.73	1,257.62	1,320.53	1,386.55	1,455.88	1,528.66	1,605.09
125	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24
126	1,257.62	1,320.53	1,386.55	1,455.88	1,528.66	1,605.09	1,685.35
127	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45
128	1,320.53	1,386.55	1,455.88	1,528.66	1,605.09	1,685.35	1,769.62
129	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78
130	1,386.55	1,455.88	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10
131	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42
132	1,455.88	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01
133	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60
134	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57
135	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53
136	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57	2,151.00
137	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45
138	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57	2,151.00	2,258.55
139	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63
140	1,769.62	1,858.10	1,951.01	2,048.57	2,151.00	2,258.55	2,371.48
141	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31
142	1,858.10	1,951.01	2,048.57	2,151.00	2,258.55	2,371.48	2,490.06
143	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78
144	1,951.01	2,048.57	2,151.00	2,258.55	2,371.48	2,490.06	2,614.56
145	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32
146	2,048.57	2,151.00	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28
147	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23
148	2,151.00	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54
149	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84
150	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66
151	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48
152	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00
153	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50
154	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90
155	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29
156	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74
157	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19
158	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93
159	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19	3,768.85
160	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87
161	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19	3,768.85	3,957.09
162	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02
163	3,100.48	3,255.50	3,418.29	3,589.19	3,768.85	3,957.09	4,154.94
164	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83
165	3,255.50	3,418.29	3,589.19	3,768.85	3,957.09	4,154.94	4,362.70
166	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76
167	3,418.29	3,589.19	3,768.85	3,957.09	4,154.94	4,362.70	4,580.83
168	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35
169	3,589.19	3,768.85	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86
170	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11
171	3,768.85	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35
172	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61
173	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87
174	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45
175	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01
176	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22
177	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41
178	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58
179	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74
180	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21
181	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67
182	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81
183	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95
184	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16
185	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36
186	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01
187	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66
188	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21
189	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75
190	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62
191	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48
192	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15
193	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81
194	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76
195	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70
196	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44
197	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70	9,523.18
198	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44	9,761.27
199	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70	9,523.18	9,999.34
200	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44	9,761.27	10,249.33



## 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.

Reviewed by: Dan Interim City Administrator

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

**Submitted By:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5578** approving and authorizing Mayor to execute MOU with the Public Works bargaining unit.

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** An agreement has been reached with the Public Works bargaining unit for the period of July 1, 2018 through June 30, 2021. The changes from the existing agreement include the following (see attached MOU for complete details):

1. Three Year Contract
2. 1% COLA, each year
3. Incentive Pay
4. Longevity Step H
5. Update Overtime Language in Section 13.C & 13.D
6. Adding Section 303 of Handbook- Vacation
7. Adding Residency Policy

**FISCAL IMPACT:** Increase in current annual salary and benefits as follows:  
Year 1 - \$ 25,783 (1% \$11,693, Step H \$14,090)  
Year 2 - \$37,548 (includes previous year and Step H)  
Year 3 - \$50,033 (includes previous 2 years and Step H)  
\*Cannot calculate incentive pay at this time

**ACTION REQUESTED:** Motion to approve Resolution No. 18-5578, approving and authorizing Mayor to execute MOU with the Public Works bargaining unit.

**ATTACHMENTS:** Resolution No. 18-5578  
Public Works Unit Memorandum of Understanding

**RESOLUTION NO. 18-5578**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF**  
**UNDERSTANDING WITH THE PUBLIC WORKS BARGAINING UNIT FOR FISCAL**  
**YEAR 2018/2019, 2019/2020 and 2020/2021**

**WHEREAS,** the City of Susanville and representatives from the Public Works 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 Public Works bargaining unit for the period of July 1, 2018 through June 30, 2021 is hereby approved.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing Resolution No. 18-5578 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of October, 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 THE  
CITY OF SUSANVILLE  
AND  
THE OPERATING ENGINEERS LOCAL UNION NO. 3  
**PUBLIC WORKS EMPLOYEES**

July 1, 2018 through and including June 30, 2021

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**1**     **INTRODUCTION**

The representatives of the City of Susanville, hereinafter called the CITY, and the representatives of the Public Works Unit, hereinafter called the UNIT, having met and conferred in good faith, have mutually agreed 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 MOU 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 §3500.

**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 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, to:

- 1     Direct employees in the performance of their duties;
- 2     Hire, promote, transfer, assign and discipline employees;
- 3     Dismiss employees because of lack of work, or in accordance with personnel rules and regulations;
- 4     Determine the mission of its divisions and departments, and its budget, organization, 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; and
- 5     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 this MOU, to take whatever actions and set whatever policies it deems necessary, with appropriate notification to UNIT employees.

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

4 **NON-DISCRIMINATION**

The CITY and UNIT agree not to discriminate against any employees in accordance with applicable laws. 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 non-management employees itemized in Exhibit A of this MOU.

B **Payroll Deduction/Dues:**

For those unit full-time, regular employees itemized in Exhibit A, the CITY will deduct from their wages the regular monthly dues. Such dues shall be deducted and transmitted to the Union 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 Union. The Union 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; provided, however, that the proper amount as specified by the Union 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 Public Works UNIT listed in Exhibit A of this MOU.

7 **SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT and PAY PERIOD**

A **Pay Period:**

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

B **Salaries:**

For the period from July 1, 2018 through June 30, 2019 salaries shall be increased by 1% as shown in Exhibit C.

For the period from July 1, 2019 through June 30, 2020 salaries shall be increased by 1% as shown in Exhibit D.

For the period from July 1, 2020 through June 30, 2021 salaries shall be increased by 1% as shown in Exhibit E.

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. If the employee remains in Step G for two additional years, he/she may, according to merit, go to Step H. 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, goes to Step F for two years, Step G for two years, then is eligible to move to Step H. Longevity ends at Step H.

D Incentive Pay:

Effective July 1, 2018, employees who have acquired and maintain any of the certificates, licenses, or degrees indicated in Exhibit B, will be eligible to move to the next higher pay range in the Public Works Unit pay scale up to three ranges higher. Each incentive level achieved will be indicated in the employee's job title as Level I, II, and III. For example, a Gas Technician III, (Base) would remain at range 135, a Gas Technician III, (Level II) would be at a range 137. Any combination of up to three items listed is eligible to obtain level III and some certifications may count for two levels. An employee whose job description already requires a particular certification or license is not eligible to receive an incentive level increase for that certification or license.

Generally, the employee will use personal leave time to attend qualifying classes. However, in cases where the City believes it is in their best interest, the City may elect to allow the employee to attend while on paid City time.

E SDI:

The CITY will pay the State Disability Insurance (SDI) for the employees of this unit.

8 **IRS SECTION 125 PLAN, DEFERRED COMPENSATION**

A The CITY agrees to establish an IRS Section 125 Plan for employees' use.

B The CITY will contribute \$25 per pay period as a contribution to an employee's Section 125 plan; or

C The CITY will match on a dollar-for-dollar basis contributions to a deferred compensation plan with a maximum contribution of \$25 per pay period.

9 **RETIREMENT**

- a) For Legacy Employees as defined by the California Public Employee's Pension Reform Act (PEPRA) of 2013, the CITY shall pay the employer's share and the employee shall pay the employee's share (currently 8%) of the existing retirement program of 3% at 60, 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.

**10 WORK SCHEDULE**

**A Work Period:**

If a standard eight-hour/10-day pay period is worked, the work period for this UNIT shall begin at midnight Saturday and end at midnight the following Friday. Employees shall normally be scheduled for two consecutive days off.

**B Work Week:**

A 40-hour work week shall constitute a regular work schedule for this UNIT unless the needs of the CITY require an alteration of the schedule because of emergencies, snow removal, budgetary reasons, or in order to accommodate temporary schedule adjustments.

Normally, the work week for Public Works employees shall be Monday through Friday, 7:00 a.m. to 3:30 p.m. with a 30-minute lunch break. The needs of the CITY will be paramount when making assignments under the 40-hour work week.

The CITY may assign employees to a 4-10 work week with the concurrence of the affected employees.

- C The CITY may assign employees to an alternative work week pursuant to Labor Code §500-558, incorporated herein by reference and further defined by, "The Sample Schedule for 9/80 Work Week" attached hereto as Exhibit G.

**11 HOLIDAYS**

- A The holidays listed in the Employee Manual will be recognized as eight-hour holidays.

- B Full-time, regular employees required to work on any of these holidays shall be entitled to paid overtime or receive compensatory time off for such work at 1.5 times their regular salary, in addition to receiving holiday pay.

**12 UNIFORM ALLOWANCE**

The CITY will provide each UNIT employee with laundered uniform shirt and pants (five sets per week) in colors and style mutually agreed to by the UNIT and the City

Administrator. A \$200 boot allowance for the purchase of footwear appropriate for job classification will be paid annually in the first payroll of the fiscal year.

**13 OVERTIME**

- A 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 work in advance.
- B The CITY shall have the right to require employees to work whenever necessary.
- C The City shall grant either pay or overtime, pursuant to Section 13.A of this 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 monetary compensation or compensating time off, except in circumstances where the City will be reimbursed for the employee's overtime only if the employee receives monetary compensation for the overtime hours worked. In these circumstances the employee will receive monetary compensation.
- D No employee shall accrue more than 200 hours of compensatory time off. Employees with more than 200 hours at the time of this change shall be allowed to keep those hours in this time bank until they fall below 200 hours, at which time they could not bank hours over the 200-hour limit. Employee may request a monetary compensation payment of up to 40 hours twice a year for a total of 80 hours per fiscal year to be issued by separate check. Such check(s) may only be issue within the months of December and June with a minimum increment of ten (10) hours compensatory time accrued.
- E An employee who is called in to work one hour or more following 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 An employee who works more than ten consecutive hours shall receive a meal allowance of \$15.00.
- G When warranted, and in the interest of CITY operations, Department Heads, or their designee, may assign employees to "on-call" status. "On-call" duty is an assigned duty outside the normal work-week assignment during which an employee must remain where he can be contacted by telephone, or other device, and he is ready for immediate call-back to his department to perform an essential service. An employee assigned on-call duty shall be compensated at the rate of 20% of employee's base hourly wage per hour for each hour of such duty.
- H If an employee is required to work at one or more of the following City special events (Lassen County Fair Parade, Main Cruise, Veterans' Parade, Christmas

Parade or Halloween festivities), he shall receive two times his regular salary rate for the hours worked.

- I The CITY agrees that all hours worked in excess of forty (40) hours per week, or normal assigned shift hours (8 or 9) hours per day, including vacation time and sick leave time, or hours worked on a holiday designated in the employee manual, will be counted as hours worked, and shall be compensated for at a rate of 1.5 times the regular rate of pay.

**14 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. A credit of 50 percent of accumulated sick leave at time of retirement, capped at \$15,000, will be paid out per month towards 50 percent of the premium. This amount is subject to CalPERS regulations.

**15 GROUP LIFE INSURANCE**

The CITY will provide \$25,000 of group life insurance for each employee at no cost to the employee.

**16 HEARING TEST**

The CITY shall provide, at no expense to the employee, an annual hearing test to non-office workers. Where necessary, protective hearing devices and equipment modifications will be required at CITY cost to prevent hearing loss.

**17 EMPLOYEE SICK LEAVE**

- A Employees within this UNIT will accrue four hours of sick or accident leave per pay period.
- B Benefits shall be administered according to the provisions of the Employee Manual.

- C Under the Public Employees' Retirement System, credit for unused sick leave (Government Code '20965) shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of CalPERS.
- D Upon retirement from the City, unused sick leave may be capitalized at 50 percent of current hourly salary. This fund may be used to pay 50 percent of monthly health insurance premiums, capped at \$15,000, subject to CalPERS regulations.

**18 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.

**19 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.

**20 VACATION**

- A Employees in this UNIT shall earn vacation credit as outlined in Section 20F of this MOU as taken from the 2001 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. It is recognized by the CITY that employees may want to save a few vacation days to be taken at their discretion throughout the year.
- 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 20.D above, vacation will be taken in accordance with departmental seniority regardless of classification or job assignment.
- F VACATION LEAVE:

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

\*Regular full-time employees

Introductory employees will accrue vacation time off from date of hire but will not be eligible to use same until they become regular full-time employees.

The amount of paid vacation time employees receive each year increases with the length of their employment and accrues per pay period as shown in the following schedule for 40 hour a week employees:

Year 1	3.07 hours per pay period; 80 hours annually
After Year 1	3.69 hours per pay period; 96 hours annually
After Year 5	4.61 hours per pay period; 120 hours annually
After year 10	5.23 hours per pay period; 136 hours annually
After year 15	6.15 hours per pay period; 160 hours annually
After year 20	7.69 hours per pay period; 200 hours annually
After year 25	9.23 hours per pay period; 240 hours annually

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 180 calendar days must be completed. After that time, employees may request use of earned vacation time including that accrued during the waiting period. The City Administrator may grant exceptions to this policy.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not

used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" of 240 hours further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time (but not to exceed 240 hours) that has been earned through the last day of work. Employees who are terminated prior to completion of introductory period have no vesting in accrued vacation time.

**21 FAMILY ILLNESS LEAVE**

Family illness leave is available per guidelines set out in the Employee Manual.

**22 BEREAVEMENT LEAVE**

Bereavement leave is available per guidelines set out in the Employee Manual.

**23 LAYOFF POLICY**

**A Purpose:**

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.

**B The order of layoff of employees within a class, or classes, subject to layoff, shall be as follows:**

- 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 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 order:

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

C 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 regular status provided the demotee has higher seniority than an employee working in that classification. Employees demoting to a lower classification in which they held prior regular status shall be subject to Factors 1 and 2 in Section 23.B above.

D 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.

**24 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.

**25 GRIEVANCE/DISCIPLINE PROCEDURES**

The parties agree that the CITY will review its grievance and discipline procedures. The UNIT will be invited to provide recommendations during that review and will be provided draft copies of any proposed changes for the purpose of review and comment.

**26 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 F. Google Maps will be used as the mapping system to determine drive time for employee to their department.

27 **SOLE AGREEMENT**

- A The policies that are collected in the 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 for the CITY and the UNIT. Any such changes, validly made, shall become a part of this MOU and subject to its terms.
- C The waiver of any breach of condition of this MOU, by either party, shall not constitute a precedent in the future enforcement of all terms and conditions herein.

28 **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.

29 **SPECIAL LICENSES**

The CITY shall pay all costs associated with members of UNIT obtaining and maintaining special vehicle operator licenses required by the CITY. The implementation of the Class A and Class B license requirements for employees, as of July 1, 1992 of the CITY will not result in job discrimination (i.e., loss of promotional or transfer opportunities, etc. not requiring such licenses) or adverse action if the employee is physically unable to maintain the required license. In such instances, the CITY will make reasonable accommodation for the employee.

30 **WORKERS' COMPENSATION BONUS**

An annual \$100 cash bonus will be paid to employees of this UNIT who do not lose (at a minimum) an eight-hour work day due to Workers' Compensation claim during the fiscal year. Bonus will be paid during the first payroll session of July in the year following the previous fiscal year in which there were no claims. This provision took effect July 1, 2004.

31 **TERM OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2018 through and including June 30, 2021 or until a successor agreement is rendered, unless a specific provision provides for a different commencement and/or termination date.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**32 AUTHORIZED SIGNATURES**

CITY OF SUSANVILLE

OPERATING ENGINEERS LOCAL UNION  
NO. 3, PUBLIC WORKS EMPLOYEES

\_\_\_\_\_  
Kevin Stafford, Mayor

\_\_\_\_\_  
Russ Burns, Business Manager

\_\_\_\_\_  
Dan Newton, Interim City Administrator

\_\_\_\_\_  
Dan Reding, President

ATTEST:

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

\_\_\_\_\_  
Jim Sullivan, Rec/Corr Secretary

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Rick Davis, Director of Public Employees

\_\_\_\_\_  
Art Frolli, Business Representative

\_\_\_\_\_  
Reuben Downing, Employee Representative

\_\_\_\_\_  
Robert Godman, Employee Representative

**EXHIBIT A  
PUBLIC WORKS UNIT  
SALARY RANGES  
FY 2018/2021**

<u>POSITION</u>	<u>RANGE</u>
Maintenance Worker I	Base - 121 Level 1 - 122 Level 2 - 123 Level 3 - 124
Maintenance Worker II	Base - 125 Level 1 - 126 Level 2 - 127 Level 3 - 128
Utility Services Technician	Base - 125 Level 1 - 126 Level 2 - 127 Level 3 - 128
Gas Technician II	Base - 130 Level 1 - 131 Level 2 - 132 Level 3 - 133
Mechanic II	Base - 130 Level 1 - 131 Level 2 - 132 Level 3 - 133
Streets maintenance Operator II	Base - 130 Level 1 - 131 Level 2 - 132 Level 3 - 133
Water System Operator II	Base - 130 Level 1 - 131 Level 2 - 132 Level 3 - 133
Gas Technician III	Base - 135 Level 1 - 136 Level 2 - 137 Level 3 - 138
Mechanic III	Base - 135

	Level 1 - 136 Level 2 - 137 Level 3 - 138
Streets Maintenance Operator III	Base - 135 Level 1 - 136 Level 2 - 137 Level 3 - 138
Water System Operator III	Base - 135 Level 1 - 136 Level 2 - 137 Level 3 - 138
Fleet Maintenance Supervisor	Base - 140 Level 1 - 141 Level 2 - 142 Level 3 - 143
Gas Utility Supervisor	Base - 140 Level 1 - 141 Level 2 - 142 Level 3 - 143
Parks/Facilities Maintenance Supervisor	Base - 140 Level 1 - 141 Level 2 - 142 Level 3 - 143
Streets Maintenance Supervisor	Base - 140 Level 1 - 141 Level 2 - 142 Level 3 - 143
Water Utility Supervisor	Base - 140 Level 1 - 141 Level 2 - 142 Level 3 - 143

**EXHIBIT B**  
**Public Works Employee Incentive Program**

Incentive License / Certifications / Degrees

- 1) Water Operator Distribution II
- 2) Water Operator Distribution III (eligible for one level if not combined with any other water distribution license)
- 3) Water Operator Distribution IV (eligible for two levels if not combined with any other water distribution license)
- 4) Water Operator Distribution V (eligible for three levels)
- 5) Water Operator Treatment II
- 6) Water Operator Treatment III (eligible for one level if not combined with any other water treatment license)
- 7) Water Operator Treatment IV (eligible for two levels if not combined with any other water treatment license)
- 8) Water Operator Treatment V (eligible for three levels)
- 9) Gas Technology Institute – Distribution and PE Pipe
- 10) Gas Technology Institute – Transmission
- 11) Caterpillar (or equivalent) – Backhoe Loader Operator III, Motor Grader Operator III, and Caterpillar Grader Operator III
- 12) DMV testing Program Coordinator
- 13) Certified Electronics Technician
- 14) Certified Play Ground Equipment Inspector, Licensed Pesticide Applicator, Certified Irrigation Technician
- 15) Associates Degree from accredited college
- 16) Baccalaureate Degree from accredited college (eligible for two level increase if not combined with associate degree incentive.
- 17) Professional Landscape Architect (eligible for three levels)
- 18) Engineer in Training or Land Surveyor in Training
- 19) Professional Engineer (eligible for three levels)
- 20) NACE Coating Inspector
- 21) NACE Cathodic Protection
- 22) NACE Pipeline
- 23) NACE Specialty

C

CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX  
2018-2019 PUBLIC WORKS MOU

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	676.45	710.28	745.79	783.09	822.24	863.35	906.51	951.84
102	693.36	728.04	764.44	802.66	842.80	884.93	927.84	975.63
103	710.28	745.79	783.09	822.24	863.35	906.51	951.84	999.42
104	728.04	764.44	802.66	842.80	884.93	927.84	975.63	1,024.41
105	745.79	783.09	822.24	863.35	906.51	951.84	999.42	1,049.39
106	764.44	802.66	842.80	884.93	927.84	975.63	1,024.41	1,075.62
107	783.09	822.24	863.35	906.51	951.84	999.42	1,049.39	1,101.85
108	802.66	842.80	884.93	927.84	975.63	1,024.41	1,075.62	1,129.39
109	822.24	863.35	906.51	951.84	999.42	1,049.39	1,101.85	1,156.94
110	842.80	884.93	927.84	975.63	1,024.41	1,075.62	1,129.39	1,185.87
111	863.35	906.51	951.84	999.42	1,049.39	1,101.85	1,156.94	1,214.79
112	884.93	927.84	975.63	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17
113	906.51	951.84	999.42	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55
114	929.17	975.63	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45
115	951.84	999.42	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33
116	975.63	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82
117	999.42	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30
118	1,024.41	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47
119	1,049.39	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61
120	1,075.62	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53
121	1,101.85	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44
122	1,129.39	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20
123	1,156.94	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97
124	1,185.87	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67
125	1,214.79	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36
126	1,245.17	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10
127	1,275.55	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83
128	1,307.45	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71
129	1,339.33	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57
130	1,372.82	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69
131	1,406.30	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81
132	1,441.47	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28
133	1,476.61	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75
134	1,513.53	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70
135	1,550.44	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64
136	1,589.20	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19
137	1,627.97	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72
138	1,668.67	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00
139	1,709.36	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26
140	1,752.10	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40
141	1,794.83	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53
142	1,839.71	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67
143	1,884.57	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80
144	1,931.69	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10
145	1,978.81	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39
146	2,028.28	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00
147	2,077.75	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61
148	2,129.70	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69
149	2,181.64	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78
150	2,236.19	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53
151	2,290.72	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27
152	2,348.00	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86
153	2,405.26	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44
154	2,465.40	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05
155	2,525.53	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65
156	2,588.67	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50
157	2,651.80	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34
158	2,718.10	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62
159	2,784.39	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91
160	2,854.00	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86
161	2,923.61	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81
162	2,996.69	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66
163	3,069.78	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51
164	3,146.53	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49
165	3,223.27	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48
166	3,303.86	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86
167	3,384.44	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24
168	3,469.05	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29
169	3,553.65	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35
170	3,642.50	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36
171	3,731.34	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37
172	3,824.62	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63
173	3,917.91	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88
174	4,015.86	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71
175	4,113.81	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53
176	4,216.66	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71	5,932.25
177	4,319.51	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96
178	4,427.49	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71	5,932.25	6,229.91
179	4,535.48	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85
180	4,648.86	4,881.29	5,125.36	5,381.63	5,650.71	5,932.25	6,229.91	6,541.39
181	4,762.24	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94
182	4,881.29	5,125.36	5,381.63	5,650.71	5,932.25	6,229.91	6,541.39	6,868.47
183	5,000.35	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00
184	5,125.36	5,381.63	5,650.71	5,932.25	6,229.91	6,541.39	6,868.47	7,211.89
185	5,250.37	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79
186	5,381.63	5,650.71	5,932.25	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48
187	5,512.88	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17
188	5,650.71	5,932.25	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11
189	5,788.53	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03
190	5,932.25	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66
191	6,077.96	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28
192	6,229.91	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10
193	6,381.85	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90
194	6,541.39	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40
195	6,700.94	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90	9,428.89
196	6,868.47	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40	9,664.62
197	7,036.00	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90	9,428.89	9,900.34
198	7,211.89	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40	9,664.62	10,147.85
199	7,387.79	7,757.17	8,145.03	8,552.28	8,979.90	9,428.89	9,900.34	10,395.35
200	7,572.48	7,951.11	8,348.66	8,766.10	9,204.40	9,664.62	10,147.85	10,652.24

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

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	683.22	717.38	753.24	790.92	830.46	871.99	915.57	961.36
102	700.30	735.32	772.06	810.69	851.23	893.78	937.11	981.38
103	717.38	753.24	790.92	830.46	871.99	915.57	961.36	1,009.41
104	735.32	772.06	810.69	851.23	893.78	937.11	981.38	1,034.66
105	753.24	790.92	830.46	871.99	915.57	961.36	1,009.41	1,059.88
106	772.06	810.69	851.23	893.78	937.11	981.38	1,034.66	1,086.38
107	790.92	830.46	871.99	915.57	961.36	1,009.41	1,059.88	1,112.87
108	810.69	851.23	893.78	937.11	981.38	1,034.66	1,086.38	1,140.69
109	830.46	871.99	915.57	961.36	1,009.41	1,059.88	1,112.87	1,168.51
110	851.23	893.78	937.11	981.38	1,034.66	1,086.38	1,140.69	1,197.73
111	871.99	915.57	961.36	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94
112	893.78	937.11	981.38	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62
113	915.57	961.36	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31
114	938.46	985.38	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53
115	961.36	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73
116	985.38	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55
117	1,009.41	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37
118	1,034.66	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55	1,455.66
119	1,059.88	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38
120	1,086.38	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55	1,455.66	1,528.66
121	1,112.87	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94
122	1,140.69	1,197.73	1,257.62	1,320.53	1,386.55	1,455.66	1,528.66	1,605.09
123	1,168.51	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24
124	1,197.73	1,257.62	1,320.53	1,386.55	1,455.66	1,528.66	1,605.09	1,685.35
125	1,226.94	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45
126	1,257.62	1,320.53	1,386.55	1,455.66	1,528.66	1,605.09	1,685.35	1,769.62
127	1,288.31	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78
128	1,320.53	1,386.55	1,455.66	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10
129	1,352.73	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42
130	1,386.55	1,455.66	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01
131	1,420.37	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60
132	1,455.66	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57
133	1,491.38	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53
134	1,528.66	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57	2,151.01
135	1,565.94	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45
136	1,605.09	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57	2,151.01	2,258.55
137	1,644.24	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63
138	1,685.35	1,769.62	1,858.10	1,951.01	2,048.57	2,151.01	2,258.55	2,371.48
139	1,726.45	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31
140	1,769.62	1,858.10	1,951.01	2,048.57	2,151.01	2,258.55	2,371.48	2,490.06
141	1,812.78	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78
142	1,858.10	1,951.01	2,048.57	2,151.01	2,258.55	2,371.48	2,490.06	2,614.56
143	1,903.42	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32
144	1,951.01	2,048.57	2,151.01	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28
145	1,998.60	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23
146	2,048.57	2,151.01	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54
147	2,098.53	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84
148	2,151.01	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66
149	2,203.45	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48
150	2,258.55	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00
151	2,313.63	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50
152	2,371.48	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90
153	2,429.31	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29
154	2,490.06	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74
155	2,550.78	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19
156	2,614.56	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93
157	2,678.32	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19	3,768.65
158	2,745.28	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87
159	2,812.23	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19	3,768.65	3,957.09
160	2,882.54	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02
161	2,952.84	3,100.48	3,255.50	3,418.29	3,589.19	3,768.65	3,957.09	4,154.94
162	3,026.66	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83
163	3,100.48	3,255.50	3,418.29	3,589.19	3,768.65	3,957.09	4,154.94	4,362.70
164	3,178.00	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76
165	3,255.50	3,418.29	3,589.19	3,768.65	3,957.09	4,154.94	4,362.70	4,580.83
166	3,336.90	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35
167	3,418.29	3,589.19	3,768.65	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86
168	3,503.74	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11
169	3,589.19	3,768.65	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35
170	3,678.93	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61
171	3,768.65	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87
172	3,862.87	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45
173	3,957.09	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01
174	4,056.02	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22
175	4,154.94	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41
176	4,258.83	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58
177	4,362.70	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74
178	4,471.76	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21
179	4,580.83	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67
180	4,695.35	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81
181	4,809.86	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95
182	4,930.11	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16
183	5,050.35	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36
184	5,176.61	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01
185	5,302.87	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66
186	5,435.45	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21
187	5,568.01	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75
188	5,707.22	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62
189	5,846.41	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48
190	5,992.58	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15
191	6,138.74	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81
192	6,292.21	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76
193	6,445.67	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70
194	6,606.81	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44
195	6,767.95	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70	9,523.18
196	6,937.16	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44	9,761.27
197	7,106.36	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70	9,523.18	9,999.34
198	7,284.01	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44	9,761.27	10,249.33
199	7,461.66	7,834.75	8,226.48	8,637.81	9,069.70	9,523.18	9,999.34	10,499.31
200	7,648.21	8,030.62	8,432.15	8,853.76	9,296.44	9,761.27	10,249.33	10,761.89

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CITY OF SUSANVILLE GLOBAL RANGE AND STEP MATRIX 2020-2021 PUBLIC WORKS MOU								
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
101	690.05	724.55	760.79	798.83	838.77	880.71	924.73	970.97
102	707.30	742.67	779.80	818.80	859.74	902.72	946.49	995.24
103	724.55	760.78	798.83	838.77	880.71	924.73	970.97	1,019.51
104	742.67	779.80	818.80	859.74	902.72	946.49	995.24	1,045.00
105	760.78	798.83	838.77	880.71	924.73	970.97	1,019.51	1,070.48
106	779.80	818.80	859.74	902.72	946.49	995.24	1,045.00	1,097.24
107	798.83	838.77	880.71	924.73	970.97	1,019.51	1,070.48	1,124.00
108	818.80	859.74	902.72	946.49	995.24	1,045.00	1,097.24	1,152.09
109	838.77	880.71	924.73	970.97	1,019.51	1,070.48	1,124.00	1,180.19
110	859.74	902.72	946.49	995.24	1,045.00	1,097.24	1,152.09	1,209.71
111	880.71	924.73	970.97	1,019.51	1,070.48	1,124.00	1,180.19	1,239.21
112	902.72	946.49	995.24	1,045.00	1,097.24	1,152.09	1,209.71	1,270.20
113	924.73	970.97	1,019.51	1,070.48	1,124.00	1,180.19	1,239.21	1,301.19
114	947.85	995.24	1,045.00	1,097.24	1,152.09	1,209.71	1,270.20	1,333.73
115	970.97	1,019.51	1,070.48	1,124.00	1,180.19	1,239.21	1,301.19	1,366.26
116	995.24	1,045.00	1,097.24	1,152.09	1,209.71	1,270.20	1,333.73	1,400.41
117	1,019.51	1,070.48	1,124.00	1,180.19	1,239.21	1,301.19	1,366.25	1,434.57
118	1,045.00	1,097.24	1,152.09	1,209.71	1,270.20	1,333.73	1,400.41	1,470.44
119	1,070.48	1,124.00	1,180.19	1,239.21	1,301.19	1,366.25	1,434.57	1,506.29
120	1,097.24	1,152.09	1,209.71	1,270.20	1,333.73	1,400.41	1,470.44	1,543.95
121	1,124.00	1,180.19	1,239.21	1,301.19	1,366.25	1,434.57	1,506.29	1,581.60
122	1,152.09	1,209.71	1,270.20	1,333.73	1,400.41	1,470.44	1,543.95	1,621.15
123	1,180.19	1,239.21	1,301.19	1,366.25	1,434.57	1,506.29	1,581.60	1,660.69
124	1,209.71	1,270.20	1,333.73	1,400.41	1,470.44	1,543.95	1,621.15	1,702.21
125	1,239.21	1,301.19	1,366.25	1,434.57	1,506.29	1,581.60	1,660.69	1,743.72
126	1,270.20	1,333.73	1,400.41	1,470.44	1,543.95	1,621.15	1,702.21	1,787.32
127	1,301.19	1,366.25	1,434.57	1,506.29	1,581.60	1,660.69	1,743.72	1,830.90
128	1,333.73	1,400.41	1,470.44	1,543.95	1,621.15	1,702.21	1,787.32	1,876.69
129	1,366.25	1,434.57	1,506.29	1,581.60	1,660.69	1,743.72	1,830.90	1,922.45
130	1,400.41	1,470.44	1,543.95	1,621.15	1,702.21	1,787.32	1,876.69	1,970.52
131	1,434.57	1,506.29	1,581.60	1,660.69	1,743.72	1,830.90	1,922.45	2,018.59
132	1,470.44	1,543.95	1,621.15	1,702.21	1,787.32	1,876.69	1,970.52	2,069.05
133	1,506.29	1,581.60	1,660.69	1,743.72	1,830.90	1,922.45	2,018.59	2,119.52
134	1,543.95	1,621.15	1,702.21	1,787.32	1,876.69	1,970.52	2,069.05	2,172.51
135	1,581.60	1,660.69	1,743.72	1,830.90	1,922.45	2,018.59	2,119.52	2,225.49
136	1,621.15	1,702.21	1,787.32	1,876.69	1,970.52	2,069.05	2,172.51	2,281.13
137	1,660.69	1,743.72	1,830.90	1,922.45	2,018.59	2,119.52	2,225.49	2,336.77
138	1,702.21	1,787.32	1,876.69	1,970.52	2,069.05	2,172.51	2,281.13	2,395.19
139	1,743.72	1,830.90	1,922.45	2,018.59	2,119.52	2,225.49	2,336.77	2,453.61
140	1,787.32	1,876.69	1,970.52	2,069.05	2,172.51	2,281.13	2,395.19	2,514.96
141	1,830.90	1,922.45	2,018.59	2,119.52	2,225.49	2,336.77	2,453.61	2,576.29
142	1,876.69	1,970.52	2,069.05	2,172.51	2,281.13	2,395.19	2,514.96	2,640.70
143	1,922.45	2,018.59	2,119.52	2,225.49	2,336.77	2,453.61	2,576.29	2,705.10
144	1,970.52	2,069.05	2,172.51	2,281.13	2,395.19	2,514.96	2,640.70	2,772.73
145	2,018.59	2,119.52	2,225.49	2,336.77	2,453.61	2,576.29	2,705.10	2,840.36
146	2,069.05	2,172.51	2,281.13	2,395.19	2,514.96	2,640.70	2,772.73	2,911.36
147	2,119.52	2,225.49	2,336.77	2,453.61	2,576.29	2,705.10	2,840.36	2,982.37
148	2,172.51	2,281.13	2,395.19	2,514.96	2,640.70	2,772.73	2,911.36	3,056.93
149	2,225.49	2,336.77	2,453.61	2,576.29	2,705.10	2,840.36	2,982.37	3,131.48
150	2,281.13	2,395.19	2,514.96	2,640.70	2,772.73	2,911.36	3,056.93	3,209.78
151	2,336.77	2,453.61	2,576.29	2,705.10	2,840.36	2,982.37	3,131.48	3,288.06
152	2,395.19	2,514.96	2,640.70	2,772.73	2,911.36	3,056.93	3,209.78	3,370.27
153	2,453.61	2,576.29	2,705.10	2,840.36	2,982.37	3,131.48	3,288.06	3,452.47
154	2,514.96	2,640.70	2,772.73	2,911.36	3,056.93	3,209.78	3,370.27	3,538.78
155	2,576.29	2,705.10	2,840.36	2,982.37	3,131.48	3,288.06	3,452.47	3,625.08
156	2,640.70	2,772.73	2,911.36	3,056.93	3,209.78	3,370.27	3,538.78	3,715.72
157	2,705.10	2,840.36	2,982.37	3,131.48	3,288.06	3,452.47	3,625.08	3,806.34
158	2,772.73	2,911.36	3,056.93	3,209.78	3,370.27	3,538.78	3,715.72	3,901.50
159	2,840.36	2,982.37	3,131.48	3,288.06	3,452.47	3,625.08	3,806.34	3,996.66
160	2,911.36	3,056.93	3,209.78	3,370.27	3,538.78	3,715.72	3,901.50	4,096.58
161	2,982.37	3,131.48	3,288.06	3,452.47	3,625.08	3,806.34	3,996.66	4,196.49
162	3,056.93	3,209.78	3,370.27	3,538.78	3,715.72	3,901.50	4,096.58	4,301.42
163	3,131.48	3,288.06	3,452.47	3,625.08	3,806.34	3,996.66	4,196.49	4,406.33
164	3,209.78	3,370.27	3,538.78	3,715.72	3,901.50	4,096.58	4,301.42	4,518.48
165	3,288.06	3,452.47	3,625.08	3,806.34	3,996.66	4,196.49	4,406.33	4,626.64
166	3,370.27	3,538.78	3,715.72	3,901.50	4,096.58	4,301.42	4,518.48	4,742.31
167	3,452.47	3,625.08	3,806.34	3,996.66	4,196.49	4,406.33	4,626.64	4,879.41
168	3,538.78	3,715.72	3,901.50	4,096.58	4,301.42	4,518.48	4,742.31	4,979.41
169	3,625.08	3,806.34	3,996.66	4,196.49	4,406.33	4,626.64	4,879.41	5,100.86
170	3,715.72	3,901.50	4,096.58	4,301.42	4,518.48	4,742.31	4,979.41	5,228.38
171	3,806.34	3,996.66	4,196.49	4,406.33	4,626.64	4,879.41	5,100.86	5,355.90
172	3,901.50	4,096.58	4,301.42	4,518.48	4,742.31	4,979.41	5,228.38	5,489.80
173	3,996.66	4,196.49	4,406.33	4,626.64	4,879.41	5,100.86	5,355.90	5,623.69
174	4,096.58	4,301.42	4,518.48	4,742.31	4,979.41	5,228.38	5,489.80	5,764.29
175	4,196.49	4,406.33	4,626.64	4,879.41	5,100.86	5,355.90	5,623.69	5,904.88
176	4,301.42	4,518.48	4,742.31	4,979.41	5,228.38	5,489.80	5,764.29	6,052.51
177	4,406.33	4,626.64	4,879.41	5,100.86	5,355.90	5,623.69	5,904.88	6,200.12
178	4,518.48	4,742.31	4,979.41	5,228.38	5,489.80	5,764.29	6,052.51	6,355.13
179	4,626.64	4,879.41	5,100.86	5,355.90	5,623.69	5,904.88	6,200.12	6,510.12
180	4,742.31	4,979.41	5,228.38	5,489.80	5,764.29	6,052.51	6,355.13	6,672.87
181	4,879.41	5,100.86	5,355.90	5,623.69	5,904.88	6,200.12	6,510.12	6,835.63
182	4,979.41	5,228.38	5,489.80	5,764.29	6,052.51	6,355.13	6,672.87	7,006.53
183	5,100.86	5,355.90	5,623.69	5,904.88	6,200.12	6,510.12	6,835.63	7,177.42
184	5,228.38	5,489.80	5,764.29	6,052.51	6,355.13	6,672.87	7,006.53	7,356.85
185	5,355.90	5,623.69	5,904.88	6,200.12	6,510.12	6,835.63	7,177.42	7,536.28
186	5,489.80	5,764.29	6,052.51	6,355.13	6,672.87	7,006.53	7,356.85	7,724.69
187	5,623.69	5,904.88	6,200.12	6,510.12	6,835.63	7,177.42	7,536.28	7,913.09
188	5,764.29	6,052.51	6,355.13	6,672.87	7,006.53	7,356.85	7,724.69	8,110.92
189	5,904.88	6,200.12	6,510.12	6,835.63	7,177.42	7,536.28	7,913.09	8,308.75
190	6,052.51	6,355.13	6,672.87	7,006.53	7,356.85	7,724.69	8,110.92	8,516.47
191	6,200.12	6,510.12	6,835.63	7,177.42	7,536.28	7,913.09	8,308.75	8,724.19
192	6,355.13	6,672.87	7,006.53	7,356.85	7,724.69	8,110.92	8,516.47	8,942.29
193	6,510.12	6,835.63	7,177.42	7,536.28	7,913.09	8,308.75	8,724.19	9,160.39
194	6,672.87	7,006.53	7,356.85	7,724.69	8,110.92	8,516.47	8,942.29	9,389.41
195	6,835.63	7,177.42	7,536.28	7,913.09	8,308.75	8,724.19	9,160.39	9,618.41
196	7,006.53	7,356.85	7,724.69	8,110.92	8,516.47	8,942.29	9,389.41	9,858.88
197	7,177.42	7,536.28	7,913.09	8,308.75	8,724.19	9,160.39	9,618.41	10,099.34
198	7,356.85	7,724.69	8,110.92	8,516.47	8,942.29	9,389.41	9,858.88	10,351.82
199	7,536.28	7,913.09	8,308.75	8,724.19	9,160.39	9,618.41	10,099.34	10,604.30
200	7,724.69	8,110.92	8,516.47	8,942.29	9,389.41	9,858.88	10,351.82	10,869.41



## 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.

Reviewed by:     Interim City Administrator

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

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

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5583** finding that no amendments to the City of Susanville Conflict of Interest Code are necessary

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

**SUMMARY:** The Political Reform Act requires every local government agency to review its conflict of interest code in even-numbered years to determine if it is accurate or, alternatively, that the code must be amended.

Staff has reviewed the City's conflict of interest code and determined that no revisions are necessary and recommends approval of Resolution No. 18-5583.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve Resolution No. 18-5583 finding that no amendments to the City of Susanville Conflict of Interest Code are necessary.

**ATTACHMENTS:** Resolution No. 18-5583  
Resolution No. 16-5317

**RESOLUTION NO. 18-5583**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**FINDING THAT NO AMENDMENTS TO THE CITY OF SUSANVILLE'S**  
**CONFLICT OF INTEREST ARE NECESSARY**

---

**WHEREAS,** the City Council of the City of Susanville, having adopted its Resolution No. 93-2452, "Adopting a conflict of interest code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code" on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council; and

**WHEREAS,** the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate, or, alternatively, that the code must be amended; and

**WHEREAS,** once the determination has been made by the local government agency, a notice must be submitted to the code reviewing body no later than October of even-numbered years; and

**WHEREAS,** the City Council of the City of Susanville has reviewed its conflict of interest code and found that no changes are necessary at this time;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby finds that no amendments to the City's existing conflict of interest code or the designated positions are necessary at this time.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing Resolution No. 18-5583 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17<sup>th</sup> day of October, 2018 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

## EXHIBIT A

### CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories  
*Revised September 21, 2016*

I DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>
Member of the City Council	5
Member of the Planning Commission	5
City Administrator	5
City Attorney	5
Member of the Airport Commission	4
Member of the Recreation Commission	4
Member of the Susanville Loan Committee	4
Building Official	4
City Planner	4
HUSA Board Member	4
Building Official	3
City Clerk/Secretary to the City Council	3
City Planner	3
Building Official	2
City Clerk/Secretary to the City Council	2
City Planner	2
Fire Battalion Chief	2
Fire Captain	2
Police Lieutenant	2
Utilities Superintendent	2

Assistant City Engineer	1
City Engineer	1
Finance Manager	1
Fire Chief	1
Natural Gas Superintendent	1
Police Chief	1
Public Works Director	1
Member of the Design Review Commission	1
Member of the Susanville Utility Commission	1
Counsel, Natural Gas	1
Counsel, Redevelopment	1
Consulting Engineer	1
Consultant*	1

- *Disclosure by Consultants shall be subject to the following limitation:*

*The City Administrator may determine in writing that a particular Consultant, although not a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*

II DISCLOSURE CATEGORIES:

**CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located in the City or within the City's sphere of influence, all sources of income located in or doing business in the City, and business positions in business entities.

**CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING**

Contracts or makes purchases for entire City of Susanville: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City.

Contracts or makes purchase or specific department within the City: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

**CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which are subject to the regulatory, permit or licensing authority of the City of Susanville or any of its departments.

**CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT PROPERTY INTERESTS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located within the City, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

**CATEGORY 5: INDIVIDUALS WHO DISCLOSE ECONOMIC INTERESTS  
PURSUANT TO GOVERNMENT CODE SECTIONS 87200 ET  
SEQ.**

Individuals in this category shall disclose their economic interests as required pursuant to Government Code Sections 87200, *et seq.* (This category includes the Mayor, Members of City Council, the City Administrator, the City Attorney, and Members of the City Planning Commission.)

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RESOLUTION NO. 16-5317  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
AMENDING APPENDIX OF DESIGNATED POSITIONS OF THE CITY OF  
SUSANVILLE CONFLICT OF INTEREST CODE

WHEREAS, the City Council of the City of Susanville having adopted its Resolution No. 93-2452, adopting a conflict of interest code and incorporating by reference the Fair Political Practices Commission's standard model conflict of interest code on September 7, 1993, wherein an appendix of designated positions and disclosure categories was adopted by the City Council for the City of Susanville; and

WHEREAS, the Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended; and

WHEREAS, the City Council of the City of Susanville has reviewed its conflict of interest code and found that changes in specific job responsibilities require the amending of the Appendix of Designated Positions and Disclosure Categories; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville hereby adopts the amended Appendix of Designated Positions and Disclosure Categories attached hereto as Exhibit A.

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 21<sup>st</sup> day of September, 2016 by the following vote:

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

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

## EXHIBIT A

### CITY OF SUSANVILLE Conflicts of Interest Code

Appendix of Designated Positions and Disclosure Categories  
Updated September 21, 2016

- I DESIGNATED POSITIONS: The positions listed below are designated positions and the individual occupying each position is deemed to make, or participate in the making of, decisions which may have a material effect on a financial interest of that individual. The individuals occupying the designated positions shall disclose their economic interests in accordance with the corresponding disclosure categories, defined in Section II herein.

<u>Designated Position</u>	<u>Disclosure Categories</u>
Member of the City Council	5
Member of the Planning Commission	5
City Administrator	5
City Attorney	5
Member of the Airport Commission	4
Member of the Recreation Commission	4
Member of the Susanville Loan Committee	4
Building Official	4
City Planner	4
HUSA Board Member	4
Building Official	3
City Clerk/Secretary to the City Council	3
City Planner	3
Building Official	2
City Clerk/Secretary to the City Council	2
City Planner	2
Fire Battalion Chief	2
Fire Captain	2
<del>Police Captain/</del> Police Lieutenant	2 <i>delete position</i>
Utilities Superintendent	2

Assistant City Engineer	1
City Engineer	1
Finance Manager	1
Fire Chief	1
Natural Gas Superintendent	1
Police Chief	1
Public Works Director	1
Member of the Design Review Commission	1
Member of the Susanville Utility Commission	1
Counsel, Natural Gas	1
Counsel, Redevelopment	1
Consulting Engineer	1
Consultant*	1

- *Disclosure by Consultants shall be subject to the following limitation:*

*The City Administrator may determine in writing that a particular Consultant, although not a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this Section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.*

II DISCLOSURE CATEGORIES:

**CATEGORY 1: DESIGNATED POSITIONS WITH DUTIES WHICH ARE BROAD AND INDEFINABLE**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located in the City or within the City's sphere of influence, all sources of income located in or doing business in the City, and business positions in business entities.

**CATEGORY 2: DESIGNATED POSITIONS WITH DUTIES WHICH INVOLVE CONTRACTING OR PURCHASING**

Contracts or makes purchases for entire City of Susanville: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the City.

Contracts or makes purchase or specific department within the City: All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the designated employee's department or division.

**CATEGORY 3: DESIGNATED POSITIONS WITH REGULATORY POWERS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, all sources of income located in or doing business in the City and business positions in business entities which are subject to the regulatory, permit or licensing authority of the City of Susanville or any of its departments.

**CATEGORY 4: DESIGNATED POSITIONS WHOSE DECISIONS MAY AFFECT PROPERTY INTERESTS**

All positions in this category shall disclose: all investments in any business entity located or doing business in the City of Susanville, interests in real property located within the City, sources of income, and business positions in business entities which engage in land development, construction or the acquisition or sale of real property.

**CATEGORY 5: INDIVIDUALS WHO DISCLOSE ECONOMIC INTERESTS  
PURSUANT TO GOVERNMENT CODE SECTIONS 87200 *ET*  
SEQ.**

Individuals in this category shall disclose their economic interests as required pursuant to Government Code Sections 87200, *et seq.* (This category includes the Mayor, Members of City Council, the City Administrator, the City Attorney, and Members of the City Planning Commission.)

Reviewed by:  Interim City Administrator

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

**Submitted By:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5584**, Authoring Mayor to execute and submit the City Council of the City of Susanville response to the 2017-2018 Grand Jury Report

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** The 2017-2018 Grand Jury has prepared its report on its investigations over the past year. There were several items concerning the City in the report. By law, the City must respond to the report within ninety (90) days of its issuance.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Approve response to 2017-2018 Grand Jury Report and motion to adopt Resolution No. 18-5584, authorizing the Mayor to sign and submit the prepared response to the Grand Jury.

**ATTACHMENTS:** Resolution No. 18-5584  
Grand Jury Response

**RESOLUTION NO. 18-5584**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE MAYOR TO EXECUTE AND SUBMIT WRITTEN RESPONSE**  
**TO 2017-2018 GRAND JURY REPORT**

**WHEREAS**, California Penal Code §888, et seq. sets forth the duties, powers and responsibilities of a grand jury; and

**WHEREAS**, the 2017-2018 Lassen County Grand Jury is charged with the duty to respond to citizen complaints and provide civil oversight; and

**WHEREAS**, the City Council is a public entity subject to review by the Lassen County Grand jury; and

**WHEREAS**, the 2017-2018 Lassen County Grand Jury has submitted its final report concerning the City of Susanville; and

**WHEREAS**, the City Council of the City of Susanville is required and desires to respond to the 2017-2018 Lassen County Grand Jury Report.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby authorizes the Mayor to execute and submit the approved written response to the 2017-2018 Lassen County Grand Jury.

Dated: October 17, 2018

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

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

The foregoing Resolution No. 18-5584 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of October, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM:

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



# City of Susanville

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

October 17, 2018

The Honorable Tony Mallery  
Presiding Judge, Lassen Superior Court  
Hall of Justice  
2610 Riverside Drive  
Susanville, CA 96130

Dear Judge Mallery,

Pursuant to Penal Code section 933(c), please accept the Susanville City Council's response to the 2017-2018 Lassen County Grand Jury report. Our response is attached.

The Susanville City Council understands and appreciates the work of the Lassen County Grand Jury. Although, the City Council may not wholly agree with every finding or be able to implement every recommendation, the City wishes to express its respect for the role of the Grand Jury as a judicial body charged to investigate issues regarding City Government.

Respectfully,

Kevin Stafford, Mayor  
City of Susanville

Kevin Stafford  
Mayor  
Joseph Franco  
Mayor pro tem

Councilmembers:  
Brian Moore  
Mendy Schuster  
Brian Wilson

**Introduction:** The 2017-2018 Lassen County Grand Jury received a citizen's complaint regarding the employment practices conducted by the City of Susanville. The belief was that there were several potential discrepancies with City employment practices, including both hiring and termination of employees.

The Susanville City Council is an equal opportunity employer dedicated to ensuring that each employment application received is processed in a consistent manner, without discrimination, and in accordance with local, state, and federal laws. There is always room for improvement in how the City conducts its business, therefore the City Council appreciates the opportunity the Grand Jury has provided for the City to evaluate its employment practices and make improvements and modifications as appropriate.

The City Council welcomes the opportunity to address the 2017-2018 findings and recommendations with the following response.

## **FINDINGS**

**F1:** The Susanville City Council failed to assure a fair hiring practice for the police chief. This occurred by allowing the City Administrator sole power to conduct the entire hiring process.

### Response:

As to the finding that the Susanville City Council failed to assure a fair hiring practice, the City Council disagrees with this finding. The City conducted a fair hiring practice for the police chief. Prior to initiation of the police chief recruitment and selection, City Council provided direction to staff regarding the process to be followed for the hiring of the police chief. This process was followed pursuant to Council's direction.

On June 20, 2018 the City Council approved the department head hiring process. While this action took place after the police chief hiring process as referenced in the Grand Jury Report, the process employed was substantially the same. The key elements of the process are as follows:

- 1) Council reviewed applications and determined which candidates were interviewed.
- 2) An interview panel comprised of professionals in the field was convened. The interview panel ranked the candidates.
- 3) The top two candidates were interviewed, and the top candidate was selected by the City Council.

As to the recommendation that the City Administrator had sole power to conduct the hiring process, the City Council also disagrees with this finding. Section 2.08.090 of the City's Municipal Code (CMC) addresses the authority of the City Administrator regarding appointment of employees. CMC 2.08.090 states: "It shall be the duty of the city administrator to appoint and remove or promote or demote any and all officers and employees of the city with the approval of the city council, except the city attorney, and any elected position or officer. (Ord. 09-970 § 1, 2009; Ord. 04-912 § 1, 2004; Ord. 98-848 § 1; prior code § 2.60)"

The factual circumstances surrounding the hiring of the police chief in the fall of 2016 are that the City followed Section 2.08.090 of the CMC. The City Administrator played an appropriate role in conducting

the hiring process, and the process was conducted with involvement and approval of the City Council. Ultimately, City Council interviewed the top two candidates and approved the top selection.

**F2.** The Susanville City Council failed to cross reference the changes to the job announcement bulletin during the process of hiring a police chief. The changes to the job announcement reduced the qualifications necessary to be hired. This should have been a red flag warning, but instead appeared to be ignored.

Response:

The Susanville City Council partially disagrees with this finding. The initial job announcement was released and posted in error as it was a draft of the actual job posting. It was not approved for posting and was recalled the same day. When the approved job announcement was released and posted, it did not reduce any of the qualifications because the previously released announcement was not approved for release and therefore was not the job announcement.

The Susanville City Council regrets that two job announcements were published; however, the Council does not agree that the issue was ignored. Ultimately the approved job announcement was used for the recruitment of the police chief.

**F3.** Current and former City employees and members of the public had expressed concerns regarding the City Administrator's management style and hiring practices. While this information was presented to the City Council, it appeared warranted yet went unheeded. This responsibility falls directly upon the shoulders of the Susanville City Council.

Response:

As to the finding that concerns expressed regarding the City Administrator's management style went unheeded, the Council disagrees with this finding. Concerns expressed regarding the City Administrator's management style and hiring practices were investigated and addressed as appropriate.

**F4.** When it came to the hiring of City employees, we found that the Susanville City Council allowed the City Administrator far too much latitude. This was inappropriate and there was an extreme lack of checks and balances.

Response:

Susanville City Council disagrees with this finding. As the Chief Executive for the City, and pursuant to CMC 2.08.090, the City Administrator's duty is to appoint any and all employees, with the exception of the City Attorney and elected officers. Employment practices at the City have traditionally been conducted at the department level. Department heads make the final selection for their individual departments, with the City Administrator's approval.

Additionally, the City maintains an "Approved Position List" identifying approved positions and salary ranges for all City Employees. Changes to the "Approved Position List" are approved by City Council. While the City Council appreciates the Grand Jury's concern, this finding does not accurately represent the City's practice. The City of Susanville is an equal opportunity employer and strives to conduct its employment practices to ensure fairness and consistency to all races, ethnicities, sexes, ages, religions and other protected classes under state and federal law.

**F5.** During this investigation, it was discovered there were many circumstances wherein the Susanville City Council appeared to use a closed session for business which should have been conducted in an open session. This eliminated any possibilities for public input and media coverage. It also served as a lack of transparency with possible civil code or Brown Act violations.

Response:

The Susanville City Council disagrees with this finding. The City Council recognizes the importance of transparency in government and the requirement of open meeting laws. The City Council is not aware of any civil code or Brown Act violations during the conduct of its business. The City Attorney advises City Council at meetings and is well versed on the Ralph M. Brown Act. The City Council remains ever vigilant in its effort to remain transparent and compliant with state and federal regulations regarding local government and open meeting laws.

**F6.** The Lassen County Grand Jury requested certain documentation from the City but it was never provided. When additional information was made available, it was stalled and did not arrive in a timely fashion; in the end, inhibiting this investigation.

Response:

The City partially disagrees with the finding. The Grand Jury requested several documents from the City and the City provided the Grand Jury the requested documents that the City was legally authorized to provide. The Grand Jury may have requested documents that the City did not have or documents that the City could not legally provide, in which case, the City could not fulfill the request.

**RECOMMENDATIONS:**

**R1:** Update City policy and procedures for the hiring and termination of City employees. Upon completion, assure the Susanville City Council and all department heads are knowledgeable in these policies and they are not deviated from.

Response:

This recommendation has been implemented. The City Council has updated its established procedures in hiring department heads by adopting a Department Head Selection process on June 20, 2018. Other hiring procedures have been updated pertaining to various employment categories and types of recruitments. The City's employee manual is well established and addresses employee discipline including terminations. The City monitors and updates its policies and procedures as necessary.

**R2:** The Susanville City Council should take a more active role in the hiring of City employees, specifically the department heads.

Response:

This recommendation has been implemented. The City Council monitors and update the Approved Position List as necessary. Additionally, Council directs and approves policy changes pertaining to employment practices. Council relies on the judgement of its city administrator, department heads, and division supervisors to select the most qualified candidates when hiring employees.

On June 20, 2018 the City Council approved the Department Head Selection Process. This document outlines the recruitment and selection process specifically pertaining to department heads.

**R3:** All of the Susanville City Council Members should consider making recurring visits to City departments. These visits should include speaking with rank and file personnel as well as supervisors. In doing so, this may garner potential detrimental information which may not be readily provided by managers or department heads.

Response:

This recommendation has been implemented. Councilmembers commonly interact with rank and file staff and supervisors. In doing so, councilmembers gain insight on the operation of City Departments. This practice has been in place with various City Council members over the past several years and longer.

While councilmembers make recurring visits to City departments. The decision to visit departments lies with each individual Councilmember. Although City Municipal Code section 2.08.180 prohibits Councilmembers from providing direction to staff other than the City Administrator during a City Council meeting, there is nothing in the City code that prohibits City Councilmembers from visiting departments and speaking with City staff.

**R4:** The Susanville City Council is the chief operating authority for the City. Complete accountability ultimately stops with the five elected council members. Should this authority be relinquished to any one individual, it is fundamentally necessary for the Susanville City Council to validate all information received prior to making major decisions which could financially damage the City.

Response:

This recommendation will not be implemented because it is unreasonable. Unfortunately, the recommendation as stated is overly broad. City staff, including the city administrator, department heads, division supervisors and others are called upon to make decisions daily which could financially damage the City. For this reason, it is imperative for the City to employ competent, experienced individuals to conduct the business of the City on a day to day basis. The notion of relying on City Council to make all major decisions leads to dysfunctional governance. The role of the City Council is to provide oversight and hold City staff accountable for their actions.

**R5:** The Susanville City Council should take steps to provide more transparency when it comes to hiring or termination of key employees.

Response:

This recommendation will not be implemented because it is unreasonable. Unfortunately, the recommendation as stated is overly broad. All employees of the City of Susanville are key employees. Employees have a right to confidentiality when being hired and when being terminated. Transparency in the process would have a high likelihood of violating a reasonable expectation of privacy in the hiring and disciplinary process.

Specifically, regarding termination of employees, employers must protect the confidentiality of the reasons for termination and the circumstances surrounding termination. The reasons and circumstances often pertain to confidential information that cannot be publicly exposed.

**R6:** When the Lassen County Grand Jury conducts an information request from the City, it is essential this be provided in the timeframe given without excuses or justifications. Time is always critical for a

Grand Jury as interviews, collection of documents and evidence, and final reports must be completed within a limited timeframe. Future delays and/or obstructions will not be tolerated.

Response:

This recommendation has been implemented. The Grand Jury requested several documents from the City and the City provided the Grand Jury the requested documents that the City was legally authorized to provide. The Grand Jury may have requested documents that the City did not have or that the City could not legally provide, in which case the City could not fulfill the request.

The Susanville City Council recognizes the importance of the Grand Jury and appreciates the work involved in conducting an investigation. The Susanville City Council understands the time constraints the Grand Jury is under and in no way seeks to hamper an investigation by delaying information requests. The Susanville City Council takes this recommendation seriously and commits to provide all requested documents that the City is legally authorized to provide as timely as possible.

Reviewed by:  Interim City Administrator

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

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

**ACTION DATE:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 18-5581**, FY 2017-18 Annual Report of Development/Mitigation Fees

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

**SUMMARY:** Government Code Section 66000, also known as the Mitigation Fee Act, provides the legal authority for local agencies to charge and collect development impact fees for new development within their jurisdiction. The fees require new developments to pay their fair share of their impact on existing facilities and to pay for new facilities to maintain existing service levels. Government Code 66001 requires local agencies that impose a fee as a condition of approval of a development project to identify the purpose of the fee and the use to which the fee is to be put. After the adoption of the 1990 General Plan, the City contracted with The Abby Group to prepare a Capital Facilities Mitigation Analysis which projected population growth and future development and the cost of the additional public facilities that would be needed to serve the increased population. The cost of the new facilities was then divided by the number of projected homes and square feet of commercial development to determine a fair share cost for each new development. Periodically, the City has increased these fees to more closely keep up with inflation.

In some cases, the City has also adopted additional provisions outlining the use of specific funds. Municipal Code Title 3, Chapter 32, outlines the use of Public Facilities impact fees for Police, Fire, Street and Traffic Facility and Maintenance. Municipal Code Title 16, Chapter 32, outlines the use of Parkland Dedication Fees. Most Impact fees apply equally to all new development within the City limits. However, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and later established five mitigation fees for that project area.

- #93-2471 Establishing the Skyline Drive/Numa Signal Traffic Signal Fund
- #95-2649 Establishing a Class 1 Bicycle Lane Construction Fund for Skyline Road
- #14-5108 Establishing Traffic Signal Fund by combining Skyline/Numa and Skyline/139

All of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected. Government Code 6600 (b) outlines the annual reporting requirements.

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

**ACTION REQUESTED:** Motion to adopt Resolution 18-5581 Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2017-18.

**ATTACHMENTS:** Resolution No. 18-5581

**APPENDIX A**  
**RESOLUTION #18-5581**

**Streets Mitigation Fund**

Amount of fees: \$ 0.98 square foot of new commercial/residential conditioned living space

Beginning Fund Balance at 7/1/17:	\$	28,686
Fees and interest collected during FY 2017-18:		
Fees	\$	14,368
Interest	\$	482
Expenditures and type during FY 2017-18:	\$	0
Fees returned or allocated during FY 2017-18:	\$	0
Ending Fund Balance at 6/30/18:	\$	43,536
Amount of fees in ending balance at the Five Year Point:	\$	0

Funds committed to the following project:

**Police Mitigation Fund**

Amount of fees: \$ 1.26 per square foot of new commercial/residential conditioned living space

Beginning Fund Balance at 7/1/17:	\$	11,089
Fees and interest collected during FY 2017-18:		
Fees	\$	18,452
Interest	\$	779
Expenditures and type during FY 2017-18:		
Police Vehicle	\$	20,702
Fees returned or allocated during FY 2017-18:	\$	0
Ending Fund Balance at 6/30/18:	\$	9,618
Amount of fees in ending balance at the Five Year Point:	\$	0

Funds committed to the following project:

**Fire Mitigation Fund**

Amount of fees: \$ 0.93 per square foot of all new residential space  
\$ 1.15 per square foot of all new commercial space

Beginning Fund Balance at 7/1/18: \$ 120,060  
Fees and interest collected during FY 2017-18:  
Fees \$ 19,412  
Interest \$ 1,716  
Expenditures and type during FY 2017-18: \$ 0  
Fees returned or allocated during FY 2017-18: \$ 0  
Ending Fund Balance at 6/30/18: \$ 141,188  
Amount of fees in ending balance at the Five Year Point: \$ 18,178

Funds committed to the following project: New Ladder Truck

**Park Dedication Fund**

Amount of fees: \$ 571.58 - single family homes  
\$ 457.62 - per unit for duplexes, triplexes and fourplexes  
\$ 413.84 - per unit for multifamily dwellings  
\$ 388.34 - per unit for mobile homes in mobile home parks

Beginning Fund Balance at 7/1/17: \$ 163,061  
Fees and interest collected during FY 2017-18:  
Fees \$ 1,143  
Interest \$ 2,117  
Expenditures and type during FY 2017-18:  
Professional On-Call Park Design \$ 6,000  
Fees returned or allocated during FY 2017-18: \$ 0  
Ending Fund Balance at 6/30/18: \$ 160,321  
Amount of fees in ending balance at the Five Year Point: \$ 154,792

Funds committed to the following project: Skyline Community Park

**Skyline Bicycle Lane Established by Res #95-2649**

Amount of fees: \$ 173.72 - per lot per year and increases \$5.16 per year within Skyline Terrace

Beginning Fund Balance at 7/1/17: \$ 7,576  
Fees and interest collected during FY 2017-18:

	Fees	\$	1,148
	Interest	\$	89
Expenditures and type during FY 2017-18:		\$	0
Fees returned or allocated during FY 2017-18:		\$	0
Ending Fund Balance at 6/30/18:		\$	8,813
Amount of fees in ending balance at the Five Year Point:		\$	7,308

Funds committed to the following project:  
Bicycle lane constructed in 1998.

**Traffic Signal Fund Established by Res #14-5108**

Beginning Fund Balance at 7/1/17:		\$	97,331
Fees and interest collected during FY 2017-18:			
	Fees	\$	405
	Interest	\$	1,121
Expenditures and type during FY 2017-18:		\$	18,311
City Contribution to Lassen County for installation of signal			
Fees returned or allocated during FY 2017-18:		\$	0
Ending Fund Balance at 6/30/18:		\$	80,546
Amount of fees in ending balance at the Five Year Point:		\$	76,341
Funds committed to the following project:			
Skyline/Numa:		\$	80,546

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

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

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

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated September 8, 2108 through October 5, 2018 numbered 202159 through 202358.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 1,049,136.02 plus \$ 144,328.10 in payroll warrants, for a total of \$ 1,193,464.12.

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

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

Report Criteria:  
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 9/7/2	7650-2203-1	8,812.11-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Social Security Pay Period: 9/7/2	7650-2203-1	8,812.11-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 9/7/2018	7650-2203-1	2,625.68-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Medicare Pay Period: 9/7/2018	7650-2203-1	2,625.68-
09/07/2018	CDPT	09/11/2018	835	CITY OF SUSANVILLE PAYRL T	1	Federal Withholding Tax Pay Peri	7650-2203-1	17,513.86-
Total 835:			5					40,389.44-
09/07/2018	CDPT	09/11/2018	836	EMPLOYMENT DEV. DEPT PI	6	State Withholding Tax Pay Period:	7650-2203-1	6,170.38-
Total 836:			1					6,170.38-
09/07/2018	CDPT	09/11/2018	837	EMPLOYMENT DEV DEPT SDI	7	State Disability Tax Pay Period: 9	7650-2203-1	1,677.56-
Total 837:			1					1,677.56-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal Pay Period: 9/7	7650-2203-1	2,625.74-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal Pay Period: 9/7	7650-2203-1	5,120.97-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Police Pay Period: 9/7/20	7650-2203-1	1,343.76-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Police Pay Period: 9/7/20	7650-2203-1	1,725.40-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire Pay Period: 9/7/2018	7650-2203-1	484.63-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire Pay Period: 9/7/2018	7650-2203-1	1,408.79-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS Misc Pay and Report Pay	7650-2203-1	74.92-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS Fire Pay and Report Pay P	7650-2203-1	100.16-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal AB 340 Pay Pe	7650-2203-1	2,006.76-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - MUNICIPAL AB 340 Pay Pe	7650-2203-1	2,196.86-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	2,004.27-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - POLICE AB 340 Pay Peri	7650-2203-1	2,027.82-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	889.49-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire AB 340 Pay Period:	7650-2203-1	899.95-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	Survivor's Benefits Pay Period: 9/	7650-2203-1	13.00-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Municipal Benefit Pay Pe	7650-2203-1	349.47-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Fire Benefit Pay Period:	7650-2203-1	812.53-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	PERS - Police Benefit Pay Period	7650-2203-1	1,343.76-
09/07/2018	CDPT	09/11/2018	838	P.E.R.S.	8	ROUNDING	1000-421-10-	.01
Total 838:			19					25,428.27-
09/07/2018	CDPT	09/11/2018	202170	CA STATE DISBURSEMENT UNI	37	Case #2000	7650-2203-0	69.23-
Total 202170:			1					69.23-
09/07/2018	CDPT	09/11/2018	202171	NATIONWIDE RETIREMENT SO	5	00284077 Pebsco Pay Period: 9/	7650-2203-0	550.00-
Total 202171:			1					550.00-
09/07/2018	CDPT	09/11/2018	202172	NEVADA STATE TREASURER	44	REM ID 876772300A Garnishme	7650-2203-0	2.00-
Total 202172:			1					2.00-
09/07/2018	CDPT	09/11/2018	202173	STATE COLLECTION & DISBUR	43	REM ID 876772300A Child Supp	7650-2203-0	406.15-
Total 202173:			1					406.15-

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	
09/07/2018	CDPT	09/11/2018	202174	VALIC	4	Valic Pay Period: 9/7/2018	7650-2203-0	2,363.08-	
Total 202174:			1						2,363.08-
09/07/2018	CDPT	09/11/2018	202175	VANTAGEPOINT TRANS. AGEN	3	457 DEFERRED COMPENSATIO	7650-2203-0	150.00-	
Total 202175:			1						150.00-
Grand Totals:			32						77,206.11-

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
09/18	09/13/2018	202176	9443		REFUND WATER DEPOSIT	10432250026	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
Total 10432250026:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- WATER	1113 082518	1	7110-430-42-46	SUPPLIES-GENERAL	673.11	673.11
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-WATER	1113 082518	2	7110-430-42-46	SUPPLIES - SAFETY ITEMS	586.05	586.05
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE-WATER	1113 082518	3	7110-430-42-45	TRAVEL	652.49	652.49
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- WATER	1113 082518	4	7110-430-42-46	SUPPLIES-SMALL TOOLS	320.49	320.49
Total 1113 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-PD	1159 082518	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	14.20	14.20
09/18	09/13/2018	202177	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	1159 082518	2	1000-421-10-47	MACHINERY AND EQUIPMENT	1,140.00	1,140.00
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PD	1159 082518	3	1000-421-10-46	POSTAGE	50.00	50.00
Total 1159 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE	2064 082518	1	1000-413-20-45	TRAVEL	2,029.50	2,029.50
09/18	09/13/2018	202177	884	BANK OF AMERICA	SOFTWARE SUPPORT	2064 082518	2	1000-413-20-47	SOFTWARE	14.99	14.99
Total 2064 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PD	2754 082518	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	118.38	118.38
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-PD	2754 082518	2	1000-421-10-44	FACILITY - REPAIR & MAINTEN	1,192.00	1,192.00
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PD	2754 082518	3	1000-421-10-46	SUPPLIES-GENERAL	239.13	239.13
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PD	2754 082518	4	1000-421-10-46	POSTAGE	21.55	21.55
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	2754 082518	5	1000-421-10-45	TRAINING	195.00	195.00
Total 2754 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PD	2896 082518	1	1000-421-10-46	SUPPLIES-GENERAL	12.75	12.75
09/18	09/13/2018	202177	884	BANK OF AMERICA	FUEL-PD	2896 082518	2	1000-421-10-46	GASOLINE	240.48	240.48
09/18	09/13/2018	202177	884	BANK OF AMERICA	RPR & MAINT FIREARMS- PD	2896 082518	3	1000-421-10-44	FIREARM - REPAIR & MAINTEN	589.70	589.70
09/18	09/13/2018	202177	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	2896 082518	4	1000-421-10-47	EQUIPMENT - SAFETY	484.53	484.53

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2896 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	FUEL-FIRE	3609 082518	1	1000-422-50-46	GASOLINE	1,327.46	1,327.46
Total 3609 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	CITY HALL PHONES	4028 082518	1	1000-417-10-45	COMMUNICATIONS	523.01	523.01
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE	4028 082518	2	1000-411-40-45	TRAVEL	177.05	177.05
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	4028 082518	3	1000-417-10-46	SUPPLIES-GENERAL	4.19	4.19
Total 4028 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-FD	4119 082518	1	1000-422-10-46	SUPPLIES-GENERAL	10.69	10.69
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-FD	4119 082518	2	1000-422-10-46	POSTAGE	9.65	9.65
Total 4119 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE- BUILDING	4728 082518	1	1000-424-20-45	TRAVEL	20.34	20.34
Total 4728 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	WEB BUILDER-AP	5203 082518	1	7620-430-11-48	DUES AND MEMBERSHIPS	59.95	59.95
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PW	5203 082518	2	7620-430-10-46	POSTAGE	6.70	6.70
Total 5203 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	6579 082518	1	1000-416-10-46	SUPPLIES-GENERAL	23.84	23.84
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	6579 082518	2	1000-417-10-45	PRINTING AND BINDING	112.44	112.44
09/18	09/13/2018	202177	884	BANK OF AMERICA	TRAVEL EXPENSE	6579 082518	3	1000-411-10-45	TRAVEL	422.18	422.18
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES	6579 082518	4	1000-417-10-46	SUPPLIES-GENERAL	37.40	37.40
09/18	09/13/2018	202177	884	BANK OF AMERICA	TECHNICAL SERVICES	6579 082518	5	1000-417-10-43	TECHNICAL SVCS	314.06	314.06
Total 6579 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-WATER	6624 082518	1	7110-430-42-46	SUPPLIES-GENERAL	1,059.11	1,059.11
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-WATER	6624 082518	2	7110-430-42-46	POSTAGE	13.87	13.87
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PW	6624 082518	3	7620-430-10-46	SUPPLIES-GENERAL	558.83	558.83

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 6624 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 082518	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	943.41	943.41
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-FD	6670 082518	2	1000-422-10-46	SUPPLIES-GENERAL	212.50	212.50
Total 6670 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 082518	1	7620-430-10-48	DUES AND MEMBERSHIPS	75.94	75.94
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-PW	7045 082518	2	7620-430-10-47	FURNITURE AND FIXTURES	515.97	515.97
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- PW	7045 082518	3	7620-430-10-46	SUPPLIES-GENERAL	137.51	137.51
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-GAS	7045 082518	4	7401-430-62-46	POSTAGE	14.07	14.07
09/18	09/13/2018	202177	884	BANK OF AMERICA	POSTAGE-PW	7045 082518	5	7620-430-10-46	POSTAGE	8.96	8.96
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-GAS	7045 082518	6	7401-430-62-46	SUPPLIES-GENERAL	32.12	32.12
09/18	09/13/2018	202177	884	BANK OF AMERICA	WEB SUPPORT-PW	7045 082518	7	7620-430-10-47	SOFTWARE	455.28	455.28
Total 7045 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES-GAS	7575 082518	1	7401-430-62-46	SUPPLIES-GENERAL	475.00	475.00
Total 7575 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-PD	8830 082518	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	111.55	111.55
09/18	09/13/2018	202177	884	BANK OF AMERICA	FUEL-PD	8830 082518	2	1000-421-10-46	GASOLINE	213.27	213.27
Total 8830 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	REPAIR & MAINT-FD	8852 082518	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	387.89	387.89
Total 8852 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 082518	1	1000-421-10-45	INVESTIGATIVE FUNDS	93.80	93.80
Total 8955 082518:											
09/18	09/13/2018	202177	884	BANK OF AMERICA	SUPPLIES- GC	9430 082518	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	99.00	99.00
09/18	09/13/2018	202177	884	BANK OF AMERICA	JANITORIAL SUPPLIES-GC	9430 082518	2	7530-451-52-46	JANITORIAL SUPPLIES	101.87	101.87
09/18	09/13/2018	202177	884	BANK OF AMERICA	PROSHOP SUPPLIES- GC	9430 082518	3	7530-451-55-46	SUPPLIES - GENERAL	438.98	438.98

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 9430 082518:											
09/18	09/13/2018	202178	927	BAXTER AUTO PARTS IN	SUPPLIES- STREETS	320199588	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	50.06	50.06
Total 320199588:											
09/18	09/13/2018	202178	927	BAXTER AUTO PARTS IN	SUPPLIES- STREETS	320199593	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	27.01	27.01
Total 320199593:											
09/18	09/13/2018	202178	927	BAXTER AUTO PARTS IN	SUPPLIES- STREETS	320199598	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	29.20	29.20
Total 320199598:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES-WATER	422068	1	7110-430-42-46	SUPPLIES-GENERAL	6.71	6.71
Total 422068:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	422110	1	2007-431-20-46	SUPPLIES-GENERAL	14.47	14.47
Total 422110:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	422335	1	2007-431-20-46	SUPPLIES-GENERAL	4.28	4.28
Total 422335:											
09/18	09/13/2018	202179	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	422365	1	2007-431-20-46	SUPPLIES-GENERAL	4.27	4.27
Total 422365:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH 090118	1	1000-452-20-44	DISPOSAL	252.28	252.28
Total 110NORTH 090118:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIRCLE 090118	1	7530-451-52-44	DISPOSAL	209.55	209.55
Total 470895CIRCLE 090118:											

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
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 090118	1	1000-417-10-44	DISPOSAL	174.44	174.44
Total SVL2 090118:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 090118	1	1000-452-20-44	DISPOSAL	207.59	207.59
Total SVL5 090118:											
09/18	09/13/2018	202180	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 090118	1	1000-421-10-44	DISPOSAL	103.80	103.80
Total SVL7 090118:											
09/18	09/13/2018	202181	1358	CLASSIC GOLF CAR INC.	SUPPLIES- G.C	4545	1	7530-451-52-44	REPAIR & MAINT - BUILDING	78.97	78.97
Total 4545:											
09/18	09/13/2018	202182	1266	CROP PRODUCTION SE	SUPPLIES- GC	37348116	1	7530-451-52-46	SUPPLIES-GENERAL	345.00	345.00
Total 37348116:											
09/18	09/13/2018	202183	173	DATCO SERVICES	SUBSTANCE TEST	34512457	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 34512457:											
09/18	09/13/2018	202184	9444		REFUND GAS DEPOSIT	10224500002	1	7401-2228-000	DEPOSITS-CUSTOMER	99.20	99.20
Total 10224500002:											
09/18	09/13/2018	202185	1565	DIRTY JOE'S CAR WASH	CAR WASH- PD	090418	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	40.00	40.00
Total 090418:											
09/18	09/13/2018	202186	265	FRONTIER	257-1000 DSL SERVICE	1000 090518	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
09/18	09/13/2018	202186	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 090518	2	7110-430-42-45	COMMUNICATIONS	24.15	24.15
09/18	09/13/2018	202186	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 090518	3	7401-430-62-45	COMMUNICATIONS	24.15	24.15
09/18	09/13/2018	202186	265	FRONTIER	257-1000 ADMIN FAX	1000 090518	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
09/18	09/13/2018	202186	265	FRONTIER	257-1000 CITY CLERK FAX	1000 090518	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
09/18	09/13/2018	202186	265	FRONTIER	257-1000 ADMIN	1000 090518	6	1000-413-20-45	COMMUNICATIONS	3.43	3.43
09/18	09/13/2018	202186	265	FRONTIER	257-1000 CITY CLERK	1000 090518	7	1000-411-40-45	COMMUNICATIONS	2.66	2.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/18	09/13/2018	202186	265	FRONTIER	257-1000 FINANCE	1000 090518	8	1000-415-10-45	COMMUNICATIONS	2.66	2.66
09/18	09/13/2018	202186	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 090518	9	1000-419-10-45	COMMUNICATIONS	2.66	2.66
09/18	09/13/2018	202186	265	FRONTIER	257-1000 CITY HALL	1000 090518	10	1000-417-10-45	COMMUNICATIONS	248.58	248.58
Total 1000 090518:											
09/18	09/13/2018	202186	265	FRONTIER	257-1033-PARKS	1033 090518	1	1000-452-20-45	COMMUNICATIONS	237.32	237.32
Total 1033 090518:											
09/18	09/13/2018	202186	265	FRONTIER	257-2520 GOLF COURSE	2520 090118	1	7530-451-52-45	COMMUNICATIONS	320.41	320.41
Total 2520 090118:											
09/18	09/13/2018	202186	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 090518	1	1000-417-10-45	COMMUNICATIONS	67.32	67.32
Total 2960 090518:											
09/18	09/13/2018	202187	7678		REFUND GAS DEPOSIT	10324102505	1	7401-2228-000	DEPOSITS-CUSTOMER	63.26	63.26
Total 10324102505:											
09/18	09/13/2018	202188	288		REIMBURSE HEALTH INS	091118	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	81.64	81.64
Total 091118:											
09/18	09/13/2018	202189	7364		REFUND GAS DEPOSIT	10120650516	1	7401-2228-000	DEPOSITS-CUSTOMER	61.29	61.29
Total 10120650516:											
09/18	09/13/2018	202190	9448		REFUND GAS DEPOSIT	10526760023	1	7401-2228-000	DEPOSITS-CUSTOMER	181.37	181.37
Total 10526760023:											
09/18	09/13/2018	202191	1362	IRON MOUNTAIN INFO. M	SHREDDING- PD	AEME277	1	1000-421-10-43	PROFESSIONAL SVCS	129.42	129.42
Total AEME277:											
09/18	09/13/2018	202192	9451		REFUND GAS DEPOSIT	10324101606	1	7401-2228-000	DEPOSITS-CUSTOMER	76.86	76.86

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10324101606:											
09/18	09/13/2018	202193	9345	KASL CONSULTING ENGI	PROFESSIONAL SERVICES	18198	1	2007-431-26-43	PROFESSIONAL SERVICES	28,236.25	28,236.25
Total 18198:											
09/18	09/13/2018	202194	1335	LASSEN COUNTY OFFIC	LIVESCAN FEES	18/19-011	1	1000-416-10-45	FINGERPRINTING SERVICES	10.00	10.00
Total 18/19-011:											
09/18	09/13/2018	202195	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	091018	1	2018-463-70-48	TAXES, FEES, PERMITS & CHA	168.00	168.00
09/18	09/13/2018	202195	9206	LASSEN COUNTY RECO	RELEASE OF RECONVEYANCE	091018	2	2040-463-71-48	TAXES, FEES, PERMITS & CHA	28.00	28.00
Total 091018:											
09/18	09/13/2018	202196	413	SUSANVILLE TOWING	REPAIRS #80- PD	55535	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	384.96	384.96
Total 55535:											
09/18	09/13/2018	202197	432	LEXIS NEXIS	CONTRACT 08/18- 9/18	3091642819	1	1000-412-10-48	DUES AND MEMBERSHIPS	442.00	442.00
Total 3091642819:											
09/18	09/13/2018	202198	9446		REFUND GAS DEPOSIT	10102950421	1	7401-2228-000	DEPOSITS-CUSTOMER	39.66	39.66
Total 10102950421:											
09/18	09/13/2018	202199	437	LMUD	SOUTH ST - PW OFFICE	14590 082818	1	7620-430-10-46	ELECTRICITY	501.81	501.81
Total 14590 082818:											
09/18	09/13/2018	202199	437	LMUD	CADY SPRINGS	26784 082818	1	7110-430-42-46	ELECTRICITY	51.24	51.24
Total 26784 082818:											
09/18	09/13/2018	202199	437	LMUD	RICHMOND RD BRIDGE	35094 082818	1	2007-431-60-46	ELECTRICITY	244.23	244.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 35094 082818:											
09/18	09/13/2018	202199	437	LMUD	720 SOUTH EMULSION TANK-P	38646 082818	1	7620-430-10-46	ELECTRICITY	244.23	244.23
Total 38646 082818:											
09/18	09/13/2018	202199	437	LMUD	SOUTH ST & WEST END	416924 082818	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416924 082818:											
09/18	09/13/2018	202199	437	LMUD	RICHMOND RD & PEARL CR	416984 082818	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416984 082818:											
09/18	09/13/2018	202199	437	LMUD	ORCHARD STREET LIGHTS	418802 082818	1	2007-431-60-46	ELECTRICITY	57.96	57.96
Total 418802 082818:											
09/18	09/13/2018	202199	437	LMUD	RIVERSIDE DR.	418824 082818	1	2007-431-60-46	ELECTRICITY	61.42	61.42
Total 418824 082818:											
09/18	09/13/2018	202199	437	LMUD	RIVERSIDE DR.	418833 082818	1	2007-431-60-46	ELECTRICITY	61.42	61.42
Total 418833 082818:											
09/18	09/13/2018	202199	437	LMUD	SPRING RIDGE BOOSTER-WAT	55754 082818	1	7110-430-42-46	ELECTRICITY	621.07	621.07
Total 55754 082818:											
09/18	09/13/2018	202199	437	LMUD	GEO PUMP #2	9503 082818	1	7301-430-52-46	ELECTRICITY	39.62	39.62
Total 9503 082818:											
09/18	09/13/2018	202199	437	LMUD	HOSPITAL LN-GEO	9963 082818	1	7301-430-52-46	ELECTRICITY	20.00	20.00
Total 9963 082818:											

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
09/18	09/13/2018	202200	9445		REFUND GAS DEPOSIT	10526660011	1	7401-2228-000	DEPOSITS-CUSTOMER	112.91	112.91
Total 10526660011:											
09/18	09/13/2018	202201	9442	LOWRIE, DENNIS	SUPPLIES- GAS	1065	1	7401-430-62-46	SUPPLIES-GENERAL	669.73	669.73
Total 1065:											
09/18	09/13/2018	202202	9449		REFUND GAS DEPOSIT	10115600114	1	7401-2228-000	DEPOSITS-CUSTOMER	181.71	181.71
Total 10115600114:											
09/18	09/13/2018	202203	9447		REFUND WATER DEPOSIT	10306650015	1	7110-2228-000	DEPOSITS-CUSTOMER	48.61	48.61
Total 10306650015:											
09/18	09/13/2018	202204	548	PEE WEE ENTERPRISES	INFIELD GRADING- MEMORIAL	18081303	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	5,500.00	5,500.00
Total 18081303:											
09/18	09/13/2018	202205	550		SPECIAL INVESTIGATIVE FUND	091018	1	1000-421-10-48	SPECIAL OPERATIONS	750.00	750.00
Total 091018:											
09/18	09/13/2018	202206	9379	PUREFIT INC.	SUPPLIES- G.C	52569	1	7530-451-55-46	SUPPLIES - GENERAL	67.50	67.50
Total 52569:											
09/18	09/13/2018	202207	582	RAY MORGAN CO INC	BASE RATE CHARGE	2205138	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	318.64	318.64
09/18	09/13/2018	202207	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2205138	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	159.32	159.32
Total 2205138:											
09/18	09/13/2018	202208	1296	RENTAL GUYS	EQUIPMENT RENTALS- GAS	675194-5	1	7401-430-62-44	RENT & LEASES EQUIP & VEHI	1,593.00	1,593.00
Total 675194-5:											
09/18	09/13/2018	202209	9450		REFUND GAS DEPOSIT	10327000000	1	7401-2228-000	DEPOSITS-CUSTOMER	132.17	132.17

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 10327000000:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	606 NEVADA	1274 090118	1	1000-417-10-44	SEWER	132.17	132.17
Total 1274 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	66 N LASSEN	1276 090118	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 090118	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	65 N WEATHERLOW ST	1449 090118	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1801 MAIN	2121 090118	1	1000-421-10-44	SEWER	52.00	52.00
Total 2121 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 090118	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 090118	1	1000-452-20-44	SEWER	59.00	59.00
Total 3668 090118:											
09/18	09/13/2018	202210	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 090118	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 090118:											
09/18	09/13/2018	202211	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	091118	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 091118:											

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
09/18	09/13/2018	202212	8878	WOOD RODGERS, INC.	PROFESSIONAL SERICES 7/31/	119591	1	2007-431-36-43	TECHNICAL SERVICES	26.24	26.24
Total 119591:											
09/18	09/13/2018	202213	8878	WOOD RODGERS, INC.	PROFESSIONAL SERVICES	119590	1	2007-431-37-43	TECHNICAL SERVICES	389.62	389.62
Total 119590:											
Grand Totals:											
										64,286.09	64,286.09

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
09/18	09/18/2018	202214	728	U S POSTMASTER	UB BILLING GAS	091818	1	7401-430-62-46	POSTAGE	400.58	400.58
09/18	09/18/2018	202214	728	U S POSTMASTER	UB BILLING WATER	091818	2	7110-430-42-46	POSTAGE	777.58	777.58
Total 091818:										1,178.16	1,178.16
Grand Totals:										1,178.16	1,178.16

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
09/18	09/20/2018	202217	1208	ADVANCED COMFORT C	REPAIR & MAINT	80904132525	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	663.73	663.73
Total 80904132525:											
09/18	09/20/2018	202218	21	AIRGAS USA, LLC	CHLORINE-WATER	9079563901	1	7110-430-42-46	SUPPLIES-GENERAL	794.24	794.24
Total 9079563901:											
09/18	09/20/2018	202219	40	AMPS ELECTRIC	REPAIRS-WATER	2762	1	7110-430-42-43	PROFESSIONAL SVCS	95.00	95.00
Total 2762:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	6362471277	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 6362471277:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636271276	1	7620-430-10-44	LINEN SERVICE	29.08	29.08
Total 636271276:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636271278	1	2007-431-20-44	LINEN SERVICE	47.82	47.82
Total 636271278:											
09/18	09/20/2018	202220	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636271279	1	7110-430-42-44	LINEN SERVICE	38.65	38.65
Total 636271279:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320199549	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	126.74	126.74
Total 320199549:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320199552	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	7.84	7.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 320199552:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320199648	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	168.17	168.17
Total 320199648:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	CREDIT- PW	320199863	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	106.12-	106.12-
Total 320199863:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	CREDIT- PW	320199880	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	67.33-	67.33-
Total 320199880:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-STREETS	320200024	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	17.07	17.07
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-WATER	320200024	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	17.07	17.07
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-GAS	320200024	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.08	17.08
Total 320200024:											
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-STREETS	320200028	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.59	12.59
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-WATER	320200028	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.59	12.59
09/18	09/20/2018	202221	927	BAXTER AUTO PARTS IN	SUPPLES-GAS	320200028	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.60	12.60
Total 320200028:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	422273	1	1000-422-10-46	SUPPLIES-GENERAL	37.78	37.78
Total 422273:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	422438	1	2007-431-20-46	SUPPLIES-GENERAL	5.77	5.77
Total 422438:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422518	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	26.03	26.03
Total 422518:											

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
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FD	422598	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	28.25	28.25
Total 422598:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES-WATER	422603	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	68.01	68.01
Total 422603:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422722	1	7110-430-42-46	SUPPLIES-GENERAL	4.57	4.57
Total 422722:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	422760	1	1000-422-10-46	SUPPLIES-GENERAL	19.29	19.29
Total 422760:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422876	1	7110-430-42-46	SUPPLIES-GENERAL	5.15	5.15
Total 422876:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES-WATER	422919	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	31.43	31.43
Total 422919:											
09/18	09/20/2018	202222	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	422942	1	1000-422-10-46	SUPPLIES-GENERAL	47.17	47.17
Total 422942:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLC600MAINST 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 090118	1	2007-431-20-44	DISPOSAL	20.41	20.41
Total PLCBOFA 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 09011	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 PLCBUEHLERDNT 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 09011	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCDIAMONDMTN 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCELKSLODGE 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 090118	1	2007-431-20-44	DISPOSAL	20.41	20.41
Total PLCFROSTYMILL 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 09011	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCGROCERYOUT 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCHAIRHUNTER 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCHOTELLSN1 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCKBUILD 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCKNOCKBUILD 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLE ITA 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCLITTLE ITA 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCLVCHARTR 090118:											

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
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSENP 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCMTLASSENP 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 090118	1	2007-431-20-44	DISPOSAL	81.34	81.34
Total PLCPANCERAPL 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPLA 09011	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCPANCERAPLA 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSIERRAJWLR 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSIERRATHTR 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLERAL 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCSVILLERAL 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 09011	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCUPTOWNPARK 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 090118	1	2007-431-20-44	DISPOSAL	40.67	40.67
Total PLCUSPOSTAL 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 090118	1	2007-431-20-44	DISPOSAL	42.63	42.63
Total PLCVETSMEMOR 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 09011	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 PLCWALMARTBUS 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 090118	1	7620-430-10-44	DISPOSAL	176.40	176.40
Total SVL15 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 090118	1	7620-430-10-44	DISPOSAL	180.29	180.29
Total SVL8 090118:											
09/18	09/20/2018	202223	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 090118	1	1000-422-10-44	DISPOSAL	174.44	174.44
Total SVLFD 090118:											
09/18	09/20/2018	202224	148	COMPUTER LOGISTICS	COMPUTER TOWER	71848	1	1000-415-10-47	MACHINERY AND EQUIPMENT	1,213.41	1,213.41
Total 71848:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740140961	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	28.93	28.93
Total 2740140961:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740141033	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	21.50	21.50
Total 2740141033:											
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT- WATER	2740141059	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.29	4.29
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT- GAS	2740141059	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.28	4.28
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT- STREETS	2740141059	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.28	4.28
Total 2740141059:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-PW	2740141874	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	22.19	22.19
Total 2740141874:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-PW	2740141986	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	31.82	31.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2740141986:											
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT-PW	2740142706	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	16.88-	16.88-
Total 2740142706:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-PW	2740143596	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	13.92	13.92
Total 2740143596:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740143905	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	21.45	21.45
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-WATER	2740143905	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	21.45	21.45
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-STREETS	2740143905	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	21.44	21.44
Total 2740143905:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740143963	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	42.18	42.18
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-WATER	2740143963	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	42.18	42.18
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-STREETS	2740143963	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	42.18	42.18
Total 2740143963:											
09/18	09/20/2018	202225	161	CSK AUTO INC	CREDIT-PW	2740144503	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	126.54	126.54
Total 2740144503:											
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-STREETS	2740144574	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	71.49	71.49
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-GAS	2740144574	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	71.50	71.50
09/18	09/20/2018	202225	161	CSK AUTO INC	SUPPLIES-WATER	2740144574	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	71.49	71.49
Total 2740144574:											
09/18	09/20/2018	202226	167	DALCAR ELECTRICAL SU	SUPPLIES - COMMUNITY GARD	21123	1	1000-413-20-46	SUPPLIES-GENERAL	68.54	68.54
Total 21123:											
09/18	09/20/2018	202227	164	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	324205	1	1000-416-10-45	FINGERPRINTING SERVICES	256.00	256.00

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Total 324205:											
09/18	09/20/2018	202228	198	DITCH SWITCH EQUIPMEN	SUPPLIES- WATER	256510	1	7110-430-42-47	MACHINERY AND EQUIPMENT	110.29	110.29
Total 256510:											
09/18	09/20/2018	202229	9420		REFUND GAS OVERPAYMENT	10114110011.	1	9999-1001-001	CASH CLEARING - UTILITIES	14.00	14.00
Total 10114110011.:											
09/18	09/20/2018	202230	1329	FAST GLASS INC.	REPAIR WINDSHIELD- PW	ISPA125654	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	195.00	195.00
Total ISPA125654:											
09/18	09/20/2018	202231	238	FASTENAL COMPANY	SUPPLIES-STREETS	78643	1	2007-431-20-46	SUPPLIES-GENERAL	12.86	12.86
Total 78643:											
09/18	09/20/2018	202232	241	FEATHER PUBLISHING C	PUBLIC NOTICE ABATEMENTS	7858	1	1000-425-20-43	TECHNICAL SVCS	52.00	52.00
Total 7858:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	875958A	1	7110-430-42-43	TECHNICAL SVCS	270.00	270.00
Total 875958A:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	876601A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 876601A:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877009A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 877009A:											
09/18	09/20/2018	202233	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877313A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 877313A:											

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09/18	09/20/2018	202234	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	AR2333	1	7620-430-10-43	TECHNICAL SVCS	571.21	571.21
Total AR2333:											
09/18	09/20/2018	202234	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR2334	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
09/18	09/20/2018	202234	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR2334	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total AR2334:											
09/18	09/20/2018	202235	1063		TR EX TENYA LODGE YOSEMIT	091418	1	1000-411-10-45	TRAVEL	933.83	933.83
Total 091418:											
09/18	09/20/2018	202236	265	FRONTIER	257-1041 ADMIN-PW	1041 090518	1	7620-430-10-45	COMMUNICATIONS	312.14	312.14
Total 1041 090518:											
09/18	09/20/2018	202236	265	FRONTIER	257-1051 PW-STREETS	1051 090518	1	7620-430-10-45	COMMUNICATIONS	40.35	40.35
Total 1051 090518:											
09/18	09/20/2018	202236	265	FRONTIER	257-3292 MUSEUM	3292 091018	1	1000-451-80-45	COMMUNICATION	117.61	117.61
Total 3292 091018:											
09/18	09/20/2018	202237	1289	FULL SPECTRUM INC	CADY SPRINGS PROJECT	20180806	1	8406-413-21-43	PROFESSIONAL SERVICES	5,090.00	5,090.00
Total 20180806:											
09/18	09/20/2018	202237	1289	FULL SPECTRUM INC	SCADA UPDRADE WELL 4- WA	20180903	1	7110-430-42-43	TECHNICAL SVCS	2,480.00	2,480.00
Total 20180903:											
09/18	09/20/2018	202238	1148	GREATAMERICA FINANC	COPIER LEASE-PW	23243311	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	425.93	425.93
Total 23243311:											
09/18	09/20/2018	202239	8912		TR EX ENGLEWOOD CO 9/23-9/	092018	1	1000-424-20-45	TRAVEL	448.50	448.50

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Total 092018:											
09/18	09/20/2018	202240	5992		REFUND WATER DEPOSIT	10504150015	1	7110-2228-000	DEPOSITS-CUSTOMER	448.50	448.50
Total 10504150015:											
09/18	09/20/2018	202241	8031		TR EX GALT 9/30-10/3	091218	1	1000-421-10-45	TRAINING	224.00	224.00
Total 091218:											
09/18	09/20/2018	202242	322	HYDRA-CLEAN	CARPET CLEANING	7729	1	1000-417-10-43	TECHNICAL SVCS	370.00	370.00
Total 7729:											
09/18	09/20/2018	202243	335	J.W. WOOD CO INC	SUPPLIES- GC	S107212	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2.75	2.75
Total S107212:											
09/18	09/20/2018	202244	9453		REFUND GAS DEPOSIT	10526050110	1	7401-2228-000	DEPOSITS-CUSTOMER	197.43	197.43
Total 10526050110:											
09/18	09/20/2018	202245	1074	LASSEN AUTO BODY	REPAIR & MAIN- PD	10189	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	110.02	110.02
Total 10189:											
09/18	09/20/2018	202245	1074	LASSEN AUTO BODY	REPAIR & MAIN- PD	10613	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	72.00	72.00
Total 10613:											
09/18	09/20/2018	202245	1074	LASSEN AUTO BODY	REPAIR & MAIN- PD	1793	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	1,277.07	1,277.07
Total 1793:											
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	308474	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	86.33	86.33
Total 308474:											

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
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	308490	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	48.24	48.24
Total 308490:											
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	308537	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	447.95	447.95
Total 308537:											
09/18	09/20/2018	202246	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	308582	1	7110-430-42-46	SUPPLIES-GENERAL	2.24	2.24
Total 308582:											
09/18	09/20/2018	202247	1102	LASSEN PC	BACKUP LICENSE-FIRE	22011	1	1000-422-10-43	TECHNICAL SVCS	55.49	55.49
Total 22011:											
09/18	09/20/2018	202248	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES- AP	13558	1	7620-430-11-43	PROFESSIONAL SERVICES	220.00	220.00
Total 13558:											
09/18	09/20/2018	202249	420	LEADS SOFTWARE GRO	SOFTWARE SUPPORT 7/18- 6/1	18008	1	1000-421-10-47	SOFTWARE	762.00	762.00
Total 18008:											
09/18	09/20/2018	202250	437	LMUD	66 N LASSEN ST	2466 090718	1	1000-417-10-46	ELECTRICITY	1,137.90	1,137.90
Total 2466 090718:											
09/18	09/20/2018	202250	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 090718	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 090718:											
09/18	09/20/2018	202250	437	LMUD	65 N WEATHERLOW ST-PARK	2865 090718	1	1000-452-20-46	ELECTRICITY	34.10	34.10
Total 2865 090718:											
09/18	09/20/2018	202250	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 090718	1	1000-451-80-46	ELECTRICITY	21.31	21.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2866 090718:											
09/18	09/20/2018	202250	437	LMUD	65 N WEATHERLOW ST COMM	2867 090718	1	1000-452-20-46	ELECTRICITY	21.31	21.31
Total 2867 090718:											
09/18	09/20/2018	202250	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 090718	1	1000-452-20-46	ELECTRICITY	42.82	42.82
Total 2870 090718:											
09/18	09/20/2018	202250	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 090718	1	1000-452-20-46	ELECTRICITY	28.87	28.87
Total 2873 090718:											
09/18	09/20/2018	202250	437	LMUD	LAUREL SR MID POINT OF LAU	416902 082218	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416902 082218:											
09/18	09/20/2018	202250	437	LMUD	1801 MAIN ST STREET WEST SI	417512 082218	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 417512 082218:											
09/18	09/20/2018	202250	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 090718	1	1000-451-80-46	ELECTRICITY	92.94	92.94
Total 43866 090718:											
09/18	09/20/2018	202250	437	LMUD	606 NEVADA ST	58209 090718	1	1000-417-10-46	ELECTRICITY	39.54	39.54
Total 58209 090718:											
09/18	09/20/2018	202250	437	LMUD	NORTH ST BASEBALL PARK M	9283 090718	1	1000-452-20-46	ELECTRICITY	78.12	78.12
Total 9283 090718:											
09/18	09/20/2018	202250	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811:											

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09/18	09/20/2018	202251	1508	MAIN STREET LUBE	OIL & FILTER #88- PD	16229	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 16229:											
09/18	09/20/2018	202252	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	031186	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 031186:											
09/18	09/20/2018	202253	9169		REFUND GAS DEPOSIT	10333400029	1	7401-2228-000	DEPOSITS-CUSTOMER	19.56	19.56
Total 10333400029:											
09/18	09/20/2018	202254	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	881183	1	7401-430-62-43	TECHNICAL SVCS	68.17	68.17
09/18	09/20/2018	202254	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	881183	2	7110-430-42-43	TECHNICAL SVCS	68.18	68.18
Total 881183:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499123	1	2007-431-20-46	SUPPLIES-GENERAL	8.97	8.97
Total 2499123:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499237	1	2007-431-20-46	SUPPLIES-GENERAL	29.44	29.44
Total 2499237:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499294	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2499294:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499652	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2499652:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499809	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2499809:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2499872	1	2007-431-20-46	SUPPLIES-GENERAL	15.19	15.19

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Total 2499872:											
09/18	09/20/2018	202255	546	PAYLESS BUILDING SUP	SUPPLIES-FD	2499912	1	1000-422-10-46	SUPPLIES-GENERAL	15.19	15.19
Total 2499912:											
09/18	09/20/2018	202256	563	POULSEN WELDING SHO	REPAIRS- STREETS	3226	1	2007-431-20-43	TECHNICAL SVCS	16.52	16.52
Total 3226:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES	1005749	1	1000-415-10-46	SUPPLIES-GENERAL	85.01	85.01
Total 1005749:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9658801	1	7620-430-10-46	SUPPLIES-GENERAL	13.93	13.93
Total 9658801:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9659009	1	7620-430-10-46	SUPPLIES-GENERAL	107.23	107.23
Total 9659009:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES	9659114	1	1000-415-10-46	SUPPLIES-GENERAL	182.55	182.55
Total 9659114:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9671288	1	7620-430-10-48	DUES AND MEMBERSHIPS	52.55	52.55
Total 9671288:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	CUSTODIAL SUPPLIES-FD	9821113	1	1000-422-10-46	SUPPLIES-JANITORIAL	65.36	65.36
Total 9821113:											
09/18	09/20/2018	202257	572	QUILL CORPORATION	OFFICE SUPPLIES	9821438	1	1000-415-10-46	SUPPLIES-GENERAL	170.50	170.50
Total 9821438:											

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09/18	09/20/2018	202258	9452		REFUND GAS DEPOSIT	10432330315	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
09/18	09/20/2018	202258	9452		REFUND GAS OVERPAYMENT	10432330315	2	9999-1001-001	CASH CLEARING - UTILITIES	6.39	6.39
Total 10432330315:											
09/18	09/20/2018	202216	9455		PURCHASE OF PHOTOS	091918	1	1000-413-20-46	SUPPLIES-GENERAL	415.00	415.00
Total 091918:											
09/18	09/20/2018	202259	8567		REIM PARK USE FEE	091718	1	1000-452-20-36	RENT-COMMUNITY CENTER	23.50	23.50
09/18	09/20/2018	202259	8567		REIM PARK USE FEE	091718	2	1000-2228-009	DEPOSITS-COMM CENTER RE	20.00	20.00
Total 091718:											
09/18	09/20/2018	202260	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50262	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 50262:											
09/18	09/20/2018	202260	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50269	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50269:											
09/18	09/20/2018	202261	7281	SSDTTF	TACTICAL RIFLE COURSE TRA	091018	1	1000-421-10-45	TRAINING	334.00	334.00
Total 091018:											
09/18	09/20/2018	202262	806	SUSANVILLE AVIATION	FUEL-FD	3799	1	1000-422-10-46	GASOLINE	83.70	83.70
Total 3799:											
09/18	09/20/2018	202263	677	SUSANVILLE SANITARY	1505 MAIN	2064 090118	1	1000-422-10-44	SEWER	52.00	52.00
Total 2064 090118:											
09/18	09/20/2018	202263	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 090118	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 090118:											
09/18	09/20/2018	202264	9295	TAMCO CAPITAL CORP	MITEL PHONE SYSTEM- FD	5005190281	1	1000-422-10-45	COMMUNICATIONS	393.31	393.31

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Total 5005190281:											
09/18	09/20/2018	202265	638	SIERRA CHEMICAL COM	SUPPLIES-WATER	5041210	1	7110-430-42-46	SUPPLIES-GENERAL	492.75	492.75
Total 5041210:											
09/18	09/20/2018	202265	638	SIERRA CHEMICAL COM	CREDIT-WATER	5041211	1	7110-430-42-46	SUPPLIES-GENERAL	171.60	171.60
Total 5041211:											
09/18	09/20/2018	202266	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3404	1	7401-430-62-46	SUPPLIES-GENERAL	36.11	36.11
09/18	09/20/2018	202266	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3404	2	7110-430-42-46	SUPPLIES-GENERAL	36.11	36.11
09/18	09/20/2018	202266	712	TNS TRUCKING CO	BASE ROCK & SAND- STREETS	3404	3	2007-431-20-46	SUPPLIES-GENERAL	36.10	36.10
Total 3404:											
09/18	09/20/2018	202267	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	365644947	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	108.32	108.32
Total 365644947:											
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9813763771	1	7620-430-10-45	COMMUNICATIONS	493.44	493.44
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9813763771	2	1000-424-20-45	COMMUNICATIONS	29.81	29.81
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9813763771	3	1000-452-20-45	COMMUNICATIONS	36.88	36.88
09/18	09/20/2018	202268	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9813763771	4	7620-430-11-45	COMMUNICATIONS	54.02	54.02
Total 9813763771:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-GC	17588817	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,318.32	2,318.32
Total 17588817:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67501402	1	7110-430-42-46	SUPPLIES-GENERAL	935.47	935.47
Total 67501402:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67562073	1	7401-430-62-46	SUPPLIES-GENERAL	23.08	23.08

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Total 67562073:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67566660	1	7110-430-42-46	SUPPLIES-GENERAL	23.08	23.08
Total 67566660:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67571551	1	7110-430-42-46	SUPPLIES-GENERAL	679.89	679.89
Total 67571551:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67572374	1	7110-430-42-46	SUPPLIES-GENERAL	444.23	444.23
Total 67572374:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67572921	1	7110-430-42-46	SUPPLIES-GENERAL	444.23	444.23
Total 67572921:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67573784	1	7110-430-42-46	SUPPLIES-GENERAL	364.54	364.54
Total 67573784:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67575607	1	2007-431-20-46	SUPPLIES-GENERAL	12.33	12.33
Total 67575607:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67577805	1	2007-431-20-46	SUPPLIES-GENERAL	12.33	12.33
Total 67577805:											
09/18	09/20/2018	202269	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67580720	1	7110-430-42-46	SUPPLIES-GENERAL	36.33	36.33
Total 67580720:											
09/18	09/20/2018	202270	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-55160	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	78.36	78.36
Total A-55160:											

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
09/18	09/20/2018	202270	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-55170	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-55170:											
09/18	09/20/2018	202270	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-55178	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-55178:											
Grand Totals:										32,328.70	32,328.70

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
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636285638	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 636285638:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636285639	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 636285639:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636285640	1	2007-431-20-44	LINEN SERVICE	184.75	184.75
Total 636285640:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636285641	1	7110-430-42-44	LINEN SERVICE	38.65	38.65
Total 636285641:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636299549	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 636299549:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636299550	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 636299550:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636299551	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 636299551:											
09/18	09/27/2018	202288	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636299552	1	7110-430-42-44	LINEN SERVICE	38.65	38.65
Total 636299552:											
09/18	09/27/2018	202289	7952		TR EX CHICO 10/4-10/5	091818	1	1000-421-10-45	TRAINING	76.50	76.50

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 091818:											
09/18	09/27/2018	202290	1411	BADAWI & ASSOCIATES	FY 2018 AUDIT	1553	1	1000-417-10-43	PROFESSIONAL SVCS	10,660.50	10,660.50
09/18	09/27/2018	202290	1411	BADAWI & ASSOCIATES	FY 2018 AUDIT	1553	2	7620-430-11-43	PROFESSIONAL SERVICES	927.00	927.00
Total 1553:											
09/18	09/27/2018	202291	9017		REFUND COMMUNITY CENTER	092418	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
09/18	09/27/2018	202291	9017		REFUND COMMUNITY CENTER	092418	2	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 092418:											
09/18	09/27/2018	202292	9462	BANK OF AMERICA	FEES	18070044152	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	337.28	337.28
Total 18070044152:											
09/18	09/27/2018	202293	9432		WOODSTOVE REBATE	091918	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
09/18	09/27/2018	202293	9432		WOODSTOVE REBATE	091918	2	8407-430-10-48	GRANTS	2,961.90	2,961.90
Total 091918:											
09/18	09/27/2018	202294	9432	BAUMILLER, KYLE	SUPPLIES-GAS	884071	1	7401-430-62-46	SUPPLIES-GENERAL	206.26	206.26
Total 884071:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	2320200069	1	7620-430-10-46	SUPPLIES-GENERAL	21.44	21.44
Total 2320200069:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	3201199924	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	41.48	41.48
Total 3201199924:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199518	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	69.58	69.58
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-WATER	320199518	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	69.59	69.59
Total 320199518:											
										139.17	139.17

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
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-WATER	320199617	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	40.60	40.60
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199617	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	40.59	40.59
Total 320199617:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199620	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.38	1.38
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-WATER	320199620	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	1.37	1.37
Total 320199620:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-WATER	320199800	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	39.84	39.84
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199800	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	39.85	39.85
Total 320199800:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199856	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	55.04	55.04
Total 320199856:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199858	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	744.55	744.55
Total 320199858:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320199874	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	156.03	156.03
Total 320199874:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320199907	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	88.99	88.99
Total 320199907:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320199925	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	99.85	99.85
Total 320199925:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320199984	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	6.74	6.74
Total 320199984:											

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
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	320200010	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	76.76	76.76
Total 320200010:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320200056	1	7620-430-10-46	SUPPLIES-GENERAL	26.79	26.79
Total 320200056:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320200258	1	7620-430-10-46	SUPPLIES-GENERAL	49.89	49.89
Total 320200258:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320200348	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	81.45	81.45
Total 320200348:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320200357	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	35.99	35.99
Total 320200357:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320200398	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	62.39	62.39
Total 320200398:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320200463	1	7620-430-10-46	SUPPLIES-GENERAL	96.30	96.30
Total 320200463:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-PW	320200467	1	7620-430-10-46	SUPPLIES-GENERAL	17.70	17.70
Total 320200467:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-STREETS	320200469	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.17	4.17
Total 320200469:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-WATER	32199437	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	202.07	202.07
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLIES-GAS	32199437	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	202.07	202.07

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 32199495:											
09/18	09/27/2018	202295	927	BAXTER AUTO PARTS IN	SUPPLES-GC	32199495	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	185.00	185.00
Total 32199495:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	091818	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	8.68	8.68
Total 091818:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-GAS	422031	1	7401-430-62-46	SUPPLIES-GENERAL	13.93	13.93
Total 422031:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	JANTORIAL SUPPLIES-PARKS	422128	1	1000-452-20-46	SUPPLIES-JANTORIAL	20.73	20.73
Total 422128:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	422554	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	22.95	22.95
Total 422554:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES- WATER	423170	1	7110-430-42-46	SUPPLIES-GENERAL	56.30	56.30
Total 423170:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	423283	1	1000-452-20-46	SUPPLIES-GENERAL	43.43	43.43
Total 423283:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-WATER	423494	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	28.95	28.95
Total 423494:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	423524	1	2007-431-20-46	SUPPLIES-GENERAL	26.05	26.05
Total 423524:											

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
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES- WATER	423552	1	7110-430-42-46	SUPPLIES-GENERAL	5.30	5.30
Total 423552:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	423557	1	2007-431-20-46	SUPPLIES-GENERAL	60.02	60.02
Total 423557:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-WATER	423644	1	7110-430-42-46	SUPPLIES-GENERAL	44.49	44.49
Total 423644:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-GAS	423802	1	7401-430-62-46	SUPPLIES-GENERAL	11.18	11.18
Total 423802:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	423954	1	2007-431-20-46	SUPPLIES-GENERAL	3.65	3.65
Total 423954:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES- WATER	424030	1	7110-430-42-46	SUPPLIES-GENERAL	19.28	19.28
Total 424030:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-GAS	424031	1	7401-430-62-46	SUPPLIES-GENERAL	77.18	77.18
Total 424031:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	424068	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.28	12.28
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-WATER	424068	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.28	12.28
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES- GAS	424068	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.28	12.28
Total 424068:											
09/18	09/27/2018	202296	76	BILLINGTON ACE HARD	SUPPLIES-WATER	4723510	1	7110-430-42-46	SUPPLIES-GENERAL	25.01	25.01
Total 4723510:											
09/18	09/27/2018	202297	815	CALIFORNIA RURAL WAT	CERT - WATER	20186048	1	7110-430-42-45	TRAVEL	250.00	250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
Total 20186048:											250.00	250.00
09/18	09/27/2018	202298	986	CARLSON'S TIRE PROS	WHEEL ALIGNMENT- GAS	59742	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	40.00	40.00	
09/18	09/27/2018	202298	986	CARLSON'S TIRE PROS	WHEEL ALIGNMENT- WATER	59742	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	39.99	39.99	
Total 59742:											79.99	79.99
09/18	09/27/2018	202299	1358	CLASSIC GOLF CAR INC.	REPAIR & MAINT- GC	4678	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	49.17	49.17	
Total 4678:											49.17	49.17
09/18	09/27/2018	202300	147		TR EX CHICO 10/4-10/5	092118	1	1000-421-10-45	TRAINING	76.50	76.50	
Total 092118:											76.50	76.50
09/18	09/27/2018	202301	8580		REFUND ELECTRIC PANEL DE	091718	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00	
Total 091718:											100.00	100.00
09/18	09/27/2018	202302	161	CSK AUTO INC	SUPPLIES-GAS	2740143551	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	31.87	31.87	
09/18	09/27/2018	202302	161	CSK AUTO INC	SUPPLIES-WATER	2740143551	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	31.88	31.88	
Total 2740143551:											63.75	63.75
09/18	09/27/2018	202302	161	CSK AUTO INC	SUPPLIES-STREETS	2740143754	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	183.96	183.96	
Total 2740143754:											183.96	183.96
09/18	09/27/2018	202302	161	CSK AUTO INC	SUPPLIES-STREETS	2740144573	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	690.94	690.94	
Total 2740144573:											690.94	690.94
09/18	09/27/2018	202302	161	CSK AUTO INC	SUPPLIES-STREETS	2740144854	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	92.80	92.80	
Total 2740144854:											92.80	92.80
09/18	09/27/2018	202303	174	DATEMA, STEVEN K.	AIRPORT MANAGER 9/18	092618	1	7201-430-81-43	TECHNICAL SVCS	1,992.70	1,992.70	

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 092618:											
09/18	09/27/2018	202304	7293	DIG IT CONSTRUCTION	PROJECT 17-01, 2012 STIP FC	091918	1	2007-431-29-44	CONSTRUCTION SERVICES	770,377.00	770,377.00
Total 091918:											
09/18	09/27/2018	202305	1260	DIRECTV INC	CABLE- GC	35083539223	1	7530-451-52-45	COMMUNICATIONS	186.71	186.71
Total 35083539223:											
09/18	09/27/2018	202306	9460		REFUND GAS DEPOSIT	10317050022	1	7401-2228-000	DEPOSITS-CUSTOMER	156.65	156.65
Total 10317050022:											
09/18	09/27/2018	202307	219	ED STAUB & SONS PETR	OIL-WATER	145210	1	7110-430-42-46	SUPPLIES-GENERAL	123.12	123.12
Total 145210:											
09/18	09/27/2018	202308	230	ENTENMANN - ROVIN CO	DOME BADGE-FD	0138316	1	1000-422-10-43	VOLUNTEERS	120.71	120.71
Total 0138316:											
09/18	09/27/2018	202309	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877314A	1	7110-430-42-43	TECHNICAL SVCS	247.00	247.00
Total 877314A:											
09/18	09/27/2018	202309	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877315A	1	7110-430-42-43	TECHNICAL SVCS	235.00	235.00
Total 877315A:											
09/18	09/27/2018	202309	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877547A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 877547A:											
09/18	09/27/2018	202309	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	877689A	1	7110-430-42-43	TECHNICAL SVCS	28.00	28.00
Total 877689A:											

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
09/18	09/27/2018	202309	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	877690A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 877690A:											
09/18	09/27/2018	202309	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	877849A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 877849A:											
09/18	09/27/2018	202310	9458		REFUND GAS DEPOSIT	10219350423	1	7401-2228-000	DEPOSITS-CUSTOMER	157.57	157.57
Total 10219350423:											
09/18	09/27/2018	202311	265	FRONTIER	257-1045 P/W ENGINEERING	1045 091518	1	7620-430-10-45	COMMUNICATIONS	50.17	50.17
Total 1045 091518:											
09/18	09/27/2018	202311	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 091018	1	7401-430-62-45	COMMUNICATIONS	38.66	38.66
Total 1182 091018:											
09/18	09/27/2018	202311	265	FRONTIER	252-1182 SCADA - WATER	2-1182 091018	1	7110-430-42-45	COMMUNICATIONS	339.34	339.34
Total 2-1182 091018:											
09/18	09/27/2018	202311	265	FRONTIER	257-2845 U/B ROLL OVER	2845 091518	1	7620-430-10-45	COMMUNICATIONS	67.30	67.30
Total 2845 091518:											
09/18	09/27/2018	202311	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 091018	1	7620-430-11-45	COMMUNICATIONS	180.43	180.43
Total 4247 091018:											
09/18	09/27/2018	202311	265	FRONTIER	257-4725-FAX	4725 091518	1	1000-419-10-45	COMMUNICATIONS	44.49	44.49
09/18	09/27/2018	202311	265	FRONTIER	257-4725 CITY HALL FAX	4725 091518	2	1000-417-10-45	COMMUNICATIONS	44.48	44.48
Total 4725 091518:											
09/18	09/27/2018	202311	265	FRONTIER	257-5152 FIRE	5152 091018	1	1000-422-10-45	COMMUNICATIONS	303.53	303.53

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5152 091018:										303.53	303.53
09/18	09/27/2018	202311	265	FRONTIER	257-7098 NATURAL GAS	7098 090118	1	7401-430-62-45	COMMUNICATIONS	83.98	83.98
Total 7098 090118:										83.98	83.98
Total 20180904:										1,235.00	1,235.00
09/18	09/27/2018	202312	1289	FULL SPECTRUM INC	PROFESSIONAL SERVICES- W	20180904	1	7110-430-42-43	PROFESSIONAL SVCS	1,235.00	1,235.00
Total 092118:										76.50	76.50
09/18	09/27/2018	202313	329		TR EX CHICO 10/4 - 10/5	092118	1	1000-421-10-45	TRAINING	76.50	76.50
Total S107275:										21.01	21.01
09/18	09/27/2018	202314	335	J.W. WOOD CO INC	SUPPLIES-WATER	S107275	1	7110-430-42-46	SUPPLIES-GENERAL	21.01	21.01
Total S107406:										19.86	19.86
09/18	09/27/2018	202314	335	J.W. WOOD CO INC	SUPPLIES- GC	S107406	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	19.86	19.86
Total S107493:										48.67	48.67
09/18	09/27/2018	202315	338	JACKSON'S SERVICE CE	RPR & MAINT- FD	46086	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	855.00	855.00
Total 46086:										855.00	855.00
09/18	09/27/2018	202316	1550		TR EX CHICO 10/4-10/5	092118	1	1000-421-10-45	TRAINING	76.50	76.50
Total 092118:										76.50	76.50
09/18	09/27/2018	202317	9454		REFUND WATER DEPOSIT	1032490003	1	7110-2228-000	DEPOSITS-CUSTOMER	307.15	307.15
09/18	09/27/2018	202317	9454		REFUND GAS DEPOSIT	1032490003	2	7401-2228-000	DEPOSITS-CUSTOMER	500.00	500.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10324900003:										807.15	807.15
09/18	09/27/2018	202318	8819	CARL MOYER GRANT		091918	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 091918:										35,000.00	35,000.00
09/18	09/27/2018	202319	411	LASSEN MOTOR PARTS	SUPPLIES- FIRE	308901	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	65.70	65.70
Total 308901:										65.70	65.70
09/18	09/27/2018	202319	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	30898642	1	7401-430-62-46	SUPPLIES-GENERAL	18.18	18.18
Total 30898642:										18.18	18.18
09/18	09/27/2018	202319	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	309284	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.07	9.07
Total 309284:										9.07	9.07
09/18	09/27/2018	202319	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	309556	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	26.73	26.73
Total 309556:										26.73	26.73
09/18	09/27/2018	202320	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	82375	1	7110-430-42-44	DISPOSAL	8.82	8.82
Total 82375:										8.82	8.82
09/18	09/27/2018	202321	413	SUSANVILLE TOWING	TOW VEHICLE-PARKS	63321	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	125.00	125.00
Total 63321:										125.00	125.00
09/18	09/27/2018	202322	437	LMUD	STREET LIGHTS	14039 090718	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 090718:										190.13	190.13
09/18	09/27/2018	202322	437	LMUD	STREET LIGHTS	14041 090718	1	2007-431-60-46	ELECTRICITY	3,528.33	3,528.33
Total 14041 090718:										3,528.33	3,528.33

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
09/18	09/27/2018	202322	437	LMUD	S GAY ST-STREETS	24323 090718	1	2007-431-60-46	ELECTRICITY	38.17	38.17
Total 24323 090718:											
09/18	09/27/2018	202322	437	LMUD	STREET LIGHTS	2467 090718	1	2007-431-60-46	ELECTRICITY	1,784.80	1,784.80
Total 2467 090718:											
09/18	09/27/2018	202322	437	LMUD	SKYLINE DR WELL 4-WATER	29931 091318	1	7110-430-42-46	ELECTRICITY	1,182.18	1,182.18
Total 29931 091318:											
09/18	09/27/2018	202322	437	LMUD	HARRIS DR & HWY 36-WATER	30658 090718	1	7110-430-42-46	ELECTRICITY	403.57	403.57
Total 30658 090718:											
09/18	09/27/2018	202322	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 082218	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416851 082218:											
09/18	09/27/2018	202322	437	LMUD	LONG ALLEY & LOVELL ALLEY	416860 090718	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416860 090718:											
09/18	09/27/2018	202322	437	LMUD	INSPIRATION POINT	416915 090718	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416915 090718:											
09/18	09/27/2018	202322	437	LMUD	CAMPBELL ST- STREETS	416940 091318	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416940 091318:											
09/18	09/27/2018	202322	437	LMUD	WASHO LN- STREETS	416959 091318	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416959 091318:											
09/18	09/27/2018	202322	437	LMUD	130 N LASSEN STREET	416962 090718	1	2007-431-60-46	ELECTRICITY	14.62	14.62

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 416962 090718:											
09/18	09/27/2018	202322	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 090718	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 43511 090718:											
09/18	09/27/2018	202322	437	LMUD	N PINE & COOK - SCADA-WATE	44153 090718	1	7110-430-42-46	ELECTRICITY	215.07	215.07
Total 44153 090718:											
09/18	09/27/2018	202322	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 091318	1	7110-430-42-46	ELECTRICITY	23.06	23.06
Total 44298 091318:											
09/18	09/27/2018	202322	437	LMUD	PAUTE LN SCADA-WATER	44316 091318	1	7110-430-42-46	ELECTRICITY	24.07	24.07
Total 44316 091318:											
09/18	09/27/2018	202322	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 091318	1	7110-430-42-46	ELECTRICITY	22.18	22.18
Total 45542 091318:											
09/18	09/27/2018	202322	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 090718	1	2007-431-60-46	ELECTRICITY	55.16	55.16
Total 49500 090718:											
09/18	09/27/2018	202322	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 090718	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49501 090718:											
09/18	09/27/2018	202322	437	LMUD	GEO PUMP #1	9297 090718	1	7301-430-52-46	ELECTRICITY	142.04	142.04
Total 9297 090718:											
09/18	09/27/2018	202323	9461		REFUND GAS DEPOSIT	10432450121	1	7401-2228-000	DEPOSITS-CUSTOMER	1,568.81	1,568.81
Total 10432450121:											

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	
	09/18	09/27/2018	202324	902	TR EX CHICO 10/4-10/5	092118	1	1000-421-10-45	TRAINING	76.50	76.50	
	Total 092118:											
										76.50	76.50	
	09/18	09/27/2018	202325	481	MISSION LINEN & UNIFO	JANTORIAL SUPPLIES	508301339	1	1000-417-10-46	SUPPLIES-JANTORIAL	165.17	165.17
	Total 508301339:											
										165.17	165.17	
	09/18	09/27/2018	202326	503	NAEF, ADA B.	18/19 GEO WELL PROPERTY L	090618	1	7301-430-52-48	TAXES, FEES, PERMITS & CHA	1,200.00	1,200.00
	Total 090618:											
										1,200.00	1,200.00	
	09/18	09/27/2018	202327	9456	NUTRIEN AG SOLUTION	SUPPLIES-GC	36861613	1	7530-451-52-46	SUPPLIES-GENERAL	1,532.18	1,532.18
	Total 36861613:											
										1,532.18	1,532.18	
	09/18	09/27/2018	202328	9459	REFUND GAS DEPOSIT		10423500009	1	7401-2228-000	DEPOSITS-CUSTOMER	137.25	137.25
	Total 10423500009:											
										137.25	137.25	
	09/18	09/27/2018	202329	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	9926382	1	7620-430-10-46	SUPPLIES-GENERAL	188.60	188.60
	Total 9926382:											
										188.60	188.60	
	09/18	09/27/2018	202330	9403	RAFFELSON, STACE	REPAIRS & MAINT- GC	109955	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	1,350.00	1,350.00
	Total 109955:											
										1,350.00	1,350.00	
	09/18	09/27/2018	202331	1429	RODS TRANSMISSION	REPAIR & MAINT #54- WATER	091318	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	1,534.75	1,534.75
	Total 091318:											
										1,534.75	1,534.75	
	09/18	09/27/2018	202332	632	SEZZI CONCRETE & MAT	SAND- GC	544	1	7530-451-52-46	SUPPLIES-GENERAL	2,187.90	2,187.90
	Total 544:											
										2,187.90	2,187.90	
	09/18	09/27/2018	202333	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50279	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 50279:											
09/18	09/27/2018	202333	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50285	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 50285:											
09/18	09/27/2018	202334	969	SIERRA PACIFIC TURF S	FERTILIZER	0536511	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	183.69	183.69
Total 0536511:											
09/18	09/27/2018	202335	1270	SILVER STATE BARRICA	SUPPLIES-STREETS	101677	1	2007-431-20-46	SUPPLIES-GENERAL	1,638.00	1,638.00
Total 101677:											
09/18	09/27/2018	202335	1270	SILVER STATE BARRICA	SUPPLIES-STREETS	101706	1	2007-431-20-46	SUPPLIES-GENERAL	330.00	330.00
Total 101706:											
09/18	09/27/2018	202336	8571	TR EX CHICO 10/4-10/5		092118	1	1000-421-10-45	TRAINING	76.50	76.50
Total 092118:											
09/18	09/27/2018	202337	806	SUSANVILLE AVIATION	PAP LIGHT BULBS- AIRPORT	3803	1	7201-430-81-44	REPAIR AND MAINTENANCE-F	368.04	368.04
Total 3803:											
09/18	09/27/2018	202338	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARKS	10001090	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	6.63	6.63
Total 10001090:											
09/18	09/27/2018	202338	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARK	1000885	1	1000-452-21-44	FACILITY - REPAIR & MAINTEN	14.45	14.45
Total 1000885:											
09/18	09/27/2018	202339	1046	SUSANVILLE TRANSMIS	REPAIR & MAINT- FD	16778	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	267.50	267.50
Total 16778:											

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
09/18	09/27/2018	202340	686	SUSANVILLE TRUCK & A	REPAIRS & MAINT. #E622-FD	51799	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	170.00	170.00
Total 51799:											
09/18	09/27/2018	202341	6842		REFUND ELECTRIC PANEL DE	091718	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 091718:											
09/18	09/27/2018	202342	6790		REFUND GAS DEPOSIT	10228960005	1	7401-2228-000	DEPOSITS-CUSTOMER	76.63	76.63
Total 10228960005:											
09/18	09/27/2018	202343	638	THATCHER COMPANY	SUPPLIES-WATER	5041210.	1	7110-430-42-46	SUPPLIES-GENERAL	492.75	492.75
Total 5041210.:											
09/18	09/27/2018	202343	638	THATCHER COMPANY	CREDIT-WATER	5041211.	1	7110-430-42-46	SUPPLIES-GENERAL	171.60-	171.60-
Total 5041211.:											
09/18	09/27/2018	202344	712	TNS TRUCKING CO	TRANSFER BASE ROCK & SAN	3422	1	7110-430-42-46	SUPPLIES-GENERAL	238.63	238.63
Total 3422:											
09/18	09/27/2018	202345	7499	TYDENBROOKS	SUPPLIES- GAS	381500	1	7401-430-62-46	SUPPLIES-GENERAL	861.12	861.12
Total 381500:											
09/18	09/27/2018	202346	730	ULTIMATE CAR WASH	CAR WASH-PD	805164	1	1000-421-10-46	SUPPLIES-JANITORIAL	74.80	74.80
Total 805164:											
09/18	09/27/2018	202347	1568	VERIFORCE	TECHNICAL SERVICES- GAS	289883	1	7401-430-62-43	TECHNICAL SVCS	2,350.00	2,350.00
Total 289883:											
09/18	09/27/2018	202347	1568	VERIFORCE	TECHNICAL SERVICES- GAS	316888	1	7401-430-62-43	TECHNICAL SVCS	272.00	272.00

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 316888:											
09/18	09/27/2018	202348	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9813764096	1	1000-422-10-45	COMMUNICATIONS	272.00	272.00
Total 9813764096:											
09/18	09/27/2018	202349	759		TR EX CHICO 10/4-10/5	092118	1	1000-421-10-45	TRAINING	266.07	266.07
Total 092118:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-GAS	17575989	1	7401-430-62-46	SUPPLIES-GENERAL	112.61	112.61
Total 17575989:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67518691	1	7110-430-42-46	SUPPLIES-GENERAL	953.80	953.80
Total 67518691:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67584850	1	7110-430-42-46	SUPPLIES-GENERAL	105.49	105.49
Total 67584850:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67584934	1	7110-430-42-46	SUPPLIES-GENERAL	160.24	160.24
Total 67584934:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67584935	1	7110-430-42-46	SUPPLIES-GENERAL	48.61	48.61
Total 67584935:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67594324	1	7110-430-42-46	SUPPLIES-GENERAL	157.66	157.66
Total 67594324:											
09/18	09/27/2018	202350	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67597855	1	7110-430-42-46	SUPPLIES-GENERAL	334.14	334.14
Total 67597855:											

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
09/18	09/27/2018	202351	1353	WHEELS WEST	2007 DODGE RAM 1500	092518	1	2007-431-20-47	VEHICLES	8,485.98	8,485.98
Total 092518:										8,485.98	8,485.98
Grand Totals:										872,873.92	872,873.92

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/18	09/28/2018	202353	9264		TR EX CHICO 10/8-10/9	091818	1	1000-421-10-45	TRAINING	76.50	76.50
Total 091818:											
09/18	09/28/2018	202354	8031		TR EX CHICO 10/8-10/9	091818	1	1000-421-10-45	TRAINING	76.50	76.50
Total 091818:											
09/18	09/28/2018	202355	5464		TR EC CHICO 10/8-10/9	091818	1	1000-421-10-45	TRAINING	76.50	76.50
Total 091818:											
09/18	09/28/2018	202356	8257		TR EX CHICO 10/8-10/9	091818	1	1000-421-10-45	TRAINING	76.50	76.50
Total 091818:											
09/18	09/28/2018	202357	9081		TR EX CHICO 10/8-10/9	091818	1	1000-421-10-45	TRAINING	76.50	76.50
Total 091818:											
09/18	09/28/2018	202358	9064		TR EX CHICO 10/8-10/9	091818	1	1000-421-10-45	TRAINING	76.50	76.50
Total 091818:											
09/18	09/28/2018	202352	728	U S POSTMASTER	UB BILLING GAS	092818	1	7401-430-62-46	POSTAGE	273.38	273.38
09/18	09/28/2018	202352	728	U S POSTMASTER	UB BILLING WATER	092818	2	7110-430-42-46	POSTAGE	530.66	530.66
Total 092818:											
Grand Totals:											
										1,263.04	1,263.04

Reviewed by: Dan Interim City Administrator

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

**Submitted by:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUBJECT:** **Resolution Number 18-5579**, authorizing the ball field located at Memorial Park to be named the "Frank Ernaga Field at Memorial Ball Park".

**SUMMARY:** On September 5, 2018, a request was made to name the ball field located at Memorial Park the "Frank Ernaga Field at Memorial Ball Park". Frank Ernaga participated in sports from a young age through his college years playing baseball for the Lassen Cougars from 1947-1948. After receiving a scholarship, he transferred to UCLA and was an All American for the Bruins. In 1953, he was drafted by the Chicago Cubs and played during the 1957-1958 seasons. During his first major league at-bat, he hit a home run and followed it with a triple and, to date, is the only Cub to accomplish this. Frank Ernaga has supported local Susanville sports by attending local games, making guest appearances at fundraisers and has also offered financial support.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve Resolution Number 18-5579, authorizing the ball field located at Memorial Park to be named the "Frank Ernaga Field at Memorial Ball Park".

**ATTACHMENTS:** Resolution 18-5579

**RESOLUTION NO. 18-5579**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE BALL FIELD LOCATED AT MEMORIAL PARK TO BE**  
**NAMED THE FRANK ERNAGA FIELD AT MEMORIAL BALL PARK**

**WHEREAS**, on September 5, 2018, Glen Yonan, a Susanville resident, proposed that the ball field at Memorial Park be named the "Frank Ernaga Field at Memorial Park" in honor of Frank Ernaga for his dedication and support of all sports in Susanville; and

**WHEREAS**, Frank Ernaga participated in Susanville sports from a young age through his college years playing baseball for the Lassen Cougars from 1947-1948; and

**WHEREAS**, he transferred to UCLA after receiving a scholarship and was an All American for the Bruins; and

**WHEREAS**, he was drafted by the Chicago Cubs in 1953 and played during the 1957-1958 seasons; and

**WHEREAS**, Frank Ernaga, during his first major league at-bat, hit a home run and followed it with a triple and, to date, the only Chicago Cub who has accomplished this; and

**WHEREAS**, Frank Ernaga supported Susanville sports by attending local games, making guest appearances at fundraisers and offering financial support.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby authorizes the ball field at Memorial Park to be named the Frank Ernaga Field at Memorial Ball Park.

Dated: October 17, 2018

\_\_\_\_\_  
Kevin Stafford, Mayor

ATTEST:

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

The foregoing Resolution No. 18-5579 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of October, 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

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

**Submitted by:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUBJECT:** **Resolution Number 18-5580** supporting Veterans of Foreign Wars Annual Veterans Day Parade on Sunday, November 11, 2018, and authorizing the Acting Public Works Director to submit an application for a Caltrans encroachment permit for the event.

**SUMMARY:** The Veterans of Foreign Wars (VFW) requests City Council support for the Annual Veterans Day Parade. The VFW is requesting closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street and Fair Drive between Russell Avenue and Main Street on Sunday, November 11, 2018, from 11:00 am to 12:00 pm.

This event requires six (6) Public Works Department crewmembers to sweep Main Street (State Route 36) before and after the event and to set up and take down traffic control signs and assist seven (7) Police Officers with traffic control.

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

**FISCAL IMPACT:** Veterans Day Parade: November 11, 2018

Public Works Dept. Estimate Costs	\$2,200
Police Dept. Estimated Costs	<u>\$ 875</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$3,075</b>

**ACTION REQUESTED:** Motion to approve Resolution Number 18-5580 supporting Veterans of Foreign Wars Annual Veterans Day Parade on Sunday, November 11, 2018, and authorizing the Public Works Director to submit an application for a Caltrans encroachment permit for the event

**ATTACHMENTS:** Resolution 18-5580  
VFW Letter of Request

**RESOLUTION NUMBER 18-5580**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING CLOSURE OF MAIN STREET (STATE ROUTE 36) FROM FAIR DRIVE TO THE VETERANS MEMORIAL BUILDING LOCATED AT 1205 MAIN STREET ON SUNDAY, NOVEMBER 11, 2018, FROM 11:00 AM TO 12:00 PM; AUTHORIZING CLOSURE OF FAIR DRIVE FROM RUSSELL AVENUE TO MAIN STREET; AND AUTHORIZING ACTING PUBLIC WORKS DIRECTOR TO SUBMIT AN APPLICATION FOR A CALTRANS ENCROACHMENT PERMIT FOR THE VETERANS OF FOREIGN WARS VETERANS DAY PARADE**

**WHEREAS**, the Veterans of Foreign Wars has requested City Council support of the Annual Veterans Day Parade to be held on Sunday, November 11, 2018, from 11:00 am to 12:00 pm; and

**WHEREAS**, the Veterans of Foreign Wars has requested the closure of Fair Drive from Russell Avenue to Main Street for the duration of the event; and

**WHEREAS**, the Veterans of Foreign Wars has requested the closure of Main Street (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street for the event; and

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

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

1. The City of Susanville supports the Veterans of Foreign Wars Annual Veterans Day Parade to be held on Sunday, November 11, 2018, from 11:00 am to 12:00 pm; and
2. The City supports the closure of Main (State Route 36) from Fair Drive to the Veterans Memorial Building located at 1205 Main Street and authorizes the closure of Fair Drive from Russell Avenue to Main Street from 11:00 am to 12:00 pm on Sunday, November 11, 2018, for the event.
3. The City Council authorizes the Public Works Director to submit an application for a Caltrans Encroachment Permit for the closure of Main Street (State Route 36) for the event as required.

APPROVED: \_\_\_\_\_  
Kevin Stafford, Mayor

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

The foregoing **Resolution No. 18-5580** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of October 2018, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney



**Thomas Tucker Post 204  
1205 Main Street, Suite 103  
Susanville, CA 96130**

September 25, 2018

Dan Newton  
City of Susanville Public Works  
720 South Street  
Susanville, CA 96130

Dear Mr. Newton:

The Lassen County Veterans organizations comprising the American Legion and the Veterans of Foreign Wars request the closure of Fair Drive and Highway 36 (Main Street). This temporary closure is for our annual Veterans Day parade scheduled on Sunday, November 11, 2018. The parade will begin at the National Guard Armory at 1100 hours and proceed from the gate down Fair Drive to Main Street and up to the Veterans Memorial Building. The Veterans Memorial Building is located at 1205 Main Street directly across from Lassen High School. It is anticipated that the parade participants will start to gather at 10:15 am.

The Veterans wish to thank you for your past support of this event. If you have any questions, please feel free to call me at (530) 250-5574.

Sincerely,

Kimball Medders  
Post Adjutant  
Thomas Tucker American Legion Post #204  
Susanville, CA

Reviewed by: D Interim City Administrator

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

**Submitted by:** Heidi Whitlock, Assistant to the City Administrator

**Action Date:** October 17, 2018

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Administrative Services Update

**PRESENTED BY:** Dan Newton, Interim City Administrator

**SUMMARY:** An update will be provided to City Council regarding the activities in the Administrative Services Department.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Information only.

**ATTACHMENTS:** Administrative Services Update to be provided at meeting.