
CITY OF SUSANVILLE
66 North Lassen Street ♦ Susanville CA
Kevin Stafford, Mayor
Joseph Franco, Mayor pro tem
Brian Moore * Mendy Schuster * Brian R. Wilson

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
January 16, 2019 – 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 19-5607

Next Ordinance No. 19-1014

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

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

- 3 **CLOSED SESSION:**
 - A PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 City Administrator
 - 2 Interim City Administrator Performance Evaluation

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Mayor pro tem Joseph Franco*
 - *Proclamations, awards or presentations by the City Council*
 - Police Lieutenant Badge Pinning: Ryan Cochran

- 5 **BUSINESS FROM THE FLOOR:**

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

- 6 **CONSENT CALENDAR:**

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

 - A Approve minutes from the City Council’s November 20, 28, December 5, 7 and 19, 2018 meetings
 - B Receive and file Monthly Finance Report: December 2018

- C Receive and file Quarterly Report of Transient Occupancy Tax
- D Consider approval of **Resolution No. 19-5605** approving amendment to Resolution No. 19-5599 pertaining to agreement with Visual Labs, Inc.

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 202846 through 202989 for a total of \$828,193.51 including \$469,661.08 in payroll warrants
- B Consider approval of **Resolution No. 19-5602** authorizing agreement for Police Services
- C Consider approval of **Resolution Number 19-5604** rejecting all bids on Project No. 18-03, Cady Springs Pump Station Completion Project in the City of Susanville
- D Consider approval of Request for Proposals for City Auditing Services
- E Consider approval of **Resolution No. 19-5606** authorizing finding of Public Convenient or Necessity (PCORN) for the transfer of a Type 20, off-sale beer and wine license
- F Council Discussion regarding School Resource Officer MOU with Lassen Union High School, and providing direction to Staff

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular meeting of the Susanville City Council will be held on February 6, 2019 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for January 16, 2019 in the areas designated on January 11, 2019.


Gwenna MacDonald, City Clerk

Reviewed by: D Interim City Administrator

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

Submitted By: Gwenna MacDonald, City Clerk

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's November 20, 28 and December 5, 7 and 19, 2018 meetings.

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's November 20, 28 and December 5, 7 and 19, 2018 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's November 20, 28 and December 5, 7 and 19, 2018 meetings.

ATTACHMENTS: Minutes: November 20, 2018 *special meeting*
November 28, 2018 *special meeting*
December 5, 2018
December 7, 2018 *special meeting*
December 19, 2018

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
November 20, 2018 – 9:00 a.m.

Meeting called to order at 9:00 a.m. by Mayor Stafford.

Roll Call: Brian Wilson, Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford.

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

1 APPROVAL OF THE AGENDA:

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

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: At 9:01 a.m. the Council entered into Closed Session to discuss the following:

A PUBLIC EMPLOYEE APPOINTMENT: - pursuant to Government Code Section 54957:

1. Police Chief

4 ADJOURNMENT:

The City Council reconvened in open session at 9:24 a.m. Mr. Newton announced that the City Council took action in closed session approving the City Administrator appointment of Kevin Jones to the position of Police Chief by the following vote: Ayes: Wilson, Franco, Schuster and Stafford; No: Moore.

Mr. Newton continued, stating that the appointment would be effective on November 30, 2018 at 12:00 noon with the official badge pinning ceremony to be held at the December 5, 2018 meeting of the City Council.

Kevin Jones thanked the City Council for their appointment, and requested that Marcus Murphy's sons be invited to participate in the badge pinning.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to adjourn the meeting; motion carried. Ayes: Schuster, Franco, Wilson, Moore and Stafford.

Meeting adjourned at 9:28 a.m.

Respectfully submitted by,

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved: _____

**SUSANVILLE CITY COUNCIL
Special Meeting Minutes
November 28, 2018 – 5 p.m.**

Meeting called to order at 4:35 p.m. by Mayor Stafford.

Roll Call: Brian Wilson, Joe Franco, Brian Moore, Mendy Schuster and Kevin Stafford.

Staff Present: Dan Newton, Interim City Administrator, Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk

1 APPROVAL OF THE AGENDA Motion by Councilmember Wilson, second by Councilmember Schuster to approve the agenda as submitted. Motion carries. Ayes: Wilson, Schuster, Franco, Moore and Wilson.

2 PUBLIC COMMENT None

3 CLOSED SESSION At 4:37 p.m. the Council entered into Closed Session to discuss the following:
Public Employee Appointment - pursuant to Government Code Section 54957:
1. City Administrator

At 6:40 p.m. the Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator, Jessica Ryan, City Attorney, James Moore, Fire Chief, and Ruth McElrath, Building Permit Technician.

Mr. Newton reported that prior to Open Session, Council met in Closed Session regarding the City Administrator position. No reportable action was taken, but the Council provided direction to staff.

4 SCHEDULED MATTERS:

A Consider **Resolution No. 18-5595** approving Colocation Lease Agreement with CalNeva Towers
The Council tabled the item until its regular December 5, 2018 meeting.

5 ADJOURNMENT: Motion by Mayor pro tem Franco, second by Councilmember Moore to adjourn meeting at 6:41 p.m. Motion carries. Ayes. Franco, Moore, Wilson, Schuster and Stafford.

Respectfully submitted by

Kevin Stafford, Mayor

Ruth McElrath, Building Permit Technician

**SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
December 5, 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 and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster 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 PUBLIC EMPLOYEE APPOINTMENT: - pursuant to Government Code Section 54957:

1 City Administrator

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

1 Property: Memorial Park-Ball Park
 Agency Negotiator: Dan Newton, Interim City Administrator
 Negotiating Parties: Dr. Marlon Hall, Lassen Community College
 Under Negotiation: Price/Conditions/Terms of Lease

4 RETURN TO OPEN SESSION:

At 7:07 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; James Moore, Fire Chief; Kevin Jones, Police Chief; Dan Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; 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 Brian Wilson provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Krystle Hollandsworth, Lassen County Child and Family Services, talked about the upcoming opening of the Mikailia Child Advocacy Center. She described the services that the Center will provide to the Community's abused children, and invited the Council to the Open House scheduled for December 7th.

Mike O'Kelly, Morning Glory Dairy requested a letter of support from the City Council in order to maintain the contract that his company has with the State to provide products to the High Desert Prison and the California Correctional Center. He has had the business since 1963, has always been competitive, and the loss of \$1.3 million in gross revenue would be devastating to his business.

6 **CONSENT CALENDAR:**

A Receive and file Finance Reports for October 2018

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Item 6A; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster and Stafford.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 202359 through 202680 for a total of \$445,864.89 including \$167,252.01 in payroll warrants**

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

9B **Consider Resolution No. 18-5595 approving Colocation Lease Agreement with CalNeva Towers**

Mr. Newton reported that the City was contacted by Startouch, requesting an agreement with the City to share the Memorial Park tower currently used by T-Mobile. The agreement the City has with T-Mobile allows T-Mobile to co-locate additional parties on the existing tower, provided that the additional company enter into an agreement with the City. Per the terms of the agreement, the City will receive \$250 per month, to be increased by four percent annually, to be placed in the Memorial Park CIP Fund, which has a current balance of \$41,077.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 18-5595; motion carried unanimously. Ayes: Franco, Moore, Wilson, Schuster and Stafford.

9C **Consider approval of Resolution No. 18-5596 approving appointment to the Small Cities Organized Risk Effort (SCORE) Board of Directors**

Ms. Savage explained that the City is part of a self-insurance pool, and participates in the decision-making process by a designated City representative and alternate. The City Administrator currently serves as the representative, with the Finance Manager as the alternate. In order to ensure consistency with the representation, it is recommended to appoint the Finance Manager as the representative with the City Clerk as the alternate. The resolution would be amended and brought back at the next meeting.

9D **Consider approval of Resolution No. 18-5597 approving Lassen County Area Plan**

Mr. McCourt reported that the City was funded through the State of California Office of Emergency Services to conduct a Commodities Flow Study and prepare a County-wide Area Plan. The firm of Preparedness Consulting & Training International was hired to work through that process which included reviews by stakeholders, community outreach, and a final review and approval by twenty-five different emergency responders. The Area Plan describes the County's pre-incident planning and preparedness for hazardous material releases, and the roles and responsibilities of federal, state, local, and nongovernmental agencies during a hazardous materials incident. It also describes the County's hazardous materials incident response program, training, communications and post-incident recovery procedures. The Area Plan is

complete and includes the results from the flow study, and Lassen County will be responsible for its maintenance every three years moving forward. Mr. McCourt invited questions from the Council.

Councilmember Wilson asked if the Department Heads were involved in the process, and if they knew what their responsibilities were.

Mr. McCourt responded that many stakeholder meetings were conducted and on average, each meeting had about 25 people in attendance, with the Department heads included in that process.

There were no further questions.

Motion by Councilmember Schuster, second by Mayor pro tem Franco, to approve Resolution No. 18-5597; motion carried unanimously. Ayes: Schuster, Franco, Wilson, Moore and Stafford.

9E Consider authorizing expenditure of City Council Discretionary Funds in support of Holiday With a Hero event Mr. Newton reported that Councilmember Moore requested consideration of the expenditure of City Council discretionary funds to support the Holiday With a Hero event that is sponsored and coordinated on an annual basis. The event provides an opportunity for disadvantaged local youth to interact with public safety personnel in a positive environment. The Council adopted a civic contribution policy that allocates \$1,000 in discretionary funds that are available to donate for activities that provide a public benefit. The City Attorney has reviewed the matter and determined that a public benefit could be made by the contribution of discretionary funds to the Holiday With a Hero, and at this time, each Councilmember has \$700.00 remaining in their discretionary fund.

Mayor Stafford asked Chief Moore how much money is in the fund, and if they have enough for this year's event.

Chief Moore responded that the fund is doing very well, and they just raised an additional \$18,000 through the weekend fundraiser. At this time, they are looking at establishing the organization as a non-profit, tax-exempt organization with its own Board, and there are enough funds to sponsor the event for this year, as well as the 2019 holiday event.

Councilmember Moore commented that he brought the matter up early on, but it sounds as if they have more than enough money to fund this year's event, and there are other opportunities for use of the discretionary funding.

Councilmember Schuster asked if the group was still in need of volunteers, and Chief Moore responded that they were.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS: No business.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

15 ADJOURNMENT:

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

Meeting adjourned at 7:54 p.m.

Kevin Stafford, Mayor

Respectfully submitted by

Gwenna MacDonald, City Clerk

Approved on: _____

**SUSANVILLE CITY COUNCIL
LASSEN COUNTY BOARD OF SUPERVISORS * SUSANVILLE INDIAN RANCHERIA
Veteran's Memorial Hall * 1204 Main Street
Special Meeting Minutes
December 7, 2018 at 10:00 a.m.**

Meeting called to order at 10:00 a.m. by Mayor Stafford.

Councilmembers Present: Joseph Franco, Brian Moore, Mendy Schuster and Mayor Kevin Stafford. Absent: Brian Wilson.

Staff Present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Kevin Jones, Police Chief; and Gwenna MacDonald, City Clerk.

Lassen County Board of Supervisor Chairperson Chris Gallagher led those present in the Pledge of Allegiance.

PUBLIC COMMENT:

Jerry Askey stated that he would like to discuss issues related to fire protection; Chairperson Gallagher advised that he would be provided that opportunity during the discussion of the item.

Kevin Jones, Police Chief, thanked the County for the years of experience that he had working for the County, and expressed his gratitude for the opportunity to serve the City as Chief of Police.

SCHEDULED MATTERS:

A Consider Resolution No. 18-5594 adopting the updated Multi-Jurisdictional; (Lassen County, City of Susanville, and Susanville Indian Rancheria) Multi-Hazard Mitigation Plan Chief James Moore introduced Andrew Petrow of Andrew Petrow Consulting, who has worked to facilitate the development of the Plan. He turned the floor over to Mr. Petrow.

Mr. Petrow presented a lengthy powerpoint which reviewed the process and requirements to adopt a Hazard Mitigation Plan, how the Plan relates to the opportunity to obtain pre-disaster project funding and post-disaster funding through the Federal Emergency Managing Agency (FEMA), the outreach process and the partnership between the City, County and Susanville Indian Rancheria, and how the plan addresses risks and hazards unique to the Lassen County region. Mr. Petrow opened the floor for discussion.

There was a general discussion regarding the trend of drought, weather events that are becoming more commonplace, and the risk of extreme fires that has been recently seen with the Camp Fire in Paradise which burned nearly the entire town. There was a discussion regarding the potential projects that could be completed by grant funding, the availability of such funding due to the adoption of the Plan and the necessity to re-evaluate the Plan every five years to ensure that it represents the needs of the community in the event of disaster. Potential projects are identified in the document and include development of sustainable power for the region and addressing fire concerns.

Jerry Askey stated that he lived in Paradise, California for 21 years. When he heard about what happened to the community, it is deeply personal to him, and he does not want to see Susanville in the same situation. He suggested ways to mitigate the community's susceptibility to fire danger, an improvement to the current

ISO Fire rating, and he hopes that the Plan also addresses the scenario of an accident involving a truck transporting hazardous materials down Main Street.

Maury Anderson, Lassen County Planning and Building Director, pointed out the updated resolution that had been included in the packet and provided to those present. The update included the addition of CEQA exemption language.

Chairperson Gallagher thanked Chief Moore and those who worked together to develop the updated Hazard Mitigation Plan.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5594; motion carried. Ayes: Franco, Schuster, Moore and Stafford. Absent: Wilson.

4 ADJOURNMENT:

There being no further business, the meeting adjourned at 10:52 a.m.

Respectfully submitted by,

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
December 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:

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve the agenda as submitted; motion carried unanimously. Ayes: Franco, Wilson, Moore, Schuster 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 PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
 - 1 City Administrator
 - 2 Approved Position List

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; Kevin Jones, Police Chief; Daniel Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager; and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved as submitted. During Closed Session, the City Council provided direction on Item 3A(1). Regarding Item 3A(2), the Council voted unanimously to raise the salary range for the Police Lieutenant position from 152-154 to 154-156, subject to the meet and confer process with the Professional/Technical Unit.

Councilmember Brian Wilson provided the Thought of the Day.

5 BUSINESS FROM THE FLOOR:

Officer Terra Avilla provided an update regarding the Holiday With a Hero Event, and thanked those present for their participation.

6 CONSENT CALENDAR:

- A Approve minutes from the City Council's November 7, 2018 meeting
- B Receive and file monthly Finance Report: November 2018
- C Approve **Resolution No. 18-5596** approving appointment to the Small Cities Organized Risk Effort (SCORE) Board of Directors
- D Approve **Resolution No. 18-5598** authorizing the name change of Riverside Park to Fruit Growers Park

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:** No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of vendor warrants numbered 202681 through 202845 for a total of \$561,710.51 including \$417,404.90 in payroll warrants**

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

9B **Consider approval of Resolution No. 18-5599 authorizing execution of Verizon Wireless Agreement for the Susanville Police Department** Chief Jones reported that the Police Department has an opportunity to contract with Verizon Wireless for cellular phone services under its Public Safety program. It is a priority plan for public safety similar to FIRSTNET which offers priority space when the broadband/cell lines may be overloaded. The plan provides unlimited services, no cost for the phones with the exception of tax, and if they are ordered before the end of the year, the City receives a \$100 credit per phone which will offset the cost of the tax. The Department would like to replace five existing phones, with the capability to expand to additional phones as future technology improvements become available. The cost for the program is \$42 per month per phone, and it will enhance the communication ability of the Department.

There was a general discussion regarding the technology and compatibility with body worn camera services.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 18-5599; motion carried unanimously. Ayes: Franco, Schuster, Wilson, Moore and Stafford.

9C **Consider approval of Resolution No. 18-5600 accepting the City of Susanville's Audited Financial Statements for the Fiscal Year ending June 30, 2017** Ms. Savage reported that the City's Financial Statement audit for the fiscal year ending June 30, 2018 has been completed, and Ahmed Badawi of Badawi & Associates, CPA's is available via conference call to present the reports.

Ahmed Badawi, Badawi & Associates, thanked the City Council for the opportunity to present the report via the remote location. The audit conducted included the financial statements of the governmental entities, business-type activities, each major fund, and the aggregate remaining fund information of the City, which collectively comprises the City's basic financial statements. The audited financial statements are presented in the Comprehensive Annual Financial Report (CAFR). The CAFR also includes Management's Discussion and Analysis (MD&A) comparing audited numbers from the current year and the previous audited year. The CAFR includes a statistical section, note disclosures and required supplemental information regarding the City's overall financial health.

With the assistance of Ms. Savage, Mr. Badawi reviewed a lengthy power point, describing information related to the Engagement Team, Deliverables and Scope of the Audit, Areas of Primary Emphasis,

Auditors report and Financial Statements, Required Communications and concluded that the City has received a clean or unmodified opinion.

There was a general discussion regarding the continued increase in CalPERS pension costs that is presenting challenges for every agency in California. Ms. Savage thanked Mr. Badawi for his report.

Ms. Savage reported that in addition to the information presented, there was an issue to discuss related to the water billing. A discovery was made when inputting the rates at the end of the irrigation season that the irrigation rate had not been implemented in the system due to an error. This resulted in an under-billing for the summer season of approximately \$220,000. Mr. Newton added that with the savings in his position at City Hall, and the focus of the engineering personnel on street projects, that it looks as if the Water Fund will weather the shortfall, as it is not practical to try and go back and calculate under billings. Many of the customers do not have accounts anymore, and there is no fair way to try and recoup some of the lost revenue. The shortfall would be addressed during mid-year budget discussions, however staff wanted to make the council and public aware of the issue.

Mayor pro tem Franco stated that a mistake was made, but it was important for the City to learn from it, take steps to prevent such a thing happening in the future and move on.

Councilmember Schuster asked if the rate change was programmed to occur automatically or if it had to be manually changed.

Mr. Newton responded that it was set up to be changed manually, however due to a computer glitch it had not taken effect, and it was not caught until the end of the season when the rate would be changed back to non-irrigation rate.

Motion by Mayor pro tem Franco, second by Councilmember Wilson, to approve Resolution No. 18-5600; motion carried unanimously. Ayes: Franco, Wilson, Schuster, Moore and Stafford.

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

13A **Tobacco Grant Update** Mr. Newton reported that the City has been awarded \$466,488 through the Tobacco Law Enforcement Grant to fund the collaborative effort between the Police Department and Administrative Services to enhance tobacco enforcement through a variety of operations and improvements. The main components of the grant are measurement and enforcement, and the activities will include community outreach, classroom tobacco awareness education, neighborhood watch programs, and parks tobacco enforcement. The City should see a reduction in operations costs through the opportunity for reimbursement. Mr. Newton recognized the effort put forth by Quincy McCourt to put together the application for funding.

Mayor Stafford asked if vaping was included in the tobacco restrictions for parks.

Councilmember Wilson commented that the no smoking ordinance in public spaces was updated to include vaping.

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

Councilmember Schuster spoke on behalf of a North Pine Street resident who asked her to publicly thank Dan Newton, Dan Gibbs, Anthony Hanner, and Quincy McCourt for helping them out recently with a problem. They could not be present at the meeting to do so in person.

Mayor pro tem Franco thanked Public Works for repaving in front of Meadowview School.

Mayor Stafford asked how much longer the Main Street paving project would be going on.

Mr. Gibbs responded that it would be a few more months.

Councilmember Wilson asked about the status of the MOU with the Lassen Historical Society.

Mr. Newton responded that staff has been working with them to review the draft document, and it should be ready to be brought forward within the next few months.

15 **ADJOURNMENT:**

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

Meeting adjourned at 8:03 p.m.

Respectfully submitted by

Kevin Stafford, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by:  Interim City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Monthly Finance Reports

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of December 2018.

FISCAL IMPACT: None

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

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

POOLED CASH & INVESTMENTS

December 31, 2018

POOLED CASH FUND	
Tri-Counties - Checking	343,182
LAIF	13,127,265
Total Cash & Investments	<u>13,470,447</u>

Pooled Cash Allocation:

General	166,884
General Fund Restricted	1,683,218
Special Revenue	1,362,712
Capital Projects	13,848
Debt Service	278,195
Enterprise	
Airport	24,400
Geothermal	268,275
Golf Course	(81,163)
Natural Gas	4,641,621
Water	3,970,775
Internal Service	824,213
Trust & Agency	317,469
Total Cash & Inv. Allocations	<u>13,470,447</u>

CASH WITH FISCAL AGENTS

December 31, 2018

General	
Special Revenue	
Capital Projects	
Debt Service	0
Enterprise	3,318,329
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,318,329</u>
GRAND TOTAL	<u>16,788,776</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 DECEMBER 31, 2018

COMBINED ACCOUNTS

9999-1011-002	TRI COUNTIES BANK	343,182.06
9999-1030-001	LAIF	13,127,264.86
		<u>13,470,446.92</u>
	TOTAL COMBINED CASH AND INVESTMENTS	13,470,446.92
9999-1000-000	CLAIM ON CASH	(13,470,446.92)
		<u>.00</u>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	16,381.66
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,532.88
1003	ALLOCATION TO FLOOD/EMERGENCY DECLARATIONS	140,000.91
1004	ALLOCATION TO GF-PANCERA	18,748.86
1005	ALLOCATION TO GF-RESERVE ACCOUNT	1,353,056.67
1006	ALLOCATION TO POLICE FACILITIES & EQUIP FUND	2,391.22
1007	ALLOCATION TO FIRE FACILITIES & EQUIP FUND	102,978.74
1008	ALLOCATION TO ADMIN SVCS FACILITIES & EQUIP	46,127.48
2002	ALLOCATION TO STATE COPS	(7,629.99)
2005	ALLOCATION TO ROAD MAINT AND REHAB SB-1	215,709.48
2006	ALLOCATION TO SNOW REMOVAL	36,856.12
2007	ALLOCATION TO STREETS & HIGHWAYS	(206,537.35)
2010	ALLOCATION TO STREET MITIGATION	46,370.84
2011	ALLOCATION TO POLICE MITIGATION	13,063.54
2012	ALLOCATION TO FIRE MITIGATION	141,856.94
2013	ALLOCATION TO PARK DEDICATION FUND	162,044.81
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	104,175.18
2018	ALLOCATION TO HOME REVOLVING FUND	467,819.36
2030	ALLOCATION TO TRAFFIC SAFETY	53,159.43
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	81,130.55
2037	ALLOCATION TO SKYLINE BICYCLE LANE	8,871.34
2040	ALLOCATION TO CDBG RIVERSIDE GRANT REHAB	245,752.82
4003	ALLOCATION TO CITY HALL	53,477.83
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	173,627.90
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	51,089.67
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	853,273.12
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	15,091.33
7630	ALLOCATION TO RISK MANAGEMENT FUND	366,261.79
7650	ALLOCATION TO PAYROLL	183,685.48
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	11,317.02
8402	ALLOCATION TO LAFCO	61,903.95
8403	ALLOCATION TO SEC 125 & AFLAC	4,242.48
8404	ALLOCATION TO AIR POLLUTION	122,791.54
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	187,887.70
8406	ALLOCATION TO REGIONAL WATER MANAGEMENT GROU	(129,421.39)
8407	ALLOCATION TO AIR POLLUTION- CCI REDUCTION	58,747.88
		<u>9,866,912.79</u>
	ALLOCATIONS TO RESTRICTED FUNDS	9,866,912.79

CITY OF SUSANVILLE
COMBINED CASH AND INVESTMENTS
DECEMBER 31, 2018

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	166,883.58
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	88,675.43
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	28,826.27
7201	ALLOCATION TO AIRPORT	24,399.69
7301	ALLOCATION TO GEOTHERMAL UTILITY	268,274.64
7401	ALLOCATION TO NATURAL GAS	2,834,615.35
7530	ALLOCATION TO GOLF COURSE	(81,163.16)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	259,174.36
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,603,534.13
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	13,470,446.92
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(13,470,446.92)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	.00
		<hr/> <hr/>

TRI-COUNTIES BANK

		\$586,934.09
12/3/2018		\$155.22 \$587,089.31
12/3/2018	-\$99.10	\$586,990.21
12/3/2018	-\$799.92	\$586,190.29
12/3/2018		\$265.00 \$586,455.29
12/3/2018		\$32,322.15 \$618,777.44
12/3/2018		\$10,632.47 \$629,409.91
12/4/2018		\$9,888.16 \$639,298.07
12/4/2018		\$2,988.88 \$642,286.95
12/5/2018	-\$2,329.54	\$639,957.41
12/5/2018	-\$107,288.99	\$532,668.42
12/5/2018	-\$32,625.57	\$500,042.85
12/5/2018	-\$4,936.54	\$495,106.31
12/5/2018	-\$1,430.15	\$493,676.16
12/5/2018	-\$27,137.26	\$466,538.90
12/5/2018	-\$4,040.61	\$462,498.29
12/5/2018		\$9,313.13 \$471,811.42
12/5/2018		\$7,213.90 \$479,025.32
12/6/2018	-\$125,076.20	\$353,949.12
12/6/2018		\$27,366.49 \$381,315.61
12/6/2018		\$4,985.82 \$386,301.43
12/6/2018	-\$65,807.24	\$320,494.19
12/6/2018	-\$15,486.32	\$305,007.87
12/6/2018	-\$2,487.16	\$302,520.71
12/6/2018	-\$801.31	\$301,719.40
12/6/2018	-\$7,108.95	\$294,610.45
12/7/2018		\$1,383.09 \$295,993.54
12/7/2018		\$2,164.93 \$298,158.47
12/7/2018		\$4,844.95 \$303,003.42
12/7/2018		\$528.21 \$303,531.63
12/7/2018	-\$3,122.88	\$300,408.75
12/7/2108		\$86.55 \$300,495.30
12/7/2018		\$156.65 \$300,651.95
12/7/2018		\$113.00 \$300,764.95
12/7/2018		\$19.56 \$300,784.51
12/7/2018		\$19,402.97 \$320,187.48
12/7/2018		\$9,228.74 \$329,416.22
12/10/2018	-\$591.51	\$328,824.71
12/10/2018	-\$10.00	\$328,814.71
12/10/2018	-\$703.82	\$328,110.89
12/10/2018		\$38,783.50 \$366,894.39
12/10/2018		\$9,351.54 \$376,245.93
12/11/2018		\$756.42 \$377,002.35
12/11/2018		\$652.37 \$377,654.72
12/11/2018	-\$6,806.23	\$370,848.49
12/11/2018	-\$5,108.06	\$365,740.43
12/11/2018		\$34.60 \$365,775.03
12/11/2018		\$123.79 \$365,898.82
12/11/2018		\$15,048.07 \$380,946.89
12/11/2018		\$5,882.89 \$386,829.78
12/12/2018		\$22,104.01 \$408,933.79
12/12/2018		\$4,843.57 \$413,777.36
12/13/2018		\$524.09 \$414,301.45
12/13/2018		\$389.22 \$414,690.67
12/13/2018		\$46.93 \$414,737.60

TRI-COUNTIES BANK

12/13/2018		\$67,681.16	\$482,418.76
12/13/2018		\$3,298.15	\$485,716.91
12/13/2018	-\$188,552.73		\$297,164.18
12/13/2018	-\$1.35		\$297,162.83
12/14/2018	-\$8,367.73		\$288,795.10
12/14/2018		\$10,331.03	\$299,126.13
12/14/2018		\$3,872.70	\$302,998.83
12/17/2018		\$71,616.98	\$374,615.81
12/17/2018		\$6,679.55	\$381,295.36
12/18/2018	-\$105,662.69		\$275,632.67
12/18/2018	-\$13,517.16		\$262,115.51
12/18/2018	-\$40,849.20		\$221,266.31
12/18/2018	-\$7,886.44		\$213,379.87
12/18/2018	-\$1,587.51		\$211,792.36
12/18/2018	-\$28,096.06		\$183,696.30
12/18/2018	-\$68,400.00		\$115,296.30
12/18/2018	-\$1,101.25		\$114,195.05
12/18/2018	-\$306.02		\$113,889.03
12/18/2018	-\$601.20		\$113,287.83
12/18/2018	-\$9,583.51		\$103,704.32
12/18/2018	-\$1,196.58		\$102,507.74
12/18/2018		\$22,018.45	\$124,526.19
12/18/2018		\$2,978.85	\$127,505.04
12/19/2018		\$147.89	\$127,652.93
12/19/2018		\$380.55	\$128,033.48
12/19/2018		\$1,107.96	\$129,141.44
12/19/2018		\$678.70	\$129,820.14
12/19/2018		\$630.59	\$130,450.73
12/19/2018	-\$100.00		\$130,350.73
12/19/2018	-\$324.03		\$130,026.70
12/19/2018		\$5,288.83	\$135,315.53
12/19/2018		\$4,303.96	\$139,619.49
12/19/2018	-\$26.52		\$139,592.97
12/20/2018	-\$83,693.40		\$55,899.57
12/20/2018		\$32.62	\$55,932.19
12/20/2018		\$160,000.00	\$215,932.19
12/20/2018		\$592.96	\$216,525.15
12/20/2018		\$3,652.52	\$220,177.67
12/20/2018		\$4,056.69	\$224,234.36
12/20/2018	-\$168,291.17		\$55,943.19
12/21/2018		\$26,382.07	\$82,325.26
12/21/2018		\$120.09	\$82,445.35
12/21/2018		\$480.00	\$82,925.35
12/21/2018	-\$183.41		\$82,741.94
12/21/2018		\$129.42	\$82,871.36
12/21/2018		\$53.99	\$82,925.35
12/21/2018		\$19,402.73	\$102,328.08
12/21/2018		\$7,765.80	\$110,093.88
12/26/2018		\$32,192.30	\$142,286.18
12/26/2018		\$5,804.18	\$148,090.36
12/27/2018		\$232,000.00	\$380,090.36
12/27/2018		\$158,534.85	\$538,625.21
12/27/2018		\$666.41	\$539,291.62
12/27/2018		\$1,317.33	\$540,608.95
12/27/2018		\$1,789.71	\$542,398.66

TRI-COUNTIES BANK

12/27/2018	-\$232,000.00		\$310,398.66
12/27/2018	-\$311.25		\$310,087.41
12/27/2018		\$9,542.60	\$319,630.01
12/27/2018		\$5,494.04	\$325,124.05
12/28/2018	-\$801.30		\$324,322.75
12/28/2018		\$0.60	\$324,323.35
12/28/2018		\$598.24	\$324,921.59
12/28/2018		\$9,703.65	\$334,625.24
12/28/2018		\$6,898.92	\$341,524.16
12/31/2018		\$302.92	\$341,827.08
12/31/2018		\$1,354.98	\$343,182.06

<i>s:/Debi/fund Balances Report</i>		Audited			Unaudited
		6/30/18	YTD	YTD	DECEMBER
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	Fund Balance
					12/31/18
100X	General Fund	3,558,023	1,731,389	3,088,063	2,201,349
2002	State COPS	60,263	286	68,180	(7,631)
2005	Road Maintenance & Rehab SB-1	105,158	110,551		215,709
2006	Snow Removal	46,024	270	9,467	36,827
2007	Streets	(211,421)	1,569,424	1,655,293	(297,290)
2010	Street Mitigation	43,537	2,835		46,372
2011	Police Mitigation	9,620	3,445		13,066
2012	Fire Mitigation	141,188	4,018	3,350	141,857
2013	Park Dedication	160,335	1,724		162,058
2016	State Comm. Dev. Rev.FD	956,930	7,120		964,050
2018	Home Revolving Fund	752,150	9,271	6,075	755,347
2030	Traffic Safety	51,521	1,640		53,162
2035	Traffic Signals Fund	80,544	584		81,128
2037	Skyline Bicycle Lane	8,813	59		8,872
2040	CDBG Riverside Drive Project	306,285	1,514	62,046	245,753
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,259	69,192	67,973	53,479
4004	2013 CalPERS Refunding Loan	481,503	230,676	538,551	173,628
4005	Community Pool Debt Service	630	50,460		51,090
711X	Water Funds	3,624,084	1,317,882	1,287,836	3,654,130
7201	Airport	2,184,445	88,581	133,709	2,139,317
7301	Geothermal	551,215	51,658	41,406	561,467
740X	Natural Gas	494,649	1,422,560	2,056,812	(139,603)
7530	Golf Course	2,370,352	129,915	176,682	2,323,585
7620	PW Admin/Engineering	168,599	94,912	27,863	235,647
7630	Risk Management	472,721	384,493	490,930	366,284
8402	LAFCO	33,348	56,837	23,251	66,934
8404	Air Pollution	198,502	51,658	118,752	131,408
8405	Air Pollution - Carl Moyer	319,563	2,160	133,835	187,888
8406	IRWM - Management Group	(59,541)		43,385	(102,925)
8407	CCI Woodsmoke Reduction	0	135,208	85,460	49,748
TOTALS		16,975,149	7,530,320	10,118,918	14,386,551

Reviewed by: Interim City Administrator
 City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Quarterly Report of Transient Occupancy Tax Revenue

PRESENTED BY: Deborah Savage, Finance Manager

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

FISCAL IMPACT: None

ACTION REQUESTED: Motion to receive and file Quarterly Report of Transient Occupancy Tax for 1st Quarter of 2018-2019

ATTACHMENTS: Transient Occupancy Tax report

Transient Occupancy Tax - History

S:/finance/TOT/TOT

Received in For Qtr.	OCT Jul-Sep 1	JAN Oct-Dec 2	APR Jan-Mar 3	JUL Apr-Jun 4	Total	Percent T.O.T.	
FY 1989-90	59,580	41,273	26,912	56,068	183,833	8 %	Increased by 2%
FY 1990-91	71,958	44,475	31,412	63,190	211,035	8 %	
FY 1991-92	75,998	49,850	34,316	63,726	223,890	8 %	
FY 1992-93	79,525	50,751	27,467	61,719	219,462	8 %	
FY 1993-94	87,369	60,847	40,577	72,788	261,579	8 %	
FY 1994-95	90,841	67,395	57,202	84,656	261,579	8 %	
FY 1995-96	102,529	68,208	46,404	74,206	300,094	8 %	
FY 1996-97	91,922	58,327	44,907	74,470	291,347	8 %	
FY 1997-98	90,355	64,306	38,202	75,377	269,627	8 %	
FY 1998-99	100,039	64,098	40,432	77,769	282,337	8 %	
FY 1999-00	105,195	71,103	43,137	87,850	307,285	8 %	
FY 2000-01	113,786	69,621	49,132	94,789	327,328	8 %	
FY 2001-02	116,569	75,763	51,361	100,941	344,634	8 %	
FY 2002-03	128,918	82,622	57,547	93,372	362,459	8 %	
FY 2003-04	123,730	78,211	59,025	103,348	364,313	8 %	
FY 2004-05	160,926	93,450	73,737	134,133	462,246	10%	Increased by 2%
FY 2005-06	154,676	116,764	70,777	123,152	465,369	10%	
FY 2006-07	187,956	111,977	75,688	148,153	523,774	10%	
FY 2007-08	185,106	111,037	87,103	133,968	517,214	10%	
FY 2008-09	152,756	84,251	52,880	132,397	422,284	10%	
FY 2009-10	129,707	92,460	55,012	103,176	380,354	10%	
FY 2010-11	135,563	73,212	52,476	105,132	366,383	10%	
FY 2011-12	136,085	85,764	58,451	111,247	391,546	10%	
FY 2012-13	144,530	68,374	55,362	110,852	379,119	10%	
FY 2013-14	145,701	79,358	66,924	108,741	400,723	10%	
FY 2014-15	145,712	85,678	77,819	132,615	441,824	10%	
FY 2015-16	153,599	94,103	82,021	125,377	455,099	10%	
FY 2016-17	182,157	105,455	74,428	145,941	507,981	10%	
FY 2017-18	195,742	120,418	72,156	131,842	520,158	10%	
FY 2018-19	196,176				196,176	10%	

For actual dollars deflate revenues for INFLATION



Reviewed by:  Interim City Administrator

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

Submitted by: Dan Newton, Interim City Administrator

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 19-5605** amending Resolution No. 19-5599 approving agreement with Visual Labs, Inc.

PRESENTED BY: Dan Newton, Interim City Administrator

SUMMARY: The City Council considered and approved Resolution No. 19-5599 at its January 2, 2019 meeting, authorizing the Police Chief to execute an agreement with Visual Labs, Inc. for body worn computers for the Susanville Police Department. The City Council specified a trial period for the program, which will be funded through June 30, 2019 under the existing budget. The program is to be evaluated and considered for funding as part of the fiscal year 2019/2020 budget discussions. Staff has prepared a resolution amending Resolution No. 19-5599 to include the conditions of approval for the agreement.

FISCAL IMPACT: \$2,000 -9,000 funding through June 30, 2019

ACTION REQUESTED: Motion to approve Resolution No. 19-5605 amending Resolution No. 19-5599 approving agreement with Visual Labs, Inc

ATTACHMENTS: Resolution No. 19-5605

RESOLUTION NO. 19-5605
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING RESOLUTION NO. 19-5599 APPROVING EXECUTION OF
AGREEMENT WITH VISUAL LABS, INC.

WHEREAS, the Susanville Police Department identified an opportunity to improve the operational efficiency of the Department through the addition of Body Worn Computers; and

WHEREAS, at the January 2, 2019 the City Council approved Resolution No. 19-5599 authorizing the Police Chief to execute an agreement with Visual Labs, Inc. for body worn computers; and

WHEREAS, the cost of the program is included in the fiscal year 2018/2019 budget, and was approved through the current fiscal year ending June 30, 2019 with the condition of evaluation and consideration of the program to be funded as part the 2019/2020 fiscal year budget discussions; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville amends Resolution No. 19-5599 to include the condition of evaluating the program as part of the 2019/2020 budget discussions.

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of January, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: Interim City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: January 16, 2018

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated December 10, 2018 through January 4, 2018 numbered 202846 through 202989.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 358,532.43 plus \$ 469,661.08 in payroll warrants, for a total of \$ 828,193.51.

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/18	12/10/2018	202846	487	MOORE, JAMES	TR EX SAN FRANCISCO 12/1-1	121018	1	1000-422-10-45	TRAVEL	703.82	703.82
Total 12/10/18:											
										703.82	703.82
Grand Totals:											
										703.82	703.82

Check Issue Dates: 12/13/2018 - 12/13/2018

Dec 13, 2018 02:34PM

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

GL	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	636439346	1	7620-430-10-44	LINEN SERVICE	29.53	29.53
Total 636439346:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636439347	1	7401-430-62-44	LINEN SERVICES	71.64	71.64
Total 636439347:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636439348	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 636439348:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636439349	1	7110-430-42-44	LINEN SERVICE	100.92	100.92
Total 636439349:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES - PW	636453395	1	7620-430-10-44	LINEN SERVICE	29.53	29.53
Total 636453395:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636453396	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 636453396:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636453397	1	2007-431-20-44	LINEN SERVICE	104.40	104.40
Total 636453397:											
12/18	12/13/2018	202848	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636453398	1	7110-430-42-44	LINEN SERVICE	44.31	44.31
Total 636453398:											
12/18	12/13/2018	202849	1070	AT&T	WIRELESS PHONES-PD	287277908661X1128201	1	1000-421-10-45	COMMUNICATIONS	308.17	308.17

M = Manual Check, V = Void Check

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 287277908661X1128201:											
12/18	12/13/2018	202850	53		HEALTH INS. REIM 1/16-6/16	121218	1	7610-2239-007	EARLY RETIREMENT INCENTIV	5,015.50	5,015.50
Total 121218:											
12/18	12/13/2018	202851	9519		REFUND GAS DEPOSIT	10438550024	1	7401-2228-000	DEPOSITS-CUSTOMER	74.74	74.74
Total 10438550024:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLES- WATER	1113 112518	1	7110-430-42-46	SUPPLES-GENERAL	1,101.98	1,101.98
Total 1113 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	DUES & MEMBERSHIP	2064 112518	1	1000-413-20-47	SOFTWARE	14.99	14.99
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLES	2064 112518	2	7620-430-11-47	MACHINERY AND EQUIPMENT	68.93	68.93
Total 2064 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SPECIAL OPS-PD	2754 112518	1	1000-421-10-48	SPECIAL OPERATIONS	62.59	62.59
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLES-PD	2754 112518	2	1000-421-10-46	SUPPLES-GENERAL	226.44	226.44
12/18	12/13/2018	202852	884	BANK OF AMERICA	POSTAGE-PD	2754 112518	3	1000-421-10-46	POSTAGE	70.20	70.20
12/18	12/13/2018	202852	884	BANK OF AMERICA	REPAIR & MAINT-PD	2754 112518	4	1000-421-10-44	FACILITY - REPAIR & MAINTEN	29.63	29.63
12/18	12/13/2018	202852	884	BANK OF AMERICA	PRINTING & BINDING-PD	2754 112518	5	1000-421-10-45	PRINTING AND BINDING	275.04	275.04
12/18	12/13/2018	202852	884	BANK OF AMERICA	INVEST. SUPPLES-PD	2754 112518	6	1000-421-10-45	INVESTIGATIVE FUNDS	36.10	36.10
12/18	12/13/2018	202852	884	BANK OF AMERICA	JANITORIAL SUPPLES-PD	2754 112518	7	1000-421-10-46	SUPPLES-JANITORIAL	73.85	73.85
12/18	12/13/2018	202852	884	BANK OF AMERICA	INVEST. SUPPLES-PD	2754 112518	8	1000-421-10-45	INVESTIGATIVE FUNDS	80.33	80.33
Total 2754 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	FUEL-PD	2896 112518	1	1000-421-10-46	GASOLINE	20.01	20.01
12/18	12/13/2018	202852	884	BANK OF AMERICA	INVEST. SUPPLES-PD	2896 112518	2	1000-421-10-45	INVESTIGATIVE FUNDS	78.59	78.59
12/18	12/13/2018	202852	884	BANK OF AMERICA	POSTAGE-PD	2896 112518	3	1000-421-10-46	POSTAGE	13.65	13.65
12/18	12/13/2018	202852	884	BANK OF AMERICA	UNIFORMS-PD	2896 112518	4	1000-421-10-42	UNIFORM ALLOWANCE	273.82	273.82
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLES-PD	2896 112518	5	1000-421-10-46	SUPPLES-GENERAL	45.91	45.91
Total 2896 112518:											
										431.98	431.98

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
12/18	12/13/2018	202852	884	BANK OF AMERICA	FEES	3996 112518	1	1000-415-10-48	TAXES, FEES, PERMITS & CHA	1.64	1.64
Total 3996 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES	4036 112518	1	1000-417-10-46	SUPPLIES-GENERAL	1,033.72	1,033.72
12/18	12/13/2018	202852	884	BANK OF AMERICA	TR EX	4036 112518	2	1000-413-20-45	TRAVEL	155.64	155.64
Total 4036 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-FD	4119 112518	1	1000-422-10-46	SUPPLIES-GENERAL	30.56	30.56
12/18	12/13/2018	202852	884	BANK OF AMERICA	POSTAGE-FD	4119 112518	2	1000-422-10-46	POSTAGE	4.71	4.71
Total 4119 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-BUILDING	4728 112518	1	1000-424-20-46	SUPPLIES-GENERAL	388.13	388.13
12/18	12/13/2018	202852	884	BANK OF AMERICA	TRAVEL EXPENSE-BUILDING	4728 112518	2	1000-424-20-45	TRAVEL	374.00	374.00
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-BUILDING	4728 112518	3	1000-419-10-46	SUPPLIES-GENERAL	83.56	83.56
Total 4728 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	DUES & MEMBERSHIP- AP	5203 112518	1	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-PW	5203 112518	2	7620-430-10-46	SUPPLIES-GENERAL	6.70	6.70
Total 5203 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES	6197 112518	1	1000-417-10-46	SUPPLIES-GENERAL	1,500.00	1,500.00
Total 6197 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	COMMUNICATIONS	6579 112518	1	1000-417-10-43	TECHNICAL SVCS	905.82	905.82
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES	6579 112518	2	1000-417-10-46	SUPPLIES-GENERAL	83.70	83.70
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES	6579 112518	3	1000-415-10-46	SUPPLIES-GENERAL	77.30	77.30
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-BUILDING	6579 112518	4	1000-424-20-46	SUPPLIES-GENERAL	27.69	27.69
12/18	12/13/2018	202852	884	BANK OF AMERICA	TRAVEL EXPENSE	6579 112518	5	1000-413-20-45	TRAVEL	100.00	100.00
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES	6579 112518	6	1000-411-40-46	SUPPLIES-GENERAL	14.99	14.99
12/18	12/13/2018	202852	884	BANK OF AMERICA	ADVERTISING	6579 112518	7	1000-416-10-45	ADVERTISING	192.17	192.17
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-PARK	6579 112518	8	1000-452-20-46	SUPPLIES-GENERAL	573.60	573.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 6579 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	REPAIR & MAINT-STREETS	6583 112518	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	498.58	498.58
Total 6583 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	JANITORIAL SUPPLIES-FD	6670 112518	1	1000-422-10-46	SUPPLIES-JANITORIAL	54.39	54.39
12/18	12/13/2018	202852	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 112518	2	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	149.99	149.99
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-FD	6670 112518	3	1000-422-10-46	SUPPLIES-GENERAL	135.05	135.05
12/18	12/13/2018	202852	884	BANK OF AMERICA	VOLUNTEERS-FD	6670 112518	4	1000-422-10-43	VOLUNTEERS	21.00	21.00
12/18	12/13/2018	202852	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 112518	5	1000-422-10-44	FACILITY - REPAIR & MAINTEN	134.68	134.68
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-FD	6670 112518	6	1000-422-10-47	MACHINERY AND EQUIPMENT	255.22	255.22
Total 6670 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 112518	1	7620-430-10-48	DUES AND MEMBERSHIPS	22.95	22.95
12/18	12/13/2018	202852	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	7045 112518	2	7620-430-10-47	SOFTWARE	180.00	180.00
12/18	12/13/2018	202852	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 112518	3	7620-430-10-48	DUES AND MEMBERSHIPS	52.99	52.99
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-PW	7045 112518	4	7620-430-10-46	SUPPLIES-GENERAL	322.92	322.92
Total 7045 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-GAS	7575 112518	1	7401-430-62-46	SUPPLIES-GENERAL	1,293.02	1,293.02
Total 7575 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SPECIAL OPS-PD	8955 112518	1	1000-421-10-48	SPECIAL OPERATIONS	41.90	41.90
12/18	12/13/2018	202852	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 112518	2	1000-421-10-45	INVESTIGATIVE FUNDS	100.00	100.00
Total 8955 112518:											
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-GC	9430 112518	1	7530-451-55-46	SUPPLIES - GENERAL	122.50	122.50
12/18	12/13/2018	202852	884	BANK OF AMERICA	SUPPLIES-GC	9430 112518	2	7530-451-52-44	RENT & LEASES EQUIP & VEHI	198.29	198.29
Total 9430 112518:											
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	1	8402-413-30-45	PRINTING AND BINDING	46.40	46.40
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	2	8402-413-30-46	POSTAGE	7.86	7.86

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	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	3	8402-413-30-45	COMMUNICATIONS	88.53	88.53	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,500.00	2,500.00	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	6	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,047.50	1,047.50	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0099	7	8402-413-30-45	TRAVEL	281.17	281.17	
Total 2018-0099:											4,471.46	4,471.46
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0100	1	8402-413-30-45	PRINTING AND BINDING	18.60	18.60	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0100	2	8402-413-30-45	COMMUNICATIONS	62.84	62.84	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0100	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,500.00	1,500.00	
12/18	12/13/2018	202853	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2018-0100	4	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	2,027.50	2,027.50	
Total 2018-0100:											3,608.94	3,608.94
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES-GAS	428706	1	7401-430-62-46	SUPPLIES-GENERAL	23.53	23.53	
Total 428706:											23.53	23.53
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES-GAS	428713	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	36.66	36.66	
Total 428713:											36.66	36.66
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES-GAS	428722	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.69	8.69	
Total 428722:											8.69	8.69
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES-WATER	428838	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	65.09	65.09	
Total 428838:											65.09	65.09
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES-FD	428963	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	9.45	9.45	
Total 428963:											9.45	9.45
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES-GAS	429068	1	7401-430-62-46	SUPPLIES-GENERAL	39.33	39.33	
Total 429068:											39.33	39.33

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
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	429229	1	2007-431-20-46	SUPPLIES-GENERAL	102.27	102.27
Total 429229:											
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES- FD	429382	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	52.09	52.09
Total 429382:											
12/18	12/13/2018	202854	76	BILLINGTON ACE HARD	SUPPLIES- FD	429666	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	3.85	3.85
Total 429666:											
12/18	12/13/2018	202855	5043		REFUND WATER OVERPAYME	10421000000	1	9999-1001-001	CASH CLEARING - UTILITIES	3,880.80	3,880.80
Total 10421000000:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLC600MAINST 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 120118	1	2007-431-20-44	DISPOSAL	20.72	20.72
Total PLCBOFA 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLER 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCBUEHLER 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCDIAMONDMTN 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS 1	PLCELKSLODFE 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCELKSLODFE 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 120118	1	2007-431-20-44	DISPOSAL	20.72	20.72

M = Manual Check, V = Void Check

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 PLCFROSTYMILL 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 12011	1	2007-431-20-44	DISPOSAL	20.72	20.72
Total PLCGROCERYOUT 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCHAIRHUNTER 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCHOTELLSN1 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCKNOCHBUILD 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCLITTLEITAL 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCLVCHARTR 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCMTLASSNP 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 120118	1	2007-431-20-44	DISPOSAL	82.56	82.56
Total PLCPANCERAPL 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPL 120118.	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCPANCERPL 120118.:											

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
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCSIERRAJWLR 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCSIERRATHTR 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREA 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCSVILLEREA 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCUPTOWNPARK 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCUSPOSTAL 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 120118	1	2007-431-20-44	DISPOSAL	43.84	43.84
Total PLCVETSMEMOR 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 120118	1	2007-431-20-44	DISPOSAL	41.28	41.28
Total PLCWALMARTBUS 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL1 120118	1	7620-430-10-44	DISPOSAL	185.28	185.28
Total SVL1 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVL110NORTHST 120118	1	1000-452-20-44	DISPOSAL	252.28	252.28
Total SVL110NORTHST 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 120118	1	7620-430-10-44	DISPOSAL	180.18	180.18

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total SVL15 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 120118	1	1000-417-10-44	DISPOSAL	175.00	175.00
Total SVL2 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIR 120118	1	7530-451-52-44	DISPOSAL	210.11	210.11
Total SVL470895CIR 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 120118	1	1000-452-20-44	DISPOSAL	207.59	207.59
Total SVL5 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 120118	1	1000-421-10-44	DISPOSAL	128.81	128.81
Total SVL7 120118:											
12/18	12/13/2018	202856	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 120118	1	1000-422-10-44	DISPOSAL	177.63	177.63
Total SVLFD 120118:											
12/18	12/13/2018	202857	986	CARLSON'S TIRE PROS	REPAIR & MAINT-STREETS	61033	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	562.19	562.19
Total 61033:											
12/18	12/13/2018	202858	115	CASELLE INC.	SOURCE CODE ESCROW 1/1/1	92179	1	1000-1430-105	PREPAID - OTHER	100.00	100.00
12/18	12/13/2018	202858	115	CASELLE INC.	SOURCE CODE ESCROW 1/1/1	92179	2	1000-417-10-43	TECHNICAL SVCS	100.00	100.00
Total 92179:											
12/18	12/13/2018	202859	9525	CASHIER DPR	LICENSE RENEWAL	139677QACB	1	1000-452-20-48	TAXES, FEES, PERMITS & CHA	60.00	60.00
Total 139677QACB:											
12/18	12/13/2018	202860	116	CASHMAN EQUIPMENT	RPR & MAINT- WATER	INPS2829218	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	22.89	22.89

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 INPS2829218:											
12/18	12/13/2018	202860	116	CASHMAN EQUIPMENT	RPR & MAINT- WATER	INPS2847739	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	68.34	68.34
Total INPS2847739:											
12/18	12/13/2018	202860	116	CASHMAN EQUIPMENT	RPR & MAINT- STREET	INPS2852568	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	44.49	44.49
Total INPS2852568:											
12/18	12/13/2018	202861	1375	CENTRAL SANITARY SU	JANITORIAL- FD	923388	1	1000-422-10-46	SUPPLIES-JANITORIAL	44.49	44.49
Total 923388:											
12/18	12/13/2018	202862	148	COMPUTER LOGISTICS	WEBROOT RENEWAL- PD	72084	1	1000-421-10-43	TECHNICAL SVCS	351.00	351.00
Total 72084:											
12/18	12/13/2018	202863	9520	CROSS, WILLIAM J.	REPAIR & MAINT- FD	4290	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	200.00	200.00
Total 4290:											
12/18	12/13/2018	202864	161	CSK AUTO INC	SUPPLIES-STREETS	2740-149104	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	48.13	48.13
Total 2740-149104:											
12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- STREETS	2740-151025	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,132.94	1,132.94
Total 2740-151025:											
12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- STREETS	2740-153451	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,134.63	1,134.63
Total 2740-153451:											
12/18	12/13/2018	202864	161	CSK AUTO INC	CREDIT- STREETS	2740-154647	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,134.63-	1,134.63-
Total 2740-154647:											

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	
	12/18	12/13/2018	202864	161	CSK AUTO INC	CREDIT- STREETS	2740-154861	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	48.13-	48.13-
Total 2740-154861: 48.13- 48.13-												
	12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- GAS	2740-155304	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.26	12.26
	12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- SNOW	2740-155304	2	2006-431-25-44	REPAIR & MAINT - VEHICLE	12.26	12.26
	12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- WATER	2740-155304	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	12.26	12.26
Total 2740-155304: 36.78 36.78												
	12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- GAS	2740-156492	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.80	11.80
	12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- STREETS	2740-156492	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.79	11.79
	12/18	12/13/2018	202864	161	CSK AUTO INC	REPAIR & MAINT- WATER	2740-156492	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.79	11.79
Total 2740-156492: 35.38 35.38												
	12/18	12/13/2018	202864	161	CSK AUTO INC	SUPPLIES-STREETS	2740-157856	1	2007-431-20-46	SUPPLIES-GENERAL	15.54	15.54
Total 2740-157856: 15.54 15.54												
	12/18	12/13/2018	202865	173	DATCO SERVICES	SUBSTANCE TEST	34512446	1	1000-416-10-43	TECHNICAL SVCS	156.00	156.00
Total 34512446: 156.00 156.00												
	12/18	12/13/2018	202866	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	16768	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	87.35	87.35
Total 16768: 87.35 87.35												
	12/18	12/13/2018	202867	7293	DIG IT CONSTRUCTION	PROJECT 17-01, 2012 STIP FC	112718	1	2007-431-29-44	CONSTRUCTION SERVICES	118,267.12	118,267.12
Total 112718: 118,267.12 118,267.12												
	12/18	12/13/2018	202868	1260	DIRECTV INC	CABLE- PD	35519950507	1	1000-421-10-45	COMMUNICATIONS	123.48	123.48
Total 35519950507: 123.48 123.48												
	12/18	12/13/2018	202869	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT- WATER	266995	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	398.63	398.63

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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 266995:											
12/18	12/13/2018	202870	9518		REFUND GAS DEPOSIT	10113760306	1	7401-2228-000	DEPOSITS-CUSTOMER	102.46	102.46
Total 10113760306:											
12/18	12/13/2018	202871	1290	FARWEST CORROSION	SUPPLIES- GAS	0327959	1	7401-430-62-46	SUPPLIES-GENERAL	910.37	910.37
Total 0327959:											
12/18	12/13/2018	202871	1290	FARWEST CORROSION	SUPPLIES-GAS	0328308	1	7401-430-62-46	SUPPLIES-GENERAL	412.22	412.22
Total 0328308:											
12/18	12/13/2018	202872	238	FASTENAL COMPANY	SUPPLIES-WATER	78884	1	7110-430-42-46	SUPPLIES-GENERAL	67.90	67.90
Total 78884:											
12/18	12/13/2018	202872	238	FASTENAL COMPANY	SUPPLIES-STREETS	79316	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	15.71	15.71
Total 79316:											
12/18	12/13/2018	202873	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1492820	1	7620-430-10-45	ADVERTISING	122.40	122.40
Total 1492820:											
12/18	12/13/2018	202873	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1493823	1	7620-430-10-45	ADVERTISING	122.40	122.40
Total 1493823:											
12/18	12/13/2018	202873	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	1494882	1	7620-430-10-45	ADVERTISING	122.40	122.40
Total 1494882:											
12/18	12/13/2018	202874	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	879834A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 879834A:											

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
12/18	12/13/2018	202875	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	AR2677	1	7620-430-10-43	TECHNICAL SVCS	534.25	534.25
Total AR2677:											
12/18	12/13/2018	202875	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	AR2678	1	7620-430-10-43	TECHNICAL SVCS	84.00	84.00
Total AR2678:											
12/18	12/13/2018	202876	265	FRONTIER	257-1000 DSL SERVICE	1000 120518	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
12/18	12/13/2018	202876	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 120518	2	7110-430-42-45	COMMUNICATIONS	24.15	24.15
12/18	12/13/2018	202876	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 120518	3	7401-430-62-45	COMMUNICATIONS	24.15	24.15
12/18	12/13/2018	202876	265	FRONTIER	257-1000 ADMIN FAX	1000 120518	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
12/18	12/13/2018	202876	265	FRONTIER	257-1000 CITY CLERK FAX	1000 120518	5	1000-413-20-45	COMMUNICATIONS	1.10	1.10
12/18	12/13/2018	202876	265	FRONTIER	257-1000 ADMIN	1000 120518	6	1000-413-20-45	COMMUNICATIONS	3.44	3.44
12/18	12/13/2018	202876	265	FRONTIER	257-1000 CITY CLERK	1000 120518	7	1000-411-40-45	COMMUNICATIONS	2.66	2.66
12/18	12/13/2018	202876	265	FRONTIER	257-1000 FINANCE	1000 120518	8	1000-415-10-45	COMMUNICATIONS	2.66	2.66
12/18	12/13/2018	202876	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 120518	9	1000-419-10-45	COMMUNICATIONS	2.66	2.66
12/18	12/13/2018	202876	265	FRONTIER	257-1000 CITY HALL	1000 120518	10	1000-417-10-45	COMMUNICATIONS	252.44	252.44
Total 1000 120518:										459.36	459.36
12/18	12/13/2018	202876	265	FRONTIER	257-1044 PRI	1044 110518	1	7620-430-10-45	COMMUNICATIONS	87.52	87.52
Total 1044 110518:										87.52	87.52
12/18	12/13/2018	202876	265	FRONTIER	252-1182 SCADA - WATER	2-1182 111018	1	7110-430-42-45	COMMUNICATIONS	343.61	343.61
Total 2-1182 111018:										343.61	343.61
12/18	12/13/2018	202876	265	FRONTIER	257-2520 GOLF COURSE	2520 120118	1	7530-451-52-45	COMMUNICATIONS	328.97	328.97
Total 2520 120118:										328.97	328.97
12/18	12/13/2018	202876	265	FRONTIER	257-2960 HVAC/ELEVATOR LUN	2960 120518	1	1000-417-10-45	COMMUNICATIONS	68.00	68.00
Total 2960 120518:										68.00	68.00
12/18	12/13/2018	202877	9522		REFUND GAS DEPOSIT	10410730125	1	7401-2228-000	DEPOSITS-CUSTOMER	32.62	32.62

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Total 10410730125:											
12/18	12/13/2018	202878	9524		REFUND GAS DEPOSIT	10501250108	1	7401-2228-000	DEPOSITS-CUSTOMER	138.29	138.29
Total 10501250108:											
12/18	12/13/2018	202879	1452	HONEY LAKE FIREARMS	AMMO- PD	22728	1	1000-421-10-45	TRAINING	32.65	32.65
Total 22728:											
12/18	12/13/2018	202879	1452	HONEY LAKE FIREARMS	AMMO- PD	24036	1	1000-421-10-45	TRAINING	469.56	469.56
Total 24036:											
12/18	12/13/2018	202880	1019	HONEY LAKE VALLEY RE	SUSAN RIVER 2018-2019-WATE	SUSANRIVER	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	636.00	636.00
Total SUSANRIVER:											
12/18	12/13/2018	202881	1362	IRON MOUNTAIN INFO. M	PROFESSIONAL SERVICES- PD	AHWG757	1	1000-421-10-43	PROFESSIONAL SVCS	63.64	63.64
Total AHWG757:											
12/18	12/13/2018	202882	335	J.W. WOOD CO INC	SUPPLIES-WATER	S108211	1	7110-430-42-46	SUPPLIES-GENERAL	4.55	4.55
Total S108211:											
12/18	12/13/2018	202883	338	JACKSON'S SERVICE CE	RPR & MAINT- PW	22278	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	795.78	795.78
Total 22278:											
12/18	12/13/2018	202884	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2339054.001	1	7401-430-62-46	SUPPLIES-GENERAL	85.80	85.80
Total 415-S2339054.001:											
12/18	12/13/2018	202884	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2340023.001	1	7401-430-62-46	SUPPLIES-GENERAL	775.06	775.06
Total 415-S2340023.001:											

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
12/18	12/13/2018	202884	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2340033.01	1	7401-430-62-46	SUPPLIES-GENERAL	161.81	161.81
Total 415-S2340033.01:											
12/18	12/13/2018	202884	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2340031.001	1	7401-430-62-46	SUPPLIES-GENERAL	138.54	138.54
Total 415-S2340311.001:											
12/18	12/13/2018	202885	391	LASSEN CO CHAMBER O	DUES	121218	1	1000-417-10-48	DUES AND MEMBERSHIPS	125.00	125.00
12/18	12/13/2018	202885	391	LASSEN CO CHAMBER O	DUES	121218	2	1000-1430-105	PREPAID - OTHER	125.00	125.00
Total 121218:											
12/18	12/13/2018	202886	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	313382	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	47.30	47.30
Total 313382:											
12/18	12/13/2018	202886	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	313550	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	92.70	92.70
Total 313550:											
12/18	12/13/2018	202886	411	LASSEN MOTOR PARTS	SUPPLIES-FD	313561	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	50.78	50.78
Total 313561:											
12/18	12/13/2018	202886	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	313593	1	7401-430-62-46	SUPPLIES-GENERAL	27.58	27.58
Total 313593:											
12/18	12/13/2018	202886	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	313842	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	13.44	13.44
Total 313842:											
12/18	12/13/2018	202886	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	313944	1	7110-430-42-46	SUPPLIES-GENERAL	204.70	204.70
Total 313944:											
12/18	12/13/2018	202887	1102	LASSEN PC	BACKUP LICENSE-FIRE	22217	1	1000-422-10-43	TECHNICAL SVCS	56.49	56.49

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Total 22217:											
12/18	12/13/2018	202888	412	LASSEN REGIONAL SOLI	DUMP FEES-PD	0078 120618	1	1000-421-10-44	DISPOSAL	12.12	12.12
Total 0078 120618:											
12/18	12/13/2018	202889	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 113018	1	1000-452-20-46	ELECTRICITY	8.44	8.44
Total 1744 113018:											
12/18	12/13/2018	202889	437	LMUD	RIVERSIDE PARK LIGHTS	1999 113018	1	1000-452-20-46	ELECTRICITY	34.40	34.40
Total 1999 113018:											
12/18	12/13/2018	202889	437	LMUD	1505 MAIN ST	2876 112618	1	1000-422-10-46	ELECTRICITY	1,042.84	1,042.84
Total 2876 112618:											
12/18	12/13/2018	202889	437	LMUD	1801 MAIN ST	8314 112618	1	1000-421-10-46	ELECTRICITY	1,327.61	1,327.61
Total 8314 112618:											
12/18	12/13/2018	202889	437	LMUD	RIVERSIDE PARK LIGHTS	9501 113018	1	1000-452-20-46	ELECTRICITY	222.80	222.80
Total 9501 113018:											
12/18	12/13/2018	202890	9527		REFUND GAS OVERPAYMENT	10239200002	1	9999-1001-001	CASH CLEARING - UTILITIES	141.92	141.92
Total 10239200002:											
12/18	12/13/2018	202891	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY-PW	031961	1	7620-430-10-43	TECHNICAL SVCS	105.00	105.00
Total 031961:											
12/18	12/13/2018	202892	9422	MASTERMAN, LARRY W.	AREA PLANS	083118	1	1000-413-21-43	TECHNICAL SERVICES	13,496.00	13,496.00
Total 083118:											

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12/18	12/13/2018	202893	1463	MILLER CLEANING SERV	CUSTODIAL SERVICES- PD	MCS2526	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS2526:											
12/18	12/13/2018	202894	9521		REFUND GAS OVERPAYMENT	10503818605	1	9999-1001-001	CASH CLEARING - UTILITIES	125.35	125.35
Total 10503818605:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-100710	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	19.03	19.03
Total 52-100710:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	52-101077	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	129.46	129.46
Total 52-101077:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREET	52-101078	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	71.09	71.09
Total 52-101078:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-101098	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.79	5.79
Total 52-101098:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES-FD	52-1011369	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	17.85	17.85
Total 52-1011369:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES-FD	52-1011376	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	26.53	26.53
Total 52-1011376:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	52-101184	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.45	5.45
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-101184	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.44	5.44
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-101184	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.45	5.45
Total 52-101184:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101185	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	31.82	31.82

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Total 52-101185:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-101186	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	31.82	31.82
Total 52-101186:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101193	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	32.18	32.18
Total 52-101193:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-101196	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	75.40	75.40
Total 52-101196:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-101202	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.31	12.31
Total 52-101202:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101230	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	88.93	88.93
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	52-101230	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.98	11.98
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- GAS	52-101230	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.97	11.97
Total 52-101230:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-101246	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	35.93	35.93
Total 52-101246:											
12/18	12/13/2018	202895	9493	NATIONAL AUTO PARTS	SUPPLIES- WATER	52-101462	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	70.27	70.27
Total 52-101462:											
12/18	12/13/2018	202896	9526		REFUND GAS OVERPAYMENT	10234350010	1	9999-1001-001	CASH CLEARING - UTILITIES	25.63	25.63
Total 10234350010:											
12/18	12/13/2018	202897	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2501706	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06

M = Manual Check, V = Void Check

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Total 2501706:											
12/18	12/13/2018	202897	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2501840	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2501840:											
12/18	12/13/2018	202897	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2501915	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2501915:											
12/18	12/13/2018	202897	546	PAYLESS BUILDING SUP	SUPPLIES-WATER	2502121	1	7110-430-42-46	SUPPLIES-GENERAL	20.29	20.29
Total 2502121:											
12/18	12/13/2018	202897	546	PAYLESS BUILDING SUP	SUPPLIES-FD	2502202	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	12.91	12.91
Total 2502202:											
12/18	12/13/2018	202898	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 12	58020 120118	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 120118:											
12/18	12/13/2018	202899	563	POULSEN WELDING SHO	REPAIRS- GAS	3312	1	7401-430-62-43	TECHNICAL SVCS	173.70	173.70
12/18	12/13/2018	202899	563	POULSEN WELDING SHO	REPAIRS- WATER	3312	2	7110-430-42-43	TECHNICAL SVCS	240.00	240.00
Total 3312:											
12/18	12/13/2018	202900	9459		REFUND GAS DEPOSIT	10423500009.	1	7401-2228-000	DEPOSITS-CUSTOMER	137.25	137.25
Total 10423500009.:											
12/18	12/13/2018	202901	572	QUILL CORPORATION	OFFICE SUPPLIES- SNOW	2866936	1	2006-431-25-46	SUPPLIE - GENERAL	117.95	117.95
Total 2866936:											
12/18	12/13/2018	202901	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	3058289	1	7620-430-10-46	SUPPLIES-GENERAL	180.77	180.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 3058289:											
12/18	12/13/2018	202901	572	QUILL CORPORATION	OFFICE SUPPLIES	3058489	1	1000-415-10-46	SUPPLIES-GENERAL	302.69	302.69
Total 3058489:											
12/18	12/13/2018	202901	572	QUILL CORPORATION	OFFICE SUPPLIES	3177844	1	1000-415-10-46	SUPPLIES-GENERAL	294.59	294.59
Total 3177844:											
12/18	12/13/2018	202902	6672		REFUND WATER DEPOSIT	10519740000	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
12/18	12/13/2018	202902	6672		REFUND WATER OVERPAYME	10519740000	2	9999-1001-001	CASH CLEARING - UTILITIES	220.95	220.95
Total 10519740000:											
12/18	12/13/2018	202903	9523		REFUND GAS DEPOSIT	10314100001	1	7401-2228-000	DEPOSITS-CUSTOMER	183.33	183.33
Total 10314100001:											
12/18	12/13/2018	202904	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	11265913-00	1	7401-430-62-46	SUPPLIES-GENERAL	228.91	228.91
Total 11265913-00:											
12/18	12/13/2018	202904	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	11265949-00	1	7401-430-62-46	SUPPLIES-GENERAL	194.25	194.25
Total 11265949-00:											
12/18	12/13/2018	202904	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	80508064-00	1	7401-430-62-46	SUPPLIES-GENERAL	505.69	505.69
Total 80508064-00:											
12/18	12/13/2018	202905	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 110118	1	7620-430-10-44	SEWER	52.00	52.00
Total 3203 110118:											
12/18	12/13/2018	202906	689	SWRCB	ANNUAL PERMIT FEE 7/1/18-6/3	WD-0138434	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	2,286.00	2,286.00

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 WD-0138434:											
12/18	12/13/2018	202906	689	SWRCB	ANNUAL PERMIT FEE 7/1/18-6/3	WD-0143694	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	300.00	300.00
Total WD-0143694:											
12/18	12/13/2018	202907	9295	TAMCO CAPITAL CORP	COMMUNICATION-PD	5005557732	1	1000-421-10-45	COMMUNICATIONS	312.10	312.10
Total 5005557732:											
12/18	12/13/2018	202908	1474	THE SOURCE	PROFESSIONAL SERVICES- PD	2530369	1	1000-421-10-43	PROFESSIONAL SVCS	20.00	20.00
Total 2530369:											
12/18	12/13/2018	202909	712	TNS TRUCKING CO	BASE ROCK & SAND- STREETS	3517	1	2007-431-20-46	SUPPLIES-GENERAL	312.10	312.10
12/18	12/13/2018	202909	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	3517	2	7401-430-62-46	SUPPLIES-GENERAL	312.10	312.10
12/18	12/13/2018	202909	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	3517	3	7110-430-42-46	SUPPLIES-GENERAL	312.09	312.09
Total 3517:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67582628	1	7110-430-42-46	SUPPLIES-GENERAL	242.20	242.20
Total 67582628:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67639377	1	7401-430-62-46	SUPPLIES-GENERAL	33.60	33.60
Total 67639377:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67674755	1	7401-430-62-46	SUPPLIES-GENERAL	47.49	47.49
Total 67674755:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67675345	1	7110-430-42-46	SUPPLIES-GENERAL	5.11	5.11
Total 67675345:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67682601	1	7401-430-62-46	SUPPLIES-GENERAL	140.22	140.22

Check Issue Dates: 12/13/2018 - 12/13/2018

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 67682601:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67682751	1	7110-430-42-46	SUPPLIES-GENERAL	13.56	13.56
Total 67682751:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67682754	1	7401-430-62-46	SUPPLIES-GENERAL	76.71	76.71
Total 67682754:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67685820	1	7110-430-42-46	SUPPLIES-GENERAL	35.39	35.39
Total 67685820:											
12/18	12/13/2018	202910	770	WESTERN NEVADA SUP	CREDIT-GAS	CM67674762	1	7401-430-62-46	SUPPLIES-GENERAL	309.31-	309.31-
Total CM67674762:											
12/18	12/13/2018	202911	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIA	A-56031	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	71.54	71.54
Total A-56031:											
12/18	12/13/2018	202911	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-56036	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-56036:											
12/18	12/13/2018	202911	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-56043	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-56043:											
12/18	12/13/2018	202911	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-56049	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-56049:											
12/18	12/13/2018	202911	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A-56052	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	71.54	71.54
Total A-56052:											

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
12/18	12/13/2018	202912	1539	WIN-911 SOFTWARE	SOFTWARE SUPPORT- PD	104XT119-2019122	1	7620-430-10-47	SOFTWARE	495.00	495.00
Total 104XT119-2019122:										495.00	495.00
12/18	12/13/2018	202913	1378	ZITO MEDIA	CABLE-FD	356225062 112718	1	1000-422-10-45	COMMUNICATIONS	93.68	93.68
Total 356225062 112718:										93.68	93.68
Grand Totals:										188,552.73	188,552.73

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
12/18	12/20/2018	202937	21	AIRGAS USA, LLC	CHLORINE- WATER	9082553519	1	7110-430-42-46	SUPPLIES-GENERAL	441.93	441.93
Total 9082553519:											
12/18	12/20/2018	202937	21	AIRGAS USA, LLC	CHLORINE- WATER	9082553520	1	7110-430-42-46	SUPPLIES-GENERAL	798.38	798.38
Total 9082553520:											
12/18	12/20/2018	202937	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9958217465	1	7401-430-62-46	SUPPLIES-GENERAL	146.04	146.04
12/18	12/20/2018	202937	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9958217465	2	2007-431-20-46	SUPPLIES-GENERAL	146.04	146.04
12/18	12/20/2018	202937	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9958217465	3	7110-430-42-46	SUPPLIES-GENERAL	146.03	146.03
Total 9958217465:											
12/18	12/20/2018	202938	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636467524	1	7620-430-10-44	LINEN SERVICE	29.53	29.53
Total 636467524:											
12/18	12/20/2018	202938	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636467525	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 636467525:											
12/18	12/20/2018	202938	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636467526	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 636467526:											
12/18	12/20/2018	202938	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636467527	1	7110-430-42-44	LINEN SERVICE	40.98	40.98
Total 636467527:											
12/18	12/20/2018	202939	9529		REFUND WATER OVERPAYME	10122000002	1	9999-1001-001	CASH CLEARING - UTILITIES	83.78	83.78
12/18	12/20/2018	202939	9529		REFUND GAS OVERPAYMENT	10122000002	2	9999-1001-001	CASH CLEARING - UTILITIES	211.99	211.99
Total 10122000002:											
										295.77	295.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
12/18	12/20/2018	202940	1411	BADAWI & ASSOCIATES	FY 2018 AUDIT	1597	1	1000-417-10-43	PROFESSIONAL SVCS	2,369.00	2,369.00	
12/18	12/20/2018	202940	1411	BADAWI & ASSOCIATES	FY 2018 AUDIT	1597	2	7620-430-11-43	PROFESSIONAL SERVICES	206.00	206.00	
Total 1597:											2,575.00	2,575.00
12/18	12/20/2018	202941	9432		WOODSTOVE REBATE	121018	1	8407-430-10-48	GRANTS	1,500.00	1,500.00	
12/18	12/20/2018	202941	9432		WOODSTOVE REBATE	121018	2	8407-430-10-48	GRANTS	3,000.00	3,000.00	
12/18	12/20/2018	202941	9432		WOODSTOVE REBATE	121018	3	8407-430-10-48	GRANTS	3,000.00	3,000.00	
12/18	12/20/2018	202941	9432		WOODSTOVE REBATE	121018	4	8407-430-10-48	GRANTS	3,000.00	3,000.00	
12/18	12/20/2018	202941	9432		WOODSTOVE REBATE	121018	5	8407-430-10-48	GRANTS	3,000.00	3,000.00	
Total 121018:											13,500.00	13,500.00
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-WATER	429649	1	7110-430-42-46	SUPPLIES-GENERAL	44.49	44.49	
Total 429649:											44.49	44.49
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	429732	1	2007-431-20-46	SUPPLIES-GENERAL	17.69	17.69	
Total 429732:											17.69	17.69
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	429747	1	2007-431-20-46	SUPPLIES-GENERAL	8.68	8.68	
Total 429747:											8.68	8.68
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-PD	429783	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	27.96	27.96	
Total 429783:											27.96	27.96
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-PD	429784	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	9.64	9.64	
Total 429784:											9.64	9.64
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-FD	429895	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	38.57	38.57	
Total 429895:											38.57	38.57
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES-FD	429956	1	1000-422-10-46	SUPPLIES-GENERAL	4.89	4.89	

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 429956:											
12/18	12/20/2018	202942	76	BILLINGTON ACE HARD	SUPPLIES- FD	430143	1	1000-422-10-46	SUPPLIES-JANITORIAL	8.68	8.68
Total 430143:											
12/18	12/20/2018	202943	1240	BURTON'S FIRE INC	RPR & MAINT-FD	42683	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	480.50	480.50
Total 42683:											
12/18	12/20/2018	202944	9528	CALLFRONIA NEWSPAPE	ADVERTISEMENT	3706349 113018	1	1000-416-10-45	ADVERTISING	610.17	610.17
Total 3706349 113018:											
12/18	12/20/2018	202945	148	COMPUTER LOGISTICS	SUPPLIES	72151	1	1000-417-10-46	SUPPLIES-GENERAL	32.35	32.35
Total 72151:											
12/18	12/20/2018	202946	161	CSK AUTO INC	SUPPLIES-WATER	2740-152735	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	223.40	223.40
Total 2740-152735:											
12/18	12/20/2018	202947	174	DATEMA, STEVEN K.	AIRPORT MANAGER 12/2018	121718	1	7201-430-81-43	TECHNICAL SVCS	1,992.70	1,992.70
Total 121718:											
12/18	12/20/2018	202948	6584		REFUND GAS DEPOSIT	10420650013	1	7401-2228-000	DEPOSITS-CUSTOMER	112.75	112.75
Total 10420650013:											
12/18	12/20/2018	202949	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS, FBI	342757	1	1000-416-10-45	FINGERPRINTING SERVICES	260.00	260.00
Total 342757:											
12/18	12/20/2018	202950	1497		TR EX STOCKTON CA 1/2/19-1/4	122018	1	1000-421-10-45	TRAINING	152.50	152.50
Total 122018:											

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
12/18	12/20/2018	202951	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	879601A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 879601A:											
12/18	12/20/2018	202951	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	879602A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 879602A:											
12/18	12/20/2018	202952	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	AR2855	1	7620-430-10-43	TECHNICAL SVCS	984.72	984.72
Total AR2855:											
12/18	12/20/2018	202952	257	FOREST OFFICE EQUIP	MAINT CONTRACT FOLD MACH	AR2856	1	7620-430-10-43	TECHNICAL SVCS	84.00	84.00
Total AR2856:											
12/18	12/20/2018	202953	265	FRONTIER	257-1033-PARKS	1033 120518	1	1000-452-20-45	COMMUNICATIONS	240.79	240.79
Total 1033 120518:											
12/18	12/20/2018	202953	265	FRONTIER	257-1041 ADMIN-PW	1041 120518	1	7620-430-10-45	COMMUNICATIONS	223.08	223.08
Total 1041 120518:											
12/18	12/20/2018	202953	265	FRONTIER	257-1044 PRI	1044 120518	1	7620-430-10-45	COMMUNICATIONS	97.73	97.73
Total 1044 120518:											
12/18	12/20/2018	202953	265	FRONTIER	257-1051 PWM-STREETS	1051 120518	1	7620-430-10-45	COMMUNICATIONS	41.45	41.45
Total 1051 120518:											
12/18	12/20/2018	202953	265	FRONTIER	252-1182 SCADA - WATER	1182 121018	1	7110-430-42-45	COMMUNICATIONS	348.48	348.48
Total 1182 121018:											
12/18	12/20/2018	202953	265	FRONTIER	257-3292 MUSEUM	3292 121018	1	1000-451-80-45	COMMUNICATION	119.06	119.06

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 3292 121018:											
12/18	12/20/2018	202953	265	FRONTIER	257-5152 FIRE	5152 121018	1	1000-422-10-45	COMMUNICATIONS	304.54	304.54
Total 5152 121018:											
12/18	12/20/2018	202953	265	FRONTIER	257-5603 POLICE	5603 121018	1	1000-421-10-45	COMMUNICATIONS	781.08	781.08
Total 5603 121018:											
12/18	12/20/2018	202953	265	FRONTIER	257-7098 NATURAL GAS	7098 120118	1	7401-430-62-45	COMMUNICATIONS	83.98	83.98
Total 7098 120118:											
12/18	12/20/2018	202953	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 121018	1	7401-430-62-45	COMMUNICATIONS	39.75	39.75
Total 7-1182 121018:											
12/18	12/20/2018	202954	279	GOVT FINANCE OFFICER	MEMBERSHIP 2019	114007	1	1000-415-10-48	DUES AND MEMBERSHIPS	95.00	95.00
12/18	12/20/2018	202954	279	GOVT FINANCE OFFICER	MEMBERSHIP 2019	114007	2	1000-1430-105	PREPAID - OTHER	95.00	95.00
Total 114007:											
12/18	12/20/2018	202955	313	HI-TECH EMERGENCY	RPR & MAINT-FD	162593	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	47.11	47.11
Total 162593:											
12/18	12/20/2018	202956	335	J.W. WOOD CO INC	SUPPLIES-GAS	S108637	1	7401-430-62-46	SUPPLIES-GENERAL	7.49	7.49
Total S108637:											
12/18	12/20/2018	202957	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2335469.002	1	7401-430-62-46	SUPPLIES-GENERAL	104.11	104.11
Total 415-S2335469.002:											
12/18	12/20/2018	202957	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2342626.001	1	7401-430-62-46	SUPPLIES-GENERAL	164.48	164.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 415-S2342626 001:											
12/18	12/20/2018	202958	1350	JONES & MAYER	PROFESSIONAL SERVICES	89971	1	1000-412-10-43	PROFESSIONAL SVCS	164.48	164.48
Total 89971:											
12/18	12/20/2018	202959	1102	LASSEN PC	TECHNICAL SUPPORT-FD	22106	1	1000-422-10-43	TECHNICAL SVCS	209.72	209.72
Total 22106:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	90982	1	2007-431-20-44	DISPOSAL	432.83	432.83
Total 90982:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	90984	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 90984:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	90990	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 90990:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	90991	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 90991:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	91000	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 91000:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	91002	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 91002:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	91011	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 91011:											
12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	91011	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 91011:											

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	
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91012	1	2007-431-20-44	DISPOSAL	20.00	20.00
	Total 91012:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91036	1	2007-431-20-44	DISPOSAL	40.00	40.00
	Total 91036:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91037	1	2007-431-20-44	DISPOSAL	20.00	20.00
	Total 91037:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91045	1	2007-431-20-44	DISPOSAL	40.00	40.00
	Total 91045:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91046	1	2007-431-20-44	DISPOSAL	20.00	20.00
	Total 91046:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91052	1	2007-431-20-44	DISPOSAL	40.00	40.00
	Total 91052:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91053	1	2007-431-20-44	DISPOSAL	20.00	20.00
	Total 91053:											
	12/18	12/20/2018	202960	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	91063	1	2007-431-20-44	DISPOSAL	40.00	40.00
	Total 91063:											
	12/18	12/20/2018	202961	8356	CARL MOYER GRANT		121118	1	8405-430-10-48	GRANTS	28,834.56	28,834.56
	Total 121118:											
	12/18	12/20/2018	202962	437	LMUD	STREET LIGHTS	14039 120618	1	2007-431-60-46	ELECTRICITY	190.13	190.13

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 14039 120618:											
12/18	12/20/2018	202962	437	LMUD	STREET LIGHTS	14041 120618	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14041 120618:											
12/18	12/20/2018	202962	437	LMUD	SOUTH ST - PW OFFICE	14590 113018	1	7620-430-10-46	ELECTRICITY	525.05	525.05
Total 14590 113018:											
12/18	12/20/2018	202962	437	LMUD	S GAY ST-STREETS	24323 120618	1	2007-431-60-46	ELECTRICITY	34.39	34.39
Total 24323 120618:											
12/18	12/20/2018	202962	437	LMUD	66 N LASSEN ST	2466 120618	1	1000-417-10-46	ELECTRICITY	710.75	710.75
Total 2466 120618:											
12/18	12/20/2018	202962	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 120618	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 120618:											
12/18	12/20/2018	202962	437	LMUD	STREET LIGHTS	2467 120618	1	2007-431-60-46	ELECTRICITY	1,592.42	1,592.42
Total 2467 120618:											
12/18	12/20/2018	202962	437	LMUD	CADY SPRINGS	26784 113018	1	7110-430-42-46	ELECTRICITY	130.42	130.42
Total 26784 113018:											
12/18	12/20/2018	202962	437	LMUD	65 N WEATHERLOW ST-PARK	2865 120618	1	1000-452-20-46	ELECTRICITY	40.34	40.34
Total 2865 120618:											
12/18	12/20/2018	202962	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 120618	1	1000-451-80-46	ELECTRICITY	21.45	21.45
Total 2866 120618:											

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
12/18	12/20/2018	202962	437	LMUD	65 N WEATHERLOW ST-COMM	2867 120618	1	1000-452-20-46	ELECTRICITY	33.81	33.81
Total 2867 120618:											
12/18	12/20/2018	202962	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 120618	1	1000-452-20-46	ELECTRICITY	25.52	25.52
Total 2870 120618:											
12/18	12/20/2018	202962	437	LMUD	NORTH ST BALL PARK-MEM FI	2873 120618	1	1000-452-20-46	ELECTRICITY	28.43	28.43
Total 2873 120618:											
12/18	12/20/2018	202962	437	LMUD	SKYLINE DR WELL 4-WATER	29931 121218	1	7110-430-42-46	ELECTRICITY	32.65	32.65
Total 29931 121218:											
12/18	12/20/2018	202962	437	LMUD	HARRIS DR & HWY 36-WATER	30658 120618	1	7110-430-42-46	ELECTRICITY	171.10	171.10
Total 30658 120618:											
12/18	12/20/2018	202962	437	LMUD	RICHMOND RD BRIDGE	35094 113018	1	2007-431-60-46	ELECTRICITY	244.23	244.23
Total 35094 113018:											
12/18	12/20/2018	202962	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 112618	1	2007-431-60-46	ELECTRICITY	140.78	140.78
Total 3651 112618:											
12/18	12/20/2018	202962	437	LMUD	720 SOUTH EMULSION TANK-P	38646 113018	1	7620-430-10-46	ELECTRICITY	20.00	20.00
Total 38646 113018:											
12/18	12/20/2018	202962	437	LMUD	LONG ALLEY & LOVELL ALLEY-	416860 120618	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416860 120618:											
12/18	12/20/2018	202962	437	LMUD	INSPIRATION POINT- STREETS	416915 120618	1	2007-431-60-46	ELECTRICITY	14.62	14.62

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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 416915 120618:											
12/18	12/20/2018	202962	437	LMUD	SOUTH ST & WEST END	416924 113018	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416924 113018:											
12/18	12/20/2018	202962	437	LMUD	130 N LASSEN STREET- STREE	416962 120618	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416962 120618:											
12/18	12/20/2018	202962	437	LMUD	RICHMOND RD & PEARL CR	416984 113018	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 416984 113018:											
12/18	12/20/2018	202962	437	LMUD	ORCHARD STREET LIGHTS	418802 113018	1	2007-431-60-46	ELECTRICITY	8.96	8.96
Total 418802 113018:											
12/18	12/20/2018	202962	437	LMUD	RIVERSIDE DR. & RIVER ST. LI	418824 113018	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 418824 113018:											
12/18	12/20/2018	202962	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 113018	1	2007-431-60-46	ELECTRICITY	14.62	14.62
Total 418833 113018:											
12/18	12/20/2018	202962	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 120618	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 120618:											
12/18	12/20/2018	202962	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 120618	1	1000-451-80-46	ELECTRICITY	53.57	53.57
Total 43866 120618:											
12/18	12/20/2018	202962	437	LMUD	N PINE & COOK - SCADA-WATE	44153 120618	1	7110-430-42-46	ELECTRICITY	26.68	26.68
Total 44153 120618:											

M = Manual Check, V = Void Check

Check Issue Dates: 12/20/2018 - 12/20/2018

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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
	12/18	12/20/2018	202962	437	LMUD	GLENN & CHERRY TR - SCADA-	44298	121218	ELECTRICITY	27.56	27.56
	Total 44298 121218:										
	12/18	12/20/2018	202962	437	LMUD	PAUTE LN SCADA-WATER	44316	121218	ELECTRICITY	25.67	25.67
	Total 44316 121218:										
	12/18	12/20/2018	202962	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542	121218	ELECTRICITY	52.54	52.54
	Total 45542 121218:										
	12/18	12/20/2018	202962	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496	112618	ELECTRICITY	156.43	156.43
	Total 49496 112618:										
	12/18	12/20/2018	202962	437	LMUD	MAIN & FAIRFIELD-STREETS	49497	112618	ELECTRICITY	119.17	119.17
	Total 49497 112618:										
	12/18	12/20/2018	202962	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498	112618	ELECTRICITY	146.68	146.68
	Total 49498 112618:										
	12/18	12/20/2018	202962	437	LMUD	RIVERSIDE & MAIN LIGHTS-ST	49499	112618	ELECTRICITY	238.00	238.00
	Total 49499 112618:										
	12/18	12/20/2018	202962	437	LMUD	QUARRY ST LIGHTS-STREETS	49500	120618	ELECTRICITY	58.49	58.49
	Total 49500 120618:										
	12/18	12/20/2018	202962	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501	120618	ELECTRICITY	152.07	152.07
	Total 49501 120618:										
	12/18	12/20/2018	202962	437	LMUD	SPRING RIDGE BOOSTER	55754	113018	ELECTRICITY	231.69	231.69

M = Manual Check, V = Void Check

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 55754 113018:											231.69	231.69
12/18	12/20/2018	202962	437	LMUD	606 NEVADA ST	58209 120618	1	1000-417-10-46	ELECTRICITY	24.82	24.82	
Total 58209 120618:											24.82	24.82
12/18	12/20/2018	202962	437	LMUD	606 1/2 NEVADA ST	58211 120618	1	1000-417-10-46	ELECTRICITY	20.00	20.00	
Total 58211 120618:											20.00	20.00
12/18	12/20/2018	202962	437	LMUD	WELL #1-WATER	7714 112618	1	7110-430-42-46	ELECTRICITY	201.90	201.90	
Total 7714 112618:											201.90	201.90
12/18	12/20/2018	202962	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 120618	1	1000-452-20-46	ELECTRICITY	89.74	89.74	
Total 9283 120618:											89.74	89.74
12/18	12/20/2018	202962	437	LMUD	GEO PUMP #1	9297 120618	1	7301-430-52-46	ELECTRICITY	1,692.15	1,692.15	
Total 9297 120618:											1,692.15	1,692.15
12/18	12/20/2018	202962	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 120618	1	1000-452-20-46	ELECTRICITY	20.00	20.00	
Total 94811 120618:											20.00	20.00
12/18	12/20/2018	202962	437	LMUD	GEO PUMP #2	9503 113018	1	7301-430-52-46	ELECTRICITY	40.49	40.49	
Total 9503 113018:											40.49	40.49
12/18	12/20/2018	202962	437	LMUD	HOSPITAL LN-GEO	9963 113018	1	7301-430-52-46	ELECTRICITY	21.02	21.02	
Total 9963 113018:											21.02	21.02
12/18	12/20/2018	202963	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101271	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	39.25	39.25	
Total 52-101271:											39.25	39.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/18	12/20/2018	202963	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101364	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.09	16.09
Total 52-101364:											
12/18	12/20/2018	202963	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101494	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.05	3.05
Total 52-101494:											
12/18	12/20/2018	202963	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-101594	1	2007-431-20-46	SUPPLIES-GENERAL	22.13	22.13
Total 52-101594:											
12/18	12/20/2018	202964	9530		REFUND WATER DEPOSIT	10413800000	1	7110-2228-000	DEPOSITS-CUSTOMER	55.27	55.27
Total 10413800000:											
12/18	12/20/2018	202965	532	OLD DOMINION BRUSH	SUPPLIES-STREETS	6431479	1	2007-431-20-46	SUPPLIES-GENERAL	1,711.49	1,711.49
Total 6431479:											
12/18	12/20/2018	202966	572	QUILL CORPORATION	JANITORIAL SUPPLIES-FD	3014614	1	1000-422-10-46	SUPPLIES-JANITORIAL	26.78	26.78
Total 3014614:											
12/18	12/20/2018	202966	572	QUILL CORPORATION	JANITORIAL SUPPLIES-FD	3177908	1	1000-422-10-46	SUPPLIES-JANITORIAL	30.01	30.01
Total 3177908:											
12/18	12/20/2018	202967	582	RAY MORGAN CO INC	BASE RATE CHARGE	2325774	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	318.64	318.64
12/18	12/20/2018	202967	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2325774	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	159.32	159.32
Total 2325774:											
12/18	12/20/2018	202968	8673	S.T. RHOADES CONSTR	REHAB SC2 PROJECT # 16-01	121018	1	2007-431-32-44	CONSTRUCTION SERVICES	45,297.90	45,297.90
Total 121018:											
12/18	12/20/2018	202969	8673	S.T. RHOADES CONSTR	REHAB SC3 PROJECT # 16-02	121018	1	2007-431-33-44	CONSTRUCTION SERVICES	48,734.34	48,734.34

Check Issue Dates: 12/20/2018 - 12/20/2018

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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 12/018.:											
12/18	12/20/2018	202970	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	11266888-00	1	7401-430-62-46	SUPPLIES-GENERAL	48,734.34	48,734.34
Total 11266888-00.:											
12/18	12/20/2018	202971	9295	TAMCO CAPITAL CORP	COMMUNICATIONS-FD	5005582351	1	1000-422-10-45	COMMUNICATIONS	38.39	38.39
Total 5005582351.:											
12/18	12/20/2018	202972	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	121718	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 121718.:											
12/18	12/20/2018	202973	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9819407471	1	1000-422-10-45	COMMUNICATIONS	266.07	266.07
Total 9819407471.:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67665806	1	7401-430-62-46	SUPPLIES-GENERAL	279.28	279.28
Total 67665806.:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67674771	1	7401-430-62-46	SUPPLIES-GENERAL	315.64	315.64
Total 67674771.:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67679869	1	7401-430-62-46	SUPPLIES-GENERAL	212.36	212.36
Total 67679869.:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES-GAS	67686280	1	7401-430-62-46	SUPPLIES-GENERAL	48.65	48.65
Total 67686280.:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67689236	1	7110-430-42-46	SUPPLIES-GENERAL	140.01	140.01
Total 67689236.:											

M = Manual Check, V = Void Check

Check Issue Dates: 12/20/2018 - 12/20/2018

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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
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67689366	1	7401-430-62-46	SUPPLIES-GENERAL	62.63	62.63
Total 67689366:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67689751	1	7401-430-62-46	SUPPLIES-GENERAL	72.39	72.39
Total 67689751:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67690637	1	7401-430-62-46	SUPPLIES-GENERAL	399.74	399.74
Total 67690637:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67691499	1	7110-430-42-46	SUPPLIES-GENERAL	117.98	117.98
Total 67691499:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67692428	1	7401-430-62-46	SUPPLIES-GENERAL	14.38	14.38
Total 67692428:											
12/18	12/20/2018	202974	770	WESTERN NEVADA SUP	SUPPLIES- GAS	6769444	1	7401-430-62-46	SUPPLIES-GENERAL	41.18	41.18
Total 6769444:											
12/18	12/20/2018	202975	1400	TR EX RENO 12/4/18 & 12/13/18	TRAVEL	121418	1	1000-413-20-45	TRAVEL	182.08	182.08
Total 121418:											
Grand Totals:										168,291.17	168,291.17

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
12/18	12/21/2018	202976	1102	LASSEN PC	BACKUP LICENSE-FIRE	21264	1	1000-422-10-43	TECHNICAL SVCS	53.99	53.99
Total 21264:											
12/18	12/21/2018	202976	1102	LASSEN PC	BACKUP LICENSE-FIRE	21342	1	1000-422-10-43	TECHNICAL SVCS	75.43	75.43
Total 21342:											
12/18	12/21/2018	202976	1102	LASSEN PC	BACKUP LICENSE-FIRE	21619	1	1000-422-10-43	TECHNICAL SVCS	53.99	53.99
Total 21619:											
Grand Totals:										183.41	183.41

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
12/18	12/28/2018	202977	728	U S POSTMASTER	WATER BILLING POSTAGE	12282018	1	7110-430-42-46	POSTAGE	528.85	528.85
12/18	12/28/2018	202977	728	U S POSTMASTER	GAS BILLING POSTAGE	12282018	2	7401-430-62-46	POSTAGE	272.45	272.45
Total 12282018:										801.30	801.30
Grand Totals:										801.30	801.30

AGENDA ITEM NO. 9B

Reviewed by:  Interim City Administrator

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

Submitted by: Kevin Jones, Police Chief

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 18-5602 Agreement for Police Services

PRESENTED BY: Kevin Jones, Police Chief

SUMMARY: Based on requests for dedicated service of Police Officers, the proposed Agreement has been drafted and will be utilized for entities that would like dedicated services for specific events. The agreement can be filled out for each individual entity that requests services and the Resolution gives the Police Chief authority to sign the agreements. Any agreements will come to the Council as an information item.

FISCAL IMPACT: Potential increase to revenue.

ACTION REQUESTED: Motion to approve Resolution No. 19-5602 approving agreement for Police Services

ATTACHMENTS: Resolution No. 19-5602 Agreement for Police Services

RESOLUTION NO. 19-5602
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AGREEMENT FOR POLICE SERVICES

WHEREAS, the Susanville Police Department has provided dedicated uniformed Police Officers to private entities as an agency standard, and

WHEREAS, Educational, governmental, private and non-profit businesses at times request the services of dedicated law enforcement at events, and

WHEREAS, The Susanville Police Department has the ability to provide this service to these organizations that occur within the City of Susanville, and

WHEREAS, it is determined that pre-approved authorization to enter into agreements with organizations is time sensitive on occasion and this agreement will improve operational efficiency.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the City to enter into agreements with entities for dedicated Police Services and authorizes the Police Chief to execute the agreement(s).

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of January, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

**AGREEMENT FOR POLICE SERVICES
BETWEEN CITY OF SUSANVILLE
(POLICE DEPARTMENT)**

AND

THIS AGREEMENT is made between the CITY OF SUSANVILLE, (hereinafter "CITY"), and _____
_____, a PRIVATE BUSINESS / EDUCATIONAL FACILITY / _____
located at _____ Susanville, CA, 96130 (hereinafter "CUSTOMER").

This Agreement is made with reference to the following facts and circumstances:

WHEREAS CUSTOMER has a need for dedicated law enforcement services to provide dedicated security within the City of Susanville, and

WHEREAS CITY can provide dedicated law enforcement officers during the date and time specified in this agreement.

In consideration of the services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

1. SERVICES.

The CITY shall provide those services at the time, place and in the manner specified and described in Attachment "A".

2. TERM.

The term of the agreement shall be for the period specified in Attachment "A".

3. PAYMENT.

CUSTOMER shall pay CITY for services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. CITY shall submit all billing for said services to CUSTOMER in the manner specified in Attachment "B".

4. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF CITY.

CITY shall, at its sole cost and expense, furnish all equipment, vehicle(s) and other materials which may be required for furnishing law enforcement services pursuant to this Agreement.

5. GENERAL PROVISIONS.

The general provisions unique to this Agreement are set forth in Attachment "C".

6. DESIGNATED REPRESENTATIVES.

Kevin Jones, Police Chief is the designated representative of the CITY and will administer this Agreement for the CITY. _____, is the authorized representative for CUSTOMER. Changes in the designated representatives shall occur only by advance written notice to the other party.

8. ATTACHMENTS.

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

- Attachment A - Services
- Attachment B - Payment
- Attachment C – General Provisions

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CUSTOMER

(Entity Name)

Dated: _____

By: _____
(Signature)

(Authorized Designee)

**CITY
City of Susanville**

Dated: _____

By: _____
Kevin L. Jones, Chief of Police

Approved as to form:

Attorney for City of Susanville

**ATTACHMENT A
AGREEMENT FOR POLICE SERVICES
BETWEEN CITY OF SUSANVILLE
(POLICE DEPARTMENT)**

AND

SCOPE OF SERVICES

A.1 **SCOPE OF SERVICES AND DUTIES.** The services to be provided by CITY and the scope of CUSTOMER's duties include the following:

A.1.1 Dedicated Law Enforcement Services by the Susanville Police Department, (hereinafter SPD),

A.1.2 The CITY will provide the following law enforcement services,

1. the CITY will provide _____ (# of Officers) to provide dedicated security and law enforcement at the date(s) and time(s) specified in this agreement at the location listed in **A.2 and time listed in A.3**

2. While on duty under this agreement, each uniformed officer furnished by CITY will be equipped with all gear as required by SPD policies and procedures for regular duty, unless specified otherwise.

3. in performing these services under this agreement, CITY shall comply with all applicable federal, state, City Statutes, ordinances and regulations.

A.2 **LOCATION OF WORK.** The CITY shall work the activity of _____,
Located at _____, Susanville, CA 96130.

A.3 **TIME OF WORK.** The CITY shall begin their work assignment at _____ AM/PM on the _____ day of _____, 2019. The CITY shall end their work assignment at _____ AM/PM on the _____ day of _____, 2019.

A.4 **TOTAL WORK HOURS.** Total work hours _____

END OF ATTACHMENT "A"

Page 3

_____ City Initials Customer Initials _____

ATTACHMENT B

**AGREEMENT FOR POLICE SERVICES
BETWEEN CITY OF SUSANVILLE
(POLICE DEPARTMENT)**

AND

PAYMENT

B.1 PAYMENT. CUSTOMER shall pay CITY as follows:

B.1.1 Compensation shall consist of:

B.1.2 Customer will pay the CITY a flat fee based on the services outlined in Attachment A – SCOPE OF SERVICES for each individual officer assigned.

B.2.1 Customer will pay the CITY \$50.00 (Fifty Dollars and no/100) per hour, per officer assigned pursuant to Attachment A - SCOPE OF SERVICES.

B.2.2 The CITY will invoice the CUSTOMER within Ten (10) business days after completion of work agreed to under this agreement..

B.3.2. The CUSTOMER shall remit payment to the CITY no later than Thirty (30) days after receipt of invoice.

END OF ATTACHMENT "B"

ATTACHMENT C

AGREEMENT FOR POLICE SERVICES
BETWEEN CITY OF SUSANVILLE
(POLICE DEPARTMENT)

AND

C.1 INDEMNITY. CITY shall not be liable for, and CUSTOMER shall defend and indemnify CITY and its officers, agents, employees and volunteers, against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims", which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of CITY or its officers, employees, agents, contractors, licensees or servants, including, without limitation, claims caused by the concurrent negligent act, error or omission, of CITY. However, CITY shall have no obligation to defend or indemnify CUSTOMER Parties against claims caused by the active negligence, sole negligence or willful misconduct of CUSTOMER, its officers, agents, employees or volunteers..

D.7 CUSTOMER NOT AGENT. CUSTOMER shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent. CUSTOMER shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

D.8 ASSIGNMENT PROHIBITED. CUSTOMER may not assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no legal effect.

D.9 PERSONNEL. CITY shall assign personnel to perform services pursuant to this Agreement. Personnel will be supervised by a CITY supervisor and not under supervision of CUSTOMER. Any complaints by CUSTOMER should be directed to the on-duty supervisor for CITY.

D.14 OWNERSHIP OF INFORMATION. All professional and/or confidential information developed as a result of this Agreement of the CITY operating as law enforcement officers, shall become and remain the property of the CITY (Police Department). CUSTOMER may request documentation of events and/or incidents that was gained as a product of work under this agreement and will be allowed any information subject to the California Public Records Act provisions and policies of the CITY (Susanville Police Department).

END OF ATTACHMENT "C"

____ County Initials

Page 3

Contractor Initials _____

Reviewed by: D Interim City Administrator

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

SUBMITTED BY: Daniel Gibbs, Acting Public Works Director

ACTION DATE: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution Number 19-5604 rejecting all bids on Project No. 18-03, Cady Springs Pump Station Completion Project in the City of Susanville and direct the Acting Public Works Director to determine an appropriate course of action to re-advertise the project and pursue a more suitable bidding environment

PRESENTED BY: Daniel Gibbs, Acting Public Works Director

SUMMARY: The Cady Springs Pump Station project has been under development to complete for some time now. This past summer Council approved amended contracts with Dyer Engineering to complete the plans and specifications so Public Works Staff could advertise the project and receive bids on it.

On December 13, 2018, Public Works opened bids for the Cady Springs Pump Station project. Only two bids were received and these bids were considerably higher than estimated. Further, the proposed bids greatly exceed our grant allocation for construction on this project. Additionally, there were irregularities in both bids with regard to significant mathematical errors and a failure to submit required documentation per the bid instructions.

The cost estimate prepared by Dyer Engineering for the entire project was determined to be \$1,115,000. The two (2) bidders submitted bids with results as follows:

<u>BIDDER</u>	<u>BID RECIEVED</u>	<u>% DIFFERENCE FROM ESTIMATE</u>
TNT Industrial Contractors Penn Valley, CA	\$ 1,733,020	+ 55%
Koch & Koch, Inc. Penn Valley, CA	\$ 2,093,500	+188%

At present, the funding available for construction through the grant is set at \$ 1,498,000. A portion of this total amount is to be applied to other projects such as the Johnstonville Road Water Main replacement project (currently under design) and replacing a portion of water main below the Harris Street storage tank. Additionally, this amount was to include construction engineering efforts as well so the actual amount available to the bid is considerably less.

For the reasons stated above, Public Works staff is recommending rejection of all bids and the reevaluation of the project by staff. This reevaluation will include the construction documents, Dyer's estimate, take into consideration the bidding contractors feedback, the projected bid environment later this year for similar projects and assess whether lower pricing can be obtained. The bidding contractors will be notified of rejection and encouraged to share how or why the bids can be reduced and where costs increases were identified over and above the estimate.

FISCAL IMPACT: Minor expense to staff in performing research and pursuing a rebid effort with publication and advertising.

ACTION REQUESTED: Motion adopt **Resolution Number 19-5604** that rejects all bids and providing direction to the Acting Public Works Director to take action to attempt a more suitable bid environment for the project and affordable in concert with available funding.

ATTACHMENTS: Resolution No. 19-5604

RESOLUTION NUMBER 19-5604

A RESOLUTION OF THE COUNCIL OF THE CITY OF SUSANVILLE REJECTING ALL CURRENT BIDS FOR COMPLETION OF THE CADY SPRINGS PUMP STATION AND DIRECTING THE ACTING PUBLIC WORKS DIRECTOR TO DETERMINE APPROPRIATE COURSES OF ACTION IN PURSUING READVERTISEMENT AND APPROPRIATE BIDS FOR THE CADY SPRINGS PUMP STATION AND PIPELINE.

WHEREAS, the City of Susanville has available grant funding through Proposition 84 funds for preparation of construction documents on the Cady Springs Design Project; and

WHEREAS, it is the desire of the City to advertise, bid and contract the project within available funding balances as made available through the grant; and

WHEREAS, City Public Works staff did advertise and open bids for the subject project on December 13, 2018 finding all bids in excess of available grant funding and therefore, inappropriate to pursue for entering into contracts with bidding parties;

WHEREAS, the Public Works Department has determined that there are appropriate actions that can be taken to encourage better pricing on the project and ensure the project is more desirable to the bidding public.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Susanville has determined it appropriate to reject all bids for the Cady Springs Pump Station Project and direct the Acting Public Works Director to take appropriate action in pursuing alternatives for obtaining more suitable bids for the completion of the project.

Dated: January 16, 2019

APPROVED: _____
Kevin Stafford, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing resolution 19-5604 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 16th day of January, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

ATTEST: _____
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

Reviewed by: D Interim City Administrator

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

Submitted By: Deborah Savage, Finance Manager

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: Request for Proposals for City Auditing Services

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Each year the City is required to have an audit of its financial statements performed by an independent auditing firm. Our contract with Badawi and Associates has reached the end of its 3 year term. Staff has prepared a Request for Proposals (RFP) to be sent to the attached list of auditing firms. The RFP outlines the scope of work to be performed, the proposal process, calendar and requirements. The proposal deadline is February 18th, with interviews of the selected firms tentatively scheduled for the week of March 4th. Staff anticipates bringing the name of the selected firm to the Council at the April 3rd meeting.

FISCAL IMPACT: None.

ACTION REQUESTED: Direction to staff on any changes to RFP and authorize staff to release the RFP for City of Susanville Auditing Services.

ATTACHMENTS: City of Susanville Auditing Services RFP
Auditor List for Auditing RFP



CITY OF SUSANVILLE

REQUEST FOR PROPOSALS FOR
CITY OF SUSANVILLE AUDITING SERVICES

Proposal Release Date

January 17, 2019

Proposal Submittal Due Date

February 18, 2019

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Appendices

- A. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price
- B. Format for Schedule of All-Inclusive Maximum Price by Report
- C. Sample Copy of City “Consulting Services Agreement” includes insurance and business license requirements

II. DESCRIPTION OF THE CITY

The City of Susanville was incorporated in 1900 as a general law city and operates under a City Council/City Administrator form of government. It is governed by an elected five-member council with each member also serving as a member of the governing board for its component unit, the Susanville Redevelopment Agency (RDA). The City is located in Lassen County in the Northeast portion of the State of California, and is approximately 80 miles Northwest of Reno, Nevada. The City serves as the county seat and is the only incorporated city within Lassen County. The City encompasses approximately 3.5 square miles with a population of 14,954 (includes two prisons) based on the January 1, 2018 State of California Department of Finance estimate.

The City's fund structure includes: General Fund (1), Special Revenue Funds (14), Debt Service Funds (3), Capital Projects Funds (1), Proprietary Funds - Enterprise (5) and Internal Service (3), and Agency Funds (4).

The estimated budget for FY 2018-2019 is \$18 million. The budget of the General Fund is \$6.7 million.

The City's financial statements are prepared in conformance with GASB 34 and have been audited by *Badawi and Associates, Certified Public Accountants* for the last 6 years.

The City uses Caselle financial software for general ledger, budget, accounts payable, payroll and accounts receivable.

III. SCOPE OF WORK TO BE PERFORMED

A. Services to be performed by Auditors.

1. In general, the auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the City fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles, and (b) whether the City has complied with laws and regulations that may have a material effect upon the financial statements.
2. The auditors will examine the City's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the City Administrator. The examination shall be made, and reports rendered in accordance with generally accepted government auditing standards. In addition, the auditors shall communicate to the City Administrator any reportable conditions found during the audit that can be defined as either a significant or material weakness in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement.

the GASB 68 pension calculation should be clearly set apart from all other audit services.

9. The audit firm shall submit a management letter setting forth their findings and/or recommendations on those matters noted and observed during the conduct of the examination of the financial records and developed within the scope usually associated with such an examination relating to, but not limited to, a) improvement in systems of internal control, b) improvement in accounting system, c) apparent noncompliance with laws, rules, and regulations, and d) any other material matter coming to the attention of the firm during the conduct of the examination.

B. Timeline Requirements

1. The audit firm shall schedule with the Finance Manager for the Fiscal Year 2018-2019 Audit.
2. All City books must be closed and ready for audit by the mutually agreed upon start date. City staff shall prepare detailed lead sheets and account reconciliations for the auditors.
3. Field work shall be completed no later than September 30, 2019 and a draft CAFR, presented according to the timetable listed under “Specific Deliverables to the City of Susanville” shall be prepared and delivered to the Finance Manager.
4. The Entrance Conference, Progress Reporting, and Exit Conference should be held within the time frames indicated on the schedule shown below:

i.	Entrance Conference with City Administrator and Finance Manager to discuss work to be performed, establish overall liaison for audit and arrangements for space and other needs of the auditor	Prior to start of audit field work
ii.	Progress conference with City Administrator and Finance Manager to discuss the year-end work to be performed	Midway through audit field work
iii.	Exit conference with City Administrator and Finance Manager to summarize the results of the field work and to review significant findings	At the conclusion of the year-end audit field work

C. Reporting and Communication

IV. CITY RESPONSIBILITIES

A. Finance Division

1. Finance Division staff will prepare the final closing of the books including any auditor adjusting entries or changes to the financial statements as well as providing balance sheets for all funds and groups, statements of revenue and expenditures for all funds including detailed subsidiary ledgers.
2. Finance Division staff will produce the transmittal letter, MD & A and statistical section to be included in the CAFR and the color cover for the document.
3. Finance Division staff will produce the confirmation letters that are mailed by the auditors.
4. Finance Division staff will be available to assist the auditors in locating records or preparing audit schedules. All requests from the auditors will be directed to the City Administrator or Finance Manager.
5. Finance Division staff will provide the auditors with reasonable workspace to include desks and chairs as well as access to telephones, facsimile machines, and photocopying machines.

B. Report Preparation

1. The auditors will prepare a draft copy of the CAFR for review.
2. Final preparation of the CAFR will be the responsibility of the auditors. A final PDF of the CAFR will be given to the Finance Division for printing and binding.
3. Preparation, editing, and printing of all other reports as indicated in Part I, Section III (E) Specific Deliverables to the City of Susanville, will be the responsibility of the auditors.
4. Finance Division staff will produce the confirmation letters that are mailed by the auditors.

V. BASIS FOR COMPENSATION

- A. The City will pay the auditors for the services described in Part I, Section III (Scope of Work to be Performed) that do not exceed the amount contained within a signed agreement between the City and the Audit Firm. For additional services required after the inception of the agreement, written approval by the City shall be required in advance of such services being rendered. The fee for such services shall be paid based on the auditor's quoted hourly rates.
- B. The City shall receive all final opinions and reports for the City of Susanville financial statements no later than the December 12 of each year as outlined in Section III (E) "Specific Deliverables to the City of Susanville" barring any unforeseen City delays. If delay of deliverables is a result of the audit

- B. The City is not liable for any pre-contractual expenses incurred by any bidder. In addition, no bidder shall include any such expenses as part of the price proposed to conduct the operation.
- C. The City reserves the right to withdraw the RFP at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any bidder responding to this RFP. The City expressly reserves the right to postpone action regarding this RFP for its own convenience and to reject any and all proposals in response to this RFP without indicating reasons for such rejection.
- D. The City is not responsible for oral statements made by any of its employees or agents concerning this RFP. If the bidder requires specific information, the bidder must make the request in writing as instructed in the RFP.
- E. All responses to the RFP shall become the property of the City and a matter of public record. Responders must identify all copyrighted material, trade secrets or other proprietary information that the responder claims are exempt from disclosure by the California Public Records Act. In the event a responder claims such exemption, the responder must state in the response that:

“The responder will indemnify the City and hold it harmless from any claim or liability and defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request thereof.”

Failure to include such a statement shall constitute waiver of the responder’s right to exemption from disclosure and authority for the City to provide a copy of the proposal or any part thereof to the requestor.
- F. The individual(s) preparing and submitting the proposal must state they possess the authority to bind the firm to the terms of the RFP.
- G. All questions regarding this RFP should be made in writing and emailed to: dsavage@cityofsusanville.org

PART 2 – PROPOSAL REQUIREMENTS AND INFORMATION

I. PROPOSAL PROCESS AND CALENDAR

A. Distribution of Proposals

Request for Proposals shall be available on the City of Susanville website, www.cityofsusanville.org on January 17, 2019.

B. Proposal Submission

PROPOSAL REQUIREMENTS

A. Independence

The audit firm should provide an affirmative statement that it is independent of the City of Susanville as defined by generally accepted auditing standards. Moreover, the firm must have no conflict of interest with regard to any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the City of Susanville.

B. License to Practice in California

The audit firm should provide an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

C. Firm Qualifications and Experience

1. The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be so employed on a part-time basis. Please indicate whether any members of the audit team assigned to the City are reviewers in the California Society of Municipal Finance Officers Certificate of Achievement for Excellence in Financial Reporting program.
2. The audit firm shall submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
3. The audit firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the audit firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
4. For the audit firm's office assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. The audit firm shall state experience with clients issuing Financial Statements under GASB 34. Indicate the scope of work, date engagement partners, total hours, and the name and telephone number of the principal client contact.

The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

H. Rates by Partner, Supervisor, and Staff Level Times Hours Anticipated for Each

The proposal should include a schedule of professional fees and expenses, as presented in the format shown in Appendix A, which supports the total all-inclusive maximum price in the format shown in Appendix B.

I. Ownership of City-Related Documents

All property rights, including publication rights of all reports produced by proposer in connection with services performed under this agreement shall be vested in the City of Susanville. The proposer selected shall not publish or release any of the results of its examinations without the express written permission of the City of Susanville City Administrator.

J. Acceptance of Proposal Contents

After an audit firm is selected by the City, the contents of the submitted proposal shall become a contractual obligation. The successful proposer will be required to execute a standard consultant agreement with the City as exemplified in Appendix C. Failure of the audit firm to agree to include the proposal as part of the contractual agreement may result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City.

K. Acceptance or Rejection and Negotiation of Proposals

The City reserves the right to reject any or all proposals, to waive non-material irregularities or information in the request for proposal, and to accept or reject any item or combination of items. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to the execution of the contract(s), with no penalty to the City of Susanville. In addition, if the City elects to reject all of the proposals, it reserves the right to select one at random to negotiate a contract for services. All requests for proposals received by the City will remain open, valid and subject to acceptance for a period of six months.

III. EVALUATION PROCESS

The proposals for the City's audit will be evaluated by a committee selected by the City Administrator. Proposers may be required to make oral presentations as a supplement to

C. Letter of Transmittal

1. State whether the firm is local, national, or international.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as audit, accounting, or management services.
4. Describe the local office's information technology (IT) audit capabilities, including the number and classifications of personnel skilled in IT auditing who will work on the audit.
5. Describe the local office's recent auditing experiences similar to the type of audits requested and give the names and telephone numbers of client officials responsible for five of the audits listed.
6. Describe the document publication technology and staff formatting and proofreading expertise.

D. Audit Team

1. Describe the composition of the audit team, including staff from other than the local office, and consultants. Describe the commitment of the firm to providing the same audit team on subsequent audits. Include resumes of each person so identified.
2. Identify the supervisors and consultants who will work on the audit and include resumes of each person so identified.
3. Identify any members of the audit team who are certified CAFR reviewers in the GFOA or California Society of Municipal Finance Officers (CSMFO) Certificate of Excellence in Financial Reporting programs.

E. Audit Scope and Provisions

Describe the scope of the required services to be provided and outline a plan on how such services will be provided. Please include depth of work, staffing, and time estimates. Proposers should list all reports including management letters that are to be issued, the points to be addressed by reports, and the estimated completion dates.

F. Cost Data

APPENDIX A

Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	_____	\$ _____	\$ _____	\$ _____
Manager	_____	\$ _____	\$ _____	\$ _____
Supervisory Staff	_____	\$ _____	\$ _____	\$ _____
Other (Specify)	_____	\$ _____	\$ _____	\$ _____
Sub-Total				\$ _____
Out-of-Pocket Expenses				\$ _____
Total				\$ _____

APPENDIX C

SAMPLE

AGREEMENT FOR AUDITING SERVICES BETWEEN THE CITY OF SUSANVILLE AND [NAME OF CONSULTANT]

THIS CONSULTANT SERVICES AGREEMENT is made and effective as of, 201X between the City of Susanville, a municipal corporation ("City") and Corporation. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on, 201X, and shall remain in effect for one year with a renewal option for two additional years, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

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

3. **PERFORMANCE**

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

4. **PAYMENT**

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

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Administrator. Consultant shall be compensated for any additional services in the

7. **OWNERSHIP OF DOCUMENTS**

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

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

8. **INDEMNIFICATION**

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

9. **INSURANCE**

- A) Consultant shall maintain in-force: Public Liability and Professional Liability Insurance. During the term of this Agreement, Consultant shall maintain in full force and effect a policy of public liability insurance with minimum coverage of \$1,000,000 in accordance with the requirements provided by CITY to Consultant. Consultant shall also maintain in-force; Professional Liability Insurance (and/or Errors & Omissions Insurance) with minimum limits of liability of \$1,000,000 combined single limit coverage against an injury, death, loss or damages because of wrongful or negligent acts or omissions by the named insured.
- B) Contractor shall maintain in-force Workers' Compensation and Employer's Liability Insurance as required by the California Labor Code. Evidence of coverage shall take the form of a Certificate of Insurance or a California Certificate to Self-Insure. Acceptable minimum limits for this

12. **UNDUE INFLUENCE**

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

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

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

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

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

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

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

CITY OF SUSANVILLE:

CONSULTANT

Kevin Stafford
Mayor
City of Susanville

By: _____

Title:

APPROVED AS TO FORM:

ATTEST:

Jessica Ryan
City Attorney
City of Susanville

Gwenna MacDonald
City Clerk
City of Susanville

<u>Company</u>	<u>Contact</u>	<u>Email</u>	<u>Phone</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
Badawi & Associates	Ahmed M. Badawi	abadawi@b-acpa.com	510-768-8244	180 Grand Avenue., Suite1500	Oakland	CA	94612
Charles Z. Fedak & Co. CPAs	Paul Kaymark	info@ctcfpa.com	714-527-1818	6081 Orange Ave., 2nd Floor	Cypress	CA	90630
Christy White Accountancy Corporation	Christy White	cwhite@cwacpa.com	619-270-8222	2727 Camino Del Rio South, Suite 219	San Diego	CA	92108
Eadie & Payne LLC, CPAs	Hong Nguyen	hnguyen@eadiepaynelld.com	951-241-7804	PO Box 1529	Riverside	CA	92502
Singleton & Auman, CPAs	Clay Singleton	sa@sa-cpas.com	530-257-1040	1740 Main Street	Susanville	CA	96130
Lance, Soil, Lungard, CPA's LLP	Bryan Gruber	bryan.gruber@slcpas.com	714-672-0022	202 N Brea Blvd, Suite 203	Brea	CA	92821
Lopez & Co. LLP	Tess Venegas	tvnegas@lopezllp.com	626-583-1116	3452 E. Foothill Blvd, Suite 820	Pasadena	CA	91107
Macias, Gini & O'Connell LLP	Scott Johnson	sjohnson@mgocpa.com	925-395-2818	2121 N California Blvd, Suite 750	Walnut Creek	CA	94596
Mann, Urrutia, Nelson CPAs	Michelle Nelson	mlr@munpcpas.com	(916) 929-0540	1760 Creekside Oaks Drive, Suite 750	Sacramento	CA	95833
Mayer, Hoffmann, McCann P.C.	Steve Fanucchi	info@mhmcpa.com	(858) 795-2032	2301 Dupont Drive, Suite 200	San Diego	CA	92612
Maze & Associates	Cory Biggs	coryb@mazeassociates.com	925-930-0902	3478 Buskirk Ave, Suite 215	Pleasant Hill	CA	94523
Price, Paige & Company	Fausto Hinojosa	fausto@ppcpas.com	559-299-9540	677 Scott Ave	Clavis	CA	93612
Pun & McGeedy, LLP	Kenneth Pun	koun@pm-llp.com	949-777-8800	9 Corporate Park, Suite 130	Invine	CA	92606
Rogers, Anderson, Malody & Scott, LLP	Brad Welebir	smanno@ramscpa.net	909-889-0871	735 E. Carnegie Dr., Suite 100,	San Bernardino	CA	92408
Tahim & Associates	Anne Tahim	atahim@annetahim.com	714-772-4744	2331 W. Lincoln Ave, Suite 300	Arabeim	CA	92801
Teaman, Ramirez & Smith, Inc.	Greg Fankhanel	dranirez@trscpas.com	951-274-9500	4201 Brodtkon Ave, Suite 100	Riverside	CA	92501
Thornton & Fathy, LLP	Larry Thornton	info@tfc-accounting.com	626-568-8600	150 S. Los Robles Ave, Suite 650	Pasadena	CA	91101
Vavrinek, Trine, Day & Co. LLP	Roger Alfaro	ralfaro@vtdcpa.com	909 297-8418	10681 Foothill Blvd, Suite 300,	Rancho Cucamonga	CA	91730
Moss, Levy & Hartzheim	Craig Hartzheim	charzheim@mlhpcas.com	310-273-2745	5800 Hannum Ave	Culver City	CA	90230
White, Nelson, Diehl, Evans LLP	Robert Callanan	rcallanan@wndecpa.com	(714)-978-1300	2875 Michelle Drive, Suite 300	Invine	CA	92606
Harshwal & Company, CPAs	Vaishali Shukla	vaishali.shukla@harshwal.com		7960 Silverton Avenue, Suite 206	San Diego	CA	92126

Reviewed by:  City Administrator

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

Submitted by: Dan Newton, Interim City Administrator

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 19-5606**, Finding of Public Convenience or Necessity (PCORN) for the transfer of a Type 20, off-sale beer and wine license

PRESENTED BY: Dan Newton, City Administrator

SUMMARY: The Susanville Food Mart, located at 2425 Main St. is requesting that the City Council find that as a matter of Public Convenience or Necessity, they be allowed to transfer a Type 20 off-sale beer and wine license from Tom's Sierra Company in the community of Westwood to the new location in Susanville. Per Business Code Section 23958.4, it is necessary for the local governing body to approve the transfer of the license if the concentration of licenses will exceed a certain ratio based on population in the census tract area.

The Susanville Food Mart is located in Census Tract 0403.03 which is allowed 4 off-sale alcoholic beverage locations based on population. It currently has 4 off-sale beer and wine or general alcohol licenses within it. A finding that a public convenience or necessity exists for this request will increase the number to 5 in Census Tract 0403.03.

The Police Department has reviewed the proposal and has not expressed any law enforcement or safety concerns based on the location. Except for the Diamond Mountain Casino Mini-Mart, all of the alcohol retailers within the City are located on Main Street. There is currently a moratorium on new off-sale alcoholic beverage licenses in Lassen County imposed by State Alcohol Beverage law.

FISCAL IMPACT: None

ACTION REQUESTED: Motion to approve **Resolution No. 19-5606** Making Finding of Public Convenience or Necessity

ATTACHMENTS: Resolution No. 19-5606
 Letter from Susanville Food Mart
 City of Susanville Active Off-Sale Retail License Map

RESOLUTION NUMBER 19-5606
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
MAKING FINDING OF PUBLIC CONVENIENCE OR NECESSITY

WHEREAS, Susanville Food Mart, 2425 Main Street has applied to the State Department of Alcoholic Beverage Control to transfer an off-sale beer and wine license (Type 20) from another location within Lassen County to the City of Susanville; and

WHEREAS, the Department of Alcoholic Beverage Control has determined that 4 off-sale licenses are allowed in census tract 403.03, and there are currently 4 licenses issued; and

WHEREAS, this determination triggers the requirement for a finding from the local jurisdiction that the public convenience or necessity is served by the addition or transfer of this Type of license; and

WHEREAS, staff has concluded that the transfer of a Type 20 license to this location will not interfere with the surrounding area, as alcoholic beverages are readily available for purchase in the nearby area and is a convenience to shoppers if Susanville Food Mart by allowing them to purchase these products without having to make another stop; and

WHEREAS, the Susanville Food Mart would likely not operate profitably without a liquor license.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville that a finding that the public convenience or necessity is served by the transfer of a Type 20 license to Susanville Food Mart, located at 2425 Main Street based on the points of facts contained herein.

BE IT FURTHER RESOLVED that the Mayor is authorized to execute Part 3 of Section 23958.4 Business and Professions Code on behalf of the City of Susanville.

BE IT FURTHER RESOLVED that Susanville Food Mart, shall obtain all the necessary permits for the off-sale license prior to commencing sales.

Approved: _____

Kevin Stafford, Mayor

Attest: _____

Gwenna MacDonald, City Clerk

The foregoing Resolution Number 19-5606 was adopted at a regular meeting of the City Council of the City of Susanville held on the 16nd day of January, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan, City Attorney

City of Susanville
66 North Street
Susanville, CA 96130-3904

CITY OF SUSANVILLE
RECEIVED
DEC 18 2018
BUILDING & PLANNING

Satish Kumar
2425 Main St.
Susanville, CA 96130

To Whom It May Concern

Tuesday, December 18, 2018

- This application from Susanville Food Mart, 2425 Main Street, Susanville, CA, located on the corner of Mesa Street and Main Street for a beer and wine sales license is justified for the following reasons; It is safer to cross busy Main Street at the corner of Mesa Street and Main Street by using the crosswalk that is located at this corner, rather than the current "J" walking that occurs now by the people crossing to the Spirit Gas Station located just down the Street. The people who reside on the North side of Main Street would not have to cross Main Street or the busy intersection at Russell Avenue if walking or driving to purchase wine, beer, gasoline or any of the other amenities provided by the Susanville Food Mart. It is very hard to prosper in the Business World especially when the business is just starting. By allowing the Susanville Food Mart to obtain a license for the sale of beer and wine, it could be the difference in either the business failing or prospering. Susanville has a long history of having many Gas /Food Mart Stations to purchase beer, wine, gasoline and the amenities associated with Gas/Food Marts, because of the large amount of high stress blue collar jobs that are in the area. Lastly, the Applicant already has a successful business in Janesville, CA. He has a following of loyal customers who would like to support his endeavors in Susanville, CA as well.

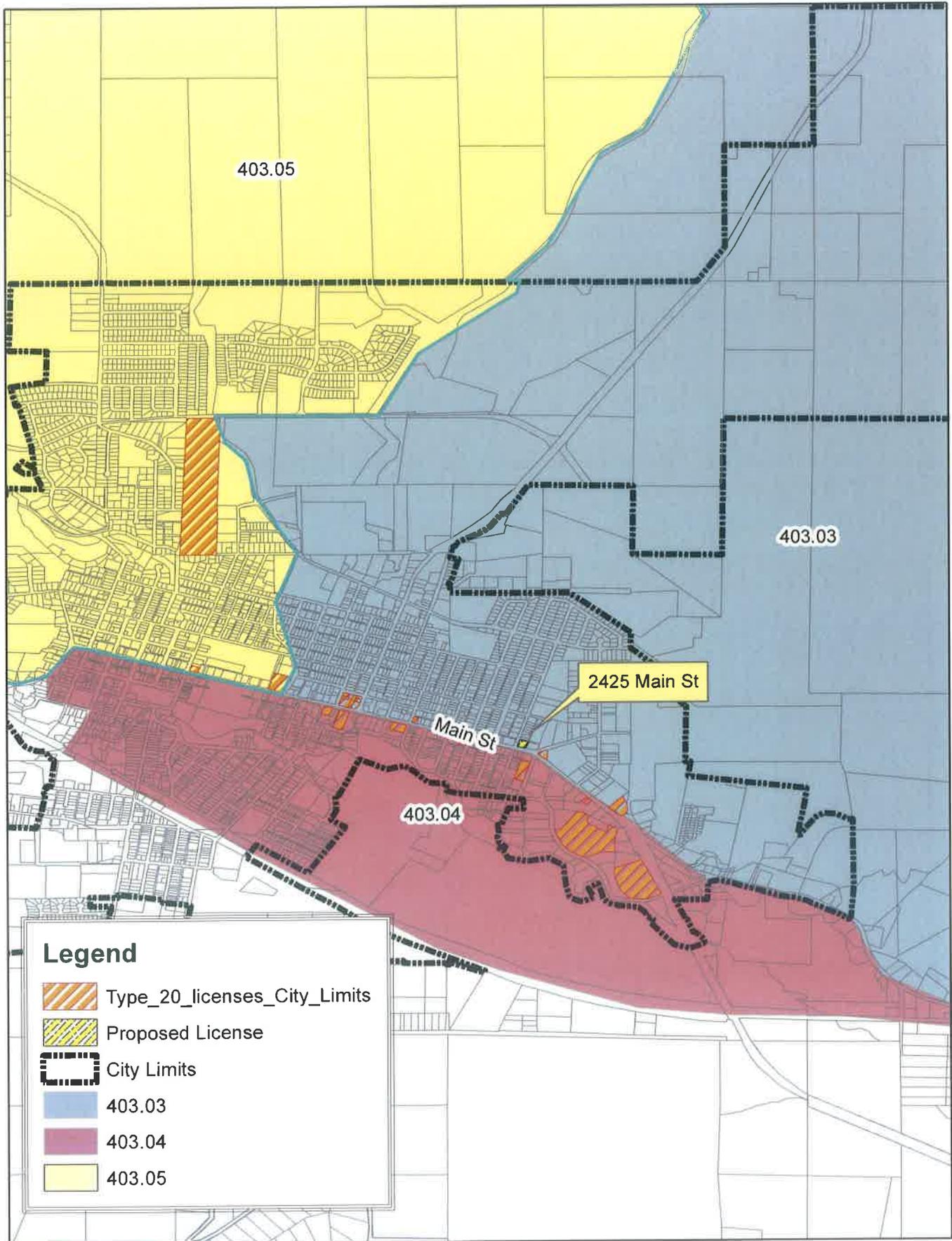


Satish Kumar (Owner)

Susanville Food Mart

2425 Main St. Susanville, CA, 96130

City of Susanville Active Off-Sale Retail Licenses As Of 01/09/2019



Reviewed by:  Interim City Administrator

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

Submitted by: Kevin Jones, Police Chief

Action Date: January 16, 2019

CITY COUNCIL AGENDA ITEM

SUBJECT: School Resource Officer MOU

PRESENTED BY: Kevin Jones, Police Chief

SUMMARY: Due to substantial increase to personnel costs over the last year it is appropriate to evaluate the SPD/School Resource Officer agreement with Lassen Union High School District (LUHS). The City Administrator and Police Chief have had preliminary discussions with LUHS on the potential amendment of the MOU, the increased costs, along with the future of this position and its impact to the City budget.

FISCAL IMPACT: None

ACTION REQUESTED: Discussion and provide direction to staff

ATTACHMENTS: City of Susanville, School Resource Office/LUHS Agreement

**AGREEMENT BETWEEN
THE CITY OF SUSANVILLE POLICE DEPARTMENT AND
THE LASSEN UNION HIGH SCHOOL DISTRICT**

This Agreement is made on this ___ day of _____ 2017, by and between the City of Susanville, a municipal corporation and general law city of the State of California, hereinafter referred to as the "City": and Lassen Union High School District, a school district organized and existing under the law of the State of California, hereinafter referred to as the "District".

PURPOSE OF AGREEMENT:

The purpose of this Agreement is to state the terms and conditions under which City will furnish supplemental law enforcement, consisting of a School Resource Officer to the high school campus located on 1110 Main Street in Susanville, hereinafter referred to as the "protected property".

FURNISHING OF LAW ENFORCEMENT SERVICES:

City shall furnish a career law enforcement officer (hereinafter referred to as "police officer"), as defined by Penal Code Section 830.1, of City's own choice and designation to the protected property, generally from Monday through Friday, as follows: Work hours at the protected property shall generally be between the times of 0730 – 1530 hours, during regularly scheduled school days.

Said police officer shall be primarily responsible to attend to law enforcement duties on District property. However, there may be times when said officer is unavailable to be present on District property during regular school hours and the parties hereto recognize, understand and agree that at those times it will be necessary for said police officer to be unavailable to District. The parties hereto recognize, understand and agree that the City, will attempt to limit the amount of time said police officer is unavailable to the District during normal school hours.

The police officer shall spend the majority of his/her time in and around the protected property; provided, however, said police officer may respond as backup to major in-progress calls anywhere in the city, when necessary, in the discretion of said police officer and/or City. The police officer will maintain full law enforcement authority to investigate crimes on the protected property and shall report to the Shift Supervisor at City's police department when initiating a crime investigation.

City agrees to furnish a police officer to District for special events outside of the school day for up to an including no more than seven, (7) events per school year. Police coverage for more than seven, (7) events per year, or request for more than one police officer, shall be billed to the District at an hourly rate set by the City of Susanville for police services. The current police services hourly rate is \$63.00, subject to adjustment annually. For the purpose of this agreement, special events are defined as youth sports and school dances held within the City of Susanville.

The City agrees to provide status updates on the SRO program to the District at their regularly scheduled board meetings up to three (3) times per calendar year.

FACILITIES:

District shall provide to City's police officer, while said police officer is on duty at the protected property, office space equipped with a desk, telephone, computer, sufficient chairs and other technological equipment as agreed upon between City and District.

City shall provide all training, equipment, vehicle, and supplies to police officer needed to facilitate this agreement

POLICE OFFICERS ARE EMPLOYEES OF CITY:

All police officers furnished by City shall be employees of the City of Susanville and shall be at all times subject to the supervision and control of City. District will not have any supervision responsibilities of said police officer. City shall have the sole responsibility of paying the salaries, taxes (including, but not limited to, retirement benefits, federal social security taxes and federal and California unemployment taxes) and all other expenses relating to each police officer of City.

POLICE OFFICERS SERVICES HEREUNDER:

City police officer services hereunder shall encompass only law enforcement duties including but not limited to the following services: (a) physical presence on the protected property; (b) address crime and disorder problems; (c) develop or expand crime prevention efforts; (d) educate staff in crime prevention and safety, as well as in the identification of crime and related issues; (e) conduct assessments of physical and procedural issues involving safety and security; (f) assist in the development of policy by the District that addresses crime, as well as recommend procedural changes in such policies; and (g) assist in the identification of physical changes in the environment that may reduce crime.

GENERAL DUTIES OF THE POLICE OFFICER:

The general duties of the police officer are to: (a) provide education, when appropriate, to District in the prevention, identification and control of crime and related issues; (b) establish an office of operations as the protected property; (c) establish a scheduled presence at the protected property during special events and athletic contests; (d) provide escorts upon request for staff, students and visitors to the protected property; (e) conduct assessments of physical and procedural issues involving safety and security; (f) conduct meetings with District as needed; (g) assist administrative personnel in investigation of crimes committed on the protected property; (h) assist in the reduction of truancy for the District.

If either party wishes to amend the duties of the police officer pursuant to this Agreement, such an amendment must be in writing signed by both parties to this Agreement.

WORKERS COMPENSATION COVERAGE:

City shall provide and maintain during the course of this Agreement workers compensation coverage for the protection of City's employees engaged in work pursuant to this Agreement.

INDEMNITY:

District shall defend, indemnify and hold harmless City, its officers, directors and employees and each of them, from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorneys' fees, losses or liabilities, in law or in equity, of every kind and nature whatsoever, arising out of or in connection with District's negligent or intentional acts or omissions in the performance of this contract for: (a) bodily injury including, but not limited to bodily injury, sickness or disease, emotional injury or death to any person(s); and (b) damaged to property of anyone including loss of use thereof.

City shall defend, indemnify and hold harmless District, its officers, directors and employees and each of them, from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorneys' fees, losses or liabilities, in law or in equity, or every kind and nature whatsoever, arising out of or in connection with the City's negligent or intentional acts or omissions in the performance of this contract for: (a) bodily injury including but not limited to, bodily injury, sickness or disease, emotional injury or death to any person(s); and (b) damage to property of anyone including loss of use thereof.

SOLE AGREEMENT:

This Agreement constitutes the sole agreement of the parties hereto relating to the matters set forth herein and correctly sets forth the rights, duties and obligations of each to the other as of its date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect.

WAIVER:

Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provisions of this Agreement.

GOVERNING LAW:

This Agreement and all matters relating to it shall be governed by the laws of the State of California.

TERM/RENEWAL:

The term of this Agreement shall begin with the 2017/2018 school year and renew automatically on July 1st of each year unless terminated pursuant to the terms of this Agreement.

TERMINATION:

This Agreement may be terminated by either party no later than December 31st of each year, six months in advance, by giving written notice of its intent to terminate the Agreement.

INSURANCE:

Each of the parties shall respectively furnish and keep in full force and effect at all times during the term of this Agreement the following insurance:

Public liability insurance in the minimum amounts of \$1,000.000 for one person and of \$2,000.000 for more than one person for loss from a tort resulting in bodily injury or death, naming the other party as an additional insured and providing a Certificate of Insurance to that effect. Membership in a governmental self-insurance pooling arrangement is acceptable.

District shall name the City, its Governing Board, officers, agents, and employees as an additional insured and provide the City with a copy of the certificate insurance and the additional named insured endorsement prior to the commencement of this agreement.

City shall name the District, its Governing Board, officers, agents, and employees as an additional insured and provide the District with a copy of the certificate insurance and the additional named insured endorsement prior to the commencement of this agreement.

Either party may request an increase or decrease to insurance coverage limitations no later than December 31st, to take effect 6 months thereafter with such amendment being in writing and signed by both parties to this Agreement.

COMPENSATION:

For the services agreed to be performed, the District shall pay the City the sum of 75% of the benefitted cost of an officer position (base) at Step "C" in of the salary matrix in effect on January 1st of the most recent school year, currently \$68,671.50 per year, adjusted annually, payable in equal quarterly payments commencing July 1, 2017.

It is agreed that at any time either City or the District may reopen this contract for the purpose of negotiating lower or higher fees for the services to be performed under this Agreement.

MODIFICATION:

This agreement shall not be modified except in writing and executed by both parties.

NO THIRD-PARTY BENEFICIARIES:

Nothing contained in this Agreement shall be construed to create, and the parties do not intend to create, any rights in third parties.

HIRING CITY'S EMPLOYEES:

The District shall not either during the term of this Agreement or for a period of one year following its termination, hire for its own employment any of the employees of the City who performed services at any time in carrying out the terms of this Agreement.

NOTICES:

Any notice submitted or communicated required or permitted to be served on a party hereto, may be served by personal delivery to the person or office of the person identified below. Service may also be made by mail, by placing first-class postage affixed thereto, and addressed as indicated below and deposited said envelope on the United States mail to:

CITY:
Jared G. Hancock
City Administrator
City of Susanville
66 N. Lassen Street
Susanville, CA 96130

DISTRICT:
Bill McCabe
Superintendent
Lassen High School District
1100 Main St.
Susanville, CA 96130

AUTHORITY OF PERSONS SIGNING AGREEMENT:

The person(s) signing this Agreement on behalf of the City and District have been authorized to do so by their respective governing bodies and this Agreement has been duly executed and delivered in accordance with the authorization and constitutes a legal, valid and binding obligation of both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates following their respective signatures below:

CITY OF SUSANVILLE

LASSEN UNION HIGH SCHOOL DISTRICT

Jared G. Hancock, City Administrator

Bill McCabe, Superintendent

Attest:

Gwenna MacDonald, City Clerk