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

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**February 20, 2019 – 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 19-5621*

*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     CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code Section §54956.8
    - 1     Property:                    APN: 105-210-29-11  
          Agency Negotiator:    Dan Newton, Interim City Administrator  
          Negotiating Parties:   Lassen Aurora Network (LAN)  
          Under Negotiation:    Price/Conditions/Terms of Lease
  
- 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 Kevin Stafford*
  - *Proclamations, awards or presentations by the City Council*
  
- 5     **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject 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 January 16 and 24, 2019 meetings

- B Receive and file Monthly Finance Report: January 2019
- C Approve **Resolution No. 19-5619** authorizing transfer of vehicle from Building Official to Parks Department

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of vendor warrants numbered 203171 through 203271 for a total of \$487,410.65 including \$242,925.53 in payroll warrants
- B Consider **Resolution No. 19-5517** adopting FY 2018/2019 mid-year budget
- C Considering approval of the Tobacco Law Enforcement Grant budget and scope modification.
- D Consider establishment of K-9 Program
- E Consider **Resolution No. 19-5614** authorizing execution of lease agreement between Lassen Aurora Network (LAN) and the City of Susanville for the Susanville Community Garden
- F Consider approval of the write-off of Accounts Receivable and authorize turning the amount of uncollected utility revenue to collections
- G Consider **Resolution Number 19-5618** authorizing the Acting Public Works Director to execute a contract change order with Dig-It Construction Inc. for STIP Project No. 17-01 (FC) with remaining fund balances for portions of West Street and Hospital Lane in the City of Susanville from the project for pavement rehabilitation and ADA accessibility upgrades less construction engineering

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

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

12 **CONTINUING BUSINESS:**

- A Consider **Resolution No. 19-5620** amending the Police Officer Trainee agreement

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Discussion of budget policy amendment

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular meeting of the Susanville City Council will be held on March 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](http://www.cityofsusanville.org), unless there were system 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 February 20, 2019 in the areas designated on February 15, 2019.



Gwenna MacDonald, City Clerk

Reviewed by:  Interim City Administrator

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

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

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's January 16 and 24, 2019 meetings.

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's January 16 and 24, 2019 meetings.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's January 16 and 24, 2019 meetings.

**ATTACHMENTS:** Minutes: January 16, 2019  
January 24, 2019

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**January 16, 2019– 6:00 p.m.**

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

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

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

**1      APPROVAL OF AGENDA:**

Mr. Newton stated that there was a request to correct the minutes to reflect the attendance of the City Attorney at the meetings.

Motion by Councilmember Wilson, second by Councilmember Schuster, to approve the agenda with the correction requested; motion carried unanimously. Ayes: Wilson, Schuster, Franco, Moore and Stafford.

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

**3      CLOSED SESSION:** At 6:03 p.m. the Council entered into Closed Session to discuss the following:  
PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957

- A 1 City Administrator
- 2 Interim City Administrator Performance Evaluation

**4      RETURN TO OPEN SESSION:**

At 7:06 p.m. the City Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Kevin Jones, Police Chief; Daniel Gibbs, Acting Public Works Director; Deborah Savage, Finance Manager; Quincy McCourt, Project Manager; Ryan Cochran, Police Lieutenant and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Closed Session, the agenda was approved with a correction to the minutes submitted under Item 6A, and that the City Council met in Closed Session and provided direction on Item 3A1, and at the end of Open Session, the Council would reconvene in Closed Session.

Mayor pro tem Franco provided the Thought of the Day.

Chief Jones announced the promotion of Ryan Cochran to the position of Police Lieutenant, and introduced Lt. Cochran's parents who were present to participate in the badge pinning ceremony.

**5      BUSINESS FROM THE FLOOR:** No comments.

**6      CONSENT CALENDAR:**

- 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.

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

**7 PUBLIC HEARINGS:** No business.

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

Mayor Stafford requested that Council move consideration of Item 9F to take place, given the number of audience members who were present for that item.

Councilmember Moore stated that he had a conflict and recused himself from participation in the discussion. Councilmember Moore exited the Council chambers.

**9 NEW BUSINESS:**

**9F Council Discussion regarding School Resource Officer MOU with Lassen Union High School, and providing direction to Staff** Chief Jones provided a summary regarding the School Resource Officer program, and the preliminary discussions that have taken place with Lassen Union High School staff, the City Administrator and himself regarding the services provided to the school and the reimbursement costs that are provided to the City. He explained the challenges of meeting overtime costs, staff requirements and backfilling needed to make up for the Department being understaffed. He discussed the challenge of balancing the value of the program with the needs of the community as a whole, and requested feedback and any suggestions from the City Council regarding their priorities. He reiterated that it is a good, proven program, and wanted to open the dialog to options that would allow him to meet the obligations of the program while continuing to provide services to the community.

Mr. Newton added that they have had meetings with the high school administrative staff, and he reviewed the sections of the agreement that could be bolstered regarding services provided, officer compensation, and the challenge to quantify what the program is actually worth in terms of creating positive experiences with law enforcement for the student body.

**Bill McCabe**, Superintendent, commented that it is a symbiotic relationship between the school and the City, and he agrees with everything that has been stated. The program sends a strong message to the community that the City is committed to supporting its youth. He believes that the City and School District are very close to an agreement regarding costs and services provided.

Councilmember Schuster noted that paragraph 3 states that the officer would be pulled away to respond to major calls, and asked if that language needed amending, or what changes the Chief may be considering.

Chief Jones responded that he would suggest a temporary suspension of the program, until such a time that the Department is fully staffed. It is hard to quantify a value to the program, and the high school is very much a part of the community. However, he is also responsible for being as efficient as possible with the City's money, and as a business decision, it does not pencil out to have a dedicated officer to the high

school, when it creates increasing overtime costs and backfill challenges with the existing officers, and he should be able to pull the officer when he needs them.

Mayor pro tem Franco stated that he appreciates the Chief's position, and while it is hard to clarify what the benefits are, there is no question that it provides a huge benefit to have an officer on campus. It's a high priority, and if it is a matter of continuing to negotiate the MOU, then it is important to do that and to reach an agreement.

Mayor Stafford stated that the City needs to negotiate the agreement with the school, that the City supports the program and staff should be working that out with the school.

Chief Jones responded that he also supports the program, and wanted to keep the Council informed, determine the level of support for the program, and if it becomes necessary to pull an officer on occasion, he wanted to inform the Council of that situation. It was not the intent to do away with the program, but an option to perhaps temporarily suspend the program until the Department is fully staffed. However, it is clear that the Council is very much in support of the SRO program, and with that direction he will continue negotiations with the school.

Bill McCabe commented that he believes they are close to an agreement, and he would like to keep working with the City to update the MOU.

Councilmember Wilson remarked that prior to this agreement with the school, there was not the additional position on staff. He recognizes that the amount that was agreed upon to reimburse the City when the agreement was originally negotiated is probably not covering the cost of an Officer in today's budget, and if there are other services being added then those should be negotiated and compensated fairly. It's a good program, and he hopes that an agreement can be reached which covers the services that the school would like to see, at a cost that will allow the City to retain that staff position.

There was no further discussion, and Councilmember Moore returned to the Council chambers.

Councilmember Schuster announced that she would recuse herself from consideration of Item 9A due to a conflict.

**9A Consider approval of vendor warrants numbered 202846 through 202989 for a total of \$828,193.51 including \$469,661.08 in payroll warrants**

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

**9B Consider approval of Resolution No. 19-5602 authorizing agreement for Police Services**

Chief Jones explained that based upon requests that the City receives for the support of Police Officers at various community events, he has developed standard agreement language that will be utilized for entities who are in need of dedicated officer services for specific events. The resolution authorizes a template and standard cost while providing the authority for the Police Chief to sign the agreements. Any agreement that is entered into would come to the Council as an information item.

Mayor pro tem Franco asked how many of these types of requests are typically received.

Chief Jones responded that they are normally received from the College, but occasionally they are received for private events as well.

Motion by Councilmember Wilson, second by Councilmember Moore, to approve Resolution No. 19-5602 at a standard rate of \$63.00 per hour, with the approval of the City Attorney as to the form of the agreement; motion carried unanimously. Ayes: Wilson, Moore, Schuster, Franco and Stafford.

**9C 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** Mr. Gibbs reported that the City has received bids for the Cady Springs Pump Station project which has been under development for several years now. Dyer Engineering completed the plans and specifications and staff worked with contractors through the pre-bid meeting process to keep them informed. The two bids received were well over the grant allocation for construction of the project, and it is staff's recommendation to reject both bids, and reevaluate the project. This reevaluation will include the construction documents, Dyer's estimate, take into consideration the bidding contractor's feedback, the projected bid environment 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.

There was a general discussion regarding the construction of the project, status of the grant funding and the challenge to solicit competitive bids.

Motion by Councilmember Moore, second by Councilmember Schuster to approve Resolution No. 19-5604; motion carried unanimously. Ayes: Moore, Schuster, Franco, Wilson and Stafford.

**9D Consider approval of Request for Proposals for City Auditing Services** Ms. Savage reported that the City is required to have an annual audit of its financial records conducted by an independent auditing firm. The firm of Badawi and Associates has conducted the audit for the past three years, and it is time to circulate a Request for Proposals (RFP) soliciting proposals from qualified firms. The RFP outlines the scope of work, proposal process, timeline and requirements. The deadline is scheduled for February 18<sup>th</sup>, with interviews conducted during the first week of March, and the selected firm would then be brought to the City Council for consideration and approval of the agreement.

Councilmember Wilson asked if Badawi and Associates would be eligible to submit an RFP. Ms. Savage responded that they would.

Councilmember Schuster asked if there was really only one firm in town that met the qualifications necessary to submit a bid. Ms. Savage answered that it was correct.

It was the general consensus of the City Council to authorize the release of the Request for Proposals.

**9E 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** Mr. Newton reported that the City received a request from the Susanville Food Mart, located at 2425 Main Street, to authorize the transfer of an off-sale beer and wine license from Tom's Sierra Company, located in Westwood. The Business Code requires that the governing body approve the transfer of the license if the concentration of licenses will exceed the ratio established by the population in the census tract area. The Census Tract at that location allows four off-sale licenses, and current has four off-sale beer, wine or general alcohol

licenses within it. The approval must include the finding that a public convenience or necessity exists for the request, and the burden of proof lies upon the applicant, and the information provided with the agenda item includes the letter of request and map identifying the location of the Susanville Food Mart. There is currently a moratorium on alcoholic beverage licenses in Lassen County, which is imposed by State Alcoholic Beverage law, which is why the license is being transferred from a business establishment in Westwood.

Mayor pro tem Franco verified that the Police Department had been included with the decision making process for this item. Mr. Newton confirmed that the Police Department reviewed the proposal and did not identify any safety concerns based on the location.

Motion by Mayor pro tem Franco, second by Councilmember Moore, to approve Resolution No. 19-5606; motion carried unanimously. Ayes: Franco, Moore, Schuster, Wilson and Stafford.

*9F 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:** No business.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

Councilmember Moore mentioned that many of the Federal employees in the community are not getting paid, and may be struggling to pay their bills. He requested that the Council consider an item at the next meeting to work with them in the payment of their utility bills.

Mayor pro tem Franco stated that he has recently moved to a new part of town, and has noticed that the streets in the old neighborhood are not being plowed as frequently as they are in the new neighborhood. He asked what the City's approach is to plowing.

Mr. Gibbs responded that the City has a Snow Removal Plan that is available on the City's website and it explains the prioritization of plowing streets. The recent storm had a lot of the City's Departments, including Fire and Police, out working to remove fallen limbs that were in many cases blocking the streets. The Public Works Department also provides assistance to those citizens who may be elderly or unable to shovel out their driveway, if they call the Department and request the help.

**15 ADJOURNMENT:**

At 8:10 p.m. Mayor Stafford called for a 5-minute recess prior to reconvening in Closed Session.

The Council reconvened in Closed Session at 8:15 p.m.

At 8:48 p.m. the reconvened in Open Session, and Mr. Newton announced that direction was given to staff.

Meeting adjourned at 8:17 p.m.

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Kevin Stafford, Mayor

Respectfully submitted by

\_\_\_\_\_

Gwenna MacDonald, City Clerk

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

**SUSANVILLE CITY COUNCIL**  
**Special Meeting Minutes**  
**January 24, 2019 – 3:00 p.m.**

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

Roll Call: Brian Wilson, Joe 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 THE AGENDA**

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

**2 PUBLIC COMMENT** No comments.

**3 CLOSED SESSION** At 3:01 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 3:09 p.m. the Council reconvened in Open Session.

Staff present: Dan Newton, Interim City Administrator, Jessica Ryan, City Attorney, James Moore, Fire Chief, Daniel Gibbs, Acting Public Works Director and Gwenna MacDonald, City Clerk.

Mr. Newton reported that prior to Open Session, Council met in Closed Session and no reportable action was taken.

**4 SCHEDULED MATTERS:**

**4A Consider Resolution No. 19-5607 approving City Administrator Employment Agreement** Mr. Newton explained that the proposed employment agreement for the City Administrator position has been discussed and negotiated according to the policy and parameters established by the City Council, and has been reviewed and approved by the candidate, Michael Wilson. He noted a change to page one of eight pertaining to the effective date of the agreement, which would be the term; it was now February 25, 2019 through February 25, 2021.

There were no questions or comments.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5607; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

**4B Consider Resolution No. 19-5603 approving procedures for furloughed Federal Workers** Mr. Newton reported that the City Council directed staff at its January 16, 2019 meeting, to bring an item forward that would address the current Federal Government furlough, and consider ways to provide relief to those utility customers that are not receiving a pay check. The Lassen Municipal Utility District recently announced a policy of assistance provided to their customers, and so the City modeled their policy after that by granting extensions to their utility billing due dates until the government shut down has ended.

Staff has developed general procedures to follow when granting payment extensions, and those extensions would be reviewed on a case-by-case basis. Generally speaking, customers will have two weeks after the furlough has ended to bring their account current, or they may make payment arrangements which will also be considered on a case-by-case basis.

Mayor pro tem Franco commented that the two week period is a bit of a concern, since there is no certainty that the back pay which is going to be paid is going to be paid immediately. It may take more than two weeks for the back pay to be reimbursed, and depending on the amount of the bill it may not be possible to pay all at one time.

It was the consensus to modify the third bullet point on Resolution No. 19-5603 to include the word generally, as in Customers will generally have 2 weeks from the day the government shut-down ends to bring their account current.

**Theresa Phillips**, Lassen Municipal Utility District, was present, and discussed the process that LMUD is following to provide relief to customers. She added that so far, they have received less than ten calls from customers who requested a due date extension.

Mayor pro tem Franco stated that this is uncharted territory, and nobody will really know what happens until the furlough has ended and all employees have returned to work.

Mr. Newton stated that staff has discussed a lot of ways to approach the issue and while every scenario cannot be addressed, staff believes that this method will allow the flexibility and discretion to provide the relief where needed, and prevent those who are chronically late paying customers from taking advantage of the situation. Customers will be required to provide proof of their federal furlough status, and will make every attempt to be as fair as possible.

Ms. Ryan stated that if there were any current Federal furloughed employees on the City Council, that it would be best for them to not participate in the discussion.

Mayor pro tem Franco advised that he is a federal employee, and at 3:23 p.m., he exited the Council Chambers.

Councilmember Schuster asked how long the policy would be in place.

Mr. Newton stated that it would be just for this current furlough, and it would not extend indefinitely as a permanent policy.

Motion by Councilmember Moore, second by Councilmember Schuster, to approve Resolution No. 19-5603; motion carried. Ayes: Moore, Schuster, Wilson and Stafford. Abstain: Franco.

Mayor pro tem Franco returned to the Council chambers.

**5 ADJOURNMENT:** Motion by Councilmember Moore, second by Councilmember Schuster, to adjourn the meeting; motion carried unanimously. Ayes: Moore, Schuster, Franco, Wilson and Stafford.

The meeting adjourned at 3:26 p.m.

Respectfully submitted by

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Kevin Stafford, Mayor

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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:** February 20, 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 January 2019.

**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

January 31, 2019

POOLED CASH FUND	
Tri-Counties Bank	671,257
LAIF	13,127,265
Cash Clearing - Business Tax	(3,369)
Total Cash & Investments	<u>13,795,153</u>

### Pooled Cash Allocation:

General	84,677
General - Restricted	1,674,067
Special Revenue	1,306,085
Capital Projects	13,848
Debt Service	336,583
Enterprise	
Airport	19,665
Geothermal	254,226
Golf Course	(88,529)
Natural Gas	5,140,986
Water	4,044,634
Internal Service	722,477
Trust & Agency	286,432
Total Cash & Inv. Allocations	<u>13,795,153</u>

## CASH WITH FISCAL AGENTS

January 31, 2019

General	
Special Revenue	
Capital Projects	
Debt Service	
Enterprise	2,456,664
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,456,664</u>
GRAND TOTAL	<u>16,251,817</u>

s:/Debi/fund Balances Report

Fund #	Fund Title	Audited	YTD	YTD	Unaudited
		6/30/18 Fund Balance	Revenue	Expenditures	JANUARY Fund Balance 1/31/19
100X	General Fund	3,558,023	2,098,645	3,616,870	2,039,798
2002	State COPS	60,263	286	73,833	(13,283)
2005	Road Maintenance & Rehab SB-1	105,158	136,131		241,289
2006	Snow Removal	46,024	270	23,864	22,430
2007	Streets	(211,421)	1,633,063	1,707,441	(285,799)
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	37,713	107,494
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	6,535	754,886
2030	Traffic Safety	51,521	1,746		53,267
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	64,310	243,489
3015	City Hall Parking Lot	13,848			13,848
4003	City Hall Debt Service	52,259	80,724	67,973	65,011
4004	2013 CalPERS Refunding Loan	481,503	269,122	454,591	296,033
4005	Community Pool Debt Service	630	58,870	83,960	(24,460)
711X	Water Funds	3,624,084	1,494,146	1,479,737	3,638,493
7201	Airport	2,184,445	92,117	157,488	2,119,075
7301	Geothermal	551,215	59,221	62,124	548,312
740X	Natural Gas	494,649	2,162,532	2,428,572	228,609
7530	Golf Course	2,370,352	136,812	192,901	2,314,264
7620	PW Admin/Engineering	168,599	110,114	31,351	247,362
7630	Risk Management	472,721	446,448	593,840	325,328
8402	LAFCO	33,348	56,837	23,251	66,934
8404	Air Pollution	198,502	95,747	137,294	156,955
8405	Air Pollution - Carl Moyer	319,563	2,160	133,835	187,888
8406	IRWM - Management Group	(59,541)		66,495	(126,036)
8407	CCI Woodsmoke Reduction	0	135,208	109,460	25,748
<b>TOTALS</b>		<b>16,975,149</b>	<b>9,100,767</b>	<b>11,553,437</b>	<b>14,522,479</b>

TRI-COUNTIES BANK

		\$343,001.35
1/2/2019		<b>\$83,867.66</b> \$426,869.01
1/2/2019		<b>\$24,292.69</b> \$451,161.70
1/2/2019	<b>-\$104,486.38</b>	\$346,675.32
1/2/2019	<b>-\$5,031.94</b>	\$341,643.38
1/2/2019	<b>-\$32,296.88</b>	\$309,346.50
1/2/2019	<b>-\$4,782.84</b>	\$304,563.66
1/2/2019	<b>-\$1,419.99</b>	\$303,143.67
1/2/2019	<b>-\$27,604.71</b>	\$275,538.96
1/2/2019	<b>-\$4,533.01</b>	\$271,005.95
1/3/2019		<b>\$33,748.15</b> \$304,754.10
1/3/2019		<b>\$17,930.49</b> \$322,684.59
1/4/2019		<b>\$31,780.28</b> \$354,464.87
1/4/2019		<b>\$1,454.28</b> \$355,919.15
1/4/2019		<b>\$3,931.76</b> \$359,850.91
1/4/2019		<b>\$1,933.95</b> \$361,784.86
1/4/2019		<b>\$43,964.22</b> \$405,749.08
1/4/2019		<b>\$15,066.39</b> \$420,815.47
1/7/2019	<b>-\$2,169.48</b>	\$418,645.99
1/7/2019		<b>\$17.70</b> \$418,663.69
1/7/2019		<b>\$871.56</b> \$419,535.25
1/7/2019		<b>\$383.41</b> \$419,918.66
1/7/2019		<b>\$1,015.32</b> \$420,933.98
1/7/2019		<b>\$644.72</b> \$421,578.70
1/7/2019		<b>\$672.54</b> \$422,251.24
1/7/2019		<b>\$1,269.97</b> \$423,521.21
1/7/2019		<b>\$502.21</b> \$424,023.42
1/7/2019		<b>\$364.00</b> \$424,387.42
1/7/2019		<b>\$100,599.59</b> \$524,987.01
1/7/2019		<b>\$11,359.04</b> \$536,346.05
1/8/2019		<b>\$16,555.54</b> \$552,901.59
1/8/2019		<b>\$3,589.38</b> \$556,490.97
1/8/2019		<b>\$4,449.55</b> \$560,940.52
1/9/2019	<b>-\$2,521.05</b>	\$558,419.47
1/9/2019	<b>-\$594.72</b>	\$557,824.75
1/9/2019	<b>-\$589.38</b>	\$557,235.37
1/9/2019		<b>\$105,928.47</b> \$663,163.84
1/9/2019		<b>\$3,712.46</b> \$666,876.30
1/9/2019		<b>\$5,237.01</b> \$672,113.31
1/10/2019	<b>-\$8,286.75</b>	\$663,826.56
1/10/2019	<b>-\$591.51</b>	\$663,235.05
1/10/2019	<b>-\$400.00</b>	\$662,835.05
1/10/2019		<b>\$1,043.42</b> \$663,878.47
1/10/2019		<b>\$1,080.55</b> \$664,959.02
1/10/2019		<b>\$779.41</b> \$665,738.43
1/10/2019		<b>\$0.01</b> \$665,738.44
1/10/2019		<b>\$8,194.16</b> \$673,932.60
1/10/2019		<b>\$3,126.03</b> \$677,058.63
1/10/2019		<b>\$3,501.08</b> \$680,559.71
1/10/2019	<b>-\$256,042.27</b>	\$424,517.44
1/11/2019		<b>\$63,858.12</b> \$488,375.56
1/11/2019		<b>\$8,288.29</b> \$496,663.85
1/14/2019		<b>\$465.78</b> \$497,129.63
1/14/2019		<b>\$450.37</b> \$497,580.00
1/14/2019		<b>\$52,729.18</b> \$550,309.18

TRI-COUNTIES BANK

1/14/2019		<b>\$6,675.59</b>	\$556,984.77
1/15/2019		<b>\$88,193.60</b>	\$645,178.37
1/15/2019		<b>\$9,144.42</b>	\$654,322.79
1/16/2019	<b>-\$105,474.69</b>		\$548,848.10
1/16/2019	<b>-\$4,795.32</b>		\$544,052.78
1/16/2019	<b>-\$33,950.65</b>		\$510,102.13
1/16/2019	<b>-\$5,004.42</b>		\$505,097.71
1/16/2019	<b>-\$1,450.97</b>		\$503,646.74
1/16/2019	<b>-\$28,417.16</b>		\$475,229.58
1/16/2019	<b>-\$70,680.00</b>		\$404,549.58
1/16/2019	<b>-\$1,238.40</b>		\$403,311.18
1/16/2019	<b>-\$316.72</b>		\$402,994.46
1/16/2019	<b>-\$601.20</b>		\$402,393.26
1/16/2019	<b>-\$9,752.79</b>		\$392,640.47
1/16/2019	<b>-\$23.72</b>		\$392,616.75
1/16/2019			\$392,616.75
1/16/2019		<b>\$43,449.96</b>	\$436,066.71
1/16/2019		<b>\$6,351.78</b>	\$442,418.49
1/17/2019	<b>-\$82.00</b>		\$442,336.49
1/17/2019		<b>\$1,196.74</b>	\$443,533.23
1/17/2019		<b>\$644.12</b>	\$444,177.35
1/17/2019		<b>\$506.62</b>	\$444,683.97
1/17/2019		<b>\$1,501.68</b>	\$446,185.65
1/17/2019	<b>-\$100.00</b>		\$446,085.65
1/17/2019	<b>-\$51.51</b>		\$446,034.14
1/17/2019	<b>-\$99.76</b>		\$445,934.38
1/17/2019	<b>-\$93,897.40</b>		\$352,036.98
1/17/2019	<b>-\$67,814.78</b>		\$284,222.20
1/17/2019		<b>\$6,975.69</b>	\$291,197.89
1/17/2019		<b>\$4,423.47</b>	\$295,621.36
1/18/2019		<b>\$519.47</b>	\$296,140.83
1/18/2019		<b>\$0.26</b>	\$296,141.09
1/18/2019	<b>-\$1,198.24</b>		\$294,942.85
1/18/2019		<b>\$15,747.48</b>	\$310,690.33
1/18/2019		<b>\$5,693.58</b>	\$316,383.91
1/22/2019		<b>\$766.53</b>	\$317,150.44
1/22/2019		<b>\$25,579.80</b>	\$342,730.24
1/22/2019		<b>\$55.21</b>	\$342,785.45
1/22/2019		<b>\$43,474.30</b>	\$386,259.75
1/22/2019		<b>\$12,364.94</b>	\$398,624.69
1/23/2019	<b>-\$21.87</b>		\$398,602.82
1/23/2019	<b>-\$26.28</b>		\$398,576.54
1/23/2019	<b>-\$1,468.00</b>		\$397,108.54
1/23/2019	<b>-\$382.63</b>		\$396,725.91
1/23/2019		<b>\$20,574.20</b>	\$417,300.11
1/23/2019		<b>\$5,242.57</b>	\$422,542.68
1/24/2019		<b>\$97,845.64</b>	\$520,388.32
1/24/2019		<b>\$360.39</b>	\$520,748.71
1/24/2019		<b>\$3,050.60</b>	\$523,799.31
1/24/2019	<b>-\$50,082.82</b>		\$473,716.49
1/24/2019		<b>\$31,252.16</b>	\$504,968.65
1/24/2019		<b>\$6,193.65</b>	\$511,162.30
1/25/2019		<b>\$14,230.74</b>	\$525,393.04
1/25/2019		<b>\$9,290.29</b>	\$534,683.33
1/28/2019		<b>\$183,807.17</b>	\$718,490.50

TRI-COUNTIES BANK

1/28/2019		<b>\$8,361.99</b>	\$726,852.49
1/29/2019		<b>\$1,000.00</b>	\$727,852.49
1/29/2019	<b>-\$11,089.14</b>		\$716,763.35
1/29/2019	<b>-\$343.00</b>		\$716,420.35
1/29/2019	<b>-\$32,279.28</b>		\$684,141.07
1/29/2019	<b>-\$10,295.64</b>		\$673,845.43
1/29/2019	<b>-\$1,699.57</b>		\$672,145.86
1/29/2019	<b>-\$28,393.15</b>		\$643,752.71
1/29/2019	<b>-\$4,935.97</b>		\$638,816.74
1/29/2019	<b>-\$172.04</b>		\$638,644.70
1/29/2019	<b>-\$172.04</b>		\$638,472.66
1/29/2019	<b>-\$2,521.05</b>		\$635,951.61
1/29/2019	<b>-\$8,257.64</b>		\$627,693.97
1/29/2019	<b>-\$6,188.54</b>		\$621,505.43
1/29/2019	<b>-\$500.00</b>	<b>\$84.12</b>	\$621,089.55
1/29/2019		<b>\$166.44</b>	\$621,255.99
1/29/2019		<b>\$78,623.65</b>	\$699,879.64
1/29/2019		<b>\$6,633.82</b>	\$706,513.46
1/30/2019		<b>\$1,743.40</b>	\$708,256.86
1/30/2019		<b>\$1,265.95</b>	\$709,522.81
1/30/2019		<b>\$616.30</b>	\$710,139.11
1/30/2019		<b>\$206.34</b>	\$710,345.45
1/30/2019		<b>\$0.01</b>	\$710,345.46
1/30/2019		<b>\$20,234.92</b>	\$730,580.38
1/30/2019		<b>\$7,298.67</b>	\$737,879.05
1/30/2019	<b>-\$188.00</b>		\$737,691.05
1/30/2019		<b>\$39,283.43</b>	\$776,974.48
1/30/2019		<b>\$2,639.75</b>	\$779,614.23
1/30/2019		<b>\$5,282.41</b>	\$784,896.64
1/31/2019	<b>-\$40.00</b>		\$784,856.64
1/31/2019	<b>-\$178.71</b>		\$784,677.93
1/31/2019	<b>-\$28.41</b>		\$784,649.52
1/31/2019	<b>-\$141.05</b>		\$784,508.47
1/31/2019	<b>-\$633.99</b>		\$783,874.48
1/31/2019	<b>-\$153,428.00</b>		\$630,446.48
1/31/2019		<b>\$30,982.87</b>	\$661,429.35
1/31/2019		<b>\$9,690.31</b>	\$671,119.66
1/31/2019		<b>\$270.03</b>	\$671,389.69
1/31/2019		<b>\$1,007.17</b>	\$672,396.86
1/31/2019	<b>-\$1,140.00</b>		\$671,256.86
1/31/2019			\$671,256.86

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Reviewed by:  Interim City Administrator

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

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

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution Number 19-5619 authorizing the Interim City Administrator to assign vehicle to be best utilized within the Administrative Services Department.

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

**SUMMARY:** The City Council authorized, at its September 5, 2018 meeting, the Fire Department to transfer a 2000 Ford F250 station utility pickup truck to the Administrative Services Department, specifically for the use of the Building Official by Resolution No. 18-5549. Since that time, the need for a truck within the Parks division has been identified and the Building Official has found the truck to exceed his needs.

Staff recommends that the truck, to be best utilized by the department as determined by the Interim City Administrator, be assigned to the Administrative Services Department and not specifically the Building Official.

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

**ACTION**

**REQUESTED:** Motion to adopt Resolution No. 19-5619 authorizing the Interim City Administrator to assign vehicle to be best utilized within the Administrative Services Department.

**ATTACHMENTS:** Resolution No. 19-5619  
Resolution No. 18-5549

**RESOLUTION NO. 19-5619**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE INTERIM CITY ADMINISTRATOR TO ASSIGN VEHICLE**  
**TO BE BEST UTILIZED WITHIN ADMINISTRATIVE SERVICES**

**WHEREAS**, at its September 5, 2018 meeting, the City Council authorized the Fire Department to transfer a 2000 F250 station utility truck to the Building Official within the Administrative Services Department; and

**WHEREAS**, the Parks Division has found a need for the vehicle; and

**WHEREAS**, the Building Official has found that the vehicle exceeds his needs; and

**WHEREAS**, both Divisions are within the Administrative Services Department; and

**WHEREAS**, the Interim City Administrator should be authorized to assign the vehicle to be best utilized within the Administrative Services Department.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the Interim City Administrator is authorized assign the vehicle to be best utilized within the Administrative Services Department.

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 20th day of February, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

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**RESOLUTION NO. 18-5549**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE PURCHASE OF A UTILITY TRUCK UTILITIZING FIRE**  
**MITIGATION FUNDS**

**WHEREAS**, the City has a need to purchase a Utility Pickup Truck suitable for the needs of the Fire Department; and

**WHEREAS**, the Susanville Fire Department has Mitigation Funding to replace the 2000 Ford F250 station utility pickup truck which will be transferred to the Building Official for inspections and code enforcement duties.

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

1. The Fire Department is authorized to purchase a utility pickup truck using Fire Mitigation funds not to exceed \$40,000.
2. Authorize the Finance Division to increase the budget in the Fire Mitigation Fund for the purchase of the vehicle.

APPROVED: Kevin Stafford  
Kevin Stafford, Mayor

ATTEST: Gwenna MacDonald  
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5549 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5<sup>th</sup> day of September 2018 by the following vote:

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

Gwenna MacDonald  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

Jessica Ryan  
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:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated January 26, 2019 through February 8, 2019 numbered 203171 through 203271.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 244,485.12 plus \$242,925.53 in payroll warrants, for a total of \$ 487,410.65.

**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
01/19	01/29/2019	203177	550	PETTY CASH	INVESTIGATIVE FUNDS	012919	1	1000-421-10-45	INVESTIGATIVE FUNDS	500.00	500.00
Total 012919:										500.00	500.00
Grand Totals:										500.00	500.00

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
01/19	01/31/2019	203189	30	ALMANOR ENERGY PLU	REPAIRED A/C DUCT-FIRE	W031243	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	180.00	180.00
Total W031243:										180.00	180.00
01/19	01/31/2019	203190	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636537169	1	7620-430-10-44	LINEN SERVICE	135.96	135.96
Total 636537169:										135.96	135.96
01/19	01/31/2019	203190	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636537170	1	7401-430-62-44	LINEN SERVICES	59.43	59.43
Total 636537170:										59.43	59.43
01/19	01/31/2019	203190	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636537171	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 636537171:										50.44	50.44
01/19	01/31/2019	203190	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636537172	1	7110-430-42-44	LINEN SERVICE	40.98	40.98
Total 636537172:										40.98	40.98
01/19	01/31/2019	203191	9432		WOODSTOVE REBATE	012919	1	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/19	01/31/2019	203191	9432		WOODSTOVE REBATE	012919	2	8407-430-10-48	GRANTS	3,000.00	3,000.00
01/19	01/31/2019	203191	9432		WOODSTOVE REBATE	012919	3	8407-430-10-48	GRANTS	3,000.00	3,000.00
Total 012919:										9,000.00	9,000.00
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-GC	431198	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	40.51	40.51
Total 431198:										40.51	40.51
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- GC	431729	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.42	15.42
Total 431729:										15.42	15.42
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- GC	431924	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	149.38	149.38

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 431924:										149.38	149.38
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-PW	432095	1	7620-430-10-46	SUPPLIES-SMALL TOOLS	25.09	25.09
Total 432095:										25.09	25.09
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-GC	432118	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	7.30	7.30
Total 432118:										7.30	7.30
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- WATER	432121	1	7110-430-42-46	SUPPLIES-GENERAL	84.92	84.92
Total 432121:										84.92	84.92
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- WATER	432132	1	7110-430-42-46	SUPPLIES-GENERAL	26.05	26.05
Total 432132:										26.05	26.05
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-GC	432294	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	30.97	30.97
Total 432294:										30.97	30.97
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-FD	432318	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	19.57	19.57
Total 432318:										19.57	19.57
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-PD	432456	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	11.24	11.24
Total 432456:										11.24	11.24
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-GC	432502	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	29.27	29.27
Total 432502:										29.27	29.27
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-WATER	432532	1	7110-430-42-46	SUPPLIES-GENERAL	3.85	3.85
Total 432532:										3.85	3.85

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
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- GAS	432579	1	7401-430-62-46	SUPPLIES-GENERAL	15.40	15.40
Total 432579:										15.40	15.40
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- WATER	432601	1	7110-430-42-46	SUPPLIES-GENERAL	7.69	7.69
Total 432601:										7.69	7.69
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- GC	432608	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	16.29	16.29
Total 432608:										16.29	16.29
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	432611	1	2007-431-20-46	SUPPLIES-GENERAL	5.59	5.59
Total 432611:										5.59	5.59
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- FIRE	432988	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	69.66	69.66
Total 432988:										69.66	69.66
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- FD	K32749	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	6.01	6.01
Total K32749:										6.01	6.01
01/19	01/31/2019	203192	76	BILLINGTON ACE HARD	SUPPLIES- FD	K32760	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	23.38	23.38
Total K32760:										23.38	23.38
01/19	01/31/2019	203193	1116	CALIFORNIA BUILDING S	4TH QTR SB 1473 FEE REPORT	012219	1	1000-2205-006	DEPOSIT PAYABLE-SB 1473	98.10	98.10
Total 012219:										98.10	98.10
01/19	01/31/2019	203194	100	CALIFORNIA CHAMBER	CA EMPLOYER POSTERS 2019	11274551	1	1000-416-10-46	SUPPLIES-GENERAL	244.26	244.26
Total 11274551:										244.26	244.26
01/19	01/31/2019	203195	116	CASHMAN EQUIPMENT	SUPPLIES- WATER	INPS2888406	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	810.02	810.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total INPS2888406:										810.02	810.02
01/19	01/31/2019	203196	9553	CAVANAUGH & ASSOCIA	2017 AWWA WATER AUDIT 1 V	WE.19.001-1	1	7110-430-42-43	TECHNICAL SVCS	2,500.00	2,500.00
Total WE.19.001-1:										2,500.00	2,500.00
01/19	01/31/2019	203197	148	COMPUTER LOGISTICS	NEW WORKSTATION-PD	72201	1	1000-421-10-47	MACHINERY AND EQUIPMENT	2,359.50	2,359.50
Total 72201:										2,359.50	2,359.50
01/19	01/31/2019	203198	161	CSK AUTO INC	SUPPLIES-WATER	27401629643	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	381.49	381.49
Total 27401629643:										381.49	381.49
01/19	01/31/2019	203198	161	CSK AUTO INC	SUPPLIES-GAS	2740163055	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	72.18	72.18
Total 2740163055:										72.18	72.18
01/19	01/31/2019	203198	161	CSK AUTO INC	SUPPLIES-PW	2740163203	1	7620-430-10-46	SUPPLIES-GENERAL	18.21	18.21
Total 2740163203:										18.21	18.21
01/19	01/31/2019	203199	174	DATEMA, STEVEN K.	AIRPORT MANAGER 1/2019	012819	1	7201-430-81-43	TECHNICAL SVCS	1,992.70	1,992.70
Total 012819:										1,992.70	1,992.70
01/19	01/31/2019	203200	194	DIAMOND SAW SHOP IN	SUPPLIES-WATER	16807	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	48.93	48.93
Total 16807:										48.93	48.93
01/19	01/31/2019	203200	194	DIAMOND SAW SHOP IN	SUPPLIES- STREETS	16809	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	43.44	43.44
Total 16809:										43.44	43.44
01/19	01/31/2019	203201	1260	DIRECTV INC	CABLE-GC	35775098373	1	7530-451-52-45	COMMUNICATIONS	195.21	195.21
Total 35775098373:										195.21	195.21

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01/19	01/31/2019	203202	1503	DSA SACRAMENTO REGI	1ST QTR 2018 SB1186	012819	1	1000-2205-007	DEPOSITS PAYABLE - SB 1186	95.60	95.60
01/19	01/31/2019	203202	1503	DSA SACRAMENTO REGI	2ND QTR 2018 SB 1186	012819	2	1000-2205-007	DEPOSITS PAYABLE - SB 1186	96.40	96.40
01/19	01/31/2019	203202	1503	DSA SACRAMENTO REGI	3RD QTR SB 1186	012819	3	1000-2205-007	DEPOSITS PAYABLE - SB 1186	96.40	96.40
01/19	01/31/2019	203202	1503	DSA SACRAMENTO REGI	4TH QTR 2018 SB 1186	012819	4	1000-2205-007	DEPOSITS PAYABLE - SB 1186	93.20	93.20
Total 012819:										381.60	381.60
01/19	01/31/2019	203203	238	FASTENAL COMPANY	SUPPLIES-WATER	CASUS79528	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.24	4.24
Total CASUS79528:										4.24	4.24
01/19	01/31/2019	203203	238	FASTENAL COMPANY	SUPPLIES- FD	CASUS79589	1	1000-422-10-46	SUPPLIES-GENERAL	24.86	24.86
Total CASUS79589:										24.86	24.86
01/19	01/31/2019	203204	247	FINANCIAL CREDIT NET	COLLECTION COSTS-GAS	111518	1	7401-430-62-48	BAD DEBT EXPENSE	103.09	103.09
01/19	01/31/2019	203204	247	FINANCIAL CREDIT NET	COLLECTION COSTS -WATER	111518	2	7110-430-42-48	BAD DEBT EXPENSE	103.10	103.10
Total 111518:										206.19	206.19
01/19	01/31/2019	203204	247	FINANCIAL CREDIT NET	COLLECTION COSTS -WATER	123118	1	7110-430-42-48	BAD DEBT EXPENSE	61.07	61.07
01/19	01/31/2019	203204	247	FINANCIAL CREDIT NET	COLLECTION COSTS-GAS	123118	2	7401-430-62-48	BAD DEBT EXPENSE	61.06	61.06
Total 123118:										122.13	122.13
01/19	01/31/2019	203205	1239	FIRE RESCUE EQUIPME	SAFTEY EQUIPMENT-FD	1937	1	1007-422-10-47	MACHINERY AND EQUIPMENT	511.49	511.49
Total 1937:										511.49	511.49
01/19	01/31/2019	203206	8846	FIRENET LASSEN	DISPATCH SERVICES 2018	SUS-2018-01	1	1000-422-10-45	DISPATCH CONTRACT	15,229.00	15,229.00
Total SUS-2018-01:										15,229.00	15,229.00
01/19	01/31/2019	203207	265	FRONTIER	257-2845 UTILITY ROLL OVER	2845 011519	1	7620-430-10-45	COMMUNICATIONS	69.29	69.29
Total 2845 011519:										69.29	69.29
01/19	01/31/2019	203208	312	HISTORIC USA	12/18 COLLECTIONS, NET	012919	1	8401-2228-000	DEPOSITS PAYABLE	235.13	235.13
01/19	01/31/2019	203208	312	HISTORIC USA	5%FEE 12/18 COLLECTIONS	012919	2	8401-2228-000	DEPOSITS PAYABLE	12.37	12.37

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/19	01/31/2019	203208	312	HISTORIC USA	5%FEE 12/18 COLLECTIONS	012919	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	12.37-	12.37-
Total 012919:										235.13	235.13
01/19	01/31/2019	203208	312	HISTORIC USA	10/18 COLLECTIONS, NET	012919.	1	8401-2228-000	DEPOSITS PAYABLE	419.90	419.90
01/19	01/31/2019	203208	312	HISTORIC USA	5%FEE 10/18 COLLECTIONS	012919.	2	8401-2228-000	DEPOSITS PAYABLE	22.10	22.10
01/19	01/31/2019	203208	312	HISTORIC USA	5%FEE 10/18 COLLECTIONS	012919.	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	22.10-	22.10-
Total 012919.:										419.90	419.90
01/19	01/31/2019	203209	9208	IAN L PRITCHARD, LLC	PRE-EMPLOYMENT	2018120JK	1	1000-416-10-43	TECHNICAL SVCS	1,000.00	1,000.00
Total 2018120JK:										1,000.00	1,000.00
01/19	01/31/2019	203210	9552		REFUND GAS DEPOSIT	10531800615	1	7401-2228-000	DEPOSITS-CUSTOMER	161.58	161.58
Total 10531800615:										161.58	161.58
01/19	01/31/2019	203211	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2350903.001	1	7401-430-62-46	SUPPLIES-GENERAL	171.89	171.89
Total 415-S2350903.001:										171.89	171.89
01/19	01/31/2019	203211	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2352857.001	1	7401-430-62-46	SUPPLIES-GENERAL	70.32	70.32
Total 415-S2352857.001:										70.32	70.32
01/19	01/31/2019	203212	9551		REFUND WATER DEPOSIT	10424050030	1	7110-2228-000	DEPOSITS-CUSTOMER	13.57	13.57
Total 10424050030:										13.57	13.57
01/19	01/31/2019	203213	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/1/18	011519	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	22,050.24	22,050.24
01/19	01/31/2019	203213	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/1/18-12/	011519	2	1000-421-10-45	DISPATCH CONTRACT	75,534.03	75,534.03
Total 011519:										97,584.27	97,584.27
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	2962131	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	20.00	20.00
Total 2962131:										20.00	20.00

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01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	297577	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	586.39	586.39
Total 297577:										586.39	586.39
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	297754	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	44.53	44.53
Total 297754:										44.53	44.53
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	297887	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	160.92	160.92
Total 297887:										160.92	160.92
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	298126	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	7.98	7.98
Total 298126:										7.98	7.98
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES-GC	298523	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	5.48	5.48
Total 298523:										5.48	5.48
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	299150	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	640.69	640.69
Total 299150:										640.69	640.69
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	300619	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	118.93	118.93
Total 300619:										118.93	118.93
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	300915	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	14.99	14.99
Total 300915:										14.99	14.99
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	302152	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	84.40	84.40
Total 302152:										84.40	84.40
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	30332	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	25.61	25.61

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Total 30332:										25.61	25.61
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	303487	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	3.22	3.22
Total 303487:										3.22	3.22
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	303488	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	19.57	19.57
Total 303488:										19.57	19.57
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	303799	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	17.36	17.36
Total 303799:										17.36	17.36
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	304540	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	31.07	31.07
Total 304540:										31.07	31.07
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	304752	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	75.24	75.24
Total 304752:										75.24	75.24
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES-GC	304829	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	32.54	32.54
Total 304829:										32.54	32.54
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES-GC	314193	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	8.48	8.48
Total 314193:										8.48	8.48
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	314361	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	6.18	6.18
Total 314361:										6.18	6.18
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- GC	314886	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	49.31	49.31
Total 314886:										49.31	49.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES-PW	315953	1	7620-430-10-46	SUPPLIES-GENERAL	32.16	32.16
Total 315953:										32.16	32.16
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- FD	315976	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	24.22	24.22
Total 315976:										24.22	24.22
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	316144	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.07	16.07
Total 316144:										16.07	16.07
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES-FD	316263	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	53.61	53.61
Total 316263:										53.61	53.61
01/19	01/31/2019	203214	411	LASSEN MOTOR PARTS	SUPPLIES- FD	316557	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	38.19	38.19
Total 316557:										38.19	38.19
01/19	01/31/2019	203215	413	LASSEN TIRE	4 TIRE MOUNTS-PD	50560	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	702.66	702.66
Total 50560:										702.66	702.66
01/19	01/31/2019	203216	437	LMUD	AIRPORT VASI LIGHTS	10108 012319	1	7201-430-81-46	ELECTRICITY	121.74	121.74
Total 10108 012319:										121.74	121.74
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 012319	1	7530-451-52-46	ELECTRICITY	34.34	34.34
Total 122907 012319:										34.34	34.34
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE PUMP STATION	122910 012319	1	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 122910 012319:										20.00	20.00
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 012319	1	7530-451-52-46	ELECTRICITY	20.00	20.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 122929 012319:										20.00	20.00
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE PUMP HOUSE	132052 012319	1	7530-451-52-46	ELECTRICITY	41.79	41.79
Total 132052 012319:										41.79	41.79
01/19	01/31/2019	203216	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 012319	1	7530-451-52-46	ELECTRICITY	155.26	155.26
Total 144281 012319:										155.26	155.26
01/19	01/31/2019	203216	437	LMUD	1505 MAIN ST	2876 012319	1	1000-422-10-46	ELECTRICITY	957.81	957.81
Total 2876 012319:										957.81	957.81
01/19	01/31/2019	203216	437	LMUD	SKYLINE DR WELL 4-WATER	29931 011119	1	7110-430-42-46	ELECTRICITY	34.28	34.28
Total 29931 011119:										34.28	34.28
01/19	01/31/2019	203216	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 011719	1	7112-430-42-46	ELECTRICITY	211.92	211.92
Total 350161 011719:										211.92	211.92
01/19	01/31/2019	203216	437	LMUD	LITTLE LEAGUE AREA LIGHTS-	3522 012319	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 3522 012319:										57.37	57.37
01/19	01/31/2019	203216	437	LMUD	105 S ASH STREET	412864 012319	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 412864 012319:										20.00	20.00
01/19	01/31/2019	203216	437	LMUD	SAN FRANCISCO ST- STREETS	416835 011719	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416835 011719:										15.01	15.01
01/19	01/31/2019	203216	437	LMUD	FIRST STREET & ALLEY STREE	416848 011719	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416848 011719:										15.01	15.01

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
01/19	01/31/2019	203216	437	LMUD	CAMPBELL ST- STREETS	416940 01119	1	2007-431-60-46	ELECTRICITY	29.63	29.63
Total 416940 01119:										29.63	29.63
01/19	01/31/2019	203216	437	LMUD	WASHO LN- STREETS	416959 011119	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416959 011119:										15.01	15.01
01/19	01/31/2019	203216	437	LMUD	MARTHA & ARNOLD STREET LI	421476 011119	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 421476 011119:										15.01	15.01
01/19	01/31/2019	203216	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 011119	1	7110-430-42-46	ELECTRICITY	27.82	27.82
Total 44298 011119:										27.82	27.82
01/19	01/31/2019	203216	437	LMUD	PAIUTE LN SCADA-WATER	44316 011119	1	7110-430-42-46	ELECTRICITY	25.26	25.26
Total 44316 011119:										25.26	25.26
01/19	01/31/2019	203216	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 011119	1	7110-430-42-46	ELECTRICITY	58.02	58.02
Total 45542 011119:										58.02	58.02
01/19	01/31/2019	203216	437	LMUD	WELL #3-WATER	4559 011719	1	7110-430-42-46	ELECTRICITY	68.79	68.79
Total 4559 011719:										68.79	68.79
01/19	01/31/2019	203216	437	LMUD	AIRPORT LOT 5	51908 012319	1	7201-430-81-46	ELECTRICITY	66.89	66.89
Total 51908 012319:										66.89	66.89
01/19	01/31/2019	203216	437	LMUD	AIRPORT HANGER 6	54333 012319	1	7201-430-81-46	ELECTRICITY	22.10	22.10
Total 54333 012319:										22.10	22.10
01/19	01/31/2019	203216	437	LMUD	925 SIERRA RD SPORTS CTR	60453 012319	1	1000-452-20-46	ELECTRICITY	20.45	20.45

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 60453 012319:										20.45	20.45
01/19	01/31/2019	203216	437	LMUD	AIRPORT OFFICE	7146 012319	1	7201-430-81-46	ELECTRICITY	718.10	718.10
Total 7146 012319:										718.10	718.10
01/19	01/31/2019	203216	437	LMUD	AIRPORT GAS PUMP	7154 012319	1	7201-430-81-46	ELECTRICITY	29.24	29.24
Total 7154 012319:										29.24	29.24
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE CLUB HOUSE	7394 012319	1	7530-451-52-46	ELECTRICITY	65.91	65.91
Total 7394 012319:										65.91	65.91
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE CART BARN 2	7400 012319	1	7530-451-52-46	ELECTRICITY	22.25	22.25
Total 7400 012319:										22.25	22.25
01/19	01/31/2019	203216	437	LMUD	1801 MAIN ST	8314 012319	1	1000-421-10-46	ELECTRICITY	975.84	975.84
Total 8314 012319:										975.84	975.84
01/19	01/31/2019	203216	437	LMUD	GOLF COURSE BARN 1 & 3	9312 012319	1	7530-451-52-46	ELECTRICITY	20.00	20.00
Total 9312 012319:										20.00	20.00
01/19	01/31/2019	203217	1508	MAIN STREET LUBE	OIL & FILTER #83- PD	17966	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	55.43	55.43
Total 17966:										55.43	55.43
01/19	01/31/2019	203218	9550	MEADOWS, HAL LESLIE	PRE- EMPLOYMENT SCREEN	16067	1	1000-416-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 16067:										150.00	150.00
01/19	01/31/2019	203219	467	METER VALVE & CONTR	SUPPLIES- GAS	15040	1	7401-430-62-46	SUPPLIES-GENERAL	562.76	562.76
Total 15040:										562.76	562.76

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
01/19	01/31/2019	203219	467	METER VALVE & CONTR	SUPPLIES- GAS	15064	1	7401-430-62-46	SUPPLIES-GENERAL	986.19	986.19
Total 15064:										986.19	986.19
01/19	01/31/2019	203220	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-102207	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	315.08	315.08
Total 52-102207:										315.08	315.08
01/19	01/31/2019	203220	9493	NATIONAL AUTO PARTS	SUPPLIES- GAS	52-102357	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	78.97	78.97
Total 52-102357:										78.97	78.97
01/19	01/31/2019	203220	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-102441	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.72	1.72
Total 52-102441:										1.72	1.72
01/19	01/31/2019	203220	9493	NATIONAL AUTO PARTS	SUPPLIES- STREETS	52-102450	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	122.16	122.16
Total 52-102450:										122.16	122.16
01/19	01/31/2019	203220	9493	NATIONAL AUTO PARTS	SUPPLIES- FD	52102567	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	63.38	63.38
Total 52102567:										63.38	63.38
01/19	01/31/2019	203220	9493	NATIONAL AUTO PARTS	SUPPLIES-FD	52-102590	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	6.71	6.71
Total 52-102590:										6.71	6.71
01/19	01/31/2019	203221	824	OFFICE DEPOT	OFFICE SUPPLIES	262529653001	1	1000-416-10-46	SUPPLIES-GENERAL	125.36	125.36
Total 262529653001:										125.36	125.36
01/19	01/31/2019	203222	9554	FIRE ENGINEERING	SUBSCRIPTION RENEWAL-FD	278822	1	1000-425-20-48	DUES AND MEMBERSHIPS	79.00	79.00
Total 278822:										79.00	79.00
01/19	01/31/2019	203223	1286	PROFORCE LAW ENFOR	SAFETY SUPPLIES- PD	366863	1	1000-421-10-47	EQUIPMENT - SAFETY	274.56	274.56

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 366863:										274.56	274.56
01/19	01/31/2019	203224	582	RAY MORGAN CO INC	COPIER-PD	2365755	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	610.82	610.82
01/19	01/31/2019	203224	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER	2365755	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	2,270.61	2,270.61
Total 2365755:										2,881.43	2,881.43
01/19	01/31/2019	203224	582	RAY MORGAN CO INC	BASE RATE CHARGE-FD	2382766	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	123.29	123.29
Total 2382766:										123.29	123.29
01/19	01/31/2019	203225	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	11271060-00	1	7401-430-62-46	SUPPLIES-GENERAL	667.83	667.83
Total 11271060-00:										667.83	667.83
01/19	01/31/2019	203226	9295	TAMCO CAPITAL CORP	SUPPLIES-PW	5005773747	1	7620-430-10-46	SUPPLIES-GENERAL	1,435.10	1,435.10
Total 5005773747:										1,435.10	1,435.10
01/19	01/31/2019	203227	728	U S POSTMASTER	UB BILLING GAS	013119	1	7401-430-62-46	POSTAGE	574.53	574.53
01/19	01/31/2019	203227	728	U S POSTMASTER	UB BILLING WATER	013119	2	7110-430-42-46	POSTAGE	295.97	295.97
Total 013119:										870.50	870.50
01/19	01/31/2019	203228	738	UNITED STATES POSTAL	POSTAGE FOR POSTAGE MET	012419	1	1000-1410-002	INVENTORIES-POSTAGE	2,000.00	2,000.00
Total 012419:										2,000.00	2,000.00
01/19	01/31/2019	203229	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67721260	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	2.65	2.65
Total 67721260:										2.65	2.65
01/19	01/31/2019	203229	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67724107	1	7401-430-62-46	SUPPLIES-GENERAL	199.77	199.77
Total 67724107:										199.77	199.77
01/19	01/31/2019	203229	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67725687	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	136.42	136.42

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 67725687:										136.42	136.42
01/19	01/31/2019	203229	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67729103	1	7110-430-42-46	SUPPLIES-GENERAL	76.96	76.96
Total 67729103:										76.96	76.96
01/19	01/31/2019	203229	770	WESTERN NEVADA SUP	SUPPLIES- GC	67734756	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	427.93	427.93
Total 67734756:										427.93	427.93
01/19	01/31/2019	203229	770	WESTERN NEVADA SUP	SUPPLIES- GC	67737062	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	56.25	56.25
Total 67737062:										56.25	56.25
Grand Totals:										153,428.00	153,428.00

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
02/19	02/07/2019	203230	792	AMERICAN PUBLIC GAS	2015 APGA MEMBERSHIP DUE	020419	1	7401-430-62-48	DUES AND MEMBERSHIPS	172.50	172.50
Total 020419:										172.50	172.50
02/19	02/07/2019	203231	696	ANSORGE, INC DBA TEC	MONTHLY MAINT. FEE TO ASS	1794	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1794:										575.00	575.00
02/19	02/07/2019	203231	696	ANSORGE, INC DBA TEC	REPAIR AWOS TRANSMITTER	1794.	1	7201-430-81-44	REPAIR AND MAINTENANCE-F	475.00	475.00
Total 1794.:										475.00	475.00
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636551045	1	7620-430-10-44	LINEN SERVICE	29.53	29.53
Total 636551045:										29.53	29.53
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636551046	1	7401-430-62-44	LINEN SERVICES	49.44	49.44
Total 636551046:										49.44	49.44
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636551047	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 636551047:										50.44	50.44
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636551048	1	7110-430-42-44	LINEN SERVICE	44.31	44.31
Total 636551048:										44.31	44.31
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636564953	1	7620-430-10-44	LINEN SERVICE	29.53	29.53
Total 636564953:										29.53	29.53
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636564954	1	7401-430-62-44	LINEN SERVICES	49.44	49.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 636564954:										49.44	49.44
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636564955	1	2007-431-20-44	LINEN SERVICE	50.44	50.44
Total 636564955:										50.44	50.44
02/19	02/07/2019	203232	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636564956	1	7110-430-42-44	LINEN SERVICE	40.98	40.98
Total 636564956:										40.98	40.98
02/19	02/07/2019	203233	884	BANK OF AMERICA	SOFTWARE SUPPORT	2064 012519	1	1000-413-20-47	SOFTWARE	14.99	14.99
Total 2064 012519:										14.99	14.99
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	2754 012519	1	1000-421-10-45	TRAINING	663.94	663.94
02/19	02/07/2019	203233	884	BANK OF AMERICA	POSTAGE-PD	2754 012519	2	1000-421-10-46	POSTAGE	25.70	25.70
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-PD	2754 012519	3	1000-421-10-46	SUPPLIES-GENERAL	340.34	340.34
02/19	02/07/2019	203233	884	BANK OF AMERICA	SAFETY SUPPLIES-PD	2754 012519	4	1000-421-10-47	EQUIPMENT - SAFETY	9.37	9.37
Total 2754 012519:										1,039.35	1,039.35
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAINING-PD	2896 012519	1	1000-421-10-45	TRAINING	144.00	144.00
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-PD	2896 012519	2	1000-421-10-47	MACHINERY AND EQUIPMENT	93.96	93.96
Total 2896 012519:										237.96	237.96
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAVEL EXPENSE-FD	3609 012519	1	1000-422-10-45	TRAVEL	193.49-	193.49-
Total 3609 012519:										193.49-	193.49-
02/19	02/07/2019	203233	884	BANK OF AMERICA	POSTAGE-FD	4119 012519	1	1000-422-10-46	POSTAGE	28.04	28.04
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-FD	4119 012519	2	1000-422-10-46	SUPPLIES-GENERAL	98.61	98.61
Total 4119 012519:										126.65	126.65
02/19	02/07/2019	203233	884	BANK OF AMERICA	REPAIR & MAINT-PD	4332 012519	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	8.57	8.57
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	4332 012519	2	1000-421-10-45	TRAINING	95.91	95.91

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 4332 012519:										104.48	104.48
02/19	02/07/2019	203233	884	BANK OF AMERICA	WEB BUILDER-AP	5203 012519	1	7620-430-11-48	DUES AND MEMBERSHIPS	45.90	45.90
Total 5203 012519:										45.90	45.90
02/19	02/07/2019	203233	884	BANK OF AMERICA	COMMUNICATIONS	6579 012519	1	1000-417-10-45	COMMUNICATIONS	944.36	944.36
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES	6579 012519	2	1000-417-10-46	SUPPLIES-GENERAL	10.66	10.66
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES	6579 012519	3	1000-415-10-46	SUPPLIES-GENERAL	55.02	55.02
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES	6579 012519	4	1000-411-10-46	SUPPLIES-GENERAL	14.99	14.99
Total 6579 012519:										1,025.03	1,025.03
02/19	02/07/2019	203233	884	BANK OF AMERICA	POSTAGE-WATER	6624 012519	1	7110-430-42-46	POSTAGE	10.15	10.15
02/19	02/07/2019	203233	884	BANK OF AMERICA	POSTAGE-GAS	6624 012519	2	7401-430-62-46	POSTAGE	10.15	10.15
Total 6624 012519:										20.30	20.30
02/19	02/07/2019	203233	884	BANK OF AMERICA	POSTAGE-FD	6670 012519	1	1000-422-10-46	POSTAGE	57.20	57.20
02/19	02/07/2019	203233	884	BANK OF AMERICA	TECHNICAL SERVICES CREDIT	6670 012519	2	1000-422-10-43	TECHNICAL SVCS	840.00	840.00
02/19	02/07/2019	203233	884	BANK OF AMERICA	SAFETY SUPPLIES-FD	6670 012519	3	1000-422-10-46	SUPPLIES-SAFETY ITEMS	192.19	192.19
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-FD	6670 012519	4	1000-422-10-46	SUPPLIES-GENERAL	6.95	6.95
02/19	02/07/2019	203233	884	BANK OF AMERICA	VOLUNTEERS-FD	6670 012519	5	1000-422-10-43	VOLUNTEERS	131.00	131.00
Total 6670 012519:										452.66	452.66
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-PW	7045 012519	1	7620-430-10-46	SUPPLIES-SAFETY ITEMS	687.00	687.00
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-PW	7045 012519	2	7620-430-10-46	SUPPLIES-GENERAL	266.95	266.95
02/19	02/07/2019	203233	884	BANK OF AMERICA	DUES & MEMBERSHIP-PW	7045 012519	3	7620-430-10-48	DUES AND MEMBERSHIPS	22.95	22.95
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAVEL EXPENSE-AP	7045 012519	4	7620-430-11-45	TRAVEL/TRAINING	198.00	198.00
02/19	02/07/2019	203233	884	BANK OF AMERICA	PROFESSIONAL SERVICES-PW	7045 012519	5	7620-430-10-43	PROFESSIONAL SVCS	150.00	150.00
02/19	02/07/2019	203233	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	7045 012519	6	7620-430-10-47	SOFTWARE	240.00	240.00
02/19	02/07/2019	203233	884	BANK OF AMERICA	TAXES & FEES- GAS	7045 012519	7	7401-430-62-48	TAXES, FEES, PERMITS & CHA	2,322.60	2,322.60
02/19	02/07/2019	203233	884	BANK OF AMERICA	TAXES & FEES- PW	7045 012519	8	7620-430-10-48	TAXES, FEES, PERMITS & CHA	319.05	319.05
Total 7045 012519:										4,206.55	4,206.55
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	7121 012519	1	1000-421-10-45	TRAINING	720.00	720.00

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
02/19	02/07/2019	203233	884	BANK OF AMERICA	FUEL-PD	7121 012519	2	1000-421-10-46	GASOLINE	82.90	82.90
Total 7121 012519:										802.90	802.90
02/19	02/07/2019	203233	884	BANK OF AMERICA	SUPPLIES-GAS	7575 012519	1	7401-430-62-46	SUPPLIES-GENERAL	211.25	211.25
Total 7575 012519:										211.25	211.25
02/19	02/07/2019	203233	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 012519	1	1000-421-10-45	INVESTIGATIVE FUNDS	41.90	41.90
Total 8955 012519:										41.90	41.90
02/19	02/07/2019	203233	884	BANK OF AMERICA	REPAIR & MAINT-GC	9430 012519	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	313.47	313.47
Total 9430 012519:										313.47	313.47
02/19	02/07/2019	203233	884	BANK OF AMERICA	TRAINING-PD	9536 012519	1	1000-421-10-45	TRAINING	144.00	144.00
Total 9536 012519:										144.00	144.00
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES- WATER	422965	1	7110-430-42-46	SUPPLIES-GENERAL	1.82	1.82
Total 422965:										1.82	1.82
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-GAS	426167	1	7401-430-62-46	SUPPLIES-GENERAL	10.19	10.19
Total 426167:										10.19	10.19
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-WATER	427385	1	7110-430-42-46	SUPPLIES-GENERAL	64.33	64.33
Total 427385:										64.33	64.33
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-WATER	428883	1	7110-430-42-46	SUPPLIES-GENERAL	111.94	111.94
Total 428883:										111.94	111.94
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES- PD	431159	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	6.52	6.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 431159:										6.52	6.52
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES- PD	431932	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	9.53	9.53
Total 431932:										9.53	9.53
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-GAS	432680	1	7401-430-62-46	SUPPLIES-GENERAL	60.78	60.78
Total 432680:										60.78	60.78
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-WATER	432711	1	7110-430-42-46	SUPPLIES-GENERAL	13.93	13.93
Total 432711:										13.93	13.93
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-WATER	432956	1	7110-430-42-46	SUPPLIES-GENERAL	17.34	17.34
Total 432956:										17.34	17.34
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-WATER	433078	1	7110-430-42-46	SUPPLIES-GENERAL	44.49	44.49
Total 433078:										44.49	44.49
02/19	02/07/2019	203234	76	BILLINGTON ACE HARD	SUPPLIES-WATER	433153	1	7110-430-42-46	SUPPLIES-GENERAL	9.64	9.64
Total 433153:										9.64	9.64
02/19	02/07/2019	203235	9558		CARL MOYER GRANT	020519	1	8405-430-10-48	GRANTS	35,000.00	35,000.00
Total 020519:										35,000.00	35,000.00
02/19	02/07/2019	203236	116	CASHMAN EQUIPMENT	CREDIT-WATER	INCS0318804	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	737.91-	737.91-
Total INCS0318804:										737.91-	737.91-
02/19	02/07/2019	203236	116	CASHMAN EQUIPMENT	RPR & MAINT- STREET	INPS2891426	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	139.87	139.87
Total INPS2891426:										139.87	139.87

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
02/19	02/07/2019	203236	116	CASHMAN EQUIPMENT	RPR & MAINT- STREET	INPS2892146	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	296.27	296.27
Total INPS2892146:										296.27	296.27
02/19	02/07/2019	203236	116	CASHMAN EQUIPMENT	RPR & MAINT- WATER	INPS2892717	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	744.58	744.58
Total INPS2892717:										744.58	744.58
02/19	02/07/2019	203237	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-GAS	72213	1	7401-430-62-43	TECHNICAL SVCS	187.00	187.00
Total 72213:										187.00	187.00
02/19	02/07/2019	203237	148	COMPUTER LOGISTICS	MONTHLY SERVICES MAINTEN	80162	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 80162:										220.00	220.00
02/19	02/07/2019	203237	148	COMPUTER LOGISTICS	ANTI-VIRUS BARRACUDA 400	80169	1	1000-417-10-43	TECHNICAL SVCS	100.00	100.00
Total 80169:										100.00	100.00
02/19	02/07/2019	203238	152	COUSO TECHNOLOGY &	WEBSITE MAINT 1/19-2/19	1366	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 1366:										340.00	340.00
02/19	02/07/2019	203239	160	CRWA	2019 RURAL WATER EXPO	020419	1	7110-430-42-45	TRAVEL	1,275.00	1,275.00
Total 020419:										1,275.00	1,275.00
02/19	02/07/2019	203240	161	CSK AUTO INC	SUPPLIES-GAS	2740-163199	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.57	8.57
02/19	02/07/2019	203240	161	CSK AUTO INC	SUPPLIES-STREETS	2740-163199	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.57	8.57
02/19	02/07/2019	203240	161	CSK AUTO INC	SUPPLIES-WATER	2740-163199	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.58	8.58
Total 2740-163199:										25.72	25.72
02/19	02/07/2019	203240	161	CSK AUTO INC	SUPPLIES-GAS	2740-164305	1	7401-430-62-46	SUPPLIES - SAFETY ITEMS	71.50	71.50
02/19	02/07/2019	203240	161	CSK AUTO INC	SUPPLIES-WATER	2740-164305	2	7110-430-42-46	SUPPLIES - SAFETY ITEMS	71.49	71.49
02/19	02/07/2019	203240	161	CSK AUTO INC	SUPPLIES-PW	2740-164305	3	7620-430-10-46	SUPPLIES-SAFETY ITEMS	71.49	71.49

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 2740-164305:										214.48	214.48
02/19	02/07/2019	203241	167	DALCAR ELECTRICAL SU	REPAIRS- PD	21383	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	24.45	24.45
Total 21383:										24.45	24.45
02/19	02/07/2019	203242	9555	DEPARTMENT OF CONS	LICENSE RENEWAL-PW	020419	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	172.50	172.50
Total 020419:										172.50	172.50
02/19	02/07/2019	203243	219	ED STAUB & SONS PETR	305.99 GAL PROPANE-AIRPOR	0379593	1	7201-430-81-46	PROPANE	524.06	524.06
Total 0379593:										524.06	524.06
02/19	02/07/2019	203244	230	ENTENMANN - ROVIN CO	DOME BADGE-PD	140714	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	123.93	123.93
Total 140714:										123.93	123.93
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	BUS. CARDS	1425431	1	1000-417-10-45	PRINTING AND BINDING	66.75	66.75
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	BUS. CARDS '	1425431	2	1000-424-20-45	PRINTING AND BINDING	66.75	66.75
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	BUS. CARDS '	1425431	3	7530-451-52-45	PRINTING & BINDING	133.55	133.55
Total 1425431:										267.05	267.05
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	BUS. CARDS	1447363	1	1000-417-10-45	PRINTING AND BINDING	66.76	66.76
Total 1447363:										66.76	66.76
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	BUS. CARDS	1447364	1	1000-411-10-46	SUPPLIES-GENERAL	325.90	325.90
Total 1447364:										325.90	325.90
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	EMPLOYMENT AD LATERAL PO	1505815	1	1000-416-10-45	ADVERTISING	158.40	158.40
Total 1505815:										158.40	158.40
02/19	02/07/2019	203245	241	FEATHER PUBLISHING C	BUS. CARDS	43873	1	1000-417-10-45	PRINTING AND BINDING	66.76	66.76

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 43873:										66.76	66.76
02/19	02/07/2019	203246	1033	FGL ENVIRONMENTAL	LEAD/COPPER TESTING-WATE	890449A	1	7110-430-42-43	TECHNICAL SVCS	633.00	633.00
Total 890449A:										633.00	633.00
02/19	02/07/2019	203246	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-W	890625A	1	7110-430-42-43	TECHNICAL SVCS	99.00	99.00
Total 890625A:										99.00	99.00
02/19	02/07/2019	203246	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	970132A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 970132A:										117.00	117.00
02/19	02/07/2019	203246	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	970317A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 970317A:										95.00	95.00
02/19	02/07/2019	203247	265	FRONTIER	257-1057-FAX PW	1057 012019	1	7620-430-10-45	COMMUNICATIONS	173.58	173.58
Total 1057 012019:										173.58	173.58
02/19	02/07/2019	203248	288	HALDANE, MIKE	REIMBURSE HEALTH INS	020419	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	86.61	86.61
Total 020419:										86.61	86.61
02/19	02/07/2019	203249	362	KAUFFMAN, BILL	CUSTODIAL SVCS	753436	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 753436:										650.00	650.00
02/19	02/07/2019	203249	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	753437	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 753437:										250.00	250.00
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	297716	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.62	8.62
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	297716	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.61	8.61
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	297716	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.61	8.61

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 297716:										25.84	25.84
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	299608	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.27	19.27
Total 299608:										19.27	19.27
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	304268	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.59	12.59
Total 304268:										12.59	12.59
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	CREDIT-GAS	307447	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	41.52-	41.52-
Total 307447:										41.52-	41.52-
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	31636	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	40.15	40.15
Total 31636:										40.15	40.15
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	316500	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	34.64	34.64
Total 316500:										34.64	34.64
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	316597	1	7401-430-62-46	SUPPLIES-GENERAL	14.47	14.47
Total 316597:										14.47	14.47
02/19	02/07/2019	203250	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	399114	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	29.34	29.34
Total 399114:										29.34	29.34
02/19	02/07/2019	203251	412	LASSEN REGIONAL SOLI	DUMP FEES-WATER	94637	1	7110-430-42-44	DISPOSAL	10.28	10.28
Total 94637:										10.28	10.28
02/19	02/07/2019	203252	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2019	189524	1	1000-417-10-48	DUES AND MEMBERSHIPS	2,999.50	2,999.50
02/19	02/07/2019	203252	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2019	189524	2	1000-1430-105	PREPAID - OTHER	2,999.50	2,999.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 189524:										5,999.00	5,999.00
02/19	02/07/2019	203253	432	LEXIS NEXIS	CONTRACT 11/18-12/18	3091819657	1	1000-412-10-48	DUES AND MEMBERSHIPS	442.00	442.00
Total 3091819657:										442.00	442.00
02/19	02/07/2019	203253	432	LEXIS NEXIS	CONTRACT 01/19	3091863977	1	1000-412-10-48	DUES AND MEMBERSHIPS	221.00	221.00
Total 3091863977:										221.00	221.00
02/19	02/07/2019	203254	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 012919	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1744 012919:										8.64	8.64
02/19	02/07/2019	203254	437	LMUD	RIVERSIDE PARK LIGHTS	1999 012919	1	1000-452-20-46	ELECTRICITY	32.25	32.25
Total 1999 012919:										32.25	32.25
02/19	02/07/2019	203254	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 012319	1	2007-431-60-46	ELECTRICITY	141.71	141.71
Total 3651 012319:										141.71	141.71
02/19	02/07/2019	203254	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 012319	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416851 012319:										15.01	15.01
02/19	02/07/2019	203254	437	LMUD	LAUREL SR MID POINT OF LAU	416902 012319	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416902 012319:										15.01	15.01
02/19	02/07/2019	203254	437	LMUD	1801 MAIN ST STREET WEST SI	417512 012319	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 417512 012319:										15.01	15.01
02/19	02/07/2019	203254	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 012319	1	2007-431-60-46	ELECTRICITY	160.03	160.03
Total 49496 012319:										160.03	160.03

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
02/19	02/07/2019	203254	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 012319	1	2007-431-60-46	ELECTRICITY	114.77	114.77
Total 49497 012319:										114.77	114.77
02/19	02/07/2019	203254	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 012319	1	2007-431-60-46	ELECTRICITY	143.29	143.29
Total 49498 012319:										143.29	143.29
02/19	02/07/2019	203254	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 012319	1	2007-431-60-46	ELECTRICITY	235.96	235.96
Total 49499 012319:										235.96	235.96
02/19	02/07/2019	203254	437	LMUD	WELL #1-WATER	7714 012319	1	7110-430-42-46	ELECTRICITY	209.82	209.82
Total 7714 012319:										209.82	209.82
02/19	02/07/2019	203255	1508	MAIN STREET LUBE	OIL & FILTER #78- PD	17994	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 17994:										52.21	52.21
02/19	02/07/2019	203256	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	32515	1	7530-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 32515:										65.00	65.00
02/19	02/07/2019	203256	452	MARTIN SECURITY SYST	115 WEATHERLOW SECURITY	32578	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 32578:										99.00	99.00
02/19	02/07/2019	203256	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY	32660	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
02/19	02/07/2019	203256	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	32660	2	1000-451-80-43	TECHNICAL SVCS	85.00	85.00
Total 32660:										133.00	133.00
02/19	02/07/2019	203257	9550	MEADOWS, HAL LESLIE	PRE-EMPLOYMENT SCREEN	16421	1	1000-416-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 16421:										150.00	150.00
02/19	02/07/2019	203257	9550	MEADOWS, HAL LESLIE	PRE-EMPLOYMENT SCREEN	16912	1	1000-416-10-43	PROFESSIONAL SVCS	150.00	150.00

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 16912:										150.00	150.00
02/19	02/07/2019	203258	9065	PETROW, ANDREW	PROFESSIONAL SERVICES HA	4	1	1000-422-21-43	PROFESSIONAL SERVICES	56,675.00	56,675.00
02/19	02/07/2019	203258	9065	PETROW, ANDREW	PROFESSIONAL SERVICES	4	2	1000-422-21-43	PROFESSIONAL SERVICES	4,800.00	4,800.00
02/19	02/07/2019	203258	9065	PETROW, ANDREW	PROFESSIONAL SERVICES	4	3	1000-422-21-43	PROFESSIONAL SERVICES	44,850.00	44,850.00
Total 4:										16,625.00	16,625.00
02/19	02/07/2019	203259	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 2/	58020 013119	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 013119:										840.00	840.00
02/19	02/07/2019	203260	1200	RADAR SHOP INC, THE	REPAIR & MAINT RADAR-PD	RS-10687	1	1000-421-10-44	RADAR - REPAIR & MAINTENAN	274.00	274.00
Total RS-10687:										274.00	274.00
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50728	1	1000-417-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50728:										7.25	7.25
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50732	1	1000-417-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50732:										7.25	7.25
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50744	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50744:										7.25	7.25
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50818	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 50818:										27.40	27.40
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50826	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 50826:										14.50	14.50
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50839	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 50839:										14.50	14.50
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50847	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 50847:										14.50	14.50
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50889	1	1000-417-10-46	SUPPLIES-GENERAL	20.15	20.15
Total 50889:										20.15	20.15
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50926	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 50926:										14.50	14.50
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50932	1	7620-430-10-46	SUPPLIES-GENERAL	40.30	40.30
Total 50932:										40.30	40.30
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	50948	1	7620-430-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50948:										7.25	7.25
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50951	1	1000-417-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50951:										7.25	7.25
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50973	1	1000-417-10-46	SUPPLIES-GENERAL	7.25	7.25
Total 50973:										7.25	7.25
02/19	02/07/2019	203261	1076	SIERRA COFFEE AND BE	BOTTLED WATER	50997	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 50997:										27.40	27.40
02/19	02/07/2019	203262	9557	SIERRA MEDICAL SERVI	BLS CARDS-FIRE	683	1	1000-422-10-43	VOLUNTEERS	75.00	75.00
Total 683:										75.00	75.00

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
02/19	02/07/2019	203263	872	SLAKEY BROTHERS INC.	SUPPLIES-GAS	80522804-00	1	7401-430-62-46	SUPPLIES-GENERAL	17.81	17.81
Total 80522804-00:										17.81	17.81
02/19	02/07/2019	203264	8571		2018 TUITION REIMBUSMENT	122318	1	1000-421-10-42	TUITION REIMBURSEMENTS	700.00	700.00
Total 122318:										700.00	700.00
02/19	02/07/2019	203265	806	SUSANVILLE AVIATION	PAPI LIGHT BULBS- AIRPORT	3895	1	7201-430-81-44	REPAIR AND MAINTENANCE-F	347.99	347.99
Total 3895:										347.99	347.99
02/19	02/07/2019	203266	686	SUSANVILLE TRUCK & A	REPAIRS & MAINT. MOBILE GE	786018	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	226.38	226.38
Total 786018:										226.38	226.38
02/19	02/07/2019	203266	686	SUSANVILLE TRUCK & A	REPAIRS & MAINT. #151-WATE	786025	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	129.63	129.63
Total 786025:										129.63	129.63
02/19	02/07/2019	203267	689	SWRCB	WATER BOARD FEES	LW-1019845	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	7,542.00	7,542.00
Total LW-1019845:										7,542.00	7,542.00
02/19	02/07/2019	203268	958	TECHNOFLO SYSTEMS	REPAIR- GEO	20737	1	7301-430-52-44	REPAIR AND MAINTENANCE-MI	320.91	320.91
Total 20737:										320.91	320.91
02/19	02/07/2019	203269	9556		REFUND OVERPAYMENT	013019	1	9999-1001-005	CASH CLEARING - BUSINESS T	3,368.75	3,368.75
Total 013019:										3,368.75	3,368.75
02/19	02/07/2019	203270	744	UPTOWN UNIFORMS	SUPPLIES- PD	96440	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	23.86	23.86
Total 96440:										23.86	23.86
02/19	02/07/2019	203271	770	WESTERN NEVADA SUP	SUPPLIES- WATER	67739226	1	7110-430-42-46	SUPPLIES-GENERAL	56.56	56.56

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 67739226:										56.56	56.56
Grand Totals:										90,557.12	90,557.12

Report Criteria:

Report type: GL detail  
Check.Voided = False

Reviewed by: D Interim City Administrator

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

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

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5617 - Adopting the City of Susanville 2018-2019 Mid-year Budget

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

**SUMMARY:** Each year, the City adopts a budget in June that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California and expenses are projected to fund critical operations, meeting with Department Heads and the City Council and establishing the priorities for the upcoming year. The City again reviews the budget at mid-year and adjusts these projections based on more up-to-date revenue allocations from the County and State, and any expense changes that were not predicted or occurred during the first six months.

This mid-year budget reflects current projections for Property Tax In-Lieu of VLF and increases to interest income for the higher LAIF investment rates. Staff is not proposing to change projections on any of the other revenues at this time, but will be monitoring them closely. This budget also reflects requested department increases in expenditures that are necessary to complete the budget year.

**FISCAL IMPACT:** General Fund expenditures budget of \$6,856,776, all other funds budget \$11,778,044 for a total City budget of \$18,634,820.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5617 Adopting the City of Susanville 2018-2019 Mid-year Budget.

**ATTACHMENTS:** Resolution No. 19-5617  
Exhibit "A"  
Mid-Year Budget Summary

**RESOLUTION NO. 19-5617**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING THE FISCAL YEAR 2018-2019 CITY OF SUSANVILLE BUDGET**

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

**WHEREAS**, the City Council of the City of Susanville has set forth in these policies that the budget will be reviewed at Mid-year or more frequently; and

**WHEREAS**, the City Council has received, reviewed and approved the proposed FY 2018-2019 Mid-year changes;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby adopts the Fiscal Year 2018-2019 Mid-year budget, as set forth in Exhibit A, attached hereto and made a part hereof.

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

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

The foregoing Resolution No. 19-5617 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 20th day of February 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

**EXHIBIT A**

**FY 2018-19 Mid-Year Budget**

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

2/12/2019 16:00

Fund #	Fund Title	<i>Projected 6/30/18 Fund Balance</i>	<b>Adopted Budget Revenues</b>	<b>Adopted Budget Expenses</b>	<i>Projected Rev. Over (Under) Exp</i>	<i>Projected 6/30/19 Fund Balance</i>
1000	GF- General Fund Operations	1,931,612	<b>6,502,997</b>	<b>6,856,776</b>	(353,779)	1,577,833
1001-1008	GF-General Fund Restricted	1,193,047	<b>2,360</b>	<b>0</b>	2,360	1,195,407
2002	State COPS	72,815	<b>100,000</b>	<b>100,000</b>	0	72,815
2005	Road Maintenance and Rehab Acct	0	<b>298,029</b>	<b>298,029</b>	0	0
2006	Snow	45,807	<b>30,396</b>	<b>30,396</b>	0	45,807
2007	Streets	322,350	<b>795,996</b>	<b>773,948</b>	22,048	344,398
2010	Street Mitigation	39,809	<b>10,100</b>	<b>0</b>	10,100	49,909
2011	Police Mitigation	2,988	<b>13,400</b>	<b>0</b>	13,400	16,388
2012	Fire Mitigation	135,384	<b>13,100</b>	<b>0</b>	13,100	148,484
2013	Park Dedication	157,434	<b>500</b>	<b>6,141</b>	(5,641)	151,793
2016	CDBG Revolving	1,264,968	<b>8,500</b>	<b>104,875</b>	(96,375)	1,168,593
2018	Home Revolving	725,460	<b>10,000</b>	<b>10,000</b>	0	725,460
2030	Traffic Safety Fund	47,784	<b>10,158</b>	<b>0</b>	10,158	57,942
2035	Traffic Signals Fund	79,645	<b>500</b>	<b>0</b>	500	80,145
2037	Skyline Bike Lane	7,576	<b>100</b>	<b>0</b>	100	7,676
2040	Riverside Park Rehab Project - CDBG	306,285	<b>1,515</b>	<b>101,000</b>	(99,485)	206,800
3015	City Hall Parking Lot Project	13,848	<b>0</b>	<b>13,846</b>	(13,846)	2
4003	City Hall Debt Service	52,241	<b>138,381</b>	<b>138,381</b>	0	52,241
4004	Calpers Refunding Loan	259,228	<b>461,345</b>	<b>683,625</b>	(222,280)	36,948
4005	Community Pool Debt Service	631	<b>99,857</b>	<b>99,857</b>	0	631
711X	Water Funds	3,101,096	<b>3,154,769</b>	<b>2,769,071</b>	385,698	3,486,794
7201	Airport	2,136,218	<b>126,338</b>	<b>267,174</b>	(140,836)	1,995,382
7301	Geothermal	557,729	<b>92,000</b>	<b>132,900</b>	(40,900)	516,829
7401	Natural Gas	(124,128)	<b>4,729,450</b>	<b>4,843,684</b>	(114,234)	(238,362)
7530	Golf Course	2,361,143	<b>334,507</b>	<b>357,991</b>	(23,484)	2,337,659
7620	PW Admin/Engineering	132,864	<b>198,156</b>	<b>267,406</b>	(69,250)	63,614
7630	Risk Management	332,964	<b>699,378</b>	<b>779,720</b>	(80,342)	252,622
	<b>TOTALS</b>	<b>15,156,798</b>	<b>17,831,832</b>	<b>18,634,820</b>	<b>(802,988)</b>	<b>14,353,810</b>

**GENERAL FUND 1000**

Beginning Budget			<u>-350,916</u>
		<b>Changes Before Mid-year</b>	
	Administration	Load Carryover CalOES Flow Study Grant Revenue	40,387
		Load Carryover CalOES Flow Study Grant Expense	40,387
		Res #18-5548 Civic Promotions	1,000
	Police	Res #18-5544 Donation Revenue	400
		Res #18-5544 Donation Expense	400
		Load Carryover Budget for PD Server Replacement	12,972
		MOU Ratification Gym Equipment	10,000
	Fire	Load Carryover Budget for Haz Mit Project Revenue	22,181
		Load Carryover budget for Haz Mit Project Expense	22,181
		Res #18-5589 Lassen High Reimbursement	5,929
		Res #18-5590 Nor-Cal EMS Grant Revenue	2,000
		Res #18-5590 Nor-Cal EMS Grant Expense	2,000
			<u>-368,959</u>
		<b>Mid-Year Changes</b>	
Revenues	Non Departmental	Decrease Prop-Tax In-Lieu VLF for actual	-44,523 Adjust for actual allocation numbers
		Increase various revenue accounts	14,703
		Increase TOT	45,000
	Transfers	Increase for Transfer in from Risk Management	79,000
			<u>94,180</u>
Expenses	City Attorney	Increase to Professional Services	79,000
Ending Budget Deficit			<u>-353,779</u>
	Additional Needs to be covered by Projected Salary Savings	Police Overtime	25,000
		Police Vehicle Repair and Maintenance	7,000
		Police Electricity	4,000
		Police Technical Services	7,000
		Code Enforcement Abatements	8,000
		Administration - Replace Server	12,500
		Administration - Replace ID Maker	1,475
			<u>64,975</u>
<hr/>			
<b>CDBG Revolving Loan Fund 2016</b>			
Beginning Budget			<u>-3,375</u>
		Increase Interest Revenue	8,000
		Transfer Out to Riverside Park Rehab Res#18-5527	101,000
Ending Budget			<u>-96,375</u>

**HOME Revolving Loan Fund 2018**

Beginning Budget		<u>-9,690</u>
	Increase Interest Revenue	9,690
Ending Budget		<u>0</u>

**CDBG Riverside Park Rehab Project 2040**

Beginning Budget		0
	Load Carry Over Project Budget	-756,285
	Add Interest Revenue	1,515
	Transfer In from CDBG Res#18-5527	<u>101,000</u>
Ending Budget		<u>-855,770</u>

**Water 7110**

Beginning Budget		<u>-380,599</u>
	Remove transfer out to Streets	69,744
	Reduce Professional Services	<u>50,000</u>
		-260,855

**Airport 7201**

Beginning Budget		<u>-157,174</u>
	Increase revenue for new Commercial Operator	16,338
		<u>-140,836</u>

Available Fund Balance @ 2/7/19 \$345,420

**Public Works Administration**

Beginning Budget		-56,000	
	Increase expense for 1/2 server replacement City Hall	-12,500	Largest use of server is Caselle Software
	Increase expense for 1/3 of ID Maker	-750	2/3 paid for by General Fund
		<u>-69,250</u>	

Available Fund Balance @ 2/7/19 \$348,879

**RISK MANAGEMENT 7630**

Beginning Budget		<u>-1,342</u>
	Increase Transfer Out to General Fund Surplus Dividends	-79,000
		<u>-80,342</u>

Reviewed by: AL Interim City Administrator

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

**Submitted by:** Quincy McCourt, Project Manager

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Tobacco Law Enforcement Grant budget and scope modification.

**PRESENTED BY:** Quincy McCourt, Project Manager

**SUMMARY:** The City Council of the City of Susanville adopted Resolution No. 18-5572 at the September 18, 2018 meeting authorizing the Interim/City Administrator to sign a contract with the Department of Justice (DOJ) for the Tobacco Law Enforcement Grant and any future amendments.

The grant was applied for before a Police Chief was hired and since then the grant was awarded and new leadership came to the Susanville Police Department. Kevin Jones, the new Chief, has recommended a few slight modifications that will call on past experience and improve on the efficiency of the grant management. The original intent of the grant will continue to be executed. The proposed modifications have been reviewed with the DOJ grant manager who believes the DOJ review committee will tolerate the adjustments. The grant alteration will also better position the Police Department to manage their deployment while aligning with the grant guidelines and successfully accomplish tobacco law enforcement.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve the Tobacco Law Enforcement Grant budget and scope modification.

**ATTACHMENTS:** Resolution No. 18-5572  
Scope Modification  
Budget Modification  
Original Grant Application budget and scope

**XAVIER BECERRA**  
Attorney General

State of California  
**DEPARTMENT OF JUSTICE**



DIVISION OF LAW ENFORCEMENT  
P.O. BOX 161089  
SACRAMENTO, CA 95816-1089  
Telephone: (916) 210-7418  
Fax (916) 731-2100  
E-Mail Address: Shannon.Patterson@doj.ca.gov

December 4, 2018

Quincy McCourt  
The City of Susanville  
66 North Lassen Street  
Susanville, CA, 96130

Re: Award Notification

Dear Mr. McCourt,

Congratulations! Your grant application for funds authorized under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 has been approved for funding.

The Department was delighted to receive applications totaling over \$50 million to fund many types of projects, including prevention efforts, outreach services, and retailer enforcement. Consequently, many awards were approved with modifications.

Below is a summary of the adjustments to your agency's award.

Line Item	Total Requested	Awarded FY 2018-19	Awarded FY 2019-20	Awarded 2020-21	Total Awarded
Salaries	\$ 198,800	\$ 25,482	\$ 52,823	\$ 52,823	\$ 131,128
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ 321,480	\$ 51,225	\$ 106,185	\$ 106,186	\$ 263,596
Operating Expenses	\$ 23,550	\$ 9,500	\$ 5,550	\$ 8,500	\$ 23,550
Equipment	\$ 21,000	\$ 21,000	\$ -	\$ -	\$ 21,000
Travel Expenses/Registration Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses	\$ 52,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Administrative Costs	\$ 30,842	\$ 5,610	\$ 8,228	\$ 8,375	\$ 22,214
<b>TOTAL</b>	<b>\$ 647,672</b>	<b>\$ 117,817</b>	<b>\$ 172,786</b>	<b>\$ 175,884</b>	<b>\$ 466,488</b>

December 3, 2018  
Page 2

In order to expedite this process, please e-mail your application Budget Detail Sheet in Microsoft Excel format, to [TobaccoGrants@doj.ca.gov](mailto:TobaccoGrants@doj.ca.gov). Our team will insert the adjustments made during the award process. Once we finalize the adjustments, we will draft the Memorandum of Understanding and send it to your program contact, along with any other required documents.

If you have any questions about this process, please do not hesitate to contact me at (916) 210-7418 or at [TobaccoGrants@doj.ca.gov](mailto:TobaccoGrants@doj.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Shannon Patterson', with a long horizontal flourish extending to the right.

SHANNON PATTERSON  
Staff Services Manager II

For XAVIER BECERRA  
Attorney General

## Scope of Work

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### Summary

The City of Susanville is comprised of four departments including Administrative Services, Police, Fire and Public Works. We have less than 100 employees with most working at Public Works. For this project, law enforcement will work with Administrative Services to reach the highest levels of success for tobacco enforcement. We, as an agency where people wear multiple hats, strive to work for, and with, our community to bring projects such as the Tobacco Enforcement Program.

The total dollar amount requested is \$647,672.

Fiscal year breakdown:

18/19: \$190,623.96 - Measurement: \$38,631.44 - Enforcement: \$151,992.52  
19/20: \$211,720.88 - Measurement: \$46,711.20 - Enforcement: \$165,009.68  
20/21: \$214,485.36 - Measurement: \$47,261.20 - Enforcement: \$167,224.16  
Administrative Costs: \$30,841.51

### Goals and Objectives:

Measurement:

1. Butt Count
2. Undercover Stings
3. Informative Survey

Proactive Tobacco Enforcement:

1. School Resource Officer (SRO) - Elementary Schools
2. Parks Tobacco Enforcement
3. Neighborhood Watch Education and Tobacco Enforcement
4. Create Educational Marketing Material
5. School Presentations - Educating Youth about Tobacco Enforcement
6. Classroom Style Tobacco Enforcement Education and Training for Retailers and Community
7. Community Outreach - Inform community the City is taking Tobacco Enforcement seriously

The City will perform continuous measurement methods described in further detail below to monitor the tobacco enforcement performance. There will be three main metrics of focus to provide data including: continuous tobacco butt counts in our parks, undercover sting operations and community surveys. This data should provide a trend that shows performance with the assumption that less butts and citations will point to success. Surveys indicating more awareness and less tobacco use will also be indicative of success.

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### Problem Statement

The City of Susanville hosts a community where 22.7% of youth, or one out of every five kids, use some sort of tobacco product. The geographic area to be enforced with the efforts of the Tobacco Enforcement Grant will be the City limits of Susanville California in Lassen County, however the efforts will spread much farther. Lassen County collects data that helps to determine necessary goals and provides it to [healthystoreshealthycommunity.com](http://healthystoreshealthycommunity.com) which is how

City staff understands our underaged tobacco exposure. Those who are under twenty years of age make about 1/3 of the population that are not incarcerated. The percent of youth using tobacco is extreme. The Lassen County cigarette butt count revealed 2,460 in 2017 and 2,648 in 2018 of discarded butts at parks inside city limits. 20% of the adult population is smoking and all ages occupy the parks, so it is easy to surmise that much of the tobacco litter was contributed by the underaged community. The entire community is considered disadvantaged and 54.2% are overweight which are both conditions of mental health challenges that often lead to smoking. One common complaint is that there is nothing to do in Susanville resulting in so many turning to illegal substances of any sort. In Lassen County, there are thirty-four stores that could potentially sell tobacco products to youth and 25% are near schools. Too many illegal sales of tobacco products, combined with the prevalent marketing of said products to minors, proves that tobacco is very easy to acquire in Susanville. According to the U.S. National Institute on Drug Abuse for Teens, those who smoke cigarettes are more prone to try other drugs. The same research shows that the introduction of nicotine to the body makes becoming addicted to drugs, such as cocaine, much more likely being that nicotine changes a person's brain to become more susceptible to addiction. Illegal drugs in Susanville are a major problem and because acts such as smoking break the exposure threshold, underaged tobacco use is a huge worry for our law enforcement and community development. Our community also agrees and has submitted twenty-four letters of support from vendors themselves, teachers, principals, the school district superintendent, law enforcement and many others. City Council recognizes the necessity for tobacco enforcement and has signed a resolution authorizing a contract and any future amendments with the California Department of Justice, to expedite the program. Another newer concern are vape pens as they are less intrusive, but they are still in the hands of the City's youth. The main problem that the City of Susanville would like to expose for the purposes of this grant is that youth in Susanville want to use tobacco products in the first place. Successful tobacco enforcement can reverse this.

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#### Project Description - Goals and Objectives

The objective of this tobacco enforcement program is to encourage our community to experience their first twenty-one years of life without the use of tobacco products. The legal age is a milestone where one acquires a better understanding of making important, potentially life changing decisions. We intend to combat illegal sales of tobacco products with education and recreation. To track progress and successfully accomplish tobacco enforcement, educational outreach must operate in a synchronous manner with a reliable measurement practice.

Beginning in November 2018, staff will perform a littered cigarette butt count, a retail sting and survey retail stores and other members around the community to establish a benchmark and inform the community of our tobacco enforcement initiative. The butt counts will take place at Riverside Park, Memorial Park, along the river trail, the Little League Park, Skyline Park and Main Street. These counts will provide data to identify whether or not there is a direct correlation with our enforcement efforts. The counts will take place monthly, so we can follow a direct benefit trend. The undercover stings and shoulder taps will accomplish a couple objectives simultaneously. One will be the enforcement actions of those selling illegally and the second will be a measurement tool. All records will be kept during the monitoring process to compare the number of enforcement actions with respect to the duration of our educational outreach. Though the stings will be unannounced, we do intend to survey retailers, groups and forums in the community and inform them of our intention.

One of the goals with the community outreach will be to motivate retailers to take illegal sales very seriously. Our major excitement for this tobacco enforcement grant is to function in a proactive strategic manner rather than always reacting. Our objective with this program is to influence the direction of our community. This enforcement opportunity cuts at the very fabric of many of the challenges that hinder our overall quality of life as tobacco enforcement is linked to so many problems. The proactive enforcement will involve both officer outreach as well as staff educational outreach.

Officer outreach will involve tobacco enforcement with SRO presence at the elementary schools, park visits handing out pamphlets and the neighborhood watch groups reaching out to neighborhoods about the benefits of tobacco enforcement.

Staff will prepare multi-media material to hand out and use for marketing. They will maintain a follow up ledger for groups, government agencies, vendors and volunteers to maintain the exposure to the message of tobacco enforcement. Staff will visit schools and offer classroom presentations and host monthly classroom style trainings for vendors and all members of the community. They will also be combatting underaged tobacco use with the plentiful outdoor recreational activities our area has to offer. Staff will be promoting Susanville as a clean and healthy community and will be encouraging twenty-one years of uninhibited existence.

With such an aggressive proactive educational outreach plan, we will want to measure our impact. The objective of making tobacco products something that is not desired by those younger than the legal age to purchase is intended to be accomplished via a series of goals. Classroom training will earn retailers' attendance points and proclamations by the mayor. The acknowledgement will lead to community pride and less illegal sales. Presence at the schools, community outreach of which include parents and neighborhood watch will highlight the many advantages of living in Susanville such as nature and amazing recreation which will lead to less of a desire for tobacco products and a love for the area and hence community pride. Ultimately the omission of tobacco by underaged will lead to less drug abuse and more community pride.

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#### Project Personnel

The City of Susanville is ready to begin and sign into contract immediately. We have an approved resolution and a detailed scope of work and projected schedule. Many of the vendors, including those that sell tobacco products, such as the Mobil corner store who signed a letter of support are aware of what the City intends to accomplish and are ready for the educational outreach if we are awarded this grant. Beginning in November, Administrative Assistants will perform our first City recorded cigarette butt count. That task will involve four, eight-hour days of collecting butts. Each day will be at a different location as mentioned above. The last two hours of each day will involve counting and data entry. The items needed will be gloves, bags and collection tools. This process will take place eleven times over the course of thirty-two months.

The Administrative Assistants will also begin creating educational and marketing outreach for tobacco outreach material. This will involve graphic design for pamphlets for the officers to hand out, signage for our parks, marketing material for local vendors to present at points of egress and surveys for retailers and the community and an upgrade to the City website highlighting the tobacco enforcement and provide additional educational material. We estimate this will occupy approximately four hours a day for five days in the initial three months. Most of the outreach material will be drafted during the first year, being updated when needed. Updates will include results, dates and an opportunity to stay current with this effort. The attached schedule represents what the City has slated for this project. After the questionnaires

are prepared in November, the Administrative Assistants will conduct surveys in a synchronous manner with the community outreach. This portion of the scope will have some overlap because we will be adapting the additional material to the results of the information gathered. We have a head start here in that when we were visiting each of the vendors requesting letters of support, we were also collecting contact information and explaining the concept of the tobacco enforcement project. The efforts of the community outreach will involve introduction and follow-up, hosting workshops, and partnering with vendors and community members alike to ask customers to read the provided brochures designed to combat illegal tobacco product purchases by portraying Susanville as a gem and the quality of our natural resources. Susanville has so much to offer its inhabitants and somehow youth are still choosing tobacco. We intend to get our community excited about where we live and encourage them to avoid considering the choice of tobacco products until they are twenty-one years old.

November will also involve the conversion of the City Hall overflow storage into a classroom for tobacco enforcement. We will host all the classroom retail trainings here to be taught by our Project Manager. Each retailer that attends our classroom training will receive attendance points. The goal will be to present proclamations from the Mayor at City Council meetings to honor those who are taking an active role in partnering with the City to accomplish successful tobacco enforcement. We estimate construction will take about four months. We already prepared the design for the conversion. The Project Manager will work with contractors to complete construction. There will be a minimum of 50 classroom style trainings provided from the new City Hall Tobacco Enforcement Classroom over the thirty-two months of the tobacco enforcement project.

Our City Officers will introduce tobacco education during the neighborhood watch meetings. Officers will inform attendants of the risks of tobacco products and the value in waiting until the legal age to decide whether to make such a purchase or not. Many of the neighborhood watch members are neighbors, parents and children that are already concerned citizens with a heightened interest in the future of Susanville. This will be a great opportunity to offer in further detail and reminders that the City of Susanville is taking tobacco enforcement very seriously. They will hand out pamphlets that were prepared by the Administrative Assistant and will be available to answer questions. If the question and answer period takes longer than the allotted thirty minutes, that time will be subtracted from the time slot the furthest out.

November of 2018 will be a whirlwind of tobacco enforcement. Our officers will also begin one hour a day of tobacco enforcement at our local parks. Officers will approach anyone interested in listening to explain the tobacco enforcement program and offer any educational material. Each police car will have programs to hand out to the community explaining what is being done. Officers will be available for questions and answers as well. The time slots for the daily visits will be slated for the high school lunch time. Many of the students walk across the street to Memorial Park and pull out their vape pens. The goal here is to be a constant reminder that there are many benefits to waiting until the legal age to consider purchasing tobacco products.

Beginning in December of 2018, our Project Manager will begin presenting to various local school classrooms. This is intended for all ages not just the older kids. We will present to as many classes as we can in the allotted time. The Project Manager will have four hours each month until the end of the project to speak to students and teachers. We will have a keynote presentation designed for multiple ages and provide different lessons depending on the grade. These will be centered around the many benefits of waiting to explore tobacco products. We will be informing students of what tobacco is, forms it is offered in and how it impacts the body. We will also be explaining how serious of a problem it is with respect to health and law

enforcement. We will share other adventures that can be enjoyed in our own City that do not involve tobacco products. The goal is to get the schools excited about promoting the "wait until you are twenty-one" to make the decision. Some of the coordination of the classroom presentation scheduling will be handled by the Administrative Assistant during the allotted community outreach hours.

Our officers will be rolling out two new phases in February of 2019. We will be working with the elementary schools to introduce an SRO for four hours a day every school day until the end of the project. The City Project Manager will be conducting classroom presentations educating the students on tobacco products. The SRO will accommodate the Project Manager during each lesson with the intent of forming a bond with the students. Please reference the attached schedule for a visual aid. The SRO will provide a presence at the schools enabling them to further enforce underage tobacco use. They will be able to search lockers and approach students as well as answer questions and educate. This is a great program for youth outreach.

All of the goals and objectives will need to be tracked and measured in order to monitor success. Along with the SRO starting at the elementary schools, officers will begin performing sting operations. The goal will be to ticket those who illegally sell tobacco products to minors and those assisting in the crime. While making a dent in the traffic of tobacco products, data will be collected that will allow us to assess any trends. The goal is that the undercover operations produce less and less citations. Either way, we will be able to recognize the efforts of the Tobacco Enforcement Grant as we continue with the next thirty-two months of tobacco enforcement. Each sting will require six officers and a volunteer with a wire as well as Shoulder taps. The initial investment will bring some new enforcement equipment to the table that can be used for many years. Equipment needed will be wires, radios, phones, video cameras, recording technology and corresponding equipment.

By the end of February 2019, the classroom should be complete and ready for training. City staff will be anticipating our first classroom style retailer training sometime during the second week of March. The class will be instructed by our Project Manager and facilitated by the Administrative Assistant. There will be two sessions a month, and up to four classes will be offered during those days. All members of our community are welcome though many of the classes will be specifically designed for tobacco retailers. The goal will be to get store owners and managers excited about enforcing the legal age for purchasing tobacco. We intend to reward those who participate with a proclamation from the Mayor. The proclamations will take place twice a year throughout the course of this project for a total of five meetings where the Mayor recognizes those businesses that have partnered with the City and helped to keep youth from choosing tobacco products.

The City of Susanville and our community as noticed by the twenty-four letters of support are very excited about this opportunity to proactively enforce and combat the illegal sales and use of tobacco products. Please consider us as we will put the funding to great use and accomplish much success. We believe this will be a tool and key ingredient to building a better community and quality of life for The City of Susanville and all who visit. - Thank you

**BUDGET DETAIL - ATTACHED**

**BUDGET BREAKDOWN AND SCHEDULE - ATTACHED**

**LETTERS OF SUPPORT (24) - ATTACHED**

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**RESOLUTION NO. 18-5572**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE CITY OF SUSANVILLE TO ENTER INTO A CONTRACT WITH**  
**THE CALIFORNIA DEPARTMENT OF JUSTICE**

**WHEREAS**, the California Department of Justice recently released their Tobacco Law Enforcement Grant funded from proposition 56; and

**WHEREAS**, the Office of the Attorney General makes these annual funds available to local law enforcement agencies through the California Department of Justice Tobacco Grant Program; and

**WHEREAS**, the City of Susanville and community will benefit greatly from tobacco law enforcement; and

**WHEREAS**, there is no matching fund requirement; and

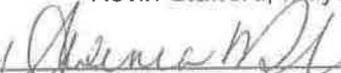
**NOW THEREFORE**, the City Interim/Administrator is authorized to execute the contract with the California Department of Justice for the prop 56 Tobacco Law Enforcement Grant; and

**NOW THEREFORE**, the City Interim/Administrator or designee is expressly authorized to execute all related contracts or future amendments; and

**NOW THEREFORE**, The City of Susanville wishes to Authorize the Interim City Administrator/City Administrator and designee to sign any and all related contractual documents and or amendments; and

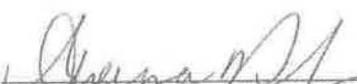
**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville approves the acceptance of the California Department of Justice Tobacco Law Enforcement Grant and budget amendments to fund its operations and authorizing the City/Interim Administrator or designee to execute all related contracts and future amendments.

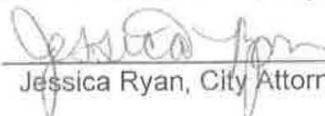
APPROVED:   
Kevin Stafford, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 18-5572 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 19th day of September, 2018 by the following vote:

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

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

**TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL**  
**The City of Susanville - updated per Adjustment Award Letter 12.18.18**

Costs Per Fiscal Year (July 1 - June 30)

<b>A. Personal Services</b>				
<i>Salaries</i>				
Classification/Positions	Computation	FY 2018-19	FY 2019-20	FY 2020-21
Officer		\$ 25,482	\$ 52,823	\$ 52,823
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>SUBTOTAL</b>		<b>\$ 25,482</b>	<b>\$ 52,823</b>	<b>\$ 52,823</b>
<i>Overtime</i>				
Classification/Positions	Computation	FY 2018-19	FY 2019-20	FY 2020-21
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Benefits</i>				
Classification/Positions	Computation	FY 2018-19	FY 2019-20	FY 2020-21
Officer		\$ 51,225	\$ 106,185	\$ 106,186
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>SUBTOTAL</b>		<b>\$ 51,225</b>	<b>\$ 106,185</b>	<b>\$ 106,186</b>
<b>TOTAL PERSONAL SERVICES</b>		<b>\$ 76,707</b>	<b>\$ 159,008</b>	<b>\$ 159,009</b>

<b>B. Operating Expenses (e.g. supplies, signage, tobacco products, etc.)</b>				
Description	Computation	FY 2018-19	FY 2019-20	FY 2020-21
Signage - No smoking signs at parks-including labor to install		\$ 2,500	\$ -	\$ -
Marketing Material-brochures,ad campaigns,double sided window stickers,tobacco awareness giveaways,Swag		\$ 5,000	\$ 5,550	\$ 8,500
Website - link on agency's website to Program for public		\$ 2,000	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 9,500</b>	<b>\$ 5,550</b>	<b>\$ 8,500</b>

**TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL**  
**The City of Susanville - updated per Adjustment Award Letter 12.18.18**

**C. Equipment (tangible items with a per-unit cost of \$5,000 or more)**

Description	Computation	FY 2018-19	FY 2019-20	FY 2020-21
Gloves and Litter picker uppers		\$ 1,000	\$ -	\$ -
Wire		\$ 3,500	\$ -	\$ -
Phones		\$ 5,000	\$ -	\$ -
Cameras		\$ 10,000	\$ -	\$ -
Recording Equipment		\$ 1,500	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 21,000</b>	<b>\$ -</b>	<b>\$ -</b>

**D. Travel Expenses/Registration Fees\***

Description and Destination	Computation	FY 2018-19	FY 2018-19	FY 2020-21
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Travel rates must adhere to State rules and limits.

**E. Other Expenses**

Description	Computation	FY 2018-19	FY 2019-20	FY 2020-21
Classroom Digital Accessories (projector and screen)		\$ 5,000	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>

**F. Administrative Costs\***

Description	Computation	FY 2018-19	FY 2019-20	FY 2020-21
Project Facilitation		\$ 5,611	\$ 8,228	\$ 8,375
		\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 5,611</b>	<b>\$ 8,228</b>	<b>\$ 8,375</b>

\*Administrative costs may not exceed 5% of the total budget.

**TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL**  
**The City of Susanville - updated per Adjustment Award Letter 12.18.18**

<b>SUMMARY</b>				
<b>Budget Category</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Total Request</b>
<b>A. Personal Services</b>	\$ 76,707	\$ 159,008	\$ 159,009	\$ 394,724
<b>B. Operating Expenses</b>	\$ 9,500	\$ 5,550	\$ 8,500	\$ 23,550
<b>C. Equipment</b>	\$ 21,000	\$ -	\$ -	\$ 21,000
<b>D. Travel/Registration</b>	\$ -	\$ -	\$ -	\$ -
<b>E. Other Expenses</b>	\$ 5,000	\$ -	\$ -	\$ 5,000
<b>F. Administrative Costs</b>	\$ 5,611	\$ 8,228	\$ 8,375	\$ 22,214
<b>TOTAL PROJECT COSTS</b>	\$ 117,818	\$ 172,786	\$ 175,884	\$ 466,488

Thursday, February 14, 2019

Shannon Patterson  
Division of Law Enforcement | Tobacco Grant Unit  
1300 I Street, Suite 1140  
Sacramento, CA 95814

Re: City of Susanville Grant Modification Request

Dear Shannon Patterson:

This memo is intended to provide a list of the modifications to the scope of work that will allow the City to accomplish the original intent of the grant:

1. Susanville Police Department (SPD) will utilize all Officers to participate in the program, focusing 24/7.
2. SPD will deploy Officers in Tobacco Enforcement/Education for dedicated portions of their shift; their only scope of work during this time is tobacco law enforcement/education/prevention.
3. Interns will participate in retailer surveys and assist on data collection.
4. The Visual Lab Body Computer application will be utilized through assigned cellular phones, this has the ability to capture photos, video and audio recording and will be used in conjunction with an undercover "wire." They will be utilized in everyday work, but most beneficial during undercover stings.
5. SPD will utilize their current classroom to host presentations for retailers and citizens to educate them on tobacco use and the laws surrounding enforcement.
6. SPD and interns will go into schools and provide presentations on tobacco education and prevention.

Regards,

Quincy McCourt  
Project Manager

Grant/Contract Budget Modification Form									
Title of Grant:	California Department of Justice Tobacco Grant								
Agency Name:	The City of Susanville								
Grant Number:	DOJ-PROP56-2018-19-1-018								
Grant Period (Dates):	12/1/18 - 6/30/21								
Total Amount of Grant:	\$466,488								
Date:	12/27/18								
<b>Explanation/Reason for Budget Adjustment:</b>									
The City of Susanville was fortunate in the hiring of a new Police Chief. With seasoned leadership and similar programatic experience, the Chief would like to modify the budget and introduce variations of the original scope in a manner that will allow for more productivity and success given the unique deployment strategies for the area.									
<b>Breakdown of Cost Adjustment:</b>									
Budget Category	Current Budget 2018/19	Requested Adjustment Amount (+/-)	Proposed Budget	Current Budget 2019/20	Requested Adjustment Amount (+/-)	Proposed Budget	Current Budget 2018/19	Requested Adjustment Amount (+/-)	Proposed Budget
A. Personnel Services									
Salaries	\$25,482.00	\$14,225.00	\$39,707.00	\$52,823.00	\$27,177.00	\$80,000.00	\$52,823.00	\$27,177.00	\$80,000.00
Overtime	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Benefits	\$51,225.00	-\$19,225.00	\$32,000.00	\$106,185.00	-\$37,177.00	\$69,008.00	\$106,186.00	-\$50,177.00	\$56,009.00
B. Operating Expenses	\$9,500.00	\$0.00	\$9,500.00	\$5,550.00	\$0.00	\$5,550.00	\$8,500.00	\$0.00	\$8,500.00
C. Equipment	\$21,000.00	-\$9,000.00	\$12,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$4,000.00	\$4,000.00
D. Travel/Registration	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00
E. Other Expenses	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F. Administrative Costs	\$5,611.00	\$0.00	\$5,611.00	\$8,228.00	\$0.00	\$8,228.00	\$8,375.00	\$0.00	\$8,375.00
<b>Total</b>	<b>\$ 117,818.00</b>	<b>-\$6,000.00</b>	<b>\$111,818.00</b>	<b>\$ 172,786.00</b>	<b>\$10,000.00</b>	<b>\$182,786.00</b>	<b>\$ 175,884.00</b>	<b>-\$4,000.00</b>	<b>\$171,884.00</b>
(section F. administrative costs not to exceed 5% of the grant total)									
<b>Grantee:</b>									
	Print Name (Authorized)/Date				Authorized Signature/Date				
<b>CA DOJ Grant Administrator:</b>									
	Print Name/Date				Signature/Date				

Reviewed by: De Interim City Administrator

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

**Submitted by:** Kevin Jones, Police Chief

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Canine Program

**PRESENTED BY:** Kevin Jones, Police Chief

**SUMMARY:** The Police Department is looking to move forward with the K-9 program. K-9's in law enforcement have a value that is hard to quantify. They are used for drug detection, searching, tracking, protection and use of force. K-9's are a positive community relations tool that would be utilized year around.

The cost of the K-9 program would be fundraised. The approximate cost for the entire program would be approximately \$22,000. Included in that cost would be; Canine purchase, Handler Training, lodging/per diem, equipment, Kennel, leash, collars, bowels, food.

It is essential to begin moving forward if the City so chooses to support. Fundraising efforts need to begin as soon as practical.

I will be providing the Council an overview of the program, formal quotes and ideas on potential funding at the Council meeting.

**FISCAL IMPACT:** \$6,000 - 10,000.00 per year (backfill OT)

**ACTION**

**REQUESTED:** Motion to provide direction to staff to move forward with the Canine Program.

**ATTACHMENTS:** None.

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

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

**Submitted by:** Kevin Jones, Police Chief

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

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I will be providing the Council an overview of the program, formal quotes and ideas on potential funding at the Council meeting.

**FISCAL IMPACT:** \$6,000 - 10,000.00 per year (backfill OT)

**ACTION**

**REQUESTED:** Motion to provide direction to staff to move forward with the Canine Program.

**ATTACHMENTS:** None.

*City of Susanville*

# POLICE DEPARTMENT

Kevin Jones, Chief of Police

*“Doing what is right for our Community”*

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## Susanville Police K-9 Program

The purpose of the K-9 program is to support daily functions of police services. K-9's are a valuable tool as a command presence as well as having an ability to search, track, detect illegal substances and identify evidence. Although the K-9 is a very useful tool in the use of force, at times the K-9's biggest benefit is a deterrent to force. The SPD has been without a K-9 since 1993.

The K-9 will be deployed in schools, civic groups and community events. The K-9 program is very similar to the School Resource Officer, in that trying to quantify their presence is very hard to do. Like the SRO program, the K-9 program is valuable and is another method of positive community interaction, while an asset to our department.

The largest expense of a K-9 program is the one time start-up cost. The estimated cost of start-up of the K-9 program is \$24,000. There are very few continuing costs to this program. This is in part due to performing maintenance training in Reno, which is free of charge. The backfill of the Officer being absent twice a month could result in shift coverage, but at times could be avoided.

The Canine Officer will be selected by the Chief of Police and will work varied shifts on successful completion of handler training. The company of Vohne Liche Kennels will be used to purchase the canine and they provide a limited warranty/insurance, (*Alliant offers an additional coverage if wanted at .08 per hundred [\$8.00 per year]*). We chose this company due to the high recommendations of the handlers of Sparks PD, Reno PD and Washoe County SO. Additionally, the Reno/Sparks/Washoe Canine group has offered to allow our canine officer to train at no charge. That will be glorified in an MOU between their group and the Susanville PD.

We hold a reservation in the June 17, 2019 Canine handler course in So. California. We have reservations for five weeks of lodging for the duration of the course. This provides the SPOA ample time to raise the funds necessary to make this program successful.

The dog will be purchased by the SPOA and leased to the Susanville PD for \$1 per year. These are common agreements that cover the essential outliers that might occur in the program.

### Handler Course/K-9 purchase:

**Vohn Liche Kennel (VLK West) Banning, CA**

- Handler Course \$6,000
- K-9 purchase \$10,000
- \$1000 “combo” discount for a total of \$15,652.50 after tax

Possible course dates June 17<sup>th</sup>-July 26<sup>th</sup>

## Lodging/Per Diem:

### **Dog friendly lodging w/fully equipped kitchen**

- \$3300 (\$85 a day)
- Per diem \$1000-2000 (depending on MOU)

## Monthly Maintenance Training:

### **Washoe County**

- We will be entering into an MOU with Washoe County's K-9 association for maintenance training twice monthly. This service will be free of charge.

## K-9 Car:

### **Crown Vic**

- Currently have a fully equipped k-9 car donated by Galt PD.
- High miles, may serve for a very limited time

### **Explorer**

- K-9 Insert will be purchased at \$2,199.99 if needed
- Crown Vic's Ray Allen hot and pop system compatible with Explorer

## Misc. Equipment:

- Kennel and Pad (\$600 1x cost)
- Dog Food (\$600 yearly)
- Vet Services - Lassen Veterinary (Donated services)
- Basic equipment \$600 (Bowl, leash, dog accessories – 1x cost)

**Total start up                      \$24,000 (approx.)**

**Recurring Costs            \$6-10,000 per year (approx.)**

It is impossible to put a definite recurring cost on the canine program. SPD will do their best to schedule maintenance training (in Reno) on work days. However, at times backfill will be necessary and/or the handler is compensated overtime. Additionally, the handler will be scheduled to do school and community presentations, which depending on the shift can result in overtime. Last, there is an addition to fuel costs driving to the Reno area twice monthly, I have incorporated that amount into the recurring costs.

100% of the start up costs will be covered by fundraising and donations. Over the next 2 ½ years there is an anticipated \$400,000 going to the City in the form of salary and benefits. I see another decrease in salary and overtime in the form of SAFE grant money. SPD is currently working on a SmartLight project that would result in a \$400 per month savings in electricity.

*City of Susanville*

# POLICE DEPARTMENT

Kevin Jones, Chief of Police

*“Doing what is right for our Community”*

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We live in a giving community. Having been a part of two canine programs that have successfully fundraised all the finances needed, and continue to grow I have little doubt the necessary start up funds will not be raised. I will be asking the Council to authorize supplemental funding to this program.

This is a positive program for our community, our agency and the City. I appreciate your support both in finance and in spirit to this program.

Reviewed by: D. Interim City Administrator

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

**Submitted by:** Dan Newton, Interim City Administrator

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution Number 19-5614 authorizing the Mayor to execute Lease Agreement between Lassen Aurora Network (LAN) and the City of Susanville for the Susanville Community Garden.

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

**SUMMARY:** The Susanville City Council has previously authorized the use of City property, located at 105 South Ash in Susanville, as a community garden. The community garden operated last year and a core group of community members have been active in expanding the opportunities and programs provided to the community at the community garden.

Lassen Aurora Network has offered to facilitate and oversee the community garden operation as a private non-profit organization. Lassen Aurora Network currently operates programs within the City.

Staff has worked with representatives of the Lassen Aurora Network to draft the attached Lease Agreement for Council's consideration.

**FISCAL IMPACT:** Reasonable cost of water and power at the community garden site.

**ACTION**

**REQUESTED:** Motion to adopt Resolution No. 19-5614 authorizing the Mayor to execute Lease Agreement between Lassen Aurora Network (LAN) and the City of Susanville for the Susanville Community Garden.

**ATTACHMENTS:** Resolution No. 19-5614  
Proposed Lease Agreement

**RESOLUTION NO. 19-5614**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE MAYOR TO EXECUTE LEASE AGREEMENT BETWEEN**  
**LASSEN AURORA NETWORK (LAN) AND THE CITY OF SUSANVILLE FOR**  
**THE SUSANVILLE COMMUNITY GARDEN**

**WHEREAS**, at its February 7, 2018 meeting, the City Council authorized the use of city property located at 105 South Ash Street for the purpose of establishing and operating a community garden; and

**WHEREAS**, local production of food can improve nutrition for Susanville's families and citizens, especially those Susanville community members who do not live in homes with access to adequate or any gardening space, while enhancing household food budgets; and

**WHEREAS**, gardening is a healthy and wholesome activity suitable for people of all ages including seniors and children and can add to the social fabric of Susanville; and

**WHEREAS**, local gardening would be a beneficial use near households without adequate land for gardening; and

**WHEREAS**, LAN is an existing Susanville-based non-profit organization with years of experience in community engagement and operates all current programs within the City Limits, showing proven results in aiding citizens;

**WHEREAS**, LAN has the capacity to manage and will manage the operation of the Susanville Community Garden;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the Mayor is authorized to execute the Lease Agreement between the Lassen Aurora Network and the City of Susanville for the Susanville Community Garden.

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 20th day of February, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney

**LEASE AGREEMENT  
FOR USE OF LAND FOR THE PURPOSE OF  
CREATING AND OPERATING A COMMUNITY VEGETABLE GARDEN**

This AGREEMENT made and entered into the \_\_\_\_ day of February 2019, between the CITY OF SUSANVILLE (“CITY”), 66 North Lassen St. Susanville, California 96130 and Lassen Aurora Network (“LAN”), 815 Cottage Street, Susanville, California 96130, is for allowing LAN to use CITY owned land to utilize the community garden (“GARDEN”) for citizens as described below.

**PURPOSE OF AGREEMENT**

The purpose of this AGREEMENT is to state the terms and conditions under which the CITY will lease the 0.83 acre property located at 105 South Ash Street to LAN for the purpose of creating and operating a community garden.

**RECITALS**

**WHEREAS**, CITY owns the parcel located at 105 South Ash Street that is suitable for cultivation. This parcel will require on-going maintenance in the form of litter and weed control and additional police and fire protection; and

**WHEREAS**, local production of food can improve nutrition for Susanville's families and citizens, especially those Susanville community members who do not live in homes with access to adequate or any gardening space, while enhancing household food budgets; and

**WHEREAS**, gardening is a healthy and wholesome activity suitable for people of all ages including seniors and children and can add to the social fabric of Susanville; and

**WHEREAS**, local gardening would be a beneficial use near households without adequate land for gardening; and

**WHEREAS**, LAN is an existing Susanville-based non-profit organization with years of experience in community engagement and operates all current programs within the City Limits, showing proven results in aiding citizens;

**WHEREAS**, LAN has the capacity to manage and will manage the operation of the Susanville Community Garden;

**NOW THEREFORE**, in consideration of the mutual promises set forth in this agreement, the parties agree as follows:

1. Identification of City Property for Community Garden

CITY designates LAN as the entity to create and manage the operation of community garden on CITY property each calendar year at \$1.00 (ONE DOLLAR) per annum to LAN made payable annually to CITY on or before February 1<sup>st</sup>. This arrangement shall continue until either party moves to terminate with a 30-day notice of termination. CITY and LAN agree the property located at 105 South Ash Street in Susanville is suitable for a community garden.

2. Facility Access

LAN will have access to all exterior areas located at 105 South Ash street for the purposes of operating the community Garden. LAN will not have access to the building structures located at 105 South Ash unless accompanied by a City Employee to set-up, maintain, irrigation timers or control equipment or make improvements the structure with the City permission.

3. CITY Responsibilities

- a. Pay for power at the site up to a reasonable cost as determined by City.
- b. Pay for water at the site up to a reasonable cost as determined by City.

4. LAN Responsibilities

- a. Convene a review committee ("Garden Committee") which will include staff representatives from LAN, and other community members as appropriate and as determined by LAN. The Garden Committee will create a MANAGEMENT PLAN for the garden that will be submitted to the City as information annually prior to January 1 of each year. The MANAGEMENT PLAN shall address access, fencing, utilities, structures, maintenance, irrigation, and approved list of pesticides, herbicides and fertilizers.
- b. Prepare an annual GARDEN PROGRAM for the garden that will be submitted to the City as information annually prior to January 1 of each year. GARDEN PROGRAM will outline planned events and volunteer opportunities such as classes, workshops and work days and identify key participants and stake holders associated with the community garden.
- c. Provide reasonable access to the garden to community members, develop policies and procedures for operation of the community garden to ensure fair and equitable treatment of those in the community wishing to participate in elements of the GARDEN PROGRAM.
- d. Operate and maintain the community garden in accordance with MANAGEMENT PLAN, GARDEN PROGRAM, policies and procedures, and applicable local, state, and federal laws and regulations.
- e. Dedicate all proceeds from community garden and grant funds awarded to LAN, for the community garden, toward the operation, maintenance, or improvements of the community garden.
- f. Provide two updates to Susanville City Council. One update will be in January and the other will be in October.
- g. Maintain the exterior areas at the garden site to be:
  - i. Free from debris (trash and green waste)
  - ii. Groomed and orderly, free from clutter
  - iii. Safely accessible

5. Modification of Agreement

Notwithstanding any other provision in this Agreement, the parties may mutually modify this Agreement in writing, and they shall agree in such written modification to their respective rights and obligations upon modification. The modification must be signed by both parties.

6. Compliance with Statutes, Ordinances and Regulations

In performing the services required under this Agreement, LAN and CITY shall comply will all applicable Federal, State, County, and CITY statutes, ordinances and regulations.

7. Insurance

LAN shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property with may arise from or in connection with the Lessee's operation and use of the leased premises. LAN to provide City certificate of insurance with policy endorsements in the scope and amount indicated in 7.a. The cost of such insurance shall be borne by LAN.

a. Minimum Scope and Limit of Insurance

- i. Commercial General Liability (CGL): \$2,000,000 per occurrence for property damage, bodily injury, and personal and advertising injury. General aggregate shall apply separately to this location in the amount of \$4,000,000

8. Release and Hold Harmless Agreement

LAN, its successors and assigns, hereby release CITY from any and all liability for personal injury or property damages arising out of LAN's use of GARDEN due to any intentional or negligent acts, errors, or omissions on the part of LAN, its officers, officials, employees and volunteers; AND agree to hold CITY free, clear and harmless from any and all claims and demands whatsoever for personal injury or property damage due to any intentional or negligent acts, errors or omissions on the part of CITY, its officers, officials, employees and volunteers.

9. Assignment

This Agreement shall not be assignable by either party without the prior written consent of the other party.

10. Term of Agreement

The term of this Agreement shall commence upon approval of both parties, and shall continue in full force and effect and be automatically renewed each year thereafter until terminated by either party with thirty (30) days written notice.

11. Entire Agreement

This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, statements or representations, either oral or in writing.

IN WITNESS WHEREOF, LAN and CITY have caused this instrument to be executed on the \_\_\_\_\_ day of February 2019.

ATTEST:

\_\_\_\_\_  
CITY OF SUSANVILLE  
Kevin Stafford, Mayor

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

\_\_\_\_\_  
LASSEN AURORA NETWORK

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

President

Reviewed by:  Interim City Administrator

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

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

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Accounts receivable write-off

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

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

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

At this time we are requesting that the Council approve writing off \$20,371.68 in uncollected utility revenue. July thru December 2017 (\$10,803.51) and January thru October 2018 (\$9,568.17).

**FISCAL IMPACT:** Write off \$20,371.68 in potential revenue with a portion to be later recovered through collections.

**ACTION REQUESTED:** Motion to approve the write-off of accounts receivable and send \$20,371.68 to collections.

**ATTACHMENTS:** Report of uncollectible amounts

104.0290.00.09	\$102.68	\$102.68		APPLIED TO FINAL BILL	NEW ADDRESS FOUND, NO RESPONSE TO LETTER OR MESSAGE LEFT ON PHONE
103.2210.00.00	\$126.63	\$126.63		NONE	DECEASED
103.1490.00.30	\$109.63	\$79.97	\$29.69	APPLIED TO FINAL BILL	NEW ADDRESS FOUND OUT OF STATE, NO RESPONSE, NO WORKING NUMBER
102.2903.00.02	\$1,125.71		\$1,125.71	NONE	NO NEW ADDRESS FOUND, NO RESPONSE FROM LETTERS OR MESSAGES LEFT ON PHONE
105.3130.00.12	\$122.15	\$108.29	\$13.86	APPLIED TO FINAL BILL	NEW ADDRESS FOUND, MAILED RETURNED, NO WORKING PHONE
102.3994.00.04	\$128.64	\$91.91	\$36.73	NONE	NO NEW ADDRESS FOUND IN UE, NO RESPONSE TO MESSAGE ON PHONE
104.0821.07.02	\$520.99		\$520.99	APPLIED TO FINAL BILL	NO INFORMATION ON FILE, NO RESPONSE FROM LETTERS SENT OUT
105.2013.00.19	\$185.63	\$103.73	\$81.90	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSE
103.2410.04.11	\$264.80		\$264.80	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, MAILED RETURNED
101.0840.00.07	\$245.32	\$195.76	\$49.56	APPLIED TO FINAL BILL	NO INFORMATION ON FILE, NO RESPONSE FROM LETTERS SENT OUT
105.3112.00.15	\$321.83	\$251.60	\$70.23	NONE	NO INFORMATION ON FILE, NO RESPONSE FROM LETTERS SENT OUT
103.1415.00.00	\$196.43	\$152.11	\$44.32	NONE	NO NEW ADDRESS FOUND IN UE., NO RESPONSE TO MESSAGE LEFT ON PHONE, MAIL RETURNED
102.3415.00.01	\$242.13	\$177.67	\$64.46	NONE	CUSTOMER IS DECEASED
104.2565.00.18	\$126.37	\$126.37		APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, MAILED RETURNED
101.0580.00.05	\$283.60	\$283.60		APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSE
104.0820.04.06	\$194.46		\$194.46	NONE	NO NEW ADDRESS FOUND IN UE., NO RESPONSE TO MESSAGE LEFT ON PHONE
105.2486.00.10	\$132.21	\$20.61	\$111.60	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSE FROM LETTER
104.1235.00.00	\$226.54	\$57.17	\$169.37	NONE	NO RESPONSE FROM LETTER, NO WORKING PHONE NUMBER, NO NEW INFORMATION ON UE
102.2280.00.01	\$243.64	\$182.92	\$60.72	APPLIED TO FINAL BILL	NEW ADDRESS FOUND, NO RESPONSE
104.1360.00.10	\$367.68	\$78.32	\$289.36	NONE	NEW ADDRESS FOUND, NO RESPONSE TO LETTER OR MESSAGE LEFT ON PHONE

101.2090.00.05	\$208.17	\$13.67	\$194.50	APPLIED TO FINAL BILL	NOT ENOUGH INFORMATION ON FILE TO LOOK UP IN UE, CUSTOMER PHONE IS NO LONGER IN SERVICES
105.2017.00.01	\$135.65	\$6.53	\$129.12	APPLIED TO FINAL BILL	NEW ADDRESS FOUND OUT OF STATE, NO RESPONSE, NO WORKING NUMBER
104.3785.00.12	\$181.15	\$144.08	\$37.07	APPLIED TO FINAL BILL	NEW ADDRESS FOUND OUT OF STATE, NO RESPONSE, NO WORKING NUMBER
103.1350.00.08	\$102.91	\$12.71	\$90.20	APPLIED TO FINAL BILL	NO NEW ADDRESS FOUND IN UE, NO RESPONSED FROM LETTER, LEFT MESSAGE NO RESPONSE
101.2065.14.30	\$371.74		\$371.74	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE MAILED WAS RETURNED, NO WORKING NUMBER
105.3011.00.02	\$226.15	\$97.50	\$129.10	NONE	NO INFORMATION ON FILE, NO RESPONSE FROM LETTERS SENT OUT
105.1500.00.12	\$420.30	\$94.18	\$313.69	APPLIED TO FINAL BILL	NO NEW ADDRESS FOUND IN UE., NO RESONSE TO MESSAGE LEFT ON PHONE
103.1422.00.03	\$159.94		\$159.94	APPLIED TO FINAL BILL	NO NEW ADDRESS FOUND IN UE., NO RESONSE TO MESSAGE LEFT ON PHONE
101.0120.00.07	\$147.19	\$147.19			NO NEW ADDRESS FOUND IN UE., NO RESONSE TO MESSAGE LEFT ON PHONE
105.2020.00.16	\$543.07	\$151.57	\$391.50	NONE	NO NEW ADDRESS FOUND IN UE, MAIL IS BEING RETURNED
101.0866.01.04	\$315.06		\$315.06	NONE	CUSTOMER FILED BANKRUPTCY
104.0820.59.04	\$323.89		\$323.89	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE OUT OF STATE, NO WORKING NUMBER
104.0821.07.00	\$1,083.30		\$1,083.30	NONE	NO REPSONSE TO LETTER, VOICE MESSAGE LEFT ON CUSTOMER PHONE. NO NEW INFORMATION ON UE
103.3340.00.28	\$562.29	\$103.44	\$458.85	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, FOR OUT OF STATE ADDRESS, MAIL IS BEING RETURNED, NO WORKING NUMBER
103.3026.00.17	\$179.27	\$76.28	\$102.99	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSE FROM LETER, NO WORKING NUMBER
102.3920.00.26	\$959.50	\$432.47	\$527.03	APPLIED TO FINAL BILL	NEW ADDRESS FOUND, NO RESPONSE TO LETTER OR MESSAGE LEFT ON PHONE
103.2295.00.10	\$105.66	\$11.60	\$94.06	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSED FROM LETTER OR MESSAGE LEFT FOR CUSTOMER
104.0820.04.07	\$605.51		\$605.51	NONE	NO RESPONSE TO LETTER OR VOICE MESSAGE, NO NEW INFORMATION ON UE
101.0190.00.15	\$137.44	\$51.18	\$86.26	APPLIED TO FINAL BILL	NO NEW ADDRESS FOUND IN UE., NO RESONSE TO MESSAGE LEFT ON PHONE
102.4306.01.02	\$301.53	\$42.81	\$258.72	APPLIED TO FINAL BILL	NO NEW ADDRESS FOUND IN UE, MAIL IS BEING RETURNED

101.1409.00.20	\$116.21		\$116.21	APPLIED TO FINAL BILL	NEW ADDRESS FOUND, MAILED RETURNED, NO WORKING PHONE
104.2410.00.15	\$311.98	\$74.17	\$237.81	APPLIED TO FINAL BILL	NEW ADDRESS FOUND OUT OF STATE, NO RESPONSE, NO WORKING NUMBER
105.1375.00.20	\$790.37		\$790.37	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, MAILED RETURNED
103.2410.04.14	\$713.16		\$713.16	APPLIED TO FINAL BILL	NO RESPONSE TO LETTERS OR VOICE MESSAGES, NO NEW INFORMATION ON UE
101.2105.01.21	\$113.59	\$67.84	\$45.75	NONE	NO INFORMATION ON FILE, NO RESPONSE FROM LETTERS SENT OUT
105.1255.00.12	\$399.07	\$119.72	\$279.35	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSED
105.0720.01.37	\$179.34	\$83.79	\$95.55	NONE	NO RESPONSE TO LETTER OR VOICE MESSAGE, NO NEW INFORMATION ON UE
102.2685.00.03	\$364.85	\$129.39	\$235.46	NONE	NO RESPONSE TO LETTER, NO NEW ADDRESS FOUND IN UE
104.3915.01.19	\$137.76	\$103.12	\$34.64	APPLIED TO FINAL BILL	NEW ADDRESS FOUND IN UE, NO RESPONSE

**TOTAL                    \$20,371.68**

Reviewed by:  City Administrator

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

**Submitted by:** Daniel Gibbs, Acting Public Works Director

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 19-5618** authorizing the Acting Public Works Director to execute a contract change order with Dig-It Construction Inc. for STIP Project No. 17-01 (FC) with remaining fund balances for portions of West Street and Hospital Lane in the City of Susanville from the project for pavement rehabilitation and ADA accessibility upgrades less construction engineering

**PRESENTED BY:** Daniel Gibbs, Acting Public Works Director

**SUMMARY:** In April 2018, Council approved award of STIP project Project No. 17-01 (FC). This project is essentially complete and has a remaining balance for construction, contingencies and construction engineering of approximately \$190,000. Since this project has these additional funds, staff is recommending execution of change order work on West Street and Hospital Lane. The actual extent of work to be performed has yet to be determined. However, staff will negotiate costs with the contractor to accomplish the most amount of work feasible and determine limits that make the most sense for one or both of these streets.

These two streets were included as part of the originally intended project and covered in the environmental clearance approvals received prior to allocation of the funding granted by the State for the construction phase. Estimates prepared at that time and based upon recent pricing relevant to this type of project suggested that adequate funding was not available combined with anticipated costs for material testing and construction engineering. Thus, these two streets were removed from base bid and delayed until adequate funding could be made available.

This work, as with other locations previously completed, includes the installation of a 2.5" thick Type 'B' asphalt pavement, making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, required upgrades to existing access ramps in compliance with the Americans with Disabilities Act (ADA) at intersections (where present) and repair of areas of curb and gutter where not draining properly.

Caltrans typically deems "nearby and adjacent streets" as appropriate for use in expending remaining fund balances for STIP monies allocated to the City. Approval from the office of Division of State Architect and environmental clearances have been obtained previously.

**FISCAL IMPACT:** Funding balances remaining from allotted amounts for the project in the State Transportation Improvement Program (STIP) exceed \$190,000. Remaining balances, if any, will be used to reimburse project specific administrative costs associated with invoicing, project reports and final close out. The City will bear no cost for these projects as they are funded entirely through the STIP program.

**ACTION REQUESTED:** Motion to approve **Resolution Number 19-5618** authorizing the Acting Public Works Director to execute change orders with Dig-It construction of Chester, CA from the remaining project fund balance for street pavement rehabilitation work for STIP Project 17-01 (FC) and authorize the Finance Manager to load the remaining funds in the project budget to be used for construction, contingencies and construction engineering.

**ATTACHMENTS:** Resolution 19-5618

**RESOLUTION NUMBER 19-5618**  
**A RESOLUTION OF THE CITY COUNCIL OF SUSANVILLE AUTHORIZING THE**  
**ACTING DIRECTOR OF PUBLIC WORKS TO EXECUTE CONTRACT CHANGE**  
**ORDERS WITH DIG IT CONSTRUCTION INC. ON STIP PROJECT 'FC' NO. 17-01**  
**FOR PORTIONS OF WEST STREET AND HOSPITAL LANE FROM RICHMOND**  
**ROAD TO WEST STREET**

**WHEREAS**, the City has been allocated funding through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, and construct pedestrian facilities, in amounts not to exceed \$1,846,000 including construction engineering for STIP Project 'FC' or Project No. 17-01; and

**WHEREAS**, the City advertised bids and opened those bids, including additive portions in accordance with California Public Contract Code §4100 et seq; and

**WHEREAS**, said STIP Project has funds remaining in sufficient quantity to complete portions of additional street paving work desired as part of the original project and made a part of the approved environmental clearance documents; and

**WHEREAS**, the City desires to improve these nearby and adjacent streets to the projects with remaining funds within each project as result of savings realized with the management of each project; and

**WHEREAS**, the City of Susanville Public Works Department has determined that Dig-It Construction, Inc. of Chester, California as the lowest responsible bidder should be given consideration for additional compensation with the negotiation of contract change orders at reasonable costs similar to the original bid provided; and

**WHEREAS**, the City has received all necessary and required bonds and insurance, with all remaining in good standing, to authorize the commencement of remaining construction activities for a period of working days based on the limits of available funding and current weather conditions as defined by the State of California under execution of a contract.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville hereby grants authorization for the following:

1. Acting Director of Public Works to execute contract change orders not to exceed the available project balances for STIP Project 'FC' Pavement Rehabilitation Project No. 17-03 in the City of Susanville; and
2. Work performed shall include pavement rehabilitation, associated ADA accessibility upgrades and other street related improvements on West Street and Hospital Lane as remaining project funds allotted specifically for construction and construction engineering allow; and
3. Authorize the Finance Manager to increase the project budgets to the full amount allocated by the State for construction on this project including contingencies and construction engineering.

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 20<sup>th</sup> day of February, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM:

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

Reviewed by: Da Interim City Administrator

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

**Submitted by:** Kevin Jones, Police Chief

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5620 amending the Police Officer Trainee Agreement

**PRESENTED BY:** Kevin Jones, Police Chief

**SUMMARY:** The Police Department is proposing to amend Resolution No. 18-5524 to include language authorizing reimbursement for Trainees who are hired while in the Academy, and exclude language of penalties for Police Trainees who do not complete 36 months of service. This is consistent with a recent survey of Cal-Chiefs and case law.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5620 amending the Police Officer Trainee Agreement.

**ATTACHMENTS:** Resolution No. 19-5620  
Resolution No. 18-5524

**RESOLUTION NO. 19-5620**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING POLICE OFFICER TRAINEE AGREEMENT AND AUTHORIZING**  
**CITY ADMINISTRATOR TO EXECUTE SAID AGREEMENT**

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

**WHEREAS**, it is sometimes difficult to fill vacancies with POST certified lateral candidates; and

**WHEREAS**, the City has an opportunity to obtain highly qualified candidates currently in the police academy and sponsor candidates in the academy; and

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

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

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 20<sup>th</sup> day of February, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

## POLICE OFFICER TRAINEE AGREEMENT

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

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

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

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

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

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

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

WHEREAS, in consideration of CITY paying for EMPLOYEE's California Commission on Peace Officer Standards and Training (P.O.S.T.) \_\_\_\_\_ Basic Law Enforcement Academy education and training, EMPLOYEE agrees to work for CITY for at least thirty-six (36) months.

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

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

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

SECTION 3: CITY will pay for all customary P.O.S.T. Academy tuition, materials and expenses for EMPLOYEE to attend the \_\_\_\_\_ Law Enforcement Academy starting \_\_\_\_\_, 20\_\_\_\_ and ending \_\_\_\_\_, 20\_\_\_\_. For EMPLOYEES hired currently attending the Academy, CITY will reimburse the cost of tuition, materials and expenses upon successful completion of the ACADEMY and proof of payment(s).

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

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

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

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

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

SECTION 9: EMPLOYEE agrees that upon successful completion of the P.O.S.T. Academy, and promotion to Police Officer, he or she will remain with CITY (absent release from probation or separation) for at least thirty-six (36) months commencing on the first day EMPLOYEE began employment as a sworn Police Officer.

SECTION 10: EMPLOYEE acknowledges that, as a Police Officer Trainee, promotion to a sworn Police Officer position is not automatic and is contingent upon successful completion of the P.O.S.T. Academy and the final review of the Chief of Police. Upon promotion to Police Officer, EMPLOYEE will serve a probationary period of twelve (12) months in accordance with the City Personnel Rules and Regulations and applicable Memorandum of Understanding.

SECTION 11: EMPLOYEE acknowledges that EMPLOYEE has had a minimum of three (3) days to examine this Agreement, and has been advised that EMPLOYEE has the right to consult with an advisor or attorney prior to entering into this Agreement; and, that EMPLOYEE has read all provisions of this Agreement and fully understands its content and meaning.

SECTION 12: It is expressly agreed and understood by the Parties hereto that if any provision of this Agreement is held to be invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of this Agreement shall remain in full force and effect.

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

CITY OF SUSANVILLE

By: \_\_\_\_\_  
City Administrator

ATTEST:

\_\_\_\_\_  
Kevin L. Jones, Chief of Police

EMPLOYEE:

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Name

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney

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

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

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

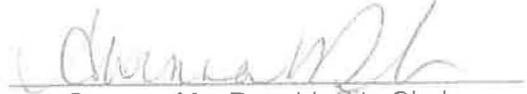
**WHEREAS,** the City has an opportunity to obtain high quality candidates and sponsor them in the policy academy; and

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

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

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

APPROVED:   
Kathie Garnier, Mayor

ATTEST:   
Gwenna MacDonald, City Clerk

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

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

  
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:   
Jessica Ryan, City Attorney

## POLICE OFFICER TRAINEE AGREEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF SUSANVILLE

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

ATTEST:

\_\_\_\_\_  
Kelley Merritt, Acting Chief of Police

EMPLOYEE:

\_\_\_\_\_  
Name

APPROVED AS TO FORM:

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

Reviewed by:  Interim City Administrator

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

**Submitted by:** James M. Moore, Fire Chief

**Action Date:** February 20, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Implementation of new budget policy regarding out of area fire revenues

**PRESENTED BY:** James M. Moore, Fire Chief

**SUMMARY:** Each year the Fire Department has the opportunity to send paid and volunteer staff out of the area (Lassen County) for the purpose of assisting in wildfire suppression throughout the State. Annually the Fire Department accounts for the revenues and expenditures related to the out of area fires. When the Fire Department started using our own engines for these responses we realized an additional revenue for the rental cost of the engine. Historically at year end reconciliation the City would realize between 20 and 25% revenue over expenditure surplus, with the addition of the engine rental factored into the equation last year, that percentage jumped to approx. 100%. We are proposing each year in September after final reconciliation of the past fiscal years out of area fire funds to divide the remaining balance equally between Administration, Police, and Fire, additionally these funds are proposed to be deposited into their respective facility and equipment funds to accrue year over year. These accounts are restricted for use by council approval for equipment and facility replacement or repair.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion directing staff to bring back amended budget policy.

**ATTACHMENTS:** None