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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**  
**June 5, 2019 – 7:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 19-5668*

*Next Ordinance No. 19-1016*

- 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:** No business.
- 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: Chief Kevin Jones*
  - *Proclamations, awards or presentations by the City Council:*  
***Lassen High School Valedictorian and Salutatorian***
- 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 April 22 and May 1, 2019 meetings
  - B     Approve **Resolution No. 19-5661** approving fiscal year 2018/2019 Risk Management services budget amendment
  - C     Approve **Resolution No. 19-5659** approving Supplement Agreements
  - D     Approve **Resolution No. 19-5657** authorizing SB1 Project Approval
  - E     Approve **Resolution No. 19-5663** approving contract with Plumas Sierra Rural Electric for Fiber Optic services at 66 North Lassen Street

F Approve sale of City Surplus Vehicles and Equipment through Public Auction

**7 PUBLIC HEARINGS:**

A Consider **Resolution No. 19-5634** establishing and adopting Schedule of Fees for Fiscal year 2019/2020

B Consider **Resolution No. 19-5664** authorizing Weed and Rubbish assessment and liens against certain real properties located within the City of Susanville:  
APN: 103-330-18/ 63 North Weatherlow

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9 NEW BUSINESS:**

A Consider approval of vendor warrants numbered 203887 through 204063 for a total of \$740,631.66 including \$470,202.05 in payroll warrants

B Consider approval of **Resolution No. 19-5655** awarding 2012 STIP SC4 Project No. 18-01 project to Dig It Construction, Inc.

C Consider approval of **Resolution No. 19-5656** awarding 2012 STIP SC5 Project No. 18-02 Dig It Construction

D Consider approval of **Resolution No. 19-5658** awarding bid for Main Street sidewalk repairs and replacement to Impact Construction

E Consider approval of **Resolution No. 19-5660** approving and adoption Debt Management Policy

F Consider approval of **Resolution No. 19-5662** accepting HUSA Annual Report and setting Public Hearing

G Consider approval of **Resolution No. 19-5665** approving and adopting Lassen County and City of Susanville Emergency Operations Plan (EOP)

H Consider approval of contract with Buxton Company and Local Store Marketing and authorizing Mayor to execute agreement

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

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

**12 CONTINUING BUSINESS:** No business.

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

**14 COUNCIL ITEMS:**

A AB1234 travel reports:

**15 ADJOURNMENT:**

▪ **The next regular meeting of the Susanville City Council will be held on June 19, 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 systems problems posting to the website.*

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for June 5, 2019 in the areas designated on May 31, 2019.



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

Reviewed by:  City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's April 22 and May 1, 2019 meetings.

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's April 22 and May 1, 2019 meetings.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's April 22 and May 1, 2019 meetings.

**ATTACHMENTS:** Minutes: April 22, 2019  
May 1, 2019

**SUSANVILLE CITY COUNCIL**  
**Special Meeting Minutes**  
**April 22, 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, Public Works Director; Jessica Ryan, City Attorney; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk

**1 APPROVAL OF THE AGENDA**

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

**2 PUBLIC COMMENT** No comments.

**3 CLOSED SESSION** No business.

**4 SCHEDULED MATTERS:**

**4A Consider Resolution No. 19-5643 authorizing execution of a change order with Dig It Construction for the placement of Water Main at the Johnstonville Road and Skyline intersection** Mr. Newton explained that with construction beginning on the new Skyline Extension project from Johnsonville Road to Highway 36, the point where the road intersects Johnstonville Road will be greatly impacted from the installation of a new traffic signal, intersection widening and transition paving. Staff is proposing to coordinate the installation of a section of new 14 inch water main with the project to minimize the impact of having to disturb the signal, loop detection and striping in the future as new development and future connections are planned. The existing water main is subject to excessive leaks and a change order with Dig It Construction can be negotiated to be funded by the City's Water Capital Improvement Fund. The estimated cost for the project is \$127,000.

Councilmember Wilson asked if the income projections for the Capital Improvement Account were fairly accurate.

Mr. Newton responded that they were slightly less than anticipated, and there is approximately \$500,000 in the account.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5643; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

**4B Consider Resolution No. 19-5644 adopting a proposed list of street maintenance projects for fiscal year 2019/2020 in accordance with the Road Repair and Accountability Act (RMRA) and authorize submittal to the State** Mr. Newton explained that the Road Repair and Accountability Act requires that local agencies submit a list of projects approved and adopted by Resolution each year in order to be considered for funding through SB1. The City is eligible to receive \$297,052 annually, provided that the City completes its Maintenance of Effort or MOE, which is estimated at \$166,717 in General Fund spending. Mr. Newton provided the list of proposed streets and described the maintenance planned for each.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve Resolution No. 19-5644; motion carried unanimously. Ayes: Wilson, Franco, Schuster, Moore and Stafford.

**4C Consider Resolution No. 19-5645 authorizing the purchase of equipment for the Diamond Mountain Golf Course** Ms. Savage reported that the rotary mower for the Golf Course had a major breakdown, and could not be repaired. It was brought into service after the mower purchased in 2014 lost its transmission, and the engine on the current machine was replaced in 2016 for \$7,000. The Golf Course Operations Manager has been researching replacement options and has not been successful in locating a used machine. A new mower is estimated to be \$12,400 to include taxes and delivery charges. The Golf Course is headed in the right direction, however the City needs a mower to be able to operate.

There was a general discussion regarding improvements to the Course, improving Rounds Played, the condition of the well pump, and options to serve food and beverages to the golfers.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5645; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

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

The meeting adjourned at 3:24 p.m.

Respectfully submitted by

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

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

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

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**May 1, 2019– 7:00 p.m.**

Meeting was called to order at 7:00 p.m. by Mayor Stafford.

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

Staff present: Mike Wilson, City Administrator; Jessica Ryan, City Attorney; Dan Newton, Public Works Director; Kevin Jones, Police Chief; James Moore, Fire Chief; Quincy McCourt, Project Manager; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk

**1      APPROVAL OF AGENDA:**

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

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

**3      CLOSED SESSION:** No business.

**4      RETURN TO OPEN SESSION:**

Mike Wilson provided the Thought of the Day.

Mr. Wilson informed the Council that two of the presentations were being pulled due to a scheduling conflict.

Elizabeth Darley presented the Community Star Award to the Chief Kevin Jones and the Susanville Police Department.

**5      BUSINESS FROM THE FLOOR:**

**Johnathan Chan** spoke on behalf of a group of youth and young adults who are interested in revitalizing the Skate Park at Memorial Park. Mr. Chan discussed the positive benefits of skateboarding, and said that there are approximately 50 people in the group who would like City support for fund raising and efforts to take back the park from the criminal element that the skate park has become known for. They plan on contributing the money to improvements to the Park, and want to make it a positive place for young people to enjoy skateboarding.

Mr. McCourt commented that he attended the first meeting that the group held to discuss the fund raising effort and he understands the struggle to increase attendance at community workshops. The turnout for the group was amazing, and the positive atmosphere and enthusiasm was very encouraging to see.

Mayor pro tem Franco spoke in support of the volunteer effort to make a contribution to the community in such a positive way.

Councilmember Schuster agreed, and confirmed that the group was looking for Council support of the fundraising effort.

**Gary Felt**, Lassen Chamber of Commerce Board President, advised the Council that the Chamber Board has determined that the Rural America Import/Export Expo which had been planned was now being put

on hold. There were simply too many loose ends, and rather than do a poor job of hosting the event, it was decided that it would be put off a year.

**Jamie Wright** presented the Susanville Fire Department with the Soroptomist Community Start Award.

**Thomas Herrera** updated the City Council on the activity regarding the formation of a volunteer committee. As a citizen and small business owner, it is concerning to learn that the Susanville Fire and Police Departments will be at risk in 3 years unless the City can identify additional funding. He thanked the Council for their support of the volunteer effort, and spoke generally regarding options to increase play at the Diamond Mountain Golf Course.

**John Rupley** discussed progress on identifying the site for a future dog park. He requested that pending action to move forward with negotiations with the County for their property on North Mesa Street, if the City could continue with plans to build a park at Skyline.

**Andy Rupley** asked about the ADA transition for the new sidewalks that are being installed around town.

Mr. Newton explained the State and Federal funding mechanisms for street repairs, and said that the focus is normally on the blacktop. The Department has a grinder and can knock off rough edges from the sidewalks, but the responsibility for the majority of the sidewalks falls on the property owner. It is a portion of the infrastructure that can tend to be expensive.

**6**      **CONSENT CALENDAR:**

- A      Approve minutes from the City Council’s April 3, 2019 meeting
- B      Receive and file Monthly Finance Reports: March 2019
- C      Approve Resolution No. 19-5638 approving City Council Committee appointments
- D      Approve Resolution No. 19-5650 approving ground lease with Brandon and Jolene Phillips for Hangar #2 at the Susanville Municipal Airport
- E      Consider Resolution No. 19-5646 authorizing the Mayor to execute a quitclaim deed for the transfer of ownership for properties to the City of Susanville

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

**7**      **PUBLIC HEARINGS:** No business.

**8**      **COUNCIL DISCUSSION/ANNOUNCEMENTS:** Commission/Committee reports: No business.

**9**      **NEW BUSINESS:**

**9A**      **Consider approval of vendor warrants numbered 203616 through 203674 for a total of \$421,714.05 including \$184,785.27 in payroll warrants** Ms. Savage reviewed the vendor warrant report for the period ending April 5, 2019.

Motion by Councilmember Wilson, second by Mayor pro tem Franco, to approve the Vendor Warrant report; motion carried. Ayes: Wilson, Franco, Moore and Stafford. Abstain: Schuster.

**9B**      **Consider approval of Temporary Summer employees for the Public Works Department** Mr. Newton reviewed a proposal to hire four summer employees from the period of June 10 through August 14 to assist with a variety of projects and routine maintenance tasks for the Water and Streets Division and the Fire Department. The City has successfully utilized an Engineering student from UNR, and has identified a number of tasks that could be performed by high school and college age workers, which

would free up full time staff to focus on other duties. Staff proposes the cost of four summer interns to be approximately \$12,000.

There was a general discussion regarding code enforcement activities, budget to fund cleanup effort through the Risk Management fund, and the necessity of cleaning up City properties as part of the Property Maintenance compliance effort.

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

**9C Consider Ordinance No. 19-1015 repealing and replacing Section 15.040.090 F. of the Susanville Municipal Code** Chief Moore explained that the law requires that businesses in the community are inspected by the fire department on an annual basis. There are approximately 700 businesses in Susanville that require inspections, and with increased call volumes this is becoming harder to accomplish. Other agencies have successfully implemented a self-inspection program for low impact businesses. The business owners are provided forms and guidance, and they are able to conduct an inspection of their premises and file the report with the Department. A low-risk business would be professional offices such as attorneys, insurance sales and that type of business. This would reduce the number of businesses that the Department must inspect by between 200 and 250 per year. The amendment to the Municipal Code would allow the fire department to implement this program, and non-compliant business owners would be assessed an inspection fee for failure to self-certify.

There was a discussion regarding compliance rates, the effectiveness of the program in Redding, and Councilmember Wilson asked if the building owner or tenant would be the one responsible for paying the fee for non-compliance.

Chief Moore responded that the Department typically works with the business owner, or tenant, and the program is working well in Redding. He added that the Council could amend the fee portion of the ordinance, but he supports an incentive to business owners to participate in the program. Self-certification by a business owner can be completed at their own schedule and does not represent a large amount of time for individual businesses but it is difficult to keep up with 700 businesses a year with the existing staffing levels.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to waive the first reading and introduce Ordinance No. 19-1015; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

**9D Consider Resolution No. 19-5647 authorizing support of SB 230 Police Use of Force and Consider Resolution No. 19-5648 authorizing opposition to AB 392, Police Use of Force** Chief Jones reviewed the proposed legislation and impact on law enforcement communities throughout California, should SB230 and AB392 pass. The California Police Chiefs Association has requested the support of agencies by way of authorizing resolutions in support of SB230, and in opposition to AB392. SB230 would set use of force policing standards, policies, practices, training and reporting. AB392 proposes to remove the established 'objectionably reasonable standards' on use of force incidents. The use of force would be restricted to those situations that were deemed necessary after the fact, and would make an officer's use of force a criminal charge if the circumstances were determined to be unnecessary. This creates a dangerous situation for officers who are making split-second decisions to safeguard the lives of the community and fellow officers, and would have a devastating impact on law enforcement in California.

Motion by Councilmember Moore, second by Councilmember Wilson, to approve Resolutions 19-5647 and 19-5648; motion carried unanimously. Ayes: Moore, Wilson, Schuster, Franco and Stafford.

**9E Consider Resolution No. 19-5649 authorizing amendment to Personnel Regulations regarding sick leave donation** Mr. Wilson explained that the City's existing policy as adopted in 1990 allows the donation of sick leave time to employees who are ill or have experienced an off-the-job injury is limited to the donation by members of the same Department. The City's workforce is relatively new, and with diminished staffing levels, it is proposed to allow employees from any Department to contribute sick leave to an employee who may be in need. No more than fifty percent of the leave bank can be donated and whatever is unused would revert to the original employee after the ill or injured employee has returned to work.

Motion by Mayor pro tem Franco, second by Councilmember Schuster, to approve Resolution No. 19-5649; motion carried unanimously. Ayes: Franco, Schuster, Moore, Wilson and Stafford.

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

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

**12 CONTINUING BUSINESS:** No business.

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A Weed Abatement Deadline** Chief Moore reported that the City's weed abatement deadline has been established as June 24<sup>th</sup> for the upcoming fire season. After June 24<sup>th</sup>, any condition determined to pose a hazard will be abated according to Section 8.28 of the Susanville Municipal Code, and occupants or property owners may be cited for failure to comply, and may be charged for any fire suppression costs.

**13B Police Department Update** Chief Jones presented information and statistics for the period of Juan through April 2019, comparing the first quarter of 2018 with the first quarter of 2019. He reviewed information related to staffing levels from 1999 through the present, noting the number of sworn officers in 2006 dropped from 23 to 17 current sworn officers. He reviewed Services provided by the Department, Focused Goals, Facility Improvements, public outreach events and provided an update regarding the K-9 program.

**13C Police Records Management System Update** Chief Jones discussed the bids submitted and the review committee was in the process of evaluating the information, contacting other existing customers and would be preparing a presentation to the City Council. The Council would be making the final decision and of course the cost to transfer data is going to be significant. The City is only one of three agencies who are still utilizing this system, with the Sheriff's Department being the second.

**14 COUNCIL ITEMS:**

**14A AB1234 travel reports:**

**15 ADJOURNMENT:**

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

Meeting adjourned at 8:43 p.m.

Respectfully submitted by

\_\_\_\_\_  
Gwenna MacDonald, City Council

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

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

Reviewed by:  City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5661** Approving and authorizing increase to Risk Management budget for professional services.

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

**SUMMARY:** The City of Susanville is a member of the SCORE (Small Cities Organized Risk Effort) JPA that provides insurance coverage for the City such as Worker's Compensation, Liability and Property. Periodically SCORE sends out appraisers to each of its member Cities to assist them with insuring their buildings and fixed assets with current values for replacement. The City worked with the SCORE appraiser in April and has renewed its property policy with more up to date values. When the original Risk Management budget was adopted in July, the cost of this services was not included. Staff is requesting to increase the Risk Management Budget in the amount of \$4,182 for this property appraisal fee.

**FISCAL IMPACT:** \$4,182 from Risk Management fund balance. Current available balance is approximately \$80,000.

**ACTION REQUESTED:** Motion to approve Resolution 19-5661 approving and authorizing an increase to the Risk Management budget for Fiscal Year 2018-2019 of \$4,182.

**ATTACHMENTS:** Resolution No. 19-5661

**RESOLUTION NO. 19-5661**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING INCREASE TO 2018-2019 RISK MANAGEMENT**  
**BUDGET FOR PROFESSIONAL SERVICES**

**WHEREAS**, the City of Susanville is a member of the Small Cities Organized Risk Effort (SCORE); and

**WHEREAS**, the City maintains insurance coverage on its various properties through SCORE; and

**WHEREAS**, the City is required to have its properties appraised as part of its insurance coverage,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes the increase to the 2018-2019 Risk Management budget in the amount of \$4,182 payable to SCORE for this property appraisal fee.

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

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

The foregoing Resolution No. 19-5661 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5<sup>th</sup> day of June 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

Reviewed by: [Signature] City Administrator  
[Signature] Public Works Director

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

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution 19-5659 authorizing Mayor to sign the Program Supplement Agreements (PSA) for paving projects SC-4 and SC-5.

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

**SUMMARY:** The Susanville Rehabilitation SC-4 and SC-5 projects are pavement overlay projects that will rehabilitate various streets in the City of Susanville. The projects are scheduled to be completed this construction season. The following streets are included in Project No. SC-4 & SC-5:

SC-4 - Project No. 18-01

- Covina Street
- Laverne Street
- Limoneria Avenue
- Monrovia Street
- Orange Street
- Santa Paula Street
- Upland Street

SC-5 - Project No. 18-02

- Ashley Way
- Barbara Street
- Brian Court
- Cameron Way
- Gail Way
- Renae Drive

These PSA's include the funding provided for the environmental, design and construction phases of each project. The total amount in these agreements includes \$5,000 for environmental and \$30,000 for design. With the construction portion included, the agreements total \$990,000 and \$991,000 for SC4 and SC5.

Bids were opened on May 9, 2019 for the construction phase allocation of \$955,000 and \$956,000 respectively. Consideration of award of these projects is scheduled for the June 5, 2019 Council meeting. The projects will commence with construction activities as soon as possible and should be completed by the end of September of 2019 barring any delays due to weather or issues with site conditions.

**FISCAL IMPACT:** Funding for these projects come from the STIP. No local match is required. The Program Supplement Agreements are required for the State to reimburse the City for the cost of the projects.

**ACTION REQUESTED:** Adopt Resolution 19-5659 authorizing Mayor to sign the Program Supplement Agreements for paving rehabilitation projects SC-4 and SC-5.

**ATTACHMENTS:** Resolution 19-5659  
Program Supplement Agreement SC -4 (No. N09 Rev 1)  
Program Supplement Agreement SC-5 (No. N10 Rev 1)

RESOLUTION NUMBER 19-5659

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING MAYOR TO EXECUTE PROGRAM SUPPLEMENT AGREEMENT NO. N09 AND N10 Rev. 1 TO ADMINISTER AGENCY-STATE AGREEMENTS FOR STATE FUNDED PROJECTS NO. 00050S IN THE AMOUNT OF \$990,000 AND \$991,000 FOR PROJECT FUNDS FROM THE CALIFORNIA DEPARTMENT OF TRANSPORTATION THROUGH THE STATE TRANSPORTATION IMPROVEMENT PROGRAM FOR THE DELIVERY OF THE SUSANVILLE REHABILITATION SC4 & SC5 PROJECTS.

**WHEREAS**, the City of Susanville has been allocated funding through the State Transportation Improvement Program to complete the environmental permitting, design and construction work to rehabilitate various city streets as indicated in Attachment 'A'; and

**WHEREAS**, the State of California, Department of Transportation (Caltrans) requires the City to enter into a Program Supplement Agreement to receive reimbursement for all project related costs; and

**WHEREAS**, Caltrans has prepared Program Supplement Agreement N09 and N10 Rev. 1 to Administering Agency-State Agreement for State Funded Projects NO. 00050S.

**NOW THEREFORE BE IT RESOLVED**, that the Mayor of the City of Susanville is hereby authorized to execute Program Supplement Agreements No. N09 & N10 Rev. 1 to Administering Agency-State Agreement for State Funded Projects No. 00050S.

Dated: June 5, 2019

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 5th day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**ATTACHMENT 'A' - for Resolution 19-5659**

SC-4 - Project No. 18-01

Covina Street - Monrovia to Santa Paula  
Laverne Street - Sunkist to Upland  
Limoneria Avenue - Monrovia to Sunkist  
Monrovia Street - Covina to Limoneria  
Orange Street - Alexander to Laverne  
Santa Paula - Covina to Sunkist  
Upland Street - Covina to Laverne

SC-5 - Project No. 18-02

Ashley Way - Barbara to Shawn  
Barbara Street - Cameron to Skyline  
Brian Court - Gail to Shawn  
Cameron Way - Numa to Paiute  
Gail Way - Shawn to Skyline  
Renaë Drive - Paiute to Southerly Cul-de-sac

**PROGRAM SUPPLEMENT NO. N10 Rev. 1**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR STATE FUNDED PROJECTS NO 00050S**

**Adv Project ID**                      **Date:** April 30, 2019  
0215000104                      **Location:** 02-LAS-0-SUSV  
**Project Number:** RPL-5116(021)  
**E.A. Number:**  
**Locode:** 5116

This Program Supplement, effective 03/26/2015, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00050S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 04/26/07 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:**

In Susanville (Project SC-4), various streets in the Mill District South of Riverside Drive and East of Alexander Street

**TYPE OF WORK:** Road Rehabilitation with associated ADA upgrades

Estimated Cost	State Funds		Matching Funds	
	STATE	LOCAL	OTHER	
\$990,000.00	\$990,000.00	\$0.00	\$0.00	

**CITY OF SUSANVILLE**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
Department of Transportation

By \_\_\_\_\_  
**Chief, Office of Project Implementation**  
**Division of Local Assistance**  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

**Accounting Officer** \_\_\_\_\_

**Date** 4/30/19                      \$990,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

**SPECIAL COVENANTS OR REMARKS**

1. This PROJECT is programmed to receive funding from the State Transportation Improvement Program (STIP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. The start of reimbursable expenditures is restricted to the later of either 1) the effective date of the Master Agreement, 2) the effective date of the PROGRAM SUPPLEMENT, or 3) the effective date of the component specific allocation.

2. STATE and ADMINISTERING AGENCY agree that additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE approved Allocation Letter and Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.
3. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. An approved time extension will revise the timely use of funds criteria, outlined above, for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof.

Documentation for approved supplementary allocations, time extensions, and fund transfers between components will be a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

4. This PROJECT will be administered in accordance with the CTC STIP guidelines, as adopted or amended, and the STATE Procedures for Administering Local Grant Projects in the State Transportation Improvement Program (STIP), the Local Assistance Program Guidelines, and the Local Assistance Procedures Manual. The submittal of invoices for project costs shall be in accordance with the above referenced publications and the following.
5. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits, plans specifications & estimate, and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion to make the final payment to the contractor and prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.
6. All obligations of STATE under the terms of this Agreement are subject to the

**SPECIAL COVENANTS OR REMARKS**

appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage of the State Budget Act containing these STATE funds.

7. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer immediately after the award. Failure to do so will cause delay in processing the invoices for the construction component. As a minimum, the award information should have the following: Project number, project description, PPNO, date the project was advertised, award amount, bid opening date, award date and estimated completion date.
8. This PROJECT is subject to the timely use of funds provisions enacted by Senate Bill 45 (SB 45), approved in 1997, and subsequent CTC guidelines and State procedures approved by the CTC and STATE, as outlined below:

Funds allocated for the environmental & permits, plan specifications & estimate, and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and complete the construction or vehicle purchase contract within 36 months of award.

9. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

10. Any State and Federal funds that may have been encumbered for this project are

**SPECIAL COVENANTS OR REMARKS**

available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

11. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).

**PROGRAM SUPPLEMENT NO. N09 Rev. 1**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR STATE FUNDED PROJECTS NO 00050S**

**Adv Project ID**            **Date:** April 30, 2019  
0215000103            **Location:** 02-LAS-0-SUSV  
**Project Number:** RPL-5116(020)  
**E.A. Number:**  
**Locode:** 5116

This Program Supplement, effective 03/26/2015, hereby adopts and incorporates into the Administering Agency-State Agreement No. 00050S for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 04/26/07 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. \_\_\_\_\_ approved by the ADMINISTERING AGENCY on \_\_\_\_\_ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

**PROJECT LOCATION:**

In Susanville on various streets. Project SC-5. Rehab roadway, drainage improvements, ped facilities.

**TYPE OF WORK:** Road Rehabilitation

Estimated Cost	State Funds		Matching Funds	
	STATE		LOCAL	OTHER
\$991,000.00	\$991,000.00		\$0.00	\$0.00

**CITY OF SUSANVILLE**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_

**STATE OF CALIFORNIA**  
**Department of Transportation**

By \_\_\_\_\_  
**Chief, Office of Project Implementation**  
**Division of Local Assistance**  
Date \_\_\_\_\_

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer: \_\_\_\_\_

Date 4/30/19

\$991,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT

**SPECIAL COVENANTS OR REMARKS**

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**SPECIAL COVENANTS OR REMARKS**

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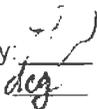
10. Any State and Federal funds that may have been encumbered for this project are

**SPECIAL COVENANTS OR REMARKS**

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11. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).

Reviewed by:  City Administrator  
 Public Works Director

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

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5657 adopting a revised list of street maintenance projects for Fiscal Year 2019-20 per the Road Repair and Accountability Act (RMRA) to submit to the State

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

**SUMMARY:** Attached is a revised project list for adoption and submittal comprising streets within the City that staff is recommending be targeted for these types of maintenance. This list is the same as previously adopted on April 22, 2019 special Council meeting. However, it contains additional information now required by the State to be considered complete and therefore accepted as part of the SB1 program.

The State requires that local agencies submit a list of projects adopted by each local agency via resolution each fiscal year on or before May 1 to receive funds. Staff submitted the required information prior to the deadline but was provided notice of a lack of additional information within the submittal.

These funds are associated with any that may be available under the Road Maintenance and Rehabilitation Account (RMRA) also known commonly as SB1. The amount of the funds available for pavement work to the City is remains estimated at \$297,052 for FY 19/20. The maintenance program for streets is focused on those recently repaved or rebuilt.

Maintenance proposed includes 1) fog seal for recently paved streets; 2) crack sealing for streets in good condition but exhibiting signs of transverse cracking; and 3) slurry seals that provide a thicker more penetrating seal coat for streets paved approximately 5-10 years ago and remain in good condition. Many streets proposed for maintenance will receive a combination of crack sealing and slurry depending on the frequency and severity of the cracks. Others may only receive fog or slurry seal depending their condition.

**FISCAL IMPACT:** Maintenance and rehabilitation funds through the RMRA program require a matching MOE from the General Fund each fiscal in the amount of \$166,717 in order to receive the \$297,052.

**ACTION REQUESTED:** Motion to approve Resolution 19-5657 authorizing the Public Works Director to submit the revised list of proposed eligible projects for the FY 2019-20 to the State so that funds for asphalt maintenance as available through the RMRA program will be received.

**ATTACHMENTS:** Proposed Resolution 19-5657  
 Exhibit 'A' – Revised List of Proposed Streets for Maintenance

**RESOLUTION NUMBER 19-5657**

**A RESOLUTION BY THE CITY COUNCIL OF SUSANVILLE ADOPTING THE FISCAL YEAR 2019/2020 LIST OF PROJECTS FOR MAINTENANCE FUNDED BY SB1: IN COMPLIANCE WITH THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, it is the desire of City of Susanville to acquire certain funds as made available from the State in compliance with the Road Repair and Accountability Act of 2017 (Chapter 5 of, Statutes of 2017) also known as Senate Bill 1 (SB 1) to address transportation funding shortfalls, and

**WHEREAS**, the City of Susanville is required to adopt by resolution a list of projects proposed to receive fiscal year funding from the RMRA as created by SB1 which includes descriptions, locations and schedules of implementation along with useful life; and

**WHEREAS**, the City of Susanville is estimated to receive approximately \$297,052 over the course of the fiscal year to use in participating in an annual streets maintenance program and allowed under the Road Maintenance and Rehabilitation Fund (RMRA) anticipated to be made available commencing with the Fiscal Year 2019-2020; and

**WHEREAS**, the State of California requires submittal of a list of candidate locations intended for maintenance and/or rehabilitation be provided prior to the State on or before May 1 of each year; and

**WHEREAS**, the City of Susanville has prepared a list of street segments suitable for maintenance measures in order to secure said funds and participate in the Act with the intent of funding a maintenance program through full compliance with the RMRA; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found City streets are at-risk and in need of repair to ensure good quality for maintenance and rideability purposes thus justifying the RMRA as an overall investment in local streets with a focus on maintenance and safety to provide a significant and positive benefit to the community.

**NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND** by the City Council of the City of Susanville that it hereby adopts the attached list of list candidate streets identified as Exhibit 'A' to be funded in-part or solely with FY 19/20 RMRA revenues for the purpose of maintenance measures and to secure funds from the State in compliance with Senate Bill 1 and the Road Repair and Accountability Act of 2017.

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 5<sup>th</sup> day of June, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney



Reviewed by:  City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5663** approving the contract with Plumas Sierra Rural Electric Company (PSREC) for fiber internet service

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

**SUMMARY:** The City of Susanville currently pays \$840/month for Fiber Internet to City Hall. The speed is 40mb/s on a dedicated fiber. In an effort to increase speed to 25 times faster and to decrease spending, staff is recommending renewing the Internet contract with Plumas Sierra Rural Electric Company (PSREC) to a shared fiber with 1,000mb/s by 1,000mb/s, or 1 Gig. This will enhance the Internet reliability and decrease annual costs by \$3,873.00.

1. Accept the PSREC contract
2. Authorize the Mayor to sign the contract on behalf of the City of Susanville

**FISCAL IMPACT:** Annual Savings of \$3,873.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5663 approving the contract with Plumas Sierra Rural Electric Company for shared fiber internet services and authorizing Mayor to sign

**ATTACHMENTS:** Resolution No. 19-5663  
PSREC Contract

**RESOLUTION NO. 19-5663**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING THE CONTRACT WITH PLUMAS SIERRA RURAL ELECTRIC**  
**COMPANY (PSREC) FOR FIBER OPTIC SERVICE AT 66 NORTH LASSEN**

**WHEREAS**, the City of Susanville currently pays for Internet services to its location at 66 North Lassen Street; and

**WHEREAS**, the current City Hall Internet Speed is 40mb/s; and

**WHEREAS**, in an effort to increase speed and decrease annual spending, staff recommends executing a new 3-year contract with PSREC; and

**WHEREAS**, upgrading from a dedicated fiber to a shared fiber will provide 1 Gig of Internet speeds and a significant savings; and

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville approves the PSREC three year contract switching from 40mb/s of dedicated fiber to 1 Gig of shared fiber and authorizes the Mayor to sign the contract.

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

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

The foregoing Resolution No. 19-5663 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th day of June, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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



# FIRM ORDER COMMITMENT

DATE: 5/29/2019  
 Billing Account: CTR20194090  
 Expiration Date: June 12, 2019

<b>CUSTOMER NAME</b>	City of Susanville
<b>BILLING ADDRESS</b>	66 N. Lassen Street
<b>CITY STATE ZIP</b>	Susanville, CA 96130
<b>CONTACT</b>	Quincy McCourt
<b>PHONE</b>	530-252-5110
<b>EMAIL</b>	qmccourt@cityofsusanville.org

<b>SERVICE LOCATION</b>	City Hall
<b>SERVICE ADDRESS</b>	66 N. Lassen Street
<b>CITY STATE ZIP</b>	Susanville, CA 96130
<b>CONTACT</b>	Quincy McCourt
<b>PHONE</b>	530-252-5110
<b>EMAIL</b>	qmccourt@cityofsusanville.org

Salesperson	Job	Payment Terms	Due Date
J. Okoneski		Net 30	

Qty	Description	Unit Price	Line Total
1.00	PST Shared Business Broadband Service - 1000mb x 1000mb Internet Access	\$ 509.00	\$ 509.00
1.00	Billing Change & Activation	\$ 99.00	\$ 99.00
	<b>THREE-YEAR Service Agreement</b>		
	<b>FEDERAL TAX ID NUMBER:</b>		
	Shared Business Services are given a lower priority than Dedicated service for package priority and .		

<b>Monthly Recurring Charges</b>	\$ 509.00
<b>Non-Recurring Charges</b>	99.00
<b>TOTAL</b>	<b>\$ 608.00</b>

Order prepared by: Joseph Okoneski

This is a Customer Order on the goods named, authorizing entry to the customer premise to install the Broadband Services ordered and to maintain and repair the fiber-optic service, associated conduit, and repair or replace electronics including inside buildings. By signing this Commitment, I agree to be bound by the terms and conditions of the PST Acceptable Use Policy and the PST Business Broadband Lease and Service Agreement, which can be found at www.pst.coop. The equipment installed at the Customer premise is the sole property of PST and is being leased to Customer. Upon termination of this agreement Customer is responsible to coordinate the return of this equipment or Customer will be billed \$600. Speeds are not guaranteed, and Business Broadband Services are shared services. Actual speeds may vary depending on, but not limited to, the number, performance and configuration of connected PC or connecting PCs; hardware, RAM and hard drive(s); router and connecting adapters; software applications; web browser and browser plug-ins; website server limitations; and network connections.

- I am the property owner and authorize installation of the PST Equipment on my property.  
 I am the renter of this property and have obtained authorization from the property owner to install PST Equipment.

To accept the terms above and finalize your order for PST Business Broadband Service, sign below and return:

\_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your business!

Reviewed by:  City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**SUBMITTED BY:** Mike Wilson, City Administrator 

**MEETING DATE:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Sale of Surplus City Vehicles and Equipment

**SUMMARY:** The City maintains a fleet of vehicles and equipment that are currently not being used based on age, mileage, condition, etc. A survey of these vehicles and equipment concludes these vehicles and equipment are in such a condition that costs to repair and maintain them would be higher than their actual value.

The above mentioned vehicles and equipment are described as follows:

**POLICE:**

- Unit 79, 2003 Ford Crown Vic Vin: 2FAFP7IW03XI39476 License: 1380895
- Unit 81, 2005 Ford Crown Vic Vin: 2FAFP71W85X153239 License: 1306894
- Unit 82, 2011 Ford Crown Vic Vin: 2FABP7BV8BX145416 License: 1350045
- Unit 83, 2005 Ford Crown Vic Vin: 2FAHP71W35X123834 License: 1169422

**FIRE:**

- FD 19-01 Nordictrack Audio Stridor800 Elliptical Exercise Machine
- FD 19-02 Craftsman Lawnmower SN 080306597808
- FD 19-03 Cutting torch set with oxygen and acetylene tanks and cart
- FD 19-04 Univex Commercial Mixer with bowl and attachments MF-20 SN B11-0284
- FD 19-05 Solvent Tank with stand and pump
- FD 19-06 Commercial Meat Slicer
- FD 19-07 Pluggie Robotic Fire Hydrant
- FD 19-08 Charge It trickle charger model 4506
- FD 19-09 Craftsman Toolbox
- FD19-10 Portable Food Tray Holders with Warmers
- FD 19-11 Wildland Fire Motorized Hand Tool Sharpener

**PUBLIC WORKS:**

<b>344</b>	<b>1973</b>	<b>Cat 944A Loader</b>	<b>43A2439</b>
<b>34</b>	<b>1995</b>	<b>Ford F150 PU</b>	<b>2FTDF15Y5SCA39621</b>
<b>131</b>	<b>1972</b>	<b>Gorman - Rupp 4" Water Pump</b>	<b>SE444686</b>
<b>38</b>	<b>2003</b>	<b>Ford think golf cart</b>	<b>1FABP20592017228</b>
<b>330</b>	<b>2001</b>	<b>Johnson 4000 Street Sweeper</b>	<b>1J9VM4H3X1C172069</b>
<b>52</b>	<b>1995</b>	<b>Ford Ranger PU</b>	<b>1FTDR15XXSPA77732</b>
<b>56</b>	<b>1997</b>	<b>GMC 2500 PU Service Truck</b>	<b>1GTGK24R2VZ540238</b>
<b>75</b>	<b>1997</b>	<b>Chevy S-10 PU</b>	<b>1GCDT19X8V8185518</b>
<b>57</b>	<b>1995</b>	<b>Ford Ranger PU</b>	<b>1FTDR15X6SPA73693</b>
	<b>1996</b>	<b>Ford Tarus</b>	<b>IFALP52U4TG211838</b>
<b>65</b>	<b>1983</b>	<b>Dodge/ W20</b>	<b>W24BE75119601</b>
<b>39</b>	<b>1980</b>	<b>Ford F350 Flatbed - Paint Rig</b>	<b>F37ZPJA0347</b>
<b>330</b>	<b>1990</b>	<b>Tymco Sweeper</b>	<b>9BFXH70PXLDM01152M</b>
		<b>3" Tamper</b>	<b>01012W020M</b>
		<b>3" Tamper</b>	<b>01012W029M</b>
		<b>4 " Tamper</b>	<b>S0-289A</b>
		<b>BBQ Pit &amp; Trailer</b>	<b>CA823367</b>
		<b>HP Plotter HP5000</b>	<b>SG171401W</b>
<b>62</b>	<b>1997</b>	<b>Chevy Suburban</b>	<b>1GNFK16RAVJ418019</b>

Pursuant to our ordinance: All using departments shall submit to the finance director at such times and in such form as he or she shall prescribe, reports showing all supplies and equipment which are no longer used which have become obsolete or worn out. The finance director shall have authority to sell all supplies and equipment which cannot be used by any department, or which have become unsuitable for city use, or to exchange the same for, or trade the same in, on new supplies and equipment. City council approval is needed for sale of supplies and/or equipment as surplus. The finance director shall also have the authority to make transfers between departments of any usable surplus supplies or equipment. (Ord. 98-847 § 1; prior code § 20.11)

As a public entity, it is recommend that the sale of all surplus equipment be sold through public auction. Staff recommends using BidCal Public Auctions to sell surplus equipment. By sending these surplus vehicles and equipment to public auction, the City would be able to recuperate a portion of the funds initially invested into the original purchase of the surplus vehicles and equipment and those funds can be placed back into the General Fund.

**FISCAL IMPACT:** Unknown revenue until items are sold.

**ACTION REQUESTED:** Motion to authorize staff to sell these vehicles and equipment through public auction, utilizing BidCal Auctions and place the proceeds from that auction into the general fund.

**ATTACHMENTS:** None.

Reviewed by:  City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5634** Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 18-5497

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

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

Staff is submitting the Fee Schedule for Fiscal Year 2019-20 with the following changes:

Increases (Red Font)—Currently charged fees that are proposed to be increased based on an annual Consumer Price Index (CPI) increase for the year ending December 2018.

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

Increases/New Fees - (Blue Highlight)

- NSF Returned Fee and Stop Payment
- New (Administrative Fee for small claims and collections) Finance
- New (Minor Permit Fee for small projects) Building
- New (Towed Vehicle Release, Property Return Fee and Daily Gun Storage) Police
- Various Fire Department Fees

**FISCAL IMPACT:** All proposed fees for services have been calculated to recover the estimated cost of providing the service. For fiscal year 2019-20, the amount estimated to be collected for all fees under the current fee structure is approximately \$240,000. (Approximately \$160,000 for General Fund, \$40,000 for Special Revenue Funds, and \$40,000 for Proprietary Funds (not including utilities).

**ACTION REQUESTED:** Motion to approve Resolution No. **19-5634** Establishing and Adopting Schedules of Fees for Services Previously Resolution No. 18-5497

**ATTACHMENTS:** Resolution No. 19-5634  
Exhibit A- Fees for Services for FY 2019-2020

**RESOLUTION NO. 19-5634**  
**A RESOLUTION OF THE CITY COUNCIL**  
**OF THE CITY OF SUSANVILLE**  
**ESTABLISHING AND ADOPTING SCHEDULES OF RATES, FEES AND**  
**CHARGES PREVIOUSLY RESOLUTION NO. 18-5497**

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

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

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

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

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

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

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

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

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

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

adopted and approved.

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

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

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

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

Dated: June 5, 2019

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 5th day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM:

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

City of Susanville  
Fees for Services  
Fiscal Year 2019-2020

Exhibit "A"

	A	B	O	P	S
2			2019-20	Increase	
3	Department	Service	PROPOSED FEES	(Decrease)	Comments/calculations
216		Floor Finishing	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
217		Fumigation and Thermal Insecticide Fogging	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
218		Hazardous Materials	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
219		High Pile Storage	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
220		Hot Work Operations	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
221		Industrial Ovens	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
222		Lumberyards and Woodworking Plants	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
223		Liquid/Gas Fueled Vehicles/Equipment In Assembly	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
224		LP-Gas	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
225		Misc Combustible Storage	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
226		Open Burning	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
227		Open Flames and Torches	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
228		Open Flames and Candles	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
229		Places of Assembly	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
230		Private Fire Hydrants	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
231		Pyrotechnic Special Effects Material	\$360.00	\$10.00	3 Inspections, fire stand-by, permit
232		Refrigeration Equipment	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
233		Repair Garages and Motor Fuel-Dispensing Facilities	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
234		Spraying or Dipping	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
235		Storage of Scrap Tires and Tire Byproducts	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
236		Temporary Membrane Structures, Tents and Canopies	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
237		Waste Handling	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
238		Wood Products	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
239	<b>Fire</b>	Construction Permit and Other Fees	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
240		Application Fee	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
241		Inspection Fee	\$92.00	\$10.00	1hr (20)=\$92. for processing permit and inspection
242		Assembly	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
243		Compressed Gases	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
244		Flammable and Combustible Liquids	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
245		Hazardous Materials	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
246		High Piled Storage	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
247		Industrial Ovens	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
248		LP-Gas	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
249		Private Fire Hydrants	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
250		Spraying or Dipping	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
251		Temporary Membrane Structures, Tents and Canopies	\$184.00	\$20.00	2 hr minimum-1hr (20)=\$92 for processing permit and inspection
252		Re-inspection	\$92.00	\$10.00	1hr (20)=\$92.00 - 1hr minimum after 2nd Attempt on non-compliance re-inspects.
253		Mobile Home Park Hydrant Certification (per hydrant)	\$46.00	\$5.00	30 min (20) if private hydrant fee has already been paid
254		Private Fire Hydrant Annual Inspection (per hydrant)	\$70.00	\$0.00	Vehicle+personnel+supplies+equipment+records
255		Private Fire Hydrant Repair & Maintenance	\$184.00	\$20.00	Charge is per hour (20)=\$92.00 with a 2 hour minimum plus parts
256		Fire Investigation Report	Actual Cost		Vehicles+personnel+supplies+SE

City of Susanville  
Fees for Services  
Fiscal Year 2019-2020

Exhibit "A"

	A	B	O	P	S
2			2019-20	Increase	
3	Department	Service	PROPOSED FEES	(Decrease)	Comments/calculations
170					
171					19=(Admin Asst \$38.00/hr) 20=( avg hrly Chief & Asst. Chief = \$92.00)
172					
173					Type 1 Engine -\$350/hr, Type 1 Rescue/Engine - \$425/hr, Type II Engine - \$250/hr, Type III Engine - \$150/hr, Ladder Truck - \$550/ hour, Command Vehicle - \$60/hr, Utility Vehicle - \$50.00/hr) 1 hr minimum
174					Dispatch Fee - \$10.00, Volunteer Recovery Fee -\$20.00/hr each, Administrative Fee- 20% or \$200 (whichever is greater), Special Equipment - \$400 each
175	<b>Fire</b>	Fire Reports	\$38.00	\$0.00	1 hr (19)
176		New Business Inspections	\$92.00	<del>\$10.00</del>	1.1hr (20)
178		Medical Calls (Inside City Limits Nonresident or not contracting)	Actual cost		Vehicles+personnel+dispatch+admin
179		Fireworks display booth inspections ***	\$500.00	\$0.00	Permit-\$100, 3 inspections-\$150, clean up bond \$250 (additional inspections are required)
180		*** Additional inspections requires additional fees			
181		Sprinkler Plan and Inspection	\$92.00	<del>\$10.00</del>	per hour (20) 1-hr minimum
182		Plan Check Review	\$92.00	<del>\$10.00</del>	per hour (20) 1-hr minimum
183		Carnivals and Fair Inspections	\$644.00	<del>\$69.00</del>	7 hrs (20) \$644.00 inspect all building, rides, booths, access and records
184		State Mandated Inspections:			
185		Day Care, residential (per hour)	\$92.00	<del>\$10.00</del>	per hour (20)
186		Day Care, commercial (per hour)	\$92.00	<del>\$10.00</del>	per hour (20)
187		Convalescent Hospital/Assisted Living (per hour)	\$92.00	<del>\$10.00</del>	per hour (20)
188		Other:			
189		Fire Suppression/Alarm system plan check (per hour)	\$92.00	<del>\$10.00</del>	per hour (20) 2 hr minimum
190		Fire Investigation Services (per hour)	Actual cost		Actual cost
191		Malicious/false alarms	Actual cost		Actual cost
192		Fire-stand by	Actual cost		Actual cost
193		Facility use (per hour)	\$42.00	\$0.00	Avg daily cost for bldng (\$11,938)/30 days=\$397.93/8hrs=\$49.75 plus 1hr (21)=\$31.08 prep
194		Duplication (Black & White copies) per copy	\$0.10	\$0.00	per copy (Cost per copy lease agrmnt )=.08 blk/whit( .19 color ) plus Paper cost=.02/sheet)
195		Duplication (Color copies) per copy	\$0.21	\$0.00	per copy (Cost per copy lease agrmnt )=.08 blk/whit( .19 color ) plus Paper cost=.02/sheet)
196		Hazardous materials response	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
197		Special rescue/low angle	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
198		Vehicle Accidents	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
199		Vehicle Fire	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
200		Negligent Incident (illegal burn, negligent fire, etc)	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
201		Arching Power Lines	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
202		DUI Vehicle Accident	Actual cost		Vehicles+personnel+dispatch+admin+supplies+SE
204		<b>Operational Permit Fee Schedule:</b>			
205		Amusement Buildings	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
206		Aviation Facilities	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
207		Carnival and Fair	\$644.00	<del>\$69.00</del>	7 hrs (20) \$644.00 inspect all building, rides, booths, access and records
208		Compressed Gases	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
209		Cryogenic Liquids	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
210		Cutting and Welding	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
211		Dry Cleaning Plants	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
212		Exhibits and Trade Shows	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
213		Explosives	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
214		Fire Hydrants and Valves	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection
215		Flammable and Combustible Liquids	\$92.00	<del>\$10.00</del>	1hr (20) = \$92. for processing permit and inspection

City of Susanville  
Fees for Services  
Fiscal Year 2019-2020

Exhibit "A"

	A	B	O	P	S
2			2019-20	Increase	
3	Department	Service	PROPOSED FEES	(Decrease)	Comments/calculations
131	Public Works				15=(Admin Staff Asst \$32.00/hr) 16=(Admin Spec. \$43.00/hr) 17=(City Engineer \$61.00/hr)
132					18=(PW Director \$96.00/hr) 17a=(Asst Engineer\$55.00/hr)
133					Inspection Fee=.5hrs(15)=\$15.23 + 1.1hr (17)=\$79.90 + .25hrs(18)=\$22.03=\$117.16/hr
134		Fire Hydrant Use Application Fee (No Meter) plus Deposit \$	\$100.00	\$0.00	plus \$500 deposit (1.41 hrs(16))
135		Fire Hydrant Use Application Fee (With Meter) plus Deposit	\$100.00	\$0.00	plus \$1,000 deposit (1.41 hrs(16))
136		Inspection Fee	\$112.00	\$0.00	Inspection Fee
137		Back Flow Prevention Devices	Actual cost		Actual cost
138		Well Permits	\$274.00	\$0.00	Base Fee(\$162) + Inspection Fee(\$112)=\$274.
139		Request for deferment of curb, gutter sidewalk	\$290.00	\$0.00	Base Fee(\$162)+1.14hrs Inspection Fee (\$112)=\$127.77
140		Testing and Sampling	Actual Cost		Actual Cost
141		Development outside City limits (% of cost of work)	2%	\$0.00	% of cost of work
142		Encroachment Permits-		\$0.00	
143		Encroachment Permit Review	Cost		Fee Based on Engineers Estimated Time for Project Review
144		Concrete, sidewalk, curb & gutter 25 LF or less	\$218.00	\$0.00	Base Fee +.5 hrs Inspection Fee
145		Concrete, sidewalk, curb & gutter >25 & <100 LF	\$274.00	\$0.00	Base Fee + 1 hr Inspection Fee
146		Concrete, sidewalk, curb & gutter >100 & <300 LF	\$330.00	\$0.00	Base Fee + 1.5 hrs Inspection Fee
147		Concrete, sidewalk, curb & gutter >300 & <500 LF	\$386.00	\$0.00	Base Fee + 2 hrs Inspection Fee
148		Concrete, sidewalk, curb & gutter >500 LF	2% of cost		
149		AC or PCC Pavement 1000 SF or less	\$274.00	\$0.00	Base Fee + 1 hr Inspection Fee
150		AC or PCC Pavement 1001 to 3000 SF	\$330.00	\$0.00	Base Fee + 1.5 hrs Inspection Fee
151		AC or PCC Pavement 3001 to 6000 SF	\$386.00	\$0.00	Base Fee + 2 hrs Inspection Fee
152		AC or PCC Pavement 6001 to 10,000 SF	\$442.00	\$0.00	Base Fee + 2.5 hrs Inspection Fee
153		AC or PCC Pavement More than 10,000 SF	2% of cost		
154		Excavation outside pavement 200 LF or less	\$162.00	\$0.00	Base Fee
155		Excavation outside pavement > 200 LF	\$162.00	\$0.00	Base Fee plus 0.18 per foot over 200 LF
156		** For Each Additional Foot over 200 feet 0.18 will be charged per foot		\$0.00	
157		Excavation inside pavement 100 LF or less	\$240.00	\$0.00	Base Fee +.7 hrs Inspection Fee
158		Excavation inside pavement 101 to 500 LF	\$274.00	\$0.00	Base Fee + 1 hr Inspection Fee
159		Excavation inside pavement 501 TO 1000 LF	\$312.00	\$0.00	Base Fee + 1.34 hrs Inspection Fee
160		Excavation inside pavement 1001 to 1500 LF	\$358.00	\$0.00	Base Fee + 1.73 hrs Inspection Fee
161		Excavation inside pavement 1501 to 3000 LF	\$390.00	\$0.00	Base Fee + 2.04 hrs Inspection Fee
162		Excavation inside pavement over 3000 LF	\$487.00	\$0.00	Base Fee + 2.90 hrs Inspection Fee
163		AC Repair 0-25 SF	\$312.50	\$0.00	Labor + Equipment + Materials
164		26-50 SF	\$500.00	\$0.00	Labor + Equipment + Materials
165		51-75 SF	\$637.50	\$0.00	Labor + Equipment + Materials
166		76-100 SF	\$700.00	\$0.00	Labor + Equipment + Materials
167		101-200 SF	\$1,000.00	\$0.00	Labor + Equipment + Materials
168		Non construction permits within pavement	\$50.00	\$0.00	40% of base fee
169		Excessive Encroachment Permit Inspections	\$112.00	\$0.00	Inspection Fee

City of Susanville  
Fees for Services  
Fiscal Year 2019-2020

Exhibit "A"

	A	B	O	P	S
2			2019-20	Increase	
3	Department	Service	PROPOSED FEES	(Decrease)	Comments/calculations
90		Final Map Check Fee (per hour)	\$82.00	\$0.00	per hour for City Engineer
91		Development Improvement Inspection	1%-2%		est. cost(\$500,000 or less=2%)(500,001-\$1,000,000=1.5%)(over \$1,000,000=1%) plus 10%
92					
93	<b>Commun. Svc.</b>				**6=(Acct Tech\$34.44/hr) 7=(Parks Supervisor\$45.72/hr)
94					8= (Temp Staff \$18.53/hr)(Deposit Refundable)9=(Average Hourly of 7 & 8=\$29.66)
95		Community Center rental (per day-less than 4 hrs)	\$70.00	\$0.00	per day/less than 4 hours (.35 hrs (6))(1 hr prep/clean-up(7) + 1 hr prep/clean up (8)) +\$50 Dep
96		Community Center rental (per day-more than 4 hrs)	\$101.00	\$0.00	per day/more than 4 hours(.25 hrs (6))(1.5hrs clean-up(7))+\$50 Dep
97		CC Kitchen only (per day)	\$63.00	\$0.00	per day (.6 hrs (6))(1.6 hr (7)) +\$50 Dep
98		PA System Rental	\$20.00	\$0.00	100 Refundable Deposit
99		Electrical Panel Rental	\$20.00	\$0.00	100 Refundable Deposit
100		Riverside Park (per day)	\$132.00	\$0.00	per day(1 hr (7) +1 hr (8))(4.8 hrs clean-up(8))
101		Riverside Park - Class Reunions	\$100.00	\$0.00	Refundable Deposit
102		Athletic Field (per day)	\$45.00	\$0.00	per day (.6 hrs (7))(1 hr clean-up(8))
103		Group Picnic Area (per day) memorial park	\$59.00	\$0.00	per day(.6 hrs (7))(2 hrs clean-up(8))
104		Tournament Fee (per day)	\$35.00	\$0.00	per day (2.6 hrs clean-up(8))
105		Amphitheater/Stage (per day)	\$47.00	\$0.00	per day (.5 hr (7))(1.5 hrs clean-up(8))
106		Light Tokens	\$6.50	\$0.00	per token
107					11= (Com Svc Ofcr \$39.00/hr) 12=(Admin Asst \$45.00/hr)
108					13= (Average Hourly Rate of Police Officer \$67.00) 14=Police Chief \$115./hr
109	<b>Police</b>	Police Reports	\$15.00	\$0.00	.25 hrs (12) Retrieve, review and redact report before making copies and returning to files
110		Reports additional pages	\$0.10	\$0.00	Cost of Paper & Cost per copy for lease agrmnt (Cost/copy lease=.08 and paper .02/sheet)
111					
112		Finger Prints	\$28.00	\$0.00	plus live scan
113		Solicitor's Permits	\$28.00	\$0.00	plus live scan
114		Amplified Music	\$18.00	\$3.00	.16 hrs (14) Review application and contact applicant prior to signing and providing applicant a copy
115		Taxi Owner	\$28.00	\$0.00	plus live scan
116		Taxi Driver	\$28.00	\$0.00	plus live scan
117		Vehicle Release	\$82.00	\$0.00	plus citation cost 1hr (13) plus .25 (12) plus \$4.80 registered letter
118		Towed Vehicle Release	\$160.00	\$160.00	1.75 hrs(13), .30 (12), .25 (14)
119		Property Return Fee	\$35.00	\$35.00	.7 (11), .10 (14)
120		Daily Gun Storage	\$10.00	\$10.00	
121		VIN Verification	\$28.00	\$0.00	.42 hrs (13) Officers conduct these at remote locations, inspect vehicle/trailer, match DMV documents and complete form
122		Civil Subpoena (per day)	\$275.00	\$0.00	per day attendance is required. Government Code 68096.1(b)©
123		Daily Alcohol Sales App	\$25.00	\$10.00	.41 hrs (14) Review application and contact applicant prior to signing and providing copy to applicant.
124		Police Service Fee (per hour)	\$67.00	\$0.00	per hour 1 hr (13)
125		DUI Recovery Fee (per hour)	\$67.00	\$0.00	per hour 1 hr (13)
126		Subpoena Duces Tecum EC:1560	\$15.00	\$0.00	E.C 1560 \$24/hr per person(\$8/qtr hour) .10/copy for standard reproduction. Rate set in code
127		Booking Fee Reimbursement	Actual cost county charge		Actual cost county charge
128		NSF Returned Check (First check passed)	\$34.00	\$9.00	Tri_Counties Fee Schedule
129		NSF Returned Check (Subsequent checks passed)	\$44.00	\$9.00	Tri_Counties Fee Schedule
130					

City of Susanville  
Fees for Services  
Fiscal Year 2019-2020

Exhibit "A"

	A	B	O	P	S
2			2019-20	Increase	
3	Department	Service	PROPOSED FEES	(Decrease)	Comments/calculations
51		Variance (existing development)	\$1,224.00	\$0.00	18 hrs (3) +1 (2) plus \$80 Public Notice +.7hr (2)
52		Floodplain Permit	\$190.00	\$0.00	3hrs (3) +.5hrs (2)
53		Conditional Use Permit Res - proposed (fences,signs)	\$421.00	\$0.00	6.7hrs (3), .25hrs (2) plus \$80 Public Notice/2
54		Conditional Use Permit Res - existing (fences,signs)	\$1,033.00	\$0.00	16 hrs (3) + .25 (2) plus \$80 Public Notice
55		Conditional Use Permit minor	\$842.00	\$0.00	13 hrs (3) +.25 (2) plus \$80 Public Notice
56		Conditional Use Permit moderate	\$1,414.00	\$0.00	20 hrs (3) plus \$80 Public Notice
57		Conditional Use Permit major	\$2,061.00	\$0.00	30 (3) \$80 Public Notice, plus \$75 Records Search +1hr (2)
58		Conditional Use Permit PD	\$2,443.00	\$0.00	38 hrs (3) plus \$80 Public Notice plus \$75 Records Search + 1hr (2)
59		Service		\$0.00	
60		Tentative Parcel Map	\$1,414.00	\$0.00	20hrs (3) + .5hrs (7) plus \$80 Public Notice
61		Tentative Subdivision Map	\$2,443.00	\$0.00	37hrs (3) + .5hr (2) plus \$80 Pub Notice + \$75 Record Search + \$20 per lot
62		Zone Change	\$2,066.00	\$0.00	31hrs (3) + 1hr (2) plus \$160 Public Notice
63		Zone Change PD	\$2,257.00	\$0.00	35hrs (3) + 1hr (2) plus \$160 Public Notice
64		General Plan Amendment	\$2,526.00	\$0.00	40 hrs (3)+ 1hr (2) plus \$160 Public Notice plus \$75 Records Search
65		General Plan Amendment with Annexation	\$4,048.00	\$0.00	65hrs (3) + 1hr (2)plus \$160 Pub Notice plus \$75 Record Search
66		Specific Plan	Actual cost plus 15%		
67		Environmental Impact Report	Actual cost plus 15%		
68		Special Study for Environmental	Actual cost plus 15%		
69		Review by outside professionals	Actual cost plus 15%		
70		Telecommunications Registration Fee	\$1,500.00	\$0.00	
71		Telecommunications Encroachment Review Fee	\$350.00	\$0.00	
72		Site Improvement Plan Review (PW Engineering)	Actual cost plus 15% plus \$1,000	Deposit	For reviewing civil plans for projects on public and private property.
73		Engineering Review	Actual cost plus 15% plus \$1,000	Deposit	
74		Outside Plan Review (Including Revisions)	Actual cost plus 15%		
75		Negative Declaration	\$3,080.00	\$0.00	
76		Notice of Exemption	\$100.00	\$0.00	
77		Notice of Determination	Varies ***\$2,044-\$2,839.25 State Fee		
78		Final Subdivison Map	\$1,144.00	\$0.00	
79		Final Parcel Map	\$762.00	\$0.00	
80		Appealed Conditions	\$652.00	\$0.00	
81		Appeals to Planning Commission	\$381.00	\$0.00	
82		Appeals to City Council	\$461.00	\$0.00	
83		Mitigation Fees - Streets (per Sq.Ft)	\$1.04	\$0.03	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
84		Mitigation Fees - Police (per Sq.Ft)	\$1.34	\$0.04	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
85		Mitigation Fees - Fire/residential (per Sq. Ft.)	\$0.98	\$0.03	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
86		Mitigation Fees - Fire/commercial (per Sq.Ft.)	\$1.22	\$0.03	per square foot based on Abbey Study dated July 1990, with 2.9% CPI increase (Consumer Price Indexes and U.S City Average-West B/C-Urban Wage Earners for the year ending December 2018)
87		Vacant Neglected Building Monitoring Program	\$1,000.00	\$0.00	Quarterly fee (Application fee \$250, Staff Costs-Building Official \$196.01, City Planner \$152.31, Battalion Chief \$218.09, Patrol Officer \$102, Finance Division \$70, Vehicle Costs \$70)
88		Historic Building Site Registry	\$126.00	\$0.00	Same as Lassen County
89		Plan Check Fees (per hour)	\$82.00	\$0.00	per hour for City Engineer

City of Susanville  
Fees for Services  
Fiscal Year 2019-2020

Exhibit "A"

A	B	O	P	S
1	S:/2018-19 Budget/2018-19 Fees for Services - Exhibit A			
2		2019-20	Increase	
3	Department Service	PROPOSED FEES	(Decrease)	Comments/calculations
4	<b>City Clerk</b>			
5	Filing fee for Notice of intent to circulate petition	\$200.00	\$0.00	Elections Code 9202
6	Notary fees per signature	\$10.00	\$0.00	Government Code 8211
7	Duplication Fees per copy	\$0.10	\$0.00	Cost of Paper & Cost per copy for lease agrmnt (Cost/copy lease=.08 and paper .02/sheet)
8				
9	<b>Finance Dept</b>			
10	NSF Returned Check (First check passed)	\$34.00	\$0.00	Tri Counties Fee Schedule
11	NSF Returned Check (Subsequent checks passed)	\$44.00	\$0.00	Tri Counties Fee Schedule
12	Administrative Fee			20% or \$200 whichever is greater on accounts sent to collections (small claims court)
13	Business License/HUSA Log	\$7.00	\$0.00	
14	Credit Card Fee (for payments on line or over the telephone)	\$3.00	\$0.00	To recover part of the fees the Bank charges the City for accepting Credit Cards (over the phone)
15	Stop Payment Fee	\$34.00	\$0.00	Each check/TriCounties Fee
16	Water/Natural Gas Utility Late Fee	10%	\$0.00	Of delinquent balance at time of non-pay disconnection of service
17				
18	<b>Comm. Devel.</b>			1=(Building Official @\$68.00/hr) 2=(Building Dept Permit-Tech @\$47.00/hr) 3=Planner@\$64.00/hr
19	<b>Building</b>			After Hours Rate (1) \$68.00*1.5=\$102/hr, \$47.00*1.5=\$70.50hr(2)
20	Minimum permit fee	\$60.00	\$0.00	.4 hr (1) plus .7hrs(2)
21	Electrical permit application fee	\$50.00	\$0.00	.1 hr (1) plus .9hrs(2)
22	Mechanical permit application fee	\$50.00	\$0.00	.1 hr (1) plus .9hrs(2)
23	Plumbing permit application fee	\$50.00	\$0.00	.1 hr (1) plus .9hrs(2)
24	Building Permit application fee	\$50.00	\$0.00	.1 hr (1) plus .9hrs(2)
25	Permit fee - Electrical	\$123.00	\$0.00	1.34 hrs (1) plus .73hrs (2)
26	Permit fee - Mechanical	\$123.00	\$0.00	1.34 hrs (1) plus .73hrs (2)
27	Permit fee - Plumbing	\$123.00	\$0.00	1.34 hrs (1) plus .73hrs (2)
28	Minor Permit - Electrical	\$35.00	\$0.00	.73 hrs (2) Plus .25 (1)
29	Minor Permit - Plumbing	\$35.00	\$0.00	.73 hrs (2) Plus .25 (1)
30	Minor Permit - Mechanical	\$35.00	\$0.00	.73 hrs (2) Plus .25 (1)
31	Demolition Permit	\$153.00	\$0.00	1.34 hrs (1) plus .73hrs (2) plus .3 (3)
32	Plan Review Revisions	\$50.00	\$0.00	.77 hrs (1) plus \$79 per hour after the first half hour
33	Expedited Plan Review	\$184.00	\$0.00	1 hr after hour rate (1) and .5 hr after hour rate (2) plus plan review fee
34	Temp certificate of occupancy		\$0.00	per first 30 day period 1.25hrs (1) plus .5hrs (2)
35	Re-inspection fees	\$83.00	\$0.00	.9hrs (1) plus .5hrs (2) (Fee allowed by Ord 02-886)
36	After Hours Inspection Fee	\$196.00	\$0.00	Minimum 2 hr after hour rate (1) plus mileage one way
37	Sign permit-Copy Change Only		\$0.00	.25hrs (1) plus .8hrs (2)
38	Sign permit-new permit (flat rate vs. valuation) Electrical	\$192.00	\$0.00	1.9 hrs (1) plus 1.4hr (2) = ***Est. minimum. Charge will vary if permit includes electrical
39	Expired Permit	\$148.00	\$0.00	1.5 hrs (1) plus 1hr (2) Fee varies per time & prior work performed
40	Architectural Design & Site Plan		\$0.00	
41	Review-less than 1000 sq ft	\$104.00	\$0.00	1.62hr (3)
42	Architectural Design & Site Plan		\$0.00	
43	Review-more than 1000 sq ft	\$1,144.00	\$0.00	18.6 hrs (3)+.7hrs(2)
44	Lot Line Adjustment	\$600.00	\$0.00	9.5 hrs (3) + .7hrs (2)
45	Lot Merger	\$600.00	\$0.00	9.5 hrs (3) +.7hrs (2)
46	Certificate of Compliance	\$381.00	\$0.00	5.4 hrs (3) +.5hrs (2)
47	Administrative Permit	\$209.00	\$0.00	2.9 hrs (3) + ..25hrs (2)
48	Temporary Use Permit	\$100.00	\$0.00	3 day parking lot event (plus \$25.00 BL)
49	Home Occupation Permit	\$90.00	\$0.00	1.3 hrs (3) +.25hr (2)
50	Variance (proposed development)	\$612.00	\$0.00	10.2 hrs (3) plus \$80 Public Notice/2 +.5hr (2)

Reviewed by:  City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Approving assessment and lien against certain real properties located within the City of Susanville

**PRESENTED BY:** Mike Wilson, Interim City Administrator

**SUMMARY:** In accordance with Chapter 8.28 of the Susanville Municipal Code, City staff has abated the following properties due to fire hazard and rubbish nuisance:

63 S. Weatherlow      103-330-18 \$ 600.00

In addition to the cost of hiring a contractor to abate the property a \$200 administrative fee has been charged to each property to recover the cost of compliance with public hearing and notification procedures. Lien notices have been posted and the property owners have been notified via certified mail of the public hearing.

**FISCAL IMPACT:** Total reimbursement of \$600.00 to City code enforcement budget

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5664 authorizing assessment and lien against certain real properties located within the City of Susanville.

**ATTACHMENTS:** Resolution No. 19-5664  
Lien Notice

**RESOLUTION NO. 19-5664**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING REPORT ON ASSESSMENT AND LIEN AGAINST CERTAIN**  
**PROPERTY WITHIN THE CITY OF SUSANVILLE, LOCATED AT**  
**63 S. WEATHERLOW (APN 103-330-18) AND CONFIRMING ASSESSMENT AND**  
**LIEN AGAINST SAID PROPERTY**

**WHEREAS**, California Government Code Section 39501 et seq. Authorized the City Council to adopt an ordinance to require and provide for the removal from property, lands, or lots of weeds, rubbish or other material dangerous or injurious to neighboring property or the health or welfare of residents of the vicinity and make the cost of removal a lien upon the property; and

**WHEREAS**, the City Council having heretofore adopted that certain ordinance contained in the Susanville Municipal Code, Chapter 8.28 "Weed and Rubbish Abatement", and

**WHEREAS**, said Chapter 8.28 provides that a procedure is established to abate weeds and rubbish from private property and to impose a lien and assessment upon the property and/or to sell the property to collect the lien; and

**WHEREAS**, City staff, pursuant to the provisions of said Chapter 8.28, have caused weeds and rubbish to be removed from that certain property at 63 S. Weatherlow, Susanville, California, legally described in Exhibit "A" attached hereto, and that the cost of such removal and associated administrative costs is \$600.00; and

**WHEREAS**, the City Council having conducted a public hearing pursuant to Chapter 8.28 on June 5, 2019 during a regular City Council meeting, notice thereof having properly been given to the owner of said property, Ricardo & Susan Pellicer.

**NOW, THEREFORE BE IT RESOLVED**

1. The City Council approves the assessment against the property at 63 S. Weatherlow, Susanville, California, legally described in Exhibit "A" attached hereto in the amount of \$600.00;
2. That the said assessment shall constitute and be a lien on the interest of Ricardo & Susan Pellicer in said property as described in Exhibit "A" and shall remain as such lien until paid in full;
3. The aforesaid confirmation of assessment and lien is final conclusive;
4. The City Clerk is directed to cause a certified copy of this Resolution to be recorded with the Lassen County Recorder;
5. Said assessment amount shall accrue interest at the legal rate of ten percent (10%) per annum commencing June 5, 2019 and continuing thereon until said assessment and any accrued interest is paid in full.

APPROVED:

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

ATTEST:

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

The foregoing **Resolution No. 19-5664** was adopted at a regular meeting of the Susanville City Council held on the 5th day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney

EXHIBIT "A"

63 S. Weatherlow (APN #103-330-18)

THE SOUTHERLY 5 FEET OF LOT 14, AND THE NORTHERLY 20 FEET OF LOT 15 BOTH IN BLOCK 1, AS SHOWN ON THAT CERTAIN MAP ENTITLED, "OFFICIAL MAP OF ARMSTRONG ADDITION TO SUSANVILLE", FILED MARCH 10, 1921 IN THE OFFICE OF THE LASSEN COUNTY RECORDER IN BOOK 1 OF MAPS AT PAGE 3..

**ASSESSMENT FOR DESTRUCTION OR REMOVAL OF WEEDS  
AND RUBBISH AND NOTICE OF HEARING THEREON**

**NOTICE IS HEREBY GIVEN** that pursuant to the provision of Susanville Municipal Code, Title 8, Chapter 8.28, the Fire Chief has destroyed or removed weeds or rubbish from the real property owner, occupied, rented, managed or controlled by you and from the portions of streets, alleys, and sidewalks adjoining the same, which real property is described as follows:

63 S. Weatherlow (APN #103-330-18)

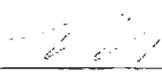
THE SOUTHERLY 5 FEET OF LOT 14, AND THE NORTHERLY 20 FEET OF LOT 15 BOTH IN BLOCK 1, AS SHOWN ON THAT CERTAIN MAP ENTITLED, "OFFICIAL MAP OF ARMSTRONG ADDITION TO SUSANVILLE", FILED March 10, 1921 IN THE OFFICE OF THE LASSEN COUNTY RECORDER IN BOOK 1 OF MAPS AT PAGE 3..

The cost of said destruction or removal proposed to be assessed against the said real property is \$ 600.00.

**FURTHER NOTICE IS HEREBY GIVEN** that on Wednesday, the 5th day of June, 2019 at the hour of 7:00 P.M. in the Council Chambers of City Hall, of the City of Susanville, located at 66 North Lassen Street, Susanville, Lassen County, California, the report of the City Administrator on the cost of destruction or removal of weeds or rubbish and the assessment list thereof will be presented to the City Council for consideration, correction and confirmation and that at said time and place any and all persons interested in or having any objections to said report of list of proposed assessments, or to any matter or thing contained therein may appear and be heard. The failure to make any objection to said report and list shall be deemed a waiver of the same.

**UPON** confirmation of said assessment by the City Council, the amount thereof will be payable. In the event the same is not paid said assessment will be added to the tax bill for said property and thereafter shall become a lien on said property.

Dated: 6-24-19

  
\_\_\_\_\_  
Mike Wilson, City Administrator  
City of Susanville

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Jeff Schwagerl  
JS Hauling and Tractor  
472-795 Josie Way Susanville CA  
96130

530-310-4481  
jschwagerl@hotmail.com

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April 22, 2019

Battalion Chief Dan Weaver  
Susanville Fire Department  
1505 Main Street  
Susanville CA 96130

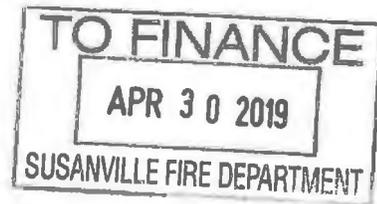
Chief Weaver,

Trash abatement work has been performed on the following properties in which my company was awarded the winning bid on:

63 South Weatherlow \$400.00

Sincerely,

Jeff Schwagerl  
*Owner*  
JS Hauling and Tractor



Reviewed by: DS City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated May 4, 2019 through May 24, 2019 numbered 203887 through 204063.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 270,429.61 plus \$ 470,202.05 in payroll warrants, for a total of \$ 740,631.66.

**ACTION**

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

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

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/09/2019	203900	9632	AMERICAN PAYROLL INS	REGISTRATION	19CONGES	1	1000-415-10-45	TRAINING	950.00	950.00
Total 19CONGES:										950.00	950.00
05/19	05/09/2019	203901	696	ANSORGE, INC DBA TEC	MONTHLY MAINT. FEE TO ASS	1808	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1808:										575.00	575.00
05/19	05/09/2019	203902	9630		REFUND GAS DEPOSIT	10306806018	1	7401-2228-000	DEPOSITS-CUSTOMER	189.73	189.73
Total 10306806018:										189.73	189.73
05/19	05/09/2019	203903	76	BILLINGTON ACE HARD	SUPPLIES- FD	438755	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	7.40	7.40
05/19	05/09/2019	203903	76	BILLINGTON ACE HARD	SUPPLIES- FD	438755	2	1000-422-10-44	FACILITY - REPAIR & MAINTEN	36.22	36.22
Total 438755:										43.62	43.62
05/19	05/09/2019	203903	76	BILLINGTON ACE HARD	SUPPLIES- FD	438874	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	43.93	43.93
Total 438874:										43.93	43.93
05/19	05/09/2019	203903	76	BILLINGTON ACE HARD	SUPPLIES- FD	439040	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	10.12	10.12
Total 439040:										10.12	10.12
05/19	05/09/2019	203903	76	BILLINGTON ACE HARD	SUPPLIES-FD	439525	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	24.58	24.58
Total 439525:										24.58	24.58
05/19	05/09/2019	203904	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SERVICES 2/1	0172805	1	7201-430-85-39	CAPITAL CONTRIBUTIONS	914.00	914.00
Total 0172805:										914.00	914.00
05/19	05/09/2019	203904	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SERVICES 5/2	0174410	1	7201-430-85-39	CAPITAL CONTRIBUTIONS	2,070.00	2,070.00

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 0174410:										2,070.00	2,070.00
05/19	05/09/2019	203904	1409	C&S ENGINEERS/COMPA	PROFESSIONAL SERVICES 8/2	0177875		1 7201-430-85-39	CAPITAL CONTRIBUTIONS	2,564.00	2,564.00
Total 0177875:										2,564.00	2,564.00
05/19	05/09/2019	203905	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVL110NORTH 050119		1 1000-452-20-44	DISPOSAL	264.90	264.90
Total SVL110NORTH 050119:										264.90	264.90
05/19	05/09/2019	203905	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 050119		1 1000-417-10-44	DISPOSAL	184.05	184.05
Total SVL2 050119:										184.05	184.05
05/19	05/09/2019	203905	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIR 050119		1 7530-451-52-44	DISPOSAL	220.91	220.91
Total SVL470895CIR 050119:										220.91	220.91
05/19	05/09/2019	203905	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 050119		1 1000-452-20-44	DISPOSAL	217.96	217.96
Total SVL5 050119:										217.96	217.96
05/19	05/09/2019	203906	1324	CALIFORNIA AIR POLLUT	2019 CAPCOA MEMBERSHIP- A	1103		1 7620-430-11-48	DUES AND MEMBERSHIPS	850.00	850.00
Total 1103:										850.00	850.00
05/19	05/09/2019	203907	148	COMPUTER LOGISTICS	ANTI-VIRUS BARRACUDA 400	80372		1 1000-417-10-43	TECHNICAL SVCS	100.00	100.00
Total 80372:										100.00	100.00
05/19	05/09/2019	203908	161	CSK AUTO INC	SUPPLIES-STREETS	2740177912		1 2007-431-20-44	REPAIR AND MAINTENANCE-V	27.17	27.17
05/19	05/09/2019	203908	161	CSK AUTO INC	SUPPLIES-WATER	2740177912		2 7110-430-42-44	REPAIR AND MAINTENANCE-V	27.16	27.16
05/19	05/09/2019	203908	161	CSK AUTO INC	SUPPLIES-GAS	2740177912		3 7401-430-62-44	REPAIR AND MAINT-VEHICLE	27.17	27.17
Total 2740177912:										81.50	81.50
05/19	05/09/2019	203909	194	DIAMOND SAW SHOP IN	SUPPLIES -PARKS	16942		1 1000-452-20-43	TECHNICAL SVCS	194.12	194.12

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 16942:										194.12	194.12
05/19	05/09/2019	203910	238	FASTENAL COMPANY	SUPPLIES-PARKS	80043	1	1000-452-20-46	SUPPLIES-GENERAL	48.09	48.09
Total 80043:										48.09	48.09
05/19	05/09/2019	203911	241	FEATHER PUBLISHING C	PRINTING-FD	1532753	1	1000-425-20-45	PRINTING AND BINDING	173.98	173.98
Total 1532753:										173.98	173.98
05/19	05/09/2019	203912	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	972208A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 972208A:										95.00	95.00
05/19	05/09/2019	203912	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	972787A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 972787A:										28.00	28.00
05/19	05/09/2019	203912	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	972788A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 972788A:										117.00	117.00
05/19	05/09/2019	203913	265	FRONTIER	257-1057-FAX PW	1057 042019	1	7620-430-10-45	COMMUNICATIONS	239.19	239.19
Total 1057 042019:										239.19	239.19
05/19	05/09/2019	203913	265	FRONTIER	257-2520 GOLF COURSE	2520 050119	1	7530-451-52-45	COMMUNICATIONS	325.61	325.61
Total 2520 050119:										325.61	325.61
05/19	05/09/2019	203914	9629		REFUND GAS DEPOSIT	10306804919	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
05/19	05/09/2019	203914	9629		REFUND GAS OVERPAYMENT	10306804919	2	9999-1001-001	CASH CLEARING - UTILITIES	3.97	3.97
Total 10306804919:										203.97	203.97
05/19	05/09/2019	203915	288		REIMBURSE HEALTH INS	050719	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	86.61	86.61

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 050719:										86.61	86.61
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	FUEL-FD	29851	1	1000-422-10-46	GASOLINE	80.00	80.00
Total 29851:										80.00	80.00
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	FUEL-FD	29852	1	1000-422-10-46	GASOLINE	60.00	60.00
Total 29852:										60.00	60.00
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	FUEL-FD	29853	1	1000-422-10-46	GASOLINE	35.55	35.55
Total 29853:										35.55	35.55
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	FUEL-FD	31715	1	1000-422-10-46	GASOLINE	99.29	99.29
Total 31715:										99.29	99.29
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	32782	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	585.31	585.31
Total 32782:										585.31	585.31
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	FUEL-FD	36293	1	1000-422-10-46	GASOLINE	51.00	51.00
Total 36293:										51.00	51.00
05/19	05/09/2019	203916	338	JACKSON'S SERVICE CE	FUEL-FD	36379	1	1000-422-10-46	GASOLINE	33.00	33.00
Total 36379:										33.00	33.00
05/19	05/09/2019	203917	9627		REFUND GAS DEPOSIT	10531800836	1	7401-2228-000	DEPOSITS-CUSTOMER	105.49	105.49
Total 10531800836:										105.49	105.49
05/19	05/09/2019	203918	9631	Js HAULING and TRACTO	WEED ABATEMENT 63 S WEAT	043019	1	1000-425-20-43	TECHNICAL SVCS	400.00	400.00
Total 043019:										400.00	400.00

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
05/19	05/09/2019	203919	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 3/2	294173	1	1000-412-10-43	PROFESSIONAL SVCS	6,676.50	6,676.50
Total 294173:										6,676.50	6,676.50
05/19	05/09/2019	203920	374	L N CURTIS & SONS	EQUIPMENT-FD	274728	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	402.19	402.19
Total 274728:										402.19	402.19
05/19	05/09/2019	203921	1335	LASSEN COUNTY OFFIC	TECH. SERVICES-PD	18/19-330	1	1000-421-10-43	TECHNICAL SVCS	1,725.00	1,725.00
Total 18/19-330:										1,725.00	1,725.00
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	320193	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	171.11	171.11
Total 320193:										171.11	171.11
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	CREDIT-STREETS	321014	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	91.07-	91.07-
Total 321014:										91.07-	91.07-
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	321272	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	46.31	46.31
Total 321272:										46.31	46.31
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	321423	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.68	8.68
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	321423	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.68	8.68
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	321423	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.67	8.67
Total 321423:										26.03	26.03
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- FD	321425	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	32.27	32.27
Total 321425:										32.27	32.27
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	321550	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.82	5.82
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	321550	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.82	5.82
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	321550	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.82	5.82

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 321550:										17.46	17.46
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	321916	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	40.92	40.92
Total 321916:										40.92	40.92
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- FD	322065	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	8.72	8.72
Total 322065:										8.72	8.72
05/19	05/09/2019	203922	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	32283	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	41.68	41.68
Total 32283:										41.68	41.68
05/19	05/09/2019	203923	1102	LASSEN PC	BACKUP LICENSE-FIRE	23044	1	1000-422-10-43	TECHNICAL SVCS	53.99	53.99
Total 23044:										53.99	53.99
05/19	05/09/2019	203924	1548	LC ACTION POLICE SUP	SUPPLIES-PD	391802	1	1000-421-10-47	MACHINERY AND EQUIPMENT	1,177.58	1,177.58
Total 391802:										1,177.58	1,177.58
05/19	05/09/2019	203925	432	LEXIS NEXIS	CONTRACT 04/19	3092002411	1	1000-412-10-48	DUES AND MEMBERSHIPS	221.00	221.00
Total 3092002411:										221.00	221.00
05/19	05/09/2019	203926	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 042619	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1744 042619:										8.64	8.64
05/19	05/09/2019	203926	437	LMUD	RIVERSIDE DR. PARK	1999 042619	1	1000-452-20-46	ELECTRICITY	32.70	32.70
Total 1999 042619:										32.70	32.70
05/19	05/09/2019	203926	437	LMUD	1505 MAIN ST	2876 042219	1	1000-422-10-46	ELECTRICITY	916.59	916.59
Total 2876 042219:										916.59	916.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/09/2019	203926	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 042219	1	2007-431-60-46	ELECTRICITY	116.16	116.16
Total 3651 042219:										116.16	116.16
05/19	05/09/2019	203926	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 042219	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416851 042219:										15.01	15.01
05/19	05/09/2019	203926	437	LMUD	LAUREL SR MID POINT OF LAU	416902 042219	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416902 042219:										15.01	15.01
05/19	05/09/2019	203926	437	LMUD	1801 MAIN ST STREET WEST SI	417512 042219	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 417512 042219:										15.01	15.01
05/19	05/09/2019	203926	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 042219	1	2007-431-60-46	ELECTRICITY	139.61	139.61
Total 49496 042219:										139.61	139.61
05/19	05/09/2019	203926	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 042219	1	2007-431-60-46	ELECTRICITY	112.97	112.97
Total 49497 042219:										112.97	112.97
05/19	05/09/2019	203926	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 042219	1	2007-431-60-46	ELECTRICITY	148.26	148.26
Total 49498 042219:										148.26	148.26
05/19	05/09/2019	203926	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 042219	1	2007-431-60-46	ELECTRICITY	221.23	221.23
Total 49499 042219:										221.23	221.23
05/19	05/09/2019	203926	437	LMUD	WELL #1-WATER	7714 042219	1	7110-430-42-46	ELECTRICITY	136.18	136.18
Total 7714 042219:										136.18	136.18
05/19	05/09/2019	203926	437	LMUD	RIVERSIDE PARK LIGHT	9501 042619	1	1000-452-20-46	ELECTRICITY	102.51	102.51

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 9501 042619:										102.51	102.51
05/19	05/09/2019	203927	1508	MAIN STREET LUBE	OIL & FILTER-GAS	19261		1 7401-430-62-44	REPAIR AND MAINT-VEHICLE	45.63	45.63
Total 19261:										45.63	45.63
05/19	05/09/2019	203927	1508	MAIN STREET LUBE	OIL & FILTER-PD	19379		1 1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 19379:										52.21	52.21
05/19	05/09/2019	203928	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	033365		1 7530-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 033365:										65.00	65.00
05/19	05/09/2019	203928	452	MARTIN SECURITY SYST	CITY HALL SECURITY	33397		1 1000-417-10-43	TECHNICAL SVCS	48.00	48.00
05/19	05/09/2019	203928	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	33397		2 1000-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 33397:										88.00	88.00
05/19	05/09/2019	203929	9628		REFUND GAS DEPOSIT	10126200221		1 7401-2228-000	DEPOSITS-CUSTOMER	147.40	147.40
Total 10126200221:										147.40	147.40
05/19	05/09/2019	203930	545	PATRICK & COMPANY	DOG AND PET LICENSE TAGS	962330		1 1000-421-10-45	PRINTING AND BINDING	289.58	289.58
Total 962330:										289.58	289.58
05/19	05/09/2019	203931	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 5/	58020 043019		1 1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 043019:										840.00	840.00
05/19	05/09/2019	203932	9379	PUREFIT INC.	SUPPLIES-GC	812494		1 7530-451-55-46	SUPPLIES - GENERAL	67.50	67.50
Total 812494:										67.50	67.50
05/19	05/09/2019	203933	572	QUILL CORPORATION	OFFICE SUPPLIES-FD	6598331		1 1000-422-10-46	SUPPLIES-GENERAL	51.45	51.45

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 6598331:										51.45	51.45
05/19	05/09/2019	203934	7200	RASCHEIN CONSTRUCTI	SUPPLIES- GAS	652	1	7401-430-62-46	SUPPLIES-GENERAL	440.00	440.00
Total 652:										440.00	440.00
05/19	05/09/2019	203935	582	RAY MORGAN CO INC	BASE RATE CHARGE-FD	2502812	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	52.21	52.21
Total 2502812:										52.21	52.21
05/19	05/09/2019	203936	5001		REFUND WATER DEPOSIT	10417350000	1	7110-2228-000	DEPOSITS-CUSTOMER	41.57	41.57
Total 10417350000:										41.57	41.57
05/19	05/09/2019	203937	1076	SIERRA COFFEE AND BE	BOTTLED WATER	51299	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 51299:										27.40	27.40
05/19	05/09/2019	203938	883	SILVER STATE INTERNA	REPAIRS-FD	SP510999	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	136.72	136.72
Total SP510999:										136.72	136.72
05/19	05/09/2019	203938	883	SILVER STATE INTERNA	SUPPLIES- STREETS	SP511227	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	47.59	47.59
Total SP511227:										47.59	47.59
05/19	05/09/2019	203939	8892		TR EX LONG BEACH CA 5/12/19	050919	1	1000-415-10-45	TRAINING	704.13	704.13
Total 050919:										704.13	704.13
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	606 NEVADA	1274 050119	1	1000-417-10-44	SEWER	47.00	47.00
Total 1274 050119:										47.00	47.00
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	66 N LASSEN	1276 050119	1	1000-417-10-44	SEWER	104.00	104.00
Total 1276 050119:										104.00	104.00

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
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 050119	1	1000-451-80-44	SEWER	52.00	52.00
Total 1448 050119:										52.00	52.00
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOPS F	1449 050119	1	1000-452-20-44	SEWER	104.00	104.00
Total 1449 050119:										104.00	104.00
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 050119	1	1000-452-20-44	SEWER	52.00	52.00
Total 3667 050119:										52.00	52.00
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 050119	1	1000-452-20-44	SEWER	59.00	59.00
Total 3668 050119:										59.00	59.00
05/19	05/09/2019	203940	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 050119	1	1000-452-20-44	SEWER	52.00	52.00
Total 3669 050119:										52.00	52.00
05/19	05/09/2019	203941	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5005981821	1	1000-422-10-45	COMMUNICATIONS	262.77	262.77
Total 5005981821:										262.77	262.77
05/19	05/09/2019	203941	9295	TAMCO CAPITAL CORP	COMMUNICATION-PD	5006207903	1	1000-421-10-45	COMMUNICATIONS	312.10	312.10
Total 5006207903:										312.10	312.10
05/19	05/09/2019	203942	728	U S POSTMASTER	UB BILLING GAS	050919	1	7401-430-62-46	POSTAGE	102.34	102.34
05/19	05/09/2019	203942	728	U S POSTMASTER	UB BILLING WATER	050919	2	7110-430-42-46	POSTAGE	198.66	198.66
Total 050919:										301.00	301.00
05/19	05/09/2019	203943	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	67830575	1	1000-452-20-46	SUPPLIES-GENERAL	61.01	61.01
Total 67830575:										61.01	61.01
05/19	05/09/2019	203943	770	WESTERN NEVADA SUP	SUPPLIES- PARKS	67830593	1	1000-452-20-46	SUPPLIES-GENERAL	17.94	17.94

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 67830593:										17.94	17.94
05/19	05/09/2019	203943	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67830786	1	2007-431-20-46	SUPPLIES-GENERAL	9.85	9.85
Total 67830786:										9.85	9.85
05/19	05/09/2019	203943	770	WESTERN NEVADA SUP	SUPPLIES-FD	67831624	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	42.46	42.46
Total 67831624:										42.46	42.46
05/19	05/09/2019	203944	1378	ZITO MEDIA	CABLE-FD	356225062 042719	1	1000-422-10-45	COMMUNICATIONS	26.82	26.82
Total 356225062 042719:										26.82	26.82
Grand Totals:										29,395.42	29,395.42

Report Criteria:

Report type: GL detail  
 Check.Voided = False

Report Criteria:

Report type: GL detail  
 Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/14/2019	203945	931		TR EX MAMMOTH LAKES, CA 5/	050919	1	7620-430-10-45	TRAVEL	190.00	190.00
Total 050919:										190.00	190.00
Grand Totals:										190.00	190.00

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
05/19	05/16/2019	203946	9633		REFUND GAS DEPOSIT	10105100221	1	7401-2228-000	DEPOSITS-CUSTOMER	146.58	146.58
Total 10105100221										146.58	146.58
05/19	05/16/2019	203947	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9961868043	1	7401-430-62-46	SUPPLIES-GENERAL	157.21	157.21
05/19	05/16/2019	203947	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9961868043	2	2007-431-20-46	SUPPLIES-GENERAL	157.22	157.22
05/19	05/16/2019	203947	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9961868043	3	7110-430-42-46	SUPPLIES-GENERAL	157.22	157.22
Total 9961868043:										471.65	471.65
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636745157	1	7620-430-10-44	LINEN SERVICE	33.53	33.53
Total 636745157:										33.53	33.53
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636745158	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 636745158:										55.67	55.67
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636745159	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 636745159:										49.54	49.54
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636745160	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 636745160:										41.92	41.92
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636758876	1	7620-430-10-44	LINEN SERVICE	153.78	153.78
Total 636758876:										153.78	153.78
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636758877	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 636758877:										55.67	55.67
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636758878	1	7401-430-62-44	LINEN SERVICES	49.54	49.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 636758878:										49.54	49.54
05/19	05/16/2019	203948	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636758879		1 7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 636758879:										41.92	41.92
05/19	05/16/2019	203949	1231	ASBURY ENVIRONMENT	SUPPLIES- GAS	I500-00441408		1 7401-430-62-44	REPAIR AND MAINT-VEHICLE	170.85	170.85
05/19	05/16/2019	203949	1231	ASBURY ENVIRONMENT	SUPPLIES- WATER	I500-00441408		2 7110-430-42-44	REPAIR AND MAINTENANCE-V	170.85	170.85
05/19	05/16/2019	203949	1231	ASBURY ENVIRONMENT	SUPPLIES- STREETS	I500-00441408		3 2007-431-20-44	REPAIR AND MAINTENANCE-V	170.85	170.85
Total I500-00441408:										512.55	512.55
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-WATER	439668		1 7301-430-52-46	SUPPLIES-GENERAL	34.72	34.72
Total 439668:										34.72	34.72
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES- WATER	439710		1 7301-430-52-46	SUPPLIES-GENERAL	20.26	20.26
Total 439710:										20.26	20.26
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-FD	439870		1 1000-422-10-44	FACILITY - REPAIR & MAINTEN	19.29	19.29
Total 439870:										19.29	19.29
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-FD	439943		1 1000-422-10-44	FACILITY - REPAIR & MAINTEN	15.92	15.92
Total 439943:										15.92	15.92
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-GAS	440017		1 7401-430-62-46	SUPPLIES-GENERAL	14.61	14.61
Total 440017:										14.61	14.61
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-GAS	440130		1 7401-430-62-46	SUPPLIES-GENERAL	23.48	23.48
Total 440130:										23.48	23.48
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	440520		1 2007-431-20-46	SUPPLIES-GENERAL	52.10	52.10

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 440520:										52.10	52.10
05/19	05/16/2019	203950	76	BILLINGTON ACE HARD	SUPPLIES-WATER	440602	1	7110-430-42-46	SUPPLIES-GENERAL	41.17	41.17
Total 440602:										41.17	41.17
05/19	05/16/2019	203951	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 050119	1	1000-421-10-44	DISPOSAL	108.99	108.99
Total SVL7 050119:										108.99	108.99
05/19	05/16/2019	203951	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 050119	1	1000-422-10-44	DISPOSAL	184.05	184.05
Total SVLFD 050119:										184.05	184.05
05/19	05/16/2019	203952	9634		REFUND GAS DEPOSIT	10324100909	1	7401-2228-000	DEPOSITS-CUSTOMER	77.52	77.52
Total 10324100909:										77.52	77.52
05/19	05/16/2019	203953	161	CSK AUTO INC	SUPPLIES-STREETS	2740178649	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.03	8.03
Total 2740178649:										8.03	8.03
05/19	05/16/2019	203953	161	CSK AUTO INC	SUPPLIES-STREETS	2740180189	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	52.23	52.23
Total 2740180189:										52.23	52.23
05/19	05/16/2019	203954	7293	DIG IT CONSTRUCTION	PROGRESS PAYMENT 3 PROJE	051419	1	7114-430-49-44	CONSTRUCTION SERVICES	83,065.20	83,065.20
Total 051419:										83,065.20	83,065.20
05/19	05/16/2019	203955	7293	DIG IT CONSTRUCTION	PROGRESS PAYMENT NO 6 PR	051519	1	2007-431-29-44	CONSTRUCTION SERVICES	63,200.44	63,200.44
Total 051519:										63,200.44	63,200.44
05/19	05/16/2019	203956	1565	DIRTY JOE'S CAR WASH	CAR WASH-PD	050619	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	30.00	30.00
Total 050619:										30.00	30.00

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
05/19	05/16/2019	203957	7399		REFUND WATER DEPOSIT	10224550034	1	7110-2228-000	DEPOSITS-CUSTOMER	56.96	56.96
Total 10224550034:										56.96	56.96
05/19	05/16/2019	203958	241	FEATHER PUBLISHING C	ADVERTISEMENT-PD	1532606	1	1000-421-10-45	PRINTING AND BINDING	62.40	62.40
Total 1532606:										62.40	62.40
05/19	05/16/2019	203959	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	972494A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 972494A:										117.00	117.00
05/19	05/16/2019	203959	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	972505A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 972505A:										147.00	147.00
05/19	05/16/2019	203960	265	FRONTIER	257-1000 DSL SERVICE	1000 050519	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
05/19	05/16/2019	203960	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 050519	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
05/19	05/16/2019	203960	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 050519	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
05/19	05/16/2019	203960	265	FRONTIER	257-1000 ADMIN FAX	1000 050519	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
05/19	05/16/2019	203960	265	FRONTIER	257-1000 CITY CLERK FAX	1000 050519	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
05/19	05/16/2019	203960	265	FRONTIER	257-1000 ADMIN	1000 050519	6	1000-413-20-45	COMMUNICATIONS	3.85	3.85
05/19	05/16/2019	203960	265	FRONTIER	257-1000 CITY CLERK	1000 050519	7	1000-411-40-45	COMMUNICATIONS	2.93	2.93
05/19	05/16/2019	203960	265	FRONTIER	257-1000 FINANCE	1000 050519	8	1000-415-10-45	COMMUNICATIONS	2.93	2.93
05/19	05/16/2019	203960	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 050519	9	1000-419-10-45	COMMUNICATIONS	2.93	2.93
05/19	05/16/2019	203960	265	FRONTIER	257-1000 CITY HALL	1000 050519	10	1000-417-10-45	COMMUNICATIONS	257.47	257.47
Total 1000 050519:										465.61	465.61
05/19	05/16/2019	203960	265	FRONTIER	257-1041 ADMIN-PW	1041 050519	1	7620-430-10-45	COMMUNICATIONS	654.72	654.72
Total 1041 050519:										654.72	654.72
05/19	05/16/2019	203960	265	FRONTIER	257-1044 PRI	1044 050519	1	7620-430-10-45	COMMUNICATIONS	98.86	98.86
Total 1044 050519:										98.86	98.86
05/19	05/16/2019	203960	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 050519	1	1000-417-10-45	COMMUNICATIONS	70.06	70.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2960 050519:										70.06	70.06
05/19	05/16/2019	203960	265	FRONTIER	257-7098 NATURAL GAS	7098 050119	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98
Total 7098 050119:										85.98	85.98
05/19	05/16/2019	203961	1289	FULL SPECTRUM INC	SCADA WORK 2/5/19-5/6/19- WA	20190506	1	7110-430-42-43	TECHNICAL SVCS	1,900.00	1,900.00
Total 20190506:										1,900.00	1,900.00
05/19	05/16/2019	203962	756	W.W. GRAINGER INC	SUPPLIES-GAS	9168131580	1	7401-430-62-46	SUPPLIES - SAFETY ITEMS	134.09	134.09
Total 9168131580:										134.09	134.09
05/19	05/16/2019	203963	1362	IRON MOUNTAIN INFO. M	PROFESSIONAL SERVICES-PD	APGG287	1	1000-421-10-43	PROFESSIONAL SVCS	72.21	72.21
Total APGG287:										72.21	72.21
05/19	05/16/2019	203964	338	JACKSON'S SERVICE CE	FUEL- PARKS	29806	1	1000-452-20-46	GASOLINE	27.05	27.05
Total 29806:										27.05	27.05
05/19	05/16/2019	203964	338	JACKSON'S SERVICE CE	FUEL-FD	29850	1	1000-422-10-46	GASOLINE	64.96	64.96
Total 29850:										64.96	64.96
05/19	05/16/2019	203965	374	L N CURTIS & SONS	SUPPLIES- FIRE	276241	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	158.62	158.62
Total 276241:										158.62	158.62
05/19	05/16/2019	203965	374	L N CURTIS & SONS	SUPPLIES- FIRE	277060	1	1000-422-10-47	MACHINERY AND EQUIPMENT	578.08	578.08
Total 277060:										578.08	578.08
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES- FD	316559	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	6.83	6.83
Total 316559:										6.83	6.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	322078	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.62	8.62
Total 322078:										8.62	8.62
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	322079	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.03	8.03
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	322079	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.03	8.03
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	322079	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.04	8.04
Total 322079:										24.10	24.10
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	322375	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.43	16.43
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	322375	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	16.43	16.43
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	322375	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	16.43	16.43
Total 322375:										49.29	49.29
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	322467	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	47.55	47.55
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	322467	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	47.54	47.54
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	322467	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	47.55	47.55
Total 322467:										142.64	142.64
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	322491	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	28.71	28.71
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	322491	2	7110-430-42-46	SUPPLIES-SMALL TOOLS	28.72	28.72
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	322491	3	2007-431-20-46	SUPPLIES-SMALL TOOLS	28.72	28.72
Total 322491:										86.15	86.15
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	322499	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	5.54	5.54
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	322499	2	7110-430-42-46	SUPPLIES-SMALL TOOLS	5.54	5.54
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	322499	3	2007-431-20-46	SUPPLIES-SMALL TOOLS	5.53	5.53
Total 322499:										16.61	16.61
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	322847	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	27.47	27.47
Total 322847:										27.47	27.47
05/19	05/16/2019	203966	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	323231	1	7401-430-62-46	SUPPLIES-GENERAL	2.69	2.69

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Total 323231:										2.69	2.69
05/19	05/16/2019	203967	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-PW	13755		1 7620-430-10-43	PROFESSIONAL SVCS	240.00	240.00
Total 13755:										240.00	240.00
05/19	05/16/2019	203968	437	LMUD	SOUTH ST - PW OFFICE	14590 042619		1 7620-430-10-46	ELECTRICITY	446.10	446.10
Total 14590 042619:										446.10	446.10
05/19	05/16/2019	203968	437	LMUD	CADY SPRINGS	26784 042619		1 7110-430-42-46	ELECTRICITY	455.42	455.42
Total 26784 042619:										455.42	455.42
05/19	05/16/2019	203968	437	LMUD	RICHMOND RD BRIDGE	35094 042619		1 2007-431-60-46	ELECTRICITY	249.35	249.35
Total 35094 042619:										249.35	249.35
05/19	05/16/2019	203968	437	LMUD	720 SOUTH EMULSION TANK-P	38646 042619		1 7620-430-10-46	ELECTRICITY	20.00	20.00
Total 38646 042619:										20.00	20.00
05/19	05/16/2019	203968	437	LMUD	SOUTH ST & WEST END- STRE	416924 042619		1 2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416924 042619:										15.01	15.01
05/19	05/16/2019	203968	437	LMUD	RICHMOND RD & PEARL CR- S	416984 042619		1 2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416984 042619:										15.01	15.01
05/19	05/16/2019	203968	437	LMUD	ORCHARD STREET LIGHTS	418802 042619		1 2007-431-60-46	ELECTRICITY	9.16	9.16
Total 418802 042619:										9.16	9.16
05/19	05/16/2019	203968	437	LMUD	RIVERSIDE DR. & RIVER ST. LI	418824 042619		1 2007-431-60-46	ELECTRICITY	15.01	15.01
Total 418824 042619:										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
05/19	05/16/2019	203968	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 042619	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 418833 042619:										15.01	15.01
05/19	05/16/2019	203968	437	LMUD	SPRING RIDGE BOOSTER	55754 042619	1	7110-430-42-46	ELECTRICITY	185.63	185.63
Total 55754 042619:										185.63	185.63
05/19	05/16/2019	203969	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	33431	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 33431:										40.00	40.00
05/19	05/16/2019	203970	487		REIM FUEL	051419	1	1000-422-10-46	GASOLINE	80.10	80.10
Total 051419:										80.10	80.10
05/19	05/16/2019	203971	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	308885408001	1	1000-419-10-46	SUPPLIES-GENERAL	5.01	5.01
Total 308885408001:										5.01	5.01
05/19	05/16/2019	203971	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	308885713001	1	1000-419-10-46	SUPPLIES-GENERAL	7.82	7.82
Total 308885713001:										7.82	7.82
05/19	05/16/2019	203971	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	308903924001	1	1000-419-10-46	SUPPLIES-GENERAL	28.95	28.95
Total 308903924001:										28.95	28.95
05/19	05/16/2019	203972	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	927336	1	7401-430-62-43	TECHNICAL SVCS	38.22	38.22
05/19	05/16/2019	203972	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	927336	2	7110-430-42-43	TECHNICAL SVCS	38.23	38.23
Total 927336:										76.45	76.45
05/19	05/16/2019	203973	9133	OWEN EQUIPMENT SALE	SUPPLIES-STREETS	45389	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	530.60	530.60
Total 45389:										530.60	530.60
05/19	05/16/2019	203973	9133	OWEN EQUIPMENT SALE	SUPPLIES- STREETS	45683	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	443.89	443.89

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Total 45683:										443.89	443.89
05/19	05/16/2019	203974	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2504257	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2504257:										5.06	5.06
05/19	05/16/2019	203974	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2504286	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2504286:										5.06	5.06
05/19	05/16/2019	203974	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2504374	1	2007-431-20-46	SUPPLIES-GENERAL	4.24	4.24
Total 2504374:										4.24	4.24
05/19	05/16/2019	203974	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2504393	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	389.70	389.70
Total 2504393:										389.70	389.70
05/19	05/16/2019	203974	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2504475	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2504475:										5.06	5.06
05/19	05/16/2019	203974	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2504678	1	2007-431-20-46	SUPPLIES-GENERAL	5.06	5.06
Total 2504678:										5.06	5.06
05/19	05/16/2019	203975	550		DOG CLINIC CHANGE 2019	051619	1	1000-1012-008	PETTY CASH - RABIES CLINIC	200.00	200.00
Total 051619:										200.00	200.00
05/19	05/16/2019	203976	563	POULSEN WELDING SHO	REPAIRS- STREETS	3442	1	2007-431-20-43	TECHNICAL SVCS	407.69	407.69
05/19	05/16/2019	203976	563	POULSEN WELDING SHO	REPAIRS- WATER	3442	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	134.06	134.06
Total 3442:										541.75	541.75
05/19	05/16/2019	203977	582	RAY MORGAN CO INC	COPIER-PD	2516626	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	159.32	159.32
05/19	05/16/2019	203977	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER	2516626	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	318.64	318.64

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Total 2516626:										477.96	477.96
05/19	05/16/2019	203978	1296	RENTAL GUYS	Purchase New ExMark Lazer X R	708964-1		1 7530-451-52-47	MACHINERY AND EQUIPMENT	12,354.13	12,354.13
Total 708964-1:										12,354.13	12,354.13
05/19	05/16/2019	203979	6387		REFUND GREEN FEES	050919		1 7530-451-52-34	GREEN FEES	960.00	960.00
05/19	05/16/2019	203979	6387		REFUND CART RENTALS	050919		2 7530-451-52-36	RENTALS - CARTS	240.00	240.00
Total 050919:										1,200.00	1,200.00
05/19	05/16/2019	203980	1076	SIERRA COFFEE AND BE	BOTTLED WATER	51559		1 1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 51559:										14.50	14.50
05/19	05/16/2019	203980	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	51566		1 7620-430-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 51566:										27.40	27.40
05/19	05/16/2019	203981	917	SUPREME GRAPHICS	BANNER PRINTED-FD	65196		1 1000-425-20-45	ADVERTISING	139.43	139.43
Total 65196:										139.43	139.43
05/19	05/16/2019	203982	677	SUSANVILLE SANITARY	1505 MAIN	2064 050119		1 1000-422-10-44	SEWER	52.00	52.00
Total 2064 050119:										52.00	52.00
05/19	05/16/2019	203982	677	SUSANVILLE SANITARY	1801 MAIN	2121 050119		1 1000-421-10-44	SEWER	52.00	52.00
Total 2121 050119:										52.00	52.00
05/19	05/16/2019	203982	677	SUSANVILLE SANITARY	720 SOUTH ST	3203 050119		1 7620-430-10-44	SEWER	52.00	52.00
Total 3203 050119:										52.00	52.00
05/19	05/16/2019	203983	9295	TAMCO CAPITAL CORP	COMMUNICATION-FD	5006241906		1 1000-422-10-45	COMMUNICATIONS	262.77	262.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 5006241906:										262.77	262.77
05/19	05/16/2019	203984	9383	THE PAPE GROUP INC	REPAIR & MAINT-GAS	1644533	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3,455.47	3,455.47
Total 1644533:										3,455.47	3,455.47
05/19	05/16/2019	203985	9635	THE TERRAMAR GROUP,	REPAIR & MAINT-FD	72493	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	125.96	125.96
Total 72493:										125.96	125.96
05/19	05/16/2019	203986	966	TURF STAR, INC.	REPAIRS & MAINT-GC	7063736-00	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	548.89	548.89
Total 7063736-00:										548.89	548.89
05/19	05/16/2019	203987	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9829144027	1	2008-421-10-43	TECHNICAL SERVICES	604.72	604.72
Total 9829144027:										604.72	604.72
05/19	05/16/2019	203987	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9829216376	1	1000-422-10-45	COMMUNICATIONS	266.07	266.07
Total 9829216376:										266.07	266.07
05/19	05/16/2019	203988	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67832083	1	2007-431-20-46	SUPPLIES-GENERAL	30.03	30.03
Total 67832083:										30.03	30.03
05/19	05/16/2019	203988	770	WESTERN NEVADA SUP	SUPPLIES- GC	67844660	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	31.76	31.76
Total 67844660:										31.76	31.76
05/19	05/16/2019	203988	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67848300	1	7401-430-62-46	SUPPLIES-GENERAL	159.78	159.78
Total 67848300:										159.78	159.78
05/19	05/16/2019	203988	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67850421	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	87.30	87.30
Total 67850421:										87.30	87.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/16/2019	203988	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	67850860	1	2007-431-20-46	SUPPLIES-GENERAL	239.53	239.53
Total 67850860:										239.53	239.53
05/19	05/16/2019	203989	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-57040	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-57040:										98.66	98.66
Grand Totals:										177,933.17	177,933.17

## Report Criteria:

Report type: GL detail  
Check.Voided = False

Report Criteria:

Report type: GL detail  
 Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/17/2019	203990	728	U S POSTMASTER	UB BILLING GAS	051719	1	7401-430-62-46	POSTAGE	406.31	406.31
05/19	05/17/2019	203990	728	U S POSTMASTER	UB BILLING WATER	051719	2	7110-430-42-46	POSTAGE	788.73	788.73
Total 051719:										1,195.04	1,195.04
Grand Totals:										1,195.04	1,195.04

Report Criteria:

Report type: GL detail  
 Check.Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204014	21	AIRGAS USA, LLC	CHLORINE- WATER	9088610067	1	7110-430-42-46	SUPPLIES-GENERAL	789.75	789.75
Total 9088610067:										789.75	789.75
05/19	05/23/2019	204015	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	636772589	1	7620-430-10-44	LINEN SERVICE	266.59	266.59
Total 636772589:										266.59	266.59
05/19	05/23/2019	204015	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	636772590	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 636772590:										55.67	55.67
05/19	05/23/2019	204015	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	636772591	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 636772591:										49.54	49.54
05/19	05/23/2019	204015	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	636772592	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 636772592:										41.92	41.92
05/19	05/23/2019	204016	1231	ASBURY ENVIRONMENT	REPAIR & MAINT-STREETS	I500-0041542	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	44.68	44.68
05/19	05/23/2019	204016	1231	ASBURY ENVIRONMENT	REPAIR & MAINT-GAS	I500-0041542	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	44.69	44.69
05/19	05/23/2019	204016	1231	ASBURY ENVIRONMENT	REPAIR & MAINT- WATER	I500-0041542	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	44.69	44.69
Total I500-0041542:										134.06	134.06
05/19	05/23/2019	204017	1456	AUTOPRO COLLISON CE	REPAIR & MAINT-PD	574	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	1,232.64	1,232.64
Total 574:										1,232.64	1,232.64
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	439924	1	1000-452-20-46	SUPPLIES-GENERAL	9.64	9.64
Total 439924:										9.64	9.64
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	440049	1	1000-452-20-46	SUPPLIES-GENERAL	26.04	26.04

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 440049:										26.04	26.04
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES- FD	440544	1	1000-422-10-46	SUPPLIES-GENERAL	40.52	40.52
Total 440544:										40.52	40.52
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-FD	440546	1	1000-422-10-46	SUPPLIES-GENERAL	18.46	18.46
Total 440546:										18.46	18.46
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	440628	1	2007-431-20-46	SUPPLIES-GENERAL	1.87	1.87
Total 440628:										1.87	1.87
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-WATER	440629	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	11.19	11.19
Total 440629:										11.19	11.19
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-GAS	440652	1	7401-430-62-46	SUPPLIES-GENERAL	23.13	23.13
Total 440652:										23.13	23.13
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	440664	1	2007-431-20-46	SUPPLIES-GENERAL	11.06	11.06
Total 440664:										11.06	11.06
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	440753	1	1000-452-20-46	SUPPLIES-GENERAL	14.46	14.46
Total 440753:										14.46	14.46
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	440769	1	2007-431-20-46	SUPPLIES-GENERAL	15.12	15.12
Total 440769:										15.12	15.12
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-GAS	440845	1	7401-430-62-46	SUPPLIES-GENERAL	16.39	16.39
Total 440845:										16.39	16.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	440885	1	2007-431-20-46	SUPPLIES-GENERAL	26.36	26.36
Total 440885:										26.36	26.36
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-FD	440888	1	1000-422-10-46	SUPPLIES-GENERAL	10.12	10.12
Total 440888:										10.12	10.12
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-FD	440890	1	1000-422-10-46	SUPPLIES-GENERAL	7.70	7.70
Total 440890:										7.70	7.70
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-FD	440939	1	1000-422-10-46	SUPPLIES-GENERAL	31.82	31.82
Total 440939:										31.82	31.82
05/19	05/23/2019	204018	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	441056	1	2007-431-20-46	SUPPLIES-GENERAL	28.52	28.52
Total 441056:										28.52	28.52
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLC600MAINST 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 050119	1	2007-431-20-44	DISPOSAL	21.43	21.43
Total PLCBOFA 050119:										21.43	21.43
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCBUEHLERDNT 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONMTN 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCDIAMONMTN 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCELKSLODGE 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 040119	1	2007-431-20-44	DISPOSAL	21.43	21.43
Total PLCFROSTYMILL 040119:										21.43	21.43
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 050119	1	2007-431-20-44	DISPOSAL	21.75	21.75
Total PLCFROSTYMILL 050119:										21.75	21.75
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 05011	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCGROCERYOUT 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCHAIRHUNTER 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCHOTELLSN1 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUIL 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCKNOCHBUIL 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCLITTLEITAL 040119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 050119	1	2007-431-20-44	DISPOSAL	43.34	43.34
Total PLCLITTLEITAL 050119:										43.34	43.34
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCLVCHARTR 050119:										42.70	42.70

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 040119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCMTLASSNP 040119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 050119	1	2007-431-20-44	DISPOSAL	43.34	43.34
Total PLCMTLASSNP 050119:										43.34	43.34
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 050119	1	2007-431-20-44	DISPOSAL	85.40	85.40
Total PLCPANCERAPL 050119:										85.40	85.40
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL. 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCPANCERAPL. 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCSIERRAJWLR 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCSIERRATHTR 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLERREAL 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCSVILLERREAL 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOENPARK 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCUPTOENPARK 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 050119	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCUSPOSTAL 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 050119	1	2007-431-20-44	DISPOSAL	45.65	45.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCVETSMEMOR 050119:										45.65	45.65
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 05011	1	2007-431-20-44	DISPOSAL	42.70	42.70
Total PLCWALMARTBUS 050119:										42.70	42.70
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL145 040119	1	7620-430-10-44	DISPOSAL	187.00	187.00
Total SVL145 040119:										187.00	187.00
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 050119	1	7620-430-10-44	DISPOSAL	189.81	189.81
Total SVL15 050119:										189.81	189.81
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 040119	1	7620-430-10-44	DISPOSAL	192.89	192.89
Total SVL8 040119:										192.89	192.89
05/19	05/23/2019	204019	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 050119	1	7620-430-10-44	DISPOSAL	195.78	195.78
Total SVL8 050119:										195.78	195.78
05/19	05/23/2019	204020	8845	CORDICO PSYCHOLOGI	PRE-EMP PYSCH EVAL	3001	1	1000-416-10-43	TECHNICAL SVCS	400.00	400.00
Total 3001:										400.00	400.00
05/19	05/23/2019	204021	9638		REFUND WATER DEPOSIT	10308700011	1	7110-2228-000	DEPOSITS-CUSTOMER	14.19	14.19
Total 10308700011:										14.19	14.19
05/19	05/23/2019	204022	161	CSK AUTO INC	SUPPLIES-PW	2740181379	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	20.88	20.88
Total 2740181379:										20.88	20.88
05/19	05/23/2019	204023	9640		REFUND GAS DEPOSIT	10531901403	1	7401-2228-000	DEPOSITS-CUSTOMER	8.92	8.92
Total 10531901403:										8.92	8.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204024	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	372147	1	1000-416-10-45	FINGERPRINTING SERVICES	224.00	224.00
Total 372147:										224.00	224.00
05/19	05/23/2019	204025	9639		REFUND WATER DEPOSIT	10408700223	1	7110-2228-000	DEPOSITS-CUSTOMER	10.21	10.21
05/19	05/23/2019	204025	9639		REFUND GAS DEPOSIT	10408700223	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10408700223:										210.21	210.21
05/19	05/23/2019	204026	219	ED STAUB & SONS PETR	72.10 GAL PROPANE-GC	117861T	1	7530-451-52-46	PROPANE	114.45	114.45
Total 117861T:										114.45	114.45
05/19	05/23/2019	204026	219	ED STAUB & SONS PETR	903.60 GAL PROPANE-GC	121792T	1	7530-451-52-46	PROPANE	143.81	143.81
Total 121792T:										143.81	143.81
05/19	05/23/2019	204026	219	ED STAUB & SONS PETR	200 GAL DIESEL- GC	127925T	1	7530-451-52-46	GASOLINE	600.02	600.02
Total 127925T:										600.02	600.02
05/19	05/23/2019	204026	219	ED STAUB & SONS PETR	300 GAL FUEL-GC	127926T	1	7530-451-52-46	GASOLINE	962.95	962.95
Total 127926T:										962.95	962.95
05/19	05/23/2019	204027	241	FEATHER PUBLISHING C	ADVERTISEMENT-PD	051419	1	1000-421-10-45	PRINTING AND BINDING	72.80	72.80
Total 051419:										72.80	72.80
05/19	05/23/2019	204027	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	18-01	1	7620-430-10-45	ADVERTISING	1,290.00	1,290.00
Total 18-01:										1,290.00	1,290.00
05/19	05/23/2019	204027	241	FEATHER PUBLISHING C	ADVERTISEMENT-PW	18-02	1	7620-430-10-45	ADVERTISING	1,290.00	1,290.00
Total 18-02:										1,290.00	1,290.00
05/19	05/23/2019	204027	241	FEATHER PUBLISHING C	PO# 7881	7881	1	1000-417-10-45	ADVERTISING	57.20	57.20

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 7881:										57.20	57.20
05/19	05/23/2019	204027	241	FEATHER PUBLISHING C	ORDINANCE #19-1014	7882	1	1000-411-40-45	ADVERTISING	361.40	361.40
Total 7882:										361.40	361.40
05/19	05/23/2019	204028	257	FOREST OFFICE EQUIP	KYOCERA COPIER -PW	AR3730	1	7620-430-10-43	TECHNICAL SVCS	1,260.67	1,260.67
Total AR3730:										1,260.67	1,260.67
05/19	05/23/2019	204028	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	AR3731	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	84.00	84.00
Total AR3731:										84.00	84.00
05/19	05/23/2019	204029	265	FRONTIER	257-1033-PARKS	1033 050519	1	1000-452-20-45	COMMUNICATIONS	245.68	245.68
Total 1033 050519:										245.68	245.68
05/19	05/23/2019	204029	265	FRONTIER	252-1182 SCADA - WATER	1182 051019	1	7110-430-42-45	COMMUNICATIONS	303.16	303.16
Total 1182 051019:										303.16	303.16
05/19	05/23/2019	204029	265	FRONTIER	257-3292 MUSEUM	3292 051019	1	1000-451-80-45	COMMUNICATION	123.55	123.55
Total 3292 051019:										123.55	123.55
05/19	05/23/2019	204029	265	FRONTIER	257-4725-FAX	4725 051519	1	1000-419-10-45	COMMUNICATIONS	60.27	60.27
05/19	05/23/2019	204029	265	FRONTIER	257-4725 CITY HALL FAX	4725 051519	2	1000-417-10-45	COMMUNICATIONS	60.26	60.26
Total 4725 051519:										120.53	120.53
05/19	05/23/2019	204029	265	FRONTIER	257-5152 FIRE	5152 051019	1	1000-422-10-45	COMMUNICATIONS	301.63	301.63
Total 5152 051019:										301.63	301.63
05/19	05/23/2019	204029	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 051019	1	7401-430-62-45	COMMUNICATIONS	41.07	41.07

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 7-1182 051019:										41.07	41.07
05/19	05/23/2019	204030	756	W.W. GRAINGER INC	SUPPLIES-GAS	9168370568	1	7401-430-62-46	SUPPLIES - SAFETY ITEMS	275.98	275.98
Total 9168370568:										275.98	275.98
05/19	05/23/2019	204031	335	J.W. WOOD CO INC	SUPPLIES- PARKS	A110626	1	1000-452-20-46	SUPPLIES-GENERAL	449.91	449.91
Total A110626:										449.91	449.91
05/19	05/23/2019	204031	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S100433	1	1000-452-20-46	SUPPLIES-GENERAL	324.68	324.68
Total S100433:										324.68	324.68
05/19	05/23/2019	204031	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S110432	1	1000-452-20-46	SUPPLIES-GENERAL	14.69	14.69
Total S110432:										14.69	14.69
05/19	05/23/2019	204031	335	J.W. WOOD CO INC	SUPPLIES- GC	S110841	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	28.56	28.56
Total S110841:										28.56	28.56
05/19	05/23/2019	204032	338	JACKSON'S SERVICE CE	FUEL- PARKS	31800	1	1000-452-20-46	GASOLINE	83.25	83.25
Total 31800:										83.25	83.25
05/19	05/23/2019	204033	237	JOHN DEERE FINANCIAL	REPAIRS-G.C	544713	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	624.54	624.54
Total 544713:										624.54	624.54
05/19	05/23/2019	204034	1350	JONES & MAYER	PROFESSIONAL SERVICES	91897	1	1000-412-10-43	PROFESSIONAL SVCS	1,912.50	1,912.50
Total 91897:										1,912.50	1,912.50
05/19	05/23/2019	204034	1350	JONES & MAYER	PROFESSIONAL SERVICES	91898	1	1000-412-10-43	PROFESSIONAL SVCS	1,912.50	1,912.50
Total 91898:										1,912.50	1,912.50

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
05/19	05/23/2019	204035	374	L N CURTIS & SONS	SAFETY-TURNOUTS-FD	282435	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	12,280.13	12,280.13
Total 282435:										12,280.13	12,280.13
05/19	05/23/2019	204036	1478	LASSEN CO ENVIROMEN	CUPA FEES 720 SOUTH STREE	190146	1	7620-1430-105	PRE-PAID OTHER	225.00	225.00
Total 190146:										225.00	225.00
05/19	05/23/2019	204036	1478	LASSEN CO ENVIROMEN	CUPA FEES 470-895 CIRCLE D	190157	1	7530-1430-105	PREPAID - OTHER	99.00	99.00
Total 190157:										99.00	99.00
05/19	05/23/2019	204036	1478	LASSEN CO ENVIROMEN	CUPA FEES BAGWELL SPRING	190178	1	7110-1430-105	PRE-PAID OTHER	99.00	99.00
Total 190178:										99.00	99.00
05/19	05/23/2019	204036	1478	LASSEN CO ENVIROMEN	CUPA FEES CADY SPRINGS 19/	190179	1	7110-1430-105	PRE-PAID OTHER	99.00	99.00
Total 190179:										99.00	99.00
05/19	05/23/2019	204037	397	LASSEN CO FIRE OFFIC	2019 MEMBERSHIPS	052119	1	1000-425-20-48	DUES AND MEMBERSHIPS	70.00	70.00
Total 052119:										70.00	70.00
05/19	05/23/2019	204038	1335	LASSEN COUNTY OFFIC	LIVESCAN SERVICES	18/19-292	1	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
Total 18/19-292:										32.00	32.00
05/19	05/23/2019	204039	411	LASSEN MOTOR PARTS	SUPPLIES-PW	322245	1	7620-430-10-46	SUPPLIES-GENERAL	237.11	237.11
Total 322245:										237.11	237.11
05/19	05/23/2019	204039	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	323548	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.44	13.44
Total 323548:										13.44	13.44
05/19	05/23/2019	204039	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	323764	1	2007-431-20-46	SUPPLIES-GENERAL	24.32	24.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 323764:										24.32	24.32
05/19	05/23/2019	204040	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	12742	1	2007-431-20-44	DISPOSAL	9.18	9.18
Total 12742:										9.18	9.18
05/19	05/23/2019	204041	437	LMUD	STREET LIGHTS	14039 050619	1	2007-431-60-46	ELECTRICITY	193.32	193.32
Total 14039 050619:										193.32	193.32
05/19	05/23/2019	204041	437	LMUD	STREET LIGHTS	14041 050619	1	2007-431-60-46	ELECTRICITY	3,607.79	3,607.79
Total 14041 050619:										3,607.79	3,607.79
05/19	05/23/2019	204041	437	LMUD	S GAY ST-STREETS	24323 050619	1	2007-431-60-46	ELECTRICITY	35.33	35.33
Total 24323 050619:										35.33	35.33
05/19	05/23/2019	204041	437	LMUD	66 N LASSEN ST	2466 050619	1	1000-417-10-46	ELECTRICITY	677.19	677.19
Total 2466 050619:										677.19	677.19
05/19	05/23/2019	204041	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 050619	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 050619:										20.00	20.00
05/19	05/23/2019	204041	437	LMUD	STREET LIGHTS	2467 050619	1	2007-431-60-46	ELECTRICITY	1,627.50	1,627.50
Total 2467 050619:										1,627.50	1,627.50
05/19	05/23/2019	204041	437	LMUD	65 N WEATHERLOW ST-PARK	2865 050619	1	1000-452-20-46	ELECTRICITY	38.79	38.79
Total 2865 050619:										38.79	38.79
05/19	05/23/2019	204041	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 050619	1	1000-451-80-46	ELECTRICITY	21.35	21.35
Total 2866 050619:										21.35	21.35

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204041	437	LMUD	65 N WEATHERLOW ST-COMM	2867 050619	1	1000-452-20-46	ELECTRICITY	23.16	23.16
Total 2867 050619:										23.16	23.16
05/19	05/23/2019	204041	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 050619	1	1000-452-20-46	ELECTRICITY	20.15	20.15
Total 2870 050619:										20.15	20.15
05/19	05/23/2019	204041	437	LMUD	NORTH ST BASEBALL PARK M	2873 050619	1	1000-452-20-46	ELECTRICITY	29.02	29.02
Total 2873 050619:										29.02	29.02
05/19	05/23/2019	204041	437	LMUD	SKYLINE DR WELL 4-WATER	29931 051019	1	7110-430-42-46	ELECTRICITY	31.72	31.72
Total 29931 051019:										31.72	31.72
05/19	05/23/2019	204041	437	LMUD	HARRIS DR & HWY 36-WATER	30658 050619	1	7110-430-42-46	ELECTRICITY	332.62	332.62
Total 30658 050619:										332.62	332.62
05/19	05/23/2019	204041	437	LMUD	LONG ALLEY & LOVELL ALLEY	416860 050619	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416860 050619:										15.01	15.01
05/19	05/23/2019	204041	437	LMUD	INSPIRATION POINT- STREETS	416915 050619	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416915 050619:										15.01	15.01
05/19	05/23/2019	204041	437	LMUD	CAMPBELL ST- STREETS	416940 051019	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416940 051019:										15.01	15.01
05/19	05/23/2019	204041	437	LMUD	WASHO LN -STREET LIGHTS	416959 051019	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 416959 051019:										15.01	15.01
05/19	05/23/2019	204041	437	LMUD	130 N LASSEN STREET- STREE	416962 050619	1	2007-431-60-46	ELECTRICITY	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
Total 416962 050619:										15.01	15.01
05/19	05/23/2019	204041	437	LMUD	MARTHA & ARNOLD STREET LI	421476 051019	1	2007-431-60-46	ELECTRICITY	15.01	15.01
Total 421476 051019:										15.01	15.01
05/19	05/23/2019	204041	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 050619	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 050619:										219.89	219.89
05/19	05/23/2019	204041	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 050619	1	1000-451-80-46	ELECTRICITY	47.20	47.20
Total 43866 050619:										47.20	47.20
05/19	05/23/2019	204041	437	LMUD	N PINE & COOK - SCADA-WATE	44153 050619	1	7110-430-42-46	ELECTRICITY	26.91	26.91
Total 44153 050619:										26.91	26.91
05/19	05/23/2019	204041	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 051019	1	7110-430-42-46	ELECTRICITY	26.01	26.01
Total 44298 051019:										26.01	26.01
05/19	05/23/2019	204041	437	LMUD	PAIUTE LN SCADA-WATER	44316 051019	1	7110-430-42-46	ELECTRICITY	26.01	26.01
Total 44316 051019:										26.01	26.01
05/19	05/23/2019	204041	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 051019	1	7110-430-42-46	ELECTRICITY	52.46	52.46
Total 45542 051019:										52.46	52.46
05/19	05/23/2019	204041	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 050619	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 050619:										60.05	60.05
05/19	05/23/2019	204041	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	49501 050619	1	2007-431-60-46	ELECTRICITY	97.98	97.98
Total 49501 050619:										97.98	97.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204041	437	LMUD	606 1/2 NEVADA ST	58211 050619	1	1000-417-10-46	ELECTRICITY	20.27	20.27
Total 58211 050619:										20.27	20.27
05/19	05/23/2019	204041	437	LMUD	NORTH ST BALL PARK-MEM FI	9283 050619	1	1000-452-20-46	ELECTRICITY	194.35	194.35
Total 9283 050619:										194.35	194.35
05/19	05/23/2019	204041	437	LMUD	GEO PUMP #1	9297 050619	1	7301-430-52-46	ELECTRICITY	2,121.36	2,121.36
Total 9297 050619:										2,121.36	2,121.36
05/19	05/23/2019	204041	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 050619	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811 050619:										20.00	20.00
05/19	05/23/2019	204041	437	LMUD	GEO PUMP #2	9503 042619	1	7301-430-52-46	ELECTRICITY	37.74	37.74
Total 9503 042619:										37.74	37.74
05/19	05/23/2019	204041	437	LMUD	HOSPITAL LN-GEO	9963 042619	1	7301-430-52-46	ELECTRICITY	20.00	20.00
Total 9963 042619:										20.00	20.00
05/19	05/23/2019	204042	1508	MAIN STREET LUBE	VEHICLE MAINT-PD	19568	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 19568:										52.21	52.21
05/19	05/23/2019	204043	467	METER VALVE & CONTR	PURCHASE GAS METERS	15579	1	7401-430-63-47	MACHINERY & EQUIPMENT	6,917.85	6,917.85
Total 15579:										6,917.85	6,917.85
05/19	05/23/2019	204044	1446	MIWALL CORP	POLICE DEPARTMENT AMMUNI	3587	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	3,676.50	3,676.50
Total 3587:										3,676.50	3,676.50
05/19	05/23/2019	204045	1182	NORTHERN CALIFORNIA	SUPPLIES-STREETS	513124	1	2007-431-20-46	SUPPLIES-GENERAL	130.65	130.65
05/19	05/23/2019	204045	1182	NORTHERN CALIFORNIA	SUPPLIES-WATER	513124	2	7110-430-42-46	SUPPLIES-GENERAL	130.65	130.65
05/19	05/23/2019	204045	1182	NORTHERN CALIFORNIA	SUPPLIES-GAS	513124	3	7401-430-62-46	SUPPLIES-GENERAL	130.65	130.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
05/19	05/23/2019	204045	1182	NORTHERN CALIFORNIA	SUPPLIES-PW	513124	4	7620-430-10-46	SUPPLIES-GENERAL	130.66	130.66
Total 513124:										522.61	522.61
05/19	05/23/2019	204046	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	311329541001	1	1000-417-10-46	SUPPLIES-GENERAL	14.36	14.36
Total 311329541001:										14.36	14.36
05/19	05/23/2019	204046	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	896081275001	1	1000-417-10-46	SUPPLIES-GENERAL	9.29	9.29
Total 896081275001:										9.29	9.29
05/19	05/23/2019	204047	1186	OPIS	WHOLESALE DIESEL RACK RE	382773	1	7401-430-62-48	DUES AND MEMBERSHIPS	117.60	117.60
05/19	05/23/2019	204047	1186	OPIS	WHOLESALE DIESEL RACK RE	382773	2	7401-1430-105	PRE-PAID OTHER	840.00	840.00
Total 382773:										957.60	957.60
05/19	05/23/2019	204048	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2505258	1	1000-452-20-46	SUPPLIES-GENERAL	219.76	219.76
Total 2505258:										219.76	219.76
05/19	05/23/2019	204049	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	7102439	1	1000-422-10-46	SUPPLIES-JANITORIAL	63.22	63.22
Total 7102439:										63.22	63.22
05/19	05/23/2019	204050	9272		RETURN SIDEWALK DEPOSIT 1	052019	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	810.00	810.00
Total 052019:										810.00	810.00
05/19	05/23/2019	204051	8028		REIM OFFICE SUPPLIES	051519	1	7620-430-10-46	SUPPLIES-GENERAL	28.34	28.34
Total 051519:										28.34	28.34
05/19	05/23/2019	204051	8028		REIM TUITION & BOOKS	052019	1	7620-430-10-45	TRAVEL	3,273.66	3,273.66
Total 052019:										3,273.66	3,273.66
05/19	05/23/2019	204052	1076	SIERRA COFFEE AND BE	BOTTLED WATER	51662	1	1000-417-10-46	SUPPLIES-GENERAL	21.75	21.75

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 51662:										21.75	21.75
05/19	05/23/2019	204053	969	SIERRA PACIFIC TURF S	SUPPLIES-GC	0550835	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	74.71	74.71
Total 0550835:										74.71	74.71
05/19	05/23/2019	204054	9544		JANITORAIL SERVICES-PD	481	1	1000-421-10-44	CUSTODIAL	600.00	600.00
Total 481:										600.00	600.00
05/19	05/23/2019	204055	917	SUPREME GRAPHICS	SUPPLIES-GAS	65174	1	7401-430-62-46	SUPPLIES-GENERAL	222.04	222.04
Total 65174:										222.04	222.04
05/19	05/23/2019	204056	689	SWRCB	ANNUAL PERMIT FEE 4/1/19-3/3	SW-0168523	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	50.00	50.00
05/19	05/23/2019	204056	689	SWRCB	ANNUAL PERMIT FEE 4/1/19-3/3	SW-0168523	2	7110-1430-105	PRE-PAID OTHER	150.00	150.00
Total SW-0168523:										200.00	200.00
05/19	05/23/2019	204057	9295	TAMCO CAPITAL CORP	COMMUNICATION-PW	5006292807	1	7620-430-10-45	COMMUNICATIONS	421.30	421.30
Total 5006292807:										421.30	421.30
05/19	05/23/2019	204058	728	U S POSTMASTER	1ST CLASS PRESORT PERMIT-	042019	1	7401-1430-105	PRE-PAID OTHER	117.50	117.50
05/19	05/23/2019	204058	728	U S POSTMASTER	1ST CLASS PRESORT PERMIT-	042019	2	7110-1430-105	PRE-PAID OTHER	117.50	117.50
Total 042019:										235.00	235.00
05/19	05/23/2019	204059	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9829216066	1	7620-430-10-45	COMMUNICATIONS	94.40	94.40
05/19	05/23/2019	204059	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9829216066	2	7620-430-10-45	COMMUNICATIONS	464.61	464.61
05/19	05/23/2019	204059	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9829216066	3	1000-424-20-45	COMMUNICATIONS	47.31	47.31
05/19	05/23/2019	204059	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9829216066	4	1000-452-20-45	COMMUNICATIONS	49.66	49.66
Total 9829216066:										655.98	655.98
05/19	05/23/2019	204060	9636		REFUND GAS DEPOSIT	10506350320	1	7401-2228-000	DEPOSITS-CUSTOMER	190.06	190.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10506350320:										190.06	190.06
05/19	05/23/2019	204061	770	WESTERN NEVADA SUP	SUPPLIES- GC	67849861	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	428.25	428.25
Total 67849861:										428.25	428.25
05/19	05/23/2019	204061	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67852402	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	145.69	145.69
Total 67852402:										145.69	145.69
05/19	05/23/2019	204061	770	WESTERN NEVADA SUP	SUPPLIES-FD	67858443	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	129.76	129.76
Total 67858443:										129.76	129.76
05/19	05/23/2019	204061	770	WESTERN NEVADA SUP	SUPPLIES-FD	67858879	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	4.50	4.50
Total 67858879:										4.50	4.50
05/19	05/23/2019	204062	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A57033	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A57033:										98.66	98.66
05/19	05/23/2019	204062	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A57048	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A57048:										98.66	98.66
05/19	05/23/2019	204063	9637		REFUND GAS DEPOSIT	10120650424	1	7401-2228-000	DEPOSITS-CUSTOMER	181.09	181.09
Total 10120650424:										181.09	181.09
Grand Totals:										61,715.98	61,715.98

Report Criteria:

Report type: GL detail

Check.Voided = False

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Reviewed by. [Signature] City Administrator  
[Signature] PW Director

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

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution Number 19-5655 authorizes the following 1) City Council to accept and award Project No. 18-01, 2012 STIP Pavement Project 'SC4' in the City of Susanville to the lowest responsible bidder; 2) The Mayor to execute a contract for \$787,065.00 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to 10% of the value of the base bid; and 4) direct the Finance Manger to create a budget for the project based on available STIP funds.

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

**SUMMARY:** Public Works staff prepared plans and specifications for the installation of 2.5" thick Type 'B" asphalt pavement over existing City streets at various locations. Additional work includes; making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and repair of isolated areas to replace damaged curb, gutter, driveways and sidewalk. The following streets are included in Project No. 18-01:

- i. Covina Street;
- ii. Laverne Street;
- iii. Limoneria Avenue;
- iv. Monrovia Street;
- v. Orange Street;
- vi. Upland Street.

The project was advertised in the Lassen Times at least three weeks for a bid opening date of May 9, 2019. Additional notification of the project was also provided to plan holder services throughout northern California and required locations in other parts of the country. Three bidders submitted acceptable bid packages and the results of the bids are as follows:

<u>Lowest Bidder:</u>			
Dig-It Construction Inc. Chester, CA	Base bid:		\$787,065.00
<u>2<sup>nd</sup> Low Bidder:</u>			
Impact Construction Susanville, CA	Base bid:		\$840,654.03

3<sup>rd</sup> Lowest Bidder:

Hat Creek Construction Inc.  
Burney, CA

Base bid: \$1,040,040.00

The City Engineer's estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$739,000 for the base bid excluding any contingencies. Thus, the lowest responsible bid was 6.11% higher than estimated. The bids exceeded the estimate most likely as a result of increased work for contractors caused by the demand for similar work such as this with the onset of the SB1 program.

The remaining balance of funding available or \$167,935 will be used for change orders, construction engineering and materials testing amounting to the balance of the funding available. Typically, contingencies are estimated at 10% and construction engineering with materials testing is less than 15% respectively. Given the funding balance remaining, staff will be pursuing additional work on "nearby and adjacent streets" in an effort to spend all available monies made available to the City.

**FISCAL IMPACT:** Funding allotted for the construction phase of this project from the State Transportation Improvement Program (STIP) is set at \$955,000. The total base bid project cost to be contracted is \$787,065 less change orders and construction engineering. The City will bear no cost for this project, as it is funded entirely through the STIP program.

**ACTION REQUESTED:** Motion to approve Resolution Number 19-5655 that 1) awards Project No. 18-01, 2012 STIP Pavement Project 'SC4' in the City of Susanville to Dig It Construction Inc., the lowest responsible bidder; 2) authorizes the Mayor to execute a contract with Dig-It; 3) directs the Director of Public Works to issue a Notice to Proceed and execute change orders for up to 10% in contingencies; and 4) directs the Finance Manager to create a budget for the project in the amount of \$955,000 for construction with allocations for contingencies, construction engineering and materials testing.

**ATTACHMENTS:** Resolution 19-5655  
Bid Analysis & Results

RESOLUTION NUMBER 19-5655

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AWARDING PROJECT NO. 18-01, 2012 STIP PAVEMENT PROJECT 'SC4' TO DIG-IT CONSTRUCTION INC.; AND AUTHORIZING THE EXECUTION OF DOCUMENTS PERTAINING TO PROJECT 'SC4' AS NECESSARY TO IMPLEMENT THE PROJECT.

**WHEREAS**, the City has been allocated funding for the construction phase of the project through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, and construct pedestrian facilities, in an amount not to exceed \$955,000 including construction engineering; and

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

**WHEREAS**, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

**WHEREAS**, the City of Susanville Public Works Department has determined that Dig It Construction, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

**WHEREAS**, the City will receive all bonds and insurance, determine them in good order to authorize the commencement of construction activities for a period not exceeding sixty (60) working days as defined by the State of California and execute a contract; and

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

- 1) Project No. 18-01, 2012 STIP Pavement Project 'SC4' is awarded to Dig It Construction Inc., of Chester California, determined to be the lowest responsible bidder;
- 2) The Mayor is authorized to execute a contract with Dig-It Construction once bonds and insurance are received and found in god order;
- 3) The Director of Public Works is authorized to issue a Notice to Proceed and change orders up to 10% in contingencies, over and above the base bid amount of \$787,065;
- 4) Authorize the Finance Manager to establish a budget of \$955,000 to be used for construction, contingencies, construction engineering and materials testing.

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

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

The foregoing Resolution No. 19-5655 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5<sup>th</sup> day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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



**APPARENT BID OPENING RESULTS**  
**2012 STIP PAVEMENT PROJECT 'SC-4'**  
**PROJECT NUMBER: 18-01**  
 BID OPENING: MAY 9, 2019 AT 2:00 PM

**ENGINEER'S ESTIMATE:**  
**BASE BID**           \$    739,000.00  
**TOTAL BID**         \$    739,000.00

CONTRACTOR	ADDRESS	LICENSE NO. / TYPE	BASE BID	TOTAL BID	BID ANALYSIS (where low)
DIG IT CONSTRUCTION	CHESTER, CA	747715 / A	\$ 787,065	\$ 787,065	6.11%
IMPACT CONSTRUCTION	SUSANVILLE, CA	869774/A	\$ 840,654	\$ 840,654	12.09%
HAT CREEK CONSTRUCTION	BURNEY, CA	590546 / A	\$ 1,040,040	\$ 1,040,040	28.95%

Reviewed by: dg City Administrator  
dg Public Works Director

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

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution Number 19-5656 that authorizes the following 1) City Council to accept and award Project No. 18-02, 2012 STIP Pavement Project 'SC5' in the City of Susanville to the lowest responsible bidder; 2) The Mayor to execute a contract for \$912,412.00 once bonds and insurance are provided; and 3) Director of Public Works to issue a Notice To Proceed and execute related contract change orders up to 10% of the value of the base bid; and 4) direct the Finance Manger to create a budget for the project based on available STIP funds.

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

**SUMMARY:** Public Works staff prepared plans and specifications for the installation of 2.5" thick Type 'B' asphalt pavement over existing City streets at various locations. Additional work includes; making localized repairs to sub-grade, re-establishing proper street profiles and cross slopes, the required upgrading of existing American with Disabilities Act (ADA) access ramps at adjacent street intersections and repair of isolated areas to replace damaged curb, gutter, driveways and sidewalk. The following streets are included in Project No. 18-02:

- a) Ashley Way
- b) Barbara Street
- c) Brian Court
- d) Cameron Way
- e) Gail Way
- f) Renae Drive

The project was advertised in the Lassen Times at least three weeks for a bid opening date of May 9, 2019. Additional notification of the project was also provided to plan holder services throughout northern California and required locations in other parts of the country. Two bidders submitted acceptable bid packages and the results of the bids are as follows:

<u>Lowest Bidder:</u>		
Dig-It Construction Inc. Chester, CA	Base bid:	\$ 912,412.00
<u>2<sup>nd</sup> Lowest Bidder:</u>		
Hat Creek Construction Inc. Burney, CA	Base bid:	\$1,187,781.00

The City Engineer's estimate for the project based on the quantities anticipated and recent unit prices provided with similar projects was \$866,000 for the base bid excluding any contingencies. Thus, the lowest responsible bid was 5.09% higher than estimated. The bids exceeded the estimate most likely as a result of increased work for contractors caused by the demand for similar work such as this with the onset of the SB1 program.

The remaining balance of funding available or \$43,588 will be used for change orders and materials testing amounting to the balance of the funding available. Typically, contingencies are estimated at 10% and construction engineering with materials testing is less than 15% respectively. But with the higher bid amount, cost savings will need to be pursued to accommodate any additional costs for the project. As an option, certain streets or portions may need to be reduced in scope from the project.

**FISCAL IMPACT:** Funding allotted for the construction phase of project from the State Transportation Improvement Program (STIP) is set at \$956,000. The total base bid project cost to be contracted is \$912,412 less change orders and construction engineering. The City will bear no cost for this project, as it is funded entirely through the STIP program.

**ACTION REQUESTED:** Motion to approve Resolution Number 19-5656 that 1) awards Project No. 18-02, 2012 STIP Pavement Project 'SC5' in the City of Susanville to Dig It Construction Inc., the lowest responsible bidder; 2) authorizes the Mayor to execute a contract with Dig-It; 3) directs the Director of Public Works to issue a Notice to Proceed and execute change orders for contingencies in an amount not to exceed the available funding of \$43,588; and 4) directs the Finance Manager to create a budget for the project in the amount of \$956,000 for construction with allocation for contingencies and construction engineering.

**ATTACHMENTS:** Resolution 19-5656  
Bid Analysis & Results

RESOLUTION NUMBER 19-5656

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE AWARDDING PROJECT NO. 18-02, 2012 STIP PAVEMENT PROJECT 'SC5' TO DIG-IT CONSTRUCTION INC.; AND AUTHORIZING THE EXECUTION OF DOCUMENTS PERTAINING TO PROJECT 'SC5' AS NECESSARY TO IMPLEMENT THE PROJECT.**

**WHEREAS**, the City has been allocated funding for the projects' construction phase through the State Transportation Improvement Program to rehabilitate roadway, construct drainage improvements, and construct pedestrian facilities, in an amount not to exceed \$956,000 including construction engineering, and

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

**WHEREAS**, said bids were found to be in good order and meeting the intent of above said referenced codes and of a reasonable price to provide such that award could be considered; and

**WHEREAS**, the City of Susanville Public Works Department has determined that Dig It Construction, Inc. has been determined as the lowest responsible bidder and should be given consideration for award in the amount approved in their bid including contingencies; and

**WHEREAS**, the City will receive all bonds and insurance, determine them in good order to authorize the commencement of construction activities for a period not exceeding sixty (60) working days as defined by the State of California and execute a contract; and

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

- 1) Project No. 18-02, 2012 STIP Pavement Project 'SC5' is awarded to Dig It Construction Inc., of Chester California, determined to be the lowest responsible bidder;
- 2) The Mayor is authorized to execute a contract with Dig-It Construction once bonds and insurance are received and found in god order;
- 3) The Director of Public Works is authorized to issue a Notice to Proceed and change orders up to 10% in contingencies, over and above the base bid amount of \$912,412;
- 4) Authorize the Finance Manager to establish a budget of \$956,000 to be used for construction, contingencies, materials testing 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 5<sup>th</sup> day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney



**APPARENT BID OPENING RESULTS**  
**2012 STIP PAVEMENT PROJECT 'SC5'**  
**PROJECT NUMBER: 18-02**  
**BID OPENING: MAY 9, 2019 AT 2:00 PM**

**ENGINEER'S ESTIMATE:**  
**BASE BID**           \$   866,000.00  
**TOTAL BID**         \$   866,000.00

CONTRACTOR	ADDRESS	LICENSE NO. / TYPE	BASE BID	TOTAL BID	BID ANALYSIS (where low)
DIG IT CONSTRUCTION	CHESTER CA	747715 / A	\$ 912,412.00	\$ 912,412.00	5.09%
HAT CREEK CONSTRUCTION	BURNEY CA	590546 / A	\$ 1,187,781.00	\$ 1,187,781.00	27.09%

**SUSANVILLE 'SC5' PROJECT  
 BID ANALYSIS  
 MAY 9, 2019**

Item No.	Item Description	Unit	Quantity	ENGINEERS ESTIMATE		DIG IT CONSTRUCTION		HAT CREEK CONSTRUCTION	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	MOBILIZATION, NOT TO EXCEED 5%	LS	1	\$ 43,000.00	\$ 43,000.00	\$ 41,000.00	\$ 41,000.00	\$ 55,000.00	\$ 55,000.00
2	TRAFFIC CONTROL, NOT TO EXCEED 2.5%	LS	1	\$ 21,000.00	\$ 21,000.00	\$ 22,000.00	\$ 22,000.00	\$ 25,000.00	\$ 25,000.00
3	CLEAR & GRUB, NOT TO EXCEED 1%	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00
4	PG 64-28 HMA TYPE 'A' or 'B' ASPHALT	TON	4,185	\$ 131.00	\$ 548,235.00	\$ 107.00	\$ 447,795.00	\$ 175.00	\$ 732,375.00
5	CLASS II AGGREGATE BASE MATERIAL	CY	30	\$ 30.00	\$ 900.00	\$ 95.00	\$ 2,850.00	\$ 500.00	\$ 15,000.00
6	SUB-GRADE REPAIRS (DIG OUTS)	SY	139	\$ 12.00	\$ 1,668.00	\$ 250.00	\$ 34,750.00	\$ 65.00	\$ 9,035.00
7	PCC CURB RAMPS w/WARNING SURFACE	EA	30	\$ 4,500.00	\$ 135,000.00	\$ 6,900.00	\$ 207,000.00	\$ 5,540.00	\$ 166,200.00
8	COLD PLANE (INCLUDES EDGE GRIND)	SY	10,400	\$ 4.00	\$ 41,600.00	\$ 3.50	\$ 36,400.00	\$ 3.50	\$ 36,400.00
9	PCC VALLEY GUTTER (SWALE)	LF	321	\$ 27.00	\$ 8,667.00	\$ 52.00	\$ 16,692.00	\$ 26.50	\$ 8,506.50
10	PCC CURB & GUTTER PER CITY STANDARD	LF	115	\$ 45.00	\$ 5,175.00	\$ 75.00	\$ 8,625.00	\$ 55.00	\$ 6,325.00
11	LOWER & RAISE UTILITIES (WATER VALVES, METERS, CLEAN-OUTS)	EA	55	\$ 500.00	\$ 27,500.00	\$ 700.00	\$ 38,500.00	\$ 730.00	\$ 40,150.00
12	LOWER & RAISE UTILITIES (MANHOLES)	EA	22	\$ 1,000.00	\$ 22,000.00	\$ 1,300.00	\$ 28,600.00	\$ 865.00	\$ 19,030.00
13	INSTALL 12" WHITE LIMIT LINE/CROSSWALK	LF	360	\$ 5.00	\$ 1,800.00	\$ 20.00	\$ 7,200.00	\$ 10.50	\$ 3,780.00
14	PREPARE & IMPLEMENT SWPPP	LS	1	\$ 4,455.00	\$ 4,455.00	\$ 13,000.00	\$ 13,000.00	\$ 60,979.50	\$ 60,979.50
				\$ 866,000.00		SUBTOTAL \$ 912,412.00		SUBTOTAL \$ 1,187,781.00	

Reviewed by:  City Administrator  
 Public Works Director

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

**Submitted by:** Daniel Gibbs, City Engineer

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 19-5658:** 1) awarding Impact Construction & Excavating, Susanville, CA the bid for sidewalk repairs and replacement on Main Street (State Route 36) at various locations; 2) authorizing the Mayor to execute a contract with Impact Construction & Excavating; 3) and amending the Public Works Streets budget in the amount of \$16,000 to complete the desired work.

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

**SUMMARY:** Each year, Caltrans provides the City, upon request, with \$16,000 for the repair and replacement of concrete sidewalk along Main Street. The Public Works Department has been notified the funds are available and need to be spent prior to the end of this fiscal year.

Public Works Engineering staff contacted four (4) local contractors that were deemed capable of providing the work needed and invited them to provide bids for certain attend field meetings with the Water Division Supervisor to identify, discuss and agree upon a scope of work. Only two (2) contractors visited the sitse and submitted bids. The results of these bids are as follows:

<u>CONTRACTOR</u>	<u>TOTAL</u>
1. Impact Construction & Excavating, Susanville, CA	\$ 15,999.00
2. Crazy "J" Concrete, Inc., Susanville, CA	\$ 20,600.00
3. Dig-It Construction, Chester, CA	NO RESPONSE
4. Ward's Concrete, Anderson, CA	NO RESPONSE

Impact Construction & Excavating was deemed to be the lowest responsible bidder. Their bid is attached for Council's review in the amount of \$15,999. The low bid provides for replacement of existing sidewalk along Main Street at the following addresses of 1516, 2210 & 2212 Main Street.

**FISCAL IMPACT:** Estimated project cost not to exceed \$16,000.

**ACTION REQUESTED:** Motion to approve Resolution Number 19-5658: 1) awarding Impact Construction & Excavating, Susanville, CA the bid for sidewalk repair and replacement along Main Street; 2) authorizing the Mayor to execute a contract with Impact Construction & Excavating; 3) and amending the Public Works Streets budget in the amount of \$16,000 to complete the desired work.

**ATTACHMENTS:** Resolution 19-5658  
Impact Construction & Excavating Bid Dated May 16, 2019  
Agreement for Services with Impact Construction & Excavating

**RESOLUTION NUMBER 19-5658**

**A RESOLUTION OF THE CITY COUNCIL OF SUSANVILLE TO EXECUTE A CONTRACT WITH IMPACT CONSTRUCTION & EXCAVATING FOR CONCRETE SIDEWALK REPAIRS ON MAIN STREET (STATE ROUTE 36) AND AMENDING THE PUBLIC WORKS STREETS OPERATIONS BUDGET.**

**WHEREAS**, the City of Susanville Public Works Department has identified that it is in the best interest of the City to make repairs on sidewalk along the frontages of certain properties on Main Street in Susanville where lifted, introducing tripping hazards or are no longer compliant with the Americans With Disabilities Act (ADA); and

**WHEREAS**, it is the desire of the City of Susanville to provide safe and maintainable pedestrian friendly surfaces throughout the City as is feasible and allowed under its present funding as made available; and

**WHEREAS**, the State of California (CALTRANS) allocates an annual amount of no less than \$16,000 each fiscal year to the City for the purpose of repairing and maintaining sidewalks as deemed necessary; and

**WHEREAS**, the City of Susanville Public Works Department has pursued local general engineering contractors in order to obtain sufficient bids to comply with appropriate sections of the California Public Contract Code and has found Impact Construction & Excavating of Susanville as the lowest responsible bidder in the amount of \$15,999 for the work; and

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

1. Award the bid as submitted to Impact Construction & Excavating for the repair and replacement of sidewalks along Main Street; and
2. Authorize the Mayor to execute a contract with Impact Construction & Excavating; and
3. Amend Public Works Streets Division budget in an amount not to exceed \$16,000 for the repair and replacement of sidewalks along Main Street in the City of Susanville.

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

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

The foregoing Resolution No. 19-5658 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5<sup>th</sup> day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

# Proposal

Number: 2656  
Date: May 16, 2019

Impact Construction & Excavating  
Engineering Contractor Lic. 869774  
695-375 State Route 36  
Susanville Ca. 96130  
Office (530) 257-5787  
Cell (530) 310-1006  
Fax: (530) 257-5362

To:  
City of Susanville  
South St  
Susanville CA 96130

Project: Main St Sidewalk Replacment  
CA State Prevailing Wage

**Project Overview:** Impact Construction proposes to remove 1240 square feet of sidewalks and 35 feet of curb and gutter and two locations on Main St.. Lassen County Chamber and Susanville will be removed on a Thursday and poured back on Friday with a single lane closer. The 840 square feet of side walk at Stampfl Building (Stone House eatery) Will be removed starting at 0600 on a Saturday and poured back the same day. The side walk will be closed Saturday and Sunday and open to foot traffic Monday morning as to not disturb the business.

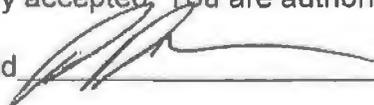
QTY.	DESCRIPTION	UNIT PRICE	TOTAL
35	Feet curb and gutter removal and replacment 1516 Main St.	35.00	1,225.00
400	Feet of side walk replacment without truncated dome at 1516 Main St	12.00	4,800.00
0	Not Included		0.00
840	840 Feet Removal and replacment of sidewalk at 2210 & 2212 Main St	12.00	10,080.00
			0.00
			0.00
			0.00
<b>Susanville Public Works</b>			SUB TOTAL
			16,105.00
<b>MAY 15 2019</b>			Tax
<b>RECEIVED</b>			TOTAL DUE
			<u>\$16,105.00</u>

15,995.00 *RP*

**THANK YOU FOR THE OPPORTUNITY !**

All material are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders and will incur an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. This estimate is good for thirty days.

**Acceptance of Proposal:** The above prices, specification and conditions ore satisfactory and hereby accepted. You are authorized ro do the work as specified. Payment will be as outlined above.

Signed  Date 5-16-2019 Signed \_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT FOR  
ENGINEERING CONTRACTING SERVICES**

**CITY OF SUSANVILLE  
DEPARTMENT OF PUBLIC WORKS**

THIS AGREEMENT, made and concluded, in duplicate, on June 6, 2019 between the City of Susanville thereof, (herein after referred to as "City"), and IMPACT CONSTRUCTION & EXCAVATING; 695-375 State Route 36; SUSANVILLE, CA 96130 (herein after referred to as "Contractor").

**ARTICLE I.--WITNESSETH**, That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Contractor, and under the conditions expressed in bonds (where required), bearing even date with these presents, and hereunto annexed, the Contractor agrees with the City, at his own proper cost and expense, to do all the work and furnish all the materials, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the City, free from any and all liens and claims of mechanics, materialmen, teamsters, subcontractors, artisans, machinists and laborers, the work described in the project specifications and the project plans described below, including any addenda thereto, which said project specifications, project plans, are hereby specially referred to and by such reference made a part hereof.

**The scope of work to be performed per the attached plans dated April 2019 and as informally bid in MAY 2019 also known as:**

**CONCRETE SIDEWALK REPAIRS ON MAIN STREET (SR 36)  
CITY OF SUSANVILLE DEPARTMENT OF PUBLIC WORKS  
IN SUSANVILLE, CA**

**ARTICLE II.--**The Contractor and City agree that the Advertisement (Notice to Bidders), the wage scale (prevailing wage), the specifications (including special provisions), plans, addendums (if any), and proposal together with this agreement make up the whole and entire contract for delivery of this project, complete and in place, fully functioning in a safe, clean and reasonable condition.

**ARTICLE III.--**The City hereby promises and agrees with the said Contractor to pay in current funds for the performance of the contract the sum amount of no more than \$15,999.00 as determined appropriate by the City in United States currency dollars and cents for an understood price based upon materials set forth in the proposal as indicated in the accepted bid documents less any agreed to revisions

## AGREEMENT, CONT'D

or addendums. Material quantities are estimated quantities and, except where provisions allow in the specifications, are considered final contract price, unless revised by common agreement under a contract change order, where necessary to reflect true quantities, either more or less than those estimated.

The Contractor agrees to provide the materials and to do the work, complete and in place, according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

**ARTICLE IV.** – If the Contractor should be adjudged a bankrupt or if he should make a general assignment for the benefit of creditors or if a receiver be appointed on account of any insolvency or if he or his subcontractors should violate any provisions of this contract or refuse, or fail to supply proper skilled workman or materials or should he fail to make prompt payment to subcontractors for material or labor or disregard laws, ordinances or the instructions of the City, the City may cause to justify action, serve written notice to the Contractor and his surety of the intention to terminate unless the contractor, within five (5) days after serving such notice and such violations shall cease and satisfactory arrangements for corrections are made the contract shall expire after five days and be considered ceased and terminated.

Upon such unfortunate termination, the City shall serve notice to the surety and Contractor with the surety have the right to take over all terms and conditions entered into and perform (complete) the contract to the satisfaction of the City. However, if within ten (10) days of written notice, the surety does not elect to take over said contract, the City has the right to take over the contract and complete the project or under any other means it deems advisable including but not limited to retaining other contractors to complete the project.

All additional costs incurred by the City in the effort to complete the original contract shall be the responsibility of the Contractor and his surety and the City shall not be liable for any additional costs over the original agreed to amount as contracted. This includes any and all materials delivered to the project site but not placed or ordered specifically for the project yet remains outside the City's possession. All work paid for yet having failed to be completed shall be deemed at the expense of the original contractor or his surety regardless that in the event a substitute contractor completes the work.

## AGREEMENT, CONT'D

**ARTICLE V.--**The State general prevailing wage rates determined by the Director of Industrial Relations are hereby made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or bid of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

**ARTICLE VI.—** The Contractor shall maintain the required and appropriate bonding and insurance requirements as applicable to maintain proper standing with the Contractors State Licensing Board of California. Sureties, as required to remain in place for the contract shall be written by a surety company acceptable to the City, as prescribed by law and authorized to perform business for this purpose in the State of California. Said surety shall maintain a permanent and fully functioning office and licensed to reside within the boundaries of California. Bonds shall contain provisions, if required by the State, that if the Contractor or his subcontractors fail to make payments for amount due under the Unemployment Insurance Code, al deductions, withholds and taxes shall be paid to the Employment Development Department and to the Franchise Tax Board pursuant to Section 13020 of the Unemployment Insurance Code.

**ARTICLE VII.--**By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self insurance in conformance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

**ARTICLE VIII.--**As Contractor I agree to commence the work required by the Contract Documents within (15 Calendar Days after the date of the Notice to Proceed and will complete the same within **20 Working Days** and complete all work prior to June 28, 2019. No extensions will be allowed to this contract or by amended Contract Documents.

**ARTICLE IX.--**As Contractor I agree to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY OF SUSANVILLE, DEPARTMENT OF PUBLIC WORKS, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the City Engineer under them, to wit:

**CITY OF SUSANVILLE** (SEAL)

**APPROVED AS TO FORM:**

By : \_\_\_\_\_  
Name : Kevin Stafford  
Title : Mayor  
Date : \_\_\_\_\_

By : \_\_\_\_\_  
Name: \_\_\_\_\_  
Title : \_\_\_\_\_  
Date : \_\_\_\_\_

**ATTEST:**

**CONTRACTOR**

By : \_\_\_\_\_  
Name : Gwenna Mac Donald  
Title : City Clerk  
Date : \_\_\_\_\_

By: \_\_\_\_\_  
Name: RYAN POTTER, OWNER  
IMPACT CONSTRUCTION & EXCAVATING  
Address: 695-375 STATE ROUTE ROUTE 36:  
SUSANVILLE, CA 96130  
Date: \_\_\_\_\_

**ATTACHMENTS**

**ATTACH NOTARY**

**END OF AGREEMENT**

Reviewed by:      City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5660** Approving and Adopting a Debt Management Policy

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

**SUMMARY:** Government Code section 8855(i) requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance. Issuers are now required to certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies. The City's local debt policies must include (A) through (E), below.

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, as applicable.
- D. Policy goals related to the City's planning goals and objectives.
- E. The internal control procedures that the City has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

In addition to the requirement set forth by Government Code section 8855(i), it is prudent financial management for the City to adopt a debt management policy that sets parameters for issuing debt, managing the City's debt portfolio and provides guidance to decision makers. Adoption of the attached Debt Management Policy will help ensure that City debt is issued and managed prudently to maintain a sound fiscal position and that its credit rating is protected.

The attached Debt Management Policy has been written to include all elements required by CDIAC as well as best management practices expected by the pertinent credit markers and municipal bond industry. This policy will assist the City in pursuing and maintaining quality credit ratings in addition to providing guidance to decision makers.

**FISCAL IMPACT:** There are no negative impacts expected to emanate from adoption of the attached Resolution.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5660, Approving and Adopting a Debt Management Policy

**ATTACHMENTS:** Resolution No. 19-5660  
City of Susanville Debt Management Policy

**RESOLUTION NO. 19-5660**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND ADOPTING A DEBT MANAGEMENT POLICY**

**WHEREAS**, the City Council (the "Council") of City of Susanville (the "City") recognizes that cost-effective access to the capital markets depends on prudent management of the City's debt program; and

**WHEREAS**, SB 1029 (amending Government Code section 8855) has been signed into law and imposes a new requirement on California local government agencies who will issue municipal debt; and

**WHEREAS**, Government Code section 8855(i) requires any issuer of public debt to provide to California Debt and Investment Advisory Commission (CDIAC) no later than 30 days prior to the sale of any debt issue a report of the proposed issuance (the "Report of Proposed Debt Issuance"), and must certify on the Report of Proposed Debt Issuance that they have adopted local debt policies concerning the use of debt and that the proposed debt issuance is consistent with those policies (the "CDIAC Requirements"); and

**WHEREAS**, the City, and possibly other agencies controlled by the City, expect to be an issuer of new debt in 2019 and thereafter within the meaning of SB 1029 and the CDIAC Requirements; and

**WHEREAS**, the Council wishes to set parameters for issuing debt, managing the debt portfolio and providing guidance to decision makers; and

**WHEREAS**, the Council hereby finds and determines that adoption of the attached Debt Management Policy (the "Debt Management Policy") will help ensure that debt is issued and managed prudently in order to maintain sound fiscal policy, and is intended to also satisfy the requirements of SB 1029 and the CDIAC Requirements; and

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

**Section 1. Recitals.** The Council hereby specifically finds and declares that each of the recitals set forth above are true and correct and are hereby incorporated in conjunction with the respective staff report.

**Section 2. Approval of the Debt Management Policy.** The Council hereby finds and declares that the proposed Debt Management Policy attached as Exhibit "A" hereto, is hereby approved as the official City of Susanville Debt Management Policy to be effective June 5, 2019.

**Section 3. Authorization to Manage Debt Issuance Functions.** The City Administrator and Finance Manger are hereby authorized to manage debt issuance functions for the City in accordance with the Debt Management Policy.

**Section 4. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

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

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

The foregoing Resolution No. 19-5660 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 5th<sup>th</sup> day of June 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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# **DEBT MANAGEMENT POLICY**

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**CITY OF SUSANVILLE, CALIFORNIA**

JUNE 5, 2019

**Section 1: Policy**

This Debt Management Policy sets forth debt management objectives for the City of Susanville (the “City”), and any other entity for which the City Council of the City (the “Council”) acts as legislative body, and the term “City” shall refer to each of such entities, and the term “Council” shall refer to the governing boards of each such entity.

This Debt Management Policy establishes general parameters for issuing and administering debt. Recognizing that cost-effective access to the capital markets depends on prudent management of debt incurred by the City (or any of its controlled entities), the Council has adopted this Debt Management Policy by resolution.

This Debt Management Policy is intended to comply with California Government Code Section 8855(i).

**Section 2: Scope**

The guidelines established by this policy will govern the issuance and management of all debt funded for long-term capital financing needs and not for general operating functions. When used in this policy, “debt” refers to all forms of indebtedness, including bonds, notes, loans, certificates of participation, installment sale agreements and lease obligations.

The City recognizes that changes in the capital markets and other unforeseen circumstances may require action that deviates from this Debt Management Policy. In cases that require exceptions to this Debt Management Policy, approval from the Council will be necessary for implementation.

**Section 3: Objectives**

The purpose of this Debt Management Policy is to assist the City in pursuit of the following equally important objectives, while providing full and complete financial disclosure and ensuring compliance with applicable state and federal laws:

- Minimize debt service and issuance costs
- Maintain access to cost effective borrowing
- Preserve financial flexibility while assuring public transparency
- Achieve the highest practical credit rating
- Ensure full and timely repayment of debt
- Maintain full and complete financial disclosure and reporting
- Ensure compliance with debt covenants
- Ensure compliance with applicable state and federal laws

*Budget Integration* – The decision to incur new indebtedness should be integrated with the policy decisions embedded in the Council-adopted budget (the “Budget”). Annual debt service payments shall be included in the Budget.

The City will integrate its debt issuances with the goals of its Capital Improvement Program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City’s public purposes. The City will seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

Biennial Review – Recognizing that cost-effective access to the capital market depends on prudent management of the City’s debt program, a biennial review of this Debt Management Policy should be performed. This Debt Management Policy will be included as an Appendix in the annual Budget adopted by Council. Any substantive changes to this Debt Management Policy shall be brought to the Council for consideration and approval.

#### **Section 4: Delegation of Authority**

This Debt Management Policy grants the City Administrator and Finance Manager the authority to select the Financing Team, coordinate the administration and issuance of debt, communicate with the rating agencies, and fulfill all of the pre-issuance and post-issuance requirements imposed by or related to state law, federal tax law and federal securities law.

Financing Team Definitions and Roles – The financing team is the working group of City staff and outside consultants necessary to complete a debt issuance proposal for presentation to City Council, including, but not limited to, bond counsel, disclosure counsel, underwriter, municipal advisor, trustee, pricing consultant and/or arbitrage analyst.

Typically, the City Administrator and Finance Manager form the City staff portion of the Financing Team. As needed, other staff members or designees (such as a standing committee of the City) may be appointed to the Financing Team.

Consultant Selection –The City will consider the professional qualifications and experience of consultants as it relates to the specific bond issue or other financing under consideration. In certain instances, the City will conduct a request for proposal/qualification process to select such consultants. The City Administrator and Finance Manager may, however, decide to select such consultants without having to undertake a request for proposal/qualification process, on an as-needed basis.

#### **Section 5: Policies**

##### **A. Purposes for which Debt may be Issued**

1. Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.
  - a. Long-term debt financings are appropriate when the following conditions exist:
    - When the project to be financed is necessary to provide basic services.
    - When the project to be financed will provide benefit to constituents over multiple years.
    - When total debt does not constitute an unreasonable burden to the City and its taxpayers and/or ratepayers, as applicable.
    - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
  - b. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

- c. The City may use long-term debt financings subject to the following conditions:
  - The project to be financed must be approved by the Council.
  - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
  - The City estimates that sufficient revenues will be available to service the debt through its maturity.
  - The City determines that the issuance of the debt will comply with the applicable state and federal law.

2. **Short-Term Debt**. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

## **B. Methods of Financing**

The City Administrator and Finance Manager will investigate all possible financing alternatives including, but not limited to, bonds, notes, loans, certificates of participation, installment sale agreements, lease obligations, state bond pools, and grants, which may be structured and consummated under any of the below described methods of financing.

1. **Cash Funding**. The City funds a significant portion of capital improvements from reserves accumulated from one-time revenues, which have been set aside for investment in the City's infrastructure.
2. **Bank Loans / Lines of Credit**. The City will evaluate bank loans and lines of credit as a possible method of financing.
3. **Other Loans**. The City will evaluate other financing programs, including but not limited to federal "loans" from the United States Department of Agriculture.
4. **Bond Financing**. The City may issue any bonds which are allowed under federal and state law including but not limited to general obligation bonds, certificates of participation, revenue bonds, land-secured (assessment and special tax) bonds, refunding bonds and other obligations (see below for detail).
  - ***General Obligation Bonds***. General Obligation Bonds (GO Bonds) may only be issued with two-thirds approval of the City's registered voters. The California State Constitution (Article XVI, Section 18) limits the use of the proceeds from GO Bonds to "the acquisition or improvement of real property."
  - ***Lease Revenue Bonds, Certificates of Participation (COPs) and Lease-Purchase Transactions***. Lease financings may take a variety of forms, including certificates of participation, lease revenue bonds and direct leases (typically for equipment). When the City

finances acquisition or construction of capital improvements or equipment with a lease financing, the City agrees to lease either the financed asset or a different asset and, most commonly, the City's lease payments are securitized in the form of certificates of participation or lease revenue bonds. This type of financing requires approval of Council.

- **Revenue Bonds.** Revenue Bonds are generally issued by the City for enterprise funds that are financially self-sustaining without the use of taxes and therefore rely on the revenues collected by the enterprise fund to repay the debt. This type of financing requires approval of Council.
- **Assessment Bonds.** The Improvement Bond Act of 1915 (Streets and Highways Code Section 8500 et seq.) and other state laws, subject to Article XIIIID of the California Constitution, allow the City to issue bonds to finance improvements that provide "specific benefit" to the assessed real property. Installments are collected on the secured property tax roll of the County. This type of financing is secured by the lien upon and assessments paid by the real property owners and does not obligate the City's general fund or other funds. This type of financing requires approval of Council.
- **Special Tax Bonds.** Under the Mello-Roos Community Facilities Act of 1982, the City may issue bonds on behalf of a Community Facilities District (CFD) to finance capital facilities, most commonly in connection with new development. These bonds must be approved by a two-thirds vote of the qualified electors in the CFD, which the Mello-Roos Act defines to mean registered voters if there are 12 or more registered voters in the CFD and, if there are fewer than 12 registered voters, the landowners in the CFD. Bonds issued by the City under the Mello-Roos Act are secured by a special tax on the real property within the CFD. Council will approve any special tax bonds prior to placement on a ballot for voter consideration. The financed facilities do not need to be physically located within the CFD. As this type of financing is secured by the special tax lien upon the real property it does not obligate the City's general fund or other funds.
- **Refunding Obligations.** Pursuant to the Government Code and various other financing statutes applicable in specific situations, the Council is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the City. Absent any significant non-economic factors, a refunding is required to meet the following test: 1) the refunding must produce a minimum net debt service savings (net of reserve fund earnings and other offsets, and taking transaction costs into account) of at least 3% of the par value of the refunded bonds on a net present value basis, using the refunding issue's True Interest Cost (TIC) as the discount rate, unless either the City Administrator and Finance Manager determines that a lower savings percentage is acceptable for issues or maturities with short maturity dates, and 2) the final maturity of the original bonds cannot be extended unless expressly determined otherwise by the Council. Additionally, the City Administrator or Finance Manager may determine that there are other, compelling "non-economic" reasons (i.e. removal of onerous covenants, terms or conditions).

- *Other Obligations.* There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to: bond anticipation notes, grant anticipation notes, lease revenue bonds, pension obligation bonds, etc.

### Section 6: Structure and Term

Term of Debt – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future users. The standard term of long-term debt borrowing is typically 15-40 years.

Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good condition and maximizing a capital asset's useful life, the City will make every effort to set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal. Generally, no debt will be issued for a period exceeding the useful life or average useful lives of projects to be financed.

Debt Repayment Structure – In structuring a bond issue, the City will manage the amortization of the debt and, to the extent possible, match its cash flow to the anticipated debt service payments. In addition, the City will seek to structure debt with aggregate level debt service payments over the life of the debt. Structures with unlevel debt service will be considered when one or more of the following exist:

- Such structuring is beneficial to the City's aggregate overall debt payment schedule.
- Such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

Bond Maturity Options – For each issuance, the City will select serial bonds or term bonds, or both.

Interest Rate Structure – The City currently issues securities on a fixed interest rate basis only. Fixed rate securities ensure budget certainty through the life of the issue and avoid the volatility of variable rates. The use of variable rate securities may be issued if authorized by the Council on a case-by-case basis.

Credit Enhancement – Credit enhancement may be used to improve or establish a credit rating on a City debt obligation. Types of credit enhancement include letters of credit, bond insurance and surety policies. The City Administrator and Finance Manager will recommend the use of a credit enhancement if it reduces the overall cost of the proposed financing or if the use of such credit enhancement furthers the City's overall financial objectives.

Debt Service Reserve Fund – Debt service reserve funds are typically held by a Trustee to make principal and interest payments to bondholders in the event the pledged revenues are insufficient to do so. The City will fund debt service reserve funds when it is in the City's overall best financial interest. The City may decide not to utilize a reserve fund if the City Administrator and Finance Manager, in consultation with Bond Counsel and municipal advisor, determines there would be no adverse impact to the City's relevant existing legal provisions, credit rating and/or interest rates.

Per Internal Revenue Service rules, the maximum size of the reserve fund on tax-exempt bond issuance is the lesser of

- 10% of the initial principal amount of the debt;
- 125% of average annual debt service; or

- 100% of maximum annual debt service.

In lieu of holding a cash funded reserve, the City may substitute a surety bond or other credit instrument in its place. The decision to cash fund a reserve fund rather than to use a credit facility is dependent upon the cost of the credit instrument and the investment opportunities.

Call Options / Redemption Provisions – A call option or optional redemption provision gives the City the right to prepay or retire debt prior to its stated maturity date. This option may permit the City to achieve interest savings in the future through the refunding of the bonds. Often the City will pay a higher interest rate as compensation to the buyer for the risk of having the bond called in the future. In addition, if a bond is called, the holder may be entitled to a premium payment (call premium). Because the cost of call options can vary depending on market conditions, an evaluation of factors will be conducted in connection with each issuance. The City Administrator and Finance Manager shall evaluate and recommend the use of a call option on a case by case basis.

#### **Section 7: Method of Issuance and Sale; Disclosure**

Debt issues are sold to a single underwriter or to an underwriting syndicate, either through a competitive sale or a negotiated sale. A negotiated sale may involve the sale of securities to investors through an underwriter or the private placement of the securities with a financial institution or other sophisticated investor. The selected method of sale will be that which is most beneficial to the City in terms of lowest net interest rate, most favorable terms in financial structure, and market conditions. The City Administrator and Finance Manager will review conditions in conjunction with information and advice presented by the City's Financing Team.

Competitive Sales of Bonds – In a competitive sale, the terms of the debt will be defined by the City and the City's finance team, and the price of the debt will be established through a bidding process amongst impartial underwriters and/or underwriting syndicates. The issue is awarded to the underwriter judged to have submitted the best bid that offers the lowest true interest cost taking into account underwriting spread, interest rates and any discounts or premiums.

Negotiated Sale of Bonds – A method for sale for bonds, notes, or other financing vehicles in which the City selects in advance, based upon proposals received or by other means, one or more underwriters to work with it in structuring, marketing and finally offering an issue to investors. The negotiated sale method is often used when the issue is: a first-time sale by an issuer (a new credit), a complex security structure, such as variable rate transaction, an unusually large issue, or in a highly volatile or congested market where flexibility as to bond sale timing is important.

Private Placement – A private placement is a variation of a negotiated sale in which the City, usually with the help of a placement agent will attempt to place the entire new issue directly with a single investor. The investor will negotiate the specific terms and conditions of the financing before agreeing to purchase the issue. Private placements are generally undertaken because the transaction is complex or unique, requiring direct negotiations with the investor, or because the issue is small or of a shorter duration and a direct offering provides economies of scale, lower interest costs and reduced continuing disclosure.

Derivative Products – Because of their complexity, unless otherwise amended, Derivative Products such as interest rate swaps, interest floaters, and other hybrid securities are prohibited by this Debt Management Policy.

Initial Disclosure Requirements – The City acknowledges its disclosure responsibilities. Under the guidance of Disclosure Counsel, the City will distribute or cause an underwriter to distribute its Preliminary Official Statement and

final Official Statement (neither is typically required in a private placement, although in some cases a “private placement memorandum” may be required by the investor).

The Financing Team shall be responsible for soliciting “material” information (as defined in Securities and Exchange Rule 10b-5) from City departments and identifying contributors who may have information necessary to prepare portions of the Official Statement or who should review portions of the Official Statement. In doing so, the Financing Team shall confirm that the Official Statement accurately states all “material” information relating to the decision to buy or sell the subject bonds and that all information in the Official Statement has been critically reviewed by an appropriate person.

In connection with an initial offering of securities, the City and other members of the Financing Team will:

- Identify material information that should be disclosed in the Official Statement;
- Identify other persons that may have material information (contributors);
- Review and approve the Official Statement;
- Ensure the City’s compliance, and that of its related entities, with federal and state security laws, including notification to the California Debt and Investment Advisory Board (“CDIAC”) of the proposed debt issue no later than 30 days prior to the sale of any debt issue, and submission of a final report of the issuance to the CDIAC by any method approved by the CDIAC.

The Financing Team shall critically evaluate the Official Statement for accuracy and compliance with federal and state securities laws. The approval of an Official Statement shall be placed on the Council agenda, and shall not be considered as a Consent Calendar item. The staff report will summarize the Council’s responsibilities with respect to the Official Statement and provide the Council the opportunity to review a substantially final Official Statement. The Council shall undertake such review as deemed necessary by the Council to fulfill the Council’s securities law responsibilities.<sup>1</sup>

For any privately placed debt with no Official Statement, the final staff report describing the issue and such other documents will be provided to the Council for approval.

### **Section 8: Creditworthiness Objectives**

Ratings are a reflection of the general fiscal soundness of the City and the capabilities of its management. Typically, the higher the credit ratings are, the lower the interest cost is on the City’s debt issues. To enhance creditworthiness, the City is committed to prudent financial management, systematic capital planning, and long-term financial planning; however, the City also recognizes that external economic, natural, or other events may, from time to time, affect the creditworthiness of its debt.

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<sup>1</sup> The Securities and Exchange Commission (the SEC), the agency with regulatory authority over the District’s compliance with the federal securities laws, has issued guidance as to the duties of the Council with respect to its approval of any POS. In its “Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors” (Release No. 36761 / January 24, 1996) (the “Release”), the SEC stated that, if a member of the Board of Supervisors has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the bonds, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such factors are adequately disclosed in the Official Statement. In the Release, the SEC stated that the steps that a member of the Board of Supervisors would take include becoming familiar with the POS and questioning staff and consultants about the disclosure of such facts.

The most familiar nationally recognized bond rating agencies are Standard and Poor's, Moody's Investors Service, and Fitch Ratings. When issuing a credit rating, rating agencies consider various factors, including, but not limited to:

- City's fiscal status;
- City's general management capabilities;
- Economic conditions that may impact the stability and reliability of debt repayment sources;
- City's general reserve levels;
- City's debt history and current debt structure;
- Project(s) being financed; and
- Covenants and conditions in the governing legal documents.

*Bond Ratings* – The Financing Team will assess whether a credit rating should be obtained for an issuance. The City typically seeks a rating from at least one nationally recognized rating agency on new and refunded issues being sold in the public market. The City Administrator and Finance Manager, working with the Financing Team, shall be responsible for determining which of the major rating agencies the City shall request provide a rating. When applying for a rating on an issue, the City and Financing Team shall prepare a presentation for the rating agency when the City determines that a presentation is in the best interests of the City.

*Rating Agency Communications* – The City Administrator and Finance Manager are responsible for maintaining relationships with the rating agencies that assign ratings to the City's various debt obligations. This effort shall include providing the rating agencies with the City's financial statements, if applicable, as well as any additional information requested.

### **Section 9: Post Issuance Administration**

*Notification to the CDIAC* – The City shall work with Bond Counsel to submit a report of final sale to the CDIAC by any method approved by the CDIAC. The report shall include the information required by CDIAC.

*Investment of Proceeds* – The Finance Manager shall invest bond proceeds and reserve funds in accordance with each issue's indenture or trust agreement, utilizing competitive bidding when appropriate. All investments will be made in compliance with the City's investment policy objectives of safety, liquidity and then yield. The investment of bond proceeds and reserve funds shall comply with federal tax law requirements specified in the indenture or trust agreement and the tax certificate.

Whenever reasonably possible, unexpended bond proceeds and reserve fund monies shall be held by the bank trustee. The trustee will be responsible for recording all investments and transactions relating to the proceeds and providing monthly statements regarding the investments and transactions.

*Use of Bond Proceeds* – The City Administrator and Finance Manager are responsible for ensuring debt proceeds are spent for the intended purposes identified in the related legal documents and that the proceeds are spent in the time frames identified in the tax certificate prepared by Bond Counsel. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of either the City Administrator or the Finance Manager. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Finance Manager shall retain records of all expenditures of proceeds through the final payment date for the debt.

Continuing Disclosure – When required by Securities Exchange Commission Rule 15c2-12(b)(5) (the “Rule”) the Finance Manager or designee will ensure the City’s annual financial statements and associated reports are posted on the City’s web site, and will also comply with the Rule by filing its annual financial statements, other financial and operating data and notices of enumerated events for the benefit of its bondholders on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board (MSRB). The City shall submit an annual report to the CDIAAC in compliance with the requirements of Government Code Section 8855 and related regulations.

Arbitrage Rebate Compliance and Reporting – The use and investment of bond proceeds must be monitored to ensure compliance with arbitrage restrictions. Existing regulations require that issuers calculate rebate liabilities related to any bond issues, with rebates paid to the Federal Government every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. The Finance Manager shall contract with a specialist to ensure that proceeds and investments are tracked in a manner that facilitates accurate complete calculations, and if necessary timely rebate payments.

Compliance with Other Bond Covenants – In addition to financial disclosure and arbitrage, the City Administrator and Finance Manager are also responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. This typically includes ensuring:

- Annual appropriation of revenues to meet debt service payments;
- Taxes/fees are levied and collected where applicable;
- Timely transfer of debt service payments to the trustee;
- Compliance with insurance requirements;
- Compliance with rate covenants;
- Post-issuance procedures established in the tax certificate for any tax-exempt debt.

Retention – A copy of all relevant documents and records will be maintained by the City for the term of any bonds issued (including refunding bonds, if any), plus 10 years. Relevant documents and records will include sufficient documentation to support the requirements relating to the tax-exempt status.

Investor Relations – While the City shall post its annual financial report as well as other financial reports on the City’s website, this information is intended for the citizens of the City. Information that the City intends to reach the investing public, including bondholders, rating analysts, investment advisors, or any other members of the investment community shall be filed on the EMMA system.

Additional requirements for financial statements – It is the City’s policy to hire an auditing firm that has the technical skills and resources to properly perform an annual audit of the City’s financial statements. More specifically, the firm shall be a recognized expert in the accounting rules applicable to the City and shall have the resources necessary to review the City’s financial statements on a timely basis.

### **Section 10: Training**

To the extent that the City has outstanding debt subject to the Rule, the City Administrator shall (i) ensure that the members of the City staff involved in the continuing disclosure process and the Council are properly trained to understand and perform their responsibilities, and (ii) arrange for disclosure training sessions conducted by the City’s Disclosure Counsel. Such training sessions shall include education on the applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the City’s staff and members of the Council.

Reviewed by:  City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5662** Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for Fiscal Year 2018/2019

**PRESENTED BY:** Mike Wilson, City Administrator

**SUMMARY:** The *Streets and Highways Code* requires the City Council to consider the annual fiscal report of the Historical Uptown Susanville Association (HUSA). The City Council may make changes or alterations to the report and approve it by resolution. If the annual fiscal report is accepted by the City Council, the City Council then sets a public hearing to consider the levy of assessments in the parking and business improvement district identified in Chapter 5.24 of the *Susanville Municipal Code* and the Resolution of Intention must be published not less than seven days before the public hearing. If the City Council accepts the report, the public hearing could be set for Wednesday, July 3, 2019 at 7:00 p.m. to consider the levy of assessments

**FISCAL IMPACT:** The City presently receives five percent of the assessments, approximately \$2,000 annually, for reimbursement of City staff time for billing and collection of assessments.

**ACTION REQUESTED:** Motion to approve **Resolution No. 19-5662**, Resolution of Intention pursuant to Streets and Highways Code §36534 approving annual budget and scheduling public hearing to consider setting assessments for Fiscal Year 2018/2019

**ATTACHMENTS:** Resolution No. 19-5662  
Annual HUSA report  
Streets and Highways Code Section §36534

**RESOLUTION NUMBER 19-5662**  
**A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF**  
**SUSANVILLE PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 36534**  
**APPROVING ANNUAL BUDGET AND SCHEDULING PUBLIC HEARING TO**  
**CONSIDER SETTING ASSESSMENTS FOR FISCAL YEAR 2019-2020**

**WHEREAS**, the City Council of the City of Susanville pursuant to Streets and Highways Code Section 36534 having considered the annual report of Historic Uptown Susanville Association on June 5, 2019, regarding and considering the matters set forth in Streets and Highways Code Section 36533 and the annual levy of an assessment in Historic Uptown Susanville Association (HUSA); and

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

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

1. The public hearing to consider the levy of an assessment in the business improvement district identified in the *Susanville Municipal Code*, Chapter 5.24, is hereby scheduled for July 3, 2019 at 7:00 p.m. and the City Clerk is directed to publish a copy of this Resolution as notice of said public hearing in the Lassen County Times, a publication circulated within the city, no later than seven (7) days before said hearing, at which time written and oral protests may be made. The form and manner of those protests shall comply with Sections 36524 and 36525 of the Streets and Highways Code; and

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

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

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

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

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

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

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

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 5th day of June, 2019, by the following vote:

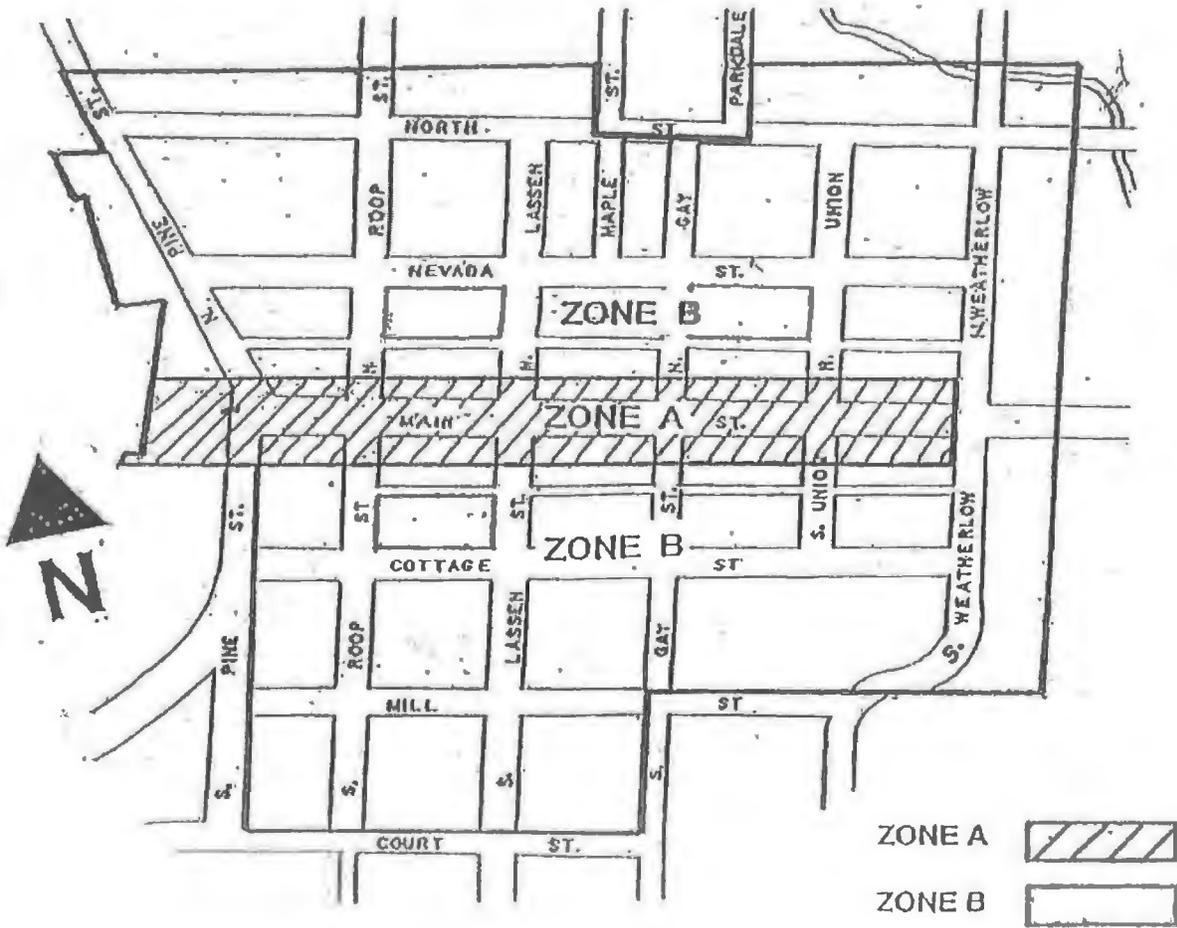
AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

EXHIBIT "A"

HISTORIC UPTOWN SUSANVILLE  
BUSINESS IMPROVEMENT DISTRICT



DISTRICT BOUNDARY MAP  
Amended May 2006



## **ANNUAL REPORT 2019-2020**

### **MISSION STATEMENT:**

The mission of the Historic Uptown Susanville Association is economic enhancement, historic preservation and commercial revitalization. Our goal is to keep business in the district, attract new businesses and promote the district to the local and regional markets.

### **PURPOSE:**

The Historic Uptown Susanville Association was created for the purposes of:

1. General promotion of business activities in the district, including annual promotional programs, aggressive image-building campaigns, shop-at-home campaigns and promotion of tourism.
2. Acquisition, construction, or maintenance of parking facilities for the benefit of the district.
3. Beautification of any public areas within the district.
4. Promotion of public events which take place within the district.

**NON-PROFIT:**

Historic U.S.A.,Inc. is a 501(c) 6 non-profit corporation with Articles of Incorporation filed with the Secretary of State of the State of California on February 22, 1993.

**H.U.S.A. ASSESSMENT STATISTICS:**

H.U.S.A. statistics are compiled from assessments within the district as defined on the area map. (see appendix A). H.U.S.A's assessment status as of February 22, 2019 is as follows:

<u>TYPE</u>	<u>UNITS</u>	<u>ZONE</u>	
Retail	15	A - 14	B - 1
Lodging & Restaurants	3	A - 2	B - 1
Service	30	A - 15	B - 15
Professional	29	A - 10	B - 19
Financial	3	A - 2	B - 1
<b>TOTAL ASSESSEES</b>	<b>80</b>		

**TOTAL POTENTIAL ANNUAL ASSESSMENT  
INCOME: \$16,450.00**

Above potential income is based on all assessee's making their full HUSA assessment within the assessment period. The HUSA budget is based on an amount that is actually collected and credited to HUSA. The budgeted assessment income is minus the city collection fee and unpaid balances.

## ASSESSMENTS:

Assessments are not optional. All business owners in the designated district are assessed and billed on an annual basis through the City of Susanville. Any new business established within the Area shall not be required to pay an assessment hereunder for the first six months following its commencement of business. Assessments on new businesses shall be prorated, omitting any charges for the first six months it was in operation. This shall not be deemed to apply to an existing business that has changed ownership or location within the District. All assessment payments are to be made to the City of Susanville. There is a 5% collection fee paid to the City of Susanville for their collection efforts. H.U.S.A. has been working closely with City staff to try and make sure we obtain accurate accounting of businesses arriving and departing our district so we may maintain an effective means of statistic and collection management.

## ANNUAL ASSESSMENT FORMULA MATRIX

	<u>ZONE A</u>	<u>ZONE B</u>
<u>TYPE</u>	<u>ANNUAL</u>	<u>ANNUAL</u>
Type 1- Retail	\$350.00	\$250.00
Type 2- Lodging & Restaurants	\$275.00	\$200.00
Type 3- Service	\$225.00	\$150.00
Type 4- Professional	\$175.00	\$100.00
Type 5- Financial	\$275.00	\$250.00

# Objectives

## 2019/2020 Objectives

- 1.) Sponsor and produce Safe and Sane Halloween which shall include the wildly popular Coffin Races.
  
- 2.) Sponsor the Magical Country Christmas Event providing material and volunteer support to the Chamber of Commerce. Hosting the new popular Hot Toddy Walk.
  
- 3.) Continue the Wine Walk promotion in the Spring and Fall of 2019.
  
- 4.) Continue the Rehabilitation of Pancera Plaza including, fixing broken planters, installing irrigation and decorative fixtures and installing commemorative bricks.
  
- 5.) Continue to promote the Uptown district using all available media, including our well maintained Facebook site, and our newly designed website, featuring a local uptown business quarterly on Facebook and Newsletter.
  
- 6.) In partnership with Lassen Lands & Trails Trust continue the Farmer's Market in Uptown Susanville. This provides an appropriate use for that venue and will bring increase visibility and foot traffic to the Uptown.
  
- 7.) Support the Lassen County Chamber of Commerce with their Import/Export event held June 2019.
  
- 8.) Partner with the Rotary Club of Susanville for an Uptown Susanville Cleanup Event 2019.

## **2018/2019 Accomplishments**

- 1.) Continued the Coffin Races during the Safe and Sane Halloween promotion which raised community awareness of Historic Uptown.
- 2.) Held a Spring and Fall Wine Walk which brought potential customers and attention to Uptown Susanville.
- 3.) Main Sponsor for the very successful Magical Country Christmas event. Held a Hot Toddy walk during the event that was also very well received.
- 4.) Worked to maintain Pancera Plaza with volunteer cleaning parties, and a care plan for trees on the Plaza. Installed landscaping with the assistance of Milwood Florist.
- 5.) Successfully held the Farmers' Market on Pancera Plaza from June to September.
- 6.) Helped support the small business, Morning Glory, by submitting a letter in support of them maintaining their Waiver status in order to continue business in Lassen County and supplying dairy products to both correctional facilities. Therefore, keeping more tax dollars in Lassen County.

## **Conclusion**

The central business district of any community, projects the image and reflects the health of that community to local citizens and to visitors as well. Our uptown district is the front door to Susanville and it is imperative that it be economically healthy and visually welcoming. The Historic Uptown Susanville Association continues working to achieve this end.

**Historic Uptown Susanville Association  
Proposed Budget  
for July 1 2019 to June 30 2020**

**Income**

Assessment Income <small>(Assess Total minus City Collection Fee)</small>	\$ 10,000
Event Income	\$ 2,000
<b>Proposed Income 2019-2020 Assessment Period</b>	<b>\$ 12,000</b>
Cash Account Balance Forward	\$ 24,000
<b>Total Income</b>	<b>\$ 36,000</b>

**Expenditures**

Operating Expenses:

Advertising & Promotional	\$ 1,500
Insurance	
Directors & Office Liability Ins	\$ 2,000
General Liability	\$ 1,000
Office Expense	\$ 300
Postage	\$ 300
Printing	\$ 300
Maintenance of District	\$ 750
<b>Total Operating Expenses</b>	<b>\$ 6150</b>

**Discretionary Expense:**

Events:

Wine/Hot Toddy Walks	\$ 2,000
Safe and Sane Halloween	\$ 1,500
Farmer's Market	\$ 2,200
Event Sponsorships paid to Lassen County Chamber of Commerce	
Main Street Cruise	\$ 250
Magical Country Christmas	\$ 4000
Proposed 2017 Event	\$ 1000

Special Projects:

Pancera Plaza & District Improvements	\$18,400
Murals	\$ 500

**Total Discretionary Expenses** **\$29,850**

**Total Operation and Discretionary Expense** **\$36,000**



## STREETS AND HIGHWAYS CODE - SHC

**DIVISION 18. PARKING [31500 - 36745]** ( *Division 18 added by Stats. 1951, Ch. 463.*  )

**PART 6. PARKING AND BUSINESS IMPROVEMENT AREA LAW OF 1989 [36500 - 36551]** ( *Part 6 repealed and added by Stats. 1989, Ch. 591, Sec. 2.*  )

**CHAPTER 3. Assessments [36530 - 36537]** ( *Chapter 3 added by Stats. 1989, Ch. 591, Sec. 2.*  )

(a) After the approval of the report, the city council shall adopt a resolution of intention to levy an annual assessment for that fiscal year. The resolution of intention shall do all of the following:

**36534.**

- (1) Declare the intention of the city council to change the boundaries of the parking and business improvement area, or in any benefit zone within the area, if the report filed pursuant to Section 36533 proposes a change.
  - (2) Declare the intention of the city council to levy and collect assessments within the parking and business improvement area for the fiscal year stated in the resolution.
  - (3) Generally describe the proposed improvements and activities authorized by the ordinance enacted pursuant to Section 36527 and any substantial changes proposed to be made to the improvements and activities.
  - (4) Refer to the parking and business improvement area by name and indicate the location of the area.
  - (5) Refer to the report on file with the clerk for a full and detailed description of the improvements and activities to be provided for that fiscal year, the boundaries of the area and any benefit zones within the area, and the proposed assessments to be levied upon the businesses within the area for that fiscal year.
  - (6) Fix a time and place for a public hearing to be held by the city council on the levy of the proposed assessment for that fiscal year. The public hearing shall be held not less than 10 days after the adoption of the resolution of intention.
  - (7) State that at the public hearing written and oral protests may be made. The form and manner of protests shall comply with Sections 36524 and 36525.
- (b) The clerk shall give notice of the public hearing by causing the resolution of intention to be published once in a newspaper of general circulation in the city not less than seven days before the public hearing.

*(Added by Stats. 1989, Ch. 591, Sec. 2.)*

Reviewed by:      City Administrator

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

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

**Action Date:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5665** adopting Lassen County and City of Susanville Emergency Operations Plan (EOP)

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

**SUMMARY:** On September 20, 1994, the Lassen County Board of Supervisors adopted Lassen County Ordinance 519. Section 1 states, "The declared purposes of this ordinance are to provide for the preparation and carrying out of plans for the protection of persons and property within this County in the event of an emergency, the direction of the emergency organization and the coordination of the emergency functions of this County with all other public agencies, corporations, organizations and affected private persons."

In January of 2017, The Lassen County Disaster Council, which was established by Lassen County Ordinance 519, began discussions regarding the re-write/update to the Lassen County and City of Susanville Emergency Operations Plan as directed and authorized as per Lassen County Ordinance 519, Section 8 titled "Emergency Plan". This update is required every 2 years to ensure that any newly identified potential catastrophic disasters/incidents or newly identified Emergency Functions are addressed in the plan as well as updating other critical and standard information. Former Lassen County Emergency Services Chief Eric Ewing, was established as the project leader. Chief Ewing, along with other Disaster Council members and stakeholders including: The Lassen County Sheriff's Department, The City of Susanville Fire and Police Departments, Emergency Medical Services, Health and Social Services, County Roads, Public Works, and Planning, used the consulting firm Ecology and Environmental Inc. and developed a draft EOP along with the Disaster Council members and other stakeholders. On October 1, 2018, Mark Rotlisberger assumed the lead responsibility from Chief Ewing after becoming the newly appointed Emergency Services Chief for the Lassen County Operational Area. At that point Chief Rotlisberger continued working toward finalizing and competing the EOP with the Disaster Council members and stakeholders.

The EOP is an Integrated Emergency Operations Plan meaning it is an all-hazard plan that describes how Lassen County and the City of Susanville will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, Federal, State of California, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and California Governor's Office of Emergency Services plans.

Consisting of a Base Plan, Emergency Function Annexes, and Incident Annexes, this EOP provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how the City, County, and their departments will coordinate their resources and

activities with other jurisdictions and agencies (federal, State, local, tribal) and the private sector (community organizations, faith-based organizations, and others).

On Wednesday, November 29, 2017, the draft plan was tested during a table top exercise involving department members from both Lassen County and the City of Susanville. This complicated “what if” scenario was a Hazardous Materials (HazMat) Incident during a Red Flag Warning occurring within the City limits. The Transportation-related HazMat incident resulted in shut down of the highway, along with health and life safety concerns.

The entire document (419 pages) is available at the County Clerk’s office as well as on the County of Lassen Website under the Office of Emergency Services webpage.

A proposed resolution of the Board of Supervisors, adopting the updated EOP, is attached.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5665 adopting the Lassen County and City of Susanville Emergency Operations Plan, and authorize the City Council to sign the EOP “Letter of Promulgation.”

**ATTACHMENTS:** Resolution No. 19-5665  
Emergency Operations Plan  
Emergency Operations Plan “Letter of Promulgation  
Disaster Council Minutes March 5, 2019.

**RESOLUTION NUMBER 19-5665**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND ADOPTING THE LASSEN COUNTY AND CITY OF**  
**SUSANVILLE EMERGENCY OPERATIONS PLAN**

**WHEREAS**, The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as "the Act," provides the legal framework for conducting emergency operations; and

**WHEREAS**, Section 8568 of the Act states that "The State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take action as may be necessary to carry out the provision thereof;" and

**WHEREAS**, Local emergency operations plans are, therefore, considered to be extensions of the California Emergency Operations Plan; and

**WHEREAS**, Lassen County Code Section 11.14.080 titled: "Emergency Plan", states "The Lassen County Disaster Council shall be responsible for the development of the County of Lassen Emergency Plan."; and

**WHEREAS**, The Lassen County Disaster Council has completed the updated Lassen County and City of Susanville Emergency Operations Plan as of March 2019; and

**WHEREAS**, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the Standardized Emergency Management System (SEMS) as the recognized emergency management system for government response to emergency situations; and

**WHEREAS**, the City of Susanville complies with SEMS; and

**WHEREAS**, the Lassen County and City of Susanville Emergency Operations Plan establishes the emergency organization, assigns tasks, specific policies and general procedures, and provides for coordination of planning efforts of the various emergency staff to respond to disasters.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville to approve and adopt the Lassen County and City of Susanville Emergency Operations Plan, a copy of which is on file with the City Clerk and incorporated herein by reference, authorize all members of the Susanville City Council to sign the EOP "Letter of Promulgation, and encourage all city officials, employees, and citizens, individually and collectively, to do their share in the total emergency efforts of the City of Susanville, in concert with the Emergency Operations Plan, in responding to emergency situations.

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 5th day of June, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

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Jessica Ryan, City Attorney

# Letter of Promulgation

To All Recipients:

Promulgated herewith is the Integrated Emergency Operations Plan (EOP) for Lassen County (County) and the City of Susanville (City). This EOP supersedes any previous EOPs. It provides a framework within which the City and County can plan and perform their emergency functions during a disaster or national emergency.

This EOP is a component of the City’s and County’s comprehensive approach to emergency management that ensures that the City and County are prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the community.

Focused on response and short-term recovery activities, this EOP provides a framework for how the City and County will conduct emergency operations. It identifies key roles and responsibilities, defines the primary and support roles of the City and County, outlines the steps for coordination with response, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

This EOP has been reviewed by the County Emergency Services Chief and City Fire Chief and approved by the City Council and County Board of Supervisors.

The EOP may be updated and amended when necessary. Agency heads are requested to advise the County Emergency Services Chief of any changes that might result in its improvement or increase its usefulness. Plan updates and amendments made by the County Emergency Services Chief will be transmitted to all addressees on the distribution list.

## Susanville City Council

Resolution No. \_\_\_\_\_

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

\_\_\_\_\_  
Joe Franco, Mayor Pro Tem

\_\_\_\_\_  
Brian Moore, Councilmember

\_\_\_\_\_  
Brian Wilson, Councilmember

\_\_\_\_\_  
Mendy Schuster, Councilmember

\_\_\_\_\_  
DATE

**Lassen County Board of Supervisors**

Resolution No. \_\_\_\_\_

\_\_\_\_\_  
Chris Gallagher, District 1

\_\_\_\_\_  
David Teeter, District 2 (Vice-Chairman)

\_\_\_\_\_  
Jeff Hemphill, District 3 (Chairman)

\_\_\_\_\_  
Aaron Albaugh, District 4

\_\_\_\_\_  
Tom Hammond, District 5

\_\_\_\_\_  
DATE



# Lassen County

**DRAFT**

## Meeting Minutes Lassen County Disaster Council Special Meeting

*Council Members: Jeff Hemphill - Chairman; Scott Packwood - Director of Emergency Services; Mark Rotlisberger - Assistant Director of Emergency Services*

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Tuesday, March 5, 2019

9:00 AM

Administration Building Conference

Room

221 S Roop Street

Susanville, CA 96130

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### 9:09 A.M. CALL TO ORDER

Present: Lassen County Board of Supervisors Chairman Jeff Hemphill, Lassen County Office of Emergency Services (OES) Chief Mark Rotlisberger, Lassen County Administrative Officer (CAO) Richard Egan, Sheriff/Coroner Dean Growdon and Deputy Clerk of the Lassen County Disaster Council Michele Yderraga.

CAL-Fire Unit Chief Scott Packwood was absent.

### AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS

**A motion was made by Sheriff/Coroner Dean Growdon, seconded by OES Chief Mark Rotlisberger to approve the Agenda. The motion carried by the following vote:**

**AYE: Growdon, Hemphill, Rotlisberger**

### PUBLIC COMMENTS

None.

### DEPARTMENT REPORTS

#### OPERATIONS

SUBJECT: Lassen Emergency Operations Plan.

FISCAL IMPACT: Undetermined.

ACTION REQUESTED: 1) Receive and review plan; and 2) consider changes; and 3) recommend approval to Susanville City Council and Lassen County Board of Supervisors.

**Attachments:** [LassenEOP\\_BasicPlan\\_2019Update\\_FINAL\\_DRAFTv2REDACTED\\_Rotlisberger](#)  
[LassenEOP\\_IncidentAnnex\\_2019Update-FINAL\\_Draft\\_v2](#)  
[LassenEOP\\_EF1-Transportation\\_2019Update](#)  
[LassenEOP\\_EF2-Communication\\_2019Update](#)  
[LassenEOP\\_EF3-ConstructionAndEngineering\\_2019Update](#)  
[LassenEOP\\_EF4-FireAndRescue\\_2019Update](#)  
[LassenEOP\\_EF5\\_Management\\_2019Update](#)  
[LassenEOP\\_EF6-CareAndShelter\\_2019Update](#)  
[LassenEOP\\_EF7-Resources\\_2019Update](#)  
[LassenEOP\\_EF8-PublicHealthAndMedical\\_2019Update](#)  
[LassenEOP\\_EF10-HazardousMaterials\\_2019Update](#)  
[LassenEOP\\_EF11-FoodAndAgriculture\\_2019Update](#)  
[LassenEOP\\_EF12-Utilities\\_2019Update](#)  
[LassenEOP\\_EF13-LawEnforcement\\_2019Update](#)  
[LassenEOP\\_EF14-Recovery\\_2019Update](#)  
[LassenEOP\\_EF15-PublicInformation\\_2019Update](#)  
[LassenEOP\\_EF16-Evacuations\\_2019Update](#)  
[LassenEOP\\_EF17-VolunteersAndDonationsMgmt\\_2019Update](#)  
[LassenEOP\\_EF18-Cybersecurity\\_2019Update](#)  
[2019 MAPS Final](#)

OES Chief Rotlisberger stated that he had made revisions to the Lassen Emergency Operations Plan per direction from the previous Lassen County Disaster Council meeting. OES Chief Rotlisberger thoroughly discussed each revision and addition to the plan. OES Chief Rotlisberger explained that Appendix I had been added per Sheriff Growdon's request in order to add a Public Notification Use Policy for the use of current and upcoming Alert and Warning Systems that were currently being developed at the State and Federal level. This Appendix will be developed as more information becomes available. Brief discussion was held.

SPEAKERS: Assistant Chief of CAL FIRE Lassen-Modoc Unit Eric Ewing

**A motion was made by Sheriff/Coroner Dean Growdon, seconded by Supervisor Jeff Hemphill to present the Lassen Emergency Operations Plan to the Board of Supervisors and Susanville City Council for adoption. The motion carried by the following vote:**

**AYE: Growdon, Hemphill, Rotlisberger**

MINUTES

SUBJECT: Meeting minutes of January 23, 2019.

FISCAL IMPACT: None.

ACTION REQUESTED: Approve.

Attachments: LCDC\_DRAFT MINS

OES Chief stated there was a typo on page two (2) of the Minutes that read as "Lassen County District Council" and needed to read as "Lassen County Disaster Council".

**A motion was made by CAO Egan, seconded by Sheriff/Coroner Growdon to approve the Minutes of January 23, 2019, as amended. The motion carried by the following vote:**

**AYE: Growdon, Hemphill, Rotlisberger.**

**FUTURE MEETINGS**

OES Chief Rotlisberger stated a meeting wouldn't be necessary until next year unless something happened.

**ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:14 a.m.

\_\_\_\_\_  
Chairman of the Lassen County Disaster Council

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Michele Yderraga, Deputy Clerk of the  
Lassen County Disaster Council

Reviewed by:      City Administrator

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

**SUBMITTED BY:** Mike Wilson, City Administrator

**MEETING DATE:** June 5, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Report and Discussion and possible approval of the City of Susanville to Contract with Buxton

**SUMMARY**

City staff met with Buxton's Vice President, Lisa McCay to discuss the benefit and options for partnering with Buxton to improve the city's economic development plan. Buxton offers the opportunity to partner with the city to provide a total marketing strategy that enables our community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits just like ours. This solution provides us with the ability to actively pursue identified retailers, making a compelling case for their expansion to the City of Susanville by utilizing custom marketing packages that Buxton will create for us. We will have access to the same analytical information and insights retailers depend on today to make site selection decisions. This knowledge will provide us with instant credibility and the ability to differentiate our community.

Buxton is well established with 1000's of retailers, and is well respected in the retail community.

Buxton will supplement staff and will become another branch of the City of Susanville's economic development plan.

With the help of Buxton City of Susanville has established the following objectives:

1. Develop profile of residents and visitors, leveraging mobile analytics
2. Understand current retail and restaurant economic condition
3. Recruit new retailers and restaurants
4. Retain existing retailers and restaurants

This will be done by the following means:

**Step 1 – Research Our Community**

Buxton uses over 250 consumer and business databases that are updated regularly and compares our potential sites to the universe of all competing sites operating in the U.S. They

define our current retail situation and those in any neighboring communities that impact our retail environment.

### **Step 2 – Define and Evaluate Our Trade Area**

Customers shop by convenience, measuring distance based on time, not mileage. Buxton will conduct a custom drive-time analysis to determine our trade area using their proprietary methodology and knowledge of individual retail clients' actual trade areas. Our drive-time trade area will be provided to us as a map that accurately depicts our consumer shopping patterns.

### **Step 3 – Profile Our Trade Area's Residential and Visitor Customers**

We will have insights into more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits of our residents and visitors. Buxton will develop three (3) unique profiles for our solution:

1. Residential Profile – will analyze all the households in our drive-time trade area.
2. Visitor Profile (non-resident) – will analyze data from mobile devices for a recent twelve-month (12) period where the device holder's originating address is located outside of our city limits (domestic addresses only). Buxton will combine this mobile dataset with other household-level data, which provides Buxton with a way to develop an accurate consumer profile of the visitors to our community.
3. Combined Total Community Consumer Profile – Buxton will combine our residential and visitor profiles to develop our overall consumer profile which will be used to match retailers and restaurants as fits for our community.

### **Step 4 – They Match Retailers and Restaurants to Market Potential**

Buxton will match the consumer profile of our community's trade area against the customer profiles of 5,000+ retailers in their proprietary database. They will identify the similarity between the two profiles analyzed using Buxton's proprietary retail matching algorithm to determine if our site presents an attractive opportunity for each retailer. They then qualify the list of matched results to verify that a retailer is currently operating or expanding, that they operate in similar sites, and that our site affords adequate buffer from competition and cannibalization to be realistically considered.

### **Step 5 – They Create Marketing Packages**

Buxton will assemble individualized marketing packages for up to twenty (20) targeted retailers. They will notify each retailer's key real estate decision maker by letter, informing them that they have been qualified by Buxton as a potential viable fit for our site and should expect to be contacted by a representative of the city.

Our marketing packages will be delivered to us in SCOUT, an application in the Buxton Analytics Platform, and include a:

1. Map of the retail site and trade area
2. Map of the retailer's potential customers
3. Retailer match report that compares the site's trade area characteristics and consumer profile with the retailer's sites in similar trade areas

### **Step 6 – They Provide Business Retention Tools**

Buxton will provide reports through SCOUT that can be used to support business retention efforts by helping local business owners to make better business decisions. In addition, Buxton is pleased to offer the City of Susanville access to LSMx. **LSMx**, which stands for **Local Store Marketing** powered by Buxton, is a customer acquisition solution designed specifically for small business owners and franchisees. The City of Susanville can also leverage this tool to support

local businesses and entrepreneurs, foster an environment that encourages private-public partnerships, and strengthen the business climate in our community. Upon execution of the LSMx Addendum, the City of Susanville will have access to up to 25 complimentary LSMx monthly subscriptions/license codes\* to distribute to local retailers, restaurants and service providers.

**FISCAL IMPACT:** \$50,000 annually.

**ACTION REQUESTED:** Motion to approve the contract with Buxton and authorize the Mayor to execute the agreement. The contract is for 1 years at \$50,000 a year with an option for a 2<sup>nd</sup> and third year at the same price.

**ATTACHMENTS:** Buxton proposal and contract.



Proposal

# RETAIL RECRUITMENT & MOBILE VISITOR INSIGHTS SOLUTION

Prepared by: Lisa McCay



## OUR VALUE PROPOSITION

Since our founding in 1994, Buxton has been a leading force in retail site selection and development. We are recognized for creating solutions that provide results. Buxton began as a service to help retailers make informed site selection decisions by understanding their customers and precisely determining their markets. Buxton soon realized that the company's expertise in retail site and market analysis could also be leveraged to benefit communities desiring retail expansion.



More than simply providing data, Buxton supplies custom marketing materials and strategies targeting the unique site requirements of retailers, developers, and commercial real estate brokers. Buxton clients achieve outstanding success using our tools for retail identification, selection, and recruitment. Clients benefit from Buxton's unique understanding of site selection from the retailer's point of view.

- **Grow Your Community.** Create new, permanent jobs that will satisfy your citizens' desire to shop at home; retain dollars currently spent outside of your community and maximize revenue growth to fund city services
- **Leverage Buxton's Retail Industry Expertise.** Establish credibility with decision makers by providing factual evidence to support your site and gain a competitive position by leveraging our experience:
  - 4,000+ total clients from the retail, restaurant, healthcare, and public sector industries
  - 800+ public sector clients nationwide
  - 40+ million square feet of retail space recruited
  - 500+ cumulative years of retail management and economic development experience
- **Access Your Buxton Solution with Ease.** Utilize your best-in-class retail recruitment solution via SCOUT™ with the touch of a button from any mobile device; gain answers to your retail recruitment and site analysis questions and have the big picture in the palm of your hand
- **Develop a Long-Term Partnership.** Receive personal guidance and ongoing insight into key industry topics

# SCOPE OF SERVICES

Buxton is pleased to present this proposal to the City of Susanville, California ("City of Susanville"). The purpose of this proposal is to outline and review your community development objectives and how Buxton's solutions will enhance your ability to effectively meet those objectives.

## City of Susanville's Objectives:

1. **Develop profile of residents and visitors, leveraging mobile analytics**
2. **Understand current retail and restaurant economic condition**
3. **Recruit new retailers and restaurants**
4. **Retain existing retailers and restaurants**

## Retail Recruitment and Retention Solution: Your Community & Visitor Profile

Our solution is a total marketing strategy that enables community leaders to understand the consumer profile of their residents and to identify specific retailers and restaurants who seek a market with household purchasing habits just like yours. This solution provides you with the ability to actively pursue identified retailers, making a compelling case for their expansion to the City of Susanville by utilizing custom marketing packages that Buxton will create for you. You will have access to the same analytical information and insights retailers depend on today to make site selection decisions. This knowledge will provide you with instant credibility and the ability to differentiate your community.

### Step 1 – Research Your Community

Buxton uses over 250 consumer and business databases that are updated regularly and compares your potential sites to the universe of all competing sites operating in the U.S. We define your current retail situation and those in any neighboring communities that impact your retail environment.

### Step 2 – Define and Evaluate Your Trade Area

Customers shop by convenience, measuring distance based on time, not mileage. We will conduct a custom drive-time analysis to determine your trade area using our proprietary methodology and knowledge of individual retail clients' actual trade areas. Your drive-time trade area will be provided to you as a map that accurately depicts your consumer shopping patterns.

### Step 3 – Profile Your Trade Area's Residential and Visitor Customers

You will have insights into more than 7,500 categories of lifestyles, purchase behaviors, and media reading and viewing habits of your residents and visitors. Buxton will develop three (3) unique profiles for your solution:

1. **Residential Profile** – will analyze all the households in your drive-time trade area.
2. **Visitor Profile (non-resident)** – will analyze data from mobile devices for a recent twelve-month (12) period where the device holder's originating address is located outside of your city limits (domestic addresses only). Buxton will combine this mobile dataset with our other household-level data, which provides Buxton with a way to develop an accurate consumer profile of the visitors to your community.
3. **Combined Total Community Consumer Profile** – Buxton will combine your residential and visitor profiles to develop your overall consumer profile which will be used to match retailers and restaurants as fits for your community.

#### **Step 4 – We Match Retailers and Restaurants to Market Potential**

Buxton will match the consumer profile of your community's trade area against the customer profiles of 5,000+ retailers in our proprietary database. We will identify the similarity between the two profiles analyzed using Buxton's proprietary retail matching algorithm to determine if your site presents an attractive opportunity for each retailer. We then qualify the list of matched results to verify that a retailer is currently operating or expanding, that they operate in similar sites, and that your site affords adequate buffer from competition and cannibalization to be realistically considered.

#### **Step 5 – We Create Marketing Packages**

Buxton will assemble individualized marketing packages for up to twenty (20) targeted retailers. We will notify each retailer's key real estate decision maker by letter, informing them that they have been qualified by Buxton as a potential viable fit for your site and should expect to be contacted by a representative of the city.

Your marketing packages will be delivered to you in SCOUT, an application in the Buxton Analytics Platform, and include a:

1. Map of the retail site and trade area
2. Map of the retailer's potential customers
3. Retailer match report that compares the site's trade area characteristics and consumer profile with the retailer's sites in similar trade areas

#### **Step 6 – We Provide Business Retention Tools**

Buxton will provide reports through SCOUT that can be used to support business retention efforts by helping local business owners to make better business decisions. In addition, Buxton is pleased to offer the City of Susanville access to LSMx. **LSMx**, which stands for **L**ocal **S**tor**M**arketing powered by Buxton, is a customer acquisition solution designed specifically for small business owners and franchisees. The City of Susanville can also leverage this tool to support local businesses and entrepreneurs, foster an environment that encourages private-public partnerships, and strengthen the business climate in their community. Upon execution of the LSMx Addendum, the City of Susanville will have access to up to 25 complimentary LSMx monthly subscriptions/license codes\* to distribute to local retailers, restaurants and service providers.

#### **Solution Deliverables:**

- Buxton Analytics Platform/SCOUT access
- Drive time trade area maps
- Retail site assessment
- Residential, visitor (mobile analytics), and combined profile
- Retailer specific marketing packages (for up to twenty (20) retailers)
- LSMx subscriptions (for up to twenty-five (25) monthly license codes)\*

#### **Multi Year Deliverables (Optional):**

If elected, Years 2 and 3 of this agreement will include a Retail Recruitment model refresh, retail marketing packages, LSMx subscriptions,\* and full access to the Buxton Analytics Platform.

*\*LSMx deliverables are subject to the City of Susanville executing the LSMx Addendum and the terms and conditions described therein.*

## Access and Use Your Retail Recruitment Solution via the Buxton Analytics Platform

Buxton's Retail Recruitment and Retention solution will allow you to actively recruit retailers to your community and support existing businesses with just a few clicks using SCOUT, which provides you with crucial information about your community, your trade areas, your residents, and much more. SCOUT is an application in the web-based Buxton Analytics Platform, which is accessible on any Windows or iOS enabled device with an Internet connection. It is designed to give decision-makers in your community access to the data and solutions that will assist them in making better business decisions. The Retail Recruitment and Retention solution enables four (4) SCOUT users with the ability to run demographic and trade area profile reports, and view maps and other data elements.

In SCOUT you will be able to:

- Identify retail matches
- Run variable reports
- View city limit maps
- Access split-screen views and Google street view
- Access dynamic thematic mapping
- Print maps (including large format)
- See existing locations for prospective retailers to avoid cannibalization
- See aerial view
- View physician intelligence
- Run healthcare reports
- Run consumer propensity reports
- Run comparable reports
- Run demographic reports
- Run retail leakage/surplus reports
- Track outreach activity to quickly report on economic development efforts to stakeholders



## Reporting Features

### Retail Leakage Report

The Retail Leakage/Surplus Analysis provides an estimate of retail dollars flowing into or out of the trade area. It calculates a sales gap index that provides an estimate of the dollars spent outside the trade area (leakage) and the number of dollars coming in from outside the trade area (surplus), as well as a relative comparison of leakage/surplus.

### Consumer Propensity Report

The Consumer Propensity Report (CPR) shows lifestyle, product, and psychographic likelihood indices for consumers in the trade area. Information is provided for thirty-two (32) major categories with more than 4,800 total line items. Please note that line items are based on national-level purchasing and lifestyle characteristics. These line items are then correlated to the underlying household characteristics of consumers in the trade area. Some line items may not be relevant or available in your market. The score indicates the degree to which local consumers would purchase an item if it were relevant and available. Often, similar brands or concepts use this information to determine expansion potential.

### Healthcare Reports

There are six healthcare reports available in SCOUT. These reports give insight into healthcare demand by major diagnostic code, physician specialty, physician setting, DRG, and payment source by current year or 5-year projections. The physician intelligence report also provides a count of physicians in the study geography.

### Profiles Report

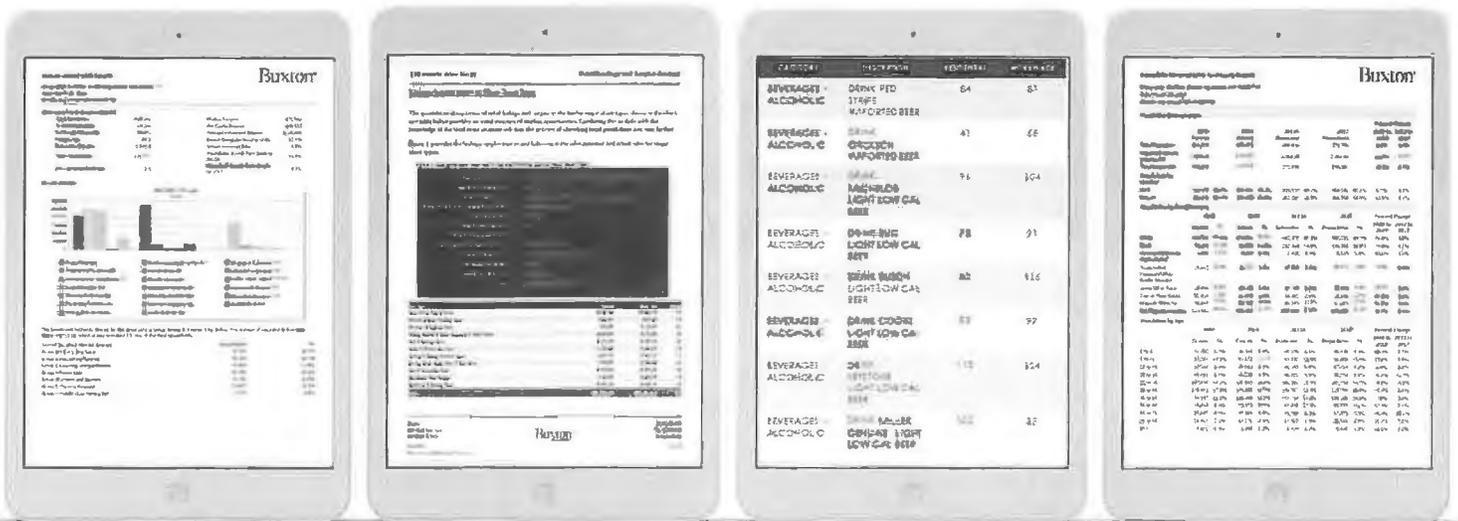
Gives residential/workplace populations and percentage breakdowns of the 71 Mosaic segment groups.

### Green Awareness Report

Provides a household and workplace green awareness index score.

### Count Base Daytime Population Report

The Daytime Population Report looks at the workforce in the study area and gives a count of the workforce population by industry. It also allows you to see a count of businesses in the area by two-digit SIC and workforce size.



Household & Workforce  
Consumer Profiles

Retail Supply &  
Demand Gap Analysis

Consumer  
Propensities

Demographics  
Historical & Projected  
Demographic Report

The Demographic Report is a good go-to resource as it includes almost all of our demographic information in a single report. It can yield many different outputs as listed below.

#### **Age by Sex\***

Provides a breakdown of the population by age and sex. Offers total population for several years and breaks this information down further by sex and age range.

#### **Basic Demographic Chart\***

Provides a breakdown of population by general categories, including households by income, household size, age, race and ethnicity percent change, educational attainment percent change, marital status, and household and population percent change.

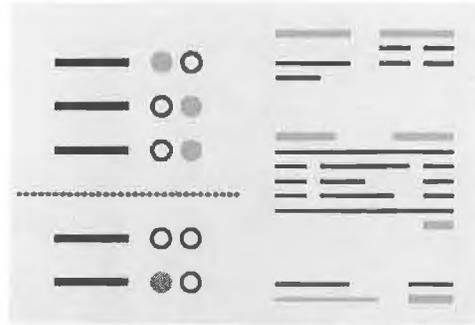


#### **Complete Demographic\***

Provides a breakdown of the population by specific groups, for 2000 and 2010 census numbers, current year estimates, and 5-year projections. These categories include: population demographics, population by race/ethnicity, population by age, median age, households by income, employment, housing units, vehicles available, marital status, and educational attainment.

#### **Household Units Summary**

Provides a breakdown of households within a specified geography. Information includes total number of housing units, owner vs. renter statistics, home value of owned homes, and monthly cash rent.



#### **Income by Age Summary**

Provides a breakdown of household demographics and income by age of head of household for the 2000 and 2010 censuses, current year estimates, and 5-year projections.

#### **Income Report\***

Provides a breakdown of population demographics and splits the households into groups by income for the 2000 and 2010 censuses, current year estimates, and 5-year projections.

#### **Mosaic Comparison Summary**

Gives a population and percentage breakdown of the 71 Mosaic segment groups.

#### **Mosaic Detail Charts**

Gives a demographic overview and a graph showing the breakdown of the 20 Mosaic groups within the specified geography. This report also indicates which group is dominant and sorts each group by percentage.

#### **Population Comparison Report**

Gives total population, female vs. male population, educational attainment, marital status, race, and Hispanic ethnicity as percentages. These numbers are based on 2000 and 2010 censuses, current year estimates, and 5-year projections.

*\*These reports can be run as summary or comparison reports. The summary report allows you to see results for multiple geographic regions combined, or a single drive time or radius. The comparison report allows you to compare up to 5 geographies side-by-side in the same output.*

# SUPPORT

## **Buxton Analytics Platform Technical Requirements**

The Buxton Analytics Platform can be accessed at the following URL: [www.buxtonco.com](http://www.buxtonco.com)

The Buxton Analytics Platform is a web-based collection of applications accessible on any desktop, laptop, or mobile tablet device that has an Internet connection. When operating the platform, Buxton's recommended hardware configuration is 4-core CPU, 4 GB RAM (or higher). Examples include most modern-day laptops or desktops purchased within the last 3 years, iPad Pro 2017 or newer, Microsoft Surface Pro 2 or newer, or Samsung Galaxy Tab S3. The recommended browser for accessing the platform is the latest version of Chrome.

## **Buxton's Helpdesk**

(1-817-332-3681) is available during normal office hours (8:00 AM-5:00 PM CST, excluding weekends and public holidays). Buxton's Helpdesk team will be available to support all educational, functional, and technical inquiries and will respond to all requests within twenty-four (24) hours of submission.

Buxton's Helpdesk

Monday – Friday: 8:00 am – 5:00 pm CST

1-817-332-3681

# TERM, FEES, AND DELIVERY

## Agreement Term

**One (1) Year**

**Year 1 Fee** (50% invoiced upon execution of this agreement;  
50% invoiced upon targeted retailer identification) \$50,000

**Optional: Year 2 Fee** (Invoiced 1<sup>st</sup> anniversary of this agreement) \$50,000

**Optional: Year 3 Fee** (Invoiced 2<sup>nd</sup> anniversary of this agreement) \$50,000

**Delivery**    **The City of Susanville will have access to retail match lists and marketing packages within sixty (60) business days of execution.**

Your Buxton Analytics Platform access will be enabled within ten (10) business days of the execution of this agreement. The City of Susanville will have access to retail match lists and marketing packages within sixty (60) business days of execution. The initial term of this agreement is for one (1) year with an annual renewal option for Year 2 and Year 3. If the City of Susanville elects an optional renewal in years 2 or 3, the City of Susanville agrees to notify Buxton in writing at least 30 days prior to the respective anniversary date of this agreement. The subsequent year fees will be invoiced on the annual anniversary dates of this agreement. All service fees associated with this agreement are due in net ten (10) days of the date of the invoice. Execution of this agreement will act as full consent that Buxton may include the City of Susanville on its client list and in presentations and public relations efforts. Additionally, Buxton may issue a press release announcing the City of Susanville as a client. When doing so, Buxton will not reveal information that is confidential and proprietary to the City of Susanville.

<b>Buxton</b>	<b>City of Susanville, California</b>
Signature	Signature
Printed Name	Printed Name
Title <span style="float: right;">Date</span>	Title <span style="float: right;">Date</span>
Please provide us with a primary point of contact for invoice receipt.	Please provide us with a primary point of contact.
<b>Name:</b>	<b>Name:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>
Preferred Method of Receipt:    Email OR U.S. Mail	

## PROJECT TIMELINE



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LSMx Addendum  
Business Retention  
Supplement

**Buxton**<sup>®</sup>

LSM  <sup>TM</sup>

Prepared by Lisa McCay

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## City of Susanville, California

This Addendum is entered into between the City of Susanville, California ("City of Susanville"), Buxton Company ("Buxton"), and LSMx, Inc. ("LSMx") (each a "Party" and collectively the "Parties"). This Addendum is attached to and made part of the Agreement between Buxton and the City of Susanville, dated \_\_\_\_\_ ("Buxton Agreement").

The purpose of this Addendum is to provide the City of Susanville with access to LSMx software subscriptions for the Term of the Buxton Agreement, unless terminated earlier as set forth in the Buxton Agreement. The Parties acknowledge that this Addendum and each of its provisions is expressly contingent upon the Buxton Agreement and associated fees remaining in full force and effect.

### Background

**LSMx**, which stands for **L**ocal **S**tore **M**arketing powered by Buxton, is a proprietary customer acquisition solution designed specifically for small business owners and franchisees. Local governments and economic development agencies can also leverage this tool to support local businesses and entrepreneurs, foster an environment that encourages private-public partnerships, and strengthen the business climate in their community. For each month of the Term of the Buxton Agreement, the City of Susanville will have access to up to 25 complimentary LSMx monthly subscriptions.

### Deliverables and Terms

- Up to 25 LSMx subscriptions will be provided at no additional charge to the City of Susanville for designation of access at the City of Susanville's sole discretion to local retail, restaurant and service provider subscribers (each a "subscriber") during the Term of the Buxton Agreement.
- Any default or termination under the Buxton Agreement will also constitute a default and termination under this Addendum. In the event that the Buxton Agreement is terminated, the 25 monthly subscriptions will be canceled, at which time, each Subscriber will have the option of continuing their subscription at standard rates. Standard rates will be the prevailing rate at the time of cancellation.
- All fees associated with advertising campaigns executed via the LSMx software by the subscriber are at an additional cost to the subscriber. Each subscriber executing advertising campaigns within the LSMx software are responsible for such costs via the credit card information they provide in the LSMx software.
- If the City of Susanville requests services not specified in this Addendum, the parties shall enter into an additional Addendum setting forth the additional services, fees, and other mutually agreed upon terms.
- The Parties to this Addendum expressly agree to the following terms and conditions:
  - Each subscriber will be subject to the applicable terms and conditions contained in the LSMx software license agreement accessed via the LSMx software.
  - The LSMx software is provided to each subscriber under a non-exclusive, non-transferable, limited, non-sublicensable, revocable license to access and use the LSMx software.
  - The LSMx software is not being sold to the City of Susanville or a subscriber and it is not available for resell.
  - The LSMx software license does not convey any rights in or to the LSMx software or any patent, copyright, trademark or any other intellectual property rights of LSMx.

LSMx retains all right, title, and interest in and to the LSMx software (including any upgrades, improvements, modifications, derivatives, and refinements to the LSMx software).

The parties hereby agree to and accept the terms of this Addendum as of the date written below.

**Buxton Company**

**City of Susanville, California**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: David Glover

Name: \_\_\_\_\_

Title: Chief Financial Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LSMx, Inc.**

By: \_\_\_\_\_

Name: David Glover

Title: Chief Financial Officer

Date: \_\_\_\_\_

# LSM Benefits

Powered by Buxton™

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LSMx, **L**ocal **S**tore **M**arketing powered by Buxton, is a simple, but powerful, customer acquisition solution that allows local business owners to easily see and understand:

- Who and where their best potential customers are coming from
- How far their most valuable customers are willing to drive to their location
- How many potential customers are near or around them

LSMx:

- Alerts users about upcoming local events that could be driving business
- Shows where specific competitors are in relation to potential customers
- Highlights traffic congestion that might interfere with performance

## Key Differentiator

LSMx completely executes marketing campaigns to the potential customers users see right from their mobile device in just minutes. Local businesses can target the potential customers that LSMx identifies with any or all the following marketing channels:

- Direct Mail
- Email
- Facebook
- Google
- Mobile Banner Ads

## Benefits to the City of Susanville

- Encourages private-public partnerships
- Supports local businesses
- Provides local businesses with resources (analytics, application, marketing automation, marketing execution) normally reserved for much larger entities
- Supports business retention
- Supports localization efforts
- Supports increase in local tax income because businesses can be more successful