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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**  
**November 6, 2019 – 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 19-5738*

*Next Ordinance No. 19-1020*

- 1     **APPROVAL OF AGENDA:** (Additions and/or Deletions)
  
- 2     **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.
  
- 3     **CLOSED SESSION:**
  - A     CONFERENCE WITH LEGAL COUNSEL – existing litigation pursuant to Government Code Section §54956.9(d)(1):
    1.   *Case number 61824, 61839 Matthew Wood, Michael Bollinger vs. Susanville City Council, City of Susanville*
  - B     PUBLIC EMPLOYMENT – Pursuant to Government Code Section §54957
    - 1    City Attorney Performance Evaluation
  - C     CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Pursuant to Government Code 54956.8
  
- 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:*  
      **Veterans Day Proclamation**
  
- 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:**

- A     Consider **Resolution No. 19-5734** authorizing execution of Agreement with Shaw Engineering Construction Management Agreement for Cady Springs Project
- B     Consider **Resolution No. 19-5730** authorizing execution of Agreement with Lassen Community College for the use of Memorial Ball Park

**7**     **PUBLIC HEARINGS:**

- A     Consider **Resolution No. 19-5724** accepting Fiscal Year 2018-2019 Annual Report of Development/Mitigation Fees

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

Commission/Committee Reports:

**9**     **NEW BUSINESS:**

- A     Consider approval of vendor warrants numbered 205075 through 205372 for a total of \$2,282,850.65 including \$811,645.32 in payroll warrants
- B     Consider **Resolution No. 19-5731** approving and authorizing the City Administrator to enter into a Local Agency Subscription Agreement for the CAL-Card program
- C     Consider **Resolution No. 19-5732** accepting Lassen Municipal Utilities District Rebate for Riverside Park project
- D     Consider **Resolution No. 19-5733** approving and authorizing the City Administrator to execute contract with Impact Construction to replace the approach pad for Hangar #9
- E     Consider **Resolution No. 19-5735** accepting Small Cities Organized Risk Effort (SCORE) loss control grant funding for City Hall Flooring project
- F     Consider **Resolution No. 19-5736** authorizing increase to Police Mitigation Fund and Police Facility and Equipment Reserve Fund for purchase of equipment for new police vehicles
- G     Consider **Resolution No. 19-5737** authorizing execution of agreement with Kirack Construction, Inc. for City Hall re-roof Project 19.02

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

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

**12**    **CONTINUING BUSINESS:**

- A     Consider **Ordinance No. 19-1017** regulating Medical and Adult Use Cannabis Activities: Waive the second reading and adopt
- B     Consider approval of State Transportation Improvement Program (STIP) Project Report to be provided to the Lassen County Transportation Commission

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

- A     Economic Development Update

**14**    **COUNCIL ITEMS:**

- A     AB1234 travel reports:  
      **2019 Annual League of California Cities Conference Update**

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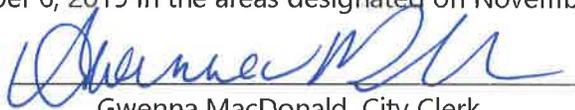
**ADJOURNMENT:**

- *The next regular meeting of the Susanville City Council will be held on November 20, 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 November 6, 2019 in the areas designated on November 1, 2019.

A handwritten signature in blue ink, appearing to read "Gwenna MacDonald", is written over a horizontal line.

Gwenna MacDonald, City Clerk

Reviewed by:  City Administrator  
 Public Works Director

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

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

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Adopt **Resolution 19-5734** authorizing the Mayor to execute a Proposal with Shaw Engineering for Construction Management support in completion of the Cady Springs Pump Station project.

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

**SUMMARY:** Council awarded a contract to RaPiD Construction of Carson City, Nevada for the completion of the Cady Springs pump station project. The contractor will commence with operations the week of November 4, 2019 and has already begun to submit materials information and mobilize their equipment. Investigations surrounding the highway crossing connections and related work are in progress and property owners have been notified of the impending work.

The 1<sup>st</sup> order of work will likely begin at the highway crossings located just below the brake check area, at Rocky Crest Mobile Home Park and immediately below the CAL-FIRE station above town. Concurrently, the contractor anticipates placing remaining sections of pipe immediately above the pump station site and beginning the removal of facilities that aren't to be used in the area of excavation for the pump station itself. All work is weather dependent and may suspend or change location and priorities at any time.

With all this effort, staff is in need of technical support from the consulting firm most involved in the design of the pump station. Shaw Engineering of Reno, Nevada has provided a proposal for construction management related services. This includes assisting the City with submittals and fielding questions regarding certain components of the plans and specifications that may not be fully understood by the contractor. This firms' efforts were the primary design work on the pump station itself.

The Shaw Engineering proposal is for an amount not to exceed \$25,741.50. This includes design services, site visits, related electrical construction management services and start-up/final inspections effort. Council took action and authorized funding at the August 7 and September 18, 2019 meetings for funding in excess of the grant from 7110 Water Operations fund.

**FISCAL IMPACT:** Funds required for this work will come from the 7110 Water Capitol surplus rate stabilization funds as was authorized by Council action earlier this year. No additional budget capacity is needed to accommodate this action.

**ACTION REQUESTED:** Adopt Resolution 19-5734 authorizing the Mayor to execute a proposal with Shaw Engineering and direct the Finance Manager to modify the project budget in an amount not to exceed \$25,741.50 for construction management support from Shaw Engineering during construction of the Cady Springs Pump Station Project.

**ATTACHMENTS:**

- 1) Resolution 19-5734
- 2) Proposal

RESOLUTION NUMBER 19-5734

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SUSANVILLE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL WITH SHAW ENGINEERING OF RENO NEVADA FOR CONSTRUCTION MANAGEMENT SERVICES ON THE CADY SPRINGS PUMP STATION.**

**WHEREAS**, the City of Susanville has available grant funding through Proposition 84 funds for the construction of water projects that includes the Cady Springs Pump Station Project, in the amount of \$1,498,085; and

**WHEREAS**, the City of Susanville has additional funding available from the release of monies previously held within the surplus rate stabilization funds for the Water Capitol projects fund balance that can be used for construction of water projects that includes the Cady Springs Pump Station Project; and

**WHEREAS**, the City Council awarded the Cady Spring Pump Station Project No. 18-03 at a regular meeting on August 7, 2019 and authorized execution of an agreement with the general contractor at the September 18, 2019 meeting; and

**WHEREAS**, the Public Works Department has need of construction management services in project support to assist with submittals, requests for information, interpretation of the plans and specifications, inspections and operations; and

**WHEREAS**, the Public Works Department has negotiated a proposal with Shaw Engineering that includes the above required services and also includes electrical subconsultant services in an amount not to exceed \$25,741.50; and

**WHEREAS**, given the experience of Shaw Engineering and their prominent role in the design of the project, it is in the best interest of the City to enter into a contract as soon as possible in order to provide full support of the project.

**NOW THEREFORE BE IT RESOLVED**, the City Council of the City of Susanville hereby authorizes:

- 1) Mayor to execute a proposal with Shaw Engineering of Reno, Nevada for construction management services at the Cady Springs Pump Station Project; and
- 2) Direct the Finance Manager to increase the project budget from available Water Capitol surplus rate stabilization funds in an amount not to exceed \$25,741.50.

Dated: November 6, 2019

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

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

The foregoing resolution 19-5734 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6<sup>th</sup> day of November, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

ATTEST:

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

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



October 7, 2019

Daniel Gibbs, PE/PLS  
City Engineer/Public Works Department  
City of Susanville 720 South Street  
Susanville CA 96130

Re: **Proposal for Engineering Services – Construction Support Services  
City of Susanville – Cady Springs Pump Station**

Dear Mr. Gibbs,

We are pleased to submit this proposal for construction engineering support for the Cady Springs Booster Pump Station Project. We understand the project has been awarded to Rapid Construction and the City is preparing to begin work. As part of the construction management we understand the City would like Shaw to provide support for review of submittals/shop drawings, general project meetings and coordination and occasional "milestone" inspections during construction. Our anticipated scope of work is described below:

Task 1 – Construction Support

This task will include construction support and occasional milestone inspections. Services to be provided are as follows:

- Attendance at pre-construction conference in Susanville
- Review of material submittals for piping, pumps, isolation valves, check valves, meter, chlorination system, and additional appurtenances for the booster pump station.
- Support the contractor in confirming all materials meet NSF 61 certification for use in drinking water systems
- Assist the electrical subconsultant with review of the electrical equipment enclosure for general layout, ground preparation, floor plan, etc.
- Respond to requests for information (RFI's) from the Contractor
- Provide occasional office support to City inspector's during construction
- Attend field meetings when requested by the City to handle conflicts identified in the field
- General coordination with the City and contractor throughout construction regarding work progress, schedule, conflicts, etc.
- Review and support contractor's plans for flushing, testing and sampling of temporary and permanent infrastructure prior to placing station online
- Conduct milestone inspections and field review of materials (pumps, pump cans, chlorine system, valves, meters, vaults, misc. piping, etc.)
- Conduct a pre-startup walk through with the contractor to confirm all critical systems are in place and will be ready/functional for startup
- Attend startup to monitor pump station initial operations and provide support in coordinating controls and monitoring of systems
- Provide a punch list at substantial completion

- Conduct a final inspection and confirm all punch list items are completed and recommend BPS appurtenances be accepted by the City
- Coordinate with electrical subconsultant throughout the submittal review and startup and inspections for overlapping/interfacing portions of the infrastructure

For Task 1, the following assumptions have been made:

- Contractor will address major material submittals discrepancies with first re-submittals (multiple re-submittal reviews are not included)
- No re-design of infrastructure will be required due to material submittals (if contractor provides the City with value engineering changes through submittals which require re-design; time for re-design is not included with this task, however minor changes will be coordinated with the City prior to approval)
- Seven total site visits are included and will include:
  - o Bypass line tie-in (prior to charging line) (one visit)
  - o Excavation inspection at time of pump can and clear well vault installation (one visit)
  - o Pump installation (one visit)
  - o BPS piping prior to backfilling (one visit)
  - o Pre-startup inspection
  - o Startup
  - o Final inspection

Task 2 – Electrical Subconsultant Construction Support

This task will include all construction support for the electrical subconsultant, Jensen Engineering. Jensen will provide shop drawings/submittal reviews of all electrical infrastructure for the BPS, provide support and coordination with SCADA supplier/integrator to confirm equipment selection/compatibility, provide office support to City inspectors as required during minor electrical installation items, provide pre-startup inspection, attend BPS startup, provide electrical punch list, complete final inspection and provide recommendation to City to accept electrical infrastructure. Jensen will also review any test reports and confirm general conformance to project technical specifications. This task assumes three site visits will be required. Minor changes to non-critical equipment will be coordinated with the City for approval; any major changes to equipment requiring re-design is not anticipated and is not included with this proposal.

Our estimated fee for the above scope of work is as follows:

Task 1 – Construction Support	\$19,991.50
<u>Task 2 – Electrical Subconsultant Construction Support</u>	<u>\$5,750.00</u>
Total	\$25,741.50

All costs will be billed monthly based on time and materials based on the attached fee schedule and will not exceed \$25,741.50 without prior authorization.

Additional information regarding the order of work included in this proposal is below:

- a. Review Submittals (includes forwarding submittals to Jensen Engineering)
- b. Forward any submittal comments to general contractor and review any resubmittals
- c. Track all submittals on excel tracking sheet
- d. Send out final reviewed submittals to project team (City, Contractor and courtesy copy any subs needed)
- e. Forward updated tracking sheet to City with each submittal review sent out
- f. Complete bypass line tie-in field coordination meeting
- g. Complete excavation "in-progress" inspection (clear well and pump cans in a single visit)
- h. Complete pump installation site inspection
- i. Complete pump station piping installation prior to backfilling
- j. Complete pre-startup inspection with Jensen Engineering
- k. Provide City preliminary/tentative punch list for delivery to contractor
- l. Attend startup with Jensen Engineering
- m. Provide City final punch list for delivery to contractor
- n. Complete final inspection and correspond with City, as required

The critical path for the proposed services is as follows:

- Submittal reviews
- Milestone Inspections
- Pre-startup Inspection
- Prelim Punch List
- Startup
- Final Punch List
- Final Inspection

*Within the above items, sub-critical paths may develop depending on the contractor's schedule, timing of submittals, quality of submittals and lead time of suppliers. We will have to rely on the contractor or the City to notify us of items which have critical/long lead times. Otherwise standard submittal review time is 14 calendar days.*

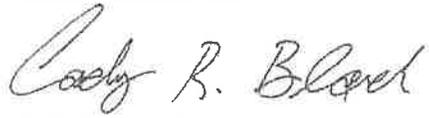
#### Winter Shutdown

Should the contractor need to have an extended weather shutdown, we do not anticipate any increase in our required effort and no increase in our fee. It is assumed the City will coordinate shutdowns and have the lead role to correspond with the Contractor and monitor the site during shutdowns. Shutdowns will only delay milestone inspections and are not anticipated to change the work effort required.

The pricing and general scope of this proposal assumes the project will begin this month and be completed as late as May 31, 2020 (this would include a winter shutdown). Completion dates beyond May 31, 2020 or additional services requested by the City will require an adjustment to the above scope of work and fee estimate. The Shaw 2019 fee schedule will remain valid through December 31, 2020 for this project in the event additional services are requested.

Thank you for the opportunity to submit this proposal. If you have any questions, please call.

Sincerely,  
**SHAW ENGINEERING**

A handwritten signature in cursive script that reads "Cody R. Black".

Cody Black, P.E.  
Principal Engineer

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Signature Above is Owners'  
Acknowledgment for Shaw Engineering  
to Proceed with the Work



## 2019 FEE SCHEDULE

### PROFESSIONAL

Principal	\$160.00/hr
Project Manager	\$150.00/hr
Senior Engineer	\$140.00/hr
Professional Engineer II	\$130.00/hr
Professional Engineer I	\$115.00/hr
Staff Engineer II	\$100.00/hr
Staff Engineer I	\$ 90.00/hr
Expert Testimony	
Consultations	\$155.00/hr
Reports/Preparations	\$350.00/hr
Trial/Depositions	\$400.00/hr (4 hr.Min.)

### TECHNICAL

Engineering Technician	\$ 90.00/hr
Planning Technician	\$ 80.00/hr
Drafting/Technician II	\$ 80.00/hr
Drafting/Technician I	\$ 70.00/hr
Construction Inspector II	\$ 95.00/hr
Construction Inspector I	• \$ 85.00/hr

### ADMINISTRATIVE

Office Administrator	\$ 65.00/hr
Administrative Assistant II	\$ 55.00/hr
Administrative Assistant I	\$ 45.00/hr

### OTHER

Subconsultants	Cost + 15%
Mileage	\$0.70/mile
Per Diem	\$125.00/day
Expenses	At Cost

*The cost for office equipment, office supplies, hardware and software utilized during a Project is included in the fee schedule. Per Diem applies to Construction Inspectors that are required to spend one night or more on the Project.*

	Principal	Senior Engineer	Admin	Expenses/Subs
<b>Task 1: Construction Support</b>	\$ 160.00	\$ 140.00	\$ 65.00	
Shop Drawings/Submittals	8 \$ 1,280.00	22 \$ 3,080.00		
Coordination and Office Support	10.5 \$ 1,680.00	15 \$ 2,100.00	1 \$ 65.00	
Milestone Inspections (bypass line, Excavation for cans, pump install, BPS buried piping, Pre-startup)	30 \$ 4,800.00	12 \$ 1,680.00	2.5 \$ 162.50	\$ 647.50
Start-up	8 \$ 1,280.00	8 \$ 1,120.00		\$ 129.50
Punch List	2 \$ 320.00	1 \$ 140.00	1.5 \$ 97.50	
Final Inspection	5 \$ 800.00			
Acceptance Recommendation	3 \$ 480.00			\$ 129.50
Total Shaw Hours	66.5	58	5	
<b>Task 1 Total:</b>				\$ 19,991.50
<b>Task 2 - Jensen Engineering</b>				
Site Visits (3@\$700 + 15%)				\$ 2,415.00
Shop Drawings/Submittals (\$1,900 + 15%)				\$ 2,185.00
Closeout Review - Punch list and test results, office support (\$1,000 + 15%)				\$ 1,150.00
<b>Task 2 Total:</b>				\$ 5,750.00
<b>Grand Total:</b>				\$ 25,741.50

Reviewed by:  City Administrator

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

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

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5730** Authorizing Execution of Agreement with Lassen Community College for the use of the Memorial Ball Park.

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

**SUMMARY:** The City of Susanville and Lassen Community College District have had an agreement in place since 2001 permitting the College to utilize the Memorial Ball Field as well as other City venues. The agreement was updated in 2005 to remove facilities no longer utilized by both parties and in 2016 the agreement was modified again to only be for the use of the Ball Park. City and College staff have been working together to revise the 2016 agreement to include changes that better reflect the needs of both parties and have agreed to the language in the attached updated agreement.

**FISCAL IMPACT:** College to contribute \$5,000 annually in addition to providing labor for agreed upon projects at the ball field.

**ACTION REQUESTED:** Motion to adopt Resolution No. 19-5730

**ATTACHMENTS:** Resolution No. 19-5730  
Agreement between City and Lassen Community College

**RESOLUTION NO. 19-5730**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE  
LASSEN COMMUNITY COLLEGE FOR THE USE OF THE MEMORIAL  
BALL PARK AND RESCINDING ALL PRIOR RESOLUTIONS AND  
AGREEMENTS**

**WHEREAS**, the City Council of the City of Susanville entered into an agreement with the Lassen Community College District in 2001 for the use of multiple City venues; and

**WHEREAS**, the agreement was amended in 2005 to remove facilities that were no longer shared by the Lassen Community College District; and

**WHEREAS**, the agreement was amended again in 2016 as City and College staff determined that an agreement between the City and the College for the use of the Memorial Ball Park was needed; and

**WHEREAS**, City and College staff have revised the previous 2016 agreement to include changes that better reflect the needs of both parties.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes the Mayor to execute an Agreement with the Lassen Community College District for the use of the Memorial Ball Park beginning November 6, 2019 and continuing until terminated by either party and rescinding all prior resolutions and agreements.

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

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

Dated: November 6, 2019

The foregoing Resolution No. 19-5730 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6<sup>th</sup> day of November, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

**LEASE AGREEMENT  
BETWEEN THE CITY OF SUSANVILLE AND  
LASSEN COMMUNITY COLLEGE DISTRICT  
FOR THE MEMORIAL BALLPARK**

This Agreement (“AGREEMENT”) is made on this 6th day of November 2019, by and between the City of Susanville, a municipal corporation and general law city of the State of California, hereinafter referred to as the “CITY” and the Lassen Community College District, hereinafter referred to as the “COLLEGE”, collectively referred to as the “Parties.”

**PURPOSE OF AGREEMENT**

This purpose of this AGREEMENT is to state the terms and conditions under which the City will lease the Memorial Ballpark to the COLLEGE located at 1200 North Street; Susanville, Lassen County, California, as depicted by the highlighted area on the attached map (EXHIBIT A) hereinafter respectively referred to as “BALLPARK.”

**RECITALS**

**WHEREAS**, the Parties recognize the value to the community in operating and maintaining the BALLPARK; and

**WHEREAS**, as the primary user of the BALLPARK, COLLEGE has a significant interest in the overall quality and condition of the BALLPARK for practices, games, and other baseball related events; and

**WHEREAS**, as the owner of the BALLPARK, CITY has a significant interest to ensure the BALLPARK is adequately maintained and improved to preserve the facility as valuable infrastructure so that the community may enjoy the facility for years to come; and

**WHEREAS**, the Parties recognize that mutual coordination is needed; and

**WHEREAS**, this AGREEMENT is intended to define the responsibilities of the COLLEGE and the CITY.

**NOW THEREFORE**, the Parties enter into this AGREEMENT according to the following terms:

**Requirements of COLLEGE for BALLPARK**

COLLEGE agrees that, as a condition of use and occupancy of BALLPARK, it will:

- A. Contribute \$5,000.00 to the City annually, before July 31 each year.
- B. Perform routine maintenance at expense of COLLEGE at the BALLPARK as follows:
  - 1. Mowing (at a minimum, keep grass height that coincides with the Memorial park lawn), watering, aerating, fertilizing and weeding of grass areas as needed.
  - 2. Replacement of mound clay and soil as needed.
  - 3. Replace field lighting as needed.
- C. Keep the BALLPARK clean and dispose of all routine garbage, grass clippings, etc. in the CITY provided dumpster adjacent to the ballpark. COLLEGE is responsible for disposal of any items that do not fit in the dumpster. At no time will any refuse of any sort owned by or as a result of

COLLEGE be discarded/stored on the grounds inside the Memorial Park boundaries which also contains the BALLPARK.

- D. As a result of any use by COLLEGE, or any of its users such as local schools, COLLEGE will clean/remove/repair any debris or damage that may have occurred beyond the boundaries depicted on the attached map.
- E. COLLEGE may perform any desired improvements or alterations including, but not limited to buildings, flatwork, landscaping, facilities, fencing or utilities at COLLEGE'S expense after receiving written approval from CITY. Requests by COLLEGE and any response by CITY must be made in writing.
- F. Maintain BALLPARK in a safe condition free from hazards.
- G. Schedule Field Activities as BALLPARK.
  - 1. COLLEGE has first right to access the BALLPARK; however, COLLEGE must allow use by local schools and potentially other groups for baseball related activities, if proposed uses are deemed appropriate by COLLEGE.
  - 2. Provide field use schedule to CITY by the end of the first week each December for the following calendar year.
  - 3. Provide updated field use schedule to CITY monthly.
- H. Communicate safety or liability concerns to the CITY in a timely manner, ideally less than one business day from awareness of said assessment.
- I. No parking shall be permitted on park grounds, grass or dirt, at any time. Street parking only.

#### **Requirements of CITY for BALLPARK**

CITY agrees to:

- A. Create a MEMORIAL BALLPARK RESTRICTED FUND and commit the funds received by CITY through the lease or leases of the cell tower at the BALLPARK and \$5,000 annual contribution from COLLEGE for the sole purpose of improving and/or maintaining the BALLPARK.
- B. Provide water to BALLPARK at no charge to the COLLEGE.
- C. Provide for, manage and facilitate *Capital Improvements* (up to amount available in the Restricted fund for the Memorial Ballpark). *Capital Improvements* are defined as the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, increase its useful life, or adapt it to new uses.
  - 1. COLLEGE to prepare and discuss list of suggested capital improvements with CITY as referenced above.
  - 2. All CITY staff time and included costs to be develop projects will be eligible charges to the MEMORIAL BALLPARK RESTRICTED FUND.
  - 3. Council approval will be required on items as referenced in the City's purchasing policy.
  - 4. Provide 3 off-street parking permits to COLLEGE for the use of parking next to facilities at BALLPARK (not on grass).

#### **Additional Items of Mutual Agreement**

CITY and COLLEGE further agree as follows:

- A. COLLEGE may sell advertising at BALLPARK and collect revenues for advertising. COLLEGE takes full responsibility for advertising and all advertising must be presented in accordance with COLLEGE standards to ensure that advertising presented at the BALLPARK is appropriate and non-offensive. CITY may require advertising to be removed, if in the opinion of the majority of the CITY COUNCIL, the advertising is inappropriate.
- B. COLLEGE and CITY will coordinate scheduling at MEMORIAL PARK to mitigate conflicting uses between the BALLPARK and the general park area activities.
- C. COLLEGE will charge reasonable fees to other groups, with the exception of Lassen High School, for the use of the BALLPARK to offset costs of labor, materials, and equipment used in maintaining the BALLPARK.
- D. COLLEGE and CITY will communicate timely on hazardous conditions or safety concerns discovered at BALLPARK by COLLEGE or CITY employees.
- E. CITY reserves the right, with proper notification, to cancel a scheduled COLLEGE event if the time or activity is deemed inappropriate; and

#### **Insurance**

COLLEGE shall keep in full force and effect at all times during the term of this AGREEMENT the following insurance:

- A. Public Liability Insurance in the minimum amount of \$1,000,000 for one person and \$2,000,000 for more than one person, for loss from a tort resulting in bodily injury or death.
- B. A Certificate naming CITY as additionally insured on COLLEGE's Public Liability Insurance shall be provided to CITY upon execution of this Agreement.
- C. Worker's Compensation Insurance covering all employees and/or students of COLLEGE engaged in performing the services, duties and obligations hereunder.

CITY shall keep in full force and effect at all times during the term of this AGREEMENT the following insurance:

- A. Public Liability Insurance in the minimum amount of \$1,000,000 for one person and \$2,000,000 for more than one person, for loss from a tort resulting in bodily injury or death.
- B. A Certificate naming COLLEGE as additionally insured on CITY's Public Liability Insurance shall be provided to COLLEGE upon execution of this Agreement.
- C. Worker's Compensation Insurance covering all employees of CITY engaged in performing the services, duties and obligations hereunder.

#### **Employees of COLLEGE**

COLLEGE agrees that all instructors and/or paid students or any other persons furnished by COLLEGE shall be employees of COLLEGE and shall at all times be subject to the direct supervision and control of COLLEGE.

**Employees of CITY**

CITY agrees that all persons furnished by CITY shall at all times be subject to the direct supervision and control of CITY.

**Compliance with Statutes, Ordinances and Regulations**

In performing the services required under this AGREEMENT, COLLEGE and CITY shall comply will all applicable federal, state, county, and city statutes, ordinances and regulations.

**Release and Hold Harmless**

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

**Assignment**

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

**Term of Agreement**

The term of this AGREEMENT shall commence upon approval of both parties, and shall continue in full force and effect and be automatically renewed each year thereafter until terminated by either party with sixty (60) days written notice.

**Entire Agreement**

This AGREEMENT constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes any and all other agreements, understandings, statements or representations, either oral or in writing. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect.

**Notices**

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

CITY OF SUSANVILLE:  
City Administrator  
City of Susanville  
66 N. Lassen Street  
Susanville, CA 96130

LASSEN COMMUNITY COLLEGE:  
President  
Lassen Community College  
478-200 State HWY 139  
Susanville, CA 96130

Signatures on following page

**Authority of Persons Signing Agreement**

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

Executed at Susanville, Lassen County, California, on \_\_\_\_\_, 20\_\_.

ATTEST:

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

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

\_\_\_\_\_  
LASSEN COMMUNITY COLLEGE,  
Dr. Marlon Hall, President

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

EXHIBIT A  
BALLPARK MAP



Initials:

Edition: 9/3/2019

Page 6 of 6

Reviewed by:

 City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**SUBMITTED BY:** Deborah Savage, Finance Manager**ACTION DATE:** November 6, 2019**CITY COUNCIL AGENDA ITEM****SUBJECT:** **Resolution No. 19-5724**, FY 2018-19 Annual Report of Development/Mitigation Fees**PRESENTED BY:** Deborah Savage, Finance Manager

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

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

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

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

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

**ACTION REQUESTED:** Motion to adopt Resolution 19-5724 Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2018-19

**ATTACHMENTS:** Resolution No. 19-5724

**RESOLUTION NO. 19-5724**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ACCEPTING REVENUES AND EXPENDITURES REPORT FOR THE CITY OF**  
**SUSANVILLE MITIGATION FUNDS**

**WHEREAS,** the City of Susanville charges capital facilities and maintenance improvement fees for developments within the city limits; and

**WHEREAS,** the purpose of these fees is to reduce the impact on the City of Susanville caused by new development; and

**WHEREAS,** the money is collected and deposited into separate funds and interest income is allocated on average cash balance in each fund; and

**WHEREAS,** the City of Susanville has set up the following funds:

Street Mitigation Fund  
Police Mitigation Fund  
Fire Mitigation Fund  
Park Dedication Fund  
Traffic Signal Fund  
Skyline Bicycle Lane Fund

**WHEREAS,** Government Code Section 66006 requires local agencies to report information on the collection and use of development/mitigation fees; and

**WHEREAS,** the following fees were charged, collected and spent in fiscal year 2018-2019 as itemized on Appendix A:

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville does hereby accept the revenues and expenditures report for The City of Susanville's Mitigation Funds.

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

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville, held on the 6th day of November, 2019.

By the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

**APPENDIX A**  
**RESOLUTION #19-5724**

**Streets Mitigation Fund**

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

Beginning Fund Balance at 7/1/18:	\$	43,536
Fees and interest collected during FY 2018-19:		
Fees	\$	8,190
Interest	\$	1,259
Expenditures and type during FY 2018-19:	\$	0
Fees returned or allocated during FY 2018-19:	\$	0
Ending Fund Balance at 6/30/19:	\$	52,985
Amount of fees in ending balance at the Five Year Point:	\$	0

Funds committed to the following project:

**Police Mitigation Fund**

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

Beginning Fund Balance at 7/1/18:	\$	9,618
Fees and interest collected during FY 2018-19:		
Fees	\$	10,542
Interest	\$	554
Insurance Proceeds	\$	29,211
Expenditures and type during FY 2018-19:		
Police Vehicle	\$	0
Fees returned or allocated during FY 2018-19:	\$	0
Ending Fund Balance at 6/30/19:	\$	49,925
Amount of fees in ending balance at the Five Year Point:	\$	0

Funds committed to the following project:

**Fire Mitigation Fund**

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

Beginning Fund Balance at 7/1/18: \$ 141,188

Fees and interest collected during FY 2018-19:

Fees \$ 9,983

Interest \$ 3,452

Expenditures and type during FY 2018-19: \$ 40,286

Command Vehicle

Fees returned or allocated during FY 2018-19: \$ 0

Ending Fund Balance at 6/30/19: \$ 114,337

Amount of fees in ending balance at the Five Year Point: \$ 0

Funds committed to the following project: New Ladder Truck

**Park Dedication Fund**

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

Beginning Fund Balance at 7/1/18: \$ 160,321

Fees and interest collected during FY 2018-19:

Fees \$ 1,716

Interest \$ 4,424

Expenditures and type during FY 2018-19:

Professional On-Call Park Design \$ 1,130

Disc Golf Skyline Project \$ 7,799

Fees returned or allocated during FY 2018-19: \$ 0

Ending Fund Balance at 6/30/19: \$ 157,532

Amount of fees in ending balance at the Five Year Point: \$ 145,863

Funds committed to the following project: Skyline Community Park

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

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

Beginning Fund Balance at 7/1/18:	\$	8,813
Fees and interest collected during FY 2018-19:		
Fees	\$	419
Interest	\$	243
Expenditures and type during FY 2018-19:	\$	0
Fees returned or allocated during FY 2018-19:	\$	0
Ending Fund Balance at 6/30/19:	\$	9,475
Amount of fees in ending balance at the Five Year Point:	\$	7,308
Funds committed to the following project:		
Bicycle lane constructed in 1998.		

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

Beginning Fund Balance at 7/1/18:	\$	80,546
Fees and interest collected during FY 2018-19:		
Fees	\$	203
Interest	\$	2,246
Expenditures and type during FY 2018-19:	\$	0
Fees returned or allocated during FY 2018-19:	\$	0
Ending Fund Balance at 6/30/19:	\$	82,995
Amount of fees in ending balance at the Five Year Point:	\$	76,341
Funds committed to the following project:		
Skyline/Numa:	\$	80,546

Reviewed by:  City Administrator

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

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

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated September 21, 2019 through October 25, 2019 numbered 205075 through 205372.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 1,471,205.33 plus \$811,645.32 in payroll warrants, for a total of \$2,282,850.65

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

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

Report Criteria:

Report type: GL detail  
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/10/2019	205220	9581	ELK GROVE AUTO GROU	VEHICLE PURCHASE	20600	1	2011-465-31-47	VEHICLES	27,662.09	27,662.09
Total 20600:											
10/19	10/10/2019	205221	1497		TR EX SOUTH LAKE TAHOE 10/	100119	1	1000-421-10-45	TRAINING	231.00	231.00
Total 100119:											
10/19	10/10/2019	205223	9802		INCENTIVE PROGRAM GRANT	100119	1	8404-430-13-48	GRANTS	94,040.00	94,040.00
Total 100119:											
10/19	10/10/2019	205224	9064		TR EX SOUTH LAKE TAHOE 10/	100119	1	1000-421-10-45	TRAINING	231.00	231.00
Total 100119:											
Grand Totals:											
										27,662.09	27,662.09
										231.00	231.00
										94,040.00	94,040.00
										231.00	231.00
										122,164.09	122,164.09

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	
10/19	10/09/2019	205218	728	U S POSTMASTER	UB BILLING GAS	100919	1	7401-430-62-46	POSTAGE	89.58	89.58	
10/19	10/09/2019	205218	728	U S POSTMASTER	UB BILLING WATER	100919	2	7110-430-42-46	POSTAGE	173.89	173.89	
Total 100919:											263.47	263.47
Grand Totals:											263.47	263.47

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
10/19	10/16/2019	205225	2	A-1 CHEMICAL INC	CUSTODIAL SUPPLIES-PARKS	6442824	1	1000-452-20-46	SUPPLIES-JANITORIAL	577.61	577.61
Total 6442824:											
10/19	10/16/2019	205226	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	996577993	1	7401-430-62-46	SUPPLIES-GENERAL	107.35	107.35
10/19	10/16/2019	205226	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	996577993	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	107.35	107.35
10/19	10/16/2019	205226	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	996577993	3	7110-430-42-46	SUPPLIES-GENERAL	227.39	227.39
Total 996577993:											
10/19	10/16/2019	205227	792	AMERICAN PUBLIC GAS	2020 APGA MEMBERSHIP DUES	100919	1	7401-430-62-43	TECHNICAL SVCS	2,928.99	2,928.99
Total 100919:											
10/19	10/16/2019	205228	40	AMPS ELECTRIC	REPAIRS-WATER	2870	1	7110-430-42-43	PROFESSIONAL SVCS	230.68	230.68
Total 2870:											
10/19	10/16/2019	205229	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637044886	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637044886:											
10/19	10/16/2019	205229	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637044887	1	2007-431-20-44	LINEN SERVICE	120.71	120.71
Total 637044887:											
10/19	10/16/2019	205229	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637044888	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 637044888:											
10/19	10/16/2019	205229	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637044889	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637044889:											
10/19	10/16/2019	205230	9072	B. E. GIBBONS CONSULT	TECHNICAL SERVICES-WATER	923218	1	7110-430-42-43	TECHNICAL SVCS	808.43	808.43

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 923218:											
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-WATER	1113 092519	1	7110-430-42-46	SUPPLIES - SAFETY ITEMS	808.43	808.43
Total 1113 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	SOFTWARE SUPPORT	2064 092519	1	1000-413-20-47	SOFTWARE	14.99	14.99
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE	2064 092519	2	1000-413-20-45	TRAVEL	692.84	692.84
Total 2064 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	VOLUNTEERS-PD	2754 092519	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	35.55	35.55
10/19	10/16/2019	101	884	BANK OF AMERICA	POSTAGE-PD	2754 092519	2	1000-421-10-46	POSTAGE	121.65	121.65
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-PD	2754 092519	3	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	40.88	40.88
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-PD	2754 092519	4	1000-421-10-44	FACILITY - REPAIR & MAINTENA	70.73	70.73
10/19	10/16/2019	101	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	2754 092519	5	1000-421-10-45	INVESTIGATIVE FUNDS	44.21	44.21
10/19	10/16/2019	101	884	BANK OF AMERICA	FIREARMS REPAIRS-FD	2754 092519	6	1000-421-10-44	FIREARM - REPAIR & MAINTEN	154.64	154.64
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-FD	2754 092519	7	1000-421-10-46	SUPPLIES-GENERAL	255.18	255.18
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-FD	2754 092519	8	2008-421-10-46	SUPPLIES GENERAL	236.95	236.95
Total 2754 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	VOLUNTEERS-PD	2896 092519	1	1000-421-10-48	POLICE VOLUNTEER PROGRA	132.11	132.11
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	2896 092519	2	1000-421-10-45	TRAINING	91.40	91.40
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-PD	2896 092519	3	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	57.77	57.77
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PD	2896 092519	4	1000-421-10-46	SUPPLIES-GENERAL	20.17	20.17
Total 2896 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	3110 092519	1	1000-421-10-45	TRAINING	1,062.68	1,062.68
10/19	10/16/2019	101	884	BANK OF AMERICA	FUEL-PD	3110 092519	2	1000-421-10-46	GASOLINE	91.00	91.00
Total 3110 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PD	3996 092519	1	1000-421-10-46	SUPPLIES-GENERAL	110.00	110.00
Total 3996 092519:											
										118.65	118.65
										1,153.68	1,153.68
										110.00	110.00
										110.00	110.00

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
10/19	10/16/2019	101	884	BANK OF AMERICA	TAXES AND FEES	4036 092519	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	25.00	25.00
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES	4036 092519	2	1000-416-10-46	SUPPLIES-GENERAL	206.30	206.30
Total 4036 092519: 231.30											
10/19	10/16/2019	101	884	BANK OF AMERICA	FUEL-PD	4332 092519	1	1000-421-10-46	GASOLINE	653.80	653.80
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-PD	4332 092519	2	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	4.32	4.32
Total 4332 092519: 658.12											
10/19	10/16/2019	101	884	BANK OF AMERICA	POSTAGE-AP	5203 092519	1	7620-430-11-46	POSTAGE	5.55	5.55
10/19	10/16/2019	101	884	BANK OF AMERICA	DUES & MEMBERSHIP-AIR POL	5203 092519	2	7620-430-11-48	DUES AND MEMBERSHIPS	22.95	22.95
10/19	10/16/2019	101	884	BANK OF AMERICA	SOFTWARE SUPPORT-AIR POL	5203 092519	3	7620-430-11-47	SOFTWARE	14.99	14.99
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PW	5203 092519	4	7620-430-10-46	SUPPLIES-GENERAL	56.84	56.84
Total 5203 092519: 100.33											
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES	6579 092519	1	1000-415-10-46	SUPPLIES-GENERAL	85.98	85.98
10/19	10/16/2019	101	884	BANK OF AMERICA	CITY HALL PHONES	6579 092519	2	1000-417-10-45	COMMUNICATIONS	561.30	561.30
10/19	10/16/2019	101	884	BANK OF AMERICA	EQUIPMENT- PARKS	6579 092519	3	1000-452-20-47	MACHINERY AND EQUIPMENT	268.11	268.11
10/19	10/16/2019	101	884	BANK OF AMERICA	SOFTWARE SUPPORT	6579 092519	4	1000-411-40-46	SUPPLIES-GENERAL	14.99	14.99
10/19	10/16/2019	101	884	BANK OF AMERICA	OFFICE SUPPLIES	6579 092519	5	1000-417-10-46	SUPPLIES-GENERAL	19.98	19.98
10/19	10/16/2019	101	884	BANK OF AMERICA	JANITORIAL SUPPLIES	6579 092519	6	1000-417-10-46	SUPPLIES-JANITORIAL	257.39	257.39
Total 6579 092519: 1,207.75											
10/19	10/16/2019	101	884	BANK OF AMERICA	PROFESSIONAL SERVICES-ST	6583 092519	1	2007-431-20-43	PROFESSIONAL SVCS	367.80	367.80
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-STREETS	6583 092519	2	2007-431-20-46	SUPPLIES-GENERAL	402.28	402.28
Total 6583 092519: 770.08											
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PW	6624 092519	1	7620-430-10-46	SUPPLIES-GENERAL	152.90	152.90
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-STREETS	6624 092519	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	27.76	27.76
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-WATER	6624 092519	3	7110-430-42-44	REPAIR AND MAINTENANCE-VE	27.75	27.75
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-GAS	6624 092519	4	7401-430-62-44	REPAIR AND MAINT-VEHICLE	27.75	27.75
Total 6624 092519: 236.16											
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE-FD	6670 092519	1	1000-425-20-45	TRAVEL	100.00	100.00

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	
10/19	10/16/2019	101	884	BANK OF AMERICA	BOOKS & PERIODICALS-FD	6670 092519	2	1000-425-20-46	BOOKS AND PERIODICALS	345.24	345.24	
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-FD	6670 092519	3	1000-422-10-44	VEHICLE - REPAIR & MAINTENA	12.87	12.87	
10/19	10/16/2019	101	884	BANK OF AMERICA	VOLUNTEERS-FD	6670 092519	4	1000-422-10-43	VOLUNTEERS	18.85	18.85	
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-FD	6670 092519	5	1000-422-10-46	SUPPLIES-GENERAL	181.22	181.22	
10/19	10/16/2019	101	884	BANK OF AMERICA	PRINTING & BINDING-FD	6670 092519	6	1000-425-20-45	PRINTING AND BINDING	36.03	36.03	
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-FD	6670 092519	7	1000-422-10-46	SUPPLIES-HAZARDOUS MATER	58.93	58.93	
Total 6670 092519:											753.14	753.14
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PW	6989 092519	1	7620-430-10-46	SUPPLIES-GENERAL	270.95	270.95	
10/19	10/16/2019	101	884	BANK OF AMERICA	SOFTWARE SUPPORT-PW	6989 092519	2	7620-430-10-47	SOFTWARE	52.99	52.99	
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-WATER	6989 092519	3	7110-430-42-46	SUPPLIES - SAFETY ITEMS	28.70	28.70	
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES- GAS	6989 092519	4	7401-430-62-46	SUPPLIES - SAFETY ITEMS	28.70	28.70	
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PW	6989 092519	5	7620-430-10-46	SUPPLIES-SAFETY ITEMS	28.70	28.70	
Total 6989 092519:											410.04	410.04
10/19	10/16/2019	101	884	BANK OF AMERICA	FUEL-GAS	7575 092519	1	7401-430-62-46	GASOLINE	71.20	71.20	
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES- GAS	7575 092519	2	7401-430-62-46	SUPPLIES-GENERAL	222.02	222.02	
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE-GAS	7575 092519	3	7401-430-62-45	TRAVEL	144.48	144.48	
Total 7575 092519:											437.70	437.70
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-PD	8088 092519	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	19.29	19.29	
Total 8088 092519:											19.29	19.29
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PD	8830 092519	1	1000-421-13-46	SUPPLIES GENERAL	238.31	238.31	
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	8830 092519	2	1000-421-13-45	TRAINING	40.00	40.00	
Total 8830 092519:											278.31	278.31
10/19	10/16/2019	101	884	BANK OF AMERICA	FUEL-PD	8852 092519	1	1000-422-50-46	GASOLINE	15.29	15.29	
Total 8852 092519:											15.29	15.29
10/19	10/16/2019	101	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 092519	1	1000-421-10-45	INVESTIGATIVE FUNDS	41.90	41.90	

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Total 8955 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-GC	9430 092519	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	395.49	395.49
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-GC	9430 092519	2	7530-451-52-46	SUPPLIES-GENERAL	232.17	232.17
Total 9430 092519:											
10/19	10/16/2019	101	884	BANK OF AMERICA	TRAVEL EXPENSE-PD	9536 092519	1	1000-421-10-45	TRAINING	815.10	815.10
10/19	10/16/2019	101	884	BANK OF AMERICA	REPAIR & MAINT-PD	9536 092519	2	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	156.73	156.73
10/19	10/16/2019	101	884	BANK OF AMERICA	SUPPLIES-PD	9536 092519	3	1000-421-10-46	SUPPLIES-GENERAL	23.04	23.04
Total 9536 092519:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	SUPPLIES- FD	447298	1	1000-422-10-46	SUPPLIES-GENERAL	32.80	32.80
Total 447298:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	SUPPLIES- GAS	451167	1	7401-430-62-46	SUPPLIES-GENERAL	41.47	41.47
Total 451167:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	451268	1	1000-452-20-46	SUPPLIES-GENERAL	23.14	23.14
Total 451268:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	451429	1	1000-452-20-46	SUPPLIES-GENERAL	6.75	6.75
Total 451429:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	SUPPLIES- PARKS	451431	1	1000-452-20-46	SUPPLIES-GENERAL	16.39	16.39
Total 451431:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	451669	1	2007-431-20-46	SUPPLIES-GENERAL	4.14	4.14
Total 451669:											
10/19	10/16/2019	205231	76	BILLINGTON ACE HARD	JANITORIAL SUPPLIES-FD	452204	1	1000-422-10-46	SUPPLIES-JANITORIAL	38.59	38.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 452204:											
10/19	10/16/2019	205232	9798		REFUND WATER DEPOSIT	10212100002	1	7110-2228-000	DEPOSITS-CUSTOMER	38.59	38.59
Total 10212100002:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTHST 100119	1	1000-452-20-44	DISPOSAL	41.30	41.30
Total 110NORTHST 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	470895CIR 100119	1	7530-451-52-44	DISPOSAL	264.90	264.90
Total 470895CIR 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 100119	1	2007-431-20-44	DISPOSAL	221.35	221.35
Total PLC600MAINST 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCBOFA 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 100119	1	2007-431-20-44	DISPOSAL	43.18	43.18
Total PLCBUEHLERDNT 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMONDMTN 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCDIAMONDMTN 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCELKSLODGE 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 100119	1	2007-431-20-44	DISPOSAL	21.43	21.43
Total PLCFROSTMILL 100119:											

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
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 10011	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCGROCERYOUT 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNTER 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCHAIRHUNTER 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCHOTELLSN1 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCKNOCHBUILD 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCLITTLEITAL 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCLVCHARTR 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCMTLASSNP 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 100119	1	2007-431-20-44	DISPOSAL	172.08	172.08
Total PLCPANCERAPL 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERPPLA 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCPANCERPPLA 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04

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Total PLCSIERRAJWLR 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCSIERRATHTR 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCSVILLEREAL 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCUPTOWNPARK 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCUSPOSTAL 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 100119	1	2007-431-20-44	DISPOSAL	94.28	94.28
Total PLCVETSMEMOR 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 100119	1	2007-431-20-44	DISPOSAL	86.04	86.04
Total PLCWALMARTBUS 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 100119	1	7620-430-10-44	DISPOSAL	187.88	187.88
Total SVL15 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 100119	1	1000-417-10-44	DISPOSAL	184.49	184.49
Total SVL2 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 100119	1	1000-452-20-44	DISPOSAL	217.96	217.96
Total SVL5 100119:											

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10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 100119	1	7620-430-10-44	DISPOSAL	194.65	194.65
Total SVL8 100119:											
10/19	10/16/2019	205233	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 100119	1	1000-422-10-44	DISPOSAL	184.49	184.49
Total SVLFD 100119:											
10/19	10/16/2019	205234	116	CASHMAN EQUIPMENT C	CREDIT-WATER	INCS0330186	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	48.05-	48.05-
Total INCS0330186:											
10/19	10/16/2019	205234	116	CASHMAN EQUIPMENT C	CREDIT-WATER	INCS0330187	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	133.34-	133.34-
Total INCS0330187:											
10/19	10/16/2019	205234	116	CASHMAN EQUIPMENT C	EQUIPMENT-STREETS	S4483101	1	2007-431-20-47	MACHINERY AND EQUIPMENT	6,291.31	6,291.31
Total S4483101:											
10/19	10/16/2019	205235	1516	CENTRAL SIERRA POLIC	19/20 MEMBERSHIP DUES-PD	100719	1	1000-421-10-48	DUES AND MEMBERSHIPS	40.00	40.00
Total 100719:											
10/19	10/16/2019	205236	9801	COMSTOCK SEED, LLC	SUPPLIES-FD	27618	1	1000-422-10-44	FACILITY - REPAIR & MAINTENA	37.01	37.01
Total 27618:											
10/19	10/16/2019	205237	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17369	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	2,942.91	2,942.91
Total 17369:											
10/19	10/16/2019	205237	194	DIAMOND SAW SHOP IN	SUPPLIES-STREETS	17374	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	47.62	47.62
Total 17374:											
10/19	10/16/2019	205238	7293	DIG IT CONSTRUCTION	2012 STIP PAVEMENT PROJECT	100819	1	2007-431-37-44	CONSTRUCTION SERVICES	244,946.00	244,946.00

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Total 100819:											
10/19	10/16/2019	205238	7293	DIG IT CONSTRUCTION	MINUS 5% RETENTION	100819	1	2007-2206-000	RETAINAGE PAYABLE	12,247.30-	244,946.00
Total 100819.:											
10/19	10/16/2019	205239	7293	DIG IT CONSTRUCTION	2012 STIP PAVEMENT PROJECT	100919	1	2007-431-36-44	CONSTRUCTION SERVICES	119,395.42	119,395.42
Total 100919:											
10/19	10/16/2019	205239	7293	DIG IT CONSTRUCTION	MINUS 5% RETENTION	100919	1	2007-2206-000	RETAINAGE PAYABLE	5,969.77-	5,969.77-
Total 100919.:											
10/19	10/16/2019	205240	219	ED STAUB & SONS PETR	22.98 GAL PROPANE-AIRPORT	1004711	1	7201-430-81-46	PROPANE	43.09	43.09
Total 1004711:											
10/19	10/16/2019	205241	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE-BUIL	7901	1	1000-419-10-45	ADVERTISING	65.00	65.00
Total 7901:											
10/19	10/16/2019	205242	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	978433A	1	7110-430-42-43	TECHNICAL SVCS	36.00	36.00
Total 978433A:											
10/19	10/16/2019	205242	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	978434A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 978434A:											
10/19	10/16/2019	205242	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	978435A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 978435A:											
10/19	10/16/2019	205243	265	FRONTIER	257-1057-FAX PW	1057 092019	1	7620-430-10-45	COMMUNICATIONS	163.63	163.63
Total 1057 092019:											

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
10/19	10/16/2019	205243	265	FRONTIER	257-2520 GOLF COURSE	2520 100119	1	7530-451-52-45	COMMUNICATIONS	501.93	501.93
Total 2520 100119:											
10/19	10/16/2019	205243	265	FRONTIER	257-7098 NATURAL GAS	7098 100119	1	7401-430-62-45	COMMUNICATIONS	85.98	85.98
Total 7098 100119:											
10/19	10/16/2019	205244	288		REIMBURSE HEALTH INS	100819	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	86.61	86.61
Total 100819:											
10/19	10/16/2019	205245	6397		REFUND COMMUNITY CENTER	100719	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 100719:											
10/19	10/16/2019	205246	1362	IRON MOUNTAIN INFO. M	PROFESSIONAL SERVICES-PD	BYYP311	1	1000-421-10-43	PROFESSIONAL SVCS	69.77	69.77
Total BYYP311:											
10/19	10/16/2019	205247	335	J.W. WOOD CO INC	SUPPLIES- GC	S113537	1	7530-451-52-46	SUPPLIES-GENERAL	50.61	50.61
Total S113537:											
10/19	10/16/2019	205248	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	37499	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	336.61	336.61
Total 37499:											
10/19	10/16/2019	205248	338	JACKSON'S SERVICE CE	RPR & MAINT- PD	41917	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	42.58	42.58
Total 41917:											
10/19	10/16/2019	205249	9250		DMV PHYSICAL	101519	1	1000-422-10-43	PROFESSIONAL SVCS	175.00	175.00
Total 101519:											
10/19	10/16/2019	205250	9803	KEY SMALL ANIMAL EME	K-9 MEDICAL TREATMENT	263557	1	1000-421-13-46	SUPPLIES GENERAL	3,039.52	3,039.52

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Total 263557:											
10/19	10/16/2019	205251	9799		REFUND WATER DEPOSIT	10513200018	1	7110-2228-000	DEPOSITS-CUSTOMER	28.10	28.10
Total 10513200018:											
10/19	10/16/2019	205252	1335	LASSEN COUNTY OFFIC	PROFESSIONAL SERVICES-PD	19/20-088	1	1000-421-10-43	PROFESSIONAL SVCS	1,612.50	1,612.50
Total 19/20-088:											
10/19	10/16/2019	205253	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	335165	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	29.71	29.71
Total 335165:											
10/19	10/16/2019	205253	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	335180	1	1000-452-20-44	VEHICLE - REPAIR & MAINTENA	10.38	10.38
Total 335180:											
10/19	10/16/2019	205253	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	335305	1	7110-430-42-46	SUPPLIES-GENERAL	48.25	48.25
Total 335305:											
10/19	10/16/2019	205253	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	335347	1	7110-430-42-46	SUPPLIES-GENERAL	48.25	48.25
Total 335347:											
10/19	10/16/2019	205253	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	335402	1	7110-430-42-46	SUPPLIES-GENERAL	11.79	11.79
Total 335402:											
10/19	10/16/2019	205254	413	LASSEN TIRE	REPAIR & MAINT-PD	5181	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	175.67	175.67
Total 5181:											
10/19	10/16/2019	205255	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	16701	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	178.98	178.98
Total 16701:											

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10/19	10/16/2019	205256	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-AIR	13888	1	7620-430-11-43	PROFESSIONAL SERVICES	320.00	320.00
Total 13888:											
10/19	10/16/2019	205257	432	LEXIS NEXIS	CONTRACT	3092248475	1	1000-412-10-48	DUES AND MEMBERSHIPS	221.00	221.00
Total 3092248475:											
10/19	10/16/2019	205258	437	LMUD	SOUTH ST - PW OFFICE	14590 092519	1	7620-430-10-46	ELECTRICITY	451.10	451.10
Total 14590 092519:											
10/19	10/16/2019	205258	437	LMUD	CADY SPRINGS	26784 092519	1	7110-430-42-46	ELECTRICITY	48.97	48.97
Total 26784 092519:											
10/19	10/16/2019	205258	437	LMUD	RICHMOND RD BRIDGE	35094 092519	1	2007-431-60-46	ELECTRICITY	254.35	254.35
Total 35094 092519:											
10/19	10/16/2019	205258	437	LMUD	N WEATHERLOW ST SIGNALS-	3651 092519	1	2007-431-60-46	ELECTRICITY	127.17	127.17
Total 3651 092519:											
10/19	10/16/2019	205258	437	LMUD	720 SOUTH EMULSION TANK-P	38646 092519	1	7620-430-10-46	ELECTRICITY	25.00	25.00
Total 38646 092519:											
10/19	10/16/2019	205258	437	LMUD	LAUREL SR MID POINT OF LAU	416902 092519	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416902 092519:											
10/19	10/16/2019	205258	437	LMUD	SOUTH ST	416924 092519	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416924 092519:											
10/19	10/16/2019	205258	437	LMUD	RICHMOND RD & PEARL CR- S	416984 092519	1	2007-431-60-46	ELECTRICITY	30.03	30.03

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		Total 416984 092519:								30.03	30.03
10/19	10/16/2019	205258	437	LMUD	1801 MAIN ST STREET WEST SI	417512 092519	1	2007-431-60-46	ELECTRICITY	30.03	30.03
		Total 417512 092519:								30.03	30.03
10/19	10/16/2019	205258	437	LMUD	RIVERSIDE DR. & RIVER ST. LI	418824 092519	1	2007-431-60-46	ELECTRICITY	30.03	30.03
		Total 418824 092519:								30.03	30.03
10/19	10/16/2019	205258	437	LMUD	RIVERSIDE DR. & LAUREL STR	418833 092519	1	2007-431-60-46	ELECTRICITY	30.03	30.03
		Total 418833 092519:								30.03	30.03
10/19	10/16/2019	205258	437	LMUD	MAIN & ALEXANDER SIGNAL-S	49496 092519	1	2007-431-60-46	ELECTRICITY	154.08	154.08
		Total 49496 092519:								154.08	154.08
10/19	10/16/2019	205258	437	LMUD	MAIN & FAIRFIELD-STREETS	49497 092519	1	2007-431-60-46	ELECTRICITY	130.74	130.74
		Total 49497 092519:								130.74	130.74
10/19	10/16/2019	205258	437	LMUD	MAIN & JOHNSTNVLE SIGNAL-	49498 092519	1	2007-431-60-46	ELECTRICITY	151.45	151.45
		Total 49498 092519:								151.45	151.45
10/19	10/16/2019	205258	437	LMUD	RIVERSIDE & MAIN SIGNALS-S	49499 092519	1	2007-431-60-46	ELECTRICITY	230.90	230.90
		Total 49499 092519:								230.90	230.90
10/19	10/16/2019	205258	437	LMUD	SPRING RIDGE BOOSTER	55754 092519	1	7110-430-42-46	ELECTRICITY	612.37	612.37
		Total 55754 092519:								612.37	612.37
10/19	10/16/2019	205258	437	LMUD	WELL #1-WATER	7744 092519	1	7110-430-42-46	ELECTRICITY	66.74	66.74
		Total 7744 092519:								66.74	66.74

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10/19	10/16/2019	205258	437	LMUD	1801 MAIN ST	8314 092519	1	1000-421-10-46	ELECTRICITY	998.94	998.94
Total 8314 092519:											
10/19	10/16/2019	205258	437	LMUD	GEO PUMP #2	9503 092519	1	7301-430-52-46	ELECTRICITY	42.59	42.59
Total 9503 092519:											
10/19	10/16/2019	205258	437	LMUD	HOSPITAL LN-GEO	9963 092519	1	7301-430-52-46	ELECTRICITY	25.00	25.00
Total 9963 092519:											
10/19	10/16/2019	205259	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	034798	1	7620-430-10-43	TECHNICAL SVCS	145.00	145.00
Total 034798:											
10/19	10/16/2019	205260	6959		REIM TRAVEL EXPENSE	101619	1	1000-413-20-45	TRAVEL	675.96	675.96
Total 101619:											
10/19	10/16/2019	205261	9800		REFUND GAS DEPOSIT	10517800015	1	7401-2228-000	DEPOSITS-CUSTOMER	174.74	174.74
Total 10517800015:											
10/19	10/16/2019	205262	6548		REFUND GAS DEPOSIT	10113760106	1	7401-2228-000	DEPOSITS-CUSTOMER	195.06	195.06
Total 10113760106:											
10/19	10/16/2019	205263	1300		REIM SUPPLIES-FD	101519	1	1000-422-10-44	FACILITY - REPAIR & MAINTENA	18.06	18.06
Total 101519:											
10/19	10/16/2019	205264	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107231	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	19.45	19.45
10/19	10/16/2019	205264	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107231	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	19.46	19.46
10/19	10/16/2019	205264	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107231	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	19.46	19.46
Total 52-00107231:											
10/19	10/16/2019	205264	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107256	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	1.73	1.73

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
10/19	10/16/2019	205264	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107256	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1.72	1.72
10/19	10/16/2019	205264	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107256	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.72	1.72
Total 52-00107256:											
10/19	10/16/2019	205265	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE RE	955675	1	7110-430-42-43	TECHNICAL SVCS	94.80	94.80
Total 955675:											
10/19	10/16/2019	205266	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2508339	1	2007-431-20-46	SUPPLIES-GENERAL	10.15	10.15
Total 2508339:											
10/19	10/16/2019	205266	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2508530	1	1000-452-20-46	SUPPLIES-GENERAL	21.45	21.45
Total 2508530:											
10/19	10/16/2019	205267	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2508861	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	32.16	32.16
Total 2508861:											
10/19	10/16/2019	205267	556	PITNEY BOWES	MONTHLY MAINT POSTAGE MA	3103413445	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	1,116.49	1,116.49
Total 3103413445:											
10/19	10/16/2019	205268	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 10	58020 093019	1	1000-417-10-45	COMMUNICATIONS	840.00	840.00
Total 58020 093019:											
10/19	10/16/2019	205268	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT-P	63630 093019	1	1000-421-10-45	COMMUNICATIONS	185.00	185.00
Total 63630 093019:											
10/19	10/16/2019	205269	563	POULSEN WELDING SHO	REPAIRS- GAS	3607	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	509.29	509.29
Total 3607:											
10/19	10/16/2019	205270	9689	PRENTICE, LONG & EPP	PROFESSIONAL SERVICES	3226	1	1000-412-10-43	PROFESSIONAL SVCS	2,112.00	2,112.00

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Total 3226:											
10/19	10/16/2019	205271	572	QUILL CORPORATION	SUPPLIES-FD	1470792	1	1000-422-10-43	VOLUNTEERS	29.47	29.47
Total 1470792:											
10/19	10/16/2019	205271	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	1568899	1	1000-422-10-46	SUPPLIES-JANITORIAL	88.96	88.96
Total 1568899:											
10/19	10/16/2019	205272	582	RAY MORGAN CO INC	COPIER- FD	2696343	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	44.30	44.30
Total 2696343:											
10/19	10/16/2019	205272	582	RAY MORGAN CO INC	BASE RATE CHARGE	2702921	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	365.34	365.34
10/19	10/16/2019	205272	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2702921	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	182.67	182.67
Total 2702921:											
10/19	10/16/2019	205272	582	RAY MORGAN CO INC	BASE RATE CHARGE	2709059	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	365.34	365.34
10/19	10/16/2019	205272	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2709059	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	182.67	182.67
Total 2709059:											
10/19	10/16/2019	205273	9813	SHASTA COMMUNITY HE	INVEST. SUPPLIES-PD	19-0942	1	1000-421-10-45	INVESTIGATIVE FUNDS	1,000.00	1,000.00
Total 19-0942:											
10/19	10/16/2019	205274	9804		REFUND GAS DEPOSIT	10203172606	1	7401-2228-000	DEPOSITS-CUSTOMER	167.49	167.49
Total 10203172606:											
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	51956	1	7620-430-10-46	SUPPLIES-GENERAL	52.40	52.40
Total 51956:											
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER	52168	1	1000-417-10-46	SUPPLIES-GENERAL	36.60	36.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
	Total 52168:									36.60	36.60
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER	52221	1	1000-417-10-46	SUPPLIES-GENERAL	31.60	31.60
	Total 52221:									31.60	31.60
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER	52250	1	1000-417-10-46	SUPPLIES-GENERAL	15.80	15.80
	Total 52250:									15.80	15.80
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER	52316	1	1000-417-10-46	SUPPLIES-GENERAL	20.80	20.80
	Total 52316:									20.80	20.80
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	52324	1	7620-430-10-46	SUPPLIES-GENERAL	36.60	36.60
	Total 52324:									36.60	36.60
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER	52422	1	1000-417-10-46	SUPPLIES-GENERAL	15.80	15.80
	Total 52422:									15.80	15.80
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	52429	1	7620-430-10-46	SUPPLIES-GENERAL	7.90	7.90
	Total 52429:									7.90	7.90
10/19	10/16/2019	205275	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	52494	1	7620-430-10-46	SUPPLIES-GENERAL	36.60	36.60
	Total 52494:									36.60	36.60
10/19	10/16/2019	205276	969	SIERRA PACIFIC TURF S	SUPPLIES-GC	0558833	1	7530-451-52-46	SUPPLIES-GENERAL	1,267.04	1,267.04
	Total 0558833:									1,267.04	1,267.04
10/19	10/16/2019	205277	9295	TAMCO CAPITAL CORP	COMMUNICATIONS-PD	5007379274	1	1000-421-10-45	COMMUNICATIONS	312.10	312.10
	Total 5007379274:									312.10	312.10

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10/19	10/16/2019	205277	9295	TAMICO CAPITAL CORP	COMMUNICATION-FD	5007495771	1	1000-422-10-45	COMMUNICATIONS	95.34	95.34
Total 5007495771:											
10/19	10/16/2019	205278	9812	THE BEISTLE COMPANY	SUPPLIES-FD	108647	1	1000-422-10-48	MISCELLANEOUS	500.00	500.00
10/19	10/16/2019	205278	9812	THE BEISTLE COMPANY	SUPPLIES-FD	108647	2	1000-422-10-43	VOLUNTEERS	626.14	626.14
Total 108647:											
10/19	10/16/2019	205279	712	TNS TRUCKING CO	SUPPLIES-GAS	3863	1	7401-430-62-46	SUPPLIES-GENERAL	319.25	319.25
10/19	10/16/2019	205279	712	TNS TRUCKING CO	SUPPLIES-STREETS	3863	2	2007-431-20-46	SUPPLIES-GENERAL	319.25	319.25
10/19	10/16/2019	205279	712	TNS TRUCKING CO	SUPPLIES-WATER	3863	3	7110-430-42-46	SUPPLIES-GENERAL	319.24	319.24
Total 3863:											
10/19	10/16/2019	205280	9241	U.S. SAWS INC	SUPPLIES-WATER	1103601	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	71.22	71.22
Total 1103601:											
10/19	10/16/2019	205281	9797		REFUND CLUB HOUSE DEPOSI	092419	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 092419:											
10/19	10/16/2019	205282	749	VERIZON WIRELESS	CELLULAR PHONES - PD	9839093571	1	1000-421-10-45	COMMUNICATIONS	648.84	648.84
Total 9839093571:											
10/19	10/16/2019	205282	749	VERIZON WIRELESS	CELLULAR PHONES - FD	9839169465	1	1000-422-10-45	COMMUNICATIONS	266.07	266.07
Total 9839169465:											
10/19	10/16/2019	205283	9597	VISUAL LABS, INC.	SUBSCRIPTION 7/1/19-6/30/20-P	19522	1	2008-421-10-47	MACHINERY & EQUIPMENT	5,000.00	5,000.00
10/19	10/16/2019	205283	9597	VISUAL LABS, INC.	SUBSCRIPTION 7/1/19-6/30/20-	19522	2	1000-421-10-45	DISPATCH CONTRACT	5,368.00	5,368.00
Total 19522:											
10/19	10/16/2019	205284	9805		REFUND GAS DEPOSIT	10423800012	1	7401-2228-000	DEPOSITS-CUSTOMER	59.54	59.54

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Total 10423800012:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67925051	1	7110-430-42-46	SUPPLIES-GENERAL	59.54	59.54
Total 67925051:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-FD	67984366	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTENANCE	254.73	254.73
Total 67984366:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-FD	68010347	1	1000-422-10-44	FACILITY - REPAIR & MAINTENANCE	.05	.05
Total 68010347:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68011294	1	7401-430-62-46	SUPPLIES-GENERAL	458.17	458.17
Total 68011294:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68033911	1	7401-430-62-46	SUPPLIES-GENERAL	458.17	458.17
Total 68033911:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68037881	1	7110-430-42-46	SUPPLIES-GENERAL	1,197.25	1,197.25
Total 68037881:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68038481	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	10.83	10.83
Total 68038481:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68038485	1	7110-430-42-46	SUPPLIES-GENERAL	162.08	162.08
Total 68038485:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES-GAS	68042625	1	7401-430-62-46	SUPPLIES-GENERAL	19.05	19.05
Total 68042625:											

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10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	SUPPLIES- PARKS	68047557	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	46.74	46.74
Total 68047557:											
10/19	10/16/2019	205285	770	WESTERN NEVADA SUP	CREDIT- FD	CM67984379	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTA	2,316.69	2,316.69
Total CM67984379:											
10/19	10/16/2019	205286	1198	WESTWOOD SANITATIO	PORTABLE TOILET -STREETS	A-58561	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	277.98	277.98
Total A-58561:											
Grand Totals:										277.98	277.98
										413,949.75	413,949.75

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	
10/19	10/18/2019	205287	728	U S POSTMASTER	UB BILLING GAS	101819	1	7401-430-62-46	POSTAGE	405.23	405.23	
10/19	10/18/2019	205287	728	U S POSTMASTER	UB BILLING WATER	101819	2	7110-430-42-46	POSTAGE	786.63	786.63	
Total 101819:											1,191.86	1,191.86
Grand Totals:											1,191.86	1,191.86

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Report Criteria:

Report type: GL detail  
Check Voided = False

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10/19	10/24/2019	205314	9475	49ER COMMUNICATIONS	SAFETY EQUIPMENT-FD	48653	1	1000-422-10-44	RADIOS - REPAIR & MAINTENA	8,508.86	8,508.86
Total 48653:											
10/19	10/24/2019	205315	8668	ADAMS ASHBY GROUP, I	TECHNICAL SERVICES	2848	1	2040-463-71-43	TECHNICAL SVCS	2,050.00	2,050.00
Total 2848:											
10/19	10/24/2019	205315	8668	ADAMS ASHBY GROUP, I	PROFESSIONAL SERVICES	2854	1	2040-463-71-43	TECHNICAL SVCS	2,152.50	2,152.50
Total 2854:											
10/19	10/24/2019	205316	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-GC	10117	1	7530-451-50-43	TECHNICAL SVCS	205.79	205.79
Total 10117:											
10/19	10/24/2019	205317	696	ANSORGE, INC DBA TEC	MONTHLY MAINT. FEE TO ASSE	1831	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1831:											
10/19	10/24/2019	205318	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637058537	1	7620-430-10-44	LINEN SERVICE	37.82	37.82
Total 637058537:											
10/19	10/24/2019	205318	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637058538	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637058538:											
10/19	10/24/2019	205318	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637058539	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 637058539:											
10/19	10/24/2019	205318	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637058540	1	7110-430-42-44	LINEN SERVICE	41.92	41.92

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Total 637058540:											
10/19	10/24/2019	205319	9809		REFUND GAS DEPOSIT	10324101107	1	7401-2228-000	DEPOSITS-CUSTOMER	41.92	41.92
Total 10324101107:											
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0084	1	8402-413-30-45	PRINTING AND BINDING	50.00	50.00
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0084	2	8402-413-30-45	COMMUNICATIONS	66.94	66.94
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0084	3	8402-413-30-46	SUPPLIES-GENERAL	10.00	10.00
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0084	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	3,000.00	3,000.00
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0084	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0084	6	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,610.00	1,610.00
Total 2019-0084:											
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0085	1	8402-413-30-45	COMMUNICATIONS	74.35	74.35
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0085	2	8402-413-30-46	SUPPLIES-GENERAL	15.00	15.00
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0085	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,500.00	1,500.00
10/19	10/24/2019	205320	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	2019-0085	4	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	2,282.50	2,282.50
Total 2019-0085:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	450776	1	2007-431-20-46	SUPPLIES-GENERAL	2.66	2.66
Total 450776:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	451002	1	1000-452-20-46	SUPPLIES-JANITORIAL	66.56	66.56
Total 451002:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	451686	1	1000-452-20-46	SUPPLIES-GENERAL	25.08	25.08
Total 451686:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	451829	1	1000-452-20-46	SUPPLIES-GENERAL	125.47	125.47
Total 451829:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	451829	1	1000-452-20-46	SUPPLIES-GENERAL	125.47	125.47

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10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES- GAS	451855	1	7401-430-62-46	SUPPLIES-GENERAL	53.89	53.89
Total 451855:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	451966	1	2007-431-20-46	SUPPLIES-GENERAL	4.82	4.82
Total 451966:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES- FD	452338	1	1000-422-10-46	SUPPLIES-GENERAL	6.13	6.13
Total 452338:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	JANITORIAL SUPPLIES-FD	452412	1	1000-422-10-46	SUPPLIES-JANITORIAL	11.56	11.56
Total 452412:											
10/19	10/24/2019	205321	76	BILLINGTON ACE HARD	SUPPLIES- FD	452449	1	1000-422-10-44	VEHICLE - REPAIR & MAINTENA	10.05	10.05
Total 452449:											
10/19	10/24/2019	205322	9822		REFUND WATER OVERPAYMEN	10428850000	1	9999-1001-001	CASH CLEARING - UTILITIES	75.69	75.69
Total 10428850000:											
10/19	10/24/2019	205323	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 100119	1	1000-421-10-44	DISPOSAL	70.21	70.21
Total SVL7 100119:											
10/19	10/24/2019	205324	9816		REFUND GAS DEPOSIT	10233900029	1	7401-2228-000	DEPOSITS-CUSTOMER	98.84	98.84
Total 10233900029:											
10/19	10/24/2019	205325	7235		REFUND GAS DEPOSIT	10211450032	1	7401-2228-000	DEPOSITS-CUSTOMER	160.69	160.69
Total 10211450032:											
10/19	10/24/2019	205328	9814	CROSBY, NAOMI BETH	SUPPLIES-FD	19249	1	1000-425-20-46	SUPPLIES-GENERAL	439.30	439.30

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Total 19249:											
10/19	10/24/2019	205327	161	CSK AUTO INC	CREDIT-STREETS	2740202748	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	155.14	155.14
Total 2740202748:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-STREETS	2740202778	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	17.16	17.16
Total 2740202778:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-GAS	2740203445	1	7401-430-62-46	SUPPLIES-GENERAL	11.03	11.03
Total 2740203445:											
10/19	10/24/2019	205327	161	CSK AUTO INC	CREDIT-WATER	2740203702	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	65.20	65.20
Total 2740203702:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-WATER	2740205587	1	7110-430-42-46	SUPPLIES-GENERAL	19.28	19.28
Total 2740205587:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-GAS	2740205932	1	7401-430-62-46	SUPPLIES-GENERAL	2.13	2.13
Total 2740205932:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-WATER	2740205934	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	116.17	116.17
Total 2740205934:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-WATER	2740206054	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	383.93	383.93
Total 2740206054:											
10/19	10/24/2019	205327	161	CSK AUTO INC	SUPPLIES-STREETS	2740-206156	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	15.43	15.43
Total 2740-206156:											

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10/19	10/24/2019	205328	9819	CXT INCORPORATED	RIVERSIDE REHAB PROJECT	368104 RI	1	2040-463-71-44	CONSTRUCTION SERVICES	44,048.23	44,048.23
Total 368104 RI:											
10/19	10/24/2019	205329	173	DATCO SERVICES	SUBSTANCE TEST	149226	1	1000-416-10-43	TECHNICAL SVCS	535.50	535.50
Total 149226:											
10/19	10/24/2019	205330	1565	DIRTY JOE'S CAR WASH	CAR WASH-PD	100919	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	13.00	13.00
Total 100919:											
10/19	10/24/2019	205331	9786	DISC GOLF ASSOCIATIO	DISC GOLF COURSE	56528	1	2013-452-10-44	CONSTRUCTION SERVICES	4,437.92	4,437.92
Total 56528:											
10/19	10/24/2019	205332	219	ED STAUB & SONS PETR	500 GAL PREMIUM- STREETS	1038282	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	644.52	644.52
10/19	10/24/2019	205332	219	ED STAUB & SONS PETR	500 GAL PREMIUM-WATER	1038282	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	644.51	644.51
10/19	10/24/2019	205332	219	ED STAUB & SONS PETR	500 GAL PREMIUM-GAS	1038282	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	644.52	644.52
Total 1038282:											
10/19	10/24/2019	205332	219	ED STAUB & SONS PETR	228.70 GAL DIESEL-GC	1053810	1	7530-451-52-46	GASOLINE	718.69	718.69
Total 1053810:											
10/19	10/24/2019	205332	219	ED STAUB & SONS PETR	495 GAL PREMIUM-GC	1053812	1	7530-451-52-46	GASOLINE	1,914.22	1,914.22
Total 1053812:											
10/19	10/24/2019	205333	1484	EDGES ELECTRICAL GR	SUPPLIES	S4788068.001	1	1000-417-10-44	FACILITY - REPAIR & MAINTENA	41.10	41.10
Total S4788068.001:											
10/19	10/24/2019	205334	241	FEATHER PUBLISHING C	LMFCWCD MSR & SOI HEARIN	1581849	1	8402-413-30-45	ADVERTISING	57.20	57.20
Total 1581849:											
10/19	10/24/2019	205334	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE RE	7895	1	1000-425-20-43	TECHNICAL SVCS	41.60	41.60

M = Manual Check, V = Void Check

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Total 7895:											
10/19	10/24/2019	205334	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE RE	7898	1	1000-411-40-45	ADVERTISING	41.60	41.60
Total 7898:											
10/19	10/24/2019	205334	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE RE C	7899	1	1000-411-40-45	ADVERTISING	156.00	156.00
Total 7899:											
10/19	10/24/2019	205334	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE RE	7900	1	1000-411-40-45	ADVERTISING	145.60	145.60
Total 7900:											
10/19	10/24/2019	205334	241	FEATHER PUBLISHING C	ORDINANCE #19-1019	7903	1	1000-411-40-45	ADVERTISING	83.20	83.20
Total 7903:											
10/19	10/24/2019	205335	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	978602A	1	7110-430-42-43	TECHNICAL SVCS	36.00	36.00
Total 978602A:											
10/19	10/24/2019	205336	9807		REFUND GAS DEPOSIT	10111600016	1	7401-2228-000	DEPOSITS-CUSTOMER	31.81	31.81
Total 10111600016:											
10/19	10/24/2019	205337	257	FOREST OFFICE EQUIPM	MAINT.CONTRACT FOLD MACHI	AR4613	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	84.00	84.00
Total AR4613:											
10/19	10/24/2019	205337	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	AR4614	1	7620-430-10-43	TECHNICAL SVCS	234.96	234.96
Total AR4614:											
10/19	10/24/2019	205338	265	FRONTIER	257-0315 AWOS AIRPORT	0315 101519	1	7201-430-81-45	COMMUNICATIONS	51.16	51.16
Total 0315 101519:											

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10/19	10/24/2019	205338	265	FRONTIER	257-1000 DSL SERVICE	1000 100519	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
10/19	10/24/2019	205338	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 100519	2	7401-430-62-45	COMMUNICATIONS	24.15	24.15
10/19	10/24/2019	205338	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 100519	3	7110-430-42-45	COMMUNICATIONS	24.15	24.15
10/19	10/24/2019	205338	265	FRONTIER	257-1000 ADMIN FAX	1000 100519	4	1000-413-20-45	COMMUNICATIONS	1.10	1.10
10/19	10/24/2019	205338	265	FRONTIER	257-1000 CITY CLERK FAX	1000 100519	5	1000-411-40-45	COMMUNICATIONS	1.10	1.10
10/19	10/24/2019	205338	265	FRONTIER	257-1000 ADMIN	1000 100519	6	1000-413-20-45	COMMUNICATIONS	4.48	4.48
10/19	10/24/2019	205338	265	FRONTIER	257-1000 CITY CLERK	1000 100519	7	1000-411-40-45	COMMUNICATIONS	3.35	3.35
10/19	10/24/2019	205338	265	FRONTIER	257-1000 FINANCE	1000 100519	8	1000-415-10-45	COMMUNICATIONS	3.35	3.35
10/19	10/24/2019	205338	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 100519	9	1000-419-10-45	COMMUNICATIONS	3.35	3.35
10/19	10/24/2019	205338	265	FRONTIER	257-1000 CITY HALL	1000 100519	10	1000-417-10-45	COMMUNICATIONS	260.48	260.48
Total 1000 100519:											
10/19	10/24/2019	205338	265	FRONTIER	257-1033-PARKS	1033 100519	1	1000-452-20-45	COMMUNICATIONS	249.53	249.53
Total 1033 100519:											
10/19	10/24/2019	205338	265	FRONTIER	257-1041 ADMIN-PW	1041 100519	1	7620-430-10-45	COMMUNICATIONS	661.98	661.98
Total 1041 100519:											
10/19	10/24/2019	205338	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 101019	1	7401-430-62-45	COMMUNICATIONS	43.36	43.36
Total 1182 101019:											
10/19	10/24/2019	205338	265	FRONTIER	252-1182 SCADA - WATER	2-1182 101019	1	7110-430-42-45	COMMUNICATIONS	308.25	308.25
Total 2-1182 101019:											
10/19	10/24/2019	205338	265	FRONTIER	257-2960 HVAC/ELEVATOR LINE	2960 100519	1	1000-417-10-45	COMMUNICATIONS	71.68	71.68
Total 2960 100519:											
10/19	10/24/2019	205338	265	FRONTIER	257-3292 MUSEUM	3292 101019	1	1000-451-80-45	COMMUNICATION	126.56	126.56
Total 3292 101019:											
10/19	10/24/2019	205338	265	FRONTIER	257-4725-FAX	4725 101519	1	1000-419-10-45	COMMUNICATIONS	62.18	62.18
10/19	10/24/2019	205338	265	FRONTIER	257-4725 CITY HALL FAX	4725 101519	2	1000-417-10-45	COMMUNICATIONS	62.18	62.18

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Total 4725 101519:											
10/19	10/24/2019	205338	265	FRONTIER	257-5152 FIRE	5152 101019	1	1000-422-10-45	COMMUNICATIONS	318.04	318.04
Total 5152 101019:											
10/19	10/24/2019	205338	265	FRONTIER	257-5603 POLICE	5603 101019	1	1000-421-10-45	COMMUNICATIONS	318.04	318.04
Total 5603 101019:											
10/19	10/24/2019	205339	8493		REFUND GAS DEPOSIT	10116850009	1	7401-2228-000	DEPOSITS-CUSTOMER	171.06	171.06
Total 10116850009:											
10/19	10/24/2019	205340	9811		REFUND GAS DEPOSIT	10526950019	1	7401-2228-000	DEPOSITS-CUSTOMER	37.19	37.19
Total 10526950019:											
10/19	10/24/2019	205341	9818		REFUND GAS DEPOSIT	10306904033	1	7401-2228-000	DEPOSITS-CUSTOMER	138.99	138.99
Total 10306904033:											
10/19	10/24/2019	205342	1073	IMPACT CONSTRUCTION	RIVERSIDE PARK REHAB PROJ	2727	1	2040-463-71-44	CONSTRUCTION SERVICES	52,147.20	52,147.20
10/19	10/24/2019	205342	1073	IMPACT CONSTRUCTION	RIVERSIDE PARK REHAB PROJ	2727	2	1000-452-20-44	FACILITY - REPAIR & MAINTENA	8,193.70	8,193.70
Total 2727:											
10/19	10/24/2019	205343	237	JOHN DEERE FINANCIAL	SUPPLIES-GC	588314	1	7530-451-52-44	REPAIR & MAINT - BUILDING	107.65	107.65
Total 588314:											
10/19	10/24/2019	205344	1350	JONES & MAYER	PROFESSIONAL SERVICES	94249	1	1000-412-10-43	PROFESSIONAL SVCS	916.47	916.47
Total 94249:											
10/19	10/24/2019	205344	1350	JONES & MAYER	PROFESSIONAL SERVICES	94250	1	1000-412-10-43	PROFESSIONAL SVCS	916.47	916.47
Total 94250:											
										292.76	292.76

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Total 94250:											
10/19	10/24/2019	205345	9817		REFUND GAS DEPOSIT	10430200011	1	7401-2228-000	DEPOSITS-CUSTOMER	292.76	292.76
Total 10430200011:											
10/19	10/24/2019	205346	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	335369	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	24.91	24.91
Total 335369:											
10/19	10/24/2019	205346	411	LASSEN MOTOR PARTS	SUPPLIES- GC	335746	1	7530-451-52-44	REPAIR & MAINT - BUILDING	14.99	14.99
Total 335746:											
10/19	10/24/2019	205346	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	336060	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	10.98	10.98
Total 336060:											
10/19	10/24/2019	205347	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	121916	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	1.17	1.17
Total 121916:											
10/19	10/24/2019	205347	412	LASSEN REGIONAL SOLI	DUMP FEES-PARKS	124122	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	3.42	3.42
Total 124122:											
10/19	10/24/2019	205347	412	LASSEN REGIONAL SOLI	DUMP FEES-PD	78 101519	1	1000-421-10-44	DISPOSAL	38.26	38.26
Total 78 101519:											
10/19	10/24/2019	205348	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	56853	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	151.86	151.86
Total 56853:											
10/19	10/24/2019	205349	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 101019	1	1000-452-20-46	ELECTRICITY	31.16	31.16
Total 10262 101019:											

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10/19	10/24/2019	205349	437	LMUD	66 N LASSEN ST	2466 101019	1	1000-417-10-46	ELECTRICITY	664.15	664.15
Total 2466 101019:											
10/19	10/24/2019	205349	437	LMUD	N WEATHERLOW ST-TENNIS S	24661 101019	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 24661 101019:											
10/19	10/24/2019	205349	437	LMUD	STREET LIGHTS	2467 101019	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 101019:											
10/19	10/24/2019	205349	437	LMUD	65 N WEATHERLOW ST-COMM	2865 101019	1	1000-452-20-46	ELECTRICITY	39.58	39.58
Total 2865 101019:											
10/19	10/24/2019	205349	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 101019	1	1000-451-80-46	ELECTRICITY	26.35	26.35
Total 2866 101019:											
10/19	10/24/2019	205349	437	LMUD	65 N WEATHERLOW ST COMM	2867 101019	1	1000-452-20-46	ELECTRICITY	52.20	52.20
Total 2867 101019:											
10/19	10/24/2019	205349	437	LMUD	N WEATHERLOW ST-TENNIS C	2870 101019	1	1000-452-20-46	ELECTRICITY	30.11	30.11
Total 2870 101019:											
10/19	10/24/2019	205349	437	LMUD	NORTH ST BASEBALL PARK ME	2873 101019	1	1000-452-20-46	ELECTRICITY	32.21	32.21
Total 2873 101019:											
10/19	10/24/2019	205349	437	LMUD	HARRIS DR & HWY 36-WATER	30657 101019	1	7110-430-42-46	ELECTRICITY	325.60	325.60
Total 30657 101019:											
10/19	10/24/2019	205349	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 101019	1	7112-430-42-46	ELECTRICITY	109.47	109.47

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Total 350161 101019:											
10/19	10/24/2019	205349	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 101019	1	2007-431-60-46	ELECTRICITY	219.89	219.89
Total 43511 101019:											
10/19	10/24/2019	205349	437	LMUD	115 N WEATHERLOW ST-MUSE	43866 101019	1	1000-451-80-46	ELECTRICITY	50.10	50.10
Total 43866 101019:											
10/19	10/24/2019	205349	437	LMUD	WELL #3-WATER	4559 101019	1	7110-430-42-46	ELECTRICITY	2,857.66	2,857.66
Total 4559 101019:											
10/19	10/24/2019	205349	437	LMUD	606 1/2 NEVADA ST	58211 101019	1	1000-417-10-46	ELECTRICITY	25.00	25.00
Total 58211 101019:											
10/19	10/24/2019	205349	437	LMUD	NORTH ST PARK LIGHTS-MEM	9283 101019	1	1000-452-20-46	ELECTRICITY	253.46	253.46
Total 9283 101019:											
10/19	10/24/2019	205349	437	LMUD	GEO PUMP #1	9297 101019	1	7301-430-52-46	ELECTRICITY	1,015.54	1,015.54
Total 9297 101019:											
10/19	10/24/2019	205349	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 101019	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 94811 101019:											
10/19	10/24/2019	205350	1508	MAIN STREET LUBE	REPAIR & MAINT-PD	11503	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	52.21	52.21
Total 11503:											
10/19	10/24/2019	205351	9806		REFUND GAS DEPOSIT	10120651134	1	7401-2228-000	DEPOSITS-CUSTOMER	128.96	128.96
Total 10120651134:											

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10/19	10/24/2019	205352	9810		REFUND GAS DEPOSIT	10122750011	1	7401-2228-000	DEPOSITS-CUSTOMER	155.55	155.55
Total 10122750011:											
10/19	10/24/2019	205353	467	METER VALVE & CONTR	SPECIALIZED METERS FOR LAS	16640	1	7401-430-63-47	MACHINERY & EQUIPMENT	5,876.18	5,876.18
Total 16640:											
10/19	10/24/2019	205354	9820	MONATH CONSTRUCTIO	EP 19-28 1400 FOURTH STREE	101719	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	2,000.00	2,000.00
Total 101719:											
10/19	10/24/2019	205355	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107370	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	54.72	54.72
Total 52-00107370:											
10/19	10/24/2019	205355	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107472	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	42.47	42.47
Total 52-00107472:											
10/19	10/24/2019	205356	824	OFFICE DEPOT, INC	OFFICE SUPPLIES	285238	1	1000-417-10-46	SUPPLIES-GENERAL	317.46	317.46
Total 285238:											
10/19	10/24/2019	205357	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2509127	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	26.28	26.28
Total 2509127:											
10/19	10/24/2019	205358	9808		REFUND GAS DEPOSIT	10305200029	1	7401-2228-000	DEPOSITS-CUSTOMER	179.58	179.58
Total 10305200029:											
10/19	10/24/2019	205359	572	QUILL CORPORATION	OFFICE SUPPLIES	1777398	1	1000-415-10-46	SUPPLIES-GENERAL	353.19	353.19
Total 1777398:											
10/19	10/24/2019	205359	572	QUILL CORPORATION	JANITORIAL SUPPLIES- FD	8583809	1	1000-422-10-46	SUPPLIES-JANITORIAL	196.25	196.25

M = Manual Check, V = Void Check

Check Register - Payments by Vendor  
Check Issue Dates: 10/24/2019 - 10/24/2019

CITY OF SUSANVILLE

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 8563809:											
10/19	10/24/2019	205360	582	RAY MORGAN CO INC	BASE RATE CHARGE-PD	2702942	1	1000-421-10-44	RENT & LEASES EQUIP & VEHI	182.67	182.67
10/19	10/24/2019	205360	582	RAY MORGAN CO INC	BASE RATE CHARGE	2702942	2	1000-417-10-44	RENT & LEASES EQUIP & VEHI	365.34	365.34
Total 2702942:											
10/19	10/24/2019	205361	1379	SENSIT TECHNOLOGIES	SUPPLIES-GAS	0281298	1	7401-430-62-46	SUPPLIES-GENERAL	246.01	246.01
Total 0281298:											
10/19	10/24/2019	205362	1076	SIERRA COFFEE AND BE	BOTTLED WATER	52492	1	1000-417-10-46	SUPPLIES-GENERAL	36.60	36.60
Total 52492:											
10/19	10/24/2019	205363	9064		REIM TRAVEL EXPENSE	102119	1	1000-421-10-45	TRAINING	24.00	24.00
Total 102119:											
10/19	10/24/2019	205364	1002	SUSANVILLE VOLUNTEE	VOLUNTEER SERVICES	102219	1	1000-422-10-43	VOLUNTEERS	22,000.00	22,000.00
Total 102219:											
10/19	10/24/2019	205365	9544	TONY'S CLEANING SERV	JANITORIAL SERVICES-PD	527	1	1000-421-10-44	CUSTODIAL	600.00	600.00
Total 527:											
10/19	10/24/2019	205366	9821		SEAT #50-WATER	101619	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	355.00	355.00
Total 101619:											
10/19	10/24/2019	205367	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	3944682011	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	344.40	344.40
10/19	10/24/2019	205367	530	U.S. BANK EQUIPMENT F	COPIER-PD	3944682011	2	1000-421-10-43	PROFESSIONAL SVCS	172.21	172.21
Total 3944682011:											
10/19	10/24/2019	205368	9815		REFUND GAS DEPOSIT	10432320220	1	7401-2228-000	DEPOSITS-CUSTOMER	62.50	62.50

Check Register - Payments by Vendor  
Check Issue Dates: 10/24/2019 - 10/24/2019

CITY OF SUSANVILLE

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 10432320220:											
10/19	10/24/2019	205369	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9839169175	1	7620-430-11-45	COMMUNICATIONS	62.50	62.50
10/19	10/24/2019	205369	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9839169175	2	7620-430-10-45	COMMUNICATIONS	134.71	134.71
10/19	10/24/2019	205369	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9839169175	3	1000-452-20-45	COMMUNICATIONS	452.98	452.98
Total 9839169175:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-FD	67985532	1	1000-422-10-46	SUPPLIES-GENERAL	1,021.90	1,021.90
Total 67985532:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68017828	1	7110-430-42-46	SUPPLIES-GENERAL	499.14	499.14
Total 68017828:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	68041843	1	2007-431-20-46	SUPPLIES-GENERAL	499.14	499.14
Total 68041843:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-STREETS	68043719	1	2007-431-20-46	SUPPLIES-GENERAL	2.68	2.68
Total 68043719:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68044695	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	11.37	11.37
Total 68044695:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68051075	1	7110-430-42-46	SUPPLIES-GENERAL	252.68	252.68
Total 68051075:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68054314	1	7110-430-42-46	SUPPLIES-GENERAL	54.28	54.28
Total 68054314:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68056331	1	7110-430-42-46	SUPPLIES-GENERAL	54.28	54.28
Total 68056331:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68056331	1	7110-430-42-46	SUPPLIES-GENERAL	766.84	766.84
Total 68056331:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68056331	1	7110-430-42-46	SUPPLIES-GENERAL	766.84	766.84
Total 68056331:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68056331	1	7110-430-42-46	SUPPLIES-GENERAL	35.74	35.74
Total 68056331:											

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 68056331:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES- PARKS	68057419	1	1000-452-21-46	SUPPLIES-GENERAL	209.97	209.97
Total 68057419:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68062425	1	7401-430-62-46	SUPPLIES-GENERAL	174.00	174.00
Total 68062425:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68064450	1	7401-430-62-46	SUPPLIES-GENERAL	116.00	116.00
Total 68064450:											
10/19	10/24/2019	205370	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68066600	1	7110-430-42-46	SUPPLIES-GENERAL	63.08	63.08
Total 68066600:											
10/19	10/24/2019	205371	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COUR	A-58691	1	7530-451-52-44	REPAIR & MAINT - BUILDING	98.66	98.66
Total A-58691:											
10/19	10/24/2019	205371	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE	A-58697	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-58697:											
10/19	10/24/2019	205372	9823		TR EX SOUTH LAKE TAHOE	102219	1	1000-413-20-45	TRAVEL	155.52	155.52
10/19	10/24/2019	205372	9823		TR EX LONG BEACH	102219	2	1000-413-20-45	TRAVEL	393.82	393.82
Total 102219:											
Grand Totals:											
										189,734.47	189,734.47

Report Criteria:

Report type: GL detail

Check Voided = False

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/23/2019	206075	9782		TR EX SACRAMENTO 9/24/19-9/	092319	1	1000-422-10-45	TRAVEL	818.72	818.72
Total 092319:										818.72	818.72
Grand Totals:										818.72	818.72

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205103	8668	ADAMS ASHBY GROUP, I	TECHNICAL SERVICES	2818	1	2040-463-71-43	TECHNICAL SVCS	2,390.00	2,390.00
Total 2818:											
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	REPAIRS & MAINT-WATER	9092565293	1	7110-430-42-46	SUPPLIES-GENERAL	421.64	421.64
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	REPAIRS & MAINT-STRETS	9092565293	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	91.65	91.65
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	REPAIRS & MAINT-GAS	9092565293	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	91.65	91.65
Total 9092565293:											
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9964753469	1	7110-430-42-46	SUPPLIES-GENERAL	229.77	229.77
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9964753469	2	2007-431-20-44	REPAIR AND MAINTENANCE-VE	93.80	93.80
09/19	09/25/2019	205104	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9964753469	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	144.63	144.63
Total 9964753469:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637003997	1	7620-430-10-46	SUPPLIES-GENERAL	33.53	33.53
Total 637003997:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637003998	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637003998:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637003999	1	7401-430-62-44	LINEN SERVICES	50.65	50.65
Total 637003999:											
09/19	09/25/2019	205105	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637004000	1	7110-430-42-44	LINEN SERVICE	43.05	43.05
Total 637004000:											
09/19	09/25/2019	205106	9794	AWAXX SYSTEMS, INC.	REMOTE GATE-PD	12440	1	1000-421-10-44	FACILITY - REPAIR & MAINTENNA	1,286.00	1,286.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
	Total 12440:									1,286.00	1,286.00
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	449786	1	7110-430-42-46	SUPPLIES-GENERAL	9.15	9.15
	Total 449786:									9.15	9.15
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-GAS	449814	1	7401-430-62-46	SUPPLIES-GENERAL	12.78	12.78
	Total 449814:									12.78	12.78
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450298	1	7110-430-42-46	SUPPLIES-GENERAL	36.66	36.66
	Total 450298:									36.66	36.66
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	450339	1	2007-431-20-46	SUPPLIES-GENERAL	.59	.59
	Total 450339:									.59	.59
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	450406	1	1000-452-20-44	FACILITY - REPAIR & MAINTENANCE	13.38	13.38
	Total 450406:									13.38	13.38
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	450418	1	1000-452-20-44	MISC - REPAIR & MAINTENANCE	5.78	5.78
	Total 450418:									5.78	5.78
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450427	1	7110-430-42-46	SUPPLIES-GENERAL	3.85	3.85
	Total 450427:									3.85	3.85
09/19	09/25/2019	205107	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450487	1	7110-430-42-46	SUPPLIES-GENERAL	19.21	19.21
	Total 450487:									19.21	19.21
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3008185	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	49.81	49.81
	Total INPS3008185:									49.81	49.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3008862	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	176.79	176.79
Total INPS3008862: 176.79 176.79											
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	RPR & MAINT- WATER	INPS3008863	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	161.51	161.51
Total INPS3008863: 161.51 161.51											
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	CREDIT-STREETS	S45139001	1	2007-431-20-46	SUPPLIES-GENERAL	2,661.19-	2,661.19-
Total S45139001: 2,661.19- 2,661.19-											
09/19	09/25/2019	205108	116	CASHMAN EQUIPMENT C	SUPPLIES-STREETS	S4526001	1	2007-431-20-46	SUPPLIES-GENERAL	2,661.19	2,661.19
Total S4526001: 2,661.19 2,661.19											
09/19	09/25/2019	205109	6546		RETURN EP 19-20 655 S LASSE	092419	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	2,550.00	2,550.00
Total 092419: 2,550.00 2,550.00											
09/19	09/25/2019	205110	161	CSK AUTO INC	SUPPLIES-WATER	2740201977	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	4.27	4.27
Total 2740201977: 4.27 4.27											
09/19	09/25/2019	205111	194	DIAMOND SAW SHOP IN	SUPPLIES-PARKS	17327	1	1000-452-20-46	SUPPLIES-GENERAL	799.86	799.86
Total 17327: 799.86 799.86											
09/19	09/25/2019	205111	194	DIAMOND SAW SHOP IN	SUPPLIES-STREETS	17331	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	84.67	84.67
Total 17331: 84.67 84.67											
09/19	09/25/2019	205112	1260	DIRECTV INC	CABLE-GC	36710581453	1	7530-451-52-45	COMMUNICATIONS	192.96	192.96
Total 36710581453: 192.96 192.96											
09/19	09/25/2019	205113	198	DITCH WITCH EQUIPMEN	REPAIR & MAINT- WATER	306272	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	32.18	32.18

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 306272:											
09/19	09/25/2019	205114	9788	DMV FEES	090619	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH		32.18	32.18
Total 090619:											
09/19	09/25/2019	205115	230	ENTENMANN - ROVIN CO	SUPPLIES-PD	0146533	1	1000-421-10-46	SUPPLIES-GENERAL	88.02	88.02
Total 0146533:											
09/19	09/25/2019	205116	243	FEDEX	POSTAGE	6-744-24316	1	1000-415-10-46	POSTAGE	183.17	183.17
Total 6-744-24316:											
09/19	09/25/2019	205117	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977437A	1	7110-430-42-43	TECHNICAL SVCS	247.00	247.00
Total 977437A:											
09/19	09/25/2019	205117	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977823A	1	7110-430-42-43	TECHNICAL SVCS	117.00	117.00
Total 977823A:											
09/19	09/25/2019	205117	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-JO	977824A	1	7110-430-42-43	TECHNICAL SVCS	28.00	28.00
Total 977824A:											
09/19	09/25/2019	205118	265	FRONTIER	257-0315 AWVOS AIRPORT	0315 091519	1	7201-430-81-45	COMMUNICATIONS	51.22	51.22
Total 0315 091519:											
09/19	09/25/2019	205118	265	FRONTIER	257-1044 PRI	1044 090519	1	7620-430-10-45	COMMUNICATIONS	102.06	102.06
Total 1044 090519:											
09/19	09/25/2019	205118	265	FRONTIER	252-1182 SCADA - WATER	1182 091019	1	7110-430-42-45	COMMUNICATIONS	312.03	312.03
Total 1182 091019:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205118	265	FRONTIER	257-4725-FAX	4725 091519	1	1000-419-10-45	COMMUNICATIONS	61.93	61.93
09/19	09/25/2019	205118	265	FRONTIER	257-4725 CITY HALL FAX	4725 091519	2	1000-417-10-45	COMMUNICATIONS	61.92	61.92
Total 4725 091519: 123.85 123.85											
09/19	09/25/2019	205118	265	FRONTIER	257-5603 POLICE	5603 091019	1	1000-421-10-45	COMMUNICATIONS	781.97	781.97
Total 5603 091019: 781.97 781.97											
09/19	09/25/2019	205118	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 091019	1	7401-430-62-45	COMMUNICATIONS	43.46	43.46
Total 7-1182 091019: 43.46 43.46											
09/19	09/25/2019	205119	9784		RETURN COMMUNITY CENTER	091319	1	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 091319: 50.00 50.00											
09/19	09/25/2019	205120	1073		RIVERSIDE PARK REHAB PROJ	2721	1	2040-463-71-44	CONSTRUCTION SERVICES	248,714.56	248,714.56
Total 2721: 248,714.56 248,714.56											
09/19	09/25/2019	205121	1556	INTERSTATE SALES/TM	SUPPLIES-STREETS	3605	1	2007-431-20-46	SUPPLIES-GENERAL	993.46	993.46
Total 3605: 993.46 993.46											
09/19	09/25/2019	205122	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S113233	1	1000-452-20-44	FACILITY - REPAIR & MAINTENA	156.02	156.02
Total S113233: 156.02 156.02											
09/19	09/25/2019	205122	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S113334	1	1000-452-21-44	FACILITY - REPAIR & MAINTENA	58.20	58.20
Total S113334: 58.20 58.20											
09/19	09/25/2019	205123	338	JACKSON'S SERVICE CE	RRP & MAINT- WATER	37276	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	1,049.74	1,049.74
Total 37276: 1,049.74 1,049.74											
09/19	09/25/2019	205123	338	JACKSON'S SERVICE CE	RRP & MAINT- PD	41683	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	261.86	261.86

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 41683:											
09/19	09/25/2019	205124	362	KAUFFMAN, BILL	CUSTODIAL SVCS	226368	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 226368:											
09/19	09/25/2019	205125	9787		REFUND GAS DEPOSIT	10119510000	1	7401-2228-000	DEPOSITS-CUSTOMER	186.80	186.80
Total 10119510000:											
09/19	09/25/2019	205126	408	LASSEN LAND & TRAILS	PROFESSIONAL SERVICES	091319	1	8406-413-24-41	REGULAR EMPLOYEES	6,520.00	6,520.00
09/19	09/25/2019	205126	408	LASSEN LAND & TRAILS	PROFESSIONAL SERVICES	091319	2	8406-413-24-44	CONSTRUCTION SERVICES	10,938.70	10,938.70
Total 091319:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	332893	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	9.80	9.80
Total 332893:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	332900	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	2.47	2.47
Total 332900:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-STREETS	332913	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	6.41	6.41
Total 332913:											
09/19	09/25/2019	205127	411	LASSEN MOTOR PARTS	SUPPLIES-GAS	333817	1	7401-430-62-46	SUPPLIES-GENERAL	22.63	22.63
Total 333817:											
09/19	09/25/2019	205128	413	SUSANVILLE TOWING	REPAIR & MAINT-PD	56702	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENANCE	443.58	443.58
Total 56702:											
09/19	09/25/2019	205129	1443	LEADS ONLINE LLC	SOFTWARE SUPPORT 7/19-6/20	19008	1	1000-421-10-45	DISPATCH CONTRACT	2,520.00	2,520.00

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 19008:											
09/19	09/25/2019	205130	437	LMUD	STREET LIGHTS	14039 091019	1	2007-431-60-46	ELECTRICITY	193.33	193.33
Total 14039 091019:											
09/19	09/25/2019	205130	437	LMUD	STREET LIGHTS	14041 091019	1	2007-431-60-46	ELECTRICITY	3,607.80	3,607.80
Total 14041 091019:											
09/19	09/25/2019	205130	437	LMUD	S GAY ST-STREETS	24323 091019	1	2007-431-60-46	ELECTRICITY	45.74	45.74
Total 24323 091019:											
09/19	09/25/2019	205130	437	LMUD	STREET LIGHTS	2467 091019	1	2007-431-60-46	ELECTRICITY	1,615.54	1,615.54
Total 2467 091019:											
09/19	09/25/2019	205130	437	LMUD	SKYLINE DR WELL 4-WATER	29931 091019	1	7110-430-42-46	ELECTRICITY	1,216.28	1,216.28
Total 29931 091019:											
09/19	09/25/2019	205130	437	LMUD	HARRIS DR & HWY 36-WATER	30658 091019	1	7110-430-42-46	ELECTRICITY	421.79	421.79
Total 30658 091019:											
09/19	09/25/2019	205130	437	LMUD	472-105 JOHNSTONVILLE WATE	350161 091019	1	7112-430-42-46	ELECTRICITY	88.88	88.88
Total 350161 091019:											
09/19	09/25/2019	205130	437	LMUD	SAN FRANCISCO ST- STREETS	416835 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416835 091019:											
09/19	09/25/2019	205130	437	LMUD	FIRST STREET & ALLEY	416848 091019	1	2007-431-60-46	ELECTRICITY	30.03	30.03
Total 416848 091019:											



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 44298 091019:											
09/19	09/25/2019	205130	437	LMUD	PAUTE LN SCADA-WATER	44316 091019	1	7110-430-42-46	ELECTRICITY	29.36	29.36
Total 44316 091019:											
09/19	09/25/2019	205130	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 091019	1	7110-430-42-46	ELECTRICITY	29.21	29.21
Total 45542 091019:											
09/19	09/25/2019	205130	437	LMUD	WELL #3-WATER	4559 091019	1	7110-430-42-46	ELECTRICITY	10,437.52	10,437.52
Total 4559 091019:											
09/19	09/25/2019	205130	437	LMUD	MAIN & FOSS SIGNAL LIGHT-ST	4950 091019	1	2007-431-60-46	ELECTRICITY	158.44	158.44
Total 4950 091019:											
09/19	09/25/2019	205130	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 091019	1	2007-431-60-46	ELECTRICITY	60.05	60.05
Total 49500 091019:											
09/19	09/25/2019	205130	437	LMUD	GEO PUMP #1	9297 091019	1	7301-430-52-46	ELECTRICITY	1,236.44	1,236.44
Total 9297 091019:											
09/19	09/25/2019	205130	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 091019	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 94811 091019:											
09/19	09/25/2019	205131	1508	MAIN STREET LUBE	MAINT-PD	11063	1	1000-421-10-44	VEHICLE - REPAIR & MAINTENA	52.21	52.21
Total 11063:											
09/19	09/25/2019	205132	9781		REFUND GAS DEPOSIT	10402600005	1	7401-2228-000	DEPOSITS-CUSTOMER	195.68	195.68
Total 10402600005:											

Check Register - Payments by Vendor  
Check Issue Dates: 9/25/2019 - 9/25/2019

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205133	9780		REFUND GAS DEPOSIT	10432320117	1	7401-2228-000	DEPOSITS-CUSTOMER	161.45	161.45
Total 10432320117: 161.45 161.45											
09/19	09/25/2019	205134	9785		REFUND GAS DEPOSIT	10224750017	1	7401-2228-000	DEPOSITS-CUSTOMER	49.22	49.22
Total 10224750017: 49.22 49.22											
09/19	09/25/2019	205135	467	METER VALVE & CONTR	SUPPLIES- GAS	16458	1	7401-430-62-46	SUPPLIES-GENERAL	714.56	714.56
Total 16458: 714.56 714.56											
09/19	09/25/2019	205135	467	METER VALVE & CONTR	SUPPLIES- GAS	16517	1	7401-430-62-46	SUPPLIES-GENERAL	130.19	130.19
Total 16517: 130.19 130.19											
09/19	09/25/2019	205136	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107117	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	252.78	252.78
Total 52-00107117: 252.78 252.78											
09/19	09/25/2019	205137	546	PAYLESS BUILDING SUP	SUPPLIES	2507859	1	2013-452-10-47	MACHINERY AND EQUIPMENT	378.30	378.30
Total 2507859: 378.30 378.30											
09/19	09/25/2019	205138	9689	PRENTICE, LONG & EPP	PROFESSIONAL SERVICES	3184	1	1000-412-10-43	PROFESSIONAL SVCS	973.50	973.50
Total 3184: 973.50 973.50											
09/19	09/25/2019	205139	572	QUILL CORPORATION	OFFICE SUPPLIES	1231198	1	1000-415-10-46	SUPPLIES-GENERAL	196.22	196.22
Total 1231198: 196.22 196.22											
09/19	09/25/2019	205139	572	QUILL CORPORATION	OFFICE SUPPLIES	1271134	1	1000-415-10-46	SUPPLIES-GENERAL	53.15	53.15
Total 1271134: 53.15 53.15											
09/19	09/25/2019	205140	1296	RENTAL GUYS	MOWER-PARKS	729773-5	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	139.45	139.45

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 729773-5:											
09/19	09/25/2019	205140	1296	RENTAL GUYS	MOWER-PARKS	731168-5	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	139.45	139.45
Total 731168-5:											
09/19	09/25/2019	205141	9783		REFUND GAS DEPOSIT	10527650043	1	7401-2228-000	DEPOSITS-CUSTOMER	174.67	174.67
Total 10527650043:											
09/19	09/25/2019	205142	9789		RETURN DEPOSIT 335 N FAIRFI	092419	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	704.00	704.00
Total 092419:											
09/19	09/25/2019	205143	6842		RETURN ELECTRIC PANEL DEP	091819	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 091819:											
09/19	09/25/2019	205144	9295	TAMICO CAPITAL CORP	COMMUNICATION-PW	5007253115	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	469.76	469.76
Total 5007253115:											
09/19	09/25/2019	205145	638	THATCHER COMPANY	CREDIT-WATER	5052840	1	7110-430-42-46	SUPPLIES-GENERAL	85.80	85.80
Total 5052840:											
09/19	09/25/2019	205145	638	THATCHER COMPANY	SUPPLIES- WATER	5053112	1	7110-430-42-46	SUPPLIES-GENERAL	722.05	722.05
Total 5053112:											
09/19	09/25/2019	205146	1141	THOMPSON GARAGE DO	REPAIR & MAINT-FD	116569	1	1000-422-10-44	FACILITY - REPAIR & MAINTENA	5,497.47	5,497.47
Total 116569.:											
09/19	09/25/2019	205147	9717	TIAA COMMERCIAL FINA	COPIER-PW	6535709	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	392.55	392.55
Total 6535709:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/25/2019	205148	9544	TONY'S CLEANING SERV	CUSTODIAL SERVICES-PD	518	1	1000-421-10-44	CUSTODIAL	600.00	600.00
Total 518:											
09/19	09/25/2019	205149	742	UPS STORE, THE	POSTAGE-GAS	19A284389	1	7401-430-62-46	POSTAGE	10.96	10.96
Total 19A284389:											
09/19	09/25/2019	205150	1568	VERIFORCE	TECHNICAL SERVICES-GAS	364316	1	7401-430-62-43	TECHNICAL SVCS	340.00	340.00
Total 364316:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES- GAS	67969538	1	7401-430-62-46	SUPPLIES-GENERAL	40.45	40.45
Total 67969538:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-WATER	67998286	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	10.83	10.83
Total 67998286:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68004635	1	7110-430-42-46	SUPPLIES-GENERAL	156.43	156.43
Total 68004635:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES- GAS	68011883	1	7401-430-62-46	SUPPLIES-GENERAL	29.24	29.24
Total 68011883:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68023831	1	1000-452-21-44	FACILITY - REPAIR & MAINTENA	42.74	42.74
Total 68023831:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-WATER	68026750	1	7110-430-42-46	SUPPLIES-GENERAL	340.77	340.77
Total 68026750:											
09/19	09/25/2019	205151	770	WESTERN NEVADA SUP	SUPPLIES-PARKS	68028098	1	1000-452-21-44	FACILITY - REPAIR & MAINTENA	5.93	5.93

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 68028098:											
09/19	09/25/2019	205152	1198	WESTWOOD SANITATIO	PORTABLE TOILET -STREETS	A-58365	1	2007-431-20-44	RENT & LEASES EQUIP & VEHI	173.74	173.74
Total A-58365:										173.74	173.74
Grand Totals:										316,725.76	316,725.76

Report Criteria:

Report type: GL detail

Check: Voiced = False

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
09/19	09/26/2019	205153	486		TR EX REDDING CA 9/14-9/14	091419	1	7401-430-62-45	TRAVEL	82.50	82.50
Total 091419:											
										82.50	82.50
09/19	09/26/2019	205154	9081		TR EX SAN LUIS OBISPO 9/29-1	092619	1	1000-421-10-45	TRAINING	887.50	887.50
Total 092619:											
										887.50	887.50
Grand Totals:											
										970.00	970.00

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
09/19	09/30/2019	205157	728	U S POSTMASTER	UB BILLING GAS	093019	1	7401-430-62-46	POSTAGE	272.69	272.69
09/19	09/30/2019	205157	728	U S POSTMASTER	UB BILLING WATER	093019	2	7110-430-42-46	POSTAGE	529.33	529.33
Total 093019:										802.02	802.02
Grand Totals:										802.02	802.02

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
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	908981632	1	7401-430-62-46	SUPPLIES-GENERAL	32.19	32.19
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	908981632	2	2007-431-20-46	SUPPLIES-GENERAL	32.18	32.18
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	908981632	3	7110-430-42-46	SUPPLIES-GENERAL	32.18	32.18
Total 908981632:											
10/19	10/03/2019	205158	21	AIRGAS USA, LLC	CHLORINE- WATER	9093211479	1	7110-430-42-46	SUPPLIES-GENERAL	445.13	445.13
Total 9093211479:											
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER- GAS	08-291	1	7401-430-62-43	TECHNICAL SVCS	294.50	294.50
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER- STR	08-291	2	2007-431-20-43	TECHNICAL SVCS	294.50	294.50
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-WAT	08-291	3	7110-430-42-43	TECHNICAL SVCS	294.50	294.50
10/19	10/03/2019	205159	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER-PW	08-291	4	7620-430-10-43	TECHNICAL SVCS	294.50	294.50
Total 08-291:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637017581	1	7620-430-10-44	LINEN SERVICE	33.53	33.53
Total 637017581:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637017582	1	2007-431-20-44	LINEN SERVICE	55.67	55.67
Total 637017582:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637017583	1	7401-430-62-44	LINEN SERVICES	49.54	49.54
Total 637017583:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637017584	1	7110-430-42-44	LINEN SERVICE	41.92	41.92
Total 637017584:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	CUSTODIAL SUPPLIES-PW	637031284	1	7620-430-10-44	LINEN SERVICE	33.53	33.53

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 637031254:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-STREETS	637031255	1	2007-431-20-44	LINEN SERVICE	33.53	33.53
Total 637031255:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-GAS	637031256	1	7401-430-62-44	LINEN SERVICES	55.67	55.67
Total 637031256:											
10/19	10/03/2019	205160	44	ARAMARK UNIFORM SER	UNIFORM SERVICE-WATER	637031257	1	7110-430-42-44	LINEN SERVICE	49.54	49.54
Total 637031257:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-GC	449264	1	7530-451-55-46	SUPPLIES - GENERAL	41.92	41.92
Total 449264:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-FD	450519	1	1000-422-10-46	SUPPLIES-GENERAL	17.87	17.87
Total 450519:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-WATER	450777	1	7110-430-42-46	SUPPLIES-GENERAL	5.30	5.30
Total 450777:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-FD	450785	1	1000-422-10-44	VEHICLE - REPAIR & MAINTENA	6.75	6.75
Total 450785:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-FD	450844	1	1000-422-10-46	SUPPLIES-GENERAL	5.78	5.78
Total 450844:											
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	450908	1	2007-431-20-46	SUPPLIES-GENERAL	98.37	98.37
Total 450908:											

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
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES- STREETS	451174	1	2007-431-20-46	SUPPLIES-GENERAL	20.23	20.23
										20.23	20.23
										Total 451174:	
10/19	10/03/2019	205161	76	BILLINGTON ACE HARD	SUPPLIES- FD	451204	1	1000-422-10-46	SUPPLIES-GENERAL	34.81	34.81
										34.81	34.81
										Total 451204:	
10/19	10/03/2019	205162	98	CALIFORNIA ASSOCIATI	ANNUAL LTD PREMIUM 10/19	090519	1	7630-411-40-45	INSUR.FIRE SALARY PROTECTI	2,124.00	2,124.00
										2,124.00	2,124.00
										Total 090519:	
10/19	10/03/2019	205163	986	CARLSON'S TIRE PROS	REPAIR & MAINT- PW	66949	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	79.98	79.98
										79.98	79.98
										Total 66949:	
10/19	10/03/2019	205164	116	CASHMAN EQUIPMENT C	CREDIT-WATER	INCS0329748	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	116.28	116.28
										116.28	116.28
										Total INCS0329748:	
10/19	10/03/2019	205164	116	CASHMAN EQUIPMENT C	SUPPLIES- WATER	INPS3012903	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	437.61	437.61
										437.61	437.61
										Total INPS3012903:	
10/19	10/03/2019	205164	116	CASHMAN EQUIPMENT C	SUPPLIES- WATER	INPS3016992	1	7110-430-42-44	REPAIR AND MAINTENANCE-VE	341.44	341.44
										341.44	341.44
										Total INPS3016992:	
10/19	10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PW	80638	1	7620-430-10-43	TECHNICAL SVCS	1,228.07	1,228.07
										1,228.07	1,228.07
										Total 80638:	
10/19	10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-PD	80638	2	1000-421-10-43	TECHNICAL SVCS	1,929.82	1,929.82
										1,929.82	1,929.82
										Total 80638:	
10/19	10/03/2019	205165	148	COMPUTER LOGISTICS	TECHNICAL SERVICES-FD	80638	3	1000-422-10-43	TECHNICAL SVCS	175.44	175.44
										175.44	175.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
										175.44	175.44
										1,666.67	1,666.67
										1,666.67	1,666.67
										1,228.07	1,228.07
										1,228.07	1,228.07
										1,666.67	1,666.67
										1,929.82	1,929.82
										175.44	175.44
										175.44	175.44
										225.00	225.00
										225.00	225.00
										12.43	12.43
										12.43	12.43
										19,867.32	19,867.32
										19,867.32	19,867.32
										27,685.85	27,685.85
										27,685.85	27,685.85

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/19	10/03/2019	205169	7293	DIG IT CONSTRUCTION	2012 STIP PAVEMENT PROJECT	092319	1	2007-431-37-44	CONSTRUCTION SERVICES	6,611.81	6,611.81
Total 092319:											
10/19	10/03/2019	205169	7293	DIG IT CONSTRUCTION	PROGRESS PAYMENT 8 RETEN	092319	1	2007-2206-000	RETAINAGE PAYABLE	85,020.64	85,020.64
Total 092319:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	53.70 GAL PROPANE-AIRPORT	115447	1	7201-430-81-46	PROPANE	95.38	95.38
Total 115447:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	137.70 PROPANE-GC	223510	1	7530-451-52-46	PROPANE	205.28	205.28
Total 223510:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	300 GAL PREMIUM-GC	279332	1	7530-451-52-46	GASOLINE	1,135.65	1,135.65
Total 279332:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	199.90 GAL DIESEL-GC	279339	1	7530-451-52-46	GASOLINE	622.49	622.49
Total 279339:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	FINANCE CHARGE-GC	353634	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	4.46	4.46
Total 353634:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	FINANCE CHARGE-AP	580413	1	7201-430-81-48	TAXES, FEES, PERMITS & CHA	33.91	33.91
Total 580413:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	400 GAL PREMIUM-GC	707120	1	7530-451-52-46	GASOLINE	1,494.00	1,494.00
Total 707120:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	200 GAL DIESEL-GC	707122	1	7530-451-52-46	GASOLINE	609.52	609.52

M = Manual Ch V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 707122:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	107.50 GAL PROPANE-GC	777044	1	7530-451-52-46	PROPANE	609.52	609.52
Total 777044:											
10/19	10/03/2019	205170	219	ED STAUB & SONS PETR	FINANCE CHARGE-GC	806744	1	7530-451-52-46	GASOLINE	142.96	142.96
Total 806744:											
10/19	10/03/2019	205171	8738	FARMER PROGRAM GRANT	FARMER PROGRAM GRANT	100119	1	8404-430-13-48	GRANTS	63,120.00	63,120.00
Total 100119:											
10/19	10/03/2019	205172	8755	FARMER PROGRAM GRANT	FARMER PROGRAM GRANT	100119	1	8404-430-13-48	GRANTS	59,496.20	59,496.20
Total 100119:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977593A	1	7110-430-42-43	TECHNICAL SVCS	147.00	147.00
Total 977593A:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	977622A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 977622A:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-GC	977623A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 977623A:											
10/19	10/03/2019	205173	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING-D	977624A	1	7110-430-42-43	TECHNICAL SVCS	95.00	95.00
Total 977624A:											
10/19	10/03/2019	205174	257	FOREST OFFICE EQUIPM	KYOCERA COPIER -PW	AR4437	1	7620-430-10-43	TECHNICAL SVCS	265.53	265.53
Total AR4437:											
Total AR4437:											

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
10/19	10/03/2019	205175	265	FRONTIER	257-2845 U/B ROLL OVER	2845 090519	1	7620-430-10-45	COMMUNICATIONS	71.64	71.64
Total 2845 090519:											
10/19	10/03/2019	205176	1142	GEARY PACIFIC SUPPLY	SUPPLIES-GAS	4114274	1	7401-430-62-46	SUPPLIES-GENERAL	219.24	219.24
Total 4114274:											
10/19	10/03/2019	205177	280	GRANITE CONSTRUCTIO	SUPPLIES-STREETS	1668604	1	2007-431-20-46	SUPPLIES-GENERAL	1,833.86	1,833.86
Total 1668604:											
10/19	10/03/2019	205178	312	HISTORIC USA	HUSA 19/10 BUDGET REQUEST	1273	1	1000-466-33-46	CIVIC CONTRIBUTIONS	14,984.00	14,984.00
Total 1273:											
10/19	10/03/2019	205179	313	HI-TECH EMERGENCY	REPAIR KIT-FD	166233	1	1000-422-50-44	VEHICLE - REPAIR & MAINTENA	154.54	154.54
Total 166233:											
10/19	10/03/2019	205180	335	J.W. WOOD CO INC	SUPPLIES- PARKS	S113321	1	1000-452-21-46	SUPPLIES-GENERAL	315.88	315.88
Total S113321:											
10/19	10/03/2019	205181	338	JACKSON'S SERVICE CE	FUEL-WATER	31792	1	7110-430-42-46	GASOLINE	44.01	44.01
Total 31792:											
10/19	10/03/2019	205181	338	JACKSON'S SERVICE CE	FUEL-STREETS	34706	1	2007-431-20-46	GASOLINE	91.05	91.05
Total 34706:											
10/19	10/03/2019	205181	338	JACKSON'S SERVICE CE	FUEL-WATER	34773	1	7110-430-42-46	GASOLINE	82.86	82.86
Total 34773:											
10/19	10/03/2019	205182	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2415918.001	1	7401-430-62-46	SUPPLIES-GENERAL	188.27	188.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 415-S2415918.001:											
10/19	10/03/2019	205183	1350	JONES & MAYER	PROFESSIONAL SERVICES	93781	1	1000-412-10-43	PROFESSIONAL SVCS	188.27	188.27
Total 93781:											
10/19	10/03/2019	205183	1350	JONES & MAYER	PROFESSIONAL SERVICES	93782	1	1000-412-10-43	PROFESSIONAL SVCS	765.00	765.00
Total 93782:											
10/19	10/03/2019	205184	362	KAUFFMAN, BILL	CUSTODIAL SVCS-PW	226369	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 226369:											
10/19	10/03/2019	205185	9796		REFUND GAS DEPOSIT	10408202402	1	7401-2228-000	DEPOSITS-CUSTOMER	177.28	177.28
Total 10408202402:											
10/19	10/03/2019	205186	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES	295524	1	1000-412-10-43	PROFESSIONAL SVCS	1,152.00	1,152.00
Total 295524:											
10/19	10/03/2019	205187	411	LASSEN MOTOR PARTS	SUPPLIES-FD	333931	1	1000-422-50-44	VEHICLE - REPAIR & MAINTENA	10.39	10.39
Total 333931:											
10/19	10/03/2019	205187	411	LASSEN MOTOR PARTS	SUPPLIES-PW	334632	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	76.32	76.32
Total 334632:											
10/19	10/03/2019	205188	1102	LASSEN PC	BACKUP LICENSE-FIRE	23505	1	1000-422-10-43	TECHNICAL SVCS	53.99	53.99
Total 23505:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETTS	122314	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122314:											

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
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122338	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122338:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122363	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122363:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122426	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122426:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122438	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122438:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122455	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122455:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122580	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122580:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122582	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122582:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122592	1	2007-431-20-44	DISPOSAL	40.00	40.00
Total 122592:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122599	1	2007-431-20-44	DISPOSAL	20.00	20.00
Total 122599:											
10/19	10/03/2019	205189	412	LASSEN REGIONAL SOLI	DUMP FEES-STREETS	122607	1	2007-431-20-44	DISPOSAL	40.00	40.00

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 122607:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT VASI LIGHTS	10108 092519	1	7201-430-81-46	ELECTRICITY	40.00	40.00
Total 10108 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 092519	1	7530-451-52-46	ELECTRICITY	136.76	136.76
Total 122907 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE PUMP STATION	122910 092519	1	7530-451-52-46	ELECTRICITY	2,477.90	2,477.90
Total 122910 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE PUMP HOUSE	132052 092519	1	7530-451-52-46	ELECTRICITY	36.12	36.12
Total 132052 092519:											
10/19	10/03/2019	205190	437	LMUD	470-895 CIRCLE DR-CLUB HOU	144281 092519	1	7530-451-52-46	ELECTRICITY	617.18	617.18
Total 144281 092519:											
10/19	10/03/2019	205190	437	LMUD	SOUTH ST ROOSEVELT AREA L	1744 092519	1	1000-452-20-46	ELECTRICITY	8.64	8.64
Total 1744 092519:											
10/19	10/03/2019	205190	437	LMUD	RIVERSIDE DR. PARK	1999 092519	1	1000-452-20-46	ELECTRICITY	39.20	39.20
Total 1999 092519:											
10/19	10/03/2019	205190	437	LMUD	1505 MAIN ST	2876 092519	1	1000-422-10-46	ELECTRICITY	734.42	734.42
Total 2876 092519:											
10/19	10/03/2019	205190	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 092519	1	1000-452-20-46	ELECTRICITY	57.37	57.37
Total 3522 092519:											

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
10/19	10/03/2019	205190	437	LMUD	105 S ASH STREET	412864 092519	1	1000-452-20-46	ELECTRICITY	31.22	31.22
Total 412864 092519:											
10/19	10/03/2019	205190	437	LMUD	LITTLE LEAGUE PARK DRIVEW	416851 092519	1	1000-452-20-46	ELECTRICITY	30.03	30.03
Total 416851 092519:											
10/19	10/03/2019	205190	437	LMUD	ORCHARD STREET LIGHTS	418802 092519	1	1000-452-20-46	ELECTRICITY	18.32	18.32
Total 418802 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT LOT 5	51908 092519	1	7201-430-81-46	ELECTRICITY	25.00	25.00
Total 51908 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT HANGER 6	54333 092519	1	7201-430-81-46	ELECTRICITY	34.47	34.47
Total 54333 092519:											
10/19	10/03/2019	205190	437	LMUD	925 SIERRA RD SPORTS CTR	60453 092519	1	1000-452-20-46	ELECTRICITY	25.30	25.30
Total 60453 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT OFFICE	7146 092519	1	7201-430-81-46	ELECTRICITY	457.11	457.11
Total 7146 092519:											
10/19	10/03/2019	205190	437	LMUD	AIRPORT GAS PUMP	7154 092519	1	7201-430-81-46	ELECTRICITY	34.54	34.54
Total 7154 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE CLUB HOUSE	7394 092519	1	7530-451-52-46	ELECTRICITY	85.04	85.04
Total 7394 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE CART BARN 2	7400 092519	1	7530-451-52-46	ELECTRICITY	43.49	43.49

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 7400 092519:											
10/19	10/03/2019	205190	437	LMUD	GOLF COURSE BARN 1 & 3	9312 092519	1	7530-451-52-46	ELECTRICITY	43.49	43.49
Total 9312 092519:											
10/19	10/03/2019	205190	437	LMUD	RIVERSIDE PARK LIGHTS	9501 092519	1	1000-452-20-46	ELECTRICITY	25.00	25.00
Total 9501 092519:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	034268	1	7620-430-10-43	TECHNICAL SVCS	102.25	102.25
Total 034268:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	720 SOUTH ST SECURITY- PW	0345428	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 0345428:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	034721	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 034721:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	CITY HALL SECURITY	034759	1	1000-417-10-43	TECHNICAL SVCS	48.00	48.00
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	034759	2	1000-452-20-43	TECHNICAL SVCS	40.00	40.00
Total 034759:											
10/19	10/03/2019	205191	452	MARTIN SECURITY SYST	75 WEATHERLOW SECURITY	034807	1	1000-452-20-43	TECHNICAL SVCS	88.00	88.00
Total 034807:											
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107076	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	29.60	29.60
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107076	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	29.60	29.60
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107076	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	29.60	29.60
Total 52-00107076:											
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107085	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	88.80	88.80
Total 52-00107085:											

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	
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-WATER	52-00107085	2	7110-430-42-44	REPAIR AND MAINTENANCE-VE	6.06	6.06	
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-GAS	52-00107085	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	6.06	6.06	
Total 52-00107085:											18.17	18.17
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-STREETS	52-00107196	1	2007-431-20-44	REPAIR AND MAINTENANCE-VE	165.53	165.53	
Total 52-00107196:											165.53	165.53
10/19	10/03/2019	205192	9493	NATIONAL AUTO PARTS	SUPPLIES-PW	52-00107288	1	7620-430-10-44	REPAIR AND MAINTENANCE-VE	202.56	202.56	
Total 52-00107288:											202.56	202.56
10/19	10/03/2019	205193	931		REIM ENGINEERING LICENSE	070119	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	116.00	116.00	
Total 070119:											116.00	116.00
10/19	10/03/2019	205194	1296	RENTAL GUYS	BOBCAT LOADER-PARKS	732559-5	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	405.44	405.44	
Total 732559-5:											405.44	405.44
10/19	10/03/2019	205195	1039		CARL MOYER GRANT	100119	1	8405-430-10-48	GRANTS	7,480.00	7,480.00	
Total 100119:											7,480.00	7,480.00
10/19	10/03/2019	205196	628	SCORE	WORKERS COMP 7/19-6/20	SUSQ2WC	1	7630-411-40-42	WORKERS' COMPENSATION	99,092.40	99,092.40	
Total SUSQ2WC:											99,092.40	99,092.40
10/19	10/03/2019	205197	806	SUSANVILLE AVIATION	PAP LIGHT BULBS- AIRPORT	4028	1	7201-430-81-44	REPAIR AND MAINTENANCE-MI	518.55	518.55	
Total 4028:											518.55	518.55
10/19	10/03/2019	205198	1265	SUSANVILLE PAINT CEN	SUPPLIES-FD	10006077	1	1000-422-10-44	FACILITY - REPAIR & MAINTENA	224.08	224.08	
Total 10006077:											224.08	224.08
10/19	10/03/2019	205199	664	YOUR H2O PRO	REPAIR & MAINT-GC	1709	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,901.15	2,901.15	

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 1709:											
10/19	10/03/2019	205199	664	YOUR H20 PRO	REPAIR & MAINT-GC	1742	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2,756.25	2,756.25
Total 1742:											
10/19	10/03/2019	205199	664	YOUR H20 PRO	REPAIR & MAINT-GC	1768	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	565.00	565.00
Total 1768:											
10/19	10/03/2019	205200	1378	ZITO MEDIA	CABLE-FD	356225062 092719	1	1000-422-10-45	COMMUNICATIONS	26.82	26.82
Total 356225062 092719:											
Grand Totals:										424,585.19	424,585.19

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

Reviewed by:  City Administrator

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

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

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5731** Approving and authorizing the City Administrator to enter into a Local Agency Subscription Agreement for the CAL-Card Program

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

**SUMMARY:** The City of Susanville currently uses Bank of America Corporate Cards for our departments to use as credit cards. These cards are used by staff to order items on-line or at a local establishment and pay for costs incurred while on travel for the city. It has become challenging for our employees to use these cards while traveling as each card is in the name of the City of Susanville and the department where they work. Most establishments will not accept the city card even if the employee has an ID card from the City.

The State of California Department of General Services has a state contract with US Bank to provide a purchase card agreement. This agreement has an Addendum No. 7-14-99-22 which allows local agencies to participate in this program called CAL-Card. This program allows the agency to establish an administrator for the program that will be able to manage this program online by printing statements, making payments, issue cards, setting spending limits, etc. Each department head will be responsible for holding and issuing cards to their respective employees as each employee will have a card in their name. Employees will be expected to sign a credit card use policy before the card is issued to them. This program will also give the City access to an incentive program for volume sales, prompt payment and large ticket volume. There are no annual fees associated with the credit card program

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to approve resolution 19-5731, Approving and authorizing the City Administrator to enter into a Local Agency Subscription Agreement for the CAL-Card Program.

**ATTACHMENTS:** Resolution No. 19-5731  
CAL-Card Subscription Agreement and program materials

**RESOLUTION NO. 19-5731  
APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER  
INTO A LOCAL AGENCY SUBSCRIPTION AGREEMENT FOR THE CAL-Card  
PROGRAM**

**WHEREAS**, the City of Susanville has a need for a credit card program to be used in its business; and

**WHEREAS**, the City of Susanville has the need for their employees to be able to use these cards when traveling or purchasing items; and

**WHEREAS**, the City of Susanville can join the CAL-Card program,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes the City Administrator enter into a Local Agency Subscription Agreement for the CAL-Card Program

Dated: November 6, 2019

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

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

The foregoing Resolution No. 19-5731 was adopted at a regular meeting of the City Council of the City of Susanville held on the 6th day of November 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Keeney, City Attorney

**CAL-Card ®**  
**Request to Participate Form**

\_\_\_\_\_  
*(Insert Name of California Tax Funded Agency)*

The person designated below will serve as point of contact for establishing an account or accounts with U. S. Bank.

Tax ID Number: \_\_\_\_\_  
*(Cities, Counties, School Districts, and Special Districts ONLY)*

**Agency Point of Contact:**

\_\_\_\_\_  
*(Name)* \_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Mailing Address)* \_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
*(City, State, ZIP)* \_\_\_\_\_  
*(Email address)*

# \_\_\_\_\_  
*Estimated Number of Cards* \$ \_\_\_\_\_  
*Estimated Monthly Spend*

Upon receipt of this Request to Participate and other required documentation as listed below, U.S. Bank will contact your agency within 3 business days.

- State agencies are required to complete a State Agency Subscription Agreement (STD 213). Instructions on how to fill out this form can be found on the [Cal eProcure website](#). State agencies must complete the STD 213 and this Request to Participate form, and should mail both documents together to U.S. Bank.
- Local agencies; cities, counties, special districts, schools districts and other non-state agencies, are required to complete a [Local Agency Subscription Agreement](#), this Request to Participate form, and provide three years of audited financials. This Request to Participate form and the Local Agency Subscription Agreement must be mailed to the address below. Financial statements may be submitted to U.S. Bank by one of the following options. Please indicate the option you will be using.
  - Paper copy enclosed with original documents
  - Document format, please list email address for US Bank to contact \_\_\_\_\_
  - Web Address for financials \_\_\_\_\_

*If your agency requires that you have original signature documents on file at your agency, please send more than one set of the above documents to U.S. Bank.*

Please send completed documents to: CPS Mid Market Sales Coordinator  
U.S. Bank Government Services  
1025 Connecticut Ave Suite 510  
Washington, DC 20036

**QUESTIONS?** Email us at: [cpsmidmarketsalescoordinator@usbank.com](mailto:cpsmidmarketsalescoordinator@usbank.com)

\_\_\_\_\_  
**For U.S. Bank Use Only**

Date Submitted \_\_\_\_\_

IPM \_\_\_\_\_ AM \_\_\_\_\_

**State of California Participating Addendum No. 7-14-99-22  
Local Agency Subscription Agreement**

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This Local Agency Subscription Agreement (“**Local Agency Subscription Agreement**”) constitutes an agreement to participate under the terms and conditions of the Purchase Card Services Participating Addendum No. 7-14-99-22 (“**Participating Addendum**”) signed September 29, 2014 and entered into by U.S. Bank National Association (“**U.S. Bank**”) and the State of California, Department of General Services (“**State**”). This Local Agency Subscription Agreement is entered into by U.S. Bank and the “**Local Governmental Agency**” identified herein, and shall become effective upon signing by U.S. Bank (“**Effective Date**”).

**RECITALS**

- A. The State has entered into the Participating Addendum for the purpose of making available a Purchase Card Program as described in the Participating Addendum for use by State of California state agencies and local governmental agencies;
- B. The State is willing to permit Local Governmental Agency to participate in the Purchase Card Program provided that Local Governmental Agency assumes all responsibility and liability for Local Governmental Agency's performance of the terms and conditions of the Participating Addendum as if Local Governmental Agency was the entity signing the Participating Addendum, but Local Governmental Agency shall not be liable for the acts and omissions of the State under the Participating Addendum or this Local Agency Subscription Agreement. The State shall not bear liability or responsibility for Local Governmental Agency under the Participating Addendum or this Local Agency Subscription Agreement; and
- C. Local Governmental Agency has received a copy of the Participating Addendum from the State, and after a thorough review of the Participating Addendum, desires to participate as a Local Governmental Agency under the Participating Addendum. Participating Addendum No. 7-14-99-22 is incorporated into this Local Agency Subscription Agreement in its entirety and all terms and conditions of the Participating Addendum apply to the Local Governmental Agency.

**AGREEMENT**

Now therefore, in consideration of the foregoing Recitals, the mutual premises and covenants set forth in the Participating Addendum, which are incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, all parties agree as follows:

1. **Local Governmental Agency Responsibility.** Local Governmental Agency agrees to accept and perform all duties, responsibilities and obligations required of Participating Agencies as set forth in the Participating Addendum.
2. **Authority.** The representations, warranties and recitals of Local Governmental Agency set forth in this Local Agency Subscription Agreement and the Participating Addendum constitute valid, binding and enforceable agreements of Local Governmental Agency. All extensions of credit made to Local Governmental Agency pursuant to this Local Agency Subscription Agreement and the Participating Addendum will be valid and enforceable obligations of Local Governmental Agency and Local Governmental Agency shall pay to U.S. Bank all Debts incurred by Local Governmental Agency in accordance with the terms of the Participating Addendum and this Local Agency Subscription Agreement. The execution of this Local Agency Subscription Agreement and the performance of the obligations hereunder and under the Participating Addendum are within the power of Local Governmental Agency, have been authorized by all necessary action and do not constitute a breach of any contract to which Local Governmental Agency is a party or is bound.
3. **Purpose of Card Use.** Local Governmental Agency declares that cards shall be used for official Local Governmental Agency purchases only, and shall not be used for individual consumer purchases or to incur consumer debt. Local Governmental Agency warrants that it possesses the financial capacity to perform all of its obligations under the Participating Addendum and this Local Agency Subscription Agreement.

4. The notice address for Local Governmental Agency is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

5. **Rebate Payment.** To receive payment, Local Governmental Agency must register in the manner prescribed by U.S. Bank. U.S. Bank will not make any payments until Local Governmental Agency has registered. If Local Governmental Agency fails to register by the end of the first Addendum Year, Local Governmental Agency forfeits any payments for that Addendum Year and any subsequent Addendum Years in which Local Governmental Agency fails to register. Local Governmental Agency designates the following person to register Local Governmental Agency.

Authorized Person's Name  
Authorized Person's Email Address

6. **Billing Statements.** Local Governmental Agency may choose to have Statements for all Accounts with Central Billing (1) delivered by U.S. mail ("**Paper Statements**"); (2) made available electronically ("**Electronic Statement(s)**") for Local Governmental Agency to access on its own through the account management system or (3) both delivered as Paper Statements and made available as Electronic Statements. If Local Governmental Agency chooses Electronic Statements only, that is, option (2) herein, U.S. Bank will suppress delivery of Paper Statements.
7. **Authorization.** Local Governmental Agency certifies to U.S. Bank that the person executing this Local Agency Subscription Agreement is authorized by Local Governmental Agency in accordance with its organization rules and applicable law to bind Local Governmental Agency to the terms and conditions of this Local Agency Subscription Agreement, including the authority to incur Debt in the name of Local Governmental Agency.
8. **Execution.** By signing below, the individual(s) signing this Local Agency Subscription Agreement is/are acting in his or her capacity as an authorized signing officer of Local Governmental Agency and not in his or her personal capacity, and certifies and warrants that (1) all action required by Local Governmental Agency organizational documents to authorize the signer(s) to act on behalf of Local Governmental Agency in all actions taken under this Local Agency Subscription Agreement, including but not limited to, the authority to incur Debt on behalf of Local Governmental Agency, has been taken, (2) each signer is empowered in the name of and on behalf of Local Governmental Agency to enter into all transactions contemplated in this Local Agency Subscription Agreement, and (3) the signatures appearing on all supporting documents of authority, if any, are authentic.
9. **Reliance.** Local Governmental Agency has read, understands and agrees to all terms and conditions in this Local Agency Subscription Agreement and the Participating Addendum, and U.S. Bank is entitled to act in reliance upon the authorizations and certifications set forth herein.

IN WITNESS WHEREOF, the parties have, by their authorized representatives, executed this Local Agency Subscription Agreement.

Dated this _____ day of _____, 20____ <b>By Local Governmental Agency:</b> _____ (Name) _____ (Signature of Authorized Signer) _____ (Printed Name of Authorized Signer) _____ (Printed Title of Authorized Signer)	Dated this _____ day of _____, 20____ <b>By U.S. Bank:</b> U.S. Bank National Association _____ (Signature of Authorized Signer) _____ (Printed Name of Authorized Signer) Vice President _____ (Printed Title of Authorized Signer)
--	---

**Approved as to form:**

\_\_\_\_\_  
 (Signature of Attorney for Local Governmental Agency)  
 \_\_\_\_\_  
 (Printed Name of Attorney)

**CERTIFICATE OF AUTHORITY**  
**\*\*\*INSTRUCTIONS\*\*\***

**Before completing the Certificate of Authority, please read:**

- If the Local Agency Subscription Agreement being signed was "approved as to form" by an attorney, it is not necessary to complete the attached Certificate of Authority (C of A).
- If the Local Agency Subscription Agreement was not "approved as to form" by an attorney, please complete the attached C of A (page 7).
- Be sure to date all documents upon signing. Undated documents cannot be accepted and will be returned for dating.

**Signing Instructions for  
Certificate of Authority**

Note that three (3) different individuals must sign and date the C of A. If the Local Governmental Agency does not have three individuals who are authorized to sign on behalf of the Local Governmental Agency, please refer to page 6.

**Section 1 Organizational Information-** Enter the legal Local Governmental Agency name and the tax ID number on the C of A. Note: The legal name of the Local Governmental Agency name is required. The legal name is usually the name on the Local Governmental Agency's financial statements.

**Section 2 Authorized Persons -** The individual who signed the Local Agency Subscription Agreement must complete and sign in Section 2.

**Section 3 Execution Requirement -** Check only one box in Section 3 to indicate how many individuals (either 1 or 2) that the Local Governmental Agency requires to sign legal documents on behalf of the Local Governmental Agency.

**Section 4 Execution -** No action required.

**Section 5 Certification -** Two (2) individuals must sign and date Section 5 as well as insert their names and titles. Note: The individual(s) who signed in Section 2 cannot sign in Section 5 or this document is invalid.

- An officer of the Local Governmental Agency ("**Officer One**") is required to sign the top area of Section 5 attesting to the signatures in Section 2.
- One other officer of the Local Governmental Agency ("**Officer Two**") must sign the bottom area of Section 5 attesting to the signature of Officer One.

Please see examples below:

5. **Certification.** I certify that I am the Secretary and I am acting in my official capacity as an authorized officer who has been given the authority by the Local Governmental Agency to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Local Governmental Agency to execute and deliver to U.S. Bank, on behalf of the Local Governmental Agency, and to bind the Local Governmental Agency under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

JOHN DOE

↑ PRINTED NAME OF THE SECRETARY OF THE LOCAL GOVERNMENTAL AGENCY ↑ (CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)

↑ Signature of the Secretary of the Local Governmental Agency ↑

**DATE**

I certify that I am an officer of the Local Governmental Agency, and as such, I certify that the above-named Secretary is acting in such capacity on behalf of the Local Governmental Agency, the signature below is my genuine signature and the signature above is the genuine signature of such Secretary.

JANE SMITH, TREASURER

↑ PRINTED NAME & TITLE OF INDIVIDUAL SIGNING BELOW ↑ (CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)

↑ Signature ↑ Attested by One (1) Other Individual of the Local Governmental Agency

**DATE**

**EXAMPLES TO Signing Instructions  
for  
Certificate of Authority (C Of A)**

**EXAMPLE 1:**

1. One (1) person is required to sign legal documents, and
2. Local Governmental Agency has more than two (2) authorized signatories who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Person A signs.

C of A Section 2: Person A completes and signs.

C of A Section 3: First box is checked.

C of A Section 5: Person B (preferably the Secretary) signs attesting to the signature of Person A

**AND**

Person C signs attesting to Person B's authority and signature.

**EXAMPLE 2:**

1. Two (2) people are required to sign legal documents, and
2. Local Governmental Agency has more than two (2) authorized signatories who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Persons A and B sign.

C of A Section 2: Persons A and B complete and sign.

C of A Section 3: Second box is checked.

C of A Section 5: Person C (preferably the Secretary) signs attesting to the signatures of Persons A and B

**AND**

Person D signs attesting to Person C's authority and signature.

**EXAMPLE 3:**

1. One (1) person is required to sign legal documents, and
2. Local Governmental Agency has only one (1) other authorized signatory who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Person A signs.

C of A Section 2: Person A completes and signs.

C of A Section 3: First box is checked.

C of A Section 5: Person B (preferably the Secretary) signs attesting to the signature of Person A.

**NOTE:** If the Secretary can sign the C of A, then they cannot be Person A; they must be Person B.

**AND**

Person A signs attesting to Person B's authority and signature.

**EXAMPLE 4:**

1. Two (2) people are required to sign legal documents, and
2. Local Governmental Agency has only one (1) other authorized signatory who can attest to signatures of other signatories.

Local Agency Subscription Agreement: Persons A and B sign.

C of A Section 2: Persons A and B complete and sign.

C of A Section 3: Second box is checked.

C of A Section 5: Either Person A or B (preferably the Secretary) signs attesting to the signature of Persons A and B.

**NOTE:** If the Secretary can sign the C of A, then they must sign in Section 4 and the other person must sign in Section 5 AND the Person who did not sign Section 4 signs attesting to the signing authority and signature of the person who did sign in Section 4, subject to the note above.

## CERTIFICATE OF AUTHORITY

1. **Organizational Information.** This Certificate of Authority has been completed on behalf of the following Local Governmental Agency (the "Local Governmental Agency"):

Local Governmental Agency Legal Name: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

2. **Authorized Persons.** In accordance with the governance rules relating to the Local Governmental Agency, the following individuals (the "Authorized Person(s)") are authorized, on behalf of the Local Governmental Agency, to execute and deliver to U.S. Bank National Association ("U.S. Bank") and/or its affiliates the applicable contract(s), any applicable addenda and/or amendments thereto and any other documents or writings required by U.S. Bank (collectively, the "Documents") for the purpose of establishing one (1) or more card programs, extending credit and providing related services to the Local Governmental Agency with U.S. Bank in the United States (collectively, the "Services"):

Name	Title	Signature

3. **Execution Requirements.** The governance rules relating to the Local Governmental Agency require the following number of Authorized Persons to sign the Documents for the Services (choose only one box):

- One (1) Authorized Person  
 Two (2) Authorized Persons

4. **Execution.** By signing the Documents, each individual signing in his or her capacity as an authorized signing officer of the Local Governmental Agency and not in his or her personal capacity, certifies and warrants that (a) all action required by Local Governmental Agency's organizational documents to authorize the signer(s) to act on behalf of the Local Governmental Agency in all actions taken under the Documents, including but not limited to, the authority to incur debt on behalf of the Local Governmental Agency, has been taken, (b) each signer is empowered in the name of and on behalf of the Local Governmental Agency to enter into all transactions and Services contemplated in the Documents, and (c) the signatures appearing on all supporting documents of authority are authentic.

5. **Certification.** I certify that I am the \_\_\_\_\_ and I am acting in my official capacity as an authorized officer who has been given the authority by the Local Governmental Agency to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Local Governmental Agency to execute and deliver to U.S. Bank, on behalf of the Local Governmental Agency, and to bind the Local Governmental Agency under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

↑ Printed Name of the \_\_\_\_\_ of the Local Governmental Agency↑ (Cannot be an Authorized Person listed in Section 2)

↑ Signature of the \_\_\_\_\_ of the Local Governmental Agency↑ **Date**

I certify that I am an officer of the Local Governmental Agency, and as such, I certify that the above-named \_\_\_\_\_ is acting in such capacity on behalf of the Local Governmental Agency, the signature below is my genuine signature and the signature above is the genuine signature of such \_\_\_\_\_.

↑ Printed Name & Title of Individual Signing Below ↑ (Cannot be an Authorized Person listed in Section 2)

↑ Signature ↑ Attested by One (1) Other Individual of the Local Governmental Agency **Date**



**Know Your Customer  
Exempt Entities  
Required Information Collection Form**

*To help the United States government fight the funding of terrorism and prevent money laundering activities, U.S. Federal law requires all financial institutions to obtain, verify, and record information that identifies each person (individual, corporation, partnership, trust, estate, or any other entity recognized as a legal person) who opens an account. U.S. Bank will ask for the legal name, address, tax identification number, and other identifying information that will assist us in completing the review of contract/application. We may also ask for copies of certified articles of incorporation, an unexpired government-issued business license, a partnership agreement, or other documents that indicate the existence and standing of the entity. U.S. Federal law also requires financial institutions to conduct ongoing customer due diligence, verify the identity of beneficial owners of certain legal entities, and comply with U.S. Economic Sanctions. U.S. Bank may require identification information on Customer, its Affiliates, Related Parties, or Cardholders, if applicable, to allow U.S. Bank to remain in compliance with U.S. Federal law or U.S. Bank policy. Customer agrees to promptly provide such identification information to U.S. Bank, and Customer shall cause its Affiliates, Related Parties or Cardholders, if applicable, to provide identification information to U.S. Bank*

**Customer Information**

Answer all questions completely and thoroughly. Provide first, middle and last names on **all** individuals. Date of Birth is to be in mm/dd/yyyy format. Forms that are returned with missing information will cause delays in processing. Do not leave any section blank unless instructed to do so. If additional space is needed, you may attach additional pages. Abbreviations or acronyms are not acceptable. P.O. Boxes are not acceptable in address. You must notify U.S. Bank if any information contained in the form changes during your relationship with us.

**Company (Legal Entity) Name:** \_\_\_\_\_

Provide the full legal name of the customer as it is captured on formation documents, this does not include DBA/Trade names or Operating As names. Examples: Articles of Incorporation, Partnership Agreements, etc. If the entity is a Sole Proprietorship, provide the full legal name, first, middle, last, of the Owner.

Company Information	
Identification number: TIN, EIN; SSN (for a Sole Proprietorship, a Non-U.S. business identification number from a government-issued document certifying the existence of a business or enterprise).	
Physical Business Address • Street, City, State, Postal Code, Country	
Does your company have a Doing Business As (DBA)/Assumed Name/Fictitious Name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, provide all DBAs or trade names	
Provide the DBA address if it is different than the company address. • Street, City, State, Postal Code, Country	

**Do any of the below business types apply to your business?**

If yes, check those that apply and complete the form  
If no, reach out to the individual who supplied this form as additional information is required.

- U.S. Department or Agency of any Federal, State or political subdivision, including Tribal governmental entities
- U.S. Political Subdivision (e.g., Municipality)
- Financial institution that is regulated by a Federal or State Regulator:
- Any entity established under an interstate compact, including Indian Tribal Governmental Entities
- An entity that is listed on the New York, NYSE Market LLC or NASDAQ stock exchanges or majority owned (51% or greater) subsidiary of a Publicly Traded parent – this only applies to U.S. operations and entities

Name of Exchange: \_\_\_\_\_

Ticker Symbol: \_\_\_\_\_



**STATE OF CALIFORNIA**  
**PARTICIPATING ADDENDUM NO. 7-14-99-22**  
WASHINGTON WSCA-NASPO COMMERCIAL CARD SOLUTIONS  
CONTRACT 00612-CATEGORY 1  
**U.S. Bank National Association (Contractor)**

This Participating Addendum Number 7-14-99-22 is entered into between the State of California, Department of General Services (hereafter referred to as "State" or "DGS") and U.S. Bank National Association (hereafter referred to as "Contractor" or "U.S. Bank") under the State of Washington WSCA-NASPO Commercial Card Solutions Contract Number 00612-Category 1.

**1. SCOPE**

A. This Participating Addendum includes the following commercial card products and associated services offered under the WSCA-NASPO Commercial Card Contract 00612-Category 1 to be provided by the Contractor to the State of California Purchase Card (CAL-Card) Program:

- Purchase Card (with Corporate Liability)
- Managed Spend Card (Purchase Card with declining balance feature)
- Emergency Response Card (Purchase Card with extended activation feature)

Note: All other commercial card products offered under the Washington WSCA-NASPO Commercial Card Solutions Contract 00612-Category 1, including Corporate/Travel Cards and One Cards, are excluded from this Participating Addendum.

B. This Participating Addendum is available for all State of California state agencies and local governmental agencies as defined in Exhibit A, Section 1.B (Eligible Participating Agencies).

C. Each local governmental agency shall make its own determination whether this Participating Addendum and the WSCA-NASPO Commercial Card Contract are consistent with its procurement policies and regulations.

**2. TERM**

The term of this Participating Addendum shall begin upon signature approval by the State and end December 31, 2018, or upon termination, whichever occurs first.

The State will have the option to extend the term of this Participating Addendum in the event the Washington WSCA-NASPO Commercial Card Contract term is extended. Lead State amendments to extend the Washington WSCA-NASPO Commercial Card Contract term date are not automatically incorporated into this Participating Addendum. Any extension(s) to the term of this Participating Addendum will be through a written amendment upon mutual agreement between the State and the Contractor.

**3. INCORPORATION OF DOCUMENTS**

**A. Lead State Agreement**

State of Washington WSCA-NASPO Commercial Card Solutions Contract Number 00612-Category 1 is hereby incorporated by reference and made a part of this Participating Addendum.

**B. Terms and Conditions**

Terms and conditions of the following exhibits are hereby incorporated and made a part of this Participating Addendum:

- Exhibit A – CAL-Card Program Requirements (7 pages)
- Exhibit B – General Terms and Conditions (GTC 610 as modified) (3 pages)
- Exhibit C – Contractor Certification Clauses (CCC 307) (4 pages)
- Exhibit D – Agreement for Commercial Card Services (8 pages)
- Exhibit E – Incentives and Fees (3 pages)
- Exhibit F – Glossary of Terms (2 pages)

#### 4. ORDER OF PRECEDENCE

In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:

- 1) California Participating Addendum Number 7-14-99-22, including Exhibits A-F
- 2) Washington WSCA-NASPO Commercial Card Solutions Contract Number 00612-Category 1
- 3) Washington WSCA-NASPO Commercial Card Solutions Request for Proposal (RFP) 00612
- 4) Approved portions of the Contractor's Response to Washington WSCA-NASPO Commercial Card Solutions RFP 00612

#### 5. CONTRACT MANAGEMENT

##### A. Contractor Primary Contact

The Contract Manager and primary point of contact for the Contractor shall be as follows:

Contractor: U.S. Bank National Association  
Name: Courtney Hoppe  
Phone: (310) 363-5850  
E-Mail: [Courtney.hoppe@usbank.com](mailto:Courtney.hoppe@usbank.com)  
Address: U.S. Bank National Association  
901 Marquette Avenue  
Minneapolis, MN 55402

Should the Contract Manager information change, the Contractor will provide written notice with the updated information to the State Contract Administrator no later than 10 calendar days after the change.

##### B. State Primary Contact

The State Contract Administrator for this Participating Addendum and primary point of contact for the State's CAL-Card Program shall be as follows:

Name: Julie Matthews  
Phone: (916) 375-4612  
Fax: (916) 375-4663  
E-Mail: [Julie.Matthews@dgs.ca.gov](mailto:Julie.Matthews@dgs.ca.gov)  
Address: State of California  
Department of General Services, Procurement Division  
707 Third Street, 2nd Floor, MS 2-202  
West Sacramento, CA 95605

Should the State Contract Administrator information change, the State will provide written notice with the updated information to the Contractor Contract Manager no later than 10 calendar days after the change.

#### 6. AGREEMENT

This Participating Addendum with its exhibits and/or amendments, sets forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum with its exhibits and/or amendments, shall not be added to or incorporated into this Participating Addendum, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and its exhibits and/or amendments shall prevail and govern in the case of any such inconsistent or additional terms.

7. AGREEMENT SIGNATURES

IN WITNESS WHEREOF, this Participating Addendum has been executed by the parties hereto.

STATE OF CALIFORNIA

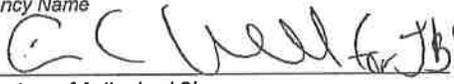
CONTRACTOR

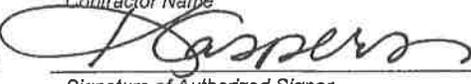
Department of General Services

U.S. Bank National Association

Agency Name

Contractor Name

  
Signature of Authorized Signer

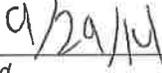
  
Signature of Authorized Signer

Jim Butler, Deputy Director

Kelly M. Caspers, Vice President

Printed Name and Title of Authorized Signer

Printed Name and Title of Authorized Signer

  
Date Signed

9/26/14  
Date Signed

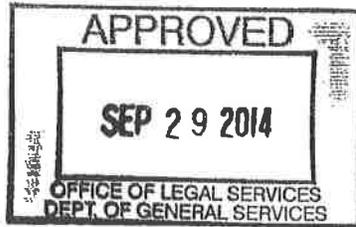
707 Third Street  
West Sacramento, CA 95605

901 Marquette Avenue  
Minneapolis, MN 55402

Address

Address







## EXHIBIT A – CAL-Card Program Requirements

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### 1. CAL-CARD PROGRAM REQUIREMENTS

#### A. CAL-Card Program Overview

"CAL-Card" is the official registered name of the State's Purchase Card Program administered by the State of California, Department of General Services. The purpose of the CAL-Card Program is to provide eligible participating agencies with purchase card services for the acquisition of goods and services.

#### B. Eligible Participating Agencies

- 1) State of California state agencies and local government agencies are allowed to participate in the State's CAL-Card Program under this Participating Addendum through a subscription agreement process.
  - a. A "state agency" is any State of California government agency, department, bureau, board, or commission.
  - b. Pursuant to Public Contract Code §10298 and for purposes of this Participating Addendum, a "local government agency" is any city, county, district, or other local governmental body or corporation empowered to expend public funds for the acquisition of goods, information technology, or services. Further, for purposes of this Participating Addendum, reference to local government agencies will also include the California State Universities (CSU) and University of California (UC) systems.
- 2) State agencies may participate in the State's CAL-Card Program under this Participating Addendum upon the signing and submission of a properly completed Subscription Agreement, in the format specified by the State, incorporating all terms and conditions of the Participating Addendum.
- 3) Local governmental agencies may participate in the State's CAL-Card Program under this Participating Addendum upon credit approval by U.S. Bank and upon the signing and submission of a properly completed Local Agency Subscription Agreement. Each local governmental agency will be subject to credit approval by the Contractor as described in Exhibit D, Section 2.A (Financial Information). Local governmental agencies shall assume responsibility and liability for local governmental agency's performance of the terms and conditions of the Participating Addendum. The State shall not bear liability or responsibility for local governmental agencies participating under this Participating Addendum.
- 4) Upon execution of a properly completed Subscription Agreement and/or Local Agency Subscription Agreement with credit approval from the Contractor, the state agency and/or local governmental agency will become a "Participating Agency" and the provision of services by the Contractor to such Participating Agency will be governed by the terms of this Participating Addendum.

#### C. Card Products and Liability

Contractor will provide the following card products to Participating Agencies under the State's CAL-Card Program:

- Purchase Card (with Corporate Liability)
- Managed Spend Card (Purchase Card with declining balance feature)
- Emergency Response Card (Purchase Card with extended activation feature)

Card products are further defined in Exhibit D, Section 3.A (Card Products). All card products offered under this Participating Addendum for the State's CAL-Card Program are corporate liability. Participating Agencies shall have no liability for lost or stolen cards or fraudulent use of any corporate liability cards.

#### D. Statewide Transition and Implementation

Upon Participating Addendum execution, the Contractor will work with the State to transition current CAL-Card Participating Agencies to the new Participating Addendum. Contractor and State Contract Administrator will develop a transition plan specific to the CAL-Card Program to ensure that an efficient and effective transition takes place. Contractor will work with the State Contract Administrator to meet all required elements of the agreed to plan.

#### E. Agency Enrollment

Contractor will provide an agency enrollment process for new CAL-Card Program participants. Within 15 calendar days of Participating Addendum execution, the Contractor shall provide the State Contract Administrator with detailed agency enrollment process, procedures, and applicable forms for review.

#### F. Card Design

- 1) Contractor will be responsible for the embossing and printing of cards. The State will use a basic design as the standard card stock to be used by all CAL-Card participants that will identify the card as a State of California CAL-Card purchasing card. The State will be responsible for furnishing any necessary artwork (digital file) to the Contractor for changes to the standard design during the term of the Participating Addendum.
- 2) Participating Agency will have the ability to customize standard card stock with verbiage and/or logo embossing as described below:
  - a. State Agencies
    - Name – STATE OF CALIFORNIA, top, left side of card (required)
    - Program – CAL-Card, top, right side of card (required)
    - Phrase – FOR OFFICIAL USE ONLY, top, right side of card under CAL-Card (required)
    - Name – AGENCY/DEPARTMENT (required)
    - Name – CARDHOLDER NAME, (required)
    - Picture – LOGO/EMBLEM, (optional)
  - b. Local Government Agencies
    - Name – LOCAL GOVERNMENTAL AGENCY NAME, top, left side of card (required)
    - Program – CAL-Card, top, right side of card (required)
    - Phrase – FOR OFFICIAL USE ONLY, top, right side of card under CAL-Card (required)
    - Name – CARDHOLDER NAME, (required)
    - Picture – LOGO/EMBLEM, (optional)

#### G. Card Issuance

Contractor will mail cards issued to Participating Agency within five business days or sooner after the Contractor receives cardholder account set-up information. Cards will be issued in accordance with Exhibit D, Section 3.B (Card and Account Issuance).

#### H. Customer Support

- 1) Contractor will provide a dedicated customer service team to support the State's CAL-Card Program throughout the term of the Participating Addendum. Contractor will:
  - Provide qualified, highly skilled personnel and ensure personnel are familiar with all aspects of the State's CAL-Card Program.
  - Provide at least one designated Relationship Manager, available to the State Contract Administrator and Participating Agency Program Administrators Monday through Friday during regular business hours, for CAL-Card Program contract support and escalation issues.
  - Provide at least one designated Account Coordinator, available to Participating Agency Program Administrators Monday through Friday during regular business hours, to assist with day-to-day Participating Agency account management support.

- Provide a designated customer service team for cardholder support.
  - Provide a domestic and internationally toll-free phone number available to cardholders 24 hours a day, every day of the year for cardholder services.
  - Have an established escalation process.
- 2) Within 15 calendar days of Participating Addendum execution, the Contractor shall provide the State Contract Administrator with customer service information including but not limited to:
- Relationship Manager information
  - Account Coordinator information
  - Customer service unit information
  - Any additional Contractor support contacts (i.e. technical support, cardholder support, etc.) provided for the CAL-Card Program.
- 3) Should the customer service information or personnel change during the term of the Participating Addendum, Contractor will provide written notice to the State Contract Administrator 10 calendar days before changes or substitutions take place. Substitutions of personnel will include replacements with similar qualifications.
- 4) The State reserves the right to request additional personnel and/or replacement of current personnel at any time. Contractor will be notified in writing at least 10 calendar days before additional personnel and/or replacement personnel are needed.

#### **I. Training**

- 1) Contractor will provide ongoing training for all CAL-Card Program participants throughout the term of the Participating Addendum including, at a minimum:
- Online Web-based training for Participating Agency Program Administrators and Cardholders
  - Onsite/Classroom training for Participating Agency Program Administrators
  - Onsite User Group Forums
  - Written User Reference Guides
- 2) Contractor will work with the State Contract Administrator on a training plan to be offered for the CAL-Card Program including training types, schedule, user reference guides and additional training materials.

#### **J. Purchase Card Data Management and Reporting System**

Contractor shall provide its online (web-based) system, U.S. Bank Access Online®, to the State's CAL-Card Program participants for:

- Transaction data collection and management
- Administration of system accounts
- Reporting output and data transfer

Designated authorized personnel from the State and Participating Agency will be provided permissions within Access Online®.

#### **K. Payment Terms**

- 1) Contractor will be responsible for sending an itemized official invoice (statement) to each Participating Agency after the end of each billing cycle as designed for each of the accounts established for the Participating Agency.
- 2) The full amount of each Participating Agency's monthly balance or billing cycle balance, except for disputed or reported fraud items, will be due within forty-five (45) calendar days from the billing cycle date of the Contractor invoice. If the Invoice is not postmarked within three business days after the billing cycle, the pay term can be extended the equal number of days between the third day after the billing cycle and the actual latest postmark date of the Statement. Billing statements and billing disputes are further outlined in Exhibit D, Section 3.C (Billing and Payment).

- 3) Payment may be made to the Contractor via check, cash warrant, bank wire, automated clearing house, or electronic funds transfer at the Participating Agency's option.

**L. Late Payment Penalties**

Late payment penalties for undisputed payments not received by the Contractor within the specified periods will be determined as follows:

- 1) State Agencies – State agencies will be required to pay late payment penalties based on the California Prompt Payment Act (Government Code Section 927 et seq.). The penalty on any undisputed late payment shall be calculated in accordance with the penalty interest rate factor per day formula provided in the State of California Budget Letter 14-14, Late Payment Penalty Interest Rates (or its successor letter).
- 2) Local Governmental Agencies – Local governmental agencies may be subject to late payment penalties as described in Exhibit E, Section 6 (Card Fees), unless local governmental agency provides Contractor with codes and/or legal authority which would prohibit local governmental agency's ability to pay penalty fees under this Participating Addendum.

**M. CAL-Card Program Website and User Instructions**

The State will administer a website dedicated to the State's CAL-Card Program for program information, participation forms and additional resources available to Participating Agencies. In addition, the State Contract Administrator will administer a User Instructions guide for Participating Agencies. Contractor may be required to provide information to the State Contract Administrator for public posting on the dedicated CAL-Card Program website and/or User Instructions guide.

**N. Participating Agency Responsibilities**

- 1) All Participating Agencies shall prepare the necessary forms to participate in the CAL-Card Program as described in the Participating Addendum and posted User Instructions guide.
- 2) All Participating Agencies shall designate an Agency Program Administrator who will serve as the primary point of contact between the Participating Agency and U.S. Bank.
- 3) State agencies participating in the CAL-Card Program shall comply with all applicable procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manuals and User Instructions guide.

**O. Program and Transaction Data Reporting (for Participating Agencies)**

- 1) Custom Financial Extract Files

Contractor shall provide, at no cost to the Participating Agency, the ability to download data from Access Online® and the automatic creation of batch upload files containing accounting data to Participating Agency's internal accounting systems to include, at a minimum, a custom interface file to any internal system(s) designated by the Participating Agency. Contractor will be required to provide custom extract files at the request of the State and/or Participating Agency. The custom extract file shall be created in such a manner that it can be imported into the Participating Agency's internal accounting/financial system with no special programming or manual entry of transaction data.

- 2) Financial Information System for California ("FI\$Cal")

Contractor will be required to provide custom interface files, at no cost to the State, for the State's financial management system ("FI\$Cal system"). The Contractor will work with State of California, FI\$Cal personnel to design, develop, test and implement the custom financial extract solution for the FI\$Cal system. The custom interface file shall be created in such a manner that it can be imported into the FI\$Cal system with no special programming or manual entry of transaction data. FI\$Cal and Contractor will be responsible for providing necessary items to complete work as determined between the parties including but not limited to tasks, deliverables, schedule, system security and file requirements.

## **P. CAL Card Program Reporting**

Contractor will be required to provide the following reports to the State. State may request additional reporting information for CAL-Card Program activity during the term of the Participating Addendum and Contractor will work with State Contract Administrator to provide requested reports.

### **1) Usage/Rebate Report**

Contractor shall provide an electronic Usage/Rebate Report to the State on a quarterly (3 calendar months) basis. The report shall provide incentive share (rebates) for each Participating Agency for the calendar quarter.

Report must contain at a minimum, but not limited to, the data elements identified below:

- Participating Agency Name
- Quarterly Volume Sales
- Quarterly Qualifying Large Ticket Volume
- Total number of Transactions
- Total number of Qualifying Large Ticket Transactions
- Calculated incentive share (rebates) for each Participating Agency
- Total actual incentive share (rebates) paid to Participating Agency

Report shall be provided to the State Contract Administrator, in Excel format via email, within 60 days following the last day of the quarter. Within 30 calendar days from Participating Addendum execution, the Contractor must submit a preliminary report to the State Contract Administrator for review.

### **2) Delinquency Report**

Contract shall provide an electronic Delinquency Report to the State on a monthly basis. The report shall list Participating Agencies with balances past due greater than 45 calendar days, with subsequent suspension at 90 calendar days after the cycle close. Report shall be provided to the State Contract Administrator, in Excel format via email, within 15 calendar days following the last day of the calendar month.

### **3) Agency Program Administrator Contact Report**

Contractor shall provide an electronic Program Administrator Contact Report to the State Contract Administrator on a quarterly (3 calendar months) basis and/or upon written request. The report shall provide Agency Program Administrator information (including agency name, contact name, email, and phone number) for each Participating Agency. Report shall be provided to the State Contract Administrator, in Excel format via email, within 60 calendar days following the last day of the quarter or within 10 calendar days of the State's written request.

## **Q. End-of-Life Transition**

Contractor agrees that at the end of the Participating Addendum, should the State conduct another procurement and award a new contract, the Contractor will work with the State Contract Administrator to ensure that an efficient and effective transition takes place within nine months.

## **2. ADDITIONAL REQUIREMENTS**

### **A. Insurance Certificates**

Contractor shall furnish copies of certificates for all required insurance, as specified in the WSCA-NASPO Contract Number 00612-Category 1, to the State Contract Administrator within 30 calendar days of the Participating Addendum execution. Copies of renewal certificates for all required insurance shall be furnished within 30 calendar days after renewal date.

**B. Darfur Certification**

Pursuant to Public Contract Code §10475 et seq., if the Contractor has or within the previous three years has had business activities or other operations outside the United States, the Contractor must complete a Darfur Contract Act Certification stating they are not a scrutinized company as defined, or demonstrate Contractor has obtained permission under the statute. Contractor must provide required documentation to the State Contract Administrator within 15 calendar days of the State's written request.

**C. Termination by Mutual Agreement**

- 1) The State and Contractor may mutually agree to terminate this Participating Addendum at any time during the term of the Participating Addendum. Requests for mutual termination may be initiated by either party with written notice. The State and Contractor will mutually agree on the effective date of termination.
- 2) Upon termination of the Participating Addendum, each party will assist the other party in orderly termination of the agreement and transfer of all assets, tangible and intangible, as may facilitate the orderly, undisrupted business continuation of each party. Participating Agencies shall be responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

**D. Termination (By State or Participating Agency)**

- 1) The State may terminate the Participating Addendum and any Participating Agency may terminate its respective Subscription Agreement for cause upon a reasonable and good faith determination that the Contractor failed to perform the material requirements of the agreement at the time and in the manner herein provided. In the event of a breach, the State or Participating Agency will send the Contractor a notice specifying the breach and providing the Contractor an opportunity to cure the breach within a period of time no less than 30 calendar days ("Cure Period"). If the breach is not cured within the Cure Period, the State will have the right to terminate the Participating Addendum and the Participating Agency will have the right to terminate its respective Subscription Agreement by notice to the Contractor.
- 2) The State may terminate the Participating Addendum without cause upon 60 calendar days advance written notice to the Contractor. Participating Agencies may terminate their respective Subscription Agreements without cause upon 30 calendar days advance written notice to the Contractor.
- 3) Upon termination of the Participating Addendum and/or Participating Agency's Subscription Agreement, each party will assist the other party in orderly termination of the agreement and transfer of all assets, tangible and intangible, as may facilitate the orderly, undisrupted business continuation of each party. Participating Agencies shall be responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

**E. Availability of Funds**

This Agreement is valid and enforceable only if sufficient funds are made available by the Budget Act of the appropriate fiscal year for the purposes of this program. In addition, this Agreement is subject to any additional restriction, limitations or conditions enacted by the Legislature, which may affect the provisions, terms, or funding of this Agreement in any manner. In the event sufficient funds are not made available to the State, the State has the option to terminate the Agreement and Participating Agencies shall remain responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

**F. Contracts Funded by the Federal Government**

It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current and/or subsequent years covered by this Agreement for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds. The State has the option to terminate the Agreement or to amend the Agreement to reflect any reduction in funds. In the event of termination, Participating Agencies shall remain responsible for payment of all amounts owed to Contractor related to charges incurred up until the effective date of termination.

**G. Federal Debarment**

The Federal Department of Labor requires that State agencies, which are expending Federal funds of \$25,000 or more, have in the contract file a certification by the supplier that they have not been debarred or suspended from doing business with the Federal Government. Contractor must provide this documentation upon request.

**H. News Releases**

Unless otherwise exempted, news releases, endorsements, advertising, and social media content pertaining to this Participating Addendum or the State's CAL-Card Program shall not be made without prior written approval of the DGS.

## EXHIBIT B – General Terms and Conditions (GTC 610 as modified)

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### 1. APPROVAL

This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.

### 2. AMENDMENT

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

### 3. ASSIGNMENT

This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.

### 4. AUDIT

Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

### 5. INDEMNIFICATION

Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

### 6. DISPUTES

Contractor shall continue with the responsibilities under this Agreement during any dispute.

### 7. TERMINATION FOR CAUSE (Stricken in its entirety—See Exhibit A, Section 2.D)

### 8. INDEPENDENT CONTRACTOR

Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

### 9. RECYCLING CERTIFICATION

The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

#### 10. NON-DISCRIMINATION CLAUSE

During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

#### 11. CERTIFICATION CLAUSES

The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

#### 12. TIMELINESS

Time is of the essence in this Agreement.

#### 13. COMPENSATION

The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

#### 14. GOVERNING LAW

This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

#### 15. ANTITRUST CLAIMS

The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
  - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
  - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

#### 16. CHILD SUPPORT COMPLIANCE ACT

For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

#### 17. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

#### 18. PRIORITY HIRING CONSIDERATIONS

If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

#### 19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS

- a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

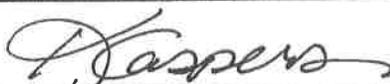
#### 20. LOSS LEADER

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

**EXHIBIT C – Contractor Certification Clauses (CCC 307)**

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> <b>U.S. Bank National Association</b>		<i>Federal ID Number</i> 31-0841368
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Kelly M. Caspers Vice President		
<i>Date Executed</i> 9/26/14	<i>Executed in the County of</i> Hennepin County	

**CONTRACTOR CERTIFICATION CLAUSES**

**1. STATEMENT OF COMPLIANCE**

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

**2. DRUG-FREE WORKPLACE REQUIREMENTS**

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) any available counseling, rehabilitation and employee assistance programs; and,
  - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
  - 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

**3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION**

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

**4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT**

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

**5. EXPATRIATE CORPORATIONS**

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

**6. SWEATFREE CODE OF CONDUCT**

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

**7. DOMESTIC PARTNERS**

For contracts over \$100,000 executed or amended after January 1, 2007, the contractor certifies that contractor is in compliance with Public Contract Code section 10295.3.

**DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

**1. CONFLICT OF INTEREST**

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

**2. LABOR CODE/WORKERS' COMPENSATION**

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

**3. AMERICANS WITH DISABILITIES ACT**

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

**4. CONTRACTOR NAME CHANGE**

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

**5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA**

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

**6. RESOLUTION**

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

**7. AIR OR WATER POLLUTION VIOLATION**

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

**8. PAYEE DATA RECORD FORM STD. 204**

This form must be completed by all contractors that are not another state agency or other governmental entity.

## EXHIBIT D – Agreement for Commercial Card Services

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This exhibit identifies additional terms governing the U.S. Bank Commercial Card Program (the “**Commercial Card Program**”) provided by U.S. Bank National Association (“**U.S. Bank**”) to Participating Agencies for the State of California, Department of General Services (“**DGS**”) CAL-Card Program and is an attachment to the Participating Addendum.

### **Participation in Commercial Card Program:**

Certain entities may participate in the Commercial Card Program as defined in Exhibit A, Section 1.B (Eligible Participating Agencies).

### 1. DEFINITIONS

A. **Definitions.** All capitalized terms used in this exhibit are defined herein and shall have the following meaning:

- 1) “**Account**” means any account established by U.S. Bank pursuant to this Agreement in the name of Participating Agency and/or Cardholders, to which Debt is charged, regardless of whether or not a Card is issued in conjunction with such account.
- 2) “**Affiliate**” means a Person that directly or indirectly controls, is controlled by, or is under common control with, the Person specified.
- 3) “**Ancillary Services**” means any additional services offered in conjunction with an Account.
- 4) “**Association**” means, collectively, the Persons who govern commercial card issuance, including, without limitation, Visa USA, Inc., Visa International Service Association, Inc., MasterCard USA, and MasterCard International.
- 5) “**Billing Cycle**” means the period of time from which a Statement is generated until the next Statement is generated.
- 6) “**Card**” means, in connection with an Account, any commercial charge card issued by U.S. Bank pursuant to this Agreement in the name of Participating Agency and/or Cardholders.
- 7) “**Cardholder**” means an individual employee of Participating Agency, named as the holder of the Account or using the Account in the name of Participating Agency, regardless of whether a physical card is issued in conjunction with the Account.
- 8) “**Cardholder Account**” means an account number assigned to a Cardholder.
- 9) “**Cardholder Agreement**” means the U.S. Bank Cardholder agreement between U.S. Bank and the Cardholder.
- 10) “**Card Products**” means the standard U.S. Bank commercial card product offerings. For the purposes of the Participating Addendum, Card Products include the Purchase Card, Managed Spend Card, and Emergency Response Card.
- 11) “**Central Billing Account**” means any Account used for consolidating Transactions from one or more other Accounts for centralized corporate billing purposes. For the purposes of the Participating Addendum, Central Billing Accounts include Managed Spend Central Billing Account and Central Purchase Accounts.
- 12) “**Charge**” means any transaction posted to an Account that has a debit value, including without limitation, Purchases and Fees.
- 13) “**Charge-off**” means the entire amount due and owing to the Contractor by the Participating Agency that remains outstanding on an Account that was left unpaid for one hundred eighty (180) days after the Billing Cycle close date.
- 14) “**Commercial Card Program**” means the Card Products and Ancillary Services offered by U.S. Bank.
- 15) “**Control**” or “**Controlled**” means, with respect to a Person, the possession, directly or indirectly, of the power to direct or cause the direction of management or policies (whether through ownership of securities or partnership, membership or other ownership interests, by contract or otherwise) of such Person.
- 16) “**Data**” means the information regarding or in connection with Accounts and/or Transactions associated with the Commercial Card Program.

- 17) **"Debt"** means all amounts charged to an Account including without limitation all amounts related to Charges that are owed to U.S. Bank by Participating Agency and/or Cardholders.
- 18) **"Due Date"** means, with respect to a Statement, the date, as measured by the number of days after the Statement Date, for which the payment of Debt that is listed on the Statement is due.
- 19) **"Fees"** means all fees that are posted to an Account and due and payable to U.S. Bank by Participating Agency and/or its Cardholders that are associated with any Commercial Card Program. Fees include Foreign Transaction Fee and Late Fee.
- 20) **"Foreign Transaction Fee"** means the fee U.S. Bank charges on the amount of any Debt or other Transaction posted to an Account that is not in the same currency in which the Account is billed and which must be converted to the currency used for billing purposes.
- 21) **"Fraudulent Charges"** mean those Charges which are not initiated, authorized or otherwise requested by Participating Agency and/or a Cardholder by any means (electronic, telephonic or written) and do not directly or indirectly benefit Participating Agency and/or a Cardholder.
- 22) **"Intellectual Property"** or **"Intellectual Property Rights"** means any patent rights, copyrights, trade secrets, trade names, service marks, moral rights, know-how and any other similar rights or intangible assets recognized under any laws or international conventions, and in any country or jurisdiction in the world, as intellectual creations to which rights of ownership accrue, and all registrations, applications, disclosures, renewals, extensions, continuations or reissues of the foregoing now or hereafter in force.
- 23) **"Late Fee"** means the fees associated with any Debt that remains unpaid to U.S. Bank by Participating Agency and/or Cardholders after the Due Date on the Statement.
- 24) **"MasterCard"** means MasterCard® USA, Inc., MasterCard International, and any other MasterCard entity identified in the Participating Addendum.
- 25) **"Merchant"** means any entity that has entered into an agreement that governs the acceptance of Cards.
- 26) **"Merchant Category Code"** means the code established by the Associations that identifies and classifies goods or services offered by a Merchant. Each Merchant designates its Merchant Category Code to the applicable Association.
- 27) **"Parent"** means any Person that Controls a Party.
- 28) **"Party"** means any one of U.S. Bank or Participating Agency, and **"Parties"** means U.S. Bank and Participating Agency.
- 29) **"Past Due Balance"** means, with respect to a Statement, the total amount of any Debt which remains unpaid to U.S. Bank by Participating Agency and/or Cardholder after the Due Date specified on such Statement.
- 30) **"Person"** means any corporation, company, limited liability company, general partnership, limited partnership, limited liability partnership, unincorporated association, trust, joint venture, estate or other judicial entity or any governmental body.
- 31) **"Local Agency Subscription Agreement"** means the Commercial Card Program Local Agency Subscription Agreement used by local governmental agencies to join the Commercial Card Program.
- 32) **"Purchase"** means a purchase of goods and/or services that is charged to an Account.
- 33) **"Statement"** means, with respect to one or more accounts, a periodic billing Statement from U.S. Bank listing all Transactions posted to such Accounts.
- 34) **"Summary Statement"** means, with respect to one or more accounts, a billing Statement that provides only an aggregate amount of all Transactions posted to such Accounts.
- 35) **"Transaction"** means any activity posted to an Account, both debit and credits, including but not limited to Purchases, Fees and payments.
- 36) **"Visa"** means Visa® USA, Inc., Visa International Service Association, Inc. and any other Visa entity identified in the Participating Addendum.

## 2. CREDIT PROVISIONS

- A. **Financial Information.** The establishment of a Commercial Card Program provides an extension of credit, and the State and each participating local governmental agency shall provide sufficient information to enable U.S. Bank to perform periodic credit reviews.

- 1) **State Agencies.** The State of California will be credit qualified as a single entity upon execution of the Participating Addendum. Individual state agencies will not be required to credit qualify on their own.
  - 2) **Local Governmental Agencies.** Each local governmental agency must individually credit qualify and submit a signed, properly completed Local Agency Subscription Agreement to U.S. Bank.
  - 3) **Financial Information for State and Local Governmental Agencies.** To become credit qualified, the State and each local governmental agency will provide the last three (3) years of audited financial statements to U.S. Bank prior to the issuance of any cards. U.S. Bank shall have the right to require the State or any local governmental agency to provide annual financial statements on or before one hundred eighty (180) days after the end of the fiscal year. The local governmental agency should provide this first set of financial statements with their signed, completed Local Agency Subscription Agreement. U.S. Bank will review the financial statements and provide notice to each local governmental agency of the approval or decline of their credit qualification. If satisfactory financial information can be found on a website, U.S. Bank will not require the State or local governmental agency to provide financial information that U.S. Bank can obtain on its own.
- B. Aggregate Product Credit Limit and Account Credit Limits.** Subject to credit approval by U.S. Bank, an Account Credit Limit (an "ACL") for each Account and an Aggregate Product Credit Limit (the "PCL") for all Accounts shall be established by U.S. Bank pursuant to this Agreement.
- 1) **Revising the PCL.** U.S. Bank, at its sole discretion, shall have the right to revise the PCL. U.S. Bank shall provide notice to the Participating Agency of any decrease in the PCL. In the event a decrease in a PCL results in a revised PCL that is lower than the aggregate current amount outstanding on all Accounts, Participating Agency shall have 30 days to make a payment to U.S. Bank that is sufficient to reduce the aggregate current amount outstanding to an amount that is equal to or less than the revised PCL.
  - 2) **Revising ACLs.** U.S. Bank, at its sole discretion, shall have the right to revise any ACL.
    - a. **Participating Agency Accounts.** U.S. Bank shall provide notice to the Participating Agency of any decrease in an ACL. In the event a decrease in an ACL results in a revised ACL that is lower than the aggregate current amount outstanding on the Account, Participating Agency shall have 30 days to make a payment to U.S. Bank on the Account that is sufficient to reduce the aggregate current amount outstanding for such Account to an amount that is equal to or less than the revised ACL.
    - b. **Cardholder Accounts.** U.S. Bank, at its sole discretion, shall have the right to revise any ACL and/or limit spending activity on any Cardholder Account. Based on the credit worthiness of Participating Agency and/or its Cardholder, U.S. Bank, at its sole discretion, shall establish an ACL of no less than five hundred U.S. Dollars (\$500.00).
    - c. **Fraudulent Activity.** U.S. Bank may temporarily revise any ACL and/or limit spending activity on any Account for which fraudulent activity is suspected.
- 3. U.S. COMMERCIAL CARD PROGRAMS**
- A. Card Products.** U.S. Bank may provide the following Card Products to Participating Agency and its Cardholders.
- 1) **U.S. Bank Purchase Card.** The U.S. Bank Purchase Card is a charge card designed for use by Cardholders to charge goods and services related to the business activities of Participating Agency. U.S. Bank also provides Central Purchase Accounts, which can be used for the same purpose, but without the issuance of a physical card.
  - 2) **U.S. Bank Managed Spend Card.** The U.S. Managed Spend Card is a specialized corporate liability purchase card designed for use by Participating Agency or Cardholders to charge business related goods and services. Unless requested for a different duration, the Managed Spend Card has a term of twelve (12) to thirty-six (36) months. U.S. Bank also provides Managed Spend Central Billing Accounts, which can also be used for the same purpose, but without the issuance of a physical card.

Based on the credit worthiness of the Participating Agency, U.S. Bank, at its sole discretion, shall establish a credit limit of no less than five hundred U.S. Dollars (\$500.00).

- 3) **U.S. Bank Emergency Response Card.** The U.S. Bank Emergency Response Card is a corporate liability purchase card designed for use by Cardholders under unusual or special circumstances such as disaster relief/recovery efforts. Participating Agency provides the Emergency Response Card to Cardholders to charge goods and services against a Corporate billed account. Emergency Response Cards do not automatically deactivate. Cards are only cancelled with direction from a Participating Agency or upon termination of the Participating Agency's participation in the Commercial Card Program.
- B. Card and Account Issuance.** Participating Agency shall designate to U.S. Bank Cardholders that are authorized to incur expenses on behalf of Participating Agency during the term of this Agreement and who are to receive Cards and/or be issued Account numbers by submitting to U.S. Bank completed, duly authorized applications, in a format specified by U.S. Bank, such as through Access Online, including any applicable consents and/or authorizations from such Cardholders as may be required by the applicable local law, rule or regulation.
- 1) **Card Delivery.** U.S. Bank shall issue Cards and/or Accounts directly to Participating Agency's designated point of contact.
  - 2) **Creation of Cards by Participating Agency.** Participating Agency has the ability to create Cards on its own through the use of Access Online. Such Cards can be created with or without an individual's name embossed on the face of the Cards. Acceptance of Cards without a name embossed on the face of the Cards is at the discretion of Merchants.
- C. Billing and Payment.** Participating Agency or Cardholder shall pay the amount due on the Statement by the Due Date in accordance with Exhibit A, Section 1.K (Payment Terms).
- 1) **Central Bill.** Each Transaction is either posted to a Cardholder Account and rolled up to a Central Account for billing or billed directly to a Central Account. Participating Agency will receive one or more central account Statements at the conclusion of each Billing Cycle for all Cardholder and/or Central Account Transactions. With respect to Transactions posted to a Cardholder Account and rolled up to a Central Account, the Cardholder receives a memo Statement showing his/her respective Transactions but with no amount due. Participating Agency receives a consolidated Statement, which includes the total amount due for all Cardholder Accounts and Central Accounts and is responsible for ensuring the balance due on the Statement is paid by the Due Date.
  - 2) **Billing Disputes.** U.S. Bank must receive written communication of a dispute within 60 days of the date on the Statement on which the disputed or allegedly incorrect Transaction first appeared. Association regulations govern the resolution of all billing disputes. Billing disputes must be communicated in writing to U.S. Bank through Access Online, at the address provided on the Statement, or in another format as specified by U.S. Bank.
  - 3) **Merchant Category Disclaimer.** Upon request by DGS and/or Participating Agency, U.S. Bank may either prevent or restrict usage of its Card Products to selected Merchants based on Merchant Category Code. To the extent this is requested, the following disclaimers apply:
    - a. **Limitation of Liability.** U.S. Bank can only enforce Merchant Category Code restrictions to the extent it receives accurate Merchant Category Code data with the Transaction authorization request. U.S. Bank has no liability for Transactions declined or approved contrary to the intent of DGS and/or Participating Agency.
    - b. **Incorrect Merchant Category Codes.** To the extent DGS and/or Participating Agency believes a Merchant has not been assigned an accurate Merchant Category Code, U.S. Bank will advise the Association of the inaccuracy. Whether or not the Merchant Category Code is changed is dependent upon applicable Association regulations.
  - 4) **Trailing Transactions.** Upon cancellation of an Account, the Participating Agency and/or Cardholder must cancel the billing of all reoccurring Transactions to the Account.

**D. Liability.** Liability option for which Participating Agency has been approved is specified in Exhibit A, Section 1.C (Card Products and Liability).

1) **Corporate Liability.** Participating Agency is solely liable to U.S. Bank for all billed Transactions.

2) **Liability Exceptions.** Participating Agency may be liable for all billed Transactions, regardless of liability option specified in the Participating Addendum, in the following circumstances:

a. **Failure to Notify; Liability Exceptions.** Participating Agency shall immediately notify U.S. Bank of any of the following:

- (i) Termination of employment of any Cardholder;
- (ii) Any lost or stolen Card for which the Participating Agency has liability;
- (iii) Any compromised Account for which the Participating Agency has liability; or
- (iv) Any compromised information regarding Cards, Accounts or other sensitive data including, but not limited to, Account numbers, personal identification numbers, passwords, or Cardholder information.

Participating Agency shall provide sufficient information as may be requested by U.S. Bank for U.S. Bank to act on such notifications. Failure of Participating Agency to provide notification may result in Participating Agency's liability to pay for all Transactions on such Cards and/or Accounts notwithstanding any liability option specified in the Participating Addendum. Liability is limited to period of time from when notification should have been received to when notification is actually received and only for those Transactions that U.S. Bank cannot charge back to the Merchant. In any event, regardless of the liability option chosen, Cardholder's liability will not exceed fifty U.S. Dollars (\$50.00).

**E. Delinquency.** If the amount shown on the Statement as the current amount due has not been paid to U.S. Bank by Participating Agency and/or Cardholder by the Due Date, U.S. Bank shall have the following rights:

1) **Suspension.** U.S. Bank shall have the right to suspend any Account that is delinquent for a period exceeding ninety (90) days from the Billing Cycle close date. The 90 day period is made up of forty five (45) day payment terms on the contract, and another forty five (45) day grace period.

2) **Cancellation.** U.S. Bank shall have the right to cancel any Account that is delinquent for a period exceeding one hundred eighty (180) days from the Billing Cycle close date, which is made up of the 45 day payment terms on the contract, and another 135 day grace period for collection efforts. If an Account remains unpaid for more than one hundred eighty (180) days after the Billing Cycle close date, U.S. Bank will also "charge off" the entire outstanding balance and deduct it from the Participating Agency's next quarterly rebate.

3) **Late Fees.** U.S. Bank shall have the right to bill Late Fees on all delinquent Accounts, as specified in Exhibit A, Section 1.L (Late Payment Penalties).

#### 4. SECURITY AND CONFIDENTIALITY

**A. Security.** U.S. Bank and the Participating Agency shall safeguard information regarding Cards, Account numbers, passwords, personal identification numbers, and other sensitive information provided by U.S. Bank in a manner that is no less stringent than those applicable to each Party's own proprietary information. Each Party will utilize each Party's respective industry standards to maintain an appropriate information security program to prevent the unauthorized disclosure, misuse, alteration, or destruction of Confidential Information.

**B. Confidentiality.** The U.S. Bank and the Participating Agency agree to the following provisions regarding the use and disclosure of Confidential Information:

1) **Confidential Information.** For purposes of this Agreement, "Confidential Information" means information supplied by one Party ("**Disclosing Party**") to the other Party ("**Recipient**") that is expressly protected from unrestricted use by persons not associated with Disclosing Party.

- a. **U.S. Bank Confidential Information.** U.S. Bank and Participating Agency agree that the Commercial Card Program is a unique service involving the exchange of proprietary and/or Confidential Information between the Parties. Participating Agency agrees that Commercial Card Program reports, manuals, documentation, and related materials shall be circulated by it only to the extent necessary for Participating Agency to manage the Commercial Card Program and/or use such information in connection with Participating Agency's business. Notwithstanding the foregoing, such records may be subject to disclosure in accordance with the State of California or Participating Agency public records laws. Additionally, DGS may post certain materials on the DGS CAL-Card public website to the extent necessary to manage the Commercial Card program.
  - b. **Participating Agency Confidential Information.** U.S. Bank and Participating Agency agree that any non-public financial information of Participating Agency and any non-public data regarding Participating Agency Accounts, Transactions, charges, spending volume or repayment terms is Confidential Information of Participating Agency and such information shall be circulated by U.S. Bank only to the extent necessary for U.S. Bank to offer the Commercial Card Program.
- 2) **Restriction.** Participating Agency and U.S. Bank agree to take all reasonable steps to safeguard the other Party's proprietary and Confidential Information and not to release such information to any person or Party not essential to participation in the Commercial Card Program.
  - 3) **Care.** The Recipient shall provide the same care to avoid an unauthorized disclosure, misuse, alteration or destruction of Confidential Information of the Disclosing Party as it provides to protect its own similar proprietary information, but in no event, less than a reasonable standard of care.
  - 4) **Relief.** Because damages may be difficult to ascertain, the Parties agree that in the event of any violation of Exhibit D, Section 4.B., without limiting any other rights and remedies of each other, an injunction may be sought against the Party who has breached or threatened to breach the aforementioned Section.
  - 5) **Exceptions.** With respect to Confidential Information, U.S. Bank and Participating Agency agree that the other may use and disclose such information for the following purposes:
    - a. **Normal Business Operations.** U.S. Bank and Participating Agency may use and disclose such Confidential Information of the other as is required by normal business operations in connection with the Commercial Card Programs and as may be required by Association Operating Regulations.
    - b. **Legal and Regulatory Requirements.** U.S. Bank and Participating Agency may use and disclose Confidential Information of the other to legal authorities, agents, auditors or regulators of U.S. Bank and Participating Agency, respectively, or as otherwise may be required by law, rule or regulation.
    - c. **Summarized Data.** U.S. Bank and Participating Agency may use and disclose Data to any third party to the extent that such Data is aggregated, summarized, or otherwise presented in a manner that does not directly or indirectly identify such Data as attributable to U.S. Bank, Participating Agency, and/or Cardholders.
    - d. **Archived Data.** U.S. Bank and Participating Agency are entitled to retain Confidential Information of the other for archival purposes as required in accordance with applicable law, rule or regulations.
    - e. **Third Parties.** Participating Agency acknowledges that portions of its Account and Transaction data are captured by third parties, including, but not limited to the Associations, third-party service providers, Merchants, and Merchant processors, during the course of normal business operations and that the confidentiality provisions of this Agreement do not extend to such third parties.

## 5. TERMINATION (By Contractor)

- A. **Termination for Cause by U.S. Bank.** U.S. Bank has the right to send the Participating Agency a written notice specifying a default in the following sections (1)–(3) and providing the Participating Agency an opportunity to cure the breach within a period of time no less than 30 days ("Cure Period"). If the breach

is not cured within the Cure Period, then U.S. Bank has the right to terminate any Card Product and/or Ancillary Service provided to a Participating Agency, or terminate the Participating Agency's Subscription Agreement in its entirety, by written notice to the Participating Agency.

- 1) Dissolution or liquidation of the Participating Agency;
- 2) Insolvency of, the filing of a bankruptcy or insolvency proceeding with respect to, or the appointment of a receiver or trustee for the benefit of creditors of the Participating Agency, or the Participating Agency enters into any other similar proceeding or arrangement for the general benefit of its creditors;
- 3) Material breach of any term or condition by Participating Agency.

**B. Effect of Termination.** Upon termination, all applicable Cards, Accounts, and/or related services shall be deemed canceled upon a stated termination date as referenced in the termination notification. Upon termination, Participating Agency shall instruct all Cardholders to destroy their Cards and/or any records of Account numbers and U.S. Bank shall terminate all applicable services thereunder upon a stated termination date. Participating Agency shall remain liable for all Debts arising from the use of a Card and/or Account prior to the termination date.

**C. Surviving Rights.** Rights, obligations and/or liabilities that arise prior to the termination of this Agreement or the Participating Agency's Subscription Agreement shall survive any such termination.

#### 6. OTHER TERMS AND CONDITIONS

- A. Intellectual Property.** DGS, Participating Agency and U.S. Bank each recognizes that it has no right, title or interest, proprietary or otherwise, in or to the name or any logo, or Intellectual Property owned or licensed by the other. DGS, Participating Agency and U.S. Bank each agree that, without prior written consent of the other, it shall not use the name, any logo, or Intellectual Property owned or licensed by the other.
- B. No Third Party Beneficiaries or Claims.** Any Commercial Card Program provided to Participating Agency by U.S. Bank is for the sole and exclusive benefit of Participating Agency and no other persons or organizations shall have any rights and/or remedies arising under or in connection with this Agreement.
- C. Limitation of Liability.** NEITHER PARTICIPATING AGENCY, U.S. BANK, NOR ANY PARTY'S AFFILIATES, REPRESENTATIVES AND ASSIGNS SHALL IN ANY EVENT BE LIABLE TO THE OTHER PARTY FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES OF ANY NATURE (INCLUDING LOST PROFITS) EVEN IF SUCH PARTY HAD BEEN NOTIFIED OF THEIR POSSIBLE EXISTENCE.
- D. Representations and Warranties.** EXCEPT AS EXPRESSLY PROVIDED HEREIN, U.S. BANK MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND OF MERCHANTABILITY, EITHER TO PARTICIPATING AGENCY OR TO ANY OTHER PERSON OR THIRD PARTY, WITH RESPECT TO THE COMMERCIAL CARD PROGRAM PROVIDED BY U.S. BANK OR ITS REPRESENTATIVES OR WITH RESPECT TO SOFTWARE SERVICES PROVIDED OR MADE AVAILABLE TO PARTICIPATING AGENCY OR ANY OTHER PERSON FOR ITS USE BY U.S. BANK IN CONNECTION WITH THIS AGREEMENT AND ANY SERVICE THEREUNDER.
- E. Severability.** Should any provision of this Agreement be declared invalid for any reason, such declaration shall not affect the validity of any other provision of this Agreement, which shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.
- F. Non-Waiver.** The failure of U.S. Bank or Participating Agency to exercise any right, power or option arising under this Agreement, or to insist upon strict compliance with the terms of this Agreement shall not constitute a waiver of this Agreement with respect to any other or subsequent breach hereof, nor a waiver by either of U.S. Bank or Participating Agency of its rights at any time thereafter to require exact and strict compliance with all the terms hereof.

- G. Interpretation of this Agreement.** The Parties expressly agree that this Agreement shall not be construed more strongly against either Party regardless of which Party is more responsible for its preparation. Unless the context otherwise requires, words importing the singular number shall include the plural and vice versa, words importing any gender include all genders and references to agreements and other contractual instruments shall be deemed to include all present or future amendments, supplements, restatements or replacements thereof or thereto. Headings are inserted for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- H. Foreign Transactions.** If an Account is used for Purchases or to obtain cash in a country other than the United States, the Statement shall reflect the conversion into U.S. Dollars of Transactions that occurred in a different currency and an applicable exchange rate for any such conversion. Due to fluctuations in foreign exchange rates, a credit transaction may not be in the same amount as the original debit transaction.
- I. USA PATRIOT Act.** In order to comply with the requirements of the USA PATRIOT Act, U.S. Bank may require Participating Agency and Cardholders to provide their legal entity name, street address, taxpayer identification number and other information that will allow U.S. Bank to identify each Participating Agency and Cardholders prior to establishing an Account under or in connection with the Agreement. U.S. Bank reserves the right to require that Participating Agency and Cardholders promptly provide to U.S. Bank sufficient identification documents upon request and in connection with USA PATRIOT Act compliance.
- J. Other Agreements and Regulations.** In addition to this Agreement, the products and services provided to Participating Agency are subject to the following additional agreements and/or regulations:
- 1) **Clearing House Operating Regulations.** Any applicable automated clearinghouse operating rules, including, without limitation, the National Automated Clearing House Association Operating Rules and Guidelines (collectively referred to as the "NACHA Rules");
  - 2) **Association Operating Regulations.** Visa Association operating rules and regulations, including Visa USA and Visa International; and
  - 3) **Cardholder Agreement.** Each Cardholder may receive a Cardholder Agreement that governs the use of the Account. Activation of the Card or Account by the Cardholder and/or use of the Card or Account by the Cardholder constitutes concurrence with the terms and conditions of the Cardholder Agreement. The Participating Addendum terms and conditions shall prevail and govern in the case of a conflict between the Cardholder Agreement and the Participating Addendum.

**EXHIBIT E – Incentives and Fees**

**1. INTRODUCTION**

This exhibit identifies the incentive share (rebates) and fees applicable under this Participating Addendum.

**2. COMMENCEMENT OF THE NEW REVENUE SHARE OPPORTUNITY**

The first revenue share payment pursuant to this Participating Addendum, if any is earned, shall be made within 60 days after the end of the first Agreement Quarter. The first Agreement Quarter is defined as the first full Calendar Quarter which consists of the three month calendar period beginning in January, April, July or October following the Effective Date of the Participating Addendum.

**3. INCENTIVE SHARE (REBATES)**

The Contractor will provide a Volume Sales Incentive, Prompt Payment Incentive, and Large Ticket Volume Incentive (Incentive Share Components #1-3) to Participating Agencies on a quarterly (3 calendar months) basis. The Contractor will provide an Annual Volume Sales Incentive (Incentive Component #4) to the State on an annual (calendar year) basis.

**A. Incentive Share Component #1 – Volume Sales Incentive**

A Volume Sales Incentive will be given to each Participating Agency. The Volume Sales Incentive is based on the total volume sales less qualifying large ticket volume sales for the individual Participating Agency for each quarter (3 calendar months).

The following formula will be used to determine the Volume Sales Incentive for each Participating Agency:

Volume Sales Incentive Calculation			
Quarterly Volume Sales – Quarterly Large Ticket Volume <i>(for individual participating agency)</i>	x	.0130 <i>(130 bps)</i>	= Participating Agency Quarterly Volume Sales Incentive

**B. Incentive Share Component #2 – Prompt Payment Incentive**

A Prompt Payment Incentive will be given to each Participating Agency. The Prompt Payment Incentive calculation is designed to provide an incentive to each Entity, when Client Held Days is less than forty-five (45) days. Client Held Days cannot be less than zero (0). Client Held Days means the sum of the daily balances for the quarter divided by the total Net Charge Volume for the quarter less 15 days. The Prompt Payment Incentive is based solely on the Client Held Days Payment Performance for each Participating Agency for each quarter (3 calendar months).

The following formula will be used to determine the Prompt Payment Incentive for each Participating Agency:

Prompt Payment Incentive Calculation			
$\frac{(45 - \text{Client Held Days})}{45}$	x	.0045 <i>(45 bps)</i>	x Quarterly Volume Sales <i>(for individual participating agency)</i>
			= Participating Agency Quarterly Prompt Payment Incentive

**C. Incentive Share Component #3 – Large Ticket Volume Incentive**

A Large Ticket Volume Incentive will be given to each Participating Agency. The Large Ticket Volume Incentive is based on the qualifying large ticket volume sales for the individual Participating Agency for each quarter (3 calendar months). Qualifying large ticket transactions will be subject to the Prompt Payment Incentive.

The following formula will be used to determine the Large Ticket Volume Incentive for each Participating Agency:

Large Ticket Volume Incentive Calculation			
Quarterly Large Ticket Volume <i>(for individual participating agency)</i>	x	.0075 <i>(75 bps)</i>	= Quarterly Large Ticket Volume Incentive

**D. Incentive Share Component #4 – Annual Volume Sales Incentive**

An Annual Volume Sales Incentive will be given to the State. The Annual Volume Sales Incentive is based on a tier rate (determined from the combined annual sales volume for all WSCA-NASPO Participating States) applied to the State's annual sales volume.

The following formula will be used to determine the Annual Volume Sales Incentive for the State:

Annual Volume Sales Incentive Calculation			
State Annual Sales Volume <i>(all Participating Agencies)</i>	x	Applicable tier rate	= State Annual Sales Volume Incentive
<b>Tier</b>	<b>Annual Overall WSCA-NASPO Participating States' Volume</b>	<b>Tier Rate</b>	
1	\$500,000,000 - \$2,000,000,000	.0045 (45 bps)	
2	\$2,000,000,001 - \$3,000,000,000	.0045 (45 bps)	
3	\$3,000,000,001 - \$4,000,000,000	.0045 (45 bps)	
4	\$4,000,000,000 +	.0045 (45 bps)	

**4. INCENTIVE SHARE PAYMENT SCHEDULE AND TERMS**

**A. Participating Agency Incentives (Incentive Share Components #1-3)**

- 1) Incentive Share Components #1-3 (Volume Sales Incentive, Prompt Payment Incentive and Large Ticket Transaction Incentive) will be paid quarterly to the Participating Agency within 60 days following the last day of each calendar quarter.
  - Quarter 1: January 1 - March 31
  - Quarter 2: April 1 - June 30
  - Quarter 3: July 1 - September 30
  - Quarter 4: October 1 - December 31
- 2) Incentive Share Components #1-3 will be paid via check to each Participating Agency, unless the Participating Agency requires another form of payment.
- 3) Any Participating Agency that does not earn a minimum of \$75.00 for combined Incentive Share Components #1-3 per calendar quarter will forfeit its incentive share for that quarter.
- 4) In the event that the Participating Agency's subscription agreement is terminated prior to the completion of any quarter (3 calendar months), payment for Incentive Share Components #1-3 shall be made to the Participating Agency within 60 days following the last day of the quarter in which the termination occurred for any incentive share earned prior to the termination date.
- 5) Payment made for Incentive Share Components #1-3 will be net of accumulated Charge-offs. "Charge-off" means the entire amount due and owing to the Contractor by the Participating Agency that remains outstanding on an Account that was left unpaid for one hundred eighty (180) days after the Billing Cycle close date.
- 6) Any Charge-offs in excess of the net Incentive Share Components #1-3 from one (1) calendar quarter will be subtracted from one (1) or more of the following calendar quarters.

**B. State Incentives (Incentive Share Component #4)**

Incentive Share Component #4 will be paid annually to the DGS within 60 days following the last day of the calendar year. Incentive Share Component #4 will be paid via check to the DGS, unless the DGS requires another form of payment.

In the event that the Participating Addendum is terminated prior to the completion of any calendar year, payment for Incentive Share Component #4 shall be made to the DGS within 60 days following the last day of the calendar year for annual volume sales which occurred prior to the Participating Addendum termination date.

**5. INCENTIVE SHARE COMPONENT ADJUSTMENT (INTERCHANGE)**

In the event the Visa U.S.A. Corporate and Purchasing Interchange Reimbursement Fees, including the Visa Large Purchase Advantage Fee Program, decrease or increase by five percent (5%) or more from the April 2014 published interchange rates, Contractor will have the right (but not obligation) to replace the current Revenue Sharing Opportunity with a new Revenue Sharing Opportunity proportionate to the change of the revised interchange rates. Contractor will provide written justification to the State Contract Administrator and propose a proportional change to the rebate, with proof of the change to the referenced interchange tables. The revenue sharing component will not change during the first year of the Participating Addendum.

**6. CARD FEES**

Applicable purchase card fees include:

Fee Description	Charge
<b>1. Annual Card Fee</b>	\$0.00
<b>2. Non-Sufficient Funds Fee</b> , per occurrence	\$0.00
<b>3. Logo Embossing Fee</b> ( <i>A two-week delay may occur with Card issuance and implementation</i> )	\$0.00
<b>4. Delinquency/Late Fee<sup>1/</sup></b> ( <i>Local Governmental Agencies only</i> ) <ul style="list-style-type: none"> <li>• Not Paid by Due Date on entire past due amount</li> <li>• Not Paid by each subsequent Billing Cycle on the entire past due amount</li> <li>• Minimum Late Fee</li> </ul>	1.0% 2.5% \$2.00
<b>5. Foreign Transaction Fee</b> , per occurrence ( <i>Fee applies to transactions taking place outside the United States not in U.S. Dollars.</i> )	2.5%

<sup>1/</sup> Delinquency/Late fees are only applicable for local governmental agencies as described in Exhibit A, Section 1.L (Late Payment Penalties).

## EXHIBIT F – Glossary of Terms

### 1. INTRODUCTION

Terms used throughout this Participating Addendum are defined below. Additional terms may be defined within individual exhibits.

### 2. DEFINITIONS

Term	Definition
<b>Access Online®</b>	Contractor's system for card program management and reporting.
<b>Account</b>	Any account number assigned to a Participating Agency to which charges and payments may be posted.
<b>Agency Program Administrator</b>	The employee designated by Participating Agency to serve as the primary point of contact between Participating Agency and U.S. Bank and shall be responsible for the Participating Agency's CAL-Card program management and oversight. This includes contract terms, timely payment of invoices, the development and enforcement of agency policy, procedures, and training program. A Purchasing Officer or equivalent normally holds this position.
<b>Billing Cycle</b>	The period of time from which a Statement is generated until the next Statement is generated.
<b>CAL-Card</b>	The official registered service mark name for the State of California's Purchase Card Program.
<b>Cardholder</b>	An individual that is designated by the Agency Program Administrator to be a CAL-Card card recipient and make official government purchases.
<b>Charge</b>	Any transaction posted to an Account that has a debit value.
<b>Charge-off</b>	The entire amount due and owing to the Contractor by the Participating Agency that remains outstanding on an Account that was left unpaid for one hundred eighty (180) days after the Billing Cycle close date.
<b>Client Held Days</b>	"Client Held Days" means the sum of the daily balances for the calendar quarter divided by the total Net Charge Volume for the calendar quarter less fifteen (15) days and cannot be less than zero (0) days.
<b>Client Held Days Payment Performance</b>	The average speed of repayment of Charges made for each calendar quarter.
<b>Foreign Transaction Fee</b>	The fee U.S. Bank charges on the amount of any Debt or other Transaction posted to an Account that is not in the same currency in which the Account is billed and which must be converted to the currency used for billing purposes.
<b>Fraudulent Charges</b>	Charges which are not initiated, authorized, or otherwise requested by Participating Agency and/or a Cardholder by any means (electronic, telephonic or written) and do not directly or indirectly benefit Participating Agency and/or a Cardholder.
<b>Incentive Share</b>	Actual monies paid to the State and/or each Participating Agency based on volume and speed of pay.

Term	Definition
<b>Large Ticket Transaction</b>	A transaction which qualifies for an incentive interchange rate that is lower than the standard interchange provided on a card transaction. Transaction size to qualify will vary over time with interchange rate changes set by card networks. Large ticket interchange rates may require the merchant to provide additional enhanced data to qualify for the lower rate, however exceptions to this requirement can occur.
<b>Local Governmental Agency</b>	Pursuant to Public Contract Code §10298 and for purposes of this Participating Addendum, a "local government agency" is any city, county, district, or other local governmental body or corporation empowered to expend public funds for the acquisition of goods, information technology, or services. Further, for purposes of this Participating Addendum, reference to local government agencies will also include the California State Universities (CSU) and University of California (UC) systems.
<b>Net Charge Volume</b>	All charges set forth on the Statements furnished for all Accounts, less fees, Fraudulent Charges, chargebacks, and amounts Charged-off by U.S. Bank with respect to such Accounts as uncollectible for each calendar quarter.
<b>Participating Agency</b>	A state agency or local governmental agency that has executed a properly completed Subscription Agreement and/or Local Agency Subscription Agreement and received required credit approval from the Contractor for participation in the State's CAL-Card Program under the Participating Addendum.
<b>Quarterly Large Ticket Volume</b>	Those Charges for each calendar quarter which the Association governing Customer's Card Program (Visa) has determined qualify for large ticket interchange rates and which are processed by such Association using large ticket interchange rates, less credits. All other Charges and all amounts related to Fees, Fraudulent Charges, chargebacks and Charge-offs are excluded from Large Ticket Volume.
<b>Quarterly Volume Sales</b>	All Charges set forth on the Billing Statements furnished for all Accounts, less Fees, Fraudulent Charges, chargebacks, and amounts Charged-off by Contractor with respect to such accounts as uncollectible for each calendar quarter.
<b>State Agency</b>	A State of California government agency, department, bureau, board, or commission.
<b>State Contract Administrator</b>	Individual designated by the Department of General Services as the single point of contact for the State of California CAL-Card Program and Participating Addendum.
<b>Subscription Agreement</b>	Supplement to the Participating Addendum, by qualified agencies, agreeing to all terms and conditions of the Participating Addendum.

**STATE OF CALIFORNIA  
PARTICIPATING ADDENDUM NO. 7-14-99-22  
Amendment 1**

WASHINGTON WSCA-NASPO COMMERCIAL CARD SOLUTIONS  
CONTRACT 00612-CATEGORY 1  
**U.S. Bank National Association (Contractor)**

This Amendment 1 ("Amendment") for Participating Addendum Number 7-14-99-22 ("Participating Addendum") is entered into between the State of California, Department of General Services ("State") and U.S. Bank National Association ("Contractor").

The parties mutually agree to amend the Participating Addendum as follows:

- Exhibit E, Section 6 (Card Fees) is hereby deleted in its entirety and replaced with the following:

**6. CARD FEES**

Applicable purchase card fees include:

Fee Description	Charge
<b>1. Annual Card Fee</b>	\$0.00
<b>2. Non-Sufficient Funds Fee</b> , per occurrence	\$0.00
<b>3. Logo Embossing Fee</b> (A two-week delay may occur with Card Issuance and implementation)	\$0.00
<b>4. Delinquency/Late Fee<sup>1/</sup></b> (Local Governmental Agencies only) <ul style="list-style-type: none"> <li>• Not Paid by 30 Days from Cycle Close on entire past due amount</li> <li>• Not Paid by 60 Days from Cycle Close on entire past due amount</li> <li>• Not Paid by 90 Days from Cycle Close and each subsequent Billing Cycle on the entire past due amount</li> <li>• Minimum Late Fee</li> </ul>	0.0% 1.0% 2.5% \$2.00
<b>5. Foreign Transaction Fee</b> , per occurrence (Fee applies to transactions taking place outside the United States not in U.S. Dollars.)	2.5%

<sup>1/</sup> Delinquency/Late fees are only applicable for local governmental agencies as described in Exhibit A, Section 1.L (Late Payment Penalties).

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

STATE OF CALIFORNIA

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

Name: Jim Butler

Title: Deputy Director

Date: 5/31/16

U.S. BANK NATIONAL ASSOCIATION

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

Name: Michael Lygonis

Title: Vice President

Date: 4/15/11

*for*

\_\_\_\_\_

**STATE OF CALIFORNIA  
PARTICIPATING ADDENDUM NO. 7-14-99-22  
Amendment 2**

WASHINGTON NASPO VALUEPOINT COMMERCIAL CARD SOLUTIONS  
CONTRACT 00612-CATEGORY 1  
**U.S. Bank National Association (Contractor)**

This Amendment 2 ("Amendment") for Participating Addendum Number 7-14-99-22 ("Participating Addendum") is entered into between the State of California, Department of General Services ("State") and U.S. Bank National Association ("Contractor").

The parties mutually agree to amend the Participating Addendum as follows:

1. Agreement is extended from December 31, 2018 to December 31, 2020. **Section 2. TERM** is revised to read as follows:

**2. TERM**

The term of this Participating Addendum shall begin upon signature approval by the State and end December 31, 2020, or upon termination, whichever occurs first.

2. All references to "WSCA-NASPO" are hereby revised to "NASPO ValuePoint".

3. Effective January 1, 2019, Usage/Rebate Report format is amended to delete "Large Ticket Volume Incentive" and add "Discount Interchange Rate Program (DIRP) Transactions" to the report. **Section 4) State CAL Card Program Administrator** is added to allow reports to be sent to "an authorized CAL Card Program designee". **Exhibit A, Section P. CAL Card Program Reporting** is revised to read as follows:

**P. CAL Card Program Reporting**

Contractor will be required to provide the following reports to the State. State may request additional reporting information for CAL-Card Program activity during the term of the Participating Addendum and Contractor will work with State Contract Administrator to provide requested reports.

1) Usage/Rebate Report

Contractor shall provide an electronic Usage/Rebate Report to the State on a quarterly (3 calendar months) basis. The report shall provide incentive share (rebates) for each Participating Agency for the calendar quarter.

Report must contain at a minimum, but not limited to, the data elements identified below:

- Participating Agency Name
- Quarterly Volume Sales
- Quarterly Qualifying DIRP Volume
- Total number of Transactions
- Total number of Qualifying DIRP Transactions
- Calculated incentive share (rebates) for each Participating Agency
- Total actual incentive share (rebates) paid to Participating Agency

Report shall be provided to the State Contract Administrator, in Excel format via email, within 60 days following the last day of the quarter. Within 30 calendar days from Participating Addendum execution, the Contractor must submit a preliminary report to the State Contract Administrator for review.

2) Delinquency Report

Contractor shall provide an electronic Delinquency Report to the State on a monthly basis. The report shall list Participating Agencies with balances past due greater than 45 calendar days, with subsequent suspension at 90 calendar days after the cycle close. Report shall be provided to the State Contract Administrator, in Excel format via email, within 15 calendar days following the last day of the calendar month.

3) Agency Program Administrator Contact Report

Contractor shall provide an electronic Program Administrator Contact Report to the State Contract Administrator on a quarterly (3 calendar months) basis and/or upon written request. The report shall provide Agency Program Administrator information (including agency name, contact name, email, and phone number) for each Participating Agency. Report shall be provided to the State Contract Administrator, in Excel format via email, within 60 calendar days following the last day of the quarter or within 10 calendar days of the State's written request.

4) State CAL Card Program Administrator

All reports shall be provided to the State Contract Administrator or an authorized CAL Card Program designee.

4. Effective January 1, 2019, **Exhibit E, Section 3. INCENTIVE SHARE (REBATES)** is amended to read as follows:

**3. INCENTIVE SHARE (REBATES)**

The Contractor will provide a Volume Sales Incentive, Prompt Payment Incentive, and DIRP Volume Incentive (Incentive Share Components #1-3) to Participating Agencies on a quarterly (3 calendar months) basis. The Contractor will provide an Annual Volume Sales Incentive (Incentive Component #4) to the State on an annual (calendar year) basis.

5. Effective January 1, 2019, **Exhibit E, Section 3. A. Incentive Share Component #1 – Volume Sales Incentive** is amended to increase the basis points (bps) and read as follows:

**A. Incentive Share Component #1 – Volume Sales Incentive**

Volume Sales Incentive will be given to each Participating Agency. The Volume Sales Incentive is based on the total volume sales less qualifying DIRP volume sales for the individual Participating Agency for each quarter (3 calendar months).

The following formula will be used to determine the Volume Sales Incentive for each Participating Agency:

Volume Sales Incentive Calculation			
Quarterly Volume Sales – Quarterly DIRP Volume <i>(for individual participating agency)</i>	x	.0150 (150 bps)	= Participating Agency Quarterly Volume Sales Incentive

6. Effective January 1, 2019, **Exhibit E, Section 3. C. Incentive Share Component #3 – Large Ticket Volume Incentive** is amended to read as follows:

**C. Incentive Share Component #3 – DIRP Volume Incentive**

A DIRP Volume Incentive will be given to each Participating Agency. The DIRP Volume Incentive is based on the qualifying DIRP volume sales for the individual Participating Agency for each quarter (3 calendar months). Qualifying DIRP transactions will be subject to the Prompt Payment Incentive.

The following formula will be used to determine the DIRP Volume Incentive for each Participating Agency:

DIRP Volume Incentive Calculation			
Quarterly DIRP Volume <i>(for individual participating agency)</i>	x	.0075 (75 bps)	= Quarterly DIRP Volume Incentive

7. Effective January 1, 2019, **Exhibit E, Section 4.A.1** is amended to read as follows:
- 1) Incentive Share Components #1-3 (Volume Sales Incentive, Prompt Payment Incentive and DIRP Transaction Incentive) will be paid quarterly to the Participating Agency within 60 days following the last day of each calendar quarter.
    - Quarter 1: January 1 - March 31
    - Quarter 2: April 1 - June 30
    - Quarter 3: July 1 – September 30
    - Quarter 4: October 1 – December 31

8. Effective January 1, 2019, **Exhibit F, Section 2. DEFINITIONS, Incentive Share** is amended to read as follows:

Term	Definition
<b>Incentive Share</b>	Actual monies paid to the State and/or each Participating Agency based on volume, speed of pay and DIRP.

9. Effective January 1, 2019, **Exhibit F, Section 2. DEFINITIONS, Large Ticket Transaction and Quarterly Large Ticket Volume** are deleted and replaced with **DIRP Transactions** and **Quarterly DIRP Volume** as follows:

Term	Definition
<b>DIRP Transaction</b>	Only those Charges that are processed using Discount Interchange Rate Program (DIRP) rates, less credits, and net of Charge-off Adjustments for each Agreement Quarter.
<b>Quarterly DIRP Volume</b>	Those Charges that qualify for 1) large ticket programs 2) the Visa Partnership Program, and 3) any other interchange programs entered into by the Associates, Customer, Merchants, or others whereby the parties to those interchange programs have agreed to lower interchange rates for certain Transactions. All other Charges and all amounts related to Fees, Fraudulent Charges, chargebacks and Charge-offs are excluded from DIRP Volume.

All other terms and conditions of the Participating Addendum shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

STATE OF CALIFORNIA

Department of General Services

Agency Name

*Phonda Smith* 10/22/2018  
Signature of Authorized Signer Date Signed

*Chief, Acquisitions Branch*  
Printed Name and Title of Authorized Signer

707 Third Street  
West Sacramento, CA 95605  
Address

CONTRACTOR

U.S. Bank National Association

Contractor Name

*[Signature]* 10/12/18  
Signature of Authorized Signer Date Signed

Brian J. Richter, Senior Vice President

Printed Name and Title of Authorized Signer

901 Marquette Avenue  
Minneapolis, MN 55402  
Address

*[Signature]*



Reviewed by:  City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Deborah Savage, Finance Manager**Action Date:** November 6, 2019**CITY COUNCIL AGENDA ITEM****SUBJECT:** **Resolution No. 19-5732** Accepting Lassen Municipal Utilities District Rebate for Riverside Park Project and authorizing use of General Fund monies to pay for additional electrical work**PRESENTED BY:** Deborah Savage, Finance Manager**SUMMARY:** The Riverside Park Rehabilitation Project brought many wonderful changes to the park for the local community. Many new features to the park such as a basketball court, a new ADA compliant bathroom, post and cable fencing, sidewalk, curb and gutter, decorative lighting and new energy efficient field lighting.

In early October, staff met with LMUD concerning the power distribution box at the park. When the stadium lights were scheduled to be wired into the box, it was discovered that the distribution box was no longer safe as it had rusted through the box and exposed the electrical components to the elements. The distribution box needed to be replaced and the components upgraded to meet building code requirements. This project was not included in the original scope of work for the park and staff reached out to LMUD to apply for funding through their Public Benefits Community Project. The City was awarded \$15,000 to put towards the project but came up short of the \$22,854 needed. The City will need to charge the additional \$7,854 to the General Fund Parks department. The Parks department has budget available in their repair and maintenance facility budget.

**FISCAL IMPACT:** \$15,000 LMUD Reimbursement and \$7,854 charged to the Parks department budget to replace failing electrical transformer box for the new field lighting.**ACTION REQUESTED:** Motion to approve Resolution No. 19-5732, Accepting Lassen Municipal Utilities District Rebate for Riverside Park Project and authorizing use of General Fund monies to pay for additional electrical work**ATTACHMENTS:** Resolution No. 19-5732  
LMUD Award Letter

**RESOLUTION NO. 19-5732**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ACCEPTING LASSEN MUNICIPAL UTILITIES DISTRICT REBATE FOR**  
**RIVERSIDE PARK PROJECT AND AUTHORIZING USE OF GENERAL FUND**  
**MONIES TO PAY FOR ADDITIONAL ELECTRICAL WORK**

**WHEREAS**, the City has a rehabilitation project at Riverside Park, funded through CDBG; and

**WHEREAS**, the City needed to upgrade the power distribution box for public safety; and

**WHEREAS**, the project scope of work did not include this additional work; and

**WHEREAS**, the City applied for funding with LMUD for this project and was awarded \$15,000:

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville to accept the \$15,000 award from LMUD and charge \$7,854 to the Parks Department to complete the safety upgrade.

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

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 6th day of November, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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



**65 S. ROOP STREET \* SUSANVILLE, CA \* 96130**  
**(530) 257-4174 \* FAX (530) 257-2558**

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H.W. "Bud" Bowden, President \* Dave Ernaga, V.P. \* Jess Urionaguena, Treasurer \* Fred Nagel, Director \* Daren Hagata, Director

October 11, 2019

Quincy McCourt  
Project Coordinator – City of Susanville

RE: Energy Efficient lighting for Riverside Park

Dear Quincy,

It is my pleasure to inform you that the City of Susanville's request for funding through our Public Benefits Community Projects has been approved.

Funding of this project is contingent on the completion of the project as submitted, replacing the existing stadium lighting at Riverside Park with new, LED lighting. The amount of the award is \$15,000.00.

Please keep us informed as to the progress of the project and to the completion date. Upon completion, LMUD will inspect the project and then issue a check in the award amount to the City of Susanville.

It has been a pleasure working with you. Please contact me should you have any questions.

Sincerely,

Theresa Phillips  
Public Relations Manager  
Lassen Municipal Utility District  
530-257-6944  
tphillips@lmud.org

Reviewed by:  City Administrator

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

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

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 19-5733** Approving and authorizing the City Administrator to execute a contract with Impact Construction to replace the approach pad for Hangar #9

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

**SUMMARY:** The City owns various hangars at the Susanville Airport and is in negotiations with PHI Air Medical for a commercial operator agreement for use of hangar #9. The concrete approach to this hangar has deteriorated with age and needs to be replaced before we can finalize this agreement. The City requested quotes for replacing the approach and Impact Construction submitted the lowest quote to complete the job. The City currently has \$5,000 set aside in the Airport CIP fund to be used for repairs and an additional \$2,120 from the Airport operations fund.

**FISCAL IMPACT:** \$7,200 from the Airport Fund

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5733, Approving and authorizing the City Administrator to execute a contract with Impact Construction to replace the approach pad for Hangar #9.

**ATTACHMENTS:** Resolution No. 19-5733  
Proposal Impact Construction

**RESOLUTION NO. 19-5733**  
**APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE**  
**A CONTRACT WITH IMPACT CONSTRUCTION TO REPLACE THE**  
**APPROACH PAD FOR CITY OWNED HANGAR #9**

WHEREAS, the City of Susanville owns various hangars at the airport;  
and

WHEREAS, the City of Susanville has a need to maintain these hangars;  
and

WHEREAS, the approach pad to hangar #9 has deteriorated and needs  
to be replaced to allow aviation equipment to enter and exit the hangar,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City  
of Susanville authorizes the City Administrator to execute a contract with Impact  
Construction to replace the approach pad for city owned hangar #9

Dated: November 6, 2019

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

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

The foregoing Resolution No. 19-5733 was adopted at a regular meeting  
of the City Council of the City of Susanville held on the 6th day of November  
2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Keeney, City Attorney



Reviewed by:  City Administrator

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

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

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 19-5735, Accepting SCORE Loss Control Grant Funding for City Hall Flooring Project

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

**SUMMARY:** City Hall is in need of replacing the flooring and underlayment in each of the public entrances (council chambers, finance division and building/planning division). The tiles are have been breaking due to the soft underlayment in the floor. The City receives Loss Control Grant Funding from our participation in SCORE (Small Cities Organized Risk Effort). These funds can be used for needs of the city to prevent losses due to liability claims, workers compensation, employee training, etc. The City currently has funding available and we have been approved by SCORE for this project. The remaining balance in this program has been dedicated to installing security cameras at City Hall.

**FISCAL IMPACT:** \$6,323.75 in SCORE grant funding to complete the project.

**ACTION REQUESTED:** Motion to approve Resolution No. 19-5735 Accepting SCORE Loss Control Grant Funding

**ATTACHMENTS:** Resolution No. 19-5735  
SCORE email awarding funding

**RESOLUTION NO. 19-5735**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ACCEPTING SCORE LOSS CONTROL GRANT FUNDING FOR CITY HALL**  
**FLOORING PROJECT**

**WHEREAS**, the City has a need to replace the flooring at each public entrance at City Hall; and

**WHEREAS**, the City has applied for and been awarded a Loss Control Grant from SCORE to be used for replacing this flooring;

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

1. The City Administrator is authorized to accept the bid for the flooring project.
2. The Finance Manager is authorized to amend the 2019/2020 Fiscal Year Budget for acceptance of the grant award in the amount of \$6,324

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

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

The foregoing Resolution No. 19-5735 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of November, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

## Debi Savage

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**From:** Michelle Minnick <Michelle.Minnick@alliant.com>  
**Sent:** Tuesday, October 29, 2019 3:37 PM  
**To:** Debi Savage  
**Cc:** Gwenna MacDonald; Marcus Beverly; Jennifer Zraick  
**Subject:** RE: SCORE - City of Susanville - REQ FY 19/20 Loss Control Grant Funds for Flooring replacement at 3 entrances - APPROVED  
**Attachments:** 2019-20 Loss Control Grant Fund USAGE Member Spreadsheet as of 10-29-19.pdf

Good afternoon Debi,

We are pleased to inform you that your request for the FY 19/20 Loss Control Grant Funds has been approved in the amount of \$6,323.75. Please proceed with the flooring replacement at the 3 entrances, pay the outstanding invoice, and then submit the paid purchase orders/invoices to my attention - we will proceed with issuing a check not to exceed \$6,323.75. The city has \$13,315.46 remaining available in FY 19/20 Loss Control Grant Funds.

If you have any questions or concerns please feel free to reach out to us for assistance.

Happy Tuesday,

**Michelle Minnick**  
Account Manager  
Specialty Group  
Alliant Insurance Services, Inc.

2180 Harvard Street  
Suite 460  
Sacramento, CA 95815

D 916 643 2715  
O 916 643 2700  
F 916 643 2750  
[www.alliant.com](http://www.alliant.com)

CA License No. 0C36861



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**From:** Debi Savage [mailto:dsavage@cityofsusanville.org]  
**Sent:** Tuesday, October 29, 2019 9:10 AM  
**To:** Michelle Minnick <Michelle.Minnick@alliant.com>  
**Cc:** Gwenna MacDonald <gmacdonald@cityofsusanville.org>  
**Subject:** Loss Control Grant Funding Request

This message has originated outside the organization.

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Good Morning Michelle,

**SCORE Loss Control Grant Fund Member Utilization FY 2019/20 as of 10/29/19**

Member Entity	TOTAL Grant Fund Allocation	Amount requested during FY 19-20 (or FY 18-19)	Remaining amount available in FY 19-20	Notes
Biggs *	\$2,547.50	\$2,724.55	-\$177.05	*Request made 5/9/19 for Protective Glass for Customer Counter (total requested \$5,307.94) *NOTE: Amount Requested exceeded amount available - \$2,724.55 will be used from FY 19/20 Loss Control Grant Funds. *NOTE: Amount to be used from FY 19/20 Funds exceeded the amount available by \$177.05.
Colfax	\$3,180.66			
Dunsmuir	\$6,732.84			
Etna *	\$5,066.68			*Request made 6/6/19 by Blake Michaelisen to roll over \$1,448.06 into FY 19/20 Loss Control Grant Funds
Fort Jones *	\$2,608.20	\$1,405.51	\$1,202.69	*Request made 6/12/19 by Sarah Griggs for 3 employee to Transite/Asbestos Pipe Training (\$575) - same letter also requested remaining FY 18/19 Funds be rolled over into FY 19/20 (\$2,170.72)
Isleton	\$2,105.18			
Live Oak	\$4,927.91			
Loomis	\$4,826.01	\$4,826.01		
Loyalton *	\$1,292.59			
Montague *	\$2,008.71			
Mt. Shasta	\$23,746.17			*Request made 5/21/19 by Muriel Terrell to roll over all unused funds (\$12,471.21) into FY 19/20 Loss Control Grant Funds for Pedestrian Flashing Lights
Portola	\$3,095.80	\$316.74	\$2,779.06	*Request made 8/20/19 by Roger Carroll for Sidewalk repair (\$4,826.01)
Rio Dell	\$3,994.18			
Shasta Lake	\$11,702.56			
Susanville	\$19,639.21	\$6,323.75	\$13,315.46	*Request made 5/1/19 by Deborah Savage to roll over all unused funds from FY 18/19 into FY 19/20 (total to roll over is \$7,265.43) *Request made 10/29/19 by Deborah Savage for Replacement of Flooring at 3 entrances (\$6,323.75)
Tulelake *	\$4,366.55	\$4,500.00	-\$133.45	*Request made 6/14/18 by Jenny Coelho requesting to roll all FY 18/19 Loss Control Funds into FY 19/20 for purchase of Ergonomic furniture - total requested \$4,500) *NOTE: Amount Requested exceeded amount available - \$2,364.23 will be used from FY 19/20 Loss Control Grant Funds *NOTE: Amount to be used from FY 19/20 Funds exceeded the amount available by \$133.45
Weed	\$10,831.46			
Yreka	\$12,819.01	\$7,447.28	\$5,371.73	*Request made by Renee Hoisington for purchase of 2 Floor Jacks (\$20,257) *NOTE: Amount requested exceeded amount available - \$7,447.28 will be used from FY 19/20 Loss Control Grant Funds
<b>Total:</b>	<b>\$125,491.22</b>			

\* Mini-Cities

Reviewed by:  City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted By:** Kevin Jones, Police Chief**Action Date:** November 6, 2019**CITY COUNCIL AGENDA ITEM****SUBJECT:** **Resolution No. 19-5736** Authorizing Increase to Police Mitigation Fund and Police Facility and Equipment Reserve Fund for purchase of equipment for new police vehicles**PRESENTED BY:** Kevin Jones, Police Chief

**SUMMARY:** The police department was given authorization by Resolutions 19-5622, 19-5671 and 19-5685 to purchase 3 new police vehicles and replace one vehicle with insurance proceeds from SCORE. When these resolutions were brought to the council, vehicle purchase prices and estimates for equipment costs were included. The estimates for the cost of outfitting these vehicles has increased and additional budget needs to be loaded to cover these costs. Staff is requesting an additional \$4,000 in the Police Mitigation Fund and an additional \$9,600 in the Police Facility and Equipment Reserve Fund to purchase the necessary equipment for these vehicles to get them into service. Both funds have appropriate cash to cover these increases.

**FISCAL IMPACT:** \$4,000 increase to the Police Mitigation fund and \$9,600 in the Police Facility and Equipment Reserve Fund.

**ACTION REQUESTED:** Motion to approve resolution 19- Authorizing Increase to Police Mitigation Fund and Police Facility and Equipment Reserve Fund for purchase of equipment for new police vehicles and authorizing the Finance Manager to increase said budgets.

**ATTACHMENTS:** Resolution No. 19-5736

**RESOLUTION NO. 19-5736  
AUTHORIZING INCREASES TO POLICE MITIGATION FUND AND POLICE  
FACILITY AND EQUIPMENT RESERVE FUND FOR PURCHASE OF  
EQUIPMENT FOR NEW POLICE VEHICLES**

WHEREAS, the Police Department has purchased 4 new vehicles; and

WHEREAS, the original estimated cost to purchase equipment for these vehicles has increase:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville authorizes the increase to the Police Mitigation Fund for \$4,000 and to the Police Facility and Equipment Reserve Fund for \$9,600 to cover the increased costs.

Dated: November 6, 2019

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

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

The foregoing Resolution No. 19-5736 was adopted at a regular meeting of the City Council of the City of Susanville held on the 6<sup>th</sup> day of November 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Keeney, City Attorney



**RESOLUTION NUMBER 19-5737**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SUSANVILLE AWARDING THE BID FOR PROJECT 19-02 SUSANVILLE CITY HALL RE-ROOF TO KIRACK CONSTRUCTION INCORPORATED, SUSANVILLE CA, IN THE AMOUNT OF \$85,229.03.**

**WHEREAS**, the City of Susanville City Hall, located at 66 N. Lassen St., Susanville, CA needs a new roof, due to fact that the existing roof is damaged and leaking; and

**WHEREAS**, City prepared plans and specifications and advertised the project in accordance with the requirements of the public contract code and the City's municipal code; and

**WHEREAS**, City received one bid in the amount of \$85,29.03 from Kirack Construction Incorporated; and

**WHEREAS**, an evaluation of the bid price has been completed and it has been determined that the bid is reasonable and appropriate for the scope of work to be performed; and

**WHEREAS**, funding for the project will come from the Administrative Services Facilities and Equipment Reserve Fund and the General Fund. The General Fund will be reimbursed when the insurance proceeds are received:

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

- 1) City Council hereby awards the bid for Project 19-02 Susanville City Hall Re-Roof in the amount of \$85,229.03 to Kirack Construction Inc., Susanville CA,
- 2) The City Administrator is authorized to prepare and execute an agreement with Kirack Construction Inc., once the City Administrator is satisfied that all of the required documents have been received.
- 3) The Finance Manager is authorized to amend the budge as necessary to accommodate the project.

Dated: November 6, 2019

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

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

The foregoing resolution 19-5737 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6th day of November, 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

ATTEST:

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

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

Reviewed by:  City Administrator

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

**Submitted by:** Mike Wilson, City Administrator

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Ordinance No. 19-1017 regulating medical and adult use Cannabis Activities

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

**SUMMARY:** At the October 16, 2019 meeting, the City Council conducted a public hearing to consider the proposed ordinance regulating cannabis in Susanville. A public hearing was also held before the Susanville Planning Commission, and approval of the ordinance was recommended. The Council voted to waive the first reading and introduce Ordinance No. 19-1017 regulating medical and adult use cannabis activities within the City of Susanville. The ordinance prohibits cannabis activities within the city limits, to the extent to which the City is allowed to prohibit the activity by State law.

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

**ACTION REQUESTED:** Motion to approve waive the second reading and adopt Ordinance No. 19-1017 regulating Medical and Adult use Cannabis Activities.

**ATTACHMENTS:** Ordinance No. 19-1017

**ORDINANCE NO. 19-1017**  
**AN ORDINANCE OF THE CITY OF SUSANVILLE REGULATING MEDICAL**  
**AND ADULT USE CANNABIS ACTIVITIES**

**WHEREAS**, California Government Code Section 65800 et seq. authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan; and

**WHEREAS**, the City passed Ordinance No. 05-919 on July 20, 2005 prohibiting medical marijuana dispensaries in all zones; and

**WHEREAS**, the City passed Ordinance No. 15-1002 on December 2, 2015, prohibiting the cultivation of medical marijuana in all zones; and

**WHEREAS**, on November 8, 2016, California residents passed the Adult Use of Marijuana Act (AUMA / Proposition 64) with a majority of votes; and

**WHEREAS**, in June 2017 the state legislature approved Senate Bill 94 and AB 110, which repealed the Medical Cannabis Regulation and Safety Act (MCRSA) and incorporated certain provisions of MCRSA into the AUMA creating the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA); and

**WHEREAS**, to regulate commercial use of cannabis, the MAUCRSA modifies Division 10 (Cannabis) of the Business & Professions Code, the purpose and intent of which is to "establish a comprehensive system to control and regulate the cultivation, distribution, transport, storage, manufacturing, processing, and sale of both of the following: 1) Medicinal Cannabis and medicinal cannabis products for patients with valid physician's recommendations; 2) Adult-use cannabis and adult-use cannabis products for adults 21 years of age and over."; and

**WHEREAS**, the MAUCRSA renames the Bureau of Medical Cannabis as the Bureau of Cannabis Control and empowers the Bureau of Cannabis Control to adopt regulations consistent with the changes in the law; and

**WHEREAS**, the MAUCRSA states that a local jurisdiction shall not prevent transportation of cannabis or cannabis products on public roads by a licensee transporting cannabis or cannabis products in compliance with Division 10; and

**WHEREAS**, the MAUCRSA authorizes cities to "reasonably regulate" without completely prohibiting personal cultivation of cannabis; and

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law for persons 21 years of age or older to possess, process, transport, purchase, obtain, or give away to persons 21 years of age or older without any compensation whatsoever up to 28.5 grams of cannabis not in the form of concentrated cannabis or not more than eight grams of cannabis in the form of concentrated cannabis contained in cannabis products; and

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law to possess, plant, cultivate, harvest, dry, or process not more than six living cannabis plants and possess the cannabis produced by the plants.

**WHEREAS**, the MAUCRSA states it shall not be a violation of state and local law for individuals to smoke or ingest cannabis or cannabis products. Ingestion or smoking of Cannabis is prohibited in public within the City; and

**WHEREAS**, the MAUCRSA authorizes cities to completely prohibit the establishment or operation of any cannabis business licensed under Division 10 within its jurisdiction, including cannabis dispensaries, cannabis retailers, and cannabis delivery services; and

**WHEREAS**, the California Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use recognizes that the cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that nearby homes or businesses may be negatively impacted by nuisance activity such as loitering or crime; and

**WHEREAS**, under the Federal Controlled Substance Act, the use, possession, and cultivation of any amount of marijuana (i.e., cannabis) are unlawful and subject to federal prosecution without regard to a claimed medical need; and

**WHEREAS**, the indoor and outdoor cultivation of cannabis has potential adverse effects to the health and safety of City residents, visitors, and employees and those in nearby residences or businesses including: structural damage to buildings from unpermitted renovations and alterations to buildings or structures; increased moisture and excessive mold, bacterial, and fungal growth among others; increased risk of fire and electrocution from improper or overburdened electrical circuits and wiring; noxious odors and fumes from plants or pesticides, fertilizers, and other chemicals associated with cannabis cultivation or cannabis activities such as oil extraction or concentration; increased trash and refuse; potential access to cannabis by minors; increased demand for fire and police services; increased sewage treatment expenses from drain disposal of irrigation water or surface stream water quality impacts from runoff and illegal dumping, among others.; and

**WHEREAS**, based on the experiences of other cities, these negative effects on the public health, safety, and welfare are likely to occur, and continue to occur, in the City due to the establishment and operation of cannabis activities in the period before a non-urgency ordinance would become effective; and

**WHEREAS**, based on the findings above the potential establishment of cannabis activities in the City without regulation poses a current and immediate threat to the public health, safety and welfare in the City due to the negative land use and other impacts of such uses as described above; and

**WHEREAS**, it is in the interest of the City, its residents, and its lawfully permitted businesses that City staff consider zoning, zoning ordinance amendments, and/or other measures to locally regulate cannabis activities in the City; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council of the City of Susanville hereby finds and determines that all of the above Recitals are true and correct and incorporates such Recitals into this Ordinance as is fully set forth herein.

## SECTION 2. Definitions.

For purposes of this Title, the following definitions shall apply:

- A. "Cannabis" is to be interpreted broadly to mean all parts of the plant *Cannabis sativa* Linnaeus, *Cannabis indica*, or *Cannabis ruderalis*, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. "Cannabis" also means the separated resin, whether crude or purified, obtained from cannabis. "Cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this division, "cannabis" does not mean "industrial hemp" as defined by Section 11018.5 of the Health and Safety Code.
- B. "Cannabis accessories" is to be interpreted broadly to mean any equipment, products or materials of any kind which are used, intended for use, or designed for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, smoking, vaporizing, or containing cannabis, or for ingesting, inhaling, or otherwise introducing cannabis or cannabis products into the human body.
- C. "Cannabis activities" is to be interpreted broadly to include any one or more of the following: the cultivating, possessing, manufacturing, distribution, processing, storing, laboratory testing, labeling, distributing, delivering or selling of cannabis and cannabis products.
- D. "Cannabis products" is to be interpreted broadly to mean cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.
- E. "Cultivation" is to be interpreted broadly to mean any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.
- F. "Delivery" is to be interpreted broadly to mean the commercial transfer or sale of cannabis or cannabis products to a customer. "Delivery" also includes the use by a retailer of any technology platform owned and controlled by the retailer, or independently licensed under California law, that enables customers to arrange for or facilitate the commercial transfer or sale by a licensed retailer of cannabis or cannabis products.
- G. "Distribution" is to be interpreted broadly to mean the procurement, sale, and transport of cannabis and cannabis products between entities for commercial use purposes.
- H. "Licensee" means the holder of any state issued license related to cannabis activities, including but not limited to licenses issued under Division 10 of the Business & Professions Code.

- I. "Manufacture" is to be interpreted broadly to mean to compound, blend, extract, infuse, or otherwise make or prepare cannabis products.
- J. "Person" includes any individual, firm, co-partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.
- K. "Personal Cultivation" means cultivation of cannabis as allowed under paragraph (3) of subdivision (a) of Section 11362.1 of the California Health and Safety Code. Personal Cultivation is subject to the restrictions contained within 11362.2 of the California Health of Safety Code.
- L. "Private residence" means a house, an apartment unit, a mobile home, or other similar residential dwelling with a postal address.
- M. "Sale", "sell", and "to sell" are to be interpreted broadly to include any transaction whereby, for any consideration, title to cannabis or cannabis products are transferred from one person to another, and includes the delivery of cannabis or cannabis products pursuant to an order placed for the purchase of the same and soliciting or receiving an order for the same, but does not include the return of cannabis or cannabis products by a licensee to the licensee from whom such cannabis or cannabis product was purchased.
- N. Any term defined in this Section also includes any meaning given the same term as defined in Section 26001 of the California Business & Professions Code or similar definitional sections of the California Health & Safety Code, unless otherwise specified.

### **SECTION 3. Prohibited Use.**

Cannabis activities, as defined herein, shall be prohibited uses and unlawful in all zoning districts and other parts of the City, with the exception of those non-commercial cannabis activities expressly deemed to be lawful under state and local law such as those listed in Health and Safety Code section 11362.1. However, personal cultivation of up to six cannabis plants outside upon the grounds of a private residence shall also be prohibited as allowed under Health and Safety Code section 11362.2(b)(3). However, notwithstanding any other provision of this ordinance, the personal non-commercial cultivation for personal use of up to six cannabis plants within a private residence as described in Health and Safety Code section 11362.2(a) shall not be prohibited by this ordinance, but the City may develop and enact reasonable regulations to regulate such activity as provided in Health and Safety Code 11362.2(b)(1). No cannabis activities shall be established or continued if previously established, and no use permit, variance, building permit, or any other entitlement or permit, whether administrative, ministerial, or discretionary, shall be approved or issued for Cannabis activities herein in any zoning district or other area within the City, and no person shall otherwise establish such businesses or operations conducting cannabis activities in any zoning district or other area within the City.

### **SECTION 4. Penalty for Violation.**

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation of, or otherwise fail to comply with any of the requirements of this ordinance.

Every act prohibited or declared unlawful by this ordinance, and every failure to perform an act made mandatory by this ordinance, shall be a misdemeanor. Violations of this ordinance may, but need not be, be prosecuted as a misdemeanor or an infraction, at the discretion of the City Attorney or the District Attorney. The City Attorney or District Attorney shall consider the following factors in exercising his or her discretion to prosecute the violation as an infraction: (a) the severity of the threat of the cannabis activity causing the violation to public safety; (b) whether the violation is a first offense; (c) whether the violation did or did not place minors under the age of 18 at significant risk; and (d) any other factor that the City or District Attorney finds merits a lesser punishment than a misdemeanor. Any violations of this ordinance may be prosecuted criminally and/or civilly. In addition to the penalties provided in this section, any activity, circumstance, or condition caused or permitted to exist in violation of any of the provisions of this ordinance is declared a public nuisance and may be abated as provided in this Municipal Code and/or under state law.

#### **SECTION 5. CEQA.**

The City Council hereby finds this ordinance is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act ("CEQA") Guidelines (Title 14 Cal Code Regs.), because it has no potential for resulting in physical change in the environment, directly or indirectly (See also CEQA Guidelines section 15060(c)(2). The City Council further finds, under CEQA Guidelines Section 15061(b)(3), that this ordinance is also exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have significant effect on the environment, the activity is not subject to CEQA. The City Council, therefore, directs that a Notice of Exemption be filed with the County Clerk of the County of Lassen in accordance with CEQA Guidelines.

#### **SECTION 6 Severability.**

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance for any reason is held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

#### **SECTION 7. Custodian of Records.**

The documents and materials that constitute the record of proceedings on which this ordinance is based are located at the City Clerk's office located at 66 North Lassen St., Susanville, CA 96130. The custodian of these records is the City Clerk.

#### **SECTION 8. Restatement of Existing Law.**

Neither the adoption of this ordinance nor the repeal of any other ordinance of this City shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license or penalty or the penal provisions applicable to any violation thereof. The provisions of this ordinance, insofar as they are substantially the same as ordinance provisions

previously adopted by the City relating to the same subject matter or relating to the enumeration of permitted uses under the City's zoning code, shall be construed as restatements and continuations, and not as new enactments.

**SECTION 13.** The City Clerk shall certify as to the adoption of this ordinance and shall cause it to be published within fifteen (15) days of the adoption and shall post a certified copy of this ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with California Government Code Section 36933.

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

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

The foregoing ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the 6<sup>th</sup> day of November, 2019 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

Reviewed by:  City Administrator  
 Public Works Director

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

**Submitted by:** Dan Newton, Public Works Director

**Action Date:** November 6, 2019

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Receive report on State Transportation Improvement Program (STIP) Projects, motion to approve project funding requests to be provided to the Lassen County Transportation Commission.

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

**SUMMARY:** The Lassen County Transportation Commission (LCTC) is developing their Regional Transportation Improvement Program and has asked the City and County to submit project requests for consideration at the LCTC's November meeting. City staff has submitted its list of projects; however, there is not adequate funding to program all City and County requests. City staff has been gathering additional information and will continue working with LCTC staff to develop a strategy to optimize the programming capacity of the STIP.

Attached for Council's review is a spread sheet showing what the City and County currently have programmed and the requests for additional programming from 2020 STIP. Also attached is the 2020 STIP fund estimate showing maximum target of \$9,180,000.

Staff will provide additional information at the meeting and will be requesting direction as to how the City would like to present its project funding request to the LCTC.

**FISCAL IMPACT:** There are currently three projects programmed in the STIP for the City of Susanville. There are several factors that affect the funding for these projects including timelines for completion. The City has obligated itself to complete the programmed projects and is subject to having to repay expended funds if they are not completed on time.

**ACTION REQUESTED:** Motion to approve project funding requests to be provided to the Lassen County Transportation Commission.

**ATTACHMENTS:** 1) Programming Request Spreadsheet  
 2) 2020 STIP Fund Estimate

PPNO	Project Title	Jurisdiction	Project Totals by Fiscal Year in 2018 STIP					2020 STIP Request					Request	
			Prior	18-19	19-20	20-21	21-22	22-23	23-24	24-25				
2356	County Rehab B	Ash Valley Rd. and Pumpkin Center Road				\$2,225.00				\$2,556.00			\$	331.00
2564	County Rehab C	Center Road				\$4,375.00				\$3,375.00			\$	-
2261	Janesville Main Street	Bike and shoulder, and overlay				\$75.00				\$75.00			\$	4,000.00
2562	Beaver Creek Bridge	Pittville Road			254#						\$254.00		\$	254.00
	County Rehab D	Standish Rd. Mapes to 395 north										\$1,550.00	\$	1,550.00
	County Rehab E	Standish Rd. 395 to Honey Girl east										\$1,550.00	\$	1,550.00
2561	City Street Rehab FD			\$80.00		\$2,167.00		\$80.00	\$2,167.00				\$	-
2561-2	City Street Rehab FD [2]								\$1276.00				\$	1,276.00
3492	Southeast Gateway Project	SR 36 on south end of town				\$163.00				\$7,738.00			\$	2,738.00
2480	Riverside Drive Trail	class 1 bikepath				\$450.00			\$900.00	\$150.00			\$	-
												Total	\$	11,699.00

# Funds lapsed due to timing of issues with other funds/permits/etc with the project -- will make case to CTC to allow the money to be put back  
 \*City requesting that the project be merged with the existing FD project (\$100 for PS&E, 1176 for Construction)  
 +\$400 for ROW - \$50 for PS&E

PSE/Const  
 ROW/PS  
 ROW  
 Const  
 PSE

Projects that were either in the 2018 STIP or are connected to a project in the STIP

**2020 STIP FUND ESTIMATE**  
**Table 2 - Summary of Targets and Shares**  
(\$ in thousands)

County	2020 STIP Programming		
	Base (Minimum) Share through 2023-24	Total Target Share through 2024-25	Maximum Estimated Share through 2027-28
Alameda	23,354	34,669	56,723
Alpine	29	366	1,023
Amador	4,288	5,053	6,544
Butte	1,278	3,542	7,955
Calaveras	417	1,332	3,114
Colusa	2,677	3,283	4,463
Contra Costa	28,508	36,253	51,352
Del Norte	0	0	0
El Dorado LTC	801	2,369	5,425
Fresno	40,754	49,294	65,937
Glenn	2,527	3,162	4,397
Humboldt	0	0	2,140
Imperial	0	3,195	11,062
Inyo	0	0	0
Kern	0	0	21,166
Kings	0	0	0
Lake	0	189	2,118
Lassen	4,907	6,356	9,180
Los Angeles	0	0	46,344
Madera	0	0	0
Marin	0	0	0
Mariposa	3,906	4,499	5,654
Mendocino	984	3,134	7,322
Merced	27,568	30,370	35,831
Modoc	146	920	2,427
Mono	4,224	6,566	11,130
Monterey	15,900	19,032	27,792
Napa	1,065	2,460	5,179
Nevada	2,040	3,239	5,577
Orange	0	6,960	48,111
Placer TPA	0	0	0
Plumas	2,229	3,094	4,778
Riverside	2,842	21,274	57,196
Sacramento	25,387	36,107	56,997
San Benito	0	0	0
San Bernardino	2,223	23,659	65,435
San Diego	0	18,409	65,652
San Francisco	4,171	9,918	21,118
San Joaquin	0	3,726	15,070
San Luis Obispo	0	3,070	11,399
San Mateo	3,353	9,201	20,600
Santa Barbara	0	251	9,615
Santa Clara	0	12,569	38,697
Santa Cruz	2,766	5,083	9,597
Shasta	1,107	3,583	8,408
Sierra	3,815	4,226	5,026
Siskiyou	5,410	7,112	10,429
Solano	6,750	10,261	17,105
Sonoma	0	545	8,955
Stanislaus	1,094	5,396	13,780
Sutter	8,233	9,222	11,149
Tahoe RPA	0	0	0
Tehama	651	1,912	4,370
Trinity	490	1,385	3,129
Tulare	0	0	10,340
Tuolumne	0	888	2,810
Ventura	61,193	68,307	82,172
Yolo	14,259	16,332	20,371
Yuba	13,545	14,304	15,783
Statewide Regional	324,889	516,975	1,037,947
Interregional	0	52,414	264,942
<b>TOTAL</b>	<b>324,889</b>	<b>569,389</b>	<b>1,302,889</b>

	New Capacity
Statewide SHA Capacity	1,111,601
Statewide PTA Capacity	(542,212)
<b>Total STIP Capacity</b>	<b>569,389</b>

Reviewed by:  City Administrator

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

**Submitted by:** Heidi Whitlock, Assistant to the City Administrator**Action Date:** November 6, 2019**CITY COUNCIL AGENDA ITEM****SUBJECT:** Update on Economic Development**PRESENTED BY:** Heidi Whitlock, Assistant to the City Administrator

**SUMMARY:** The Economic Development team was created to find ways to improve the economic well-being of Susanville by attracting new businesses, retaining our current businesses, creating and retaining jobs, and building the local tax base while increasing the quality of life for our community. Staff has been identifying multiple areas for review and has been actively working on the following areas:

1. Creating an Implementation Plan to include elements such as promoting public trust, attracting new businesses, attracting people to visit, attracting people to move here and building jobs
2. Working with Buxton – provided data/leakage reports and retail matches for potential new businesses
3. Site inventory – identifying all vacant lots/buildings, owner information and amenities
4. Flyers & Surveys – providing an explanation of the City's financial information to our community while receiving input on what we should be focused on as well as asking for volunteers
5. Website – complete redesign for easier viewing and includes economic development information for potential businesses
6. Contact with Alliance for Workforce Development to discuss job training/skill building opportunities
7. Contact with Lassen Union High School about career and technical job training classes

Staff will continue to work on multiple areas of economic development and will provide updates to the Council on a quarterly basis.

**FISCAL IMPACT:** None.**ACTION REQUESTED:** Information only.**ATTACHMENTS:** None.