

# HONEY LAKE VALLEY RECREATION AUTHORITY

## GOVERNING BOARD

BRIAN WILSON, PRESIDENT  
KATHIE GARNIER, VICE PRESIDENT  
TOM HAMMOND, BOARD MEMBER  
DAVID TEETER, BOARD MEMBER  
DAVID MESERVE, BOARD MEMBER

## STAFF

DAN NEWTON, EXECUTIVE OFFICER  
HEIDI WHITLOCK, SECRETARY  
QUINCY MCCOURT, PROJECT MANAGER  
DIANA WEMPLE, AUDITOR  
NANCY CARDENAS, TREASURER

# HONEY LAKE VALLEY RECREATION AUTHORITY GOVERNING BOARD MEETING

City Council Chambers  
66 North Lassen Street, Susanville, CA 96130

**October 17, 2017 - 3:00 p.m.**

### Addressing the Board

- Any person desiring to address the Board shall first secure permission of the presiding officer.
- Matters under the jurisdiction of the Board, and not on the Agenda, may be addressed by the public at a time provided in the Agenda under Public Comment
- The Board of Directors will not take action on any subject that is not on the Agenda

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### Call meeting to Order

Roll Call of Board of Directors present

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

2 **APPROVAL OF MINUTES:** Approval of minutes from June 20, 2017, August 15, 2017 and September 19, 2017, meetings.

3 **CORRESPONDENCE:**

4 **PUBLIC COMMENT**

Any person may address the Board at this time to comment on any subject on or not on the agenda. However, the Board may not take action on an items not on the agenda other than to direct staff to agendize the matter at a future meeting.

5 **MATTERS FOR BOARD CONSIDERATION:**

- A. Financial Reports through October 12, 2017
- B. Consider Standing Purchase Order Request for Lincoln Aquatics
- C. Approve City Reimbursement Request for Expenses through September 22, 2017
- D. Consider Resolution No. 17-22, Adoption of Amended Agreement between HLVRA and the City of Susanville
- E. Discussion regarding HLVRA Administrative Structure

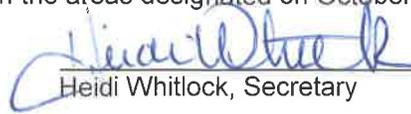
6 **BOARD MEMBER ISSUES/REPORTS:**

7 **PUBLIC COMMENT ON CLOSED SESSION ITEMS** (if any): Any person may address the Board at this time upon any discussion item under consideration during Closed Session.

8 **CLOSED SESSION:**

***The next regular meeting to be held on November 21, 2017 at 3:00 p.m.***

I, Heidi Whitlock, certify that I caused to be posted notice of the regular meeting scheduled for October 17, 2017, in the areas designated on October 13, 2017.

  
Heidi Whitlock, Secretary

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** October 17, 2017

**HLVRA AGENDA ITEM**

**SUBJECT:** Minutes of the HLVRA June 20, 2017, August 15, 2017 and September 19, 2017 meetings.

**SUMMARY:** Attached for the Board's review are the minutes of the HLVRA meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of HLVRA and June 20, 2017, August 15, 2017 and September 19, 2017, meetings.

**ATTACHMENTS:** Minutes: June 20, 2017  
August 15, 2017  
September 19, 2017

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
June 20, 2017 – 3:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:01 p.m. by President Wilson.

Roll Call of Board of Board members present: Dave Meserve, Jeff Hemphill, David Teeter, Kathie Garnier and Brian Wilson.

Staff Present: Jared G. Hancock, Executive Officer and Heidi Whitlock, Secretary.

**APPROVAL OF AGENDA:** Motion by Board member Teeter, second by Board member Meserve, to approve the agenda with the removal of item 8. 1. Motion carried unanimously.

**2 APPROVAL OF MINUTES:** Approval of Minutes from the May 16, 2017 meeting, Motion by Garnier, second by Meserve, motion carried unanimously.

**4 PUBLIC COMMENT:**

**Tony Jonas** (Public) stated that, at the last meeting, it was asked if he would put together a new version of the swim team or revive Lassen Aquatics. He continued that, besides himself, Mr. Hancock and Mr. Heumann, no one has experience. He added that President Wilson inquired as to how he was doing forming another group. Mr. Jonas stated that it was coming along. He offered a photo from the old swim team and stated that half of the individuals in the photo qualified for the junior Olympics and continued to share the process of how that works. He added that he found a copy of the old handbook and that he would provide Ms. Whitlock with a copy that she could make copies for those who request it. He added that the handbook discussed responsibilities, codes, mission statement, and where the group was going.

**Diana Wemple** (County & HLVRA Auditor) introduced herself as the Lassen County Auditor and wanted to thank Ms. Whitlock for the hard work that she has performed. She continued to share that her position as the Lassen County Auditor is to ensure that everything that comes to her for the final approval.

Mr. Hancock offered thanks to the County as well for the work that they do for the HLVRA. He added that we are all working together, along with her staff and wanted to thank her for making that possible.

**5 MATTERS FOR BOARD CONSIDERATION:**

**5A Review Landscaping – Grass Options**

Mr. Hancock stated that this item is regarding the grass options that we have for the pool landscaping whether hydro-seeding, or other options, to reduce the amount of dirt and run off that could potentially enter the pool. He continued that it has been asked what the grass will look like. He added that the best quote from the previous minutes were "if we spray it with weed and feed, will it die?" So, in response, no, the hydro-seeding will not die and staff wanted to show the Board different options as attached in the packet and are requesting input on whether or not any of these are what the Board had in mind.

Board member Meserve responded that he would prefer to see actual turf, with picnic tables.

Vice President Garnier added that this can be kept for a later project, someone may want to donate a table and place a plaque on it such as the Rotary Club, Soroptomist etc... also, an area where tables are in the shade, maybe over by the Public Works building.

Mr. Hancock inquired as to whether she was referring to inside or outside of the fencing.

President Wilson responded, outside the fence line.

Mr. Hancock responded that the area had been leveled and was relatively free of rocks and that staff can continue to look at seed options that could get established over time but would need to be irrigated. However, it would be cheaper than sod.

President Wilson stated that there really is not time for either as it is too hot currently.

Mr. Hancock responded that staff could bring in the trencher again to have more sprinkler coverage and plant seed and offered that staff could come up with a plan.

Vice President Garnier added that the more space they could use the better as it would mean more revenue.

Mr. Hancock responded that we can put up a sign, "Coming Soon, seed planting" for fall with cost estimates.

Vice President Garnier expressed concern with seed and grass getting into the pool.

President Wilson added that something will have to happen as we cannot afford to sod the entire parcel.

Mr. Hancock stated that it could be seeded.

President Wilson requested staff get cost estimates for both and the cost of mowing and other ongoing maintenance.

#### **5B Resolution No. 17-16 Amending 2016/2017 Budget**

Mr. Hancock stated that the item was related to the budget for this fiscal year. He continued that staff is looking more at actuals to get through and, going through compared to a few months ago, we decreased the professional services as staff for operations went down but training and some equipment costs went up and we had the contingencies that had to be utilized.

President Wilson asked if anyone had questions.

**Eileen Spencer (public)** inquired as to how much the pool had left.

Mr. Hancock responded about \$300,000.

Board member Hemphill asked why the contingencies were moved.

Mr. Hancock responded that, two meetings ago, we stated we would utilize the contingency fund to cover training.

Motion by Vice President Garnier, second by Board member Meserve, approving Resolution No. 17-16 amending the 2016/2017 Budget. Motion carried unanimously.

#### **5C Review Proposed 2017/2018 Operating Budget**

Mr. Hancock stated that this item is for our 2017/2018 fiscal year budget. It was brought to his attention that a line item was left out, concessions, and that we could add the concession revenue amount.

He continued that for base operations, staff is projecting \$16,000 for supply costs and \$20,000 for program intensive. For the revenue side it equates to \$21,000 for base operations and \$24,000 to \$25,000 for the program intensive.

Mr. Hancock stated that he wanted to state the revenues are being looked at for the whole season which is about an 8-month season. That includes 3 solid months and 2 ½ month shoulder seasons. He added that there are ways to cut costs in the shoulder season and if we cut a month out, we could save approximately \$10,000 adding that even having shorter days, will make operations cheaper. He continued that we have been running for a couple weeks and we are starting to realize costs of chemicals, utilities, etc... Also, the busier the pool, the more chemicals we will need. We will probably bring back an amended budget in about 2 months after we look at usage, staff time, etc... We are currently looking at 3 lifeguards but, no additional people, there are no front desk people as they will overlap.

Mr. Hancock continued with the line items discussing memberships and, with an average of 180 people at \$20.00, he shared the feedback was mixed, some were thrilled and some were not. He continued that some stated that swim lessons should be free or that it is simply not affordable. He added that, he was approached that afternoon stating that they would like to subsidize those who could not afford lessons. He continued that people really do want to help so, \$20.00 may be feasible. He also added that the more programming they offer, the more revenue that will come in.

Mr. Hancock shared the difference between the base budget and the program intensive budget. He offered that the additional programs increase the revenues and are less reliant on subsidies. He added that under programming, staff has water aerobics, splash ball etc... and are also looking at adding in pool rentals and swim team options.

Eileen Spencer inquired about the Pennies for the Pool account and where that account stood.

Mr. Hancock responded \$412.

Ms. Spencer asked how it could be so low.

Mr. Hancock offered to have Ms. Whitlock pull the information. He continued that the Pennies for the Pool account was previously allocated to the reels, the winder, the racing lines and cover which came to \$25,885.78 with a balance of \$412.00. He stated the money left is the balance in that account.

Board member Hemphill inquired as to where the \$92,000 in staffing came from.

Mr. Hancock responded that staff has taken an average of different positions and coming up with a number of staff hours per day and calculated them per day.

Mr. Hancock continued that the swim instructors would then be lifeguards since they are trained as well. He added that, at the most, there would be 5 people working.

President Wilson stated that the \$92,000 will go fast.

Mr. Hancock responded by stating, looking at staffing numbers for July, August etc... we can possibly get as low as 160 hours.

Mr. McCourt responded that we came up with those numbers by looking at staff time mixed with swim instructor times. He added that staff is aware that they are half an hour sections so staff budgeted one hour of staff time when calculating revenue. Staff had numerous discussions and looked at a variety of options.

President Wilson responded that he was not understanding why the board was not approving just one number for each line item instead of two numbers.

Mr. Hancock responded that staff is requesting feedback on one way or the other. Does the Board want things to grow organically or would you prefer to choose the base budget. Or, we can start with a limited amount of programs, somewhere in the middle.

Board member Hemphill asked if they are 15 hour days.

Mr. Hancock responded no, the pool should not be open that long during the shoulder season. He continued by asking for clarification from Board member Hemphill that his concern is the programming and how it breaks down since the \$92,000 seems low.

Board member Hemphill confirmed.

Mr. Hancock responded that staff could provide the information to him.

Mr. Heumann stated that he could also provide the information.

Mr. McCourt also stated that it would be great to fill every class as it would benefit the pool, financially. He added that it was not figured into that budget though since we wanted to figure out the base amount first. He continued that he has supplied multiple options and added that he felt what is being presented is the best option.

Ms. Spencer inquired as to how we get kids to the pool. She continued that, if someone is late, what is the contingency plan for them or are they turned away.

Board member Teeter stated he can see letting them in late but they would not receive a refund since we saved them a space.

Ms. Spencer inquired about setting up a carpool.

Board member Meserve stated that he has never signed his children up for anything if he could not get them there. He felt that someone should be able to get the children there and that he feels the problem should be minimal.

President Wilson stated a couple suggestions under revenue. He stated that, no matter which way we choose, he would like to see the budget every meeting, just to monitor everything.

Board member Meserve stated that we have no history to base this on but agreed.

President Wilson, responded yes, this should come back every meeting.

Mr. Hancock responded that he thinks he could work that into a motion. If the Board would like to adopt the program intensive budget with \$18,000 added to showers, landscaping moved into capital improvements, create capital projects line with the remaining going into future investments and not to be spent.

Additional discussion on requested line items to be added.

President Wilson inquired if we could separate that from depreciation. He added that we do not want to spend depreciation money on a project. And, if we do not start funding it now, it will be easy to not fund it every year. He wants to do it right.

Mr. Hancock responded, forgetting to mention concessions the first time, adding \$24,000 in concessions, \$5,000 for safety equipment, \$11,000 for landscaping, \$18,000 for showers. Also, a capital projects line, adding the cost for grass and an unallocated depreciation cost.

Mr. Hancock added that he would like to take this time to thank Ms. Whitlock, Mr. McCourt and Mr. Heumann for the time they have spent on this item.

Mr. Jonas requested that Mr. Hancock go over the capital improvements one more time, listing specific projects.

Mr. Hancock stated that, under fixed assets, we will have capital projects listed as \$18,000 showers, \$11,000 landscaping, adding the turf area around perimeter. He added that the amount left over after those items will be allocated between depreciation and deferred capital improvements.

Mr. Jonas requested to know if the budget would be carried over.

Mr. Hancock responded yes, it would accrue year after year but would not be budgeted (not be spent). If an item has a small cost, it could be taken from the other line items but not this one, but if it was a larger expense, they would use the depreciation. He recommended transferring the fund balance into depreciation if a cost exceeded what was in that account.

President Wilson stated that, if we are going to do it this way, we need to address how it will be done.

Mr. Hancock responded that we would have to create a policy that addressed it.

Ms. Spencer expressed her opinion on the proposed budget and stated that staff should be getting numbers from the county like she does.

President Wilson responded they have to adopt a budget and it is not real time numbers. All of the numbers come from the Lassen County Auditor's office.

Board member Meserve stated that the budget is a guideline, we do not yet know what the variable costs will be.

Mr. Jonas requested Mr. Hancock offer a timeline for completing the three projects as listed.

Mr. Hancock responded that creating the grass area will have to be a fall project due to weather. As for the showers, there are a few groups that are looking into assisting with that project so, some things may be completed before we even have the numbers for them.

Mr. Jonas responded that if we are putting numbers into this budget, when will the project happen?

Mr. Hancock responded, this year, the year it is budgeted.

Mr. Jonas responded, so, if it is in this budget?

Vice President Garnier responded, this year. Weather permitting.

President Wilson inquired as to when the annual contributions will be coming from the County and City.

Mr. Hancock responded that the City will send their payment in July. The County makes their contributions as close to July as possible. He added that, from what he sees, it is based on the State budget and may not be until October.

Ms. Wemple responded that she believes the County CAO is hoping for mid-July.

Mr. Jonas asked if once the money is available, will it be delegated to that fund pending the project moving forward. He added, if it is next year and it is not done, will that money stay here for the budget and added onto the previous year.

Mr. Hancock responded that if budgeted, and the money and plan is there, just Board approval would be needed to move forward. However, if the money is still there at the end of the fiscal year, it goes to fund balance. It would transfer out of fund balance and back into that account with the next years' budget.

Mr. Jonas inquires as to why this is based on what is left and not the \$160,000 that is contributed annually.

Mr. Hancock responded that it is all lumped together.

President Wilson stated that there is no fund balance right now.

Mr. Hancock responded that you do not want a carry over every year.

Ms. Spencer inquired as to why there is no fund balance in the budget.

Mr. Hancock responded that it is there and it was fully budgeted, but there were upfront costs. Staff anticipates a fund balance, but it will be small.

Ms. Spencer asked for confirmation that \$300,000 would be spent by June 30.

Mr. Hancock responded yes.

President Wilson explained some of the money has already been spent, but the checks haven't been written yet.

Mr. Hancock said when the books close on June 30<sup>th</sup>, there are invoices, payroll and other expenses that come in and are collected. Staff will work with the auditor's office and those numbers will be finalized about 90 days after the fiscal year and they will get the final number of what the balance is.

Ms. Spencer inquired as to how much was left as of July 1<sup>st</sup>.

Mr. Hancock responded, 10 days from now, about \$100,000.

Ms. Wemple responded that she could set up a capital improvement fund but, it cannot be used for depreciation as that would be a separate fund.

President Wilson responded that he just wanted it separated.

Mr. Hancock responded that we are all stating the same thing. We would set aside funds from this budget to go in there, but it wouldn't be expended and that account would stand alone and build money year after year and there would also be a separate depreciation budget since we have a \$3 million dollar facility.

Motion by Vice President Garnier, second by Board member Meserve, to approve the program intensive budget with the following changes; \$24,000 for concessions, \$18,000 for showers, \$11,000 for landscaping, \$5,000 for safety equipment and turf numbers and the remaining amount to be split between capital improvements and depreciation/maintenance fund. Motion carried unanimously.

#### **5D Resolution No. 17-17 Agreement with City for Utility Services**

Mr. Hancock stated that an update was provided at the last meeting but the City Council has approved the utility agreement providing water at no costs for the pool and the natural gas at a raw cost of .386 per therm from November through May and \$2,100, based on square footage, from June through October.

President Wilson inquired as to why it was \$2,100? Was it because the pool is the only one on the system.

Mr. Hancock confirmed.

President Wilson inquired as to whether or not it was a variable rate pump.

Mr. Hancock responded, no. He added that he could go into how it all works but it would take time. They can be controlled but not at the traditional variable rate. In the summer, it will turn on very infrequently but it will keep the pool around 82°- 86°. The geothermal is typical around 160° while going through the loop. Because it is not pumping

and turning on in the line, when it does come on, it takes longer to get to the 160° water. The City will have to work with the JPA to figure out what it needs for the pool.

Motion by Board member Teeter, second by Vice President Garnier, approving the agreement with the City to provide geothermal, natural gas and water service for the pool. Motion carried unanimously.

**6      BOARD MEMBER ISSUES/REPORTS:**

Vice President Garnier inquired as to the status of way-finding signs.

Mr. Hancock responded that, prior to his departure, Joel Rathje was putting together a way-finding plan where they would be located. He stated that he would follow up with his replacement, as he has since left the County, and will come up with sites for signs.

Vice President Garnier requested an update at the next regular meeting.

Mr. Hancock discussed the Ribbon Cutting / Open House for the pool. He stated that there would be a short presentation and plaque recognition and after the ceremony, there would be the ribbon cutting and open house, open to the public. There may even be a photo opportunity afterwards for everyone to jump into the pool. He continued that the grand opening will then be on July 1<sup>st</sup>. Staff has been working diligently to get it done on time as a lot is being done quickly.

A recommendation was made to notice the ribbon cutting ceremony as a special meeting.

President Wilson stated that the bus stop is on site.

Mr. Heumann responded that it is a nice enclosure.

**7      PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.**

**8      CLOSED SESSION: None.**

Meeting adjourned at 4:55 p.m.

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Brian Wilson, President

Respectfully Submitted by

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Heidi Whitlock, Secretary HLVRA

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
August 15, 2017 – 3:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:01 p.m. by Vice President Garnier.

Roll Call of Board of Board members present: Dave Meserve, Tom Hammond, David Teeter, and Kathie Garnier. Absent: Brian Wilson.

Staff Present: Jared G. Hancock, Executive Officer, Heidi Whitlock, Secretary, Nancy Cardenas, Treasurer and Eric Heumann, Pool Director.

**APPROVAL OF AGENDA:** Motion by Board member Hammond, second by Board member Teeter, to approve the agenda. Motion carried unanimously.

**2**      **APPROVAL OF MINUTES:** None.

**4**      **PUBLIC COMMENT:** None.

**5**      **MATTERS FOR BOARD CONSIDERATION:**

**5A**      **Financial Reports through August 7, 2017**

Mr. Hancock stated that the attached financial documents are those which are typically presented to the Board for review and filing and are through August 7, 2017.

Vice President Garnier asked if there were any questions.

Board member Hammond inquired as to whether we were tracking everything daily as the programming appeared to be a little on the light side.

Mr. Hancock responded yes, however, other lines are a bit higher however, they are not recommending any changes at this time as the current budget takes us through June of next year.

Board member Hammond agreed.

**5B**      **Approve City Reimbursement Request**

Mr. Hancock stated that there are a number of items included in this particular reimbursement request including administrative costs, landscaping, pool staffing prior to opening through the remainder of the fiscal year. He continued that, for the landscaping, the City fronted the money and that is why the reimbursement is being requested. He added that, although the individual invoices were not included in the packet, they are here for your review and will also be attached to the claim which goes to the County.

Vice President Garnier inquired as to whether or not these items were already included in the budget. She also inquired as to the dates the project manager worked.

Mr. Hancock responded that yes, the items were included in the last fiscal year budget and the project manager hours worked were from May 8<sup>th</sup> through the end of June.

Motion by Board member Teeter, second by Board member Hammond, to approve the City's reimbursement request. Motion carried unanimously. Absent: Wilson.

## **5C Review / Adopt Revised 2017/2018 Operating Budget**

Mr. Hancock stated that we reviewed the 2017/2018 operating budget on June 20, 2017, and the budget was adopted at that time with a few additional changes. Staff and the Board discussed both a base budget and a program intensive budget. Adjustments have also been made as recommended at the last meeting and it was requested to bring the budget back to fund other options including turf and shower costs and putting funds aside for capital improvements and depreciation costs. The two attachments include the budget as adopted, without the extra items added, and the revised budget, including those changes.

Mr. Hancock added that there has also been a request to add a line item that would allow us to take money on behalf of the swim team and a line in expense possibly expensing out 50% back to the swim team. We do not have an amount yet but, we are looking at place holders.

Board member Teeter inquired as to whether or not Mr. Hancock was comfortable with the revenue numbers.

Mr. Hancock responded yes, stating he was comfortable that we will not go over budget. He added that, with the numbers that came in initially, the monthly amounts were higher than anticipated. However, we have had a hotter summer and it is a new facility with a lot of interest. He continued that we could increase it but, it would be premature to do so and, with school starting this week, it will be interesting to see how usage drops off and that staff is watching it closely. We are ensuring that we are not going over budget.

Vice President Garnier expressed her concern with having concessions listed as a revenue since it has not yet been realized.

Mr. Hancock responded that, although it is in the revenues, concession item costs have also not been incurred. So, the lack of expense will balance out the lack of revenue. He added that we also have to realize that this will go into the start of next season.

Vice President Garnier responded that she had forgotten that the fiscal year goes into next season. She also inquired about the higher than expected chemical costs and asked if we needed to address that issue in the budget.

Mr. Hancock responded that no additional changes are being requested. He continued that there was a faulty unit at the pool and that it has since been fixed. He added that he expected that usage to taper off.

Board member Meserve inquired about the pool covers and if they had been ordered yet.

Mr. Hancock responded that they had not.

Board member Meserve responded that it could help with evaporation.

Ms. Wemple inquired as to whether or not a credit card expense line item was going to be added to show the cost of the credit card fees.

Mr. Hancock responded that he thought that was added in the budget but, we can certainly add it in.

Board member Hammond inquired as to how much the credit card fees were.

Mr. Hancock responded that he did not have that amount in front of him.

Ms. Cardenas responded that they run from 2.75% to 3.5% of the purchase depending on the type of transaction.

Vice President Garnier inquired about staffing and if the \$134,000 would be enough.

Mr. Hancock responded that it was necessary to have more staffing when the pool opened but staffing is still being watched closely as people go to school. He added that staff is not too concerned yet.

Board member Meserve stated that, at the last meeting and this meeting, that the pool would collect money and give a portion of it to the swim team.

Mr. Hancock responded that direction was received from the Board to support the creation of a swim team. He continued that there have been meetings with the possible coaches and the goal is to be registered with USA swimming and part of their requirement is a fee associated with insurance etc...

Mr. Hancock added that, the team may have to form organically with the kids who are learning to swim now. There will probably need to be a swim academy now and then this will build them up and develop basic skill sets while verifying the level of interest. He added that currently, coaches are looking to volunteer their time but eventually, those funds will assist with equipment, etc... However, they would like to know who would collect the money. Mr. Hancock proposed that the HLVRA accept the money on behalf of the swim team with a percentage of that money to be paid to them and a percentage staying with the pool.

Board member Meserve likes the idea but requested that an agreement be drafted stating the details.

Vice President Garnier clarified for staff that they are to add the swim team academy line item to the budget along with a line item for reimbursements and expenses.

#### **5D Consider Approval of Resolution No. 17-18, Adopting Cash Handling Procedures**

Mr. Hancock stated that both City and County staff have been working together and have created a cash handling policy for review and adoption. He added that the original document was that of the County's that has been adjusted to meet the HLVRA's needs.

Vice President Garnier stated that Section 3(d) needed to be changed to HLVRA instead of County. She asked the County/HLVRA Auditor, Diana Wemple, if she was in agreement with this policy.

Ms. Wemple stated the Ms. Whitlock made the changes and presented them to her, she was in agreement with the changes made.

Motion by Board member Hammond, second by Board member Meserve, approving Resolution No. 17-18, Adopting Cash Handling Procedures. Motion carried unanimously. Absent: Wilson.

#### **5E Consider Approval of Resolution No. 17-19, Adopting Petty Cash Guidelines**

Mr. Hancock stated that the policy being presented is to establish a small petty cash fund in the event that, after normal business hours, a purchase needs to be made. This policy is also one of the County's which has been altered to meet the needs of the HLVRA.

Ms. Wemple stated that an amount needed to be determined as a range was provided in the policy but not set in the resolution.

Motion by Board member Hammond, second by Board member Meserve, approving Resolution No. 17-19, Adopting Petty Cash Guidelines with a \$200.00 limit. Motion carried unanimously. Absent: Wilson.

#### **5F Consider Approval of Resolution No. 17-20, Adopting Bank Services with US Bank**

Mr. Hancock turned the item over to Ms. Cardenas. Ms. Cardenas stated that the item is for the Honey Lake Valley Recreation Authority to open an account at US Bank. The bank is open on the weekends, if needed, and they will issue credit cards to designated individuals.

Board member Hammond inquired as to how much the highest sales day has been.

Mr. Hancock responded that it was about \$2,800.

Vice President Garnier inquired as to whether or not night drops were made or could be made.

Ms. Cardenas responded that they could but, Ms. Whitlock does the deposits and then the credit cards would go directly into the US Bank account. She continued that there are no checks associated with this account and the money goes in only. She continued that Ms. Whitlock would continue to make the deposits, balance the accounts and send the information to the County and added that Ms. Whitlock has already had many discussions with the County regarding cash security issues.

Motion by Board member Meserve, second by Board member Hammond to approve Resolution No. 17-20, adopting Bank Services with US Bank. Motion carried unanimously. Absent: Wilson.

### **5G HLVRA Credit Card Option**

Ms. Cardenas added that she also wanted to go over the credit card option at US Bank and stated that Ms. Wemple requested that everything be included when credit card purchases are included to show that the purchasing policy was not bypassed.

**Tony Shaw** (County) pointed out a change that he felt may need to be made on page two of the contract regarding the credit card policy.

Mr. Hancock stated that we have already adopted this policy and if it needs to be amended, it must be done so at another meeting with a separate resolution. He offered to bring the item back at a future meeting.

Board member Teeter inquired as to why the item was being presented.

Ms. Cardenas stated that she wanted the Board to know the limits on the credit cards.

Vice President Garnier inquired as to whether or not they should give direction.

Ms. Wemple further added that there would be a monthly limit of \$10,000 on all three cards (total).

Direction to staff to move forward on the credit cards.

### **5H Shoulder Season Update and Proposed Schedule**

Mr. Heumann stated that, in looking forward in the season, staff is proposing morning and evening programming and currently proposing to be open from 6:30 a.m. to 7:00 p.m. but closing between 11:00 a.m. - 3:30 p.m., which would be consistent with the demand and staffing difficulties. However, weekends would remain the same. He continued that, during the shoulder season, we are proposing closing Labor Day and Columbus Day as a cost savings measure.

Ms. Wemple stated that part time staff would not get holiday pay so that would not be an issue.

Mr. Heumann stated that he thought they did get holiday pay.

Vice President Garnier stated it would only be around \$25.00 so, it would not be an issue.

Board member Teeter stated that we are looking for a profit but, we also need a surplus to build on later.

Board member Meserve stated that income needed to be maximized.

Board member Teeter stated that the Board needed to be thinking of this like a business.

Mr. Heumann responded that it was his understanding that there are projects we need to fund.

Board member Hammond responded that, if we were to close on the holiday, it may save the HLVRA \$100.00. However, we may lose more the following weekend as people may assume that the pool is closed.

Vice President Garnier stated that one thing she has heard is how crowded the aerobics classes are. She inquired as to why another class has yet to be scheduled and suggested having another class directly after even if it went into open swim times.

Mr. Heumann responded that something could be done about that. He suggested that they move the water walking class to a different time slot.

Vice President Garnier suggested 10:00 a.m.

Mr. Heumann responded no, in place of water walkers perhaps.

Vice President Garnier inquired as to why as the instructor would already be there, in place, why not utilize them.

**Unidentified Member of the Public** stated that she would like to see the morning times at 6:30 a.m. as she, and many others, would use the pool prior to going to work etc. She added it would be easier if lights were present.

Mr. Heumann responded that the lights are in the pool but, not on the deck, and that is where the concern lies.

Mr. Hancock stated that part of the difficulty is not knowing the scenario yet. He added that staff wanted to use as much light time as possible for safe swimming. He added that we may want to be flexible to be able to change times as needed due to those factors. He continued that Mr. Heumann had shared a lot with him and he had some of the same concerns that he had. The mid-day closure until 3:30 p.m., when school gets out at 2:30 p.m. may not work however, he stated that he appreciated Mr. Heumann's talking with the users and looking at the demands. Mr. Hancock suggested moving forward with flexibility but with the Board's direction. He continued that is we have a few extra people that are wanting another class, then we can meet those needs. He stated that he appreciated that work that Mr. Heumann has put into this but, believed that the Board's feedback has also been heard.

Board member Hammond stated that there is definitely a learning curve.

Mr. Hancock responded yes, but he valued his opinion. He also stated that yes, if someone sees a closed sign this time of year they may assume that it is closed for the season and not return and that the consistency is important. He added that there is potential around holidays, and the middle of the day closures to make money so, we need to dial in the morning and evening times. He added that they are already seeing changes in park attendance so it will be coming.

Vice President Garnier stated that she has not been here since the beginning so she would like to know how much the deck lighting would be.

Mr. Hancock responded that there are other projects that took priority over the deck lighting but, they were looking at lighting in the four corners.

Vice President Garnier stated that she would like everyone to consider fundraisers for the pool. She continued that this would be their excuse to come in since they may not be able to come in after school.

Mr. Hancock stated that we can also look into temporary lighting options.

Vice President Garnier inquired as to whether or not we could contract with someone locally to do so. She added that she just knows of a lot of people who want the pool to be available in the morning hours.

Mr. Heumann agreed stating that he has seen the same crowding issue as he is there in the morning hours. He went on to state that those there first thing are the diehard swimmers however, he added that he needed to also be aware of attendance numbers and water aerobics is the only time when attendance goes up but, from a budgetary standpoint, it may not be worth it.

Vice President Garnier responded that a little bit of wiggle room may be needed as some people not know about it yet.

**Eileen Spencer** (Public) expressed her concern with water aerobics having a cost of \$20.00. She added that, at one time, you could sign up for classes through the college and it was cheaper.

Mr. Hancock responded that he has continually looked into and talked with the college and they have two options. The first would be through the athletic classes that students can participate in and the other is a program where they have scholarships, where the college is able to pay a portion of the salaries of college students who are working at the facility. However, no one has come through about that for the pool to date. He continued that there is nothing yet but, the college and high school are looking into it.

Mr. Hancock continued that the other thing that Mr. Heumann alluded to is that a majority of the people who came in for training (and employment) have been high school students. We do not have many in the college category and the adults that we currently have are teachers or already have other employment and have limited hours or availability.

Mr. Heumann stated, in terms of fundraising, we want to set something up with both the college and the high school but we are still putting things into place. However, next year there should be a lot more time to get things ready.

Vice President Garnier responded that she is sure that people want to help, they just may not know how.

Mr. Hancock responded that if she knows of those who want to help, to let him know. He continued that staff needs to hear that feedback if people are wanting to support it. We have yet to go out businesses but we have not heard of any who would like to assist. We were hoping a lot of the bigger companies and people would want to assist.

**Elaine** (Public) inquired as to whether or not there would be a swim team schedule.

Vice President Garnier responded that swim team times are listed on the schedule. She then requested confirmation that the budget would support the schedule provided.

Mr. Hancock responded that a lot of the provided information is based on estimates. However, staff is watching closely. He then brought up the need for an overtime discussion as staff may periodically receive overtime and it is not addressed in the contract.

## **5I Update on Landscaping Options**

Mr. Hancock stated that he, since it has been a topic in recent meetings, wanted to discuss turf and cost estimates. Staff has received estimates for the area, being approximately 16,000 square feet. He continued that, the attachments show both sod and hydroseed costs and it is expensive and added that, although it was included in the budget, it was not enough to cover the estimated costs. Mr. Hancock suggested that local estimates be requested as they may be able to provide a better cost.

Elaine (public) inquired as to why staff does not want to seed it.

Board member Hammond inquired about installing fake grass.

Mr. Hancock responded that it can be expensive and, if not all shaded it may not hold up and will look bad after only a few seasons.

Mr. Shaw stated that the County used hydroseed for Ranch Park and it was difficult to keep wet and it blew away, it was horrible.

Vice President Garnier stated that she felt it would make another good volunteer project. She added that top soil could be brought in, as well as water stations. She continued that the water lines could be placed and stubbed off until such time that it could be completed, even it was a portion every year. She added that she felt \$32,000- \$48,000 was a ridiculous amount.

Board Member Teeter suggested that someone may offer to complete the landscaping at a reduced amount if we give them space to advertise, but added that it may not be realistic to think a company would do so.

Mr. Hancock responded that even if staff were able to get sod for \$1 a square foot, we would still be looking at \$16,000. Plus the costs of irrigation and top soil. He then stated that one of his recommendations would be to phase it in. It may be a good idea to do a little at a time or just get it done since there would be consistency if it were done all at once. So, we will keep working on a way to get it done.

## **5J Update on Concession Options**

Mr. Heumann stated that he felt that the best course of action would be to install vending machines. However, they may be too big to have inside the bathhouse. He continued that, although they are more expensive, he would prefer to see the insulated vending machine outside. He added that, at the time that the agenda went out for this meeting, the best deal that he could find was approximately \$6,000. However, he has since received another estimate for \$5,600. He added that there are also other options such as snow cones or hot dog machines to be kept inside.

Board member Hammond inquired about hiring a vending machine company.

Board member Teeter responded that if that happened, all revenue would go to someone else.

Board member Meserve stated his concern as someone could get over the fence and vandalize the machine.

Vice President Garnier stated that we didn't have \$6,000 for the machine.

Mr. Heumann responded that the outside machines are more tamper resistant. He added that another thing to consider is that we would not be required to spend money to make money.

Board member Hammond inquired as to what happens if the refrigeration unit goes down and associated maintenance costs.

Mr. Heumann responded that he was not sure however, he knew that if we were to bring in a vendor, we would only lose potential revenue.

Vice President Garnier inquired about whether or not the bathhouse was going to have cabinets and if so, we could have space to offer small snacks and also maybe a water and soda machine.

Mr. Heumann stated that a consideration should be made regarding the addition of future office and food space. He continued that food is where we can control revenues. He stated that you can ban all outside food however, you cannot tell them no swim caps, swim diapers etc...

Mr. Heumann continued that he is also concerned with the maintenance of the vending machines however he felt strongly about pushing the food side.

Vice President Garnier responded that other options need to be reviewed.

**5K Way-finding Update**

Mr. Hancock stated that everyone has seen this item but he wanted to offer a quick update. He continued that there is a program through Caltrans to get a few signs. A few years ago, we asked Caltrans and they responded that we had to give them a plan. Then, after they reviewed, they may be okay with it. The City and County have both approved however, it has not been worked on since that time as staffing has changed. However, we would like to work with Caltrans for a few signs only as we know someone, Dan, will be working on it.

Mr. Hancock continued that in the packet is a copy and we are working on it but, we are only requesting a couple of signs for now. However, the sign on Main Street will give us the most problems to place.

**5L Review Credit Card options for Upcoming Season**

Ms. Cardenas stated that she wanted to provide options to the Board for the upcoming season in terms of credit cards options. She continued that she is for Official Payments as that is what the County uses but, that system does not offer the POS system. They charge \$2.00 per transaction as well, to the customer. But, there are no fees to the HLVR. She continued that Board member Teeter also asked her to review options with US Bank. US Bank charges .05 per item or 1.09% on credit cards. It also includes a POS system but there should not be too much of a learning curve. She added that she has reviewed the Square contract and it only protects the rights of Square, not the HLVR.

Board member Hammond inquired if anyone charges a percentage.

Ms. Cardenas responded that if you are a service provider, you should set the fees and they should be passed on to the customer.

Mr. Hancock responded that Official Payments could charge a \$2.00 or \$4.00 fee. US Bank could still be a happy medium. We will still need to get a secure, dedicated line as right now it is not. We would have to work with US Bank to get everything. He continued that this is not currently an action item and it should be brought back around January. He concluded by stating that himself, Mr. Heumann and Ms. Whitlock needed to review and continue with the item.

Board member Hammond stated his opinion that Square may not be the best way to go.

Board member Meserve stated that his church utilizes Square for fireworks.

Ms. Cardenas also offered clarification to Board member Hammond that the JPA has an account with US Bank and not just with the County because, as the County, they are not permitted to pay credit card fees, it has to get passed on to the customer.

Mr. Heumann stated that the fee would be a set \$2.00 fee for Official Payments. Ms. Cardenas confirmed.

Mr. Hancock stated that the County does charge a transaction fee, which is a set amount per transaction, no matter the amount. However, another option would be to add that amount into the transaction.

Board member Teeter requested the item be tabled until January.

Mr. Hancock responded that a discussion should also occur on the POS System as this is the first time he had heard that there was a POS option through US Bank.

Mr. Shaw offered that a procedure would need to be set to charge a fee to a customer. If a fee is being charged, the data will have to be presented to show how much the service costs the pool and the justification for the fee. He referenced Prop 26 and the cost recovery from setting user fees.

## **5M Consider Additional Training Option**

Mr. Hancock stated that we have already covered most of this item already but, ultimately, we may need to get more people identified and offer more training options.

Vice President Garnier responded that we should have done this already.

Mr. Hancock replied that we have already been trying to identify them but people have not come forward.

Vice President Garnier inquired as to whether or not those who participate in swim team can do it.

**Camille Buehler** (Swim Team Coach) responded that they would need to go through training.

Mr. Hancock stated that he thought more charter school kids would be applying.

Vice President Garnier shared that she thought they were not permitted to work prior to 3:00 p.m. during the school week.

Mr. Hancock responded that staff simply wanted the Board to be aware of what was going on and what staff was planning.

Vice President Garnier asked if there was budget for it.

Mr. Hancock responded that it is not budgeted at this time.

Ms. Buehler inquired as to whether or not 15 year old would be permitted to obtain the training so they would be ready to go next season.

Mr. Hancock responded that it was his belief that those under 16 trigger insurance issues and there are limitations on what are permitted and not permitted to do. We would have discuss them participating in the trainings.

Ms. Buehler stated that she was interested in knowing as there would be a large group of kids coming to age next season.

## **5N Diving Board Funding Proposal**

Mr. Hancock stated that this is an exciting item. In almost no time at all, Bill Feierabend started a campaign to raise money for the purchase and installation of a diving board. In addition to that amount, the HLVRA has also secured an additional \$5,000 from the afternoon Rotary Club. He added that it should be requested of the morning Rotary as well to see if they can donate. He continued that we are currently getting a flyer together to start advertising the diving board and have collection boxes to raise the funding.

Vice President Garnier suggested GoFundMe.

Mr. Hancock responded that it may work but he simply wanted to ensure he shared the good news with the Board and the large contributions are something to be excited about.

## **6 BOARD MEMBER ISSUES/REPORTS:**

Vice President Garnier inquired as to where we were on the ordering of the shower mats and the skimmer net.

Mr. Hancock stated that he skimmer has already been ordered.

Mr. Heumann responded that he is still getting the measurements for the mats and researching ADA requirements etc... since there will be a lip. He continued that he has seen textured mats that could work for the collection of water however, they are too painful to walk on as they are too deep.

7 **CLOSED SESSION:** None.

Meeting adjourned at 5:13 p.m.

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Brian Wilson, President

Respectfully Submitted by

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Heidi Whitlock, Secretary HLVRA

**HONEY LAKE VALLEY RECREATION AUTHORITY  
GOVERNING BOARD MEETING  
Regular Meeting Minutes  
September 19, 2017 – 3:00 p.m.  
City Council Chambers 66 North Lassen Street Susanville CA 96130**

Meeting was called to order at 3:01 p.m. by President Wilson

Roll Call of Board of Board members present: Dave Meserve, Tom Hammond, David Teeter, and Brian Wilson Absent: Kathie Garnier.

Staff Present: Jared G. Hancock, Executive Officer and Heidi Whitlock, Secretary.

Prior to approving the agenda as posted, Board member Teeter inquired about the topic of conversation to take place in closed. He stated that, if the position itself was being discussed, it should be discussed in open session. However, if it were to discuss the employee performing the functions of that position, it should be in closed but, being that the current person is a City employee, he felt it should be in closed for that agency, not the HLVRA.

Mr. Hancock responded that there is a provision in the Government Code that states, in the event the Board needs to discuss whether something does qualify to be held in open or closed, the item can be placed in closed to make that determination.

**APPROVAL OF AGENDA:** Motion by Board member Hammond, second by Board member Teeter, to approve the agenda. Motion carried unanimously.

**2**     **PUBLIC COMMENT ON CLOSED SESSION:** None.

**3**     **CLOSED SESSION:** At 3:04 p.m. the Board entered into Closed Session to discuss the following:

- A     PUBLIC EMPLOYMENT – pursuant to Government Code §54957(b)(4):  
1         Public Employment: Executive Officer
- B     POTENTIAL LITIGATION – pursuant to Government Code §54956.9(d)(2-3): one

**5**     **RETURN TO OPEN SESSION:** At 3:19 p.m. the Board reconvened in Open Session.

Mr. Hancock reported that the Board met in Closed Session, and recessed at 3:17 p.m. The Board will return to Closed Session at the end of Open Session.

**6**     **APPROVAL OF MINUTES:** Motion by Board member Meserve, second by Board member Teeter, to approve minutes for the August 1, 2017 meeting. Motion carried unanimously. Absent: Garnier. Board member Hammond Abstain.

**7**     **CORRESPONDENCE:** None.

**8**     **PUBLIC COMMENT ON OPEN SESSION:** None.

**9**     **MATTERS FOR BOARD CONSIDERATION:**

**9A**    **Financial Reports through August 31, 2017**

President Wilson inquired of Mr. Hancock, if we were wanting to look to see if the JPA had any money right now, where would we look. He continued that it was unfortunate the Ms. Wemple was not in attendance to discuss the reports. He

added that the review of the financials should be placed on the following meeting and hope that she can be in attendance at that time to go over the reports.

**9B Consider Reimbursement to City for Overtime Paid to Pool Staffing**

Mr. Hancock stated that this is a quick item and not an actual reimbursement item. He continued that, in the agreement between the City and the HLVR, the City is to be reimbursed at the rates as listed in the agreement. However, overtime amounts are not listed. He added that we just want to cover it in the event that it happens, as it has for a few hours to date.

President Wilson requested that Mr. Hancock go over the differences in the pay amounts as listed on the appendix.

Mr. Hancock offered the explanation. He continued by stating that direction to staff would simply be to bring back the item at the next meeting for approval.

President Wilson stated that State Labor Laws do not require this, it should be paid.

Mr. Hancock responded that yes, the employees are paid the overtime rate. This item is simply a request to add the overtime rates to the contract to ensure a smooth process when overtime reimbursement is requested by the City. He continued that we have had one instance where someone had overtime and we only requested the regular rate as an overtime rate was not listed in the agreement.

Board member Teeter stated that this should not be an item or a concern, it should be reimbursed.

President Wilson stated it that should be looked into.

Mr. Hancock responded that one could make the argument that the City agreed to the listed rates. This is simply to prevent that argument and we would like to include it prior to it occurring. He added that it would be limited but you never know if staff will be sick etc...

Board member Hammond and Teeter requested the item be brought back at the next meeting to approve the amended appendix.

**9C Consider Resolution No. 17-21, Adopting Credit Card Acceptance Policy**

Mr. Hancock stated that this policy is the same as the County's.

Board member Teeter inquired as to whether this was a set rate or a service fee.

Mr. Hancock responded that this is the credit card acceptance policy, the policy we would implement so that we could accept credit cards.

Motion by Board member Hammond, second by Board member Meserve, approving Resolution No. 17-21, Adopting Credit Card Acceptance Policy. Motion carried unanimously. Absent: Garnier.

**9D Review Agreement between Swim Team (Lassen Aquatics) and HLVR**

Mr. Hancock stated that this agreement is for this season until the pool closes. This was initially started to get kids started in the swim team although, it is already too late to participate in meets this year. He continued however, this offers individuals time to get in and start working out with competitive swimming from after school Monday through Friday. He added that the JPA is currently collecting funds on behalf of the Swim Team at \$110 for the first child, \$90 for the second and so on. The amount would increase if they did not also have a monthly pass. This year, we are suggesting that 50% of those funds get released back to the swim team and the other 50% remain with the pool to cover the costs of insurance, lifeguards etc.... However, once they have instructors who are certified, they will not require pool lifeguards. He repeated that this plan is for the remaining portion of this season only and any agreement for next

year will be restructured if needed. The only portion of this particular agreement we would request be changed is the 8<sup>th</sup> paragraph for the mutual indemnification language as the instructors are signing up as volunteers and cannot get insurance etc... at this time. He added that he has been working with Ms. Buehler and if the Board had any questions of her she was in attendance to respond. He concluded that he thought this was a good partnership and he has heard positive feedback regarding the program.

Board member Hammond inquired as to how many have signed up for the swim team.

Ms. Buehler responded 65 and a lot of the parents swim as well.  
Board member Hammond asked if it was crowded.

Ms. Buehler responded yes, when I look at the pool it appears crowded but, there are 10 kids per lane. The younger kids get the good, shallow side. She added that it has been a great experience and the pool staff is great to work with.

**Tony Jonas** (public) added that fees are for the season and not monthly as stated in the agreement.

Mr. Hancock stated staff could remove "monthly". He also suggested removing the entire paragraph "8" as the insurance paragraph covers everything that is required.

Motion by Board member Meserve, second by Board member Teeter, to approve the agreement with the suggested changes. Motion carried unanimously. Absent: Garnier.

President Wilson encouraged the Board to visit the pool during swim team times. He stated it was good to see how full the pool is at that time.

Mr. Hancock added that the reason the swim team is in only 4 lanes is because of other time commitments of the volunteers etc...

#### **9E Consider Easement for Security Fencing**

Mr. Hancock stated that this item did not need to be resolved at this meeting. He continued that we have a good relationship with the Sheriff's Department and added that he had talked with Sheriff Growden prior to his submission of the request letter. The Sheriff's Department has the storage shed and were hoping to obtain grant funding at some point to build storage elsewhere. However, since the building of the pool, they have realized that it will take longer than expected to do so. He continued that the Department is now requesting that an easement of 24 feet be granted which will allow them to go through the gate and still be able to maneuver and turn around without hitting anything. Normally, property negotiations would be in closed, however, this is only an easement and not an acquisition but, if the Board finds it necessary, we can place the item on closed. He concluded that they are still looking for a long term solution but are only requesting this in the short term.

President Wilson responded that they already have one easement and now they are requesting a second. Originally they were going to be moving but, haven't been able to do so. He expressed his concern and requested that something be worked out on the front end that, in the event that they do find a long term solution, that the HLVRA be able to get the easement area back.

Mr. Hancock responded that, in that case, the item should be brought back in closed session to discuss further.

#### **9F Discuss Upcoming Board Member Recruitment**

Mr. Hancock opened the item by stating that Board member Meserve deserved more than one paragraph to discuss his position on the Board however, a discussion needed to occur on the public member recruitment. Per the JPA Agreement, the Board is to consist of 2 members from each agency and they are to choose a fifth, public member. We need to discuss is we would like to recruit or decide what we want to do and we do not want to wait until January when the term expires.

Board member Meserve stated that he has already thought about stepping down and not re-applying. However, if the Board wanted him to stay, he would do so.

Mr. Hancock responded that staff just wanted to give the Board ample time to recruit if needed so we can be ahead of it.

Board member Teeter stated that as long as Board member Meserve wanted to keep going, he would support that.

**10      BOARD MEMBER ISSUES/REPORTS:**

Board member Meserve requested that an item be placed on the agenda regarding the future structure of the HLVR with the goal of becoming autonomous.

President Wilson requested that a master plan for the site be brought back.

Mr. Hancock responded that he thought staff already had some ideas that can be brought back to the Board for review.

Meeting recessed at 3:55 p.m.

**11      RETURN TO CLOSED SESSION:**

At 3:57 the Board reconvened in Closed Session.

At 6:02 the Board adjourned Closed Session and reconvened in Open Session.

Mr. Hancock announced that direction was given to staff but there was no reportable action taken.

Meeting adjourned at 6:03 p.m.

\_\_\_\_\_  
Brian Wilson, President

Respectfully Submitted by

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Heidi Whitlock, Secretary HLVR

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** October 17, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Diana Wemple, HLVRA Auditor

**SUBJECT:** Receive and File Financial Reports through October 12, 2017.

**SUMMARY:** Diana Wemple has provided the financial reports for revenue and expenses through October 12, 2017.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Information Only.

**ATTACHMENTS:** General Ledger through October 12, 2017  
Budget Status report through October 12, 2017  
Expenditure Detail through October 12, 2017  
Revenue Status Report through October 12, 2017  
Revenue Account Detail through October 12, 2017

**Honey Lake Valley Recreation  
Authority  
General Ledger Summary  
with Revenues and Expenditures**

Fund	B/U	Account	Account Name	Opening Balance	YTD Activity	Balance
536		0100000	HONEY LAKE VALLEY RECREATION	\$277,390.50	(\$64,873.66)	\$212,516.84
536		0161000	LAND	\$0.00	\$2,721.50	\$2,721.50
536		0162000	BUILDINGS AND IMPROVEMENTS	\$0.00	\$2,644,657.09	\$2,644,657.09
536		0166000	CONSTRUCTION IN PROCESS	\$524,079.55	\$0.00	\$524,079.55
536		0203000	ACCOUNTS PAYABLE	(\$124,956.88)	\$0.00	(\$124,956.88)
536		0203010	CONTRACT RETENTION PAYABLE	(\$27,500.00)	\$0.00	(\$27,500.00)
536		0205000	DUE TO OTHER GOVERNMENTS	(\$52,439.17)	\$0.00	(\$52,439.17)
536		7100000	RESERVE FOR ENCUMBRANCES	\$0.00	(\$15,012.94)	(\$15,012.94)
536		7244000	INVESTMENTS IN NET ASSETS	(\$510,739.95)	(\$2,647,378.59)	(\$3,158,118.54)
536		7500000	FUND BALANCE AVAILABLE	(\$85,834.05)	\$0.00	(\$85,834.05)
536		9100000	ESTIMATED REVENUES	\$0.00	\$415,412.00	\$415,412.00
536		9300000	APPROPRIATIONS	\$0.00	(\$408,740.00)	(\$408,740.00)
536		9500000	ENCUMBRANCES	\$0.00	\$15,012.94	\$15,012.94
536		9600000	BUDGETARY FUND BALANCE	\$0.00	(\$6,672.00)	(\$6,672.00)
536	0950	2003000	INTEREST		(\$930.16)	
536	0950	2003203	DAILY PASSES		(\$23,254.89)	
536	0950	2003204	MONTHLY PASSES		(\$31,296.99)	
536	0950	2003206	SWIM TEAM ACADEMY		(\$5,330.00)	
536	0950	2003212	RENTALS AND CONCESSIONS		(\$252.00)	
536	0950	2007400	OTHER-GOVERNMENTAL AGENCIES		(\$80,000.00)	
536	0950	2010611	SWIM LESSONS		(\$22,741.04)	
536	0950	2010660	POOL PROGRAMS		(\$3,547.53)	
536	0950	2010661	PARTYS AND SPECIAL EVENTS		(\$739.13)	
536	0950	2011200	MISCELLANEOUS		(\$207.88)	
			<b>TOTAL REVENUES</b>			<b>(\$168,299.62)</b>
536	0950	3001200	COMMUNICATIONS		\$723.87	
536	0950	3001400	JANITORIAL SUPPLIES		\$236.33	
536	0950	3001500	INSURANCE		\$4,070.00	
536	0950	3001705	MAINTENANCE - POOL		\$18,814.00	
536	0950	3002200	OFFICE EXPENSE		\$3,176.08	
536	0950	3002250	BANK AND CREDIT CARD FEES		\$219.61	
536	0950	3002251	CASH SHORT/OVER		(\$45.00)	
536	0950	3002300	PROFESSIONAL & SPECIALIZED SV		\$22,826.09	
536	0950	3002359	CONTRACT FOR POOL STAFF		\$14,414.84	
536	0950	3002400	PUBLICATIONS AND LEGAL		\$180.60	
536	0950	3002701	NON-CAPITALIZED EQUIPMENT		\$21,498.36	
536	0950	3002800	SPECIAL DEPARTMENTAL EXPENSE		\$200.00	
536	0950	3002801	COUNTY WIDE COST ALLOCATION		\$452.84	
536	0950	3002807	ELECTRONIC SURVEILANCE		\$169.00	
536	0950	3002901	CONFERENCES AND TRAINING		\$1,770.72	
536	0950	3003000	UTILITIES		\$1,291.19	
536	0950	3003010	UTILITIES-LIGHTS		\$921.63	
536	0950	3006050	LANDSCAPING AND		\$17,574.79	
536	0950	3006100	BUILDING & IMPROVEMENTS		\$124,678.33	
			<b>TOTAL EXPENDITURES</b>			<b>\$233,173.28</b>
			<b>FUND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Honey Lake Valley Recreation Authority Budget Status

Account	Account Name	Adopted Appropriation	Adjusted Appropriation	Expenditures	Outstanding Encumbrance	Unencumbered Balance	Percent Approp
<b>3020</b>	<b>SERVICES AND SUPPLIES</b>						<b>28 %</b>
3001150	SAFETY EQUIPMENT AND CLOTHING	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3001200	COMMUNICATIONS	\$2,400.00	\$2,400.00	\$723.87	\$0.00	\$1,676.13	30%
3001400	HOUSEHOLD EXPENSES	\$4,000.00	\$4,000.00	\$236.33	\$0.00	\$3,763.67	6%
3001500	INSURANCE	\$8,140.00	\$8,140.00	\$4,070.00	\$0.00	\$4,070.00	50%
3001705	MAINTENANCE - POOL	\$42,000.00	\$42,000.00	\$18,814.00	\$6,380.14	\$16,805.86	60%
3002200	OFFICE EXPENSE	\$4,800.00	\$4,800.00	\$3,176.08	\$0.00	\$1,623.92	66%
3002250	BANK AND CREDIT CARD FEES	\$100.00	\$100.00	\$219.61	\$0.00	(\$119.61)	220%
3002251	CASH SHORT/OVER	\$100.00	\$100.00	(\$45.00)	\$0.00	\$145.00	-45%
3002300	PROFESSIONAL & SPECIALIZED SV	\$21,000.00	\$21,000.00	\$22,826.09	\$8,632.80	(\$10,458.89)	150%
3002359	CONTRACT FOR STAFF SERVICES	\$134,000.00	\$134,000.00	\$14,414.84	\$0.00	\$119,585.16	11%
3002400	PUBLICATIONS AND LEGAL NOTICES	\$5,100.00	\$5,100.00	\$180.60	\$0.00	\$4,919.40	4%
3002701	NON-CAPITALIZED EQUIPMENT	\$8,000.00	\$8,000.00	\$21,498.56	\$0.00	(\$13,498.56)	269%
3002800	SPECIAL DEPARTMENTAL EXPENSE	\$0.00	\$0.00	\$200.00	\$0.00	(\$200.00)	0%
3002801	COUNTY WIDE COST ALLOCATION PL	\$2,300.00	\$2,300.00	\$452.84	\$0.00	\$1,847.16	20%
3002807	ELECTRONIC SURVEILLANCE	\$1,200.00	\$1,200.00	\$169.00	\$0.00	\$1,031.00	14%
3002901	CONFERENCES AND TRAINING	\$1,400.00	\$1,400.00	\$1,770.72	\$0.00	(\$370.72)	126%
3003000	UTILITIES	\$0.00	\$0.00	\$1,291.19	\$0.00	(\$1,291.19)	0%
3003010	UTILITIES-LIGHTS	\$10,000.00	\$10,000.00	\$921.63	\$0.00	\$9,078.37	9%
3003020	UTILITIES-WATER	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
3003030	UTILITIES-SEWER	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3003040	UTILITIES-GEOTHERMAL	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
3003050	UTILITIES-NATURAL GAS	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0%
	<b>Major Object Total</b>	<b>\$280,540.00</b>	<b>\$280,540.00</b>	<b>\$90,920.16</b>	<b>\$15,012.94</b>	<b>\$174,606.90</b>	<b>38%</b>
<b>3030</b>	<b>OTHER CHARGES</b>						
3004900	DEPRECIATION	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0%
3005500	STORE/CONSESSION PURCHASES	\$19,200.00	\$19,200.00	\$0.00	\$0.00	\$19,200.00	0%
3005501	RECREATION ACTIVITY SUPPLIES	\$13,700.00	\$13,700.00	\$0.00	\$0.00	\$13,700.00	0%
	<b>Major Object Total</b>	<b>\$37,900.00</b>	<b>\$37,900.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,900.00</b>	<b>0%</b>
<b>3040</b>	<b>FIXED ASSETS</b>						
3006050	LANDSCAPING AND IMPROVEMENTS	\$36,000.00	\$36,000.00	\$17,574.79	\$0.00	\$18,425.21	49%
3006100	BUILDING & IMPROVEMENTS	\$44,300.00	\$44,300.00	\$124,678.33	\$0.00	(\$80,378.33)	281%
	<b>Major Object Total</b>	<b>\$80,300.00</b>	<b>\$80,300.00</b>	<b>\$142,253.12</b>	<b>\$0.00</b>	<b>(\$61,953.12)</b>	<b>177%</b>
<b>3090</b>	<b>PROVISIONS FOR CONTINGENCIES</b>						
3010000	APPROPRIATION FOR CONTINGENCIE	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0%
	<b>Major Object Total</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0%</b>
	<b>Cost Center Total</b>	<b>\$408,740.00</b>	<b>\$408,740.00</b>	<b>\$233,173.28</b>	<b>\$15,012.94</b>	<b>\$160,553.78</b>	<b>61%</b>
	<b>Budget Unit Total</b>	<b>\$408,740.00</b>	<b>\$408,740.00</b>	<b>\$233,173.28</b>	<b>\$15,012.94</b>	<b>\$160,553.78</b>	<b>61%</b>
	<b>Fund Total</b>	<b>\$408,740.00</b>	<b>\$408,740.00</b>	<b>\$233,173.28</b>	<b>\$15,012.94</b>	<b>\$160,553.78</b>	<b>61%</b>

## Honey Lake Valley Recreation Authority Expenditure Detail with Account Totals

Date	FD	BU	Acct	Vendor	Vendor Name	Description	WT #	DOC #	Amount	*
07/20/17	536	0950	3001200	6670	FRONTIER/CITIZENS COMM COMPANY	7/1-7/31/17 2510235 HLVR	01115406	CL711330	\$306.20	
08/17/17	536	0950	3001200	6670	FRONTIER/CITIZENS COMM COMPANY	8/1-8/31/17 HLVR	01116447	CL712168	\$213.35	
09/14/17	536	0950	3001200	6670	FRONTIER/CITIZENS COMM COMPANY	9/1-9/30/17 HLVR 2510235	01117504	CL713297	\$204.32	
						<b>Account 5360950 3001200</b>		<b>Total:</b>	<b>\$723.87</b>	
08/31/17	536	0950	3001400	4104	OFFICE DEPOT	951564641001 8/9/17 HLVR	01117022	CL712891	\$12.03	
08/31/17	536	0950	3001400	4104	OFFICE DEPOT	951565117001 8/9/17 HLVR	01117022	CL712892	\$73.22	
08/31/17	536	0950	3001400	9616	ULINE, INC	89747494 8/21/17 SQUEEGEE	01117072	CL712932	\$74.71	
09/07/17	536	0950	3001400	4104	OFFICE DEPOT	956194692001 8/22/17 HLVR	01117292	CL713157	\$76.37	
						<b>Account 5360950 3001400</b>		<b>Total:</b>	<b>\$236.33</b>	
07/27/17	536	0950	3001500	14113	CA ASSOC FOR PARK&REC INSURANC	7/1/17-6/30/18 MEMBERSHIP DUES	01115610	CO180095	\$400.00	
08/10/17	536	0950	3001500	14113	CA ASSOC FOR PARK&REC INSURANC	7/1-6/30/18 INSURANCE HALP	01116136	CO180095	\$4,070.00	
09/14/17	536	0950	3001500	14113	CA ASSOC FOR PARK&REC INSURANC	CANCEL CK#1115610	00000001	JE000278	(\$400.00)	
						<b>Account 5360950 3001500</b>		<b>Total:</b>	<b>\$4,070.00</b>	
08/03/17	536	0950	3001705	14515	LEE JOSEPH INC.	90261 7/1/17 HLVR	01115862	CL711800	\$1,451.25	
08/03/17	536	0950	3001705	14515	LEE JOSEPH INC.	90265 7/19/17 HLVR	01115863	CL711801	\$2,073.77	
08/03/17	536	0950	3001705	14515	LEE JOSEPH INC.	90313 7/21/17 HLVR	01115864	CL711802	\$88.33	
08/10/17	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	S1321478 7/5/17 PULSAR PLUS	01116193	CL712019	\$6,676.11	
08/10/17	536	0950	3001705	14515	LEE JOSEPH INC.	89364 6/6/17 CHLORINE	01116191	CL712015	\$251.22	
08/10/17	536	0950	3001705	14515	LEE JOSEPH INC.	89648 6/19/17 SODIUM BICARB	01116191	CL712015	\$1,166.51	
08/10/17	536	0950	3001705	14515	LEE JOSEPH INC.	89784 6/26/17 SODIUM BICARB	01116191	CL712015	\$251.17	
08/10/17	536	0950	3001705	14515	LEE JOSEPH INC.	90137 7/11/17 SODIUM/CALCIUM	01116191	CL712015	\$1,151.35	
08/10/17	536	0950	3001705	14515	LEE JOSEPH INC.	90476 8/2/17 FINANCE CHARGE	01116191	CL712015	\$25.03	
08/10/17	536	0950	3001705	14515	LEE JOSEPH INC.	90572 8/2/17 FINANCE CHARGE	01116191	CL712015	\$25.00	
08/17/17	536	0950	3001705	14445	SCP DISTRIBUTORS, LLC	S1318919 6/27/17 CPR MASK	01116449	CL712170	\$254.92	
08/17/17	536	0950	3001705	14515	LEE JOSEPH INC.	8/4/17 SODIUM BICRAB HLVR	01116448	CL712169	\$733.99	
08/31/17	536	0950	3001705	14515	LEE JOSEPH INC.	8/18/17 REAGENT HLVR	01117042	CL712783	\$50.31	
08/31/17	536	0950	3001705	193	ARLIN BILLINGTON	391967 8/10/17 ACID MURIATIC	01117071	CL712931	\$744.32	
08/31/17	536	0950	3001705	193	ARLIN BILLINGTON	393165 8/25/17 KEY,FASTNERS	01117071	CL712931	\$7.36	
09/07/17	536	0950	3001705	14515	LEE JOSEPH INC.	91022 8/30/17 BICARBONATE	01117299	CL713141	\$1,793.36	
09/07/17	536	0950	3001705	193	ARLIN BILLINGTON	393464 8/29/17 ACID MURIATIC	01117298	CL713138	\$1,012.27	
10/05/17	536	0950	3001705	193	ARLIN BILLINGTON	395138 9/20/17 ACID MURIATIC	01118488	CL714320	\$1,019.56	
10/05/17	536	0950	3001705	193	ARLIN BILLINGTON	395350 9/23/17 MOP,BRUSH	01118488	CL714320	\$23.52	
10/05/17	536	0950	3001705	193	ARLIN BILLINGTON	395351 9/23/17 DUCT TAPE	01118488	CL714320	\$14.65	
						<b>Account 5360950 3001705</b>		<b>Total:</b>	<b>\$18,814.00</b>	
07/20/17	536	0950	3002200	1255	SHARON MCBRIDE	6/26/17 PLAGUES HLVR	01115409	CL711328	\$1,057.49	
07/20/17	536	0950	3002200	315	RONALD D REBELL	6/-6/27/17 COPIES HLVR	01115405	CL711326	\$116.59	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357876001 6/26/17 HLVR	01115869	CL711689	\$9.18	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357884001 6/27/17 HLVR	01115869	CL711689	\$75.86	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357885001 6/30/17 HLVR	01115869	CL711689	\$75.86	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357886001 6/27/17 HLVR	01115869	CL711689	\$75.86	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	936357887001 6/2/17 HLVR	01115869	CL711689	\$75.86	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	937866878001 6/27/17 HLVR	01115869	CL711689	\$12.85	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	937904728001 6/26/17 HLVR	01115869	CL711689	\$12.06	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	937904803001 6/26/17 HLVR	01115869	CL711689	\$165.15	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	945260962001 7/21/17 HLVR	01115869	CL711682	\$20.11	
08/03/17	536	0950	3002200	4104	OFFICE DEPOT	945261881001 7/21/17 HLVR	01115869	CL711682	\$240.56	
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	937866756001 6/23/17 HLVR	01116118	CL712096	\$279.48	
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	937866876001 6/23/17 HLVR	01116118	CL712098	\$100.88	
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	938267752001 6/20/17 HLVR	01116118	CL712096	\$6.34	
08/10/17	536	0950	3002200	4104	OFFICE DEPOT	945260962002 7/22/17 HLVR	01116118	CL712095	\$12.86	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357449001 6/16/17 HLVR	01116687	CL712709	\$439.55	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357877002 6/17/17 HLVR	01116687	CL712709	\$193.79	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357878001 6/19/17 HLVR	01116687	CL712709	\$14.90	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936357879001 6/16/17 HLVR	01116687	CL712709	\$2.89	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	936995477001 6/20/17 HLVR	01116687	CL712709	\$7.71	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	937866875001 6/23/17 HLVR	01116687	CL712715	\$44.36	
08/24/17	536	0950	3002200	4104	OFFICE DEPOT	938267751001 6/21/17 HLVR	01116687	CL712709	\$12.28	

## Honey Lake Valley Recreation Authority Expenditure Detail with Account Totals

08/31/17	536	0950	3002200	4104	OFFICE DEPOT	951564641001 8/9/17 HLVR	01117022	CL712891	\$24.31
08/31/17	536	0950	3002200	4104	OFFICE DEPOT	951565117001 8/9/17 HLVR	01117022	CL712892	\$56.41
09/28/17	536	0950	3002200	9407	US BANK	8/10-9/11/17 HLVR SUPPLIES	01118225	CL713928	\$42.89
						<b>Account 5360950 3002200</b>		<b>Total:</b>	<b>\$3,176.08</b>
08/25/17	536	0950	3002250	0	UNASSIGNED VENDOR	8/24/2017	00000002	DP120012	\$61.63
09/14/17	536	0950	3002250	0	UNASSIGNED VENDOR	HLVRA TRANSFER	00000002	DP120311	\$157.98
						<b>Account 5360950 3002250</b>		<b>Total:</b>	<b>\$219.61</b>
08/21/17	536	0950	3002251	0	UNASSIGNED VENDOR	8/16/2017	00000002	DP119931	(\$46.00)
09/14/17	536	0950	3002251	0	UNASSIGNED VENDOR	HLVRA TRANSFER	00000002	DP120311	\$1.00
						<b>Account 5360950 3002251</b>		<b>Total:</b>	<b>(\$45.00)</b>
07/20/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	5/31-6/22/17 LEGAL SERVICES H	01115366	CO180038	\$562.20
08/24/17	536	0950	3002300	186	CITY OF SUSANVILLE	RMB ADMIN SERV THRU 6/30/17	01116754	CL712565	\$21,458.89
09/07/17	536	0950	3002300	99998	CA ASSOC OF REC&PARK DISTRICTS	7/1/17-6/30/18 MEMBERSHIP DUES	01117325	CL713155	\$400.00
09/28/17	536	0950	3002300	3297	KRONICK,MOSOVITS,TIEDEMANN &	8/9-8/16/17 LEGAL SERVICES HLVR	01118165	CO180038	\$405.00
						<b>Account 5360950 3002300</b>		<b>Total:</b>	<b>\$22,826.09</b>
08/24/17	536	0950	3002359	186	CITY OF SUSANVILLE	RMB POOL EMPLOY THRU 6/30/17	01116754	CL712565	\$14,414.84
						<b>Account 5360950 3002359</b>		<b>Total:</b>	<b>\$14,414.84</b>
08/24/17	536	0950	3002400	186	CITY OF SUSANVILLE	RMB PUBLICATION THRU 6/30/17	01116754	CL712565	\$180.60
						<b>Account 5360950 3002400</b>		<b>Total:</b>	<b>\$180.60</b>
07/20/17	536	0950	3002701	14444	KNORR SYSTEMS, INC.	6/30/17 25M LANE W/DISC	01115408	CL711324	\$6,544.94
07/20/17	536	0950	3002701	14444	KNORR SYSTEMS, INC.	6/30/17 LANE REEL/COVER	01115407	CL711321	\$4,586.38
07/27/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SI320026 7/11/17 SPINE BOARD	01115653	CL711438	\$559.93
07/27/17	536	0950	3002701	14500	GAMUT SUPPLY LLC.	6/7/17 AED SIGN FOR POOL	01115662	CL711403	\$17.45
08/03/17	536	0950	3002701	10037	MARTIN SECURITY SYSTEMS, INC	34195 6/30/17 HLVR	01115865	CL711651	\$25.00
08/03/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	111137359 6/5/17 HLVR	01115861	CL711698	\$2,809.45
08/10/17	536	0950	3002701	11260	GLOBAL EQUIPMENT COMPANY, INC.	6/7/17 WASTE BASKET	01116190	CL712011	\$247.70
08/10/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	6/29/17 BUOY/RING	01116192	CL712014	\$359.75
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	936357877003 6/20/17 HLVR	01116118	CL712099	\$28.95
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	936357880001 6/16/17 HLVR	01116118	CL712099	\$45.45
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	936357883001 6/16/17 HLVR	01116118	CL712099	\$53.61
08/10/17	536	0950	3002701	4104	OFFICE DEPOT	938267588001 6/21/17 HLVR	01116118	CL712099	\$9.86
08/24/17	536	0950	3002701	186	CITY OF SUSANVILLE	RMB EQUIPMENT THRU 6/30/17	01116754	CL712565	\$2,099.48
08/24/17	536	0950	3002701	4104	OFFICE DEPOT	936357449001 6/16/17 HLVR	01116687	CL712709	\$623.02
08/24/17	536	0950	3002701	4104	OFFICE DEPOT	938267753001 6/20/17 HLVR	01116687	CL712714	\$592.01
08/24/17	536	0950	3002701	4104	OFFICE DEPOT	945261882001 7/28/17 HLVR	01116687	CL712714	\$360.34
09/07/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SI324099 8/24/17 BACKSTROKE	01117300	CL713134	\$1,011.90
09/14/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SI324910 8/31/17 ROPE	01117505	CL713300	\$678.24
09/28/17	536	0950	3002701	14445	SCP DISTRIBUTORS, LLC	SI325438 9/11/17 CLOCK,FLOAT	01118217	CL713925	\$461.16
09/28/17	536	0950	3002701	9407	US BANK	8/10-9/11/17 HLVR SUPPLIES	01118225	CL713928	\$383.74
						<b>Account 5360950 3002701</b>		<b>Total:</b>	<b>\$21,498.36</b>
07/03/17	536	0950	3002800	0	UNASSIGNED VENDOR	TILL AND SAFE	00000002	DP119092	\$200.00
						<b>Account 5360950 3002800</b>		<b>Total:</b>	<b>\$200.00</b>
09/22/17	536	0950	3002801	0	UNASSIGNED VENDOR	17/18 COST PLAN 1ST QTR	00000001	JE000334	\$452.84
						<b>Account 5360950 3002801</b>		<b>Total:</b>	<b>\$452.84</b>
08/31/17	536	0950	3002807	10037	MARTIN SECURITY SYSTEMS, INC	8/18/17 66 N.LASSEN SETUP	01117043	CL712784	\$169.00
						<b>Account 5360950 3002807</b>		<b>Total:</b>	<b>\$169.00</b>
07/20/17	536	0950	3002901	99998	ALDEN SINGLETON	RMB 6/7-8/17 RED CROSS TRAININ	01115397	CL711352	\$100.00
07/20/17	536	0950	3002901	99998	ERIKA ZIMMERMANN	RMB 6/7-8/17 RED CROSS TRAININ	01115400	CL711355	\$100.00
07/20/17	536	0950	3002901	99998	ETHAN HEFFNER	RMB 6/7-8/17 RED CROSS TRAININ	01115390	CL711345	\$100.00
07/20/17	536	0950	3002901	99998	GWYNETH STUBBS	RMB 6/7-8/17 RED CROSS TRAININ	01115398	CL711353	\$100.00
07/20/17	536	0950	3002901	99998	ISABELLE SILVA	RMB 6/7-8/17 RED CROSS TRAININ	01115396	CL711351	\$100.00
07/20/17	536	0950	3002901	99998	JAQUELLE DODGE	RMB 6/7-8/17 RED CROSS TRAININ	01115388	CL711343	\$100.00
07/20/17	536	0950	3002901	99998	JENNA MONAHAN	RMB 6/7-8/17 RED CROSS TRAININ	01115393	CL711348	\$100.00
07/20/17	536	0950	3002901	99998	JESSICA DIERMIER	RMB 6/7-8/17 RED CROSS TRAININ	01115387	CL711342	\$100.00
07/20/17	536	0950	3002901	99998	JON CELUM	RMB 6/7-8/17 RED CROSS TRAININ	01115386	CL711341	\$100.00
07/20/17	536	0950	3002901	99998	LOUIS MEDVIN	RMB 6/7-8/17 RED CROSS TRAININ	01115392	CL711347	\$100.00
07/20/17	536	0950	3002901	99998	MICHAEL PELFREY	RMB 6/7-8/17 RED CROSS TRAININ	01115394	CL711349	\$100.00
07/20/17	536	0950	3002901	99998	NANCY HEFFNER	RMB 6/7-8/17 RED CROSS TRAININ	01115391	CL711346	\$100.00

For Fiscal Year 2018  
 From 7/1/2017 To 6/30/2018

**Honey Lake Valley Recreation Authority**  
**Expenditure Detail with Account Totals**

User: dwemple  
 10/12/2017

07/20/17	536	0950	3002901	99998	REESA RICE	RMB 6/7-8/17 RED CROSS TRAININ	01115395	CL711350	\$100.00
07/20/17	536	0950	3002901	99998	SEANN FRANCOIS	RMB 6/7-8/17 RED CROSS TRAININ	01115389	CL711344	\$100.00
07/20/17	536	0950	3002901	99998	TATUM THOMAS	RMB 6/7-8/17 RED CROSS TRAININ	01115399	CL711354	\$100.00
08/24/17	536	0950	3002901	186	CITY OF SUSANVILLE	RMB TRAINING THRU 6/30/17	01116754	CL712565	\$270.72
						<b>Account 5360950 3002901</b>		<b>Total:</b>	<b>\$1,770.72</b>
08/03/17	536	0950	3003000	12356	C&S WASTE SOLUTIONS	6/14-7/1/17 AC30118569 HLVR	01115860	CL711650	\$302.83
08/03/17	536	0950	3003000	841	SUSANVILLE SANITARY DISTRICT	7/1-8/31/17 800 SOUTH ST	01115866	CL711652	\$156.00
08/10/17	536	0950	3003000	10037	MARTIN SECURITY SYSTEMS, INC	AUG17 HLVR 66 N.LASSEN	01116194	CL712012	\$230.00
08/10/17	536	0950	3003000	186	CITY OF SUSANVILLE	7/11-7/31/17 HLVR	01116195	CL712013	\$191.80
08/17/17	536	0950	3003000	12356	C&S WASTE SOLUTIONS	8/1/17 30-118569 HLVR	01116445	CL712166	\$202.98
09/07/17	536	0950	3003000	186	CITY OF SUSANVILLE	7/14-8/7/17 HLVR 800 SOUTH ST	01117302	CL713146	\$9.14
09/14/17	536	0950	3003000	12356	C&S WASTE SOLUTIONS	9/1/17 HLVR 30-11856-9	01117503	CL713298	\$198.44
						<b>Account 5360950 3003000</b>		<b>Total:</b>	<b>\$1,291.19</b>
09/07/17	536	0950	3003010	515	LMUD	7/26-8/22/17 800 SOUTH ST HLVR	01117301	CL713144	\$921.63
						<b>Account 5360950 3003010</b>		<b>Total:</b>	<b>\$921.63</b>
08/03/17	536	0950	3006050	11742	RICHARD L. WILLIAMS	1503 5/31/17 HLVR	01115868	CL711654	\$831.19
08/03/17	536	0950	3006050	11742	RICHARD L. WILLIAMS	1509 6/14/17 HLVR	01115867	CL711653	\$1,261.26
08/17/17	536	0950	3006050	5231	MELISSA L MCCOY	6/1/17 LANDSCAPING POOL	01116446	CL712167	\$1,467.70
08/24/17	536	0950	3006050	186	CITY OF SUSANVILLE	RMB LANDSCAP THRU 6/30/17	01116754	CL712565	\$14,014.64
						<b>Account 5360950 3006050</b>		<b>Total:</b>	<b>\$17,574.79</b>
07/27/17	536	0950	3006100	13897	MODERN BUILDING INC.	6/26/17 BUILD POOL	01115622	CL711371	\$110,265.41
09/14/17	536	0950	3006100	14444	KNORR SYSTEMS, INC.	SI194251 8/24/17 PO175143 HLVR	01117472	CL713468	\$8,675.04
09/14/17	536	0950	3006100	14444	KNORR SYSTEMS, INC.	SI194258 8/24/17 PO175144 HLVR	01117472	CL713468	\$5,737.88
						<b>Account 5360950 3006100</b>		<b>Total:</b>	<b>\$124,678.33</b>
<b>Total Budget Year Expenditures:</b>									<b>\$233,173.28</b>
<b>Grand Total:</b>									<b>\$233,173.28</b>

**Honey Lake Valley  
 Recreation Authority  
 Revenue Status**

Account	Account Name	Adopted Estimated Revenue	Adjusted Estimated Revenue	Revenue Realized	Percent of Year Elapsed	
					Unrealized	Percent Revenue
2040	REVENUE FR USE OF MONEY & PROP					28 %
203000	INTEREST	\$0.00	\$0.00	(\$930.16)		0%
203203	ADMISSIONS/PASSES	\$50,000.00	\$50,000.00	(\$23,254.89)		47%
203204	COMMERICAL SPACE	\$60,000.00	\$60,000.00	(\$31,296.99)		52%
203206	HORSE SHOW	\$0.00	\$0.00	(\$5,330.00)		0%
203212	RENTS & LEASES	\$24,000.00	\$24,000.00	(\$252.00)		1%
	Major Object Total	\$134,000.00	\$134,000.00	(\$61,064.04)		46%
2052	INTERGOVT REVENUE-OTHER					
2007400	OTHER-GOVERNMENTAL AGENCIES	\$160,000.00	\$160,000.00	(\$80,000.00)		50%
	Major Object Total	\$160,000.00	\$160,000.00	(\$80,000.00)		50%
2060	CHARGES FOR SERVICES					
2010611	OTHER FEES	\$56,000.00	\$56,000.00	(\$22,741.04)		41%
2010660	POOL PROGRAMS	\$46,000.00	\$46,000.00	(\$3,547.53)		8%
2010661	PARTYS AND SPECIAL EVENTS	\$9,000.00	\$9,000.00	(\$739.13)		8%
	Major Object Total	\$111,000.00	\$111,000.00	(\$27,027.70)		24%
2070	MISCELLANEOUS					
2011200	MISCELLANEOUS	\$0.00	\$0.00	(\$207.88)		0%
	Major Object Total	\$0.00	\$0.00	(\$207.88)		0%
2080	OTHER FINANCING SOURCES					
2012400	OTHER - TRUST TRANSFERS	\$10,412.00	\$10,412.00	\$0.00		0%
	Major Object Total	\$10,412.00	\$10,412.00	\$0.00		0%
	Cost Center Total	\$415,412.00	\$415,412.00	(\$168,299.62)		41%
	Budget Unit Total	\$415,412.00	\$415,412.00	(\$168,299.62)		41%
	Fund Total	\$415,412.00	\$415,412.00	(\$168,299.62)		41%

# Honey Lake Valley Recreation Authority Revenue Account Detail

Date	FD	B/U	Account	Description	Warrant Number	DOC #	Amount
07/03/2017	536	0950	2003000	Programs - Deposit 7/3/2017		DP119104	(\$14.00)
10/01/2017	536	0950	2003000	JUL-SEP INTEREST APPORTIONMENT		JE000376	(\$916.16)
			<b>2003000 Total</b>				(\$916.16)
07/03/2017	536	0950	2003203	DAILY PASS		DP119092	(\$316.00)
07/03/2017	536	0950	2003203	MONTHLY PASS		DP119092	(\$545.00)
07/03/2017	536	0950	2003203	Pool Deposit 7/3/2017		DP119104	(\$1,421.00)
07/14/2017	536	0950	2003203	6/29/17		DP119286	(\$166.00)
07/14/2017	536	0950	2003203	6/30/17		DP119287	(\$100.00)
07/14/2017	536	0950	2003203	7/1/17		DP119288	(\$250.00)
07/14/2017	536	0950	2003203	7/10/17		DP119297	(\$336.00)
07/14/2017	536	0950	2003203	7/11/17		DP119298	(\$312.00)
07/14/2017	536	0950	2003203	7/12/17		DP119299	(\$563.00)
07/14/2017	536	0950	2003203	7/13/17		DP119300	(\$408.00)
07/14/2017	536	0950	2003203	7/2/17		DP119289	(\$185.00)
07/14/2017	536	0950	2003203	7/3/17		DP119291	(\$359.00)
07/14/2017	536	0950	2003203	7/4/17		DP119292	(\$90.00)
07/14/2017	536	0950	2003203	7/5/17		DP119293	(\$262.00)
07/14/2017	536	0950	2003203	7/6/17		DP119294	(\$519.00)
07/14/2017	536	0950	2003203	7/7/17		DP119295	(\$716.00)
07/14/2017	536	0950	2003203	7/8/17		DP119290	(\$538.00)
07/14/2017	536	0950	2003203	7/9/17		DP119296	(\$356.00)
07/19/2017	536	0950	2003203	Pool Rec 7/14/17		DP119370	(\$507.00)
07/19/2017	536	0950	2003203	Pool Rec 7/15/17		DP119371	(\$728.00)
07/19/2017	536	0950	2003203	Pool Rec 7/16/17		DP119372	(\$473.75)
07/19/2017	536	0950	2003203	Pool Receipts 7/17/17		DP119373	(\$493.20)
07/21/2017	536	0950	2003203	POOL 7/18/17		DP119420	(\$568.00)
07/21/2017	536	0950	2003203	POOL 7/19/17		DP119421	(\$306.00)
07/28/2017	536	0950	2003203	FOR BUSINESS 6/28 - 7/21		DP119550	(\$1,568.27)
07/28/2017	536	0950	2003203	POOL 7/20/17		DP119551	(\$342.00)
07/28/2017	536	0950	2003203	POOL 7/21/2017		DP119552	(\$172.00)
07/28/2017	536	0950	2003203	POOL 7/22/207		DP119553	(\$312.00)
07/28/2017	536	0950	2003203	POOL 7/23/2017		DP119554	(\$322.00)
07/28/2017	536	0950	2003203	POOL 7/24/2017		DP119555	(\$242.10)
07/28/2017	536	0950	2003203	POOL 7/25/2017		DP119556	(\$312.00)
07/28/2017	536	0950	2003203	POOL 7/26/2016		DP119557	(\$275.00)
07/28/2017	536	0950	2003203	POOL 7/27/2017		DP119558	(\$433.20)
08/02/2017	536	0950	2003203	7/28/2017		DP119650	(\$454.25)
08/02/2017	536	0950	2003203	7/29/2017		DP119651	(\$374.00)
08/02/2017	536	0950	2003203	7/30/2017		DP119649	(\$350.00)
08/04/2017	536	0950	2003203	7/31/2017		DP119682	(\$314.00)
08/04/2017	536	0950	2003203	8/1/2017		DP119683	(\$364.00)
08/07/2017	536	0950	2003203	8/2/2017		DP119703	(\$220.00)
08/07/2017	536	0950	2003203	8/3/2017		DP119704	(\$250.00)
08/07/2017	536	0950	2003203	8/4/2017		DP119705	(\$288.00)
08/07/2017	536	0950	2003203	8/5/2017		DP119706	(\$90.00)
08/07/2017	536	0950	2003203	8/6/2017		DP119707	(\$118.00)
08/11/2017	536	0950	2003203	8/11/17		DP119785	(\$613.31)
08/11/2017	536	0950	2003203	8/7/17		DP119781	(\$176.00)
08/11/2017	536	0950	2003203	8/8/17		DP119782	(\$160.00)
08/11/2017	536	0950	2003203	8/9/17		DP119783	(\$323.00)
08/14/2017	536	0950	2003203	8/10/2017		DP119820	(\$268.90)

# Honey Lake Valley Recreation Authority Revenue Account Detail

08/14/2017	536	0950	2003203	8/11/2017	DP119821	(\$230.00)
08/14/2017	536	0950	2003203	8/12/2017	DP119822	(\$362.00)
08/14/2017	536	0950	2003203	8/13/2017	DP119823	(\$324.00)
08/17/2017	536	0950	2003203	8/15/2017	DP119892	(\$212.00)
08/17/2017	536	0950	2003203	8/17/17	DP119891	(\$164.00)
08/21/2017	536	0950	2003203	8/16/2017	DP119931	(\$312.00)
08/21/2017	536	0950	2003203	8/17/2017	DP119932	(\$128.00)
08/21/2017	536	0950	2003203	8/20/2017	DP119934	(\$106.00)
08/21/2017	536	0950	2003203	DAILY PASSES	DP119929	(\$204.00)
08/21/2017	536	0950	2003203	DAILY PASSES	DP119933	(\$294.00)
08/25/2017	536	0950	2003203	8/21/2017	DP120008	(\$98.00)
08/25/2017	536	0950	2003203	8/22/2017	DP120009	(\$76.00)
08/25/2017	536	0950	2003203	8/23/2017	DP120010	(\$98.00)
08/25/2017	536	0950	2003203	8/24/2017	DP120012	(\$462.91)
09/14/2017	536	0950	2003203	HLVRA TRANSFER	DP120311	(\$1,324.00)
<b>2003203 Total</b>						<b>(\$23,254.89)</b>
07/03/2017	536	0950	2003204	Pool Deposit 7/3/2017	DP119104	(\$960.00)
07/14/2017	536	0950	2003204	6/29/17	DP119286	(\$210.00)
07/14/2017	536	0950	2003204	6/30/17	DP119287	(\$20.00)
07/14/2017	536	0950	2003204	7/1/17	DP119288	(\$80.00)
07/14/2017	536	0950	2003204	7/10/17	DP119297	(\$254.00)
07/14/2017	536	0950	2003204	7/11/17	DP119298	(\$109.00)
07/14/2017	536	0950	2003204	7/12/17	DP119299	(\$156.00)
07/14/2017	536	0950	2003204	7/13/17	DP119300	(\$490.00)
07/14/2017	536	0950	2003204	7/2/17	DP119289	(\$40.00)
07/14/2017	536	0950	2003204	7/3/17	DP119291	(\$140.00)
07/14/2017	536	0950	2003204	7/4/17	DP119292	(\$310.00)
07/14/2017	536	0950	2003204	7/5/17	DP119293	(\$200.00)
07/14/2017	536	0950	2003204	7/6/17	DP119294	(\$457.00)
07/14/2017	536	0950	2003204	7/7/17	DP119295	(\$192.00)
07/14/2017	536	0950	2003204	7/8/17	DP119290	(\$215.00)
07/14/2017	536	0950	2003204	7/9/17	DP119296	(\$115.00)
07/19/2017	536	0950	2003204	Pool Rec 7/14/17	DP119370	(\$185.00)
07/19/2017	536	0950	2003204	Pool Rec 7/15/17	DP119371	(\$40.00)
07/19/2017	536	0950	2003204	Pool Rec 7/16/17	DP119372	(\$10.00)
07/19/2017	536	0950	2003204	Pool Receipts 7/17/17	DP119373	(\$782.00)
07/21/2017	536	0950	2003204	POOL 7/18/17	DP119420	(\$70.00)
07/28/2017	536	0950	2003204	FOR BUSINESS 6/28 - 7/21	DP119550	(\$11,502.60)
07/28/2017	536	0950	2003204	POOL 7/20/17	DP119551	(\$130.00)
07/28/2017	536	0950	2003204	POOL 7/22/2017	DP119553	(\$57.00)
07/28/2017	536	0950	2003204	POOL 7/23/2017	DP119554	(\$60.00)
07/28/2017	536	0950	2003204	POOL 7/25/2017	DP119556	(\$24.00)
07/28/2017	536	0950	2003204	POOL 7/26/2016	DP119557	(\$35.00)
07/28/2017	536	0950	2003204	POOL 7/27/2017	DP119558	(\$72.00)
08/02/2017	536	0950	2003204	7/28/2017	DP119650	(\$60.00)
08/02/2017	536	0950	2003204	7/29/2017	DP119651	(\$130.00)
08/02/2017	536	0950	2003204	7/30/2017	DP119649	(\$20.00)
08/04/2017	536	0950	2003204	7/31/2017	DP119682	(\$322.00)
08/04/2017	536	0950	2003204	8/1/2017	DP119683	(\$1,134.00)
08/07/2017	536	0950	2003204	8/2/2017	DP119703	(\$711.00)
08/07/2017	536	0950	2003204	8/3/2017	DP119704	(\$423.00)
08/07/2017	536	0950	2003204	8/4/2017	DP119705	(\$399.00)

# Honey Lake Valley Recreation Authority Revenue Account Detail

08/07/2017	536	0950	2003204	8/5/2017	DP119706	(\$112.00)
08/11/2017	536	0950	2003204	8/11/17	DP119785	(\$5,804.25)
08/11/2017	536	0950	2003204	8/7/17	DP119781	(\$239.00)
08/11/2017	536	0950	2003204	8/8/17	DP119782	(\$20.00)
08/11/2017	536	0950	2003204	8/9/17	DP119783	(\$121.00)
08/14/2017	536	0950	2003204	8/10/2017	DP119820	(\$105.00)
08/14/2017	536	0950	2003204	8/11/2017	DP119821	(\$115.00)
08/14/2017	536	0950	2003204	8/12/2017	DP119822	(\$135.00)
08/17/2017	536	0950	2003204		DP119891	(\$60.00)
08/21/2017	536	0950	2003204	8/17/2017	DP119932	(\$150.00)
08/25/2017	536	0950	2003204	8/22/2017	DP120009	(\$90.00)
08/25/2017	536	0950	2003204	8/23/2017	DP120010	(\$20.00)
08/25/2017	536	0950	2003204	8/24/2017	DP120012	(\$2,273.64)
09/14/2017	536	0950	2003204	HLVRA TRANSFER	DP120311	(\$1,937.50)
<b>2003204 Total</b>						<b>(\$31,296.99)</b>
08/25/2017	536	0950	2003206	8/22/2017	DP120009	(\$110.00)
09/14/2017	536	0950	2003206	HLVRA TRANSFER	DP120311	(\$5,220.00)
09/29/2017	536	0950	2003206	NSF CK#503	CM000235	\$130.00
09/30/2017	536	0950	2003206	REV CM235	CM000245	(\$130.00)
<b>2003206 Total</b>						<b>(\$5,330.00)</b>
07/03/2017	536	0950	2003212	Pool deposit 7-3-2017	DP119104	(\$2.00)
09/14/2017	536	0950	2003212	HLVRA TRANSFER	DP120311	(\$250.00)
<b>2003212 Total</b>						<b>(\$252.00)</b>
07/17/2017	536	0950	2007400	City 7/17/17HLVRA CONTRIBUTION	DP119313	(\$80,000.00)
<b>2007400 Total</b>						<b>(\$80,000.00)</b>
07/03/2017	536	0950	2010611	Pool Deposit 7/3/2017	DP119104	(\$90.00)
07/03/2017	536	0950	2010611	SWIM LESSON	DP119092	(\$80.00)
07/14/2017	536	0950	2010611	7/10/17	DP119297	(\$290.00)
07/14/2017	536	0950	2010611	7/11/17	DP119298	(\$35.00)
07/14/2017	536	0950	2010611	7/3/17	DP119291	(\$800.00)
07/19/2017	536	0950	2010611	Pool Rec 7/14/17	DP119370	(\$170.00)
07/19/2017	536	0950	2010611	Pool Rec 7/15/17	DP119371	(\$90.00)
07/19/2017	536	0950	2010611	Pool Rec 7/16/17	DP119372	(\$160.00)
07/19/2017	536	0950	2010611	Pool Receipts 7/17/17	DP119373	(\$730.00)
07/21/2017	536	0950	2010611	POOL 7/19/17	DP119421	(\$630.00)
07/28/2017	536	0950	2010611	FOR BUSINESS 6/28 - 7/21	DP119550	(\$9,848.94)
07/28/2017	536	0950	2010611	POOL 7/20/17	DP119551	(\$40.00)
07/28/2017	536	0950	2010611	POOL 7/22/207	DP119553	(\$40.00)
07/28/2017	536	0950	2010611	POOL 7/24/2017	DP119555	(\$200.00)
07/28/2017	536	0950	2010611	POOL 7/27/2017	DP119558	(\$260.00)
08/02/2017	536	0950	2010611	POOL 7/28/2017	DP119650	(\$480.00)
08/04/2017	536	0950	2010611	7/31/2017	DP119682	(\$320.00)
08/07/2017	536	0950	2010611	8/2/2017	DP119703	(\$170.00)
08/11/2017	536	0950	2010611	8/11/17	DP119785	(\$5,355.02)
08/11/2017	536	0950	2010611	8/7/17	DP119781	(\$35.00)
08/11/2017	536	0950	2010611	8/9/17	DP119783	(\$150.00)
08/14/2017	536	0950	2010611	8/10/2017	DP119820	(\$35.00)
08/14/2017	536	0950	2010611	8/11/2017	DP119821	(\$210.00)
08/14/2017	536	0950	2010611	8/13/2017	DP119823	(\$25.00)
08/17/2017	536	0950	2010611		DP119891	(\$35.00)
08/21/2017	536	0950	2010611	8/17/2017	DP119932	(\$305.00)
08/25/2017	536	0950	2010611	8/22/2017	DP120009	(\$185.00)

## Honey Lake Valley Recreation Authority Revenue Account Detail

08/25/2017	536	0950	2010611	8/24/2017	DP120012	(\$1,232.08)
09/14/2017	536	0950	2010611	HLVRA TRANSFER	DP120311	(\$740.00)
<b>2010611 Total</b>						<b>(\$22,741.04)</b>
07/14/2017	536	0950	2010660	7/5/17	DP119293	(\$13.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119288	(\$6.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119291	(\$14.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119292	(\$6.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119297	(\$53.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119298	(\$34.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119299	(\$56.00)
07/14/2017	536	0950	2010660	PROGRAMMING	DP119300	(\$26.00)
07/19/2017	536	0950	2010660	Pool Rec 7/14/17	DP119370	(\$54.00)
07/19/2017	536	0950	2010660	Pool Receipts 7/17/17	DP119373	(\$62.00)
07/21/2017	536	0950	2010660	POOL 7/18/17	DP119420	(\$96.00)
07/21/2017	536	0950	2010660	POOL 7/19/17	DP119421	(\$32.00)
07/28/2017	536	0950	2010660	7/26/2017	DP119557	(\$62.00)
07/28/2017	536	0950	2010660	FOR BUSINESS 6/28 - 7/21	DP119550	(\$94.61)
07/28/2017	536	0950	2010660	POOL 7/20/17	DP119551	(\$122.00)
07/28/2017	536	0950	2010660	POOL 7/21/2017	DP119552	(\$34.00)
07/28/2017	536	0950	2010660	POOL 7/22/207	DP119553	(\$32.00)
07/28/2017	536	0950	2010660	POOL 7/24/2017	DP119555	(\$82.00)
07/28/2017	536	0950	2010660	POOL 7/25/2017	DP119556	(\$120.00)
07/28/2017	536	0950	2010660	POOL 7/27/2017	DP119558	(\$134.00)
08/02/2017	536	0950	2010660	7/29/2017	DP119651	(\$82.00)
08/02/2017	536	0950	2010660	POOL 7/28/2017	DP119650	(\$74.00)
08/04/2017	536	0950	2010660	7/31/2017	DP119682	(\$98.00)
08/04/2017	536	0950	2010660	8/1/2017	DP119683	(\$38.00)
08/07/2017	536	0950	2010660	8/2/2017	DP119703	(\$36.00)
08/07/2017	536	0950	2010660	8/3/2017	DP119704	(\$38.00)
08/07/2017	536	0950	2010660	8/4/2017	DP119705	(\$42.00)
08/07/2017	536	0950	2010660	8/5/2017	DP119706	(\$32.00)
08/11/2017	536	0950	2010660	8/11/17	DP119785	(\$77.26)
08/11/2017	536	0950	2010660	8/7/17	DP119781	(\$50.00)
08/11/2017	536	0950	2010660	8/8/17	DP119782	(\$70.00)
08/11/2017	536	0950	2010660	8/9/17	DP119783	(\$70.00)
08/14/2017	536	0950	2010660	8/10/2017	DP119820	(\$38.00)
08/14/2017	536	0950	2010660	8/11/2017	DP119821	(\$86.00)
08/14/2017	536	0950	2010660	8/12/2017	DP119822	(\$40.00)
08/17/2017	536	0950	2010660		DP119891	(\$48.00)
08/17/2017	536	0950	2010660	8/15/2017	DP119892	(\$28.00)
08/21/2017	536	0950	2010660	8/16/2017	DP119931	(\$36.00)
08/21/2017	536	0950	2010660	8/17/2017	DP119932	(\$46.00)
08/21/2017	536	0950	2010660	POOL PROGRAMS	DP119929	(\$46.00)
08/21/2017	536	0950	2010660	POOL PROGRAMS	DP119933	(\$16.00)
08/25/2017	536	0950	2010660	8/21/2017	DP120008	(\$48.00)
08/25/2017	536	0950	2010660	8/22/2017	DP120009	(\$32.00)
08/25/2017	536	0950	2010660	8/23/2017	DP120010	(\$60.00)
08/25/2017	536	0950	2010660	8/24/2017	DP120012	(\$815.66)
09/14/2017	536	0950	2010660	HLVRA TRANSFER	DP120311	(\$368.00)
<b>2010660 Total</b>						<b>(\$3,547.53)</b>
07/14/2017	536	0950	2010661	7/6/17	DP119294	(\$200.00)
07/19/2017	536	0950	2010661	Pool Rec 7/15/17	DP119371	(\$50.00)

## Honey Lake Valley Recreation Authority Revenue Account Detail

07/28/2017	536	0950	2010661	FOR BUSINESS 6/28 - 7/21	DP119550	(\$489.13)
			<b>2010661 Total</b>			<b>(\$739.13)</b>
07/14/2017	536	0950	2011200	7/6/17	DP119294	(\$36.00)
07/14/2017	536	0950	2011200	7/7/17	DP119295	(\$56.00)
07/14/2017	536	0950	2011200	7/9/17	DP119296	(\$2.00)
07/14/2017	536	0950	2011200	PROGRAMMING	DP119290	(\$65.00)
07/19/2017	536	0950	2011200	Pool Rec 7/15/17	DP119371	(\$1.00)
07/19/2017	536	0950	2011200	Pool Receipts 7/17/17	DP119373	(\$1.00)
07/28/2017	536	0950	2011200	LOCK	DP119555	(\$1.00)
07/28/2017	536	0950	2011200	LOCK	DP119558	(\$2.00)
07/28/2017	536	0950	2011200	LOCK RENTAL	DP119553	(\$1.00)
08/02/2017	536	0950	2011200	LOCK 7/28/2017	DP119650	(\$1.00)
08/02/2017	536	0950	2011200	LOCKS 7/29/2017	DP119651	(\$1.00)
08/07/2017	536	0950	2011200	8/3/2017	DP119704	(\$1.00)
08/07/2017	536	0950	2011200	LOCK	DP119703	(\$1.00)
08/07/2017	536	0950	2011200	LOCKS	DP119705	(\$1.00)
08/11/2017	536	0950	2011200	LOCK RENTAL	DP119782	(\$23.00)
08/14/2017	536	0950	2011200	LOCKS	DP119821	(\$2.00)
08/21/2017	536	0950	2011200	MISC	DP119933	(\$2.00)
08/21/2017	536	0950	2011200	MISC.	DP119929	(\$2.00)
08/25/2017	536	0950	2011200	8/24/2017	DP120012	(\$7.88)
08/25/2017	536	0950	2011200	LOCKS	DP120010	(\$1.00)
			<b>2011200 Total</b>			<b>(\$207.88)</b>
			<b>Grand Total</b>			<b>(\$168,285.62)</b>

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** October 17, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Consider Standing Purchase Order for Lincoln Aquatics

**SUMMARY:** The Honey Lake Community Pool, in order to maintain the current warranty, is required to utilize Pulsar chlorine tablets. At this time, Lincoln Aquatics is the sole provider of the Pulsar tablets and staff is requesting a standing purchase order for the remainder of the fiscal year in the amount of \$25,000 to prevent the need to request a PO for each order.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** October 17, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Approval of City Reimbursement Request for Staff Services and related costs.

**SUMMARY:** The HLVRA has contracted with the City of Susanville to perform Administrative, Management and Operational services. The City has submitted a reimbursement request for staff services, publication costs and additional direct costs related to the pool.

**FISCAL IMPACT:** \$84,229.51

**ACTION REQUESTED:** Motion to approve City reimbursement request

**ATTACHMENTS:** Reimbursement Request with documentation



**City of Susanville  
Administrative Services Department**

66 North Lassen Street  
Susanville, CA 96130  
(530) 252-5115

**INVOICE**

**Invoice Date: October 18, 2017**

**Account #: 4493**

Honey Lake Valley Recreation Authority  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130

**TOTAL DUE: \$84,229.51**  
**Payment Due: UPON RECEIPT**

**SUBJECT: Reimbursement for Administrative, Management & Operational Services and Associated Direct Costs as well as Landscaping Costs through September 22, 2017.**

**Description:**

Reimbursement for Administrative Services (through 6/22/17)	\$ 14,151.43
Reimbursement for Pool Employees	\$ 66,494.54
Reimbursement for Equipment	\$ 2,032.93
Reimbursement for Publications	\$ 786.90
Reimbursement for Pool Maintenance	\$ 8.68
Reimbursement for Office Supplies	\$ 448.00
Reimbursement for Landscaping Costs	\$ 307.03

**TOTAL DUE**

**\$ 84,229.51**

**PLEASE REMIT THE BOTTOM PORTION OF THIS INVOICE WITH YOUR  
PAYMENT TO THE ABOVE ADDRESS.**



Please Detach and Mail With Your Payment

PLEASE REMIT PAYMENT TO THE ADDRESS BELOW...THANK YOU

**City of Susanville Administrative Services Department**

66 North Lassen Street Susanville, CA 96130  
(530) 252-5115 Fax (530) 257-4725

**Account #4493**

**HLVRA  
c/o Lassen County  
221 S. Roop St., Suite 1  
Susanville, CA 96130**

**Amount Due: \$84,229.51**  
**Payment Due: UPON RECEIPT**

**Amount Paid: \$**

Date of Invoice: October 18, 2017

City Account Code # (see Debi)

Administrative	Hours	Wage		
Executive Officer	23.00	\$ 93.39	\$	2,147.97
Administrative	182.00	\$ 47.93	\$	8,723.26
Project Manager	70.00	\$ 46.86	\$	3,280.20
			\$	14,151.43
			\$	14,151.43

Pool Employees	Hours	Wage		
Pool Manager	368.00	\$ 27.48	\$	10,112.64
Overtime - Manager	25.00	\$ 27.63	\$	690.75
Asst. Pool Manager	475.00	\$ 21.13	\$	10,036.75
Overtime -	2.75	\$ 25.65	\$	70.54
Head Swim Instructor	195.00	\$ 19.14	\$	3,732.30
Head Lifeguard	286.50	\$ 18.68	\$	5,351.82
Swim Instructor II	36.75	\$ 16.51	\$	606.74
Swim Instructors	975.00	\$ 14.23	\$	13,874.25
Lifeguards	1625.00	\$ 13.55	\$	22,018.75
			\$	66,494.54
			\$	66,494.54

Equipment (NC)				
AED battery & pads		\$		361.77
Uniforms (4 invoices)		\$		672.41
Square - printer		\$		331.36
Square - drawer		\$		150.30
Ace - various		\$		100.57
Various		\$		408.91
Gamut - AED wall mount		\$		7.61
		\$		2,032.93
		\$		2,032.93

Pool Maintenance				
Ace - Muriatic Acid		\$		8.68
		\$		8.68
		\$		8.68

Publications				
Employment Ad 6/14/17		\$		786.90
		\$		786.90
		\$		786.90

Office Supplies				
Multiple Invoices		\$		300.00
Staples - various items		\$		148.00
		\$		448.00
		\$		448.00

Landscaping				
Supplies/irrigation Etc	total	\$		307.03
		\$		307.03
		\$		307.03

TOTAL \$ 84,229.51



## LABOR COSTS SUMMARY FORM

Employee Administration

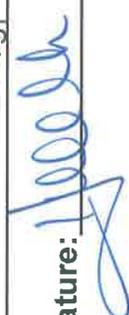
Department

Project Number	Date	Times worked	Total Hours	Tasks	Wage	Amount
	5-Jul		0.50 Admin		47.93	23.965
	10-Jul		2.00 Admin		47.93	95.86
	11-Jul		4.00 Admin		47.93	191.72
	12-Jul		4.00 Admin		47.93	191.72
	13-Jul		4.00 Admin		47.93	191.72
	14-Jul		9.00 Admin		47.93	431.37
	17-Jul		4.50 Admin		47.93	215.685
	18-Jul		1.50 Admin		47.93	71.895
	19-Jul		5.00 Admin		47.93	239.65
	20-Jul		4.00 Admin		47.93	191.72
	21-Jul		4.00 Admin		47.93	191.72
	24-Jul		2.00 Admin		47.93	95.86
	25-Jul		3.00 Admin		47.93	143.79
	26-Jul		5.00 Admin		47.93	239.65
	27-Jul		7.00 Admin		47.93	335.51
	28-Jul		8.00 Admin		47.93	383.44
	31-Jul		4.00 Admin		47.93	191.72
	1-Aug		0.50 Admin		47.93	23.965
	2-Aug		1.00 Admin		47.93	47.93
			73.00			

Subtotal

\$3,498.89

Total

Employee Signature: 

Supervisor Signature: \_\_\_\_\_

## LABOR COSTS SUMMARY FORM

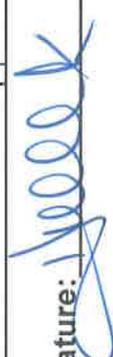
Employee Administration

Department \_\_\_\_\_

Project Number	Date	Times worked	Total Hours	Tasks	Wage	Amount
	8/3/17		2.50	Admin	47.93	119.825
	8/4/17		3.50	Admin	47.93	167.755
	8/7/17		5.50	Admin	47.93	263.615
	8/8/17		7.00	Admin	47.93	335.51
	8/9/17		5.00	Admin	47.93	239.65
	8/10/17		7.00	Admin	47.93	335.51
	8/14/17		5.00	Admin	47.93	239.65
	8/15/17		3.00	Admin	47.93	143.79
	8/16/17		1.00	Admin	47.93	47.93
	17-Aug		4.00	Admin	47.93	191.72
	20-Aug		5.00	Admin	47.93	239.65
	21-Aug		3.00	Admin	47.93	143.79
	22-Aug		4.00	Admin	47.93	191.72
	23-Aug		4.00	Admin	47.93	191.72
	24-Aug		3.50	Admin	47.93	167.755
	29-Aug		5.50	Admin	47.93	263.615
	30-Aug		2.00	Admin	47.93	95.86
	31-Aug		3.00	Admin	47.93	143.79
	1-Sep		2.00	Admin	47.93	95.86
			75.50			

**Subtotal**

\$3,618.72

Employee Signature: 

**Total**

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_







# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **HEUMANN, Eric** Employee #: **2336-0009**  
 Department: **Administrative Services / POOL**

Pay Period  
 From: 7/1/17  
 To: 7/11/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat						
Sun						
Mon	8				8	
Tue	8				8	
Wed	8				8	
Thur	8				8	
Fri	8				8	
Sat	8				8	
Sun						
Mon	8				8	
Tue	8				8	
Wed	8				8	
Thur	8				8	
Fri	8				8	
<b>Total</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>	

**LEAVE TAKEN**

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

**OVERTIME**

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00 8400

*[Handwritten Signature]*  
 SUPERVISOR SIGNATURE

SUPERVISOR NAME

EMPLOYEE SIGNATURE

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/15/17  
To: 7/21/17

Employee #: 23360009

Employee: ERIC HEUMANN  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>	LEAVE TAKEN	
							Category	Hours
Sat	0	0	0	0	0		Vacation (VL)	3-01
Sun	0	0	0	0	0		Sick Leave (SL)	4-01
Mon	8	0	0	0	8		Admin Leave (AL)	10-01
Tue	8	0	0	0	8		Comp Time (CT)	9-02
Wed	8	0	0	0	8		Family Sick (FS)	4-04
Thur	8	0	0	0	8		Floating Holiday (FL)	7-01
Fri	8	0	0	0	8		Holiday (HL)	1-01
Sat	0	0	0	0	0		POLICE Holiday (PL)	7-04
Sun	0	0	0	0	0		Worker's Comp (WC)	8-03
Mon	8	0	0	0	8		Public Safety W/C (WC)	8-13
Tue	8	0	0	0	8		Bereavement (BL)	4-03
Wed	8	0	0	0	8		Jury Duty (JD)	8-06
Thur	8	0	0	0	8			
Fri	8	0	0	0	8			
Sat	0	0	0	0	0			
Sun	0	0	0	0	0			
Mon	8	0	0	0	8		Overtime Hours to Pay	2-01
Tue	8	0	0	0	8		Overtime Hours to Comp	9-01
Wed	8	0	0	0	8		Overtime Hours to Double Time	2-02
Thur	8	0	0	0	8		Court Time	2-04
Fri	8	0	0	0	8		Meal Allowance	30-02
Total	80	0	0	0	80		Stand-by	5-00

CODES 1-00 1-00 80  
  
 EMPLOYEE SIGNATURE

  
 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
 SUPERVISOR NAME

**CITY OF SUSANVILLE  
EMPLOYEE TIME SHEET**

Pay Period 7/29  
From: 7/29  
To: 8/1/11

Employee: **HEUMANN, Eric** Employee #: **2336-0009**  
Department: **Administrative Services / POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	0				0	
Sun	04			4	04	ASK JARED ABOUT OT FOR ME ON THE 30th OF
Mon	8				8	JUNE - WITH ROBIN
Tue	8				8	GONE REESA & I BOTH
Wed	8				8	HAD TO WORK OT.
Thur	8				8	I WORKED 4 EXTRA
Fri	8				8	SCHEDULED HRS
Sat	0				0	
Sun	0				0	
Mon	8				8	
Tue	8				8	
Wed	8				8	
Thur	8				8	
Fri	8				8	
Total	80				80	84

**LEAVE TAKEN**

ASK JARED

ABOUT OT FOR

ME ON THE 30th OF

JUNE - WITH ROBIN

GONE REESA & I BOTH

HAD TO WORK OT.

I WORKED 4 EXTRA

**OVERTIME**

Overtime Hours to Pay 4 2-01

Overtime Hours to Comp \_\_\_\_\_ 9-01

Overtime Hours to Double Time \_\_\_\_\_ 2-02

Court Time \_\_\_\_\_ 2-04

Meal Allowance \_\_\_\_\_ 30-02

Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 90

EMPLOYEE SIGNATURE \_\_\_\_\_  
SUPERVISOR SIGNATURE \_\_\_\_\_  
SUPERVISOR NAME \_\_\_\_\_

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/12/17  
To: 8/25/17

Employee: **HEUMANN, Eric** Employee #: **2336-0009**  
Department: **Administrative Services / POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	0	0	0	0	0	
Sun	0	0	0	0	0	
Mon	8	0	0	0	8	
Tue	8	0	0	0	8	
Wed	8	0	0	0	8	
Thur	8	0	0	0	8	
Fri	8	0	0	0	8	
Sat	0	0	0	0	0	
Sun	4	0	0	0	4	
Mon	8	0	0	0	8	
Tue	8	0	0	0	8	
Wed	4	0	0	0	4	
Thur	8	0	0	0	8	
Fri	8	0	0	0	8	
Total	80	0	0	0	80	

LEAVE TAKEN	
Vacation (VL)	_____ 3-01
Sick Leave (SL)	_____ 4-01
Admin Leave (AL)	_____ 10-01
Comp Time (CT)	_____ 9-02
Family Sick (FS)	_____ 4-04
Floating Holiday (FL)	_____ 7-01
Holiday (HL)	_____ 1-01
POLICE Holiday (PL)	_____ 7-04
Worker's Comp (WC)	_____ 8-03
Public Safety W/C (WC)	_____ 8-13
Bereavement (BL)	_____ 4-03
Jury Duty (JD)	_____ 8-06

OVERTIME	
Overtime Hours to Pay	_____ 2-01
Overtime Hours to Comp	_____ 9-01
Overtime Hours to Double Time	_____ 2-02
Court Time	_____ 2-04
Meal Allowance	_____ 30-02
Stand-by	_____ 5-00

CODES 1-00 1-00 80.00

*[Handwritten Signature]*

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/26/17  
To: 9/1/17

Employee #: 23360009

Employee: ERIC HEUMANN  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	0				0	
Sun	0				0	
Mon	8				8	
Tue	8				8	
Wed	8				8	
Thur	8				8	
Fri	8				8	
Sat	0				0	
Sun	0				0	
Mon	8		H		8	
Tue	0				0	
Wed	0				0	
Thur	0				0	
Fri	0				0	
<b>Total</b>	<b>48</b>				<b>48</b>	

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 52.00

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

Amended Per email

### CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period

From: 6/13/17

To: 6/16/17

Employee #: 23360009

Employee: ERIC HEUMANN

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat				4	4	
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Total				4	4	

#### LEAVE TAKEN

- 3-01 \_\_\_\_\_
- 4-01 \_\_\_\_\_
- 10-01 \_\_\_\_\_
- 9-02 \_\_\_\_\_
- 4-04 \_\_\_\_\_
- 7-01 \_\_\_\_\_
- 1-01 \_\_\_\_\_
- 7-04 \_\_\_\_\_
- 8-03 \_\_\_\_\_
- 8-13 \_\_\_\_\_
- 4-03 \_\_\_\_\_
- 8-06 \_\_\_\_\_

2-01

25 hrs

Sue Christensen  
257-2263

#### OVERTIME

- Overtime Hours to Pay 4 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00

60-02 6-14427

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

Amended. Per email

**CITY OF SUSANVILLE  
EMPLOYEE TIME SHEET**

Pay Period

From: 6/17/2017  
To: 6/30/2017

Employee #: 23360009

Employee: ERIC HEUMANN

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 6/17				6	6	
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat 6/24				6	6	
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Total				12	12	

**LEAVE TAKEN**

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

**OVERTIME**

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00

EMPLOYEE SIGNATURE



Jared G. HANCOCK  
SUPERVISOR NAME

AMENDED PER EMAIL

**CITY OF SUSANVILLE  
EMPLOYEE TIME SHEET**

Pay Period  
From: 7/11/2017  
To: 7/14/2017

Employee: ERIC HEUMANN Employee #: 23360009  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun 7/2				4	4	
Mon						
Tue						
Wed						
Thur						
Fri						
Sat 7/8				2	2	
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Total				6	6	
<b>CODES</b>	1-00				1-00	

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01 6
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

*[Handwritten Signature]*

Jared G. HANCOCK  
SUPERVISOR NAME

SUPERVISOR SIGNATURE

EMPLOYEE SIGNATURE

*Amendment Per Email*

**CITY OF SUSANVILLE  
EMPLOYEE TIME SHEET**

Pay Period  
From: 7/15/17  
To: 7/21/17

Employee: **ERIC HEUMANN** Employee #: **23360009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/15				3	3	
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Total				3	3	

**LEAVE TAKEN**

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

**OVERTIME**

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00

\_\_\_\_\_  
EMPLOYEE SIGNATURE

*[Signature]*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: REESA RICE  
 Department: POOL  
 Employee #: 22370009

Pay Period  
 From: 7/11/17  
 To: 7/14/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 1	7.5		RR	<del>3.5</del>	7.5	
Sun 2	3.5			<del>3.5</del>	3.5	
Mon 3	8			<del>8</del>	8	
Tue 4	—			<del>6</del>	6	
Wed 5	6			<del>6</del>	6	
Thur 6	6			<del>6</del>	6	
Fri 7	6			<del>6</del>	6	
Sat 8	8			<del>8</del>	8	
Sun 9	5.5			<del>5.5</del>	5.5	
Mon 10						
Tue 11	7			<del>7</del>	7	
Wed 12	8			<del>8</del>	8	
Thur 13	8			<del>8</del>	8	
Fri 14	8			<del>8</del>	8	
<b>Total</b>	<b>78.5</b>				<b>78.5</b>	

CODES 1-00 1-00 9a:50  
 \_\_\_\_\_  
 EMPLOYEE SIGNATURE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
 SUPERVISOR NAME

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) H \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

39

55

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: REESA RICE  
Department: POOL  
Employee #: 22370009

Pay Period  
From: 7/15/17  
To: 7/28/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 15	7.5				7.5	
Sun 16	7.5				7.5	
Mon 17	-				-	
Tue 18	7.5	1.5		1.5	9	staff meeting
Wed 19	-				-	
Thur 20	7.5				7.5	
Fri 21	7.5				7.5	
Sat 22	7.5				7.5	
Sun 23	7				7	
Mon 24	-				-	
Tue 25	8				8	
Wed 26	-				-	
Thur 27	8				8	
Fri 28	8				8	
<b>Total</b>	<b>76.5</b>			<b>1.5</b>	<b>77.5</b>	

LEAVE TAKEN	
Vacation (VL)	3-01 _____
Sick Leave (SL)	4-01 _____
Admin Leave (AL)	10-01 _____
Comp Time (CT)	9-02 _____
Family Sick (FS)	4-04 _____
Floating Holiday (FL)	7-01 _____
Holiday (HL)	1-01 _____
POLICE Holiday (PL)	7-04 _____
Worker's Comp (WC)	8-03 _____
Public Safety W/C (WC)	8-13 _____
Bereavement (BL)	4-03 _____
Jury Duty (JD)	8-06 _____

OVERTIME	
Overtime Hours to Pay	2-01 <u>  0  </u>
Overtime Hours to Comp	9-01 _____
Overtime Hours to Double Time	2-02 _____
Court Time	2-04 _____
Meal Allowance	30-02 _____
Stand-by	5-00 _____

CODES 1-00 1-00 71.5  
  
 EMPLOYEE SIGNATURE

  
 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
 SUPERVISOR NAME

**CITY OF SUSANVILLE  
EMPLOYEE TIME SHEET**

Reesa Rice  
Pool

<22370009>

Pay Period 7/29/17  
8/1/17

DATE	Hours Wkd	Grant/Special Project/Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	specify which grant or project	NOTES:
Sat	12						
Sun	9						Robin off only SUPERVISOR
Mon	9.5						Robin off
Tue	6.5						Robin off
Wed	6.5						
Thur	6.5						
Fri	7						
Sat	6.5						
Mon	7						
Tue	5.5						
Wed	6.0						
Thur	7						
Fri	82.5						
Total							

8:04 240 @ 6.13 = 1471.20  
8:09 11 9.20 = 9.20

*[Signature]*

1-00 80.00

*[Signature]*  
EMPLOYEE SIGNATURE

Jared G. HANCOCK  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

LEAVE TAKEN	3-01	4-01	10-01
Vacation (VL)			
Sick Leave (SL)			
Admin Leave			
Family Sick (FS)		4-04	
Floating Holiday (FL)		7-01	
Holiday (HL)		1-01	
POLICE Holiday (PL)		7-04	
Worker's Comp (WC)		8-03	
Public Safety W/C (WC)		8-13	
Bereavement (BL)		4-03	
Jury Duty (JD)		8-06	

OVERTIME	2-01	9-01	2-02	2-04	30-02	5-00
Overtime Hours-to-Pay	2.5					
Overtime Hours to Comp						
Overtime Hours to Double Time						
Court Time						
Meal Allowance						
Stand-by						

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/18/17  
To: 8/25/17

Employee #: 22370009

Employee: REESA RICE  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	<del>8.5</del> 6				6	
Sun	6					
Mon	7					
Tue	6					
Wed	7					
Thur	6.5					
Fri	6.5					
Sat	6.75				6.75	
Sun	6.75				6.75	
Mon	7.5				7.5	
Tue	7				7	
Wed	6.5				6.5	
Thur	8				8	
Fri	8				8	
Total					80.25	

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

CODES 1-00 1-00 98

 EMPLOYEE SIGNATURE  
 SUPERVISOR SIGNATURE  
**Jared G. HANCOCK** SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/26/17  
To: 9/18/17

Employee #: 22370009

Employee: REESA RICE  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	—					
Sun	7.5				7.5	
Mon	7.				7.	
Tue	6.5				6.5	
Wed	6.5				6.5	
Thur	8.0				8.	
Fri	OFF				—	
Sat	5.75				5.75	
Sun	8.0				8.0	
Mon	5.75	1	4		5.75	Holiday
Tue	8.00				8.0	
Wed	8.00				8.	
Thur	8.00				8.	
Fri	—				—	
<b>Total</b>	<b>79</b>		<b>4</b>		<b>79</b>	

CODES 1-00 1-00 83.00

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

  
EMPLOYEE SIGNATURE

  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 9/19/17  
To: 9/22/17

Employee: REESA RICE  
Department: POOL  
Employee #: 22370009

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 9	8				8	
Sun 10	—				—	
Mon 11	6				6	
Tue 12	7				7	
Wed 13	7				7	
Thur 14	7				7	
Fri 15	5				5	
Sat 16	8				8	
Sun 17	—				—	
Mon 18	2.75				2.75	
Tue 19	8				8	
Wed 20	7.75				7.75	
Thur 21	8				8	
Fri 22	5.5				5.5	
<b>Total</b>	<b>80</b>				<b>80</b>	

CODES 1-00 1-00 80.00

*Reesa Rice*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

### LEAVE TAKEN

Vacation (VL) \_\_\_\_\_ 3-01  
Sick Leave (SL) \_\_\_\_\_ 4-01  
Admin Leave (AL) \_\_\_\_\_ 10-01  
Comp Time (CT) \_\_\_\_\_ 9-02  
Family Sick (FS) \_\_\_\_\_ 4-04  
Floating Holiday (FL) \_\_\_\_\_ 7-01  
Holiday (HL) \_\_\_\_\_ 1-01  
POLICE Holiday (PL) \_\_\_\_\_ 7-04  
Worker's Comp (WC) \_\_\_\_\_ 8-03  
Public Safety W/C (WC) \_\_\_\_\_ 8-13  
Bereavement (BL) \_\_\_\_\_ 4-03  
Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

Overtime Hours to Pay \_\_\_\_\_ 2-01  
Overtime Hours to Comp \_\_\_\_\_ 9-01  
Overtime Hours to Double Time \_\_\_\_\_ 2-02  
Court Time \_\_\_\_\_ 2-04  
Meal Allowance \_\_\_\_\_ 30-02  
Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: Nancy Heffner  
 Department: HLVRA POOL

Employee #: 23460009

Pay Period  
 From: 7/11/17  
 To: 7/14/17

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>	LEAVE TAKEN
Sat	0	0	0	0	0		Vacation (VL) _____ 3-01 Sick Leave (SL) _____ 4-01 Admin Leave (AL) _____ 10-01 Comp Time (CT) _____ 9-02 Family Sick (FS) _____ 4-04 Floating Holiday (FL) _____ 7-01 Holiday (HL) <u>4</u> _____ 1-01 POLICE Holiday (PL) _____ 7-04 Workers' Comp (WC) _____ 8-03 Public Safety W/C (WC) _____ 8-13 Bereavement (BL) _____ 4-03 Jury Duty (JD) _____ 8-06 Military Leave (ML) _____ 1-00
Sun	0	0	0	0	0		
Mon 7/3	5.25	0	0	0	5.25		
Tue 7/4	4.0	0	0	0	4.0		
Wed 7/5	5.25	1.0	0	0	6.25	<u>1 hour of copy and laminate skill sheets.</u>	
Thur 7/6	4.0	0	0	0	4.0		
Fri 7/7	5.25	0	0	0	5.25		
Sat 7/8	0	0	0	0	0		
Sun 7/9	0	0	0	0	0		
Mon 7/10	5.25	0	0	0	5.25		
Tue 7/11	4.0	0	0	0	4.0		
Wed 7/12	5.25	0	0	0	5.25		
Thur 7/13	4.0	0	0	0	4.0		
Fri 7/14	5.25	0	0	0	5.25		
<b>Total</b>	<b>47.5</b>	<b>1.0</b>	<b>0</b>	<b>0</b>	<b>48.5</b>		

### OVERTIME

Overtime hours to pay	_____ 2-01
Overtime hours to comp	_____ 9-01
Overtime hours to double time	_____ 2-02
Court time	_____ 2-04
Meal allowance	_____ 30-02
Standby	_____ 5-00

CODES 1-00 51.50

Nancy Heffner  
 EMPLOYEE SIGNATURE

[Signature]  
 SUPERVISOR SIGNATURE

SUPERVISOR NAME



# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **NANCY HEFFNER**      Employee #: **23460009**  
 Department: **POOL**

Pay Period  
 From: 7/29/17  
 To: 8/11/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>	LEAVE TAKEN												
							Vacation (VL)	Sick Leave (SL)	Admin Leave (AL)	Comp Time (CT)	Family Sick (FS)	Floating Holiday (FL)	Holiday (HL)	POLICE Holiday (PL)	Worker's Comp (WC)	Public Safety W/C (WC)	Bereavement (BL)	Jury Duty (JD)	
Sat 7/29	0	0		0	0														
Sun 7/30	0	0		0	0														
Mon 7/31	5.25	0		0	5.25														
Tue 8/1	4.0	0		0	4.0														
Wed 8/2	5.25	0		0	5.25														
Thur 8/3	4.0	0		0	4.0														
Fri 8/4	5.25	0		0	5.25														
Sat 8/5	0	0		0	0														
Sun 8/6	0	0		0	0														
Mon 8/7	5.25	0		0	5.25														
Tue 8/8	4.5	0		0	4.5														
Wed 8/9	5.25	0		0	5.25														
Thur 8/10	0.0	0		0	0.0														
Fri 8/11	5.25	0		0	5.25														
<b>Total</b>	<b>44.0</b>	<b>0</b>		<b>0</b>	<b>44.0</b>														

CODES 1-00 1-00 44.00

*Nancy Heffner*  
 EMPLOYEE SIGNATURE

*Jared G. Hancock*  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/12/17  
To: 8/25/17

Employee: **NANCY HEFFNER** Employee #: **23460009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 8/12	0			0	0	
Sun 8/13	0			0	0	
Mon 8/14	2.75			0	2.75	
Tue 8/15	2.75			0	2.75	
Wed 8/16	2.75			0	2.75	
Thur 8/17	0			0	0	
Fri 8/18	0			0	0	
Sat 8/19	0			0	0	
Sun 8/20	0			0	0	
Mon 8/21	2.0			0	2.0	
Tue 8/22	2.75			0	2.75	
Wed 8/23	1.5			0	1.5	
Thur 8/24	<del>2.75</del> 3.0	3.0		0	<del>2.75</del> 3.0	
Fri 8/25	2.25			0	2.25	
<b>Total</b>	<del>14.0</del>	19.75		0	<del>14.0</del> 19.75	

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 19.75

*Nancy Heffner*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **NANCY HEFFNER**  
Department: **POOL**

Employee #: **23460009**

Pay Period  
From: 8/26/17  
To: 9/18/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 8/26	0				0	
Sun 8/27	0				0	
Mon 8/28	0				0	
Tue 8/29	2.0				2.0	
Wed 8/30	2.0				2.0	
Thur 8/31	1.25				1.25	
Fri 9/1	2.25				2.25	
Sat 9/2	0				0	
Sun 9/3	0				0	
Mon 9/4	0	0			0	
Tue 9/5	1.25				1.25	
Wed 9/6	2.75				2.75	
Thur 9/7	1.25				1.25	
Fri 9/8	2.5				2.5	
<b>Total</b>	<b>15.25</b>				<b>15.25</b>	

If you have grant or special project hours, use this space to specify which grant or project.

### LEAVE TAKEN

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

### OVERTIME

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00 **15.25**

*Nancy Heffner*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 9/9/17  
To: 9/22/17

Employee: **NANCY HEFFNER** Employee #: **23460009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 9/9	0				0	
Sun 9/10	0				0	
Mon 9/11	0				0	
Tue 9/12	1.75				1.75	
Wed 9/13	2.25				2.25	
Thur 9/14	2.0				2.0	
Fri 9/15	2.5				2.5	
Sat 9/16	0				0	
Sun 9/17	0				0	
Mon 9/18	0				0	
Tue 9/19	2.25				2.25	
Wed 9/20	1.75				1.75	
Thur 9/21	1.25				1.25	
Fri 9/22	2.5				2.5	
<b>Total</b>	<b>16.25</b>				<b>16.25</b>	

CODES 1-00 **16.25**

*Nancy Heffner*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

### LEAVE TAKEN

Vacation (VL) \_\_\_\_\_ 3-01  
Sick Leave (SL) \_\_\_\_\_ 4-01  
Admin Leave (AL) \_\_\_\_\_ 10-01  
Comp Time (CT) \_\_\_\_\_ 9-02  
Family Sick (FS) \_\_\_\_\_ 4-04  
Floating Holiday (FL) \_\_\_\_\_ 7-01  
Holiday (HL) \_\_\_\_\_ 1-01  
POLICE Holiday (PL) \_\_\_\_\_ 7-04  
Worker's Comp (WC) \_\_\_\_\_ 8-03  
Public Safety W/C (WC) \_\_\_\_\_ 8-13  
Bereavement (BL) \_\_\_\_\_ 4-03  
Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

Overtime Hours to Pay \_\_\_\_\_ 2-01  
Overtime Hours to Comp \_\_\_\_\_ 9-01  
Overtime Hours to Double Time \_\_\_\_\_ 2-02  
Court Time \_\_\_\_\_ 2-04  
Meal Allowance \_\_\_\_\_ 30-02  
Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: Robin Wanless  
Department: HLVRA POOL

Employee #: 23510009

Pay Period  
From: July 2<sup>nd</sup>, 2017  
To: July 14<sup>th</sup>, 2017

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>
Sat 1	0	0	0	0	0	
Sun 2	0	0	0	0	0	
Mon 3	0	0	0	0	0	
Tue 4	0	0	0	0	0	
Wed 5	0	0	0	0	0	
Thur 6	0	0	0	0	0	
Fri 7	0	0	0	0	0	
Sat 8	5	0	0	0	5	
Sun 9	4	0	0	0	4	
Mon 10	7	0	0	0	7	
Tue 11	0	0	0	0	0	
Wed 12	7	0	0	0	7	
Thur 13	0	0	0	0	0	
Fri 14	7	0	0	0	7	
<b>Total</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	

CODES 1-00 1-00 30.00  
*Robin D. Wanless*

*[Signature]*

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

SUPERVISOR NAME

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Workers' Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06
- Military Leave (ML) \_\_\_\_\_ 1-00

### OVERTIME

- Overtime hours to pay \_\_\_\_\_ 2-01
- Overtime hours to comp \_\_\_\_\_ 9-01
- Overtime hours to double time \_\_\_\_\_ 2-02
- Court time \_\_\_\_\_ 2-04
- Meal allowance \_\_\_\_\_ 30-02
- Standby \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: Robin Wantless  
 Department: HLVRA POOL

Employee #: 2351-0009

Pay Period  
 From: 7/15/17  
 To: 7/28/17

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>	LEAVE TAKEN
Sat 15	8	0	0	0	8	7am to 3pm	Vacation (VL) _____ 3-01 Sick Leave (SL) _____ 4-01 Admin Leave (AL) _____ 10-01 Comp Time (CT) _____ 9-02 Family Sick (FS) _____ 4-04 Floating Holiday (FL) _____ 7-01 Holiday (HL) _____ 1-01 POLICE Holiday (PL) _____ 7-04 Workers' Comp (WC) _____ 8-03 Public Safety W/C (WC) _____ 8-13 Bereavement (BL) _____ 4-03 Jury Duty (JD) _____ 8-06 Military Leave (ML) _____ 1-00
Sun 16	6.5	0	0	0	6.5	11am to 5:30pm	
Mon 17	8	0	0	0	8	12pm to 8pm	
Tue 18	<del>8</del> 0	<del>8</del> 7	0	0	<del>8</del> 7	130-737 730-9 meeting	
Wed 19	8	0	0	2	10	630-430 Eric sick/schedule	
Thur 20	0	0	0	0	0		
Fri 21	7	0	0	0	7	930-430 tutoring session	
Sat 22	7	0	0	0	7		
Sun 23	5.5	0	0	0	7		
Mon 24	4.5	0	0	0	4.5		
Tue 25	0	0	0	0	0		
Wed 26	5	0	0	0	5		
Thur 27	0	0	0	0	0		
Fri 28	0	0	0	0	0		
<b>Total</b>	<b>59.5</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>68.5</b>		

CODES 1-00 1-00 59.50

Robin Wantless  
 EMPLOYEE SIGNATURE

[Signature]  
 SUPERVISOR SIGNATURE

EMPLOYEE SIGNATURE

SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: Robin Wanless  
 Department: HLVRA POOL

Pay Period  
 From: 7/29/17  
 To: 8/11/17

Employee #:

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>	LEAVE TAKEN
Sat 29	0	0	0	0	0		Vacation (VL) _____ 3-01 Sick Leave (SL) _____ 4-01 Admin Leave (AL) _____ 10-01 Comp Time (CT) _____ 9-02 Family Sick (FS) _____ 4-04 Floating Holiday (FL) _____ 7-01 Holiday (HL) _____ 1-01 POLICE Holiday (PL) _____ 7-04 Workers' Comp (WC) _____ 8-08 Public Safety W/C (WC) _____ 8-13 Bereavement (BL) _____ 4-03 Jury Duty (JD) _____ 8-06 Military Leave (ML) _____ 1-00
Sun 30	0	0	0	0	0		
Mon 31	0	0	0	0	0		
Tue 1	7.5	0	0	0	7.5		
Wed 2	7.5	0	0	0	7.5		
Thur 3	0	0	0	0	0		
Fri 4	10	0	0	0	10	9:30 am to 8:30 pm <sup>2 half hours break</sup>	
Sat 5	5.5	0	0	0	5.5		
Sun 6	6	0	0	0	6		
Mon 7	7.5	0	0	0	7.5	1 pm to 8:30 pm	
Tue 8	3	0	0	0	3		Overtime hours to pay _____ 2-01 Overtime hours to comp _____ 9-01 Overtime hours to double time _____ 2-02 Court time _____ 2-04 Meal allowance _____ 30-02 Standby _____ 5-00
Wed 9	4	0	0	0	4		
Thur 10	0	0	0	0	0		
Fri 11	0	0	0	0	0		
Total	<del>51</del>	0	0	0	<del>51</del>		

CODES 1-00 1-00 51.00

Robin Wanless  
 EMPLOYEE SIGNATURE

[Signature]  
 SUPERVISOR SIGNATURE

SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: Robin Wanless  
Department: HLVRA POOL

Employee #: 2351-00001

Pay Period  
From: 8/12/17  
To: 8/25/17

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>
Sat 12	5.5	0	0	0	5.5	
Sun 13	7.5	0	0	0	7.5	
Mon 14	2	0	0	0	2	
Tue 15	0	0	0	0	0	
Wed 16	3	0	0	0	3	
Thur 17	0	0	0	0	0	
Fri 18	0	0	0	0	0	
Sat 19	8	0	0	0	8	
Sun 20	7.5	0	0	0	7.5	
Mon 21	0	0	0	0	0	
Tue 22	0	0	0	0	0	
Wed 23	3	0	0	0	3	
Thur 24	0	0	0	0	0	
Fri 25	3	0	0	0	3	
Total	39.5	0	0	0	40.5	39.5

CODES: 1-00 39.50  
*Robin Wanless*

*9/4*  
*[Signature]*

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Workers' Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06
Military Leave (ML)	1-00

OVERTIME	
Overtime hours to pay	2-01
Overtime hours to comp	9-01
Overtime hours to double time	2-02
Court time	2-04
Meal allowance	30-02
Standby	5-00

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: Robin Wanless  
Department: HLVRA POOL

Employee #: 2351-0009

Pay Period  
From: 8/26/2017  
To: 9/18/2017

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>
Sat 26	8	0	0	0	8	
Sun 27	5.5	0	0	0	5.5	
Mon 28	3	0	0	0	3	
Tue 29	0	0	0	0	0	
Wed 30	2.5	0	0	0	2.5	
Thur 31	0	0	0	0	0	
Fri 1	2.5	0	0	0	2.5	
Sat 2	7	0	0	0	7	
Sun 3	6.5	0	0	0	6.5	
Mon 4	5	0	0	0	5	
Tue 5	3.5	0	0	0	3.5	
Wed 6	2.5	0	0	0	2.5	
Thur 7	4	0	0	0	4	
Fri 8	4	0	0	0	4	
Total	54		H		54	5900

CODES 1-00 1-00 5800

*Robin Wanless*

*[Signature]*

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

SUPERVISOR NAME

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Workers' Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-08
- Jury Duty (JD) \_\_\_\_\_ 8-06
- Military Leave (ML) \_\_\_\_\_ 1-00

### OVERTIME

- Overtime hours to pay \_\_\_\_\_ 2-01
- Overtime hours to comp \_\_\_\_\_ 9-01
- Overtime hours to double time \_\_\_\_\_ 2-02
- Court time \_\_\_\_\_ 2-04
- Meal allowance \_\_\_\_\_ 30-02
- Standby \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **Robin Wanless**  
Department: **HLVRA POOL**

Employee #: **2351-0009**

Pay Period  
From: **9/19/2017**  
To: **9/22/2017**

DATE	HRS. WORKED	GRANT/SPECIAL PROJECT HRS. WORKED	LEAVE TAKEN	OVERTIME HRS. WORKED	TOTAL HRS.	NOTES: <small>If you have a grant or special project hrs. use this space to specify which grant or project.</small>	LEAVE TAKEN												
Sat 9/9	0	0	0	0	0		Vacation (VL) _____ 3-01 Sick Leave (SL) _____ 4-01 Admin Leave (AL) _____ 10-01 Comp Time (CT) _____ 9-02 Family Sick (FS) _____ 4-04 Floating Holiday (FL) _____ 7-01 Holiday (HL) _____ 1-01 POLICE Holiday (PL) _____ 7-04 Workers' Comp (WC) _____ 8-03 Public Safety W/C (WC) _____ 8-13 Bereavement (BL) _____ 4-03 Jury Duty (JD) _____ 8-06 Military Leave (ML) _____ 1-00												
Sun 9/10	7	0	0	0	7														
Mon 9/11	3.5	0	0	0	3.5	12.5													
Tue 9/12	2	0	0	0	2	12.5													
Wed 9/13	4	0	0	0	4	14.5													
Thur 9/14	0	0	0	0	0														
Fri 9/15	0	0	0	0	0														
Sat 9/16	0	0	0	0	0														
Sun 9/17	7	0	0	0	7	23.5													
Mon 9/18	4	0	0	0	4	24.5													
Tue 9/19	3.5	0	0	0	3.5	31													
Wed 9/20	4	0	0	0	4	35													
Thur 9/21	3.5	0	0	0	3.5	38.5													
Fri 9/22	1	0	0	0	1	39.5													
<b>Total</b>	<b>39.5</b>				<b>39.5</b>														
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">CODES</td> <td style="border: none;">1-00</td> <td style="border: none;">1-00</td> <td style="border: none;">39.50</td> </tr> </table>							CODES	1-00	1-00	39.50	<table style="width: 100%; border: none;"> <tr> <td style="border: none;"><b>OVERTIME</b></td> <td style="border: none;">Overtime hours to pay _____ 2-01</td> </tr> <tr> <td style="border: none;">Overtime hours to comp _____ 9-01</td> <td style="border: none;">Overtime hours to double time _____ 2-02</td> </tr> <tr> <td style="border: none;">Court time _____ 2-04</td> <td style="border: none;">Meal allowance _____ 30-02</td> </tr> <tr> <td style="border: none;">Standby _____ 5-00</td> <td style="border: none;"></td> </tr> </table>	<b>OVERTIME</b>	Overtime hours to pay _____ 2-01	Overtime hours to comp _____ 9-01	Overtime hours to double time _____ 2-02	Court time _____ 2-04	Meal allowance _____ 30-02	Standby _____ 5-00	
CODES	1-00	1-00	39.50																
<b>OVERTIME</b>	Overtime hours to pay _____ 2-01																		
Overtime hours to comp _____ 9-01	Overtime hours to double time _____ 2-02																		
Court time _____ 2-04	Meal allowance _____ 30-02																		
Standby _____ 5-00																			

Employee Signature: *R. D. Wanless*

Supervisor Signature: *[Signature]*

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JESSICA DIERMIER** Employee #: **23480009**  
 Department: **POOL**

Pay Period  
 From: 7/11/17  
 To: 7/14/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 1						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat 8	4.5				4.5	Yoga/Lifeguard/Person
Sun						
Mon						
Tue						
Wed						
Thur						
Fri 14						
<b>Total</b>						

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

CODES 1-00 1-00 = 4.5  
 \_\_\_\_\_ EMPLOYEE SIGNATURE  
 \_\_\_\_\_ SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JESSICA DIERMIER**  
Department: **POOL**

Employee #: **23480009**

Pay Period  
From: **7/15/17**  
To: **7/28/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	5.5				5.5	
Sun						
Mon						
Tue 18	2 <del>4</del>					
Wed						
Thur						
Fri						
Sat	4					
Sun						
Mon						
Tue						
Wed						
Thur						
Fri 28 <sup>th</sup>						
<b>Total</b>	<b>11.5</b>				<b>11.5</b>	

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 11.5

*Jessica Diermier*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: JESSICA DIERMIER  
Department: POOL

Employee #: 23480009

Pay Period  
From: 7/29/17  
To: 8/1/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 29	5.5				5.5	
Sun 30						
Mon 31						
Tue 1						
Wed 2						
Thur 3						
Fri 4						
Sat 5	1.5				1.5	
Sun 6						
Mon 7						
Tue 8						
Wed 9						
Thur 10						
Fri 11						
<b>Total</b>	<b>7</b>				<b>7</b>	

CODES 1-00 1-00 1-00 1-00

*Jessica Diermier*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JESSICA DIERMIER** Employee #: **23480009**  
 Department: **POOL**

Pay Period  
 From: 8/12/17  
 To: 8/25/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	5.25					H2O Yoga, Private Lessons
Sun	I					
Mon	I					
Tue						
Wed	1.25					Staff inservice
Thur	I					
Fri	I					
Sat	3.25					H2O Yoga, Private Lessons
Sun	I					
Mon						
Tue						
Wed						
Thur						
Fri						
<b>Total</b>	9.75					

<b>LEAVE TAKEN</b>						
Vacation (VL)	3-01					
Sick Leave (SL)	4-01					
Admin Leave (AL)	10-01					
Comp Time (CT)	9-02					
Family Sick (FS)	4-04					
Floating Holiday (FL)	7-01					
Holiday (HL)	1-01					
POLICE Holiday (PL)	7-04					
Worker's Comp (WC)	8-03					
Public Safety W/C (WC)	8-13					
Bereavement (BL)	4-03					
Jury Duty (JD)	8-06					
<b>OVERTIME</b>						
Overtime Hours to Pay	2-01					
Overtime Hours to Comp	9-01					
Overtime Hours to Double Time	2-02					
Court Time	2-04					
Meal Allowance	30-02					
Stand-by	5-00					

CODES 1-00 1-00 9.75 1-00 9.75

*Jessica Diermier*  
 EMPLOYEE SIGNATURE

*JG*  
 SUPERVISOR SIGNATURE

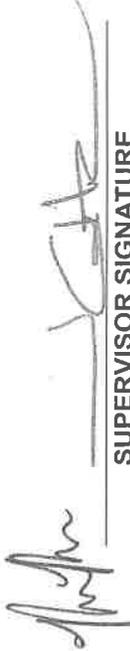
**Jared G. HANCOCK**  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: JESSICA DIERMIER Employee #: 23480009  
 Department: POOL

Pay Period  
 From: 9/19/17  
 To: 9/22/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	If you have grant or special project hours, use this space to specify which grant or project.	LEAVE TAKEN
Sat 9/19	4				4	Yoga, Swim Lessons, ifegland	Vacation (VL) _____ 3-01 Sick Leave (SL) _____ 4-01 Admin Leave (AL) _____ 10-01 Comp Time (CT) _____ 9-02 Family Sick (FS) _____ 4-04 Floating Holiday (FL) _____ 7-01 Holiday (HL) _____ 1-01 POLICE Holiday (PL) _____ 7-04 Worker's Comp (WC) _____ 8-03 Public Safety W/C (WC) _____ 8-13 Bereavement (BL) _____ 4-03 Jury Duty (JD) _____ 8-06
Sun 9/10							
Mon 9/11							
Tue 9/12							
Wed 9/13							
Thur 9/14							
Fri 9/15							
Sat 9/16	—						
Sun 9/17							
Mon 9/18							
Tue 9/19							
Wed 9/20							
Thur 9/21							
Fri 9/22							
<b>Total</b>	<b>4</b>				<b>4</b>		

CODES 1-00 1-00 4<sup>00</sup>  
 EMPLOYEE SIGNATURE  
 SUPERVISOR SIGNATURE  
**Jared G. HANCOCK**  
 SUPERVISOR NAME

**OVERTIME**

Overtime Hours to Pay \_\_\_\_\_ 2-01  
 Overtime Hours to Comp \_\_\_\_\_ 9-01  
 Overtime Hours to Double Time \_\_\_\_\_ 2-02  
 Court Time \_\_\_\_\_ 2-04  
 Meal Allowance \_\_\_\_\_ 30-02  
 Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/11/17  
To: 7/14/17

Employee #: **22430009**

Employee: **JAQUELLE DODGE**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Total					<i>(Handwritten mark)</i>	

**LEAVE TAKEN**

Vacation (VL) \_\_\_\_\_ 3-01  
 Sick Leave (SL) \_\_\_\_\_ 4-01  
 Admin Leave (AL) \_\_\_\_\_ 10-01  
 Comp Time (CT) \_\_\_\_\_ 9-02  
 Family Sick (FS) \_\_\_\_\_ 4-04  
 Floating Holiday (FL) \_\_\_\_\_ 7-01  
 Holiday (HL) \_\_\_\_\_ 1-01  
 POLICE Holiday (PL) \_\_\_\_\_ 7-04  
 Worker's Comp (WC) \_\_\_\_\_ 8-03  
 Public Safety W/C (WC) \_\_\_\_\_ 8-13  
 Bereavement (BL) \_\_\_\_\_ 4-03  
 Jury Duty (JD) \_\_\_\_\_ 8-06

**OVERTIME**

Overtime Hours to Pay \_\_\_\_\_ 2-01  
 Overtime Hours to Comp \_\_\_\_\_ 9-01  
 Overtime Hours to Double Time \_\_\_\_\_ 2-02  
 Court Time \_\_\_\_\_ 2-04  
 Meal Allowance \_\_\_\_\_ 30-02  
 Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 1-00

*(Handwritten Signature)*  
EMPLOYEE SIGNATURE

*(Handwritten Signature)*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JAQUELLE DODGE** Employee #: **22430009**  
 Department: **POOL**

Pay Period  
 From: 7/15/17  
 To: 7/28/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat						
Sun						
Mon						
Tue	1.5				1.5	
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
<b>Total</b>					1.5	

CODES 1-00 1-00 1.5

LEAVE TAKEN	
Vacation (VL)	3-01 _____
Sick Leave (SL)	4-01 _____
Admin Leave (AL)	10-01 _____
Comp Time (CT)	9-02 _____
Family Sick (FS)	4-04 _____
Floating Holiday (FL)	7-01 _____
Holiday (HL)	1-01 _____
POLICE Holiday (PL)	7-04 _____
Worker's Comp (WC)	8-03 _____
Public Safety W/C (WC)	8-13 _____
Bereavement (BL)	4-03 _____
Jury Duty (JD)	8-06 _____

OVERTIME	
Overtime Hours to Pay	2-01 _____
Overtime Hours to Comp	9-01 _____
Overtime Hours to Double Time	2-02 _____
Court Time	2-04 _____
Meal Allowance	30-02 _____
Stand-by	5-00 _____

  
 EMPLOYEE SIGNATURE

  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/12/17  
To: 8/25/17

Employee #: 22430009

Employee: JAQUELLE DODGE  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed	2.5				2.5	
Thur						
Fri						
<b>Total</b>	2.5				2.5	
<b>CODES</b>	<b>1-00</b>	<b>1-00</b>				

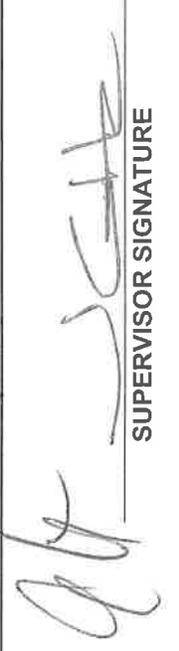
### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

EMPLOYEE SIGNATURE: 

Supervisor Signature: 

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/28/17  
To: 9/8/17

Employee #: **22430009**

Employee: **JAQUELLE DODGE**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun						
Mon	1.5				1.5	
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon	3.0				3.0	
Tue						
Wed						
Thur						
Fri						
<b>Total</b>	<b>4.5</b>				<b>1.5</b>	
<b>CODES</b>	<b>1-00</b>	<b>4.5</b>				

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

*JDodge*  
EMPLOYEE SIGNATURE

*J Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 9/19/17  
To: 9/22/17

Employee: **JAQUELLE DODGE** Employee #: **22430009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat		-	-	-		
Sun		-	-	-		
Mon	2.5 3.0	-	-	-	5.5	
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon	3.0				3.0	
Tue						
Wed	2.0				2.0	
Thur						
Fri						
<b>Total</b>					<b>8.0</b>	

CODES 1-00 1-00 8.00

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JENNA MONAHAN**  
Department: **POOL**

Employee #: **23440009**

Pay Period  
From: **7/1/17**  
To: **7/14/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 7/1					0	
Sun 7/2					0	
Mon 7/3	7.5				7.5	
Tue 7/4	7.5				7.5	
Wed 7/5	5				5	
Thur 7/6	5				5	
Fri 7/7	5				5	
Sat 7/8	7				7	
Sun 7/9					0	
Mon 7/10	6.5				6.5	
Tue 7/11	6.5				6.5	
Wed 7/12	4				4	
Thur 7/13	4				4	
Fri 7/14	4				4	
<b>Total</b>	<b>62</b>				<b>62</b>	

CODES 1-00 1-00 **62**

*Jenna Monahan*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: JENNA MONAHAN  
Department: POOL

Employee #: 23440009

Pay Period  
From: 7/16/17  
To: 7/21/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun	4			0	4	
Mon	8			0	8	
Tue	4			0	4	
Wed	<del>4</del>			0	<del>4</del>	
Thur	<del>4</del>			0	<del>4</del>	
Fri	2			0	2	
Sat						
Sun	3			0	3	
Mon	5			0	5	
Tue	8			0	8	
Wed	5			0	5	
Thur	<del>5.5</del>	0 Sick		0	<del>5.5</del>	
Fri	<del>3</del>	0 Sick		0	<del>3</del>	
Total	<del>55.5</del>			0	<del>55.5</del>	

CODES 1-00 55 1-00 55.00

55

*Jenna Monahan*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

### LEAVE TAKEN

Vacation (VL) \_\_\_\_\_ 3-01  
 Sick Leave (SL) \_\_\_\_\_ 4-01  
 Admin Leave (AL) \_\_\_\_\_ 10-01  
 Comp Time (CT) \_\_\_\_\_ 9-02  
 Family Sick (FS) \_\_\_\_\_ 4-04  
 Floating Holiday (FL) \_\_\_\_\_ 7-01  
 Holiday (HL) \_\_\_\_\_ 1-01  
 POLICE Holiday (PL) \_\_\_\_\_ 7-04  
 Worker's Comp (WC) \_\_\_\_\_ 8-03  
 Public Safety W/C (WC) \_\_\_\_\_ 8-13  
 Bereavement (BL) \_\_\_\_\_ 4-03  
 Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

Overtime Hours to Pay \_\_\_\_\_ 2-01  
 Overtime Hours to Comp \_\_\_\_\_ 9-01  
 Overtime Hours to Double Time \_\_\_\_\_ 2-02  
 Court Time \_\_\_\_\_ 2-04  
 Meal Allowance \_\_\_\_\_ 30-02  
 Stand-by \_\_\_\_\_ 5-00

NR

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period From: 7/29 To: 8/11

Employee #: 23440009

Employee: JENNA MONAHAN  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun						
Mon	6	0	0	0	6	
Tue	3	0	0	0	3	
Wed	8	0	0	0	8	
Thur	2	0	0	0	2	
Fri	0	0	0	0	0	
Sat	4	0	0	0	4	
Sun	7.5	0	0	0	7.5	
Mon	7	0	0	0	7	
Tue	7	0	0	0	7	
Wed	7	0	0	0	7	
Thur	3	0	0	0	3	
Fri	5.5	0	0	0	5.5	
Total	53	0	0	0	53	

CODES 1-00 505 1-00 5300

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

Jenna Monahan  
EMPLOYEE SIGNATURE

[Signature]  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JENNA MONAHAN**  
Department: **POOL**

Employee #: **234400009**

Pay Period:  
From: 8/21/17  
To: 8/25/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun	5.5	0	0	0	5.5	
Mon	4	0	0	0	4	
Tue	4.5	0	0	0	4.5	
Wed	5.5	0	0	0	5.5	
Thur	7.5	0	0	0	7.5	
Fri	0	0	0	0	0	
Sat	4	0	0	0	4	
Sun	4.5	0	0	0	4.5	left early
Mon	1.75	0	0	0	1.75	
Tue	0	0	0	0	0	
Wed	WAS	0	0	0	WAS	stayed 15 minutes
Thur	0	0	0	0	0	
Fri	1.75	0	0	0	1.75	
Total	40.75	0	0	0	40.75	

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 41.00

*Jenna Monahan*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period From: 8/27/17  
To: 9/1/17

Employee: **JENNA MONAHAN** Employee #: **23440009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun	3.5	0	0	0	3.5	
Mon	2.5	0	0	0	2.5	
Tue	0	0	0	0	0	
Wed	2.75	0	0	0	2.75	
Thur	0	0	0	0	0	
Fri	0	0	0	0	0	
Sat	5.5	0	0	0	5.5	
Sun	6.25	0	0	0	6.25	
Mon	4	0	0	0	4	
Tue	0	0	0	0	0	
Wed	0	0	0	0	0	
Thur	4	0	0	0	4	
Fri						
<b>Total</b>	<b>30.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30.5</b>	

**LEAVE TAKEN**

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

**OVERTIME**

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00 30.50

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JENNA MONAHAN**  
Department: **POOL**

Employee #: **23440009**

Pay Period  
From: **9/19/17**  
To: **9/22/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	0					
Sun	0					
Mon	4	0	0	0	4	
Tue	4	0	0	0	4	
Wed	4	0	0	0	4	
Thur	5	0	0	0	5	
Fri						
Sat						
Sun	1.5				1.5	
Mon	<del>1.5</del>				<del>1.5</del>	
Tue	0.75				0.75	
Wed	0					
Thur	0					
Fri						
<b>Total</b>						

CODES 1-00 14.75

*Jenna Monahan*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **MICHAEL PELFREY**  
Department: **POOL**

Employee #: **23470009**

Pay Period  
From: 7/11/17  
To: 7/14/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	6.5				6.5	
Sun	<del>6.5</del>					
Mon	7.5				7.5	
Tue	6.5				6.5	
Wed	<del>2</del>				2	
Thur	2				2	
Fri	5.5				5.5	
Sat	7				7	
Sun						
Mon						
Tue						
Wed	5				5	
Thur	6				6	
Fri	6				6	
<b>Total</b>	<b>54</b>				<b>54</b>	

LEAVE TAKEN	
Vacation (VL)	_____ 3-01
Sick Leave (SL)	_____ 4-01
Admin Leave (AL)	_____ 10-01
Comp Time (CT)	_____ 9-02
Family Sick (FS)	_____ 4-04
Floating Holiday (FL)	_____ 7-01
Holiday (HL)	_____ 1-01
POLICE Holiday (PL)	_____ 7-04
Worker's Comp (WC)	_____ 8-03
Public Safety W/C (WC)	_____ 8-13
Bereavement (BL)	_____ 4-03
Jury Duty (JD)	_____ 8-06

OVERTIME	
Overtime Hours to Pay	_____ 2-01
Overtime Hours to Comp	_____ 9-01
Overtime Hours to Double Time	_____ 2-02
Court Time	_____ 2-04
Meal Allowance	_____ 30-02
Stand-by	_____ 5-00

CODES 1-00 **58**  
 EMPLOYEE SIGNATURE

 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 15th of July  
To: 22nd July

Employee: **MICHAEL PELFREY** Employee #: **23470009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 15	5					
Sun	4					
Mon	5.5					
Tue	5.5					
Wed	6					
Thur 20	0					
Fri	6					
Sat	5					
Sun	4.5					
Mon	5.5					
Tue	7					
Wed	5					
Thur	0					
Fri	7					
<b>Total</b>	<b>66</b>					
<b>CODES</b>	<b>1-00</b>	<b>1-00</b>	<b>66.00</b>			

**LEAVE TAKEN**

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

**OVERTIME**

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00



**Jared G. HANCOCK**  
SUPERVISOR NAME



EMPLOYEE SIGNATURE

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **MICHAEL PELFREY**  
Department: **POOL**

Employee #: **23470009**

Pay Period

From: 7/29/17  
To: 8/1/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 29 <sup>th</sup>	6.5				6.5	
Sun 30 <sup>th</sup>	<del>5.5</del>				5.5	
Mon	0					
Tue	0					
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
<b>Total</b>	<b>12</b>				<b>12</b>	

CODES 1-00 1-00 **12.00**

*[Signature]*  
EMPLOYEE SIGNATURE

*[Signature]*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: ISABELLE SILVA

Employee #: 23380009

Department: POOL

Pay Period

From: 7/11/17  
To: 7/14/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/1	0	0	0	0	0	
Sun 7/2	0	0	0	0	0	
Mon 7/3	3.5	0	0	0	3.5	
Tue 7/4	5	0	0	0	5	
Wed 7/5	0	0	0	0	0	
Thur 7/6	3	0	0	0	3	
Fri 7/7	3	0	0	0	3	
Sat 7/8	7	0	0	0	7	
Sun 7/9	0	0	0	0	0	
Mon 7/10	7.5	0	0	0	7.5	
Tue 7/11	7.5	0	0	0	7.5	
Wed 7/12	7.5	0	0	0	7.5	
Thur 7/13	7.5	0	0	0	7.5	
Fri 7/14	4	0	0	0	4	
<b>Total</b>						

If you have grant or special project hours, use this space to specify which grant or project.

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) 4 \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00

59.5 59.5 55.5

*Isabelle Silva*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: ISABELLE SILVA  
Department: POOL

Employee #: 23380009

Pay Period  
From: 7/15/17  
To: 7/28/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN	
							Code	Hours
Sat 7-15	0	0	0	0	0		Vacation (VL)	3-01
Sun 7-16	0	0	0	0	0		Sick Leave (SL)	4-01
Mon 7-17	7	0	0	0	7		Admin Leave (AL)	10-01
Tue 7-18	7	0	0	0	7		Comp Time (CT)	9-02
Wed 7-19	7	0	0	0	7		Family Sick (FS)	4-04
Thur 7-20	7	0	0	0	7		Floating Holiday (FL)	7-01
Fri 7-21	7.5	0	0	0	7.5		Holiday (HL)	1-01
Sat 7-22	0	0	0	0	0		POLICE Holiday (PL)	7-04
Sun 7-23	3	0	0	0	3		Worker's Comp (WC)	8-03
Mon 7-24	8	0	0	0	8		Public Safety W/C (WC)	8-13
Tue 7-25	5	0	0	0	5		Bereavement (BL)	4-03
Wed 7-26	8	0	0	0	8		Jury Duty (JD)	8-06
Thur 7-27	8.7	0	0	0	8.7	Called in on 27 <sup>th</sup>	Overtime Hours to Pay	2-01
Fri 7-28	3	0	0	0	3	Came in at noon add 2 hrs	Overtime Hours to Comp	9-01
Total	67.5	69.50			67.5		Overtime Hours to Double Time	2-02
							Court Time	2-04
							Meal Allowance	30-02
							Stand-by	5-00

CODES: 1-00 69.5    1-00 69.50    69.50  
 Employee Signature: [Signature]  
 Supervisor Signature: [Signature]  
 Supervisor Name: Jared G. HANCOCK

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: ISABELLE SILVA

Department: POOL

Employee #: 23380009

Pay Period

From: 7/29/17

To: 7/31/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7.29	0	0	0	0	0	
Sun 7.30	0	0	0	0	0	
Mon 7.31	7	0	0	0	7	
Tue 8.01	3	0	0	0	3	
Wed 8.02	7	0	0	0	7	
Thur 8.03	3	0	0	0	3	
Fri 8.04	3	0	0	0	3	
Sat 8.05	0	0	0	0	0	Sat - 0 hrs sorry
Sun 8.06	4.5	0	0	0	4.5	Sun - 4.5 hrs -
Mon 8.07	7	0	0	0	7	Mon - 7 hrs - messed up
Tue 8.08	0	0	0	0	0	
Wed 8.09	0	0	0	0	0	
Thur 8.10	7	0	0	0	7	
Fri 8.11	4	0	0	0	4	
Total	45.5	0	0	0	45.5	45.5 hrs

### LEAVE TAKEN

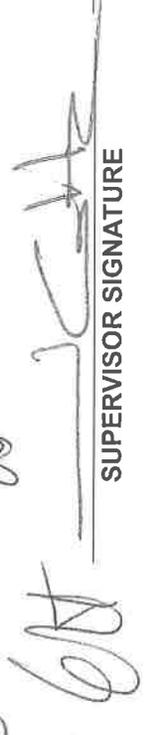
Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

### OVERTIME

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00

45.50

 EMPLOYEE SIGNATURE  
 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: ISABELLE SILVA  
 Department: POOL  
 Employee #: 23380009

Pay Period  
 From: 8/12/17  
 To: 8/25/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN	
							Code	Hours
Sat	5.5	—	—	—	5.5		Vacation (VL)	3-01
Sun	0	—	—	—	0		Sick Leave (SL)	4-01
Mon	5.5	—	—	—	5.5		Admin Leave (AL)	10-01
Tue	1.5	—	—	—	1.5		Comp Time (CT)	9-02
Wed	2.5	—	—	—	2.5		Family Sick (FS)	4-04
Thur	2.5	—	—	—	2.5		Floating Holiday (FL)	7-01
Fri	2.5	—	—	—	2.5		Holiday (HL)	1-01
Sat	5.5	—	—	—	5.5		POLICE Holiday (PL)	7-04
Sun	0	—	—	—	0		Worker's Comp (WC)	8-03
Mon	2.5	—	—	—	2.5		Public Safety W/C (WC)	8-13
Tue	2.5	—	—	—	2.5		Bereavement (BL)	4-03
Wed	2.5	—	—	—	2.5		Jury Duty (JD)	8-06
Thur	2.5	—	—	—	2.5			
Fri	5.5	—	—	—	5.5			
Total	41	—	—	—	41			

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 41.00

EMPLOYEE SIGNATURE  


SUPERVISOR SIGNATURE  


Jared G. HANCOCK  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ISABELLE SILVA**  
Department: **POOL**

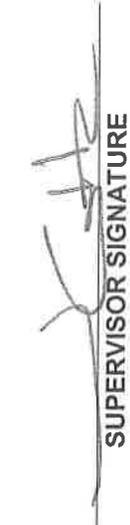
Employee #: **23380009**

Pay Period  
From: 6/26/17  
To: 9/4/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	4				4	
Sun	—				—	
Mon	—				—	
Tue	—				—	
Wed	—				—	
Thur	—				—	
Fri	5				5	
Sat	4				4	
Sun	—				—	
Mon	—				—	
Tue	3				3	
Wed	—				—	
Thur	—				—	
Fri	6				6	
<b>Total</b>	<b>22</b>				<b>22</b>	

CODES 1-00 1-00 22 00

  
EMPLOYEE SIGNATURE

  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

### LEAVE TAKEN

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

### OVERTIME

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: ISABELLE SILVA  
Department: POOL

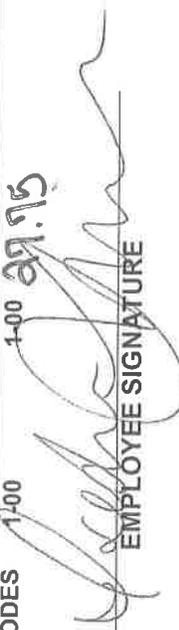
Employee #: 23380009

Pay Period  
From: 4/19/17  
To: 4/22/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	—				—	
Sun	—				—	
Mon	2.5				2.5	
Tue	13.25				13.25	
Wed	—				—	
Thur	—				—	
Fri	7.5				7.5	
Sat	4.5				4.5	
Sun	—				—	
Mon	2.5				2.5	
Tue	—				—	
Wed	—				—	
Thur	—				—	
Fri	7.5				7.5	
<b>Total</b>	<b>27.75</b>				<b>27.75</b>	

CODES 1-00 1-00

29.75

 EMPLOYEE SIGNATURE  
 SUPERVISOR SIGNATURE  
**Jared G. HANCOCK**  
 SUPERVISOR NAME

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 07/11/17  
To: 07/14/17

Employee #: 23390009

Employee: TATUM THOMAS  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	5	-	-	-	5	
Sun	7	-	-	-	7	
Mon	<del>5.5</del>	-	-	-3	4	SENT
Tue	4	-	-	-	6	
Wed	6	-	-	-	7	
Thur	7	-	-	-	7	
Fri	7	-	-	-	7	
Sat	7	-	-	-	7	
Sun	4	-	-	-	4	
Mon	4.5	-	-	-	4.5	
Tue	4.5	-	-	-	4.5	
Wed	7	-	-	-	7	
Thur	7	-	-	-	7	
Fri	4.5	-	-	-	4.5	
<b>Total</b>	<b>64.5</b>	<b>61.5</b>	<b>-</b>	<b>3</b>	<b>64.5</b>	

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay <u>3</u> _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) <u>4</u> _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

CODES 1-00 \_\_\_\_\_ 1-00 \_\_\_\_\_  
 64.5 68.5 64  
 Tatum Thomas  
 EMPLOYEE SIGNATURE \_\_\_\_\_  
 Jared G. HANCOCK  
 SUPERVISOR SIGNATURE \_\_\_\_\_  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **TATUM THOMAS**  
Department: **POOL**

Employee #: **23390009**

Pay Period  
From: 7/15/10  
To: 7/27/10

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN												
							Vacation (VL)	Sick Leave (SL)	Admin Leave (AL)	Comp Time (CT)	Family Sick (FS)	Floating Holiday (FL)	Holiday (HL)	POLICE Holiday (PL)	Worker's Comp (WC)	Public Safety W/C (WC)	Bereavement (BL)	Jury Duty (JD)	
Sat 7-15	6	-	-	-	6		3-01	4-01	10-01	9-02	4-04	7-01	1-01	7-04	8-03	8-13	4-03	8-06	
Sun	-	-	-	-	-														
Mon 7-24	5	-	-	-	5														
Tue 7-25	8	-	-	-	8														
Wed 7-26	8	-	-	-	8														
Thur 7-27	8	-	-	-	8														
Fri 7-28	8	-	-	-	8														
Sat																			
Sun																			
Mon																			
Tue																			
Wed																			
Thur																			
Fri																			
Total	43	-	-	-	43														

**CODES** 1-00 1-00 43.00  
 Employee Signature: Tatum Thomas Supervisor Signature: Jared G. Hancock  
 Employee Name: **Tatum Thomas** Supervisor Name: **Jared G. HANCOCK**

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **TATUM THOMAS**  
Department: **POOL**

Employee #: **23390009**

Pay Period  
From: **7/29/17**  
To: **8/1/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat						
Sun 7-30	5	—	—	—	5	
Mon 7-31	8	—	—	—	8	
Tue 8-01	8	—	—	—	8	
Wed						
Thur						
Fri						
Sat						
Sun 8-06	3	—	—	—	3	thunder + lightning
Mon 8-07	8	—	—	—	8	
Tue						
Wed						
Thur						
Fri 8-11	8	—	—	—	8	
<b>Total</b>	<b>40</b>				<b>40</b>	

<b>LEAVE TAKEN</b>	Vacation (VL) _____ 3-01 Sick Leave (SL) _____ 4-01 Admin Leave (AL) _____ 10-01 Comp Time (CT) _____ 9-02 Family Sick (FS) _____ 4-04 Floating Holiday (FL) _____ 7-01 Holiday (HL) _____ 1-01 POLICE Holiday (PL) _____ 7-04 Worker's Comp (WC) _____ 8-03 Public Safety W/C (WC) _____ 8-13 Bereavement (BL) _____ 4-03 Jury Duty (JD) _____ 8-06	
<b>OVERTIME</b>	Overtime Hours to Pay _____ 2-01 Overtime Hours to Comp _____ 9-01 Overtime Hours to Double Time _____ 2-02 Court Time _____ 2-04 Meal Allowance _____ 30-02 Stand-by _____ 5-00	

CODES 1-00 \_\_\_\_\_ 1-00 **40.00**  
 EMPLOYEE SIGNATURE: Tatum Thomas  
 SUPERVISOR SIGNATURE: Jared G. Hancock  
 SUPERVISOR NAME: **Jared G. HANCOCK**



# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **TATUM THOMAS**  
Department: **POOL**

Employee #: **23390009**

Pay Period  
From: **8/26/17**  
To: **9/8/17**

DATE	Hours Wkcd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkcd	Total Hrs	NOTES:
Sat	—	—	—	—	—	
Sun 8-27	7.5	—	—	—	7.5	* stayed until 8:30 for party
Mon 8-28	3.5	—	—	—	3.5	
Tue 8-29	8.5	—	—	.5	8.5	6-11:45 3-6:50
Wed 8-30	4	—	—	—	4	
Thur 8-31	8.5	—	—	.5	8.5	6-11:15 3-6:50
Fri	—	—	—	—	—	
Sat	7.5	—	—	—	7.5	
Sun	6.5	—	—	—	6.5	
Mon	3.5	—	4	—	3.5	Labor day
Tue	5	—	—	—	5	
Wed	2	—	—	—	2	
Thur	8	—	—	—	8	
Fri	—	—	—	—	—	
<b>Total</b>	<b>64.5</b>	<b>1-00</b>	<b>4</b>	<b>1</b>	<b>64.5</b>	<b>68.50</b>

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	1 <sup>ac</sup> 2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

**1-00** **68.50**  
  
 EMPLOYEE SIGNATURE

  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 9/9/17  
To: 9/21/17

Employee #: 23390009

Employee: TATUM THOMAS  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN	
							Code	Hours
Sat 9.9	<del>6.5</del>	—	—	—	<del>6.5</del> 3	Covering 1/2 shift	Vacation (VL)	3-01
Sun	6.5	—	—	—	6.5		Sick Leave (SL)	4-01
Mon	2.5	—	—	—	2.5		Admin Leave (AL)	10-01
Tue	3	—	—	—	3		Comp Time (CT)	9-02
Wed	2	—	—	—	2		Family Sick (FS)	4-04
Thur	1	—	—	—	1		Floating Holiday (FL)	7-01
Fri	—	—	—	—	—		Holiday (HL)	1-01
Sat	6.5	—	—	—	6.5		POLICE Holiday (PL)	7-04
Sun	<del>6.5</del> 4	—	—	—	<del>6.5</del> 4		Worker's Comp (WC)	8-03
Mon	3	—	—	—	3		Public Safety W/C (WC)	8-13
Tue	<del>6.5</del>	—	—	—	<del>6.5</del>		Bereavement (BL)	4-03
Wed	—	—	—	—	—		Jury Duty (JD)	8-06
Thur	—	—	—	—	—			
Fri	—	—	—	—	—			
Sat	6.5	—	—	—	6.5			
Sun	<del>6.5</del> 4	—	—	—	<del>6.5</del> 4			
Mon	3	—	—	—	3			
Tue	<del>6.5</del>	—	—	—	<del>6.5</del>			
Wed	—	—	—	—	—			
Thur	—	—	—	—	—			
Fri	—	—	—	—	—			
Total	39.5				39.5			

CODES 1-00 1-00 39.50

EMPLOYEE SIGNATURE: 

SUPERVISOR SIGNATURE: 

SUPERVISOR NAME: Jared G. HANCOCK

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/1/17  
To: 7/14/17

Employee #: **23420009**

Employee: **ETHAN HEFFNER**

Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/1						
Sun 7/2						
Mon 7/3						
Tue 7/4						
Wed 7/5						
Thur 7/6						
Fri 7/7						
Sat 7/8						
Sun 7/9						
Mon 7/10	4.5	0	0	0	4.5	
Tue 7/11	4.5	0	0	0	4.5	
Wed 7/12	4.5	0	0	0	4.5	
Thur 7/13						
Fri 7/14						
<b>Total</b>	<b>13.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13.5</b>	

If you have grant or special project hours, use this space to specify which grant or project.

Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

<b>OVERTIME</b>	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 **17.5**

*Ethan Heffner*  
EMPLOYEE SIGNATURE

*J. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/15/17  
To: 7/28/17

Employee: **ETHAN HEFFNER** Employee #: **23420009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/15	0	0	0	0	0	
Sun 7/16	0	0	0	0	0	
Mon 7/17	6	0	0	0	6	
Tue 7/18	7.5	0	0	0	7.5	
Wed 7/19	<del>5</del> 5	0	0	0	5	
Thur 7/20	5	0	0	0	5	
Fri 7/21	5	0	0	0	5	
Sat 7/22	5	0	0	0	5	
Sun 7/23	0	0	0	0	0	
Mon 7/24	3	0	0	0	3	
Tue 7/25	5	0	0	0	5	
Wed 7/26	6	0	0	0	6	
Thur 7/27	5	0	0	0	5	
Fri 7/28	5	0	0	0	5	
<b>Total</b>	<b>57.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57.5</b>	

**LEAVE TAKEN**

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

**OVERTIME**

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 57.50

*Ethan Heffner*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/29/17  
To: 8/11/17

Employee: **ETHAN HEFFNER** Employee #: **23420009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 7/29	6.5	0	0	0	6.5	
Sun 7/30	0	0	0	0	0	
Mon 7/31	0	0	0	0	0	
Tue 8/1	7.5	0	0	0	7.5	
Wed 8/2	7.5	0	0	0	7.5	
Thur 8/3	<del>4</del>	0	0	0	<del>4</del>	
Fri 8/4	<del>4</del>	0	0	0	4	
Sat 8/5	2.5	0	0	0	2.5	
Sun 8/6	0	0	0	0	0	
Mon 8/7	6.5	0	0	0	6.5	
Tue 8/8	7.5	0	0	0	7.5	
Wed 8/9	6.5	0	0	0	6.5	
Thur 8/10	6.5	0	0	0	6.5	
Fri 8/11	6.5	0	0	0	6.5	
<b>Total</b>	<b>65.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65.5</b>	

CODES 1-00 1-00 **6550**

*Ethan Heffner*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

**LEAVE TAKEN**

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

**OVERTIME**

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/12/17  
To: 8/25/17

Employee: **ETHAN HEFFNER** Employee #: **23420009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN	
							Code	Hours
Sat 8/12	0	0	0	0	0		Vacation (VL)	3-01
Sun 8/13	0	0	0	0	0		Sick Leave (SL)	4-01
Mon 8/14	4.5	0	0	0	4.5		Admin Leave (AL)	10-01
Tue 8/15	0	0	0	0	0		Comp Time (CT)	9-02
Wed 8/16	4.5	1	0	0	5.5		Family Sick (FS)	4-04
Thur 8/17	4.5	0	0	0	4.5		Floating Holiday (FL)	7-01
Fri 8/18	4.5	0	0	0	4.5		Holiday (HL)	1-01
Sat 8/19	0	0	0	0	0		POLICE Holiday (PL)	7-04
Sun 8/20	0	0	0	0	0		Worker's Comp (WC)	8-03
Mon 8/21	0	0	0	0	0		Public Safety W/C (WC)	8-13
Tue 8/22	0	0	0	0	0		Bereavement (BL)	4-03
Wed 8/23	0	0	0	0	0		Jury Duty (JD)	8-06
Thur 8/24	0	0	0	0	0			
Fri 8/25	0	0	0	0	0			
<b>Total</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>			

CODES 1-00 1-00 **19.00**

*Ethan Heffner*  
EMPLOYEE SIGNATURE

*J G Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: SEANN FRANCOIS  
Department: POOL

Employee #: 23500009

Pay Period  
From: 7/1/17  
To: 7/14/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>	LEAVE TAKEN	
							Code	Hours
Sat 7/1	8 hr	0	0	0	0	8	Vacation (VL)	3-01
Sun 7/2	0 hr	0	0	0	0	0	Sick Leave (SL)	4-01
Mon 7/3	4 hr	0	0	0	0	4	Admin Leave (AL)	10-01
Tue 7/4	4 hr	0	0	0	0	4	Comp Time (CT)	9-02
Wed 7/5	4 hr	0	0	0	0	4	Family Sick (FS)	4-04
Thur 7/6	4 hr	0	0	0	0	4	Floating Holiday (FL)	7-01
Fri 7/7	4 hr	0	0	0	0	4	Holiday (HL)	1-01
Sat 7/8	4 hr	0	0	0	0	4	POLICE Holiday (PL)	7-04
Sun 7/9	0 hr	0	0	0	0	0	Worker's Comp (WC)	8-03
Mon 7/10	7 hr	0	0	0	0	7	Public Safety W/C (WC)	8-13
Tue 7/11	7 hr	0	0	0	0	7	Bereavement (BL)	4-03
Wed 7/12	7 hr	0	0	0	0	7	Jury Duty (JD)	8-06
Thur 7/13	0 hr	0	0	0	0	0		
Fri 7/14	0 hr	0	0	0	0	0		
<b>Total</b>	<b>53 hrs</b>				<b>53<sup>00</sup></b>	<b>57</b>		

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 59<sup>00</sup>

*Seann Francois*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/15/17  
To: 7/28/17

Employee #: **23500009**

Employee: **SEANN FRANCOIS**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 15	0					
Sun 16	0					
Mon 17	4.5					
Tue 18	7					
Wed 19	4.5					
Thur 20	5					
Fri 21	5					
Sat 22	5.5					
Sun 23	0					
Mon 24	5					
Tue 25	5					
Wed 26	6					
Thur 27	5.75					
Fri 28						
<b>Total</b>						
<b>CODES</b>	<b>1-00</b>	<b>1-00</b>	<b>53.25</b>			

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

*Handwritten initials/signature*

*Seann Francois*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

TR

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/29/17  
To: 8/1/17

Employee #: 23500009

Employee: SEANN FRANCOIS  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>							
Sat	5.5				5.5								
Sun	0				0								
Mon	6.5				6.5								
Tue	6.5				6.5								
Wed	0				0								
Thur	6.5				6.5								
Fri	5				5								
Sat	6.5				6.5								
Sun	0				0								
Mon	6.5				6.5								
Tue	7.5				7.5								
Wed	<del>2.5</del>				<del>2.5</del>	2.5							
Thur	5				5								
Fri	5				5								
Total		63			<del>63</del>	63							
<table style="width: 100%; border: none;"> <tr> <td style="width: 10%;"><b>CODES</b></td> <td style="width: 10%;">1-00</td> <td style="width: 10%;">1-00</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 40%;"></td> </tr> </table>							<b>CODES</b>	1-00	1-00				
<b>CODES</b>	1-00	1-00											

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

EMPLOYEE SIGNATURE
 
 SUPERVISOR SIGNATURE

Jared G. HANCOCK
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: SEANN FRANCOIS  
Department: POOL

Employee #: 23500009

Pay Period  
From: 8/12/17  
To: 8/25/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>	LEAVE TAKEN												
							Vacation (VL)	Sick Leave (SL)	Admin Leave (AL)	Comp Time (CT)	Family Sick (FS)	Floating Holiday (FL)	Holiday (HL)	POLICE Holiday (PL)	Worker's Comp (WC)	Public Safety W/C (WC)	Bereavement (BL)	Jury Duty (JD)	
Sat 8/12	4.5				4.5														
Sun 8/13	0				0														
Mon 8/14	4				4														
Tue 8/15	4.5				4.5														
Wed 8/16	<del>4.5</del>				<del>4.5</del>														
Thur 8/17	4.5				4.5														
Fri 8/18	0				0														
Sat 8/19	0				0														
Sun 8/20	0				0														
Mon 8/21	4				4														
Tue 8/22	<del>4.5</del>	2.0		2.0	<del>4.5</del>	4.5													
Wed 8/23	4				4														
Thur 8/24	3.5				3.5														
Fri 8/25	3.5				3.5														
<b>Total</b>	<b>36.25</b>				<b>36.25</b>														

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 25.75

*Seann Franco*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: SEANN FRANCOIS  
 Department: POOL  
 Employee #: 23500009

Pay Period  
 From: 8/26/17  
 To: 9/18/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 8/26	4				4	
Sun 8/27	0				0	
Mon 8/28	3.5				3.5	
Tue 8/29	3				3	
Wed 8/30	3.5				3.5	
Thur 8/31	4				4	
Fri 9/1	4				4	
Sat 9/2	4.5				4.5	
Sun 9/3	0				0	
Mon 9/4	7		4		7	
Tue 9/5	2				2	
Wed 9/6	3.5				3.5	
Thur 9/7	0				0	
Fri 9/8	4				4	
<b>Total</b>	<b>43</b>		<b>4</b>		<b>47</b>	

**LEAVE TAKEN**

Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

**OVERTIME**

Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 47.00

*Seann Francois*  
 EMPLOYEE SIGNATURE

*Jared G. Hancock*  
 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: SEANN FRANCOIS  
Department: POOL

Employee #: 23500009

Pay Period  
From: 9/9/17  
To: 9/21/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN	
							3-01	4-01
Sat 9-9	5				5			
Sun 9-10	3.5				3.5			
Mon 9-11	5.5				5.5			
Tue 9-12	2.5				2.5			
Wed 9-13	3.5				3.5			
Thur 9-14	0				0			
Fri 9-15	6				6			
Sat 9-16	5.5				5.5			
Sun 9-17	0				0			
Mon 9-18	6				6			
Tue 9-19	2				2			
Wed 9-20	5.5				5.5			
Thur 9-21	2.5				2.5			
Fri 9-22	4.75				4.75			
<b>Total</b>	<b>52.25</b>				<b>52.25</b>			

CODES 1-00 1-00 52.25

*Seann Francois*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

<b>OVERTIME</b>	
Overtime Hours to Pay	_____ 2-01
Overtime Hours to Comp	_____ 9-01
Overtime Hours to Double Time	_____ 2-02
Court Time	_____ 2-04
Meal Allowance	_____ 30-02
Stand-by	_____ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

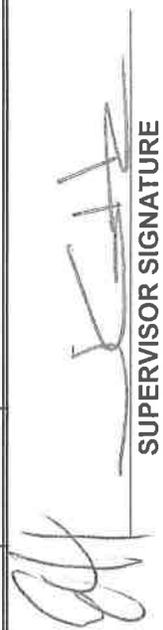
Pay Period  
From: 7/1/17  
To: 7/4/17

Employee: **JONATHAN CELUM** Employee #: **23410009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	8				8	
Sun	4				4	
Mon	4				4	
Tue	4.5				4.5	
Wed	4				4	
Thur	4				4	
Fri						
Sat						
Sun	4.75				4.75	<i>asked to come early via Reesa</i>
Mon	4				4	
Tue						
Wed	4				4	
Thur	5				5	
Fri	5				5	
<b>Total</b>	<b>51.25</b>				<b>51.25</b>	

CODES 1-00 1-00 **5625**

 EMPLOYEE SIGNATURE

 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

### LEAVE TAKEN

Vacation (VL) \_\_\_\_\_ 3-01  
 Sick Leave (SL) \_\_\_\_\_ 4-01  
 Admin Leave (AL) \_\_\_\_\_ 10-01  
 Comp Time (CT) \_\_\_\_\_ 9-02  
 Family Sick (FS) \_\_\_\_\_ 4-04  
 Floating Holiday (FL) 4 \_\_\_\_\_ 7-01  
 Holiday (HL) \_\_\_\_\_ 1-01  
 POLICE Holiday (PL) \_\_\_\_\_ 7-04  
 Worker's Comp (WC) \_\_\_\_\_ 8-03  
 Public Safety W/C (WC) \_\_\_\_\_ 8-13  
 Bereavement (BL) \_\_\_\_\_ 4-03  
 Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

Overtime Hours to Pay \_\_\_\_\_ 2-01  
 Overtime Hours to Comp \_\_\_\_\_ 9-01  
 Overtime Hours to Double Time \_\_\_\_\_ 2-02  
 Court Time \_\_\_\_\_ 2-04  
 Meal Allowance \_\_\_\_\_ 30-02  
 Stand-by \_\_\_\_\_ 5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **JONATHAN CELUM**  
Department: **POOL**

Employee #: **23410009**

Pay Period  
From: 7/15/17  
To: 7/28/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	5					
Sun	5					
Mon	6.5					
Tue	8					
Wed	6					
Thur	5					
Fri						
Sat	6.5					
Sun	5					
Mon						
Tue						
Wed						
Thur						
Fri						
Total	47					
<p>CODES 1-00 1-00 4700</p>						

If you have grant or special project hours, use this space to specify which grant or project.

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

 EMPLOYEE SIGNATURE     
  SUPERVISOR SIGNATURE  
**Jared G. HANCOCK**  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/29/17  
To: 8/11/17

Employee: **JONATHAN CELUM** (A) Employee #: **23410009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	0				0	
Sun	0				0	
Mon	0				0	
Tue	6.5				6.5	
Wed	4.5				4.5	
Thur	7.5				7.5	
Fri	7.5				7.5	
Sat	4.5				4.5	
Sun	4.5				4.5	
Mon	0				0	
Tue	7.5				7.5	
Wed	5.5				5.5	
Thur	7.5				7.5	
Fri	7.5				7.5	
<b>Total</b>	<del>63</del> 63				<del>63</del> 63	

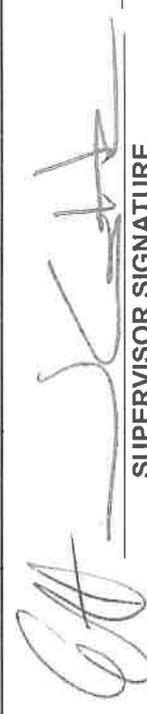
CODES 1-00 1-00 1-00 6300

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

 EMPLOYEE SIGNATURE

 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/12/17  
To: 8/25/17

Employee: **JONATHAN CELUM** Employee #: **23410009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 8/12	6.5	1	1	1	6.5	
Sun 8/13	6.5	1	1	1	6.5	
Mon 8/14	1	1	1	1	0	
Tue 8/15	1	1	1	1	0	
Wed 8/16	6.5	1	1	1	6.5	
Thur 8/17	6.5	1	1	1	6.5	
Fri 8/18	6.5	1	1	1	6.5	
Sat 8/19	5.5	1	1	1	5.5	
Sun 8/20	5	1	1	1	5	
Mon 8/21	4	1	1	1	4	
Tue 8/22	1	1	1	1	0	
Wed 8/23	4	1	1	1	4	
Thur 8/24	1	1	1	1	0	
Fri 8/25	4	1	1	1	4	
<b>Total</b>	<b>55</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>55</b>	

CODES 1-00 1-00 5500

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

 EMPLOYEE SIGNATURE
 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: JONATHAN CELUM

Employee #: 23410009

Pay Period

From: 8/28/17  
To: 9/18/17

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	5.5	1	1	1	5.5	
Sun	4.25	1	1	1	4.25	
Mon	4	1	1	1	4	
Tue	1	1	1	1	1	
Wed	4	1	1	1	4	
Thur	1	1	1	1	1	
Fri	4	1	1	1	4	
Sat	2.75	1	1	1	2.75	asked to cover Aldon's shift
Sun	1	1	1	1	1	
Mon	1	1	1	1	1	
Tue	1	1	1	1	1	
Wed	2	1	1	1	2	
Thur	1.25	1	1	1	1.25	
Fri	4	1	1	1	4	
Total	31.75	1	1	1	31.75	

CODES 1-00 1-00 35.75

### LEAVE TAKEN

Vacation (VL)	3-01	_____
Sick Leave (SL)	4-01	_____
Admin Leave (AL)	10-01	_____
Comp Time (CT)	9-02	_____
Family Sick (FS)	4-04	_____
Floating Holiday (FL)	7-01	_____
Holiday (HL)	1-01	4.00
POLICE Holiday (PL)	7-04	_____
Worker's Comp (WC)	8-03	_____
Public Safety W/C (WC)	8-13	_____
Bereavement (BL)	4-03	_____
Jury Duty (JD)	8-06	_____

### OVERTIME

Overtime Hours to Pay	2-01	_____
Overtime Hours to Comp	9-01	_____
Overtime Hours to Double Time	2-02	_____
Court Time	2-04	_____
Meal Allowance	30-02	_____
Stand-by	5-00	_____

*Jonathan Celum*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: JONATHAN CELUM

Department: POOL

Employee #: 23410009

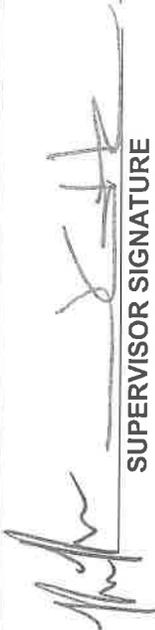
Pay Period

From: 9/19/17  
To: 9/22/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:	LEAVE TAKEN												
							Vacation (VL)	Sick Leave (SL)	Admin Leave (AL)	Comp Time (CT)	Family Sick (FS)	Floating Holiday (FL)	Holiday (HL)	POLICE Holiday (PL)	Worker's Comp (WC)	Public Safety W/C (WC)	Bereavement (BL)	Jury Duty (JD)	
Sat	7	1	1	1	7		3-01	4-01	10-01	9-02	4-04	7-01	1-01	7-04	8-03	8-13	4-03	8-06	
Sun	3	1	1	1	3														
Mon	3.75	1	1	1	3.75														
Tue	1	1	1	1	1														
Wed	3.75	1	1	1	3.75														
Thur	1	1	1	1	1														
Fri	4	1	1	1	4														
Sat	7	1	1	1	7														
Sun	1	1	1	1	1														
Mon	4.25	1	1	1	4.25														
Tue	1	1	1	1	1														
Wed	3.75	1	1	1	3.75														
Thur	1.25	1	1	1	1.25														
Fri	4	1	1	1	4														
Total	41.75	1	1	1	41.75														

CODES 1-00 1-00 41.75

 EMPLOYEE SIGNATURE

 SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/1/17  
To: 7/14/17

Employee: **LOUIS MEDVIN** Employee #: **22440009**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/1	6	0	0	0	6	Worked on desk
Sun 7/2	6 1/2	0	0	0	6 1/2	
Mon 7/3	0	0	0	0	0	
Tue 7/4	0	0	0	0	0	
Wed 7/5	6 1/2	0	0	0	6 1/2	
Thur 7/6	6 1/2	0	0	0	6 1/2	
Fri 7/7	6 1/2	0	0	0	6 1/2	
Sat 7/8	5 1/2	0	0	0	5 1/2	Worked on lane live feed
Sun 7/9	0	0	0	0	0	
Mon 7/10	0	0	0	0	0	
Tue 7/11	0	0	0	0	0	
Wed 7/12	6	0	0	0	6	
Thur 7/13	6	0	0	0	6	
Fri 7/14	6	0	0	0	6	
<b>Total</b>	<b>55.5</b>				<b>55.5</b>	

**LEAVE TAKEN**

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ H 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

**OVERTIME**

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 59.50

EMPLOYEE SIGNATURE \_\_\_\_\_  
SUPERVISOR SIGNATURE \_\_\_\_\_

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period: 7/15/17  
 From: 7/15/17  
 To: 7/21/17

Employee #: 22440009

Employee: LOUIS MEDVIN

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat						
Sun	6 4.5				6 4.5	
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
<b>Total</b>	<b>10.5</b>	<b>10.5</b>			<b>10.5</b>	

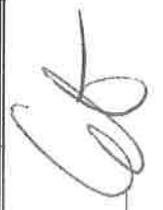
### LEAVE TAKEN

Vacation (VL)	_____	3-01
Sick Leave (SL)	_____	4-01
Admin Leave (AL)	_____	10-01
Comp Time (CT)	_____	9-02
Family Sick (FS)	_____	4-04
Floating Holiday (FL)	_____	7-01
Holiday (HL)	_____	1-01
POLICE Holiday (PL)	_____	7-04
Worker's Comp (WC)	_____	8-03
Public Safety W/C (WC)	_____	8-13
Bereavement (BL)	_____	4-03
Jury Duty (JD)	_____	8-06

### OVERTIME

Overtime Hours to Pay	_____	2-01
Overtime Hours to Comp	_____	9-01
Overtime Hours to Double Time	_____	2-02
Court Time	_____	2-04
Meal Allowance	_____	30-02
Stand-by	_____	5-00

CODES 1-00 1-00 10.5



EMPLOYEE SIGNATURE



SUPERVISOR SIGNATURE

Jared G. HANCOCK

SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **LOUIS MEDVIN**  
Department: **POOL**

Employee #: **22440009**

Pay Period  
From: 7/29  
To: 8/11

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/29	0	/	/	/	0	
Sun 7/30	0	/	/	/	0	
Mon 7/31	0	/	/	/	0	
Tue 8/1	0	/	/	/	0	
Wed 8/2	0	/	/	/	0	
Thur 8/3	0	/	/	/	0	
Fri 8/4	0	/	/	/	0	
Sat 8/5	3 HRS	/	/	/	3 HRS	
Sun 8/6	-	/	/	/	-	
Mon 8/7	-	/	/	/	-	
Tue 8/8	-	/	/	/	-	
Wed 8/9	4 1/2	/	/	/	4 1/2	Needed 1/2 hr. early
Thur 8/16	4	/	/	/	4	
Fri 8/11	4	/	/	/	4	
<b>Total</b>	<b>15 1/2</b>	<b>15.50</b>	<b>15.50</b>	<b>15 1/2</b>	<b>15 1/2</b>	

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

**Jared G. HANCOCK**  
SUPERVISOR NAME

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
EMPLOYEE SIGNATURE



# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

*Amend*

Pay Period  
From: 07/01/17  
To: 07/14/17

Employee #: 23450009

Employee: ALDEN SINGLETON

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 7/1	4				4	
Sun 7/2	3				3	
Mon 7/3	6				6	
Tue 7/4	6				6	
Wed 7/5	8			1.5	9.5	
Thur 7/6						
Fri 7/7						
Sat 7/8						
Sun 7/9						
Mon 7/10						
Tue 7/11	5.5				5.5	
Wed 7/12	5				5	
Thur 7/13	7				7	
Fri 7/14	7				7	
<b>Total</b>	<del>50</del> 55.5			1.5	53	

### LEAVE TAKEN

Vacation (VL)	3-01	_____
Sick Leave (SL)	4-01	_____
Admin Leave (AL)	10-01	_____
Comp Time (CT)	9-02	_____
Family Sick (FS)	4-04	_____
Floating Holiday (FL)	7-01	_____
Holiday (HL)	1-01	_____
POLICE Holiday (PL)	7-04	_____
Worker's Comp (WC)	8-03	_____
Public Safety W/C (WC)	8-13	_____
Bereavement (BL)	4-03	_____
Jury Duty (JD)	8-06	_____

### OVERTIME

Overtime Hours to Pay	2-01	_____
Overtime Hours to Comp	9-01	_____
Overtime Hours to Double Time	2-02	_____
Court Time	2-04	_____
Meal Allowance	30-02	_____
Stand-by	5-00	_____

CODES 1-00 ( 1-00

*Alden Singleton*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 07/15/17  
To: 07/28/17

Employee #: 23450009

Employee: ALDEN SINGLETON  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	4.5				4.5	
Sun						
Mon	8.10			0	10	Broken Glass in Pool - computer to Sheriff
Tue	5.5				5.5	
Wed	8				8	
Thur	<del>8</del> 6				<del>8</del> 6	
Fri	5.5				5.5	
Sat	5				5	
Sun						
Mon	7				7	
Tue	5				5	
Wed	7				7	
Thur	6				6	
Fri	6				6	
<b>Total</b>	<b>73.5</b>	<b>75.5</b>		<b>2</b>	<b>75.5</b>	

CODES 1-00 1-00 73.50 + 1.5 = 77.00

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

Employee Signature: *Alden Singleton*

Supervisor Signature: *Jared G. Hancock*

Supervisor Name: **Jared G. HANCOCK**

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ALDEN SINGLETON**  
Department: **POOL**

Employee #: **23450009**

Pay Period  
From: **07/29/17**  
To: **08/11/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	5				5	
Sun	-				-	
Mon	7.5				7.5	
Tue	4.5				4.5	
Wed	7				7	
Thur	5				5	
Fri	6.5				6.5	
Sat	5	5.5 GA			<del>6.5</del>	5.5 GA (Slow day, sent home 30 min early)
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
<b>Total</b>	<del>45</del>	41 GA			<del>47.5</del>	41 GA

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 41.00

*[Handwritten Signature]*  
EMPLOYEE SIGNATURE

*[Handwritten Signature]*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 8/12/17  
To: 8/25/17

Employee #: **23450009**  
Employee: **ALDEN SINGLETON**  
Department: **POOL**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	0				0	
Sun	0				0	
Mon	6.5				6.5	
Tue	6.5				6.5	
Wed	7.75				7.75	meetings
Thur	0				0	
Fri	5				5	
Sat	6.5				6.5	
Sun	4				4	
Mon	0				0	
Tue	4				0.4	
Wed	0				0	
Thur	4				4	
Fri	4				4	
<b>Total</b>	<b>48.25</b>				<b>48.25</b>	

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

**CODES**    1-00    1-00    48.25  
 \_\_\_\_\_  
 EMPLOYEE SIGNATURE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
 SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ALDEN SINGLETON**  
Department: **POOL**

Employee #: **23450009**

Pay Period  
From: **08/26/17**  
To: **9/1/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	6				6	
Sun	4.5				4.5	
Mon	3				3	
Tue	3.5				3.5	
Wed	1.25				1.25	
Thur	4				4	
Fri	0				0	
Sat	0				0	
Sun	0				0	
Mon	2.25		4		2.25	
Tue	4.25				4.25	
Wed	2.5				2.5	
Thur	4				4	
Fri	4.75				4.75	
Total	40		4		40	44 <sup>00</sup>

CODES 1-00 1-00 44.00

*Alden Singleton*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

### LEAVE TAKEN

Vacation (VL)	3-01	_____
Sick Leave (SL)	4-01	_____
Admin Leave (AL)	10-01	_____
Comp Time (CT)	9-02	_____
Family Sick (FS)	4-04	_____
Floating Holiday (FL)	7-01	4.00
Holiday (HL)	1-01	_____
POLICE Holiday (PL)	7-04	_____
Worker's Comp (WC)	8-03	_____
Public Safety W/C (WC)	8-13	_____
Bereavement (BL)	4-03	_____
Jury Duty (JD)	8-06	_____

### OVERTIME

Overtime Hours to Pay	2-01	_____
Overtime Hours to Comp	9-01	_____
Overtime Hours to Double Time	2-02	_____
Court Time	2-04	_____
Meal Allowance	30-02	_____
Stand-by	5-00	_____

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 9/9/17  
To: 9/22/17

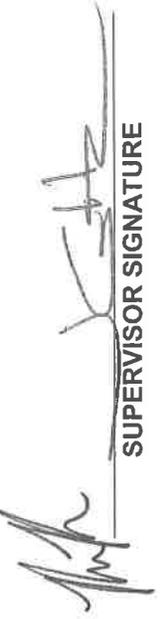
Employee #: 23450009

Employee: ALDEN SINGLETON  
Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	7.25				7.25	
Sun	3.5				3.5	
Mon	3.25				3.25	
Tue	2.25				2.25	
Wed	1.25				1.25	
Thur	<del>3.25</del>				<del>3.25</del>	
Fri	3.25				3.25	
Sat	-				-	
Sun	-				-	
Mon	3.25				3.25	
Tue	3.75				3.75	
Wed	1.25				1.25	
Thur	6.75				6.75	
Fri	3.25				3.25	
Total	46				46	

CODES 1-00 1-00 146.00

  
EMPLOYEE SIGNATURE

  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **GWYNETH STUBBS**  
Department: **POOL**

Employee #: **23400009**

Pay Period  
From: 7/1/17  
To: 7/14/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat 7/1	0	0	0	0	0	
Sun 7/2	3	0	0	0	3	
Mon 7/3	8	0	0	0	8	
Tue 7/4	4	0	0	0	4	
Wed 7/5	4	0	0	0	4	
Thur 7/6	4	0	0	0	4	
Fri 7/7	8	0	0	0	8	
Sat 7/8	0	0	0	0	0	
Sun 7/9	7	0	0	0	7	
Mon 7/10	5	0	0	0	5	
Tue 7/11	5	0	0	0	5	
Wed 7/12	6.5	0	0	0	6.5	
Thur 7/13	5	0	0	0	5	
Fri 7/14	0	0	0	0	0	
<b>Total</b>	<b>59.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59.5</b>	

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 **63.50**

*Gwyneth Stubbs*  
EMPLOYEE SIGNATURE

*JG*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/15/17  
To: 7/28/17

Employee #: 23400009

Employee: GWYNETH STUBBS

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/15	0	0	0	0	0	
Sun 7/16	0	0	0	0	0	
Mon 7/17	0	0	0	0	0	
Tue 7/18	6.5	0	0	0	6.5	
Wed 7/19	5	0	0	0	5	
Thur 7/20	6	0	0	0	6	
Fri 7/21	6	0	0	0	6	
Sat 7/22	0	0	0	0	0	
Sun 7/23	3	0	0	0	3	
Mon 7/24	6	0	0	0	6.5	
Tue 7/25	6.5	0	0	0	6	
Wed 7/26	0	0	0	0	0	
Thur 7/27	7	0	0	0	7	
Fri 7/28	6.5	0	0	0	6.5	
<b>Total</b>	<b>51.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52.5</b>	

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 52.50

*Gwyneth Stubbs*  
EMPLOYEE SIGNATURE

*J. Hancock*  
SUPERVISOR SIGNATURE

Jared G. HANCOCK  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: GWYNETH STUBBS

Department: POOL

Employee #: 23400009

Pay Period

From: 4/29/17  
To: 5/1/17

DATE	Hours Wkcd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkcd	Total Hrs	NOTES:
Sat 29	6	0	0	0	6	
Sun 30	6.5	0	0	0	6.5	
Mon 31	0	0	0	0	0	
Tue 1	0	0	0	0	0	
Wed 2	8.0	0	0	0	8.0	
Thur 3	6.5	0	0	0	6.5	
Fri 4	4.5	0	0	0	4.5	
Sat 5	5.5	0	0	0	5.5	
Sun 6	3.5	0	0	0	3.5	
Mon 7	7.5	0	0	0	7.5	
Tue 8	0	0	0	0	0	
Wed 9	7.5	0	0	0	7.5	
Thur 10	6.5	0	0	0	6.5	
Fri 11	6.5	0	0	0	6.5	
<b>Total</b>	<b>68.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68.5</b>	

If you have grant or special project hours, use this space to specify which grant or project.

### LEAVE TAKEN

- Vacation (VL) \_\_\_\_\_ 3-01
- Sick Leave (SL) \_\_\_\_\_ 4-01
- Admin Leave (AL) \_\_\_\_\_ 10-01
- Comp Time (CT) \_\_\_\_\_ 9-02
- Family Sick (FS) \_\_\_\_\_ 4-04
- Floating Holiday (FL) \_\_\_\_\_ 7-01
- Holiday (HL) \_\_\_\_\_ 1-01
- POLICE Holiday (PL) \_\_\_\_\_ 7-04
- Worker's Comp (WC) \_\_\_\_\_ 8-03
- Public Safety W/C (WC) \_\_\_\_\_ 8-13
- Bereavement (BL) \_\_\_\_\_ 4-03
- Jury Duty (JD) \_\_\_\_\_ 8-06

### OVERTIME

- Overtime Hours to Pay \_\_\_\_\_ 2-01
- Overtime Hours to Comp \_\_\_\_\_ 9-01
- Overtime Hours to Double Time \_\_\_\_\_ 2-02
- Court Time \_\_\_\_\_ 2-04
- Meal Allowance \_\_\_\_\_ 30-02
- Stand-by \_\_\_\_\_ 5-00

CODES 1-00 1-00 68.50

*Gwyneth Stubbs*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME



# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/1/17  
To: 7/14/17

Employee #: 23490009

Employee: ERIKA ZIMMERMAN

Department: POOL

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat 7/1	0				0	
Sun 7/2	3				3	
Mon 7/3	4.5				4.5	
Tue 7/4	4.5				4.5	
Wed 7/5	4.5				4.5	
Thur 7/6	4.5				4.5	
Fri 7/7	8				8	
Sat 7/8	0				0	
Sun 7/9	5				5	
Mon	5				5	
Tue	5				5	
Wed	0				0	
Thur	4.75				4.75	
Fri	4.5				4.5	
<b>Total</b>	<b>53.25</b>				<b>53.25</b>	

If you have grant or special project hours, use this space to specify which grant or project.

Vacation (VL)	3-01	_____
Sick Leave (SL)	4-01	_____
Admin Leave (AL)	10-01	_____
Comp Time (CT)	9-02	_____
Family Sick (FS)	4-04	_____
Floating Holiday (FL)	7-01	_____
Holiday (HL)	1-01	_____
POLICE Holiday (PL)	7-04	_____
Worker's Comp (WC)	8-03	_____
Public Safety W/C (WC)	8-13	_____
Bereavement (BL)	4-03	_____
Jury Duty (JD)	8-06	_____

<b>LEAVE TAKEN</b>	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06
<b>OVERTIME</b>	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

**CODES** 1-00 1-00 53.25  
 Employee Signature: Erika Zimmerman  
 Supervisor Signature: Jared G. Hancock  
 Supervisor Name: **Jared G. HANCOCK**

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ERIKA ZIMMERMAN**  
Department: **POOL**

Employee #: **23490009**

Pay Period  
From: **7/15/17**  
To: **7/28/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	8	0	0	0	8	
Sun	4	0	0	0	4	
Mon	0	0	0	0	0	
Tue	0	0	0	0	0	
Wed	0	0	0	0	0	
Thur	6.5	0	0	0	6.5	
Fri	7	0	0	0	7	
Sat	4	0	0	0	4	
Sun	4	0	0	0	4	
Mon	6	0	0	0	6	
Tue	0	0	0	0	0	
Wed	6.5	0	0	0	6.5	
Thur	5	0	0	0	5	
Fri	5	0	0	0	5	
<b>Total</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56</b>	

CODES 1-00 1-00 5<sup>th</sup> 00

*Erika Zimmermann*  
EMPLOYEE SIGNATURE

*J. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Pay Period  
From: 7/29/17  
To: 8/1/17

Employee #: 23490009

Employee: ERIKA ZIMMERMAN

Department: POOL

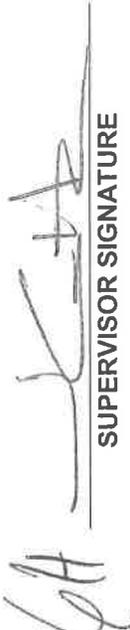
DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	0	0	0	0	0	
Sun	5.25	0	0	0	5.25	
Mon	5	0	0	0	5	
Tue	5	0	0	0	5	
Wed	4.75	0	0	0	4.75	
Thur	6.5	0	0	0	6.5	
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
<b>Total</b>	<b>26.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26.5</b>	

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

CODES 1-00 1-00 26.50

  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
 SUPERVISOR NAME

EMPLOYEE SIGNATURE  
*She's gone on vacation*  
 7/29/17

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ERIKA ZIMMERMAN**  
Department: **POOL**

Employee #: **23490009**

Pay Period

From: 8/12/17  
To: 8/25/17

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	0	0	0	0	0	
Sun	0	0	0	0	0	
Mon	6	0	0	0	6	
Tue 7.75	<del>6.5</del> 7.5	0	0	0	<del>6.5</del> 7.75	7.75 <i>ET</i>
Wed	7.5	0	0	0	7.5	
Thur <del>6.5</del>	<del>6.5</del> 7.5	0	0	0	<del>6.5</del> 7.5	<del>Meeting</del>
Fri	7.5	0	0	0	7.5	
Sat	4.5	0	0	0	4.5	
Sun	6.75	0	0	0	6.75	Due to party. Stayed later
Mon	3.5	0	0	0	3.5	
Tue	4	0	0	0	4	
Wed	3.5	0	0	0	3.5	
Thur	4	0	0	0	4	
Fri	0	0	0	0	0	
<b>Total</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55</b>	

CODES 1-00 1-00 55.00

LEAVE TAKEN	
Vacation (VL)	3-01
Sick Leave (SL)	4-01
Admin Leave (AL)	10-01
Comp Time (CT)	9-02
Family Sick (FS)	4-04
Floating Holiday (FL)	7-01
Holiday (HL)	1-01
POLICE Holiday (PL)	7-04
Worker's Comp (WC)	8-03
Public Safety W/C (WC)	8-13
Bereavement (BL)	4-03
Jury Duty (JD)	8-06

OVERTIME	
Overtime Hours to Pay	2-01
Overtime Hours to Comp	9-01
Overtime Hours to Double Time	2-02
Court Time	2-04
Meal Allowance	30-02
Stand-by	5-00

*Erika Zimmerman*  
EMPLOYEE SIGNATURE

*Jared G. Hancock*  
SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ERIKA ZIMMERMAN**  
Department: **POOL**

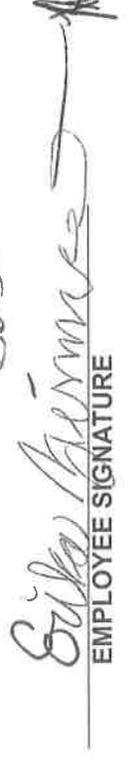
Employee #: **23490009**

Pay Period  
From: **8/26/17**  
To: **9/1/17**

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES: <small>If you have grant or special project hours, use this space to specify which grant or project.</small>
Sat	6	0	0	0	6	
Sun	5.5	0	0	0	5.5	
Mon	3.5	0	0	0	3.5	
Tue	2.5	0	0	0	2.5	
Wed	3.5	0	0	0	3.5	
Thur	0	0	0	0	0	
Fri	0	0	0	0	0	
Sat	6	0	0	0	6	
Sun	5.5	0	0	0	5.5	
Mon	3.5	0	0.4	0	3.5	
Tue	2.5	0	0	0	2.5	
Wed	—	—	—	—	—	
Thur	—	—	—	—	—	
Fri	—	—	—	—	—	
<b>Total</b>	<b>32.5</b>	<b>0</b>	<b>0.4</b>	<b>0</b>	<b>32.5</b>	<b>36.50</b>

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ <u>H</u> 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

CODES 1-00 1-00 **36.50**


  
 \_\_\_\_\_  
 EMPLOYEE SIGNATURE


  
 \_\_\_\_\_  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
SUPERVISOR NAME

# CITY OF SUSANVILLE EMPLOYEE TIME SHEET

Employee: **ERIKA ZIMMERMAN** Employee #: **23490009**  
 Department: **POOL**

Pay Period  
 From: 9/19/2017  
 To: 9/23/2017

DATE	Hours Wkd	Grant/Special Project Hours Worked	Leave Taken	Overtime Hours Wkd	Total Hrs	NOTES:
Sat	4	0	0	0	4	
Sun	0	0	0	0	0	
Mon	0	0	0	0	0	
Tue	1.5	0	0	0	1.5	lightening
Wed	1.5	0	0	0	1.5	lightening
Thur	2.5	0	0	0	2.5	
Fri	0	0	0	0	0	
Sat	0	0	0	0	0	
Sun	<del>6.5</del> 2	0	0	0	<del>6.5</del> 2	
Mon	1.5	0	0	0	1.5	RDW
Tue	1.5	0	0	0	1.5	
Wed	1.5	0	0	0	1.5	
Thur						
Fri						
Total						

LEAVE TAKEN	OVERTIME
Vacation (VL) _____ 3-01	Overtime Hours to Pay _____ 2-01
Sick Leave (SL) _____ 4-01	Overtime Hours to Comp _____ 9-01
Admin Leave (AL) _____ 10-01	Overtime Hours to Double Time _____ 2-02
Comp Time (CT) _____ 9-02	Court Time _____ 2-04
Family Sick (FS) _____ 4-04	Meal Allowance _____ 30-02
Floating Holiday (FL) _____ 7-01	Stand-by _____ 5-00
Holiday (HL) _____ 1-01	
POLICE Holiday (PL) _____ 7-04	
Worker's Comp (WC) _____ 8-03	
Public Safety W/C (WC) _____ 8-13	
Bereavement (BL) _____ 4-03	
Jury Duty (JD) _____ 8-06	

CODES 1-00 1-00 **16.25**

*Erika Zimmerman*  
 EMPLOYEE SIGNATURE

*Jared G. Hancock*  
 SUPERVISOR SIGNATURE

**Jared G. HANCOCK**  
 SUPERVISOR NAME



**Please Remit To:**  
**DXE MEDICAL INC.**  
 29170 Network Place  
 Chicago, IL 60673-1291

# Invoice

<b>Invoice</b>	610252
<b>Date</b>	06/28/2017
<b>Page</b>	1
<b>Account #</b>	548174

1001 Flagpole Ct  
 Brentwood, TN 37027  
 PHONE: (866) 349-4363 FAX: (615) 786-0896  
 EMAIL: sales@dxemed.com  
 www.dxemed.com

Ship To: SHIP001

Honeylake Valley Recreation Authority  
 66 N Lassen St  
 Susanville, CA 96130-3904

Honeylake Valley Recreation Authority  
 800 South St  
 Attn: Pool Management  
 Susanville, CA 96130-4915

PO Number	Sales Order Number	Account Manager	Shipping Method	Ship Date	Payment Terms		
	9137821	M Reaves	FEDEX STD OVRNT	06/28/2017	CREDIT CARD		
Item Number	Description	Ordered	Shipped	B/O	Unit Price	Ext Price	
	THE FOLLOWING ITEMS SHIPPED FROM: DXE 1001 FLAGPOLE CT BRENTWOOD, TN 37027 BTM Distributor License No: 6304						
0970-0361	BATTERY, ZOLL AED PRO, NON-REC	1.00	1.00	0	\$160.00	\$160.00 *	
0970-0519	Zoll AED+ Pedi-padz II - Infant/Child Electrodes	1.00	1.00	0	\$95.00	\$95.00 *	
0970-0520	ZOLL - Stat-Padz II Adult HVP Multi-Function Electrodes (1 Pair) - AED	1.00	1.00	0	\$59.00	\$59.00 *	
	Tracking Numbers: 732372938088 Note: * Indicates taxable item						

Routine Maintenance and Program Management are the Best Methods to Ensure Compliance. We Recommend Calibrating Your Medical Equipment Annually. For More Information, Contact [Service@DXEMed.com](mailto:Service@DXEMed.com).

<b>Merchandise</b>	\$314.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$22.77
<b>Freight</b>	\$25.00
<b>Deposit</b>	\$361.77
<b>Total</b>	\$0.00

## Your Order Confirmation

Thanks for shopping with us, Quincy McCourt!  
 Your order number is 13508995, placed 6/26/17 at 2:36PM.

**Bill to:**

City of Susanville  
 Quincy McCourt  
 66 North Lassen St.  
 Susanville, CA 96130  
 United States  
 530-252-5110  
[qmccourt@cityofsusanville.org](mailto:qmccourt@cityofsusanville.org)

**Ship to:**

HLVRA c/o City of Susanville  
 Quincy McCourt  
 800 South St.  
 Susanville, CA 96130  
 United States  
 530-252-5110

**Payment Info:**

**Credit Card:** Visa  
 Grant Admin. City of Susanville  
 \*\*\*\*\*4028  
 Exp: 07/2018

**Shipping Method:** 1-2 Days FREE

**Customer ID#6603095**

**ORDER SUMMARY**

	PRICE	QTY	TOTAL
<b>Guaranteed Delivery - Wed, Jun 28</b>			
 <b>Sportl Guard Men's Essential Board Short - Solid Red - 34</b> SKU: SGM001-SolidRed-34   COLOR: Solid Red   SIZE: 34 	\$13.49	3	\$40.47
 <b>Sportl Guard Men's Essential Board Short - Solid Red - 32</b> SKU: SGM001-SolidRed-32   COLOR: Solid Red   SIZE: 32 	\$13.49	6	\$80.94
 <b>Sportl Guard Men's Essential Board Short - Solid Red - 30</b> SKU: SGM001-SolidRed-30   COLOR: Solid Red   SIZE: 30 	\$13.49	2	\$26.98
Shipping Speed: 1-2 Days FREE			

A follow-up email will be sent to you with tracking information once your order has shipped. You may check your order status at any time by visiting [My Account](#).

SUBTOTAL: \$148.39  
 TAX (7.25%): \$10.75  
 Shipping: FREE

**GRAND TOTAL: \$159.14**



## Your Order Confirmation

Thanks for shopping with us, Quincy McCourt!  
Your order number is 13509042, placed 6/26/17 at 2:40PM.

**Bill to:**  
City of Susanville  
Quincy McCourt  
66 North Lassen St.  
Susanville, CA 96130  
United States  
530-252-5110  
[qmccourt@cityofsusanville.org](mailto:qmccourt@cityofsusanville.org)

**Ship to:**  
HLVRA c/o City of Susanville  
Quincy McCourt  
800 South St.  
Susanville, CA 96130  
United States  
530-252-5110

**Payment Info:**  
**Credit Card:** Visa  
Grant Admin. City of Susanville  
\*\*\*\*\*4028  
Exp: 07/2018

**Shipping Method:** 1-2 Days FREE

**Customer ID#6603095**

### ORDER SUMMARY

	PRICE	QTY	TOTAL
<b>Guaranteed Delivery - Wed, Jun 28</b>			
 <p><b>Sportl Guard Men's Essential Board Short - Solid Red - 34</b> SKU: SGM001-SolidRed-34   COLOR: Solid Red   SIZE: 34</p> <p><a href="#">f</a> <a href="#">t</a> <a href="#">p</a></p>	\$13.49	3	\$40.47
 <p><b>Sportl Guard Women's Low Tide Board Short - Red - X-Large</b> SKU: SGW017-Red-X-Large   COLOR: Red   SIZE: X-Large</p> <p><a href="#">f</a> <a href="#">t</a> <a href="#">p</a></p>	\$13.49	2	\$26.98
 <p><b>Sportl Guard Women's Low Tide Board Short - Red - Medlum</b> SKU: SGW017-Red-Medium   COLOR: Red   SIZE: Medium</p> <p><a href="#">f</a> <a href="#">t</a> <a href="#">p</a></p>	\$13.49	4	\$53.96
 <p><b>Sportl Guard Women's Low Tide Board Short - Red - Small</b> SKU: SGW017-Red-Small   COLOR: Red   SIZE: Small</p> <p><a href="#">f</a> <a href="#">t</a> <a href="#">p</a></p>	\$13.49	2	\$26.98
Shipping Speed: 1-2 Days FREE			

A follow-up email will be sent to you with tracking information once your order has shipped. You may check your order status at any time by visiting [My Account](#).

SUBTOTAL: \$148.39  
TAX (7.25%): \$10.75  
Shipping: FREE

**GRAND TOTAL: \$159.14**



## Your Order Confirmation

Thanks for shopping with us, Quincy McCourt!  
Your order number is 13509063, placed 6/26/17 at 2:42PM.

**Bill to:**  
City of Susanville  
Quincy McCourt  
66 North Lassen St.  
Susanville, CA 96130  
United States  
530-252-5110  
[qmccourt@cityofsusanville.org](mailto:qmccourt@cityofsusanville.org)

**Ship to:**  
HLVRA c/o City of Susanville  
Quincy McCourt  
800 South St.  
Susanville, CA 96130  
United States  
530-252-5110

**Payment Info:**  
**Credit Card:** Visa  
Grant Admin. City of Susanville  
\*\*\*\*\*4028  
Exp: 07/2018

**Shipping Method:** 1-2 Days FREE

**Customer ID#6603095**

### ORDER SUMMARY

	PRICE	QTY	TOTAL
<b>Guaranteed Delivery - Wed, Jun 28</b>			
 <b>Sportl Guard Women's Low Tide Board Short - Red - Small</b> SKU: SGW017-Red-Small   COLOR: Red   SIZE: Small   	\$13.49	4	\$53.96
 <b>Sportl Guard Women's Low Tide Board Short - Red - Medium</b> SKU: SGW017-Red-Medium   COLOR: Red   SIZE: Medium   	\$13.49	4	\$53.96
 <b>Sportl Guard Women's Low Tide Board Short - Red - Large</b> SKU: SGW017-Red-Large   COLOR: Red   SIZE: Large   	\$13.49	2	\$26.98
Shipping Speed: 1-2 Days FREE			

A follow-up email will be sent to you with tracking information once your order has shipped. You may check your order status at any time by visiting [My Account](#).

SUBTOTAL: \$134.90  
TAX (7.25%): \$9.78  
Shipping: FREE

**GRAND TOTAL: \$144.68**



1700 Kiefer Drive  
 Zion, IL 60099  
 Phone (800) 323-4071  
 Fax (847) 746-8888

# Order Confirmation

ORDER #	DATE	PAGE
538962.00	06/26/17	1 of 1

**BILL TO**  
 HLVRA  
 66 N Lassen St  
 Susanville, CA 96130

**SHIP TO**  
 ATTN: Quincy Mccourt  
 HLVRA  
 800 South St  
 Susanville, CA 96130

<b>Status</b>	Net 0 Days	<b>Cust ID</b>	C1244043	<b>Date Received</b>	06/26/17
<b>Contact</b>	City of Susanville	<b>Date Checked</b>	06/26/17	<b>Your PO #</b>	N/A

Order Qty	Ship Qty	B/O	Item Code	Description	Net Price	Ext Price
10			909025-Wht-L	KIEFER LIFEGUARD TSHIRT	18.45	184.50
2			909025-Wht-XXL	KIEFER LIFEGUARD TSHIRT	9.23	18.45
12			909025-Wht-M	KIEFER LIFEGUARD TSHIRT	15.40	184.80
			909025-Wht-S	KIEFER LIFEGUARD TSHIRT	16.65	199.80

\*\* CREDIT CARD ORDER \*\*  
 - (VISA) \*\*\*\*4028 APPR CD: 078016 AMT:209.45

<b>Special Instructions</b>	<b>Subtotal</b>	\$184.45
	<b>Sales Tax</b>	\$0.00
	<b>Freight</b>	\$25.00
	<b>Total</b>	\$209.45



WE APPRECIATE YOUR BUSINESS

**Dear Quincy,**

We're prepping your hardware for shipping—you're one step closer to a new tablet register! You can expect another email when your order ships. Check out your order details below.

If you've got questions, shoot us an email at [askus@posportal.com](mailto:askus@posportal.com) or call us at 855-838-4611.

After shipment, overnight orders are delivered the next business day, Mon-Fri.

**Order #: 10259772**

**Ship To:**

Quincy McCourt  
HLVRA Community Pool  
800 South Street  
Susanville, California, 96130  
United States  
T: 5302510235

**Bill To:**

Quincy McCourt  
HLVRA Community Pool c/o City of Susanville  
66 North Lassen Street  
Susanville, California, 96130  
United States  
T: 5302525110

**Ship Method:**

Federal Express - Ground

**Payment Method:**

Credit Card

ITEM	SKU	QTY	SUBTOTAL
Star Micronics TSP143IIILAN Ethernet Receipt Printer, Gray, New	128412	1	\$275.00
Thermal Paper Roll   Case 10	129090	1	\$13.75

Subtotal	\$288.75
Shipping & Handling	\$20.21
Tax	\$22.40
<b>Grand Total</b>	<b>\$331.36</b>



Need to make a return, that's fine, you have 15 days to return most anything you buy from POS Portal. Want to get in touch with us? No problem, we're here to help. Follow the link below to find the info you're after or to contact one of our experts. <https://partner.posportal.com/square/square>

Products and services provided on this website are provided by POS Portal, Inc. entity or entities as will be shown in your individual invoices and policy papers

\*Prices subject to change without notice.

\*Shipments to California subject to an electronic waste recycling fee, when applicable.



WE APPRECIATE YOUR BUSINESS

**Dear Quincy,**

We're prepping your hardware for shipping—you're one step closer to a new tablet register! You can expect another email when your order ships. Check out your order details below.

If you've got questions, shoot us an email at [askus@posportal.com](mailto:askus@posportal.com) or call us at 855-838-4611.

After shipment, overnight orders are delivered the next business day, Mon-Fri.

**Order #: 10199755**

**Ship To:**

Quincy McCourt  
HLVRA Community Pool  
800 South Street  
Susanville, California, 96130  
United States  
T: 530-252-5110

**Bill To:**

Quincy McCourt  
HLVRA Community Pool  
800 South Street  
Susanville, California, 96130  
United States  
T: 530-252-5110

**Ship Method:**

Federal Express - Ground

**Payment Method:**

Credit Card

ITEM	SKU	QTY	SUBTOTAL
Star Micronics CD3 1313 Automatic Cash Drawer	128926	1	\$121.49

Subtotal	\$121.49
Shipping & Handling	\$18.65
Tax	\$10.16
<b>Grand Total</b>	<b>\$150.30</b>



Need to make a return, that's fine, you have 15 days to return most anything you buy from POS Portal. Want to get in touch with us? No problem, we're here to help. Follow the link below to find the info you're after or to contact one of our experts.  
<https://partner.posportal.com/square/square>

Products and services provided on this website are provided by POS Portal, Inc. entity or entities as will be shown in your individual invoices and policy papers

\*Prices subject to change without notice.

\*Shipments to California subject to an electronic waste recycling fee, when applicable.

**BILLINGTON ACE HARDWARE**  
**2950 MAIN STREET**  
**SUSANVILLE, CA 96130**  
**PHONE: (530) 257-4117**

THANKS FOR LETTING US BE YOUR HELPFUL  
 HARDWARE FOLKS IN SUSANVILLE

3001003

Customer No. 100009	Job No.	Purchase Order No. 25012	Reference PO # 25012	Terms NET 25TH	Clerk STEPHANIE	Date 8/ 8/17	Time 10:10
------------------------	---------	-----------------------------	-------------------------	-------------------	--------------------	-----------------	---------------

**Sold To**  
 CITY OF SUSANVILLE..  
 66 North Lassen  
 Susanville CA 96130

**Ship To**

DOC# 391798  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*  
 TERM#553

TAX : 001

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
2	EA	48147	FILTR FURN AM GLS20X24X1	2.39	2	2.151/EA	4.30 C	
1	EA	40722	FILTR FURN AM GLS20X25X2	2.99	1	2.691/EA	2.69 C	
1	EA	87486	CLEANR SIMPLE GREEN 2LTR	9.99	1	8.991/EA	8.99 C	
				** AMOUNT CHARGED TO STORE ACCOUNT **	17.14	TAXABLE	15.98	
				(DOW DAVIS )		NON-TAXABLE	0.00	
						SUBTOTAL	15.98	
						TAX AMOUNT	1.16	
						TOTAL AMOUNT	17.14	

Pool

*Dow Davis*

X

Received By

**BILLINGTON ACE HARDWARE**  
**2950 MAIN STREET**  
**SUSANVILLE, CA 96130**  
**PHONE: (530) 257-4117**

THANKS FOR LETTING US BE YOUR HELPFUL  
 HARDWARE FOLKS IN SUSANVILLE

Customer No. 100009	Job No. 25012	Purchase Order No. 25012	Reference NET 25TH	Term NET 25TH	Clerk AMBER	Date 8/ 2/17	Time 10:25
------------------------	------------------	-----------------------------	-----------------------	------------------	----------------	-----------------	---------------

Sold To  
 CITY OF SUSANVILLE..  
 66 North Lassen  
 Susanville CA 96130

Ship To

DOC# 391263  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

TERM#552

TAX : 001

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1	CD	H852317	CD-HD GARMENT HK OLRBBRZ5	6.99	1	6.291/CD	6.29 C	
2	CD	H852892	CD-COAT/HAT HOOK ORB	5.29	2	4.761/CD	9.52 C	
2	CD	H852317	CD-HD GARMENT HK OLRBBRZ5	6.99	2	6.291/CD	12.58 C	
3	CD	H852892	CD-COAT/HAT HOOK ORB	5.29	3	4.761/CD	14.28 C	
1	EA	56	FASTENERS		1	12.49 /EA	12.49	
1	EA	56	FASTENERS		1	9.29 /EA	9.29	
				** AMOUNT CHARGED TO STORE ACCOUNT **	69.12	TAXABLE	64.45	
				(DOW DAVIS )		NON-TAXABLE	0.00	
						SUBTOTAL	64.45	
						TAX AMOUNT	4.67	
						TOTAL AMOUNT	69.12	

*Davis*

Received By

X

391263

*Amber*

**BILLINGTON ACE HARDWARE**  
**2950 MAIN STREET**  
**SUSANVILLE, CA 96130**

**PHONE: (530) 257-4117**

THANKS FOR LETTING US BE YOUR HELPFUL  
HARDWARE FOLKS IN SUSANVILLE

1000.452.23.4010 PAGE NO 1

*Pool*

*[Signature]*

Customer No. 100009	Job No. 25012	Purchase Order No. 25012	Reference NET 25TH	Terms NET 25TH	Clerk CAROL	Date 7/31/17	Time 1:35
------------------------	------------------	-----------------------------	-----------------------	-------------------	----------------	-----------------	--------------

**Sold To**  
CITY OF SUSANVILLE..  
66 North Lassen  
Susanville CA 96130

**Ship To**

DOC# 391068  
\*\*\*\*\*  
\* INVOICE \*  
\*\*\*\*\*

TAX : 001

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
1	EA	EA	2100840	BIT DRILL HEXSHANK 1/4"	8.59	1	7.731/EA	7.73 C
6	EA	EA	56	FASTENERS		6	.23 /EA	1.38
6	EA	EA	56	FASTENERS		6	.11 /EA	.66
6	EA	EA	56	FASTENERS		6	.12 /EA	.72
1	EA	EA	56	FASTENERS		1	.09 /EA	.09
					** AMOUNT CHARGED TO STORE ACCOUNT **			
					(DOW DAVIS )			
					TAXABLE		10.58	
					NON-TAXABLE		0.00	
					SUBTOTAL		10.58	
					TAX AMOUNT		0.77	
					TOTAL AMOUNT		11.35	

*[Signature]*

Received By

X

**BILLINGTON ACE HARDWARE**  
**2950 MAIN STREET**  
**SUSANVILLE, CA 96130**

**PHONE: (530) 257-4117**

THANKS FOR LETTING US BE YOUR HELPFUL  
 HARDWARE FOLKS IN SUSANVILLE

1000.452.23.4610

*Pool*

*[Signature]*

Customer No. 100009	Job No.	Purchase Order No. 25012	PO # 25012	Reference NET 25TH	Terms	Clerk SAMI	Date 7/31/17	Time 3:17
------------------------	---------	-----------------------------	------------	-----------------------	-------	---------------	-----------------	--------------

**Sold To**  
 CITY OF SUSANVILLE..  
 66 North Lassen  
 Susanville CA 96130

**Ship To**

DOC# 391088  
 \*\*\*\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

TERM#554

TAX : 001

SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/PER	EXTENSION
12		EA	56	FASTENERS		12	.23 /EA	2.76
** AMOUNT CHARGED TO STORE ACCOUNT ** (DOW DAVIS )								
							TAXABLE	2.76
							NON-TAXABLE	0.00
							SUBTOTAL	2.76
							TAX AMOUNT	0.20
							TOTAL AMOUNT	2.96

*[Signature]*

X  
 Received By

## Heidi Whitlock

---

**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Tuesday, August 08, 2017 9:28 AM  
**To:** Heidi Whitlock  
**Subject:** Your Amazon.com order of 2 Water Workouts: Total... and 6 more items.



### Order Confirmation

Hello Heidi Whitlock,

Thank you for shopping with us. You ordered "2 Water Workouts: Total..." and 6 other items. We'll send a confirmation when your items ship.

Your purchase has been divided into **3** orders.

#### Order 1 of 3

Order #114-0192940-5761044

Arriving:  
**Monday, August 14**

Ship to:  
**Heidi Whitlock  
66 N LASSEN ST...**



Total Before Tax: \$77.19

Estimated Tax: \$0.46

**Order Total:** ~~\$77.65~~

#### Order 2 of 3

Order #114-2105419-7902654

Arriving:  
Tuesday, August 15 -  
Tuesday, August 22

Ship to:  
**Heidi Whitlock  
66 N LASSEN ST...**



Total Before Tax: \$28.94

Estimated Tax: \$0.00

Order Total: \$28.94

Order 3 of 3

Order #114-2135320-2672238

Arriving:  
Monday, August 14 -  
Thursday, August 17

Ship to:  
Heidi Whitlock  
66 N LASSEN ST...



Total Before Tax: \$22.98

Estimated Tax: \$1.67

Order Total: \$24.65

(17.66) refund  
\$ 6.99

We hope to see you again soon.

Amazon.com

### Customers Who Bought Items in Your Order Also Bought



WaterGym Weight  
Loss...  
\$25.74



InnoGear Swim Gloves  
Aquatic...  
\$9.50

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

By placing your order, you agree to Amazon.com's Privacy Notice and Conditions of Use. Unless otherwise noted, items sold by Amazon.com LLC are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com LLC, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about tax and seller information.

Items in this order may be subject to California's Electronic Waste Recycling Act. If any items in this order are subject to that Act, the seller of that item has elected to pay any fees due on your behalf.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

## Heidi Whitlock

**From:** SwimOutlet.com <shop@swimoutlet.com>  
**Sent:** Friday, August 18, 2017 2:46 PM  
**To:** Heidi Whitlock  
**Subject:** SwimOutlet.com Order Confirmation

1-800-691-4065 • 24/7 CUSTOMER SERVICE



MEN'S | WOMEN'S | KIDS | GEAR | CLOTHING | NEW ARRIVALS | SALE

## Your Order Confirmation

Thanks for shopping with us, City of Susanville!  
Your order number is 13790315, placed 8/18/17 at 2:45PM.

### Bill to:

City of Susanville  
66 N LASSEN ST  
SUSANVILLE, CA 96130  
United States  
[530-252-5106](tel:530-252-5106)  
[hwhitlock@cityofsusanville.org](mailto:hwhitlock@cityofsusanville.org)

### Ship to:

City of Susanville  
66 N LASSEN ST  
SUSANVILLE, CA 96130  
United States  
[530-252-5106](tel:530-252-5106)

### Payment Info:

**Credit Card:** Visa  
City of Susanville  
\*\*\*\*\*4028  
Exp: 07/2018

**Shipping Method:** Standard (2-6 Business Days)

**Customer ID#6724167**

## ORDER SUMMARY

Estimated Delivery - Thu, Aug 24



Sporti Kids' Silicone Swim Cap - Red

SKU: SCS004-Red | COLOR: Red |



PRICE	QTY	TOTAL
-------	-----	-------

\$2.95	3	\$8.85
--------	---	--------

Shipping Speed: Standard (2-6 Business Days)

A follow-up email will be sent to you with tracking information once your order has shipped. You may check your order status at any time by visiting [My Account](#).

SUBTOTAL: \$8.85  
TAX (7.25%): \$0.64  
Shipping: \$4.99

GRAND TOTAL: **\$14.48**



## RECOMMENDED FOR YOU



### Customer Service

Customer Service Center  
Sizing Charts  
Returns  
Shipping  
Intl Shipping  
Contact Us

### More Stuff

What's New  
Clearance Corner  
Team Sales/Customization  
Subscribe to our Emails  
Gift Cards

### About

About Us  
Jobs

### Stay Connected



Heidi Whitlock

From: service@paypal.com  
Sent: Friday, August 18, 2017 2:42 PM  
To: Heidi Whitlock  
Subject: Your payment receipt to Online Stores Inc

You paid \$18.90 USD on eBay.

Thanks for using PayPal, City of Susanville

Create a PayPal account in just a few seconds so every checkout is a snap!

Activate PayPal Now

Payment details

*gloves/spill kits*

For your purchase on August 18, 2017

Purchased from:

Online Stores Inc

\$18.90 USD

Subtotal:

\$18.90 USD

Shipping & Handling:  
(includes any seller handling fees)

\$6.95 USD

Total

\$18.90 USD

**Heidi Whitlock**

---

**From:** Amazon.com <shipment-tracking@amazon.com>  
**Sent:** Monday, August 21, 2017 9:27 AM  
**To:** Heidi Whitlock  
**Subject:** Your Amazon.com order of "2 Water Workouts HIIT..." has shipped!



Hi Heidi, your package will arrive:  
**Thursday, August 24**

[Track package](#)

 **ON THE WAY**  
2 Water Workouts HIIT...  
Order #114-0192940-5761044

 **SHIP TO**  
Heidi Whitlock  
66 N LASSEN ST...

 **SHIPMENT TOTAL**  
**\$26.54**

[Return or replace items in Your Orders](#)

Recommended for you based on 2 Water Workout...



# Receipt

265 Barnes Blvd  
 Rockledge, FL 32955  
 PH# 321-433-3630  
 Fax: 321-433-3631

DATE	INVOICE #
8/21/2017	100041580

**PAID**  
 08/21/2017

<b>BILL TO</b>
City Of Susanville Department City Of Susanville 66 North Lassen Street 66 North Lassen Street Susanville, CA 96130 USA

Please note:  
 Clearance & Final Sale  
 items are Non-Returnable

<b>SHIP TO</b>
City Of Susanville Department City Of Susanville 66 North Lassen Street 66 North Lassen Street Susanville, CA 96130 USA

TRACKING #	1Z4X71Y30393599495	
P.O. NUMBER	TERMS	REP
	Visa	MA
SHIP	VIA	PA/CH
8/21/2017	UPS	TW/BC

QUANTITY	ITEM #	DESCRIPTION	PRICE EACH	EXT. PRICE
6	7594	SKWIM Disk, Yellow	18.99	113.94
	FREIGHT	Shipping Via: Free Shipping - Free (3 to 9 Days)	0.00	0.00

Indemnification: Buyer shall indemnify and hold Seller, its trustees, officers, employees, and agents harmless from any loss, lawsuit, liability, damage, cost and expense (including reasonable attorneys' fees) which may arise out of or result from claims by the Buyer or third persons against Seller that the Equipment has caused damage to property or bodily injury (including death). Buyer hereby agrees to the above indemnification by the act of its receipt of the goods listed on this form.

<b>Total</b>	\$113.94
Serving you is our #1 priority!	

# Heidi Whitlock

**From:** Staples <support@orders.staples.com>  
**Sent:** Monday, August 21, 2017 12:21 PM  
**To:** Heidi Whitlock  
**Subject:** Confirmation of Staples Order: #9759413476

**Hello Hlvra C/o City Of Susanville,**



Thank you for choosing Staples. Below is a summary of your recent order. To view or cancel your order please visit My Orders. Most orders may be cancelled within 30 minutes of being placed.

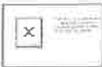
**ORDER NUMBER: 9759413476**  
**Order Date: 08/21/2017**

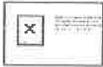
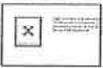
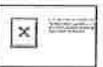
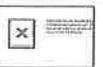
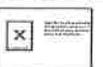
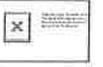
BILLING ADDRESS	PAYMENT INFORMATION	PAYMENT METHOD
Hlvra C/o City Of Susanville 66 N Lassen St Susanville, CA 96130	Subtotal: \$146.19 Discounts: \$8.19 Shipping/Fees: \$0.00 Tax: \$10.01 <b>Order Total: \$148.01</b>	VI ending in 4028: \$148.01

## ITEMS FOR DELIVERY

**Expected Delivery: Tuesday, August 22, 2017**

Ship To: 66 N Lassen St, Susanville, CA 96130

Item	Price	Qty	Discounts	You Paid
 Exporeg DryErase Starter Set Low Odor 80653 Item #483636	\$8.99	1	\$0.99 0.99\$Off Expo&reg; Dry-Erase Starter Set, Low Odor (80653)	\$8.00
 Rolodex Mesh Pencil Cup Organizer Four Compartments Steel 9 13 x 4 12 x 4 Black Each 1746466 Item #744907	\$10.39	1	\$0.00	\$10.39

	Staples Standard 15Inch D 3Ring View Binder Periwinkie 26441CC Item #82649	\$4.99	1	\$1.20 Instant Savings Coupon at 1.2\$Off	\$3.79
	Staples 3 mil Thermal Laminating Pouches Letter Size 50 pack Item #677045	\$24.49	1	\$0.00	\$24.49
	Staples Black Wire Mesh Letter Tray Sorter Item #828567	\$35.39	1	\$0.00	\$35.39
	112 Staples Standard View Binder with DRings Bright Green Item #82651	\$4.99	1	\$1.20 Instant Savings Coupon at 1.2\$Off	\$3.79
	Quartetreg Basic Whiteboard 3 x 2 Aluminum Frame 85341 Item #168497	\$36.99	1	\$0.00	\$36.99
	Staples Standard 15Inch D 3Ring View Binder Bright Orange 26442CC Item #82648	\$4.99	3	\$3.60 Instant Savings Coupon at 1.2\$Off	\$11.37
	112 Staples Standard View Binder with DRings Blue Item #82652	\$4.99	1	\$1.20 Instant Savings Coupon at 1.2\$Off	\$3.79

[VIEW ORDER](#)

**Buying for a business? Save more with Staples® business memberships.** [EXPLORE NOW](#)

## Heidi Whitlock

---

**From:** Amazon.com <shipment-tracking@amazon.com>  
**Sent:** Wednesday, August 09, 2017 12:59 PM  
**To:** Heidi Whitlock  
**Subject:** Your Amazon.com order of "2 Water Workouts: Total..." has shipped!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Hi Heidi, your package will arrive:  
**Saturday, August 12**

[Track package](#)



**ON THE WAY**  
**2 Water Workouts: Total...**  
Order #114-0192940-5761044



**SHIP TO**  
**Heidi Whitlock**  
**66 N LASSEN ST...**



**SHIPMENT TOTAL**  
**\$26.46**

Return or replace items in Your Orders

Best sellers

# Heidi Whitlock

---

**From:** Amazon.com <shipment-tracking@amazon.com>  
**Sent:** Wednesday, August 09, 2017 3:25 PM  
**To:** Heidi Whitlock  
**Subject:** Your Amazon.com order of "Center Enterprise CE512..." has shipped!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Hi Heidi, your package will arrive:  
**Saturday, August 12**

[Track package](#)



**ON THE WAY**  
Center Enterprise CE512...  
Order #114-0192940-5761044



**SHIP TO**  
Heidi Whitlock  
66 N LASSEN ST...



**SHIPMENT TOTAL**  
**\$6.85**

Return or replace items in Your Orders

Best sellers

## Heidi Whitlock

---

**From:** Amazon.com <shipment-tracking@amazon.com>  
**Sent:** Thursday, August 10, 2017 1:33 PM  
**To:** Heidi Whitlock  
**Subject:** Your Amazon.com order of 2x "Penn Championship..." has shipped!

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



Hi Heidi, your package will arrive:  
**Wednesday, August 16**

[Track package](#)



**ON THE WAY**

2 of: Penn Championship...

Order #114-0192940-5761044



**SHIP TO**

Heidi Whitlock

66 N LASSEN ST...



**SHIPMENT TOTAL**

**\$17.80**

[Return or replace items in Your Orders](#)

[Best sellers](#)

Pool - Reimbursement.



RECEIPT

Invoice # 523866979728

<b>Order #</b> 29329522694	<b>Billing Address</b> Ruth Ellis City of Susanville 66 N Lassen St Susanville CA, 96130-3904	<b>Shipping Address</b> Ruth Ellis City of Susanville 66 N Lassen St Susanville CA, 96130-3904	<b>Page</b> 1 of 1
<b>PO #</b> NA			
<b>Order Date</b> 07/26/17	<b>Payment Method</b> Visa ****4093	<b>Shipping Details</b> Ship Date: 07/27/17 Shipping Method: ONTRAC GROUND	

#	Item	Part #	Ship Qty	Price	Total
1	Brady Sign Mounting Hardware: For Wall-Mount Sign Holders, Steel, (2) Adhesive Pads/(2) Screws/(2) Washers	952R557	2	\$1.22 Each	\$2.44

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.

Subtotal:	\$2.44
Discount:	\$0.00
Shipping:	\$4.99
Tax:	\$0.18
Total:	\$7.61
<b>Amount Due</b>	<b>\$0.00</b>

[www.gamut.com](http://www.gamut.com)

For questions, please call us at 844 GO GAMUT (844.464.2688)

FEIN 32-0464948

Terms & Conditions | Limited Warranty

DELIVERY # 6367326622

# Advertising Invoice

**Feather Publishing Company**

5

P.O. Box B  
Quincy, CA 95971

Phone: (530)283-0800  
Fax: (530)283-3952

CITY OF SUSANVILLE

66 N. LASSEN STREET  
SUSANVILLE , CA 96130

**Cust #:** 00000437  
**Phone:** (530)252-5110  
**Post Date:** 06/14/2017  
**Due Date:** 07/26/2017  
**Invoice #:** 1332498

Ad#	Start	Stop	Pub.	Description	Cols.	Inch	Days	Amount
00265106	06/14/2017	06/14/201	35	pool schedules...	6	21	1	786.90

Please return a copy with payment

**Total Due 786.90**

**BILLINGTON ACE HARDWARE**  
 2950 MAIN STREET  
 SUSANVILLE, CA 96130

PAGE NO 1

PHONE: (530) 257-4117

THANKS FOR LETTING US BE YOUR HELPFUL  
 HARDWARE FOLKS IN SUSANVILLE

Cust No 100009	Job No	Purchase Order 25012	PO # 25012	Reference	Terms NET 25TH	Clerk AMBER	Date 5/19/17	Time 4:06
-------------------	--------	-------------------------	------------	-----------	-------------------	----------------	-----------------	--------------

Sold To:  
 CITY OF SUSANVILLE  
 66 North Lassen  
 Susanville CA 96130

Ship To:

DOC# 385122  
 \*\*DUPLICATE\*\*  
 \* INVOICE \*  
 \*\*\*\*\*

TAX 001

LINE	QUANTITY	ORDERED	UNIT	PRICE	DESCRIPTION	UNIT PRICE	AMOUNT	TAXES
1	1		EA	12787	ACID MURIATIC GAL	8.99	8.99	0.09

*TO Admin  
 7/31/17  
 For HLURA  
 OK TO PAY  
 [Signature]*

\*\* AMOUNT CHARGED TO STORE ACCOUNT \*\*  
 8.68 TAXABLE 0.09  
 NON-TAXABLE 0.00  
 SUBTOTAL 8.09

(JARED HANCOCK )

TAX AMOUNT 0.59  
 TOTAL AMOUNT 8.68

X [Signature]  
 Received By



25552:  
 Order Date : 07/12/2017  
 Ship Date : 07/13/2017  
 InvoiceDate : 07/12/2017  
 TIN : 36-2952904

P.O. Box 37600 Philadelphia, PA 19101-0600  
 Customer Service: 1-800-789-1331

0012740 01 MB 0.420 \*\*AUTO T6 0 1738 96130-390466 -C01-P12746-I  
 Sold To:

City Of Susanville Finance



Ship To:  
 City Of Susanville Finance

66 N Lassen St  
 Susanville CA 96130-3904

66 N Lassen St  
 Susanville CA 96130



1738-01-00-0012740-0001-0020026

Customer PO : ellisruth Order# : 104471650 Invoice# : 8187532 Account# : C825568

Item Number	Description	Color	Qty shipped	Price/UM	Extended
901-035523	Accustamp2 msg stamp-Deposit	Rdbe	1	\$10.99/each	\$10.99

Remember you can check your order status & tracking, print invoices and more in the Manage My Account section on Quill.com.

## Always Expanding Assortment.

Everything it takes for your business. Go to [Quill.com/new](http://Quill.com/new)

To help apply your payment properly, remember to include your **account #** on your check and remit your payment to the address shown below. All shipping carrier fees are covered by Quill. A handling fee may apply to small orders. See [Quill.com/shipping](http://Quill.com/shipping). Track shipments, pay invoices and view past orders at My Account on Quill.com.

Customer is responsible for collection fees, court costs and reasonable attorney fees to collect unpaid accounts

Mdse Total: \$10.99  
 Tax: \$1.38  
 Shipping: Free  
 Handling: \$7.99

Amount Due: \$20.36  
 Due Date: 08/11/2017

Payment Coupon: Please detach and enclose this portion with your payment. Please do not staple. Thank You.

Account Number: **C825568**  
 City Of Susanville Finance



Invoice Number: **8187532**  
 Invoice Date: 07/12/2017  
 Amount Due: \$20.36  
 Payable in U.S. Dollars

Payable to:

Quill Corporation  
 P.O.Box 37600  
 Philadelphia, PA 19101-0600

0011000000081875320000825568210000000020368

Place an "X" above \_\_\_\_\_ if you include any comments, suggestions and/or address changes on the back of this payment slip.

See back of receipt for your chance to win \$1000

ID #: 7L1H23KHK5T



( 530 ) 251 - 2000

MANAGER CHRIS LAU

2900 MAIN ST

SUSANVILLE CA 96130

STN 01616 OPN 005169 TEN 06 TRN 03239

GE GOL SURGE 003087837051 9.97 X

LIGHTNING 068113113164 7.97 X

LIGHTNING 068113113164 7.97 X

SUBTOTAL 25.91

TAX 1 7.250 % 1.88

TOTAL 27.79

VISA TEND 27.79

\*\*\*\* \* 4093 S

ACCOUNT #

APPROVAL # 001342

REF # 1042000314

TRANS ID - 387198844897499

VALIDATION - 8453

PAYMENT SERVICE - E

TERMINAL # SC010097

07/17/17

16:28:15

CHANGE DUE

0.00

# ITEMS SOLD 3

TCH 6802 2160 2149 7627 9279



Low Prices You Can Trust. Every Day.

07/17/17

16:28:15

\*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart pay.



### PETTY CASH REIMBURSEMENT FORM

Status:

Invoice to be Paid

Charged to City VISA Credit Card

Charged to City Wal-Mart Credit Card

Charged to Safeway Credit Card

Charged to Personal Credit Card

Paid Cash

Description:

Surge Protector & 2 charge cables - pool.

#### For Travel Expense Reimbursement Only:

Name:

Date(s):

Location:

Reason:

GL #:

Approved by: *[Signature]*

Date: 7/17/17

#### For Petty Cash Reimbursement Only:

Processed by:

Received by:

1000-452-22-4610

*Handwritten signature*

See back of receipt for your chance to win \$1000

ID #: 7L15L6KHPJV



( 530 ) 251 - 2000  
MANAGER CHRIS LAU  
2900 MAIN ST  
SUSANVILLE CA 96130

ST# 01616	OP# 005209	TE# 03	TR# 07425	
2X3 BULLETIN	003413803821			8.97 X
2X3 BULLETIN	003413803821			8.97 X
	SUBTOTAL			17.94
TAX 1	7.250 %			1.30
	TOTAL			19.24
	VISA TEND			19.24

ACCOUNT # \*\*\*\* \* 4028 S  
 APPROVAL # 054815  
 REF # 1042000314  
 TRANS ID - 307177607968545  
 VALIDATION - C5RX  
 PAYMENT SERVICE - E  
 P.O. # POOL  
 TERMINAL # SC010349

06/26/17 09:53:57  
CHANGE DUE 0.00

# ITEMS SOLD 2

TC# 7614 1369 1608 6913 5128



Low Prices You Can Trust. Every Day.

06/26/17 09:53:58

\*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart Pay.





28187:  
 Order Date : 06/02/2017  
 Ship Date : 06/07/2017  
 InvoiceDate : 06/07/2017  
 TIN : 36-2952904

P.O. Box 37600 Philadelphia, PA 19101-0600  
 Customer Service: 1-800-789-1331

*Pool*

0014988 01 MB 0.420 \*\*AUTO T5 0 1713 96130-390466 -C01-P14995-1  
 Sold To:

City Of Susanville Finance



Ship To:  
 City Of Susanville Finance

66 N Lassen St  
 Susanville CA 96130-3904

66 N Lassen St  
 Susanville CA 96130



Customer PO : hubanksstacey      Order# : 103437510      Invoice# : 7336091      Account# : C825568

Item Number	Description	Color	Qty shipped	Price/UM	Extended
901-117-3-I	Cash receipt bk 3Up triplicate		5	\$20.39/book	\$101.95

Remember you can check your order status & tracking, print invoices and more in the Manage My Account section on Quill.com.

**Always Expanding Assortment.**  
 Everything it takes for your business. Go to [Quill.com/new](http://Quill.com/new)

To help apply your payment properly, remember to include your **account #** on your check and remit your payment to the address shown below. All shipping carrier fees are covered by Quill. A handling fee may apply to small orders. See [Quill.com/shipping](http://Quill.com/shipping). Track shipments, pay invoices and view past orders at My Account on Quill.com.

Customer is responsible for collection fees, court costs and reasonable attorney fees to collect unpaid accounts

Payment Coupon: Please detach and enclose this portion with your payment. Please do not staple. Thank You.

Mdse Total: \$101.95  
 Tax: \$7.39  
 Shipping: Free

Amount Due: \$109.34  
 Due Date: 07/07/2017

Account Number: **C825568**  
 City Of Susanville Finance



Invoice Number: **7336091**  
 Invoice Date: 06/07/2017  
 Amount Due: \$109.34  
 Payable in U.S. Dollars

Payable to:

Quill Corporation  
 P.O.Box 37600  
 Philadelphia, PA 19101-0600

0011000000073360910000825568210000000109345

Place an "X" above \_\_\_\_\_ if you include any comments, suggestions and/or address changes on the back of this payment slip.

1713-01-00-0014988-0001-0023452

See back of receipt for your chance to win \$1000

ID #: 7L15PVKHHG2



( 530 ) 251 - 2000  
 MANAGER CHRIS LAU  
 2900 MAIN ST  
 SUSANVILLE CA 96130  
 ST# 01616 OP# 005052 TEN 08 TR# 01573  
 8 SCISSORS 007357716553  
 8 AT 1 FOR 3.97 31.76 X  
 CARRYBAG FEE 000000001101K 0.10 0  
 RIBBON 007963699468 1.97 X  
 RIBBON 007963699468 1.97 X  
 TC ELEC BLUE 001117950217 0.97 X  
 TC ELEC BLUE 001117950217 0.97 X  
 SUBTOTAL 37.74  
 TAX 1 7.250 2.73  
 TOTAL 40.47  
 VISA TEND 40.47  
 \*\*\*\* \*\* 4028 S

ACCOUNT #  
 APPROVAL # 060962  
 REF # 1042000314  
 TRANS ID - 587178571656767  
 VALIDATION - 5RZ6  
 PAYMENT SERVICE - E  
 TERMINAL # SC011905

06/27/17 08:52:55  
 CHANGE DUE 0.00  
 # ITEMS SOLD 13

TCH 5494 1667 1108 6619 4108



Low Prices You Can Trust. Every Day.  
 06/27/17 08:52:56  
 \*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart P  
 ay.



### PETTY CASH REIMBURSEMENT FORM

**Status:**

Invoice to be Paid

Charged to City VISA Credit Card

Charged to City Wal-Mart Credit Card

Charged to Safeway Credit Card

Charged to Personal Credit Card

Paid Cash

**Description:**

*Purchased supplies for  
 Ribbon Cutting for Honey Lake  
 Valley Community Pool*

**For Travel Expense Reimbursement Only:**

Name:

Date(s):

Location:

Reason:

GL #: *1000-452-22-4610*

Approved by:

Date:

**For Petty Cash Reimbursement Only:**

Processed by:

Received by:

1000-452-23-4580

*Hülle*

See back of receipt for your chance  
to win \$1000

ID #: 7L15T2KHHQ7



( 530 ) 251 - 2000  
MANAGER CHRIS LAU  
2900 MAIN ST  
SUSANVILLE CA 96130

ST# 01616	DP# 005215	TE# 08	TR# 01826	
EQ 1ST KIT	068113110177H		7.97	X
CASH BOX	004907402511		16.82	X
	SUBTOTAL		24.79	
TAX 1	7.250 %		1.80	
	TOTAL		26.59	
	VISA TEND		26.59	

ACCOUNT # \*\*\*\* \* 4028 S  
 APPROVAL # 036115  
 REF # 00  
 TRANS ID - 0307180002763128  
 VALIDATION - 8L6L  
 PAYMENT SERVICE - E  
 P.O. # POOL  
 TERMINAL # SC011305

06/28/17 17:04:51

CHANGE DUE 0.00

# ITEMS SOLD 2

TC# 3740 6459 6683 5761 9633



Low Prices You Can Trust. Every Day.

06/28/17 17:04:51

\*\*\*CUSTOMER COPY\*\*\*

Store receipts on your phone. Walmart P  
ay.



1000-452-22-4610

*[Handwritten signature]*

# MEMORANDUM

*City of Susanville Administration*

DATE: 7-12-17  
FROM: Ruth Ellis  
TO: Finance  
RE: Credit Card Purchase



---

On June 12, 2017 staff used the City Credit Card ending in 4028 to purchase \$35.77 in postage stamps to mail out invitations for the Ribbon Cutting for the Honey Lake Valley Community Pool. There is no receipt.

SUSANVILLE  
65 N LASSEN ST  
SUSANVILLE  
CA

96130-9998  
0576560130

07/20/2017 (800)275-8777 2:57 PM

### PETTY CASH REIMBURSEMENT FORM

Product Description	Sale Qty	Final Price
\$1 Patriotic Wave (Unit Price:\$1.00)	1	\$1.00
10c Am Clock PSA (Unit Price:\$0.10)	1	\$0.10
Penguins (Unit Price:\$0.21)	8	\$1.68
5c Towelware PSA (Unit Price:\$0.05)	6	\$0.30
Wedding Cake (Unit Price:\$0.70)	18	\$12.60
Robert Panara (Unit Price:\$0.70)	2	\$1.40
PM 3-Day (Domestic) (MYAKKA CITY, FL 34251) (Weight:2 Lb 14.70 Oz) (Expected Delivery Day) (Monday 07/24/2017) (USPS Tracking #) (9505 5100 6236 7201 0876 58)	1	\$17.15
Insurance (Up to \$50.00 included)	1	\$0.00
Affixed Postage (Affixed Amount:\$17.08)	1	(\$17.08)
Bbl Clr 16" x 9" (Unit Price:\$3.29)	1	\$3.29
<b>Total</b>		<b>\$20.44</b>
Credit Card Remitd (Card Name:VISA) (Account #:XXXXXXXXXX4093) (Approval #:094589) (Transaction #:530)		\$20.44

Includes up to \$50 insurance

\*\*\*\*\*  
BRIGHTEN SOMEONE'S MAILBOX. Greeting cards available for purchase at select Post Offices.  
\*\*\*\*\*

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit USPS.com USPS Tracking or call 1-800-222-1811.

Save this receipt as evidence of insurance. For information on filing

**Status:**

- Invoice to be Paid
- Charged to City VISA Credit Card
- Charged to City Wal-Mart Credit Card
- Charged to Safeway Credit Card
- Charged to Personal Credit Card
- Paid Cash

Description: mailed plaque  
for HLVRA for past  
member Larry Wosick

<b>For Travel Expense Reimbursement Only:</b>	
Name:	
Date(s):	
Location:	
Reason:	

GL #: \_\_\_\_\_

Approved by: [Signature]

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

<b>For Petty Cash Reimbursement Only:</b>	
Processed by:	
Received by:	



# Thank You for Your Order

A confirmation email will be sent to you at [hwhitlock@cityofsusanville.org](mailto:hwhitlock@cityofsusanville.org) with your complete order details.

If you have any questions about your order, please visit our [Help Center](#).

Order No 1: 9759413476  
Order date: August 21, 2017

You'll also find complete details of this order in the Order Status section of My Account. You can view this information 15 minutes after your order is submitted.

**Deliver to:** HLVRA c/o City of Susanville, 66 N Lassen St, Susanville, CA 96130 **Delivered By:** Tuesday, August 22

Item No.	Name	Price	Qty	Coupons & Rewards	Subtotal
828567	Staples Black Wire Mesh Letter Tray Sorter	\$35.39 Each	1.0	\$0.00	<b>Price:</b> <b>\$35.39</b>
744907	Rolodex™, Mesh Pencil Cup Organizer, Four Compartments, Steel, 9 1/3 x 4 1/2 x 4, Black, Each (1746466)	\$10.39 Each	1.0	\$0.00	<b>Price:</b> <b>\$10.39</b>
677045	Staples 3 mil Thermal Laminating Pouches, Letter Size, 50 pack	\$24.49 50/Pack	1.0	\$0.00	<b>Price:</b> <b>\$24.49</b>
483636	Expo® Dry-Erase Starter Set, Low Odor (80653)	\$8.99 Each	1.0	-\$0.99	<b>Price:</b> <b>\$8.00</b>
168497	Quartet® Basic Whiteboard, 3' x 2', Aluminum Frame (85341)	\$36.99 Each	1.0	\$0.00	<b>Price:</b> <b>\$36.99</b>
82651	1-1/2" Staples® Standard View Binder with D-Rings, Bright Green	\$4.99 Each	1.0	-\$1.20	<b>Price:</b> <b>\$3.79</b>
82652	1-1/2" Staples® Standard View Binder with D-Rings, Blue	\$4.99 Each	1.0	-\$1.20	<b>Price:</b> <b>\$3.79</b>
82649	Staples Standard 1.5-Inch D 3-Ring View Binder, Periwinkle (26441-CC)	\$4.99 Each	1.0	-\$1.20	<b>Price:</b> <b>\$3.79</b>
82648	Staples Standard 1.5-Inch D 3-Ring View Binder, Bright Orange (26442-CC)	\$4.99 Each	3.0	-\$3.60	<b>Price:</b> <b>\$11.37</b>

### Billing Address

HLVRA c/o City of Susanville  
66 N Lassen St  
Susanville, CA, 96130  
(530) 252-5106

<b>Order Subtotal (Including Coupons):</b>	<b>\$138.00</b>
<b>Shipping:</b>	<b>FREE</b>
Estimated tax:	<b>\$10.00</b>
Remaining Balance:	<b>\$148.00</b>
Remaining Balance will be applied to following:	
Visa Credit Card ending in 4028	

Hold on to your Staples Rebate Visa Cards and Prepaid Gift Cards until your order has been received

If you have any questions or concerns about your order, please call 1-800-STAPLES (1-800-782-7537) or email [support@orders.staples.com](mailto:support@orders.staples.com)

Important information concerning coupons and sales tax can be found at: [coupons and sales tax](#)

The tax shown is estimated. **Your Order Confirmation Email** will include shipment details, product availability and estimated tax.

Important information concerning return policy can be found at: [return policy](#).

For complete order details like sales tax, shipping info and Software Download instructions, keep an eye out for an email from Staples at the address above. You'll also find complete details of this order in the Order Status section of My Account. You can view this information 15 minutes after your order is submitted.

Sign up to receive Staples emails with great online and in-store offers and exclusive money-saving discounts.

This Web site is intended for use by US residents only. See International Sites. See our delivery policy for full details. Copyright 1998-2016, Staples, Inc., All Rights Reserved.

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Have a question?

Chat with a  
Staples expert

Chat Now



J.W. WOOD COMPANY, INC. (S)  
 475-555 NEMATODE WAY  
 SUSANVILLE, CA 96130

**INVOICE**

Phone 530-257-2220  
 Fax 530-257-2267

Page 1/1

**Industrial Sales Co.**  
 DIVISIONS OF J. W. WOOD CO., INC.

**Sold To**  
 CITY OF SUSANVILLE  
 66 N LASSEN STREET  
 SUSANVILLE CA 96130

**Ship To**  
 CITY OF SUSANVILLE  
 66 N LASSEN STREET  
 SUSANVILLE CA 96130

Customer # <b>SUSA300</b>	Order Date 05/17/2017	Sales Order # S097190-02	Buyer	Customer P/O # POOL/HLVRA	Ship Via Tr ST1/002	Salesman 500
Invoice # S097190-02	Invoice Date 07/27/2017	Ship Date 07/27/17	Freight Terms PREPAID& ADD	Job Number	Terms NET 30 DAYS	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	PRODUCT NUMBER	DESCRIPTION	UO	NET PRICE	EXTENSION
					***** Invoice Message ***** Quote Number QS00671 HLVRA/POOL JOB *****			
					IRRIGATION PARTS.....			
1	1	1		WAT 0555106	LEFBV-3C 1 1/2 IPS BALL VA	Ea	39.3436	\$39.34
					<b>Total: IRRIGATION PARTS.....</b>			<b>...\$39.34</b>



R SERVICE CHARGE OF 1-1/2% (18% ANNUALLY), OR THE MAXIMUM RATE ALLOWED BY LAW WILL BE ADDED TO ALL PAST DUE INVOICES. PURCHASER AGREES TO PAY ALL LEGAL FEES FOR RECOVERY OF DELINQUENT ACCOUNTS.  
 Terms & Conditions  
 NO RETURNS ON SPECIAL ORDERS. NO RETURNS AFTER 30 DAYS. RETURNS SUBJECT TO RESTOCK CHARGE.  
 CUSTOMER IS RESPONSIBLE FOR TYING DOWN ALL LOADS AND ASSUMES ALL LIABILITY AND RESPONSIBILITY.

Merchandise	39.34
Freight	0.00
Misc Charges	0.00
Sub Total	39.34
Taxable	39.34
Tax (CA5)	2.85
<b>TOTAL</b>	<b>\$42.19</b>



J.W. WOOD COMPANY, INC. (S)  
 475-555 NEMATODE WAY  
 SUSANVILLE, CA 96130

**INVOICE**

Phone 530-257-2220  
 Fax 530-257-2267

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**ADD AIR SUPPLY**

**Industrial Sales Co.**  
 DIVISIONS OF J. W. WOOD CO., INC.

**Sold To**  
 CITY OF SUSANVILLE  
 66 N LASSEN STREET  
 SUSANVILLE CA 96130

**Ship To**  
 CITY OF SUSANVILLE  
 66 N LASSEN STREET  
 SUSANVILLE CA 96130

Customer # <b>SUSA300</b>	Order Date 08/08/2017	Sales Order # S099617	Buyer	Customer P/O # <b>POOL/HLVRA</b>	Ship Via PICK UP	Salesman 500
Invoice # S099617	Invoice Date 08/08/2017	Ship Date 08/08/17	Freight Terms PREPAID& ADD	Job Number	Terms NET 30 DAYS	

LN	QNTY ORD	QNTY SHIP	QNTY B/O	PRODUCT NUMBER	DESCRIPTION	UO	NET PRICE	EXTENSION
					***** Invoice Message ***** HLVRA/POOL JOB *****			
1	1	1		LAS08-5403	SN 59" REPLACEMENT SHWR	Ea	16.3425	\$16.34

Signature Proof of Delivery:  
  
 08/08/17 09:31

R SERVICE CHARGE OF 1-1/2% (18% ANNUALLY), OR THE MAXIMUM RATE ALLOWED BY LAW WILL BE ADDED TO ALL PAST DUE INVOICES. PURCHASER AGREES TO PAY ALL LEGAL FEES FOR RECOVERY OF DELINQUENT ACCOUNTS.  
 Terms & Conditions  
 NO RETURNS ON SPECIAL ORDERS. NO RETURNS AFTER 30 DAYS. RETURNS SUBJECT TO RESTOCK CHARGE.  
 CUSTOMER IS RESPONSIBLE FOR TYING DOWN ALL LOADS AND ASSUMES ALL LIABILITY AND RESPONSIBILITY.

Merchandise	16.34
Freight	0.00
Misc Charges	0.00
Sub Total	16.34
Taxable	16.34
Tax (CA5)	1.18
<b>TOTAL</b>	<b>\$17.52</b>

Archive Copy

Pay By 09/07/2017

Writer: RF



**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** October 17, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Consider **Resolution No. 17-22**, Adoption of Amended Agreement between the Honey Lake Valley Recreation Authority and the City of Susanville.

**SUMMARY:** The Honey Lake Valley Recreation Authority, at its September 19, 2017 meeting, was presented with a request to include an overtime rate in the Agreement with the City of Susanville for individuals working at the pool for those occasions where overtime cannot be avoided. Discussion occurred and it was requested that the amended Agreement be brought back for adoption.

**FISCAL IMPACT:** Reimbursement of overtime rates as listed in Exhibit A.

**ACTION REQUESTED:** Motion to approve Resolution No. 17-22, Adoption of Amended Agreement between the Honey Lake Valley Recreation Authority and the City of Susanville.

**ATTACHMENTS:** Resolution No. 17-22  
Amended Agreement

**AGREEMENT FOR ADMINISTRATIVE AND OPERATIONAL SERVICES  
FOR THE HONEY LAKE VALLEY RECREATION AUTHORITY**

THIS AGREEMENT is entered into as of this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the CITY OF SUSANVILLE (hereinafter "CITY"), and the HONEY LAKE VALLEY RECREATION AUTHORITY (hereinafter "HLVRA"), a joint powers agency formed pursuant to the Joint Powers Exercise of Powers Act, Government Code Section §6500 et seq., by the City of Susanville and the County of Lassen.

**RECITALS**

**WHEREAS**, pursuant to Government Code Section §6500 et seq. and the Joint Powers Agreement Between the City of Susanville and the County of Lassen for the creation and operation of a Joint Powers Authority for the purpose of constructing a Community Swimming Pool (hereinafter "JPA Agreement"), HLVRA is authorized to enter into an agreement with the CITY for Management, Administrative and Operational Services; and

**WHEREAS**, on December 10, 2013, the City of Susanville began providing Management and Administrative Services to the Honey Lake Valley Recreation Authority; and

**WHEREAS**, the Honey Lake Valley Recreation Authority requested that the City of Susanville also provide operational services; and

**NOW THEREFORE**, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

**TERMS**

1. **TERM.** This Agreement shall become effective on the date it is approved by the respective agencies and shall continue until terminated by either party.

2. **MANAGEMENT, ADMINISTRATIVE AND OPERATIONAL SERVICES TO BE PROVIDED BY CITY.** CITY shall provide the following Management, Administrative and Operational Services to the HLVRA.

- a) Overseeing all aspects of the project including: planning, financing, property acquisition, site preparation, design, permitting and construction.
- b) Administer operational and governmental compliance Functions of the Authority
- c) Administer and oversee Board correspondence and reports
- d) Preparation of agendas and minute keeping
- e) Contract management
- f) Additional administrative duties as needed
- g) Hiring pool facility staff, payroll, human resources, training and operations

3. **REIMBURSEMENT RATES.** In consideration of CITY's fulfillment of the promised services, HLVRA shall reimburse CITY for personnel and direct costs incurred by CITY in providing Management, Administrative and Operational Services to the HLVRA. The hourly rates are included in "Appendix A" and

will be updated annually and becomes effective upon Board approval. Requests for reimbursement request shall not exceed the HLVRA's budget appropriation for staff services.

4. **METHOD OF REIMBURSEMENT.** Reimbursement requests for services and direct costs incurred by CITY after the execution of this Agreement shall be presented to the HLVRA Board for approval and shall include a description of time and services provided. CITY shall submit such invoices to the Board for review and approval. Such invoices shall be paid to CITY within thirty (30) days of approval.

5. **SERVICE STANDARDS.**

CITY agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which CITY is engaged. CITY shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any confidential information relative to the work of HLVRA or the operations or procedures of HLVRA without the prior written consent of HLVRA.

CITY shall make every reasonable effort to maintain the stability and continuity of CITY's staff assigned to perform the services required under this Agreement. CITY shall notify HLVRA of any changes in CITY's staff to be assigned to perform the services required under this Agreement. HLVRA reserves the right in its sole discretion to reject and request replacement of any staff assigned by the CITY to the following positions:

- a) Executive Officer
- b) Secretary
- c) Pool Director/Manager

6. **INDEPENDENT AGENCY.**

A. It is understood and agreed that CITY (including CITY's employees) is an independent agency and that no relationship of employer-employee exists between the Parties, or their employees, hereto.

B. CITY's assigned personnel shall not be entitled to any benefits payable to employees of HLVRA, and CITY shall be responsible to ensure necessary labor compliance for the provision of work under this Agreement. CITY shall provide all worker's compensation insurance coverage for all employees performing work under this Agreement. In the event an injury occurs to any employee of the CITY for which the employee or his dependents, in the event of his death, may be entitled to compensation from HLVRA under the provisions of California worker's compensation laws, for which compensation is claimed from HLVRA, such sums shall be paid directly through workers compensation coverage carried by the HLVRA.

C. HLVRA is not required to make any deductions or withholdings from the compensation payable to CITY under the provisions of the Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CITY's assigned personnel.

D. CITY shall not be liable for any worker's compensation, unemployment insurance, or disability claims, made by persons employed directly by HLVRA. CITY shall tender such claims to HLVRA promptly upon receipt. In the event any pool employees are employed by the CITY, and assigned to HLVRA

by this Agreement, HLVRA shall reimburse the City for unemployment insurance claims, if any, made by those operational employees and resulting from the pool season, and shall reimburse CITY within thirty (30) days of receipt of CITY's demand for such reimbursement.

E. CITY, in the performance of its obligations hereunder, is only subject to the control or direction of HLVRA as to the designation of tasks to be performed and the results to be accomplished.

F. Any third party person(s) employed by CITY shall be entirely and exclusively under the direction, supervision, and control of CITY.

G. CITY hereby indemnifies and holds HLVRA harmless from any and all claims that may be made against HLVRA based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

H. It is mutually agreed that all materials prepared by CITY or its employees under this Agreement shall become the property of HLVRA, and CITY shall have no property right therein whatsoever. Immediately upon termination, HLVRA shall be entitled to, and CITY shall deliver to HLVRA, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed and operational plans and documents to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by CITY in performing this Agreement which is not CITY's privileged information, as defined by law, or CITY's personnel information, along with all other property belonging exclusively to HLVRA which is in CITY's possession.

7. **ACCESS TO RECORDS/RETENTION.** All non-privileged books, documents, papers and records of HLVRA that are directly pertinent to the subject matter of this Agreement shall be available to either party for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, or duly adopted records retention schedule, CITY shall retain records until after HLVRA makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. HLVRA shall cooperate with CITY and CITY shall cooperate with HLVRA in providing all necessary data in a timely and responsive manner to comply with all reporting and record retention requirements.

8. **ASSETS.** The parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by the CITY to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by the CITY shall be the sole property of the CITY and shall remain CITY property upon the termination of this Agreement. If HLVRA purchases or otherwise acquires any personal property for use by the CITY in carrying out the duties of the CITY under this Agreement, such property shall remain the sole property of HLVRA at all times and shall be promptly returned to HLVRA by the CITY upon termination of this Agreement.

9. **INDEMNIFICATION.**

HLVRA shall hold harmless, defend and indemnify CITY from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by the HLVRA Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising in the course and scope of the employee(s) service.

CITY shall hold harmless, defend, and indemnify HLVRA from and against any and all claims, suits, actions, costs, attorney's fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of any official City duties or responsibilities other than those of the HLVRA Administrative Services staff, including, but not limited to, any actions or conduct of the employee(s) arising outside the course and scope of the employee(s) service, but within the employee's course and scope of employment with CITY.

10. **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected.

HLVRA

CITY

Honey Lake Valley Recreation Authority  
c/o City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

11. **AMENDMENT/MODIFICATION.** Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

12. **TERMINATION.** This Agreement may be terminated by either HLVRA or CITY upon ninety (90) days written notice.

13. **SEVERABILITY.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

14. **WAIVER.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or other matter.

15. **VENUE.** This Agreement shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Agreement governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Agreement shall be filed in and adjudicated by a court of competent jurisdiction in the County of Lassen, State of California.

16. **ENTIRE AGREEMENT.** This instrument and any attachments hereto constitute the entire Agreement between City and HLVRA concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

**IN WITNESS WHEREOF,** this Agreement was executed by the parties hereto as of the date first above written.

“HLVRA”  
Honey Lake Valley Recreation Authority

“CITY”  
City of Susanville

By \_\_\_\_\_

By \_\_\_\_\_

APPROVED AS TO FORM:  
HLVRA Legal Counsel

\_\_\_\_\_

APPROVED AS TO FORM:  
Susanville City Attorney

\_\_\_\_\_

Jessica Ryan

Appendix A

Management & Administrative Positions

	Actual Rate (weighted cost)
City Administrator	\$93.39 per hour
Assistant to the CA	\$56.19 per hour
Project Manager	\$46.86 per hour
City Engineer	\$73.21 per hour
City Planner	\$59.82 per hour
Parks Superintendent	\$40.95 per hour

Operational Positions

	Actual Rate (weight cost)	Newly Created Position Wage (regular rate)
Pool Director/Manager	\$ 27.48 per hour	\$18.42 /hr (range 930)
Assistant Pool Manager	\$ 21.13 per hour	\$17.10 /hr (range 927)
Head Swim Instructor	\$ 19.14 per hour	\$15.49 /hr (range 923)
Swim Instructor II	\$ 16.51 per hour	\$13.36 /hr (range 917)
Swim Instructor I	\$ 15.33 per hour	\$12.41 /hr (range 914)
Swim Instructor	\$ 14.23 per hour	\$11.52 /hr (range 911)
Head Lifeguard	\$ 18.68 per hour	\$15.12 /hr (range 922)
Life Guard II	\$ 16.10 per hour	\$13.03 /hr (range 916)
Life Guard I	\$ 14.95 per hour	\$12.10 /hr (range 913)
Life Guard	\$ 13.55 per hour	\$10.97 /hr (range 909)
Maintenance Worker Parks	\$ 12.97 per hour	

Overtime Rates (Daily/Weekly Overtime Premium)

Pool Director/Manager	\$ 27.63 per hour
Assistant Pool Manager	\$ 25.65 per hour
Head Swim Instructor	\$ 23.24 per hour
Swim Instructor II	\$ 20.04 per hour
Swim Instructor I	\$ 18.62 per hour
Swim Instructor	\$ 17.28 per hour
Head Lifeguard	\$ 22.68 per hour
Life Guard II	\$ 19.55 per hour
Life Guard I	\$ 18.15 per hour
Life Guard	\$ 16.46 per hour

**RESOLUTION NUMBER 17-22**  
**A RESOLUTION OF THE HONEY LAKE VALLEY RECREATION AUTHORITY AUTHORIZING**  
**THE AMENDMENT OF THE EXISTING AGREEMENT FOR ADMINISTRATIVE SERVICES**  
**WITH THE CITY OF SUSANVILLE TO INCLUDE OVERTIME RATES**  
**AS LISTED IN APPENDIX A.**

**WHEREAS**, the City of Susanville and Honey Lake Valley Recreation Authority entered into an agreement for Managerial, Administrative and Operational services on February 2, 2016; and

**WHEREAS**, the Honey Lake Valley Recreation Authority, at its October 17, 2017 meeting, agreed to amend the existing contract with the City to include overtime rates for pool employees as reflected in "Appendix A"; and

**NOW, THEREFORE, BE IT RESOLVED**, that the President of the Honey Lake Valley Recreation Authority is hereby authorized to sign the "Agreement for Administrative and Operational Services for the Honey Lake Valley Recreation Authority".

Approved:

\_\_\_\_\_  
Brian R. Wilson, President

The foregoing **Resolution Number 17-22** was approved and adopted at a special meeting of the Honey Lake Valley Recreation Authority held on the 17<sup>th</sup> day of October, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Attest:

\_\_\_\_\_  
Heidi Whitlock, Project Manager/Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Kronick Moskovitz Tiedemann & Girard

**Submitted By:** Heidi Whitlock, Secretary

**Action Date:** October 17, 2017

**HLVRA AGENDA ITEM**

**PRESENTED BY:** Dan Newton, Executive Officer

**SUBJECT:** Discussion regarding HLVRA Administrative Structure

**SUMMARY:** At its September 19, 2017 meeting, the Honey Lake Valley Recreation Authority Board requested an item be brought forward to discuss the future administrative structure of the HLVRA.

**FISCAL IMPACT:** Unknown at this time.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.