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**CITY OF SUSANVILLE**  
66 North Lassen Street ♦ Susanville CA  
**Brian R. Wilson, Mayor**  
**Nicholas B. McBride, Mayor pro tem**  
**Lino P. Callegari      Rod E. De Boer      Kathie Garnier**

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**April 1, 2015 \* 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 15-5157*

*Next Ordinance No. 15-1001*

- 1    **APPROVAL OF AGENDA:** (Additions and/or Deletions)
  
- 2    **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session. The City Administrator will provide an oral update on the status of any open labor negotiations.
  
- 3    **CLOSED SESSION:**
  - A    PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
    - 1    Air Pollution Control Officer
    - 2    Reserve Police Officer
    - 3    City Attorney Services
  - B    CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
    - 1    Property:                      Susanville Municipal Airport
    - Agency negotiator:        Jared G. Hancock
    - Negotiating parties:        City of Susanville: American Medflight
    - Under negotiations:        Price/Conditions/Terms of Lease/Agreement
  - C    CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
    - 1    Agency Negotiator:        Jared G. Hancock
    - Bargaining Unit:            Firefighters, Management, Miscellaneous, Public Works
  
- 4    **RETURN TO OPEN SESSION:** (recess if necessary)
  - *Reconvene in open session at 7:00 p.m.*
  - *Pledge of allegiance*
  - *Report any changes to agenda*
  - *Report any action out of Closed Session*
  - *Moment of Silence or Thought for the Day: Jared G. Hancock*
  - *Proclamations, awards or presentations by the City Council*
    1.   Appointment of Fire Chief

5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve vendor warrants numbered 93505 through 93627 for a total of \$344,611.18 including \$99,656.24 in payroll warrants
- B Consider approval of amendment to School Resource Officer agreement

7 **PUBLIC HEARINGS:**

- A Consider **Ordinance No. 15-0997** Amending the Susanville Municipal Code Title, 17 Adding Section 17.104.140 regulating the cultivation of medical marijuana: Waive first reading and introduce

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consideration of Susanville Municipal Airport Hangar #11 Purchase
- B Consider approval of contract for engineering services with NST engineering for Roop's Fort Roof Restoration project
- C Consider **Resolution No. 15-5151** authorizing execution of contract with Melton Design Group for On-Call Park Design Services
- D Consider **Resolution No. 15-5152** adopting Unclaimed Check policy for checks issued by the City
- E Consider **Resolution No. 15-5155** approving extension of performance period for Lassen National Forest Cooperative Fire Protection Agreement
- F Consider **Resolution No. 15-5156** authorizing application for Annual California Aid to Airports Program (CAAP) Grant

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

- A Fiscal Year 2015-2016 Budget Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:

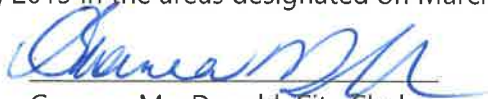
15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on April 15, 2015 at 6:00 p.m.**

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for April 1, 2015 in the areas designated on March 27, 2015.



Gwenna MacDonald, City Clerk

AGENDA ITEM NO. 6A

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated March 11<sup>th</sup> through March 25<sup>th</sup> numbered 93505 through 93627

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$244,954.94 plus \$99,656.24 in payroll warrants, for a total of \$ 344,611.18

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

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

Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
03/15	03/11/2015	93505	728	U S POSTMASTER	WATER BILLING POSTAGE	031015	1	7110-430-42-46	POSTAGE	169.40	169.40	
03/15	03/11/2015	93505	728	U S POSTMASTER	GAS BILLING POSTAGE	031015	2	7401-430-62-46	POSTAGE	87.28	87.28	
Total 031015:											256.68	256.68
Grand Totals:											256.68	256.68

Report Criteria:

Report type: GL detail  
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93506	21	AIRGAS USA, LLC	CHLORINE	9036771851	1	7110-430-42-46	SUPPLIES-GENERAL	372.97	372.97
Total 9036771851:											
03/15	03/12/2015	93507	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	835956037X03012015	1	1000-421-10-45	COMMUNICATIONS	141.62	141.62
Total 835956037X03012015:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	PHONE CARD	0057 022515	1	1000-421-10-45	INVESTIGATIVE FUNDS	29.88	29.88
Total 0057 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	TR EX 2/3/15	0364 022515	1	7620-430-10-45	TRAVEL	280.47	280.47
03/15	03/12/2015	93508	884	BANK OF AMERICA	BINDERS	0364 022515	2	7620-430-10-46	SUPPLIES-GENERAL	6.04	6.04
Total 0364 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	POSTAGE	4028 022515	1	1000-452-22-46	SUPPLIES GENERAL	12.70	12.70
03/15	03/12/2015	93508	884	BANK OF AMERICA	POSTAGE FAA ALP	4028 022515	2	7201-430-81-34	REIMBURSEMENTS	10.34	10.34
03/15	03/12/2015	93508	884	BANK OF AMERICA	HDMI CABLES FOR LAPTOP	4028 022515	3	1000-417-10-46	SUPPLIES-GENERAL	26.68	26.68
03/15	03/12/2015	93508	884	BANK OF AMERICA	CITY HALL PHONES	4028 022515	4	1000-417-10-45	COMMUNICATIONS	485.66	485.66
Total 4028 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	FILING FEES	4093 022515	1	1000-417-10-48	TAXES, FEES, PERMITS & CHA	20.00	20.00
Total 4093 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	FUEL	4119 022515	1	1000-422-10-46	GASOLINE	147.06	147.06
Total 4119 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	SIGN BATTERY	4168 022515	1	2007-431-20-46	SUPPLIES-GENERAL	146.34	146.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 4168 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	POSTAGE	1	1000-421-10-46	POSTAGE	146.34	146.34
03/15	03/12/2015	93508	884	BANK OF AMERICA	ENVELOPES	2	1000-421-10-46	SUPPLIES-GENERAL	26.85	26.85
03/15	03/12/2015	93508	884	BANK OF AMERICA	SUPPLIES	3	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	22.38	22.38
03/15	03/12/2015	93508	884	BANK OF AMERICA	PAINT SUPPLIES	4	1000-421-10-44	FACILITY - REPAIR & MAINTEN	32.24	32.24
03/15	03/12/2015	93508	884	BANK OF AMERICA	OFFICE SUPPLIES, TEST KITS	5	1000-421-10-45	INVESTIGATIVE FUNDS	3.23	3.23
03/15	03/12/2015	93508	884	BANK OF AMERICA	PAPER TOWELS	6	1000-421-10-46	SUPPLIES-JANITORIAL	121.17	121.17
03/15	03/12/2015	93508	884	BANK OF AMERICA	PEPPER SPRAY, PAINT,CASE	7	1000-421-10-47	EQUIPMENT - SAFETY	4.93	4.93
03/15	03/12/2015	93508	884	BANK OF AMERICA	PEPPER SPRAY, TAPE, STAPL	8	1000-421-10-46	SUPPLIES-SAFETY ITEMS	688.68	688.68
Total 4226 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	VIDEO	1	1000-421-10-45	INVESTIGATIVE FUNDS	1,156.11	1,156.11
Total 4291 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	CAMERA, CASE	1	1000-421-10-47	MACHINERY AND EQUIPMENT	24.08	24.08
03/15	03/12/2015	93508	884	BANK OF AMERICA	EX 2/17	2	1000-421-10-45	TRAINING	99.53	99.53
Total 4317 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	TR EX 3/4/15	1	8404-430-10-45	TRAVEL & TRAINING	464.84	464.84
03/15	03/12/2015	93508	884	BANK OF AMERICA	WEB BUILDER	2	8404-430-10-48	DUES AND MEMBERSHIPS	564.37	564.37
Total 5203 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	TR EX 2/17/15	1	7110-430-42-45	TRAVEL	101.92	101.92
03/15	03/12/2015	93508	884	BANK OF AMERICA	POWER BATTERY	2	7110-430-42-46	SUPPLIES-GENERAL	24.90	24.90
03/15	03/12/2015	93508	884	BANK OF AMERICA	MEMBERSHIP	3	7110-430-42-48	DUES AND MEMBERSHIPS	126.82	126.82
Total 5442 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	TR EX 02/02/15 SAN	1	1000-421-10-45	TRAINING	182.60	182.60
Total 6933 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	GAS DEPT. SUPPLIES	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	206.96	206.96
Total 6933 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	GAS DEPT. SUPPLIES	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	249.00	249.00
Total 6933 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	GAS DEPT. SUPPLIES	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	638.56	638.56
Total 6933 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	GAS DEPT. SUPPLIES	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	703.45	703.45
Total 6933 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	GAS DEPT. SUPPLIES	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	703.45	703.45
Total 6933 022515:										
03/15	03/12/2015	93508	884	BANK OF AMERICA	GAS DEPT. SUPPLIES	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	1,644.11	1,644.11

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93508	884	BANK OF AMERICA	MEMBERSHIP APGA	7575 022515	2	7401-430-62-48	DUES AND MEMBERSHIPS	395.00	395.00
03/15	03/12/2015	93508	884	BANK OF AMERICA	CHAIN OIL	7575 022515	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	27.39	27.39
Total 7575 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	FUEL	7979 022515	1	1000-422-10-46	GASOLINE	717.87	717.87
03/15	03/12/2015	93508	884	BANK OF AMERICA	POSTAGE	7979 022515	2	1000-422-10-46	POSTAGE	85.60	85.60
03/15	03/12/2015	93508	884	BANK OF AMERICA	CASTERS	7979 022515	3	1000-422-10-46	SUPPLIES-GENERAL	64.40	64.40
03/15	03/12/2015	93508	884	BANK OF AMERICA	CLEANING SUPPLIES	7979 022515	4	1000-422-10-46	SUPPLIES-JANITORIAL	136.96	136.96
03/15	03/12/2015	93508	884	BANK OF AMERICA	TILE SAW	7979 022515	5	2012-465-32-44	REPAIR & MAINTANENCE-FACI	91.22	91.22
Total 7979 022515:											
03/15	03/12/2015	93508	884	BANK OF AMERICA	CARWASH	9363 022515	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	8.00	8.00
03/15	03/12/2015	93508	884	BANK OF AMERICA	KEYS, BATTERIES	9363 022515	2	7620-430-10-46	SUPPLIES-GENERAL	49.90	49.90
03/15	03/12/2015	93508	884	BANK OF AMERICA	WEB BUILDER	9363 022515	3	7620-430-10-48	DUES AND MEMBERSHIPS	24.90	24.90
03/15	03/12/2015	93508	884	BANK OF AMERICA	WEB RENEWAL	9363 022515	4	7620-430-10-48	TAXES, FEES, PERMITS & CHA	37.00	37.00
03/15	03/12/2015	93508	884	BANK OF AMERICA	TR EX	9363 022515	5	7620-430-10-45	TRAVEL	428.19	428.19
03/15	03/12/2015	93508	884	BANK OF AMERICA	FUSES	9363 022515	6	7620-430-10-46	SUPPLIES-GENERAL	4.29	4.29
Total 9363 022515:											
03/15	03/12/2015	93509	76	BILLINGTON ACE HARD	DRILL BIT	323434	1	2007-431-20-46	SUPPLIES-GENERAL	552.28	552.28
Total 323434:											
03/15	03/12/2015	93509	76	BILLINGTON ACE HARD	CONCRETE MIX	323449	1	7401-430-62-46	SUPPLIES-GENERAL	62.79	62.79
Total 323449:											
03/15	03/12/2015	93509	76	BILLINGTON ACE HARD	CAULKING GUN	323478	1	2007-431-20-46	SUPPLIES-GENERAL	62.79	62.79
Total 323478:											
03/15	03/12/2015	93509	76	BILLINGTON ACE HARD	BATTERIES	323651	1	7401-430-62-46	SUPPLIES-GENERAL	386.7	386.7
Total 323651:											
03/15	03/12/2015	93509	76	BILLINGTON ACE HARD	CUT KEYS	323764	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	1.83	1.83



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 323764:											
03/15	03/12/2015	93510	8079		COMM CENTER DEP	03052015	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 03052015:											
03/15	03/12/2015	93511	8075		REFUND WATER DEPOSIT	10118950010	1	7110-2228-000	DEPOSITS-CUSTOMER	62.03	62.03
Total 10118950010:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	110 NORTH ST	110NORTH ST 030315	1	1000-452-20-44	DISPOSAL	225.99	225.99
Total 110NORTH ST 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAIN 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLC600MAIN 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 030515	1	2007-431-20-44	DISPOSAL	19.07	19.07
Total PLCBOFA 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLER 030315	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCBUEHLER 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDMNDMTN 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCDMNDMTN 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLDGE 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCELKSLDGE 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTMILL 030315	1	2007-431-20-44	DISPOSAL	19.07	19.07
Total PLCFROSTMILL 030315:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCRYOTLT 03031	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCGROCRYOTLT 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCHOTELLSN1 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KIMS KI	PLCKIMSKIT 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCKIMSKIT 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBLD 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCKNOCHBLD 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHS 030315	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCLASSENHS 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LESLIE	PLCLESJESJWRY 30515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCLESJESJWRY 30515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHRTR 030315	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCLVCHRTR 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLSNPL 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCMTLSNPL 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLPCNCERAPL 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLPCNCERAPL 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAHTRT 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total PLCSIERRAHTRT 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJRWY 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCSIERRAJRWY 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCSVILLEREAL 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPK 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCUPTOWNPK 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - US POS	PLCUSPOST 030315	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCUSPOST 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETMEM 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCVETMEM 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWLMRTBUS 030515	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCWLMRTBUS 030515:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	925 SIERRA ST	SVL15 030315	1	7401-430-62-44	DISPOSAL	161.21	161.21
Total SVL15 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	66 N LASSEN	SVL2 030315	1	1000-417-10-44	DISPOSAL	161.21	161.21
Total SVL2 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW	SVL5 030315	1	1000-452-20-44	DISPOSAL	194.03	194.03
Total SVL5 030315:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 030315	1	1000-421-10-44	DISPOSAL	97.02	97.02
Total SVL7 030315:											
03/15	03/12/2015	93512	1307	C&S WASTE SOLUTIONS	720 SOUTH ST	SVL8 030315	1	7620-430-10-44	DISPOSAL	161.21	161.21
Total SVL8 030315:											
03/15	03/12/2015	93513	115	CASELLE INC.	Software Support Agreement	63771	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 63771:											
03/15	03/12/2015	93514	118	CBC INNOVIS INC	MEMBERSHIP DUES	5061503289	1	1000-417-10-48	DUES AND MEMBERSHIPS	10.00	10.00
Total 5061503289:											
03/15	03/12/2015	93515	161	CSK AUTO INC	MEGACRIMP	2740-330769	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	64.63	64.63
Total 2740-330769:											
03/15	03/12/2015	93515	161	CSK AUTO INC	BATTERY	2740342995	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	80.29	80.29
Total 2740342995:											
03/15	03/12/2015	93515	161	CSK AUTO INC	WHEEL SEAL	2740353130	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	13.13	13.13
Total 2740353130:											
03/15	03/12/2015	93515	161	CSK AUTO INC	WHEEL BEARING	2740353166	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	14.71	14.71
Total 2740353166:											
03/15	03/12/2015	93515	161	CSK AUTO INC	RETURN WHEEL SEAL	2740353213	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.75-	8.75-
Total 2740353213:											
03/15	03/12/2015	93515	161	CSK AUTO INC	FUEL CAP	2740-356895	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	8.46	8.46

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Total 2740-356895:											
03/15	03/12/2015	93516	173	DATCO SERVICES	EMPLOYEE QTRLY SVC FEE 1/	109526	1	1000-416-10-43	TECHNICAL SVCS	609.00	609.00
Total 109526:											
03/15	03/12/2015	93516	173	DATCO SERVICES	SUBSTANCE TEST -12/15/14	25721645	1	1000-416-10-43	TECHNICAL SVCS	52.00	52.00
Total 25721645:											
03/15	03/12/2015	93517	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	086197	1	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
Total 086197:											
03/15	03/12/2015	93518	194	DIAMOND SAW SHOP IN	CARBURATOR	13401	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	58.31	58.31
Total 13401:											
03/15	03/12/2015	93519	8072		REFUND WATER	10117950006	1	7110-2228-000	DEPOSITS-CUSTOMER	39.53	39.53
Total 10117950006:											
03/15	03/12/2015	93520	219	ED STAUB & SONS PETR	1400 DIESEL/TANK DECONTAM	1265080	1	1000-1410-001	INVENTORIES-GASOLINE	2,693.10	2,693.10
03/15	03/12/2015	93520	219	ED STAUB & SONS PETR	1400 DIESEL/TANK DECONTAM	1265080	2	7620-430-10-44	REPAIR AND MAINTENANCE-MI	1,714.32	1,714.32
Total 1265080:											
03/15	03/12/2015	93520	219	ED STAUB & SONS PETR	6300 GAL UNLEADED	1269373	1	1000-1410-001	INVENTORIES-GASOLINE	15,698.00	15,698.00
Total 1269373:											
03/15	03/12/2015	93520	219	ED STAUB & SONS PETR	6317 GAL UNLEADED DIFF PO#	12693731	1	1000-1410-001	INVENTORIES-GASOLINE	365.22	365.22
Total 12693731:											
03/15	03/12/2015	93520	219	ED STAUB & SONS PETR	687.3 UNLEADED SOUTH ST	S194013	1	1000-1410-001	INVENTORIES-GASOLINE	1,751.36	1,751.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total S194013:											
03/15	03/12/2015	93521	238	FASTENAL COMPANY	CONNECTOR	63034	1	7110-430-42-46	SUPPLIES-GENERAL	17.71	17.71
Total 63034:											
03/15	03/12/2015	93521	238	FASTENAL COMPANY	WASHER	63397	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.28	1.28
Total 63397:											
03/15	03/12/2015	93522	241	FEATHER PUBLISHING C	PO #7678	03032015	1	1000-416-10-45	ADVERTISING	75.95	75.95
Total 03032015:											
03/15	03/12/2015	93522	241	FEATHER PUBLISHING C	PO #7675	03032015 7675	1	1000-416-10-45	ADVERTISING	95.55	95.55
Total 03032015 7675:											
03/15	03/12/2015	93522	241	FEATHER PUBLISHING C	PANDA EXPRESS DRIVE THRU	0303215	1	1000-419-10-45	ADVERTISING	34.30	34.30
03/15	03/12/2015	93522	241	FEATHER PUBLISHING C	THRIFT STORE	0303215	2	1000-419-10-45	ADVERTISING	39.20	39.20
Total 0303215:											
03/15	03/12/2015	93522	241	FEATHER PUBLISHING C	POOL DESIGN PO7663	1053954	1	1000-452-22-45	ADVERTISING	154.35	154.35
Total 1053954:											
03/15	03/12/2015	93523	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	571094A	1	7110-430-42-43	TECHNICAL SVCS	27.00	27.00
Total 571094A:											
03/15	03/12/2015	93523	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	571095A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 571095A:											
03/15	03/12/2015	93524	257	FOREST OFFICE EQUIP	COPY PAPER P/W	10359	1	7620-430-10-46	SUPPLIES-GENERAL	236.50	236.50

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Total 10359:											
03/15	03/12/2015	93524	257	FOREST OFFICE EQUIP	MONTHLY MAINT. FOLDING MA	CC6191	1	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
03/15	03/12/2015	93524	257	FOREST OFFICE EQUIP	MONTHLY MAINT. FOLDING MA	CC6191	2	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC6191:											
03/15	03/12/2015	93525	265	FRONTIER	257-1000 DSL SERVICE	1000 030515	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
03/15	03/12/2015	93525	265	FRONTIER	257-1000 ADMIN FAX	1000 030515	2	1000-413-20-45	COMMUNICATIONS	.03	.03
03/15	03/12/2015	93525	265	FRONTIER	257-1000 CITY CLERK FAX	1000 030515	3	1000-411-40-45	COMMUNICATIONS	.02	.02
03/15	03/12/2015	93525	265	FRONTIER	257-1000 ADMIN	1000 030515	4	1000-413-20-45	COMMUNICATIONS	1.65	1.65
03/15	03/12/2015	93525	265	FRONTIER	257-1000 CITY CLERK	1000 030515	5	1000-411-40-45	COMMUNICATIONS	1.11	1.11
03/15	03/12/2015	93525	265	FRONTIER	257-1000 FINANCE	1000 030515	6	1000-415-10-45	COMMUNICATIONS	1.11	1.11
03/15	03/12/2015	93525	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 030515	7	1000-419-10-45	COMMUNICATIONS	1.11	1.11
03/15	03/12/2015	93525	265	FRONTIER	257-1000 CITY HALL	1000 030515	8	1000-417-10-45	COMMUNICATIONS	258.73	258.73
03/15	03/12/2015	93525	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 030515	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
03/15	03/12/2015	93525	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 030515	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15
Total 1000 030515:											
03/15	03/12/2015	93525	265	FRONTIER	257-1033 PARKS	1033 030515	1	1000-452-20-45	COMMUNICATIONS	229.17	229.17
Total 1033 030515:											
03/15	03/12/2015	93525	265	FRONTIER	257-1041 PAW ADMIN	1041 030515	1	7620-430-10-45	COMMUNICATIONS	285.29	285.29
Total 1041 030515:											
03/15	03/12/2015	93525	265	FRONTIER	257-1051 PAW STREETS	1051 030515	1	7620-430-10-45	COMMUNICATIONS	75.52	75.52
Total 1051 030515:											
03/15	03/12/2015	93525	265	FRONTIER	257-2520 GOLF COURSE	2520 030115	1	7530-451-52-45	COMMUNICATIONS	341.50	341.50
Total 2520 030115:											
03/15	03/12/2015	93525	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 030515	1	1000-417-10-45	COMMUNICATIONS	62.61	62.61

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 2960 030515:											
03/15	03/12/2015	93526	1424	GREEN DOT TRANSPOR	PROFESSIONAL SER 02/24/15	196	1	2007-431-27-43	PROFESSIONAL SERVICES	720.00	720.00
Total 196:											
03/15	03/12/2015	93527	7605		GAS OVERPAYMENT	10213000006	1	9999-1001-001	CASH CLEARING - UTILITIES	30.65	30.65
Total 10213000006:											
03/15	03/12/2015	93528	8077		REFUND GAS DEPOSIT	10227500010	1	7401-2228-000	DEPOSITS-CUSTOMER	19.70	19.70
Total 10227500010:											
03/15	03/12/2015	93529	1380	HAUGE BRUECK ASSOCI	SUSAN RIVER TRAIL PROJECT	140073	1	2007-431-34-43	PROFESSIONAL SERVICES	15,259.25	15,259.25
Total 140073:											
03/15	03/12/2015	93530	1038	HELENA CHEMICAL COM	MILESTONE	98309220	1	7201-430-81-46	SUPPLIES - GENERAL	491.33	491.33
Total 98309220:											
03/15	03/12/2015	93531	312	HISTORIC USA	2/15 COLLECTIONS, NET	03112015	1	8401-2228-000	DEPOSITS PAYABLE	83.13	83.13
03/15	03/12/2015	93531	312	HISTORIC USA	5%FEE 2/15 COLLECTIONS	03112015	2	8401-2228-000	DEPOSITS PAYABLE	4.37	4.37
03/15	03/12/2015	93531	312	HISTORIC USA	5%FEE 2/15 COLLECTIONS	03112015	3	1000-415-10-34	REIMBURSEMENTS (HUSALAF	4.37-	4.37-
Total 03112015:											
03/15	03/12/2015	93532	1362	IRON MOUNTAIN INFO. M	SHREDDING P/D	LEG3551	1	1000-421-10-44	DISPOSAL	51.50	51.50
Total LEG3551:											
03/15	03/12/2015	93533	335	J.W. WOOD CO INC	NIPPLES	S077313-1	1	7110-430-42-46	SUPPLIES-GENERAL	37.45	37.45
Total S077313-1:											
03/15	03/12/2015	93533	335	J.W. WOOD CO INC	SIGHT GLASSES	S078375	1	7401-430-62-46	SUPPLIES-GENERAL	52.83	52.83



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total S078375:											
03/15	03/12/2015	93533	335	J.W. WOOD CO INC	DUCT TAPE, STRAP	S079091	1	7620-430-10-46	SUPPLIES-GENERAL	52.83	52.83
Total S079091:											
03/15	03/12/2015	93534	8078		REFUND GAS DEPOSIT	10311050123	1	7401-2228-000	DEPOSITS-CUSTOMER	120.91	120.91
Total 10311050123:											
03/15	03/12/2015	93535	911	JOHNSTONE SUPPLY	DRAFT INDUCER	415S1999741001	1	7401-430-62-46	SUPPLIES-GENERAL	245.53	245.53
Total 415S1999741001:											
03/15	03/12/2015	93536	8071		REFUND GAS	10526770007	1	7401-2228-000	DEPOSITS-CUSTOMER	179.26	179.26
Total 10526770007:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	O RINGS	208336	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	.84	.84
Total 208336:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	WATER GASKET	214010	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	5.04	5.04
Total 214010:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	OIL FILTERS	215403	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.18	10.18
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	OIL FILTERS	215403	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.70	12.70
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	OIL FILTERS	215403	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	111.38	111.38
Total 215403:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	BREATHER, WRENCH, TRANS.	215791	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	48.33	48.33
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	BREATHER, WRENCH, TRANS.	215791	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	9.02	9.02
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	BREATHER, WRENCH, TRANS.	215791	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.02	9.02
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	BREATHER, WRENCH, TRANS.	215791	4	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.01	9.01

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 215791:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	ROTOR, BRAKES, CALIPER	215885	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	366.58	366.58
Total 215885:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	WHEEL BEARING, SEAL	216032	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	49.99	49.99
Total 216032:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	CORE DEPOSIT	216077	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	101.52	101.52
Total 216077:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	HYD OIL	216454	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	56.48	56.48
Total 216454:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	CLUTCH KIT	216469	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	564.62	564.62
Total 216469:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	COVERALLS, PLIERS	216531	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	11.28	11.28
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	COVERALLS, PLIERS	216531	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.28	11.28
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	COVERALLS, PLIERS	216531	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	11.27	11.27
Total 216531:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	ABRASIVE WHEEL	216881	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.16	5.16
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	ABRASIVE WHEEL	216881	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.16	5.16
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	ABRASIVE WHEEL	216881	3	71110-430-42-44	REPAIR AND MAINTENANCE-V	5.15	5.15
Total 216881:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	216972	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	108.25	108.25
Total 216972:											

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03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	TANK CAP	217275	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	36.00	36.00
Total 217275:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	HOSE END	217297	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	20.43	20.43
Total 217297:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	CONNECTOR	217351	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.09	4.09
Total 217351:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	STARTER, CORE DEPOSIT	217366	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	184.28	184.28
Total 217366:											
03/15	03/12/2015	93537	411	LASSEN MOTOR PARTS	CORE DEPOSIT REFUND	217394	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	53.21-	53.21-
Total 217394:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	730604	1	2007-431-20-44	DISPOSAL	2.18	2.18
Total 730604:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731441	1	2007-431-20-44	DISPOSAL	26.28	26.28
Total 731441:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731555	1	2007-431-20-44	DISPOSAL	8.20	8.20
Total 731555:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731595	1	2007-431-20-44	DISPOSAL	9.38	9.38
Total 731595:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731605	1	2007-431-20-44	DISPOSAL	5.76	5.76

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Total 731605:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731616	1	2007-431-20-44	DISPOSAL	19.00	19.00
Total 731616:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731652	1	2007-431-20-44	DISPOSAL	19.00	19.00
Total 731652:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731668	1	2007-431-20-44	DISPOSAL	19.00	19.00
Total 731668:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	731694	1	2007-431-20-44	DISPOSAL	19.00	19.00
Total 731694:											
03/15	03/12/2015	93538	412	LASSEN REGIONAL SOLI	DUMP FEES	732070	1	2007-431-20-44	DISPOSAL	7.96	7.96
Total 732070:											
03/15	03/12/2015	93539	413	LASSEN TIRE	1 FLAT REPAIR #84	47021	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	20.00	20.00
Total 47021:											
03/15	03/12/2015	93540	413	SUSANVILLE TOWING	#91 OIL & FILTER	50877	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	66.94	66.94
Total 50877:											
03/15	03/12/2015	93540	413	SUSANVILLE TOWING	#85 OIL & FILTER	51010	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	62.04	62.04
Total 51010:											
03/15	03/12/2015	93540	413	SUSANVILLE TOWING	#80 OIL & FILTER	51029	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	59.87	59.87
Total 51029:											

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03/15	03/12/2015	93541	425	LES SCHWAB TIRE CENT	FLAT REPAIR	60400105571	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	69.00	69.00
Total 60400105571:											
03/15	03/12/2015	93542	432	LEXIS NEXIS	ELECTRONIC A/P LIBRARY SVC	69079900	1	8404-430-10-46	BOOKS AND PERIODICALS	42.40	42.40
Total 69079900:											
03/15	03/12/2015	93543	437	LMUD	LASSEN COLLEGE WELL #5	120270 022715	1	7110-430-42-46	ELECTRICITY	30.83	30.83
Total 120270 022715:											
03/15	03/12/2015	93543	437	LMUD	STREET LIGHTS	14039 030515	1	2007-431-60-46	ELECTRICITY	186.94	186.94
Total 14039 030515:											
03/15	03/12/2015	93543	437	LMUD	STREET LIGHTS	14041 030515	1	2007-431-60-46	ELECTRICITY	3,385.45	3,385.45
Total 14041 030515:											
03/15	03/12/2015	93543	437	LMUD	SOUTH ST - PUBLIC WORKS O	14590 022715	1	7620-430-10-46	ELECTRICITY	580.42	580.42
Total 14590 022715:											
03/15	03/12/2015	93543	437	LMUD	RIVERSIDE PARK	1999 022715	1	1000-452-20-46	ELECTRICITY	35.71	35.71
Total 1999 022715:											
03/15	03/12/2015	93543	437	LMUD	S GAY ST	24323 030515	1	2007-431-60-46	ELECTRICITY	32.10	32.10
Total 24323 030515:											
03/15	03/12/2015	93543	437	LMUD	66 N LASSEN STREET	2466 030515	1	1000-417-10-46	ELECTRICITY	479.23	479.23
Total 2466 030515:											
03/15	03/12/2015	93543	437	LMUD	N WEATHERLOW ST TENNIS S	24661 030515	1	1000-452-20-46	ELECTRICITY	14.00	14.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 24661 030515:											
03/15	03/12/2015	93543	437	LMUD	STREET LIGHTS	2467 030515	1	2007-431-60-46	ELECTRICITY	14.00	14.00
Total 2467 030515:											
03/15	03/12/2015	93543	437	LMUD	CADY SPRINGS	26784 022715	1	7110-430-42-46	ELECTRICITY	1,522.36	1,522.36
Total 26784 022715:											
03/15	03/12/2015	93543	437	LMUD	65 N WEATHERLOW ST PARK	2865 030515	1	1000-452-20-46	ELECTRICITY	31.26	31.26
Total 2865 030515:											
03/15	03/12/2015	93543	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 030515	1	1000-451-80-46	ELECTRICITY	89.90	89.90
Total 2866 030515:											
03/15	03/12/2015	93543	437	LMUD	65 N WEATHERLOW ST COMM	2867 030515	1	1000-452-20-46	ELECTRICITY	24.06	24.06
Total 2867 030515:											
03/15	03/12/2015	93543	437	LMUD	N WEATHERLOW ST TENNIS C	2870 030515	1	1000-452-20-46	ELECTRICITY	38.83	38.83
Total 2870 030515:											
03/15	03/12/2015	93543	437	LMUD	NORTH ST BASEBALL PARK M	2873 030515	1	1000-452-20-46	ELECTRICITY	30.27	30.27
Total 2873 030515:											
03/15	03/12/2015	93543	437	LMUD	HARRIS DR & HWY 36	30658 030515	1	7110-430-42-46	ELECTRICITY	34.62	34.62
Total 30658 030515:											
03/15	03/12/2015	93543	437	LMUD	RICHMOND RD BRIDGE	35094 022715	1	2007-431-60-46	ELECTRICITY	221.63	221.63
Total 35094 022715:											
										233.12	233.12
										233.12	233.12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93543	437	LMUD	720 SOUTH ST TANK	38646 022715	1	7620-430-10-46	ELECTRICITY	94.81	94.81
Total 38646 022715:											
03/15	03/12/2015	93543	437	LMUD	UPTOWN DECORATIVE LIGHTS	43511 030515	1	2007-431-60-46	ELECTRICITY	210.27	210.27
Total 43511 030515:											
03/15	03/12/2015	93543	437	LMUD	115 N WEATHERLOW ST	43866 030515	1	1000-451-80-46	ELECTRICITY	56.65	56.65
Total 43866 030515:											
03/15	03/12/2015	93543	437	LMUD	N PINE & COOK - SCADA	44153 030515	1	7110-430-42-46	ELECTRICITY	19.47	19.47
Total 44153 030515:											
03/15	03/12/2015	93543	437	LMUD	QUARRY ST STREET LIGHTS	49500 030515	1	2007-431-60-46	ELECTRICITY	56.93	56.93
Total 49500 030515:											
03/15	03/12/2015	93543	437	LMUD	MAIN & FOSS SIGNAL LIGHT	49501 030515	1	2007-431-60-46	ELECTRICITY	169.20	169.20
Total 49501 030515:											
03/15	03/12/2015	93543	437	LMUD	SPRING RIDGE BOOSTER	55754 022715	1	7110-430-42-46	ELECTRICITY	264.28	264.28
Total 55754 022715:											
03/15	03/12/2015	93543	437	LMUD	NORTH ST BASEBALL PARK M	9283 030515	1	1000-452-20-46	ELECTRICITY	86.95	86.95
Total 9283 030515:											
03/15	03/12/2015	93543	437	LMUD	GEOHERMAL PUMP #1	9297 030515	1	7301-430-52-46	ELECTRICITY	1,549.68	1,549.68
Total 9297 030515:											
03/15	03/12/2015	93543	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 030515	1	1000-466-30-46	ELECTRICITY	14.00	14.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 94811 030515:											
03/15	03/12/2015	93543	437	LMUD	RIVERSIDE PARK LIGHT	9501 022715	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 9501 022715:											
03/15	03/12/2015	93543	437	LMUD	GEOTHERMAL PUMP #2	9503 022715	1	7301-430-52-46	ELECTRICITY	31.26	31.26
Total 9503 022715:											
03/15	03/12/2015	93543	437	LMUD	GEOTHERMAL HOSPITAL LANE	9963 022715	1	7301-430-52-46	ELECTRICITY	14.00	14.00
Total 9963 022715:											
03/15	03/12/2015	93544	975		RETURN ASPHALT DEP 150 RU	031015	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,000.00	1,000.00
Total 031015:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/24/15	250259495	1	7620-430-10-44	LINEN SERVICE	61.53	61.53
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/24/15	250259495	2	7620-430-10-46	SUPPLIES-JANITORIAL	54.82	54.82
Total 250259495:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	WATER LINEN SER 3/10/15	250260686	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 250260686:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	STREET LINEN SER 3/10/15	250260687	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 250260687:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	720 SOUTH ST 3/10/15	250260688	1	7620-430-10-46	SUPPLIES-JANITORIAL	55.57	55.57
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	720 SOUTH ST 3/10/15	250260688	2	7620-430-10-44	LINEN SERVICE	62.05	62.05
Total 250260688:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	PARKS LINEN SER 3/10/15	250260689	1	1000-452-20-44	LINEN SERVICES	12.83	12.83



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 250260689:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	GAS LINEN SER 3/10/15	250260690	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 250260690:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	inv 49825 paid 2x's	49825-1CR	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 49825-1CR:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/10/15	D250258237	1	7620-430-10-44	LINEN SERVICE	29.56	29.56
Total D250258237:											
03/15	03/12/2015	93545	481	MISSION LINEN & UNIFO	WATER LINEN SER 2/10/15	S250258238	1	7110-430-42-44	LINEN SERVICE	18.69	18.69
Total S250258238:											
03/15	03/12/2015	93546	8074		REFUND GAS OVERPAYMENT	10232700022	1	9999-1001-001	CASH CLEARING - UTILITIES	129.82	129.82
Total 10232700022:											
03/15	03/12/2015	93547	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 11	614760	1	7401-430-62-43	TECHNICAL SVCS	52.80	52.80
03/15	03/12/2015	93547	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 11	614760	2	7110-430-42-43	TECHNICAL SVCS	52.80	52.80
Total 614760:											
03/15	03/12/2015	93547	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 2/	631115	1	7401-430-62-43	TECHNICAL SVCS	142.77	142.77
03/15	03/12/2015	93547	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 2/	631115	2	7110-430-42-43	TECHNICAL SVCS	142.77	142.77
Total 631115:											
03/15	03/12/2015	93547	1228	ONLINE INFORMATION S	INVOICE PAID 2X'S ADJUSTME	CREDIT	1	7110-430-42-43	TECHNICAL SVCS	42.02-	42.02-
03/15	03/12/2015	93547	1228	ONLINE INFORMATION S	INVOICE PAID 2X'S ADJUSTME	CREDIT	2	7401-430-62-43	TECHNICAL SVCS	42.03-	42.03-
Total CREDIT:											
03/15	03/12/2015	93548	543	PAK N SHIP	SHIPPING PW	1030	1	7401-430-62-46	POSTAGE	82.10	82.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1030:											
03/15	03/12/2015	93548	543	PAK N SHIP	SHIPPING PW	1235	1	7401-430-62-46	POSTAGE	82.10	82.10
Total 1235:											
03/15	03/12/2015	93549	546	PAYLESS BUILDING SUP	REPAIR FENCE	2465911	1	2007-431-20-46	SUPPLIES-GENERAL	33.55	33.55
Total 2465911:											
03/15	03/12/2015	93549	546	PAYLESS BUILDING SUP	BOARDS	2466168	1	7401-430-62-46	SUPPLIES-GENERAL	4.78	4.78
Total 2466168:											
03/15	03/12/2015	93550	546	PAYLESS BUILDING SUP	CONCRETE	2466183	1	7110-430-42-46	SUPPLIES-GENERAL	28.06	28.06
Total 2466183:											
03/15	03/12/2015	93550	563	POULSEN WELDING SHO	4X4 ANGLES	2697	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	32.79	32.79
Total 2697:											
03/15	03/12/2015	93551	572	QUILL CORPORATION	FEBREZE, PENS, BINDERS	1823105	1	7620-430-10-46	SUPPLIES-GENERAL	56.89	56.89
Total 1823105:											
03/15	03/12/2015	93551	572	QUILL CORPORATION	DIVIDERS	1832138	1	7620-430-10-46	SUPPLIES-GENERAL	17.17	17.17
Total 1832138:											
03/15	03/12/2015	93551	572	QUILL CORPORATION	LABELS	1867139	1	7620-430-10-46	SUPPLIES-GENERAL	19.33	19.33
Total 1867139:											
03/15	03/12/2015	93551	572	QUILL CORPORATION	HI LITER	1903044	1	7620-430-10-46	SUPPLIES-GENERAL	15.57	15.57
Total 1903044:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93551	572	QUILL CORPORATION	TABS	1987159	1	1000-415-10-46	SUPPLIES-GENERAL	72.96	72.96
Total 1987159:											
03/15	03/12/2015	93551	572	QUILL CORPORATION	STAPLES	1995751	1	1000-415-10-46	SUPPLIES-GENERAL	16.75	16.75
Total 1995751:											
03/15	03/12/2015	93552	5541		REFUND GAS OVERPAYMENT	10119400214	1	9999-1001-001	CASH CLEARING - UTILITIES	3.16	3.16
Total 10119400214:											
03/15	03/12/2015	93553	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-4/1	858214	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	282.90	282.90
03/15	03/12/2015	93553	582	RAY MORGAN CO INC	P/D COPIER 4/15	858214	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	132.43	132.43
Total 858214:											
03/15	03/12/2015	93554	5199		REFUND WATER OVERPAYME	10236100009	1	9999-1001-001	CASH CLEARING - UTILITIES	2.29	2.29
Total 10236100009:											
03/15	03/12/2015	93555	1076	SIERRA COFFEE AND BE	PW WATER SERVICE 3/4/15	43582	1	7620-430-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 43582:											
03/15	03/12/2015	93555	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 03/11/2015	43672	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 43672:											
03/15	03/12/2015	93556	1065		REFUND WATER OVERPAYEM	10128950004-1	1	9999-1001-001	CASH CLEARING - UTILITIES	77.57	77.57
Total 10128950004-1:											
03/15	03/12/2015	93557	8070		WATER REFUND	10315450006	1	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
Total 10315450006:											
03/15	03/12/2015	93558	8080		REFUND GAS OVERPAYMENT	10121980000	1	9999-1001-001	CASH CLEARING - UTILITIES	7.00	7.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 10121980000:											
03/15	03/12/2015	93559	6285		REFUND GAS OVERPAYMENT	10108450013	1	9999-1001-001	CASH CLEARING - UTILITIES	7.00	7.00
Total 10108450013:											
03/15	03/12/2015	93560	677	SUSANVILLE SANITARY	720 SOUTH ST - CITY SHOP	3203 030115	1	7620-430-10-44	SEWER	42.80	42.80
Total 3203 030115:											
03/15	03/12/2015	93561	1023	TALIA, PETER M.	CITY ATTORNEY 030215	030215	1	1000-412-10-43	PROFESSIONAL SVCS	262.50	262.50
Total 030215:											
03/15	03/12/2015	93562	966	TURF STAR, INC.	TRANSFORMER FOR IRRIGATI	6886173	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	440.13	440.13
Total 6886173:											
03/15	03/12/2015	93563	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 03/15	273591529	1	1000-421-10-47	MACHINERY AND EQUIPMENT	871.56	871.56
Total 273591529:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	PIPE	66143086	1	7401-430-62-46	SUPPLIES-GENERAL	1,442.78	1,442.78
Total 66143086:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	SUPPLY FOR GAS	66150119	1	7401-430-62-46	SUPPLIES-GENERAL	43.92	43.92
Total 66150119:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	PILOT ASSEMBLY	66150150	1	7401-430-62-46	SUPPLIES-GENERAL	33.54	33.54
Total 66150150:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	RINGS	66158048	1	7110-430-42-46	SUPPLIES-GENERAL	49.63	49.63
Total 66158048:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	METER BOX WITH LID	66162343	1	7110-430-42-46	SUPPLIES-GENERAL	67.69	67.69
Total 66162343:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	STRAP, WRENCH	66162373	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	154.74	154.74
Total 66162373:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	CAP	66164341	1	7401-430-62-46	SUPPLIES-GENERAL	94.54	94.54
Total 66164341:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	PRESSURE SWITCH	66165454	1	7401-430-62-46	SUPPLIES-GENERAL	80.26	80.26
Total 66165454:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	MOTOR	66167050	1	7401-430-62-46	SUPPLIES-GENERAL	200.18	200.18
Total 66167050:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	TEFLON TAPE	66168083	1	7401-430-62-46	SUPPLIES-GENERAL	67.30	67.30
Total 66168083:											
03/15	03/12/2015	93564	770	WESTERN NEVADA SUP	GASKETS	66169452	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	2.90	2.90
Total 66169452:											
03/15	03/12/2015	93565	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	A-44325	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-44325:											
03/15	03/12/2015	93565	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 0	A-44335	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-44335:											
03/15	03/12/2015	93565	1198	WESTWOOD SANITATIO	PORTABLE TOILET-OLD CLUBH	A-44349	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total A-44349:											
03/15	03/12/2015	93566	8076		REFUND WATER DEPOSIT	10421550004	1	7110-2228-000	DEPOSITS-CUSTOMER	28.18	28.18
Total 10421550004:											
03/15	03/12/2015	93567	8073		REFUND GAS OVERPAYMENT	10125760007	1	9999-1001-001	CASH CLEARING - UTILITIES	43.38	43.38
Total 10125760007:											
Grand Totals:										73,567.17	73,567.17

Report Criteria:

Report type: GL detail  
 Check Voided = False

Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/13/2015	93568	550	PETTY CASH	PETTY CASH - GOLF COURSE	031315	1	7530-1012-004	PETTY CASH - GOLF COURSE	400.00	400.00
Total 031315:											400.00
Grand Totals:											400.00

Report Criteria:  
 Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
03/13/2015	CDPT	03/17/2015	365	CITY OF SUSANVILLE PA	1	7650-2203-1	6,119.95-
03/13/2015	CDPT	03/17/2015	365	CITY OF SUSANVILLE PA	1	7650-2203-1	6,119.95-
03/13/2015	CDPT	03/17/2015	365	CITY OF SUSANVILLE PA	1	7650-2203-1	2,015.45-
03/13/2015	CDPT	03/17/2015	365	CITY OF SUSANVILLE PA	1	7650-2203-1	2,015.45-
03/13/2015	CDPT	03/17/2015	365	CITY OF SUSANVILLE PA	1	7650-2203-1	15,125.01-
03/13/2015	CDPT	03/17/2015	366	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,318.49-
03/13/2015	CDPT	03/17/2015	367	EMPLOYMENT DEV DEP	7	7650-2203-1	1,163.16-
02/27/2015	CDPT	03/17/2015	368	LABORERS TRUST FUND	9	7650-2203-1	997.50-
03/13/2015	CDPT	03/17/2015	368	LABORERS TRUST FUND	9	7650-2203-1	1,137.50-
03/13/2015	CDPT	03/17/2015	368	LABORERS TRUST FUND	9	7650-2203-1	71,562.00-
03/13/2015	CDPT	03/17/2015	368	LABORERS TRUST FUND	9	7650-2203-1	15.00-
02/27/2015	CDPT	03/18/2015	93576	AFLAC	14	8403-2239-0	535.33-
02/27/2015	CDPT	03/18/2015	93576	AFLAC	14	7650-2203-0	132.85-
03/13/2015	CDPT	03/18/2015	93576	AFLAC	14	8403-2239-0	535.33-
03/13/2015	CDPT	03/18/2015	93576	AFLAC	14	7650-2203-0	132.85-
03/13/2015	CDPT	03/18/2015	93577	CA STATE DISBURSEME	26	7650-2203-0	184.61-
03/13/2015	CDPT	03/18/2015	93578	CA STATE DISBURSEME	35	7650-2203-0	155.07-
03/13/2015	CDPT	03/18/2015	93579	CA STATE DISBURSEME	36	7650-2203-0	330.92-
03/13/2015	CDPT	03/18/2015	93580	CA STATE DISBURSEME	37	7650-2203-0	69.23-
02/27/2015	CDPT	03/18/2015	93581	GOLDEN ONE CREDIT U	12	7650-2203-0	592.50-
03/13/2015	CDPT	03/18/2015	93581	GOLDEN ONE CREDIT U	12	7650-2203-0	592.50-
03/13/2015	CDPT	03/18/2015	93582	JEFFERSON PILOT FINA	22	7650-2203-1	154.37-
03/13/2015	CDPT	03/18/2015	93582	JEFFERSON PILOT FINA	22	7650-2203-1	183.31-
03/13/2015	CDPT	03/18/2015	93583	NATIONWIDE RETIREME	5	7650-2203-0	575.00-
02/27/2015	CDPT	03/18/2015	93584	NEW IMAGE RACQUETB	30	7650-2203-0	127.50-
03/13/2015	CDPT	03/18/2015	93584	NEW IMAGE RACQUETB	30	7650-2203-0	127.50-
02/27/2015	CDPT	03/18/2015	93585	OPERATING ENGINEERS	11	7650-2203-0	699.50-
03/13/2015	CDPT	03/18/2015	93585	OPERATING ENGINEERS	11	7650-2203-0	699.50-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	9,245.12-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	2,039.63-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	6,087.94-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	2,962.06-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	145.04-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	124.39-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	1,031.08-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	1,031.08-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	1,019.14-
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03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	301.27-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	301.27-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	17.00-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	4,238.97-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	929.80-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	2,626.60-
03/13/2015	CDPT	03/18/2015	93586	P.E.R.S.	8	7650-2203-1	32.00-
02/27/2015	CDPT	03/18/2015	93587	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.96-
03/13/2015	CDPT	03/18/2015	93587	PRE-PAID LEGAL SERVI	13	7650-2203-0	15.94-
03/13/2015	CDPT	03/18/2015	93588	STATE OF CALIF FRAN T	27	7650-2203-0	371.74-
03/13/2015	CDPT	03/18/2015	93589	STATE OF CALIFORNIA F	39	7650-2203-0	179.96-
02/27/2015	CDPT	03/18/2015	93590	UPEC, LOCAL 792	10	7650-2203-1	21.25-
03/13/2015	CDPT	03/18/2015	93590	UPEC, LOCAL 792	10	7650-2203-1	21.25-
03/13/2015	CDPT	03/18/2015	93590	UPEC, LOCAL 792	10	7650-2203-1	2,040.00-
03/13/2015	CDPT	03/18/2015	93591	VALIC	4	7650-2203-0	1,923.78-



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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
Grand Totals:			<u>53</u>				<u>154,158.74-</u>

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Report Criteria:

Transmittal checks included

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Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
03/15	03/18/2015	93593	728	U S POSTMASTER	WATER BILLING POSTAGE	031815	1	7110-430-42-46	POSTAGE	789.50	789.50	
03/15	03/18/2015	93593	728	U S POSTMASTER	GAS BILLING POSTAGE	031815	2	7401-430-62-46	POSTAGE	406.72	406.72	
Total 031815:											1,196.22	1,196.22
Grand Totals:											1,196.22	1,196.22

Report Criteria:

Report type: GL detail  
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/19/2015	93594	1483	ACE HEATING SOLUTION	GAS DEPT PARTS	80298	1	7401-430-62-46	SUPPLIES-GENERAL	120.00	120.00
Total 80298:											
03/15	03/19/2015	93595	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9925486082	1	7110-430-42-46	SUPPLIES-GENERAL	63.84	63.84
03/15	03/19/2015	93595	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9925486082	2	7401-430-62-46	SUPPLIES-GENERAL	35.84	35.84
03/15	03/19/2015	93595	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9925486082	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	71.20	71.20
03/15	03/19/2015	93595	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9925486082	4	7401-430-62-44	REPAIR AND MAINT-VEHICLE	71.20	71.20
03/15	03/19/2015	93595	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9925486082	5	2007-431-20-44	REPAIR AND MAINTENANCE-V	71.21	71.21
Total 9925486082:											
03/15	03/19/2015	93596	40	AMPS ELECTRIC	CIRCUIT BREAKER	2237	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	258.57	258.57
Total 2237:											
03/15	03/19/2015	93597	67	BEAR'S REPAIR	REMOVE DECALS	2645	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	766.36	766.36
Total 2645:											
03/15	03/19/2015	93598	68	BECKWITH MD, DAVID R	EMPLOYMENT PHYSICAL	030215	1	1000-416-10-43	PROFESSIONAL SVCS	100.00	100.00
Total 030215:											
03/15	03/19/2015	93598	68	BECKWITH MD, DAVID R	DMV PHYSICAL P/D	031115	1	1000-416-10-43	PROFESSIONAL SVCS	110.00	110.00
Total 031115:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	TAGS, KEY CUT, ID LABEL	323247	1	1000-452-20-46	SUPPLIES-GENERAL	30.97	30.97
Total 323247:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	KEY CUT	323254	1	1000-452-20-46	SUPPLIES-GENERAL	3.27	3.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 323254:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	PVC, COUPLINGS, PRIMER	323292	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	62.39	62.39
Total 323292:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	TRASH CAN W/LID	323663	1	7530-451-52-46	JANITORIAL SUPPLIES	50.27	50.27
Total 323663:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	RETURN TRASH CAN LID	323664	1	7530-451-52-46	JANITORIAL SUPPLIES	15.46-	15.46-
Total 323664:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	PIPE, SCRUBBER, KRYLON SP	323826	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	189.74	189.74
Total 323826:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	CREDIT PVC, ELBOWS	323827	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	32.83-	32.83-
Total 323827:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	SINGLE KEY CUT	323837	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	3.27	3.27
Total 323837:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	COVER OUTLET	323846	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	8.69	8.69
Total 323846:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	WIRE, BOLTS, FASTENERS	323857	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	15.38	15.38
Total 323857:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	THREAD	323874	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	23.20	23.20
Total 323874:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	SINGLE KEY CUT	323877	1	7401-430-62-46	SUPPLIES-GENERAL	4.90	4.90
Total 323877:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	KRYLON SPRAY	323913	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	9.65	9.65
Total 323913:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	DRILL BIT, PLASTIC	323930	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	11.95	11.95
Total 323930:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	FAUCET, WRENCH	324186	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	59.00	59.00
Total 324186:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	DRILL BIT	324235	1	2007-431-20-46	SUPPLIES-GENERAL	5.31	5.31
Total 324235:											
03/15	03/19/2015	93599	76	BILLINGTON ACE HARD	DRILL BIT	324239	1	2007-431-20-46	SUPPLIES-GENERAL	5.31	5.31
Total 324239:											
03/15	03/19/2015	93600	148	COMPUTER LOGISTICS	HOTEL, TRAVEL PER DIEM	64533	1	1000-417-10-47	MACHINERY & EQUIPMENT	199.13	199.13
Total 64533:											
03/15	03/19/2015	93600	148	COMPUTER LOGISTICS	HOTEL, TRAVEL PER DIEM	64534	1	1000-417-10-47	MACHINERY & EQUIPMENT	230.00	230.00
Total 64534:											
03/15	03/19/2015	93601	161	CSK AUTO INC	ANTIFREEZE	2740358364	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	99.90	99.90
Total 2740358364:											
03/15	03/19/2015	93602	1145	CUSTOMER TALK PRINT	WINTER PLAY SIGN G/C	6855	1	7530-451-52-45	ADVERTISING	60.00	60.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 6855:											
03/15	03/19/2015	93603	194	DIAMOND SAW SHOP IN	PULL CORD FOR WEED EATER	13446	1	7110-430-42-46	SUPPLIES-GENERAL	4.03	4.03
Total 13446:											
03/15	03/19/2015	93604	1484	EDGES ELECTRICAL GR	BATTERY	S3447202001	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	17.66	17.66
Total S3447202001:											
03/15	03/19/2015	93604	1484	EDGES ELECTRICAL GR	FLEX PVC, STRAP	S3456386001	1	7620-430-10-46	SUPPLIES-GENERAL	16.93	16.93
Total S3456386001:											
03/15	03/19/2015	93605	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	571111A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 571111A:											
03/15	03/19/2015	93606	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 031015	1	7401-430-62-45	COMMUNICATIONS	34.26	34.26
Total 1182 031015:											
03/15	03/19/2015	93606	265	FRONTIER	252-1182 WATER SCADA	21182 031015	1	7110-430-42-45	COMMUNICATIONS	315.47	315.47
Total 21182 031015:											
03/15	03/19/2015	93606	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 031015	1	7620-430-10-45	COMMUNICATIONS	155.47	155.47
Total 24247 031015:											
03/15	03/19/2015	93606	265	FRONTIER	257-3292 MUSEUM	3292 031015	1	1000-451-80-45	COMMUNICATION	110.53	110.53
Total 3292 031015:											
03/15	03/19/2015	93607	1142	GEARY PACIFIC SUPPLY	MOTOR, CAPACITOR	2939996	1	7401-430-62-46	SUPPLIES-GENERAL	188.90	188.90
Total 2939996:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/19/2015	93608	911	JOHNSTONE SUPPLY	PILOT ASSEMBLY	415S2003268001	1	7401-430-62-46	SUPPLIES-GENERAL	133.82	133.82
Total 415S2003268001:											
03/15	03/19/2015	93609	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	217358	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	87.57	87.57
Total 217358:											
03/15	03/19/2015	93609	411	LASSEN MOTOR PARTS	ROD	217819	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	16.88	16.88
Total 217819:											
03/15	03/19/2015	93609	411	LASSEN MOTOR PARTS	BRUSH	217886	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	5.36	5.36
Total 217886:											
03/15	03/19/2015	93610	412	LASSEN REGIONAL SOLI	DUMP FEES	732315	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	23.36	23.36
Total 732315:											
03/15	03/19/2015	93610	412	LASSEN REGIONAL SOLI	DUMP FEES	732884	1	2007-431-20-44	DISPOSAL	23.36	23.36
Total 732884:											
03/15	03/19/2015	93611	432	LEXIS NEXIS	ELECTRONIC LAW LIBRARY SV	1502209469	1	1000-412-10-48	DUES AND MEMBERSHIPS	143.82	143.82
Total 1502209469:											
03/15	03/19/2015	93612	437	LMUD	ROOSEVELT POOL	1744 022715	1	1000-452-20-46	ELECTRICITY	16.48	16.48
Total 1744 022715:											
03/15	03/19/2015	93612	437	LMUD	SKYLINE DR WELL 4	29931 031115	1	7110-430-42-46	ELECTRICITY	22.14	22.14
Total 29931 031115:											
03/15	03/19/2015	93612	437	LMUD	GLENN DR & CHERRY TR - SCA	44298 031115	1	7110-430-42-46	ELECTRICITY	19.75	19.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44298 031115:											
03/15	03/19/2015	93612	437	LMUD	PAIUTE LN SCADA	44316 031115	1	7110-430-42-46	ELECTRICITY	19.75	19.75
Total 44316 031115:											
03/15	03/19/2015	93612	437	LMUD	BAGWELL SPRINGS - SCADA	45542 031115	1	7110-430-42-46	ELECTRICITY	44.86	44.86
Total 45542 031115:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	WATER LINEN SER 3/17/15	250261295	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 250261295:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	STREET LINEN SER 3/17/15	250261296	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 250261296:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	720 SOUTH ST 3/17/15	250261297	1	7620-430-10-44	LINEN SERVICE	62.04	62.04
Total 250261297:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	PARKS LINEN SER 03/17/15	250261298	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250261298:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	GAS LINEN SER 3/17/15	250261299	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 250261299:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	GAS LINEN SER 3/17/15	S250260800	1	7401-430-62-44	LINEN SERVICES	64.13	64.13
Total S250260800:											
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	WATER LINEN SER 3/17/15	S250261248	1	7110-430-42-44	LINEN SERVICE	12.69	12.69
Total S250261248:											



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/19/2015	93613	481	MISSION LINEN & UNIFO	WATER LINEN SER 3/17/15	S250261250	1	7110-430-42-44	LINEN SERVICE	12.69	12.69
Total S250261250:											
03/15	03/19/2015	93614	8081		REFUND GAS DEPOSIT	10415300007	1	7401-2228-000	DEPOSITS-CUSTOMER	95.01	95.01
Total 10415300007:											
03/15	03/19/2015	93615	1182	NORTHERN CALIFORNIA	GLOVES	51140	1	7620-430-10-46	SUPPLIES-GENERAL	64.50	64.50
Total 51140:											
03/15	03/19/2015	93616	8082		REFUND WATER DEPOSIT	10421400007	1	7110-2228-000	DEPOSITS-CUSTOMER	35.99	35.99
Total 10421400007:											
03/15	03/19/2015	93617	967	QUALITY CODE PUBLISH	WEBSITE MAINTENANCE 6/14-2	201587	1	1000-411-40-46	BOOKS AND PERIODICALS	1,236.19	1,236.19
Total 201587:											
03/15	03/19/2015	93618	572	QUILL CORPORATION	STAPLES	2087796	1	1000-415-10-46	SUPPLIES-GENERAL	38.22	38.22
Total 2087796:											
03/15	03/19/2015	93618	572	QUILL CORPORATION	INK, PENS, BINDER	2212393	1	7620-430-10-46	SUPPLIES-GENERAL	52.24	52.24
Total 2212393:											
03/15	03/19/2015	93619	8083		REFUND WATER DEPOSIT	10438100015	1	7110-2228-000	DEPOSITS-CUSTOMER	9.40	9.40
Total 10438100015:											
03/15	03/19/2015	93620	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4468	1	7110-430-42-46	SUPPLIES-GENERAL	266.85	266.85
03/15	03/19/2015	93620	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4468	2	7401-430-62-46	SUPPLIES-GENERAL	266.85	266.85
03/15	03/19/2015	93620	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4468	3	2007-431-20-46	SUPPLIES-GENERAL	266.86	266.86
Total 4468:											
03/15	03/19/2015	93621	1270	SILVER STATE BARRICA	STREET SIGNS	78513	1	2007-431-20-46	SUPPLIES-GENERAL	70.75	70.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 78513:											
03/15	03/19/2015	93621	1270	SILVER STATE BARRICA	STREET SIGNS	78552	1	2007-431-20-46	SUPPLIES-GENERAL	70.75	70.75
Total 78552:											
03/15	03/19/2015	93622	1382	SONSRAY MACHINERY L	GASKET, SEAL	P0191207	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	73.05	73.05
Total P0191207:											
03/15	03/19/2015	93622	1382	SONSRAY MACHINERY L	HOUSING	P0202707	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	315.01	315.01
Total P0202707:											
03/15	03/19/2015	93622	1382	SONSRAY MACHINERY L	HOUSING CREDIT	P0224707	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	282.24	282.24
Total P0224707:											
03/15	03/19/2015	93623	712	TNS TRUCKING CO	SAND	1575	1	2007-431-34-43	PROFESSIONAL SERVICES	274.13	274.13
Total 1575:											
03/15	03/19/2015	93624	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9741463573	1	8404-430-10-45	COMMUNICATIONS	350.41	350.41
03/15	03/19/2015	93624	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9741463573	2	7620-430-10-45	COMMUNICATIONS	52.47	52.47
03/15	03/19/2015	93624	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9741463573	3	1000-452-20-45	COMMUNICATIONS	13.34	13.34
03/15	03/19/2015	93624	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9741463573	4	1000-424-20-45	COMMUNICATIONS	11.15	11.15
Total 9741463573:											
03/15	03/19/2015	93625	759		TR EX RED BLUFF 032415	021715	1	1000-421-10-45	TRAINING	161.00	161.00
Total 021715:											
03/15	03/19/2015	93626	1480	WEST ALLIS BLUEPRINT	PURCHASE OF CANON PLOTT	101135	1	7620-430-10-47	MACHINERY AND EQUIPMENT	6,599.00	6,599.00
Total 101135:											
03/15	03/19/2015	93627	770	WESTERN NEVADA SUP	CONCRETE BOX	16016700	1	7110-430-42-46	SUPPLIES-GENERAL	663.32	663.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 16016700:											
03/15	03/19/2015	93627	770	WESTERN NEVADA SUP	REPAIR FITTINGS	66174252	1	7401-430-62-46	SUPPLIES-GENERAL	26.25	26.25
Total 66174252:											
03/15	03/19/2015	93627	770	WESTERN NEVADA SUP	OSHA	66175381	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	115.46	115.46
Total 66175381:											
03/15	03/19/2015	93627	770	WESTERN NEVADA SUP	ANGLE CLIP	66175612	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	44.29	44.29
Total 66175612:											
Grand Totals:										15,376.13	15,376.13

Report Criteria:

Report type: GL detail  
 Check Voided = False

Reviewed by:    City Administrator  
   City Attorney

  X   Motion Only  
   Public Hearing  
   Resolution  
   Ordinance  
   Information

**Submitted By:** Tom Downing, Chief of Police

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Amendment to the School Resource Officer agreement between Lassen Union High School District and the City of Susanville Police Department.

**PRESENTED BY:** Tom Downing, Chief of Police

**SUMMARY:** The Lassen Union High School District desires to amend the School Resource Officer agreement between the City of Susanville and the District. The amendment would include an additional duty of assisting with truancy reduction efforts for the school district. The amendment has been discussed and approved by the Lassen Union High School District at their board meeting. There will be no additional costs associated with this change. The amendment is attached for review.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to approve the School Resource Officer agreement with Lassen Union High School District.

**ATTACHMENTS:** Amendment to the Agreement

**Amending Agreement**

**THIS AMENDING AGREEMENT** dated this 10<sup>th</sup> Day of March, 2015

**BETWEEN:** The City of Susanville and the Lassen Union High School District

**Background**

- A. The City of Susanville and the Lassen High School District (the "Parties") entered into an agreement dated June 10, 2014, for the purpose of the City of Susanville furnishing a School Resource Officer to the Lassen Union High School District.
- B. The Parties desire to amend the agreement on the terms and conditions set forth in this Amending Agreement.
- C. This Amending Agreement is the first amendment of the original agreement.

**IN CONSIDERATION OF** the Parties agreeing to amend their obligations in the existing agreement, both parties agree to keep and perform the promises and conditions of the amended terms of the original agreement as set forth below:

**Amendment**

- 1. The original agreement is amended to add the following language to the General Duties of the Police Officer section of the original agreement as follows:
  - a. (h) Assist in the reduction of truancy for the District.


**EXCEPT AS SPECIFICALLY MODIFIED** and amended herein, all of the terms, provisions, requirements and specifications contained in the Agreement remain in full force and effect. The purpose of this amendment being simply to amend and ratify the original agreement, as hereby amended and ratified, and to confirm and carry forward the original agreement, as hereby amended, in full.

**In WITNESS WHEREOF**, the Parties have caused this Amended Agreement to be executed on the dates following their respective signatures below:

CITY OF SUSANVILLE

LASSEN UNION HIGH SCHOOL DISTRICT

\_\_\_\_\_  
Brian Wilson, Mayor

  
\_\_\_\_\_  
Bill McCabe, Superintendent

Dated: \_\_\_\_\_

Dated: 3/24/15

Attest:

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

Reviewed by: YH City Administrator  
\_\_\_\_\_ City Attorney

\_\_\_\_\_ Motion Only  
X Public Hearing  
\_\_\_\_\_ Resolution  
X Ordinance  
\_\_\_\_\_ Information

**Submitted By:** Thomas V. Downing, Chief of Police

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Ordinance Number 15-0997 Medical Marijuana Cultivation

**PRESENTED BY:** Thomas V. Downing, Chief of Police

**SUMMARY:** On February 10, 2015 and March 10, 2015 The City of Susanville Planning Commission conducted public hearings to consider a proposed ordinance to adopt zoning regulations for the cultivation of medical marijuana. The Commission considered comments from the public and staff at the February 10<sup>th</sup> meeting and directed staff to look at ways of addressing the concerns raised, which included:

1. The need for reasonable notice before inspecting medical marijuana cultivation operations for compliance. A requirement for providing reasonable notice and a definition of reasonable notice was added to the ordinance.
2. Allowing cultivation in zones other than residential zones (primarily C-1 and C-2 zoning districts). Wording was added to the ordinance allowing medical marijuana cultivation on C-1 and C-2 parcels that have legally established pre-existing single family dwellings on them but no commercial uses.
3. Allowing taller fencing for improved security. Fencing up to 9 feet in height is proposed to be allowed subject to an administrative permit provided the fence is located outside of the building setbacks. Fences greater than 6 feet in height within the building setback require a use permit as per current code.
4. Include language that security measures to protect gardens cannot cause harm or injury. Wording was added specifying that security measures may not be illegal and cannot be designed to inflict harm or injury.

Staff made the changes and on March 10<sup>th</sup> presented them to the Commission at a second public hearing. After additional public testimony, the Commission approved Resolution 15-1017 recommending that City Council adopt Ordinance 15-9997 which includes the changes discussed above.

One issue that was raised by members of the public but was not resolved by the Commission was the handling of a new in-home family daycare being established within 500 feet of an existing cultivation property? Which use would take precedent? The Commission felt that the Council should address this issue.

Staff did some research on licensed small and large family daycare homes and found that by law the State licensing agency, Community Care Licensing, cannot disclose any information about a small family daycare facilities, including location, and only gives a list of the large family daycare facilities but not the location. The inability for both staff and cultivators to know where a family daycare facility is located makes the current wording extremely difficult to administer. Staff recommends the definition of Child Care Center proposed in the ordinance be amended to read:

“Child Care Center” means any licensed child care center, daycare center, or childcare home, or any preschool; and whose location can be determined by searching State of California, Department of Social Services, Community Care Licensing CCLD database. This would exclude family daycare homes from triggering the 500’ setback requirement for outdoor cultivation.

#### **Proposed Ordinance Highlights**

Upon completion of the aforementioned research, and taking the public’s comments into account, staff has crafted a proposed ordinance for consideration by the City Council. The highlights of the proposed ordinance are as follows:

- Restricts cultivation of medical marijuana to only within residential zones and C-1 and C-2 zones where the parcel is developed with a single family dwelling but no commercial use.
- Limits cultivation to a maximum of 120 contiguous square feet, regardless of whether operation is indoors or outdoors.
- 12 marijuana plants maximum per premises regardless of stage of growth.
- Setbacks, fencing, and physical or electronic security measures required. Fencing may be up to 9 feet in height with an Administrative Permit.
- No outdoor cultivation within 500 feet of a school, licensed child care facility or public park, as defined.
- Outdoor cultivation restricted to backyards. Detached structures or greenhouse are allowed, with certain restrictions.
- Cultivation areas shall not be accessible to juveniles who are not qualified patients, primary caregivers, or persons with an identification card.
- Cultivation operations shall be concealed from view from a public right-of-way and adjacent premises.

- Cultivation sites shall be registered annually with the Community Development Division.
- Violations of ordinance will be subject to public nuisance abatements, administrative penalties, and possible infraction citations.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to waive first reading and introduce Ordinance No. 15-0997 adding Section 17.104.140 of the Susanville Municipal Code regulating the cultivation of medical marijuana

**ATTACHMENTS:** Ordinance 15-0997  
Planning Commission Resolution No. 15-1017



**ORDINANCE NO. 15-0997**  
**AN ORDINANCE OF THE CITY OF SUSANVILLE AMENDING THE**  
**SUSANVILLE MUNICIPAL CODE TITLE 17, ADDING SECTION 17.104.140**  
**REGULATING THE CULTIVATION OF MEDICAL MARIJUANA**

The City Council of the City of Susanville does ordain as follows:

**SECTION 1. STATEMENT OF PURPOSE AND INTENT**

**Whereas**, Health and Safety Code Section 11362 et.seq., known as the "Compassionate Use Act of 1996," (CUA) adopted by the voters of the State of California, provides that qualified patients and their primary caregivers who obtain and use marijuana for medical purposes upon the recommendation of a physician are not subject to criminal prosecution or sanction under state laws concerning the use, possession or cultivation of marijuana, and;

**Whereas**, Health and Safety Code Section 11362.7 et. seq., known as the "Medical Marijuana Program Act," (MMPA), was adopted by the California State legislature and provides clarification on the scope of the Compassionate Use Act of 1996 and allowed cities and other governing bodies to adopt and enforce rules and regulations related to medical marijuana; and

**Whereas**, the City may impose regulations to ensure the safety of its residents, while not unreasonably limiting the rights of qualified patients under the CUA and MMPA.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Susanville does hereby ordain as follows:

**SECTION 2.** Chapter 17.104.140 Cultivation of Medical Marijuana in the City of Susanville is hereby added to the City of Susanville Municipal Code as follows:

## **Section 17.104.140** Cultivation of Medical Marijuana

### A. Definitions

“Allowable Structure” means a building or other structure that is detached from a residential structure, and is fully-enclosed and secure; complies with the city’s building code and all city planning and development codes; has a complete roof enclosure supported by connecting walls extending from the ground to the roof; has a foundation, slab, or equivalent base to which the floor is secured by bolts or similar attachments; is secure against unauthorized entry; and is accessible only through one or more lockable doors. Walls and roofs must be constructed of solid, non-transparent material that cannot be easily breached, such as two-inch by four-inch or thicker studs overlaid with three-eighths inch or thicker plywood or the equivalent.

“Child Care Center” means any licensed child care center, daycare center, or childcare home, or any preschool; and whose location can be determined by searching the State of California, Department of Social Services, Community Care Licensing CCLD database.

“Cultivation” means the planting, growing, harvesting, drying, or processing of one or more marijuana plants or any part thereof in any location, indoor or outdoor, including within an allowable structure.

“Greenhouse” means a building with transparent walls and roof, usually of glass, for the cultivation of plants under controlled conditions

“Identification Card” has the same definition as set forth in California Health and Safety Code Section 11362.7.

“Juvenile” means a person under the age of eighteen (18) years.

“Marijuana” has the same definition as set forth in California Health and Safety Code Section 11018.

“Marijuana Plant” means any mature or immature marijuana plant, or any marijuana seedling.

“Medical Marijuana” means marijuana used for medical purposes in accordance with the Compassionate Use Act (California Health and Safety Code Section 11362.5) and the Medical Marijuana Program Act (California Health and Safety Code Section 11362.7 et seq.).

“Outdoors” means any location, in all zoning districts, in the city that is not within an allowable structure or greenhouse.

“Public Park” is defined in 12.32.020 of this code

“Person with an Identification Card” has the same definition as set forth in California Health and Safety Code Section 11362.7.

“Premises” means a single parcel of property or contiguous parcels under common ownership or control.

“Primary Caregiver” has the same definition as set forth in California Health and Safety Code Section 11362.7.

“Qualified Patient” has the same definition as set forth in California Health and Safety Code Section 11362.7.

“Rear Yard” means the rear open space portion of any premises, whether fenced or unfenced.

“Reasonable Notice” means a twenty-four (24) hour written notice posted on the front door of the property or residence or with the permission of an adult resident. Reasonable notice shall not be required if immediate access to the premises is granted by an adult living on the property.

“Residential Structure” means any building or portion thereof legally existing which contains living facilities, including provisions for any of the following: sleeping, eating, cooking and sanitation on a premises located within a residential zoning district. An attached, enclosed garage is included in this definition.

“Residential Zone” means specifically those premises that fall within a R1, R2, R3, or R4 zone as defined in this chapter.

“School” An institution of learning for persons under eighteen (18) years of age, whether public or private, offering regular course of instruction including, without limitation, a nursery school, kindergarten, elementary school, middle or junior high school, senior high school.

“Solid Fence” means a fence constructed of substantial material (such as wood) that prevents viewing the contents from one side of the other. For the purposes of this section, a chain link fence with privacy slats does not constitute a solid fence. All fencing must also comply with city fencing requirements found within this code. Fencing greater than six (6) feet in height, up to a maximum of nine (9) feet in height, is allowed subject to an administrative permit. Fences exceeding six (6) feet in height must be located outside of all required yard areas (building setbacks) unless a use permit is secured.

#### **B. Purpose**

The regulations in this chapter do not interfere with a qualified patient's right to obtain and use marijuana as authorized under state law, nor do they criminalize the possession of marijuana by qualified patients or their primary caregivers. It is neither the intent nor the effect of this chapter to condone or legitimize the illegal use, consumption, or cultivation of marijuana under federal, state, or local law. It is the purpose and intent of the city council to implement state law by regulating the cultivation of medical marijuana and requiring that it be cultivated only in appropriately secured and/or enclosed locations, so as not to be visible to the public; to prevent odors created by marijuana plants from impacting adjacent properties; to protect the health, safety, and welfare of the residents of the city of Susanville; and to ensure that medical marijuana grown for medical purposes does not result in the diversion of marijuana for nonmedical purposes.

#### **C. Standards:**

The following standards shall apply to the cultivation of medical marijuana.

1. Indoor Cultivation: The indoor cultivation of medical marijuana shall be conducted only within a residential structure or an allowable structure or greenhouse as defined in this code, located in a residential zone or on a parcel located in the C-1 or C-2 zoning district which is developed with legally established residential use provided no commercial use may be on the same property. Cultivation shall conform to all of the following minimum standards:
  - (a) Regardless of how many qualified patients, primary caregivers, or persons with identification cards whether grown collectively or individually, when grown inside the primary residence the cumulative area used for cultivation shall not exceed 10 percent of the square footage of the living space of the dwelling unit, or 120 contiguous square feet, whichever is lesser.
  - (b) Indoor cultivation may occur in residential structures, allowable structures and greenhouses, as defined in this code on the same legal premises as long as such structures comply with the City of Susanville Municipal Code on all other applicable regulations and laws.
    - (i) The 10 percent limitation on cultivating marijuana shall be based only on the square footage of the living area of the dwelling unit and will not consider any square footage of detached or attached structures, attics or basements.
    - (ii) In no case shall the cultivation operation exceed twelve (12) marijuana plants, regardless of maturity level or stage of growth.
  - (c) Indoor grow lighting systems shall not exceed three thousand, six hundred (3,600) watts and comply with the California Building Electrical, Fire Codes and local building permit requirements as adopted by the City of Susanville.

- (d) Indoor grow lighting systems shall be shielded to confine light and glare to the interior of the residential structure or allowable structure. Lighting systems are not authorized in greenhouses.
- (e) Gas products (CO2, Butane, Propane, Natural Gas, etc.) shall not be used for the cultivation or processing of medical marijuana.
- (f) Electric generators shall not be used in the cultivation or processing of medical marijuana, except when the premises is experiencing a temporary power outage.
- (g) Allowable structures or greenhouses used for the cultivation of marijuana shall be located in the rear yard area of a legal premises, maintain a minimum ten (10) foot setback from any property line, and the area surrounding the structure shall be enclosed by a minimum six (6) foot high solid fence. If the entire rear yard area is fenced by a minimum six (6) foot high solid fence, and access from the side yards are fenced by a minimum six (6) foot high solid fence that will suffice for the fencing requirement.

2. Outdoor Cultivation: The outdoor cultivation of medical marijuana in residential zones or on a parcel located in the C-1 or C-2 zoning district which is developed with legally established residential use provided there are no commercial uses on the same parcel. Cultivation shall conform to all of the following minimum standards:

- (a) Regardless of how many qualified patients, primary caregivers, or persons with identification cards whether grown collectively or individually, the cultivation operation shall not exceed one-hundred (120) contiguous square feet, and twelve (12) marijuana plants, regardless of maturity level or stage of growth.

- (b) The outdoor cultivation of medical marijuana shall not occur within five hundred (500) feet of a school, child care facility or public park as defined herein. The distance shall be measured from the closest property line of the school, child care facility, or public park to the closest property line of the cultivation premises.
- (c) Medical marijuana cultivation operations shall not occur within fifteen (15) feet of a property line of a premises under separate ownership.
- (d) The cultivation area shall be located in the rear yard area of a legal premises and the area surrounding the cultivation shall be enclosed by a minimum six (6) foot high solid fence.

**D. Limitations:**

1. The cultivation of marijuana plants is unlawful, unless the person cultivating the plants is a verifiable qualified patient, or primary caregiver as defined by the California Health and Safety Code.
2. It is deemed unlawful to cultivate medical marijuana in any zoning district within the City of Susanville except within a residential zone or on a parcel located in the C-1 or C-2 zoning district which is developed with legally established residential use provided there are no commercial uses on the same parcel.
3. It is unlawful to cultivate medical marijuana on any premises by an individual who is not the rightful property owner, without the express written and notarized consent of the property owner. This written and notarized consent must be updated annually and kept on the premises of the cultivation operation for inspection. The property owner can revoke authorization at any time by providing the tenant with written notification of revocation of authorization to cultivate medical marijuana, and a copy of such notice to the City of Susanville Community Development Division.

4. In all cases of cultivation of medical marijuana, the qualified patient, or primary caregiver shall reside full-time on the premises where the marijuana cultivation occurs.
5. Medical marijuana cultivation shall be concealed from public view at all stages of growth and there shall be no exterior evidence of cultivation occurring at the premises from a public right-of-way or from an adjacent premises.
6. It is unlawful to cultivate marijuana on any premises of land which does not contain an occupied residential structure.
7. Adequate mechanical or electronic security measures shall be installed to prevent unauthorized access to the cultivation area prior to the commencement of cultivation. Security measures shall be activated when the qualified patient or primary caregiver is not in the immediate vicinity of the cultivation area. No security measures may be employed that are illegal or would inflict bodily harm or injury.
8. The medical marijuana cultivation shall not create offensive odors; create excessive dust, heat, noise, smoke, traffic, or other impacts that are disturbing to people of normal sensitivity residing or present on adjacent or nearby property or areas open to the public; or be hazardous due to use or storage of materials, processes, products, or wastes.
9. Medical marijuana cultivation areas shall not be accessible to juveniles who are not qualified patients, primary caregivers, or persons with an identification card.
10. Regardless of the number of locations medical marijuana is cultivated upon a single premises, the square footage and plant limitations are cumulative, and in no event shall there be more than twelve (12) marijuana plants on any given premises.



## **E. Registration**

1. Prior to commencing any medical marijuana cultivation, the person(s) owning, leasing, occupying, or having charge or possession of any legal premises where medical marijuana cultivation is proposed to occur must register, on an annual basis, the medical marijuana cultivation operation with the Community Development Division. The following information will be required with the registration:
  - a. A notarized letter, on a form acceptable to the City, with the signature of the owner of the property consenting to the cultivation of marijuana at the premises.
  - b. The name of each person owning, leasing, occupying, or having charge of any legal premises where medical marijuana will be cultivated.
  - c. The name of each qualified patient or primary caregiver who participates in the medical marijuana cultivation.
  - d. A copy of a current and valid medical recommendation or county-issued medical marijuana card for each qualified patient identified as required above, and for each qualified patient for whom any person identified as required above is the primary caregiver.
  - e. The physical site address of where the marijuana will be cultivated, along with a statement whether the cultivation site will be indoors and/or outdoors.
  - f. A signed consent form, acceptable to the City, authorizing City staff including the Police Department, upon reasonable notice, the authority to conduct an inspection of the location where medical marijuana is being cultivated including the allowable structures, area of the residence used for the cultivation of marijuana, greenhouses, or outside portion of the premises. The requirement for reasonable notice may be waived by an adult residing on the premises at any point of contact.

2. To the extent permitted by law, any personal or medical information submitted with a medical marijuana cultivation registration application shall be kept confidential and shall only be used for purposes of administering this chapter.
3. The City, may, in their discretion, deny any registration application for a medical marijuana cultivation site where the City finds, based on articulated facts, that the issuance of such permit would be detrimental to the public health, safety, or welfare. The City shall deny a registration application for medical marijuana cultivation that does not demonstrate satisfactory compliance with the minimum requirements of this chapter.
4. The City Council may establish a fee or fees required to be paid upon filing of a registration application as provided by this chapter. Such fees shall not exceed the reasonable cost of administering this chapter.

#### **F. Appeals**

1. Any person aggrieved by a decision with respect to the refusal to accept a registration application may appeal to the City Administrator by filing a notice of appeal with the City Clerk. The City Clerk shall thereupon fix a time and place for hearing such appeal. The City Clerk shall give notice to such person of the time and place of the hearing by serving it personally or by deposit in the United States mail to the address submitted on the registration form. Personal Notice shall be given at least 5 days in advance of the hearing, mailed notice shall be postmarked at least 10 days in advance.
2. An appeal of the City Administrator's decision may be made by notice of appeal with the City Clerk and submitting the current Planning Commission appeal fee. The appeal process shall be the same as provided in code section 17.128.180 Appeal process.

#### **G. Violations:**

1. Any person who violates a provision of this chapter is subject to civil actions, and administrative penalties pursuant to Chapter 1.08 of this code.
2. Violations of this chapter are declared to be public nuisances and may be abated in accordance with the procedures and remedies specified in Chapter 8.36 and 8.40 of this code.
3. Any person who violates any provision of this chapter is also guilty of an infraction, punishable by:
  - a) A fine not exceeding one hundred dollars (\$100.00) for a first violation;
  - b) A fine not exceeding three hundred dollars (\$300.00) for a second violation of the same ordinance within one year;
  - c) A fine not exceeding five hundred dollars (\$500.00) for each additional violation of the same ordinance within one year from the first violation.
4. Upon written notice of violation of any provisions of this code, the cited person shall have thirty-six (36) hours to comply with this code and bring the cultivation operation within compliance or be subject to a two-hundred dollar (\$200.00) fine for each and every day the cultivation operation is found to be out of compliance upon a finding of the violation(s) at a hearing of the Susanville Planning Commission.
5. Whenever a judicial action or proceeding is brought to abate or enjoin any violation of this title, the city may recover in that action or proceeding all costs and expenses incurred in detecting, investigating, abating and prosecuting the violation.

#### **H. Remedies Cumulative:**

All remedies prescribed under this chapter shall be cumulative and the election of one or more remedies shall not bar the City from the pursuit of any other remedy for the purpose of enforcing the provisions hereof.

APPROVED: \_\_\_\_\_  
Brian Wilson, Mayor

ATTEST:  
Gwenna MacDonald, City Clerk

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of Susanville, held on the \_\_\_\_ day of \_\_\_\_\_, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

**RESOLUTION NO 15-1017**  
**A RESOLUTION OF THE SUSANVILLE PLANNING COMMISSION**  
**RECOMMENDING THAT THE SUSANVILLE CITY COUNCIL**  
**ADOPT AN ORDINANCE AMENDING CHAPTER 17**  
**OF THE CITY OF SUSANVILLE MUNICIPAL CODE**  
**TO ADD PROVISIONS REGULATING THE**  
**CULTIVATION OF MEDICAL MARIJUANA**

**WHEREAS**, Proposition 215 known as the Compassionate Use Act of 1996 which has been codified as Health and Safety Code section 11362.5 together with the Medical Marijuana Program Act of 2003, codified as Health And Safety Code Section 11362.7-11362.83 provides for a criminal defense for the use, possession and cultivation of medical marijuana by specific individuals for their personal use and for those who are classified as primary caregivers of other qualified users;

**WHEREAS**, AB 2650 adopted in 2010 and codified as Health and Safety Code Section 11362.768 and AB1300 adopted in 2011 amending Health and Safety Code section 11362.83 specifically provide that local jurisdictions can adopt ordinances that regulate the location, operation or establishment of a medical marijuana cooperative or collective and to civilly or criminally enforce those ordinances; and to enact other laws consistent with the Medical Marijuana Program (MMP), as specified; and

**WHEREAS**, the City of Susanville has broad latitude with respect to regulating land uses under the police powers granted to cities and counties under the California Constitution and these power have been upheld by California courts as they specifically pertain to regulating the cultivation of medical marijuana; and

**WHEREAS**, the unrestricted cultivation of medical marijuana within the City of Susanville is resulting in land uses that are creating nuisances, affecting neighboring properties and neighborhoods, creating the potential for access to marijuana by minors or persons not authorized to obtain marijuana under the Compassionate Use Act and Medical Marijuana Program.

**NOW, THEREFORE**, the City of Susanville Planning Commission:

A. Makes the following recommendations to the City Council:

1. That the City Council adopt ordinance 14-0997 adding chapter 17.104.140 Cultivation of Medical Marijuana, included in this Resolution as Attachment "A", to the Susanville Municipal Code.
2. That the City Council find that the adoption of the ordinance is exempt from the requirements of the California Environmental Quality Act under Section 15061(b)(3) of the California Code of

Regulations which states: "The activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

In this instance the proposed ordinance relates to activities that are already occurring unregulated within the City. The proposed ordinance will simply require that the activity either occur within an existing residence or occur in the back yard of a residential lot that has already been developed with one or more dwelling units. Furthermore, the actual physical characteristics of cultivation: tilling of soil, watering, harvesting are the same as other accessory residential uses such as gardening, landscaping, etc. Therefore, it can be seen with certainty that no significant environmental impacts will occur as a result of the proposed regulations.

APPROVED: \_\_\_\_\_

  
Alan Dowdy, Chairperson  
Planning Commission  
City of Susanville, State of California

ATTEST: \_\_\_\_\_

  
Gwenna MacDonald, City Clerk  
Secretary to the Planning Commission

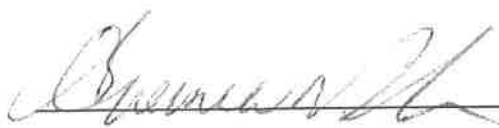
The foregoing Resolution was introduced and adopted at a regular meeting of the Susanville Planning Commission held on the 10th day of March, 2015, by the following vote:

**AYES:** Jambois, Robinette, Vice Chair Stark, Lozano

**NOES:** Chair Dowdy

**ABSENT:** None

**ABSTAIN:** None

  
Gwenna MacDonald, City Clerk  
Secretary to the Planning Commission

Reviewed by: JGH City Administrator  
                  \_\_\_ City Attorney

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

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

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Susanville Municipal Airport Hangar for sale

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** As part of the agreement between the City of Susanville and those currently owning hangars at the Susanville Municipal Airport, the City has first right of refusal when a current owner decides to sell his/her hangar. At this time, Kim Frayer, co-owner of 1/4 of Hangar #11, submitted their official notice of intent to sell said hangar for the price of \$10,000.

**FISCAL IMPACT:** \$10,000 if purchased.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Official intent to sell from Kim Frayer.

March 17, 2015

City of Susanville  
66 North Lassen St  
Susanville CA 96130

Re: APN 116-180-04-08

I, Kimberly D. Frayer, Seller, am looking to sell my 1/4 interest of the airplane hanger #11 located at the Susanville Airport, Susanville, California, APN 116-180-04-08, for the amount of Ten Thousand Dollars (\$10,000) to Keith Aronson and Leasa Aronson, Buyers. Buyers have agreed to pay all costs associated with the sale of this property. Buyer is purchasing said property in an AS IS condition and Seller makes no warranty as to the condition of the land, or any buildings located on the property. Buyer understands that the property has not been inspected and Buyer is therefore liable for any and all repairs that may be needed. A certified copy of the Order Determining Succession to Real Property filed October 30, 2014, in Lassen County Superior Court, Case No. P8116 is included with this letter.

I am aware that I have to offer the City of Susanville first right of refusal, and Keith and Leasa Aronson are willing to buy it for the above stated price should the City decline.

Very truly yours,



Kimberly D. Frayer  
PO Box 1460  
Crested Butte CO 81224



Reviewed by:  City Administrator  
 City Attorney

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

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

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Roop's Fort Project

**PRESENTED BY:** Jared G. Hancock, City Administrator

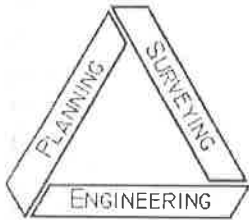
**SUMMARY:** At the March 18, 2015 meeting of the City Council, the Lassen Historical Society provided an update regarding the status of the restoration project for the roof at Roop's Fort. The Historical Society requested assistance from the City on a number of items and indicated that they would like to use NST Engineering to create the project description and construction plans. They had also planned to use a local contractor to oversee the work. The City agreed to obtain a project proposal from NST Engineering and provide funding to have the plans prepared. A proposal for engineering services has been received from NST Engineering and staff has been notified by the Historical Society that they are satisfied with the project description for Phase 1 as outlined in the proposal.

The cost estimate includes preparation of the existing plan of the Fort, preparation of structural details and drawings, prints, and field inspections during construction for a total estimated cost of \$5,000. Representatives from the Historical Society have indicated that they are working to identify a contractor of record for project management and they will notify the City if they need further assistance. Staff has been in frequent communication with Mr. Bengard to ensure that the project proceeds smoothly. Mr. Bengard has indicated that the Historical Society is willing to contract directly with the engineering firm and at this time it is recommended that the City donate the cost of engineering services to the Historical Society for the procurement of professional engineering services for the project. The other alternative would be for the City to enter into a sole source contract with NST Engineering pursuant to the attached agreement.

**FISCAL IMPACT:** Engineering Design costs up to \$5,000 from Parks Mitigation Fund Number 2013-452-10-4330

**ACTION REQUESTED:** Motion to authorization donation of \$5,000 to Lassen Historical Society to fund engineering design costs for the Roop's Fort project or approve sole source contract with NST Engineering.

**ATTACHMENTS:** Proposal for engineering services – NST Engineering.



# ***NST ENGINEERING, INC.***

*1495 Riverside Drive • Susanville, CA 96130  
(530) 257-5173 • FAX (530) 257-6272*

*Jeffery A. Morrish, R.C.E.  
Vernon H. Templeton, R.L.S.  
Stephen H. Schmidt, R.L.S.*

March 24, 2015

Jared Hancock  
City of Susanville  
66 N. Lassen Street  
Susanville, CA 96130

Re: Roop's Fort

Jared,

Thank you for the email on Friday and our phone conversation yesterday. As discussed, in October, 2014, Tony Jonas from the Historical Society approached me regarding a community project that they were pursuing to restore the roof structure of Roop's Fort. I told him that I would help out. In October, 2014, I reviewed his sketches and prepared some preliminary structural calculations for the new roof framing. The intent of the design was to use milled timbers for the rafters and sawn timbers for the columns and headers. Lateral loading (seismic and wind) was also discussed. My understanding was that the public would not go into the building (due to head height, ADA access, etc) but would be outside the structure looking into the displays in the Fort. Therefore, our structural upgrades would be visible, but special connections could be hidden from the public's view.

The Scope of Work that was discussed in October included structural calculations, plans, and details, all being completed in one phase. Based on your email, additional work may be requested by you and the City Council. My Cost Estimate itemizes these additional services as separate and can be completed as desired. However, the time frame will have to be extended.

### Project Description

- Remove existing roof and roof framing
- Construct new roof framing system, new footings for post and pier support system
- Construct new door and window bucks in existing wall
- Provide connections in existing log walls to increase lateral resistance

### Cost Estimate

Preliminary Structural Calculations (completed October 2014) . . . . .	No Charge
Prepare Existing Plan of Fort . . . . .	\$ 1,000
Structural Details and Working Drawings . . . . .	\$ 3,500 - 4,000
Prints . . . . .	\$ 2.00 / sheet
Field Inspection During Construction . . . . .	\$ 130 / hr

Additional / Option Services

Pre Design Field Inspection and Report of Existing Condition of Structure . . . . .	\$ 1,200 - 1,500
Prepare Options for Repair . . . . .	\$ 1,000 - 1,500
Project Scope of Restoration of Entire Building (Project Phases) . . . . .	\$ 2,000 - 2,500
Prepare Working Drawings for Total Restoration . . . . .	TBD

All proposed work will need to meet the California Historical Building Code standards. Usually the Code gives some leniency in complying with the normal California Building Code. The Building Official also has some discretion. Fire protection and ADA accessibility can be an issue, but since public access will not be permitted, it is possible that these items will not need to be addressed.

Time Frame

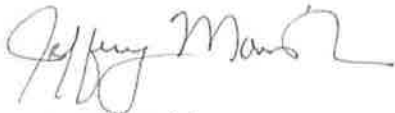
Prepare Existing Plan of Roop's Fort	14 days after contract is signed
Structural Plans and Details	35 days after contract is signed

Additional Work

Pre Design Field Inspection and Report of Condition of Structure	14 days
Prepare Options	7 days
Prepare Scope fo Work for Restoration of Entire Building	14 days

Give me a call if you have any questions. I will anticipate your reply.

Sincerely,



Jeff Morrish

STANDARD FORM OF CONTRACT  
BETWEEN CLIENT AND CONSULTANT FOR ENGINEERING AND/OR SURVEYING SERVICES

THIS CONTRACT, between CITY OF SUSANVILLE (contact) JARED HANCOCK  
(address) 66 N. LASSEN STREET SUSANVILLE, CA 96130  
(phone) (work) (email)  
hereinafter called "Client" and NST ENGINEERING, INC., hereinafter called "Consultant", is as follows:

A. The client intends to CONSTRUCT ROOF FRAMING REPAIR ON ROOP'S FORT

hereinafter called "Project"; the property on which the Project is located is described as:  
N. WEATHERLOW STREET  
SUSANVILLE, CA

the current Owner of Record, if different than the Client is:  
(Owner's authorization is required)

B. Consultant agrees to perform the following services: (check general category (s):  
Civil Engineering ( X ), Testing-Inspection ( ) Surveying ( X ), Land Division ( ),  
Building Design ( ), Planning ( ), Environmental ( ), Other ( ) described as:

SEE ATTACHED COST ESTIMATE

C. Consultant agrees to accept payment for and Client agrees to compensate for all such  
services as follows: (check one): Time and materials based on current fee schedule ( X ),  
Fixed Fee ( X ) Other ( ), described as:

SEE ATTACHED COST ESTIMATE

Extra Work shall be billed as follows: ENGINEERING - \$ 130/HR DRAFTING - \$ 70/HR

D. Other: \$ 500 DEPOSIT REQUIRED

E. This contract may be terminated by either party with 24 hours notice, by either telephone, personal conversation or fax.

F. Additional Standard Provisions of Contract, Items 1 through 14 on the reverse side are incorporated hereinto and made part of this Contract.

The undersigned have accepted, made, and executed this Contract.

CONSULTANT:

BY:

Jeffery A. Morrish

TITLE: Civil Engineer

DATE:

3/24/15

CLIENT:

BY:

TITLE:

DATE:

THE CLIENT AND CONSULTANT AGREE THAT THE FOLLOWING  
STANDARD PROVISIONS SHALL BE A PART OF THIS CONTRACT:

1. No conditions or representations altering nor adding to the terms hereof shall be valid unless evidenced in writing by either party to this contract and accepted in writing by the other.
2. The Consultant is not responsible for delay, nor shall Consultant be responsible for damages or be in default by reason of strikes, accidents, or acts of God, the failure of Client to furnish timely information or to approve or disapprove Consultant's work promptly, or delay or faulty performance by Client, other Contractors, or governmental agencies, or any other delays beyond Consultant's reasonable control.
3. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to permit processing, environmental studies, general or specific plans, zoning matters, annexations, use permits, or conditional approvals; Consultant shall only act as an adviser in all governmental relations.
4. In the event that the plans, specifications, and/or work covered by this contract are those required by various governmental agencies and in the event that due to change of policy of said agencies after the date of this contract additional work is required, the said additional work shall be paid for by Client as extra work.
5. All papers and documents produced as a result of this contract, except those required to be filed with public agencies, shall remain the property of the Consultant.
6. Services provided are for the exclusive use of the Client for this project only.
7. The Consultant makes no representation concerning the estimated quantities and costs made in connection with maps, plans, specifications, or drawings other than that all such figures are estimates only; the Consultant shall not be responsible for fluctuations in cost factors.
8. Consultant makes no warranty, either expressed or implied, as to his findings, recommendations, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.
9. Client agrees that Consultant will not perform on-site construction review for this project unless specifically provided for in this contract, that such services will be performed by others, and that the Client will defend, indemnify, and hold Consultant harmless for any and all liability arising or resulting from the performance of construction review by other persons.
10. The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for the job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and the Client further agrees to defend, indemnify and hold the Consultant harmless from any and all liability in connection with the performance of work on this project, excepting liability arising from the sole negligence of the Consultant.
11. The Client agrees to limit the Consultant's liability to the Client and to all contractors and subcontractors on the project, due to professional negligent acts, errors or omissions of the Consultant, to the Consultant's fee.
12. A late payment FINANCE CHARGES will be computed at the periodic rate of 1.5% per month, (ANNUAL PERCENTAGE RATE OF 18%), and will be applied to any unpaid balance commencing 30 days after the date of the original invoice.
13. In the event Client fails to pay Consultant within thirty (30) days after invoices are rendered, the duties, obligations and responsibilities of the Consultant under this Contract are terminated until such time as payment is made in full.
14. If any legal action or proceeding arising out of or relating to this Contract is brought by either party to this Contract, the prevailing party will be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable ATTORNEYS' FEES, costs, and expenses incurred in the action or proceeding by the prevailing party.

STANDARD FORM OF CONTRACT  
BETWEEN CLIENT AND CONSULTANT FOR ENGINEERING AND/OR SURVEYING SERVICES

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(address) 66 N. LASSEN STREET SUSANVILLE, CA 96130  
(phone) \_\_\_\_\_ (work) \_\_\_\_\_ (email) \_\_\_\_\_  
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SEE ATTACHED COST ESTIMATE

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SEE ATTACHED COST ESTIMATE

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conversation or fax.

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The undersigned have accepted, made, and executed this Contract.

CONSULTANT:

BY: Jeffery A. Morrish

TITLE: Civil Engineer

DATE: 3/24/15

CLIENT:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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STANDARD PROVISIONS SHALL BE A PART OF THIS CONTRACT:

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3. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to permit processing, environmental studies, general or specific plans, zoning matters, annexations, use permits, or conditional approvals; Consultant shall only act as an adviser in all governmental relations.
4. In the event that the plans, specifications, and/or work covered by this contract are those required by various governmental agencies and in the event that due to change of policy of said agencies after the date of this contract additional work is required, the said additional work shall be paid for by Client as extra work.
5. All papers and documents produced as a result of this contract, except those required to be filed with public agencies, shall remain the property of the Consultant.
6. Services provided are for the exclusive use of the Client for this project only.
7. The Consultant makes no representation concerning the estimated quantities and costs made in connection with maps, plans, specifications, or drawings other than that all such figures are estimates only; the Consultant shall not be responsible for fluctuations in cost factors.
8. Consultant makes no warranty, either expressed or implied, as to his findings, recommendations, specifications, or professional advice except that the work was performed pursuant to generally accepted standards of practice in effect at the time of performance.
9. Client agrees that Consultant will not perform on-site construction review for this project unless specifically provided for in this contract, that such services will be performed by others, and that the Client will defend, indemnify, and hold Consultant harmless for any and all liability arising or resulting from the performance of construction review by other persons.
10. The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for the job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and the Client further agrees to defend, indemnify and hold the Consultant harmless from any and all liability in connection with the performance of work on this project, excepting liability arising from the sole negligence of the Consultant.
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14. If any legal action or proceeding arising out of or relating to this Contract is brought by either party to this Contract, the prevailing party will be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable ATTORNEYS' FEES, costs, and expenses incurred in the action or proceeding by the prevailing party.

Reviewed by: JGH City Administrator  
                  \_\_\_ City Attorney

\_\_\_ Motion only  
\_\_\_ Public Hearing  
X Resolution  
\_\_\_ Ordinance  
\_\_\_ Information

**Submitted by:** Krystle Hollandsworth, Administrative Staff Assistant

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5151** authorizing execution of Contract for On-Call Park Design Services to Melton Design Group

**PRESENTED BY:** Jared G. Hancock, City Administrator

**SUMMARY:** The City of Susanville has identified the need for a variety of park improvement projects within the City and to be prepared for funding opportunities as they become available it is necessary to have shovel-ready projects identified to be competitive in securing funding. The City received five proposals in response to a Request for Proposals for On-Call Park Design Services from qualified firms. Staff reviewed the proposals and ranked them as follows:

- Melton Design Group
- Foothill Associates
- The HLA Group
- Design Workshop
- MTW Group

In addition to price, the proposals were ranked according to experience, written communication, planning and organizing, and the ability to complete projects within an allotted budget. Melton Design Group is located in Chico, CA had the most experience for the requested services, proven track record of completing projects and has the most competitive hourly rates.

We are proposing to budget \$15,000 from Park Mitigation Impact Fees for design services and the preparation of cost estimates for completing various park and green way projects that have been identified by the Council. Some of these include; additional phases of the Skate Area and expansion of Memorial Park, various park improvements, developing designs for neighborhood, community and regional parks and other opportunities as they arise.

**FISCAL IMPACT:** Up to \$15,000.

**ACTION**

**REQUESTED:** Motion to approve Resolution 15-5151 to authorize staff to execute contract with Melton Design Group, and authorize Mayor to sign.

**ATTACHMENTS:** Resolution 15-5151  
Agreement for Consultant Services



**RESOLUTION NO.15-5151**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING PROFESSIONAL SERVICES AGREEMENT WITH**  
**MELTON DESIGN GROUP TO PROVIDE ON-CALL PARK DESIGN SERVICES**

**WHEREAS**, the City of Susanville has identified the need for a variety of park improvement projects within the city; and

**WHEREAS**, to be prepared for funding opportunities as they become available it is necessary to have shovel-ready projects identified to be competitive in securing funding; and

**WHEREAS**, a qualified design firm with experience in the preparation of designs, plans, specifications, and cost estimates to produce projects categorized as recreational improvements is necessary to secure on an "on-call" basis; and

**WHEREAS**, the City of Susanville circulated a Request for Proposals from qualified design firms with experience in the preparation of designs, plans, specifications, cost estimates; and

**WHEREAS**, the firm of Melton Design Group has been identified as the most competitive through an evaluation of all submitted proposals; and

**WHEREAS**, the City Council has reviewed and approved the Agreement for Services attached hereto as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Susanville does hereby authorize the Mayor to execute an Agreement with Melton Design Group to provide On-Call Park Design Services.

APPROVED:

\_\_\_\_\_  
Brian R. Wilson, Mayor

ATTEST:

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

The forgoing Resolution was adopted at a regular meeting of the Susanville City Council held on the 1st day of April, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

APPROVED AS TO FORM:

---

City Attorney

THIS CONTRACT is made and entered into between **City of Susanville**, a Municipal Corporation and **Melton Design Group** ("Consultant"). City and Consultant agree as follows:

**1. SCOPE AND STANDARDS**

**1.1 CONTRACT:** Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the SCOPE OF WORK AND STANDARDS FOR SERVICES, attached hereto and incorporated herein by this reference as Exhibit A, as requested by the City. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein.

**2. EMPLOYMENT STATUS OF PERSONNEL**

**2.1 INDEPENDENT CONTRACTOR; EMPLOYEES OF CONSULTANT:** Consultant enters into this Contract as, and shall at all times remain as to the City, an independent contractor and not as an employee of the City. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. Any persons employed by Consultant for the performance of services pursuant to this Contract shall remain employees of Consultant, shall at all times be under the direction and control of Consultant, and shall not be considered employees of City. All persons employed by Consultant to perform services pursuant to this Contract shall be entitled solely to the right and privileges afforded to Consultant employees and shall not be entitled, as a result of providing services hereunder, to any additional rights or privileges that may be afforded to City employees.

**2.2 INDEPENDENT INVESTIGATION:** The Consultant agrees and hereby represents it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

**2.3 COMPLIANCE WITH EMPLOYMENT LAWS:** The Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

**2.4 UNLAWFUL DISCRIMINATION PROHIBITED:** Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

**3. TIME OF PERFORMANCE**

**3.1** The services of Consultant are to commence upon execution of this Contract by City, and shall be undertaken and completed in a prompt and timely manner, in accordance with the Scope of Work referenced in Exhibit A .Except as provided in Sections 6 and 19 below, this Contract shall terminate no later than 36 months, unless extended by the mutual agreement of both parties.

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**4. COMPENSATION**

**4.1 TERMS:** Compensation to the Consultant shall be pursuant to the hourly schedule and rates set forth in Exhibit B attached hereto and made a part thereof.

**4.2** In no event shall total compensation under this contract exceed the term Contract amount of XXXXXDOLLARS (\$XXXX.00). , without City's prior written approval.

**4.3 NO PAY FOR ADDITIONAL SERVICES WITHOUT WRITING:** Consultant shall not be compensated for any services rendered in connection with its performance of this Contract, which are in addition to those set forth herein or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the City Council. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by City and Consultant at the time City's express written authorization signed by the City's authorized representative is given to Consultant for the performance of said services.

**5. SUPERVISION, LABOR AGREEMENTS AND PERSONNEL**

**5.1 CONSULTANT SUPERVISES PERSONNEL:** The Consultant shall have the responsibility for supervising the services provided under this Contract, hiring of personnel, establishing standards of performance, assignment of personnel, determining and affecting discipline, determining required training, maintaining personnel files, and other matters relating to the performance of services and control of personnel. The City may use any reasonable means to monitor performance and the Consultant shall comply with the City's request to monitor performance.

**5.2 APPROVAL OF STAFF MEMBERS:** Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Contract. Consultant shall notify City of any changes in Consultant's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Administrator (hereinafter "City Administrator" shall include the City Administrator's designee) of a list of all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

**6. TERMINATION**

**6.1 30 DAYS NOTICE:** The City, upon thirty (30) days written notice, may terminate this Contract, without cause, at any time. In the event of such termination, Consultant shall be compensated for non-disputed fees under the terms of this Contract up to the date of termination.

**6.2 OBLIGATIONS SURVIVE TERMINATION:** Notwithstanding any termination of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined. All of the indemnification, defense and hold harmless obligations in this Contract shall survive termination.

**6.3 CHANGES:** The City or Consultant may, from time to time, request changes in the scope of the services of the services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must

be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. Any increase in the amount of Consultant's compensation and/or changes in Exhibit A and or Exhibit B must be authorized in advance by the City.

**7. PROPERTY OF CITY**

**7.1 MATERIALS PREPARED EXCLUSIVE PROPERTY OF CITY:** It is mutually agreed that all materials prepared by the Consultant under this Contract are upon creation and shall be at all times the exclusive property of the City, and the Consultant shall have no property right therein whatsoever. City agrees that Consultant shall bear no responsibility for any reuse of the materials prepared by the Consultant if used for purposes other than those expressly set forth in this Contract. Consultant shall not disseminate any information or reports gathered or created pursuant to this Contract without the prior written approval of City including without limitation information or reports required by government agencies to enable Consultant to perform its duties under this Contract and as may be required under the California Public Records Act excepting therefrom as may be provided by court order. Consultant will be allowed to retain copies of all deliverables.

**7.2 CONSULTANT TO DELIVER CITY PROPERTY:** Immediately upon termination, or upon the request by the City, the City shall be entitled to, and the Consultant shall deliver in the form requested by the City, all data, drawings, specifications, reports, estimates, summaries and other such materials and property of the City as may have been prepared or accumulated to date by the Consultant in performing this Contract. Consultant will be allowed to retain copies of all deliverables to the City.

**8. CONFLICTS OF INTEREST**

**8.1 CONSULTANT** covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly which would conflict in any manner with the interests of City and or project applicant, which would in any way hinder Consultant's performance of services under this Contract. Consultant further covenants that in the performance of this Contract, Consultant shall take reasonable care to ensure that no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Administrator. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City or project applicant in the performance of this Contract. Consultant agrees to include language similar to this in all contracts with subcontractors and agents for the work contemplated herein.

**9. CONFIDENTIAL INFORMATION**

**9.1 ALL INFORMATION KEPT IN CONFIDENCE:** All materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the City, except by court order.

**9.2 REIMBURSEMENT FOR UNAUTHORIZED RELEASE:** If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, the City has the right to reimbursement and indemnity from party releasing such information for any damages caused by the releasing parties, including the non-releasing party's attorney's fees and disbursements, including without limitation expert's fees and disbursements.

**9.3 COOPERATION:** City and Consultant shall promptly notify the other party should Consultant or City, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Contract and the work performed thereunder or with respect to any project or property located within the City.

**10. PROVISION OF LABOR, EQUIPMENT AND SUPPLIES**

**10.1 CONSULTANT PROPERTY:** Consultant shall furnish all necessary labor, supervision, equipment, communications facilities, and supplies necessary to perform the services required by this Contract. City acknowledges that all equipment and other tangible assets used by Consultant in providing these services are the property of Consultant and shall remain the property of Consultant upon termination of this Contract.

**10.2 SPECIAL SUPPLIES:** City shall be responsible for supplying any special supplies, stationary, notices, forms or similar items that it requires to be issued with a City logo. All such items shall be approved by the City Administrator and shall be provided at City's sole cost and expense.

**11. COMPLIANCE WITH LAW**

**11.1 COMPLIANCE REQUIRED:** Consultant shall keep itself informed of applicable local, state, and federal laws and regulations which may affect those employed by it or in any way affect the performance of its services pursuant to this Contract. Consultant shall observe and comply with all applicable laws, ordinances, regulations and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. Consultant shall at all times hold a valid license if performing any function or activity contemplated herein for which a license is required pursuant to state law and Consultant shall provide a copy of the license(s) upon the request of the City. The City, its officials, officers, elected officials, appointed officials and employees shall not be liable at law or in equity as a result of any failure of consultant to comply with this section.

**11.2 SUBCONTRACTING:** None of the services covered by this Contract shall be subcontracted with the prior written consent of the City Administrator. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

**11.3 ASSIGNABILITY:** Consultant shall not assign or transfer any interest in this Contract whether by assignment or notation. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, but only with prior written consent of the City. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City. The rights and benefits under this agreement are for the sole and exclusive benefit of the City and this Contract shall not be construed that any third party has an interest in the Contract.

**11.4 LIABILITY OF CONSULTANT:** Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the

manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

## **12. INDEMNIFICATION**

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

**12.2 INSURANCE:** Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached to and part of this agreement.

**12.3 RECORDS:** Consultant shall maintain complete and accurate records with respect to labor costs, material expenses, parcels abated or serviced and other such information required by City that relates to the performance of services under this Contract. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. Consultant shall provide free access to the representatives of City or its designees, at reasonable times, to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to this Contract. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

## **13. MISCELLANEOUS PROVISIONS**

**13.1 ASSIGNMENT OR SUBSTITUTION:** City has a NONDISCRIMINATION/NONPREFERENTIAL TREATMENT STATEMENT. In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

**UNAUTHORIZED WORKERS:** Prior to award of the Contract, the Consultant shall affirm in writing that its employees have met all requirements for working in the United States as set forth in Section 1324a(b) of Title 8 of the United States Code , including supplying all necessary documentation for completion of the I-9 Employment Verification form.

**13.2 GOVERNING LAW:** The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Contract and also govern the interpretation of this Contract. Any litigation concerning this Contract shall take place in Lassen County Superior Court, federal diversity jurisdiction being expressly waived.



**13.3 ASSIGNMENT:** City has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant by this Contract. In recognition of that interest, neither any complete nor partial assignment of this Contract, may be made by Consultant nor changed, substituted for, deleted, or added to without the prior written consent of City which consent shall not be unreasonably withheld. Any attempted assignment or substitution shall be ineffective, null and void, and constitute a material breach of this Contract entitling City to any and all remedies at law or in equity, including summary termination of this Contract. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Contract.

**13.4 ENTIRE CONTRACT:** This Contract constitutes the entire Contract and understanding between the parties relative to the services specified herein and there are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in this Contract and this Contract supersedes all prior understandings, agreements, courses of conduct, prior dealings among the parties and documentation of any kind without limitation.

**13.5 AMENDMENTS:** This Contract may be modified or amended, or any of its provisions waived, only by a subsequent written agreement executed by each of the parties. The parties agree that this requirement for written modifications cannot be waived and any attempted waiver shall be void.

**13.6 CONSTRUCTION AND INTERPRETATION:** Consultant and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

**13.7 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 Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

**13.8 SEVERABILITY:** The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

**13.9 NOTICES:** All invoices, payments, notices, demands, requests, comments, or approvals that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties (deemed to have been received three (3) business days after deposit in the U.S. Mail) at the following addresses:

City: City of Susanville  
66 North Lassen  
Susanville, CA 96130

Consultant: Melton Design Group  
309 Wall Street  
Chico, CA 95928

Each party may change the address at which it gives notice by giving ten (10) days advance, written notice to the other party.

**13.10 Attorney Fees.** In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorneys' fees and all costs regardless of whether one party is determined to be the prevailing party.

**13.11 AUTHORITY TO EXECUTE:** The person or persons executing this Contract on behalf of Consultant warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by the parties as follows.

**Approved as to form:**

**NAME OF CONSULTANT**

By: \_\_\_\_\_  
Counsel for consultant

By: \_\_\_\_\_  
Melton Design Group

**Approved as to form:**

**City of Susanville**

By: \_\_\_\_\_  
City Attorney

By: \_\_\_\_\_  
Brian Wilson, Mayor

CERTIFICATE OF COMPLIANCE  
WITH LABOR CODE §3700

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I have complied or will comply with such provisions before commencing the performance of the work of this contract. (Cal. Labor C. §§ 1860 and 1861.)

CONSULTANT

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## EXHIBIT A

### Scope of Services –

**1. Services to be performed by CONSULTANT may include the following on an as-needed basis upon reasonable notice to CONSULTANT:**

**1.1** Provide consulting and professional services upon request of the CITY including; project concept preliminary pre-design services as they relate to the City parks and recreation facilities.

**1.2** Provide strategic planning for implementation of future projects that will anticipate the communities future needs.

**1.3** Provide preparation of cost estimates and specifications including a project construction timeline.

**1.4** Assist the CITY with presentations and/or recommendations to CITY staff administration, or City Council.

**2. Design, engineering and drafting services for any particular project shall not commence except upon written authorization by the City. Such written authorization shall include the following criteria:**

**2.1** A detailed scope of work.

**2.2** A budget for the work.

**2.3** Legal addendum, including prevailing wage or other legal requirements specific to the specified project.

**3. Nonexclusive Contract: The City reserves the right to enter into separate agreements with other consultants for specific projects, or other similar work, of the type contemplated by this Contract.**

EXHIBIT B-

Compensation to Consultant-

All payment will be made in accordance with the below Schedule of Fees. Invoices need to be remitted to Accounts Payable Department, monthly.

I SCHEDULE OF FEES

PERSONNEL

Principal Landscape Architect	\$120.00/hour
Associate Landscape Architect	\$100.00/hour
Project Manager	\$95.00/ hour
GIS Specialist	\$85.00/ hour
Irrigation Specialist	\$85.00/ hour
Irrigation Associate	\$65.00/ hour
Graphic Technician	\$65.00/ hour
Drafting Technician I	\$65.00/ hour
Drafting Technician II	\$55.00/ hour
Administration	\$45.00/ hour
Clerical	\$35.00/ hour

REIMBURSABLE EXPENSES

Plotting Ink Jet (HP800)	\$1.75 / square foot
Plotting, Color Ink Jet	\$8.00 / square foot
Premium Color Glossy Ink Jet	\$12.00 / square foot
Mylar plots	\$4.00 / square foot
Large Format Xerox Prints (Kip 5000)	\$.75 / square foot
Foam Core	\$10.00
Copies, 8.5 X 11 (Canon)	\$.20 each
Copies, 11 X 17	\$.40 each
Color Copies, 8.5 x 11 (Phaser 7400)	\$1.00 each
Color Copies, 11 X 17	\$2.00 each
Binding	\$2.50 each
CD – Compact Disk	\$1.50
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils analysis	Cost Plus 15%
Travel / Automobile	\$.585 / mile

## EXHIBIT C

### Insurance Requirements-

1. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).
2. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

#### 2.1 Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations.

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

#### 2.2 Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or it's equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **[\$1,000,000.00]** per occurrence and **[\$2,000,000]** general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

(i) Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall

contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

(ii) Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

(iii) Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

### 2.3 Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

2.4 Professional Liability. The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim.

3. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

4. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

5. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the City.

6. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

Reviewed by: JKH City Administrator  
 \_\_\_\_\_ City Attorney

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

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

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 15-5152 Adopting Unclaimed Check Policy for checks issued by the City

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

**SUMMARY:** Each year the City accumulates a small amount of outstanding checks that remain unclaimed, even though attempts are made to contact the payees and reissue the checks. Normally these unclaimed funds consist of checks issued through Accounts Payable. These unclaimed checks are voided after 180 days and the funds are placed back into the accounts where they were issued from. Staff uses the same resources to search for owners of these unclaimed funds as it does to search for customers owing funds to the City.

Pursuant to Government Code §50050-50056, unclaimed checks which are more than one year old and less than \$15.00, or greater than \$15.00 and more than three years old can become property of the City 45 days after publication on the City website or in the newspaper. Checks issued that are less than \$15.00 that the City has been holding for 12 months may be released by the City Council without the noticing requirements.

It is recommended that the City adopt a formal policy regarding the proper handling of unclaimed money that meets the requirements established by Government Code §50050-50056, and outlines the procedures to escheat these funds to the City after proper notice has been satisfied.

The City currently has unclaimed funds in the amount of \$3,804.43 that meet the 3 year criteria, with \$2,466.05 in natural gas and \$618.38 in the water fund. The release of these unclaimed funds would be processed according to the proposed policy.

**FISCAL IMPACT:** \$3,084.43 in unclaimed funds

**ACTION REQUESTED:** Motion to adopt Resolution No. 15-5152 adopting Unclaimed Check Policy

**ATTACHMENTS:** Resolution No. 15-5152  
 City of Susanville Unclaimed Check Policy



**RESOLUTION NO. 15-5152**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADOPTING A POLICY FOR UNCLAIMED CHECKS**

**WHEREAS**, from time to time checks issued by the City will remain uncashed despite efforts made by City staff to make contact with the payees and reissue the checks; and

**WHEREAS**, §50050-50056 of the Government Code of the State of California provides procedures for escheating uncashed checks to the local agency if over one year old and less than \$15.00, or over three years old and more than \$15.00, following publication on the City website or in the local newspaper; and

**WHEREAS**, the City Council desires to adopt a Policy for the handling of uncashed checks in accordance with §50050-50056 of the Government Code of the State of California.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville that the Unclaimed Check Policy incorporated herein as Exhibit A is hereby approved.

Dated: April 1, 2015

APPROVED: \_\_\_\_\_  
Brian Wilson, Mayor

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

The foregoing Resolution No. 15-5152 was adopted at a regular meeting of the City Council of the City of Susanville held on the 1st day of April, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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



## CITY OF SUSANVILLE UNCLAIMED CHECK POLICY

### **PURPOSE**

The unclaimed check policy is established to provide the proper mechanism to take possession of long standing unclaimed checks in accordance with government statute, and to ensure the propriety of the related accounting transactions.

### **I. Summary of State Law**

- A. Money that is not the property of the City of Susanville that remains unclaimed for a period of more than three (3) years becomes the property of the City of Susanville forty-five (45) days after the initial public notice if not claimed or if no verified complaint is filed and served. (Section 50050 and Section 50051)
- B. At any time after the expiration of the three (3) year period, the Finance Manager of the City of Susanville may cause a notice to be published once a week for two successive weeks in a newspaper of general circulation published in the City of Susanville. (Section 50050)
- C. The notice shall include the following information:
  - 1. The individual or business name as shown on the issued check.
  - 2. The amount of money on the issued check.
  - 3. The fund in which it is held (General Fund, etc.).
  - 4. A statement announcing that the money shall become the property of the City of Susanville on a date that is not less than forty-five (45) days after the first publication of the notice. *See Exhibit I.*(Section 50051)
- D. Upon or prior to publication, a party of interest may file a claim which must include the following information:
  - 1. The claimant's name, address and telephone number.
  - 2. Social Security Number or Federal Employer Identification Number.
  - 3. Proof of identify such as a copy of a drivers license, social security card.
  - 4. The amount of the claim.
  - 5. The grounds on which the claim is founded. *See Exhibit II.*(Section 50052)
- E. The Finance Manager may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, unclaimed money if claimed prior to the date the money becomes the property of the City of Susanville upon submitting proof satisfactory to the Finance Manager. (Section 50052.5)
- F. When the unclaimed funds become the property of the City of Susanville, the City Council may release them by resolution to the Funds upon which the money was originally drawn . (Section 50053)

- G. Any individual item of less than fifteen (\$15) dollars, or any amount if the depositor's name is unknown, which remain unclaimed for a period of one (1) year may be released to the Funds upon which the money was originally drawn by the City Council without the necessity of public notification in a newspaper. (Section 50055)
- H. The responsibilities of the Finance Manager may be delegated by the Finance Manager to the department that maintains the supporting records of the uncleared checks based on the initial receipt or deposit of that money or both. (Section 50056)

## **II. Disbursement and Funds Transfer**

The Finance Manager reviews Claim Forms and approves or rejects the claim.

- A. The Finance Manager may release to the depositor of the unclaimed money, their heir, beneficiary, or duly appointed representative, the unclaimed money, except as otherwise noted in this policy, if:
  - 1. Claim is filed prior to the date the money becomes the property of the City of Susanville.
  - 2. Proof substantiating the claim is conveyed in writing, including all items detailed in item "D" of Section I of this policy.
  - 3. After proper documentation is secured, Accounting Technician prepares demand to release money based upon approved Claims Form.
- B. Upon rejection of said depositor's claim by the Finance Manager (*see Exhibit III*), the depositor may file a verified complaint seeking to recover all, or a designated part, of the money in a court within Lassen County. The City shall be served with a copy of the complaint and summons which must be served within thirty (30) days of receiving notice that the claim was rejected. The Finance Manager shall withhold the release of the portion of unclaimed money for which a court action has been filed until a decision is rendered by the court.
- C. Upon close of business on the forty-fifth (45) day after publication of the first notice, the unclaimed check amounts revert to the City of Susanville.
- D. When the unclaimed checks become the property of the City of Susanville, the City Council may release them by resolution to the Funds upon which the original checks were drawn.
- E. Unclaimed checks of less than fifteen (\$15) dollars that are more than twelve (12) months old will be released to the Funds upon which the original checks were drawn by the City Council.

## **III. Accounting Transactions**

- A. All unclaimed checks shall be voided after 180 days and unclaimed amounts will be held in a liability account within the Funds (Water, Natural Gas, etc) where they originated.
- B. For unclaimed checks, amounts will be transferred to those Funds that the money was originally drawn on.
- C. At the time the funds are claimed, supporting information is verified. If approved, Finance will then issue a replacement check.

Exhibit I – Sample of Public Notice

**PUBLIC NOTICE**

The following list of disbursements are unclaimed by the listed payees and held by the City of Susanville. If you have a claim against these funds, please contact the City of Susanville Finance Division, 66 North Lassen Street, Susanville, CA 96130, phone (530) 252-5109. Proper proof of claim and current identification must be provided before funds will be released. Funds not claimed by \_\_\_\_\_, become the property of the City of Susanville. This notice and its contents are in accordance with California Government Code Section 50050.

Check Date    Check Number    Amount    Payee

Deborah Savage  
Finance Manager

Exhibit II – Sample of Unclaimed Money – Claim Form



**CITY OF SUSANVILLE  
UNCLAIMED MONEY – CLAIM FORM**

*Return completed form to:  
City of Susanville  
Finance Division  
66 N Lassen Street  
Susanville, CA 96130*

Pursuant to California Government Code Section 50052, I wish to file a claim for a previously unclaimed check in the amount of \$ \_\_\_\_\_ that was published in the local newspaper on \_\_\_\_\_. The grounds on which I file this claim are: \_\_\_\_\_

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

\_\_\_\_\_  
Vendor or Individual Name (Printed)

\_\_\_\_\_  
Taxpayer I.D. or Social Security No.

\_\_\_\_\_  
Vendor or Individual Name (Signature)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

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**FOR FINANCE DEPARTMENT ONLY**

Proof of Identity Verified: Check One:  
Drivers License                      Social Security Card                      Other

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Claim: Approved      Rejected      Reason for Rejection: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit III – Sample of Money Claim Rejection Form



**CITY OF SUSANVILLE  
MONEY CLAIM REJECTION FORM**

The City of Susanville has rejected the unclaimed property claim of:

**Vendor or Individual Name:**

**Taxpayer I.D. or Social Security Number:**

**Address:**

**City/State/Zip Code:**

**Original Check Date:**

**Original Check Amount:**

**The grounds on which this claim has been rejected are:**

Under California Government Code Section 50052, you have the right to file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction within Lassen County. A copy of the complaint and the summons issued thereon must be served with thirty (30) days of receiving this notice of rejection. Upon being served, the City will withhold the disputed amount from being released until a decision is rendered by the court.

Deborah Savage  
Finance Manager

Reviewed by:    City Administrator  
   City Attorney

   Motion only  
   Public Hearing  
  X   Resolution  
   Ordinance  
   Information

**Submitted by:** Arlene F. Zelano, Administrative Assistant

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 15-5155, approving Modification #4 to Cooperative Fire Protection Agreement (11-FI-11050650-17) between Susanville City Fire Department and the Lassen National Forest

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

**SUMMARY:** The City entered into a five year Cooperative Fire Protection Agreement (11-FI-11050650-017) with the Lassen National Forest on May 18, 2011 per Resolution No. 11-4766. Each year, the agreement is reviewed to determine if any changes or modifications are required. Any modifications to the agreement must be reviewed by and approved by City Council and Lassen National Forest. Modification #4 authorizes an extension of the existing agreement with no changes through April 30, 2016. Staff is requesting that the City Council acknowledge that there are no proposed changes to the existing 5-year contract and grant authority to the Fire Chief to sign annual renewals that do not included changes to the existing contract.

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

**ACTION REQUESTED:** Motion to approve Resolution No. 15-5155 approving Modification #4 to Cooperative Fire Protection Agreement and authorize Fire Chief to sign Modification on behalf of the City of Susanville.

**ATTACHMENTS:** Resolution No. 11-4766  
Resolution No. 15-5155  
Modification of Grant or Agreement #4  
Cooperative Fire Protection Agreement (11-FI-11050650-017)

**RESOLUTION NO. 15-5155**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING MODIFICATION #4 TO COOPERATIVE FIRE PROTECTION**  
**AGREEMENT (11-FI11050650-017) BETWEEN SUSANVILLE CITY FIRE**  
**DEPARTMENT AND THE LASSEN NATIONAL FOREST**

**WHEREAS,** the City of Susanville Fire Department has provided and received cooperative mutual aid fire protection with the U.S. Forest Service, Lassen National Forest through a five year mutual aid agreement; and

**WHEREAS,** the Cooperative Fire Protection Agreement 11-FI11050650-017 is reviewed annually by Lassen National Forest and the City of Susanville to determine if changes or updates are needed; and

**WHEREAS,** any modification or supplement must be approved by the City Council and the U.S. Forest Service, Lassen National Forest; and

**WHEREAS,** the existing agreement is determined to require no modifications and is to be extended through April 30, 2016; and

**WHEREAS,** Modification #4 authorizes the extension of the performance period with no modifications or supplements to the existing contract.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville approves Modification #4 and authorizes the Fire Chief to sign annual renewals that do not included changes to the existing contract.

APPROVED: \_\_\_\_\_  
Brian R. Wilson, Mayor

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

The foregoing Resolution No. 15-5155 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1<sup>st</sup> day of April, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_



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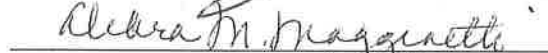
**RESOLUTION NO. 11-4766**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING MAYOR TO EXECUTE COOPERATIVE**  
**FIRE PROTECTION AGREEMENT WITH THE US FOREST SERVICE,**  
**LASSEN NATIONAL FOREST**

**WHEREAS**, the City of Susanville has for a considerable time provided and received cooperative mutual aid fire protection with the U. S. Forest Service, Lassen National Forest; and

**WHEREAS**, the U. S. Forest Services, Lassen National Forest has presented the City of Susanville with a new agreement which additionally describes the conditions of "Assistance by Hire" on a reimbursable basis, and provides overhead personnel for Federal Incident Management Teams and miscellaneous overhead resources;

**NOW, THEREFORE**, be it resolved by the City Council of the City of Susanville that the Mayor is hereby authorized to execute Cooperative Fire Protection Agreement between the City of Susanville and the U. S. Forest Service, Lassen National Forest FS Agreement No. 11-FI-11050650-017.

APPROVED:   
Lino Callegari, Mayor

ATTEST:   
Debra M. Magginetti, CMC/City Clerk

The foregoing Resolution No. 11-4766 was adopted at a regular meeting of the City Council of the City of Susanville held on the 18<sup>th</sup> day of May, 2011 by the following vote:

AYES: De Boer, Franco, Sayers, McDonald and Callegari  
NOES: None  
ABSENT: None  
ABSTAINING: None

  
Debra M. Magginetti, CMC/City Clerk

APPROVED AS TO FORM:   
Peter M. Talia, City Attorney



### MODIFICATION OF GRANT OR AGREEMENT

PAGE 1 OF PAGES 3

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 11-FI-11050650-017	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 4
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4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Lassen National Forest 2550 Riverside Drive Susanville, CA 96130-4774	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Eagle Lake Ranger District 477-050 Eagle Lake Road Susanville, CA 96130-9575
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6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Susanville City Fire Department 1505 Main Street Susanville, CA 96130-4427	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):
---	--

### 8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: Extend the Annual Operating Plan to 4/30/2016
<input type="checkbox"/>	CHANGE IN FUNDING:
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):  
Annual Operating Plan for 2015 is the same and will remain in effect through April 30, 2016.

### 10. ATTACHED DOCUMENTATION (Check all that apply):


<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input type="checkbox"/>	Other:

### 11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SUSANVILLE CITY FIRE DEPARTMENT SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): <b>JAMES MOORE</b>		11.F. NAME (type or print): <b>DAVE HAYS</b>	
11.G. TITLE (type or print): Intern Fire Chief		11.H. TITLE (type or print): Forest Supervisor	

### 12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by:   JANET BOOMGARDEN U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED  3/16/15
--	----------------------------------



<b>MODIFICATION OF GRANT OR AGREEMENT</b>	PAGE <b>1</b>	OF PAGES <b>3</b>
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1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: <b>11-FI-11050650-017</b>	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: <b>4</b>
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4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): <b>Lassen National Forest 2550 Riverside Drive Susanville, CA 96130-4774</b>	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): <b>Eagle Lake Ranger District 477-050 Eagle Lake Road Susanville, CA 96130-9575</b>
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6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): <b>Susanville City Fire Department 1505 Main Street Susanville, CA 96130-4427</b>	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):
--	--

**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
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<input type="checkbox"/>	CHANGE IN FUNDING:
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

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9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):  
Annual Operating Plan for 2015 is the same and will remain in effect through April 30, 2016.

**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input type="checkbox"/>	Other:

**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. SUSANVILLE CITY FIRE DEPARTMENT SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	
11.E. NAME (type or print): <b>JAMES MOORE</b>		11.F. NAME (type or print): <b>DAVE HAYS</b>	
11.G. TITLE (type or print): <b>Interm Fire Chief</b>		11.H. TITLE (type or print): <b>Forest Supervisor</b>	

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:   <b>JANET BOOMGARDEN</b> U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED <b>3/10/15</b>
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FS Agreement No. 11-FI-11050650-017  
Cooperator Agreement No. \_\_\_\_\_

**COOPERATIVE FIRE PROTECTION AGREEMENT**  
**Between The**  
**CITY OF SUSANVILLE**  
**And The**  
**U.S. Forest Service**  
**LASSEN NATIONAL FOREST**

This COOPERATIVE FIRE PROTECTION AGREEMENT is made and entered into by and between the City of Susanville, hereinafter referred to as the Department, and the USDA, Forest Service Lassen National Forest, hereinafter referred to as the "U.S. Forest Service," under the authority and provisions of: Reciprocal Fire Protection Act of May 27, 1955 (42 U.S.C. 1856a), Granger-Thye Act of April 24, 1950 (16 USC 572), and Cooperative Funds and Deposits Act of December 12, 1975, P. L. 94-148, (16 U.S.C. 565a1 - a3), as amended by the Consolidated Appropriations Act of 2008 P. L. 110-161 and the Omnibus Public Lands Act, P.L. 111-11, Sec 3001.

#### **I. PURPOSE**

The purpose of this Agreement is to provide for cooperation in the prevention, detection and suppression of wildland fires, fuels treatments and prescribed fires within the protection areas of Parties signatory to this Agreement. This Agreement describes the conditions in which "mutual aid" periods are established to provide resources to each other on a non-reimbursable basis. This Agreement also describes the conditions of "Assistance by Hire" on a reimbursable basis.

This Agreement provides for cooperation only in wildland fire management activities. The U.S. Forest Service shall not respond to structure fires, vehicle fires or traffic accidents in lieu of the Department. The U.S. Forest Service may, as available, respond to such incidents when adjacent wildlands covered under this Agreement are threatened by fire from such incidents.

The purpose of the agreement is to also provide overhead personnel for Federal Incident Management Teams and miscellaneous overhead resources.

#### **II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS**

The U.S. Forest Service has the responsibility for prevention, protection and suppression of wildland fires on National Forest administered lands, and on adjacent or intermingled State and private forested lands as identified through written agreement.

The Department has the responsibility for prevention, protection and suppression of structure and other non-wildland fires within the established fire district. These



structures and lands protected by the Department are intermingled or adjacent to lands protected by the U.S. Forest Service.

Therefore, it is mutually advantageous, and in the public interest, for the Parties to coordinate their efforts in the prevention, detection, and suppression of wildfires in and adjacent to their areas of responsibility. It is also mutually advantageous for both Parties to provide support and participate in non-fire emergencies.

**III. DEFINITIONS** See Exhibit A attached hereto and incorporated herein by reference.

#### **IV. GENERAL PROVISIONS**

1. **ANNUAL OPERATING PLANS** The Parties will meet annually, prior to the initiation of fire season, to review and update, if necessary, the Annual Operating Plan (AOP). This AOP will include protection area maps for all Parties, current rates for use of department equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in this Agreement as necessary for efficient implementation. This AOP, as it may be updated from time to time, shall become attached to and made a part of this Agreement as Exhibit B.
2. **RECIPROCAL FIRE PROTECTION (MUTUAL AID)** As deemed appropriate, the Parties will include within the AOP reciprocal Initial Attack response areas for lands of intermingled or adjoining protection responsibilities. Within such areas the Supporting Party will, upon request or voluntarily, take Initial Attack action in support of the Protecting Party. The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first 3 hours following initial dispatch of suppression resources. All assistance beyond this Mutual Aid period will be Assistance by Hire and will be billed retroactively for the full period from the time of initial dispatch. Reciprocal initial attack will follow the guidelines specified in the current AOP.
3. **REQUESTED ASSISTANCE** Outside Initial Attack areas, when requested by the Protecting Party, the Supporting Party will, within their capability, provide initial action or other support on wildland fires. Such requested assistance is reimbursable.
4. **ASSISTANCE BY HIRE** Assistance by Hire is the provision of fire suppression resources, by one to another, on a reimbursement basis. All requests for Assistance by Hire must be clear and precise and shall be processed and recorded through the dispatching systems of the Parties. Requests not processed in this manner will not be reimbursable. Personnel, equipment, supplies or services provided by the Supporting Party and essential to filling the resource order, which are necessary and reasonable, shall be considered as reimbursable as Assistance by Hire. The Department may provide out-of-state assistance to the U.S. Forest Service when requested. Such assistance will be Assistance-by-Hire unless otherwise specified as Mutual Aid in the current AOP.



11. **FACILITIES, EQUIPMENT, TRAINING AND SUPPORT** The Parties may procure, loan, lease, share or exchange facilities, equipment, training and support services. This may include, but is not limited to, such things as dispatch centers, training facilities, administrative offices, fire stations, air attack bases, lookouts, warehouses, vehicles, fire equipment, remote automated weather stations, lightning "detection" equipment and communications equipment. AOPs may outline conditions for specific situations. Whenever it has been mutually agreed, fees for such use, as might be found in special use permits or other similar documents, may be waived. Any operational costs required for such proposed use may be shared and reimbursed by the using Party. Any shared cost or reimbursements will be governed in accordance with a Supplemental Project Agreement signed by each Party.
12. **JOINT PROJECTS** The Parties may jointly conduct appropriate mutual interest projects to maintain or improve the fire protection capability of the Parties. Such projects will be properly documented in a Supplemental Project Agreement signed by each Party prior to starting the project, which agreement shall include an explanation of the objectives of each undertaking and the role each Party will play in accomplishing that objective. Any shared cost or reimbursements will be governed in accordance with the Supplemental Project Agreement.
13. **REPLACEMENT OF FIRE SUPPLIES** Replacement of Party-owned supplies that are lost, damaged, or expended may be re-supplied at the incident prior to demobilization and according to established procedures. Items not available at the incident will be documented and an "S" number will be issued to authorize replacement after the resource leaves the incident.
14. **PRESERVATION OF EVIDENCE** Both Parties will take action to protect and preserve the fire origin area and evidence pertaining to the fire cause.
15. **TRAINING** The Parties will cooperate to ensure that jointly provided training will produce safe and effective fire and aviation programs. The intent is to provide high quality training that will minimize training costs by sharing of resources, standardization of courses, improve firefighting efficiency and safety. Training also includes participation of fire team members at annual Incident Management Team meetings so members can maintain competency for their specific positions. Each Party will bear the cost of training for their respective employees unless specifically addressed in the AOP.
16. **FIRE TRAINING CENTERS** The Parties agree to reimburse (or bill) for fire training rendered at training center(s). Billing and reimbursement procedures for this training will use the process identified at the respective fire training facility. Reimbursement and billing arrangements for the rent of either Party's training facilities is also considered part of this Agreement and billings will also be processed as identified by each training facility.





18. **FIRE PREVENTION** Parties may agree to share responsibilities and materials for fire prevention activities. Materials may include posters for display in public buildings, businesses and the like. Parties may share responsibility for fire prevention and rural fire safety presentations and demonstrations.

19. **FIRE RESTRICTIONS AND CLOSURES** Parties will coordinate restrictions and closures.

20. **PRESCRIBED FIRE AND FUELS MANAGEMENT** The Parties may cooperate in the development and implementation of Prescribed Fire plans. Mutually beneficial projects may be at no cost or Assistance by Hire where appropriate. Reimbursements will be governed in accordance with a Supplemental Project Agreement signed by each Party.

In the event a wildfire results from Prescribed Burning operations, responsibility and accountability for the cost of suppression rest with the Party that has authority for igniting the burn as identified in the Rx Burn Plan.

Parties will keep each other informed of Prescribed Fire operations.

21. **NATIONAL EMERGENCIES** The Parties to this Agreement may respond upon request to National declared emergencies providing there are no statutory prohibitions against such use.

22. **EMPLOYMENT POLICY** Employees of the Parties to this Agreement shall at all times be subject only to the laws, regulations, and rules governing their employment, regardless of incident location, and shall not be entitled to compensation or other benefits of any kind other than specifically provided by the terms of their employment.

23. **EXAMINATION OF RECORDS** Each Party shall give the other, or their authorized representative, access to, and the right to examine all records, books, papers and documents related to this Agreement as provided by the Freedom of Information Act (FOIA) and Privacy Act. Parties shall retain and make supporting documents available for a period of 5 years after final payment.

24. **FUNDING LIMITATION** Nothing herein shall be considered as obligating either Party to expend, or as involving either in any contract or other obligation for the future payment of, money in excess of funding approved and made available for payment under this Agreement and any modification thereto.

25. **NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM** The Parties to this Agreement will operate under the concepts defined in the National Interagency Incident Management System (NIMS) including: Incident Command System (ICS), qualifications system, certification system, training system, the management of



the Protecting Party shall initiate an investigation of the accident. A team made up of appropriate representatives from all affected agencies shall conduct the investigation. Costs for investigation personnel are Party-specific and will be borne by the sending Party. Other accident or incident investigation costs are the fiscal responsibility of the Party (ies) that has jurisdiction and/or investigative responsibility. The sharing of information between Parties on accident investigations and their findings and probable causes is a valuable tool for safety and must be encouraged.

33. **FREEDOM OF INFORMATION ACT (FOIA)** Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
34. **DEBT COLLECTION IMPROVEMENT ACT** The Department shall furnish their tax identification number (TIN) upon execution of this Agreement. The Department may wish to enroll in the Automatic Deposit program. Information concerning this program can be found at: [www.nfc.usda.gov/dcia/eftweb.htm](http://www.nfc.usda.gov/dcia/eftweb.htm).
35. **DUNS NUMBER** The cooperator shall furnish their DUNS number upon execution of this instrument. You may obtain a DUNS number by contacting Dun and Bradstreet at 800-234-3867 or 866-794-1580. A DUNS number will be provided immediately by telephone at no charge.
36. **ELECTRONIC FUNDS TRANSFER (EFT)** The recipient/cooperator shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:
  1. The payment recipient does not have an account at a financial institution.
  2. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.
  3. The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.



In order to receive EFT payments the recipient/cooperator shall register in the Central Contractor Registry (CCR). You may register by going to [www.ccr.gov](http://www.ccr.gov) and following the instructions provided online. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725

37. **PREVIOUS AGREEMENTS CANCELED** This Agreement supersedes and cancels any prior Cooperative Fire Protection Agreement between the Parties.
38. **TERMINATION** Both Parties retain the right to terminate their participation under this Agreement by providing 30 days written notice to the other Party.





43. **AUTHORIZED REPRESENTATIVES.** By signature below, each Party certifies that the individuals listed in this document as representatives of the individual Parties are authorized to act in their respective areas for matters related to this instrument. In witness whereof, the Parties hereto have executed this instrument as of the last date written below.

 Lino P. Callegari, Mayor TED FRIEDLINE, FIRE CHIEF City of Susanville	05/18/2011 Date
 JERRY BIRD, FOREST SUPERVISOR U.S. Forest Service, Lassen National Forest	06/18/11 Date

The authority and format of this instrument have been reviewed and approved for signature.


4/15/2011  
 \_\_\_\_\_  
 DINA MCELWAIN  
 U.S. Forest Service Grants & Agreements Specialist



**COOPERATIVE FIRE PROTECTION AGREEMENT  
EXHIBIT A  
DEFINITIONS**

**ADMINISTRATIVE RATE:** That pre-established percentage charge that will be applied by the billing PARTY.

**AIRCRAFT:** Any firefighting fixed or rotary-winged aircraft owned or contracted exclusively to the Department or Forest Service.

**ASSISTANCE BY HIRE:** Fire suppression resources and associated support resources needed to fill the incident order that are to be paid for by the Protecting Party. Terms of the agreement establish the reimbursement rates.

**AVAILABLE:** Following the Incident Command System protocols, the status of a fire fighting resource that indicates its availability for assignment on an incident.

**BACKFILLING:** The act of providing cover staffing at the station or administrative site that has been vacated by the resources provided to the incident

**BOUNDARY FIRE:** A fire burning on or directly adjacent to the Direct Protection Boundary between the Department and the Forest Service.

**CLOSEST FORCES CONCEPT:** The philosophy of committing the closest available appropriate resources, regardless of ownership, as described in the Annual Operating Plan, to a wildfire for initial attack or for critical need.

**COOPERATIVE FIRE PROTECTION:** Specific fire protection services furnished by one party to the other on a reimbursable basis pursuant to the Annual Operation Plan.

**COST SHARE AGREEMENT:** An interagency agreement describing the conditions and/or percentage of Department and Forest Service financial responsibility for costs incurred as a result of jointly approved operations pursuant to the terms of this agreement.

**DETECTION:** The act or system of discovering and locating a fire.

**DIRECT PROTECTION AREA (DPA):** That area which, by law or pursuant to the terms of this agreement, is provided wildland fire protection by the Department or by the Forest Service. DPAs may include a mixture of Department and Forest Service responsibility areas.

**DIRECT PROTECTION AREA MAPS:** Official maps which identify areas of direct wildland fire protection for each Party.



**MOVE-UP AND COVER:** Identifies a relocation of fire suppression resources from their established location to a temporary location to provide fire protection coverage for an initial attack response area.

**MUTUAL AID:** Automatic initial attack response by suppression resources (excluding aircraft and pilot[s]) as specified in the Operating Plan for specific pre-planned initial attack response areas and provided at no cost to the Protecting Party for the first specified hours from the time of initial report. Mutual Aid is limited to those Initial Attack resources or move-up and cover assignments that have been determined to be appropriate in the annual Operating Plans. Aircraft (fixed and rotary-winged, including pilot[s]) shall always be Assistance by Hire, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

**PRESCRIBED FIRE:** The planned use of fire on wildlands to accomplish specific objectives including reducing fire hazard, providing flood protection, enhancing wildlife and fisheries, or improving water yields and/or air quality.

**PROTECTING PARTY:** The PARTY responsible for providing direct wildland fire protection to a given area pursuant to this agreement.

**RECIPROCAL FIRE PROTECTION (MUTUAL AID):** Automatic initial attack response by suppression resources as specified in the Annual Operating Plan for specific pre-planned initial attack response areas and provided at no cost to the Protecting Party for the specified mutual aid period. Aid is limited to those resources or move-up and cover assignments that have been determined to be appropriate in the Annual Operation Plan.

**REIMBURSABLE WORK:** Reinforcements exceeding reciprocal fire protection services furnished by either Party, at the request of the other, or fire protection furnished as a chargeable cooperative fire protection service

**REPAIR OF SUPPRESSION ACTIVITY DAMAGE:** Those activities undertaken by fire suppression forces during or immediately after the control of a wildfire to insure the prevention of erosion or to repair other damages resulting from fire suppression activities.

**SUPPLEMENTAL FIRE DEPARTMENT RESOURCES:** Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

**SUPPORTING PARTY:** The Party directly contributing suppression, rescue, support or service resources to the Party possessing direct fire protection responsibility for the area upon which an incident is located.

FS Agreement No. 11-FI-11050650-017  
Cooperator Agreement No. \_\_\_\_\_

**Exhibit B**  
**2011**  
**ANNUAL OPERATING PLAN**  
**FOR COOPERATIVE FIRE PROTECTION AGREEMENT**  
**Between**  
**CITY OF SUSANVILLE**  
**and**  
**U.S. Forest Service**  
**LASSEN NATIONAL FOREST**

**ANNUAL OPERATING PLAN**

The Parties will meet annually, prior to the initiation of fire season to review and update, if necessary, the Annual Operating Plan (AOP). This annual review will be documented by signing and dating the review block on the signature page of this AOP. This AOP will include protection area maps for all Parties, rates for use of department equipment and personnel, lists of principal personnel, dispatching procedures, and any other items identified in this Agreement as necessary for efficient implementation. This AOP shall become attached to and be a part of the Agreement. This AOP takes effect as of the date of the last signature and will remain in effect until superseded by a new AOP or upon expiration of the agreement.

**MUTUAL AID RESPONSE PROCEDURES**

Mutual aid is the initial attack response by both Department and Forest Service suppression resources that are identified in each Party's Emergency Command Center's run cards or computerized automated dispatch system (CAD). The Protecting Party will not be required to reimburse the Supporting Party for initial attack actions taking place in these areas within the first 3 hours (as identified in the Agreement) following initial dispatch of suppression resources. All assistance beyond this "Mutual Aid" period will be assistance by hire and will be billed retroactively for the full period from the time of initial dispatch.

Aircraft (fixed and rotary-winged) including pilot(s) shall always be Assistance by Hire, EXCEPT when the response is under a unified command and the fire threatens both local and federal jurisdictions. Fiscal responsibility for all aircraft will be determined by the ordering process, utilization and cost share agreements.

### SINGLE POINT RESOURCE ORDERING

Any and all requests for emergency assistance and incident support on cross boundary incidents must be clear and precise and shall be processed and recorded through a single dispatching center identified by the Incident Commanders of both Parties (Unified Command) and supported by order and request numbers.

### COMMUNICATIONS AND FREQUENCY MANAGEMENT

The Parties agree to utilize the frequencies assigned by the Emergency Command Centers for the management of an incident. This includes the assigned Command and Tactical Frequencies. In the case where the Parties' administrative frequencies have not been assigned for those purposes, the use of those frequencies must be temporarily suspended. While away from the home geographic area and traveling to and from an incident, the Parties agree to suspend the use of their respective pre-assigned frequencies. These frequencies are licensed through the Federal Communications Commission for specific geographic areas and are not to be used outside those areas. Family recreational "walkie-talkie" type radios are prohibited from use while traveling to and from an incident or while on any federal incident.

### SHARING FREQUENCIES

The Department agrees to authorize use by the Forest Service of the following frequencies:

<b>Command Nets: LASSEN CO. FIRE</b>	<b>TX 154.4450</b>	<b>RX 154.0100</b>	<b>CTSS TONE TONE 1,3,4</b>
<b>Tactical Nets: WHITE 1</b>	<b>TX 154.280</b>	<b>RX 154.280</b>	

These frequencies will be used for fire/emergency only within or adjacent to the Department's responsibility area.

The Forest Service agrees to authorize use by the Department of the following frequencies:

<b>Command Nets: LNF FIRE LNF ADMIN. LNF SERVICE</b>	<b>TX 172.225 169.950 164.100</b>	<b>RX 171.475 164.9125 164.800</b>	<b>CTSS TONE TONE 3,4,7,8 TONE 4 TONE 1</b>
<b>Tactical Nets: NIFC TAC 1 NIFC TAC 2 NIFC TAC 3</b>	<b>TX 168.050 168.200 168.600</b>	<b>RX 168.050 168.200 168.600</b>	

## **PAYMENT OF STRUCTURE PROTECTION**

For wildfires within the Department's or Forest Service's DPA, the financial responsibility for the protection and suppression of structures remains with the Party who has statutory responsibility for structure suppression and protection.

For incidents involving both Department and Forest Service DPAs the cost share agreement should reflect the Department's structure protection/suppression responsibilities and financial obligation within its jurisdiction.

In situations when the Department orders additional resources and initiates additional actions beyond the level deemed necessary by the unified command, the Department is responsible for the costs.

## **REIMBURSEMENT RATES AND METHODOLOGY (non-aviation)**

### **Department Personnel and Equipment:**

Reimbursement for personnel will be based on personnel rates on file with the California Emergency Management Agency (Cal EMA) at the time of the incident and reimbursement methodologies outlined in the California Fire Assistance Agreement (CFAA).

The Department and Forest Service acknowledge the special legal requirements of each Party to provide backfill coverage (to respond to subsequent emergencies) that becomes necessary as a result of the execution of the Agreement. Actual costs associated with backfill needs are not reimbursable. Reimbursement rates and methods under the CFAA are designed to provide financing for backfill needs.

Personnel that routinely respond to emergencies (Chief Officers, Company Officers, and Firefighters) will be reimbursed portal to portal for time committed to the incident. All other personnel (civilian) will be reimbursed for actual time worked on the incident unless there is a MOU or governing body resolution that dictates the specific position is to be reimbursed portal to portal for the time committed to an emergency incident. The MOUs or resolutions must not be contingent on this agreement or executed on the sole basis that there is reimbursement from the federal or state agency. Firefighters also include crew members, helicopter pilots and dozer operators.

Reimbursement for equipment will be based on the CFAA Rate Letter applicable at the time of the incident. The Protecting Party will provide fuel and lubricants while the equipment is on the incident. The Supporting Party will provide fuel and lubricants while the equipment is en route to the incident and while returning to the home unit. The Protecting Party shall pay or reimburse for damages in excess of normal wear and tear, and shall replace or reimburse items lost or destroyed, except for damages occurring as a result of negligence by the Supporting Party.

An Administrative Rate can be added to the total of the personnel, support equipment, and other approved reimbursements. The current standard Administrative Rate is 10% unless the

### **ITEMS NOT REIMBURSABLE**

The following items are not reimbursable in the execution of this Agreement and are considered standard personal support supply/equipment.

- Incident position support kits
- Calculators
- Computers
- Printers
- GPS units
- Cell phones (except as provided below)
- Personal telephone charges
- Support items normally available in Supply Unit, e.g. tents, sleeping bags, pads, water coolers, etc.

Costs of agency cell phones in excess of normal monthly charges are reimbursable when supported by cell phone provider bills.

### **DURATION OF ASSIGNMENTS**

Consideration must be given to the health and safety of personnel when assigned to fires of long duration. It is agreed that duration of assignments is dictated by each Party's policy. Extension of assignments beyond the Supporting Party's policy may be requested. It is the responsibility of the Protecting Party to request relief personnel in advance of the Supporting Party's policy time limit. The Protecting Party is further responsible for the transportation costs of moving personnel to the fire and returning those relieved personnel back to their home stations. In all cases, the Department and Forest Service agree that their Incident Commanders will release suppression resources to their primary mission responsibilities as soon as priorities allow. The National Wildfire Coordinating Group (NWCG) has established guidelines for the length of assignments for resources and personnel who accept out of state assignments. Personnel who accept assignments out of the state are expected to adhere to the guidelines identified by NWCG. For incidents within the state, there is a required 7 day minimum commitment. Both Parties agree to honor the minimum length of assignments guidelines.

### **REST AND RECUPERATION**

The National Wildfire Coordinating Group (NWCG) establishes Rest and Recuperation (R & R) guidelines that govern R & R on all Federal incidents. These guidelines may change throughout the year depending on fire activity and physical condition of fire resources. Department personnel assigned to a Forest Service incident may be given R & R during the incident in which case the R & R is in pay status and charged against the incident. However, if the Department wishes to grant their personnel R & R upon their return to home, the R & R is not compensable under the terms of this agreement.

in accordance with a Supplemental Project Agreement signed by each Party prior to the start of the project.

### **WILDLAND FIRE DECISION SUPPORT SYSTEM (WFDSS)**

Forest Service policy requires the use of "Wildland Fire Decision Support System" (WFDSS) for all fires on or threatening Forest Service administered lands that have escaped initial attack. In Unified Command situations the Forest Service will include the Department's input into the development of control objectives, strategy and priorities.

### **SUPPRESSION AND DAMAGE COLLECTION**

The Department and the Forest Service reserve the right to pursue independent and separate courses of litigation and cost collection for suppression and damage on the fires that affect both Parties. Any costs recovered as a result of independent litigation will not be subject to apportionment with the other affected Party. Whenever collections that result from joint legal action have the effect of reducing next expenditures of either Party to accomplish services provided for in this Agreement, then such collections may be reported and shared proportionately, after deducting the cost of collection.

### **REPAIR OF SUPPRESSION ACTIVITY DAMAGE**

Repair of suppression related activity damage (e.g., spreading of dozer berms, installations of water bars, minor road repairs, minor fence repair, etc.) will normally be done by the Party with direct protection responsibility for the fire as an integral part of overhaul/mop-up. Any rehabilitation beyond this level may be the responsibility of the landowner.

### **MAPS TO SUPPORT ANNUAL OPERATING PLAN**

On an as needed basis, maps needed to support this AOP will become attachments to the AOP. These may include the DPA boundary, fire protection facilities by Party and location, pre-planned "Mutual Aid" initial attack response areas, "Mutual Aid Move-up and Cover" facilities or special management consideration areas.

### **POSSESSION OF AGREEMENT AND AOP ON INCIDENTS**

On incidents, the Supporting Party shall furnish the Protecting Party, upon demand, a signed copy of the Agreement and current AOP.



# Exhibit C

## ACTIVITY RECORD FOREST SERVICE, REGION 5 LOCAL COOPERATIVE FIRE AGREEMENT

<b>AGREEMENT NO:</b> _____	<b>DEPARTMENT:</b> _____
<b>Date and Time Departed:</b> _____ / _____ hrs.	<b>Return Date and Time:</b> _____ / _____ hrs.

### DISPATCH INFORMATION

Incident Name: _____	Reporting Location: _____
Incident Number: _____	Incident Code: _____
Resource Order Number: _____	Reporting Date/Time: _____

### PERSONNEL INFORMATION

Dates of Services	Request Number	Payroll Name(s)	ICS Position	Total Hours to be reimbursed

### APPARATUS/EQUIPMENT/VEHICLE INFORMATION

Dates of Services	Type of Apparatus / Module <small>Engine, Water Tender, Dozer, Crew or Other</small>	Strike Team #	Apparatus or Vehicle #	Vehicle Category <small>Sedan SUV Van PU 2x4 4x4</small>	Vehicle Information <small>POV or Rental Company</small>	Total Mileage Or Operating Hours

**Signature of Authorizing Officer For Department:** \_\_\_\_\_

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

Approved by  
IC or FSC: \_\_\_\_\_

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

**Form Distribution:**

Original: Local Government Agency  
(Attach to Dept invoice/bill)  
Copy: Incident Management Team  
Finance Section



Reviewed by: JGH City Administrator  
       City Attorney

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

**Submitted by:** Krystle Hollandsworth, Administrative Staff Assistant

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5156** authorizing the City Administrator to sign the Annual Grant Certification and Disbursement request

**PRESENTED BY:** Jared G. Hancock, City Administrator

**ANALYSIS:** The California Aid to Airports Program (CAAP) provides Annual Credit Grants to eligible public use, publicly owned airports in the amount of \$10,000 per year. The grant requires that Certification and Disbursement Request forms are submitted to the California Department of Transportation, Division of Aeronautics for the current fiscal year to establish the eligibility of the airport to receive the funding. The funds are included as a revenue in the annual Airport budget and it is recommended that the grant be utilized for operations and maintenance expense and fueling station upgrades and repairs.

**FISCAL IMPACT:** \$10,000 revenue included in the Airport Division 2014-2015 Fiscal Year budget.

**ACTION REQUESTED:** Motion to approve Resolution No. 15-5156 authorizing the City Administrator to sign the Annual Grant Certification and Disbursement Request

**ATTACHMENTS:** Resolution No. 15-5156

**RESOLUTION NUMBER 15-5156**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE CITY ADMINISTRATOR TO SIGN ANNUAL CALIFORNIA AID**  
**TO AIRPORTS PROGRAM (CAAP) GRANT CERTIFICATION FROM STATE OF**  
**CALIFORNIA DEPARTMENT OF TRANSPORTATION, DIVISION OF**  
**AERONAUTICS**

**WHEREAS**, the City is eligible to receive annual funding through California Aid to Airports Program (CAAP) in the amount of \$10,000; and

**WHEREAS**, a Credit Disbursement Request must be submitted each year to the State of California Department of Transportation (DOT) Division of Aeronautics to receive funding; and

**WHEREAS**, eligible projects have been identified and included in the Request for Disbursement.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville authorizes the City Administrator to sign the Airport Certification and Request for Disbursement forms and authorize submittal to the State of California Department of Transportation, Division of Aeronautics

APPROVED: \_\_\_\_\_  
Brian R. Wilson, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 1st day of April, 2015, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

AGENDA ITEM NO. 13A

Reviewed by: JG City Administrator  
     City Attorney

     Motion only  
     Public Hearing  
     Resolution  
     Ordinance  
  X   Information

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

**Action Date:** April 1, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Fiscal Year 2015-2016 Budget Calendar

**PRESENTED BY:** Jared G. Hancock, City Administrator  
Deborah Savage, Finance Manager

**SUMMARY:** The following timeline is proposed for consideration and adoption of the fiscal year 2015-2016 budget:

- March 25, 2015 Deadline for departments to submit budget requests regarding proposed rate/fees changes
- April 1, 2015 Department Head workshop to review and discuss proposed budget
- April 15, 2015 Deadline for City Administrator to review changes, approve balanced budget and set workshop dates for City Council
- May 6, 2015 May 6, 2015 Public hearing to Set Rates and Fees
- May TBD, 2015 Special Meeting Workshop - First Council Review
- June 3, 2015 City Council review of proposed budget (07:00 pm)
- June 17, 2015 City Council review and adoption of fiscal year 2015-2016 budget

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Information only.

**ATTACHMENTS:** None.