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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
May 3, 2017 * 6:00 p.m.

Call meeting to order

Next Resolution No. 17-5378

Roll call of Councilmembers present

Next Ordinance No. 17-1012

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

- 2 **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.

- 3 **CLOSED SESSION:**
 - A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Employee status report
 - 2 Administrative Assistant – Police Department
 - 3 Public Employee Performance Evaluation: City Administrator
 - B Property: APN: 101-270-10
Agency negotiator: Jared G. Hancock
Negotiating parties: City of Susanville/Lassen Community College
Under negotiation: Price/CONDITION/Terms of Lease
 - C CONFERENCE WITH LEGAL COUNSEL – anticipated litigation pursuant to Government Code 54956.9(d)(2): various

- 4 **RETURN TO OPEN SESSION:** (recess if necessary)
 - *Reconvene in open session at 7:00 p.m.*
 - *Pledge of allegiance*
 - *Report any changes to agenda*
 - *Report any action out of Closed Session*
 - *Moment of Silence or Thought for the Day: Chief James Moore*
 - *Proclamations, awards or presentations by the City Council:*

- 5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Approve minutes from the City Council's March 22 and April 5, 2017 meetings
- B Approve vendor warrants numbered 100128 through 100230 for a total of \$500,488.68 including \$102,861.12 in payroll warrants

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 17-5377** approving City Council Committee list
- B Consider approval of Request for Proposal (RFP) for CDBG Administrative Services and authorize release for circulation

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 Public Works Department Update

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:


15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on May 17, 2017 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, 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 May 3, 2017 in the areas designated on April 28, 2017.


Gwenna MacDonald, City Clerk

Reviewed by:  City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 3, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's March 22 and April 5, 2017 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's March 22 and April 5, 2017 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's March 22 and April 5, 2017 meetings.

ATTACHMENTS: Minutes: March 22, 2017
April 5, 2017

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
March 22, 2017 – 10:00 a.m.

Meeting was called to order at 10:03 a.m. by Mayor Garnier.

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joseph Franco and Kathie Garnier.
Absent: Rod E. De Boer

Staff present: Jared G. Hancock, City Administrator, James Moore, Fire Chief and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA:

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the agenda as submitted; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

2 PUBLIC COMMENT: No comments.

3 CLOSED SESSION: No business.

4 SCHEDULED MATTERS

A Consider approval of Resolution No. 17-5365 authorizing the City Administrator, and Fire Chief to act as representatives and agents for the City of Susanville in all matters pertaining to state disaster assistance Mr. Hancock explained that the item for consideration is a three-year authorization that allows the City Administrator or Fire Chief to submit requests to the State on behalf of the City for reimbursement as part of the disaster relief funding program that is available through the State and Federal government. The disaster was first declared at the local level by the Office of Emergency Services, then it is declared a state of emergency by Governor Brown, and then the request is submitted to the Federal Government for approval by the President. The President declared a major disaster on February 14, related to the January 2017 winter storms. The current approval process is pending presidential approval for the second set of storms in February 2017.

There were no questions or comments.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 17-5365; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

B Consider approval of Resolution No. 17-5366 Authorizing Mayor to Execute 2017 Loan Agreement with NMUSAF for static display Phantom Jet F-4C (RF) Mr. Hancock explained that at a recent Council meeting, the City Council reviewed and approved agreements with the US Army for equipment on static display at the Airport and Memorial Park. The agreement with the US Air Force for the Phantom Jet had not been received, and the City received a request for updating the agreement by the end of March. The paperwork includes providing pictures of the equipment to prove that it is being maintained in the proper condition and staff put the information together for Council review and approval to and with their request. He noted that the Fire Department assists in keeping the equipment clean and maintained at a level required by the agreement.

Motion by Councilmember Stafford, second by Mayor pro Tem Franco, to approve Resolution No. 17-5366; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

C Consider approval of Fire Hall facility use for Small Business Administration's Disaster Field Operations Outreach Effort Mr. Hancock explained that this item is related to a request that came in right after the distribution of the March 15, 2017 agenda packet and it was shared with the Council that a fee waiver request had been received. The SBA has requested to use the Fire Hall as a field operations center for community members that have been impacted by storms. The council provided verbal authority to proceed, and this item is a ratification of that direction.

Mayor pro tem Franco asked if the assistance is available for commercial business only.

Mr. Hancock responded that they have funding sources available to set up low interest loans for people who qualify and who do not have homeowners insurance to do repairs for the damages sustained in the storm event.

Chief Moore added that the SBA Public Information Officer is on site today, and is ready to share a lot of information with the community and ready to reach out to various public and private agencies. They will make a declaration regarding eligibility for home loans, businesses, non-profit agencies, and cover economic injury and loss claims. The loans will also be available for renters whose losses have exceeded the limits of rental insurance policies, providing an additional option for renters. The Public Information Officer will be in town for approximately two to three weeks but will extend if necessary.

Mayor pro tem Franco asked what is required for notification to the public.

Chief Moore stated that the information will be distributed county wide by the Public Information Officer, and the department has assisted as much as possible by providing contact information for all of the local media sources.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to authorize the fee waiver for use of the Fire Department as the field operations center for the SBA; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

5 ADJOURNMENT:

Motion by Councilmember Wilson, second by Councilmember Stafford, to adjourn; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

Meeting adjourned at 10:18 a.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Kathie Garnier, Mayor

Approved on: _____

SUSANVILLE CITY COUNCIL
Regular Meeting Minutes
April 5, 2017– 6:00 p.m.

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

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, and Kathie Garnier.

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney and Gwenna MacDonald, City Clerk.

1 APPROVAL OF AGENDA:

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

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS:

The Council permitted Ms. Adams to present a public comment on an item that was related to open session.

Shawnee Adams asked if the City had any financial assistance programs to aid in the removal of a large tree. She stated that at her property on lower Shasta Street, a very large tree was located in such a position that several very large branches were overhanging in the street. After the storms and wind that have occurred in the past few months, she is worried that if the tree had been further damaged it would have created a potential hazard. She explained that at one point, a very large limb had fallen and extended clear across the roadway. The City was generous enough to remove it from the street, but the tree needs to be dealt with. She has requested assistance from LMUD and is looking for options to finance the work that is needed before someone gets hurt.

Mr. Hancock requested that she provide her phone number, and the City would meet with her to identify what her options may be. At this time, the City does not have any sort of funding programs available.

3 CLOSED SESSION: At 6:10 p.m. the Council entered into Closed Session to discuss the following:

A CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6

1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: All Units

B CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code 54956.8:

1 Property: APN: 116-180-04
 Agency Negotiator: Jared G. Hancock
 Negotiating Parties: City of Susanville/Various Ground Leases
 Under Negotiation: Lease terms

2 Property: APN: 2610 Riverside
 Agency Negotiator: Jared G. Hancock
 Negotiating Parties: City of Susanville/Judicial Council of California
 Under Negotiation: Non-Exclusive License for the Use of Real Property

4 RETURN TO OPEN SESSION:

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

Staff present: Jared G. Hancock, City Administrator; Jessica Ryan, City Attorney; James Moore, Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager; Craig Sanders, City Planner and Gwenna MacDonald, City Clerk.

Mr. Hancock reported that prior to Closed Session, the City Council approved the agenda as submitted, and that there was no reportable action.

Councilmember Stafford offered the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:** There were no comments.

6 **CONSENT CALENDAR:** Mayor Garnier reviewed the items on the Consent Calendar:

- A Approve minutes from the City Council's March 1, 2017 meeting
- B Approve vendor warrants numbered 99885 through 100033 for a total of \$499,303.33 including \$99,526.33 in payroll warrants
- C Receive and file Finance Reports: February 2017

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

7 **PUBLIC HEARINGS:** No business.

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.
Commission/Committee Reports:

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 17-5364 authorizing closure of South Gay Street for the Lassen Land and Trails Trust Farmer's Market in Pancera Plaza** Mr. Hancock explained that the City received a request last year to allow the Lassen Land and Trails Trust weekly Farmer's Market to be relocated to the Pancera Plaza. The request was approved and the event was a success at the new location. This year the Lassen Land and Trails Trust submitted the request to hold the Farmers Market on Saturday from June 3rd, and ending October 7th. They request closure of Pancera Plaza 6 hours prior to each event or 12:00 a.m. through approximately 1:00 p.m. on the dates of the Market. Mr. Hancock introduced Laura Medvin, coordinator of the event.

Ms. Medvin thanked the City Council for the opportunity to hold the Market in the uptown. She stated that the Public Works department has been very supportive and helpful with traffic control and she appreciated the group effort.

Mayor Garnier stated that she really enjoyed the new location in the uptown.

David Teeter, District 1 Supervisor, stated that Laura has been a great asset to the organization and he appreciated her work in support of the event.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5364; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

9B Consider approval of Resolution No. 17-5367 authorizing closure of North Street and waiving usage fees for Memorial Park for annual Third Grade History Day Mr. Hancock reported that the Lassen County Office of Education annual 3rd Grade Lassen County History/Isaac Rook Day is scheduled for Friday, May 12, 2017. The event is a great opportunity for the students to tour historic sites in the uptown, and it culminates in the Memorial Park and Historical Plaza by participation in various pioneering activities. Due to the number of students and volunteers attending the event and the nature of the activities taking place, the Lassen County Office of Education has requested the closure of North Street from Weatherlow to Grand Avenue to general vehicle traffic except emergency vehicles. The closure will increase safety for the attendees and ease congestion caused by the buses dropping off and picking up students in the area.

Motion by Councilmember Stafford, second by Councilmember Wilson, to approve Resolution No. 5367; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

9C Consider fee waiver request for Memorial Park for the Lassen County Health and Social Services Department Public Health Week on April 5 and 7, 2017 Mr. Hancock stated that the request had been received from Lassen County Health and Social Services requesting the use of Memorial Park's picnic and stage areas on April 5th and April 7th for Public Health Week. The request included an approval to waive the park usage fees and to waive fees of \$106 daily for a total waiver of \$212.00.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve the fee waiver as requested; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

9D Consider request to co-sponsor the 28th Annual Junior Fishing Derby on April 22, 2017 and waive reservation/usage fees for Memorial Park Mr. Hancock explained that the Lassen Sportsmen's Club is hosting the 28th Annual Junior Fishing Derby at Memorial Park on April 22, 2017 and they are requesting that the City of Susanville's co-sponsor the event. The request includes waiving the use fees for Memorial Park, the deposits for the sound system and electrical panel, providing insurance coverage and a monetary contribution for the event. The City also prints a lot of the entry materials for the event. In previous years the City Council has designated the Junior Fishing Derby as the recipient of the "Recreation Round-up" funds. As of March 28, 2017, the balance in the fund is \$289.93. Staff recommends using the remaining \$500.00 from Civic Contributions, \$289.93 from Recreation Round Up and \$210.07 from Fund Balance.

Mr. Hancock continued to explain that there are concerns this year related to the conditions along the creek and river with high water and storm run-off. He stated that the Sportsman's Club will be conducting an assessment of conditions on April 17, and may consider pushing the event back if necessary. A big draw for the event is fishing in Paiute Creek, and the fish plant equipment will not work effectively with the current level of water that exists in the creek.

The Council asked what the City could do to help make it a safe event.

Chief Moore added that he was planning to have the swift water rescue team on standby during the event as an added precaution.

The Council discussed the importance of safety for the event. Councilmember Wilson requested that the City include a statement on the water billing regarding the recreation round up funds, stating that more people would contribute if they understood what the funds were supporting. It was the consensus of the Council to include the statement on the bill, and move forward with approving the sponsorship contribution in order to be prepared for the eventual scheduling of the Derby.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to sponsor the Annual Junior Fishing Derby as requested; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

9E Consider appointment of City Council representative and alternate to the Lassen County Control Air Pollution Board Mr. Hancock explained that the Councilmembers serve on various boards, commissions and committees as part of their elected duties. The Lassen County Air Pollution Control District has three Councilmembers serving with no appointed alternate. Due to the recent resignation of Councilmember De Boer, it has become necessary to appoint an alternate representative for the Board and the recommendation has been made to appoint Councilmember Brian Wilson. Once a new City Councilmember is seated, there will be an opportunity to review the committees and make appointments as necessary.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve the appointment of Councilmember Wilson; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS:

12A Consider approval of Resolution No. 17-5358 authorizing City Administrator to execute contract with Kobo for the installation of the PAPI Runway lighting project Mr. Hancock explained that the item is related to the Precision Approach Path Indicators (PAPI) runway lighting project at the Susanville Municipal Airport. The project has been discussed on several occasions as the process of approval is very lengthy, and it is listed on the Airport Capital Improvement Plan (ACIP) and is scheduled for construction for the 2017 program year. The PAPI Project was advertised in April 2016 with only one bid received from Kobo Utility Construction Corp. in the amount of \$176,977.50 for a total project cost of \$229,226, with \$22,923 being local match.

Councilmember Wilson asked Ms. Savage what the balance is in the airport fund for the local match.

Ms. Savage responded that there is \$15,000 in the account for this year.

Councilmember Wilson stated that he assumed that this project was not eligible to receive any State matching funds.

Mr. Hancock confirmed that it was not. He added that the project cost includes funding to cover the FAA flight check costs that will be discussed in the next agenda item. Staff anticipates bringing a contract with C & S Engineering for project consulting services for Council consideration at the next meeting. In the past the City has used C & S, and the contract scope is being finalized to allow the City to provide various inspection services and work that can be done in house to cover some of our local match through in-kind services.

There were no additional comments or questions.

Motion by Councilmember Wilson, second by Councilmember Stafford, to approve Resolution No. 17-5358; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

12B Consider approval of Resolution No. 17-5371 authorizing agreement with FAA for PAPI project monitoring Mr. Hancock reported that this item is also related to the Precision Approach Path Indicators (PAPI) installation project. The project requires the FAA Flight Procedures Office to perform flight checks on newly installed equipment. The process is fairly involved and staff has completed much of the leg work so that once the installation is finished, it will be a quick process to have them come up and perform the flight check within a few days. The cost for this work is estimated at \$11,892.97, however we will only be charged for the actual cost. The City will have the contractor on site while the check is being conducted so that if there are adjustments to be made, they can do that at the time to avoid having to conduct a second flight check.

Motion by Councilmember Franco, second by Councilmember Stafford, to approve Resolution No. 17-5371; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

12C Consider approval of fee waiver request for the use of the Community Center for the Main Cruise event June 23-24, 2017 Mr. Hancock explained that at the previous meeting, the City Council approved a request by the Lassen County Chamber of Commerce for a street closure, the sale of alcoholic beverages and to waive fees for use of Memorial Park for the 2017 Main Cruise. The event is being expanded to two days this year, and the request was made during the meeting that they would require the use of the Community Center during the Soap Box Derby event. They have requested that the City waive the fees for use of the Community Center which would be \$101.00

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve the fee waiver as requested; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

12D Consider approval of Resolution No. 17-5373 approving an updated Ground Lease for both Private and Commercial Owners and establishing a Base Rate of \$0.38 cents per square foot annually Mr. Hancock reported that the City has been working for some time on developing an updated ground lease for the Susanville Municipal Airport. The City Council reviewed different options and supported combining the private and commercial lease in order to create flexibility for business owners who work on a business cycle and private owners whose depreciation occurs over a longer period of time. Mr. Hancock expressed his appreciation for the Airport Commission who spent a lot of time reviewing the leases and provided a lot of good feedback and suggestions. The Commission voted to recommend to the City Council that the new base rate be equal to the current private ground lease base rate of \$0.299077261 per square foot. The updated lease would apply to new leases.

Councilmember Wilson asked if the insurance requirement listed of \$150,000 per person and \$250,000 per occurrence was customary.

Mr. Hancock responded that it was, and that the insurance language had not been changed from the previous lease language.

Motion by Councilmember Stafford, second by Mayor pro tem Franco, to approve Resolution No. 17-5373; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

12E Consider approval of purchase of Susanville Municipal Airport Hangar #28 Mr. Hancock explained that staff received a letter from the current owner of Hangar #28 stating his intent to sell and offered the City first right of refusal as required by the lease. The owner was offering competitive financing

terms and the hangar is in good condition, so the Council requested additional information regarding the purchase. Staff determined that the hangar is 1,800 square feet, is large enough for one aircraft, is in good condition and would rent for approximately \$200-\$300 per month. Currently, no waiting list exists for hangar rentals, however it is a good value although the only negative feedback that has been received is that the door that is currently on the hangar is a sliding door which is not preferred. It is functional, but may need to be upgraded in the future.

Mayor pro tem Franco stated that he does not support moving forward with the purchase, as there does not seem to be a demand for rentals at this time.

Mayor Garnier supported Mayor pro tem Franco, adding that there seems to be no urgency for the City to own a hangar when there does not seem to be a demand to justify the need to purchase at this time.

Motion by Councilmember Wilson, second by Councilmember Stafford, to waive the option to purchase the hangar; motion carried. Ayes: Wilson, Stafford, Franco and Garnier.

13 CITY ADMINISTRATOR'S REPORTS:

13A Police K-9 Program Update Chief King explained that there has been a lot of research conducted and information presented to the City Council regarding the K-9 program, and he was directed to review the information and he noticed some areas where some items may have been overlooked, particularly with staffing. The staffing requirements for the K-9 program not only involve the officer who is assigned to the program, but the backfill needed when that officer is participating in training with the dog. He stated that it is important to note that while the department is fully staffed, it is a minimum staff so when one person is taken out of rotation for training, which is necessary for the K-9 program, then it creates a need to backfill that position. Most training facilities have minimum participation requirements from the dog and handler, or they will not stand behind the activity of that dog. If you have a bite situation and the handler has not met the training requirements then the City doesn't have the support of the training facility and so it is important to meet all of the training requirements for the handler.

Chief King referred to the attachment provided that outlined a breakdown of estimated start-up costs and maintenance costs for the program. He explained that the purchase of the dog, estimated between \$8,000 and \$10,000 is a variable cost due to providers having different dogs available which is reflected in a fluctuation of price. The average dog is approximately 2 years old with an expected working life of 7 to 9 years. There is a dog being offered to the City at a discount, but it would require the City to act quickly in making a decision. The initial handler training is an expense of \$4,500 plus per diem costs for the five-week course. A major expense is the backfill needed to cover the absence of that officer. There is an option to utilize the school resource officer if the training occurs in the summer months. It would be a good opportunity during the summer break.

The other start up items include a kennel, miscellaneous training equipment, and the vehicle. The City is benefited by the process that is already in place for the Sheriff's office where those items including veterinary care, are discounted or donated, and since the County program is already the recipient of those benefits it is easier to identify actual hard costs.

The MOU impact of paying an officer for being the handler, housing the dog, training and being available is also included in the cost. Chief King explained that part of the challenge is that the City would encounter some costs as we go, and that the costs vary depending on the circumstances in place at the time that the expense is incurred. This creates a situation where identifying hard numbers ahead of time is not totally

feasible. Some costs, like the purchase of the dog, can vary depending on the market. The initial handler training is a solid figure and backfilling with the school resource officer during the summer provides a good opportunity to significantly reduce those costs. There has been a donation of approximately \$10,000 to the program so far, and equipment such as the vehicle has been donated and is in good operating condition. The use of the K-9 vehicle also reduces the wear on another patrol car which lessens the impact on the rest of the fleet. In addition, the benefit to public relations, improved visibility and the other things that a K-9 program can bring to the City is a good investment. He invited questions and comments from the City Council.

Mayor pro tem Franco asked if the City tentatively opted to acquire two dogs for 24 hour coverage, as had been discussed during the previous presentation, would that double the training cost?

Chief King confirmed that it would and that both costs were included in the staff report. The standard is 16 hours of training but it is not conducted locally, so even on a 8 hour training day, the handler would be paid for the work day, and the shift would have to be backfilled and a second officer paid to cover that shift. With two dogs, those costs would all be doubled.

Mayor pro tem Franco stated that the Chief had noted that a dog was available for purchase on a discount if the City moves quickly. He asked how much the discount would be.

Chief King responded that he was contacted the day before, and the City was notified that the company has a dog and would offer it for \$7,500, or \$500 off for the City. The cost all depends on the availability of the dogs, the space in the kennel, and if they are trying to move a dog to make space for the next one, then the City could potentially get a better deal. It depends on the breed of dog, some are more expensive than others.

Councilmember Wilson thanked Chief King for bringing the information back. The Council unanimously supported the program when it had been presented before, however the costs were significantly lower than those being presented at this meeting, and these numbers appear to be a lot closer to what the City could expect to pay. He added that it is a great program, but he has concerns about whether it is worth the money. It represents deficit spending, and he asked the Chief if in his opinion, the program was worth it.

Chief King responded that it is, as the dog is a force multiplier, and its presence brings a dynamic that no other human or tool can bring. In addition to public relations in the community, the dog's senses add a value to situations such as drug searches and support for officers, especially in an agency of our size, the benefit cannot be overstated. There is no other replacement for a dog, no other piece of equipment that can do what they can do, it brings a lot of safety for the officers in high risk situations and serves as an invaluable and irreplaceable tool.

Councilmember Wilson asked if the K-9 officer would be performing his same duties only with the addition of the dog.

Chief King responded that they would, they would have a four-legged partner with them and in addition they would have added areas of responsibility such as missing persons or area searches, and the officer would be aware that they would be subject to call out in these types of situations.

Councilmember Wilson commented that the former Chief had a lot of really good ideas for the department, and the Council has supported and approved some of them. He stated that if money was no object, this

would be a terrific program and there is no question that he would support it. But when the City is looking at deficit spending, there has to be some type of justification as to why this program is selected over another. He stated that he does not want to hold anything back from the Police Department, but at the same time has to weigh the needs against those of the other departments. He requested that the Chief prepare a report to identify the needs of the department, and the prioritization of those needs in order to assist in making those determinations.

Mayor pro tem Franco asked Chief King if he supported having a program with two dogs as opposed to just one.

Chief King replied that he did, for the purpose of availability and continuous coverage. It is a great asset, but you will run into problems at the end of a 12-hour shift, or when the handler and dog are out of town for training. It seems that according to Murphy's Law, that is when an incident will happen when you need the dog. Also, certain dogs are better at certain activities, just like people, so there is the added benefit to the increase in resources. It is, however, a significant financial investment and there is still a benefit to having just one.

Mayor pro tem Franco stated that he agrees that if the City is going to undertake the program, then we should go all in, but he supported the sentiment expressed by Councilmember Wilson that financial priorities have to be considered.

Chief King stated that he understands the concerns, and has observed that the department, with the exception of the COPS grant, has not been actively pursuing grant funding to a great extent. Grants are competitive, and there are no guarantees, but that is an option available to the department to create additional room in the budget. He added that the program will significantly increase overtime costs alone.

Mayor Garnier commented that she is very much in favor of the program, however she is in favor of not pushing it at this time and if the Council wanted to continue with the program, they could start with only one dog and then see what the department can come up with for additional funding. The City is already in a deficit situation, and there are other things on the wish list. She asked if it were possible to pull in another officer and have two involved in the program with just one dog.

Chief King agreed, stating that the department would also be learning along the way with the program, and identify other cost-saving opportunities that we may not be aware of now. He stated that the programs are not designed for two handlers with one dog, and no training organizations would support that. Typically if a handler is taken out, the dog has to go back through the program with a new handler so most often K-9 assignments are for the life of the dog.

Councilmember Stafford stated that he would like to see the matter tabled until such a time as additional funding sources can be identified. He suggested more fund raising efforts.

Chief King responded that the department has received tremendous support in the way of donations but the group has been asked to hold off so as not to give the Council the impression that they have to approve the program since all of this effort has been expended and money raised and donated.

Councilmember Stafford responded that it is a great program and he would like to see it continue, but the City needs more funding for it.

Councilmember Wilson stated that he was in agreement with Councilmember Stafford.

Chief King discussed legislative changes related to POST funding that would result in an increase of funding for training purposes. He stated that the eligibility for K-9 related training might not necessarily be reimbursable at the same rate as other training, but it was a positive direction and it could be something that would eventually benefit the K-9 program, if some of those training expenses would be reimbursable through POST.

13B Traffic Unit Chief King explained that staff has investigated the opportunity to implement a motorcycle traffic unit presence within the City. There is a lot of high speed driving and although officers can make stops, it does not have the same impact as a motorcycle officer. People become aware that there is someone dedicated to traffic and it proves to be effective in overall reduction in speed. The City has a unique opportunity for cost savings, with the biggest savings in staffing. The training is a two week course with zero tuition, we have some of the equipment already, and the required 40-hours of pre-training will be conducted in-house, as Chief King explained that he is a POST-certified motor instructor. He added that his former agency has offered by word of mouth use of the training motorcycle that they own, and the City can use it at no cost. The deployment of the officer would be at special events, and at high traffic hour times of the day during their normal shift. It has the added benefit of fuel economy, less expensive wear and tear on patrol vehicles, and the benefit of high visibility.

Mayor Garnier commented that if the City starts with one officer, at some point they could possibly train a second officer to increase the usefulness of the program.

Chief King responded that they could, with the purchase of additional equipment such as gloves, boots and related items.

Mayor pro tem Franco asked if it would be operated year round or only during the summer.

Chief King responded that it would be as often as possible with weather considerations, and with the current staffing levels, the department would not be able to staff every day all day long. The costs to get the program up and running would include backfill costs for staffing, per diem and travel costs during training and some equipment purchases.

Councilmember Wilson asked for an explanation of the \$300 monthly estimated cost for compensation to the officer.

Chief King responded that the amount is an estimate and not currently in the MOU, but it is the standard, and it may be an amount listed for a full time motorcycle officer, which the City does not currently have. He did not want to give the presentation without including all the possible costs. As a former motorcycle officer, he received an additional stipend to cover the time needed to maintain the equipment. Motorcycles get dirty easily, and there was allowed maintenance time to clean the bike and other equipment, and he did not receive a monetary reimbursement but paid time to complete those tasks.

Councilmember Wilson asked if there were statistics about injury rates for motorcycle cops versus officers in a car, and if the differences are significant.

Chief King responded that the obvious answer would be yes, and motorcycles will lose when it comes to a collision. The likelihood of an accident and the studies done on cause and effect of motorcycle accidents

are similar to cars in the collision factors. But injuries to officers based on those collision factors are higher, so it is not necessarily a higher risk of accident, but a higher risk of injury. Motorcycle officers are trained for a high level of awareness and caution to the risks and it really gets reinforced in your mind as far as which situations to be aware of.

Mayor pro tem Franco asked if the officer would be involved in a high speed chase situation.

Chief King responded that according to the vehicle code, a motorcycle officer is allowed to participate, but at the earliest opportunity they turn it over to a vehicle and it does not have to be an officer from the same agency. At that time they can tail but not participate once a car is involved.

David Teeter, District 1 Supervisor, stated that he believed this would be an asset to the community and the presence would help reduce speeding in the uptown area as well. He supported pursuing the program, suggesting that their presence at other problem areas, such as Ash and 4th Street, could also be a huge benefit.

Councilmember Stafford asked if the motorcycle officer would be required to take radar training as well.

Chief King replied that the department has several officer who are radar trained, and one of the newer officers is a radar instructor. It is a big issue, but he prefers that the officers not be radar dependent, as there are many bad habits that drivers engage in that are big safety items, such as seat belts or using cell phones.

Jerry Askey stated that he is interested in traffic safety on Main Street. There is a big problem in front of the high school during lunch, when the students are looking to see if there is a car coming, and then dart out into traffic to see if they can beat them. If there is an officer that could park there during lunch it would be a big deterrent. More presence means more safety.

Chief King agreed. If people know there is a traffic cop, but do not know where he may be at any time on any given day, they will tend to slow down on their own.

Mayor pro tem Franco stated that as much traffic as there is on Main Street, he is surprised that there is not a higher rate of pedestrian related accidents, especially in the area by Dollar General. There are a lot of times when you just do not see people trying to cross the street. He added that the more proactive the City can be, the better.

Chief King commented that it is another tool for the tool box, and it may not be the right tool for every job, but it is a valuable one to have.

Councilmember Wilson stated that it sounds like a good program, and he would like to see it included on a prioritized list of department needs so that the Council can make an informed decision.

It was the consensus of the City Council that they would like to see more information on this program come back to the Council for review.

Mr. Hancock stated that Public Works Director, Dan Newton, was ill and not able to speak adequately to present his report regarding Item 13D Public Works Department Update. He requested that the City Council postpone consideration of the report until a future meeting.

13C Golf Course Update Mr. Hancock stated that the Golf Course has been opened for a few weeks to walking play, and it is anticipated that it will be open to carts by the weekend, although it is still incredibly wet. The expected weekend storms may require that the course be closed to carts again. There have been a lot of golfers waiting to play, and staff has done a tremendous job in the clean-up and preparations for the new season. The majority of the damage from the storm has been to the cart paths, and it has required material to be brought in, and staff is continuing to work with FEMA to obtain funding assistance. There is a lot of material ordered and ready to go, it is a matter of waiting until it is dry enough to do the work.

Mr. Hancock invited the Council to visit the course if they have not. The manager has done a great job in stocking the pro shop with items such as balls, tees, gloves, and limited apparel, and the items present well as you walk into the shop. There have been a few parties that expressed interest in opening the bar and grill, but unfortunately none of those offers have panned out. Staff is continuing to get the word out through the Men's Club and some other groups and in the interim, the City will continue to serve bagels, muffins, hot dogs, soft drinks and other limited concession items.

Mayor Garnier stated that last year the course was inundated with dandelions, and asked if the weed killer was going to be applied earlier this year.

Mr. Hancock responded that the course is still too wet, but that it would be hit earlier this year, just as soon as it is dry enough.

Mayor Garnier requested that the Golf Course Manager and Parks Superintendent be invited to attend the next meeting in order to be introduced to the Council.

13D Public Works Update

The consideration of the update would be continued until such time as Mr. Newton was able to present the report.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

Mayor Garnier stated that the CHP presence on the intersection of Ash and 4th Street is no longer visible. She requested that staff follow up and remind them that Ash Street is a state highway and their responsibility to assist with traffic control.

Councilmember Wilson asked about the river trail damage, now that the little league field is finished.

Mayor pro tem Franco stated that there is a tree in the middle of the Riverside Bridge

Chief Moore stated that the tree has been identified and it is expected to be able to use disaster relief funding to finance the removal.

Councilmember Stafford advised that due to another weather system, the Walk a Mile event scheduled for Saturday will be held at the fairgrounds.

Mr. Hancock added that the Easter egg hunt has also been postponed due to weather projections.

15 ADJOURNMENT:

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

Meeting adjourned at 8:51 p.m.

Respectfully submitted by

Kathie Garnier, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

Reviewed by: City Administrator
 City Attorney

 X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Deborah Savage, Finance Manager

Action Date: May 3, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated April 8, 2017 through April 21, 2017 numbered 100128 through 100230.

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$ 397,627.56 plus \$ 102,861.12 in payroll warrants, for a total of \$ 500,488.68.

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
04/17	04/11/2017	100128	728	U S POSTMASTER	UB BILLING GAS	041117	1	7401-430-62-46	POSTAGE	80.71	80.71
04/17	04/11/2017	100128	728	U S POSTMASTER	UB BILLING WATER	041117	2	7110-430-42-46	POSTAGE	156.65	156.65
Total 041117:											237.36
Grand Totals:											237.36

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
04/17	04/13/2017	100131	40	AMPS ELECTRIC	FACILITY REPAIR-GEO	2393	1	7301-430-52-47	MACHINERY & EQUIPMENT	2,692.93	2,692.93
Total 2393:											
04/17	04/13/2017	100132	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635225433	1	7620-430-10-44	LINEN SERVICE	27.75	27.75
Total 635225433:											
04/17	04/13/2017	100132	44	ARAMARK UNIFORM SE	UNIFORM SERVICE 12/22/16-G	635225434	1	7401-430-62-44	LINEN SERVICES	81.81	81.81
Total 635225434:											
04/17	04/13/2017	100132	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635225435	1	2007-431-20-44	LINEN SERVICE	52.84	52.84
Total 635225435:											
04/17	04/13/2017	100132	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635225436	1	7110-430-42-44	LINEN SERVICE	52.90	52.90
Total 635225436:											
04/17	04/13/2017	100133	1070	AT&T MOBILITY	WIRELESS PHONES POLICE	635956037X04012017	1	1000-421-10-45	COMMUNICATIONS	111.97	111.97
Total 635956037X04012017:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	TR EX -PD	1885 032517	1	1000-421-10-45	TRAINING	54.64	54.64
Total 1885 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	TR EX (SACRAMEN	2064 032517	1	1000-413-20-45	TRAVEL	52.59	52.59
Total 2064 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	POSTAGE-PD	2754 032517	1	1000-421-10-46	POSTAGE	2.83	2.83
04/17	04/13/2017	100134	884	BANK OF AMERICA	FUEL-PD	2754 032517	2	1000-421-10-46	GASOLINE	30.97	30.97
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-PD	2754 032517	3	1000-421-10-46	SUPPLIES-GENERAL	63.73	63.73

Check Issue Dates: 4/13/2017 - 4/13/2017

Apr 13, 2017 09:46AM

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
04/17	04/13/2017	100134	884	BANK OF AMERICA	LOCKSMITH-PD	2754 032517	4	1000-421-10-45	LOCKSMITHING SERVICES	5.75	5.75
04/17	04/13/2017	100134	884	BANK OF AMERICA	CODE BOOKS-PD	2754 032517	5	1000-421-10-46	BOOKS AND PERIODICALS	295.04	295.04
Total 2754 032517: 398.32											
04/17	04/13/2017	100134	884	BANK OF AMERICA	FUEL-PD	2896 032517	1	1000-421-10-46	GASOLINE	125.79	125.79
04/17	04/13/2017	100134	884	BANK OF AMERICA	UNIFORM ALLOWANCE-PD	2896 032517	2	1000-421-10-42	UNIFORM ALLOWANCE	358.74	358.74
Total 2896 032517: 484.53											
04/17	04/13/2017	100134	884	BANK OF AMERICA	FUEL-PD	3110 032517	1	1000-421-10-46	GASOLINE	32.96	32.96
Total 3110 032517: 32.96											
04/17	04/13/2017	100134	884	BANK OF AMERICA	FUEL-FD	3609 032517	1	1000-422-10-46	GASOLINE	28.51	28.51
Total 3609 032517: 28.51											
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-BUILDING	4028 032517	1	1000-424-20-46	SUPPLIES-GENERAL	33.44	33.44
04/17	04/13/2017	100134	884	BANK OF AMERICA	CITY HALL PHONES	4028 032517	2	1000-417-10-45	COMMUNICATIONS	537.89	537.89
Total 4028 032517: 571.33											
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-L.L. FLOOD	4093 032517	1	1003-452-20-44	REPAIR AND MAINTENANCE MI	79.60	79.60
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-PARKS	4093 032517	2	1000-452-20-44	MISC - REPAIR & MAINTENANC	89.79	89.79
04/17	04/13/2017	100134	884	BANK OF AMERICA	CITY COUNCIL SUPPLIES	4093 032517	4	1000-417-10-46	SUPPLIES-GENERAL	20.64	20.64
Total 4093 032517: 190.03											
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-PD	4332 032517	1	1000-421-10-46	SUPPLIES-GENERAL	323.96	323.96
Total 4332 032517: 323.96											
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-BUILDING	4728 032517	1	1000-424-20-46	SUPPLIES-GENERAL	57.36	57.36
04/17	04/13/2017	100134	884	BANK OF AMERICA	TR EX	4728 032517	2	1000-424-20-45	TRAVEL	300.00	300.00
Total 4728 032517: 357.36											
04/17	04/13/2017	100134	884	BANK OF AMERICA	WEB BUILDER-AP	5203 032517	1	7620-430-11-43	PROFESSIONAL SERVICES	24.90	24.90

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 5203 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	TR EX	5442 032517	1	7110-430-42-45	TRAVEL	24.90	24.90
Total 5442 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	WEB SUPPORT-PW	6460 032517	1	7620-430-10-48	DUES AND MEMBERSHIPS	74.89	74.89
04/17	04/13/2017	100134	884	BANK OF AMERICA	POSTAGE-PW	6460 032517	2	7620-430-10-46	POSTAGE	28.13	28.13
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-PW	6460 032517	3	7401-430-62-46	SUPPLIES-GENERAL	196.85	196.85
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-GAS	6460 032517	4	7401-430-62-46	SUPPLIES-GENERAL	26.72	26.72
Total 6460 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	TR EX	7121 032517	1	1000-421-10-45	TRAINING	321.42	321.42
Total 7121 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-GAS	7575 032517	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	287.22	287.22
04/17	04/13/2017	100134	884	BANK OF AMERICA	MEMBERSHIP DUES-GAS	7575 032517	2	7401-430-62-48	DUES AND MEMBERSHIPS	106.18	106.18
04/17	04/13/2017	100134	884	BANK OF AMERICA	PROFESSIONAL SERVICES-GA	7575 032517	3	7401-430-62-43	PROFESSIONAL SVCS	395.00	395.00
Total 7575 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	FUEL-FD	7979 032517	1	1000-422-10-46	GASOLINE	788.40	788.40
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-FD	7979 032517	2	1000-422-10-46	SUPPLIES-GENERAL	635.56	635.56
04/17	04/13/2017	100134	884	BANK OF AMERICA	POSTAGE-FD	7979 032517	3	1000-422-10-46	POSTAGE	128.53	128.53
04/17	04/13/2017	100134	884	BANK OF AMERICA	VOLUNTEER ASSOCIATION REI	7979 032517	4	1000-422-10-43	VOLUNTEERS	36.63	36.63
Total 7979 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	INVEST. SUPPLIES-PD	8955 032517	1	1000-421-10-45	INVESTIGATIVE FUNDS	1,010.67	1,010.67
Total 8955 032517:											
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-GC FLOOD	9430 032517	1	1003-451-52-46	SUPPLIES GENERAL	89.56	89.56
04/17	04/13/2017	100134	884	BANK OF AMERICA	SUPPLIES-GC	9430 032517	2	7530-451-52-46	SUPPLIES-GENERAL	68.63	68.63
04/17	04/13/2017	100134	884	BANK OF AMERICA	REPAIR & MAINT-GC	9430 032517	3	7530-451-56-44	REPAIR & MAINTENANCE MISC	36.44	36.44
Total 9430 032517:											
										9.65	9.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9430 032517:											
04/17	04/13/2017	100135	927	BAXTER AUTO PARTS IN	SUPPLES-FD	00320181300	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	114.72	114.72
Total 00320181300:											
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	1	8402-413-30-45	PRINTING AND BINDING	58.40	58.40
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	2	8402-413-30-46	POSTAGE	10.92	10.92
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	3	8402-413-30-45	COMMUNICATIONS	63.46	63.46
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	4	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,500.00	2,500.00
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	5	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	6	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	400.00	400.00
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017	7	8402-413-30-43	PROFESSIONAL SVCS	180.00	180.00
Total 041017:											
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017.	1	8402-413-30-45	PRINTING AND BINDING	10.00	10.00
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017.	2	8402-413-30-45	COMMUNICATIONS	73.27	73.27
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017.	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,500.00	2,500.00
04/17	04/13/2017	100136	72	BENOIT, JOHN	LAFCO STAFF SVCS & EXPENS	041017.	4	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,112.50	1,112.50
Total 041017.:											
04/17	04/13/2017	100137	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SFD1505MAINST 040217	1	1000-422-10-44	DISPOSAL	164.88	164.88
Total SFD1505MAINST 040217:											
04/17	04/13/2017	100137	1307	C&S WASTE SOLUTIONS	110 NORTH ST	SVL110NORTHST 040217	1	1000-452-20-44	DISPOSAL	241.17	241.17
Total SVL110NORTHST 040217:											
04/17	04/13/2017	100137	1307	C&S WASTE SOLUTIONS	66 N LASSEN ST	SVL2 040217	1	1000-417-10-44	DISPOSAL	164.88	164.88
Total SVL2 040217:											
04/17	04/13/2017	100137	1307	C&S WASTE SOLUTIONS	470-895 CIRCLE DR	SVL470895CIR 040217	1	7530-451-52-44	DISPOSAL	198.44	198.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total SVL470895CIR 040217:											
04/17	04/13/2017	100137	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW ST	SVL5 040217	1	1000-452-20-44	DISPOSAL	198.44	198.44
Total SVL5 040217:											
04/17	04/13/2017	100138	115	CASELLE INC.	SOFTWARE SUPPORT 5/17	79746	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 79746:											
04/17	04/13/2017	100139	116	CASHMAN EQUIPMENT	REPAIRS #374-GAS	2576234	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.27	17.27
04/17	04/13/2017	100139	116	CASHMAN EQUIPMENT	REPAIRS #334-STREETS	2576234	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	66.73	66.73
Total 2576234:											
04/17	04/13/2017	100140	161	CSK AUTO INC	PARTS-STREETS	2740463875	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.28	4.28
04/17	04/13/2017	100140	161	CSK AUTO INC	PARTS-WATER	2740463875	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	7.34	7.34
04/17	04/13/2017	100140	161	CSK AUTO INC	PARTS-GAS	2740463875	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	5.53	5.53
Total 2740463875:											
04/17	04/13/2017	100141	8906		REFUND CLUB HOUSE DEPOSI	041217	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 041217:											
04/17	04/13/2017	100142	219	ED STAUB & SONS PETR	TANK RENTAL-GC	1232798	1	7530-451-52-46	GASOLINE	100.00	100.00
Total 1232798:											
04/17	04/13/2017	100142	219	ED STAUB & SONS PETR	TANK RENTAL-GC	1232799	1	7530-451-52-46	GASOLINE	1.00	1.00
Total 1232799:											
04/17	04/13/2017	100142	219	ED STAUB & SONS PETR	171.80 GAL PROPANE-GC	S13327	1	7530-451-52-46	PROPANE	245.06	245.06
Total S13327:											
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	PUBLISHED LEGAL ON 2/25/17-	022817	1	8402-413-30-45	ADVERTISING	75.95	75.95

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 022817:											
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	PUBLISHED LEGAL ON 3/21/17-	032117	1	8402-413-30-45	ADVERTISING	75.95	75.95
Total 032117:											
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1299508	1	7401-430-62-45	ADVERTISING	51.60	51.60
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1299508	2	2007-431-20-43	PROFESSIONAL SVCS	51.60	51.60
Total 1299508:											
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1299518	1	7401-430-62-45	ADVERTISING	51.60	51.60
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1299518	2	2007-431-20-43	PROFESSIONAL SVCS	51.60	51.60
Total 1299518:											
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1306555	1	2007-431-20-43	PROFESSIONAL SVCS	51.60	51.60
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	EMPLOYMENT AD- MAINTENAN	1306555	2	7401-430-62-45	ADVERTISING	51.60	51.60
Total 1306555:											
04/17	04/13/2017	100143	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE BEE	7785	1	1000-419-10-45	ADVERTISING	49.00	49.00
Total 7785:											
04/17	04/13/2017	100144	1339	FEDERAL AVIATION ADM	REF. AJW-ON-ACC-16-A840	022717	1	7201-430-65-44	CONSTRUCTION SERVICE	11,822.97	11,822.97
Total 022717:											
04/17	04/13/2017	100145	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	771218A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 771218A:											
04/17	04/13/2017	100145	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	771220A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00
Total 771220A:											
04/17	04/13/2017	100145	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING G	771221A	1	7530-451-50-43	TECHNICAL SVCS	28.00	28.00

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 771221A:											
04/17	04/13/2017	100145	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING JO	771881A	1	7112-430-42-43	TECHNICAL SERVICES	28.00	28.00
Total 771881A:											
04/17	04/13/2017	100146	257	FOREST OFFICE EQUIP	COPY PAPER-PW	700	1	7620-430-10-46	SUPPLIES-GENERAL	201.59	201.59
Total 700:											
04/17	04/13/2017	100146	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC8567	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
04/17	04/13/2017	100146	257	FOREST OFFICE EQUIP	MAINT.CONTRACT FOLD MACH	CC8567	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC8567:											
04/17	04/13/2017	100146	257	FOREST OFFICE EQUIP	COPY PAPER-PW	CC8568	1	7620-430-10-43	TECHNICAL SVCS	408.61	408.61
Total CC8568:											
04/17	04/13/2017	100147	265	FRONTIER	257-1033 PARKS	1033 040517	1	1000-452-20-45	COMMUNICATIONS	226.91	226.91
Total 1033 040517:											
04/17	04/13/2017	100147	265	FRONTIER	257-2520 GOLF COURSE	2520 040117	1	7530-451-52-45	COMMUNICATIONS	311.70	311.70
Total 2520 040117:											
04/17	04/13/2017	100147	265	FRONTIER	257-5603 POLICE	5603 031017	1	1000-421-10-45	COMMUNICATIONS	913.83	913.83
Total 5603 031017:											
04/17	04/13/2017	100148	8905		REFUND GAS DEPOSIT	10108780002	1	7401-2228-000	DEPOSITS-CUSTOMER	23.93	23.93
Total 10108780002:											
04/17	04/13/2017	100149	8907		REFUND ELECTRICAL DEPOSI	041217	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 041217:											
04/17	04/13/2017	100150	1362	IRON MOUNTAIN INFO. M	SHREDDING-PD	NPT0965	1	1000-421-10-44	DISPOSAL	100.00	100.00
Total NPT0965:											
04/17	04/13/2017	100151	338	JACKSON'S SERVICE CE	4 TIRES MOUNT- BUILD	40052	1	1000-424-20-44	VEHICLE - REPAIR & MAINTEN	60.00	60.00
Total 40052:											
04/17	04/13/2017	100152	1550		TR EX SACRAMENTO 4/2-4/11	041117	1	1000-421-10-45	TRAINING	704.00	704.00
Total 041117:											
04/17	04/13/2017	100153	372	KRONICK MOSKOVITZ	PROFESSIONAL SERVICES 2/2	286025	1	1000-412-10-43	PROFESSIONAL SVCS	17,398.32	17,398.32
Total 286025:											
04/17	04/13/2017	100154	411	LASSEN MOTOR PARTS	SUPPLIES-GC	276077	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	26.12	26.12
Total 276077:											
04/17	04/13/2017	100154	411	LASSEN MOTOR PARTS	SUPPLIES-GC	276114	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	15.64	15.64
Total 276114:											
04/17	04/13/2017	100154	411	LASSEN MOTOR PARTS	CREDIT-GC	276463	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	16.56	16.56
Total 276463:											
04/17	04/13/2017	100155	8901		REFUND WATER DEPOSIT	10209200001	1	7110-2228-000	DEPOSITS-CUSTOMER	25.89	25.89
Total 10209200001:											
04/17	04/13/2017	100156	8904		REFUND WATER DEPOSIT	10302650026	1	7110-2228-000	DEPOSITS-CUSTOMER	22.49	22.49
04/17	04/13/2017	100156	8904		REFUND GAS DEPOSIT	10302650026	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00

Check Issue Dates: 4/13/2017 - 4/13/2017

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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 10302650026:											
04/17	04/13/2017	100157	1508	MAIN STREET LUBE	OIL & FILTER #84-PD	10301	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.21	52.21
Total 10301:											
04/17	04/13/2017	100158	8902		REFUND GAS DEPOSIT	10311050226	1	7401-2228-000	DEPOSITS-CUSTOMER	160.01	160.01
Total 10311050226:											
04/17	04/13/2017	100159	1182	NORTHERN CALIFORNIA	GLOVES-WATER	200538	1	7110-430-42-46	SUPPLIES-GENERAL	58.61	58.61
04/17	04/13/2017	100159	1182	NORTHERN CALIFORNIA	GLOVES-GAS	200538	2	7401-430-62-46	SUPPLIES - SAFETY ITEMS	58.62	58.62
04/17	04/13/2017	100159	1182	NORTHERN CALIFORNIA	GLOVES-STREETS	200538	3	2007-431-20-46	SUPPLIES-GENERAL	58.61	58.61
Total 200538:											
04/17	04/13/2017	100160	8909	ONE PUTT INC. DBA: PE	SUPPLIES-GC	4-17151	1	7530-451-55-46	SUPPLIES - GENERAL	121.45	121.45
Total 4-17151:											
04/17	04/13/2017	100161	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	0775598	1	7401-430-62-43	TECHNICAL SVCS	46.31	46.31
04/17	04/13/2017	100161	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE R	0775598	2	7110-430-42-43	TECHNICAL SVCS	46.34	46.34
Total 0775598:											
04/17	04/13/2017	100162	121	PARCELQUEST	5/17-4/18 RENEWAL PARCEL Q	18772	1	7620-430-10-48	DUES AND MEMBERSHIPS	41.67	41.67
04/17	04/13/2017	100162	121	PARCELQUEST	5/17-4/18 RENEWAL PARCEL Q	18772	2	1000-424-20-48	DUES AND MEMBERSHIPS	41.67	41.67
04/17	04/13/2017	100162	121	PARCELQUEST	5/17-4/18 RENEWAL PARCEL Q	18772	3	1000-419-10-48	DUES AND MEMBERSHIPS	41.67	41.67
04/17	04/13/2017	100162	121	PARCELQUEST	5/17-4/18 RENEWAL PARCEL Q	18772	4	1000-413-20-48	DUES AND MEMBERSHIPS	41.67	41.67
04/17	04/13/2017	100162	121	PARCELQUEST	5/17-4/18 RENEWAL PARCEL Q	18772	5	1000-422-10-48	DUES AND MEMBERSHIPS	41.67	41.67
04/17	04/13/2017	100162	121	PARCELQUEST	5/17-4/18 RENEWAL PARCEL Q	18772	6	1000-1430-105	PREPAID - OTHER	2,291.65	2,291.65
Total 18772:											
04/17	04/13/2017	100163	546	PAYLESS BUILDING SUP	CREDIT ON SUPPLIES-FLOOD	1420838-	1	1003-417-10-44	REPAIR AND MAINTENANCE-F	28.64-	28.64-
Total 1420838-:											

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
04/17	04/13/2017	100163	546	PAYLESS BUILDING SUP	SUPPLIES-STREETS	2486152	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	32.64	32.64
Total 2486152:											
04/17	04/13/2017	100163	546	PAYLESS BUILDING SUP	PLYWOOD-STREETS	2486264	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	43.81	43.81
Total 2486264:											
04/17	04/13/2017	100163	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2486312	1	2007-431-20-46	SUPPLIES-GENERAL	12.71	12.71
Total 2486312:											
04/17	04/13/2017	100163	546	PAYLESS BUILDING SUP	CONCRETE-STREETS	2486368	1	2007-431-20-46	SUPPLIES-GENERAL	4.88	4.88
Total 2486368:											
04/17	04/13/2017	100163	546	PAYLESS BUILDING SUP	SUPPLIES-PARKS	2486478	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	5.94	5.94
Total 2486478:											
04/17	04/13/2017	100164	550	PETTY CASH	PETTY CASH - GOLF COURSE	041217	1	7530-1012-004	PETTY CASH - GOLF COURSE	200.00	200.00
Total 041217:											
04/17	04/13/2017	100165	572	QUILL CORPORATION	OFFICE SUPPLIES	5537730	1	1000-417-10-46	SUPPLIES-GENERAL	62.18	62.18
Total 5537730:											
04/17	04/13/2017	100165	572	QUILL CORPORATION	OFFICE SUPPLIES	5629729	1	1000-415-10-46	SUPPLIES-GENERAL	29.50	29.50
04/17	04/13/2017	100165	572	QUILL CORPORATION	OFFICE SUPPLIES	5629729	2	1000-424-20-46	SUPPLIES-GENERAL	15.50	15.50
Total 5629729:											
04/17	04/13/2017	100166	1200	RADAR SHOP INC, THE	REPAIRS & MAINT-PD	RS-9650	1	1000-421-10-44	RADAR - REPAIR & MAINTENAN	535.92	535.92
Total RS-9650:											
04/17	04/13/2017	100167	8257		TR EX SACRAMENTO 4/2-4/14	041117	1	1000-421-10-45	TRAINING	704.00	704.00

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 041117:											
04/17	04/13/2017	100168	8908		REFUND WATER DEPOSIT	10529200006	1	7110-2228-000	DEPOSITS-CUSTOMER	704.00	704.00
Total 10529200006:											
04/17	04/13/2017	100169	628	SCORE	WORKERS COMP 10/16-12/16	1614-46	1	7630-411-40-42	WORKERS' COMPENSATION	76,080.94	76,080.94
Total 1614-46:											
04/17	04/13/2017	100169	628	SCORE	WORKERS COMP 1/17-3/17	1617-71	1	7630-411-40-42	WORKERS' COMPENSATION	76,080.94	76,080.94
Total 1617-71:											
04/17	04/13/2017	100169	628	SCORE	WORKERS COMP 4/17-6/17	1617-91	1	7630-411-40-42	WORKERS' COMPENSATION	76,080.94	76,080.94
Total 1617-91:											
04/17	04/13/2017	100170	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47371	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40
Total 47371:											
04/17	04/13/2017	100170	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	47747	1	7620-430-10-46	SUPPLIES-GENERAL	41.90	41.90
Total 47747:											
04/17	04/13/2017	100171	640	SIERRA ELECTRONICS	PURCHASE AND INSTALL EQUI	222205	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	88.00	88.00
Total 222205:											
04/17	04/13/2017	100172	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL 3/17	327803284	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	581.04	581.04
04/17	04/13/2017	100172	530	U.S. BANK EQUIPMENT F	COPIER 3/17-PD	327803284	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	290.52	290.52
Total 327803284:											
04/17	04/13/2017	100173	770	WESTERN NEVADA SUP	SUPPLIES- WATER	66872918	1	7110-430-42-46	SUPPLIES-GENERAL	79.48	79.48

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 66872918:											
04/17	04/13/2017	100173	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66957712	1	7110-430-42-46	SUPPLIES-GENERAL	57.34	57.34
Total 66957712:											
04/17	04/13/2017	100173	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66958416	1	7110-430-42-46	SUPPLIES-GENERAL	2.09	2.09
Total 66958416:											
04/17	04/13/2017	100173	770	WESTERN NEVADA SUP	SUPPLIES-WATER	66958668	1	7110-430-42-46	SUPPLIES-GENERAL	31.33	31.33
Total 66958668:											
Grand Totals:										286,994.55	286,994.55

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	
04/17	04/19/2017	100179	728	U S POSTMASTER	UB BILLING GAS	041817	1	7401-430-62-46	POSTAGE	402.42	402.42	
04/17	04/19/2017	100179	728	U S POSTMASTER	UB BILLING WATER	041817	2	7110-430-42-46	POSTAGE	781.14	781.14	
Total 041817:											1,183.56	1,183.56
Grand Totals:											1,183.56	1,183.56

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
04/17	04/20/2017	100180	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9944132087	1	7401-430-62-46	SUPPLIES-GENERAL	45.26	45.26
04/17	04/20/2017	100180	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9944132087	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	88.15	88.15
04/17	04/20/2017	100180	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9944132087	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	68.44	68.44
04/17	04/20/2017	100180	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9944132087	4	7110-430-42-46	SUPPLIES-GENERAL	52.70	52.70
04/17	04/20/2017	100180	21	AIRGAS USA, LLC	ACETYLENE/ARGON//OXYGEN/	9944132087	5	7110-430-42-44	REPAIR AND MAINTENANCE-V	117.17	117.17
Total 9944132087: 371.72 371.72											
04/17	04/20/2017	100181	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635239552	1	7620-430-10-44	LINEN SERVICE	48.29	48.29
Total 635239552: 48.29 48.29											
04/17	04/20/2017	100181	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635239553	1	2007-431-20-44	LINEN SERVICE	51.84	51.84
Total 635239553: 51.84 51.84											
04/17	04/20/2017	100181	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635239554	1	2007-431-20-44	LINEN SERVICE	101.68	101.68
Total 635239554: 101.68 101.68											
04/17	04/20/2017	100181	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635239555	1	7110-430-42-44	LINEN SERVICE	38.47	38.47
Total 635239555: 38.47 38.47											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES- FD	380868	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	8.38	8.38
Total 380868: 8.38 8.38											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES- FD	381018	1	1000-422-10-46	SUPPLIES-GENERAL	38.94	38.94
Total 381018: 38.94 38.94											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES- FD	381288	1	1000-422-10-46	SUPPLIES-GENERAL	10.12	10.12

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 381286:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES- FD	381291	1	1000-422-10-46	SUPPLIES-GENERAL	10.12	10.12
Total 381291:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	381703	1	1000-452-20-46	SUPPLIES-GENERAL	63.79	63.79
Total 381703:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES- WATER	381817	1	7110-430-42-46	SUPPLIES-GENERAL	17.36	17.36
Total 381817:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	381846	1	1000-452-20-46	SUPPLIES-GENERAL	91.69	91.69
Total 381846:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	381908	1	1000-452-20-46	SUPPLIES-GENERAL	35.19	35.19
Total 381908:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES-GAS	381991	1	7401-430-62-46	SUPPLIES-GENERAL	14.47	14.47
Total 381991:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES-POOL	382468	1	1000-452-22-46	SUPPLIES GENERAL	8.19	8.19
Total 382468:											
04/17	04/20/2017	100182	76	BILLINGTON ACE HARD	SUPPLIES- FD	K81114	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	7.19	7.19
Total K81114:											
04/17	04/20/2017	100183	85		TR EX STATELINE, NV 4/24-4/27	030917	1	7110-430-42-46	TRAVEL	318.50	318.50
Total 030917:											

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
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAINST 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLC600MAINST 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLCBOFA 040217	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCBOFA 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLERDNT 04021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCBUEHLERDNT 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIAMIONDMT 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCDIAMIONDMT 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLODGE 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCELKSLODGE 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 040217	1	2007-431-20-44	DISPOSAL	19.51	19.51
Total PLCFROSTYMILL 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCERYOUT 04021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCGROCERYOUT 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HAIR H	PLCHAIRHUNT 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHAIRHUNT 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCHOTELLSN1 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBUILD 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88

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 PLCKNOCHBUILD 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LITTLE I	PLCLITTLEITAL 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLITTLEITAL 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTR 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCLVCHARTR 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSNP 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCMTLASSNP 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPANCERAPL 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCPANCERAPL 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWLR 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRAJWLR 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHTR 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSIERRATHTR 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCSVILLEREAL 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPARK 04021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUPTOWNPARK 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - U S PO	PLCUSPOSTAL 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCUSPOSTAL 040217:											

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
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEMOR 040217	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCVETSMEMOR 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWALMARTBUS 04021	1	2007-431-20-44	DISPOSAL	38.88	38.88
Total PLCWALMARTBUS 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	925 SIERRA ST-PW	SVL15 040217	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL15 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	1801 MAIN ST-PD	SVL7 040217	1	1000-421-10-44	DISPOSAL	99.23	99.23
Total SVL7 040217:											
04/17	04/20/2017	100184	1307	C&S WASTE SOLUTIONS	720 SOUTH ST SHOP-PW	SVL8 040217	1	7620-430-10-44	DISPOSAL	164.88	164.88
Total SVL8 040217:											
04/17	04/20/2017	100185	1324	CALIFORNIA AIR POLLUT	2017 CAPOA MEMBERSHIP FEE	002873	1	7620-430-11-45	TRAVEL/TRAINING	850.00	850.00
Total 002873:											
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PW	69655	1	7620-430-10-43	TECHNICAL SVCS	18.00	18.00
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PD	69655	2	1000-421-10-43	TECHNICAL SVCS	66.00	66.00
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-FD	69655	3	1000-422-10-43	TECHNICAL SVCS	21.00	21.00
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69655	4	1000-417-10-43	TECHNICAL SVCS	30.00	30.00
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PW	69655	5	7620-430-10-43	TECHNICAL SVCS	92.40	92.40
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PD	69655	6	1000-421-10-43	TECHNICAL SVCS	13.20	13.20
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-FD	69655	7	1000-422-10-43	TECHNICAL SVCS	26.40	26.40
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69655	8	1000-417-10-43	TECHNICAL SVCS	132.00	132.00
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-PW	69655	9	7620-430-10-43	TECHNICAL SVCS	72.50	72.50
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT-FD	69655	10	1000-422-10-43	TECHNICAL SVCS	14.50	14.50
04/17	04/20/2017	100186	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	69655	11	1000-417-10-43	TECHNICAL SVCS	43.50	43.50
Total 69655:											
04/17	04/20/2017	100187	156	CREATIVE FORMS & CO	ENVELOPES-GAS	115470	1	7401-430-62-46	SUPPLIES-GENERAL	348.92	348.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
04/17	04/20/2017	100187	156	CREATIVE FORMS & CO	ENVELOPES-WATER	115470	2	7110-430-42-46	SUPPLIES-GENERAL	348.92	348.92
Total 115470:											
04/17	04/20/2017	100188	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	225501	1	1000-416-10-45	FINGERPRINTING SERVICES	32.00	32.00
Total 225501:											
04/17	04/20/2017	100189	194	DIAMOND SAW SHOP IN	CHAINSAW REPAIRS-PARKS	15306	1	1000-452-20-47	MACHINERY AND EQUIPMENT	378.09	378.09
Total 15306:											
04/17	04/20/2017	100190	1565	DIRTY JOE'S CAR WASH	CAR WASH-PD	48835 033117	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	36.00	36.00
Total 48835 033117:											
04/17	04/20/2017	100190	1565	DIRTY JOE'S CAR WASH	CAR WASH-PW	731699 033117	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	6.00	6.00
Total 731699 033117:											
04/17	04/20/2017	100191	219	ED STAUB & SONS PETR	200 GAL DIESEL-GC	S183282	1	7530-451-52-46	GASOLINE	496.87	496.87
Total S183282:											
04/17	04/20/2017	100192	238	FASTENAL COMPANY	SUPPLIES-PARKS	73386	1	1000-452-20-46	SUPPLIES-GENERAL	204.24	204.24
Total 73386:											
04/17	04/20/2017	100193	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE INOP	7790	1	1000-419-10-45	ADVERTISING	152.00	152.00
Total 7790:											
04/17	04/20/2017	100194	265	FRONTIER	257-1000 DSL SERVICE	1000 040517	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
04/17	04/20/2017	100194	265	FRONTIER	257-1000 ADMIN FAX	1000 040517	2	1000-413-20-45	COMMUNICATIONS	.42	.42
04/17	04/20/2017	100194	265	FRONTIER	257-1000 CITY CLERK FAX	1000 040517	3	1000-411-40-45	COMMUNICATIONS	.42	.42
04/17	04/20/2017	100194	265	FRONTIER	257-1000 ADMIN	1000 040517	4	1000-413-20-45	COMMUNICATIONS	3.74	3.74
04/17	04/20/2017	100194	265	FRONTIER	257-1000 CITY CLERK	1000 040517	5	1000-411-40-45	COMMUNICATIONS	3.32	3.32
04/17	04/20/2017	100194	265	FRONTIER	257-1000 FINANCE	1000 040517	6	1000-415-10-45	COMMUNICATIONS	3.32	3.32
04/17	04/20/2017	100194	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 040517	7	1000-419-10-45	COMMUNICATIONS	3.32	3.32

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
04/17	04/20/2017	100194	265	FRONTIER	257-1000 CITY HALL	1000 040517	8	1000-417-10-45	COMMUNICATIONS	234.28	234.28
04/17	04/20/2017	100194	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 040517	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
04/17	04/20/2017	100194	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 040517	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15
Total 1000 040517:											
04/17	04/20/2017	100194	265	FRONTIER	257-1041 ADMIN-PW	1041 040517	1	7620-430-10-45	COMMUNICATIONS	287.52	287.52
Total 1041 040517:											
04/17	04/20/2017	100194	265	FRONTIER	257-1051 P/W STREETS	1051 040517	1	7620-430-10-45	COMMUNICATIONS	38.12	38.12
Total 1051 040517:											
04/17	04/20/2017	100194	265	FRONTIER	252-1182 WATER SCADA	1182 041017	1	7110-430-42-45	COMMUNICATIONS	329.57	329.57
Total 1182 041017:											
04/17	04/20/2017	100194	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 040517	1	1000-417-10-45	COMMUNICATIONS	63.87	63.87
Total 2960 040517:											
04/17	04/20/2017	100194	265	FRONTIER	257-3292 MUSEUM	3292 041017	1	1000-451-80-45	COMMUNICATION	113.59	113.59
Total 3292 041017:											
04/17	04/20/2017	100194	265	FRONTIER	257-7098 NATURAL GAS	7098 040117	1	7401-430-62-45	COMMUNICATIONS	661.93	661.93
Total 7098 040117:											
04/17	04/20/2017	100194	265	FRONTIER	257-1182 NAT GAS TELEMETRY	7-1182 041017	1	7401-430-62-45	COMMUNICATIONS	35.79	35.79
Total 7-1182 041017:											
04/17	04/20/2017	100195	8912		TR EX FOLSOM 4/23-4/24	040117	1	1000-424-20-45	TRAVEL	167.09	167.09
Total 040117:											
04/17	04/20/2017	100196	298	HAT CREEK CONSTRUC	MATERIALS- G.C FLOOD	S074299	1	1003-451-52-44	REPAIR AND MAINTENANCE MI	1,281.31	1,281.31

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total S074299:											
04/17	04/20/2017	100196	298	HAT CREEK CONSTRUC	MATERIALS- G.C FLOOD	S074307	1	1003-451-52-44	REPAIR AND MAINTENANCE MI	667.04	667.04
Total S074307:											
04/17	04/20/2017	100196	298	HAT CREEK CONSTRUC	MATERIALS- G.C FLOOD	S074314	1	1003-451-52-44	REPAIR AND MAINTENANCE MI	245.66	245.66
Total S074314:											
04/17	04/20/2017	100197	8031		TR EX SACRAMENTO 4/23-5/5	041117	1	1000-421-10-45	TRAINING	704.00	704.00
Total 041117:											
04/17	04/20/2017	100198	8911		REFUND GAS DEPOSIT	10306903519	1	7401-2228-000	DEPOSITS-CUSTOMER	172.05	172.05
Total 10306903519:											
04/17	04/20/2017	100199	1073		RETURN DEP 140 S. LASSEN S	041417	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	2,500.00	2,500.00
Total 041417:											
04/17	04/20/2017	100200	338	JACKSON'S SERVICE CE	4 TIRES MOUNT- PARKS	40101	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	667.08	667.08
Total 40101:											
04/17	04/20/2017	100201	1504	JESSICA RYAN	PROFESSIONAL SERVICES 4/1-	041517	1	1000-412-10-43	PROFESSIONAL SVCS	1,912.50	1,912.50
Total 041517:											
04/17	04/20/2017	100202	374	L N CURTIS & SONS	EQUIPMENT-FD	35447	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	561.47	561.47
Total 35447:											
04/17	04/20/2017	100202	374	L N CURTIS & SONS	EQUIPMENT-FD	38814	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	354.43	354.43
Total 38814:											

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
04/17	04/20/2017	100202	374	L N CURTIS & SONS	EQUIPMENT-FD	77644	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	339.18	339.18
Total 77644:											
04/17	04/20/2017	100202	374	L N CURTIS & SONS	EQUIPMENT-FD	88915	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	49.23	49.23
Total 88915:											
04/17	04/20/2017	100203	5027		REFUND GAS OVERPAYMENT	10527700028	1	9999-1001-001	CASH CLEARING - UTILITIES	274.53	274.53
Total 10527700028:											
04/17	04/20/2017	100204	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	276437	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	22.69	22.69
Total 276437:											
04/17	04/20/2017	100205	1102	LASSEN PC	BACKUP LICENSE-FIRE	20586	1	1000-422-10-43	TECHNICAL SVCS	50.99	50.99
Total 20586:											
04/17	04/20/2017	100206	1236	LASSEN SPORTSMEN'S C	2017 ANNUAL FISHING DERBY	041917	1	1000-466-33-46	CIVIC CONTRIBUTIONS	704.08	704.08
04/17	04/20/2017	100206	1236	LASSEN SPORTSMEN'S C	2017 ANNUAL FISHING DERBY	041917	2	1000-2228-007	DEPOSITS-ROUND-UP	295.92	295.92
Total 041917:											
04/17	04/20/2017	100207	413	SUSANVILLE TOWING	OIL & FILTER & BRAKE PADS #	54448	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	213.58	213.58
Total 54448:											
04/17	04/20/2017	100207	413	SUSANVILLE TOWING	REPLACE BATTERY #87-PD	54473	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	169.40	169.40
Total 54473:											
04/17	04/20/2017	100208	1321	LAW OFFICES OF GREG	PROFESSIONAL SERVICES-PW	13084	1	7620-430-11-43	PROFESSIONAL SERVICES	30.00	30.00
Total 13084:											
04/17	04/20/2017	100209	8914		REFUND WATER DEPOSIT	10527700028	1	7110-2228-000	DEPOSITS-CUSTOMER	36.02	36.02
04/17	04/20/2017	100209	8914		REFUND GAS DEPOSIT	10527700028	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00

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Total 10527700028:											
04/17	04/20/2017	100210	432	LEXIS NEXIS	CONTRACT 3/17	1703203319	1	1000-412-10-48	DUES AND MEMBERSHIPS	236.02	236.02
Total 1703203319:											
04/17	04/20/2017	100211	437	LMUD	STREET LIGHTS	14039 040617	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14039 040617:											
04/17	04/20/2017	100211	437	LMUD	STREET LIGHTS	14041 040617	1	2007-431-60-46	ELECTRICITY	190.13	190.13
Total 14041 040617:											
04/17	04/20/2017	100211	437	LMUD	S GAY ST LIGHTS-STREETS	24323 040617	1	2007-431-60-46	ELECTRICITY	60.25	60.25
Total 24323 040617:											
04/17	04/20/2017	100211	437	LMUD	66 N LASSEN ST	2466 040617	1	1000-452-20-46	ELECTRICITY	629.39	629.39
Total 2466 040617:											
04/17	04/20/2017	100211	437	LMUD	N WEATHERLOW ST TENNIS S	24661 040617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 24661 040617:											
04/17	04/20/2017	100211	437	LMUD	STREET LIGHTS	2467 040617	1	2007-431-60-46	ELECTRICITY	1,556.57	1,556.57
Total 2467 040617:											
04/17	04/20/2017	100211	437	LMUD	65 N WEATHERLOW ST PARK	2865 040617	1	1000-452-20-46	ELECTRICITY	74.63	74.63
Total 2865 040617:											
04/17	04/20/2017	100211	437	LMUD	65 N WEATHERLOW ST-MUSEU	2866 040617	1	1000-451-80-46	ELECTRICITY	51.82	51.82
Total 2866 040617:											

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
04/17	04/20/2017	100211	437	LMUD	65 N WEATHERLOW ST COMM	2867 040617	1	1000-452-20-46	ELECTRICITY	41.79	41.79
Total 2867 040617:											
04/17	04/20/2017	100211	437	LMUD	N WEATHERLOW ST TENNIS C	2870 040617	1	1000-452-20-46	ELECTRICITY	20.15	20.15
Total 2870 040617:											
04/17	04/20/2017	100211	437	LMUD	NORTH ST BASEBALL PARK M	2873 040617	1	1000-452-20-46	ELECTRICITY	28.29	28.29
Total 2873 040617:											
04/17	04/20/2017	100211	437	LMUD	SKYLINE DR WELL 4-WATER	29931 041217	1	7110-430-42-46	ELECTRICITY	31.77	31.77
Total 29931 041217:											
04/17	04/20/2017	100211	437	LMUD	HARRIS DR & HWY 36-WATER	30658 040617	1	7110-430-42-46	ELECTRICITY	264.09	264.09
Total 30658 040617:											
04/17	04/20/2017	100211	437	LMUD	UPTOWN DECOR LIGHTS-STRE	43511 040617	1	2007-431-60-46	ELECTRICITY	215.07	215.07
Total 43511 040617:											
04/17	04/20/2017	100211	437	LMUD	115 N WEATHERLOW ST MUSE	43866 040617	1	1000-452-20-46	ELECTRICITY	52.99	52.99
Total 43866 040617:											
04/17	04/20/2017	100211	437	LMUD	N PINE & COOK - SCADA-WATE	44153 040617	1	7110-430-42-46	ELECTRICITY	25.81	25.81
Total 44153 040617:											
04/17	04/20/2017	100211	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 041217	1	7110-430-42-46	ELECTRICITY	26.39	26.39
Total 44298 041217:											
04/17	04/20/2017	100211	437	LMUD	PAIUTE LN SCADA-WATER	44316 041217	1	7110-430-42-46	ELECTRICITY	25.52	25.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 44316 041217:											
04/17	04/20/2017	100211	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 041217	1	7110-430-42-46	ELECTRICITY	25.52	25.52
Total 45542 041217:											
04/17	04/20/2017	100211	437	LMUD	QUARRY ST LIGHTS-STREETS	49500 040617	1	2007-431-60-46	ELECTRICITY	58.49	58.49
Total 49500 040617:											
04/17	04/20/2017	100211	437	LMUD	MAIN & FOSS SIGNAL LIGHTS-	49501 040617	1	2007-431-60-46	ELECTRICITY	177.06	177.06
Total 49501 040617:											
04/17	04/20/2017	100211	437	LMUD	NORTH ST PARK LITES MEM FI	9283 040617	1	1000-452-20-46	ELECTRICITY	165.29	165.29
Total 9283 040617:											
04/17	04/20/2017	100211	437	LMUD	GEO PUMP #1	9297 040617	1	7301-430-52-46	ELECTRICITY	193.45	193.45
Total 9297 040617:											
04/17	04/20/2017	100211	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 040617	1	1000-452-20-46	ELECTRICITY	20.00	20.00
Total 94811 040617:											
04/17	04/20/2017	100212	437	LMUD	REF. #52744	52744	1	9999-1001-001	CASH CLEARING - UTILITIES	920.80	920.80
Total 52744:											
04/17	04/20/2017	100213	1416		24 HR SHIFT	041017	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 041017:											
04/17	04/20/2017	100214	481	MISSION LINEN & UNIFO	JANITORIAL SUPPLIES	504731406	1	1000-417-10-46	SUPPLIES-GENERAL	370.98	370.98
Total 504731406:											

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04/17	04/20/2017	100215	931		TR EX STATELINE, NV 4/24-4/27	030917	1	7110-430-42-45	TRAVEL	318.50	318.50
Total 030917:											
04/17	04/20/2017	100216	563	POULSEN WELDING SHO	FABRICATE GAS PIPE STANDS-	2454	1	7401-430-62-46	SUPPLIES-GENERAL	451.50	451.50
Total 2454:											
04/17	04/20/2017	100217	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	5856038	1	7620-430-10-46	SUPPLIES-GENERAL	98.00	98.00
Total 5856038:											
04/17	04/20/2017	100218	1296	RENTAL GUYS	LOADER- L.L. FLOOD	615360-5	1	1003-451-52-46	SUPPLIES GENERAL	1,470.30	1,470.30
04/17	04/20/2017	100218	1296	RENTAL GUYS	LOADER- G.C FLOOD	615360-5	2	1003-452-20-46	SUPPLIES GENERAL	1,470.30	1,470.30
Total 615360-5:											
04/17	04/20/2017	100219	1265	SUSANVILLE PAINT CEN	PRIMER-FLOOD	31593	1	1003-452-20-44	REPAIR AND MAINTENANCE MI	128.16	128.16
04/17	04/20/2017	100219	1265	SUSANVILLE PAINT CEN	PAINT-PARKS	31593	2	1000-452-20-46	SUPPLIES-GENERAL	506.37	506.37
Total 31593:											
04/17	04/20/2017	100220	1141	THOMPSON GARAGE DO	REPAIR STATION DOOR-GC	92900	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	103.72	103.72
Total 92900:											
04/17	04/20/2017	100221	1244	TITLEIST	PROSHOP GLOVES-GC	903969554	1	7530-451-55-46	SUPPLIES - GENERAL	682.04	682.04
Total 903969554:											
04/17	04/20/2017	100222	712	TNS TRUCKING CO	BASE ROCK & SAND-GAS	2715	1	7401-430-62-46	SUPPLIES-GENERAL	203.78	203.78
04/17	04/20/2017	100222	712	TNS TRUCKING CO	BASE ROCK & SAND-WATER	2715	2	7110-430-42-46	SUPPLIES-GENERAL	203.77	203.77
Total 2715:											
04/17	04/20/2017	100223	737	UNITED RENTALS INC	PANELS-GAS	145450504-001	1	7401-430-62-46	SUPPLIES-GENERAL	2,295.15	2,295.15
Total 145450504-001:											

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
04/17	04/20/2017	100223	737	UNITED RENTALS INC	ALUMINIUM PANELS-WATER	145450527-001	1	7110-430-42-46	SUPPLIES-GENERAL	2,343.42	2,343.42
Total 145450527-001:											
04/17	04/20/2017	100224	8910		REFUND GAS DEPOSIT	10306903424	1	7401-2228-000	DEPOSITS-CUSTOMER	155.83	155.83
Total 10306903424:											
04/17	04/20/2017	100225	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9783049511	1	7620-430-11-45	COMMUNICATIONS	53.92	53.92
04/17	04/20/2017	100225	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9783049511	2	1000-424-20-45	COMMUNICATIONS	31.83	31.83
04/17	04/20/2017	100225	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9783049511	3	1000-452-20-45	COMMUNICATIONS	38.30	38.30
04/17	04/20/2017	100225	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9783049511	4	7620-430-10-45	COMMUNICATIONS	319.86	319.86
Total 9783049511:											
04/17	04/20/2017	100226	8913		WOODSTOVE REBATE	033017	1	8404-430-12-48	GRANTS	1,500.00	1,500.00
Total 033017:											
04/17	04/20/2017	100227	7565		REFUND GAS DEPOSIT	10308150012	1	7401-2228-000	DEPOSITS-CUSTOMER	171.00	171.00
Total 10308150012:											
04/17	04/20/2017	100228	770	WESTERN NEVADA SUP	SUPPLIES- WATER	669060778	1	7110-430-42-46	SUPPLIES-GENERAL	233.06	233.06
Total 669060778:											
04/17	04/20/2017	100228	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66947582	1	7401-430-62-46	SUPPLIES-GENERAL	13.16	13.16
Total 66947582:											
04/17	04/20/2017	100228	770	WESTERN NEVADA SUP	SUPPLIES- WATER	66965625	1	7110-430-42-46	SUPPLIES-GENERAL	762.94	762.94
Total 66965625:											
04/17	04/20/2017	100228	770	WESTERN NEVADA SUP	SUPPLIES- WATER	66969702	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	41.16	41.16
Total 66969702:											

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
04/17	04/20/2017	100229	1198	WESTWOOD SANITATIO	PORTABLE TOILET - MEMORIA	A-50369	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.32	197.32
Total A-50369:											
04/17	04/20/2017	100229	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-50375	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-50375:											
04/17	04/20/2017	100229	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 3	A-50383	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-50383:											
04/17	04/20/2017	100229	1198	WESTWOOD SANITATIO	PORTABLE TOILET-GOLF COU	A-50390	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.66	98.66
Total A-50390:											
04/17	04/20/2017	100229	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A-50399	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.32	197.32
Total A-50399:											
04/17	04/20/2017	100230	6345		TR EX FOLSOM 4/24-4/25	041817	1	1000-424-20-45	TRAVEL	167.57	167.57
Total 041817:											
Grand Totals:										42,855.43	42,855.43

Report Criteria:

Report type: GL detail
 Check Voided = False

Report Criteria:

Transmittal checks included

Pay Period	Date	Journal Code	Check	Issue Date	Check Number	Payee	ID	GL Account	Amount
04/07/2017	04/13/2017	CDPT	621	04/13/2017	621	CITY OF SUSANVILLE PA	1	7650-2203-1	6,141.32
04/07/2017	04/13/2017	CDPT	621	04/13/2017	621	CITY OF SUSANVILLE PA	1	7650-2203-1	6,141.32
04/07/2017	04/13/2017	CDPT	621	04/13/2017	621	CITY OF SUSANVILLE PA	1	7650-2203-1	2,076.01
04/07/2017	04/13/2017	CDPT	621	04/13/2017	621	CITY OF SUSANVILLE PA	1	7650-2203-1	2,076.01
04/07/2017	04/13/2017	CDPT	621	04/13/2017	621	CITY OF SUSANVILLE PA	1	7650-2203-1	2,076.01
04/07/2017	04/13/2017	CDPT	621	04/13/2017	621	CITY OF SUSANVILLE PA	1	7650-2203-1	14,529.67
04/07/2017	04/13/2017	CDPT	622	04/13/2017	622	EMPLOYMENT DEV. DEP	6	7650-2203-1	3,918.19
04/07/2017	04/13/2017	CDPT	623	04/13/2017	623	EMPLOYMENT DEV. DEP	7	7650-2203-1	1,169.64
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	2002-421-10-	2.40
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	3,090.93
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	3,000.88
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	2,198.91
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	2,574.19
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	614.51
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	1,397.40
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	132.62
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	87.57
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	84.89
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	1,225.58
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	1,285.37
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	1,494.83
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	1,570.50
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	847.39
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	890.29
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	15.00
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	904.90
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	2,198.91
04/07/2017	04/13/2017	CDPT	624	04/13/2017	624	P.E.R.S.	8	7650-2203-1	69.23
04/07/2017	04/13/2017	CDPT	100174	04/13/2017	100174	CA STATE DISBURSEME	37	7650-2203-0	915.00
04/07/2017	04/13/2017	CDPT	100175	04/13/2017	100175	NATIONWIDE RETIREME	5	7650-2203-0	80.13
04/07/2017	04/13/2017	CDPT	100176	04/13/2017	100176	STATE FRANCHISE TAX	26	7650-2203-0	1,813.08
04/07/2017	04/13/2017	CDPT	100177	04/13/2017	100177	VALIC	4	7650-2203-0	62.00
04/07/2017	04/13/2017	CDPT	100178	04/13/2017	100178	VANTAGEPOINT TRANS.	3	7650-2203-0	66,356.66

Grand Totals:

32

Reviewed by: skw City Administrator
 City Attorney

 Motion Only
 Public Hearing
 X Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: May 3, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 17-5377** approving the appointment of representatives to various Boards and Commissions

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Susanville City Council members, as part of their official elected duties, serve on various boards, commissions and committees. Councilmember Schuster was appointed the City Council on April 19, 2017 and the Mayor is recommending the appointment changes as listed on the Susanville City Council Committee List. The recommendations are discussed and accepted by City Council by resolution.

FISCAL IMPACT: None

ACTION REQUESTED: Motion approving **Resolution No. 17-5377** approving the Susanville City Council Committee List

ATTACHMENTS:
▪ Resolution No. 17-5377

RESOLUTION NO. 17-5377
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AMENDING THE SUSANVILLE CITY COUNCIL COMMITTEE LIST

WHEREAS, the members of the City Council of the City of Susanville have the responsibility, as part of their official duties, to participate in the activities of various boards, commissions and committees within the jurisdiction of the City of Susanville, County of Lassen and State of California; and

WHEREAS, the Mayor of the City of Susanville makes recommendations appointing individuals to serve on various boards, commissions and committees, and to sit on new committees, boards or commissions; and

WHEREAS, the Mayor of the City of Susanville makes the appointment recommendations described in Exhibit A; and

WHEREAS, the term of appointment shall continue until amended.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville approves the Susanville City Council Committee List, attached hereto as Exhibit A, as recommended by the Mayor of the City of Susanville.

Dated: May 3, 2017

APPROVED: _____
Kathie Garnier, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 17-5377 was adopted at a regular meeting of the City Council of the City of Susanville held on the 3rd day of May, 2017 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
Jessica Ryan, City Attorney

SUSANVILLE CITY COUNCIL COMMITTEE LIST

Resolution No. 17-5377

<u>Committee</u>	<u>Representative</u>	<u>Meetings</u>
Abandoned Vehicle JPA	Kevin Stafford Kathie Garnier (alt)	Annual. No current meeting schedule.
Airport Land Use Commission	Joe Franco Mendy Schuster Kevin Stafford (alt)	No current frequency. Thursday at 1:30 pm as needed.
Association of California Cities Allied with Public Safety (ACCAPS)	Kevin Stafford Brian Wilson (alt)	Annual
CDBG Loan Committee	Brian Wilson Mendy Schuster (alt)	As Needed During Business Hours.
Citizens Advisory Committee (CAC)	Kevin Stafford	Bi-monthly, fourth Monday, at 12:00 pm
Historic Building Preservation	Tim Purdy Will Thorn	As Needed, evening meetings.
Honey Lake Valley Recreation Authority	Brian Wilson Kathie Garnier Joe Franco (alt)	Monthly/ third Tuesday 3:00 pm
Indian Gaming Committee	Mendy Schuster Kevin Stafford	No current schedule available.
Local Agency Formation Commission (LAFCO)	Joe Franco Brian Wilson Kevin Stafford (alt)	Every other month, second Monday – 3:00 pm
Lassen County Air Pollution Control District	Joe Franco Kevin Stafford Brian Wilson	Monthly, second Tuesday – 3:00 pm
Lassen County Coordination Council	Joe Franco Kevin Stafford	Monthly, third Monday-6:30 pm
Lassen County Transportation Commission (LCTC) Lassen Transit Authority	Mendy Schuster Kathie Garnier Brian Wilson Joe Franco (alt)	Every month, second Monday – 1:00 pm
Lassen Regional Solid Waste	Kathie Garnier Kevin Stafford Joe Franco (alt)	Monthly, fourth Tuesday 3:00 p.m.

League of California Cities

Brian Wilson

Quarterly, No Current Schedule

Regional Water Management
Group

Dan Newton
Public Works Director

As Needed, During Business
Hours

Reviewed by: HW City Administrator
 ___ City Attorney

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

Submitted by: Heidi Whitlock, Assistant to the City Administrator

Action Date: May 3, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Consider approval to release Request for Proposal (RFP) for Grant Administrative Services for the Community Development Block Grant (CDBG)

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: City staff submitted an application for the 2016 CDBG funding cycle and the City was awarded a grant of \$450,000 for the Riverside Rehabilitation Project. Of those funds, \$31,395 is allocated to General Administrative costs. Staff is recommending releasing an RFP for Grant Administrative Services to contract with a firm who can assist staff with coordinating with CDBG staff to finalize the project scope, payment drawdowns, annual reporting and any additional items required of the City grant compliance.

FISCAL IMPACT: Up to \$20,000 with costs being reimbursable through CDBG Grant Administration funds.

ACTION REQUESTED: Direction to staff

ATTACHMENTS: Grant Administration Services RFP

CITY OF SUSANVILLE

County of Lassen
State of California



REQUEST FOR PROPOSAL

for

COMMUNITY DEVELOPMENT BLOCK GRANT GRANT ADMINISTRATION SERVICES

May XX, 2017

Proposals Due by:
Friday, June 15, 2017 @ 4:00 p.m.

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**COMMUNITY DEVELOPMENT BLOCK GRANT
CONSULTANT FIRMS TO PROVIDE
Grant Administration Services**

Introduction

The City of Susanville is requesting proposals from qualified CONSULTANT firms to provide on-call services and assistance to City staff for grant administration services for a State of California Community Development Block Grant (CDBG) Program. Qualified CONSULTANT's must have extensive experience working with the federal/state CDBG Program. The City of Susanville has been awarded funding from CDBG for the following projects:

Activity Title	Description
Public Facility – ADA and Park Improvements	Rehabilitation of Riverside Park including: improving the parking areas and installation of stalls and ADA striping; install proper pathways and ramps to access play areas and bollards to prevent vehicle traffic from accessing picnic areas; compliant drinking fountain and restrooms; accessible picnic tables will be installed to allow for wheelchair use. Irrigation, trees and signage will also be provided.
General Administration	Provide grant administration services to ensure compliance with all federal overlay requirements.

Request for Proposals

The City of Susanville is seeking a CONSULTANT to provide on-call services to the City for the administration and implementation of the identified projects listed above. The response to the "Request for Proposals" must be made according to the requirements set forth in this RFP. Failure to adhere to these requirements or to include conditions, limitations or misrepresentations may be cause for rejection of the submittal.

CONSULTANT's proposal shall include all oversight, documentation, coordination, consultation, meetings, reviews, etc. as necessary to comply with federal CDBG requirements for the design, planning and construction project identified above. This shall include, but is not limited to the following:

- A. A brief history and detailed summary of your firm's qualifications and specific experience;
- B. A statement of your firm's policy regarding affirmative action, and indication if your firm is a small business and/or minority or woman owned business.
- C. Experience of firm and individual team members as it pertains to CDBG grant funded project contract and grant administration and implementation, including CDBG funding.

- D. List of similar work performed by the firm, including location and type of project. The City may contact past clients for references. Provide the name and telephone number of a reference for each project listed;
 - 1. A description of the proposed scope of work and methodology.
- E. A proposed schedule;
- F. For each activity (i.e. do not provide a lump sum for all activities), provide a description of proposed costs including:
 - 1. Provide the hourly rate for each project team member who would be assigned to this project and the estimated number of hours required for each task.
 - 2. Indicate other expenses that are requested to be reimbursed.
 - 3. CONSULTANT shall identify any personnel and overhead costs associated with periods of project inactivity or delay.
- G. Organizational chart applicable to this project identifying the project manager, key personnel, and supporting staff. Specific responsibilities of each person should be detailed;
- H. Knowledge of the City of Susanville (list any previous experience with the City);
- I. Acknowledgement that the standard contract for the City of Susanville (see Exhibit A for the sample) is acceptable as presented or as amended (include the proposed amendments).

Scope of Work

The Scope of Work to be performed by the CONSULTANT shall include the following activities:

- A. CONSULTANT shall ensure proper completion and submission of all financial and performance reports required by the program (e.g., monthly, quarterly, annual, close-out, etc.).
- B. CONSULTANT shall be present at all appropriate public meetings, as needed only.
- C. CONSULTANT shall ensure that the proper administrative files are maintained.
- D. CONSULTANT shall assist staff with establishing and maintaining administrative files. This includes maintaining the required Public Information Binder.
- E. CONSULTANT will, as requested, directly participate in any monitoring by the State or other agencies and provide the necessary documents and files for such monitoring visits. CONSULTANT will advocate on City's behalf, to the maximum extent appropriate, and respond to and correct any monitoring findings under control of the CONSULTANT.
- F. CONSULTANT shall prepare a close-out manual to guide the City after the project has been completed. Such guide will outline the City's ongoing program responsibilities.

- G. CONSULTANT shall monitor program milestones and recommend amendments as necessary.
- H. CONSULTANT shall work with Design Consultant as needed.
- I. CONSULTANT shall develop project scope.
- J. CONSULTANT shall facilitate communications between all State-CDBG personnel and the City.
- K. CONSULTANT shall appraise the City of all applicable federal and State requirements related to the funds and facilitate the meeting of such requirements.
- L. CONSULTANT shall serve as the primary contact person for issues related to labor standards. The CONSULTANT shall attend the preconstruction conference to provide the contractor and subcontractor(s) with contractor labor compliance handouts and review the applicable labor standards requirements as required by Federal/State and State CDBG Program requirements.
- M. CONSULTANT shall obtain applicable State and federal wage rate decisions as determined by the Department of Industrial Relations (DIR) and the Davis Bacon Act. The CONSULTANT shall determine the appropriate wage rate determination for each class of employee prior to preparation of bid/proposal requests by the City. CONSULTANT shall update wage rate determinations prior to award of contracts as required by law. CONSULTANT is to provide these rates in a binder for the Prime Contractor to post at the jobsite.
- N. CONSULTANT shall verify contractor and subcontractor(s) eligibility through the State Contractor's Licensing Board and Federal debarred list. CONSULTANT is to keep all information neat and orderly in each individual contractor/subcontractor files.
- O. CONSULTANT shall provide contractors and subcontractors with required certification statements and contract language requirements.
- P. CONSULTANT shall assist in processing contractor/CONSULTANT invoices and change orders.
- Q. CONSULTANT shall assist in processing Request for Information as it relates to labor standards.
- R. CONSULTANT shall conduct labor standards reviews sufficient to ensure compliance with applicable DIR and Davis Bacon regulations. Reviews shall include on site interviews with a minimum of 10% of employees of each trade.
- S. CONSULTANT shall verify DIR apprenticeship requirements and proper outreach required (DAS forms).
- T. CONSULTANT shall verify Contractor/Subcontractors Fringe Benefit Statements.

- U. CONSULTANT shall promptly review payroll for compliance with applicable labor standards. CONSULTANT is to have a cover sheet on each certified payroll, showing period ending date, certified payroll #, date reviewed, and signature of CONSULTANT reviewing payroll. There should be an area for notes if there are any discrepancies.
- V. CONSULTANT shall prepare the applicable level of NEPA and CEQA environmental clearance on behalf of the City, including but not limited to, the Statutory Worksheet and Environmental Assessment as required.
- W. CONSULTANT shall prepare all documents required by the CDBG Program for the CITY to receive the Authority to Use Grant Funds from the State CDBG Program.
- X. CONSULTANT shall ensure that required documents are submitted in a timely manner.

Submittal of Proposals

Three copies of the Proposals shall be submitted by **Friday, June 15, 2017 at 4:00 p.m.** either in person or by mail to the following address:

City of Susanville
Administrative Services Department
Attn: Jared G. Hancock
66 N. Lassen St. Susanville, CA 96130

Late or incomplete proposals will not be considered. The City shall have the sole discretion in determining the completeness of each proposal. This solicitation of proposals is not construed as a contract of any kind. The City is not responsible for any pre-contractual expenses incurred by firms responding to this RFP. All proposals shall become the property of the City and will not be returned. All proposals received may become public records under the laws of the State of California and the public may be given access to them after the formal selection process has been completed.

It is understood and agreed that the Proposer claims no proprietary rights to the ideas and written materials contained in or attached to its proposal. Proposals will be maintained as confidential until recommendation is submitted to the City Council at which time all proposals will be public record.

Proposers warrant and covenant that no official or employee of the City, or any business entity in which an official of the City has an interest, has been employed or retained to solicit or aid in the procuring of the contract of this project.

The successful proposer will have the status of an independent contractor and will not be either an officer or an employee of the City.

CONSULTANT shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status,

sex, age, or sexual orientation.

Method and Criteria for Selection

The initial review of all proposals will be to evaluate to ensure they meet the following minimum requirements:

- A. The proposal is complete and is in compliance with the RFP.
- B. Prospective firm agrees to meet, **by inclusion of such statement in submittal letter,** all State and Federal requirements included in this RFP.

Failure to meet these requirements may result in the proposal being rejected. No proposal shall be rejected if it contains minor irregularities, defect, or variation of the irregularity; defect or variation is considered by the City to be immaterial or inconsequential. In such case, the Proposer will be notified of the deficiency in the proposal and given the opportunity to correct. The City may elect to waive the deficiency and accept the proposal as submitted.

The City reserves the right to reject any and all proposals submitted, to request clarification of information submitted, to request additional information from any and/or all applicants, and to waive any irregularity in the proposal and review as long as City procedures remain consistent with the State Department of Housing and Community Development procurement requirements.

Cost, while an important factor, will not be the sole determining factor. Proposals will be evaluated based on the following criteria:

Evaluation Score Methodology:	Points Available
Background, experience and qualifications of the firm in CDBG program administration and implementation as it relates to the projects identified in the RFP	30
Experience and qualifications of individuals identified in the CONSULTANT's project team	20
Thoroughness of the Scope of Work, milestones, schedule, cost analysis, and approach to completing the project	20
Quality of feedback provided by references	15
Demonstrated ability to perform tasks/projects in a timely and efficient manner & estimated cost proposal (based on total from Part F of the section called Request for Proposal)	15
Total	100

The City may elect to interview the most qualified firms as evidenced by the submitted proposals to negotiate final costs/anticipated effort for each milestone. The contract will be

awarded to the proposer who submits the most favorable overall proposal, as determined by the City in its sole discretion, and may be awarded to other than the lowest proposer. Selected CONSULTANT will be required to submit a final cost proposal for City review and determination of award.

The terms and scope of the contract will be determined based on negotiations between the City and the prospective CONSULTANT. If the City and the prospective CONSULTANT fail to reach a contractual agreement, the City may negotiate with any other qualified firm.

After selection of the CONSULTANT, all applicants will be notified of the City's decision.

Disputes Relating to Proposal Process

In the event a dispute arises concerning the proposal process prior to the award of the contract, protesting bidder is directed to follow the procedures outlined in the "Appeals" section of the City of Susanville's Purchasing Policy.

Contract Termination/Debarment

A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

The RFP/contract may be voided at any time for cause, by giving at least 14 days written notice, due to violations of any terms and/or special conditions of the RFP/contract, upon request of HUD/City, or withdrawal of the expenditure authority.

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

The RFP is valid and enforceable only if sufficient current funds are made available to the Department by the United States Government for the Federal fiscal year. In addition, this RFP is subject to any additional restrictions, limitations, conditions or statute enacted by the Congress or State Legislature, which may affect the provisions, terms or funding of this RFP.

Insurance Requirements

See Exhibit A, Consulting Services Agreement for Professional Services.

Conflict of Interest

Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or RFP with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision

prohibiting such interest pursuant to the purpose of this section.

Assignment

Any contract resulting from this bid and any amendments or supplements thereto shall not be assignable by the successful bidder either voluntarily or by operation of law, without the written approval of the City and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings. Any assignee would need to have equivalent qualifications as to retain award eligibility.

City Rights

The City may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished, and require additional evidence of qualifications to perform the services described in this RFP. The City also reserves certain rights including, but not limited to, the following:

- A. Reject any or all of the proposals.
- B. Issue subsequent Requests for Proposals.
- C. Cancel or amend the Request for Proposals.
- D. Remedy technical errors in the Request for Proposals process.
- E. Appoint evaluation committees to review qualifications or proposals.
- F. Seek the assistance of outside technical experts in qualification or proposal evaluation.
- G. Approve or disapprove the use of particular subcontractors.
- H. Establish a short list of firms eligible for discussions after review of the RFP.
- I. Negotiate with any, all, or none of the firms.
- J. Solicit best and final offers from all or some of the firms.
- K. Waive informalities and irregularities in the RFP.
- L. Terminate negotiations at any time.
- M. Award without discussion.

Federal Terms and Conditions

During the performance of the contract, the Contractor must agree to comply with all applicable Federal laws and regulations including but not limited to the following:

AFFIRMATIVE ACTION:

The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the United States Department of Housing and Urban Development (HUD) and subject to 24 CFR 85.36(e). City hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged, minority and women's business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Minority and women-owned and operated businesses are encouraged to apply.

HUD ACT of 1968 SECTION 3:

The work to be performed under this contract is on a project assisted under a program providing

direct federal financial assistance from the HUD, Community Development Block Grant Program, and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low and moderate income persons residing within the project area and that the contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in the area of the project. Regulations for implementing the Section 3 clause are contained in 24 CFR 135, as amended, and as specified in the project specifications.

NON-DISCRIMINATION CLAUSE:

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

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

EQUAL OPPORTUNITY:

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will comply with Executive Order 11246 of September 24, 1965 entitled Equal Employment Opportunity as amended by Executive Order 11375 of October 1967 as supplemented in Department of Labor regulations (41 CFR chapter 60).
2. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City Setting forth the provisions of this nondiscrimination clause.
3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.

4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided, however,* that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
8. The Contractor shall file, and shall cause each of his subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed.
Compliance Reports
shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the contractor and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
9. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
10. Whenever the Contractor or subcontractor has a collective bargaining agreement or other Contract or understanding with a labor union or an agency referring workers or providing or supervising apprenticeship or training for such workers, the Compliance Report shall include such information as to such labor union's or agency's practices and policies affecting

compliance as the Secretary of Labor may prescribe: *Provided*, That to the extent such information is within the exclusive possession of a labor union or an agency referring workers or providing or supervising apprenticeship or training and such labor union or agency shall refuse to furnish such information to the contractor, the contractor shall so certify to the Secretary of Labor as part of its Compliance Report and shall set forth what efforts he has made to obtain such information.

11. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of his Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective contractor deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.
12. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

CONFLICT OF INTEREST OF MEMBERS, OFFICERS, OR EMPLOYEES OF CONTRACTORS, MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS:

Pursuant to 24 CFR 570.611, no member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section.

INSURANCE:

Maintenance, if so required by law, unemployment insurance, disability insurance and liability insurance, which is reasonable to compensate any person, firm, or corporation, who may be injured or damaged by the contractor, or any subcontractor in performing the grant activity(ies) or any part of it.

DISADVANTAGED/MINORITY/WOMEN BUSINESS ENTERPRISE FEDERAL

**REGULATORY
REQUIREMENTS UNDER 24 CFR 85.36(e):**

The Contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

1. Affirmative steps shall include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- v. Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.

COPELAND "ANTI-KICKBACK" ACT (18 U.S.C. 874):

Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

COMPLIANCE WITH ALL FEDERAL LABOR STANDARD PROVISIONS:

Contractor shall comply with all provisions contained in the form HUD-4010, Federal Labor Standards Provisions.

COMPLIANCE WITH SECTIONS 103 AND 107 OF THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. 327-330):

Contractor will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Requires the contracting officer to insert the clauses set forth in 29 CFR part 5, Construction contracts awarded by grantees and subgrantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers)

REQUIREMENTS AND REGULATIONS PERTAINING TO DATA AND DESIGN:

All data and design and engineering work created under this Agreement shall be owned by the City and shall not be subject to copyright protection. The rights to any invention which is developed in the course of this Agreement shall be the property of the City.

REQUIREMENTS AND REGULATIONS PERTAINING TO REPORTING:

The City, State CDBG, HUD and the Comptroller General of the United States or any of their duly authorized representatives shall be granted access to any books, documents, papers and records of Contractor which are directly pertinent the contract.

COMPLIANCE WITH CLEAN AIR ACT AND CLEAN WATER ACT:

Contractor shall comply with all applicable standards, orders and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)).

1. Contractor shall comply with all applicable standards, orders and requirements issued under Section 508 of the Clean Air Act (33 U.S.C. 1368).
2. Contractor shall comply with Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

COMPLIANCE WITH ENERGY POLICY AND CONSERVATION ACT (Pub. L. 94-163, 89 Stat. 871):

The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163,89 Stat. 871).

D/MBE/WBE IMPLEMENTATION GUIDELINES:

The following information, as applicable, shall be retained by Contractor and produced upon request by General Services if determined by General Services to be necessary to establish the bidder's "good faith efforts" to meet the Disadvantaged/Minority/Women Business Enterprise (D/M/WBE) requirements.

1. The names and dates of advertisement of each newspaper, trade paper, and minority-focus paper in which a request for D/M/WBE participation for this project was placed by the bidder.
2. The names and dates of notices of all certified D/M/WBEs solicited by direct mail for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the D/M/WBEs were interested.
3. The items of work for which the bidder requested sub-bids or materials to be supplied by D/M/WBEs, the information furnished interested D/M/WBEs in the way of plans, specifications and requirements for the work, and any breakdown of items of work into economically feasible units to facilitate D/M/WBE participation. Where there are D/M/WBEs available for doing portions of the work normally performed by the bidder with his own forces, the bidder will be expected to make portions of such work available for D/M/WBEs to bid on.
4. The names of D/M/WBEs who submitted bids for any of the work indicated in (3) above, which were not accepted, a summary of the bidder's discussions and/or negotiations with them, the name of the subcontractor or supplier that was selected for that portion of work, and the reasons for the bidder's choice. If the reason for rejecting the D/M/WBE bid was price, give the price bid by the rejected D/M/WBE and the price bid by the selected subcontractor or supplier.

5. Assistance that the bidder has extended to D/M/WBEs identified in (4) above to remedy the deficiency in their sub-bids.
6. To find a D/M/WBE certified firm, you may call (916) 445-3520, go on-line to: <http://www.dot.ca.gov/hq/bep>, or via mail at: D/M/WBE Listing for County, CalTrans - Publications Distribution Unit, 1900 Royal Oaks, Sacramento, CA 95815-3800.

AUDIT, RETENTION AND INSPECTION OF RECORDS:

The Contractor agrees that the (City/County), the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee will have the right to review, obtain, and copy all records pertaining to performance of this Agreement. The Contractor agrees to provide any relevant information requested and shall permit the (City/County), the Department of Housing and Community Development, the Federal Department of Housing and Urban Development (HUD), or its designee access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with California Public Contract Code (PCC) Section 10115 et seq., Government Code (GC) Section 8546.7 and 2 CCR 1896.60 et seq.

The Contractor further agrees to maintain such records for a period of five (5) years after final payment under this Agreement, and that on or before the end of the five (5) year audit/retention period, the CONSULTANT shall release and deliver to the (City/County) all original records and related documentation.

**Exhibit A:
Consulting Services Agreement for Professional Services**

**CONSULTING SERVICES AGREEMENT FOR PROFESSIONAL SERVICES
TO PROVIDE GRANT ADMINISTRATION SERVICES FOR THE COMMUNITY
DEVELOPMENT BLOCK GRANT PROGRAM**

This **Consulting Services Agreement** (the "Agreement") is made and entered into as of

Upon the following terms and conditions of this Agreement, the CITY desires to retain CONSULTANT to perform the following:

1. Professional Services.

CONSULTANT will provide on-call staff assistance and grant administration services as authorized and required by the CITY under the terms and conditions of this Agreement as described in the attached "Scope of Services" dated _____ from CONSULTANT (Exhibit B). Such services will commence on the start date and will terminate pursuant to the terms of this Agreement.

2. Invoicing and Payment.

As sole compensation for the performance of the services, the CITY will pay CONSULTANT for the tasks stated in the Scope of Services payable on a net thirty (30) days from invoice. CONSULTANT will invoice the CITY on a monthly basis for the percent of tasks completed in performing the services. The CITY will pay each such invoice no later than thirty (30) days after its receipt. Extra Services and Reimbursable Costs are incorporated into this Agreement as provided in the Scope of Services. CONSULTANT will receive no royalty or other remuneration for the production or distribution of any products developed by the CITY or by CONSULTANT in connection with or based upon the services. CONSULTANT will not be entitled to receive any vacation or illness payments, or to participate in any plans, arrangements, or distributions by CITY pertaining to any insurance or similar benefits that CITY makes or may make available to CITY's employees.

3. Ownership of Work Product.

CONSULTANT agrees that any and all ideas, designs, drawings, notes, computer programs, algorithms, documents, information, materials, improvements and inventions made, conceived, developed, created or first reduced to practice in the performance of the services under this Agreement shall be the sole and exclusive property of the CITY (the "Work Product").

CONSULTANT further agrees that the CITY is and shall be vested with all right, title and interest in the Work Product (including any patent, copyright, trade secret or trademark rights) under this Agreement. CONSULTANT shall have a perpetual irrevocable license to use and reuse detail elements and design elements incorporated into any Work Product without

compensation or payment to CITY.

4. Term

Either party may terminate this Agreement upon 30-day written notice to the other party for any reason or no reason. In the event the CITY terminates this Agreement, CONSULTANT shall cease all work immediately after receiving notice from the CITY unless otherwise advised by the CITY and shall notify the CITY of all costs incurred up to such termination date.

5. Independent Contractor

CONSULTANT is an independent contractor and is not an agent or employee of, and has no authority to bind, CITY by contract or otherwise. CONSULTANT will perform the professional services under the general direction of CITY, but CONSULTANT will determine, in CONSULTANT's sole discretion, the manner and means by which such services are accomplished, subject to the requirement that CONSULTANT shall at all times comply with applicable law. CITY has no right or authority to control the manner or means by which such services are accomplished.

6. Warranty.

CONSULTANT warrants that its services hereunder will be of a professional quality conforming to generally accepted industry standards and practices.

7. Indemnification by CONSULTANT.

CONSULTANT shall indemnify, defend, and hold harmless the CITY, and its officers, employees, and agents ("indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the CONSULTANT's performance of its obligations under this agreement or out of the operations conducted by CONSULTANT, including the CITY's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the CITY. In the event the CITY indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from CONSULTANT's performance of this agreement, the CONSULTANT shall provide a defense to the CITY indemnitees, or at the CITY's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

8. Insurance Requirement.

CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage issued by a company satisfactory to the City Clerk.

- (a) Commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. CONSULTANT's general liability policies shall be primary and non-contributory, and be endorsed using Insurance

Services Office form CG 20 10 to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. For construction contracts, an endorsement providing completed operations to the additional insured, ISO form CG 20 37, is also required.

- (b) Errors and omissions insurance to a minimum coverage of \$1,000,000, with neither CONSULTANT nor listed sub-CONSULTANTS having less than \$1,000,000 individually;
- (c) Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). CONSULTANT shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.
- (d) Auto Liability coverage for owned, non-owned, and hired autos using ISO Business Auto Coverage form CA 00 01, or the exact equivalent, with a limit of no less than \$1,000,000 per accident. If CONSULTANT owns no vehicles, this requirement may be met through a non-owned auto endorsement to the CGL policy.

For any claims related to this project, the CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.

All insurance policies shall have a minimum A.M. Best rating of A- VII, unless otherwise approved by the CITY's Risk Manager.

Any failure to comply with reporting or other provisions of the policy including breaches of warranties shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.

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.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the CITY.

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

9. Nondisclosure.

CONSULTANT acknowledges that CONSULTANT will acquire information and materials from CITY and knowledge regarding, without limitation, the business, products,

finances, future plans, customers, clients, employees, and CONSULTANTs of CITY and that all such knowledge, information and materials acquired, the existence, terms and conditions of this Agreement, and the Work Product, are and will be the trade secrets and confidential and proprietary information of CITY (collectively, the "Confidential Information"). Confidential Information will not include, however, any information which is or becomes part of the public domain through no fault of CONSULTANT, by operation of law, or that CITY regularly gives to third parties without restriction on use or disclosure. CONSULTANT agrees to hold all such Confidential Information in strict confidence, not to disclose it to others or use it in any way, commercially or otherwise, except in performing the services, and not to allow any unauthorized person access to it, either before or after expiration or termination of this Agreement. CONSULTANT further agrees to take all action necessary to protect the confidentiality of the Confidential Information including, without limitation, implementing and enforcing operating procedures to minimize the possibility of unauthorized use or copying of the Confidential Information.

10. Governing Law.

This Agreement will be governed by and construed in accordance with the laws of the State of California excluding that body of law pertaining to conflict of laws. In the event any cases evolve, said cases shall be heard in Lassen County Court.

11. Notice.

All notices, including notices of address changes, required to be sent hereunder shall be in writing and shall be deemed to have been given when mailed to the addresses listed below:

(a) City of Susanville: Jared G. Hancock, City Administrator, 66 N. Lassen Street, Susanville, CA 96130

(b) CONSULTANT: _____

12. Severability.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect.

13. Assignment.

CONSULTANT may not assign CONSULTANT's rights or delegate CONSULTANT's duties under this Agreement without the prior written consent of the CITY. Any attempted assignment or delegation without such consent will be void.

14. Waiver.

The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach.

15. Equitable Remedies.

Because the services are personal and unique and because CONSULTANT will have access to Confidential Information of CITY, CITY will have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief without prejudice to any other rights and remedies that CITY may have for a breach of this Agreement.

16. Entire Agreement.

This Agreement, together with its attached exhibits, constitutes the complete agreement between the parties and supersedes all previous agreements or representations, whether written or oral, with respect to the subject matter described herein. This Agreement may not be modified or amended except in writing signed by a duly authorized representative of each party. It is expressly agreed that any terms and conditions of CONSULTANT's invoices shall be superseded by the terms and conditions of this Agreement.

In Witness Whereof, the parties hereto have executed the **Consulting Services Agreement** for CONSULTANT as of the date set forth in the first paragraph hereof.

CITY OF SUSANVILLE

CONSULTANT

Jared G. Hancock, City Administrator

Name, Title

Approved as to Form and Content:

City Attorney

Exhibit B Scope of Services

Draft

Reviewed by: GA City Administrator
 City Attorney

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

Submitted By: Dan Newton, Public Works Director

Action Date: May 3, 2017

CITY COUNCIL AGENDA ITEM

SUBJECT: Public Works Quarterly Department Report

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: Staff will provide an update of the operations and projects of the Public Works Department, including the Administrative/Engineering, Streets, Natural Gas, and Water/Geothermal Department Divisions.

FISCAL IMPACT: None

ACTION REQUESTED: Information only

ATTACHMENTS: None