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

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**March 18, 2015 \* 6:00 p.m.**

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 15-5152*

*Next Ordinance No. 15-1001*

- 1     **APPROVAL OF AGENDA:** (Additions and/or Deletions)
- 2     **PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session. The City Administrator will provide an oral update on the status of any open labor negotiations.
- 3     **CLOSED SESSION:**
  - A     PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
    - 1     Fire Chief Recruitment
    - 2     Approved Position List – Youth Services Officer
  - B     CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
    - 1     Property:                      Memorial Ballfield  
         Agency negotiator:      Jared G. Hancock  
         Negotiating parties:      City of Susanville; Lassen Community College  
         Under negotiation:      Price/Conditions/Terms of Lease
    - 2     Property:                      600 Nevada  
         Agency negotiator:      Jared G. Hancock  
         Negotiating parties:      City of Susanville;  
         Under negotiations:      Price/Conditions/Terms
    - 3     Property:                      APN: 107-271-16: 70 +/- acres Located South Side of Skyline Blvd to West of Skyline Park  
         Agency negotiator:      Jared G. Hancock  
         Negotiating parties:      City of Susanville;Unknown  
         Under negotiation:      Price/Conditions/Terms
  - C     CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
    - 1     Agency Negotiator:      Jared G. Hancock  
         Bargaining Unit:          Firefighters, Miscellaneous, Public Works
- 4     **RETURN TO OPEN SESSION:** (recess if necessary)
  - *Reconvene in open session at 7:00 p.m.*
  - *Pledge of allegiance*

- *Report any changes to agenda*
- *Report any action out of Closed Session*
- *Moment of Silence or Thought for the Day: Nicholas McBride*
- *Proclamations, awards or presentations by the City Council*
  - *National Crime Victims Rights Week*
  - *Child Abuse Prevention Month*
  - *Radio Network Certificate of Recognition*
  - *Service of Airport Commissioner*

## 5 **BUSINESS FROM THE FLOOR:**

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

A Lassen Historical Society request to give a presentation on the Roop's Fort Project

## 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 Receive and file minutes from the City Council's March 4, 2015 meeting
- B Approve vendor warrants numbered 93343 through 93504 for a total of \$431,364.25 including \$96,219.38 in payroll warrants
- C Receive and file Finance Reports: February 2015
- D Approve **Resolution No. 15-5150** authorizing correction to appropriations for fiscal year 2014/2015 and rescinding Resolution No. 14-5056
- E Approve alcoholic beverage sales for Lassen Historic Museum season opening event and authorizing Chamber of Commerce to obtain appropriate licensing
- F Approval to void Roosevelt Pool lease with Susanville School District
- G Approve Job Description for Youth Services Officer

## 7 **PUBLIC HEARINGS:**

- A Community Development Block Grant CDBG Program:
  1. Consider approval of **Resolution No. 15-5148** authorizing submittal of Program Waiver to State Department of Housing and Community Development
  2. Consider approval of **Resolution No. 15-5149** authorizing submittal of Program Guidelines for Home Ownership Assistance Program to State Department of Housing and Community Development
- B 2015 State Department of Housing and Community Development CDBG Program Opportunities

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

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider request to co-sponsor the 26<sup>th</sup> Annual Junior Fishing Derby on April 18, 2015 and waive reservation fees for Memorial Park
- B Consider approval of Concession Agreement with Tammy Wheeler for operation of Diamond Mountain Golf Course 2015 Golf Season
- C Consider **Resolution No. 15-5144** authorizing the City Administrator to sign grant submittal authorization for Lassen Regional Solid Waste Management Authority for Application of Grants administered by the California Integrated Waste Management Board
- D Consider approval of **Resolution No. 15-5145** authorizing Lassen Family Services to place ribbons on Main Street in recognition of Child Abuse Prevention and Sexual Assault Awareness
- E Consider approval of **Resolution No. 15-5146** authorizing Street Closure for Walk a Mile event
- F Consider approval of **Resolution No. 15-5147** authorizing Plumas Sierra Telecom Service Agreement
- G Consider **Resolution No. 15-5151** authorizing execution of agreement with Melton Design Services for On-Call Park Design Services

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 California Society of Municipal Finance Officers Award

14 **COUNCIL ITEMS:**

- A AB1234 travel reports:


15 **ADJOURNMENT:**

- **The next regular City Council meeting will be held on April 1, 2015 at 6:00 p.m.**

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for March 18, 2015 in the areas designated on March 13, 2015.

  
Gwenna MacDonald, City Clerk

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

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

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's March 4, 2015 meeting

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's March 4, 2015 meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's March 4, 2015 meeting.

**ATTACHMENTS:** Minutes: March 4, 2015

**SUSANVILLE CITY COUNCIL  
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY  
SUSANVILLE MUNICIPAL ENERGY CORPORATION  
SUSANVILLE PUBLIC FINANCING AUTHORITY**

**Regular Meeting Minutes**

**March 4, 2015 – 6:00 p.m.**

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

Meeting was called to order at 6:00 p.m. by Mayor Brian R. Wilson.

Roll call of Councilmembers present: Kathie Garnier, Nicholas McBride, Lino P. Callegari and Brian R. Wilson. Absent: Rod E. De Boer

Staff present: Jared G. Hancock, City Administrator and Gwenna MacDonald, City Clerk.

**1        APPROVAL OF AGENDA:**

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

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

**3        CLOSED SESSION:** At 6:01 p.m. the Council recessed to closed session to discuss the following:

A        PUBLIC EMPLOYMENT – pursuant to Government Code §54957:

1        Fire Chief Recruitment

2        Approved Position List

The Council discussed Item 3A-2, Approved Position List. Prior to discussion of Item 3A-1, Fire Chief Recruitment, Mayor pro tem McBride recused himself and exited the Council chambers.

**4        RETURN TO OPEN SESSION:** At 7:00 p.m. the City Council reconvened in open session.

Staff present: Thomas Downing, Police Chief; James Moore, Battalion Chief/Interim Fire Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to closed session the agenda was approved as submitted. In closed session Council gave direction to staff but there was no reportable action.

Dan Newton provided the thought of the day.

**5        BUSINESS FROM THE FLOOR:**

**Bob Bengard**, Lassen Historic Society, requested the Society be placed on the next City Council agenda to provide an update to the City Council regarding the Roop's Fort project.

Mr. Hancock was invited to attend the March 10, 2015 meeting of the Historic Society in order to participate in the Historic Society's discussion regarding the Roop's Fort project.

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

A        Receive and file minutes from the City Council's February 18, 2015 meeting

- B Approve vendor warrants numbered 93318 through 93342 for a total of \$274,345.28 including \$98,696.17 in payroll warrants

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve the Consent Calendar; motion carried unanimously. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

7 **PUBLIC HEARINGS:** No business.

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

9 **NEW BUSINESS:**

9A **Consider approval of Resolution No. 15-5142 approving and authorizing City Administrator to execute Fire Department Policy Manual contract with Lexipol, LLC** Interim Fire Chief Moore reported that as part of the ongoing effort to maintain safe operations of the Susanville Fire Department, staff has continued with a project to procure policy and training services specific to the needs of Fire agencies. The firm of Lexipol, LLC produces a product that incorporates State and Federal Government Codes, statutes, court rulings and updates the based upon the changes on a semi-annual basis. The Police Department has used Lexipol services for the Police Department policy manual for many years. Funding for the annual subscription cost is included in the current year budget.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5142; motion carried. Ayes: Garnier, Callegari, and Wilson. Abstain: McBride. Absent: De Boer.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider approval of Resolution No. 15-S130 authorizing the Mayor to execute contract with Dig It Construction for Susanville Municipal Airport Apron Reconstruction Project** Mr. Hancock reported that the City was able to leverage Federal and State funding to begin work on a project identified in the Airport Capital Improvement Plan as the Apron Reconstruction project. The City worked with its Airport Consultant to develop a phased project and conducted a formal bid process, with the successful bidder being the firm of Dig It, Construction. The City awarded the bid to Dig It, Construction, has worked through the FAA and State funding process and is ready to move forward with executing bid and contract documents, scheduling the pre-construction conference and issuing the Notice to Proceed. The pre-construction bid conference will be held on March 20, 2015.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5130; motion carried unanimously. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

12B **Consider approval of Resolution No. 15-5143 authorizing consultant services with C & S Engineers for Susanville Municipal Airport Apron** Mr. Hancock explained that the City retained the firm of C&S Companies for Airport Consulting Services in July 2012. The five-year agreement provides for specific and limited services related to the Susanville Municipal Airport. Any additional services must be approved by work orders that describe the Scope of Services to be pre-authorized by the City Council.

The cost of construction observation and administration services for construction of the Susanville Municipal Airport Apron Rehabilitation Phase I Project to be provided by C&S Companies for \$125,535 is included in the FAA and Caltrans grant awards.

Mayor Wilson asked if additional contracts for the project would be coming before City Council.

Mr. Hancock responded that City Council approval would be required for anything that may require a budget adjustment.

Mayor Wilson requested clarification of the project amount.

Mr. Hancock responded that the rehabilitation of the Apron & Taxiway C was estimated to be approximately \$950,000 as identified on the Capital Improvement Plan. The project was scoped down to allow phased completion, and the bids received allowed the completion of the base project and alternate one, about fifty percent of the total project, for a contract amount of \$491,000.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5143; motion carried unanimously. Ayes: Garnier, McBride, Callegari, and Wilson. Absent: De Boer.

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

**14      COUNCIL ITEMS:**

**14A    AB1234 travel reports:**

A          AB1234 travel reports:

Mayor pro tem McBride requested that the City begin budgeting for the replacement of the roof at City Hall in the upcoming fiscal year budget.

**15      ADJOURNMENT:** Motion by Councilmember Callegari, second by Mayor pro tem McBride to adjourn; motion carried unanimously. Ayes: Garnier, McBride, Callegari and Wilson.

Meeting adjourned at 7:15 p.m.

Respectfully submitted by

\_\_\_\_\_  
Brian R. Wilson, 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:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated February 25<sup>th</sup> through March 10<sup>th</sup> numbered 93343 through 93504

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$335,144.87 plus \$96,219.38 in payroll warrants, for a total of \$ 431,364.25

**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
02/15	02/26/2015	93343	5	ABC FIRE AND CYLINDE	SCBA BOTTLES	00032906	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	163.20	163.20
Total 00032906:											
02/15	02/26/2015	93344	1481	ADVANCED LOCKSMITH	REKEY 2015 INTERCEPTOR	2475	1	1000-421-10-45	LOCKSMITHING SERVICES	450.00	450.00
Total 2475:											
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	ACETYLENE/OXYGEN	9035647386	1	7110-430-42-46	SUPPLIES-GENERAL	78.82	78.82
Total 9035647386:											
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	CHLORINE	9035695441	1	7110-430-42-46	SUPPLIES-GENERAL	372.97	372.97
Total 9035695441:											
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGE	9924746899	1	7110-430-42-46	SUPPLIES-GENERAL	70.68	70.68
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGE	9924746899	2	7401-430-62-46	SUPPLIES-GENERAL	39.06	39.06
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGE	9924746899	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	78.62	78.62
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGE	9924746899	4	7401-430-62-44	REPAIR AND MAINT-VEHICLE	78.62	78.62
02/15	02/26/2015	93345	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGE	9924746899	5	2007-431-20-44	REPAIR AND MAINTENANCE-V	78.63	78.63
Total 9924746899:											
02/15	02/26/2015	93346	40	AMPS ELECTRIC	SERVICE ON GENERATOR	2224	1	1000-421-10-44	FACILITY - REPAIR & MAINTEN	784.93	784.93
Total 2224:											
02/15	02/26/2015	93347	53		RETIREMENT INCENTIVE PKGE	02242015	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 02242015:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	KNIFE, BLADE, SCISSORS	320063	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.63	10.63
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	KNIFE, BLADE, SCISSORS	320063	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.63	10.63
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	KNIFE, BLADE, SCISSORS	320063	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.64	10.64

## CITY OF SUSANVILLE

## Check Register - Payments by Vendor

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Check Issue Dates: 2/26/2015 - 2/26/2015

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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 320083:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	GLUE	320825	1	1000-422-10-46	SUPPLIES-GENERAL	31.90	31.90
Total 320825:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	NIPPLES, PVC CAP	321151	1	7110-430-42-46	SUPPLIES-GENERAL	13.37	13.37
Total 321151:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	POST EYE LIGHT CONTROL	321171	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	27.07	27.07
Total 321171:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	FILTER	321274	1	7401-430-62-46	SUPPLIES-GENERAL	2.21	2.21
Total 321274:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	GROUT, MORTAR	321317	1	2012-465-32-44	REPAIR & MAINTENANCE-FACI	41.57	41.57
Total 321317:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	FASTENERS	321344	1	1000-422-10-46	SUPPLIES-GENERAL	2.71	2.71
Total 321344:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	FASTENERS	321368	1	7110-430-42-46	SUPPLIES-GENERAL	36.74	36.74
Total 321368:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	GROUT	321452	1	2012-465-32-44	REPAIR & MAINTENANCE-FACI	11.60	11.60
Total 321452:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	BULB EXIT	321535	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	15.46	15.46
Total 321535:											

M = Manual Check, V = Void Check

## CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 2/26/2015 - 2/26/2015Page: 3  
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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
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	PLIER	321839	1	2007-431-20-46	SUPPLIES-GENERAL	19.34	19.34
Total 321639:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	CHAIN PROOF & CLEV GRAB	321841	1	1000-452-20-47	MACHINERY AND EQUIPMENT	75.91	75.91
Total 321841:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	FASTENERS, DRILL BIT	321706	1	2007-431-20-46	SUPPLIES-GENERAL	22.93	22.93
Total 321706:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	GROUT	321866	1	2012-465-32-44	REPAIR & MAINTENANCE-FACI	9.18	9.18
Total 321866:											
02/15	02/26/2015	93348	76	BILLINGTON ACE HARD	KNOBS	321885	1	1000-422-10-48	SUPPLIES-GENERAL	32.96	32.96
Total 321885:											
02/15	02/26/2015	93348	1054	BULLEX INC	REPLACEMENT LATCHES	70744	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	58.23	58.23
Total 70744:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	1505MAIN 020115	1	1000-422-10-44	DISPOSAL	181.21	181.21
Total 1505MAIN 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - 600 MAI	PLC600MAIN 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLC600MAIN 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - B OF A	PLC80FA 020115	1	2007-431-20-44	DISPOSAL	19.07	19.07
Total PLC80FA 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - BUEHL	PLCBUEHLER 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14

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Check Register - Payments by Vendor  
Check Issue Dates: 2/26/2015 - 2/26/2015Page: 4  
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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 PLCBUEHLER 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - DIAMO	PLCDIMNDMTN 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCDIMNDMTN 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - ELKS L	PLCELKSLDGE 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCELKSLDGE 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - FROST	PLCFROSTYMILL 020115	1	2007-431-20-44	DISPOSAL	19.07	19.07
Total PLCFROSTYMILL 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - GROCE	PLCGROCRYOTLT 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCGROCRYOTLT 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN1 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCHOTELLSN1 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - HOTEL	PLCHOTELLSN2 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCHOTELLSN2 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KIMS KI	PLCKIMSKITCHEN020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCKIMSKITCHEN020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - KNOCH	PLCKNOCHBLD 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCKNOCHBLD 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LASSEN	PLCLASSENHS 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCLASSENHS 020115:											

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Check Register - Payments by Vendor  
Check Issue Dates: 2/26/2015 - 2/26/2015Page: 5  
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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
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LESLIE	PLCLESLES 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCLESLES 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - LV CHA	PLCLVCHARTER 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCLVCHARTER 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - MT LAS	PLCMTLASSEN 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCMTLASSEN 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - PANCE	PLCPNCERAPLZA 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCPNCERAPLZA 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRAJWRY 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCSIERRAJWRY 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SIERRA	PLCSIERRATHRT 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCSIERRATHRT 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - STATE	PLCSTATEFARM 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCSTATEFARM 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - SVILLE	PLCSVILLEREAL 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCSVILLEREAL 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - UPTOW	PLCUPTOWNPK 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCUPTOWNPK 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - US POS	PLCUSPOSTAL 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14

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Total PLCUSPOSTAL 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - VETS M	PLCVETSMEM 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCVETSMEM 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	PUBLIC LITTER CANS - WALMA	PLCWLMTBUS 020115	1	2007-431-20-44	DISPOSAL	38.14	38.14
Total PLCWLMTBUS 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	1601 MAIN ST	SLV 7 02/01/2015	1	1000-421-10-44	DISPOSAL	95.59	95.59
Total SLV 7 02/01/2015:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	925 SIERRA ST	SVL15 020115	1	7401-430-82-44	DISPOSAL	161.21	161.21
Total SVL15 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	66 N LASSEN	SVL2 020115	1	1000-417-10-44	DISPOSAL	158.83	158.83
Total SVL2 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	95 N WEATHERLOW	SVL5 020115	1	1000-452-20-44	DISPOSAL	191.16	191.16
Total SVL5 020115:											
02/15	02/26/2015	93350	1307	C&S WASTE SOLUTIONS	720 SOUTH ST	SVL8 020115	1	7620-430-10-44	DISPOSAL	161.21	161.21
Total SVL8 020115:											
02/15	02/26/2015	93351	108		REIM HOTEL SACRAMENTO 1/	011315	1	1000-411-10-45	TRAVEL	211.34	211.34
Total 011315:											
02/15	02/26/2015	93352	1122	CAROLINA MOLDINGS IN	O RING INSULATING UNIONS	15055	1	7401-430-62-46	SUPPLIES-GENERAL	728.66	728.66
Total 15055:											

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02/15	02/26/2015	93353	115	CASELLE INC.	SOFTWARE SUPPORT 3/15	63120	1	1000-417-10-43	TECHNICAL SVCS	1,258.00	1,258.00
Total 63120:											
02/15	02/26/2015	93354	118	CBC INNOVIS INC	MEMBERSHIP DUES	5033503379	1	1000-417-10-48	DUES AND MEMBERSHIPS	10.00	10.00
Total 5033503379:											
02/15	02/26/2015	93355	161	CSK AUTO INC	POWER STEERING PUMP	2740350207	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	70.55	70.55
Total 2740350207:											
02/15	02/26/2015	93355	161	CSK AUTO INC	POWER STEERING PUMP	2740350319	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	24.73	24.73
Total 2740350319:											
02/15	02/26/2015	93355	161	CSK AUTO INC	CONNECTOR	2740351246	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	18.06	18.06
Total 2740351246:											
02/15	02/26/2015	93355	161	CSK AUTO INC	HYDO BOOSTER	2740351979	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	158.26	158.26
Total 2740351979:											
02/15	02/26/2015	93355	161	CSK AUTO INC	HYDRO BOSOTER	2740352020	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	43.00	43.00
Total 2740352020:											
02/15	02/26/2015	93356	184	DEPARTMENT OF JUSTI	FINGERPRINTS - EMPLOYEES	075694	1	1000-416-10-45	FINGERPRINTING SERVICES	79.00	79.00
02/15	02/26/2015	93356	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS, FBI	075694	2	1000-2205-005	LIVE SCAN STATE OF CALIFOR	19.00	19.00
Total 075694:											
02/15	02/26/2015	93356	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS	080919	1	1000-416-10-45	FINGERPRINTING SERVICES	41.00	41.00
02/15	02/26/2015	93356	184	DEPARTMENT OF JUSTI	FINGERPRINTS - APPS, FBI	080919	2	1000-2205-005	LIVE SCAN STATE OF CALIFOR	40.00	40.00
Total 080919:											
02/15	02/26/2015	93357	194	DIAMOND SAW SHOP IN	CHAIN	13360	1	2007-431-20-46	SUPPLIES-GENERAL	61.92	61.92

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Total 13360:											
02/15	02/26/2015	93357	194	DIAMOND SAW SHOP IN	SAW PARTS	133653	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	61.92	61.92
Total 133653:											
02/15	02/26/2015	93358	1261	DIAMOND TRUCK AND A	#628 LABOR CK ENGINE	2462	1	1000-422-50-44	VEHICLE - REPAIR & MAINTEN	100.00	100.00
Total 2462:											
02/15	02/26/2015	83359	7293	DIG IT CONSTRUCTION	2012 REHAB B PYMNT #7	022015	1	3019-431-20-44	CONSTRUCTION SERVICE	123,774.36	123,774.36
Total 022015:											
02/15	02/26/2015	93360	208		TR EX SAN DIEGO 030815	021715	1	1000-421-10-45	TRAINING	390.50	390.50
Total 021715:											
02/15	02/26/2015	93361	219	ED STAUB & SONS PETR	288.82 GAL PROPANE AIRPORT	0668929	1	7201-430-81-46	PROPANE	642.52	642.52
Total 0668929:											
02/15	02/26/2015	93361	219	ED STAUB & SONS PETR	15 10GAL PROPANE BOTTLE	1266548	1	2007-431-20-46	SUPPLIES-GENERAL	44.31	44.31
Total 1266548:											
02/15	02/26/2015	93362	1356		TR EX RED BLUFF 3/4/15	022415	1	8404-430-10-45	COMMUNICATIONS	69.00	69.00
Total 022415:											
02/15	02/26/2015	93363	8047		REFUND GAS OVERPAYMENT	10108010111	1	9999-1001-001	CASH CLEARING - UTILITIES	169.64	169.64
Total 10108010111:											
02/15	02/26/2015	93364	8052		REFUND WATER DEPOSIT	02202015	1	7110-2228-000	DEPOSITS-CUSTOMER	74.16	74.16
Total 02202015:											
										74.16	74.16

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02/15	02/26/2015	93365	238	FASTENAL COMPANY	BOLT GAUGE	62932	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.49	10.49
02/15	02/26/2015	93365	238	FASTENAL COMPANY	BOLT GAUGE	62932	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.49	10.49
02/15	02/26/2015	93365	238	FASTENAL COMPANY	BOLT GAUGE	62932	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.49	10.49
Total 62932:											31.47
02/15	02/26/2015	93365	238	FASTENAL COMPANY	LATCH, BLACK FLEX	63053	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	14.08	14.08
02/15	02/26/2015	93365	238	FASTENAL COMPANY	LATCH, BLACK FLEX	63053	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	14.08	14.08
02/15	02/26/2015	93365	238	FASTENAL COMPANY	LATCH, BLACK FLEX	63053	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	14.08	14.08
Total 63053:											42.24
02/15	02/26/2015	93365	238	FASTENAL COMPANY	TOOL FOR REMODEL	63077	1	2012-465-32-44	REPAIR & MAINTENANCE-FACI	13.71	13.71
Total 63077:											13.71
02/15	02/26/2015	93366	241	FEATHER PUBLISHING C	NEWS PAPER AD	01077062 ACCT437	1	1000-416-10-45	ADVERTISING	27.25	27.25
Total 01077062 ACCT437:											27.25
02/15	02/26/2015	93366	241	FEATHER PUBLISHING C	NEWS PAPER AD	1072373	1	1000-416-10-45	ADVERTISING	45.75	45.75
Total 1072373:											45.75
02/15	02/26/2015	93366	241	FEATHER PUBLISHING C	NEWS PAPER AD	1075552	1	1000-416-10-45	ADVERTISING	27.25	27.25
Total 1075552:											27.25
02/15	02/26/2015	93366	241	FEATHER PUBLISHING C	MED MARIJUANA HEARING	7671	1	1000-419-10-45	ADVERTISING	299.25	299.25
Total 7671:											299.25
02/15	02/26/2015	93367	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	570203A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 570203A:											105.00
02/15	02/26/2015	93367	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	570452A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00

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Total 570452A:											
02/15	02/26/2015	93367	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	570453A	1	7110-430-42-43	TECHNICAL SVCS	52.00	52.00
Total 570453A:											
02/15	02/26/2015	93368	247	FINANCIAL CREDIT NET	COLLECTION COSTS THRU 1/1	013115	1	7110-430-42-48	BAD DEBT EXPENSE	61.35	61.35
Total 013115:											
02/15	02/26/2015	93369	1239	FIRE RESCUE EQUIPME	PUMP REFURBISHED	900	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	2,503.70	2,503.70
Total 900:											
02/15	02/26/2015	93370	625	FIRENET LASSEN	2014 DISPATCHING SERVICES	201401	1	1000-422-10-45	DISPATCH CONTRACT	11,500.00	11,500.00
Total 201401:											
02/15	02/26/2015	93371	257	FOREST OFFICE EQUIP	P/W COPIES	CC6119	1	7620-430-10-43	TECHNICAL SVCS	985.40	985.40
Total CC6119:											
02/15	02/26/2015	93371	257	FOREST OFFICE EQUIP	MONTHLY MAINT. FOLDING MA	CC6122	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
02/15	02/26/2015	93371	257	FOREST OFFICE EQUIP	MONTHLY MAINT. FOLDING MA	CC6122	2	7110-430-42-44	REPAIR AND MAINTENANCE-MI	42.00	42.00
Total CC6122:											
02/15	02/26/2015	93372	8054		REFUND WATER DEPOSIT	02232015	1	7110-2228-000	DEPOSITS-CUSTOMER	10.64	10.64
Total 02232015:											
02/15	02/26/2015	93373	265	FRONTIER	257-1000 DSL SERVICE	1000 020515	1	1000-417-10-45	COMMUNICATIONS	145.00	145.00
02/15	02/26/2015	93373	265	FRONTIER	257-1000 ADMIN FAX	1000 020515	2	1000-413-20-45	COMMUNICATIONS	.23	.23
02/15	02/26/2015	93373	265	FRONTIER	257-1000 CITY CLERK FAX	1000 020515	3	1000-411-40-45	COMMUNICATIONS	.23	.23
02/15	02/26/2015	93373	265	FRONTIER	257-1000 ADMIN	1000 020515	4	1000-413-20-45	COMMUNICATIONS	2.38	2.38
02/15	02/26/2015	93373	265	FRONTIER	257-1000 CITY CLERK	1000 020515	5	1000-411-40-45	COMMUNICATIONS	1.66	1.66
02/15	02/26/2015	93373	265	FRONTIER	257-1000 FINANCE	1000 020515	6	1000-415-10-45	COMMUNICATIONS	1.66	1.66
02/15	02/26/2015	93373	265	FRONTIER	257-1000 COMM DEVELOPMEN	1000 020515	7	1000-419-10-45	COMMUNICATIONS	1.66	1.66

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02/15	02/26/2015	93373	265	FRONTIER	257-1000 CITY HALL	1000 020515	8	1000-417-10-45	COMMUNICATIONS	88.38	88.38
02/15	02/26/2015	93373	265	FRONTIER	257-1000 GAS - DEBIT MACHIN	1000 020515	9	7401-430-62-45	COMMUNICATIONS	24.15	24.15
02/15	02/26/2015	93373	265	FRONTIER	257-1000 WATER - DEBIT MACH	1000 020515	10	7110-430-42-45	COMMUNICATIONS	24.15	24.15
Total 1000 020515:											289.50
02/15	02/26/2015	93373	265	FRONTIER	257-1033 PARKS	1033 020515	1	1000-452-20-45	COMMUNICATIONS	277.40	277.40
Total 1033 020515:											277.40
02/15	02/26/2015	93373	265	FRONTIER	257-1041 P/W ADMIN	1041 020515	1	7620-430-10-45	COMMUNICATIONS	293.22	293.22
Total 1041 020515:											293.22
02/15	02/26/2015	93373	265	FRONTIER	257-2520 GOLF COURSE	2520 020115	1	7530-451-52-45	COMMUNICATIONS	337.64	337.64
Total 2520 020115:											337.64
02/15	02/26/2015	93373	265	FRONTIER	257-2960 HVAC/ELEVATOR LIN	2960 020515	1	1000-417-10-45	COMMUNICATIONS	90.48	90.48
Total 2960 020515:											90.48
02/15	02/26/2015	93373	265	FRONTIER	257-3292 MUSEUM	3292 021015	1	1000-451-80-45	COMMUNICATION	143.23	143.23
Total 3292 021015:											143.23
02/15	02/26/2015	93373	265	FRONTIER	257-4725 CITY HALL FAX	4725 030790-8	1	1000-419-10-45	COMMUNICATIONS	36.11	36.11
02/15	02/26/2015	93373	265	FRONTIER	257-4725 CITY HALL FAX	4725 030790-8	2	1000-415-10-45	COMMUNICATIONS	36.10	36.10
Total 4725 030790-8:											72.21
02/15	02/26/2015	93373	265	FRONTIER	257-5152 FIRE	5152 021015	1	1000-422-10-45	COMMUNICATIONS	475.62	475.62
Total 5152 021015:											475.62
02/15	02/26/2015	93374	1289	FULL SPECTRUM INC	PROFESSIONAL SER	20150219	1	7401-430-62-43	TECHNICAL SVCS	3,046.04	3,046.04
02/15	02/26/2015	93374	1289	FULL SPECTRUM INC	PROFESSIONAL SER.	20150219	2	7110-430-42-43	TECHNICAL SVCS	5,290.48	5,290.48

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Total 20150219:											
02/15	02/26/2015	93375	8045		REFUND WATER DEPOSIT	10430800008	1	7110-2228-000	DEPOSITS-CUSTOMER	8,336.52	8,336.52
Total 10430800008:											
02/15	02/26/2015	93376	8048		REFUND CONNECT FEES	02122015	1	7110-430-42-37	WATER-CONNECTION FEE	10.00	10.00
02/15	02/26/2015	93376	8048		REFUND CONNECT FEES	02122015	2	7401-430-62-37	GAS CONNECT	5.00	5.00
Total 02122015:											
02/15	02/26/2015	93377	1142	GEARY PACIFIC SUPPLY	SWITCH PRESSURE	2926855	1	7401-430-62-46	SUPPLIES-GENERAL	28.81	28.81
Total 2926855:											
02/15	02/26/2015	93377	1142	GEARY PACIFIC SUPPLY	INDUCER BLOWER	2930539	1	7401-430-62-46	SUPPLIES-GENERAL	107.45	107.45
Total 2930539:											
02/15	02/26/2015	93378	8029		REIM TR SAC. 02/18/15	021815	1	7620-430-10-45	TRAVEL	91.45	91.45
Total 021815:											
02/15	02/26/2015	93379	8044		REFUND GAS DEPOSIT	10507900211	1	7401-2228-000	DEPOSITS-CUSTOMER	196.75	196.75
Total 10507900211:											
02/15	02/26/2015	93380	6094		REFUND B/L RETAIL NOT NEED	02122015	1	9999-1001-005	CASH CLEARING - BUSINESS T	5.00	5.00
Total 02122015:											
02/15	02/26/2015	93381	1148	GREATAMERICA FINANC	COPIER LEASE 2/15	16470072	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	726.75	726.75
Total 16470072:											
02/15	02/26/2015	93382	288		REIMBURSE HEALTH INS PER	02232015	1	7610-2229-002	RETIREE SICK LEAVE BANK PA	409.50	409.50

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Total 02232015:											
02/15	02/26/2015	93383	312	HISTORIC USA	1/15 COLLECTIONS, NET	020615	1	8401-2228-000	DEPOSITS PAYABLE	23.75	23.75
02/15	02/26/2015	93383	312	HISTORIC USA	5%FEE 1/15 COLLECTIONS	020615	2	8401-2228-000	DEPOSITS PAYABLE	1.25	1.25
02/15	02/26/2015	93383	312	HISTORIC USA	5%FEE 1/15 COLLECTIONS	020615	3	1000-415-10-34	REIMBURSEMENTS (HUSA/LAF	1.25	1.25
Total 020615:											
02/15	02/26/2015	93384	326	IIMC	2015 MEMBER	010815	1	1000-1430-105	PREPAID - OTHER	116.24	116.24
02/15	02/26/2015	93384	326	IIMC	2015 MEMBER	010815	2	1000-411-40-48	DUES AND MEMBERSHIPS	38.76	38.76
Total 010815:											
02/15	02/26/2015	93385	8056		REFUND WATER DEPOSIT	02232015	1	7110-2228-000	DEPOSITS-CUSTOMER	1.01	1.01
02/15	02/26/2015	93385	8056		REFUND GAS DEPOSIT	02232015	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 02232015:											
02/15	02/26/2015	93386	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 2/2015	02242015	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 02242015:											
02/15	02/26/2015	93387	1362	IRON MOUNTAIN INFO M	SHRED PICKUP 12/30-01/20	LCA6570	1	1000-421-10-44	DISPOSAL	105.42	105.42
Total LCA6570:											
02/15	02/26/2015	93388	335	J.W. WOOD CO INC	BALL VALVE	S078657	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	26.42	26.42
Total S078657:											
02/15	02/26/2015	93389	8051		REFUND WATER DEPOSIT	02192015	1	7110-2228-000	DEPOSITS-CUSTOMER	15.05	15.05
Total 02192015:											
02/15	02/26/2015	93390	362	KAUFFMAN, BILL	P/W JANITORIAL SVCS 1/15	298239	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 298239:											

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02/15	02/26/2015	93391	374	L N CURTIS & SONS	HELMET, GLOVES	134026500	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	508.47	508.47
Total 134026500:											
02/15	02/26/2015	93391	374	L N CURTIS & SONS	GLOVES	134273500	1	1000-422-10-46	SUPPLIES-SAFETY ITEMS	309.60	309.60
Total 134273500:											
02/15	02/26/2015	93392	1074	LASSEN AUTO BODY	OIL, FUEL, AIR FILTER	215403	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.18	10.18
02/15	02/26/2015	93392	1074	LASSEN AUTO BODY	OIL, FUEL, AIR FILTER	215403	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.70	12.70
02/15	02/26/2015	93392	1074	LASSEN AUTO BODY	OIL, FUEL, AIR FILTER	215403	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	111.38	111.38
Total 215403:											
02/15	02/26/2015	93392	1074	LASSEN AUTO BODY	PAINT #623	6200	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	133.16	133.16
Total 6200:											
02/15	02/26/2015	93393	397	LASSEN CO FIRE OFFIC	2015 MEMBERSHIPS	013115	1	1000-422-10-46	DUES AND MEMBERSHIPS	25.00	25.00
Total 013115:											
02/15	02/26/2015	93394	398	LASSEN CO PUBLIC WO	STRIPING STREETS	121	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	8,069.49	8,069.49
Total 121:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	TAILGATE HANDLE	215060	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	25.79	25.79
Total 215060:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	POWER STEERING FLUID	215062	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	17.73	17.73
Total 215062:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	SPOT CLEANER	215069	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.92	1.92
Total 215069:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	GEARWRENCH	215114	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	10.64	10.64

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02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	GEARWRENCH	215114	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.64	10.64
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	GEARWRENCH	215114	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	10.64	10.64
Total 215114:											
										31.92	31.92
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	BRAKE BOOSTER & CYLINDE	215183	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	326.98	326.98
Total 215183:											
										326.98	326.98
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	SIGNAL LAMP	215394	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	41.59	41.59
Total 215394:											
										41.59	41.59
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	SIGNAL LAMP	215417	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.87-	3.87-
Total 215417:											
										3.87-	3.87-
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	AIR FILTER	215540	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	49.59	49.59
Total 215540:											
										49.59	49.59
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	AIR FILTER RETURN	215546	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	49.59-	49.59-
Total 215546:											
										49.59-	49.59-
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	BRAKE BOOSTER & CYLINDE	215584	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	326.98-	326.98-
Total 215584:											
										326.98-	326.98-
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	SIGNAL LAMP	215685	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	37.72	37.72
Total 215685:											
										37.72	37.72
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	OIL FILTER	215686	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	12.27	12.27
Total 215686:											
										12.27	12.27
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	OIL FILTER	215687	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.40-	8.40-

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Total 215887:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	BATTERY, CORE DEPOSIT	215730	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	137.79	137.79
Total 215730:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	CORE DEPOSIT REFUND	215733	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	24.19	24.19
Total 215733:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	WIPER BLADES	215986	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	16.32	16.32
Total 215986:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	HYDRAULIC FILTER	216265	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	16.08	16.08
Total 216285:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	BATTERY CLEANER	216459	1	1000-422-10-44	MISC - REPAIR & MAINTENANC	99.04	99.04
Total 216459:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	SHRINK TUBE	216460	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	15.11	15.11
Total 216460:											
02/15	02/26/2015	93395	411	LASSEN MOTOR PARTS	FEMALE PIN	216473	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.43	3.43
Total 216473:											
02/15	02/26/2015	93396	1102	LASSEN PC	COMPUTER MOZY SERV 1/15 F	18419	1	1000-422-10-43	TECHNICAL SVCS	108.24	108.24
Total 18419:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	727969	1	2007-431-20-44	DISPOSAL	4.95	4.95
Total 727969:											

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02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	727998	1	2007-431-20-44	DISPOSAL	2.70	2.70
Total 727998:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728011	1	2007-431-20-44	DISPOSAL	2.70	2.70
Total 728011:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728377	1	2007-431-20-44	DISPOSAL	3.60	3.60
Total 728377:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728383	1	2007-431-20-44	DISPOSAL	4.14	4.14
Total 728383:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728391	1	2007-431-20-44	DISPOSAL	4.05	4.05
Total 728391:											
02/15	02/26/2015	93387	412	LASSEN REGIONAL SOLI	DUMP FEES	728404	1	2007-431-20-44	DISPOSAL	7.74	7.74
Total 728404:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728427	1	2007-431-20-44	DISPOSAL	2.79	2.79
Total 728427:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728648	1	2007-431-20-44	DISPOSAL	2.43	2.43
Total 728648:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728704	1	2007-431-20-44	DISPOSAL	1.00	1.00
Total 728704:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728712	1	2007-431-20-44	DISPOSAL	6.21	6.21
Total 728712:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728712	1	2007-431-20-44	DISPOSAL	9.00	9.00

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Total 728712:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728719	1	2007-431-20-44	DISPOSAL	7.29	7.29
Total 728719:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728888	1	1000-452-20-44	DISPOSAL	22.63	22.63
Total 728888:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	728911	1	1000-452-20-44	DISPOSAL	2.88	2.88
Total 728911:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	729011	1	1000-452-20-44	DISPOSAL	3.24	3.24
Total 729011:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	729046	1	1000-452-20-44	DISPOSAL	2.97	2.97
Total 729046:											
02/15	02/26/2015	93397	412	LASSEN REGIONAL SOLI	DUMP FEES	729185	1	1000-452-20-44	DISPOSAL	3.60	3.60
Total 729185:											
02/15	02/26/2015	93398	413	SUSANVILLE TOWING	OIL & FILTER FORD INTERCEP	50874	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	56.99	56.99
Total 50874:											
02/15	02/26/2015	93398	413	SUSANVILLE TOWING	OIL & FILTER# 81	50876	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	52.94	52.94
Total 50876:											
02/15	02/26/2015	93398	413	SUSANVILLE TOWING	OIL & FILTER# 80	50883	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	53.31	53.31
Total 50883:											

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02/15	02/26/2015	93398	413	SUSANVILLE TOWING	OIL & FILTER# 82, COOLANT	50904	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	51.71	51.71
Total 50904:											
02/15	02/26/2015	93398	413	SUSANVILLE TOWING	OIL & FILTER 2005 FORD EXPL	50926	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	63.50	63.50
Total 50926:											
02/15	02/26/2015	93398	413	SUSANVILLE TOWING	AIR FILTER 83	50930	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	63.32	63.32
Total 50930:											
02/15	02/26/2015	93399	425	LES SCHWAB TIRE CENT	4 TIRES DUMP TRUCK	60400103324	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,280.37	1,280.37
Total 60400103324:											
02/15	02/26/2015	93400	432	LEXIS NEXIS	ELECTRONIC LAW LIBRARY SV	1501209679	1	1000-412-10-46	DUES AND MEMBERSHIPS	143.82	143.82
Total 1501209679:											
02/15	02/26/2015	93401	437	LMUD	AIRPORT VASI LIGHTS	10108 012315	1	7201-430-81-46	ELECTRICITY	10.00	10.00
Total 10108 012315:											
02/15	02/26/2015	93401	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 02182015	1	1000-452-30-46	ELECTRICITY	23.12	23.12
Total 10262 02182015:											
02/15	02/26/2015	93401	437	LMUD	LASSEN COLLEGE WELL #5	120270 012915	1	7110-430-42-46	ELECTRICITY	38.06	38.06
Total 120270 012915:											
02/15	02/26/2015	93401	437	LMUD	SOUTH ST - PUBLIC WORKS O	14590 012915	1	7620-430-10-46	ELECTRICITY	598.86	598.86
Total 14590 012915:											
02/15	02/26/2015	93401	437	LMUD	ROOSEVELT POOL	1744 012915	1	1000-452-20-46	ELECTRICITY	16.48	16.48

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Total 1744 012915:											
02/15	02/26/2015	93401	437	LMUD	RIVERSIDE PARK	1999 012915	1	1000-452-20-46	ELECTRICITY	16.48	16.48
Total 1999 012915:											
02/15	02/26/2015	93401	437	LMUD	66 N LASSEN STREET	2488 02/05/2015	1	1000-417-10-46	ELECTRICITY	36.48	36.48
Total 2488 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD	N WEATHERLOW ST TENNIS S	24661 02/05/2015	1	1000-452-20-46	ELECTRICITY	580.24	580.24
Total 24661 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD	CADY SPRINGS	26784 012915	1	7110-430-42-46	ELECTRICITY	14.00	14.00
Total 26784 012915:											
02/15	02/26/2015	93401	437	LMUD	65 N WEATHERLOW ST PARK	2865 02/05/2015	1	1000-452-20-46	ELECTRICITY	28.24	28.24
Total 2865 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD	65 N WEATHERLOW ST MUSEU	2866 02/05/2015	1	1000-451-80-46	ELECTRICITY	23.92	23.92
Total 2866 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD	65 N WEATHERLOW ST COMM	2867 02/05/2015	1	1000-452-20-46	ELECTRICITY	37.43	37.43
Total 2867 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD	N WEATHERLOW ST TENNIS C	2870 02/05/2015	1	1000-452-20-46	ELECTRICITY	37.43	37.43
Total 2870 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD	NORTH ST BASEBALL PARK M	2873 02/05/2015	1	1000-452-20-46	ELECTRICITY	16.24	16.24
Total 2873 02/05/2015:											
02/15	02/26/2015	93401	437	LMUD						37.01	37.01
Total 2873 02/05/2015:											

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02/15	02/26/2015	93401	437	LMUD	RICHMOND RD BRIDGE	35094 012915	1	2007-431-60-46	ELECTRICITY	229.12	229.12
Total 35094 012915:											
02/15	02/26/2015	93401	437	LMUD	N WEATHERLOW ST SIGNALS	3651 012315	1	2007-431-60-46	ELECTRICITY	128.26	128.26
Total 3651 012315:											
02/15	02/26/2015	93401	437	LMUD	720 SOUTH ST TANK	38646 012915	1	7620-430-10-46	ELECTRICITY	87.30	87.30
Total 38646 012915:											
02/15	02/26/2015	93401	437	LMUD	115 N WEATHERLOW ST	43866 02052015	1	1000-451-80-46	ELECTRICITY	56.79	56.79
Total 43866 02052015:											
02/15	02/26/2015	93401	437	LMUD	MAIN & ALEXANDER	49496 012315	1	2007-431-60-46	ELECTRICITY	105.72	105.72
Total 49496 012315:											
02/15	02/26/2015	93401	437	LMUD	MAIN & FAIRFIELD	49497 012315	1	2007-431-60-46	ELECTRICITY	101.86	101.86
Total 49497 012315:											
02/15	02/26/2015	93401	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 012315	1	2007-431-60-46	ELECTRICITY	128.09	128.09
Total 49498 012315:											
02/15	02/26/2015	93401	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 012315	1	2007-431-60-46	ELECTRICITY	210.69	210.69
Total 49499 012315:											
02/15	02/26/2015	93401	437	LMUD	AIRPORT LOT 5	51908 012315	1	7201-430-81-46	ELECTRICITY	118.87	118.87
Total 51908 012315:											
02/15	02/26/2015	93401	437	LMUD	AIRPORT HANGER 6	54333 012315	1	7201-430-81-46	ELECTRICITY	10.56	10.56

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Total 54333 012315:											
02/15	02/26/2015	93401	437	LMUD	SPRING RIDGE BOOSTER	55754 012915	1	7110-430-42-46	ELECTRICITY	10.56	10.56
Total 55754 012915:											
02/15	02/26/2015	93401	437	LMUD	AIRPORT OFFICE	7146 012315	1	7201-430-81-46	ELECTRICITY	252.14	252.14
Total 7146 012315:											
02/15	02/26/2015	93401	437	LMUD	AIRPORT GAS PUMP	7154 012315	1	7201-430-81-46	ELECTRICITY	429.33	429.33
Total 7154 012315:											
02/15	02/26/2015	93401	437	LMUD	WELL 1	7714 012315	1	7110-430-42-46	ELECTRICITY	18.52	18.52
Total 7714 012315:											
02/15	02/26/2015	93401	437	LMUD	AIRPORT HANGER 8	92715 012315	1	7201-430-81-48	ELECTRICITY	33.71	33.71
Total 92715 012315:											
02/15	02/26/2015	93401	437	LMUD	NORTH ST BASEBALL PARK M	9283 02052015	1	1000-452-20-46	ELECTRICITY	63.03	63.03
Total 9283 02052015:											
02/15	02/26/2015	93401	437	LMUD	GEOTHERMAL PUMP #1	9297 020515	1	7301-430-52-46	ELECTRICITY	75.73	75.73
Total 9297 020515:											
02/15	02/26/2015	93401	437	LMUD	MAIN & PINE CHRISTMAS TREE	94811 02052015	1	1000-466-30-46	ELECTRICITY	1,908.13	1,908.13
Total 94811 02052015:											
02/15	02/26/2015	93401	437	LMUD	RIVERSIDE PARK LIGHT	9501 012915	1	1000-452-20-46	ELECTRICITY	56.23	56.23
Total 9501 012915:											
										114.10	114.10

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02/15	02/26/2015	93401	437	LMUD	GEO THERMAL PUMP #2	9503 012915	1	7301-430-52-46	ELECTRICITY	32.31	32.31
Total 9503 012915:											
02/15	02/26/2015	93401	437	LMUD	GEO THERMAL HOSPITAL LANE	9963 012915	1	7301-430-52-46	ELECTRICITY	10.00	10.00
Total 9963 012915:											
02/15	02/26/2015	93402	445		RETIRE INCENTIVE 2/15	02242015	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 02242015:											
02/15	02/26/2015	93403	452	MARTIN SECURITY SYST	720 SOUTH ST	026926	1	7620-430-10-43	TECHNICAL SVCS	40.00	40.00
Total 026926:											
02/15	02/26/2015	93403	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 2/15	026939	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 026939:											
02/15	02/26/2015	93403	452	MARTIN SECURITY SYST	115 N WEATHERLOW 2/15-4/15	027005	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 027005:											
02/15	02/26/2015	93403	452	MARTIN SECURITY SYST	60 N LASSEN 2/15	027074	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 027074:											
02/15	02/26/2015	93404	1416		VOLUTEER 24HR	021715	1	1000-422-10-43	VOLUNTEERS	25.00	25.00
Total 021715:											
02/15	02/26/2015	93404	1416		VOLUNTEER SHIFT 4-24 HRS	022315	1	1000-422-10-43	VOLUNTEERS	100.00	100.00
Total 022315:											
02/15	02/26/2015	93405	467	METER VALVE & CONTR	GAS REPAIR KIT	8783	1	7401-430-52-46	SUPPLIES-GENERAL	86.13	86.13

## CITY OF SUSANVILLE

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Total 8783:											
02/15	02/26/2015	93405	467	METER VALVE & CONTR	ALUMINUM	8812	1	7401-430-62-46	SUPPLIES-GENERAL	86.13	86.13
Total 8812:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	WATER LINEN SER 2/03/15	250257691	1	7110-430-42-44	LINEN SERVICE	41.79	41.79
Total 250257691:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	STREET LINEN SER 2/3/15	250257692	1	2007-431-20-44	LINEN SERVICE	58.83	58.83
Total 250257692:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/3/15	250257693	1	7620-430-10-44	LINEN SERVICE	13.35	13.35
Total 250257693:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	PARKS LINEN SER 2/03/15	250257694	1	1000-452-20-44	LINEN SERVICES	80.49	80.49
Total 250257694:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	GAS LINEN SER 2/03/15	250257695	1	7401-430-62-44	LINEN SERVICES	60.49	60.49
Total 250257695:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	WATER LINEN SER 2/10/15	250258288	1	7110-430-42-44	LINEN SERVICE	12.83	12.83
Total 250258288:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	STREET LINEN SER 2/10/15	250258289	1	2007-431-20-44	LINEN SERVICE	77.72	77.72
Total 250258289:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/10/15	250258290	1	7620-430-10-46	SUPPLIES-JANITORIAL	58.83	58.83
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/10/15	250258290	2	7620-430-10-44	LINEN SERVICE	13.35	13.35
Total 250258290:											
Total 54.82:											
Total 59.45:											

M = Manual Check, V = Void Check



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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 250258290:											
02/15	02/26/2015	93408	481	MISSION LINEN & UNIFO	PARKS LINEN SER 2/10/15	250258291	1	1000-452-20-44	LINEN SERVICES	114.27	114.27
Total 250258291:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	GAS LINEN SER 2/10/15	250258292	1	7401-430-62-44	LINEN SERVICES	12.83	12.83
Total 250258292:											
02/15	02/26/2015	93406	481	MISSION LINEN & UNIFO	GAS LINEN SER 11/04/14	49825	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 49825:											
02/15	02/26/2015	93407	510	NATIONAL METER & AUT	PURCHASE 4" COMPOUND METER	S1058590001	1	7110-430-42-46	SUPPLIES-GENERAL	4,706.48	4,706.48
02/15	02/26/2015	93407	510	NATIONAL METER & AUT	PURCHASE 4" COMPOUND METER	S1058590001	2	7110-430-42-46	SUPPLIES-GENERAL	67.15	67.15
Total S1058590001:											
02/15	02/26/2015	93408	532	OLD DOMINION BRUSH	PITCH TUBE	0070531	1	2007-431-20-46	SUPPLIES-GENERAL	4,773.63	4,773.63
Total 0070531:											
02/15	02/26/2015	93409	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 1/	625523	1	7110-430-42-43	TECHNICAL SVCS	1,163.05	1,163.05
02/15	02/26/2015	93409	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 1/	625523	2	7401-430-62-43	TECHNICAL SVCS	42.02	42.02
Total 625523:											
02/15	02/26/2015	93410	548	PAYLESS BUILDING SUP	CONCRETE	2465184	1	2007-431-20-46	SUPPLIES-GENERAL	84.05	84.05
Total 2465184:											
02/15	02/26/2015	93410	546	PAYLESS BUILDING SUP	FURNITURE AND FIXTURES	2465191	1	7401-430-62-47	FURNITURE AND FIXTURES	3.60	3.60
Total 2465191:											
02/15	02/26/2015	93410	546	PAYLESS BUILDING SUP	BOARDS	2465330	1	2007-431-20-46	SUPPLIES-GENERAL	268.42	268.42
Total 2465330:											
02/15	02/26/2015	93410	546	PAYLESS BUILDING SUP	BOARDS	2465330	1	2007-431-20-46	SUPPLIES-GENERAL	16.17	16.17

M = Manual Check, V = Void Check

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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 2465330:											
02/15	02/26/2015	93411	572	QUILL CORPORATION	TAB FOLDERS	1254439	1	7620-430-10-46	SUPPLIES-GENERAL	34.92	34.92
Total 1254439:											
02/15	02/26/2015	93411	572	QUILL CORPORATION	CASH RECEIPT BOOK	1396490	1	1000-418-10-46	SUPPLIES-GENERAL	93.85	93.85
Total 1396490:											
02/15	02/26/2015	93411	572	QUILL CORPORATION	FASTENERS, PENS	9816592	1	1000-411-40-46	SUPPLIES-GENERAL	45.10	45.10
Total 9816592:											
02/15	02/26/2015	93412	582	RAY MORGAN CO INC	FIRE COPIER 2/26/15-3/25/15	829672	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.12	32.12
Total 829672:											
02/15	02/26/2015	93412	582	RAY MORGAN CO INC	DOWN & UPSTAIRS COPIER-3/1	836515	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	282.90	282.90
02/15	02/26/2015	93412	582	RAY MORGAN CO INC	P/D COPIER 3/15	836515	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	132.43	132.43
Total 836515:											
02/15	02/26/2015	93412	582	RAY MORGAN CO INC	FIRE COPIER 3/26/15-4/25/15	848876	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.12	32.12
Total 848876:											
02/15	02/26/2015	93413	8049		REFUND GAS DEPOSIT	02182015	1	7401-2228-000	DEPOSITS-CUSTOMER	109.33	109.33
Total 02182015:											
02/15	02/26/2015	93414	5051		REFUND WATER DEPOSIT	02242015	1	7110-2228-000	DEPOSITS-CUSTOMER	67.74	67.74
Total 02242015:											
02/15	02/26/2015	93415	8055		REFUND GAS DEPOSIT	02232015	1	7401-2228-000	DEPOSITS-CUSTOMER	150.86	150.86

M = Manual Check, V = Void Check

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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 02/23/2015:											
02/15	02/26/2015	93416	8028		REIM TR SAC. 02/18/15	021815	1	7620-430-10-45	TRAVEL	150.86	150.86
Total 02/18/15:											
02/15	02/26/2015	93417	1076	SIERRA COFFEE AND BE	P/W WATER SERVICE 2/4/15	42288	1	7620-430-10-46	SUPPLIES-GENERAL	348.95	348.95
Total 42288:											
02/15	02/26/2015	93417	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 02/11/15	43556	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 43556:											
02/15	02/26/2015	93418	640	SIERRA ELECTRONICS	PAGER, CABLE	207446	1	1000-422-10-44	RADIOS - REPAIR & MAINTENA	1,273.88	1,273.88
Total 207446:											
02/15	02/26/2015	93419	1065		REFUND WATER OVERPAYEM	10128950001	1	9889-1001-001	CASH CLEARING - UTILITIES	77.57	77.57
Total 10128950001:											
02/15	02/26/2015	93420	664	STEVE'S PUMPS & WELL	AIR COMPRESSOR SERVICE	5625	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	724.00	724.00
Total 5625:											
02/15	02/26/2015	93420	664	STEVE'S PUMPS & WELL	G/C INSPECTION	5626	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	300.00	300.00
Total 5626:											
02/15	02/26/2015	93421	1449	STI INVESTIGATIONS	TEL/CONF REPORT	M-1648	1	1000-416-10-43	TECHNICAL SVCS	280.00	280.00
Total M-1648:											
02/15	02/26/2015	93422	8046		REFUND GAS DEPOSIT	10113920004	1	7401-2228-000	DEPOSITS-CUSTOMER	127.68	127.68
Total 10113920004:											

M = Manual Check, V = Void Check

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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
02/15	02/26/2015	93423	7383		REFUND COMM CENTER DEPO	02242015	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 02242015:											
02/15	02/26/2015	93424	1265	SUSANVILLE PAINT CEN	PAINT	19481	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	35.37	35.37
Total 19481:											
02/15	02/26/2015	93425	686	SUSANVILLE TRUCK & A	BRAKE LIGHTS AND SWITCH	474363	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	127.50	127.50
Total 474363:											
02/15	02/26/2015	93426	8050		REFUND WATER DEPOSIT	02182015	1	7110-2228-000	DEPOSITS-CUSTOMER	6.70	6.70
Total 02182015:											
02/15	02/26/2015	93427	1023	TALIA, PETER M.	REIM MILLER FLETCHER FORE	022515	1	1000-412-10-43	PROFESSIONAL SVCS	172.16	172.16
Total 022515:											
02/15	02/26/2015	93428	8053		REFUND GAS DEPOSIT	02242015	1	7401-2228-000	DEPOSITS-CUSTOMER	116.85	116.85
Total 02242015:											
02/15	02/26/2015	93429	8043		REFUND CLUB HOUSE RENTAL	02122015	1	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00
Total 02122015:											
02/15	02/26/2015	93430	713		RETIRE INCENTIVE 2/15	02242015	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 02242015:											
02/15	02/26/2015	93431	530	U.S. BANK EQUIPMENT F	COPIER - POLICE 02/15	271506537	1	1000-421-10-47	MACHINERY AND EQUIPMENT	871.56	871.56
Total 271506537:											
02/15	02/26/2015	93431	530	U.S. BANK EQUIPMENT F	COPIER - FIRE DEPARTMENT	271892143	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	150.96	150.96

M = Manual Check, V = Void Check

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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 271892143:											
02/15	02/26/2015	93432	737	UNITED RENTALS INC	HYDRAULIC SHIELD/BRIDLE/PU	125595762001	1	7110-430-42-44	RENT & LEASES EQUIP & VEHI	1,356.76	1,356.76
Total 125595762001:											
02/15	02/26/2015	93433	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE DEP	9739776694	1	1000-422-10-46	COMMUNICATIONS	76.02	76.02
Total 9739776694:											
02/15	02/26/2015	93434	8019		REFUND GAS DEPOSIT	02182015	1	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 02182015:											
02/15	02/26/2015	93435	759		TR EX RED BLUFF 032415	021715	1	1000-421-10-45	TRAINING	161.00	161.00
Total 021715:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	CUTTER	66120156	1	7401-430-62-46	SUPPLIES-SMALL TOOLS	65.10	65.10
Total 66120156:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	GENERATOR	66130559	1	7401-430-62-46	SUPPLIES-GENERAL	465.80	465.80
Total 66130559:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	CAPACITOR	66130819	1	7301-430-52-46	SUPPLIES-GENERAL	43.09	43.09
Total 66130819:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	TEFLON TAPE, PIPE SEALANT	66130925	1	7401-430-62-46	SUPPLIES-GENERAL	148.80	148.80
Total 66130925:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	THERMOPILE GENERATOR	66131344	1	7401-430-62-46	SUPPLIES-GENERAL	120.71	120.71
Total 66131344:											

M = Manual Check, V = Void Check

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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
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	BALL VALVE	66134156	1	2007-431-20-46	SUPPLIES-GENERAL	23.95	23.95
Total 66134156:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	SAFETY PLATE	66135212	1	7401-430-62-46	SUPPLIES-GENERAL	17.63	17.63
Total 66135212:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	CONCRETE BOX	66143120	1	7110-430-42-46	SUPPLIES-GENERAL	61.68	61.68
Total 66143120:											
02/15	02/26/2015	93436	770	WESTERN NEVADA SUP	TEFLON TAPE, PIPE SEALANT	66145453	1	7401-430-62-46	SUPPLIES-GENERAL	112.64	112.64
Total 66145453:											
02/15	02/26/2015	93437	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	A-44171	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-44171:											
02/15	02/26/2015	93437	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 0	A-44182	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-44182:											
02/15	02/26/2015	93437	1198	WESTWOOD SANITATIO	PORTABLE TOILET-OLD CLUBH	A-44196	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A-44196:											
02/15	02/26/2015	93438	1353	WHEELS WEST	PURCHASE OF 2013 FORD ESC	022015	1	2030-421-10-47	MACHINERY & EQUIPMENT	21,620.76	21,620.76
Total 022015:											
02/15	02/26/2015	93439	8042		RED BLUFF	02102015	1	1000-413-20-45	TRAVEL	127.45	127.45
Total 02102015 WILLIAMS:											
02/15	02/26/2015	93440	1378	ZITO MEDIA	CABLE F/D	356225062 022715	1	1000-422-10-45	COMMUNICATIONS	38.94	38.94

M = Manual Check, V = Void Check

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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 356225062 022715:											
02/15	02/26/2015	93441	5091		REFUND GAS OVERPAYMENT	10320350000	1	9999-1001-001	CASH CLEARING - UTILITIES	909.44	909.44
Total 10320350000:											
Grand Totals:											
										220,349.48	220,349.48

## Report Criteria:

Report type: GL detail  
Check Voided = False

Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/02/2015	93442	174	DATEMA, STEVEN K.	AIRPORT MANAGER 2/15	030215	1	7201-430-81-43	TECHNICAL SVCS	1,889.31	1,889.31
Total 030215:											
03/15	03/02/2015	93443	728	U S POSTMASTER	WATER BILLING POSTAGE	030215	1	7110-430-42-46	POSTAGE	525.16	525.16
03/15	03/02/2015	93443	728	U S POSTMASTER	GAS BILLING POSTAGE	030215	2	7401-430-62-46	POSTAGE	270.54	270.54
Total 030215:											
Grand Totals:											
										795.70	795.70
										1,889.31	1,889.31
										2,685.01	2,685.01



## Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
02/27/2015	CDPT	03/03/2015	362	CITY OF SUSANVILLE PA	1	7650-2203-1	5,883.71-
02/27/2015	CDPT	03/03/2015	362	CITY OF SUSANVILLE PA	1	7650-2203-1	5,883.71-
02/27/2015	CDPT	03/03/2015	362	CITY OF SUSANVILLE PA	1	7650-2203-1	1,957.97-
02/27/2015	CDPT	03/03/2015	362	CITY OF SUSANVILLE PA	1	7650-2203-1	1,957.97-
02/27/2015	CDPT	03/03/2015	362	CITY OF SUSANVILLE PA	1	7650-2203-1	14,767.51-
02/27/2015	CDPT	03/03/2015	363	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,263.73-
02/27/2015	CDPT	03/03/2015	364	EMPLOYMENT DEV. DEP	7	7650-2203-1	1,145.23-
02/27/2015	CDPT	03/03/2015	93447	CA STATE DISBURSEME	26	7650-2203-0	184.61-
02/27/2015	CDPT	03/03/2015	93448	CA STATE DISBURSEME	35	7650-2203-0	155.07-
02/27/2015	CDPT	03/03/2015	93449	CA STATE DISBURSEME	36	7650-2203-0	330.92-
02/27/2015	CDPT	03/03/2015	93450	CA STATE DISBURSEME	37	7650-2203-0	69.23-
02/27/2015	CDPT	03/03/2015	93451	NATIONWIDE RETIREME	5	7650-2203-0	575.00-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	9,148.42-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	2,007.96-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	6,021.62-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	3,105.68-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	145.04-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	124.39-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	974.83-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	974.83-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	999.54-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	999.54-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	315.58-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	315.58-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	17.00-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	4,240.90-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	976.20-
02/27/2015	CDPT	03/03/2015	93452	P.E.R.S.	8	7650-2203-1	2,594.93-
02/27/2015	CDPT	03/03/2015	93453	STATE OF CALIF FRAN T	27	7650-2203-0	371.74-
02/27/2015	CDPT	03/03/2015	93454	VALIC	4	7650-2203-0	1,923.78-
Grand Totals:			30				72,432.22-

## Report Criteria:

Report type: GL detail

Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/05/2015	93455	21	AIRGAS USA, LLC	OXYGEN	9036449366	1	7110-430-42-46	SUPPLIES-GENERAL	22.52	22.52
03/15	03/05/2015	93455	21	AIRGAS USA, LLC	OXYGEN	9036449366	2	7401-430-62-46	SUPPLIES-GENERAL	22.51	22.51
03/15	03/05/2015	93455	21	AIRGAS USA, LLC	OXYGEN	9036449366	3	2007-431-20-46	SUPPLIES-GENERAL	22.52	22.52
Total 9036449366:											67.55 67.55
03/15	03/05/2015	93456	8069		REFUND GAS DEPOSIT	10311050331	1	7401-2228-000	DEPOSITS-CUSTOMER	129.82	129.82
Total 10311050331:											129.82 129.82
03/15	03/05/2015	93457	68	BECKWITH MD, DAVID R	EMPLOYMENT PHYSICAL	022715	1	1000-416-10-43	PROFESSIONAL SVCS	100.00	100.00
Total 022715:											100.00 100.00
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	FASTENERS	322151	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.30	4.30
Total 322151:											4.30 4.30
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	FASTENERS	322153	1	2007-431-20-46	SUPPLIES-GENERAL	6.84	6.84
Total 322153:											6.84 6.84
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	ROLLER, PAINT TRAY	322200	1	2007-431-20-46	SUPPLIES-GENERAL	34.93	34.93
Total 322200:											34.93 34.93
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	ROPE	322205	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	17.40	17.40
Total 322205:											17.40 17.40
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	CONCRETE MIX	322309	1	7401-430-62-46	SUPPLIES-GENERAL	25.11	25.11
Total 322309:											25.11 25.11
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	MOTION LIGHT, SPREADER	322316	1	7401-430-62-46	SUPPLIES-GENERAL	154.77	154.77

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Total 322316:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	FASTENERS	322338	1	7401-430-62-46	SUPPLIES-GENERAL	154.77	154.77
Total 322338:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	PVC, WIRE	322597	1	7620-430-10-46	SUPPLIES-GENERAL	8.00	8.00
Total 322597:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	SPRAYER	322617	1	7401-430-62-46	SUPPLIES-GENERAL	2.41	2.41
Total 322617:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	FASTENERS	322685	1	7401-430-62-46	SUPPLIES-GENERAL	5.69	5.69
Total 322685:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	POLICE KEY GATE	322702	1	7620-430-10-46	SUPPLIES-GENERAL	3.85	3.85
Total 322702:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	TARP	322705	1	2007-431-20-46	SUPPLIES-GENERAL	10.15	10.15
Total 322705:											
03/15	03/05/2015	93458	76	BILLINGTON ACE HARD	PVC, ELBOW, BUSHINGS	322727	1	7110-430-42-46	SUPPLIES-GENERAL	6.35	6.35
Total 322727:											
03/15	03/05/2015	93459	8067		REFUND GAS DEPOSIT	10306903007	1	7401-2228-000	DEPOSITS-CUSTOMER	157.34	157.34
Total 10306903007:											
03/15	03/05/2015	93460	1307	C&S WASTE SOLUTIONS	1801 MAIN ST	SVL7 020115	1	1000-421-10-44	DISPOSAL	95.59	95.59
Total SVL7 020115:											

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03/15	03/05/2015	93461	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	64608	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 64608:											
03/15	03/05/2015	93461	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	64622	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 64622:											
03/15	03/05/2015	93461	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	64665	1	1000-417-10-43	TECHNICAL SVCS	336.70	336.70
Total 64665:											
03/15	03/05/2015	93462	194	DIAMOND SAW SHOP IN	CHAIN	13377	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.60	8.60
03/15	03/05/2015	93462	194	DIAMOND SAW SHOP IN	CHAIN	13377	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	8.60	8.60
03/15	03/05/2015	93462	194	DIAMOND SAW SHOP IN	CHAIN	13377	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	8.60	8.60
Total 13377:											
03/15	03/05/2015	93462	194	DIAMOND SAW SHOP IN	SHARPENING CHAIN	13391	1	2007-431-20-46	SUPPLIES-SMALL TOOLS	17.52	17.52
Total 13391:											
03/15	03/05/2015	93463	8063		REFUND GAS DEPOSIT	10438800024	1	7401-2228-000	DEPOSITS-CUSTOMER	20.49	20.49
Total 10438800024:											
03/15	03/05/2015	93464	219	ED STAUB & SONS PETR	231.97GAL PROPANE AIRPORT	0691358	1	7201-430-81-46	PROPANE	436.82	436.82
Total 0691358:											
03/15	03/05/2015	93465	238	FASTENAL COMPANY	EAR PLUGS	63240	1	7401-430-62-46	SUPPLIES-GENERAL	24.53	24.53
Total 63240:											
03/15	03/05/2015	93465	238	FASTENAL COMPANY	GLASSES	63333	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.91	4.91
03/15	03/05/2015	93465	238	FASTENAL COMPANY	GLASSES	63333	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	4.92	4.92
03/15	03/05/2015	93465	238	FASTENAL COMPANY	GLASSES	63333	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.92	4.92

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Total 63333:											
03/15	03/05/2015	93465	238	FASTENAL COMPANY	SCADA PARTS	63394	1	7110-430-42-46	SUPPLIES-GENERAL	12.41	12.41
Total 63394:											
03/15	03/05/2015	93466	241	FEATHER PUBLISHING C	FINANCE RECRUIT 1/21/15	00226638 #437	1	1000-416-10-45	ADVERTISING	27.25	27.25
Total 00226638 #437:											
03/15	03/05/2015	93466	241	FEATHER PUBLISHING C	GOLF COURSE AD 020415	00227261 #437	1	1000-416-10-45	ADVERTISING	21.75	21.75
Total 00227261 #437:											
03/15	03/05/2015	93466	241	FEATHER PUBLISHING C	GOLF COURSE AD 021115	00227261-2 #437	1	1000-416-10-45	ADVERTISING	21.75	21.75
Total 00227261-2 #437:											
03/15	03/05/2015	93466	241	FEATHER PUBLISHING C	GOLF COURSE AD 021815	00227261-3 #437	1	1000-416-10-45	ADVERTISING	21.75	21.75
Total 00227261-3 #437:											
03/15	03/05/2015	93466	241	FEATHER PUBLISHING C	PARKS AD 02/18/15	01083346 #1858	1	1000-416-10-45	ADVERTISING	96.50	96.50
Total 01083346 #1858:											
03/15	03/05/2015	93467	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	570717A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00
Total 570717A:											
03/15	03/05/2015	93467	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	570722A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 570722A:											
03/15	03/05/2015	93467	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	571014A	1	7110-430-42-43	TECHNICAL SVCS	85.00	85.00
Total 571014A:											
										85.00	85.00

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03/15	03/05/2015	93468	265	FRONTIER	257-0315 AWOS AIRPORT	0315 021515	1	7201-430-81-45	COMMUNICATIONS	38.86	38.86
Total 0315 021515:											
03/15	03/05/2015	93468	265	FRONTIER	257-1045 P/W ENGINEERING	1045 021515	1	7620-430-10-45	COMMUNICATIONS	57.66	57.66
Total 1045 021515:											
03/15	03/05/2015	93468	265	FRONTIER	257-1056 P/W SHOP	1056 022015	1	7620-430-10-45	COMMUNICATIONS	49.48	49.48
Total 1056 022015:											
03/15	03/05/2015	93468	265	FRONTIER	257-1057 P/W FAX	1057 022015	1	7620-430-10-45	COMMUNICATIONS	192.58	192.58
Total 1057 022015:											
03/15	03/05/2015	93468	265	FRONTIER	257-1182 NAT GAS TELEMETRY	1182 021015	1	7401-430-62-45	COMMUNICATIONS	34.92	34.92
Total 1182 021015:											
03/15	03/05/2015	93468	265	FRONTIER	252-1182 WATER SCADA	21182 021015	1	7110-430-42-45	COMMUNICATIONS	322.90	322.90
Total 21182 021015:											
03/15	03/05/2015	93468	265	FRONTIER	252-4247 LASSEN CO AIR POLL	24247 021015	1	7620-430-10-45	COMMUNICATIONS	149.81	149.81
Total 24247 021015:											
03/15	03/05/2015	93468	265	FRONTIER	257-2845 DEBI'S ROLL OVER	2845 021515	1	7620-430-10-45	COMMUNICATIONS	62.61	62.61
Total 2845 021515:											
03/15	03/05/2015	93468	265	FRONTIER	257-5803 POLICE	5803 021015	1	1000-421-10-45	COMMUNICATIONS	2,290.89	2,290.89
Total 5803 021015:											
03/15	03/05/2015	93468	265	FRONTIER	257-7238 NAT GAS	7238 022015	1	7620-430-10-45	COMMUNICATIONS	195.88	195.88

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Total 7236 022015:											
03/15	03/05/2015	93468	265	FRONTIER	257-7237 NAT GAS	7237 022015	1	7620-430-10-45	COMMUNICATIONS	195.88	195.88
Total 7237 022015:											
03/15	03/05/2015	93469	8065		REFUND WATER DEPOSIT	10412850018	1	7110-2228-000	DEPOSITS-CUSTOMER	54.12	54.12
Total 10412850018:											
03/15	03/05/2015	93470	1148	GREATAMERICA FINANC	COPIER LEASE 2/15-3/15	16610747	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	49.06	49.06
Total 16610747:											
03/15	03/05/2015	93471	1424	GREEN DOT TRANSPOR	PROF. SER 1/19,1/20,1/27/15	183	1	2007-431-27-43	PROFESSIONAL SERVICES	764.69	764.69
Total 183:											
03/15	03/05/2015	93471	1424	GREEN DOT TRANSPOR	PROF. SER 1/29,1/30/15	184	1	2007-431-27-43	PROFESSIONAL SERVICES	1,080.00	1,080.00
Total 184:											
03/15	03/05/2015	93471	1424	GREEN DOT TRANSPOR	PROF SER 1/22/15	185	1	2007-431-27-43	PROFESSIONAL SERVICES	880.00	880.00
Total 185:											
03/15	03/05/2015	93472	8059		REFUND WATER DEPOSIT	10221450004	1	7110-2228-000	DEPOSITS-CUSTOMER	480.00	480.00
Total 10221450004:											
03/15	03/05/2015	93473	335	J.W. WOOD CO INC	CONCRETE LID	S078658	1	7110-430-42-46	SUPPLIES-GENERAL	56.33	56.33
Total S078658:											
03/15	03/05/2015	93474	911	JOHNSTONE SUPPLY	BLOWER MOTOR AND WHEEL	27S2000503001	1	7401-430-62-46	SUPPLIES-GENERAL	49.27	49.27
Total 27S2000503001:											
										146.27	146.27

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03/15	03/05/2015	93474	911	JOHNSTONE SUPPLY	CONTROL BOARD	415S1998777001	1	7401-430-62-46	SUPPLIES-GENERAL	591.87	591.87
Total 415S1998777001:											
03/15	03/05/2015	93474	911	JOHNSTONE SUPPLY	GAS VALVE	415S1998884001	1	7401-430-62-46	SUPPLIES-GENERAL	405.37	405.37
Total 415S1998884001:											
03/15	03/05/2015	93474	911	JOHNSTONE SUPPLY	DRAFT INDUCER RETURNED	415S2001217001	1	7401-430-62-46	SUPPLIES-GENERAL	231.33-	231.33-
Total 415S2001217001:											
03/15	03/05/2015	93474	911	JOHNSTONE SUPPLY	DRAFT INDUCER RETURNED	415S2001234001	1	7401-430-62-46	SUPPLIES-GENERAL	231.33-	231.33-
Total 415S2001234001:											
03/15	03/05/2015	93475	8066		REFUND GAS DEPOSIT	10203100004	1	7401-2228-000	DEPOSITS-CUSTOMER	106.09	106.09
Total 10203100004:											
03/15	03/05/2015	93476	362	KAUFFMAN, BILL	CITY HALL JANITORIAL SVCS	298243	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 298243:											
03/15	03/05/2015	93476	362	KAUFFMAN, BILL	P/W JANITORIAL SVCS 2/15	298244	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 298244:											
03/15	03/05/2015	93477	1074	LASSEN AUTO BODY	SEAT BELT REPLACEMENT	6260	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	114.22	114.22
Total 6260:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	FITTINGS	215890	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.67	3.67
Total 215890:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	FITTINGS	215945	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.41	5.41

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Total 215945:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	SOLENOID	216220	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	67.69	67.69
Total 216220:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	FITTING, HOSE	216467	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	16.93	16.93
Total 216467:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	ANTIFREEZE	216569	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	75.08	75.08
Total 216569:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	CHAIN LINK ROLLER	216570	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.05	8.05
Total 216570:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	TOGGLE	216901	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.92	4.92
Total 216901:											
03/15	03/05/2015	93478	411	LASSEN MOTOR PARTS	TOGGLE	216943	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	4.92	4.92
Total 216943:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	RECYCLING GRANT PASS THR	072114	1	1000-417-10-34	REIMBURSEMENTS	5,000.00	5,000.00
Total 072114:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655130	1	2007-431-20-44	DISPOSAL	9.00	9.00
Total 655130:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655573	1	3015-417-10-44	CONSTRUCTION SERVICES	9.08	9.08
Total 655573:											

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03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655597	1	3015-417-10-44	CONSTRUCTION SERVICES	9.98	9.98
Total 655597:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655612	1	3015-417-10-44	CONSTRUCTION SERVICES	11.78	11.78
Total 655612:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655637	1	3015-417-10-44	CONSTRUCTION SERVICES	11.90	11.90
Total 655637:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655661	1	3015-417-10-44	CONSTRUCTION SERVICES	13.06	13.06
Total 655661:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655679	1	3015-417-10-44	CONSTRUCTION SERVICES	15.14	15.14
Total 655679:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655712	1	3015-417-10-44	CONSTRUCTION SERVICES	12.78	12.78
Total 655712:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	655725	1	3015-417-10-44	CONSTRUCTION SERVICES	12.42	12.42
Total 655725:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	728993	1	2007-431-20-44	DISPOSAL	2.88	2.88
Total 728993:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729015	1	2007-431-20-44	DISPOSAL	5.13	5.13
Total 729015:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729034	1	2007-431-20-44	DISPOSAL	4.32	4.32

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Total 729034:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729069	1	2007-431-20-44	DISPOSAL	11.52	11.52
Total 729069:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729715	1	2007-431-20-44	DISPOSAL	4.32	4.32
Total 729715:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729742	1	2007-431-20-44	DISPOSAL	9.09	9.09
Total 729742:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729750	1	2007-431-20-44	DISPOSAL	2.34	2.34
Total 729750:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729812	1	2007-431-20-44	DISPOSAL	8.76	8.76
Total 729812:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729891	1	1000-452-20-44	DISPOSAL	4.23	4.23
Total 729891:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729892	1	1000-452-20-44	DISPOSAL	1.08	1.08
Total 729892:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	729925	1	1000-452-20-44	DISPOSAL	5.04	5.04
Total 729925:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730199	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 730199:											

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03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730524	1	2007-431-20-44	DISPOSAL	7.47	7.47
Total 730524:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730538	1	2007-431-20-44	DISPOSAL	7.38	7.38
Total 730538:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730556	1	2007-431-20-44	DISPOSAL	10.98	10.98
Total 730556:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730563	1	2007-431-20-44	DISPOSAL	8.64	8.64
Total 730563:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730600	1	2007-431-20-44	DISPOSAL	9.99	9.99
Total 730600:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730616	1	2007-431-20-44	DISPOSAL	8.55	8.55
Total 730616:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730639	1	2007-431-20-44	DISPOSAL	7.56	7.56
Total 730639:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730658	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 730658:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730679	1	2007-431-20-44	DISPOSAL	38.00	38.00
Total 730679:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730697	1	2007-431-20-44	DISPOSAL	38.00	38.00

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Total 730697:											
03/15	03/05/2015	93479	412	LASSEN REGIONAL SOLI	DUMP FEES	730751	1	2007-431-20-44	DISPOSAL	2 07	2 07
Total 730751:											
03/15	03/05/2015	93480	437	LMUD	AIRPORT VASI LIGHTS	10108 022415	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 022415	1	7530-451-52-46	ELECTRICITY	27.56	27.56
Total 122907 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE PUMP STATION	122910 022415	1	7530-451-52-46	ELECTRICITY	16.81	16.81
Total 122910 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 022415	1	7530-451-52-46	ELECTRICITY	14.00	14.00
Total 122929 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE PUMP HOUSE	132052 022415	1	7530-451-52-46	ELECTRICITY	78.53	78.53
Total 132052 022415:											
03/15	03/05/2015	93480	437	LMUD	STREET LIGHTS	14039 020515	1	2007-431-60-46	ELECTRICITY	186.94	186.94
Total 14039 020515:											
03/15	03/05/2015	93480	437	LMUD	STREET LIGHTS	14041 020515	1	2007-431-60-46	ELECTRICITY	3,385.45	3,385.45
Total 14041 020515:											
03/15	03/05/2015	93480	437	LMUD	470-895 CIRCLE DR/CLUB HOU	144281 022415	1	7530-451-52-46	ELECTRICITY	58.89	58.89
Total 144281 022415:											

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03/15	03/05/2015	93480	437	LMUD	S GAY ST	24323 020515	1	2007-431-60-46	ELECTRICITY	33.08	33.08
Total 24323 020515:											
03/15	03/05/2015	93480	437	LMUD	STREET LIGHTS	2467 020515	1	2007-431-60-46	ELECTRICITY	1,522.36	1,522.36
Total 2467 020515:											
03/15	03/05/2015	93480	437	LMUD	SKYLINE DR WELL 4	29931 021115	1	7110-430-42-46	ELECTRICITY	23.26	23.26
Total 29931 021115:											
03/15	03/05/2015	93480	437	LMUD	HARRIS DR & HWY 36	30658 020515	1	7110-430-42-46	ELECTRICITY	260.91	260.91
Total 30658 020515:											
03/15	03/05/2015	93480	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 021815	1	7112-430-42-46	ELECTRICITY	197.95	197.95
Total 350161 021815:											
03/15	03/05/2015	93480	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 022415	1	1000-452-20-46	ELECTRICITY	32.97	32.97
Total 3522 022415:											
03/15	03/05/2015	93480	437	LMUD	N WEATHERLOW ST SIGNALS	3651 022415	1	2007-431-60-46	ELECTRICITY	143.48	143.48
Total 3651 022415:											
03/15	03/05/2015	93480	437	LMUD	UPTOWN DECORATIVE LIGHTS	43511 020515	1	2007-431-60-46	ELECTRICITY	210.27	210.27
Total 43511 020515:											
03/15	03/05/2015	93480	437	LMUD	N PINE & COOK - SCADA	44153 020515	1	7110-430-42-46	ELECTRICITY	19.75	19.75
Total 44153 020515:											
03/15	03/05/2015	93480	437	LMUD	GLENN DR & CHERRY TR - SCA	44298 021115	1	7110-430-42-46	ELECTRICITY	20.31	20.31

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GL	Check	Check	Vendor	Payee	Description	Invoice	Inv	GL	GL	Seq	Check
Period	Issue Date	Number	Number			Number	Seq	Account	Account Title	Amount	Amount
Total 44298 021115:											
03/15	03/05/2015	93480	437 LMUD		PAIUTE LN SCADA	44316 021115	1	7110-430-42-46	ELECTRICITY	20.31	20.31
Total 44316 021115:											
03/15	03/05/2015	93480	437 LMUD		BAGWELL SPRINGS - SCADA	45542 021115	1	7110-430-42-46	ELECTRICITY	19.05	19.05
Total 45542 021115:											
03/15	03/05/2015	93480	437 LMUD		WELL #3	4559 021815	1	7110-430-42-46	ELECTRICITY	47.95	47.95
Total 4559 021815:											
03/15	03/05/2015	93480	437 LMUD		MAIN & ALEXANDER	49496 022415	1	2007-431-60-46	ELECTRICITY	62.19	62.19
Total 49496 022415:											
03/15	03/05/2015	93480	437 LMUD		MAIN & FAIRFIELD	49497 022415	1	2007-431-60-46	ELECTRICITY	105.93	105.93
Total 49497 022415:											
03/15	03/05/2015	93480	437 LMUD		MAIN & JOHNSTONVILLE SIGN	49498 022415	1	2007-431-60-46	ELECTRICITY	107.12	107.12
Total 49498 022415:											
03/15	03/05/2015	93480	437 LMUD		RIVERSIDE & MAIN SIGNAL LIG	49499 022415	1	2007-431-60-46	ELECTRICITY	128.44	128.44
Total 49499 022415:											
03/15	03/05/2015	93480	437 LMUD		QUARRY ST STREET LIGHTS	49500 020515	1	2007-431-60-46	ELECTRICITY	204.45	204.45
Total 49500 020515:											
03/15	03/05/2015	93480	437 LMUD		MAIN & FOSS SIGNAL LIGHT	49501 020515	1	2007-431-60-46	ELECTRICITY	56.93	56.93
Total 49501 020515:											
03/15	03/05/2015	93480	437 LMUD							177.20	177.20
Total 49501 020515:											

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03/15	03/05/2015	93480	437	LMUD	AIRPORT LOT 5	51908 022415	1	7201-430-81-46	ELECTRICITY	108.84	108.84
Total 51908 022415:											
03/15	03/05/2015	93480	437	LMUD	AIRPORT HANGER 6	54333 022415	1	7201-430-81-46	ELECTRICITY	24.56	24.56
Total 54333 022415:											
03/15	03/05/2015	93480	437	LMUD	925 SIERRA RD SPORTS CTR	60453 022415	1	1000-452-20-46	ELECTRICITY	14.00	14.00
Total 60453 022415:											
03/15	03/05/2015	93480	437	LMUD	AIRPORT OFFICE	7146 022415	1	7201-430-81-46	ELECTRICITY	370.06	370.06
Total 7146 022415:											
03/15	03/05/2015	93480	437	LMUD	AIRPORT GAS PUMP	7154 022415	1	7201-430-81-46	ELECTRICITY	22.38	22.38
Total 7154 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE CLUB HOUSE	7394 022415	1	7530-451-52-46	ELECTRICITY	86.42	86.42
Total 7394 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE CART BARN 2	7400 022415	1	7530-451-52-46	ELECTRICITY	15.40	15.40
Total 7400 022415:											
03/15	03/05/2015	93480	437	LMUD	WELL 1	7714 022415	1	7110-430-42-46	ELECTRICITY	49.91	49.91
Total 7714 022415:											
03/15	03/05/2015	93480	437	LMUD	1801 MAIN ST	8314 022415	1	1000-421-10-46	ELECTRICITY	889.41	889.41
Total 8314 022415:											
03/15	03/05/2015	93480	437	LMUD	AIRPORT HANGER 8	92715 022415	1	7201-430-81-46	ELECTRICITY	52.30	52.30

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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 92715 022415:											
03/15	03/05/2015	93480	437	LMUD	GOLF COURSE BARN 1 & 3	9312 022415	1	7530-451-52-46	ELECTRICITY	15.54	15.54
Total 9312 022415:											
03/15	03/05/2015	93481	452	MARTIN SECURITY SYST	720 SOUTH ST 3/15	027163	1	7620-430-10-43	TECHNICAL SVCS	80.00	80.00
Total 027163:											
03/15	03/05/2015	93481	452	MARTIN SECURITY SYST	470-896 CIRCLE DR 3/15	027174	1	7530-451-50-43	TECHNICAL SVCS	65.00	65.00
Total 027174:											
03/15	03/05/2015	93481	452	MARTIN SECURITY SYST	60 N LASSEN 3/15	027317	1	1000-417-10-43	TECHNICAL SVCS	78.00	78.00
Total 027317:											
03/15	03/05/2015	93482	1463	MILLER CLEANING SERV	CUSTODIAN P/D 02/15	MCS1457	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS1457:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	P/D 02/17/15	250258890	1	1000-421-10-46	SUPPLIES-JANITORIAL	215.32	215.32
Total 250258890:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	WATER LINEN SER 2/17/15	250258891	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 250258891:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	STREET LINEN SER 2/17/15	250258892	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 250258892:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	720 SOUTH ST 2/17/15	250258893	1	7620-430-10-44	LINEN SERVICE	61.53	61.53
Total 250258893:											

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03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	PARKS LINEN SER 2/17/15	250258894	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250258894:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	GAS LINEN SER 2/17/15	250258895	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 250258895:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	WATER LINEN SER 2/24/15	250259493	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 250259493:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	STREET LINEN SER 2/24/15	250259494	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 250259494:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	PARKS LINEN SER 2/24/15	250259496	1	1000-452-20-44	LINEN SERVICES	12.83	12.83
Total 250259496:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	GAS LINEN SER 2/24/15	250259497	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 250259497:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	WATER LINEN SER 3/3/15	250260078	1	7110-430-42-44	LINEN SERVICE	58.83	58.83
Total 250260078:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	STREET LINEN SER 3/3/15	250260079	1	2007-431-20-44	LINEN SERVICE	13.35	13.35
Total 250260079:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	720 SOUTH ST 3/3/15	250260080	1	7620-430-10-44	LINEN SERVICE	61.53	61.53
Total 250260080:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	PARKS LINEN SER 03/03/15	250260081	1	1000-452-20-44	LINEN SERVICES	12.83	12.83

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Total 250260081:											
03/15	03/05/2015	93483	481	MISSION LINEN & UNIFO	GAS LINEN SER 3/3/15	250260082	1	7401-430-62-44	LINEN SERVICES	77.72	77.72
Total 250260082:											
03/15	03/05/2015	93484	532	OLD DOMINION BRUSH	SCREWS, BRACKETS	0070669	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1,230.13	1,230.13
Total 0070669:											
03/15	03/05/2015	93485	543	PAK N SHIP	SHIPPING P/D	1027	1	1000-421-10-46	POSTAGE	12.00	12.00
Total 1027:											
03/15	03/05/2015	93485	543	PAK N SHIP	SHIPPING P/D	1079	1	1000-421-10-46	POSTAGE	12.00	12.00
Total 1079:											
03/15	03/05/2015	93485	543	PAK N SHIP	SHIPPING P/D	1157	1	1000-421-10-46	POSTAGE	31.35	31.35
Total 1157:											
03/15	03/05/2015	93485	543	PAK N SHIP	SHIPPING P/D	1214	1	1000-421-10-46	POSTAGE	12.65	12.65
Total 1214:											
03/15	03/05/2015	93485	543	PAK N SHIP	SHIPPING P/D	1234	1	1000-421-10-46	POSTAGE	12.00	12.00
Total 1234:											
03/15	03/05/2015	93485	543	PAK N SHIP	SHIPPING P/D	1240	1	1000-421-10-46	POSTAGE	12.65	12.65
Total 1240:											
03/15	03/05/2015	93486	8064		REFUND GAS DEPOSIT	10329950011	1	7401-2228-000	DEPOSITS-CUSTOMER	18.65	18.65
Total 10329950011:											
										18.65	18.65

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03/15	03/05/2015	93487	572	QUILL CORPORATION	RUBBER BANDS	1187724	1	1000-419-10-46	SUPPLIES-GENERAL	4.32	4.32
03/15	03/05/2015	93487	572	QUILL CORPORATION	RUBBER BANDS	1187724	2	1000-424-20-46	SUPPLIES-GENERAL	4.32	4.32
Total 1187724:											
03/15	03/05/2015	93487	572	QUILL CORPORATION	FOLDERS	1204698	1	1000-419-10-46	SUPPLIES-GENERAL	78.24	78.24
03/15	03/05/2015	93487	572	QUILL CORPORATION	FOLE BOXES	1204698	2	1000-415-10-46	SUPPLIES-GENERAL	230.53	230.53
03/15	03/05/2015	93487	572	QUILL CORPORATION	ENVELOPE, FLAGS, BATTERIE	1204698	3	1000-417-10-46	SUPPLIES-GENERAL	50.88	50.88
Total 1204698:											
03/15	03/05/2015	93487	572	QUILL CORPORATION	BINDER CLIPS, MEMO PADS	1428827	1	7620-430-10-46	SUPPLIES-GENERAL	46.55	46.55
Total 1428827:											
03/15	03/05/2015	93488	1296	RENTAL GUYS	CHAIN FOR SAW	5470705	1	7620-430-10-44	RENT & LEASE EQUIP & VEHIC	85.47	85.47
Total 5470705:											
03/15	03/05/2015	93489	8057		REFUND GAS DEPOSIT	10314900026	1	7401-2228-000	DEPOSITS-CUSTOMER	183.40	183.40
Total 10314900026:											
03/15	03/05/2015	93490	1368	SCHMIDT EQUIP. REPAI	MAINT ON GENERATOR	1776	1	1000-417-10-47	MACHINERY & EQUIPMENT	2,210.65	2,210.65
Total 1776:											
03/15	03/05/2015	93491	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4549	1	7110-430-42-46	SUPPLIES-GENERAL	929.45	929.45
03/15	03/05/2015	93491	1082	SIERRA CASCADE AGGR	AGGREGATE BASE, SAND	4549	2	2007-431-20-46	SUPPLIES-GENERAL	929.45	929.45
Total 4549:											
03/15	03/05/2015	93492	1076	SIERRA COFFEE AND BE	PWVWATER SERVICE 2/18/15	43576	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 43576:											
03/15	03/05/2015	93492	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 2/21/15	43621	1	1000-417-10-46	SUPPLIES-GENERAL	27.40	27.40

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Total 43621:											
03/15	03/05/2015	93493	1270	SILVER STATE BARRICA	SIGNS	78140	1	2007-431-20-46	SUPPLIES-GENERAL	27.40	27.40
Total 78140:											
03/15	03/05/2015	93493	1270	SILVER STATE BARRICA	CASTS	78230	1	2007-431-20-46	SUPPLIES-GENERAL	95.73	95.73
Total 78230:											
03/15	03/05/2015	93493	1270	SILVER STATE BARRICA	ROB'S WAY W/BADGE	78245	1	2007-431-20-46	SUPPLIES-GENERAL	1,554.41	1,554.41
Total 78245:											
03/15	03/05/2015	93493	1270	SILVER STATE BARRICA	SIGNS	78262	1	2007-431-20-46	SUPPLIES-GENERAL	384.14	384.14
Total 78262:											
03/15	03/05/2015	93493	1270	SILVER STATE BARRICA	ROB'S WAY SIGN	78352	1	2007-431-20-46	SUPPLIES-GENERAL	1,108.69	1,108.69
Total 78352:											
03/15	03/05/2015	93494	1436	STANISLAUS FARM SUP	CREDIT	061614	1	2007-431-20-46	SUPPLIES-GENERAL	110.42	110.42
Total 061614:											
03/15	03/05/2015	93494	1436	STANISLAUS FARM SUP	CHLORATE	1216394	1	7401-430-62-46	SUPPLIES-GENERAL	9.90-	9.90-
Total 1216394:											
03/15	03/05/2015	93495	8060		REFUND GAS DEPOSIT	10211800008	1	7401-2228-000	DEPOSITS-CUSTOMER	204.25	204.25
03/15	03/05/2015	93495	8060		REFUND WATER DEPOSIT	10211800008	2	7110-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10211800008:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	606 NEVADA	1274 030115	1	1000-417-10-44	SEWER	200.04	200.04
Total 1274 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	606 NEVADA	1274 030115	1	1000-417-10-44	SEWER	39.00	39.00

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Total 1274 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	66 N LASSEN	1276 030115	1	1000-417-10-44	SEWER	39.00	39.00
Total 1276 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	115 N WEATHERLOW	1448 030115	1	1000-451-80-44	SEWER	85.60	85.60
Total 1448 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	65 N WEATHERLOW - ROOPS F	1449 030115	1	1000-452-20-44	SEWER	42.80	42.80
Total 1449 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	1801 MAIN	2121 030115	1	1000-421-10-44	SEWER	85.60	85.60
Total 2121 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	1850 RIVER ST	3667 030115	1	1000-452-20-44	SEWER	42.80	42.80
Total 3667 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	1600 RIVERSIDE DR	3668 030115	1	1000-452-20-44	SEWER	42.80	42.80
Total 3668 030115:											
03/15	03/05/2015	93496	677	SUSANVILLE SANITARY	1200 NORTH ST	3669 030115	1	1000-452-20-44	SEWER	42.80	42.80
Total 3669 030115:											
03/15	03/05/2015	93497	8062		REFUND GAS DEPOSIT	10203120703	1	7401-2228-000	DEPOSITS-CUSTOMER	66.86	66.86
Total 10203120703:											
03/15	03/05/2015	93498	696	TECH SERVICES	MONTH MAINT. FEE TO AWOS III/	1580	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1580:											

M = Manual Check, V = Void Check

## CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 3/5/2015 - 3/5/2015Page: 22  
Mar 05, 2015 12:29PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/05/2015	93499	8061		REFUND WATER DEPOSIT	10532350023	1	7110-2228-000	DEPOSITS-CUSTOMER	33.80	33.80
Total 10532350023:											
03/15	03/05/2015	93500	749	VERIZON WIRELESS	CELLULAR PHONES - AIR POLL	9739776229	1	8404-430-10-45	COMMUNICATIONS	535.84	535.84
03/15	03/05/2015	93500	749	VERIZON WIRELESS	CELLULAR PHONES - BUILDIN	9739776229	2	1000-424-20-45	COMMUNICATIONS	5.50	5.50
03/15	03/05/2015	93500	749	VERIZON WIRELESS	CELLULAR PHONES - PARKS	9739776229	3	1000-452-20-45	COMMUNICATIONS	19.01	19.01
03/15	03/05/2015	93500	749	VERIZON WIRELESS	CELLULAR PHONES - PUBLIC	9739776229	4	7620-430-10-45	COMMUNICATIONS	347.35	347.35
Total 9739776229:											
03/15	03/05/2015	93501	8058		REFUND WATER DEPOSIT	10424900016	1	7110-2228-000	DEPOSITS-CUSTOMER	49.06	49.06
Total 10424900016:											
03/15	03/05/2015	93502	1398	WAGE WORKS	MONTHLY FEE 02/18/15	125A10377070	1	8403-2239-002	SECTION 125 - CITY	50.00	50.00
Total 125A10377070:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	METER BOX WITH LID	66142638	1	7110-430-42-46	SUPPLIES-GENERAL	169.47	169.47
Total 66142638:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	PIPE SEALANT	66144976	1	7401-430-62-46	SUPPLIES-GENERAL	15.11	15.11
Total 66144976:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	DIES	66145578	1	7401-430-62-46	SUPPLIES-GENERAL	70.57	70.57
Total 66145578:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	GASKETS, RINGS	66145739	1	7110-430-42-46	SUPPLIES-GENERAL	347.78	347.78
Total 66145739:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	CONTROLLER	66147870	1	7401-430-62-46	SUPPLIES-GENERAL	23.13	23.13
Total 66147870:											

M = Manual Check, V = Void Check

## CITY OF SUSANVILLE

Check Register - Payments by Vendor  
Check Issue Dates: 3/5/2015 - 3/5/2015Page: 23  
Mar 05, 2015 12:29PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	GAS COMPONENTS	66148107	1	7110-430-42-46	SUPPLIES-GENERAL	223.35	223.35
Total 66148107:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	WRENCH	66148223	1	7110-430-42-46	SUPPLIES-GENERAL	44.92	44.92
Total 66148223:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	SAWZALL	66149241	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	14.56	14.56
Total 66149241:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	RETURN RING	CM6158052	1	7110-430-42-46	SUPPLIES-GENERAL	15.45	15.45
Total CM6158052:											
03/15	03/05/2015	93503	770	WESTERN NEVADA SUP	STRAP	CM66148223	1	7110-430-42-46	SUPPLIES-GENERAL	44.92	44.92
Total CM66148223:											
03/15	03/05/2015	93504	8068		REFUND GAS DEPOSIT	10333850113	1	7401-2228-000	DEPOSITS-CUSTOMER	77.25	77.25
Total 10333850113:											
Grand Totals:											
										39,678.16	39,678.16

## Report Criteria:

Report type: GL detail  
Check Voided = False

M = Manual Check, V = Void Check



Reviewed by: YSH City Administrator  
       City Attorney

  X   Motion only  
       Public Hearing  
       Resolution  
       Ordinance  
       Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Monthly Finance Reports

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

**SUMMARY:** Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the month of February 2015.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to receive and file monthly finance report.

**ATTACHMENTS:** Pooled cash and investments report  
Caselle cash report  
Receipts and disbursements report  
Revenues, expenses and fund balances report

## POOLED CASH & INVESTMENTS

February 28, 2015

POOLED CASH FUND	
Bank of America - Checking	202,866
LAIF	14,001,009
Total Cash & Investments	<u>14,203,875</u>

### Pooled Cash Allocation:

General	1,359,056
General - Restricted	900,862
Special Revenue	1,760,688
Capital Projects	(132,894)
Debt Service	671,916
Enterprise	
Airport	11,233
Geothermal	287,917
Golf Course	(8,634)
Natural Gas	3,863,109
Water	4,440,048
Internal Service	490,305
Trust & Agency	560,270
Total Cash & Inv. Allocations	<u>14,203,875</u>

## CASH WITH FISCAL AGENTS

February 28, 2015

General	
Special Revenue	
Capital Projects	
Debt Service	150,017
Enterprise	2,446,368
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,596,385</u>

GRAND TOTAL	<u><u>16,800,260</u></u>
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S:/Finance/Debi/Council Cash & Investments Report

3/10/2015 11:43

Totals may not add due to rounding

CITY OF SUSANVILLE  
COMBINED CASH AND INVESTMENTS  
FEBRUARY 28, 2015

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	202,865.58
9999-1030-001	LAIF	14,001,009.28
TOTAL COMBINED CASH AND INVESTMENTS		14,203,874.86
9999-1000-000	CLAIM ON CASH	( 14,203,874.86)
TOTAL UNALLOCATED CASH		00

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	76,855.34
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,423.04
1004	ALLOCATION TO GF-PANCERA PLAZA	18,165.13
1005	ALLOCATION TO GF-RESERVE ACCOUNT	802,418.16
2002	ALLOCATION TO STATE COPS	22,973.89
2006	ALLOCATION TO SNOW REMOVAL	99,752.87
2007	ALLOCATION TO STREETS & HIGHWAYS	194,299.01
2010	ALLOCATION TO STREET MITIGATION	118,065.43
2011	ALLOCATION TO POLICE MITIGATION	41,022.80
2012	ALLOCATION TO FIRE MITIGATION	140,909.28
2013	ALLOCATION TO PARK DEDICATION FUND	175,010.10
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	52,949.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	291,031.51
2017	ALLOCATION TO STATE ECONOMIC REV FD	256,532.99
2018	ALLOCATION TO HOME REVOLVING FUND	193,871.93
2030	ALLOCATION TO TRAFFIC SAFETY	70,841.52
2035	ALLOCATION TO PAUL BUNYAN/ASH STREET	96,138.52
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,489.27
3019	ALLOCATION TO STIP REHABILITATION PROJECT	( 188,221.46)
3020	ALLOCATION TO STIP FEDERAL REHAB PROJECT	( 6,172.08)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	25,651.94
4001	ALLOCATION TO MARK ROOS SERIES B/92	122,053.95
4003	ALLOCATION TO CITY HALL	5,100.90
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	544,761.15
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,186,428.22
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	36,354.82
7630	ALLOCATION TO RISK MANAGEMENT FUND	162,514.39
7650	ALLOCATION TO PAYROLL	183,222.27
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	6,676.37
8402	ALLOCATION TO LAFCO	52,006.36
8403	ALLOCATION TO SEC 125 AFLAC	2,259.44
8404	ALLOCATION TO AIR POLLUTION	315,515.29
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	183,812.77
ALLOCATIONS TO RESTRICTED FUNDS		10,122,589.12

UNRESTRICTED FUNDS

CITY OF SUSANVILLE  
COMBINED CASH AND INVESTMENTS  
FEBRUARY 28, 2015

1000	ALLOCATION TO GENERAL FUND	1,296,585.82
1006	ALLOCATION TO POLICE BUILDING MAINT/EQUIP	21,134.95
1007	ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	20,420.04
1008	ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	20,935.17
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	254,125.24
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	( 505.57)
7201	ALLOCATION TO AIRPORT	11,232.51
7301	ALLOCATION TO GEOTHERMAL UTILITY	287,916.88
7401	ALLOCATION TO NATURAL GAS	2,056,033.88
7530	ALLOCATION TO GOLF COURSE	( 8,634.41)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	108,213.46
		<hr/>
ALLOCATIONS TO UNRESTRICTED FUNDS		4,081,285.74
		<hr/>
TOTAL ALLOCATIONS TO OTHER FUNDS		14,203,874.86
ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000		( 14,203,874.86)
		<hr/>
ZERO PROOF IF ALLOCATIONS BALANCE		.00
		<hr/> <hr/>

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	I/P Disbursement	Receipts	Balance
				\$296,001.37
2/2/2015			\$130,899.21	\$426,900.58
2/2/2015			\$2,022.62	\$428,923.20
2/2/2015			\$1,314.02	\$430,237.22
2/2/2015			\$741.02	\$430,978.24
2/2/2015			\$282.99	\$431,261.23
2/2/2015			\$7.00	\$431,268.23
2/2/2015		-\$2,934.39		\$428,333.84
2/2/2015			\$6,528.14	\$434,861.98
2/3/2015		-\$92,859.28		\$342,002.70
2/3/2015		-\$5,121.30		\$336,881.40
2/3/2015		-\$31,506.93		\$305,374.47
2/3/2015		-\$4,617.95		\$300,756.52
2/3/2015		-\$1,173.20		\$299,583.32
2/3/2015		-\$36,607.35		\$262,975.97
2/3/2015			\$59,867.82	\$322,843.79
2/3/2015			\$6,483.56	\$329,327.35
2/3/2015			\$2,446.98	\$331,774.33
2/3/2015		-\$476.59		\$331,297.74
2/4/2015			\$84,966.17	\$416,263.91
2/4/2015			\$956.36	\$417,220.27
2/4/2015			\$6,892.61	\$424,112.88
2/5/2015			\$60,230.89	\$484,343.77
2/5/2015			\$1,895.28	\$486,239.05
2/5/2015			\$3,890.69	\$490,129.74
2/6/2015				\$490,129.74
2/6/2015			\$640.75	\$490,770.49
2/6/2015			\$43,750.54	\$534,521.03
2/6/2015		-\$104,633.42		\$429,887.61
2/6/2015			\$30.00	\$429,917.61
2/6/2015		-\$78.64		\$429,838.97
2/6/2015		-\$75.37		\$429,763.60
2/6/2015		-\$30.00		\$429,733.60
2/9/2015			\$141,862.01	\$571,595.61
2/9/2015			\$747.30	\$572,342.91
2/9/2015			\$77.57	\$572,420.48
2/9/2015		-\$500,000.00		\$72,420.48
2/9/2015			\$8,438.32	\$80,858.80
2/10/2015			\$15,018.59	\$95,877.39
2/10/2015			\$414.89	\$96,292.28
2/10/2015			\$31.93	\$96,324.21
2/10/2015			\$1,866.10	\$98,190.31
2/10/2015		-\$25.00		\$98,165.31
2/10/2015		-\$91.12		\$98,074.19
2/10/2015		-\$2,289.00		\$95,785.19
2/10/2015		-\$8,936.17		\$86,849.02
2/10/2015			\$9,246.95	\$96,095.97
2/11/2015			\$14,821.24	\$110,917.21
2/11/2015			\$3,436.85	\$114,354.06
2/11/2015		-\$21,606.84		\$92,747.22
2/11/2015			\$3,107.73	\$95,854.95
2/12/2015			\$28,825.13	\$124,680.08
2/12/2015			\$120.00	\$124,800.08
2/12/2015			\$4,593.93	\$129,394.01
2/13/2015		-\$40.00	\$21,448.96	\$150,802.97
2/13/2015			\$4,488.39	\$155,291.36
2/17/2015			\$99,445.61	\$254,736.97
2/17/2015		-\$89,202.62		\$165,534.35

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	W/P Disbursement	Receipts	Balance
2/17/2015		-\$69,345.28		\$96,189.07
2/17/2015		-\$15,098.70		\$81,090.37
2/17/2015			\$5,898.04	\$86,988.41
2/18/2015		-\$392.23	\$11,308.28	\$97,904.46
2/18/2015			\$1,197.84	\$99,102.30
2/18/2015			\$589.49	\$99,691.79
2/18/2015			\$115,700.00	\$215,391.79
2/18/2015			\$2,330.46	\$217,722.25
2/18/2015			\$11.28	\$217,733.53
2/18/2015		-\$1,016.25		\$216,717.28
2/18/2015		-\$1,191.06		\$215,526.22
2/18/2015			\$5,207.18	\$220,733.40
2/18/2015			\$200,000.00	\$420,733.40
2/19/2015		-\$93,260.74		\$327,472.66
2/19/2015		-\$5,435.43		\$322,037.23
2/19/2015		-\$31,418.16		\$290,619.07
2/19/2015		-\$4,388.00		\$286,231.07
2/19/2015		-\$1,159.10		\$285,071.97
2/19/2015		-\$72,628.00		\$212,443.97
2/19/2015		-\$43,257.95		\$169,186.02
2/19/2015			\$19,172.26	\$188,358.28
2/19/2015			\$242.51	\$188,600.79
2/19/2015			\$350.00	\$188,950.79
2/19/2015			\$6,479.46	\$195,430.25
2/20/2015			\$30,308.29	\$225,738.54
2/20/2015			\$298.29	\$226,036.83
2/20/2015		-\$61.59		\$225,975.24
2/20/2015		-\$20.00		\$225,955.24
2/20/2015		-\$45.98		\$225,909.26
2/20/2015			\$6,264.86	\$232,174.12
2/20/2015			\$29.00	\$232,203.12
2/23/2015			\$58,531.74	\$290,734.86
2/23/2015			\$100.00	\$290,834.86
2/23/2015			\$5,803.96	\$296,638.82
2/24/2015			\$40,627.02	\$337,265.84
2/24/2015			\$1,808.22	\$339,074.06
2/24/2015		-\$930.00		\$338,144.06
2/24/2015			\$3,437.08	\$341,581.14
2/25/2015			\$17,554.68	\$359,135.82
2/25/2015			\$392.36	\$359,528.18
2/25/2015			\$4,086.73	\$363,614.91
2/26/2015			\$15,176.36	\$378,791.27
2/26/2015			\$638.30	\$379,429.57
2/26/2015			\$54.11	\$379,483.68
2/26/2015			\$636.27	\$380,119.95
2/26/2015			\$5,575.96	\$385,695.91
2/26/2015		-\$220,349.48		\$165,346.43
2/27/2015			\$28,370.75	\$193,717.18
2/27/2015			\$232.38	\$193,949.56
2/27/2015			\$8,915.87	\$202,865.43
2/27/2015			\$0.15	\$202,865.58

# REVENUES, EXPENDITURES AND FUND BALANCES REPORT UNAUDITED

		Audited			Unaudited
s:/Bob/fund Balances Report		6/30/14	YTD	YTD	<b>February</b>
Fund #	Fund Title	Fund Balance	Revenue	Expenditures	Fund Balance 2/28/2015
100X	General Fund	2,496,024	2,982,291	3,367,135	2,111,179
2002	State COPS	41,999	58,701	77,727	22,974
2006	Snow Removal	119,656	135	18,554	101,237
2007	Streets	466,534	303,008	513,916	255,626
2010	Street Mitigation	111,147	6,919	0	118,065
2011	Police Mitigation	59,869	10,195	29,041	41,023
2012	Fire Mitigation	129,967	12,811	1,869	140,909
2013	Park Dedication	25,015	160,037	10,041	175,011
2014	State of CA - Prop 30/AB 109	28,273	41,124	16,448	52,949
2016	State Comm. Dev. Rev. FD	936,500	118,340	0	1,054,840
2017	State Economic Rev. FD	437,803	2,184	0	439,986
2018	Home Revolving Fund	748,731	1,203	0	749,934
2030	Traffic Safety	89,154	3,308	21,621	70,842
2035	Paul Bunyan/Ash Street Signal	96,036	103	0	96,139
2037	Skyline Bicycle Lane	7,482	8	0	7,490
3015	City Hall Parking Lot	44,600	6,388	37,140	13,848
3019	STIP Rehab Project	1,094	0	125,488	(124,394)
3020	STIP Federal Rehab Project	0		6,172	(6,172)
3023	Prop 1B CIP	26,940	0	0	26,940
3025	Sierra Park Project CIP	172,479	0	172,479	0
4001	Miller Fletcher	841,103	79,300	147,592	772,811
4003	City Hall Debt Service	48,875	94,276	138,050	5,100
4004	2013 CalPERS Refunding Loan	894,447	0	349,686	544,761
711X	Water Funds	3,051,782	1,433,432	1,517,772	2,967,442
7201	Airport	1,835,475	157,611	180,954	1,812,132
7301	Geothermal	534,643	54,407	42,654	546,396
740X	Natural Gas	(239,893)	2,509,016	2,528,955	(259,832)
7530	Golf Course	2,462,324	236,043	233,922	2,464,445
7610	OPEB	(129,704)	29,760	0	(99,944)
7620	PW Admin/Engineering	(344)	14,006	(85,061)	98,723
7630	Risk Management	229,962	377,035	444,337	162,660
8402	LAFCO	23,371	60,887	32,251	52,007
8404	Air Pollution	336,376	132,787	138,330	330,832
8405	Air Pollution - Carl Moyer	360,159	279	176,625	183,813
	<b>TOTALS</b>	<b>16,287,877</b>	<b>8,885,593</b>	<b>10,243,699</b>	<b>14,929,772</b>

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

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

**CITY COUNCIL AGENDA ITEM**

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

**Action Date:** March 18, 2015

**SUBJECT:** **Resolution No. 15-5150** rescinding Resolution No. 14-5056 and Setting Appropriation Limit for Fiscal Year 2014-2015

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

**SUMMARY:** Staff identified a discrepancy on the agenda item brought before City Council in June 18, 2014. The percentage used for the change in PCPI should have been -.023%, not -2.3%. This correction will adjust the appropriation limit to \$8,896,616 from \$8,693,993. There is no fiscal impact for the City as the expected appropriations of \$4,645,265 are well under the limit.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to adopt Resolution No. 15-5150, rescinding Resolution No. 14-5056 and Setting Appropriation Limit for Fiscal Year 2014-2015

**ATTACHMENTS:** Resolution No. 15-5150  
Resolution No. 14-5056



**RESOLUTION NO. 15-5150**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014/2015**  
**PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII-B**  
**AND GOVERNMENT CODE §7910 AND RESCINDING RESOLUTION NO. 14-5056**

**WHEREAS**, on November 6, 1979 the voters of California approved Proposition 4 – Spending Limitation; and

**WHEREAS**, Proposition 4 provides for limits to annual appropriations which are funded by proceeds of taxes for each fiscal year beginning with the 1980-1981 fiscal year; and

**WHEREAS**, Proposition 4 establishes 1978-1979 as the base year for computing the limitation; and

**WHEREAS**, the limit may be adjusted each year for the percentage change in population, plus the percentage change in the Per Capita Personal Income (PCPI) for California or the percentage change in the local assessment roll due to the addition of local non-residential new construction; and

**WHEREAS**, the City reserves the right to amend the limitation in the future if the percentage change in the local assessment roll is greater; and

**WHEREAS**, the amount determined to be the appropriations limit for 2014/2015 was computed by using the information provided by the State Controller's Office; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the appropriations limit of proceeds of taxes for the City of Susanville for fiscal year 2014/2015 is hereby determined to be the sum of \$ 8,896,616.

Dated:            March 18, 2015

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

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

The foregoing Resolution was adopted at a regular adjourned meeting of the City Council of the City of Susanville held on the 18th day of March, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

---

City Attorney




1 The foregoing Resolution was adopted at a regular adjourned meeting of the City  
2 Council of the City of Susanville held on the 18th day of June, 2014 by the following  
3 vote:

4 AYES:	McBride, De Boer, Callegari, Garnier and Wilson
5 NOES:	None
6 ABSENT:	None
7 ABSTAINING	None

8   
9 Gwenna MacDonald, City Clerk

10 APPROVED AS TO FORM:

11   
12 Peter Talia, City Attorney

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

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

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Lassen Historical Museum Season Opener

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

**SUMMARY:** The Lassen County Chamber of Commerce has scheduled the Lassen Historical Museum Season Opener event on Friday, May 15, 2015 from 5:30-7:30 p.m. near Roop's Fort. They will be serving alcoholic beverages as part of the event, which requires permission from the City as part of the application process through the Department of Alcoholic Beverage Control. The Chamber will be responsible for obtaining the license and has requested a letter of authorization from the City.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to authorize the sale of alcoholic beverages for the Lassen Historical Museum Season Opener.

**ATTACHMENTS:** Application for Alcoholic Beverage license.

**DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable**

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
RECEIPT NUMBER	
FEE	
\$	

1. ORGANIZATION'S NAME	CONDITIONS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	DIAGRAM REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------	---	--

## 2. LICENSE TYPE (Check appropriate license type AND organization type)

a. <input type="checkbox"/> <b>Daily General (\$25.00)</b> (Includes beer, wine and distilled spirits)	
<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure	<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose	<input type="checkbox"/> Religious Organization
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)

NUMBER OF DISPENSING POINTS

b. <input type="checkbox"/> <b>Special Daily Beer (\$25.00)</b>	<input type="checkbox"/> <b>Special Daily Beer &amp; Wine (\$50.00)</b>	<input type="checkbox"/> <b>Special Daily Wine (\$25.00)</b>
<input type="checkbox"/> Charitable <input type="checkbox"/> Fraternal <input type="checkbox"/> Social <input type="checkbox"/> Political <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Civic <input type="checkbox"/> Religious <input type="checkbox"/> Cultural <input type="checkbox"/> Amateur Sports Organization		

NUMBER OF DISPENSING POINTS

c. <input type="checkbox"/> <b>Special Temporary License (\$100.00)</b> (Different privileges depending on statute)	
<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P	<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P	<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P
<input type="checkbox"/> <b>Other Special Temporary Licenses, per Section</b> _____	

License number

Amount \$

3. EVENT TYPE							
<input type="checkbox"/> Dinner	<input type="checkbox"/> Dance	<input type="checkbox"/> Wedding	<input type="checkbox"/> Lunch	<input type="checkbox"/> Picnic	<input type="checkbox"/> Barbeque	<input type="checkbox"/> Social Gathering	<input type="checkbox"/> Festival
<input type="checkbox"/> Sports Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Birthday	<input type="checkbox"/> Mixer	<input type="checkbox"/> Carnival	<input type="checkbox"/> Dinner Dance	<input type="checkbox"/> Other: _____	

4. TOTAL # OF DAYS	5. ESTIMATED ATTENDANCE	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From _____ To _____
--------------------	-------------------------	---

7. EVENT DATE(S)	8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------	--

9. EVENT LOCATION (Give facility name, if any, street number and name, and city)

10. LOCATION IS WITHIN THE CITY LIMITS <input type="checkbox"/> Yes <input type="checkbox"/> No	11. TYPE OF ENTERTAINMENT	12. SECURITY GUARDS <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____
--	---------------------------	---

13. AUTHORIZED REPRESENTATIVE'S NAME	14. REPRESENTATIVE'S TELEPHONE NUMBER
--------------------------------------	---------------------------------------

15. REPRESENTATIVE'S ADDRESS
------------------------------

16. ORGANIZATION'S MAILING ADDRESS (If different from #15 Above)

17. AUTHORIZED REPRESENTATIVE'S SIGNATURE	18. DATE SIGNED
---	-----------------

PROPERTY OWNER APPROVAL BY (Name), REQUIRED	PHONE NUMBER	PROPERTY OWNER SIGNATURE	DATE SIGNED
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE	PHONE NUMBER	LAW ENFORCEMENT SIGNATURE	DATE SIGNED
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE	ISSUANCE DATE

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above. This license does not include off-sale ("to-go") privileges.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

Reviewed by:    City Administrator  
   City Attorney

  X   Motion only  
   Public Hearing  
   Resolution  
   Ordinance  
   Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Roosevelt Pool Lease Agreement

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

**SUMMARY:** The City entered into a lease agreement with Susanville School District for the operation of the Roosevelt Pool which outlined general terms and conditions to operate the facility. The current lease, dated December 18, 1991, was effective January 1, 1992 for a term of 25 years, ending on January 1, 2017. The property was transferred to the Honey Lake Valley Recreation Authority and the old pool has been removed to facilitate the development of a new community pool. As part of the transfer the School District agreed to terminate all existing leases and agreements encumbering the property.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to void the Roosevelt Pool Lease with the Susanville School District.

**ATTACHMENTS:** None

Reviewed by:    City Administrator  
                 City Attorney

       Motion Only  
       Public Hearing  
       Resolution  
       Ordinance  
       Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Approving Youth Services Officer Job Description

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

**SUMMARY:** Attached for the City Council's formal adoption is the job description for Youth Services Officer which has been reviewed and approved by the City Council. The job description defines task requirements for the proposed Youth Services Officer position. The position would be a temporary, non-represented position.

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

**ACTION REQUESTED:** Approve job description for Youth Services Officer

**ATTACHMENTS:** Job Description:  
                          ▪ Youth Services Officer



## YOUTH SERVICES OFFICER

### DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Police Officer classification in that it is a part-time, grant funded, non-sworn position that does not carry a firearm, or have peace officer powers.

The Youth Services Officer provides assistance to the department by performing a variety of youth crime prevention and education activities in a multi-agency, collaborative team environment. The Youth Services Officer's duties include planning, organizing, promoting, monitoring and coordinating youth prevention and intervention programs. Additionally, the incumbent maintains effective collaborative relationships and serves as liaison to program personnel in schools, school districts, county law enforcement agencies, county offices of education, and other local and state agencies and groups.

Frequent public contact will require the exercise of tact, diplomacy, good judgment, and negotiation skills. This position could utilize a nontraditional work schedule, which may include evening and/or weekend work.

### SUPERVISION RECEIVED

Works under general supervision of the Police Lieutenant, or their designee.

### SUPERVISION EXERCISED

As necessary.

### MINIMUM QUALIFICATIONS

#### General:

- Must be 18 years of age at the time of employment
- No felony convictions or disqualifying criminal history
- Must be able to read and write the English language

#### Education and Experience:

- High school diploma or GED equivalent
- Some general office, communications, or records management experience desirable
- Some experience in working with youth desirable
- Some experience in teaching or delivering presentations desirable

#### License:

- Must possess and maintain a valid California Driver's license with a satisfactory driving record.

### KNOWLEDGE OF

- General principles and practices used to establish effective police youth relations
- Basic law enforcement operations, activities, and terminology;
- Youth development research and strategies
- Current youth mentoring program strategies
- Basic office operations and practices
- Contemporary oral presentation techniques
- The theory and provision of youth prevention and intervention services

- Community organizations that provide youth services and support
- Prevention methods and techniques
- Service assessment methods and techniques
- Teamwork and the application of team teaching and mentoring methodologies
- Individual and group peer training principles, methods and techniques
- Basic office equipment including faxes, copiers, computers, printers, projectors, etc
- Windows based office technologies including Word, Excel, PowerPoint, and Adobe
- Safe work methods and safety regulations

ABILITY TO:

- Establish and maintain positive, effective, and collaborative relationships with other City employees, local schools, community and neighborhood groups, and all members of the public
- Maintain a professional, courteous demeanor under adverse, difficult, and confrontational situations
- Work in a multi-agency, collaborative environment
- Organize and work cooperatively and effectively with individuals and groups
- Work with youth in a school environment
- Possess interpersonal skills to build rapport with youth and youthful offenders
- Transmit knowledge and skills to other staff, youth and adults
- Develop measurable goals and objectives
- Set priorities, and evaluate progress
- Write and edit publications for internal and external distribution
- Learn new technology and adapt to change
- Prepare and conduct oral presentations utilizing audio visual equipment and presentation software
- Exercise good judgment in maintaining critical and sensitive information, records, and reports
- Maintain confidentiality of private information
- Understand and follow both oral and written instructions
- Safely drive a motor vehicle
- Quickly learn policies, procedures, and performance standards

Duties include, but are not limited to the following:

- Provide direct prevention education, intervention services, or case management to youth
- Plan, organize, and coordinate prevention activities and presentations, including trainings, workshops, conferences, luncheons, assemblies, and fundraising events
- Engage and provide technical assistance and training to school personnel, parents, and community members in youth crime prevention programs
- Compose a variety of correspondence, reports, and other materials requiring independent judgment as to content, accuracy and completeness
- Assist students in accessing community services such as counseling, tutoring, mentoring, vocational training, and other services that may be to their benefit
- Gather information and analyze data for the purpose of evaluating and adjusting programs when necessary in accordance with funding program requirements
- Perform other related duties as assigned

## TOOLS AND EQUIPMENT USED

Personal computer, including word processing and specialized software; police radio; telephone; fax machine; copier; presentation devices; motor vehicle; and first aid equipment.

## PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is frequently required to sit; talk and/or hear. The employee is frequently required to stand; walk; use the hands to finger; handle or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop; kneel; and crouch.

The employee must occasionally lift and/or move more than 40 pounds. Specific vision abilities required by this job description include normal corrected close, distance, and color vision, peripheral vision, depth perception and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

## SELECTION GUIDELINES

Formal application, rating of education and experience; selection process which may be any combination of written, oral and/or performance exams; appointment is subject to successfully passing a pre-employment background, criminal history check, physical, and drug screen.

APPROVAL:

City Administrator	Date
--------------------	------

Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by: JGH City Administrator  
       City Attorney

       Motion only  
  X   Public Hearing  
  X   Resolution  
       Ordinance  
       Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5148** approving Program Activity Waiver for the Homeownership Assistance Program and **Resolution No. 15-5149** approving the City of Susanville Homeownership Assistance Program Guidelines

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

**SUMMARY:** The City of Susanville has Program Income (PI) on hand from the repayment of loans given through funds granted by the State CDBG Program for the Homeownership Assistance Program. The money is loaned to individuals who income qualify to purchase residences in the City. When loans are repaid, they are usually designated as PI. Due to a federal review the State was requires to make modifications to their program documents and the City was also required to adopt a new Program Income Reuse Plan. This new Reuse Plan, adopted in October 2014, requires the City to either place PI into a Revolving Loan Fund or to submit a Program Activity Waiver to the State for approval prior to expending any PI.

After reviewing the options, staff have determined that keeping the monies in PI and submitting the Program Activity Waiver would best suit the needs of the City. To submit the Program Activity Waiver to the State, it must first be approved by the City Council, along with updated Homeownership Assistance Program Guidelines. Once both the Program Activity Waiver and Homeownership Assistance Program Guidelines are approved by the State, the City can continue with the Homeownership Assistance Program.

At this time, the City has approximately \$138,480 in PI available for the Homeowner Assistance Program once approved by both the City Council and State.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Motion to approve **Resolution No. 15-5148** approving Program Activity Waiver for the Homeownership Assistance Program and **Resolution No. 15-5149** approving the City of Susanville's Homeownership Assistance Program Guidelines and authorizing submittal to the State for approval.

**ATTACHMENTS:** Resolution No. 15-5148  
 Program Income Waiver  
 Resolution No. 15-5149  
 Homeownership Assistance Program Guidelines

**RESOLUTION NO. 15-5148**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
APPROVING THE SUBMISSION OF PROGRAM ACTIVITY WAIVER FOR THE  
HOMEOWNERSHIP ASSISTANCE PROGRAM FOR COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM INCOME AS REQUIRED BY THE FEDERAL RULES  
GOVERNING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**WHEREAS**, the City of Susanville received funding from the State of California Department of Housing and Community Development Block Grant Program; and

**WHEREAS**, repayments of grant-funded loans have resulted in income to the Community Development Block Grant Revolving Loan Fund; and

**WHEREAS**, Federal regulations and the State Department of Housing and Community Development require that all jurisdictions receiving program income either create a Revolving Loan Fund for a specific activity or classify funds as Program Income and apply for a Program Activity Waiver prior to expending funds; and

**WHEREAS**, the City of Susanville has determined that retaining funds as Program Income and submitting a Program Activity Waiver would provide the most flexibility and optimize the implementation of the Homeownership Assistance Program to provide the maximum community benefit; and

**WHEREAS**, the City Council of the City of Susanville has reviewed and approved the Program Activity Waiver and hereby finds that the Program Activity Waiver would be in the best interests of the citizens of the City of Susanville; and

**WHEREAS**, it is necessary to submit the Program Activity Waiver to the State of California Department of Housing and Community Development for approval prior to implementing the program.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS**; the City Council of the City of Susanville hereby approves the Program Activity Waiver for the Homeownership Assistance Program and authorizes its submittal to the State Department of Housing and Community Development.

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

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

The foregoing Resolution No. 15-5148 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18<sup>th</sup> day of March, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

---

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

---

City Attorney

**RESOLUTION NO. 15-5149**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING PROGRAM GUIDELINES FOR COMMUNITY DEVELOPMENT BLOCK**  
**GRANT PROGRAM INCOME AS REQUIRED BY THE FEDERAL RULES**  
**GOVERNING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND**  
**AUTHORIZING SUBMITTAL TO THE STATE OF CALIFORNIA DEPARTMENT OF**  
**HOUSING AND COMMUNITY DEVELOPMENT**

**WHEREAS**, the City of Susanville received funding from the State of California Department of Housing and Community Development Block Grant Program; and

**WHEREAS**, repayments of grant-funded loans have resulted in income to the Community Development Block Grant Revolving Loan Fund; and

**WHEREAS**, Federal regulations and the State Department of Housing and Community Development required that all jurisdictions receiving program income adopt a Program Reuse Plan to establish and govern the use of these funds; and

**WHEREAS**, the Program Reuse Plan was adopted by the City on October 1, 2014, and Program Guidelines are now required for any Revolving Loan Fund or Program Activity Waiver applied for; and

**WHEREAS**, upon approval by City Council, the Program Guidelines must be submitted to the State for review and approval prior to expending funds; and

**WHEREAS**, attached hereto as Exhibit "A", and incorporated herein by reference is the document titled City of Susanville Homeownership Assistance Program Guidelines; and

**WHEREAS**, the City Council of the City of Susanville reviewed and considered the Program Guidelines and does hereby find that the Homeownership Assistance Program would be in the best interests of the citizens of the City of Susanville.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby approves the City of Susanville Homeownership Assistance Program Guidelines and authorizes submittal to the State Department of Housing and Community Development.

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

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

The foregoing Resolution No. 15-5149 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18<sup>th</sup> day of March, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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



# CDBG PROGRAM INCOME FUNDED WAIVER REQUEST - PROGRAMS -



GRANTEE: City of Susanville

CONTACT PERSON: Tillery  
Williams

PHONE: (530) 252-5100  
EMAIL:  
[twilliams@cityofsusanville.org](mailto:twilliams@cityofsusanville.org)

DATE SUBMITTED BY JURISDICTION: \_\_\_\_\_

CDBG REPRESENTATIVE: MeLisa Adams

## 1. INDICATE THE CDBG PROGRAM ACTIVITY and MATRIX CODE TO BE INCLUDED AS A SUPPLEMENTAL ACTIVITY:

**Activity: Check the appropriate box (may only have one activity per form):**

### Housing RLF:

- ☐ Owner Occupied Rehab and/or Tenant Occupied Rehab (14A/14B)  
National Objective: Low/Mod Housing
- ☒ Homebuyer Assistance (13)  
National Objective: Low/Mod Housing

### Economic Development RLF:

- ☐ Microenterprise Financial Assistance (18C)  
National Objective: Low/Mod Limited Clientele
- ☐ Special Economic Development Business Assistance (18A)  
National Objective: Low/Mod Jobs

**Contract Number This Activity is to be Added To:** The City of Susanville is currently not under contract with CDBG.

**Note:** If the Grantee has a RLF for the same Activity, all RLF funds must be expended prior to using this supplemental activity.

### CITIZEN PARTICIPATION:

***No CDBG Activity can be approved without the required Citizen Participation being completed.***

Public Notice: ☒ Completed ☐ Not Completed Comments: \_\_\_\_\_

Resolution of the Governing Body (Authorizing submittal of the Supplemental Activity Request, designating the Authorized Representative) has been:

☒ Completed ☐ Not Completed Comments: \_\_\_\_\_

**Please submit evidence of the above with this request.**

**CDBG PROGRAM INCOME FUNDED WAIVER REQUEST**

- PROGRAM -

Page | 2

On behalf of the City of Susanville, I submit this CDBG Program Income Waiver Request and understand that, upon approval, the need to clear all applicable General and Special Conditions, which includes meeting all applicable federal overlay requirements. I understand the City of Susanville cannot incur costs until prior written Department approval is given.

Authorized Representative Signature: \_\_\_\_\_

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

Print Name and Title of Authorized Signer:

\_\_\_\_\_

Print Name of Preparer: Tillery Williams      Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

*(FOR USE BY CDBG PROGRAM ONLY)*

**6. ACTIVITY APPROVAL:**

☐ APPROVED

☐ APPROVED WITH SPECIAL CONDITIONS:

\_\_\_\_\_

Activity Eligibility 105(a): \_\_\_\_\_

☐ NOT APPROVED      Date: \_\_\_\_\_

**7. REASONS FOR NOT APPROVING:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CDBG Representative: \_\_\_\_\_ Date: \_\_\_\_\_

CDBG Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

CDBG Section Chief: \_\_\_\_\_ Date: \_\_\_\_\_

**RESOLUTION NO. 15-5149**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
APPROVING PROGRAM GUIDELINES FOR COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM INCOME AS REQUIRED BY THE FEDERAL RULES  
GOVERNING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND  
AUTHORIZING SUBMITTAL TO THE STATE OF CALIFORNIA DEPARTMENT OF  
HOUSING AND COMMUNITY DEVELOPMENT**

**WHEREAS**, the City of Susanville received funding from the State of California Department of Housing and Community Development Block Grant Program; and

**WHEREAS**, repayments of grant-funded loans have resulted in income to the Community Development Block Grant Revolving Loan Fund; and

**WHEREAS**, Federal regulations and the State Department of Housing and Community Development required that all jurisdictions receiving program income adopt a Program Reuse Plan to establish and govern the use of these funds; and

**WHEREAS**, the Program Reuse Plan was adopted by the City on October 1, 2014, and Program Guidelines are now required for any Revolving Loan Fund or Program Activity Waiver applied for; and

**WHEREAS**, upon approval by City Council, the Program Guidelines must be submitted to the State for review and approval prior to expending funds; and

**WHEREAS**, attached hereto as Exhibit "A", and incorporated herein by reference is the document titled City of Susanville Home Ownership Assistance Program Guidelines; and

**WHEREAS**, the City Council of the City of Susanville reviewed and considered the Program Guidelines and does hereby find that the Home Ownership Assistance Program would be in the best interests of the citizens of the City of Susanville.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby approves the City of Susanville Home Ownership Assistance Program Guidelines and authorizes submittal to the State Department of Housing and Community Development.

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

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

The foregoing Resolution No. 15-5149 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18<sup>th</sup> day of March, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

# City of Susanville

## Homeownership Assistance Program Guidelines



For:

**Community Development Block Grant (CDBG)  
Program**

Serving the City of Susanville

CDBG Approved: (date)  
Council Approved: (date)

# **HOMEOWNERSHIP ASSISTANCE PROGRAM GUIDELINES**

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**ATTACHMENT B: ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**  
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## **CITY OF SUSANVILLE**

### **HOMEOWNERSHIP ASSISTANCE PROGRAM GUIDELINES**

#### **1.0. GENERAL**

The above-named entity, hereinafter referred to as the “Sponsor,” has entered into a contractual relationship with the California Department of Housing and Community Development (“HCD”) to administer one or more HCD-funded Homeownership programs. The Homeownership program described herein (the “Program”) is designed to provide assistance to eligible homeowners in purchasing homes, also referred to herein as “housing units”, located within the Program’s eligible area, as described in Section 3.1.A. The Program provides this assistance in the form of deferred payment “silent” second priority loans as “Gap” financing toward the purchase price and closing costs of affordable housing units that will be occupied by the homeowners as their primary residence.

#### **1.1. PROGRAM OUTREACH AND MARKETING**

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation be excluded, denied benefits or subjected to discrimination under the Program. The City will ensure that all persons, including those qualified individuals with handicaps, have access to the Program.

- A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor Homeowner classes to help educate Homeowners about the home buying process and future responsibilities. Persons who have participated in local homeowner seminars will be notified about the Program.
- B. The City will work with local real estate agents and primary lenders to explain the Program requirements for eligible housing units and homeowners, and to review Program processes. Local real estate agents and primary lenders will also be encouraged to have their customers participate in the Program.
- C. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.



## **1.2. APPLICATION PROCESS AND SELECTION**

- A. The City maintains a waiting list of applicants. Each applicant is asked to complete an application form, which asks for sufficient information concerning income, employment, and credit history to establish preliminary eligibility for Program participation. Completed applications are processed on a first-come-first-served basis. Applications are deemed complete only if all information is completed, the application is signed and dated, and a primary lender's pre-qualification letter is attached to the application. Incomplete applications are returned to the applicant and will not be date/time stamped until complete.
- B. Once the applicant's name comes to the top of the waiting list, their Program eligibility is confirmed and they are invited to a briefing regarding participation in the Program. At the briefing the application is reviewed and the potential homeowner is given a "Preliminary Eligibility Letter" for the Program along with the following forms: Program Brochure, Attachment (G) Instructions to Home Buyer, List of Participating Lenders, Attachment (E) Sellers Lead-Based Paint Disclosure and the EPA Booklet (Protect Your Family from Lead in Your Home) and (F) Notice to Seller.

If the City encounters material discrepancies and/or misrepresentations, and/or there is income, asset, household composition, or other important questions that can't be resolved, the City reserves the right to deny assistance to the household.

- C. The potential homeowner is given 90 days in order to find a qualified home and begin securing a primary loan for the housing unit. If during the 90-day time frame, the potential homeowner is unable to purchase a home, an extension may be given. However, if it appears the potential homeowner cannot participate in the Program, the reservation of funds expires and the next person on the waiting list is given an opportunity to participate in the Program.

## **1.3. THE HOME PURCHASE PROCESS**

- A. The following is a simplified example of how a primary lender would analyze a homeowner's finances to determine how much the homeowner could afford to borrow from the primary lender towards homeownership.

**DEBT SERVICE**  
**FOR A FAMILY OF FOUR EARNING \$3,388 PER MONTH**

<b>HOUSING PAYMENTS</b>		<b>TOTAL OVERALL PAYMENTS</b>	
Principal & Interest Payment	\$ 865	\$1,180	Housing
Insurance	82	+200	Other Debt Service
Taxes	<u>233</u>	\$1,380	Total Debt Service
Total Housing Expense	\$1,180	(Overall debt service per month is 41% of \$3,388) (PITI is 35% of \$3,388)	

**OTHER HOUSEHOLD DEBT SERVICE**

Car Payment	\$ 150
Credit Card Payment	<u>50</u>
Total Other Debt	\$ 200

A \$865 per month loan payment equates to borrowing \$143,000 at 5.88% for a 30 year term.

**SUBSIDY CALCULATION**  
**FOR A FAMILY OF FOUR EARNING \$3,388 PER MONTH**

Purchase Price of Property	\$ 280,000
Less Primary loan amount	<b>143,000</b>
Less down payment of 1%	<u>2,800</u>
Equals "GAP"	<b>\$ 134,200</b>
Plus estimated allowable settlement charges	<u>8,400</u>
Equals Total Subsidy	<b>\$ 142,600</b>

B. The housing unit selection process will be conducted by the homebuyers. Prior to making an offer to purchase an eligible housing unit (see Section 3.0), homebuyer shall provide seller with a disclosure containing the following provisions:

- 1) Homebuyer has no power of eminent domain and, therefore, will not acquire the property if negotiations fail to result in an amicable agreement; and
- 2) Homebuyer's offer is an estimate of the fair market value of the housing unit, to be finally determined by a state licensed appraiser;
- 3) The housing unit will be subject to inspection. The housing unit must comply with local codes at the time of construction and local health and safety standards.
- 4) All housing units built prior to January 1, 1978 will require a lead paint disclosure to be signed by both the homebuyer and Seller (Attachment E);
- 5) Since the purchase would be voluntary, the seller would not be eligible for relocation payments or other relocation assistance;

- 6) The seller understands that the housing unit must be either: currently owner-occupied, newly constructed, or vacant for four months prior to submission of the purchase offer.
  - 7) If the seller is not provided with a statement of the above six provisions prior to the purchase offer, the seller may withdraw from the agreement after this information is provided.
- C. Applicant submits executed standard form purchase and sale agreement and primary lender prequalification letter to the City. The purchase and sale agreement will be contingent on the household and housing unit meeting Program eligibility requirements and receiving Program loan approval. –The City verifies applicant eligibility, housing unit and loan eligibility and amount of assistance to be provided consistent with these guidelines.
- D. The City determines Applicant’s approval or denial, and notifies Applicant. The City provides written notification to Applicant of approval or denial with reason and, if denied, a copy of the Program’s appeal procedures.
- E. When Primary Lender requirements are met, Program funds are deposited into escrow, with required closing instructions and loan documents.
- F. At the time of escrow closing, the City of Susanville shall be named as an additional loss payee on fire, flood (if required), and extended coverage insurance for the length of the loan and in an amount sufficient to cover all encumbrances or full replacement cost of the housing unit. A policy of Title Insurance naming the City of Susanville as insured is also required.

#### **1.4. HOMEOWNER COSTS**

- A. Eligible households must document that they have the funds necessary for down payment and closing costs as required by the Primary Lender and the City. The Program’s down payment requirement (below) is in place even if the Primary Lender has a lower down payment requirement. If the Primary Lender has a higher down payment requirement, there is no additional down payment requirement required by the Program.
- B. Homebuyer must contribute a minimum down payment of one-half to three percent (.05-3%) of the purchase price as recommended by the City, but may contribute more if desired.
- C. City will not provide more than fifty percent (50%) of the purchase price. The subsidy will write down the cost of the primary lender’s loan so that the payments of PITI are within approximately 30 to 35% of the gross household income. The City will determine the level of subsidy and affordability during underwriting of the Program’s loan to make sure that it conforms to the requirements of the HCD funding Program.

#### **1.5. HOMEOWNER EDUCATION**

Buying a home can be one of the most confusing and complicated transactions anyone can make. Providing the future homeowner with informative homeowner education training, can

bring success to the City of Susanville's First Time Homebuyer Program and most importantly, the homeowner. It has been documented that first-time Homeowners that have had homeowner education have the ability to handle problems that occur with homeownership. Program participants may be required to attend a City-approved homeowner education class. The homeowner education class will cover such topics as the following: preparing for homeownership; available financing; credit analysis; loan closing; homeownership responsibilities; home maintenance; impact of refinancing and loan servicing. Methods of homeowner counseling and education may include, but are not limited to: one-on-one counseling between homeowner, counselor and family/individual and/or group workshops and informational sessions. Tools of instruction may include fliers, brochures, power point presentations, worksheets, etc.

#### **1.6. CONFLICT OF INTEREST REQUIREMENTS**

When the City's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance.

#### **1.7. NON-DISCRIMINATION REQUIREMENTS**

The Program will be implemented in ways consistent with the City's commitment to non-discrimination. No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity funded in whole or in part with State funds on the basis of his or her religion or religious affiliation, age, race, color, creed, gender, sexual orientation, marital status, familial status (children), physical or mental disability, national origin, or ancestry, or other arbitrary cause.

### **2.0 APPLICANT QUALIFICATIONS**

#### **2.1. CURRENT INCOME LIMITS FOR THE AREA, BY HOUSEHOLD SIZE**

All applicants must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD. (Attachment C).

**Household:** Means one or more persons who will occupy a housing unit. Unborn children do count in family size determination.

**Annual Income:** Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

#### **2.2. INCOME QUALIFICATION CRITERIA**

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria, as shown in the most recent HCD program-specific guidance at <http://www.hcd.ca.gov/fa/cdbg/GuideFedPrograms.html>, will be followed to independently determine and certify the household's annual gross income. The City should compare this annual gross income to the income the Primary Lender used when qualifying the household.

The Primary Lender is usually underwriting to FHA or conventional guidelines and may not calculate the household income or assets in the same way as required by the Program. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

**A. HOUSEHOLD INCOME DEFINITION:**

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

The link to Annual Income Inclusions and Exclusions is:

[http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB\\_AnnualIncomeInclusionsExclusions.doc](http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc)

**See Attachment A: 24 CFR Part 5 Annual Income Inclusions and Exclusions**

**B. ASSETS:**

There is no asset limitation for participation in the Program. Income from assets, however, is recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. *(Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.)*

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including, for example, penalties or fees for converting financial holdings, and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:

[http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC\\_AnnualIncomeAssetInclusionsExclusions.doc](http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetInclusionsExclusions.doc)

**See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions**

**2.3. DEFINITION OF AN ELIGIBLE HOMEBUYER**

For CDBG, an eligible homebuyer means an individual or individuals or an individual and his or her spouse who meets the income eligibility requirements and is/are not currently on title to real property. Persons may be on title of a manufactured home unit, who are planning

to sell the unit as part of buying a home located on real property. Documentation of homebuyer status will be required for all s homebuyers. CDBG-funded programs may assist eligible homebuyers who are not “first-time” homebuyers.

### **3.0. HOUSING UNIT ELIGIBILITY**

#### **3.1. LOCATION AND CHARACTERISTICS**

- A. Housing units to be purchased must be located within the eligible area. The eligible area is described as follows: “Within the City of Susanville.”
- B. Housing unit types eligible for the Homeownership Program are new or previously owned single-family residences; condominiums; or manufactured homes in mobile home parks, in common-interest developments or on a single-family lot and placed on a permanent foundation system.
- C. All housing units must be in compliance with State and local codes and ordinances.
- D. Housing units located within a 100 year flood zone will be required to provide proof of flood insurance with an endorsement naming the City as loss payee in order to close escrow.
- E. Housing must be “modest”, so it may not exceed three bedrooms and two bathrooms unless there are documented extenuating circumstances (e.g. it would create an overcrowding situation, there is not a reasonable inventory of homes of this size, etc.) and the City of Susanville’s Loan Committee approves the exception request.

#### **3.2. CONDITIONS**

##### **A. Construction Inspection and Determining Need for Repairs:**

Once the participating homebuyer has executed a purchase agreement for a housing unit, and prior to a commitment of Program funds, the following steps must be taken for the housing unit to be eligible for purchase under the Program:

- 1) When the City’s Program utilizes Federal funds and if the housing unit was constructed prior to 1978 then the lead-based paint requirements of Section 3.2.C will apply.
- 2) The City and a certified housing inspector, will walk through the housing unit, determine if it is structurally sound, and identify any code related and health and safety deficiencies that need to be corrected. A list of code related repair items will be given to the s homebuyers and their Realtor to be negotiated with the seller.

If there are one or more health and safety deficiencies, and/or violations of applicable building codes noted in the written report, the City will approve the subsidy only if:

- a. Repair prior to close of escrow. The buyer and seller agree to make necessary repairs to the dwelling unit prior to transfer of property ownership at their own expense; or
  - 3) Upon completion of all work required by the City, a final inspection will be conducted prior to close of escrow. The inspector will sign off on all required construction work assuring that each housing unit receiving Program assistance is in compliance with local codes and health and safety requirements at the time of purchase and prior to occupancy.
  - 4) Any work to be completed after purchase will be undertaken in accordance with HCD-approved housing rehabilitation program guidelines.
- B. Lead-Based Paint Hazards: All housing units built prior to 1978 for which CDBG funding is anticipated are subject to the requirements of this section 3.2.C. Such homes must undergo a visual assessment by a person who has taken HUD's online Visual Assessment course. Deteriorated paint must be stabilized using work safe methods. Clearance must be obtained after paint stabilization by a DHS certified LBP Risk Assessor/Inspector. CDBG general administrative and activity delivery funds may be used to pay for lead-based paint visual assessments, and if lead mitigation and clearance costs are incurred, these programs may incorporate the costs into the calculation of Program assistance.

The following requirements must be met:

- 1) **Notification:** a) Prior to homebuyer's obligation to purchase a pre-1978 home, the Buyer will be given the most recent copy of and asked to read the EPA pamphlet "*Protect Your Family From Lead in Your Home*". (EPA 747-K-94-001). A signed receipt of the pamphlet will be kept in the City's homebuyer file; b) A notice to residents is required following a risk assessment/inspection using form DHS 8552, which is provided by the DHS-certified Risk Assessor/Inspector; c) a notice to residents is required following lead-based paint mitigation work using Visual Assessment and Lead-based Paint Notice of Presumption and Hazard Reduction form, LBP – 1 (Attachment H).
- 2) **Disclosure:** Prior to the homeowner's obligation to purchase a pre-1978 housing unit, the HUD disclosure (Attachment E), "Seller's Lead-based Paint Disclosure" notice must be provided by the seller to the homebuyer.
- 3) **Inspections:** The Inspector shall conduct a "Visual Assessment" of all the dwelling unit's painted surfaces in order to identify deteriorated paint. All deteriorated paint will be stabilized in accordance with CFR 35.1330 (a) and (b); and a Clearance shall be made in accordance with CFR 35.1340.
- 4) **Mitigation:** If stabilization is required, the contractor performing the mitigation work must use appropriately trained workers. Prior to the contractor starting mitigation work the City shall obtain copies of the contractor's and workers' appropriate proof of LBP training, as applicable to the job in order to assure that only qualified contractors and workers are allowed to perform the mitigation.

- C. The City will: 1) confirm that the housing unit is within the eligible area, 2) will review each proposed housing unit to ensure that it meets all eligibility criteria before funding, and 3) ensure a completed Lead Compliance Document Checklist is placed in each purchaser's file (see Attachment I).

### **3.3. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE**

Eligible homes will be those that are currently owner-occupied or have been vacant for three months prior to the acceptance of a contract to purchase. A unit is ineligible if its purchase would result in the displacement of a tenant. It is not anticipated that the implementation of the Program will result in the displacement of any persons, households, or families. However, if tenant-occupied homes are included in the Program and relocation becomes necessary, the activity will be carried out in compliance with City's relocation plan, which describes how those permanently displaced will be relocated and paid benefits in accordance with the following Federal laws.

#### **A. Uniform Relocation Assistance (URA) and Real Property Acquisition Policies Act of 1970**

The federal URA and Real Property Acquisition Policies, as amended by the URA Amendments of 1987, contains requirements for carrying out real property acquisition or the displacement of a person, regardless of income status, for a project or program for which HUD financial assistance (including CDBG) is provided. Requirements governing real property acquisition are described in Chapter VIII. The implementing regulations, 49 CFR Part 24, require developers and owners to take certain steps in regard to tenants of housing to be acquired, rehabbed or demolished, including tenants who will not be relocated even temporarily.

#### **B. Section 104(d) of the Housing and Community Development Act of 1974**

Section 104(d) requires each contractor (CHDO or State Recipient), as a condition of receiving assistance under CDBG, to certify that it is following a residential anti-displacement plan and relocation assistance plan. Section 104(d) also requires relocation benefits to be provided to low-income persons who are physically displaced or economically displaced as the result of a CDBG assisted project, and requires the replacement of low-income housing, which is demolished or converted. The implementing regulations for Section 104(d) can be found in 24 CFR Part 570(a).

### **3.4. PROPER NOTIFICATION AND DISCLOSURES**

- A. Upon selection of a housing unit, a qualified seller and homebuyer will be given the necessary disclosures for the Program. The homebuyer must have read and signed all Program disclosure forms. Any and all property disclosures must be reviewed and signed by the homebuyer and seller.
- B. All owners who wish to sell their housing units must receive an acquisition notice (Attachment F) prior to submission of the homebuyer's original offer. This notice will be included in the contract and must be signed by all owners on title. The disclosure must contain the items listed in 1.3.B. (required for federally-funded



programs).

#### **4.0. THE PRIMARY LOAN**

Prior to obtaining a loan from the City, a homebuyer must provide evidence of financing for the maximum amount the Primary Lender is willing to loan (the “primary loan”).

##### **A. QUALIFYING RATIOS**

The front-end (housing) debt-to-income ratio shall be between 26% and 35% and is the percentage of a borrower’s gross monthly income (before deductions) that would cover the cost of the loan principal and interest payment, property taxes, property insurance, mortgage insurance, and HOA dues, if any.

The back-end (total) debt-to-income ratio shall be between 29% and 40% and is the percentage of a borrower’s gross monthly income that would cover the cost of housing as described in the paragraph above, plus any other monthly debt payments like car or personal loans and credit card debt, as well as child support and alimony payments.

##### **B. INTEREST RATE**

The primary loan must have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA. No temporary interest rate buy-downs are permitted.

##### **C. LOAN TYPE AND TERM**

The primary loan shall be fully amortized and have a term “all due and payable” in no fewer than 30 years. There shall not be a balloon payment due before the maturity date of the Program loan.

##### **D. IMPOUND ACCOUNT**

All households will be required to have impound accounts for the payment of taxes and insurance to ensure they remain current.

#### **5.0. THE PROGRAM LOAN**

##### **A. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE**

The amount of Program assistance to a homebuyer toward purchase of a home shall not exceed 50% of the total indebtedness.

##### **B. NON-RECURRING CLOSING COSTS**

Non-recurring costs such as credit report, escrow, closing and recording fees, and title report and title insurance, title updates and/or related costs may be included in the Program loan.

##### **C. AFFORDABILITY PARAMETERS FOR HOMEOWNERS**

The actual amount of a buyer's Program subsidy shall be computed according to the housing ratio parameters specified in Section 5.0.A.. Each borrower shall receive only the subsidy needed to allow them to become homeowners ("the Gap") while keeping their housing costs affordable. The City will use the "front-end ratio" of housing-expense-to-income to determine if the amount of the proposed primary loan is acceptable and, ultimately, the Program subsidy amount required, bridging the gap between the acquisition cost (purchase price plus closing costs) less down payment, and the amount of the primary loan.

#### **D. RATE AND TERMS FOR PROGRAM LOAN**

All Program assistance to individual households shall be made in the form of deferred payment (interest and principal) loan (DPL).

The Program loan's term shall be for 30 years.

The Program loan's interest rate shall be 3% simple interest.

All Program loan payments can be deferred to allow borrowers to have their repayment ability fully utilized under the primary loan. Loan principal shall not be forgiven, and the loan period cannot be extended.

#### **E. COMBINED LOAN-TO-VALUE RATIO**

The loan-to-value ratio for a Program loan, when combined with all other indebtedness to be secured by the property, shall not exceed 100 percent of the sales price plus a maximum of up to 5 percent of the sales price to cover actual closing costs.

### **6.0. PROGRAM LOAN REPAYMENT**

#### **6.1. EARLY PAYMENTS ARE VOLUNTARY**

Borrowers may begin making voluntary payments at any time.

#### **6.2. RECEIVING LOAN PAYMENTS**

A. Program loan payments will be made to:

City of Susanville  
66 North Lassen Street  
Susanville, CA 96130

B. The City will be the receiver of loan payments or recaptured funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the City's Program Income Account, as required by HCD programs. The Program lender will accept loan payments from borrowers prepaying deferred loans, and from borrowers making payments in full upon sale or transfer of the property. All loan payments are payable to the City. The City may, at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the

Program.

### **6.3. DUE UPON SALE OR TRANSFER**

In the event that an owner sells, transfers title, or discontinues residence in the purchased property for any reason, the principal balance of the DPL is due and payable, except:

- A. The owner shall be assured a fair return on investment including the owner's investment and any capital improvement. If the Net proceeds are insufficient for the City to recapture the balance of Program Loan owed, the City shall share the Net proceeds with the owner in proportion to each party's investment in the property. The Net proceeds are the sales price less repayment of the primary loan, and closing costs.
- B. If the owner of the property dies, and the heir to the property meets income requirements, the First-Time Homeowner definition, and intends to occupy the home as a principal residence, the heir may be permitted, upon approval of the City, to assume the loan at the rate and terms the heir qualifies for under the current participation guidelines. If the property owner dies and the heir does not meet eligibility requirements, the loan is due and payable.
- C. If an owner wants to convert the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.
- D. The loan will be in default if the borrower fails to maintain required fire or flood insurance or fails to pay property taxes. See Attachment D on loan defaults for further information on property restrictions.

### **6.4. LOAN SERVICING POLICIES AND PROCEDURES**

See Attachment D for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

### **6.5. LOAN MONITORING PROCEDURES**

City will monitor Borrowers and their housing units to ensure adherence to Program requirements including, but not limited to, the following:

- A. Owner-occupancy
- B. Property tax payment
- C. Hazard insurance coverage
- D. Good standing on Primary loans and Secondary loans
- E. General upkeep of housing units

### **7.0. PROGRAM LOAN PROCESSING AND APPROVAL**

- A. Loan Processing

All s homebuyers or their representatives will be sent out an eligibility packet with all the necessary forms, disclosures, information, and application. They should submit a complete application packet with all the City's Program loan documents executed as well as all the information from the Primary Lender. The Primary Lender should submit: 1) accepted property sales contract with proper seller notification; 2) mortgage application with good faith estimates and first mortgage disclosures; 3) full mortgage credit report and rent verification; 4) current third party income verifications and verifications of assets; 5) homeownership education certificate, if applicable; and 6) signed underwriting transmittal summary and final signed loan application, both from primary lender. Staff will work with local lenders to ensure qualified participants receive only the benefit from the City's Program needed to purchase the housing unit and that leveraged funds will be used when possible.

B. Creditworthiness

Qualifying ratios are only a rough guideline in determining a potential borrower's creditworthiness. Many factors such as excellent or poor credit history, amount of down payment, and size of loan will influence the decision to approve or disapprove a particular loan. The borrower's credit history will be reviewed by the City and documentation of such maintained in the loan file. The City may elect to obtain a credit report or rely on a current copy obtained by the primary lender.

C. Documents from Primary Lender

After initial review of the qualified homeowner's application packet, the City will request any additional documents needed. Documents may be faxed, but originals shall be received through the mail before Program funds are committed to escrow. Based on receipt and review of the final documents, the City will do an income certification (using most recent HCD program's guidance on income calculation and determination), and homebuyer certification (review of credit report and income taxes). Documentation of affordability will then be verified and subsidy requirement determined.

D. Disclosure of Program and Loan Information to Homebuyers

The Program's application and disclosure forms will contain a summary of the loan qualifications of the borrower with and without Program assistance. Housing ratios with and without Program assistance are also outlined in these guidelines. Information on the Program's application will be documented with third party verifications in the file. For example, the sales contract will provide the final purchase price and outline how much of the closing costs are to be paid by the seller, etc. The appraisal, termite and title report will provide information to substantiate the information in the sales contract and guide the construction inspection. The Program loan application will provide current debt and housing information and will be documented by the credit report and income/asset verifications. The Primary Lender's approval letter and estimated closing cost statement should reflect all the information in the loan package and show any contingencies of loan funding. Reviewing the Primary Lender's loan underwriting documentation will provide basic information about the qualification of the applicant and substantiate the affordability provided by the Program loan. By reviewing and crosschecking all the Primary Lender information, the final Program

loan amount approved will fall within the affordability parameters of the Program.

## **7.1. COMPLETION OF UNDERWRITING AND APPROVAL OF PROGRAM LOAN**

Once the loan approval package has been completed the City will review the request and may approve it with or without conditions. Upon approval, a final closing date for escrow is set and Program funds are accessed for the homebuyer.

## **7.2. PRIMARY AND PROGRAM LOAN DOCUMENT SIGNING**

The homebuyer(s) sign promissory notes, loan agreements, deeds of trust, and statutory lending notices (Truth In Lending (TIL), etc.); the Deeds of Trust are recorded with the County Clerk/Recorder at the same time, and the request(s) for copy of Notice of Default are also recorded with the County Clerk/Recorder.

## **7.3 ESCROW PROCEDURES**

The escrow/title company shall review the escrow instruction provided by the Program lender and shall issue a California Land Title Association (CLTA) and the American Land Title Association (ALTA) after closing. The CLTA policy is issued to the homebuyer and protects them against failure of title based on public records and against such unrecorded risks as forgery of a deed. The ALTA is issued to each lender providing additional coverage for the physical aspects of the property as well as the homebuyer's title failure. These aspects include anything which can be determined by only physical inspection, such as correct survey lines; encroachments; mechanics liens; mining claims and water rights. The Program lender instructs the escrow/title company in the escrow instructions as to what may show on the policy; the amount of insurance on the policy (all liens should be covered) and the loss payee (each lender should be listed as a loss payee and receive an original ALTA).

## **8.0. SUBORDINATE FINANCING**

With today's high costs, in order for a low-income household to obtain a home, several funding sources might be required. Subordinate loans may be used to cover mortgage subsidy costs that exceed the Program maximum loan amount. All subordinate liens must have the payments deferred and the term must be for at least as long as the term of the Program loan.

## **9.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES**

The City may make amendments to these Participation Guidelines. Any changes shall be made in accordance with regulations and approved by the City's Loan Committee. Changes shall then be sent to HCD for approval.

### **9.1. DEFINITION OF EXCEPTION**

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

### **9.2. PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES**

A. The City or its agent may initiate consideration of an exception and prepare a

report. This report shall contain a narrative, including the City's recommended course of action and any written or verbal information supplied by the applicant.

- B. The City shall make a determination of the exception and the request can be presented to the City's loan committee and/or governing body for a decision.

#### **10.0. DISPUTE RESOLUTION AND APPEALS PROCEDURE**

Any applicant denied assistance from the Program has the right to appeal. The appeal must be in writing. The City has thirty (30) working days to review the appeal, seek recommendations from the loan committee and respond in writing to the applicant. If the applicant is not satisfied with the decision, a request for an appeal may be filed with the City's governing body. Final appeal must be filed in writing with HCD within one year after denial.

## ATTACHMENT A

### 24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

#### Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income: <ul style="list-style-type: none"> <li>• Qualify as assistance under the TANF program definition at 45 CFR 260.31; and</li> <li>• Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c).</li> </ul> If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: <ul style="list-style-type: none"> <li>• the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; <b>plus:</b></li> <li>• the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.</li> </ul>
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

#### Part 5 exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

General Category	(Last Modified: January 2005)
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).

3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-In Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> <li>a. Amounts received under training programs funded by HUD.</li> <li>b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).</li> <li>c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.</li> <li>d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.</li> <li>e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.</li> </ul>
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:</p> <ul style="list-style-type: none"> <li>▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977;</li> <li>▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);</li> <li>▶ Payments received under the Alaskan Native Claims Settlement Act;</li> <li>▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians;</li> <li>▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes;</li> <li>▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program.</li> <li>▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);</li> <li>▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted</li> </ul>



	<p>lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;</p> <ul style="list-style-type: none"> <li>▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs;</li> <li>▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);</li> <li>▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the <u>In Re Agent Orange</u> product liability litigation, M.D.L. No. 381 (E.D.N.Y.);</li> <li>▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;</li> <li>▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;</li> <li>▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).</li> <li>▶ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;</li> <li>▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990;</li> <li>▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;</li> <li>▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and</li> <li>▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.</li> </ul>
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## **ATTACHMENT B**

### **PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

#### **Inclusions**

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

#### **Exclusions**

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

## ATTACHMENT C

### INCOME LIMITS FOR LASSEN COUNTY\* (Limits are effective 2015)

<i>Number of Persons in Household</i>								
	1	2	3	4	5	6	7	8
80% of AMI	\$38,050	\$43,450	\$48,900	\$54,300	\$58,650	\$63,000	\$67,350	\$71,700

\* City will insert the limits for the county in which the Program is located, and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained, income limits is:  
<http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>

## **ATTACHMENT D**

### **LOAN SERVICING POLICIES AND PROCEDURES FOR City of Susanville**

The City of Susanville, hereafter called "Lender," has adopted these policies and procedures in order to preserve its financial interest in properties, whose "Borrowers" have been assisted with public funds. The Lender will to the greatest extent possible follow these policies and procedures, but each loan will be evaluated and handled on a case-by-case basis. The Lender has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the following areas: 1) making required monthly payments or voluntary payments on a loan's principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

#### **1. Loan Repayments:**

The Lender will collect monthly payments from those borrowers who are obligated to do so under Notes which are amortized promissory notes (or Lender will use a third party loan collection Company to collect payments). Late fees will be charged for payments received after the assigned monthly due date.

For Notes, which are deferred payment loans, the Lender must accept voluntary payments on the loan. Loan payments will be credited to principal. The borrower may repay the loan balance at any time with no penalty.

#### **2. Payment of Property Taxes and Insurance:**

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the Lender as loss payee in first position or additional insured if the loan is a junior lien. If borrower fails to maintain the necessary insurance, the Lender may take out force placed insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance with an endorsement naming the City as additional insured will be required at close of escrow. The lender will verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the lender may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan. Wherever possible, the Lender encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

### **3. Required Request for Notice of Default:**

When the Borrower's loan is in second position behind an existing first mortgage, it is the Lender's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Lender's loan. This document requires any senior lien holder listed in the notice to notify the lender of initiation of a foreclosure action. The Lender will then have time to contact the Borrower and assist them in bringing the first loan current, if possible. The Lender can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Lender is in a third position and receives notification of foreclosure from only one senior lien holder, it is in their best interest to contact any other senior lien holders regarding the status of their loans.

### **4. Annual Occupancy Restrictions and Certifications:**

On owner-occupant loans, the Lender will require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. Some loans may have income and housing cost evaluations, which require a household to document that they are not able to make amortized loan payments, typically every five years. These loan terms are incorporated in the original Note and Deed of Trust.

### **5. Required Noticing and Restrictions on Any Changes of Title or Occupancy:**

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Lender in writing of any change. Lender and borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low-income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the Lender. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Lender's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy the property and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the Lender's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner-occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Lender allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

## **6. Requests for Subordinations:**

When a Borrower wishes to refinance the property, they must request a subordination request to the Lender. The Lender will subordinate their loan only when there is no "cash out" as part of the refinance. No cash out means that there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate, and the total indebtedness on the property should not exceed the current market value.

Also, provisions of Section 5.0.B and 5.0.C of these guidelines still apply, which state that the loan must:

- a) Be fully amortized and have a fixed interest rate that does not exceed the current market rate, as established by an index identified in the most recent NOFA;
- b) Not have a temporary interest rate buy-down;
- c) Have a term "all due and payable" in no fewer than 30 years; and,
- d) Not have a balloon payment due before the maturity date of the Program loan.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the City of Susanville's Loan Committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Lender.

## **7. Process for Loan Foreclosure:**

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; 4) default on senior loans, the Lender will send out a letter to the Borrower notifying them of the default situation. If the default situation continues then the Lender may start a formal process of foreclosure.

When a senior lien holder starts a foreclosure process and the Lender is notified via a Request for Notice of Default, the Lender, who is the junior lien holder, may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount or payoff amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges and fees to date. Lender must confer with Borrower to determine if, upon paying the senior lien holder current, the Borrower can provide future payments. If this is the case then the Lender may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Lender determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lien holder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Lender does not have sufficient funds to pay the senior lien holder in full, then they may choose to cure the senior lien holder and foreclose on the property themselves. As long as there is sufficient value in the property, the Lender can afford to pay for the foreclosure process and pay off the senior lien holder and retain some or all of their investment.

If the Lender decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Lender fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Lender determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the Lender's lien may be eliminated due to insufficient sales proceeds.

### **Lender as Senior Lien holder**

When the Lender is first position as a senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Lender may consider foreclosure. Lender's staff will consider the following factors before initiating foreclosure:

1. Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
2. Can the Borrower refinance with a private lender and pay off the Lender?
3. Can the Borrower sell the property and pay off the Lender?
4. Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
5. Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Lender may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Lender to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Lender should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the Lender of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds

required from the owner to cancel foreclosure proceedings. The service will keep the Lender informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Lender could sell the home themselves under a homeowner program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Lender could contract with a local real estate broker to list and sell the home and use those funds for program income eligible uses.



**ATTACHMENT E**  
**SELLERS LEAD-BASED PAINT DISCLOSURE**  
**Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**  
**Lead Warning Statement**

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

**Seller's Disclosure**

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) \_\_\_\_\_ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) \_\_\_\_\_ Seller has provided the purchaser with all available records and reports pertaining to Lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) \_\_\_\_\_ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Purchaser's Acknowledgment (initial)**

(c) \_\_\_\_\_ Purchaser has received copies of all information listed above.

(d) \_\_\_\_\_ Purchaser has received the pamphlet Protect Your Family from Lead in Your Home.

(e) \_\_\_\_\_ Purchaser has (check (i) or (ii) below):

(i) \_\_\_\_\_ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) \_\_\_\_\_ waived the opportunity to conduct a risk assessment or inspection for the presence of Lead-based paint and/or lead-based paint hazards (NOT PERMISSIBLE FOR HOME AND CDBG).

**Agent's Acknowledgment (initial)**

(f) \_\_\_\_\_ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Seller	Date	Seller	Date
_____	_____	_____	_____
Purchaser	Date	Purchaser	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

## ATTACHMENT F

### Disclosure to Seller with Voluntary, Arm's Length Purchase Offer

#### DECLARATION

This is to inform you that \_\_\_\_\_ would like to purchase the property, located at \_\_\_\_\_, if a satisfactory agreement can be reached. We are prepared to pay \$\_\_\_\_\_ for a clear title to the property under conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the buyer, \_\_\_\_\_, thru the agency, \_\_\_\_\_ will not acquire your property. The buyer does not have the power of eminent domain to acquire your property by condemnation (i.e. eminent domain) and the agency/Sponsor \_\_\_\_\_ will not use the power of eminent domain to acquire the property.
2. The estimated fair market value of the property is \$\_\_\_\_\_ and was estimated by \_\_\_\_\_, to be finally determined by a professional appraiser prior to close of escrow.

Since the purchase would be a voluntary, arms length, transaction you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us at:

\_\_\_\_\_. If you have any questions about this matter, please contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Title

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

Form continues on next page with Seller's Acknowledgment

## Disclosure to Seller with Voluntary, Arm's Length Purchase Offer (Page 2)

### Acknowledgement

As the Seller I/we understand that the \_\_\_\_\_ will inspect the property for health and safety deficiencies. I/we also understand that public funds may be involved in this transaction and, as such, if the property was built before 1978, a lead-based paint disclosure must be signed by both the buyer and seller, and that a Visual Assessment will be conducted to determine the presence of deteriorated paint.

As the Seller, I/we understand that under the City's program, the property must be currently owner-occupied, vacant for three months at the time of submission of purchase offer, new (never occupied), or renter purchasing the unit. I/we hereby certify that the property is:

☐ Vacant at least 3 months; ☐ Owner-occupied; ☐ New; or ☐ Being Purchased by Occupant

*I/we hereby certify that I have read and understand this "Declaration" and ☐ a copy of said Notice was given to me prior to the offer to purchase. If received after presentation of the purchase offer, I/We choose ☐ to withdraw or ☐ not to withdraw, from the Purchase Agreement.*

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

## **ATTACHMENT G**

### **City of Susanville**

#### **INSTRUCTIONS TO HOMEOWNER**

- A. Participant works with lender of choice to obtain the primary lender's pre-qualification letter.
- B. After consultation with City regarding approved bedroom and bathroom maximums (always 3 bedrooms and 2 bathrooms unless extenuating circumstances justify more to be approved), participant works with real estate agent to select home. Program disclosures are reviewed with agent for presentation to seller.
- C. Participant selects home and enters into a purchase contract (contingent upon receiving Program loan approval). Lender provides the City with a copy of:
  - real estate sales contract
  - residential loan application and credit report
  - verified income documentation
  - disclosure statement
  - proof of personal funds for participation in program
  - breakdown of closing costs
  - structural pest control clearance
  - appraisal with photos and preliminary title report
- D. The City reviews paperwork to determine program eligibility and financing affordability for participant.
- E. The City staff meets with qualified applicant to provide information relative to the program requirements, the lending process, and homeownership responsibilities.
- F. The City has home inspected to document health & safety and code compliance. Notice of any deficiencies or needed corrections are given to participant's real estate agent, with recommended course of action.
- G. The City of Susanville's Loan Committee will review loan application and supporting documents, and if all documentation is in order approve loan. Following loan approval, the City prepares Deed of Trust, Promissory Note, Request for Notice of Default, Grant Agreement, Owner-Occupant Agreement with City and Escrow Instructions, and requests check and deposits same into escrow.
- H. Escrow company furnishes City with proof of documents to be recorded, and any escrow closeout information. After receipt of recorded loan documents, Final HUD-1, Insurance Loss Payee Certification and Final Title Insurance Policy () (City) closes out the loan file.

**ATTACHMENT H  
LEAD-BASED PAINT**

**VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM**

<b>Section 1: Background Information</b>			
Property Address: _____		No LBP found or LBP exempt <input type="checkbox"/>	
Select one:	Visual Assessment <input type="checkbox"/>	Presumption <input type="checkbox"/>	Hazard Reduction <input type="checkbox"/>

<b>Section 2: Visual Assessment.</b> Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed.	
Visual Assessment Date: _____	Report Date: _____
Check if no deteriorated paint found <input type="checkbox"/>	_____
Attachment A: Summary where deteriorated paint was found.  _____	

<b>Section 3: Notice of Presumption.</b> Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption.	
Date of Presumption Notice: _____	
Lead-based paint is presumed to be present <input type="checkbox"/> and/or Lead-based paint <i>hazards</i> are presumed to be present <input type="checkbox"/>	
Attachment B: Summary of Presumption:  _____	

<b>Section 4: Notice of Lead-Based Paint Hazard Reduction Activity.</b> Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed.	
Date of Hazard Reduction Notice: _____	
Initial Hazard Reduction Notice? Yes <input type="checkbox"/> No <input type="checkbox"/>	Start & Completion Dates: _____
If "No", dates of previous Hazard Reduction Activity Notices: _____	
Attachment C: Activity locations and types.  _____	
Attachment D: Location of building components with <u>lead-based paint remaining</u> in the rooms, spaces or areas where activities were conducted. _____	
Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities) _____	

<b>Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity</b>		
Printed Name: _____	Signature: _____	Date: _____

<b>Section 6: Contact Information</b>		Organization: _____
Contact Name: _____	Contact Signature: _____	
Date: _____	Address: _____	Phone: _____

## ATTACHMENT I

### Homeownership Assistance Program Lead Compliance Document Checklist

The following documents should be in each homeowner unit file to document compliance with the lead requirements:

Document Name	Purpose	✓
Lead Safe Housing Rule Screening Sheet	Documents exemptions	
Physical inspection form (HQS or equivalent)	Documents visual assessment results	
Seller Certification	Seller certifies that paint was stabilized by qualified workers and that safe work practices were followed during paint stabilization	
Clearance Report and Clearance Review Worksheet	Documents that unit passed clearance	
Disclosure Form	Documents that buyer received disclosure and pamphlet.	
Lead Hazard Reduction Notice	Documents that buyer received required lead hazard reduction notification.	

This was taken from the HUD Website at:

<http://www.hud.gov/offices/cpd/affordablehousing/training/leadsafe/usefulforms/index.cfm#crosscutting>

STANDARD CONTRACT LANGUAGE:  
ALL CONTRACTS AND SUBCONTRACTS

1. The Civil Rights, HCD, and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

2. Rehabilitation Act of 1973 and the "504 Coordinator"

The Grantee further agrees to implement the Rehabilitation Act of 1973, as amended, and its regulations, 24 CFR Part 8, including, but not limited to, for Grantees with 15 or more permanent full or part time employees, the local designation of a specific person charged with local enforcement of this Act, as the "504 Coordinator".

3. The Training, Employment and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:

- a) The grant activity to be performed under this Agreement is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u. Recipients, contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in 24 CFR 135.34(a)(2).
- b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c) The Grantee will include these Section 3 clauses in every contract and subcontract for Work in connection with the grant activity and will, at the direction of the State, take appropriate action pursuant to the contract or subcontract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- d) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the federal financial assistance provided to the project, binding upon the Grantee, its successors and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

4. Assurance of Compliance with Requirements Placed on Construction Contracts of \$10,000 or more

The Grantee hereby agrees to place in every contract and subcontract for construction exceeding \$10,000 the Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity (Executive Order 11246), the Standard Equal Employment Opportunity, and the Construction Contract Specifications. The Grantee furthermore agrees to insert the appropriate Goals and Timetables issued by the U.S. Department of Labor in such contracts and subcontracts.

5. State Nondiscrimination Clause:

a) During the performance of this contract, 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 (cancer), age (over 40) marital status, and denial of family care leave. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. Contractors and subcontractors shall comply with the provisions of the Housing Act (Government Code, Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7258 et seq.) The applicable regulations of the Fair Employment and Housing Commission implementing Government Regulations, are incorporated into this contract 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.

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

6. Labor Standards –Federal Labor Standards Provisions

The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of:

Davis-Bacon Act (40 USC 276a-276a-5) requires that workers receive no less than the prevailing wages being paid for similar work in their locality. Prevailing wages are computed by the Department of Labor and are issued in the form of Federal wage decisions for each classification of work. The law applies to most construction, alteration, or repair contracts over \$2,000.

Copeland “Anti-Kickback” Act (47 USC 276(c)) requires that workers be paid at least once a week without any deductions or rebates except permissible deductions.

Contract Work Hours and Safety Standards Act – CWHSSA (40USC 327-333) requires that workers receive “overtime” compensation at a rate of 1-1/2 times their regular hourly wage after they have worked 40 hours in one week.

Title 29, Code of Federal Regulations, Subtitle A, Parts 1, 3 and 5 are the regulations and procedures issued by the Secretary of Labor for the administration and enforcement of the Davis-Bacon Act, as amended.



## NOTICE TO OWNER

"Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

**TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:**

- (1) Require that your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damages up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such bonding, it may indicate his or her financial incapacity.
- (2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Funding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should include the addendum approved by the registrar.
- (3) Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons or entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property; therefore, you need to protect yourself. This will help to insure that all person due are actually paid.
- (4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. The statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationery stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers that you obtain releases from are those persons or entities who have filed preliminary notices with you. If you are not certain of the material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by the individuals, the person signing these releases lose the right to file a mechanics' lien

claim against your property. In other types of construction, this protection may still be important, but may not be as complete.

To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property."

**Read and acknowledged:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

## ATTACHMENT I

CITY OF SUSANVILLE

### CONSTRUCTION PAYMENT REQUEST # \_\_\_\_\_

Date \_\_\_\_\_

Participant \_\_\_\_\_ Project \_\_\_\_\_ Job  
# \_\_\_\_\_

Project Address \_\_\_\_\_  
\_\_\_\_\_

Total Contract Amount \$ \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ Construction  
Supervisor: \_\_\_\_\_

#### Items Completed:

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

I request payment for work in progress on the above property. I certify that the work itemized above has been completed as of this date.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

*NOTE: Ten percent (10%) of the total contract amount (including all change orders) will be retained by City of ADD NAME until 35 days after Notice of Completion is recorded.*

The items listed above have been completed satisfactorily.

\_\_\_\_\_  
Please release payment to Contractor as requested (or amended). OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

APPROVED FOR PAYMENT: \_\_\_\_\_

City Building Inspector

☐ Mail

☐ Pick-up

DATE

NOTES:

—

—

—

**DISTRIBUTION: WHITE:** City Building Department   **YELLOW:** Owner   **PINK:** Contractor   **GOLDENROD:** Supervisor

AGENDA ITEM NO. 7B

Reviewed by: JH City Administrator  
                         City Attorney

       Motion only  
  X   Public Hearing  
       Resolution  
       Ordinance  
       Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** 2015 State Department of Housing and Community Development CDBG Program Activities

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

**SUMMARY:** The purpose of this Public Hearing is to have an open discussion with the City Council and the community about the funding opportunities available through the Community Development Block Grant (CDBG) Program. The Program is a federal program and, for small (less than 50,000 people) communities like the City of Susanville, it is administered through the State.

The primary objectives of the program are to benefit low to moderate income individuals and address issues related to slums or blight. Over the years, the City has used the funds for various programs and projects. Program funds typically come in three forms: Program Income, awarded through NOFA or Over-the-Counter loans.

Based on past discussions with the community and Council, the City has focused on the following programs and projects:

1. Partnering with the County to provide Microenterprise and Small Business Assistance Loans to City businesses
2. Restarting the Homeownership Assistance and Rehabilitation Programs by updating guidelines and applying for Program Activity Waivers to use Program Income
3. Applying for additional funds for Homeownership Assistance and Rehabilitation Programs and new funds for Public Facilities and Planning and Technical Assistance

On February 20, 2015 staff had the opportunity to meet with Thomas Brandeberry, the CDBG Section Chief, to discuss the CDBG program structure and opportunities for Community and Economic Development in the City. After receiving this insight, staff is proposing that we consider changing item 3 and adding a fourth item to our implementation plan and tailoring our approach to maximize community benefit.

We are proposing that item 3 be changed as follows:

"Create a comprehensive list of eligible projects and identify specific neighborhoods that are presumed to meet the income eligibility requirement and perform the necessary income surveys. Select priority projects and apply for project funding through the 2016 Super Notice of Funding Availability (NOFA)".

4. Identify specific business entities and owners of blighted buildings and sponsor the application or Over-the-Counter Loans

We are making this recommendation due to changes in the way income data is collected nationally. The City is not currently eligible to apply for capital or infrastructure projects that benefit the entire community because we don't meet the community wide income thresholds. By identifying specific income eligible neighborhoods, we can identify multiple projects in target areas that will have the ability to indirectly benefit the community at large. A large component of this approach will be educating the public of the benefits and to have the necessary participation in the income surveys.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Direction to staff.

**ATTACHMENTS:** None.

Reviewed by:    City Administrator  
   City Attorney

  X   Motion only  
   Public Hearing  
   Resolution  
   Ordinance  
   Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** 26th Annual Susan River Junior Fishing Derby: April 18, 2015

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

**SUMMARY:** The Lassen Sportsmen's Club has been sponsoring the Annual Susan River Junior Fishing Derby for the past 26 years. Through the years, this has developed into one of the best family events offered in the community.

The Lassen Sportsmen's Club has once again asked the City of Susanville to co-sponsor the Derby. In years past, the City has offered Memorial Park as the staging area for the event and assisted with the printing of forms and participant numbers. Parks Superintendent Darrell Campbell will be working with the Sportsmen's Club to set up 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 13, 2015, the balance in the fund is \$481.93.

**FISCAL IMPACT:** Staff time in support of the event.

**ACTION REQUESTED:** Motion to co-sponsor the 26th Annual Susan River Junior Fishing Derby on April 18, 2015, waive park reservation fees and to distribute Recreation Round-up funds upon request.

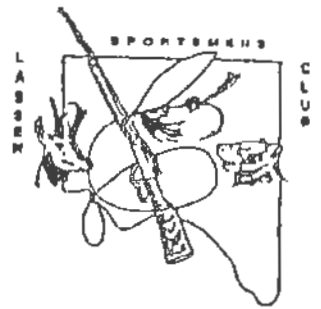
**ATTACHMENTS:** Letter of request from Lassen Sportsmens Club.



## Lassen Sportsmens Club

738 PLUMAS ST ■ SUSANVILLE, CA 96130  
(530) 257-3794

*"Dedicated to secure and maintain the rights  
of sportsmen and preserving wildlife"*



March 12, 2015

Susanville City Council  
Attn: Mayor Brian Wilson  
66 N Lassen St  
Susanville, CA 96130

Dear Mayor Wilson and Council Members:

The Lassen Sportsmens Club will once again be holding the 26th Annual Junior Fishing Derby on Saturday, April 18th, 2015 at Memorial Park. We would like to invite you and the County of Lassen to officially co-Sponsor this event. As part of that sponsorship we would request that the City waive the use fee at Memorial Park for the staging of the event. Additionally, we would request the City to provide insurance coverage for the event as well.

In the past the City has provided from the Recreation Round-up Fund an allocation to support the derby. The budget of the Derby is approximately \$5,000 each year, with more than \$3,000 of that amount going towards the purchase of the fish. If the city, through the Round-up fund or other funds, were able to allocate \$1,000 towards the derby, it would be greatly appreciated. The balance of the funds have come from the county and from the local businesses and local organizations.

If you have any question please feel free to call me at any time at 530-251-6828.

Sincerely,

JIM CHAPMAN, Secretary  
Lassen Sportsmens Club



AGENDA ITEM NO. 9B

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

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

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Approving and authorizing the Mayor to execute agreement with Tammy Wheeler for Golf Course Concessions

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

**SUMMARY:** Staff is proposing the attached concession agreement with Tammy Wheeler to operate the Diamond Mountain Golf Course Bar and Grill for the 2015 golf season.

**FISCAL IMPACT:** \$16,000

**ACTION REQUESTED:** Motion to approve and authorize the Mayor to execute agreement with Tammy Wheeler for Golf Course Restaurant

**ATTACHMENTS:** Agreement for Concession Services

# Diamond Mountain Bar and Grill Concession Agreement

This AGREEMENT, is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2015, by and between the CITY OF SUSANVILLE a municipal corporation, (hereinafter referred to as the "City"), and TAMMY WHEELER a private and self-employed individual (hereinafter referred to as the "Operator").

## **I. Concession Granted**

The City accepts the Operator's proposal that she be given the exclusive right to operate all food and beverage concessions at the at the Diamond Mountain Golf Course Bar and Grill located at 470-835 Circle Drive, Susanville and as shown in "Exhibit A" including the operation of a mobile concession cart on the Golf Course. The Operator shall also have the exclusive right to sell concessions for all tournaments and events held at the Golf Course. At the request of the tournament / event organizers, alcoholic beverage prices may be increased during the event with the increased margin being provided to the event organizers. This agreement shall not include non-golf course related events which have occurred from time to time at Lake Emerson and catering associated with the rental of the Old Club House located on Wingfield Road. If the Operator is requested, and agrees to provide concession services for an event at the Old Club House, such concessions will be bound by the terms of this agreement. This agreement does not permit the Operator to operate any other type of business from the premises. Operator shall not place or cause to be placed, any equipment or other furniture or fixtures upon the premises without prior consent of the City. Operator shall not incur any liability on behalf of the City.

## **II. Operator Contractual Duties**

1. Bar and Grill shall be open as needed 7 days per week during the golf season (typically between March 31<sup>st</sup> and November 30<sup>th</sup>) with extended hours at the Operator's discretion with operations after 9 pm requiring City approval due to the residential character of the surrounding neighborhood.
2. City accepts Operator's proposal that she shall be responsible for coordinating the preparation of continental breakfast style concessions to be available at the pro shop prior to course opening.
3. City accepts Operator's proposal that she is obtaining and during the life of this Agreement, will maintain a Type 47 License from the California Department of

Alcoholic Beverage Control. City also accepts Operator's proposal that said licenses shall be surrendered and transferred free of charge to any subsequent operator.

4. City accepts Operator's proposal that Operator will be responsible for coordinating day to day concession operations with a contribution of at least forty direct service hours per week and that Operator will prepare marketing and advertising materials, provide food handling and customer service training to all Bar and Grill staff and that Operator will schedule, plan and cater special events and tournaments. City also accepts Operator's proposal that she will perform daily close of operations including accounting for all sales in accordance with city policies. Operator understands that City cannot accept her proposal for this contract concession without Operator assisting City in the following of accepted municipal accounting practices.
5. City accepts Operator's proposal that her operations will involve obtaining all appropriate permits and licenses during the course of operation of the concession.
6. City accepts Operator's proposal that she will maintain complete list of menu items including price and that all pricing shall be based on providing a value product at a price comparable to area restaurants and golf course concessions.
7. City accepts Operator's proposal that she will order and maintain appropriate product inventories and a process of tracking inventories on a monthly basis.
8. City accepts Operator's proposal that she will maintain the facilities, including restrooms in a safe and sanitary manner and ensure that any conditions that are hazardous or potentially dangerous are promptly brought to the attention of the City Administrator or designee.
9. City accepts Operator's proposal that she shall not permit any illegal activities to be conducted upon the premises and shall remove or have removed any individual that is conducting themselves in a disorderly or inappropriate manner, calling upon the assistance of peace officers if necessary to assist in maintaining peaceful conditions.
10. City accepts Operator's proposal that staff supplied by the Operator shall be hired in compliance with all appropriate labor laws and due to the fact that Operator is an independent contractor will sign an acknowledgement of their employment by Operator upon their employment by Operator.

11. City accepts Operator's representation that she will be solely responsible for payment of all Self Employment taxes based upon the contract payments from City as hereinafter outlined.

### **III. City Duties Under Agreement**

1. Provide restaurant facilities including basic supplies, materials and equipment needed for operation upon execution of this agreement based upon Operator's inspection of the premises. City will provide the funds and purchase approved items, restaurant equipment, materials, supplies and food and non-alcoholic beverage inventories. All such items shall remain the property of the City.
2. Maintain all utilities, licenses, insurances, taxes and other expenses associated with the facilities.
3. At the operators request provide additional staff to assist during peak operating times.

### **IV. Term**

This AGREEMENT shall commence upon execution and shall continue until December 31, 2015. Any extension will require the approval of the City and the Operator.

### **V. Payment**

In return for these services City shall compensate Operator \$16,000 in U.S currency to be paid in \$2,000 monthly increments beginning in April 2015 with the final payment in November 2015. In addition to this compensation the Operator will be entitled to 50 percent of the net proceeds for all concession activities. Net proceeds shall mean the profit after the deduction of all direct concession operating costs including but not limited to inventory, supplies, material, staffing, utilities, insurance and licensing costs but shall not include liquor license costs, purchase or sale of alcohol or receipts therefrom, restaurant fixtures/equipment or Operator compensation (\$16,000) listed above. At the end of each month the operating costs shall be calculated. When a net profit is identified the City shall compensate the Operator on or before December 31, 2015. If a dispute arises in connection with this calculation the City Administrator shall review and settle the dispute.

**VI. Business and Operating Records**

Operator shall make available any and all concession related records to the City and or its auditors and shall keep all records in a form prescribed by the City.

**VII. Termination of Agreement**

This Agreement is terminable upon thirty (30) days written notice by either party. Upon termination Operator shall surrender to City all keys, equipment and property of City that may be in her possession or the possession of her agents.

**VIII. Hold Harmless Clause**

Operator agrees to protect, indemnify and save City from and against any and all liability to third parties resulting from Operator's activities on the premises.

**IX. Insurance**

Operator represents that she has or will obtain during the period of this Agreement public liability and property damage insurance issued by an insurance company acceptable to City and insuring City against loss or liability caused by or connected with Operator's activities under this Agreement in the amount of \$1,000,000 for injury or death of one or more persons and \$1,000,000 for damage or destruction of any property of others. Premium for coverage will be paid by the City and included as a direct concession operating cost as defined in Section V.

**X. No Assignment**

This Concession Agreement is based upon the personal qualifications that Operator has offered City and City's trust in Operator and therefore may not be assigned by Operator to anyone.

**XI. Sole Agreement**

This Agreement is the sole and only Agreement between Operator and City. Any disputes regarding the interpretation of this Agreement or resolution of disputes arising from this Agreement shall be presented for resolution to the City Administrator and Operator.

**XII. Attorney Fees**

If resolution by the City Administrator fails and any litigation is commenced between the parties litigation shall be limited to binding arbitration with an agreeable arbitrator and the prevailing party shall be entitled to an award of attorney fees.

### **XIII. Notices**

Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Agreement to be served or given to either party shall be in writing and shall be deemed duly served and given when personally delivered by either party to whom they are directed, or in lieu of personal service, when deposited in the United States mail, first class postage prepaid and addressed as follows:

To City:

City Of Susanville  
66 North Lassen Street  
Susanville, CA 96130

To Operator:

Tammy Wheeler  
699-240 Eagle Drive  
Susanville, CA 96130

Executed on \_\_\_\_\_, 2015 at Susanville, Lassen County, California.

CITY OF SUSANVILLE

OPERATOR

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

\_\_\_\_\_  
Tammy Wheeler

ATTEST:

CITY ATTORNEY

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

\_\_\_\_\_

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

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

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5144** Authorizing the City Administrator to sign grant submittal authorization request from the Lassen Regional Solid Waste Management Authority for Application of Grants administered by the California Integrated Waste Management Board (Tire Grant Application)

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

**SUMMARY:** The Lassen Regional Solid Waste Management Authority (LRSWMA) has requested the support of the City of Susanville in their application for funding through the California Integrated Waste Management Board (CIWMB) for a Waste Tire Cleanup and Amnesty Event Grant Program. LRSWMA staff is proposing to hold as many as nine events in six locations throughout the County. Four of the nine events are proposed to be held at the Bass Hill Landfill. The events allow for Susanville residents to dispose of up to nine car or light truck tires at no charge, saving residents a minimum of \$36.00 up to \$180.00.

The CIWMB requires that the City and County authorize the LRSWMA, by resolution, to apply for and administer the grant. The authorization is valid for a five-year period from March 18, 2015 through March 18, 2010.

**FISCAL IMPACT:** None.

**ACTION**

**REQUESTED:** Motion to approve **Resolution No. 15-5144** authorizing the Lassen Regional Solid Waste Management Authority for application of Grants administered by the California Integrated Waste Management Board and authorizing the City Administrator to sign the authorization.

**ATTACHMENTS:** Resolution No. 15-5144

**RESOLUTION NO. 15-5144**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING THE CITY ADMINISTRATOR TO SIGN GRANT SUBMITTAL**  
**AUTHORIZATION REQUEST FROM THE LASSEN REGIONAL SOLID WASTE**  
**MANAGEMENT AUTHORITY FOR APPLICATION OF GRANTS ADMINISTERED**  
**BY THE CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD**

**WHEREAS**, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority the CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CIWMB Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of Grant Applications and designation of the agency and job title of the individual authorized to execute all Grant documents on behalf of the City of Susanville; and

**WHEREAS**, if awarded, the Lassen Regional Solid Waste Management Authority, on behalf of the City of Susanville, will enter into a Grants Agreement with the CIWMB for implementation of said Grants.

**NOW, THEREFORE, BE IT RESOLVED**

1. That the City Council of the City of Susanville authorizes the submittal of application to the CIWMB for all grants for which the Lassen Regional Solid Waste Management Authority is eligible.
2. That the City Administrator is authorized to execute all documents on behalf of the City Council.
3. That this authorization is effective for a five year period from March 18, 2015 through March 18, 2020; and
4. That the Manager of the Lassen Regional Solid Waste Management Authority, or his/her designee, is hereby authorized and empowered to prepare in the name of the City of Susanville all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

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

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



The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of March 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

---

Gwenna MacDonald, City Clerk

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

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

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

**Submitted by:** Kristin Shepard, Administrative Specialist

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Resolution No. 15-5145 authorizing Lassen Family Services to place approximately 42 teal Sexual Assault Awareness ribbons and 42 blue Child Abuse Prevention ribbons on street light posts along Main Street (State Route 36) from Roop Street to Riverside Drive from April 1, 2015, through April 30, 2015.

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

**SUMMARY:** Lassen Family Services is requesting authorization to place approximately 42 teal Sexual Assault Awareness ribbons and 42 blue Child Abuse Prevention ribbons on street light posts along Main Street (State Route 36) from Roop Street to Riverside Drive from April 1, 2015, through April 30, 2015. The ribbons will be placed by employees of Lassen Family Services.

As the street light posts are in the state right-of-way, a State Encroachment Permit application is required.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Resolution No. 15-5145 approving Lassen Family Services to place approximately 42 teal Sexual Assault Awareness ribbons and 42 blue Child Abuse Prevention ribbons on street light posts along Main Street (State Route 36) from Roop Street to Riverside Drive from April 1, 2015, through April 30, 2015.

**ATTACHMENTS:** Resolution No. 15-5145  
Letter of request submitted by Lassen Family Services, Inc.  
Caltrans Encroachment Permit Application

**RESOLUTION NO 15-5145**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
AUTHORIZING LASSEN FAMILY SERVICES, INC. TO HANG TEAL SEXUAL  
ASSAULT AWARENESS RIBBONS AND BLUE CHILD ABUSE PREVENTION  
RIBBONS ON STREET LIGHT POLES ALONG MAIN STREET (STATE HIGHWAY 36)  
FROM ROOP STREET TO RIVERSIDE DRIVE FROM APRIL 1, 2015, THROUGH  
APRIL 30, 2015.**

**WHEREAS**, Lassen Family Services, Inc. is celebrating April as Sexual Assault Awareness Month and Child Abuse Prevention Month; and

**WHEREAS**, Lassen Family Services, Inc. is requesting authorization to place approximately 42 teal Sexual Assault Awareness ribbons and 42 blue Child Abuse Prevention ribbons on street light poles along Main Street (State Highway 36) from Roop Street to Riverside Drive; and

**WHEREAS**, Lassen Family Services, Inc. wishes to hang the ribbons from April 1, 2015, through April 30, 2015; and

**WHEREAS**, the street light posts are in Caltrans' right-of-way and so requires an encroachment permit from Caltrans.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville as follows: that Lassen Family Services, Inc. is authorized to place approximately 42 teal Sexual Assault Awareness ribbons and 42 blue Child Abuse Prevention ribbons on street light posts along Main Street (State Highway 36) from Roop Street to Riverside Drive from April 1, 2015, through April 30, 2015.

**BE IT FURTHER RESOLVED** that the ribbons will be placed and removed by Lassen Family Services, Inc. employees.

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

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

The foregoing **Resolution No. 15-5145** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of March, 2015, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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



## LASSEN FAMILY SERVICES

**P.H.A.S.E. into Empowerment**

P.O. Box 710 • 1306 Riverside Drive • Susanville, CA 96130

March 6, 2015

City of Susanville  
Department of Public Works  
720 South Street  
Susanville, CA 96130

Re: Letter of Intent  
Request for Encroachment Permit

Dear City of Susanville,

This is a request for permission for an Encroachment Permit to display 42 teal and 42 blue colored ribbons on Main Street to bring community awareness to Sexual Assault Awareness Month and Child Abuse Prevention Month in April.

The above mentioned items will be hung on the light poles that line Main Street, from S. Roop Street to Riverside Drive. The ribbons are approximately 9" across and 9" in height and will be hung on April 1, 2014 and taken down on April 30, 2014.

Lassen Family Services, Inc. thanks you for your continued support.

Sincerely,

Ashley Fisher  
Executive Assistant

**Crisis  
Line**  
24 Hours

**Domestic  
Violence  
Assistance  
Program**

**Sexual  
Assault  
Rape  
Crisis**

**Child  
Abuse  
Treatment  
CHAT**

**Court  
Appointed  
Special  
Advocates**



Crisis Line (530) 257-5004 • Toll Free 1-888-289-5004 • Office (530) 257-4599 • Fax (530) 257-4205  
Admin. (530) 257-5459 • Fax (530) 257-5490  
[www.lassenfamilyservices.org](http://www.lassenfamilyservices.org)

**STANDARD ENCROACHMENT PERMIT APPLICATION**

TR-0100 (REV. 07/2007)

PERMIT NO. \_\_\_\_\_

22. Will this proposed project require the disturbance of soil?

☐ YES ☒ NOIf "YES", estimate the area within State Highway right-of-way in square feet AND acres: \_\_\_\_\_ (ft<sup>2</sup>) AND \_\_\_\_\_ (acres)estimate the area outside of State Highway right-of-way in square feet AND acres: \_\_\_\_\_ (ft<sup>2</sup>) AND \_\_\_\_\_ (acres)

23. Will this proposed project require dewatering?

☐ YES ☒ NO

If "YES", estimate total gallons AND gallons/month: \_\_\_\_\_ (gallons) AND \_\_\_\_\_ (gallons/month)

SOURCE: ☐ STORM WATER ☐ NON-STORM WATER(\*See Caltrans SWMP for definitions of non-storm water discharge: <http://www.dot.ca.gov/hq/env/stormwater/index.htm> )

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?

☐ Storm Drain System ☐ Combined Sewer / Storm System ☐ Storm Water Retention Basin☐ Other (explain): \_\_\_\_\_**PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.**

*The applicant, understands and herein agrees that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with Caltrans rules and regulations subject to inspection and approval.*

*The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit and the placement and subsequent operation and maintenance of said encroachment for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnitees, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnitees. The Applicant, however, shall not be obligated to indemnify Indemnitees for Claims arising from the sole negligence and willful misconduct of State, its officers, directors, agents or employees.*

*An encroachment permit is not a property right and does not transfer with the property to a new owner*

**DISCHARGES OF STORM WATER AND NON-STORM WATER:** Work within State Highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department of Transportation (Department), to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Department's NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:

<http://www.dot.ca.gov/hq/construc/stormwater>

25. NAME of APPLICANT or ORGANIZATION (Print or Type)

City of Susanville

E-MAIL ADDRESS

kshepard@cityofsusanville.org

ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)

66 North Lassen St., Susanville, CA 96130

PHONE NUMBER

(530) 257-1041

FAX NUMBER

(530) 257-1057

26. NAME of AUTHORIZED AGENT / ENGINEER (Print or Type)

Dan Newton

IS LETTER OF AUTHORIZATION ATTACHED?

☐ YES ☐ NO

E-MAIL ADDRESS

dnewton@cityofsusanville.org

ADDRESS of AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)

720 South St., Susanville, CA 96130

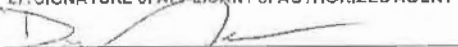
PHONE NUMBER

(530) 257-1041

FAX NUMBER

(530) 257-1057

27. SIGNATURE of APPLICANT or AUTHORIZED AGENT



28. PRINT OR TYPE NAME

Dan Newton

29. TITLE

Public Works Director

30. DATE

3/10/15

**STANDARD ENCROACHMENT PERMIT APPLICATION**

TR-0100 (REV. 07/2007)

PERMIT NO. \_\_\_\_\_

WORK ORDER/REFERENCE NUMBER \_\_\_\_\_

**FEE CALCULATION -- FOR CALTRANS USE**

☐ CASH    ☐ CREDIT CARD    NAME ON CARD \_\_\_\_\_    PHONE NUMBER \_\_\_\_\_  
☐ CHECK    NUMBER \_\_\_\_\_    NAME ON CHECK \_\_\_\_\_    PHONE NUMBER \_\_\_\_\_  
☐ EXEMPT    ☐ PROJECT CODE \_\_\_\_\_    ☐ DEFERRED BILLING (Utility)

CALCULATED BY	(1)		(2)		
<b>REVIEW</b>	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
<b>INSPECTION</b>	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
<b>FIELDWORK</b>					
_____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
<b>EQUIPMENT &amp; MATERIALS</b>	DEPOSIT	DATE	DEPOSIT	DATE	DEPOSIT
	\$ _____		\$ _____		\$ _____
<b>CASH DEPOSIT IN LIEU OF BOND</b>	\$ _____		\$ _____		\$ _____
<b>TOTAL COLLECTED</b>	\$ _____		\$ _____		
<b>CASHIER'S INITIALS</b>	_____		_____		\$ _____
* The Standard Hourly Rate is set annually by HQ Encroachment Permits. District Office staff do not have authority to modify this rate.					
<b>PERFORMANCE BOND</b>	<input type="checkbox"/>	DATE		AMOUNT \$	
<b>PAYMENT BOND</b>	<input type="checkbox"/>	DATE		AMOUNT \$	
<b>LIABILITY INSURANCE REQUIRED?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		AMOUNT \$		

PERMIT NO.

**INSTRUCTIONS**  
for completing page 4

This page needs to be completed when the proposed project DOES NOT involve a City, County or other public agency.

Your answers to these questions will assist departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within the State highway right-of-way and to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies and in some cases this may be costly and time-consuming. If possible, attach photographs of the location of the proposed project.

Please answer these questions to the best of your ability. Provide a description of any "YES" answers (type, name, number, etc.)

1. Will any existing vegetation and/or landscaping within the highway right-of-way be disturbed?  
NO
2. Are there waterways (e.g. river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or highway right-of-way? NO
3. Is the proposed project located within five miles of the coast line?  
NO
4. Will the proposed project generate construction noise levels greater than 85 dBA (e.g. jack-hammering, pile driving)?  
NO
5. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?  
NO
6. Are there any recreational trails or paths within the limits of the proposed project or highway right-of-way?  
NO
7. Will the proposed project impact any structures, buildings, rail lines, or bridges within highway right-of-way?  
NO
8. Will the proposed project impact access to any businesses or residences?  
NO
9. Will the proposed project impact any existing public utilities or public services?  
NO
10. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks, or overcrossings?  
NO
11. Will new lighting be constructed within or adjacent to highway right-of-way?  
NO

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

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

**Submitted by:** Kristin Shepard, Administrative Specialist

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5146** approving the second annual Walk a Mile in Their Shoes and Chili Cook Off event scheduled for Saturday, April 25, 2015, sponsored by Lassen Family Services; authorizing a fee waiver to Lassen Family Services in the amount of \$270 for the use of Memorial Park and the Community Center; and authorizing closure of 1) North Weatherlow Street from Main Street to North Street 2) North Street from North Weatherlow Street to Grand Avenue, and 3) Grand Avenue from North Street to Main Street on Saturday, April 25, 2015, from 10:15 a.m. to 11:30 a.m. to general vehicle traffic except emergency vehicles.

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

**SUMMARY:** Lassen Family Services is sponsoring their second annual Walk a Mile in Their Shoes and Chili Cook Off event scheduled for Saturday, April 25, 2015. They have requested approval for the following road closures: 1) North Weatherlow Street from Main Street to North Street 2) North Street from North Weatherlow Street to Grand Avenue, and 3) Grand Avenue from North Street to Main Street on Saturday, April 25, 2015, from 10:15 a.m. to 11:30 a.m. to general vehicle traffic except emergency vehicles. Lassen Family Services will notify impacted businesses of the closures.

Lassen Family Services has requested a fee waiver for the use of Memorial Park (\$106) and the Community Center (\$164) on April 25, 2015, totaling a fee waiver of \$270.

**FISCAL IMPACT:**

Walk a Mile in Their Shoes and Chili Cook Off Event  
 Public Works Dept. (3 Public Works employees) \$ 474  
 Police Dept. (3 patrol staff) \$ 378  
 TOTAL ESTIMATED COST \$ 852

**ACTION REQUESTED:** Motion to adopt Resolution No. 15-5146 approving the second annual Walk a Mile in Their Shoes and Chili Cook Off event scheduled for Saturday, April 25, 2015, sponsored by Lassen Family Services; authorizing a fee waiver in the amount of \$270 to Lassen Family Services for the use of Memorial Park and the Community Center; and authorizing closure of 1) North Weatherlow Street from Main Street to North Street 2) North Street from North Weatherlow Street to Grand Avenue, and 3) Grand Avenue from North Street to Main Street on Saturday, April 25, 2015, from 10:15 a.m. to 11:30 a.m. to general vehicle traffic except emergency vehicles.

**ATTACHMENTS:** Resolution Number 15-5146  
 Letter of request submitted by Lassen Family Services, Inc.



**RESOLUTION NUMBER 15-5146**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE  
APPROVING THE SECOND ANNUAL WALK A MILE IN THEIR SHOES AND CHILI  
COOK OFF EVENT SCHEDULED FOR SATURDAY, APRIL 25, 2015, SPONSORED  
BY LASSEN FAMILY SERVICES; AUTHORIZING A FEE WAIVER TO LASSEN  
FAMILY SERVICES IN THE AMOUNT OF \$270 FOR THE USE OF MEMORIAL PARK  
AND THE COMMUNITY CENTER; APPROVING CLOSURE OF NORTH  
WEATHERLOW STREET FROM MAIN STREET TO NORTH STREET, NORTH  
STREET FROM NORTH WEATHERLOW TO GRAND AVENUE, AND GRAND  
AVENUE FROM NORTH STREET TO MAIN STREET ON SATURDAY, APRIL 25,  
2015, FROM 10:15 A.M. TO 11:30 A.M.**

**WHEREAS**, Lassen Family Services is sponsoring their second annual Walk a Mile in Their Shoes and Chili Cook Off event schedule for April 25, 2015 from 10:00 a.m. to 2:00 p.m.; and

**WHEREAS**, the Walk a Mile in Their Shoes and Chili Cook Off event is a benefit to the City of Susanville; and

**WHEREAS**, Lassen Family Services has requested a fee waiver in the amount of \$270 for the use of Memorial Park and the Community Center for April 25, 2015; and

**WHEREAS**, Lassen Family Services has request closure of 1) North Weatherlow Street from Main Street to North Street 2) North Street from North Weatherlow Street to Grand Avenue, and 3) Grand Avenue from North Street to Main Street on Saturday, April 25, 2015, from 10:15 a.m. to 11:30 a.m. to general vehicle traffic except emergency vehicles.

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

- 1) That the second annual Walk a Mile in Their Shoes and Chili Cook Off event is approved and supported by the City of Susanville.
- 2) That the fee of \$270 for the use of Memorial Park and the Community Center on April 25, 2015, is waived for Lassen Family Services.
- 3) That the closure of N. Weatherlow Street from Main Street to North Street; North Street from North Weatherlow Street to Grand Avenue; and Grand Avenue from North Street to Main Street on Saturday, April 25, 2015, from 10:15 a.m. to 11:30 a.m. to general vehicle traffic except emergency vehicles is authorized.

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

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

The foregoing **Resolution No. 15-5146** was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18th day of March, 2015, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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



## LASSEN FAMILY SERVICES

**P.H.A.S.E. into Empowerment**

P.O. Box 710 • 1306 Riverside Drive • Susanville, CA 96130

March 9, 2015

City of Susanville  
Department of Public Works  
720 South Street  
Susanville, CA 96130

Re: Request for Fee Waiver for Lassen Family Services

Dear City of Susanville,

On April 25, 2015, Lassen Family Services will be hosting the Walk a Mile in Their Shoes and Chili Cook Off event. The event is centered around outreach and not fundraising. All event activities are completely free to the public. The theme of the event is Engaging Communities, Empowering Victims. We will be holding the Opening Ceremonies at the Susanville Community Center at 10:00 a.m. After the walk, the public is invited to visit informational booths and participate in the chili cook-off at Memorial Park. Tomm Williams Sound will be providing sound for the event including music and microphones for invited speakers.

Lassen Family Services would like to request the waiver of the \$106 fee for the use of Memorial Park, the \$164 fee for the use of the Community Center, and the \$100 deposit required for the use of the Community Center.

Thank you for your consideration. Lassen Family Services, Inc. thanks you for your continued support.

Sincerely,

Ashley Fisher  
Executive Assistant

/af

**Crisis  
Line**  
24 Hours

**Domestic  
Violence  
Assistance  
Program**

**Sexual  
Assault  
Rape  
Crisis**

**Child  
Abuse  
Treatment  
CHAT**

**Court  
Appointed  
Special  
Advocates**



Crisis Line (530) 257-5004 • Toll Free 1-888-289-5004 • Office (530) 257-4599 • Fax (530) 257-4205  
Admin. (530) 257-5459 • Fax (530) 257-5490  
[www.lassenfamilyservices.org](http://www.lassenfamilyservices.org)

Reviewed by: JGH City Administrator  
       City Attorney

       Motion only  
       Public Hearing  
       Resolution  
       Ordinance  
       Information

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5147** authorizing the City Administrator to execute a contract for fiber optic internet services with Plumas Sierra Telecommunications Service

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

**ANALYSIS:** The City is in need of a reliable high speed internet connection as a result of improvements in available technology. Staff is proposing to contract with Plumas-Sierra Telecommunications for a 40 MB download and 40 MB upload speed internet connection. The City was able to consolidate the existing T1 line and high speed internet with a cost savings of \$1135.00 to a connection that is significantly faster with the necessary upload speeds, to continue accurate and efficient service to the City's customers. Fiber internet is less expensive in the long run and is setting the City up for their future needs. Fiber optics will cost less to maintain, have less downtime and requires less networking hardware.

The proposed 36-month contract with Plumas-Sierra Telecommunications provides for a 40x40mb Service. In addition to the Master Service Agreement (Exhibit B) which provides general terms, conditions and a framework within which the City may from time to time purchase certain telecommunications. The Service Schedule (Exhibit C) for internet access service outlines that Plumas Sierra Telecommunications will provide a connection with a Bandwidth Profile that supports maximum data throughput. The Broadband Facilities Pass Through Agreement (Exhibit D) grants non-exclusive right to gain access in, over and under City Hall, with Plumas Sierra Telecommunications providing the City with reasonable advance notice of its intention to enter the Property. The term of Pass through Agreement shall be for an initial term of ten years and will be automatically renewed for three additional ten year terms.

**FISCAL IMPACT:** \$868.00 monthly from the Administrative Services Budget

**ACTION REQUESTED:** Motion to approve Resolution No. 15-5147 authorizing the City Administrator to execute a contract for fiber optic internet services with Plumas Sierra Telecommunications Service

**ATTACHMENTS:** Resolution No. 15-5147  
 Exhibit A - Service Order  
 Exhibit B - Master Service Agreement  
 Exhibit C - Service Schedule-Internet Access Service  
 Exhibit D - Broadband Facilities Pass Through Agreement

**RESOLUTION NO. 15-5147**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING CITY ADMINISTRATOR TO EXECUTE**  
**AGREEMENT FOR FIBER OPTIC INTERNET SERVICES WITH PLUMAS**  
**SIERRA TELECOMMUNICATIONS**

**WHEREAS,** the City of Susanville has a need for quality high speed fiber optic internet services in support of its communications and computer operations to allow the ability to provide quality service to city customers; and

**WHEREAS,** Plumas Sierra Telecommunications has the necessary capacity, equipment and abilities to provide this high speed internet service;

**WHEREAS,** the Service Order, Master Service Agreement, Service Schedule and Broadband Facilities Pass through Agreement detail the terms of providing service and support and are attached hereto as Exhibit A – D.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby approves and authorizes the City Administrator to execute an agreement for fiber internet services with Plumas Sierra Telecommunications.

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

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

The foregoing Resolution No. 15-5147 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 18<sup>th</sup> day of March, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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



# SERVICE ORDER FORM

March 4, 2015

ACCOUNT NUMBER: CTR20150500

**BUSINESS NAME** City of Susanville  
**BILLING ADDRESS** 66 North Lassen Street  
**CITY STATE ZIP** Susanville CA 96130  
**CONTACT**  
**EMAIL**

**SERVICE LOCATION** City Hall  
**SERVICE ADDRESS** 66 North Lassen Street  
**CITY STATE ZIP** Susanville, CA 96130  
**CONTACT** Jared Hancock  
**EMAIL** jhancock@cityofsusanville.org

Salesperson	Payment Terms	Due Date
R. Haynes	Net 20	TBD

Service Details		
Order Type	New	Order Details: Service already installed on a one-week trial period ending 3/6/15.
Service Term	36-Month	
Product	Internet Access	
Bandwidth	40Mbps/40Mbps	

Pricing				
Quantity	Product	MRC/NRC	Amount	Total
1.00	Circuit - 40Mbps x 40Mbps Internet Access	MRC	\$ 800.00	\$ 800.00
1.00	8.5% FCC CA TAXES COST RECOVERY SURCHARGE - MRC	MRC	\$ 68.00	\$ 68.00
1.00	Installation	NRC	\$ -	\$ -
				-
				-
				-

Prepared by:	R. Haynes	Monthly Recurring Charges	\$ 868.00
Expiration Date:	March 9, 2015	Non-Recurring Charges	\$ -
		TOTAL	\$ 868.00

Order Notes

Authorized Signature			
Customer		Plumas-Sierra Telecommunications	
Signature:		Signature:	
Printed Name:		Printed Name:	
Title:		Title:	
Date:		Date:	

## Terms & Conditions

1) Customer acknowledges that Customer is ordering the service(s) described above from PST. This Service Order shall be governed by and subject to the applicable contract documents between Customer and PST referenced as (collectively, the "Agreement"). This Service Order shall be governed by the terms and conditions of PST's Master Services Agreement and applicable Service Schedule in effect as of the date of this Service Order, incorporated herein by this reference and available upon request. This Service Order is subject to availability and shall only become binding upon acceptance by an authorized PST representative. Customer acknowledges that upon PST's acceptance, this Service Order shall become a non-cancellable, binding obligation for the purchase of the Service for the Service Term stated above. By signing this Service Order, Customer further acknowledges that it has read and understands the terms and conditions of the Service Order and Customer's signatory represents that he/she is authorized to sign this Service Order on Customer's behalf.

2) All charges for the Services are exclusive of any Taxes and Impositions (as defined below). Except for taxes based on PST's net income or for taxes which Customer possesses an exemption certificate. Customer shall be responsible for payment of all applicable taxes that arise in any jurisdiction, including, without limitation, value added, consumption, sales, use, gross receipts, excise, access, bypass, or other taxes, duties, fees, charges or surcharges (including regulatory fees), however designated, imposed or based upon the sale or use of the Services (collectively "Taxes"). Customer shall also be responsible for payment of a proportionate share of any property taxes, franchise fees, rights of way fees or charges, license or permit fees incident to the provision of the Services (collectively, "Impositions"). Impositions may be itemized on an invoice and any un-itemized impositions may be aggregated in the form of a cost recovery surcharge.

3) In support of PST meeting the Estimated Delivery Date, Customer specifically acknowledges that Customer is responsible for all work and costs on the premise side of each PST Demarcation Point, including cross-connections. In addition, Customer shall be responsible for securing all rights and paying the related costs to connect to the PST Demarcation Point, for securing all rights and paying the related costs to access, occupy, and conduct typical telecommunication operations within each respective building (including any necessary rights for PST to enter, access, and go through each building), and for providing all necessary cable pathways (all of the preceding may include, but not be limited to, construction permits and underlying rights, building access and/or occupancy agreements, building access and/or occupancy fees, lateral fees, river fees, cross-connect fees, coordination at any third party owned location, and, where applicable, necessary space for PST's fiber termination panel). All of the above, collectively, shall be referred to as "Customer Requirements" and Customer shall reimburse PST in the event that a third party bills PST for charges related to such Customer Requirements. Customer acknowledges that any delay in Customer providing such Customer Requirements may delay PST from completing work at any location. In the event that Customer has not provided the Customer Requirements in time to allow PST to complete work at any location on or before the Estimated Delivery Date, then PST may continue with the acceptance procedures to the extent possible and deem the Service delivered and accepted.



## MASTER SERVICE AGREEMENT

This Master Service Agreement ("Agreement") is entered into this      day of March, 2015, by and between Plumas Sierra Telecommunications, Inc. ("PST"), a California corporation with an office at 73233 State Route 70 Portola, CA and City of Susanville, a government agency in the State of California, with an address of 66 North Lassen Street, Susanville, CA 96130 ("Customer"). Each may be referred to herein as a "Party" and collectively as the "Parties".

### 1 DELIVERY OF SERVICE

**1.1 Agreement Structure.** The purpose of this MSA is to provide general terms, conditions and a framework within which Customer may from time to time purchase certain telecommunications and related infrastructure services ("Services") from PST for its use and/or for resale to its customers ("End User Customers"). Additional terms and conditions that apply to each type of Service are set forth in the service schedules (each a "Service Schedule"), and each such Service Schedule executed by Customer shall become part of this Agreement. In the event that Customer purchases a Service without executing the applicable Service Schedule, such Service shall be governed by PST's standard Service Schedule for that Service. This MSA, the applicable Service Schedules and Service Orders (as defined in Section 1.2 below) and any other attachments incorporated therein shall collectively be referred to as the "Agreement". The Services and the respective Service Schedules available to Customer are: (i) Optical Ethernet Transport Service, (ii) Internet Access Service, (iii) Dark Fiber Service, and (iv) Colocation Service.

**1.2 Orders for Services.** Customer may request PST to provide a Service by signing and submitting a service order in a form provided by PST from time to time ("Service Order") in accordance with the procedures set forth in this Agreement. Customer acknowledges and agrees that Customer is solely responsible for the accuracy of all Service Orders and other information that it provides to PST. Each accepted Service Order shall incorporate by reference, and shall be subject to, the terms and conditions of this Agreement and the applicable Service Schedule. Service Orders shall clearly set forth the term, pricing, service type and location(s), monthly recurring charge ("MRC"), non-recurring charge ("NRC"), and any additional specific terms for the Services. All Service Orders shall be subject to availability and acceptance by PST.

**1.3 Order of Precedence.** In the event of an express conflict between a term(s) of the MSA and the term(s) of any Service Schedule and/or Service Order, precedence will be given in the following order: a) the Service Order but solely with respect to the Service covered by that Service Order and provided that an authorized representative of PST has executed such Service Order; (b) the Service Schedule but solely with respect to the Service covered by that Service Schedule; and (c) the MSA.

### 2 SUMMARY OF GENERAL COMMERCIAL TERMS

**2.1 Commencement of Billing:** Upon installation and testing of the ordered Service, PST will notify Customer with a Circuit Activation Notice. Upon receipt of the Circuit Activation Notice, Customer shall have a period of forty-eight (48) hours to provide PST with written notice of rejection of the Service. **Unless Customer delivers written notice of rejection to PST within such period, indicating that the Service is not installed in accordance with the Service Order and functioning properly and identifying with specificity the basis for the rejection with**

reasonable supporting documentation, billing of one hundred percent (100%) of the Non-Recurring Charge(s) and the Monthly Recurring Charge(s) shall commence. In the event PST does not receive a written notice of rejection of the Service within the aforementioned time frame, the Service shall be deemed accepted ("Acceptance Date").

If a Service consists of more than one circuit, then PST will issue a separate Circuit Activation Notice for each circuit. The terms and conditions outlined in the immediately preceding paragraph shall apply to each individual circuit when the service consists of more than one circuit. Billing for Moves, Adds and Changes (MACs) for existing services will commence on the date PST issues a Connection Notice to the Customer for the MAC.

**Payment of Invoices:** Invoices are sent monthly, in advance for Services to be provided during the upcoming month. All invoices are due for payment within twenty (20) days of the invoice date. Billing for partial months is prorated based on a calendar month. Past due amounts bear interest at a rate of 1.5% per month (or the highest rate allowed by law, whichever is less) and continue to accrue until paid in full. PST shall be entitled to recover all costs of collection of past due amounts, including without limitation, reasonable attorney's fees.

**2.2 Billing Disputes:** Customer must notify PST in writing of any disputed charge within fifteen (15) calendar days from the date of invoice. Any charge not disputed within said fifteen (15) calendar day period will be deemed correct and Customer will be deemed to have waived its right to dispute the same. PST will review any disputed charge and, as appropriate, credit Customer's account for any charge erroneously billed to Customer.

**2.3 Taxes and Fees:** Taxes, surcharges, fees, universal service fund charges associated with the Service, and other payments contractual or otherwise, for the use of public streets or rights of way, whether designated as franchise fees or otherwise are not included in PST's charges and will be billed and paid by Customer as separate line items to the extent imposed on a pass-through basis without increases or reductions of any kind whatsoever. Customer shall not be liable for any taxes, fees, or other charges based upon PST's income. PST will not invoice Customer for federal excise taxes or (if applicable) state sales taxes subject to Customer providing PST with a valid Sales Tax Exemption. Should the Customer's Sales Tax Exemption Certificate be declined by any taxing authority Customer will be obligated to remit to PST the sales tax associated with the Customer's impacted service.

**2.4 Regulatory and Legal Changes:** In the event of any condemnation or exercise of the right of eminent domain, change in applicable law, regulation, decision, rule or order that materially increases the costs or other terms of delivery of Service, PST and Customer will negotiate regarding the rates to be charged to Customer to reflect such increase in cost. In the event that the Parties are unable to reach agreement respecting new rates within thirty (30) days after PST's delivery of a written notice of a change of law, then (a) PST may pass such increased costs through to Customer, and (b) Customer may terminate the affected Service Order without termination liability by delivering written notice of termination no later than thirty (30) days after the effective date of the rate increase.

**2.5 Early Termination Charges:** In the event that, prior to the end of the Service Term, Customer terminates Service or in the event that the delivery of Service is terminated due to a failure of Customer to comply with this Agreement, Customer shall pay a termination charge equal to 100% of the monthly recurring charge that would have been incurred for the Service for the months remaining on the Service Term up to the first 36 months of the Service Term., Customer shall pay a termination charge equal to 60% of the monthly recurring charge that would have been incurred for the Service for the months remaining on the Service Term for months 37 through 60 of the Service Term. Customer shall pay a termination charge equal to 40% of the monthly recurring charge that would have been incurred for the Service for the months remaining on the Service Term for months 61 and beyond. In addition Customer is responsible to pay 100% of any termination charge imposed on PST by a third party supplier whose facilities were contracted for by PST in order to provide the Customer's Services.



**2.6 Service Interruptions and Delivery:** PST provides specific remedies regarding the provision and performance of Service as set forth in Service Schedule(s) and the same are Customer's sole remedies in the event of PST's failure to provide Service. The remedies for a failure to meet any Service Level Agreement ("SLA") are limited to those set forth in this Agreement, and shall not be treated as a breach of a representation or warranty. Customer's sole remedy for any uncured breach of this Agreement by PST is to terminate the use of Service without penalty (except for payment of charges for Service provided through the effective date of termination). In the event of Customer's material breach of any provision of this Agreement, PST, in addition to all other remedies available to it hereunder, at law, in equity, or under any applicable tariff, may suspend or terminate the provision of Service to Customer.

**2.7 Limitation of Liability:** Notwithstanding any other provision hereof, neither Party shall be liable for any indirect, incidental, special, consequential, exemplary or punitive damages (including but not limited to damages for lost profits, lost revenues or the cost of purchasing replacement services) arising out of the performance or failure to perform under any Service Order, this Agreement, or the PST Acceptable Use Policy (AUP).

**2.8 Disclaimer of Warranties:** PST MAKES NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

**2.9 Force Majeure:** Neither Party is liable for any failure of performance nor shall any credit allowance or other remedy be extended, for any failure of performance due to any cause or causes beyond such party's reasonable control, including without limitation, acts of God, fire, explosion, vandalism, cable cut, adverse weather conditions war, revolution, civil commotion, acts of public enemies, terrorism or national emergency, governmental action or inaction (such acts including without limitation any regulatory or administrative decisions making said performance or obligation economically or technically unfeasible), condemnation or the exercise of rights of eminent domain, labor difficulties, failure of any third party (including any other carrier or supplier) to provide services, facilities or equipment required for such performance or obligation (or any other act or omission by said third party). Either Party's invocation of this clause shall not relieve Customer of its obligation to pay for any Services actually provided up to Customer's Service demarcation point. In the event PST is unable to deliver Service for seven (7) consecutive days following such disruption due to as a result of any force majeure events, Customer shall not be obligated to pay PST for the affected Service for so long as PST is unable to deliver; provided, however, that the Service Term of such Service shall be extended for the period of time that the force majeure event continues.

**2.10 Assignment and Resale:** Customer may not assign its rights and obligations to an unrelated third party without the express prior written consent of PST. If consent of PST is given and as a condition to such assignment, (i) Customer shall cause the permitted transferee or assignee to be bound (in writing) by the rates, terms and conditions, set forth herein and (ii) Customer shall remain primarily liable for the payment of all charges due under each Service Order. Customer shall have the right to assign, or otherwise transfer this Agreement, in whole or in part, to any parent, subsidiary or affiliate of Customer which shall control, be under the control of, or be under common control with Customer, provided such assignee assumes in writing all of the terms and conditions of this Agreement and written documentation of such assumption is delivered to PST prior to the effective date of such permitted assignment. Any purported assignment and transfer made in violation of this Section 2.10 is void. Customer may resell the Service to third party "end users," provided that Customer agrees to indemnify, defend and hold PST harmless from claims made against PST by such end users or by any third party (including, without limitation, any governmental authority). Further, Customer agrees to obtain all necessary certifications, licenses, franchises, or other approvals from any public agency having jurisdiction over the Customer's resale operations.

**2.11 Indemnification:** Each Party shall indemnify, defend, and hold harmless (collectively, "Indemnify") the

other from any and all claims, (whether made, asserted or threatened), actions, judgments, damages, liabilities, costs and expenses, including without limitation reasonable attorneys' fees, consultants' fees and experts' fees (all such claims collectively referred to herein as "Claims") arising from or in connection with loss or damage to tangible property, personal injury or death caused by such Party's negligence or willful misconduct or any breach by such Party of any obligation set forth in this Agreement. Customer shall indemnify PST from any and all Claims arising from or in connection with (i) any fraudulent, unauthorized, or unlawful use of Service, (ii) any third party Claim based on the operation, resale, of or connection to the Service by Customer (or by any person other than PST or its duly authorized representative, (iii) Claims for libel, slander, obscenity or indecency, and (iv) the content or use of any transmission, including without limitation (a) Claims by any domestic or foreign governmental entities seeking to impose penal sanctions for the transmission of such content; (b) Claims of infringement of any third party's copyright, patent, trade secret, trademark, service mark or other intellectual property right arising from or related to such transmitted content or use of the Service in conjunction with Customer premises equipment, and (c) claims by third parties relating to such transmitted content or use.

**2.12 Governing Law:** This Agreement shall be governed by, and construed and enforced in accordance with, as applicable, (i) the Communications Act of 1934, as amended and (ii) the laws of the State of California, without regard to California's conflict of law principles.

**2.13 Default:** In addition to any other basis for suspension or termination of Service as set forth in this Agreement, each of the following events shall constitute an event of default:

- a) The failure of Customer to make any payment required pursuant to this Agreement hereof within thirty, (30) days of the date of invoice;
- b) The entry of an order by a court or governmental authority of competent jurisdiction appointing a custodian, receiver, trustee, intervener, or other officer with similar powers with respect to a Party or with respect to any substantial part of its property, or such order which constitutes an order for relief or approving a petition in bankruptcy or insolvency law of any jurisdiction, or which orders the dissolution, winding up, or liquidation of either Party, or if any such petition shall be filed against a Party and shall not be dismissed within sixty (60) days thereafter.
- c) The failure of a Party to carry and maintain insurance in compliance with the provisions of any particular Service Schedule(s);
- d) The failure of a Party to perform or observe any material covenant or agreement to be performed or observed by it hereunder, and such failure shall continue without cure for a period of thirty (30) days after written notice given to the defaulting Party; provided, however, that where such failure cannot reasonably be cured within such 30-day period, if the defaulting Party shall proceed promptly to cure the same and prosecute such cure with due diligence, the time for curing such breach shall be extended for such period of time as may be necessary to complete such curing up to a maximum cure period of sixty (60) days.

**2.14 Authority to Bind:** Each Party represents to the other that it has full corporate power and authority to execute and deliver this Agreement and to consummate the transactions contemplated hereby. The execution and delivery of this Agreement and the consummation of the transactions contemplated hereby have been duly and validly authorized by all necessary corporate action.

**2.15 Entire Agreement:** This Agreement, and any Service Schedule(s) and Service Order(s) attached hereto or

to be attached hereto, and any documents incorporated by reference herein, constitute the entire agreement between the Parties hereto with respect to the subject matter hereof and supersede any and all prior negotiations, understandings, and agreements with respect hereto, whether oral or written, and the terms of any purchase order issued in connection with this Agreement.

**2.16 Confidentiality:** The Parties agree that they shall not publish, communicate, disclose or cause to be published, communicated, or disclosed in any manner whatsoever or to any person whatsoever, this Agreement and any related Service Order, with the exception that the Parties may disclose this Agreement and any related Service Order as necessary to fulfill the terms and obligations set forth herein and to their respective attorneys, accountants, auditors, regulators or to comply with law. In addition, under federal law Customer has the right to, and PST has the obligation to protect, the confidentiality of certain Customer Proprietary Network Information ("CPNI") such as the Services Customer is using, how Customer uses them and related billing information. In order to ensure that customer is able to benefit from additional telecommunications services provided by PST and its affiliates Customer authorizes PST and its affiliates to utilize Customer's CPNI for the purpose of providing the Customer with information on such additional telecommunications services. Customer understands that it may withhold such consent or withdraw this authorization at any time by notifying PST in writing via the fax number provided in Section 6.1 of this Agreement, and that such withholding or withdrawal of consent will not affect the provision of any Services to which the Customer already subscribes but may result in Customer no longer being able to benefit from additional telecommunications services provided by PST or its affiliates.

**2.17 Severability:** In the event any term of this Agreement shall be held invalid, illegal, or unenforceable in whole or in part, neither the validity of the remaining part of such term nor the validity of the remaining terms of this Agreement shall in any way be affected thereby.

**2.18 Amendments:** This Agreement may be amended only by a written instrument executed by the Parties.

**2.19 Waiver:** No failure to exercise and no delay in exercising, on the part of either Party hereto, any right, power, or privilege hereunder shall operate as a waiver thereof, except as expressly provided herein.

**2.20 Relationship to Parties, Third Parties:** The Parties hereto understand and agree that this Agreement does not create a joint venture or partnership between the Parties and does not make PST, on the one hand, and Customer on the other hand, an agent or legal representative of each other for any purpose whatsoever. No Party hereto is granted by this Agreement any right or authority to assume or create any obligation or responsibility, express or implied, on behalf of or in the name of any other Party hereto, or to bind any other Party hereto in any manner whatsoever. Nothing contained herein, express or implied, is intended to confer upon any person, other than the parties hereto and their permitted successors and assigns, any rights or remedies under or by reason of this Agreement.

**2.21 Dispute Resolution:** EACH PARTY TO THIS AGREEMENT HEREBY WAIVES ITS RESPECTIVE RIGHT TO A JURY TRIAL OF ANY CLAIMS OR CAUSE OF ACTION BASED UPON OR ARISING OUT OF THIS AGREEMENT. ALL DISPUTES ARISING FROM OR RELATING TO THIS AGREEMENT SHALL BE RESOLVED PURSUANT TO THIS ARTICLE.

**2.21.1 Binding Arbitration.** Any dispute arising between the parties in connection with this Agreement that is not settled to their mutual satisfaction within the applicable notice or cure periods provided in this Agreement, shall, upon the demand for arbitration by either party, be settled by arbitration in Reno, Nevada or Sacramento, California (at the option of PST) in accordance with the Arbitration Rules of the selected state in effect on the date that a party gives notice of its demand for arbitration under this Article. If the parties cannot agree on a single arbitrator within fifteen (15) calendar days after the notice demanding arbitration is received by the receiving party, then either party may request that the American Arbitration Association select and appoint a neutral

arbitrator who shall act as the sole arbitrator. The parties shall be entitled to submit expert testimony and/or written documentation on such arbitration proceeding. The decision of the arbitrator or arbitrators shall be final and binding on the parties and shall include written findings of law and fact, and judgment may be obtained thereon by either party in a court of competent jurisdiction. Each party shall each bear the cost of preparing and presenting its own case. The cost of the arbitration, including the fees and expenses of the arbitrator or arbitrators, shall be shared equally by the parties unless the award otherwise provides. In no event shall the arbitrator or arbitrators have the power to award any damages in excess of those permitted by this Agreement.

**2.21.2 Exceptions to Arbitration Obligation:** The obligation to arbitrate shall not be binding on either party with respect to requests for preliminary injunctions, temporary restraining orders, specific performance, or other procedures in a court of competent jurisdiction to obtain interim relief when deemed necessary by such court to preserve the status quo or prevent irreparable injury pending resolution by arbitration of the actual dispute.

**2.21.3 Arbitrator Confidentiality Obligation.** Any arbitrator appointed to act under this Article must agree to be bound to the provisions of on Confidentiality with respect to the terms of this Agreement and any information obtained during the course of the arbitration proceedings.

**2.22 Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement is the joint work product of both Parties and, in the event of ambiguity no presumption shall be imposed against any Party by reason of document preparation.

**2.23 Facsimile Signatures:** This Agreement may be executed and delivered by facsimile or other electronic means and upon such delivery the signature will be deemed to have the same effect as if the original signature had been delivered to both Parties.

**2.24 Survival:** Sections 2.4, 2.6-2.9, 2.11-2.13, 2.15, 2.17 3.1-3.3, 4.1 and 4.4 shall survive termination or expiration of this Agreement.

### **3 ACCEPTABLE USE & CONTENT**

**3.1 Acceptable Use Policy:** To the extent the Service is used for Internet Access (IP Services), Customer agrees to be bound by and conform to the published PST Acceptable Use Policy ("AUP"). In the event of Customer's breach of the PST AUP, in addition to all other remedies available to it hereunder, at law or in equity, or under any applicable tariff, may suspend or terminate the provision of Service to Customer. Suspension of service due to Customer violation of the PST AUP shall not in any way abrogate Customer's obligations under this Agreement. PST may from time to time amend its Acceptable Use Policy. If Customer elects not to be bound by the published Acceptable Use Policy, Customer may terminate the Service and pay the termination charges set forth herein.

**3.2 Fraudulent Use of Services:** Customer is responsible for all charges attributable to Customer incurred respecting Service, even if incurred as the result of fraudulent or unauthorized use of Service by a representative, employee, contractor, agent or customer of the Customer or by any third party. Service is available for lawful use only. Notwithstanding any other provision hereof, PST may discontinue Service in the event that it determines, in its sole reasonable discretion, that Service is being used for any fraudulent, unauthorized or unlawful purpose, that use of the Service violates PST's Acceptable Use Policy ("AUP") or the AUP of any of PST's internet services providers, that Customer's use thereof is interfering with any other person, or that Customer shall have used, advertised, transmitted or otherwise made available any software program, product or service whose function violates the PST AUP, including but not limited to, facilitating the sending of Unsolicited Commercial E-mail ("UCE," also known as SPAM).

**3.3 Contents of Communications:** PST shall have no liability or responsibility for the content of any communications transmitted via the Service, or for Customer's use thereof. To the extent the Service is used for access to the Internet, PST provides Customer only with access to its backbone network that serves as a transmission conduit through which Customer may connect its data servers to the Internet. PST does not operate, process or control the information, services, opinions or other content of the Customer's data servers or the information, services, opinions or other content of the Internet; nor does PST engage in any protocol or information processing or conversion in connection therewith. Customer acknowledges that PST is acting as a bandwidth intermediary providing transport to multiple Internet access providers. Should any Internet access provider elect to block Customer's address space or access to the intranet, such dispute does not constitute a breach by PST of its obligations under this Agreement and the resolution of such disputes is the sole and exclusive responsibility of Customer. Customer shall defend, indemnify and hold PST harmless from any and all claims (including claims by governmental entities seeking to impose penal sanctions) related to such content or for claims by third parties relating to Customer's use of Service. Customer agrees that it shall make no claim whatsoever against PST relating to, a) the content of the Internet, or b) respecting any information, product, service or software ordered through or provided by virtue of the Internet, or c) the blocking of Customer's address space or Customer's access to the Internet.

#### **4 CUSTOMER OBLIGATIONS**

**4.1 Customer Obligations for PST Supplied Equipment:** Customer provides and bears the cost for space and racks to house PST's supplied electronic equipment, connector panels, splice boxes, or other equipment. ("PST Supplied Equipment"). Customer agrees to certain reasonable requirements, which includes, but may not be limited to, bolting down PST supplied equipment. Customer will be responsible for providing and maintaining, at its own expense, the level of power, heating and air conditioning necessary to operate the PST Supplied Equipment and to maintain the proper environment for all PST Supplied Equipment. In the event Customer fails to do so, Customer shall reimburse PST for the actual cost of repairing or replacing any PST Supplied Equipment damaged or destroyed as a result of Customer's failure.

Except as otherwise agreed, title to all PST Supplied Equipment shall remain with PST. PST will provide and maintain the PST Supplied Equipment in good working order. Customer shall not, and shall not permit others to, rearrange, disconnect, remove, and attempt to repair, or otherwise tamper with any PST Supplied Equipment without the prior written consent of PST. The PST Supplied Equipment shall not be used for any purpose other than that for which PST provides them. Customer shall not take any action that causes the imposition of any lien or encumbrance on the PST Supplied Equipment. In no event will PST be liable to Customer or any other person for interruption of Service or for any other loss, cost or damage caused or related to improper use or maintenance of the PST Supplied Equipment by Customer or third parties provided access to the PST Supplied Equipment by Customer in violation of this Agreement. Customer shall reimburse PST for any damages incurred as a result thereof.

Customer agrees (which agreement shall survive the expiration, termination or cancellation of this Agreement or of any Service Order) to allow PST to remove the PST Supplied Equipment from the Customer facility after termination, expiration or cancellation of the Service Term; or during the Service Term, for repair, replacement or otherwise as PST may determine is necessary or desirable, but PST will use commercially reasonable efforts to minimize disruptions to the Service caused thereby.

**4.2 Customer Obligations for PST Fiber Connection(s):** Customer is responsible for securing Building Entrance agreement(s) to permit PST to construct a fiber connection from the PST network to Customer's demarcation point located within the Customer's facility or in the alternative where the PST demarcation point is located outside of

the Customer building, Customer is responsible for connectivity to the PST demarcation point, as such is defined in the applicable Service Schedule(s). Customer is responsible for the installation and all costs for the Inside Plant ("ISP") wiring from Customer's Premise Equipment ("CPE") to the PST point of demarcation including all connections between the PST Supplied Equipment to the defined point of interconnection, as set forth in the applicable Service Schedule(s). Customer will be responsible for any additional costs that may be incurred by PST due to Customer delay in completing ISP work on time.

**4.3 Customer Obligations for PST Access to Customer's Facility:** As a condition to PST's obligation to provide and maintain the Service hereunder, Customer shall provide PST access at any and all times and days to the Customer facility to the extent reasonably determined by PST for the installation, inspection and scheduled or emergency maintenance of PST Supplied Equipment and/or PST System. PST shall notify Customer two (2) business days in advance of any regularly scheduled maintenance that will require access to the Customer facility. Customer will provide a safe place to work and comply with all laws and regulations regarding the working conditions at the Customer facility. To facilitate PST access for regular and emergency service, Customer shall provide PST in Section 6.2 of this Agreement the contact name with telephone numbers where the contact can be reached by PST at any and all times or days. It is the obligation of the Customer to keep this contact information up to date. PST Supplied Equipment may be used to service other PST customers.

**4.4 Customer Obligations for Customer Supplied Equipment:** PST may install certain Customer-provided communications equipment upon installation of Service, but PST shall not be responsible for the operation or maintenance of any Customer-provided communication equipment. PST undertakes no obligations and accepts no liability for the configuration, management, performance or any other issue relating to Customer's routers or other Customer-provided equipment used for access to or the exchange of traffic in connection with the Service.

## **5 PST OBLIGATIONS**

**5.1 General PST Obligations:** PST may provide a design of the interface type, point of Customer demarcation, equipment placement, and service arrangements (CIR, VLANs, or other network structures). This shall be set forth in the applicable Service Schedule(s) to be made a part of this Agreement.

PST provides equipment as specified in the attached Service Schedule(s). PST will configure and provision all agreed to network service parameters. PST will maintain in good working order the PST System and all PST Supplied Equipment to be in conformance with the specific Service Level Agreements (SLAs) for a particular Service as specified in the attached Service Schedule(s). In the event it is determined that any Service Outage or Customer alarm was caused by the act or omission of Customer, its agents, employees or contractors, then Customer shall pay PST for its costs incurred in responding to such Service Outage or Customer alarm.

**5.2 PST Obligations as a Result of a Service Outage or SLA Violations:** After receiving notification of the Service Outage or a SLA violation, PST shall restore the Service on its failed system as follows:

**(i) Electronic Restoration.**

In the event of an electronic failure, PST shall use commercially reasonable efforts to restore Service to the affected electronics within four (4) hours of arrival of maintenance personnel on site.

**(ii) PST Fiber Network Restoration.**

In the event of a failure of the PST fiber optic network, PST shall begin restoral within four (4) hours after PST is notified about the fiber optic network outage.

**(iii) Emergency Reconfiguration.**

If the Customer's network architecture and CPE has the capability to support route reconfiguration to maintain Service, PST will provide reconfiguration if other means of restoration will not restore Service within the time frames stated in subparagraph (i) and (ii) above. Reconfiguration will begin not more than one (1) hour after the need to reconfigure is determined. PST shall maintain a point-of-contact for Customer to report to PST system troubles to be available at any and all times and days.

**5.3 Service Outage and SLA Violation Exclusions:** All calculations of Service Outage or SLA Violation duration do not include periods of service interruption resulting in whole or in part from one or more the following causes:

- A. Any act or omission on the part of the Customer, its contractors, agents or vendors, including, but not limited to any violation of the PST AUP, or any refusal to release the Service to PST or its agents for maintenance, testing or repair, or any period in which PST or its agents are not given access to the Service facility at the site(s) where the Customer's Service terminates.
- B. The Customer's applications, equipment, or facilities including any third party facilities or equipment.
- C. PST or Customer-scheduled maintenance, or in the event Customer's Order includes third party facilities, the third party provider's scheduled maintenance.
- D. Labor strikes
- E. Force Majeure events as defined in this Agreement.
- F. Service Outages attributable to the installation of a new circuit.
- G. Failure or malfunction of third party circuits or alternate access arrangements.

**5.4 Credit Allowances and Customer Remedies for Service Outages or SLA Violation:** In the event that PST is unable to restore a portion of the Service as required hereunder, or in the event of a Service Outage or a SLA Violation, Customer shall be entitled to a credit against the monthly recurring charges as specified in the attached Service Schedule(s). The cumulative total of credits for a particular month will not exceed 100% of the total Monthly Recurring Charge for the impacted Service(s) for the particular month in which the Service Outage or SLA Violation occurs.

A Service Outage or a SLA Violation begins when PST is notified or becomes aware of the Service Outage or SLA Violation, whichever occurs first. A Service Outage or a SLA Violation ends when the affected line and/or associated PST Supplied Equipment is operational, subtracting any delay time associated with PST or its agent's inability to access the equipment and/or PST System at the Customer's site. If the Customer reports Services or a circuit to be inoperative but declines to release it for testing and repair, it is considered to be impaired, but shall not be deemed a Service Outage or a SLA Violation.

- A. Credit Allowances do not apply to Service Outages and SLA Violations caused by:
  - i. The acts or omissions of Customer and/or end user or its agents including, but not limited to, any violation of the PST AUP.

- ii. Failure of power.
  - iii. Failure or malfunction of non-PST equipment or systems, third party circuits or alternate access arrangements.
  - iv. Circumstances or causes beyond the control of PST or its agents.
  - v. During any period in which PST or its agents are not given access to the Service facility at the Customer site(s) where the PST Service terminates, or were unable to reach Customer's emergency contact personnel.
  - vi. A planned service outage, unscheduled emergency maintenance or scheduled maintenance by PST or any third party facility provider (alteration or implementation as described herein).
- B. Customer must request a Credit Allowance for a Service Outage and/or a SLA Violation within thirty (30) days after the Service Outage or SLA Violation occurs or any claim for a Credit Allowance is waived. Unless otherwise specifically stated, Service Outages and SLA Violations are not aggregated for purposes of determining the Credit Allowance.
- C. Service Outage and SLA Violation Credit Allowances are calculated according to the Service Schedule(s) for the particular Service.

## 6 NOTICES, MAINTENANCE CONTACT AND SIGNATURES

**6.1 Notices:** All notices and communications concerning this Agreement shall be in writing and addressed as follows:

**If to PST:**

Plumas Sierra Telecommunications, Inc.  
 73233 State Route 70  
 Portola, CA 96122  
 Attn: Chief Operations Officer

**If to Customer:**

Customer Name:	
Address 1:	
Address 2:	
City, State:	Zip Code:
Attention: Title:	
Attention Name:	
Fax:	

Invoices shall be delivered to Customer at:

Customer Name:	
Address 1:	
Address 2:	
City, State:	Zip Code:
Attention: Title:	
Attention Name:	

Or at such other address as may be designated in writing to the other Party. Unless otherwise provided herein, notices shall be sent by certified U.S. Mail, return receipt requested, or by commercial overnight



delivery service, and shall be deemed delivered: if sent by U.S. Mail, three (3) days after deposit; or, if sent by commercial overnight delivery service, one (1) business day after deposit.

- 6.2 Maintenance Contact:** As specified in Section 4.3, to facilitate PST access to Customer facilities at any and all days and times, Customer has designated the following individual as its point of contact for all communications relating to scheduled and emergency maintenance:

Contact Name:
Phone Number:
Cell Phone Number:
E-Mail Address:

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

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Name:  
Title:  
Company:  
Date:

---

Name:  
Title:  
Company: **PLUMAS SIERRA TELECOMMUNICATIONS**  
Date:





## Service Schedule Internet Access Service

### 1 Service Definition

- 1.1 PST Internet Access Service will provide a connection with a Bandwidth Profile, Committed Information Rate (CIR) from 1 Mb to 1,000 Mb to the Internet backbone. Each circuit will have a total Bandwidth Profile, which indicates its maximum data throughput. Customer may request a change to the Bandwidth Profile at any time provided it does not exceed the physical line rate of the port on which the circuit is provisioned (e.g. Customer could not have a 150 Mbps Bandwidth Profile on a circuit delivered via 10/100BaseT connection).

- 1.2 PST Ethernet Internet Access (EIA) is defined as follows:

**Ethernet Internet Access Service (EIA):** Available at any CIR from 3 Mb to 1,000 Mb. Internet access at a specified bandwidth is offered to the Customer in mutually agreeable increments. Handoff to the Customer for EIA Service is with a mutually agreed to native Ethernet Interface. EIA service is offered by PST at any PST On-Net location (With and Without Transport) and/or an Off-Net location established by PST utilizing Third party access circuits.

EIA has two different service options: **Standard, Best Effort and Burstable:**

**EIA Standard Service** is offered with Service Level Agreements that cover Committed Information Rate, Layer 2 and Layer 3 Latency, Jitter and Packet Loss. There are different sets of Service Levels for Latency, Jitter and Packet Loss depending on if service is delivered On-Net versus Off-Net with Third party access facilities.

**Best Effort EIA Service** is available in Bandwidth Rates of 10 Mb and 100 Mb. Best Effort Service provides an Availability SLA. No SLA's are offered on Committed Information Rate, Latency, Jitter and Packet Loss. Best Effort Service is available on On-Net only.

**Burstable EIA Service** provides an EIA Service with a Committed Information Rate (CIR) and offers the opportunity to use additional bandwidth beyond the CIR. Customer may burst their usage at any time provided it does not exceed the contracted Peak Information Rate (PIR) and the physical line rate of the port on which the circuit is provisioned (e.g. Customer cannot burst beyond 100 Mb on a circuit delivered via 10/100BaseT connection). Service is "Best Effort" for bandwidth above the agreed to CIR.

**Optional Internet Access Services:** Customer may purchase the following services from PST:

- **IP Addresses:** Assignment of static IP addresses
- **BGP Peering:** Border Gateway Protocol (BGP) peering services per the PST BGP Policy detailed in section 1.6 of this Service Schedule.

**Optional Services Provided through Third Parties:** Customer may purchase the following services from PST:

- **Web Hosting Services**
- **DNS Management:** Management of Customer Domain Name(s).
- **Email Services:** Provision of E-mail service with user mailboxes; including anti-SPAM and virus checking services and additional-mail storage capacity.

For Services provided by Third Party provides Section 4 of this Service Schedule applies for Outage related credits.

- 1.3 All of the above service types described in Section 1.2 are referred herein as "Service[s]".
- 1.4 Customer and PST will execute a separate Sales Order ("SO") as an attachment to the originally executed Master Service Agreement ("MSA") for every separate Service to be ordered by the Customer.
- 1.5 The IP Addresses assigned to the Customer remain the property of PST and are for use by the customer during the term of the applicable Service. At the conclusion of the Service the IP Addresses may be reassigned by PST at PST's sole discretion.
- 1.6 In order to establish a BGP peering session with PST, Customer must meet the following requirements
  - Customer must be multi-homed (two or more Internet connections)
  - Customer must have an autonomous system number (ASN).
  - Customer's router must support BGP4.
  - Customer must work with PST in advance of the service implementation to determine if the customer will receive a default route to the Internet, partial or full Internet routes which are both provided by PST Internet Access suppliers.
  - If Customer is to receive partial or full Internet routes from PST, Customer router must be capable and configured to contain these additional routes and the associated overhead.
  - Customer must provide PST (using associated PST forms) with all the net-blocks Customer wishes to announce to the Internet.
  - Customer should include outbound route filtering as part of their configuration, to help prevent improper route announcements.
  - Customer requesting a change from their currently configured routing protocol, bandwidth and future adds/moves/changes require an "EIA Customer Configuration Change Request Form" to be completed.

## 2 Customer Remedy for Chronic Internet Access Service Outage

If three (3) or more Service Outages in excess of thirty (30) minutes occur in a contiguous forty-five (45) day period, and the cause of the Service Outage is determined to be in PST' fiber optic network or PST Supplied Equipment, such Service will be deemed a Chronic Trouble Service. Customer may, with thirty (30) day notice disconnect the affected Circuit, as described in this Service Schedule without incurring Termination Charges.

## 3 PST SLAs and Service Outage Credits for Internet Access Service Outages

The following table details the Service Level Agreements for Internet Access Service:

Service Level Agreement	SLA Value
Service Availability with Single Fiber Optic Lateral or "Collapsed" Dual Fiber Optic	99.99%

	Lateral	
Service Availability with Diverse Dual Fiber Optic Lateral	99.999%	
Layer 2 Packet Loss	Less than 1%	
Layer 2 Latency One-Way	Less than 20 msec	
Layer 2 Jitter One-Way	Less than 10 msec	
Layer 3 Service SLAs, Average for Round Trip Latency for North America (excluding Mexico)	Less than 60 msec	
Mean Time-To-Repair	4 Hours	

Per the terms specified in Paragraph 5.4 of **Master Services Agreement for the Delivery of Telecommunications and Information Services**, the Service Outage Credit per Internet Access Service Circuit is calculated according to following table.

**Outage Credit for Service Exclusively Utilizing PST Owned Fiber Facilities with a Single Fiber Optic Lateral or "Collapsed" Dual Fiber Optic Lateral**

Service Outage Duration	Credit per Circuit
15 Minutes or Less	None
Between 15 Minutes and 1 Hour	2% of PST monthly recurring charge for the circuit
Each 2 Hour period above 1 Hour	An additional 3% of the PST monthly recurring charge for the circuit, capped at 75% of the PST monthly recurring charge for any single Service Outage and cumulatively 100% of the PST monthly recurring charge for all Service Outages to that same circuit in any month

**4 Outage Credits for Internet Access Services Utilizing Third Party Facilities:**

To the extent the Customer's Order includes the use of third party facilities, Customer acknowledges that PST is purchasing such facilities, on Customer's behalf, from a third party provider. None-the-less PST will diligently work with Customer and the third party provider to minimize the impact of any service outage on customer and, to the extent within the control of PST, PST's NOC will provide status updates to Customer as and when received from the third party provider.

Service Outage Duration	Credit per Circuit
All Outages	PST shall pass through to Customer a proportionate share of any Outage Credits PST receives from the Third Party Facilities provider.

**5 Maintenance of Third Party Facilities**

To the extent that the Customer's Order includes the use of facilities from a third party supplier, the Customer acknowledges that maintenance of such facilities is solely the responsibility of the third party supplier and that PST will provide such maintenance notice as it receives, if at all, from the underlying third party supplier. Customer shall not be entitled to any Outage Credits for any outage resulting from such third party maintenance.

## **6 Facsimile Signatures**

This Service Schedule and all subsequent Orders may be executed and delivered by facsimile and upon such delivery the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to both parties.

## **7 Customer Signature and PST Acceptance**

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By:  
Title:  
Company:  
  
Dated:

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By:  
Title:  
Company: **PLUMAS SIERRA TELECOMMUNICATIONS**  
  
Dated:

# **City of Susanville**

## **Broadband Facilities Pass Through Agreement**



## BROADBAND FACILITIES PASS THROUGH AGREEMENT

This **BROADBAND FACILITIES PASS THROUGH AGREEMENT** (the "Agreement") is entered into this    day of March, 2015 by and between the **City of Susanville**, with offices at **66 North Lassen Street, Susanville, CA 96130** ("Owner"), and **PLUMAS SIERRA TELECOMMUNICATIONS**, a California corporation, with offices at 73233 State Highway 70 Portola, CA 96122. ("PST").

**1. Building Access.** Subject to and upon the terms, provisions and conditions hereinafter set forth, and in consideration of the duties, covenants and obligations of PST hereunder, Owner hereby grants unto PST and its affiliates, at no charge or cost to PST, a non-exclusive right to (i) enter on and gain access in as well as exit, over and under the property with an address of **66 North Lassen Street, Susanville, CA 96130** (the "Property") and to any and all buildings located on the Property (the "Building(s)"); (ii) install and operate communications equipment on and under the Property; (iii) use the Property's existing in-ground and in-building conduit, wire and cabling owned by or controlled by PST, the Owner or any third party, and (iii) make available and provide telecommunications, internet, video and other communications services to any owners, tenants, licensees, invitees, purchasers and other occupants of the Property (collectively, the "Occupants"). Nothing in this Agreement shall be construed or interpreted as granting PST any exclusive rights or privileges in or to the Property, relating to access or installation rights, to the exclusion of any other persons or entities. PST and its employees, agents and contractors shall be permitted to access and use all portions of the Property necessary for the provision of services by PST or its affiliates to the Occupants. The rights of access granted and uses permitted herein shall be available to PST during normal business hours, three-hundred, sixty-five (365) days per year, except that, in the case of emergency, PST shall be permitted access at any time, day or night. PST shall provide Owner or Owner's agent with reasonable advance notice of its intention to enter the Property.

**2. PST Equipment on the Property.** The rights in Section 1 above include PST's right to construct, install, test, operate, maintain, repair, service, upgrade, modify, remove, and replace communications equipment on the Property or in any Building. PST's communications equipment (the "Equipment") includes, but is not limited to, any fiber optic or copper cable, conduit, terminals, switches, and related accessories necessary for PST or its affiliates to provide services to the Occupants of the Property. Owner further agrees to provide PST access to and use of certain floor and/or wall space in any main communications room(s) on the Property, or in such other segregated, enclosed spaces in any building, to house and store the Equipment. Such equipment locations (the "Equipment Spaces") are detailed on Exhibit A attached hereto. PST shall have the right, upon notice to Owner, to replace any Equipment provided that the footprint of the Equipment does not increase. PST shall, at its own cost, (i) ensure that all Equipment is installed in accordance with all relevant fire and building code requirements in force at the time of installation, and (ii) be responsible for the provision, installation, maintenance and repair of the Equipment, although each individual Occupant may incur charges relating to the installation and/or operation of equipment specific to such Occupant's requirements. Owner agrees that it has no legal or equitable ownership interest in the Equipment and shall not make any claim or attempt to assert any lien to the contrary. PST shall repair, at its sole expense, any damage to the Property or to any Building caused by PST's installation, maintenance, repair or removal of its Equipment, normal wear and tear excepted.



**3. Term.** This term of Agreement shall commence on the date it is fully executed by the parties (as set forth in the preamble on this Page above (the "Commencement Date") and shall continue for a period of ten (10) years (the "Initial Term"). This Agreement shall be irrevocable for the Initial Term and each Renewal Term and may only be terminated by the parties as specifically allowed herein. The Initial Term of this Agreement shall automatically be renewed, without need of further documentation, for three (3) additional ten (10) year terms (Renewal Terms) unless PST provides Owner notice of its intention not to renew ninety (90) days prior to the expiration of the Initial Term or the then Renewal Term. PST may terminate the Agreement, without further liability, upon providing thirty (30) days prior notice if PST if no Occupants of the Property are receiving services from PST or its affiliates, or if due to any governmental action, PST or its affiliates are unable to provide services to the Property.

**4. Assignment; Successors.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of Owner, and shall be binding upon and inure to the benefit of PST's successors and assigns, to the extent assignment may be approved by Owner hereunder. Owner shall give notice to any prospective purchaser of Property of this Agreement and PST's rights hereunder.

**5. Owner's Review of Plans.** Prior to installing or allowing any Equipment to be installed in or on the Property, PST shall submit to Owner detailed plans and specifications of the planned installation for Owner's approval. Owner shall have seven (7) days after submission of the plans to review them. If Owner does not approve said plans within seven (7) days, or provide reasons for disapproval within seven (7) days, then the plans shall be deemed approved. (See Attached Exhibits A & B)

**6. Notice.** Any notice, communication, request, reply or advise ("Notice") in this Agreement provided or permitted to be given, made or accepted by either party to the other must be in writing and shall be deemed validly given if deposited in the United States mail, postpaid and certified and addressed to the party to be notified, with return receipt requested, (mail services include Overnight Express Mail, Federal Express and UPS service) or delivered in person to such party. For purposes of Notice the addresses of the parties shall, until changed, be the addresses listed above in the preamble of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date aforesaid.

City of Susanville

PLUMAS SIERRA TELECOMMUNICATIONS

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

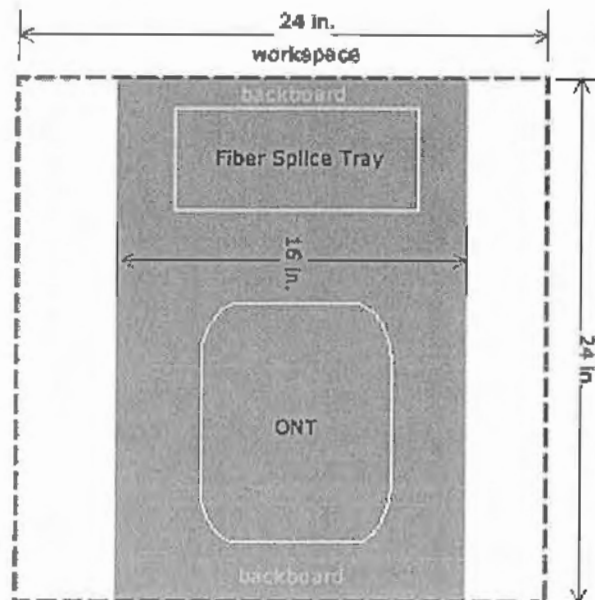
\_\_\_\_\_  
By:

Title:

Title:

**EXHIBIT A**  
**Equipment Space**

**1. Equipment Space(s).** PST's Equipment Space on the Property and in the Building(s) are described as:  
Workspace minimum 24" x 24". Mounting backboard centered in workspace.



**EXHIBIT B**  
**Path into Property**

1. Path into Property(s). PST's installation path to the Property and to the Building(s) are described as:





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

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

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

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

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

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

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

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

We are proposing to budget \$20,000 from Park Mitigation Impact Fees for design services and the preparation of cost estimates for completing various park and green way projects that have been identified by the Council. Some of these include; additional phases of the Skate Area and expansion of Memorial Park, various updates to community parks, develop regional park land and other opportunities as they arise.

**FISCAL IMPACT:** None at this time

**ACTION**

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

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

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

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

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

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

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

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

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

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

APPROVED:

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

ATTEST:

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

The forgoing Resolution was adopted at a regular meeting of the Susanville City Council held on the 18th day of March, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

APPROVED AS TO FORM:

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City Attorney

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

## **SCOPE AND STANDARDS**

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

## **EMPLOYMENT STATUS OF PERSONNEL**

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

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

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

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

## **TIME OF PERFORMANCE**

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



## **COMPENSATION**

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

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

## **SUPERVISION, LABOR AGREEMENTS AND PERSONNEL**

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

**PERFORMANCE NOT SUBJECT TO EMPLOYMENT AGREEMENTS:** The City acknowledges that the Consultant may be obligated to comply with bargaining agreements and/or other agreements with employees and that the Consultant is legally obligated to comply with these Contracts. It is expressly the intent of the parties and it is agreed by the parties that the Consultant's performance shall not in any manner be subject to any bargaining agreement (s) or any other agreements(s) the Consultant may have covering and/or with its employees.

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

## **TERMINATION**

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

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

**CHANGES:** The City or Consultant may, from time to time, request changes in the scope of the services of the services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by both Parties in writing. Mutually agreed changes shall be incorporated in written amendments to this Contract. Any increase in the amount of Consultant's compensation and/or changes in Exhibit A and or Exhibit B must be authorized in advance by the City.

#### **PROPERTY OF CITY**

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

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

#### **CONFLICTS OF INTEREST**

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

#### **CONFIDENTIAL INFORMATION**

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

**REIMBURSEMENT FOR UNAUTHORIZED RELEASE:** If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, the City has the right to reimbursement and indemnity from party releasing such information for any damages caused by the

releasing parties, including the non-releasing party's attorney's fees and disbursements, including without limitation expert's fees and disbursements.

**COOPERATION:** City and Consultant shall promptly notify the other party should Consultant or City, its officers, employees, agents, or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Contract and the work performed thereunder or with respect to any project or property located within the City. City and Consultant each retains the right, but has no obligation, to represent the other party and/or be present at any deposition, hearing or similar proceeding. Consultant and City agree to cooperate fully with the other party and to provide the other party with the opportunity to review any response to discovery requests provided by Consultant or City. However, City and Consultant's right to review any such response does not imply or mean the right by the other party to control, direct, or rewrite said response.

#### **PROVISION OF LABOR, EQUIPMENT AND SUPPLIES**

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

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

#### **COMPLIANCE WITH LAW**

**COMPLIANCE REQUIRED:** Consultant shall keep itself informed of applicable local, state, and federal laws and regulations which may affect those employed by it or in any way affect the performance of its services pursuant to this Contract. Consultant shall observe and comply with all applicable laws, ordinances, regulations and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. Consultant shall at all times hold a valid contractor's license if performing any function or activity for which a license is required pursuant to Chapter 9 (commencing with section 7000) of Division 3 of the California Business and Professions code, and Consultant shall provide a copy of the license(s) upon the request of the City. The City, its officials, officers, elected officials, appointed officials and employees shall not be liable at law or in equity as a result of any failure of consultant to comply with this section.

**PREVAILING WAGES:** In the event it is determined that the Consultant is required to pay prevailing wages for the work performed under this Agreement, the Consultant shall pay all penalties and wages as required by applicable law.

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

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

**LIABILITY OF CONSULTANT:** Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

## **INDEMNIFICATION**

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

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

**INDEMNIFICATION FOR OTHER THAN PROFESSIONAL LIABILITY:** Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which consultant is legally liable, including but not limited to officers, agents, employees or subconsultants of Consultant.

**GENERAL INDEMNIFICATION PROVISIONS:** Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section for each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this

agreement. In the event consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth here is binding on the successor, assigns or heirs of Consultant and shall survive the termination of this agreement or this section.

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

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

#### **MISCELLANEOUS PROVISIONS**

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

**UNAUTHORIZED ALIENS:** Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. & 1101 et seq.) as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this contract, and should the Federal Government impose sanctions against the City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

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

City has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant by this Contract. In recognition of that interest, neither any complete nor partial assignment of this Contract, may be made by Consultant nor changed, substituted for, deleted, or added to without the prior written consent of City which consent shall not be unreasonably withheld. Any attempted assignment or substitution shall be ineffective, null and void, and

constitute a material breach of this Contract entitling City to any and all remedies at law or in equity, including summary termination of this Contract. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Contract.

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

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

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

**WAIVER:** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

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

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

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

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

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

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

warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

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

**Approved as to form:**

**NAME OF CONSULTANT**

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

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

**Approved as to form:**

**City of Susanville**

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

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

**CERTIFICATE OF COMPLIANCE  
WITH LABOR CODE §3700**

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

**CONSULTANT**

\_\_\_\_\_

## EXHIBIT A

### Scope of Services –

1. Services to be performed by CONSULTANT may include the following on an as needed basis upon reasonable notice to CONSULTANT:
  - a. Provide consulting and professional services upon request of the CITY including; project concept, design, engineering, and drafting services.
  - b. Provide strategic planning for implementation of future projects that will anticipate the communities future needs.
  - c. Provide preparation of cost estimates and specifications including a project construction timeline.
  - d. Assist the CITY with presentations and/or recommendations to CITY staff administration, or City Council.
  - e. Provide other engineering and design services as requested.



## EXHIBIT B-

### Compensation to Consultant-

All payment will be made in accordance with the below Schedule of Fees based on City Council authorization on project-by-project basis.

### 1 SCHEDULE OF FEES

#### PERSONNEL

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

#### REIMBURSABLE EXPENSES

Plotting Ink Jet (HP800)	\$1.75 / square foot
Plotting, Color Ink Jet	\$8.00 / square foot
Premium Color Glossy Ink Jet	\$12.00 / square foot
Mylar plots	\$4.00 / square foot
Large Format Xerox Prints (Kip 5000)	\$7.5 / square foot
Foam Core	\$10.00
Copies, 8.5 X 11 (Canon)	\$.20 each
Copies, 11 X 17	\$.40 each
Color Copies, 8.5 x 11 (Phaser 7400)	\$1.00 each
Color Copies, 11 X 17	\$2.00 each
Binding	\$2.50 each
CD – Compact Disk	\$1.50
Overnight Mail	Cost Plus 15%
Courier	Cost Plus 15%
Photography	Cost Plus 15%
Soils analysis	Cost Plus 15%
Travel / Automobile	\$.585 / mile

## **EXHIBIT C** *For Insurance Coverage*

### **Insurance Requirements-**

Before the CITY executes an AGREEMENT, the CONSULTANT shall provide a certificate of insurance evidencing the following:

1. General liability insurance of \$1,000,000 and auto insurance coverage of \$1,000,000 indicating the CITY as an additional insured.
2. Professional Liability (errors and omissions) insurance providing a minimum coverage of \$1,000,000.
3. Workers' Compensation Coverage and Employer's Liability Insurance.
4. Each liability insurance certificate shall state that coverage afforded therein is primary and shall bear endorsements that provide the CITY be given at least thirty (30) days written notice before any material change or cancellation of such policy, for any reason.

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

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

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

**Action Date:** March 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Award for Outstanding Financial Reporting Fiscal Year 2013/2014

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

**SUMMARY:** The City of Susanville received an award on its Comprehensive Annual Financial Report (CAFR) for outstanding financial reporting. The California Society of Municipal Finance Officers (CSMFO) has reviewed the City's annual financial report for fiscal year 2013/2014 and found that the report meets all the criteria set by the award program.

To get the award, the CAFR must be prepared in conformance with generally accepted accounting principles in all material respects, be audited in accordance with generally accepted auditing standards by an independent accountant, and include certain statistical information. This is the 10th year in a row that the City has received this award.

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Information only.

**ATTACHMENTS:** Certificate of Award

# California Society of Municipal Finance Officers

*Certificate of Award*

***Outstanding Financial Reporting  
Fiscal Year Ending June 30, 2014***

*Presented to the*

***City of Susanville***

For meeting the criteria established to achieve the Outstanding Financial Reporting Award.

***February 8, 2015***

*Pamela Arends-King*

*Michael Gomez*

***Pamela Arends-King  
CSMFO President***

***Michael Gomez, Chair  
Professional Standards and  
Recognition Committee***



***Dedicated Excellence in Municipal Financial Reporting***



# California Society of Municipal Finance Officers

*Certificate of Award*

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***February 8, 2015***



*Pamela Arends-King*

***Pamela Arends-King  
CSMFO President***

*Michael Gomez*

***Michael Gomez, Chair  
Professional Standards and  
Recognition Committee***

***Dedicated Excellence in Municipal Financial Reporting***