
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

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

Susanville City Council
Regular Meeting ♦ City Council Chambers
June 17, 2015 * 6:00 p.m.

Call meeting to order

Roll call of Councilmembers present

Next Resolution No. 15-5184

Next Ordinance No. 15-1004

- 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 Public Employment Contract: City Administrator
 - 2 City Attorney Services
 - 3 Planning Commissioner Vacancies
 - 4 Approved Position List
 - B CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
 Bargaining Unit: Administrative, Firefighters, Management,
 Miscellaneous, Public Works, SPOA
 - C CONFERENCE WITH REAL PROPERTY NEGOTIATORS – PURSUANT TO Government Code §54956.8:
 - 1 Property: APN 103-321-02
 Agency negotiator: Jared G. Hancock, City Administrator
 Negotiating parties: City of Susanville; Nobles
 Under negotiation: Price/Conditions/Terms of Lease

- 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: Mayor Brian Wilson*
 - *Proclamations, awards or presentations by the City Council*
 1. Proclamation – Ryann Brown

5 **BUSINESS FROM THE FLOOR:**

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

6 **CONSENT CALENDAR:**

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

- A Receive and file minutes from the City Council's May 13, 20 and 27, 2015 meetings
- B Approve vendor warrants numbered 94176 through 94309 for a total of \$279,851.03 including \$131,847.87 in payroll warrants
- C Receive and file Monthly Finance Report: May 2015
- D Motion to approve **Resolution No. 15-5173** authorizing Mayor to execute Memorandum of Understanding with Management Unit

7 **PUBLIC HEARINGS:**

- A Consider **Resolution No. 15-5174** authorizing setting the FY2015/2016 assessments for the Historic Uptown Susanville Association (HUSA) setting assessments fiscal year 2015/2016 (continued from June 3, 2015)
- B Consider approval of **Resolution No. 15-5175** setting appropriation limit for fiscal year 2015/2016
- C Consider approval of **Resolution No. 15-5176** approving budget for fiscal year 2015/2016

8 **COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

9 **NEW BUSINESS:**

- A Consider approval of **Resolution No. 15-5180** authorizing Water Main Replacement Project
- B Consider approval of **Resolution No. 15-5182** approving revisions to Air Pollution Control Agreement
- C Consider approval of Fee Waiver Request from Veterans of Lassen County for Memorial Park June 26 – 28, 2015

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

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

12 **CONTINUING BUSINESS:**

- A Consider approval of **Resolution No. 15-5157** accepting grant award and authorizing budget transfer of \$12,213.00 from Mitigation Funds

- B Consider approval of Fee Waiver Request from Historical Society for Roop's Fort project
- C Consider Matching Fund contribution for ABC Grant competition
- D Consider **Resolution No. 15-5183** adopting Mitigation Negative Declaration for the Riverside Drive Trail Project

13 CITY ADMINISTRATOR'S REPORTS:

- A 600 Nevada Street Property Improvements
- B Melton Design Park Improvement Projects
- C Water Restriction Enforcement Process

14 COUNCIL ITEMS:

- A AB1234 travel reports:

15 ADJOURNMENT:

- ***The next regular City Council meeting will be held on July 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, 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 June 17, 2015 in the areas designated on June 12, 2015.


Gwenna MacDonald, City Clerk

Reviewed by: City Administrator
 City Attorney

Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Minutes of the City Council's May 13, 20 and 27, 2015 meetings

PRESENTED BY: Gwenna MacDonald, City Clerk

SUMMARY: Attached for the Council's review are the minutes of the City Council's May 13, 20 and 27, 2015 meetings.

FISCAL IMPACT: None.

ACTION REQUESTED: Motion to waive oral reading and approve minutes of City Council's May 13, 20 and 27, 2015 meetings.

ATTACHMENTS: Minutes: May 13, 2015
May 20, 2015
May 27, 2015

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
May 13, 2015 at 5:30 p.m.

Meeting was called to order at 5:30 p.m. by Mayor Wilson.

Roll Call of City Councilmembers: Kathie Garnier, Rod E. De Boer, Lino P. Callegari, and Brian Wilson, Mayor. Absent: Nicholas McBride.

Staff present: Jared G. Hancock, City Administrator; Tom Downing; Police Chief; Dan Newton, Public Works Director; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA: Motion by Councilmember De Boer, second by Councilmember Garnier, to approve the agenda as submitted; motion carried. Ayes: Garnier, De Boer, Callegari and De Boer. Absent: McBride.

2 PUBLIC COMMENT: None.

3 SCHEDULED MATTERS:

3A Budget workshop: Fiscal Year 2015/2016 Ms. Savage explained the workshop objectives, which included a review of where the City is at financially, obtaining City Council and community input, reviewing the individual funds and goals, and the next steps in the budget adoption process. The City takes a conservative approach to the budget, and while there are potential revenue sources each year including project reimbursements, SCORE reimbursements, out of area fire suppression reimbursements, the projected revenue is based upon consistent sources of income. The expenditures represent fully funded staffing levels, and any vacancies due to staff turnover will result in a savings of funds.

Slide One:

Public Works Administration

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 YTD</u>	<u>15/16 Budget</u>
Revenues	\$ 587,746	\$ 361,328	\$ 618,758
Expenses	\$ 587,746	\$ 361,328	\$ 618,758

Public Works Administration is an Internal Service Fund that has no fund balance, and all expenses are charged out to Water, Natural Gas, Streets, Geothermal, Golf Course and General Fund.

Slide Two:

STREETS FUND

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 YTD</u>	<u>15/16 Budget</u>
Revenues	\$ 881,984	\$ 424,980	\$ 756,456
Expenses	\$ 965,473	\$ 692,143	\$ 756,456

The fund balance on June 30, 2015 is estimated at \$391,534, with an approximate decrease in gas tax revenue for fiscal year 2015/2016 the 21% decrease in gas tax revenue for 2015/2016 is due to reduced

consumption caused by weather and provisions of the tax swap.

Slide Three:

Requests included in Streets budget:

- Vehicle - \$ 15,000
- Shop project and back-up generator - \$ 22,170
- New Street Light Numa Road - \$ 10,000
- Payroll-emergency response - \$ 11,000
- Vehicle Repair and Maintenance - \$ 3,440
- Transfer in from Street Mitigation Fund - \$ 72,931

Mr. Newton offered to answer any questions from the City Council.

Councilmember Callegari asked if the vehicle would be utilized for Air Pollution duties.

Mr. Newton responded that it would be utilized for Streets only.

Councilmember Garnier asked if the department has a policy for regular replacement of vehicles.

Mr. Newton responded that in the past staff has tried to take advantage of the Forest Service auction and have been able to get some good deals on vehicles for between six and seven thousand miles. However, the vehicles are normally subjected to very heavy use, and staff is looking for something with lower mileage that would not require as much work to make serviceable.

Slide Four

WATER ENTERPRISE FUND

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 YTD</u>	<u>15/16 Budget</u>
Revenues	\$ 2,384,508	\$ 1,684,519	\$ 2,005,952
Expenses	\$ 2,511,562	\$ 2,217,005	<u>\$ 2,381,200</u>
			(\$375,248)

Depreciation	\$ 343,920
Cash in CIP Fund	\$ 1,221,592
Cash in Rate Stabilization Fund	\$ 3,000,000
Estimated Fund Balance @ 6/30/15	\$ 3,200,000

Ms. Savage explained that with the billing cycle, the year to date figure is one month in arrears, so there will be additional revenues and the actual year to date figures would be available after the close of the 2014/2015 fiscal year. Ms. Savage invited Mr. Newton to comment.

Mr. Newton explained that the State mandate of a 36 percent reduction in water production and the current drought will have a substantial impact on the water revenue. The current structure is a base rate plus usage charge, and staff will be looking at a proposed rate structure and continuing the discussions to address the repercussions of the conservation mandate.

Slide Five

WATER ENTERPRISE FUND

Requests included in budget:

Reduce transfer to CIP for drought revenue impacts (\$ 343,330)
 Air Quality Compliance for dump truck \$ 14,097
 Portion of pipe storage shed and generator project \$ 18,774

Ms. Savage reviewed the expenditure requests for the water enterprise fund in the 2015/2016 funding cycle, and invited Mr. Newton to explain the generator project request in more detail.

Mr. Newton explained that the generator project involved a replacement generator which was obtained as surplus several years ago from the Sierra Army Depot, and is used to run the fuel tanks during electrical emergencies. Staff is utilizing the generator from Well #3 in the interim, and the estimated cost of the project is split between the enterprise funds, for a total project cost of \$34,000. The City is bound by the requirement to meet certain air quality standards, which makes the project cost more expensive.

Slide Six

NATURAL GAS ENTERPRISE FUND

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 YTD</u>	<u>15/16 Budget</u>
Revenues	\$ 4,578,577	\$ 3,531,941	\$ 4,578,577
Expenses	\$ 4,578,577	\$ 3,433,594	<u>\$ 4,469,540</u>
			\$ 109,037
Cash in Stabilization Fund		\$ 1,807,075	
Cash in Operations Fund		\$ 2,787,362	
Estimated Fund Balance @ 6/30/15		(\$42,544)	

Ms. Savage reviewed the revenues and expenses for the natural gas enterprise, noting that the warmer than normal weather resulted in a reduction in revenues due to decreased usage by the City's customers. The department has added quite a few new users, however the revenue and expense projects have been left the same in order to be as conservative as possible, in the event the warmer weather continues through the 2015/2016 winter season. The cost of natural gas has dropped, resulting in a decrease in expenses, and depreciation is funded at \$388,000.

Slide Seven

NATURAL GAS ENTERPRISE FUND

Requests included in budget:

Technical Services (testing and compliance) \$ 9,500
 Travel/Training (Western Gas Conference, etc) \$ 9,114
 Leak survey equip, sewer camera, SCADA \$ 43,500
 Vehicle (Replace Unit 71-2002-1 ton service truck) \$ 55,000
 Improvements: Construct pipe shed, Sierra Road & City Gate security fencing \$ 45,500

Mr. Newton reviewed the requests for the natural gas enterprise fund, explaining that the technical services testing and compliance were reflective of the new State regulations requiring more extensive surveys and testing on infrastructure, and the integrity of the mainline. The training and travel for current natural gas staff is necessary to continue maintaining the level of safety for operations and maintenance of the system. The current equipment is problematic, and staff will be looking into applying for grants through the office of pipeline safety which would offset some of the replacement costs.

Councilmember Garnier asked how many employees would be covered under the funding request for

additional training.

Mr. Newton responded that he had not quantified the number of employees, but the request is for safety-related training that in some cases has been neglected for a number of years.

Slide Eight

AIRPORT ENTERPRISE FUND

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 YTD</u>	<u>15/16 Budget</u>
Revenues	\$ 145,263	\$ 136,924	\$ 95,000
Expenses	\$ 247,995	\$ 192,011	\$ 227,050
			(\$132,050)

Depreciation \$ 132,050

14/15 Budget is operational only. Does not include grant projects.

Estimated Fund Balance @ 6/30/15 - \$ 1,795,475

Cash @ 5/12/15 - \$ 31,060

Ms. Savage reviewed the airport enterprise fund, noting that the revenue decrease is a result of the commitment of funding for Airport Capital Improvement funding to be utilized as project match funds, and noted that depreciation is not being funded at the present time.

Slide Nine

GOLF COURSE ENTERPRISE FUND

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 YTD</u>	<u>15/16 Budget</u>
Revenues	\$ 352,950	\$ 273,149	\$ 352,950
Expenses	\$ 352,950	\$ 279,845	\$ 352,950

Estimated Fund Balance @ 6/30/15 - \$ 2,392,324

Cash @ 5/12/15 - \$ 34,877

Ms. Savage reviewed the golf course revenue and expenses, explaining that the current golf season is split between two fiscal years, so the cost of operations for the 2015 season as a whole will not be available until later in the year after the course has closed for the winter. There are a few changes coming up which will result in a request to Council for a budget adjustment.

Slide Ten

General Fund Revenue History

Ms. Savage reviewed history of general fund revenue from fiscal year 1999/2000 through the estimated figures for 2014/2015, explaining that the one-time sources of revenue which the City receives for things such as risk management dividend payments or out of area fire payments, and noted that over the past fifteen years, the City's revenue has remained very steady, with a peak in fiscal year 2006/2007. She has been working with the County to determine any potential increase in tax revenue due to the increase of businesses on Main Street, and it is not anticipated that the growth will be substantial. There may be a potential increase of approximately \$20,000, however that amount is shared with the school districts and will not be received until the 2016/2017 fiscal year. The sales tax has been monitored and there was an approximate growth of two percent, however it stalled around the first of the year and has remained steady.

Mayor Wilson asked what the revenue figures were based on.

Ms. Savage responded that the revenues were based upon prior year actual, with the allocations being reviewed by the Department of Finance and adjusted every three months.

There was an extensive discussion regarding the potential tax exempt status of the company responsible for the commercial development on Main Street, which would mean that there would be no property tax revenue resulting from the new store.

Slide Eleven

General Fund Expense History

Ms. Savage reviewed a similar chart depicting expense history from fiscal year 2004/2005 through the present time, noting that one-time expenses had been eliminated.

Slide Twelve

Long Term Debt

City Hall (General Fund) \$ 1,370,195 – Final Payment 9/1/2027
CalPERS Refunding Loan \$ 4,666,000 – Final Payment 6/30/2028
General Fund - \$ 3,406,180
Other Funds - \$ 1,259,820
Utility Infrastructure \$ 33,796,000 – Final Payment 6/30/2045

Ms. Savage reviewed the City's long-term debt obligations and pay off dates.

Slide Thirteen

Short Term Debt

Housing Loans (General Fund) \$ 329,242– Final Payment 6/30/2019
Early Retirement Incentive - \$ 89,280 – Final Payment 6/30/2017

Ms. Savage reviewed the City's short term debt obligations, explaining that the housing loans for the general fund represented the assumption of the loans owed by the redevelopment agency when the State eliminated the agencies state wide, and the early retirement incentive which was offered to certain employees in 2012.

Slide Fourteen

PERS RISK POOL UNFUNDED LIABILITY

Beginning 2015/2016 the City will be required to make payments to CalPERS in addition to the normal pension costs.

- Safety Risk Pool Amount \$ 2,102,415
- Miscellaneous Risk Pool Amount \$ 1,844,878

Amounts to be amortized over 21 years

Ms. Savage reviewed the increase in CalPERS pension costs which is categorized as an unfunded liability.

Mr. Callegari requested a short summary of the determination by CalPERS which has resulted in the additional liability.

Mr. Hancock explained that the City of Susanville, as an agency with fewer than 100 employees, is put in a risk pool for CalPERS, not unlike the shared risk pool that the City participates in for insurance coverage. Many agencies are sharing the risks and liabilities, and over time utilizing a number of factors, CalPERS

monitors the investments and determines if the risk pool is superfunded or underfunded, meaning the amount of available funding is sufficient to meet the retirement payment obligations of the agency. If a determination is made that the fund is underfunded, an assessment is made and each participating agency is obligated to pay its portion of the amount needed to bring the fund back to a stable balance. It was a surprise to the City that CalPERS decided to fully fund the amount, which is amortized over a period of 21 years.

Slide Fifteen

PERS RISK POOL UNFUNDED LIABILITY

	<u>Annual Risk Pool Payments</u>	
	Safety	Miscellaneous
2015-2016	\$179,770	\$ 155,599
2016-2017	\$218,094	\$ 185,507
2017-2018	\$258,557	\$ 217,071
2018-2019	\$301,251	\$ 250,362
2019-2020	\$346,273	\$ 285,455
2020-2021	\$358,831	\$ 298,681

Ms. Savage presented a summary of the increased pension payments which has been assessed based upon the actuarial study conducted by CalPERS.

Slide Sixteen

PERS RISK POOL UNFUNDED LIABILITY

Annual Risk Pool Payments Charged To City Funds

	General Fund	All Other Funds
2015-2016	\$249,839	\$ 85,530
2016-2017	\$301,697	\$101,904
2017-2018	\$356,385	\$119,243
2018-2019	\$414,083	\$137,530
2019-2020	\$474,920	\$156,808
2020-2021	\$493,439	\$164,073

Ms. Savage reviewed the annual payments as charged to the general fund versus the enterprise funds.

Slide Seventeen

GENERAL FUND

Revenues and Expenses

	<u>14/15 Budget</u>	<u>14/15 Estimated</u>	<u>15/16 Budget</u>
Revenues	\$ 5,310,089	\$ 5,054,546	\$ 5,196,972
Expenses	\$ 5,506,259	\$ 5,105,200	\$ 5,766,500
	(\$ 196,170)	(\$ 50,654)	(\$569,528)

General Fund Reserve \$ 802,907

General Fund Objective \$ 1,026,000 (20% of annual operating revenue)

Estimated Fund Balance @ 6/30/2015 (Includes Reserve) - \$ 2,445,370

Ms. Savage reviewed the 2014/2015 budget, the estimated actual budget, and the projected fiscal year

2015/2016 budget, noting an overall shortfall of \$569,528.

Slide Eighteen

Departmental Requests Not Currently Included In Draft Budget:

Police

- \$ 15,000 for Special Operations and Reserve Officers
- \$ 10,000 increase to overtime
- \$ 10,000 increase to dispatch contract
- \$ 3,000 increase to gasoline
- \$ 2,000 for volunteer program
- Evaluate options to create a fourth Sergeant position.

Fire

- \$ 1,500 increase to dispatch contract
- \$795 for Risk Reduction Assessment program

Administrative Services

- Replacement of aged vehicles
- Emergency power supply for City Hall

Ms. Savage reviewed the additional requests for items made by the Police, Fire, and Administrative Services department, noting that the costs were not included in the proposed 2015/2016 budget.

Mr. Hancock explained that the primary purpose of the meeting was to review the objectives of the budget and City Council priorities, and with the current deficit in the general fund budget, review which projects would make sense to put on hold. The objectives fall into two groups: Community Vitality and Services/Operations. He reviewed the list of projects which have been completed or are in progress on slide nineteen as follows:

COMMUNITY VITALITY

Planned:

- Create and Publish Economic Vitality Plan
- Create Economic Development Fund
- Public Facilities, Neighborhood Park (Cameron & Shadow Mountain) Skyline Park Expansion, Memorial Skate Park Completion
- River Parkway

In Progress:

- Roadway Repair & Maintenance
- Community Pool
- South East Gateway
- Sidewalk Completion Plan
- Beautification, Code Enforcement, Property Maintenance
- Johnstonville/Airport Water System Expansion

Completed:

- Airport Improvement Fund

SERVICES AND OPERATIONS

Planned:

- Mitigation Fund Objectives

In Progress:

- Debt Reduction Plan
- Water Rate Restructure
- Compensation, Attraction and Retention
- General Plan Update
- Technology/Remote Access
- City Hall Parking Lot
- Facility & Equipment Funding

Completed:

- Enterprises with Negative Cash
- Organization Structure
- Natural Gas Rates
- Depreciation Adjustments

Councilmember Garnier requested a focus on the weed growth along Main Street, and asked if Caltrans was moving forward with the bulbouts.

Mr. Hancock commented that staff has been working with Caltrans and the issue of maintenance came up, as it is common for Caltrans to turn that responsibility over to the jurisdiction. The agreement that the City has with Caltrans is fairly dated and would be worth updating if that is the Council's direction. Regarding the progress of the installation of bulbouts in uptown, Caltrans is still working to obtain traffic numbers and information.

Councilmember Callegari requested that staff continue to explore ways to expand the natural gas system.

Mr. Hancock responded that the City is active in exploring ways to expand the customer base, and also at improved system security measures as well as mutual agreements to assist the natural gas department staff in getting customers back online as quickly as possible after an emergency.

There being no further comments, he turned the floor back to Ms. Savage.

Slide Twenty

Budget Policies – Review

Resolution No. 09-4543

- Adopt a balanced budget by June 30 of each year.
- Review all fees and charges annually.
- Fund balances in excess of the reserve requirements, may be used to fund one-time expenditures.
- Strive to reach and maintain a General Fund reserve equal to (20%) of annual operating revenues.
- 50% of prior fiscal year audited actual surplus (when available) to be set aside until 20% goal is attained.
- Cash reserve above the 20% set aside in reserve will become available for spending (one –time expenditure).
- Maintain fiscal solvency.
- A 4/5 vote is required to bypass or amend budget policies.

Ms. Savage reviewed the City's budget policies adopted by resolution number 09-4543, inviting feedback from the City Council.

Mayor Wilson observed that there was a lot of work to be done to reduce the deficit, and requested staff bring back options which will get the city closer to a break-even point.

There were no further comments or suggestions.

15 ADJOURNMENT:

Motion by, second by Councilmember Callegari to adjourn the meeting; motion carried.

Meeting adjourned at 6:30 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Brian R. Wilson, Mayor

Approved on: _____

**SUSANVILLE CITY COUNCIL
SUSANVILLE COMMUNITY DEVELOPMENT AGENCY
SUSANVILLE MUNICIPAL ENERGY CORPORATION
SUSANVILLE PUBLIC FINANCING AUTHORITY
Regular Meeting Minutes
May 20, 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 Wilson.

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

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

1 APPROVAL OF AGENDA:

Mr. Hancock noted that the attachment for Item 9E had been amended since the distribution of the agenda and had been provided to the Council.

Mayor pro tem McBride requested the removal of Item 6B and ask that the item be tabled pending further discussion of the fiscal year 2015/2016 budget.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve the agenda with the changes requested; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari, and Wilson.

2 PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS: No comments.

3 CLOSED SESSION: At 6:05 p.m. the Council recessed to closed session to discuss the following:

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
 - 1 Complaint against public employee
 - 2 Public Employee Performance Evaluation: City Administrator
- B CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6:
 - 1 Agency Negotiator: Jared G. Hancock
Bargaining Unit: Administrative, Firefighters, Management, Miscellaneous,
Public Works, SPOA

Closed session recessed at 6:56 p.m.

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, Fire Chief; Dan Newton, Public Works Director; Daniel Gibbs, City Engineer; Deborah Savage, Finance Manager and Gwenna MacDonald, City Clerk.

Mr. Hancock stated that prior to Closed Session the agenda was approved with an amendment to revise the attachment for Item 9E, and the removal of Item 6B. During Closed Session there was no reportable action and no direction to staff and at the conclusion of Open Session, City Council would be reconvening in Closed Session.

Councilmember Garnier provided the Thought of the Day.

5 **BUSINESS FROM THE FLOOR:** None.

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

- A Approve vendor warrants numbered 93874 through 94046 for a total of \$505,207.85 including \$199,938.18 in payroll warrants
- B ~~Approve Resolution No. 15-5173 approving and authorizing Mayor to execute Memorandum of Understanding with the Management Bargaining Unit~~ Removed

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Item 6A; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

7 **PUBLIC HEARINGS:**

- 7A **1 Consider Resolution No. 15-5169 adopting Mitigated Negative Declaration for General Plan Amendment and Rezone for APN 105-152-01, 105-152-02 and 105-152-09**
- 2 Consider Ordinance No. 15-1000 approving General Plan Amendment and Rezone GZ 14-022 for Rite Aid project: Waive first reading and introduce.**

Mr. Hancock reported that a project has been brought forward by PM Design Group to construct a new Rite Aid Pharmacy on the property located on Main Street and bordered by First Street on the north, Park Street on the west, and Ash Street on the east. There are a total of eight parcels at the location, with three properties currently zoned residential. The request is to change the land use designation to General Commercial/Shopping Center and to rezone the parcels to C-2. The three parcels will create a 1.65 acre property and will require the demolition of the three existing residences and a 7,124 square foot commercial building.

Mr. Hancock continued that the Planning Commission at its hearing on April 28, 2015 adopted Resolution No. 15-1024 recommending to the City Council an amendment to the General Plan Land Use Map from Single family Residential to General Commercial/Shopping Center and rezoning the properties from R-1 to C-2. If constructed, the 17,369 square foot commercial project will generate approximately \$30,400 in mitigation fees and additional revenue with increased property taxes and a small potential increase in sales tax revenues.

Mayor Wilson requested that the construction project be coordinated as much as possible with CalTrans.

Mr. Hancock responded that CalTrans has been involved in the process for months, and was the primary contributor of comments throughout the planning phases, with the main concerns related to traffic impacts and drainage. There have been several discussions regarding access to the site and how to address storm water runoff, and CalTrans is satisfied with the current project design.

Mayor Wilson opened the public hearing at 7:13 p.m. and requested comments regarding the project.

Randall Kirksmith, property owner, thanked staff for their assistance throughout the process. He expressed his appreciation of the professionalism and cooperation he experienced during the project, stating that the suggestions made along the way ultimately led to a much better project.

Mayor Wilson asked when the project was expected to start and the estimated timeline for completion.

Mr. Kirksmith responded that the tentative start date is July 1, 2015 and was expected to take approximately 120 days to complete.

Councilmember Callegari asked if any of the existing buildings would be incorporated into the project or if the site would be leveled.

Mr. Kirksmith indicated that all existing structures, including curb, gutter and sidewalk would be removed prior to the beginning of construction.

There being no further comments, Mayor Wilson closed the public hearing at 7:15 p.m.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to approve Resolution No. 15-5169; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Motion by Councilmember Garnier, second by Mayor pro tem McBride, to waive the first reading and introduce Ordinance No. 15-1000; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

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

9 **NEW BUSINESS:**

9A Consider Resolution No. 15-5166 approving closure of Main Street from Cottage Street to Fair Drive on Saturday, July 18, 2015 for the Lassen County Fair Parade Mr. Newton reported that the City received a request from the Lassen County Fair Office to support the Lassen County Fair Parade event by authorizing the closure of Main Street from Cottage Street to Fair Drive on Saturday, July 18, 2015, between the hours of 9:30 a.m. to 11:30 a.m. A total of six Public Works Department employees will be needed for the set up and removal of traffic control devices and ten police officers to assist with traffic control. City Council authorization is also required to facilitate the encroachment permit process through Caltrans. The total cost for staffing to support the event is estimated at \$4,723.

Mayor pro tem McBride commented that the City provides support for several of these types of events and he would like to see the organizations recognizing the City as a sponsor.

Motion by Councilmember Callegari, second by Mayor pro tem McBride, to approve Resolution No. 15-5166; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9B Consider Resolution No. 15-5170 approving agreement with Laguna Ranch LLC for fire training exercises Chief Moore explained that the Fire Department has a unique and valuable opportunity to conduct training on private property located on Main Street at the site of the future Rite Aid project. The existing structures that are scheduled for demolition prior to the beginning of the commercial development provide a rare training opportunity with three residential structures and one commercial structure located on site. The owners of the property have offered the use of the property for the price of one dollar, with the training dates to be determined. There will be no controlled burning conducted as part of the training, and no financial liability assumed by the City.

Motion by Councilmember Garnier, second by Councilmember De Boer, to approve Resolution No. 15-5170; motion carried. Ayes: Garnier, De Boer, Callegari, and Wilson. Abstain: McBride

9C Consider Resolution No. 15-5171 authorizing Agreement with State of California for transfer of Office of Emergency Services Equipment Mr. Moore reported that the Susanville Fire Department has been assigned an Office of Emergency Services (OES) fire engine to assist with statewide emergencies and in exchange for housing the engine, the City is able to use it to assist with mutual aid in the County and use it for emergencies within the City. The existing engine is being swapped for a newer model with the most notable change of it having 4 x 4 off road capability. The engine requires the staffing of three personnel and provides for the City to be a part of the statewide fire network. The OES engine in the city's possession now (OES 316) will be turned in to the State when we pick up the new engine.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 15-5171; motion carried. Ayes: Garnier, De Boer, Callegari, and Wilson. Abstain: McBride

9D Consider approval of sponsorship request from Lassen County Fair for 2015 Lassen County Fair events Mr. Hancock explained that the Lassen County Fair sponsors a number of events in the community during Fair week which this year, will be held July 15 through 19, 2015. In the past, the City has provided support through additional security staffing during shows and events, street closure assistance for the parade, and additional monetary contributions. The Lassen County Fair has requested a contribution of \$2,500 from the City of Susanville to support 2015 Lassen County Fair activities. Staff recommends providing funding through the fiscal year 2015/2016 Civic Promotions budget.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the sponsorship request in the amount of \$2,500 for the 2015 Lassen County Fair; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

9E Consider Resolution No. 15-5172 approving ATP application for Riverside construction Mr. Hancock explained that the City has multiple local, State, and Federally funded rehabilitation, reconstruction, Complete Streets, bicycle, and pedestrian projects being proposed for development and implementation over the next three years. The City entered into an agreement with Green DOT Transportation Solutions to assist with project development, management, programming, and delivery of these projects. The Riverside Drive Multi-Use Trail project has been discussed for quite some time, and would be comprised of a one-half mile long Class 1 trail that would connect the existing Susan River Trail with the Bizz Johnson Trail. The proposed design includes a stand-alone bicycle and pedestrian bridge over the Susan River; and would provide a bicycle and pedestrian link between residential areas, schools, key commercial areas, parks and community services.

Green DOT Transportation Solutions has identified a funding opportunity through the Active Transportation Program (ATP), and is proposing to submit an application for property acquisition and funding to construct the trail. The application requires a letter of support from the City Council.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5172; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari, and Wilson.

10 SUSANVILLE COMMUNITY DEVELOPMENT AGENCY: No business.

11 SUSANVILLE MUNICIPAL ENERGY CORPORATION: No business.

12 CONTINUING BUSINESS: No business.

13 CITY ADMINISTRATOR'S REPORTS:

13A Emergency Water Regulations Report

Mayor Wilson invited Mr. Marshall Leve to comment regarding the item.

Mr. Leve noted that he provided the Council with a statement of his concerns, and in lieu of reviewing the list stated that he would listen to the report given as he expected many of his concerns would likely be addressed.

Mr. Newton reported that The State Water Resources Control Board adopted its emergency water regulations which requires the City of Susanville to achieve a thirty-six percent reduction in potable water production between the months of June 2015 and February 2016 as compared to the same months in 2013. Staff has analyzed production reports and has determined that in the summer, usage in Susanville increases approximately four hundred percent, so in order to achieve the required thirty-six percent reduction, it is the recommendation to focus on outdoor watering in the summer months. Per staff's analysis, a reduction of fifty percent in water produced for outdoor watering will result in a thirty-six percent conservation of potable water produced over the next nine months. This would mean that water restrictions during the winter months, when usage is already low, or mandating usage indoors will not be necessary. The draft plan is being reviewed by legal counsel and is not ready for presentation, however staff is seeking direction on some of the key plan elements.

Mr. Newton reviewed the key plan elements as follows:

- Attempt to achieve a thirty-six percent reduction in potable water production by focusing on summer outdoor watering
- Public awareness and education
- Distribution of low flow shower heads
- Definition of terms and enforcement of Water Board Regulations and stage II of the City's Water Shortage Contingency Plan

The conservation requirement will become effective on June 1, 2015 and staff is requesting the City Council provide direction on the key plan elements and the possible need to call a special meeting to adopt the plan before June 1, 2015. The plan would have to be adopted by Ordinance to provide authority for enforcement through the Susanville Municipal Code. The State will be reviewing progress at the end of June, and if the City falls short there are additional measures they can take to enforce conservation. If they determine that the City has made every effort to establish a reasonable and honest methodology to achieve a thirty-six percent reduction then it is very likely that the additional measures will not be punitive.

Mr. Hancock noted that an important part of the strategy involves an established water schedule for days of the week, and not trying to regulate the water usage for indoor use.

Councilmember Callegari noted that it is important to maximize public outreach so that the citizens know what is expected. Limiting watering days based on odd and even addresses has been done in the past, but the public needs to know about it as soon as possible.

Councilmember Garnier stated that there may be some compliance, but there will be people who do not conserve and then others will become discouraged and not stick to it. She asked if the parks would be following the same restrictions and whether or not car washes will be allowed as fundraisers.

Mr. Newton responded that it is likely that the City will be seeing some yellow lawns, however lawns will go dormant and they are ok for a few months. The City may want to look at car washes and limiting some businesses on the event. If they do not have any landscaping there is only so much that some of the commercial businesses can do to conserve. Staff is looking at progressive disciplinary measures for those residents who do not comply.

Councilmember Callegari suggested several methods of conserving water and reusing for indoor and outdoor use.

Mayor pro tem McBride stated that is important to educate the public regarding leaky faucets and high-flow shower heads and such things as they can add up to a lot of lost water.

Mr. Leve suggested that the Council do a direct mailing to all water customers regarding the mandate. He just received his water bill and with the billing cycles, the month of June will be half over before some people even receive notification.

Mr. Newton stated that the Public Works Department staff has developed a flyer that is in the final stages of review and will be distributed directly to all water customers in the City. He did not want to proceed with the mailing prior to making Councilmembers aware, since they were liable to receive phone calls and questions regarding the information that is provided.

There was a lengthy discussion regarding utilizing other City owned wells, the capacity in existing wells, legal uses of grey water, potential conservation rebates and the State's definition of production versus usage and involving local representatives to attempt to work with the State.

Councilmember De Boer announced that he had a family emergency and needed to leave the meeting. He requested that an item be added to the next agenda regarding the City owned property at 600 Nevada Street, and at 8:15 p.m. he exited the meeting and did not return.

The Council continued discussing the availability of water in the region and water usage for the Airport, Golf Course and City Parks.

Councilmember Callegari commented that Susanville has the luxury of water when many other communities in the State do not, and that it is important to be responsible stewards.

Councilmember Garnier remarked that it needs to be an all-out effort from all customers or else it will cause tremendous problems between the citizens who are doing their part, and those who do not.

Mayor Wilson reiterated the importance of public outreach and asked if the City had implemented reduction in usage for city parks.

Mr. Hancock responded that the City Park water systems are more of the residential style watering system and Parks staff have already reduced the percentage of watering on the timers, and have been turning them off after it rains. He restated the focus of the conservation effort, which is to implement a fifty percent reduction in outdoor water during the mandate period, to codify Stage Two of the City Water Mandate which will define the terms of the mandate, and asked for Council authority to move forward.

14 COUNCIL ITEMS:

14A AB1234 travel reports:

A AB1234 travel reports:

Councilmember Garnier requested follow up regarding illegal dumping in the unpaved area of Numa Road.

Mayor Wilson requested an update regarding the progress on Roop's Fort.

Mr. Hancock responded that the City is continuing to work with the Historical Society, and they are in the process of identifying a contractor to oversee the project and the City has not received the engineered plans from NST Engineering. The tree trimming is underway, with many of the smaller branches having been removed, and the Park Superintendent is working towards having some of the larger limbs removed.

Councilmember Callegari stated that the Fort belongs to the community and it is important to make sure the project gets completed.

Mayor pro tem McBride suggested drafting a request for proposals in the event that the project stalls so the City could select a contractor to move forward with the project.

There was general discussion regarding the project deadlines and the importance of maintaining communication with the Lassen Historical Society to ensure that the project continues to move forward.

15 ADJOURNMENT:

At 8:43 p.m. Mayor Wilson called for a short recess prior to reconvening in Closed Session.

At 8:55 p.m. the City Council reconvened in Closed Session.

At 10:13 p.m. the City Council returned to Open Session.

Mr. Hancock reported that the City Council directed staff to schedule a special meeting for May 27, 2015 at 5:30 p.m.

Motion by Councilmember Callegari, second by Mayor pro tem McBride to adjourn; motion carried. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Meeting adjourned at 10:15 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

SUSANVILLE CITY COUNCIL
Special Meeting Minutes
May 27, 2015 at 5:30 p.m.

Meeting was called to order at 5:30 p.m. by Mayor Wilson.

Roll Call of City Councilmembers: Kathie Garnier, Rod E. De Boer, Lino P. Callegari, and Brian Wilson, Mayor. Absent: Nicholas McBride.

Staff present: Jared G. Hancock, City Administrator; Dan Newton, Public Works Director; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA: Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the agenda as submitted; motion carried. Ayes: Garnier, De Boer, Callegari and De Boer. Absent: McBride.

2 PUBLIC COMMENT: None.

3 SCHEDULED MATTERS:

3A Consider adoption of Resolution No. 15-5177 rescinding Stage 2 of the City's Water Shortage Contingency Plan implemented August 20, 2014 Mr. Newton reported that in August 2014, the City Council implemented Stage II of the City of Susanville Water Shortage Contingency Plan due to the State's requirement for urban water suppliers to adopt the stage of their water shortage contingency plan that placed a restriction on outdoor watering. The most recent emergency regulations, adopted by the State on May 5, 2015 supersede the previous regulations and the requirement has been removed. The regulations require that the City achieve a thirty six percent reduction which staff has determined could be achieved by reducing outdoor water by fifty percent. Any restrictions enacted to achieve this reduction must be enforceable by ordinance and Stage II in the Water Shortage Contingency Plan is not enforceable at this time.

Mayor Wilson requested that the City Council consider Item 3B prior to voting on Item 3A.

3B Consider Ordinance No. 15-1003 adopting water conservation measures to comply with State mandated water curtailment Mr. Newton explained that that the State Water Resources Control Board's Emergency Water Regulation requires the City of Susanville to achieve a thirty six percent reduction in potable water production between the months of June 2015 and February 2016 as compared to the same months in 2013, staff has prepared an Urgency Ordinance which places an enforceable mandatory restriction on outdoor watering and limits watering to three days per week. Calculations show that a fifty percent reduction outdoors, regardless of indoor usage, would result in the thirty-six percent goal. The ordinance specifies the permissible days of the week for even and odd numbered addresses, discusses the need for the emergency regulation and outlines the City's authority to implement an emergency regulation. By the end of June, the City will be reporting to the State and there are three options that the State could use to enforce conservation in communities that do not meet their goal, including mandated conservation measures, issuing a cease and desist order and. By doing what we can as a community to show a good faith effort, it is likely that they will be willing to work with the City to achieve the conservation goals.

At 5:39 p.m. Mayor pro tem McBride arrives and takes his seat at the dais.

Mr. Newton continued that without the passage of the ordinance, the City is limited in enforcement to the use of automatic shut off nozzles, no use of decorative fountains unless the water is recirculated, and no watering within forty eight hours of measurable precipitation. There are no provisions to allow for limiting the days of watering.

Councilmember Garnier asked how often the City has to submit reports to the State.

Mr. Newton responded that the reports will be prepared monthly, and the City has been reporting since September 2014.

Mayor Wilson invited comments or questions from the public.

Mike Justice stated that with limited days of the week to water, people will probably be watering twice as long, and he asked about the timing of notification to the community due to the staggered billing cycles. He observed it would be a real challenge to reduce by thirty six percent.

Mr. Newton responded that over-watering would result in run-off as the ground reaches the saturation point, and it runs onto sidewalks and driveways. The State is asking for a report regarding production numbers and not usage, and production numbers are metered as well.

Councilmember Callegari discussed additional measures that could be implemented if the City does not meet the thirty six percent goal, and that some communities have limited the usage based on a set number of gallons and a substantial price increase for any use that exceeds the allotted amount.

Annie Westerbeke commented that she began implementing a reduction in water usage the prior winter, and discovered how much grey water could be drained and utilized to water shrubs and tomatoes. She suggested the City investigate the design and options for conversion to systems that would recycle grey water and waive the fees for people who wanted to install the systems.

There was a discussion regarding the sanitary district's operation and needs for a certain amount of grey water to keep the system functional.

Mayor pro tem McBride asked if there were any CDBG funding available for grey water systems.

Mr. Hancock responded that staff could look into it.

Mike Justice suggested that the Governor's budget could provide a number of avenues for replacement of landscape with natural scape, low flow faucets and toilets, and it may be available for local funding for residents.

Mayor Wilson asked if there were any funds available through Prop 1B.

Mr. Newton responded that the guidelines were still being developed. Prop 84 is being looked at through the Regional Water Management Plan, and additional available funding will be weighted towards drought related projects. There are a few things that could be considered, including completion of the Cady Springs Pumping Station, rebuild the spring collection system, and repairing leaky pipes as not all leaks come to the surface.

3C Review Water Conservation flyer Mr. Newton reviewed the flyer that was prepared for distribution as part of the public outreach effort to notify the citizens of the terms of the water conservation mandate. In addition, staff would be utilizing other no or low-cost opportunities to inform the public. Mr. Rick Stewart of the Susanville Supermarket has offered to include the notice in his publication, and the flyer will be direct mailed to all of the billing routes.

Mayor Wilson asked when the end date of the ordinance would be.

Mr. Newton responded that it would eventually be replaced by a permanent ordinance.

Mr. Hancock reviewed the process, citing the benefits of the urgency ordinance process including flexibility, immediate effective date, and as it is not associated with the zoning code, there is no forty-five day requirement for extension. The ordinance has been reviewed by the City's attorney who suggested including language in a permanent ordinance which could implement regulations triggered by subsequent State mandates. The City's obligation at this point in time is to have a plan to achieve a thirty six percent reduction and if we fall short in that effort then we can work with the State towards that goal.

Mayor Wilson asked how the City's position compared to other agencies throughout the State.

Mr. Newton responded that many other cities, particularly larger ones such as Los Angeles or Sacramento, or areas where the drought has been an issue for a while, already have measures in place to deal with drought conditions as part of their city ordinance. In our case, the Water Management Plan was not incorporated into the Susanville Municipal Code by ordinance so it is not enforceable. The State provided a sample ordinance which was lengthier than the one proposed, however over all, other small rural communities are in a similar situation as Susanville in terms of preparedness.

Mayor Wilson asked if the City could subtract the production overflow amounts from the reportable figures.

Mr. Newton responded that he had not received an answer from the State regarding the issue. The State adopted definition of potable water is that which has not entered the system. He discussed the differences between water that is produced versus collected.

Mayor Wilson requested a confirmation that the water usage at the airport and golf course would not be affected by the mandate.

Mr. Newton responded that the airport, golf course, and Johnstonville Well are considered small systems, while the City water system has over 3,000 connection, qualifying it as a large municipal supplier.

There was a general discussion regarding the enforcement and appeal process, and the employees who would be trained and authorized to issue citations in the event of non-compliance. The Council discussed including a sunset clause to the ordinance and clarifying the appeal process for a general violation.

Mr. Hancock suggested including section 4d as follows:

"This ordinance shall remain in effect until February 28, 2016."

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Urgency Ordinance No. 15-1000 with the addition of Section 4d as stated; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5177; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

At 6:32 p.m. Mayor Wilson called for a short recess prior to Closed Session.

At 6:30 p.m. City Council reconvened in Closed Session to discuss the following:

4 CLOSED SESSION:

- A PUBLIC EMPLOYMENT – Pursuant to Government Code §54957: Public Employee Performance Evaluation: City Administrator
- B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): one potential claim

15 ADJOURNMENT:

At 8:55 p.m. the City Council returned to open session.

Mr. Hancock reported that the City Council gave direction to staff but there was reportable action taken.

Motion by Councilmember Callegari, second by Mayor pro tem McBride to adjourn; motion carried. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Meeting adjourned at 8:57 p.m.

Respectfully submitted by

Brian R. Wilson, Mayor

Gwenna MacDonald, City Clerk

Approved on: _____

**SUSANVILLE CITY COUNCIL
Special Meeting Minutes
May 27, 2015 at 5:30 p.m.**

Meeting was called to order at 5:30 p.m. by Mayor Wilson.

Roll Call of City Councilmembers: Kathie Garnier, Rod E. De Boer, Lino P. Callegari, and Brian Wilson, Mayor. Absent: Nicholas McBride.

Staff present: Jared G. Hancock, City Administrator; Dan Newton, Public Works Director; and Gwenna MacDonald, City Clerk.

1 APPROVAL OF THE AGENDA: Motion by Councilmember De Boer, second by Councilmember Callegari, to approve the agenda as submitted; motion carried. Ayes: Garnier, De Boer, Callegari and De Boer. Absent: McBride.

2 PUBLIC COMMENT: None.

3 SCHEDULED MATTERS:

3A Consider adoption of Resolution No. 15-5177 rescinding Stage 2 of the City's Water Shortage Contingency Plan implemented August 20, 2014 Mr. Newton reported that in August 2014, the City Council implemented Stage II of the City of Susanville Water Shortage Contingency Plan due to the State's requirement for urban water suppliers to adopt the stage of their water shortage contingency plan that placed a restriction on outdoor watering. The most recent emergency regulations, adopted by the State on May 5, 2015 supersede the previous regulations and that requirement has been removed. The new regulations require that the City achieve a thirty six percent reduction which staff has determined could be achieved by reducing outdoor watering by fifty percent. Any restrictions enacted to achieve this reduction must be enforceable by ordinance and Stage II in the Water Shortage Contingency Plan is not enforceable at this time.

Mayor Wilson requested that the City Council consider Item 3B prior to voting on Item 3A.

3B Consider Ordinance No. 15-1003 adopting water conservation measures to comply with State mandated water curtailment Mr. Newton explained that that the State Water Resources Control Board's Emergency Water Regulation requires the City of Susanville to achieve a thirty six percent reduction in potable water production between the months of June 2015 and February 2016 as compared to the same months in 2013. Staff has prepared an Urgency Ordinance which places an enforceable mandatory restriction on outdoor watering and limits watering to three days per week. Calculations show that a fifty percent reduction outdoors, regardless of indoor usage, would result in the thirty-six percent goal. The ordinance specifies the permissible days of the week for even and odd numbered addresses, discusses the need for the emergency regulation and outlines the City's authority to implement an emergency regulation. By the end of June, the City will be reporting potable water production to the State. If the City does not meet its conservation mandate then the State could fine the City. It is likely that the State will work with the City to assist in achieving the conservation goal. There are three options that the State could use to enforce conservation in communities that do not meet their goal, including mandated conservation measures, issuing a cease and desist order

At 5:39 p.m. Mayor pro tem McBride arrives and takes his seat at the dais.

Mr. Newton continued that without the passage of the ordinance, the City is limited in enforcement to the use of automatic shut off nozzles, no use of decorative fountains unless the water is recirculated, and no watering within forty eight hours of measurable precipitation. There are no provisions to allow for limiting the days of watering.

Councilmember Garnier asked how often the City has to submit reports to the State.

Mr. Newton responded that the reports will be prepared monthly, and the City has been reporting since September 2014.

Mayor Wilson invited comments or questions from the public.

Mike Justice stated that with limited days of the week to water, people will probably be watering twice as long, and he asked about the timing of notification to the community due to the staggered billing cycles. He observed it would be a real challenge to reduce by thirty six percent.

Mr. Newton responded that over-watering would result in run-off as the ground reaches the saturation point, and it runs onto sidewalks and driveways. The State is asking for a report regarding production numbers and not usage, and production numbers are metered as well.

Councilmember Callegari discussed additional measures that could be implemented if the City does not meet the thirty six percent goal, and that some communities have limited the usage based on a set number of gallons and a substantial price increase for any use that exceeds the allotted amount.

Annie Westerbeke commented that she began implementing a reduction in water usage the prior winter, and discovered how much grey water could be drained and utilized to water shrubs and tomatoes. She suggested the City investigate the design and options for conversion to systems that would recycle grey water and waive the fees for people who wanted to install the systems.

There was a discussion regarding the sanitary district's operation and needs for a certain amount of grey water to keep the system functional.

Mayor pro tem McBride asked if there were any CDBG funding available for grey water systems.

Mr. Hancock responded that staff could look into it.

Mike Justice suggested that the Governor's budget could provide a number of avenues for replacement of landscape with natural scape, low flow faucets and toilets, and it may be available for local funding for residents.

Mayor Wilson asked if there were any funds available through Prop 1.

Mr. Newton responded that the guidelines were still being developed. Prop 84 is being looked at through the Integrated Regional Water Management Plan, and additional available funding will be weighted towards drought related projects. There are a few things that could be considered, including completion of the Cady Springs Pumping Station, rebuild the spring collection system, and repairing leaky pipes as not all leaks come to the surface.

3C Review Water Conservation flyer Mr. Newton reviewed the flyer that was prepared for distribution as part of the public outreach effort to notify the citizens of the terms of the water conservation mandate. In addition, staff would be utilizing other no or low-cost opportunities to inform the public. Mr. Rick Stewart of the Susanville Supermarket has offered to include the notice in his publication, and the flyer will be direct mailed to all of the billing routes.

Mayor Wilson asked when the end date of the ordinance would be.

Mr. Newton responded that it would eventually be replaced by a permanent ordinance.

Mr. Hancock reviewed the process, citing the benefits of the urgency ordinance process including flexibility, immediate effective date, and as it is not associated with the zoning code, there is no forty-five day requirement for extension. The ordinance has been reviewed by the City's Attorney who suggested including language in a permanent ordinance which could implement regulations triggered by subsequent State mandates. The City's obligation at this point in time is to have a plan to achieve a thirty six percent reduction and if we fall short in that effort then we can work with the State towards that goal.

Mayor Wilson asked how the City's position compared to other agencies throughout the State.

Mr. Newton responded that many other cities, particularly larger ones such as Los Angeles or Sacramento, or areas where the drought has been an issue for a while, already have measures in place to deal with drought conditions as part of their city ordinance. In our case, the Water Management Plan was not incorporated into the Susanville Municipal Code by ordinance so it is not enforceable. The State provided a sample ordinance which was lengthier than the one proposed, however over all, other small rural communities are in a similar situation as Susanville in terms of preparedness.

Mayor Wilson asked if the City could subtract the production overflow amounts from the reportable figures.

Mr. Newton responded that he had not received an answer from the State regarding the issue. The State adopted definition of potable water produced is that which has not entered the distribution system. He discussed the differences between water that is produced versus collected.

Mayor Wilson requested a confirmation that the water usage at the Airport and Golf Course would not be affected by the mandate.

Mr. Newton responded that the Airport, Golf Course, and Johnstonville Well are considered small systems, while the City water system has over 3,000 connection, qualifying it is as an urban system.

There was a general discussion regarding the enforcement and appeal process, and the employees who would be trained and authorized to issue citations in the event of non-compliance. The Council discussed including a sunset clause to the ordinance and clarifying the appeal process for a general violation.

Mr. Hancock suggested including section 4d as follows:

"This ordinance shall remain in effect until February 28, 2016."

Motion by Councilmember De Boer, second by Councilmember Garnier, to approve Urgency Ordinance No. 15-1003 with the addition of Section 4d as stated; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5177; motion carried unanimously. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

At 6:32 p.m. Mayor Wilson called for a short recess prior to Closed Session.

At 6:30 p.m. City Council reconvened in Closed Session to discuss the following:

4 CLOSED SESSION:

- A PUBLIC EMPLOYMENT – Pursuant to Government Code §54957: Public Employee Performance Evaluation: City Administrator
- B CONFERENCE WITH LEGAL COUNSEL – Anticipated litigation: Significant exposure to litigation pursuant to Government Code §54956.9 (b): one potential claim

15 ADJOURNMENT:

At 8:55 p.m. the City Council returned to open session.

Mr. Hancock reported that the City Council gave direction to staff but there was reportable action taken.

Motion by Councilmember Callegari, second by Mayor pro tem McBride to adjourn; motion carried. Ayes: Garnier, McBride, De Boer, Callegari and Wilson.

Meeting adjourned at 8:57 p.m.

Respectfully submitted by

Gwenna MacDonald, City Clerk

Brian R. Wilson, Mayor

Approved on: _____

Reviewed by: City Administrator
 City Attorney

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

Submitted by: Deborah Savage, Finance Manager

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Vendor and Payroll Warrants

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY: Warrants dated May 27th through June 9th numbered 94176 through 94309

FISCAL IMPACT: Accounts Payable vendor warrants totaling \$148,003.16 plus \$ 131,847.87 in payroll warrants, for a total of \$ 279,851.03

ACTION REQUESTED: Motion to receive and file.

ATTACHMENTS: Payments by vendor and transmittal check registers.

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
05/27/2015	CDPT	05/27/2015	389	CITY OF SUSANVILLE PA	1	7650-2203-1	1,140.56-
05/27/2015	CDPT	05/27/2015	389	CITY OF SUSANVILLE PA	1	7650-2203-1	1,140.56-
05/27/2015	CDPT	05/27/2015	389	CITY OF SUSANVILLE PA	1	7650-2203-1	569.61-
05/27/2015	CDPT	05/27/2015	389	CITY OF SUSANVILLE PA	1	7650-2203-1	569.61-
05/27/2015	CDPT	05/27/2015	389	CITY OF SUSANVILLE PA	1	7650-2203-1	2,873.10-
05/27/2015	CDPT	05/27/2015	390	EMPLOYMENT DEV. DEP	6	7650-2203-1	866.98-
05/27/2015	CDPT	05/27/2015	391	EMPLOYMENT DEV DEP	7	7650-2203-1	341.88-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	218.22-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	832.30-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	2,105.16-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	974.70-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	21.19-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	28.19-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	15.63-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	15.63-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	252.23-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	252.23-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	89.36-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	287.55-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	7650-2203-1	949.30-
05/27/2015	CDPT	05/27/2015	94208	P.E.R.S.	8	1000-422-10-	42.10-
Grand Totals:			<u>21</u>				<u>13,586.09-</u>

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
05/15	05/29/2015	94209	53		RETIREMENT INCENTIVE PKGE	052815	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052815:											
05/15	05/29/2015	94210	174	DATEMA, STEVEN K.	AIRPORT MANAGER 5/1/15 - 6/3	052715	1	7201-430-81-43	TECHNICAL SVCS	1,889.31	1,889.31
Total 052715:											
05/15	05/29/2015	94211	7403		REIM 50% MEMBERSHIP	052115	1	7530-451-52-34	GREEN FEES	550.00	550.00
Total 052115:											
05/15	05/29/2015	94212	1356		REIM HOTEL CHARGED TC	052615	1	8404-430-10-45	TRAVEL & TRAINING	217.68	217.68
Total 052615:											
05/15	05/29/2015	94213	267		REFUND PK FEE CHANGED PA	052215	1	1000-452-20-36	RENT-CITY PARKS	73.00	73.00
Total 052215:											
05/15	05/29/2015	94214	332		GAS CONSULTING SVC 5/2015	052815	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 052815:											
05/15	05/29/2015	94215	445		RETIRE INCENTIVE 6/15	052815	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 052815:											
05/15	05/29/2015	94216	1300		TR EX REDDING CA 05/27/15	052015	1	1000-422-10-45	TRAVEL	99.00	99.00
Total 052015:											
05/15	05/29/2015	94217	713		RETIRE INCENTIVE 6/15	052815	1	7610-2229-001	EARLY RETIREMENT INCENTIV	930.00	930.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 052815:											
05/15	05/29/2015	94218	728	U S POSTMASTER	WATER BILLING POSTAGE	052815	1	7110-430-42-46	POSTAGE	930.00	930.00
05/15	05/29/2015	94218	728	U S POSTMASTER	GAS BILLING POSTAGE	052815	2	7401-430-62-46	POSTAGE	530.63	530.63
Total 052815:											
05/15	05/29/2015	94219	530	U.S. BANK EQUIPMENT F	COPIER - CITY HALL UP AND D	277874376	1	1000-417-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
05/15	05/29/2015	94219	530	U.S. BANK EQUIPMENT F	COPIER - POLICE	277874376	2	1000-421-10-44	RENT & LEASES EQUIP & VEHI	435.78	435.78
Total 277874376:											
05/15	05/29/2015	94220	1492	ULINE, INC.	GLASS JUG	66787252	1	7110-430-42-46	SUPPLIES-GENERAL	871.56	871.56
Total 66787252:											
Grand Totals:											
										7,726.72	7,726.72

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
06/15	06/01/2015	94221	728	U S POSTMASTER	WATER BILLING POSTAGE	060115	1	7110-430-42-46	POSTAGE	772.46	772.46
06/15	06/01/2015	94221	728	U S POSTMASTER	GAS BILLING POSTAGE	060115	2	7401-430-62-46	POSTAGE	397.94	397.94
Total 060115:										1,170.40	1,170.40
Grand Totals:										1,170.40	1,170.40

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
06/15	06/04/2015	94222	8158		RETURN CURB GUTTER DEP. 1	060215	1	1001-2228-001	DEPOSITS-CURB, GUTTER, SID	1,760.00	1,760.00
Total 060215:											
06/15	06/04/2015	94223	8156		REFUND GAS OVERPAYMENT	10228170000	1	9999-1001-001	CASH CLEARING - UTILITIES	14.03	14.03
Total 10228170000:											
06/15	06/04/2015	94224	31	ALPINE FIRE SERVICES I	FIRE EXT. SER./FIRE GOLF CO	05192	1	7530-451-52-44	REPAIR & MAINT - BUILDING	266.81	266.81
Total 05192:											
06/15	06/04/2015	94224	31	ALPINE FIRE SERVICES I	FIRE EXTINGUISHER SER. FIRE	05221	1	1000-422-10-43	TECHNICAL SVCS	95.59	95.59
Total 05221:											
06/15	06/04/2015	94225	1394	ANDY'S LOCK AND KEY	U-653	0988	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	45.00	45.00
Total 0988:											
06/15	06/04/2015	94226	44	ARAMARK UNIFORM SE	G/C TABLECLOTHES, NAPKINS	5063230169-1	1	7530-451-54-44	LINEN SERVICES	33.57	33.57
Total 5063230169-1:											
06/15	06/04/2015	94226	44	ARAMARK UNIFORM SE	G/C TABLECLOTHES, NAPKINS	5063706248	1	7530-451-54-44	LINEN SERVICES	40.92	40.92
Total 5063706248:											
06/15	06/04/2015	94226	44	ARAMARK UNIFORM SE	G/C TABLECLOTHES, NAPKINS	5063797024	1	7530-451-54-44	LINEN SERVICES	58.32	58.32
Total 5063797024:											
06/15	06/04/2015	94227	8141		REFUND PARK FEES NO LONG	051915	1	1000-452-20-36	RENT-CITY PARKS	59.00	59.00
06/15	06/04/2015	94227	8141		REFUND PARK FEES NO LONG	051915	2	1000-452-20-36	RENT-CITY PARKS	47.00	47.00
06/15	06/04/2015	94227	8141		REFUND PARK FEES NO LONG	051915	3	1000-2228-009	DEPOSITS-COMM CENTER RE	100.00	100.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 051915:											
06/15	06/04/2015	94228	68	BECKWITH MD, DAVID R	DMV PHYSICAL	051215	1	1000-416-10-43	PROFESSIONAL SVCS	206.00	206.00
Total 051215:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	NUTS AND WASHERS	328812	1	1000-452-20-46	SUPPLIES-GENERAL	180.00	180.00
Total 328812:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	ROD THREADS, FASTENERS	329387	1	7401-430-62-46	SUPPLIES-GENERAL	46.57	46.57
Total 329387:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	KEY CUT, TAGS FOR KEYS	329459	1	7530-451-52-46	SUPPLIES-GENERAL	24.38	24.38
Total 329459:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	SPRINKLER SUPPLIES	329478	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	13.46	13.46
Total 329478:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	BRUSH	329857	1	1000-422-10-46	SUPPLIES-GENERAL	19.33	19.33
Total 329857:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	HOSE REPAIR	330122	1	1000-422-10-46	SUPPLIES-GENERAL	11.40	11.40
Total 330122:											
06/15	06/04/2015	94229	76	BILLINGTON ACE HARD	FASTENERS, LEVEL, STAKES	330189	1	1000-422-10-46	SUPPLIES-GENERAL	14.81	14.81
Total 330189:											
06/15	06/04/2015	94230	137	CHUCK JONES ELECTRI	REPAIRED SPRINKLERS	1338	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	195.00	195.00
Total 1338:											

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
06/15	06/04/2015	94231	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	65208	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 65208:											
06/15	06/04/2015	94231	148	COMPUTER LOGISTICS	ANTI VIRUS-BARRACUDA 200G	65221	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 65221:											
06/15	06/04/2015	94231	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	65264	1	1000-417-10-43	TECHNICAL SVCS	369.90	369.90
Total 65264:											
06/15	06/04/2015	94232	152	COUSO TECHNOLOGY &	4/15-5/15 WEBSITE MAINT/HOS	541737	1	1000-417-10-43	TECHNICAL SVCS	550.00	550.00
Total 541737:											
06/15	06/04/2015	94233	1493	CRISTANDO HOUSE, INC	POST ENROLLMENT	29929	1	1000-421-10-45	TRAINING	279.00	279.00
Total 29929:											
06/15	06/04/2015	94234	8140		REFUND DEPIEST FEE NO LON	051915	1	7110-430-42-37	WATER-CONNECTION FEE	10.00	10.00
06/15	06/04/2015	94234	8140		REFUND DEPIEST FEE NO LON	051915	2	7110-2228-000	DEPOSITS-CUSTOMER	75.00	75.00
Total 051915:											
06/15	06/04/2015	94235	7813		REFUND WATER DEPOSIT	10214750003	1	7110-2228-000	DEPOSITS-CUSTOMER	22.05	22.05
Total 10214750003:											
06/15	06/04/2015	94236	8150		REFUND WATER DEPOSIT	10105850004	1	7110-2228-000	DEPOSITS-CUSTOMER	21.98	21.98
Total 10105850004:											
06/15	06/04/2015	94237	8144		REFUND WATER DEPOSIT	10224550029	1	7110-2228-000	DEPOSITS-CUSTOMER	36.40	36.40
Total 10224550029:											
06/15	06/04/2015	94238	1260	DIRECTV INC	G/C CABLE	25839585743	1	7530-451-52-45	COMMUNICATIONS	165.96	165.96

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 25839585743:											
06/15	06/04/2015	94239	219	ED STAUB & SONS PETR	64.58 GAL PROPANE AIRPORT	0695223	1	7201-430-81-46	PROPANE	165.96	165.96
Total 0695223:											
06/15	06/04/2015	94240	1308	EVAN B SUNDBY PHD	PSYCH FOR PID	052715	1	1000-421-10-43	TECHNICAL SVCS	98.47	98.47
Total 052715:											
06/15	06/04/2015	94241	8153		REFUND GAS DEPOSIT	10328300017	1	7401-2228-000	DEPOSITS-CUSTOMER	250.00	250.00
Total 10328300017:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	CITY ATTORNEY AD	#437 00231728	1	1000-417-10-45	ADVERTISING	59.88	59.88
Total #437 00231728:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	PLANNING BUS CARDS	#437 01105113	1	1000-424-20-46	SUPPLIES-GENERAL	153.19	153.19
Total #437 01105113:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	BUS CARDS.	#437 01105115	1	7530-451-54-46	SUPPLIES GENERAL	76.59	76.59
Total #437 01105115:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	RABIES CLINIC AD 5/6/15	#437 1106808	1	1000-421-10-46	SPAY/NEUTER CLINIC	76.59	76.59
Total #437 1106808:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	AD FOR CITY ATTORNEY 05/13/	#437 1107587	1	1000-417-10-45	ADVERTISING	117.60	117.60
Total #437 1107587:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	RABIES CLINIC AD 5/13/15	#437 1108506	1	1000-421-10-46	SPAY/NEUTER CLINIC	52.75	52.75
Total #437 1108506:											

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
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	COLOR ADS FOR GOLF COURS	#437 1111966	1	7530-451-52-45	ADVERTISING	337.50	337.50
Total #437 1111966:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	NOTICE OF VACANCY	PO#7686	1	1000-411-40-45	ADVERTISING	133.95	133.95
Total PO#7686:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	RESOLUTION 15-5161 HUSA	PO#7692	1	1000-411-40-45	ADVERTISING	220.50	220.50
Total PO#7692:											
06/15	06/04/2015	94242	241	FEATHER PUBLISHING C	PO#7693 MARIJUANA HEARING	PO#7693 052615	1	1000-417-10-45	ADVERTISING	147.00	147.00
Total PO#7693 052615:											
06/15	06/04/2015	94243	265	FRONTIER	257-0315 AWOS AIRPORT	0315 051515	1	7201-430-81-45	COMMUNICATIONS	36.48	36.48
Total 0315 051515:											
06/15	06/04/2015	94243	265	FRONTIER	257-5152 FIRE	5152 051015	1	1000-422-10-45	COMMUNICATIONS	476.16	476.16
Total 5152 051015:											
06/15	06/04/2015	94244	946	GEORGE T. HALL CO. IN	LEVEL TRANSDUCER FOR GOL	S1205716001	1	7530-451-52-46	SUPPLIES-GENERAL	561.50	561.50
06/15	06/04/2015	94244	946	GEORGE T. HALL CO. IN	LEVEL TRANSDUCER FOR GOL	S1205716001	2	7530-451-52-43	TECHNICAL SERVICES	132.47	132.47
Total S1205716001:											
06/15	06/04/2015	94245	8154		REFUND GAS DEPOSIT	10420300209	1	7401-2228-000	DEPOSITS-CUSTOMER	57.12	57.12
Total 10420300209:											
06/15	06/04/2015	94246	8155		REFUND GAS DEPOSIT	10529360004	1	7401-2228-000	DEPOSITS-CUSTOMER	197.09	197.09
Total 10529360004:											
06/15	06/04/2015	94247	1424	GREEN DOT TRANSPOR	PROJECT MONITORING RIVER	05-2	1	2007-431-34-43	PROFESSIONAL SERVICES	9,360.00	9,360.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 05-2:											
06/15	06/04/2015	94248	8139		REFUND GAS DEPOSIT	10527150010	1	7401-2228-000	DEPOSITS-CUSTOMER	85.55	85.55
Total 10527150010:											
06/15	06/04/2015	94249	8149		REFUND GAS DEPOSIT	10412250019	1	7401-2228-000	DEPOSITS-CUSTOMER	71.60	71.60
Total 10412250019:											
06/15	06/04/2015	94250	8142		REFUND GAS DEPOSIT	10306901810	1	7401-2228-000	DEPOSITS-CUSTOMER	149.52	149.52
Total 10306901810:											
06/15	06/04/2015	94251	307		FITNESS EQUIPMENT PER MO	052815	1	1000-422-10-48	MISCELLANEOUS	161.59	161.59
Total 052815:											
06/15	06/04/2015	94252	313	HI-TECH EMERGENCY	MECHANICAL REPAIRS TO E62	149968	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	11,398.06	11,398.06
Total 149968:											
06/15	06/04/2015	94253	5464		TR EX EUREKA, CA 6/15/15	060315	1	1000-421-10-45	TRAINING	213.50	213.50
Total 060315:											
06/15	06/04/2015	94254	8157		REFUND GAS DEPOSIT	10100200117	1	7401-2228-000	DEPOSITS-CUSTOMER	194.47	194.47
Total 10100200117:											
06/15	06/04/2015	94255	362	KAUFFMAN, BILL	CITY HALL JANITORIAL SVCS	705105	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 705105:											
06/15	06/04/2015	94256	1478	LASSEN CO ENVIROMEN	CUPA FEES 2015-2016	150157	1	7530-451-50-48	TAXES, FEES, PERMITS & CHA	135.00	135.00
Total 150157:											

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
06/15	06/04/2015	94257	8145		REFUND GAS DEPOSIT	10306904312	1	7401-2228-000	DEPOSITS-CUSTOMER	152.67	152.67
Total 10306904312:											
06/15	06/04/2015	94258	421	LEAGUE OF CALIFORNIA	MEMBERSHIP DUES 2015	4365	1	1000-417-10-48	DUES AND MEMBERSHIPS	50.00	50.00
Total 4365:											
06/15	06/04/2015	94259	437	LMUD	AIRPORT VASI LIGHTS	10108 052215	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 052215:											
06/15	06/04/2015	94259	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 051815	1	1000-452-30-46	ELECTRICITY	15.40	15.40
Total 10262 051815:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE IRR WELL30 HP	122907 052215	1	7530-451-52-46	ELECTRICITY	1,218.57	1,218.57
Total 122907 052215:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE PUMP STATION	122910 05215	1	7530-451-52-46	ELECTRICITY	634.08	634.08
Total 122910 05215:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 052215	1	7530-451-52-46	ELECTRICITY	1,071.51	1,071.51
Total 122929 052215:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE PUMP HOUSE	132052 052215	1	7530-451-52-46	ELECTRICITY	21.01	21.01
Total 132052 052215:											
06/15	06/04/2015	94259	437	LMUD	470-895 CIRCLE DR	144281 052215	1	7530-451-52-46	ELECTRICITY	743.51	743.51
Total 144281 052215:											
06/15	06/04/2015	94259	437	LMUD	1505 MAIN ST	2876 052215	1	1000-422-10-46	ELECTRICITY	732.28	732.28

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 2876 052215:											
06/15	06/04/2015	94259	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 051815	1	7112-430-42-46	ELECTRICITY	732.28	732.28
Total 350161 051815:											
06/15	06/04/2015	94259	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 052215	1	1000-452-20-46	ELECTRICITY	32.97	32.97
Total 3522 052215:											
06/15	06/04/2015	94259	437	LMUD	N WEATHERLOW ST SIGNALS	3651 052215	1	2007-431-60-46	ELECTRICITY	125.24	125.24
Total 3651 052215:											
06/15	06/04/2015	94259	437	LMUD	WELL #3	4559 051815	1	7110-430-42-46	ELECTRICITY	2,053.31	2,053.31
Total 4559 051815:											
06/15	06/04/2015	94259	437	LMUD	MAIN & ALEXANDER	49496 052215	1	2007-431-60-46	ELECTRICITY	109.16	109.16
Total 49496 052215:											
06/15	06/04/2015	94259	437	LMUD	MAIN & FAIRFIELD	49497 052215	1	2007-431-60-46	ELECTRICITY	107.55	107.55
Total 49497 052215:											
06/15	06/04/2015	94259	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 052215	1	2007-431-60-46	ELECTRICITY	132.37	132.37
Total 49498 052215:											
06/15	06/04/2015	94259	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 052215	1	2007-431-60-46	ELECTRICITY	209.08	209.08
Total 49499 052215:											
06/15	06/04/2015	94259	437	LMUD	AIRPORT LOT 5	51908 052215	1	7201-430-81-46	ELECTRICITY	15.68	15.68
Total 51908 052215:											

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
06/15	06/04/2015	94259	437	LMUD	AIRPORT HANGER 6	54333 052215	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 54333 052215:											
06/15	06/04/2015	94259	437	LMUD	925 SIERRA RD SPORTS CTR	60453 052215	1	1000-452-20-46	ELECTRICITY	14.14	14.14
Total 60453 052215:											
06/15	06/04/2015	94259	437	LMUD	AIRPORT OFFICE	7146 052215	1	7201-430-81-46	ELECTRICITY	292.90	292.90
Total 7146 052215:											
06/15	06/04/2015	94259	437	LMUD	AIRPORT GAS PUMP	7154 052215	1	7201-430-81-46	ELECTRICITY	22.66	22.66
Total 7154 052215:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE CLUB HOUSE	7394 052215	1	7530-451-52-46	ELECTRICITY	106.90	106.90
Total 7394 052215:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE CART BARN 2	7400 052215	1	7530-451-52-46	ELECTRICITY	28.59	28.59
Total 7400 052215:											
06/15	06/04/2015	94259	437	LMUD	WELL 1	7714 052215	1	7110-430-42-46	ELECTRICITY	22.70	22.70
Total 7714 052215:											
06/15	06/04/2015	94259	437	LMUD	1801 MAIN ST	8314 052215	1	1000-421-10-46	ELECTRICITY	889.41	889.41
Total 8314 052215:											
06/15	06/04/2015	94259	437	LMUD	AIRPORT HANGER 8	92715 052215	1	7201-430-81-46	ELECTRICITY	37.43	37.43
Total 92715 052215:											
06/15	06/04/2015	94259	437	LMUD	GOLF COURSE BARN 1 & 3	9312 052215	1	7530-451-52-46	ELECTRICITY	14.00	14.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 9312 052215:											
06/15	06/04/2015	94260	8119		REFUND GAS OVERPAYMENT	10403470001-1	1	9999-1001-001	CASH CLEARING - UTILITIES	14.00	14.00
Total 10403470001-1:											
06/15	06/04/2015	94261	444		REIM BATTERIES	041515	1	1000-417-10-46	SUPPLIES-GENERAL	28.39	28.39
Total 041515:											
06/15	06/04/2015	94262	8146		REFUND GAS OVERPAYMENT	10317650104	1	9999-1001-001	CASH CLEARING - UTILITIES	216.72	216.72
Total 10317650104:											
06/15	06/04/2015	94263	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 6/15	027868	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 027868:											
06/15	06/04/2015	94263	452	MARTIN SECURITY SYST	60 N LASSEN 6/15	028015	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 028015:											
06/15	06/04/2015	94263	452	MARTIN SECURITY SYST	75 N WEATHERLOW 4/26/15	1170	1	1000-451-80-43	TECHNICAL SVCS	99.00	99.00
Total 1170:											
06/15	06/04/2015	94264	5115	MILES PLUMBING	PUMPS ON CK SYSTEM	2965	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	99.00	99.00
Total 2965:											
06/15	06/04/2015	94265	1463	MILLER CLEANING SERV	CLEANING P/D 5/15	MCS1494	1	1000-421-10-44	CUSTODIAL	450.00	450.00
Total MCS1494:											
06/15	06/04/2015	94266	8147		REFUND WATER OVERPAYME	10209150005	1	9999-1001-001	CASH CLEARING - UTILITIES	7.66	7.66
Total 10209150005:											

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
06/15	06/04/2015	94267	1326	MOUNTAIN VALLEY AWA	LASER ENGRAVING	5200	1	2012-465-32-44	REPAIR & MAINTANENCE-FACI	40.00	40.00
Total 5200:											
06/15	06/04/2015	94268	797	NEW PIG CORPORATION	ABSORBENT PADS/OIL BARRE	467588800	1	1000-422-10-46	SUPPLIES-HAZARDOUS MATE	339.70	339.70
Total 467588800:											
06/15	06/04/2015	94269	546	PAYLESS BUILDING SUP	LUMBER, HARDWARE	2468597	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	597.69	597.69
Total 2468597:											
06/15	06/04/2015	94270	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 5/	58020	1	1000-417-10-45	COMMUNICATIONS	868.00	868.00
Total 58020:											
06/15	06/04/2015	94271	572	QUILL CORPORATION	TYPEWRITER RIBBON	3899566	1	1000-422-10-46	SUPPLIES-GENERAL	8.80	8.80
Total 3899566:											
06/15	06/04/2015	94271	572	QUILL CORPORATION	FILES, POST ITS, TONER, TABS	4449469	1	1000-415-10-46	SUPPLIES-GENERAL	516.77	516.77
Total 4449469:											
06/15	06/04/2015	94272	6744		REFUND WATER DEPOSIT	10429150007	1	7110-2228-000	DEPOSITS-CUSTOMER	63.14	63.14
Total 10429150007:											
06/15	06/04/2015	94273	582	RAY MORGAN CO INC	FIRE COPIER 6/26/15-7/25/15	924721	1	1000-1430-105	PREPAID - OTHER	31.58	31.58
06/15	06/04/2015	94273	582	RAY MORGAN CO INC	FIRE COPIER 6/26/15-7/25/15	924721	2	1000-422-10-44	RENT & LEASES EQUIP & VEHI	.54	.54
Total 924721:											
06/15	06/04/2015	94274	8151		REFUND GAS DEPOSIT	10126200214	1	7401-2228-000	DEPOSITS-CUSTOMER	182.76	182.76
Total 10126200214:											
06/15	06/04/2015	94275	622		REFUND GAS OVERPAYMENT	060215	1	9999-1001-001	CASH CLEARING - UTILITIES	54.36	54.36

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 060215:											
06/15	06/04/2015	94276	8137		REFUND WATER DEPOSIT	10305200027	1	7110-2228-000	DEPOSITS-CUSTOMER	13.07	13.07
06/15	06/04/2015	94276	8137		REFUND GAS DEPOSIT	10305200027	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10305200027:											
06/15	06/04/2015	94277	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 06/03/2015	43861	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 43861:											
06/15	06/04/2015	94278	8148		REFUND GAS DEPOSIT	10120651230	1	7401-2228-000	DEPOSITS-CUSTOMER	186.14	186.14
Total 10120651230:											
06/15	06/04/2015	94279	8138		REFUND GAS OVERPAYMENT	10118600021	1	9999-1001-001	CASH CLEARING - UTILITIES	69.05	69.05
Total 10118600021:											
06/15	06/04/2015	94280	7183		REFUND GAS OVERPAYMENT	1053220106	1	9999-1001-001	CASH CLEARING - UTILITIES	10.33	10.33
Total 1053220106:											
06/15	06/04/2015	94281	873	SUSANVILLE FORD INC	HEADLIGHT	314316	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	50.00	50.00
Total 314316:											
06/15	06/04/2015	94282	1265	SUSANVILLE PAINT CEN	PAINT	21314	1	1000-422-10-44	FACILITY - REPAIR & MAINTEN	376.45	376.45
Total 21314:											
06/15	06/04/2015	94283	685	SUSANVILLE SUPERMAR	WATER	34258	1	1000-422-10-46	SUPPLIES-GENERAL	393.96	393.96
Total 34258:											
06/15	06/04/2015	94284	696	TECH SERVICES	MMNTH MAINT. FEE TO AWOS III/	1594	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 1594:											
06/15	06/04/2015	94285	1263	THE HARTFORD	MUSEUM ARTIFACTS5/15/15-5/	13326281 051515	1	7630-411-40-45	INSURANCE MUSEUM	66.22	66.22
06/15	06/04/2015	94285	1263	THE HARTFORD	MUSEUM ARTIFACTS5/15/15-5/	13326281 051515	2	7630-1430-102	PREPAID INSURANCE PREMIU	463.78	463.78
Total 13326281 051515:											
06/15	06/04/2015	94286	8152		REFUND WATER DEPOSIT	10427600023	1	7110-2228-000	DEPOSITS-CUSTOMER	50.56	50.56
Total 10427600023:											
06/15	06/04/2015	94287	742	UPS STORE, THE	POOL SAMPLE TESTING	050615	1	1000-452-22-46	POSTAGE	24.30	24.30
Total 050615:											
06/15	06/04/2015	94288	8136		REFUND COMM CENTER DEP.	051415	1	1000-2228-009	DEPOSITS-COMM CENTER RE	101.00	101.00
06/15	06/04/2015	94288	8136		REFUND COMM CENTER DEP.	051415	2	1000-2228-009	DEPOSITS-COMM CENTER RE	50.00	50.00
Total 051415:											
06/15	06/04/2015	94289	770	WESTERN NEVADA SUP	TURF SUPREME	66242436	1	7630-451-52-46	SUPPLIES-GENERAL	3,217.31	3,217.31
Total 66242436:											
06/15	06/04/2015	94290	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 0	A44735	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A44735:											
06/15	06/04/2015	94290	1198	WESTWOOD SANITATIO	PORTABLE TOILET - RIVERSID	A44763	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	197.76	197.76
Total A44763:											
06/15	06/04/2015	94291	7362		REIM G/C RESTURANT FOOD	051515 SUSMKT	1	7530-451-54-46	SUPPLIES GENERAL	23.97	23.97
Total 051515 SUSMKT:											
06/15	06/04/2015	94291	7362		REIM BAR SALES 052915	052915	1	7530-2205-008	RESTAURANT BAR SALES TO V	12.00	12.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 052915:											
06/15	06/04/2015	94291	7362		REIM BAR SALES 053015	063015	1	7530-2205-008	RESTAURANT BAR SALES TO V	77.33	77.33
Total 053015:											
06/15	06/04/2015	94291	7362		REIM G/C RESTURANT FOOD	MAY0515 SUS MKT	1	7530-451-54-46	SUPPLIES GENERAL	15.92	15.92
Total MAY0515 SUS MKT:											
06/15	06/04/2015	94292	8143		REFUND GAS DEPOSIT	10203174503	1	7401-2228-000	DEPOSITS-CUSTOMER	181.85	181.85
Total 10203174503:											
06/15	06/04/2015	94293	1378	ZITO MEDIA	CABLE FIRE DEPT	356225062 052715	1	1000-422-10-45	COMMUNICATIONS	38.94	38.94
Total 356225062 052715:											
06/15	06/04/2015	94294	5091		REFUND GAS OVERPAYMENT	10320350000	1	9999-1001-001	CASH CLEARING - UTILITIES	909.44	909.44
Total 10320350000:											
Grand Totals:										50,679.55	50,679.55

Report Criteria:

Report type: GL detail
Check Voided = False

Report Criteria:

Report type: GL detail
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
06/15	06/09/2015	94295	728	U S POSTMASTER	WATER BILLING POSTAGE	060915	1	7110-430-42-46	POSTAGE	177.00	177.00
06/15	06/09/2015	94295	728	U S POSTMASTER	GAS BILLING POSTAGE	060915	2	7401-430-62-46	POSTAGE	91.18	91.18
Total 060915:										268.18	268.18
Grand Totals:										268.18	268.18

Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
06/05/2015	CDPT	06/09/2015	392	CITY OF SUSANVILLE PA	1	7650-2203-1	6,449.70-
06/05/2015	CDPT	06/09/2015	392	CITY OF SUSANVILLE PA	1	7650-2203-1	6,449.70-
06/05/2015	CDPT	06/09/2015	392	CITY OF SUSANVILLE PA	1	7650-2203-1	2,019.37-
06/05/2015	CDPT	06/09/2015	392	CITY OF SUSANVILLE PA	1	7650-2203-1	2,019.37-
06/05/2015	CDPT	06/09/2015	392	CITY OF SUSANVILLE PA	1	7650-2203-1	15,405.59-
06/05/2015	CDPT	06/09/2015	393	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,585.99-
06/05/2015	CDPT	06/09/2015	394	EMPLOYMENT DEV DEP	7	7650-2203-1	1,183.65-
06/05/2015	CDPT	06/09/2015	94303	BECKY R. CALLISON	40	7650-2203-0	348.46-
06/05/2015	CDPT	06/09/2015	94304	CA STATE DISBURSEME	35	7650-2203-0	155.07-
06/05/2015	CDPT	06/09/2015	94305	CA STATE DISBURSEME	36	7650-2203-0	103.84-
06/05/2015	CDPT	06/09/2015	94306	CA STATE DISBURSEME	37	7650-2203-0	69.23-
06/05/2015	CDPT	06/09/2015	94307	NATIONWIDE RETIREME	5	7650-2203-0	695.00-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	10,165.59-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	1,861.46-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	5,793.15-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	2,872.88-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	185.90-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	105.43-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	133.73-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	766.28-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	766.28-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	803.27-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	803.27-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	315.58-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	315.58-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	15.00-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	4,717.89-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	900.97-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	2,473.75-
06/05/2015	CDPT	06/09/2015	94308	P.E.R.S.	8	7650-2203-1	47.54
06/05/2015	CDPT	06/09/2015	94309	VALIC	4	7650-2203-0	2,138.78-
Grand Totals:			31				74,572.22-

Reviewed by: ~~JS~~ City Administrator
 City Attorney

 X Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Deborah Savage, Finance Manager

Action Date: June 17, 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 May 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

May 31, 2015

POOLED CASH FUND	
Cash Clearing-Business License	4
Cash Clearing-Business Tax	7
Bank of America - Checking	158,497
LAIF	14,206,735
Total Cash & Investments	<u>14,365,239</u>
Accounts Payable	<u>(978)</u>
Claim on Cash	<u>14,364,261</u>

Pooled Cash Allocation:

General	2,024,397
General Restricted	914,526
Special Revenue	1,786,074
Capital Projects	(126,865)
Debt Service	750,192
Enterprise	
Airport	(161,376)
Geothermal	300,233
Golf Course	29,518
Natural Gas	3,668,178
Water	4,083,858
Internal Service	396,648
Trust & Agency	698,882
Total Cash & Inv. Allocations	<u>14,364,265</u>

CASH WITH FISCAL AGENTS

May 31, 2015

General	
Special Revenue	
Capital Projects	
Debt Service	150,008
Enterprise	3,824,118
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>3,974,126</u>
GRAND TOTAL	<u>18,338,391</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MAY 31, 2015

COMBINED ACCOUNTS

9999-1001-004	CASH CLEARING - BUSINESS LIC	4.00
9999-1001-005	CASH CLEARING - BUSINESS TAX	7.00
9999-1011-001	B OF A # 08038-80200	158,497.47
9999-1030-001	LAIF	14,206,734.66
		<hr/>
	TOTAL COMBINED CASH AND INVESTMENTS	14,365,243.13
9999-2202-001	ACCOUNTS PAYABLE	(978.49)
9999-1000-000	CLAIM ON CASH	(14,364,264.64)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	90,017.34
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,425.12
1004	ALLOCATION TO GF-PANCERA	18,176.19
1005	ALLOCATION TO GF-RESERVE ACCOUNT	802,906.86
2002	ALLOCATION TO STATE COPS	22,407.28
2006	ALLOCATION TO SNOW REMOVAL	120,286.75
2007	ALLOCATION TO STREETS & HIGHWAYS	185,812.97
2010	ALLOCATION TO STREET MITIGATION	118,137.34
2011	ALLOCATION TO POLICE MITIGATION	34,015.74
2012	ALLOCATION TO FIRE MITIGATION	96,659.02
2013	ALLOCATION TO PARK DEDICATION FUND	170,116.69
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	40,781.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	292,510.60
2017	ALLOCATION TO STATE ECONOMIC REV FD	256,689.23
2018	ALLOCATION TO HOME REVOLVING FUND	274,575.16
2030	ALLOCATION TO TRAFFIC SAFETY	70,391.12
2035	ALLOCATION TO PAUL BUNYAN/ASH STREET	96,197.07
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,493.83
3019	ALLOCATION TO STIP REHABILITATION PROJECT	(166,380.28)
3023	ALLOCATION TO PROP 1B IMPROVEMENTS	25,667.57
4001	ALLOCATION TO MARK ROOS SERIES B/92	164,976.69
4003	ALLOCATION TO CITY HALL	40,454.40
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	1,248,827.16
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	35,126.32
7630	ALLOCATION TO RISK MANAGEMENT FUND	149,270.31
7650	ALLOCATION TO PAYROLL	75,603.03
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	6,948.89
8402	ALLOCATION TO LAFCO	43,598.88
8403	ALLOCATION TO SEC 125 AFLAC	529.05
8404	ALLOCATION TO AIR POLLUTION	345,137.75
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	302,667.90
		<hr/>
	ALLOCATIONS TO RESTRICTED FUNDS	<u>10,324,863.13</u>

CITY OF SUSANVILLE
 COMBINED CASH AND INVESTMENTS
 MAY 31, 2015

UNRESTRICTED FUNDS

1000	ALLOCATION TO GENERAL FUND	1,961,869.09
1006	ALLOCATION TO POLICE BUILDING MAINT/EQUIP	21,147.82
1007	ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	20,432.48
1008	ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	20,947.92
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	(168,680.54)
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	3,711.04
7201	ALLOCATION TO AIRPORT	(161,376.20)
7301	ALLOCATION TO GEOTHERMAL UTILITY	300,232.52
7401	ALLOCATION TO NATURAL GAS	1,861,102.64
7530	ALLOCATION TO GOLF COURSE	29,518.25
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	136,648.52
		<hr/>
	ALLOCATIONS TO UNRESTRICTED FUNDS	4,039,401.51
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	14,364,264.64
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	(14,364,264.64)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

RECEIPTS AND DISBURSEMENTS REPORT

Date	VP Disbursement	Receipts	Balance
4/30/2015			\$290,506.05
4/30/2015	-\$90,547.26		\$199,958.79
4/30/2015	-\$2,733.21		\$197,225.58
5/1/2015		\$25,744.96	\$222,970.54
5/1/2015		\$566.41	\$223,536.95
5/1/2015	-\$646.10		\$222,890.85
5/1/2015		\$6,593.57	\$229,484.42
5/1/2015		\$269.65	\$229,754.07
5/1/2015	-\$237.36		\$229,516.71
5/4/2015		\$55,748.55	\$285,265.26
5/4/2015		\$1,359.19	\$286,624.45
5/4/2015	-\$510.71		\$286,113.74
5/4/2015	-\$2,122.07		\$283,991.67
5/4/2015		\$4,881.82	\$288,873.49
5/5/2015		\$19,412.69	\$308,286.18
5/5/2015		\$5,183.38	\$313,469.56
5/5/2015		\$2,899.85	\$316,369.41
5/6/2015		\$36,092.09	\$352,461.50
5/6/2015		\$1,748.39	\$354,209.89
5/6/2015		\$906.21	\$355,116.10
5/6/2015	-\$9,996.87		\$345,119.23
5/6/2015		\$2,725.77	\$347,845.00
5/7/2015		\$15,903.93	\$363,748.93
5/7/2015		\$583.19	\$364,332.12
5/7/2015	-\$218.86		\$364,113.26
5/7/2015	-\$46,632.79		\$317,480.47
5/7/2015		\$365.00	\$317,845.47
5/7/2015		\$4,907.91	\$322,753.38
5/7/2015		\$1,085.00	\$323,838.38
5/8/2015		\$1,236,904.93	\$1,560,743.31
5/8/2015		\$438.00	\$1,561,181.31
5/8/2015		\$31.93	\$1,561,213.24
5/8/2015	-\$569.31		\$1,560,643.93
5/8/2015	-\$8.00		\$1,560,635.93
5/8/2015	-\$73.34		\$1,560,562.59
5/8/2015		\$2,060.19	\$1,562,622.78
5/8/2015		\$502.09	\$1,563,124.87
5/11/2015		\$77,596.63	\$1,640,721.50
5/11/2015		\$212.19	\$1,640,933.69
5/11/2015	-\$1,264,000.00		\$376,933.69
5/11/2015	-\$15.00		\$376,918.69
5/11/2015	-\$60.00		\$376,858.69
5/11/2015		\$2,517.15	\$379,375.84
5/12/2015		\$6,941.96	\$386,317.80
5/12/2015		\$234.82	\$386,552.62
5/12/2015		\$9.14	\$386,561.76
5/12/2015		\$603.06	\$387,164.82
5/12/2015		\$2,282.44	\$389,447.26
5/12/2015		\$3,984.07	\$393,431.33
5/13/2015		\$18,578.79	\$412,010.12
5/13/2015		\$200.19	\$412,210.31
5/13/2015	-\$93,715.90		\$318,494.41
5/13/2015	-\$4,493.05		\$314,001.36
5/13/2015	-\$31,120.65		\$282,880.71
5/13/2015	-\$4,138.24		\$278,742.47
5/13/2015	-\$1,142.20		\$277,600.27
5/13/2015	-\$69,376.00		\$208,224.27
5/13/2015	-\$41,284.43		\$166,939.84
5/13/2015		\$1,380.27	\$168,320.11
5/13/2015		\$1,073.46	\$169,393.57
5/14/2015		\$14,012.35	\$183,405.92
5/14/2015		\$1,717.67	\$185,123.59
5/14/2015		\$306.71	\$185,430.30
5/15/2015		\$10,764.78	\$196,195.08
5/15/2015		\$124.54	\$196,319.62
5/15/2015		\$23.65	\$196,343.27
5/15/2015		\$220,000.00	\$416,343.27
5/15/2015		\$905.64	\$417,248.91
5/15/2015	-\$2,730.93		\$414,517.98
5/15/2015	-\$1,389.32		\$413,128.66
5/15/2015	-\$20.00		\$413,108.66
5/15/2015	-\$64.49		\$413,044.17
5/15/2015	-\$40.00		\$413,004.17
5/15/2015	-\$214.15		\$412,790.02

RECEIPTS AND DISBURSEMENTS REPORT

Date	MP Disbursement	Receipts	Balance
5/15/2015		\$3,975.14	\$416,765.16
5/15/2015		\$220.47	\$416,985.63
5/15/2015	-\$9,849.13		\$407,136.50
5/15/2015	-\$353,545.56		\$53,590.94
5/18/2015		\$36,358.29	\$89,949.23
5/18/2015	-\$4,183.47		\$85,765.76
5/18/2015		\$2,680.25	\$88,446.01
5/18/2015		\$3,239.06	\$91,685.07
5/19/2015		\$5,460.52	\$97,145.59
5/19/2015		\$377.82	\$97,523.41
5/19/2015		\$80,000.00	\$177,523.41
5/19/2015		\$1,377,000.00	\$1,554,523.41
5/19/2015	-\$79,499.30		\$1,475,024.11
5/19/2015	-\$1,377,631.26		\$97,392.85
5/19/2015		\$1,588.60	\$98,981.45
5/19/2015		\$234.50	\$99,215.95
5/20/2015		\$8,673.55	\$107,889.50
5/20/2015		\$263.81	\$108,153.31
5/20/2015		\$3,966.66	\$112,119.97
5/20/2015		\$331.00	\$112,450.97
5/20/2015	-\$1,186.00		\$111,264.97
5/20/2015	-\$31,336.18		\$79,928.79
5/21/2015		\$14,318.33	\$94,247.12
5/21/2015		\$3,275.50	\$97,522.62
5/21/2015		\$151.00	\$97,673.62
5/22/2015		\$10,897.51	\$108,571.13
5/22/2015		\$1,627.82	\$110,198.95
5/22/2015		\$310.34	\$110,509.29
5/26/2015		\$68,906.77	\$179,416.06
5/26/2015		\$1,745.62	\$181,161.68
5/26/2015		\$3,819.10	\$184,980.78
5/26/2015	-\$94,563.07		\$90,417.71
5/26/2015	-\$3,892.35		\$86,525.36
5/26/2015	-\$30,790.15		\$55,735.21
5/26/2015	-\$4,168.96		\$51,566.25
5/26/2015	-\$1,138.28		\$50,427.97
5/26/2015	-\$35,158.90		\$15,269.07
5/27/2015		\$8,313.08	\$23,582.15
5/27/2015		\$115.33	\$23,697.48
5/27/2015		\$833.69	\$24,531.17
5/27/2015		\$39.47	\$24,570.64
5/27/2015		\$599.01	\$25,169.65
5/27/2015		\$350.00	\$25,519.65
5/27/2015		\$2,129.01	\$27,648.66
5/27/2015	-\$1,740.34		\$25,908.32
5/27/2015	-\$3.23		\$25,905.09
5/27/2015	-\$15.00		\$25,890.09
5/27/2015	-\$35.00		\$25,855.09
5/27/2015		\$2,754.54	\$28,609.63
5/27/2015		\$450.33	\$29,059.96
5/28/2015		\$12,225.96	\$41,285.92
5/28/2015		\$70,000.00	\$111,285.92
5/28/2015	-\$32,341.42		\$78,944.50
5/28/2015	-\$6,293.44		\$72,651.06
5/28/2015	-\$866.98		\$71,784.08
5/28/2015	-\$341.88		\$71,442.20
5/28/2015	-\$6,083.79		\$65,358.41
5/28/2015	-\$7,726.72		\$57,631.69
5/28/2015		\$909.44	\$58,541.13
5/28/2015		\$583.80	\$59,124.93
5/28/2015		\$79.56	\$59,204.49
5/28/2015		\$379.47	\$59,583.96
5/28/2015		\$2,711.22	\$62,295.18
5/28/2015		\$3,004.87	\$65,300.05
5/29/2015		\$44,563.86	\$109,863.91
5/29/2015		\$232.20	\$110,096.11
5/29/2015		\$48,174.97	\$158,271.08
5/29/2015	-\$1,751.40		\$156,519.68
5/29/2015	-\$277.04		\$156,242.64
5/29/2015	-\$80.00		\$156,162.64
5/29/2015	-\$930.00		\$155,232.64
5/29/2015		\$2,879.33	\$158,111.97
5/29/2015		\$385.50	\$158,497.47

**REVENUES, EXPENDITURES AND FUND BALANCES REPORT
UNAUDITED**

		Audited			Unaudited	
s:/Bob/fund Balances Report					May	
Fund #	Fund Title	6/30/14 Fund Balance	YTD Revenue	YTD Expenditures	Fund Balance 5/31/15	
100X	General Fund	2,496,024	4,636,867	4,432,459	2,700,432	204,408
2002	State COPS	41,999	85,348	104,940	22,407	(19,592)
2006	Snow Removal	119,656	23,518	21,403	121,771	2,115
2007	Streets	466,534	476,126	730,994	211,667	(254,868)
2010	Street Mitigation	111,147	6,990	0	118,137	6,990
2011	Police Mitigation	59,869	10,220	36,073	34,016	(25,853)
2012	Fire Mitigation	129,967	12,897	46,205	96,659	(33,308)
2013	Park Dedication	25,015	160,143	15,041	170,118	145,103
2014	State of CA - Prop 30/AB 109	28,273	41,124	28,616	40,781	12,508
2016	State Comm. Dev. Rev.FD	936,500	119,519	0	1,056,019	119,519
2017	State Economic Rev. FD	437,803	3,063	0	440,865	3,063
2018	Home Revolving Fund	748,731	82,107	0	830,837	82,107
2030	Traffic Safety	89,154	6,177	24,940	70,391	(18,763)
2035	Paul Bunyan/Ash Street Signal	96,036	161	0	96,197	161
2037	Skyline Bicycle Lane	7,482	13	0	7,495	13
3015	City Hall Parking Lot	44,600	6,388	37,140	13,848	(30,752)
3019	STIP Rehab Project	1,094	0	125,647	(124,553)	(125,647)
3023	Prop 1B CIP	26,940	16	0	26,956	16
3025	Sierra Park Project CIP	172,479	0	172,479	0	(172,479)
4001	Miller Fletcher	841,103	122,227	147,606	815,724	(25,379)
4003	City Hall Debt Service	48,875	129,630	138,050	40,454	(8,421)
4004	2013 CalPERS Refunding Loan	894,447	0	349,686	544,761	(349,686)
711X	Water Funds	2,938,499	2,250,603	2,323,697	2,865,405	(73,093)
7201	Airport	1,835,475	186,068	437,533	1,584,010	(251,465)
7301	Geothermal	534,643	77,767	55,786	556,624	21,981
740X	Natural Gas	(239,893)	3,655,948	3,556,260	(140,205)	99,688
7530	Golf Course	2,462,324	294,946	312,049	2,445,221	(17,103)
7610	OPEB	(129,704)	40,920	0	(88,784)	40,920
7620	PW Admin/Engineering	(344)	20,494	(107,008)	127,158	127,502
7630	Risk Management	229,962	435,976	514,483	151,455	(78,506)
8402	LAFCO	23,371	60,918	40,689	43,599	20,229
8404	Air Pollution	336,376	225,711	181,784	380,303	43,927
8405	Air Pollution - Carl Moyer	360,159	120,391	177,882	302,668	(57,491)
	TOTALS	16,174,594	13,292,274	13,904,432	15,562,436	(612,158)
	WATER					
7110	Water		1,841,237	2,302,572		
7111	Water Stablization Fund		0			
7112	Johnstonville Water System		26,084	967		
7114	CADY		383,281	20,158		
	Deduct Transfers		(352,061)	(352,061)		
			1,898,542	1,971,636		
			13,644,335	14,256,493		
			(612,158)			

Reviewed by: JGH City Administrator
_____ City Attorney

_____ Motion Only
_____ Public Hearing
_____ Resolution
_____ Ordinance
_____ Information

Submitted By: Gwenna MacDonald, City Clerk

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5173**, Approving and authorizing Mayor to execute MOU with the Management bargaining unit

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Attached for the Council's review is the labor agreement negotiated with the Management bargaining unit for fiscal year 2015/2017.

The MOUs reflect terms adopted in recent years.

FISCAL IMPACT: Increase in current annual salary and benefits Year 1 - \$6,139; 2 - \$6,231

ACTION REQUESTED: Motion to approve Resolution No. 15-5173 Approving and authorizing Mayor to execute MOU with the Management bargaining unit.

ATTACHMENTS: Resolution No. 15-5173
Management Unit Memorandum of Understanding

RESOLUTION NO. 15-5173
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
APPROVING AND AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF
UNDERSTANDING WITH THE MANAGEMENT BARGAINING UNIT FOR FISCAL
YEAR 2015/2017

WHEREAS, the City of Susanville and representatives from the Management bargaining unit have negotiated a labor agreement according to the requirements of the Meyers-Milias-Brown Act; and

WHEREAS, the Bargaining Unit has ratified the respective agreement; and

WHEREAS, the agreement has been negotiated within the parameters established by City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Susanville that the Memorandum of Understanding with the Management bargaining unit for the period of July 1, 2015 through June 30, 2017 is hereby approved.

BE IT FURTHER RESOLVED that the Mayor is authorized to sign the Memorandum of Understanding upon formal signing by the Unit.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 15-5173 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of June, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CITY OF SUSANVILLE
AND
THE MANAGEMENT UNIT

July 1, 2015 through and including June 30, 2017

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE(S)</u>
1.	Introduction	1
2.	Employee Rights	1
3.	City Rights	1-2
4.	Nondiscrimination	2
5.	Unit Recognition	2
6.	Unit Description	2
7.	Salary Scale, Merit Step, Career Development, and Pay Period	2-3
8.	Uniforms	3
9.	Phone Stipend	3
10.	Retirement	3
11.	Work Schedule	3
12.	Holidays	3
13.	Vacation Leave	3-4
14.	Management Leave	4
15.	Employee Sick Leave	4
16.	Military Leave	4
17.	Jury Duty	5
18.	Family Illness/Injury Leave	5
19.	Bereavement Leave	5
20.	Health, Dental and Vision Insurance	5
21.	Life Insurance	5
22.	IRS Section 125 Plan; Deferred Compensation Plan	5
23.	Flexible Benefit	6
24.	Past Practices	6
25.	Sole Agreement	6
26.	Term of the Memorandum of Understanding	7
	Signatures	7
	Exhibit A: Management Positions	8
	Exhibit B: 2015/2017 Salary Schedule	9

1. **INTRODUCTION**

The City of Susanville, hereinafter called the CITY, and Management Unit, hereinafter called the UNIT, having met and conferred in good faith, have entered into this Memorandum of Understanding (MOU) establishing wages, hours, and other terms and conditions of employment.

The purpose of the Memorandum of Understanding is to promote harmonious relations between the CITY and the employees covered herein so as to promote employer-employee relations by providing a written document enumerating the entire agreement between the employer and employees pursuant to the purpose and intent of California Government Code Section 3500.

2. **EMPLOYEE RIGHTS**

Employees of the City of Susanville have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations within the scope of representation.

Employees of the City of Susanville shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the CITY.

3. **CITY RIGHTS**

The CITY retains the right, subject to and in accordance with applicable laws and the provisions of the MOU:

- A. To direct employees in the performance of their duties.
- B. To hire, promote, transfer, assign, and discipline employees.
- C. To dismiss employees because of lack of work, or in accordance with applicable provisions of the CITY's personnel ordinance and Personnel Policies and Procedures adopted by the City Council.
- D. To determine the mission of its divisions and departments, and its budget, organization, number of employees, and the numbers, types, classifications, descriptions, and grades of positions or employees assigned to an organizational unit, work project shift, or tour of duty, and the methods and technology of performing its work.
- E. To take whatever action may be appropriate to carry out its mission in situations of emergency.
- F. To direct personnel based upon City Personnel Policies and Procedures adopted by the City Council where deemed applicable by the City Council.

G. The City is in no way obligated to appoint new employees at the same salary/range as the current classifications listed in Exhibit "A".

4. **NONDISCRIMINATION**

The CITY and UNIT agree not to discriminate against any employees in accordance with applicable law. Also, it is recognized that whenever the masculine gender is referred to in this MOU, it shall include the female gender and vice versa.

5. **UNIT RECOGNITION**

The CITY agrees to acknowledge the UNIT as the only recognized employee organization representing the Management employees listed in Exhibit "A".

6. **UNIT DESCRIPTION**

This UNIT shall consist of all regular and/or probationary Management employees of the CITY listed in Exhibit "A" of this MOU.

7. **SALARY SCALE, MERIT STEP, CAREER DEVELOPMENT, AND PAY PERIOD**

A. The compensation listed at the position's range and step shall constitute entire compensation, except as provided within this Agreement.

B. The FY 2015/2017 Management Global Range and Step Matrix shall be used effective July 1, 2015. The Management Unit pay scale range shall include seven steps, beginning with Step A through Step G.

C. Members of the UNIT whose positions are exempt from the requirements of the Fair Labor Standards Act are not eligible for standby pay, call back pay, overtime pay, or any other form of overtime compensation unless expressly authorized by the City Council under Section 24 (B) of this agreement or by State or Federal Law.

D. S.D.I.: The City will pay the State Disability Insurance for the employees of this Unit.

E. Severance or lay-off payment: This severance payment provision in no way changes or modifies unit members' at-will status. If City terminates the employment of any unit member for any reason (including re-structuring or lay-off) other than member's misconduct, City shall pay unit member a severance payment of the equivalent of three months of unit member's then-current salary, with applicable payroll taxes withheld, and benefits. Misconduct means unit member's dishonesty, fraud, self-dealing or willful misconduct as that term is defined for purposes of California unemployment insurance, committed in the performance of unit member's duties and responsibilities under this agreement; or unit member's violation of any law which can be punished as a felony committed at any time. The determination of whether unit member was terminated due to misconduct is in the City's sole discretion. Upon the termination of unit member's employment, unit member is not entitled to any other compensation or payment.

If City terminates unit member's employment at any time due to unit member's misconduct, as defined above, City shall not pay unit member any severance payment. If unit member terminates his/her employment, unit member is not entitled to severance payments.

8. **UNIFORMS**

During the term of this MOU, the CITY shall provide Management personnel within public safety with a uniform allowance as follows:

Police	-	\$850.00 in June
Fire	-	\$700.00 in June

9. **PHONE STIPEND**

During the term of this MOU, the CITY shall provide Management personnel with a cell phone stipend of \$50.00 per month.

10. **RETIREMENT**

Employer Paid Member Contribution (EPMC): The City agrees to pay and report the value of EPMC to CalPERS as additional compensation. New Employees as defined by the CalPERS hired after January 1, 2013 will be subject to the mandatory provisions of AB340/PEPRA.

11. **WORK SCHEDULE**

Management personnel covered by this MOU generally work from 8:00 a.m. to 5:00 p.m. or the hours worked by employees within the respective departments, plus any additional hours associated with required meetings, emergencies, and other requirements of the job.

12. **HOLIDAYS**

Employees within the UNIT shall be entitled to holidays as specified in the Employee Manual.

13. **VACATION LEAVE**

A. Employees in this UNIT shall earn annual vacation credit prorated and accrued monthly on the following basis:

1.	136 hours first year of service	5.23 per pay period
2.	160 hours after five (5) full years of service	6.15 per pay period
3.	200 hours after ten (10) full years of service	7.69 per pay period
4.	240 hours after fifteen (15) full years of service	9.23 per pay period

B. Vacation credit will vest and become available for use upon the successful completion of the introductory period for any new employees within the UNIT, except with the approval of the City Administrator, accrued vacation time may be used during the introductory period.

- C. Maximum vacation accrual shall be 240 hours. The City Administrator may authorize increasing the maximum accrual for a defined period of time if the excess accrual was created because the City Administrator canceled an employee's scheduled vacation due to a CITY emergency.

14. **MANAGEMENT LEAVE**

Members of the UNIT shall receive 80 hours management leave per fiscal year in addition to vacation leave. Such leave will be credited July 1 of each year.

Management leave will be made available from the time of hire, at 20 hours credited for each three-month period remaining in the fiscal year during which the employee is hired, prorated for the first three-month period.

Management leave is made available in recognition of Management's responsibility to perform after-hours functions such as attending City Council meetings, citizen advisory commission/committee meetings, meeting/presentations to community groups, and participating in various CITY-related activities.

Management leave may not accrue, and any unused leave will extinguish as of June 30 each year. UNIT members may sell up to 5 days (40 hours) of unused management leave back to the CITY during each December and may sell up to 5 days (40 hours) of unused management leave back in June of each year.

15. **EMPLOYEE'S SICK LEAVE**

- A. Employees within the UNIT will accrue and be able to use sick leave as set forth in the Employee Manual.
- B. Under the Public Employees' Retirement System, credit for unused sick leave (Section 20965) of the Government Code shall be a benefit provided to each employee of this UNIT upon retirement and in accordance with the rules and regulations of PERS.
- C. Retirees will be eligible to purchase health insurance under this plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement will be paid out per month towards 50 percent of premium, subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at \$15,000.

16. **MILITARY LEAVE**

Military leave shall be granted in accordance with the provisions of State law. All employees entitled to military leave shall give the City Administrator and/or the City Administrator's authorized representative an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

17. **JURY DUTY**

While serving on Jury Duty, employees will still be paid by the CITY on the basis of a forty (40) hour week, at their normal rate of pay, on condition that any compensation (in excess of mileage expenses) received from the court be turned over to the CITY.

18. **FAMILY ILLNESS OR INJURY LEAVE**

Family illness or injury leave may be taken in accordance with the employee manual.

19. **BEREAVEMENT LEAVE**

Bereavement Leave is provided as per the Employee Manual.

20. **HEALTH, DENTAL and VISION INSURANCE**

A. Effective July 1, 2015 the City shall pay the cost of health, dental and vision insurance premium for each unit member covered under this MOU. Each unit member shall contribute \$46 per month towards the current plan premium. City will continue to research options for the best cost-effective coverage, at its discretion. The City reserves the right to select, change, administer and shall have the right to select any carrier or other method providing coverage to fund the benefits and may adjust the amount the City shall pay for such benefits. If the insurance provider is changed and the cost is less than \$936 per month per employee, the City shall cap the amount of its contribution to an amount not less than 100 percent of the cost of the new plan.

A. Retirees will be eligible to purchase health insurance under the above plan with no vesting requirement if allowed by the plan. A credit of 50 percent of accumulated sick leave at time of retirement, will be paid out per month towards 50 percent of premium and is subject to CalPERS regulations. The amount of sick leave credit that could be credited toward retiree health insurance benefits will be capped at \$15,000.00.

C. The City shall continue to pay the administrative fee for each unit member.

21. **LIFE INSURANCE**

Each member of the UNIT will receive a \$25,000 term life insurance policy to be paid for by the CITY.

22. **IRS SECTION 125 PLAN; DEFERRED COMPENSATION**

A. The City agrees to establish an IRS Section 125 Plan for use by UNIT employees.

B. The City will contribute \$40 per pay period as a contribution to an employee's Section 125 plan; or

B. The City will match up to two percent of the employee's gross salary in a deferred compensation plan with a maximum contribution of \$40 per pay period.

23. **FLEXIBLE BENEFIT**

Each member of the UNIT shall receive a \$400.00 per year flexible benefit to be included in payroll in December of each year.

24. **PAST PRACTICES**

Nothing contained in this MOU shall be interpreted as to imply or permit the invocation of past practice, tradition, accumulation, or vesting of any employee rights or privileges other than those expressly stated herein.

The CITY and UNIT agree that only those past practices, standards, obligations and/or other commitments of the CITY to its employees which are expressly stated herein shall be in full force and effect during the term of this MOU.

All other past practices, standards, obligations or commitments, whether written or unwritten, are within the scope of Section 3 of this MOU.

25. **SOLE AGREEMENT**

A. The policies which are collected in this MOU constitute the entirety of the policies which are subject to the meet and confer obligation as agreed to by the parties. To the extent that any other agreement should be in conflict with these policies, these policies shall prevail.

B. If, during its term, the parties hereto should mutually agree to modify, amend, or alter the provisions of the MOU in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the CITY and the UNIT. Any such changes validly made shall become a part of this MOU and subject to its terms. There shall be no bargaining outside this MOU without UNIT and City Council involvement.

26. **TERM OF THE MEMORANDUM OF UNDERSTANDING**

This MOU shall remain in effect for the period of July 1, 2015, through and including June 30, 2017, or until a successor MOU is reached, unless a specific provision provides for a different commencement and/or termination date. This MOU has been ratified by both the City Council of the City of Susanville and the general membership of the UNIT.

Dated this _____ Day of _____, 2015.

Brian Wilson, Mayor

Thomas Downing, UNIT Representative

Jared G. Hancock, City Administrator

Dan Newton, UNIT Representative

James Moore, UNIT Representative

ATTEST:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"

**MANAGEMENT GROUP
POSITION CLASSIFICATION SCHEDULES
July 1, 2015 through June 30, 2017**

<u>Position</u>	<u>Range</u>
Police Chief	168
Fire Chief	168
Public Works Director	168

Reviewed by: YH City Administrator
 City Attorney

 Motion only
 X Public Hearing
 X Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5174**, setting assessments for Historic Uptown Susanville Association (HUSA) Fiscal Year 2015/2016

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The *Streets and Highways Code* requires the City Council to consider the annual fiscal report of the Historical Uptown Susanville Association (HUSA), make changes or alterations to the report, and approve it by resolution. If the annual fiscal report is accepted by the City Council, the City Council then sets a public hearing to consider the levy of assessments in the parking and business improvement district identified in Chapter 5.24 of the *Susanville Municipal Code*. Resolution Number 15-5161, approved by the City Council at its May 6, 2015 meeting, set the public hearing to consider the levy of an assessment for June 3, 2015 at 7:00 p.m. Due to lack of a quorum the public hearing was continued to June 17, 2015 and posted accordingly. Approval of Resolution No. 15-5174 establishes the authority to levy an assessment for fiscal year 2015/2016.

FISCAL IMPACT: The City collects assessments on behalf of the HUSA District and presently retains five (5) percent of the annual assessments collected as an administrative fee.

ACTION REQUESTED: Consider adoption of **Resolution No. 15-5174**, Setting Assessments for Historic Uptown Susanville Association (HUSA) for fiscal year 2015-2016.

ATTACHMENTS:

Resolution No. 15-5174 A Resolution of the City Council of the City of Susanville Setting Assessments for Historic Uptown Susanville Association (HUSA) for fiscal year 2015/2016 Pursuant to Streets and Highways Code Section 36534.

Resolution No. 15-5161 Approving HUSA Budget and Scheduling Public Hearing to consider setting assessments for fiscal year 2015/2016 (adopted May 6, 2015).

RESOLUTION NO. 15-5174
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
SETTING ASSESSMENTS FOR HISTORIC UPTOWN SUSANVILLE
ASSOCIATION (HUSA) FOR FISCAL YEAR 2015/2016 PURSUANT TO
STREETS AND HIGHWAYS CODE §36534

WHEREAS, the City Council of the City of Susanville, pursuant to *Streets and Highways Code* §36534, having considered the annual fiscal report of HUSA on May 6, 2015, regarding and considering the matters set forth in *Streets and Highways Code* §36533 and the annual levy of an assessment in the parking and business improvement district known as HUSA; and

WHEREAS, the City Council, having accepted said report without any changes or alterations thereto; and

WHEREAS, the City Council, having duly advertised a public hearing on the setting of assessments in the *Lassen County Times*, a publication circulated within the city; and

WHEREAS, the City Council, having held a public hearing on the setting of assessments on June 17, 2015;

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

- 1 The City Council does not amend the boundaries of the assessment area set forth in the *Susanville Municipal Code*, Chapter 5.24, the business categories listed therein, or the assessment fee itself; and
- 2 The City Council hereby sets the assessments for HUSA for Fiscal Year 2015/2016 as follows:

	<u>Benefit Zone A</u>	<u>Benefit Zone B</u>
Type 1 - Retail:	\$350.00	\$250.00
Type 2 - Lodging/Restaurants:	\$275.00	\$200.00
Type 3 - Service/Organization:	\$225.00	\$150.00
Type 4 - Professional:	\$175.00	\$100.00
Type 5 - Financial:	\$275.00	\$250.00

The annual benefit assessment shall be billed in one lump sum each fiscal year and may be paid annually, semi-annually, or quarterly as provided in Section 3.01 of the Amended Agreement For Administration of parking and Business Improvement District dated September 2, 2009; and

- 3 The areas of Benefit Zones A and B are as set forth on Exhibit A, attached hereto and incorporated herein by reference; this area is the same as the area previously established in the *Susanville Municipal Code*, Chapter 5.24.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 15-5174 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of June, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

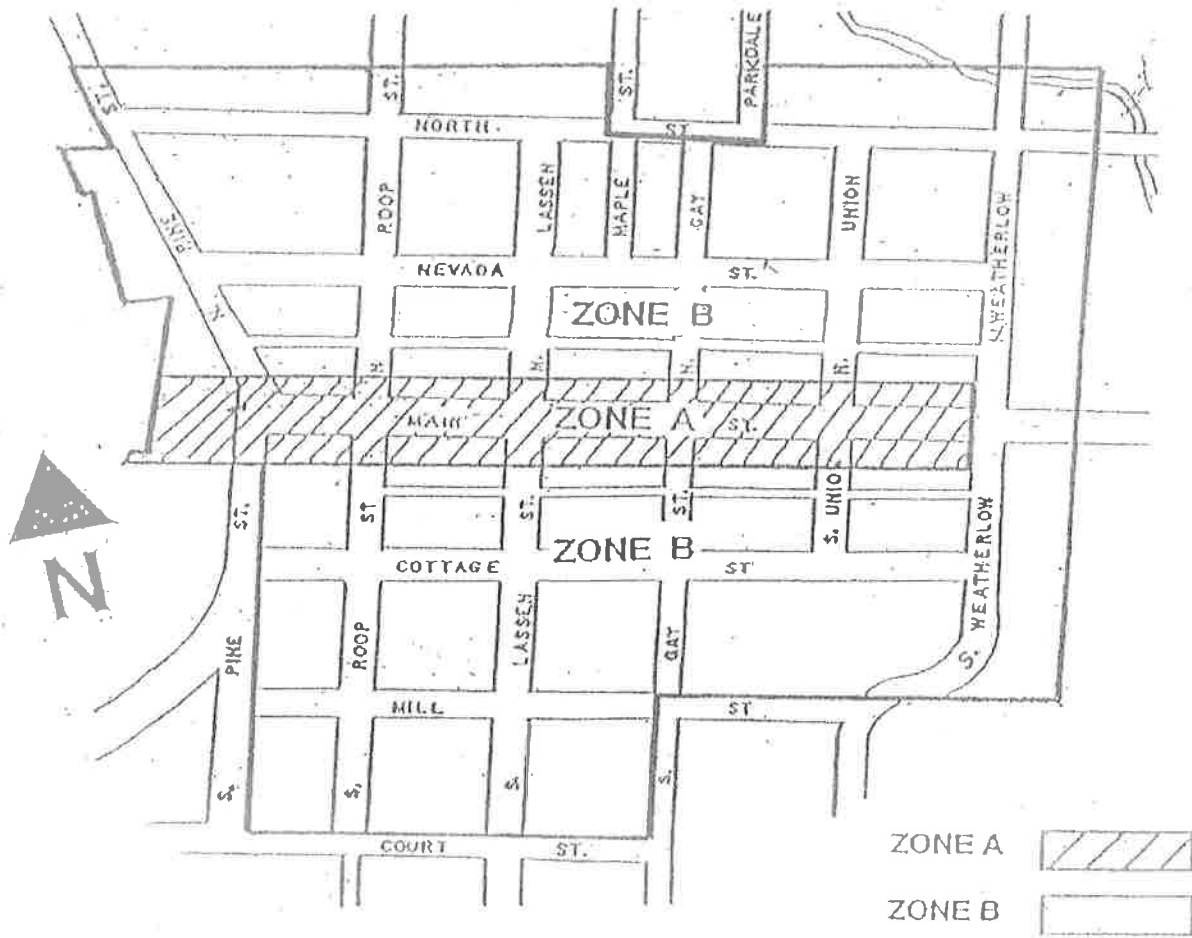
Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"

HISTORIC UPTOWN SUSANVILLE
BUSINESS IMPROVEMENT DISTRICT



DISTRICT BOUNDARY MAP
Amended May 2006

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NUMBER 15-5161
A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF
SUSANVILLE PURSUANT TO STREETS AND HIGHWAYS CODE
SECTION 36534 APPROVING ANNUAL BUDGET AND SCHEDULING
PUBLIC HEARING TO CONSIDER SETTING
ASSESSMENTS FOR FISCAL YEAR 2015-2016

WHEREAS, the City Council of the City of Susanville pursuant to Streets and Highways Code Section 36534 having considered the annual report of Historic Uptown Susanville Association on May 6, 2015, regarding and considering the matters set forth in Streets and Highways Code Section 36533 and the annual levy of an assessment in Historic Uptown Susanville Association (HUSA); and

WHEREAS, the City Council having approved said report, and not having made any changes or alteration thereto.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The public hearing to consider the levy of an assessment in the business improvement district identified in the *Susanville Municipal Code*, Chapter 5.24, is hereby scheduled for June 3, 2015 at 7:00 p.m. and the City Clerk is directed to publish a copy of this Resolution as notice of said public hearing in the Lassen County Times, a publication circulated within the city, no later than seven (7) days before said hearing, at which time written and oral protests may be made. The form and manner of those protests shall comply with Sections 36524 and 36525 of the Streets and Highways Code; and

2. The City Council does not intend to amend the boundaries of the assessment area set forth in *Susanville Municipal Code*, Chapter 5.24 the business categories listed therein, or the assessment fee itself; and

3. It is the intent of the City Council to levy an assessment in the same amount as presently exists, as follows:

	Benefit Zone A	Benefit Zone B
Type 1 - Retail	\$350.00	\$250.00
Type 2 - Lodging & Restaurants	\$275.00	\$200.00
Type 3 - Service & Organization	\$225.00	\$150.00
Type 4 - Professional	\$175.00	\$100.00
Type 5 - Financial	\$275.00	\$250.00

The annual benefit assessment shall be billed in one lump sum each fiscal year and may be paid annually, semi-annually, or quarterly as provided in Section 3.01 of the Amended Agreement For Administration of parking and Business Improvement District dated September 2, 2009; and


4. The areas of Benefit Zone A and B are as set forth on Exhibit A attached hereto and incorporated herein by reference; this area is the same as

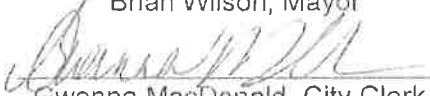
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

the area previously established in the *Susanville Municipal Code*, Chapter 5.24,
and

5. The City Council has made no changes to the annual report of HUSA;
and

6. Any interested person may review the annual report of HUSA on file
with the City Clerk.

APPROVED: 
Brian 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 6th day of May, 2015, by the
following vote:

AYES:	Callegari, De Boer and Wilson
NOES:	None
ABSENT:	None
ABSTAINING:	Garnier and McBride


Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

Reviewed by: JGH City Administrator
 _____ City Attorney

_____ Motion only
 Public Hearing
 Resolution
 _____ Ordinance
 _____ Information

CITY COUNCIL AGENDA ITEM

Submitted By: Deborah Savage, Finance Manager

Action Date: June 17, 2015

SUBJECT: **Resolution No. 15-5175** Establishing Appropriation Limitation for Fiscal Year 2015-2016

PRESENTED BY: Deborah Savage, Finance Manager

SUMMARY:

The State of California Constitution Article XIII-B and Government Code Sect. 7910 require cities to establish appropriations for each budget year. In November of 1979, the voters of California approved Proposition # 4, "Spending Limitation". The proposition provides for limits to annual appropriations that are funded by proceeds of taxes for each fiscal year beginning in FY 1980-81. Proposition # 4 established 1978-1979 as the base fiscal year for computing the limitation. The tax limit may be adjusted each year for the percentage change in population plus the percentage change in 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. The City reserves the right to amend the limit if it is determined that the percentage change in the local assessment roll due to the addition of non-residential new construction is greater than the percentage change in PCPI.

The amount determined to be the appropriation limit for FY 2015-16 was computed by using the information provided by the State of California Department of Finance as follows:

Appropriation limit for 2014-15	\$ 8,878,196
Change in population from Jan 2013 to Jan 2014 (0.73%)	64,945
	<hr/>
	\$ 8,961,561
Change in PCPI for Jan 2014 to Jan 2015 (3.82 %)	342,332
	<hr/>
Appropriation Limit for FY 2014-15	\$ 9,284,629
Anticipated Appropriations for 2015-16	\$ 4,554,889

FISCAL IMPACT: The City is required to operate with an adopted budget and an appropriation limit.

ACTION REQUESTED: Motion to adopt Resolution No. 15-5175 Establishing Appropriation Limit for FY 2015-16.

ATTACHMENTS: Resolution No. 15-5175

RESOLUTION NO. 15-5175
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2015/2016
PURSUANT TO CALIFORNIA CONSTITUTION ARTICLE XIII-B
AND GOVERNMENT CODE §7910

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 2015/2016 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 2015/2016 is hereby determined to be the sum of \$ 9,284,629.

Dated: June 17, 2015

APPROVED: _____
Brian 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 17th day of June, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

City Attorney

Reviewed by: JGH City Administrator
 City Attorney

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

Submitted By: Deborah Savage, Finance Manager

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 15-5176 Adopting the City of Susanville 2015-2016 Budget

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

SUMMARY: On May 13, 2015, staff held a budget workshop to discuss and receive input from the community and the City Council on their priorities for the fiscal year 2015-2016 budget. Staff received these recommendations and will be conducting a special meeting on June 15, 2015 to further discuss the proposed Fiscal Year 2015/2016 budget. The final calculations for the proposed budget will be made available after the workshop.

FISCAL IMPACT: Final proposed budget figures will be available for distribution on June 16, 2015.

ACTION

REQUESTED: Motion to adopt Resolution No. 15-5176, Adopting the City of Susanville 2015-2016 Budget

ATTACHMENTS: None

Reviewed by: JGH City Administrator
 _____ City Attorney

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

Submitted by: Daniel Gibbs, City Engineer

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution Number 15-5180** authorizing the Director of Public Works to Advertise for Bids Project No. 15-02, Water Main Replacement at Various Locations in the City of Susanville, authorizing the City Clerk to execute the attached Notice Inviting Bids for Contract No. 15-02, Water Main Replacement at Various Locations in the City of Susanville, and authorizing the funding of Project No. 15-02 for Water Main Replacement at Various Locations from Water Capital Improvement Fund

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: In 2008, the City Council approved a rate increase to fund infrastructure improvements. Based on the severity of chronic leaks, input from Water Division Staff and imminent street overlay work, City staff has prepared plans, specifications and an engineer's estimate for the installation of new water mains in select areas of the City where leaks tend to be the most prevalent and problematic. Additionally, these candidates locations are desired so as to coordinate replacement prior to the surface rehabilitation planned later this year with the STIP overlay projects.

The Water Capital Improvement Fund currently has a fund balance in excess of \$ 1,200,000 identified for the purpose of replacing the City's water infrastructure system where most needed. The City Engineer's cost for these project locations identified above is currently estimated at \$970,000 for the base bid including a 10% contingency and 15% for construction engineering. The locations proposed to have new 6" PVC water main and supporting facilities installed as part of this project are:

- i. Arnold Street from Weatherlow Street to its west end at the cul-de-sac;
- ii. Carroll from South Lassen Street to approximately 1,500 feet east of South Lassen Street;
- iii. Foss Street from south of Main (SR 36) to Cornell Street;
- iv. Park Street from Main (SR 36) to North Street;
- v. Third Street from Ash to Park Street;
- vi. Third Street from Cedar to Grand Avenue;
- vii Third Street from McDow to Hall Street.

FISCAL IMPACT: The current fund balance in the Water Capital Improvement Fund would be reduced by the cost of the project to be awarded once bids are opened and accepted. The estimate of the draw down is approximately \$970,000.

ACTION REQUESTED: This action requires a 4/5th vote.

Motion to adopt Resolution Number 15-5180 authorizing the Director of Public Works to Advertise for Bids Project No. 15-02, Water Main Replacement at Various Locations in the City of Susanville, authorizing the City Clerk to execute the attached Notice Inviting Bids for Contract No. 15-02, Water Main Replacement at Various Locations in the City of Susanville, and authorizing the funding of Project No. 15-02 for Water Main Replacement at Various Locations from Water Capital Improvement Fund

ATTACHMENTS: Resolution No. 15-5180
Notice Inviting Bids
Engineers Estimate

RESOLUTION NO. 15-5180
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO ADVERTISE FOR THE
RECEIVING OF BIDS ON THE 2015 WATER MAIN REPLACEMENT PROJECT

WHEREAS, the City of Susanville has identified it is the best interest of the City to pursue the replacement of older water mains where leaking and not of good quality; and

WHEREAS, it is the desire of the City of Susanville to conserve water and reduce the quantity of water lost each day to leaks that can be prevented as a result of replacing older steel water main pipe; and

WHEREAS, the City has identified a Capital Improvement fund for projects with the same purpose and scope of replacing the City's water infrastructure; and

WHEREAS, the City's Finance Manager has identified adequate funding is available for said Capital Project fund balance to provide sufficient funds based upon the City Engineer's estimate for the street sections identified to have water main replaced within them; and

WHEREAS, the City of Susanville Public Works Department has identified these streets as the best candidates for replacement of water main based upon the chronic nature of leaks being repaired and a desire to coordinate the work herein described with anticipated pavement overlay work later in 2015 such that unnecessary pavement cuts do not occur.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Susanville as providing authorization to the City Clerk for the execution of a Notice Inviting Bids authorizing the Public Works Department to advertise a notice for the purpose of inviting, opening; considering bids for award on Project No. 15-02, Water Main Replacement at various locations; and authorizes the funding of Project No. 15-02 for Water Main Replacement at Various Locations from Water Capital Improvement Fund.

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 17th day of June, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

NOTICE INVITING SEALED BIDS

PROJECT NUMBER 15-02
2015 WATER MAIN REPLACEMENT
CITY OF SUSANVILLE, 66 NORTH LASSEN STREET
SUSANVILLE, CA 96130

Separate sealed **BIDS** for the CITY OF SUSANVILLE 2015 WATER MAIN REPLACEMENT PROJECT located at VARIOUS LOCATIONS WITHIN THE CITY OF SUSANVILLE, described by title as the 2015 WATER MAIN REPLACEMENT PROJECT and having Project Number 15-02 will be received by the CITY of Susanville at the office of the **CITY CLERK**, 66 North Lassen Street, Susanville, CA 96130 prior to 2:00 P.M., July 09, 2015 and then at said address publicly opened and read aloud in the CITY Hall **COUNCIL** Chambers. The **CONTRACT DOCUMENTS** may be examined at the following location: **CITY PUBLIC WORKS OFFICE**, 720 South Street, Susanville, CA 96130.

The **WORK** generally consists of: THE REPLACEMENT, REMOVAL OR ABANDONMENT OF VARIOUS WATER MAINS AND RECONNECTION OF NEW SERVICES TO EXISTING RESIDENCES, and all other **WORK** necessary to complete the **PROJECT**. The **CONTRACT DOCUMENTS** may be obtained from CITY Hall located at 66 North Lassen Street, Susanville, CA 96130 upon a non-refundable payment of \$65.00 for each set. An additional non-refundable payment of \$25.00 will be required for mailing the **CONTRACT DOCUMENTS**.

In accordance with the provisions of California Public Contract Code Section 3300, the CITY has determined that the **CONTRACTOR** shall possess a valid CLASS A OR C34 CONTRACTORS LICENSE at the time that the **CONTRACTOR** is selected. Failure to possess the specified license shall render the bid as non-responsive and shall act as a bar to award of the **CONTRACT** to any bidder not possessing said license at the time of award.

The **CONTRACTOR** may elect to receive one hundred percent (100%) of payments due under the **CONTRACT DOCUMENTS** from time to time, without retention from any portion of the payment by the CITY by depositing securities of equivalent value with the CITY in accordance with the provisions of Section 10263 of the California Public Contract Code. Such securities, if deposited by the **CONTRACTOR**, shall be valued by the CITY, whose decision on valuation of the securities shall be final. Securities eligible for investment under this provision shall be limited to those listed in Section 16430 of the California Government Code, and Section 10263 of the California Public Contract Code.

The **CONTRACT DOCUMENTS** specify the scope of the **WORK** and many other conditions which include, but are not limited to, the wages to be paid to all workers employed in the execution of the **CONTRACT**. It shall be mandatory for the successful bidder and any **SUBCONTRACTORS** thereof, to pay not less than the prevailing wages to all workers employed in performing this **CONTRACT** in accordance with Sections 1170 to 1781 of the Labor Code. Neither the **CONTRACTOR** nor **SUBCONTRACTORS** shall engage in or permit discrimination in employment of persons because of race, color, national origin, ancestry, or religion.

BY ORDER OF the **CITY COUNCIL** of the CITY of Susanville, California.

Dated this 17th day of June, 2015.

CITY CLERK of the CITY of Susanville

WATER MAIN REPLACEMENT 2015
SUMMARY SHEET - ENGINEER'S ESTIMATE

NO.	LOCATION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	ENG. EST
A	ARNOLD -				\$ 93,230.00	
C	CARROLL - LASSEN TO CORNER S/O MILL				\$ 90,541.00	
F	FOSS - CORNELL EAST TO S/O MAIN				\$ 85,430.00	
P	PARK -				\$ 157,678.00	
T-1	THIRD - CEDAR TO GRAND				\$ 133,812.00	
T-2	THIRD - ASH TO PARK				\$ 112,590.00	
T-3	THIRD - HARRIS TO MCDOW				\$ 52,053.00	
	TRAFFIC CONTROL	7	EA	\$ 1,000.00	\$ 7,000.00	
	MOBILIZATION	7	EA	\$ 2,000.00	\$ 14,000.00	
	CLEAR & GRUB	7	EA	\$ 1,500.00	\$ 10,500.00	
	SWPPP PREP & IMPLEMENT	1	LS	\$ 12,000.00	\$ 12,000.00	
	DUST CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00	
	Sub-total				\$ 773,834	
	Contingencies @ 10%				\$ 77,383	
	Construction Engineering @ 15%				\$ 116,075	
	TOTAL BASE BID				\$ 967,293	

Reviewed by: JGH City Administrator
 _____ City Attorney

_____ Motion only
X Resolution
_____ Ordinance
_____ Information

Submitted by: Dan Newton, Public Works Director

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Resolution No. 15-5182 approving the revised Agreement with the Lassen County Air Pollution Control District.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On June 9, 2015 the Lassen County Air Pollution Control District approved the revised Agreement Concerning Administrative Services. The language in the Agreement has been modified so that minor changes in staffing in the future will not require amendments to the Agreement. However; the appointment authority of the APCO will remain with the District Board.

Additionally, the new Agreement includes language that the City will provide the District with a cost of services budget proposal annually by May 1st. This will represent the dollar amount the District will pay the City for providing administrative and staffing services. The cost of services budget proposal for FY 2015/2016 is attached.

In January 2012, the Lassen County Air Pollution Control District and the City of Susanville entered into an Agreement. Under the Agreement, the City provides administrative and staffing services to the Air District. In January 2012, the individual employed as the City Engineer was identified as having the appropriate education and experience to serve and the Air Pollution Control Officer (APCO) and therefore; the Agreement contained specific language indicating the City Engineer would serve as the APCO. Since that time, the individual serving as the APCO has been promoted to the position of Public Works Director.

FISCAL IMPACT: The cost of services budget proposal is estimated to cover costs of providing administrative services to the Lassen County Air Pollution Control District.

ACTION REQUESTED: Adopt Resolution 15-5182 approving the agreement with the Lassen County Air Pollution Control District Concerning Administrative Services.

ATTACHMENTS: Resolution No. 15-5182
Cost of Services Budget Proposal
Lassen County Air Pollution Control District Agreement

RESOLUTION NO. 15-5182
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
AUTHORIZING MAYOR TO EXECUTE THE AGREEMENT BETWEEN THE LASSEN
COUNTY AIR POLLUTION CONTROL DISTRICT AND CITY OF SUSANVILLE FOR
ADMINISTRATIVE SERVICES

WHEREAS, the Lassen County Air Pollution Control District (District) and the City of Susanville (City) have previously entered in to an Agreement Concerning Administrative Services commencing January 1, 2012; and

WHEREAS, the Agreement from January 2012, listed specific City staff positions to perform specific duties under the Agreement; and

WHEREAS, the specificity of the Agreement from January 2012 is not conducive to providing the District the most qualified staff members, to perform Air Pollution duties, within the City; and

WHEREAS, the City desires to continue to provide Administrative Services for the District; and

WHEREAS, the Lassen County Air Pollution Control District desires to reimburse the City for costs as provided in the "Agreement Between The Lassen County Air Pollution Control District and City of Susanville Concerning Administrative Services"; and

WHEREAS, the City recognizes that there is a mutual benefit to both agencies in sharing administrative staff resources.

NOW THEREFORE BE IT RESOLVED, that the Mayor of the City of Susanville is hereby authorized to sign "Agreement Between The Lassen County Air Pollution Control District and City of Susanville Concerning Administrative Services"

Dated: June 17, 2015

Approved:

Brian Wilson, Mayor

Attest:

Gwenna MacDonald, City Clerk

The foregoing resolution 15-5182 was adopted at a regular meeting of the City Council of the City of Susanville held on the 17th day of June, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Gwenna MacDonald, City Clerk

Approved as to form:

City Attorney

Fiscal Year 2015/2016

Cost of Services Budget

Proposal to the Lassen County Air Pollution Control District

INTRODUCTION

In January 2012, the Lassen County Air Pollution Control District (LCAPCD) entered into an agreement with the City of Susanville (City) for the City to provide administrative services to the LCAPCD. Staff services are primarily provided through the City's Public Works Department with the Public Works Director serving as the Air Pollution Control Officer (APCO). Over the past three years, staff has gained valuable experience and become more efficient in the conduct of LCAPCD business. For Fiscal Year 2015/2016 the budgeted cost of services is estimated to decrease slightly when compared to Fiscal Year 2014/2015.

SUMMARY OF CITY AND APCD RELATIONSHIP

Since January 2012, City staff, serving the LCAPCD, has actively engaged in training opportunities and has gained valuable knowledge regarding permitted facilities, state, federal and local regulations pertaining to Air Pollution. In addition, staff has gained expertise regarding the administration of the Carl Moyer Grant Program. The LCAPCD has approved the Agricultural Equipment Replacement Program which has enabled the District to expend its allocation of Carl Moyer Funding more efficiently. Staff has facilitated the Title V permit renewal process for the HL Power facility located in Wendel, Ca. This is a highly technical and arduous process that involves extensive knowledge of federal regulations and significant interaction with the Federal Environmental Protection Agency. The most significant aspect of staff development has been learning how the LCAPCD is different from other air pollution districts in the State. Staff has developed a solid understanding of which rules and regulations are applicable to our region and which are not. Lassen County's attainment status for federal criteria pollutants directly affects applicability of several State and Federally mandated programs such as regional emission's caps, requirements of gasoline stations, truck and bus rules, etc. Conversely, the majority of the state is non-attainment for various criteria pollutants. The California Air Resources Board and other air districts focus on rules and regulations to reduce emissions below mandated thresholds and several of these regulations are not applicable to Lassen County. It is important to have experienced staff on hand to understand the differences and be able to interact with the Air Resources Board and the EPA as things arise.

STAFFING ALLOCATIONS

The City Public Works Department has proven to be a good fit to provide staffing with the technical expertise and capabilities necessary to administer the daily activities of the LCAPCD. Currently, the city provides services to the District through a variety of staff. Key staff includes the APCO who is a licensed civil engineer with a back ground in chemistry and biological sciences; The Air Quality Engineer a civil engineering graduate, with an Engineer in Training Certificate (EIT); and the Adminstrative Staff Assistant, who performs clerical work.

ANNUAL COST TO LCAPCD

For Fiscal Year 2015/2016 The LCAPCD will experience a decrease in the amount budgeted to provide staffing services. The decrease is attributed to the reduced allocation of staff resources that is possible based on efficiencies gained through work experience.

The proposed modifications would result in a decrease from \$173,500 to 170,500 annually, when compared to FY 2014/2015.

Cost Proposal:

Administrative and Staffing Services:	\$170,500
Services and Supplies:	\$ 52,000
Total:	\$220,500

CONCLUSION

The City Public Works Department staff has gained valuable experience and has become increasingly more efficient in conducting the day to day business of the LCAPCD. The City looks forward to continue to provide Administrative Services to the LCAPCD.

AGREEMENT

BETWEEN THE

LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT ("DISTRICT") AND
CITY OF SUSANVILLE ("CITY") CONCERNING ADMINISTRATIVE SERVICES

RECITALS

1. Pursuant to California Health and Safety Code section 40701(f), CITY desires to provide the services of a CITY employee to DISTRICT to serve as the DISTRICT's Air Pollution Control Officer. The appointment of the CITY employee as Air Pollution Control Officer shall be at the sole discretion of DISTRICT.

2. DISTRICT desires to compensate the City of Susanville for services outlined in this Agreement.

3. DISTRICT desires to have the CITY act as agent on behalf of the DISTRICT for the disbursement of payment for any staff person(s) and to provide payroll, personnel, purchasing, warrant preparation and general accounting services;

4. DISTRICT desires to use CITY personnel as staff to work under the direction of the Air Pollution Control Officer; and

5. The CITY is willing to provide staff person(s), payroll, personnel, purchasing, warrant preparation, general accounting services, auditing services, and office space under the terms set forth herein.

AGREEMENT

In consideration of the Recitals above and the terms and conditions set forth herein, the parties agree as follows:

A. Provision of Air Pollution Control Officer to District

Effective July 1, 2015, CITY shall continue to provide to DISTRICT the services of one duly qualified CITY employee to serve as the Lassen County Air Pollution Control District Air Pollution Control Officer. This employee shall perform the functions and duties specified in the classification specifications for Air Pollution Control Officer as approved by the DISTRICT and shall perform other legally permissible and proper duties and functions of the DISTRICT as shall be assigned by DISTRICT.

B. Defense and Indemnity

DISTRICT shall hold harmless, defend, and indemnify CITY from and against any and all claims, suits, actions, costs, attorneys' fees (including the reasonable costs of representation by the District Counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of the duties or responsibilities of Lassen County Air Pollution Control District Air Pollution Control Officer, including, but not limited to, any actions or conduct of the employee arising in the course and scope of the employee's service as Lassen County Air Pollution Control District Air Pollution Control Officer.

CITY shall hold harmless, defend, and indemnify DISTRICT from and against any and all claims, suits, actions, costs, attorneys' fees (including the reasonable costs of representation by in-house counsel), expenses, liabilities, damages, judgments, or decrees arising from the aforementioned employee's performance or non-performance of any official City duties or responsibilities other than those of Lassen County Air Pollution Control District Air Pollution Control Officer, including, but not limited to, any actions or conduct of the employee arising outside the course and scope of the employee's service as Lassen County Air Pollution Control District Air Pollution Control Officer, but within the employee's course and scope of employment with CITY.

C. Budgeting for Cost of Services

Annually, DISTRICT will establish a budget that includes the cost of administrative services provided by the CITY. To assist in determining the budget, CITY will provide the DISTRICT with a cost of services budget by May 1st of each year. If the CITY fails to provide a budget by May 1st, the current year's budget shall be used until an updated cost of services budget is provided to and adopted by the DISTRICT.

D. Disbursement by CITY

The CITY shall provide City employees in addition to the Air Pollution Control Officer as staff for the DISTRICT. At the request of the DISTRICT, the CITY may also pay from funds placed on deposit with the CITY by DISTRICT for expenses incurred by the DISTRICT. Payment shall be in a manner prescribed by the CITY and shall be made under the procedures established by the CITY. Such payments shall be made from funds budgeted by the DISTRICT for the expenditure and available in cash.

E. Accounting by CITY

The CITY shall provide to DISTRICT an accounting of all money deposited with the CITY and all disbursements made by the CITY on behalf of the DISTRICT.

F. Complete Agreement

The parties agreed that this understanding is a complete agreement and supersedes all previous understandings, whether written or oral, of the parties.

G. Notices

Any notices required by this Agreement shall be sent as follows:

- a. To City:
City Administrator
City of Susanville
66 N. Lassen St.
Susanville, CA 96130

- b. To District:
Air Pollution Control Officer
District Counsel
Lassen County Air Pollution Control District
720 South St.
Susanville, CA 96130

H. Term

This agreement shall commence when executed by last of the several parties listed below and shall continue until terminated by mutual agreement of the parties or upon one hundred eighty (180) days written notice by one party to the other party.

I. Unsatisfactory Service

In the event that DISTRICT (by a majority vote of the entire Board) determines that the services provided by the CITY are unsatisfactory or inadequate for the needs of the DISTRICT, the DISTRICT shall notify the CITY of said deficiencies in writing and provide ninety (90) days for the CITY to correct noted deficiencies. If the CITY fails to successfully correct said deficiencies to the satisfaction of the Board, the Agreement shall terminate after thirty (30) days.

On dates listed below, the parties agreed to the terms, conditions and covenants set forth above.

Dated: LASSEN COUNTY AIR POLLUTION CONTROL DISTRICT ("DISTRICT")


By: _____
Robert Pyle, Vice Chairman

Dated:

CITY OF SUSANVILLE ("CITY")

By: _____
Brian Wilson, Mayor

Approved as to form:

By: 

Greg P. Einhorn, LCAPCD Counsel

Approved as to form:

By: _____
City Attorney

AGENDA ITEM 9C

Reviewed by: JGH City Administrator
 City Attorney

 X Motion Only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Heidi Whitlock, Assistant to the City Administrator

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Veterans of Lassen County Laser Tag Event

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The VFW is requesting City Council support of their Laser Tag Event scheduled for June 26 – 28th from 12:00 p.m. – 10:00 p.m. at Memorial Park by approving a waiver of park user fees for the three day event. The normal park user fee is \$59 per day.

FISCAL IMPACT: \$ 177.00 in lost revenue

ACTION REQUESTED: Motion to authorize use of Memorial Park and waiver of park user fees for the VFW Laser Tag event.

ATTACHMENTS: None.

Reviewed by: JA City Administrator
 ___ City Attorney

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

Submitted by: Arlene F. Zelano, Administrative Assistant

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5157** accepting 2014 Assistance to Firefighters (AFG) Grant and authorizing transfer of mitigation funds for grant match

PRESENTED BY: James Moore, Fire Chief

SUMMARY: In 2012 the Fire Department contracted with Gatchell Grant Resources LLC to apply for an Assistance to Firefighters Grant which is funded through the Federal Emergency Management Agency (FEMA). The purpose of the grant is to replace Fire Department Self-Contained Breathing Apparatus (SCBA's) that no longer meet National Fire Protection Agency standards. They have become expensive to repair, and some parts are no longer available. The grant also includes a fit testing machine that will allow the Department to meet the requirements of the federally-mandated Respiratory Protection Program. This year the application was successful and the City has been awarded \$244,280 from FEMA with a five percent match required from the City in the amount of \$12,213. The breakdown of the grant is as follows:

35 complete SCBA's	\$245,000.00
1 face piece fit tester	9,993.00
3 masks	<u>1,500.00</u>
TOTAL GRANT	\$256,493.00

Staff proposes that the five percent City match will be paid from Fire Mitigation funds.

FISCAL IMPACT: \$12,213.00 from Fire Mitigation Fund
 Current fund balance: \$96,619

ACTION REQUESTED: Motion to approve Resolution No. 15-5157 accepting 2014 Assistance to Firefighters Grant, authorize the transfer of funds from mitigation, and authorize the Finance Division to increase the fire department budget to expend grant funds and make matching fund payment.

ATTACHMENTS:

- Award package from FEMA
- June 20, 2012 Staff Report

RESOLUTION NO. 15-5157
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE
ACCEPTING 2014 ASSISTANCE TO FIREFIGHTERS GRANT,
AUTHORIZING USE OF FIRE MITIGATION FUNDS AS GRANT MATCH

WHEREAS, the City of Susanville Fire Department was successful in its application for funding through FEMA for the 2014 Assistance to Firefighters Grant in the amount of \$244,280; and

WHEREAS, the grant will provide funding for the purchase of 35 Self Contained Breathing Apparatus (SCBA's), one face piece test fit testing unit and three masks; and

WHEREAS, the Grant award requires a cash match in the amount of \$12,213 for a total of \$256,493; and

WHEREAS, the Grant allows the Susanville Fire Department to purchase valuable safety equipment that meets National Fire Protection Agency standards.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville accepts the 2014 Assistance to Firefighters Grant from FEMA, authorizes the five percent match to be funded through Fire Mitigation funds, and authorizes Finance Division to increase the Fire Department budget to expend Grant Funds and make matching fund payment.

APPROVED: _____
Brian R. Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 15-5157 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 17th day of June, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM: _____
City Attorney

Reviewed by: AW City Administrator
MP Finance Director
MS City Attorney

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

Submitted by: Theodore L. Friedline, Fire Chief TF

Action Date: June 20, 2012

CITY COUNCIL AGENDA ITEM

SUBJECT: Contract for services with Gatchell Grant Resources, LLC

PRESENTED BY: Theodore L. Friedline, Fire Chief

SUMMARY:

Fire department self contained breathing apparatus (SCBA) no longer meets National Fire Protection Association (NFPA) standards. Federal Emergency Management Agency (FEMA) offers grant funding for this type of purchase through the Assistance to Firefighters Grant (AFG): This year \$337.5 million is available to departments. These grants are competitive, and although we have received two in the past, professional grants writers are better prepared to provide the required information necessary.

Gatchell Grant Resources, LLC of Canton, Ohio has written many grants of this nature, and are prepared to write a SCBA replacement grant for the City. The AFG grants are a five percent match and the total request for funding would be approximately \$175,000 for 32 SCBA and one fit tester. Gatchell Grant Resources, LLC requires a non-refundable \$600 fee for the specified grant proposal, which is refundable for a successful grant. If the grant is successful, Gatchell Grant Resources, LLC will receive an additional payment from the City of 8% (\$3,000 maximum) payable upon award. If the grant is unsuccessful, they will rewrite the grant the following year at no charge.

The AFG grant process opened on June 11, 2012 and closes July 6, 2012. If the Council wishes to pursue this funding, it will be necessary for the Mayor to sign the agreement prior to the July 18, 2012 meeting.

FISCAL IMPACT: Cost of \$600 for grant writing services to Gatchell Grant Resources, LLC (refundable for a successful grant), from 2012-2013 fire department technical services budget. *IF AWARDED, \$8,750.00 CASH MATCH (\$175,000 x 5%)*

ACTION REQUESTED: Motion for Mayor to sign Contract with Gatchell Grant Resources, LLC, and for Mayor to sign AFG grant proposal for fire department SCBA replacement (when completed).

ATTACHMENTS: Contract for services with Gatchell Grant Resources, LLC

CONTRACT FOR SERVICES

Between

Susanville Fire Department

1505 Main Street

Susanville, California 96130

and

Gatchell Grant Resources, LLC

Vera V. Gatchell/Didi Everhart

5202 14th Street SW

Canton, Ohio 44710

*This document represents a contractual agreement effective June 1, 2012, between **Gatchell Grant Resources, LLC** (hereinafter referred to as "GGR") and **Susanville Fire Department** (hereinafter referred to as "Fire Department").*

Section I Responsibilities

Grant Advisors

Under this agreement, GGR will develop a specific grant: [2012 AFG Grant for Operations and Safety].

- In conjunction with the Fire Chief or designee, GGR will develop a proposal according to the Fire Department wishes.*
- Submit the specified grant proposal on time unless otherwise directed to by the Fire Department. Grant shall not be submitted unless approval has been given by the Fire Chief or designee.*

Fire Department

The Fire Department agrees:

- Not to share any information or procedures concerning this contract or process with any other entities or their agents. In addition, the Fire Department agrees not to use this or any part of this grant proposal in other future grant proposals to be submitted by the Fire Department without expressed permission from GGR.*

- *Not to release a copy of the grant proposals or the funded grants to any individual or entity in order to protect the technology and grant design which is developed and owned by GGR. The Fire Department agrees that the grant mode, concept, and formatting are the sole property of GGR.*
- *To provide any aid and assistance to GGR in researching and developing the proper information necessary in order to facilitate said grant proposal.*
- *When the Fire Department is actually submitting the grant proposal, will do so on time and agrees not to hold GGR responsible for not submitting the grant proposal on time.*
- *In the event that a grant permits "administration fees", Fire Department agrees to utilize the services of GGR and not a third party source unless GGR declines the offer.*

Section II Method of Payment

The Fire Department Agrees:

- *To pay GGR a non-refundable six hundred dollar (\$600.00) fee for the specified grant proposal. [2012 AFG Grant for Operations and Safety].*
- *Payment shall be made by check payable to: **Gatchell Grant Resources, LLC***
- *To pay the fee for the specified grant within fourteen (14) calendar days of the signing of this agreement. The Fire Department also understands that this fee may be refundable if applicable in the grant application and according to the grant guidelines.*
- *A fee of eight percent (8%) of the grant award will be paid to GGR at the time the grant contracted for is awarded by the grant funder. This amount shall not exceed three thousand dollars (\$3,000.00). It is also understood that some grant funders make payments to the awarded Fire Department over a period of time and not in a lump sum, depending on the type of grant awarded. Therefore, upon issuance of the grant award contracted for by the grant funder, the Fire Department agrees within thirty (30) days of the award date, make full payment of the eight percent (8%) fee to GGR, again not to exceed the \$3,000.00 cap.*
- *GGR agrees that if this grant application is not awarded the first time, GGR will re-write the grant application the following year for FREE. The eight percent (8%) award fee still applies.*
- *This contract may be terminated by the Fire Department upon thirty (30) days written notice to GGR. Upon notice of termination, GGR shall be entitled to fees for work performed up to the date of receipt of the written notice of termination.*
- *For the eight percent (8%) fee GGR agrees to assist with any reports required to be submitted to the grant funder.*

- The Fire Department has the sole discretion as to what grant that they want to apply for. However, GGR will advise as to eligibility and potential for success of grant being submitted.
- Renewal of this contract will be voluntary on the part of the Fire Department as it may choose to renew or to terminate Fire Department grant writing services.

**Section III
Agreements**

This Agreement is binding between all present and future agents of Fire Department. In the even the authority of the responsible parties detailed in the documentation of this agreement is transferred for any reason, to include occupation, retirement, disability or death, demotion, the agreement shall remain binding with Fire Department.

IN WITNESS THEREOF, all parties have caused this contract to be executed by their duly authorized officials:

SUSANVILLE FIRE DEPARTMENT

Fire Chief

Date

Fire Department

Date

GATCHELL GRANT RESOURCES, LLC

Vera V. Gatchell

Vera V. Gatchell

Date

Diell Everhart

Diell Everhart

Date

5/29/2015

[View Award Package](#)

Award Package



FEMA

Mr. Jim Moore
Susanville Fire Department
1505 Main Street
Susanville, California 96130-4427

Re: Award No. EMW-2014-FO-03257

Dear Mr. Moore:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2014 Assistance to Firefighters Grant has been approved in the amount of \$244,280.00. As a condition of this award, you are required to contribute a cost match in the amount of \$12,213.00 of non-Federal funds, or 5 percent of the Federal contribution of \$244,280.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2014 Assistance to Firefighters Grant Funding Opportunity Announcement.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an

5/29/2015

View Award Package

email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kamoie". The signature is written in a cursive style with a horizontal line extending to the right.

Brian E. Kamoie
Assistant Administrator for Grant Programs

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2014-FO-03257
GRANTEE: Susanville Fire Department
DUNS NUMBER: 178588968
AMOUNT: \$256,493.00, Operations and Safety

Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

22-MAY-15 to 21-MAY-16

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$256,493.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
State Taxes	\$0.00
Total	\$256,493.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

The Program Office has made the following reductions to your grant:

Funds for Equipment was not a fundable portion of this application and was removed from your award.
Funds for SCBA was reduced to \$7,000 each.

Therefore, they have recommended the award at this level:

Total budget \$256,493

Federal share \$244,280

Applicant share \$12,213

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist:

Sharon Cargo

Sharon.Cargo@fema.gov

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

5/29/2015

[View Award Package](#)

Agreement Articles



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety

GRANTEE: Susanville Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2014-FO-03257

AMENDMENT NUMBER:

TABLE OF CONTENTS

Article I	Assurances, Administrative Requirements and Cost Principles
Article II	Acknowledgement of Federal Funding from DHS
Article III	Activities Conducted Abroad
Article IV	Age Discrimination Act of 1975
Article V	Americans with Disabilities Act of 1990
Article VI	Best Practices for Collection and Use of Personally Identifiable Information (PII)
Article VII	Title VI of the Civil Rights Act of 1964
Article VIII	Civil Right Act of 1968
Article IX	Copyright
Article X	Debarment and Suspension
Article XI	Drug-Free Workplace Regulations
Article XII	Duplication of Benefits
Article XIII	Energy Policy and Conservation Act
Article XIV	Reporting Subawards and Executive Compensation
Article XV	False Claims Act and Program Fraud Civil Remedies
Article XVI	Federal Debt Status
Article XVII	Fly America Act of 1974
Article XVIII	Hotel and Motel Safety Act of 1990
Article XIX	Limited English Proficiency (Civil Rights Act of 1964, Title VI)
Article XX	Lobbying Prohibitions
Article XXI	Non-supplanting Requirement

Article XXII	Patents and Intellectual Property Rights
Article XXIII	Procurement of Recovered Materials
Article XXIV	Contract Provisions for Non-federal Entity Contracts under Federal Awards
Article XXV	SAFECOM
Article XXVI	Terrorist Financing E.O. 13224
Article XXVII	Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)
Article XXVIII	Trafficking Victims Protection Act of 2000
Article XXIX	Rehabilitation Act of 1973
Article XXX	USA Patriot Act of 2001
Article XXXI	Use of DHS Seal, Logo and Flags
Article XXXII	Whistleblower Protection Act
Article XXXIII	DHS Specific Acknowledgements and Assurances
Article XXXIV	System of Award Management and Universal Identifier Requirements
Article XXXV	Animal Welfare Act of 1966
Article XXXVI	Protection of Human Subjects
Article XXXVII	Incorporation by Reference of Funding Opportunity Announcement
Article XXXVIII	Acceptance of Post Award Changes

I. Assurances, Administrative Requirements and Cost Principles

Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances – Non-Construction Programs. Certain assurances in this document may not be applicable to your program, and the awarding agency may require applicants to certify additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements and cost principles that apply to DHS award recipients originate from:

2 C.F.R. Part 200, Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards, as adopted by DHS at 2 C.F.R. Part 3002.

II. Acknowledgement of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

III. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

IV. Age Discrimination Act of 1975

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in

any program or activity receiving Federal financial assistance.

V. **Americans with Disabilities Act of 1990**

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101–12213).

VI. **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

VII. **Title VI of the Civil Rights Act of 1964**

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

VIII. **Civil Rights Act of 1968**

All recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see 24 C.F.R. § 100.201).

IX. **Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

X. **Debarment and Suspension**

All recipients must comply with Executive Orders 12549 and 12689, which provide protection against waste, fraud and abuse by debarment or suspending those persons deemed irresponsible in their dealings with the Federal government.

XI. **Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. § 701

et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R Part 3001.

XII. Duplication of Benefits

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with this Act.

XIV. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received

—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total

compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement,

including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- v. *Above-market earnings on deferred compensation which is not tax-qualified.*
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XV. **False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of 31 U.S.C. §3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

XVI. **Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424B, item number 17 for additional information and guidance.

XVII. **Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C.

§ 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XVIII. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. §2225a, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. §2225.

XIX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, *DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XX. Lobbying Prohibitions

All recipients must comply with 31 U.S.C. §1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

XXI. Non-supplanting Requirement

All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.

XXII. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L.

No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are in 37 C.F.R. Part 401 and the standard patent rights clause in 37 C.F.R. § 401.14.

XXIII. Procurement of Recovered Materials

All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XXIV. Contract Provisions for Non-federal Entity Contracts under Federal Awards

a. Contracts for more than the simplified acquisition threshold set at \$150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. §1908, must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

b. Contracts in excess of \$10,000.

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

XXV. SAFECOM

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

XXVI. Terrorist Financing E.O. 13224

All recipients must comply with U.S. Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.

XXVII. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

XXVIII. Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act (TVPA) of 2000*, as amended (22 U.S.C. § 7104). This is implemented in accordance with OMB Interim Final Guidance, *Federal Register*, Volume 72, No. 218, November 13, 2007. Full text of the award term is located at 2 CFR § 175.15.

XXIX. Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

XXX. USA Patriot Act of 2001

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

XXXI. Use of DHS Seal, Logo and Flags

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

XXXII. Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

XXXIII. DHS Specific Acknowledgements and Assurances

All recipients must acknowledge and agree—and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree—to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

XXXIV. System of Award Management and Universal Identifier Requirements

A. Requirement for System of Award Management

Unless exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier

If authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition

in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.

2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

C. Definitions

For purposes of this award term:

1. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.

3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian Tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward*:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

XXXV. Animal Welfare Act of 1966

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

XXXVI. Protection of Human Subjects

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

XXXVII. Incorporation by Reference of Funding Opportunity Announcement

The Funding Opportunity Announcement for this program is hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in the Funding Opportunity Announcement.

XXXVII. Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to firegrants@dhs.gov.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2014-FO-03257	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000439	4. TYPE OF ACTION AWARD	5. CONTROL NO. W494333N
6. RECIPIENT NAME AND ADDRESS Susanville Fire Department 1505 Main Street Susanville California, 96130-4427	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Rosalie Vega		8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472	
9. NAME OF RECIPIENT PROJECT OFFICER Jim Moore	PHONE NO. 5302571061	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 22-MAY-15	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:22-MAY-15 To:21-MAY-16 Budget Period From:23-JAN-15 To:30-SEP-15	

15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2015-F4-C111-P4310000-4101-D	\$0.00	\$244,280.00	\$244,280.00	\$12,213.00
TOTALS			\$0.00	\$244,280.00	\$244,280.00	\$12,213.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Rosalie Vega

DATE
13-MAY-15

[Go Back](#)

Reviewed by: JGH City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted By: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Roop's Fort Restoration Project Fee Waiver Request

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Staff is requesting that the City Council authorize a waiver of building permit fees to help support the Lassen Historical Society and the Roop's Fort Project, and dedicate the amount towards the approved contribution from the City to the project.

FISCAL IMPACT: Loss of approximately \$653.00 in building permit fee revenue.

ACTION REQUESTED: Motion to approve fee waiver request for Roop's Fort Project.

ATTACHMENTS: None.

Reviewed by: JGA City Administrator
 ___ City Attorney

 X Motion Only
___ Public Hearing
___ Resolution
___ Ordinance
___ Information

Submitted By: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: America's Best Communities Grant Competition

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: Lassen County is one of 50 quarter finalists to advance to the next round of the America's Best Communities Competition and the only community in California eligible for an opportunity to receive the top award of \$3 million dollars. The ABC Application Committee and the Lassen County Chamber of Commerce will receive \$50,000 and have six months to develop a comprehensive strategy to accelerate revitalization of our community's economy. One requirement of the award is to obtain \$15,000 in community matching funds to show support of the revitalization and economic development efforts. Lassen County Chamber of Commerce is requesting the City of Susanville contribute \$6,000 in matching funds in order to meet the requirements of the next round of the competition. All of the moneys received will be used to further the economic revitalization plan.

FISCAL IMPACT: \$6,000 contribution

ACTION REQUESTED: Consider contribution of \$6,000 to the Lassen County Chamber of Commerce.

ATTACHMENTS: Letter of request.



PO Box 338 • 75 N Weatherlow • Susanville, CA 96130 • (530) 257-4323 • Fax: (530) 251-2561
www.lassencountychamber.org

June 10, 2015

Jared Hancock, City Administrator
City of Susanville
66 North Lassen Street
Susanville, Ca. 96130

Brian Wilson, Mayor
66 North Lassen Street
Susanville, CA 96130

Re: Request for Matching Funds

Dear Mayor Wilson and Mr. Hancock,

Lassen County is one of 50 quarter-finalist communities to advance to the next round of the America's Best Communities Competition and the only community selected in California for a chance to receive \$3 million dollars. As a non-profit organization, the Lassen County Chamber of Commerce was eligible to enter the competition on behalf of our community. The Lassen County team will receive \$50,000 (\$35,000 from the contest sponsors and \$15,000 from our corporate sponsor, GoPro) to develop a comprehensive strategy to accelerate revitalization of our community's economy and improve the quality of life. The team now has six months to complete the next phase of the competition for a chance to win up to an additional \$3 million to help bring the revitalization ideas to life. GoPro will serve as a strategic mentor providing guidance and support throughout the next phase of the competition.

An additional requirement of the award is to receive \$15,000 in community matching funds to show support of the revitalization and economic development efforts. As lead applicant for the contest, the Lassen County Chamber of Commerce is prohibited, by contest rules, from providing matching funds. We believe that the publicity generated by the contest as well as marketing strategies developed as part of the application process will increase tourism to our area regardless of future advancement.

We are requesting that the City of Susanville contribute \$6,000.00 in matching funds in order to meet the requirements of the next round of the competition. We must provide documentation of the receipt of matching funds no later than August 6, 2015. All moneys received will be used to further the economic revitalization plan. We appreciate the city representatives who participated during the first round which helped us to advance in the competition thus far.

Thank you for your consideration and support of our efforts.

Sincerely,

Patricia Hagata
Executive Director

Reviewed by: _____ City Administrator
 _____ City Attorney

____ Motion only
 X Resolution
____ Ordinance
____ Information

Submitted by: Dan Newton, Public Works Director

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: **Resolution No. 15-5183** adopting a Mitigated Negative Declaration for the Riverside Drive Trail Project.

PRESENTED BY: Dan Newton, Public Works Director

SUMMARY: On May 1, 2015, the Draft Mitigated Negative Declaration document for the Riverside Drive Trail Project was circulated. Comments were received on the draft document from the State Water Board and the State Department of Fish and Wildlife. These comments have been addressed in the attached CEQA Findings of Facts (Exhibit A to Resolution 15-5183).

Resolution 15-5183 indicates that the City Council makes the CEQA findings contained in Exhibit A, adopts the final Initial Study/Mitigated Negative Declaration and directs staff to prepare the notice of determination and to take the necessary steps to proceed with the project.

The next step is to obtain funding for the preparation of plans, right of way procurement, and construction.

FISCAL IMPACT: Funding for the environmental component of the project comes from the STIP. No local match is required.

ACTION REQUESTED: Adopt Resolution No. 15-5183 adopting a Mitigated Negative Declaration for the Riverside Drive Trail Project.

ATTACHMENTS: Resolution No. 15-5183

RESOLUTION NO 15-5183
**A RESOLUTION OF THE SUSANVILLE CITY COUNCIL ADOPTING A MITIGATED
NEGATIVE DECLARATION FOR THE RIVERSIDE DRIVE TRAIL PROJECT**

WHEREAS, the City of Susanville is contemplating the construction of a public trail along Riverside Drive creating a connection between Riverside Park and the Susan River Trail just east of the Susan River on property owned by Sierra Pacific Industries and the City of Susanville; and

WHEREAS, the City retained Hauge Brueck Associates, LLC to conduct the necessary site analyses and prepare the environmental documents required by the California Environmental Quality Act; and

WHEREAS, the environmental documents have been completed and a Mitigated Negative Declaration is proposed to be adopted for the Riverside Drive Trail Project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Susanville:

1. Makes the CEQA findings contained in the attached exhibit "A".
2. Adopts the Final IS/MND for the Project and Mitigation Monitoring and Reporting Program (appendix F of the MND), attached as exhibit "B".
3. Directs staff to prepare and file a Notice of Determination (NOD)
4. Directs staff to take the necessary steps to proceed with the project.

APPROVED: _____
Brian Wilson, Mayor

ATTEST: _____
Gwenna MacDonald, City Clerk

The foregoing Resolution No. 15-5183 was adopted at a regular meeting of the City Council of the City of Susanville held on the 17th day of June, 2015 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

Gwenna MacDonald, City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"
CITY COUNCIL RESOLUTION 15-5183

CEQA FINDINGS OF FACT
OF THE
CITY COUNCIL OF THE CITY OF SUSANVILLE
FOR THE
RIVERSIDE DRIVE TRAIL PROJECT

Adopted June 17, 2015

1.0 INTRODUCTION AND BACKGROUND

These Findings have been prepared in accordance with the California Environmental Quality Act (“CEQA”) and the CEQA Guidelines (14 California Code Regulation [CCR] Section [Sec.] 15074 et seq.). The City of Susanville is the lead agency for the environmental review of the Project and has the principal responsibility for its approval. The Project covered by these findings and relevant CEQA documents is the Riverside Drive Pedestrian and Bike Trail. The IS/MND was prepared and presented to the City of Susanville, and the City of Susanville has reviewed and considered the information contained in the IS/MND and all comments and responses to comments received during the public review process prior to approving the Project. The City hereby finds that the IS/MND reflects the independent judgment and analysis of the Project and adopts the IS/MND.

1.1 THE PROJECT

The Riverside Drive Pedestrian and Bike Trail Project (Project) has been evaluated in the Initial Study/Mitigated Negative Declaration (IS/MND). A description of the Project is provided in Chapter 2 of the IS/MND. An analysis of potential environmental impacts of the Project and alternatives is provided in IS/MND Chapter 3. Amendments to the impact discussion and analysis are provided in the Final IS/MND. As discussed in the IS/MND, significant impacts from implementation of the Project can be reduced to a less than significant level with implementation of mitigation measures.

The City of Susanville is proposing to construct, operate and maintain a Class I bicycle and pedestrian trail adjacent to and south of Riverside Dr. along the existing unpaved, elevated, abandoned gravel maintenance road that sits upon an unused mill pond levee. The Project will be located along Riverside Drive directly south of the City of Susanville mostly in the unincorporated area of Lassen County (APN 107-090-15, 107-280-09, 107-280-10, 105-302-14, 105-302-15, and 105-302-16). Riverside Drive originates and terminates within the City limits. The Project will originate at Riverside Park and continue east approximately 0.36 mile and terminate at the Susan River Trail. A pedestrian footbridge estimated at approximately 298 linear feet will provide a crossing point over the Susan River. At the location of the Susan River Trail crossing east of the bridge, a retaining wall would be built to allow for the widening of the pedestrian path and improved sight distance. The Project will serve to enhance the existing pedestrian and bicycle trail network in the City by constructing a Class I bicycle trail and a pedestrian foot bridge over the Susan River, which will increase the safety of existing non-motorized access along Riverside Drive at this location. Approximately two (2) acres of land on the old mill property will need to be acquired.

1.2 CEQA REQUIREMENTS

Pursuant to CEQA, discretionary decisions by public agencies regarding public projects are subject to environmental review. The purpose of an IS/MND is to identify significant environmental effects of a project, and to indicate the manner in which those significant effects can be mitigated or avoided (Sec. 21002.1(a)). When feasible, public agencies are required to mitigate or avoid the significant environmental impacts of projects they approve.

The City of Susanville prepared the IS/MND as the lead agency for the Project site pursuant to CEQA and CEQA Guidelines (California Administrative Code Sec. 1500 *et seq.*). Environmental effects that must be addressed include the significant adverse effects of the project, growth-inducing effects of the project, and significant cumulative effects of past, present, and reasonably anticipated future projects. The Final IS/MND for the Project was published on June 5, 2015. The City Council has found that the Final IS/MND:

- Has been completed in compliance with CEQA;
- Was presented to the City Council, the decision-making body;

- Was reviewed and considered, including the information in the Final IS/MND and written comments; and
- Reflects the lead agency's independent judgment and analysis.

The City of Susanville has eliminated or substantially lessened significant effects on the environment as shown in the findings provided in this document. The City of Susanville has determined there are no remaining significant effects on the environment found to be unavoidable.

The City of Susanville finds that the IS/MND has been prepared in accordance with CEQA, and that the IS/MND meets the requirements of an IS/MND.

Other agencies have discretionary authority to approve the Project or portions of the Project and will rely on the City of Susanville to produce an IS/MND adequate for their needs. These agencies must use the IS/MND as the basis for their permit approvals. The City of Susanville must confer with other interested public agencies that do not have approval authority over the Project, but which have specific expertise with regard to the Project or have responsibility for resources affected by the Project.

The following agencies may be Responsible Agencies under CEQA and may need to issue approvals for the Project that will rely upon the IS/MND.

- U.S. Army Corps of Engineers (Corps) (Trustee Agency) – Fill or excavation in jurisdictional wetlands or waters of the U.S. require a Sec. 404 permit under the Clean Water Act from the Corps.
- U.S. Fish and Wildlife Service (USFWS) (Trustee Agency) – The Project site includes suitable habitat for the Carson wandering skipper, federally listed as Endangered under the Endangered Species Act (ESA). Other federally listed threatened, endangered, or candidate species may also be present in the Project area. Project actions that result in incidental take of federally-listed species require consultation and permitting with the USFWS under Sec. 7 or 10 of the Endangered Species Act.
- Caltrans (NEPA lead agency) - Project-related impacts to Riverside Drive for the Federal Highway Administration (FHWA), require a Categorical Exclusion. Project-related impacts to cultural and historical resources require compliance under federal National Historic Preservation Act (NHPA) §106.
- California Department of Fish and Wildlife (CDFW) (Trustee Agency) – Project-related impacts to riparian vegetation, such as trails, bridges, and restoration, may require a Lake or Stream Bed Alteration Agreement with the CDFW under Sec. 1602 of State Fish and Game Code.
- Lahontan Regional Water Quality Control Board (Lahontan) (Responsible Agency) – A Certification or Waiver under Sec. 401 of the Clean Water Act is required from Lahontan for activities that affect wetland habitat subject to the jurisdiction of the Corps and other wetlands in the jurisdiction of Lahontan. The Project is covered under the State Water Resources Control Board's General Permit for Construction.
- Lassen County (Responsible Agency) – The Project includes encroachment within Lassen County along Riverside Drive. The County would have discretionary approval over the improvements where encroachment occurs.

Record Of Proceedings

Various documents and other materials constitute the record of proceedings upon which the City Council bases its findings and decisions contained herein. The record of proceedings is located at the City of Susanville City Offices, 66 North Lassen, Susanville, CA 96130 (530) 257-1000. Electronic copies of the

record of proceedings are available online at www.cityofsusanville.org. The custodian for the record of proceedings is the City of Susanville Community Development Department. This information is provided in compliance with California Public Resources Code (PRC) Sec. 21081.6(a)(2). For purposes of CEQA and these findings, the record before the City includes, without limitation, the following:

- A. The Draft IS/MND and appendices;
- B. The Final IS/MND and appendices;
- C. Notices required by CEQA, staff reports, and presentation materials related to the Project;
- D. Studies conducted for the Project and contained in, or referenced by, staff reports, the Draft IS/MND, or the Final IS/MND;
- E. Public reports and documents related to the Project;
- F. Documentary and oral evidence received and reviewed at public hearings and workshops and transcripts and minutes of those hearings related to the Project that were forwarded to the City Council.
- G. Additional items not included above, if required by law.

2.0 CEQA FINDINGS

The following Findings are hereby adopted by the City of Susanville pursuant to Title 14, California Code of Regulations, Section 15074, in conjunction with the approval of the Project, which is set forth in Section III, below. To the extent the Findings presented here summarize the IS/MND, the summary is not intended to change any aspect of the complete text of the analysis and mitigation measures discussed in the IS/MND.

As more fully described in Chapter 2 of the IS/MND, the City is proposing to construct, operate and maintain a Class I bicycle and pedestrian trail adjacent to and south of Riverside Dr. along the existing unpaved, elevated, abandoned gravel maintenance road that sits upon an unused mill pond levee. The Project will be located along Riverside Drive directly south of the City of Susanville mostly in the unincorporated area of Lassen County (APN 107-090-15, 107-280-09, 107-280-10, 105-302-14, 105-302-15, and 105-302-16). Riverside Drive originates and terminates within the City limits. The Project will originate at Riverside Park and continue east approximately 0.36 mile and terminate at the Susan River Trail. A pedestrian footbridge estimated at approximately 298 linear feet will provide a crossing point over the Susan River. At the location of the Susan River Trail crossing east of the bridge, a retaining wall would be built to allow for the widening of the pedestrian path and improved sight distance. The Project will serve to enhance the existing pedestrian and bicycle trail network in the City by constructing a Class I bicycle trail and a pedestrian foot bridge over the Susan River, which will increase the safety of existing non-motorized access along Riverside Drive at this location. Approximately two (2) acres of land on the old mill property will need to be acquired.

2.1 Environmental Review Process

The IS/MND was prepared for the Project in accordance with CEQA. The IS/MND analyzes the potential Project impacts in the following topic areas: 1) aesthetics; 2) agricultural and forestry resources; 3) air quality; 4) biological resources; 5) cultural resources; 6) geology and soils; 7) greenhouse gas emissions; 8) hazards and hazardous materials; 9) hydrology and water quality; 10) land use and planning; 11) mineral resources; 12) noise; 13) population and housing; 14) public services; 15) recreation; 16) transportation and traffic; and 17) utilities and service systems.

The Draft IS/MND was submitted to the Office of Planning and Research's State Clearinghouse and circulated for a 30-day public review period beginning on May 1, 2015 and ending on June 2, 2015 (SCH# 2015052003). During the comment period, the document was reviewed by various state and local agencies, as well as by interested individuals and organizations. One comment letter was received during the public review period from Lahontan that did not result in modifications to the text of the IS/MND analysis as the comments only listed permits that may be required. These permits were already addressed in the IS/MND. One comment letter was received after the comment period had closed. The letter from CDFW was submitted to OPR on May 27, 2015; however OPR did not mail the letter to the City until June 2, 2015 and the letter did not arrive until June 8, 2015. The letter from CDFW included requested minor changes to the text of mitigation measures BIO-2, BIO-3, and BIO-5 as well as clarification regarding lighting standards.

The City released the Final IS/MND on June 5, 2015, for review, with a subsequent amendment to the pages of text affected by the CDFW letter that was not received until after the Final IS/MND had been released. The City has reviewed the comment letters received during the public review period and the responses to comments received are included in the Final IS/MND, which is incorporated herein by reference. The City concludes that no new significant environmental concerns regarding the Project were raised in the comments and that no new significant information has been added to the IS/MND that would require recirculation under Section 15088.5 of the CEQA Guidelines. The City Council considered the adequacy of the IS/MND prior to considering approval of the project on June 17, 2015.

Environmental issue areas for which mitigation measures are proposed include: Biological Resources, Cultural Resources, Hazardous Materials, and Hydrology. The potentially significant environmental impacts that may result from the proposed Project that were identified by the IS/MND, along with the proposed mitigation measures, are summarized below.

2.2 Significant Impacts Mitigated to Less-Than-Significant Levels

1. Biological Resources (See IS/MND pages 38 through 55)

Due to a need for an additional plant survey and information about the plant species present onsite, there is potential for the Carson wandering skipper species to occur within Project site. If individuals are observed or if the habitat is suitable for CWS, the City will be required to comply with Mitigation Measure BIO-1 (Carson Wandering Skipper Incidental Take Permit) to ensure that the project will have a less than significant impact on Carson wandering skipper. There is some, albeit low, potential for the remaining special-status plant species to occur within the Project site. Mitigation Measure BIO-2 (Special Status Plant Species Avoidance and/or Mitigation) will be implemented to reduce the impact to less than significant.

Riparian vegetation and streambeds which are subject to regulation by CDFW would be impacted (removed) as a result of construction of the proposed bridge span (both Alignments 1A and 1B) and trail installation. Alignment Alternative 1A would avoid CDFW streambeds (work would be conducted above the Top of Bank) but 1,733 sf of riparian vegetation would be removed as a result of bridge and trail construction. Alignment Alternative 1B would involve the construction of bridge footings within 4,445 sf of jurisdictional streambed and result in the removal of 2,348 sf of riparian vegetation. Therefore, the implementation of the Project Mitigation Measure BIO-3 is required for both alignment alternatives to reduce the impact to less than significant.

There is also potential for wetlands and waters of the U.S. on the Project site. If wetlands and waters regulated by CWA Section 404/401 are present and cannot be avoided by Project construction, this would be a potentially significant impact. However, with implementation of BIO-4 (Mitigation for Impacts to Section 404/401 Wetlands and Waters), the impact would be mitigated to a less than significant level.

Construction activities associated with the Project may result in direct removal of active nests for migratory birds and/or raptors and may result in disturbance or abandonment of nesting, roosting, or breeding sites in adjacent habitat. In addition wildlife nursery sites may be present within the project area and may be disturbed due to construction activities. Implementation of mitigation measure BIO-5

(Active Raptor and Migratory Bird Nest Site and Wildlife Nursery Site Protection Program) requires identification of native wildlife nurseries and provides for protection to the identified sites. The level of impact to native wildlife nurseries is less than significant after mitigation.

2. Cultural Resources (See IS/MND page 58)

The NEIC record search indicated the presence of two historic resources in the study area, both of which do not appear to possess any remaining physical features to denote their former presence. The closest known ethnographic Northern Maidu site, *Sum Bilem*, is recorded outside the study area. The NAHC Sacred Lands File check indicated no cultural resources were known within the study area. No surface evidence of any cultural resources was discovered during the May 6, 2015 field study. If the results of the subsurface testing verify this absence of significant cultural resources within the study area, this impact is less than significant. If significant cultural resources are identified during this study, then implementation of Mitigation Measure CULTURAL-1 (Data Recovery Excavation/Photo Documentation) would reduce this impact to a less than significant level.

3. Hazardous Materials (See IS/MND pages 70 to 71)

A Corrective Action Plan (CAP) was prepared for the mill site in 2014 to evaluate corrective action alternatives for impacted soil and groundwater. According to the CAP, the mill pond was used to store logs prior to transport and that use of the mill pond was discontinued in the late 1970s. At that time, the pond was filled with bark, ash, waste concrete, and rock. The CAP found that due to remedial action previously conducted in the area and the limited risk of contaminants (metals, PAHs, TPH, and acetone were less than 1 and indicated no unacceptable cancer risk), no further remedial actions were recommended and the non-cancer hazard was considered acceptable for future unrestricted use. It should be noted that no regulatory approval of this finding was identified in the Phase I ESA and regulatory review of the 2014 CAP may not yet be complete; therefore, mitigation measure HAZ-1 (Lahontan Confirmation and Soil Sampling) would reduce the potential impact to less than significant.

4. Hydrology (See IS/MND pages 73 to 77)

During the construction period, the proposed project will involve grading, excavation, and potential cut and fill activity. Ground disturbance associated with these activities has the potential to cause erosion of exposed surfaces during rainfall events and snowmelt. Runoff has the potential to cause sedimentation of on-site and off-site watercourses. The extent of erosion will vary depending on slope steepness/stability, vegetation/cover, concentration of runoff, and weather conditions. During the construction period, stormwater will be captured and treated within the Project site in compliance with the Statewide Construction General Permit (Board Order No. 2009-0009-DWQ). In the short-term, this is a potentially significant impact. Each of the mitigation measures proposed for the Project (HYDRO-1 Grading Plan and HYDRO-2 Permanent BMPs) are associated with mitigating this impact to a less than significant level.

2.3 Less than Significant and No Impacts

The IS/MND found that impacts to Aesthetics, Air Quality, Geology and Soils, Greenhouse Gas Emissions, Land Use and Planning, Noise, Public Services, Utilities, Recreation, and Transportation and Traffic will be less than significant and no mitigation was required. Likewise, no mitigation was required for those impacts determined to be less than significant within the Biological Resources, Cultural Resources, Hazardous Materials, and Hydrology and Water Quality analyses.

The IS/MND found that there would be no impacts to Agricultural and Forestry Resources, Mineral Resources, or Population and Housing. No impacts and no mitigation measures are required.

2.4 Changes To The Draft IS/MND

In the course of responding to comments received during the public review and comment period on the Draft IS/MND, certain portions of the Draft IS/MND have been modified and some new information has been added. The changes made to the Draft IS/MND do not result in the existence of:

1. A substantial increase in the severity of an environmental impact that is not reduced to a level less than significant by adopted Mitigation Measures;
2. A feasible Mitigation Measure not adopted that is considerably different from others analyzed in the Draft IS/MD that would clearly lessen the significant environmental impacts of the Project; or
3. Information that indicates that the public was deprived of a meaningful opportunity to review and comment on the Draft IS/MND.

The City of Susanville finds that the amplifications and clarifications made to the Draft IS/MND do not collectively or individually constitute significant new information within the meaning of PRC §21092.1 and CEQA Guidelines §15088.5.

2.5 Findings Regarding Mitigation Measures and Mitigation Monitoring and Reporting Program

A Mitigation Monitoring and Reporting Program (MMRP) has been prepared for the Project, and is being approved by the City Council by the Resolution adopting these findings (see PRC Sec. 21081.6, subdivision (a)(1); CEQA Guidelines Sec. 15097). The MMRP is located in Appendix F of the Final IS/MND. The City will use the MMRP to track compliance with Project mitigation measures. The MMRP will remain available for public review at the City Community Development Department, and via the internet on the City's website (<http://www.cityofsusanville.net/departments/administration/community-development/planning/>) during the compliance period. The City of Susanville finds that the Mitigation Measures incorporated into and imposed upon the Project are feasible and fully capable of implementation.

As required in PRC §21081.6 the City of Susanville adopts a Mitigation Monitoring and Reporting Program (MMRP) regarding changes in the Project or Mitigation Measures imposed to mitigate or avoid significant effects on the environment. The MMRP, in the form presented to the City of Susanville as Appendix F of the Final IS/MND, is adopted because it effectively fulfills the CEQA mitigation monitoring and reporting requirement.

2.6 Additional Findings

1. These Findings incorporate by reference in their entirety the text of the Final IS/MND. Without limitation, this incorporation is intended to elaborate on the scope and nature of Project and cumulative development impacts, related mitigation measures, and the basis for determining the significance of such impacts.
2. Various documents and other materials constitute the record of proceedings upon which the City bases its findings and decisions contained herein. These documents are located at the City of Susanville City Offices, 66 North Lassen, Susanville, CA 96130 (530) 257-1000.

2.7 Evidentiary Basis For Findings

These findings are based upon substantial evidence in the entire record before the City of Susanville as described in Section 1.0. The references to the Draft IS/MND and to the Final IS/MND set forth in the findings are for ease of reference and are not to provide an exhaustive list of the evidence relied upon for these findings.

2.8 Summary

Based on the foregoing Findings and the information contained in the record, the City finds with respect to the Project:

1. Changes or alterations have been incorporated in the Project and required as a condition of approval that will mitigate to a less than significant level or avoid the potentially significant environmental effects of the Project as identified in the Final IS/MND.

2. There is no substantial evidence in the record that the Project may have a potentially significant effect on the environment.
3. The Final IS/MND reflects the City's independent judgment and analysis.

EXHIBIT "B"
CITY COUNCIL RESOLUTION 15-5183

Final Initial Study and Mitigated Negative Declaration

Document to be inserted in Resolution after adoption.

Document is available for reviewing at:

<http://www.cityofsusanville.org/>

AGENDA ITEM NO. 13A

Reviewed by: City Administrator
 City Attorney

Motion only
 Public Hearing
 Resolution
 Ordinance
 Information

Submitted by: Gwenna MacDonald, City Clerk

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Property Improvement for 600 Nevada Street

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City Council authorized the abatement and demolition of the structure at 600 Nevada Street due to its dilapidated and unsafe condition. The existing vacant lot is located at a key area in the historic uptown, and a discussion will be conducted regarding potential improvements and future uses of the property.

FISCAL IMPACT: None at this time.

ACTION REQUESTED: Direction to staff.

ATTACHMENTS: None.

AGENDA ITEM 13B

Reviewed by: JGH City Administrator
_____ City Attorney

_____ Motion Only
_____ Public Hearing
_____ Resolution
_____ Ordinance
 X Information

Submitted By: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Melton Design Group Prospective Park Improvement Projects

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City Council procured the services of Melton Design Group to prepare park design services cost estimates for completing various park improvement projects within the City. In order to expend park construction funds and submit for grants and funding as they become available, it is necessary to have shovel-ready projects identified to be competitive in securing funding.

Based upon direction from City Council the following is a list of potential projects for review:

- Application for River Parkways Grant Funds
- Design and cost estimates for neighborhood park in vicinity of Cameron Drive
- Historical Plaza design
- Old Clubhouse design concepts
- Expansion of Memorial Park to Main Street, including completion of Skate Park

FISCAL IMPACT: Current contract up to \$15,000 from Park Mitigation funds

ACTION REQUESTED: Discussion and direction to staff

ATTACHMENTS: None

AGENDA ITEM 13C

Reviewed by: JGH City Administrator
_____ City Attorney

_____ Motion Only
_____ Public Hearing
_____ Resolution
_____ Ordinance
 X Information

Submitted By: Krystle Hollandsworth, Administrative Staff Assistant

Action Date: June 17, 2015

CITY COUNCIL AGENDA ITEM

SUBJECT: Appeal Process for Water Citations

PRESENTED BY: Jared G. Hancock, City Administrator

SUMMARY: The City Council adoption of Ordinance No. 15-1003 implementing mandatory water restrictions provides for enforcement authority through Chapter 1.12 of the Susanville Municipal Code. According to the Code, violations will be classified as an infraction and shall be punishable by:

- A fine not exceeding one hundred dollars (\$100.00) for a first violation;
- A fine not exceeding two hundred dollars (\$200.00) for a second violation of the same ordinance within one year;
- A fine not exceeding five hundred dollars (\$500.00) for each additional violation of the same ordinance within one year from the first violation.

Every day the violation continues constitutes a separate offense. An infraction is a written notice to appear in court, or provides for the option of paying the fine in lieu of appearing in court. If the fine is not paid prior to the court date and if said violator does not appear in court, within 20 days, a warrant or judgment may be executed against the responsible party.

In addition, the City is planning to implement the following warning process:

First Notice: upon observation of a violation of any provision of the Regulations set forth by the State Water Board or Ordinance No. 15-1003, a notice shall be hung on the customer's door and documented.

Second Notice: upon observation of a violation of any provision of the Regulations set forth by the State Water Board, or Ordinance No. 15-1003, a notice shall be hung on the customer's door and documented.

Upon issuance of second notice, city will send warning letter to customer informing customer of violation, providing educational materials and detailing the penalties for further violations.

Third Notice: upon observation of a violation of any provision of the Regulations set forth by the State Water Board, or Ordinance No. 15-1003, a notice shall be hung on the customer's door and documented.

If warning letter has been provided, upon issuance of third notice, city will issue a citation to water customer in the amount of \$100 dollars. If observation of a violation is observed, a fourth notice shall be hung on the customer's door and if first citation has been issued, upon issuance of fourth notice, the city will issue a citation to water customer in the amount of \$200 dollars. If the violation continues, upon issuance of fifth notice city will issue a citation of to water customer in the amount of \$500 dollars.

FISCAL IMPACT: None

ACTION REQUESTED: Information Only

ATTACHMENTS: None