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

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

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

*Call meeting to order*

*Roll call of Councilmembers present*

*Next Resolution No. 15-5235*

*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     Agency Negotiator:    Jared G. Hancock  
   Bargaining Unit:        Administrative, SPOA
  - B     CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8
    - 1     City Hall Parking Lot Agreement: MacVitie
  
- 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:    Councilmember Callegari*
  - *Proclamations, awards or presentations by the City Council*
  
- 5     **BUSINESS FROM THE FLOOR:**

Any person may address the Council at this time upon any subject **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 October 21, 2015 meeting

- B Approve vendor warrants numbered 95528 through 95695 for a total of \$334,925.80 including \$105,409.26 in payroll warrants
- C Receive and file Finance Reports: October 2015

**7 PUBLIC HEARINGS:**

- A Consider **Ordinance No. 15-1002** amending Title 17, Zoning, of the Susanville Municipal Code to add Chapter 17.104.140 prohibiting the cultivation of marijuana within the city limits: Waive first reading and introduce.

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9 NEW BUSINESS:**

- A Consideration of Susanville Municipal Airport Hangar #18 purchase
- B Consider approval of **Resolution No. 15-5233** approving and authorizing lease with Yamaha Golf Carts for 15 golf carts for the Diamond Mountain Golf Course
- C Consider approval of Accounts Receivable write-off of uncollectible revenue

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

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

**12 CONTINUING BUSINESS:**

- A Consider **Ordinance No. 15-1004** adding Chapter 8.50 Entitled "Very High Fire Hazard Severity Zone" to the Susanville Municipal Code: Waive first reading and introduce

**13 CITY ADMINISTRATOR'S REPORTS:**

- A Legislative Update: Medical Marijuana Regulation and Safety Act
- B Bizz Johnson Trail Senior Tours

**14 COUNCIL ITEMS:**

- A AB1234 travel reports:

**15 ADJOURNMENT:**

- *The next regular City Council meeting will be held on December 2, 2015 at 6:00 p.m.*

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

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

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



Gwenna MacDonald, City Clerk

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

Motion Only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's October 21 and November 4, 2015 meetings

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's October 21 and November 4, 2015 meetings.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's October 21 and November 4, 2015 meeting.

**ATTACHMENTS:** Minutes: October 21, 2015  
November 4, 2015

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

**Regular Meeting Minutes  
October 21, 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, Lino P. Callegari and Brian R. Wilson. Absent: Rod E. De Boer

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

**1 APPROVAL OF AGENDA:**

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

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

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

- A PUBLIC EMPLOYMENT – pursuant to Government Code §54957:
  - 1 Agency Negotiator: Jared G. Hancock  
Bargaining Unit: Administrative, Firefighters, SPOA
  - 2 Workers Compensation Summary
  - 3 Assistant Engineer

Closed Session recessed at 6:59 p.m.

**4 RETURN TO OPEN SESSION: At 7:07 p.m. the City Council reconvened in Open Session.**

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

Mr. Hancock announced that prior to Closed Session, the City Council approved the agenda as submitted. During Closed Session, the City Council gave direction to staff and took action on two items, directing the City Administrator to bring back a contract with the Fire Fighters bargaining group and the Administrative Unit. *\*\*Reported action subsequently amended to reflect that direction was given but no action was taken on the Administrative MOU. \*\**

Mr. Hancock stated that the City Council also took action on the approved position list to move the position of Assistant Engineer from the Professional Technical to the Administrative Unit and directed staff to proceed with meeting with the respective groups to make the change. All actions were taken unanimously.

Councilmember Garnier provided the Thought of the Day.

Mayor Wilson presented Darrell Campbell, Parks and Facilities Superintendent, with a service pin and certificate of recognition to honor his 20 years of service to the City of Susanville.

**America's Best Communities Grant Application** Patricia Hagata, Lassen County Chamber of Commerce Executive Director, provided an update to the City Council regarding the status of the America's Best Communities Grant Application. She thanked the City Council for supporting the application which has allowed the Community to be one of 50 quarter-finalists in the America's Best Communities contest, and the only community selected from California. There is less than three weeks until the next application round is due, and they have been working with consulting firm CFA an Urban Planning Firm from Reno who has been working to compile the information and preparing to submit the application. She introduced Dan Kovach and Angela Fuss.

Ms. Fuss explained that the America's Best Communities grant is a program sponsored by Frontier Communications to promote economic and rural development. There were 300 towns which submitted applications, and the first round narrowed the field down to 50 communities. The next round will select the top 15 finalists, and ultimately the contest will award three grand prizes from \$1 million to \$3 million dollars.

At this stage, the quarter-finalists each received \$35,000, and with matching funds of \$15,000, for a total of \$50,000 to utilize towards the development of a revitalization plan. She explained that CFA's role has been to utilize approximately 10 years of work and development of existing plans documents which have into one cohesive document with associated images illustrating what the revitalization improvements would look like. At this stage, it is important to determine if we have captured the community's vision.

Dan Kovach explained that the community survey was created, circulated and available for 20 days. The goal for a good statistical analysis was to receive 500 response. Susanville received 720 responses that were based upon graphic representations of preferred images and improvements to see what the community is really looking for in terms of the community vision. He reviewed a number of slides depicting before and after images related to the Uptown Streetscape, a proposed Uptown Park, vacant storefronts, improved building facades, use of bulb-outs at pedestrian crossings, and the Southeast Gateway design.

Ms. Fuss reviewed the survey results, which included that Susanville's heritage should link back to the logging/timber industry and to the ranching/farming history, and the beautification and revitalization of Main Street should be applied to the entire length of Main Street. The top three priorities for Main Street should focus on a safe, pedestrian-friendly design, and a signage program that directs visitors to nearby attractions including trailheads, parks and river access. The Southeast Gateway area should emphasize landscaping, more attractive store fronts, better signage, reduced traffic lanes and more parking. The survey determined that the Midtown area should be enhanced with more landscaping, improved sidewalks, better signage and attractive store fronts, and that the Uptown area should be enhanced using more landscaping, improved building facades, consistent themed architecture, improved sidewalks, reduced travel lanes, more parking and themed signage.

She continued by explaining the next steps in the process. In January 2016, the 15 semi-finalists would be participating in an all-expenses paid trip to the ABC Summit, and in April 2016, eight finalists would be selected. The final notification of three grand prize winners would be announced in April 2017. Ms. Fuss stated that the community has continuously demonstrated support for economic revitalization as seen in

the recent and current development along the middle of town. There are several new businesses in town over the past year or two, and the community's support and effort to bring revitalization is going to make the application very competitive.

Mayor Wilson asked what role GoPro was currently playing as the application sponsor.

Ms. Hagata explained that the GoPro Representative has had several scheduling conflicts which unfortunately has prevented them from attending various community events which were opportunities to include footage in the video that will be submitted with the application.

Mayor Wilson clarified that if the committee were to compile its own footage, that GoPro would still be able to provide editing assistance.

Ms. Hagata responded that they would be available to provide editing assistance on the video submitted with the application.

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

**Carol Byers** informed the City Council of an upcoming event featuring a nationally accredited speaker who specializes in teaching the history and genealogy of the US Constitution. The event was scheduled for November 10, 2015 at the Veterans Hall. Ms. Byers discussed the credentials of Ms. KrisAnne Hall, stressing what an honor it was to have her in the community.

\*\*Mr. Hancock stated that an amendment to the action taken out of Closed Session was necessary, and clarified that the City Council gave direction but did not take action on the Administrative MOU.

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

A Receive and file minutes from the City Council's September 2, 2015 meeting

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

## **7 PUBLIC HEARINGS:**

**7A Consideration of Resolution No. 15-5224 Accepting Annual Report of Development/Mitigation Fees for Fiscal Year 2014-2015** Ms. Savage reported that agencies are authorized by the Government Code to charge and collect fees for new development within their jurisdiction, to cover the cost of the impact on existing facilities in order to maintain existing service levels. Government Code 66001 requires local agencies that impose a fee as a condition of approval of a development project to identify the purpose and use of the fee. After the adoption of the 1990 General Plan, the City contracted with The Abby Group to prepare a Capital Facilities Mitigation Analysis which projected population growth and future development and the cost of the additional public facilities that would be needed to serve the increased population. The City has periodically reviewed and increased these fees to keep up with inflation. The City has adopted additional provisions outlining the use of Public Facilities Impact Fees for Police, Fire, Street and Traffic Facility and Maintenance, and Parkland Dedication Fees. The majority of the impact fees apply equally to all new development within the City limits, however, in some instances, fees have been assessed to a specific development for public facilities that will benefit a specific geographic area. On June 1, 1992, the City Council approved Phase One of the Skyline Terrace Tentative Subdivision Map and subsequently added additional mitigation fees for the following project areas:

- Skyline Drive/Numa Signal Traffic Signal Fund (93-2471)
- Skyline/Hwy 139 Traffic Signal Fund and Resolution (93-2473)
- Class 1 Bicycle Lane Construction Fund for Skyline Road (95-2649)
- Traffic Signal Fund by combining Skyline/Numa and Skyline/139 (14-5108)

Ms. Savage stated that all of the mitigation funds are deposited into separate accounts and interest income is allocated accordingly. These funds are considered "restricted" funds and expenditures are made only for the purpose for which the fee was originally collected. She reviewed ending fund balances, expenditures for fiscal year 2014-2015, and ending fund balances for the Streets, Police, Fire, Park Dedication, Skyline Bicycle Lane and Traffic Signals funds.

Mayor Wilson requested clarification of the amount listed under Professional On-Call Park Design expenditure from the Park Dedication Fund.

Ms. Savage stated that the \$5,000 charge was the City's contribution to the Lassen Historic Society for the Roop's Fort re-roof project, and \$15,000 was the total amount set aside. It has not all been expended.

Mayor Wilson requested clarification of the mitigation funds that had been set up to address drainage issues.

Ms. Savage responded that the mitigation funds set up for culvert improvements had been closed out to the streets fund. The Streets Mitigation fund had paid for the improvements, and the mitigation funds were collected to reimburse the streets fund.

At 7:42 p.m. Mayor Wilson opened the public hearing and requested comments or questions from the public.

There being no comments, Mayor Wilson closed the public hearing at 7:43 p.m.

Motion by Councilmember Garnier, second by Councilmember Callegari, to approve Resolution No. 15-5224; motion carried. Ayes: Garnier, McBride, Callegari, and Wilson. Absent: De Boer.

**7B Consideration of Resolution No. 15-5226 approving Urban Water Management Plan Addendum No. 1** Mr. Hancock explained that as an urban water supplier, the City of Susanville adopted its 2010 Urban Water Management Plan in August 2011. One of the big incentives to adopt the plan at the time was that the Sanitary District was pursuing funding and needed to have the City adopt the plan in order to be eligible for the grant funding. The Urban Water Management Plan was adopted and submitted to the State Department of Water Resources (DWR). In 2014 the City received a letter from the state identifying two deficiencies in the Plan. It was the original intent of staff to make those changes in the 2016 update. However, an eligibility requirement for the recently submitted Integrated Regional Water Management Plan Implementation Grant, is that the City have a compliant Urban Water Management Plan. Accordingly, staff is moving forward with the update. The revised plan will correct deficiencies which included that the baseline per capita use was not calculated in accordance with DWR Methodologies, and the target method selected by the City for setting the 2020 target water usage was not identified. This relates to legislation implementing a goal of reducing water consumption by 20 percent by 2020.

Mr. Hancock reviewed the proposed changes to the 2010 Urban Water Management Plan as outlined in Addendum # 1. In summary, 10 years of water production data have been used to establish a baseline per capita daily use. The baseline use has been reduced by 20 percent and set as the 2020 target. The proposed baseline per capita daily use is 328 gallons per capita per day and the proposed target is 262 gallons per capita, per day. The revision which would be implemented has satisfied the State's compliance requirements.

At 7:47 p.m. Mayor Wilson opened the public hearing and requested comments or questions from the public.

There being no comments, Mayor Wilson closed the public hearing at 7:48 p.m.

Mayor Wilson asked if the calculations were based on water usage or production.

Mr. Hancock responded that it is based on production figures.

Mayor Wilson asked what the City has in place to achieve those goals.

Mr. Hancock stated that the focus is based primarily on conservation methods and public education and outreach efforts.

Mayor Wilson asked what the repercussions will be if the goals are not met.

Mr. Hancock stated that the State has not yet established those parameters.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5226; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

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

Mayor pro tem McBride stated that he would be out of the area and unable to attend the November 4, 2015 City Council meeting. He requested moving consideration of the proposed ordinance to regulate the cultivation of medical marijuana to the November 18, 2015 meeting.

Mr. Hancock clarified that the August 5, 2015 public hearing for consideration of the draft ordinance had been tabled to the first meeting in November, and that a request to bring the matter off the table to November 18, 2015 had been presented.

Motion by Mayor pro tem McBride, second by Councilmember Garnier, to bring consideration of the ordinance off the table, and continue the public hearing from November 4 to November 18, 2015; motion carried. Ayes: Garnier, McBride, Callegari and Wilson. Absent: De Boer.

**9**      **NEW BUSINESS:** No business.

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

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



Mayor Wilson stated that he was abstaining from consideration of the following item due to a business conflict. He turned the floor over to Mayor pro tem McBride. Councilmember Garnier stated that her home residence was located within the Very High Fire Hazard Severity Zone and she should also recuse herself from consideration of the item. City Attorney Ryan stated that it would be appropriate to do so.

The recusals resulted in a lack of quorum to consider the item. A coin toss was conducted, which resulted in Mayor Wilson recusing himself from consideration of the item and Councilmember Garnier maintaining her seat to consider the item. Mayor Wilson exited the Council Chambers and did not return.

## **12     CONTINUING BUSINESS:**

### **12A     **Consider establishment of Very High Fire Hazard Severity Zone within the City of Susanville****

Mr. Sanders reported that at the Council's September 16, 2015 meeting, staff presented Cal Fire's local Responsibility Area Very High Fire Hazard Severity Zone maps for the City of Susanville. The maps depict what Cal Fire has determined to be very high fire hazard zones within the incorporated area. The Council requested additional information regarding the effects of what adopting the map would be, including the alteration and adoption of a revised VHFHSZ, the effect on homeowners' insurance rates, required mitigation factors and building code requirements for homes located in the zone, and the data used in development of the maps.

Mr. Sanders explained that few cities have been successful in adopting maps that are different than the maps established by Cal Fire. In 2008, the City of Santa Rosa worked with Cal Fire during the review period for the draft maps and arrived at revisions which were reflected in the final map adopted by Cal Fire. The City of Newport Beach conducted its own detailed analysis of the designated lands and provided evidence in the record which the Council used to exclude certain areas from the Very High Fire Hazard Zone. The City depicts its Very High Fire Hazard Severity Zone in the General Plan, however Cal Fire did not adopt the changes and the original proposed area is shown on the Cal Fire website. The City of Laguna Niguel has not adopted the Cal Fire maps or adopted an alternate Very High Fire Hazard Zone but they are not required to update their Housing Element until 2021 and so they have not had to address the Very High Fire Hazard Zone maps.

Chief Moore stated that he had worked to determine the effect that adoption of the maps would have on the homeowners' insurance rates for properties located within the VHFHSZ. Insurance rates are determined by a variety of factors, including fire risk which is different from fire hazard. Fire risk considers the potential for damage based on factors such as the ability of a fire to ignite the structure, the flammability of the construction material, and mitigation measures that reduce the risk. These mitigation measures include defensible space, building design, ignition resistant building materials, and ignition resistant construction techniques. It was not the intent to have insurance companies use the maps to set rates, but it is likely that they are being used for that purpose. Chief Moore stated that he contacted several local insurance companies and received varied responses to the question of what effect the adoption of the maps would have on the homeowners' insurance rates. The answers included that the rates could potentially change, the rates would not go up if the protection class is not changed, that the map is already being used in one way or another, and that the existing rates are already capped at 150 percent. From what he gathered, they can only increase the premium 150 percent, which is regulated through the California Insurance Commission. He stated that he had contacted the California Insurance Commission to obtain information which may reflect a change in rates but he had not received any information from them.

Councilmember Garnier referred to the comment made by Mr. Sanders that other cities had been involved in the process of working with the State on draft maps, and asked if the City of Susanville had been invited to participate in that process as well.

Mr. Sanders responded that the City had been involved in that process, but he was not sure what the discussions had been.

Chief Moore responded that the City was invited, and the Fire Chief and Battalion Chief had worked through a process to adjust the proposed draft map, and from that point on he stated that the maps went to the City Council for consideration, but was not aware at what point the process stopped.

Mr. Sanders continued by reviewing various mitigation factors that would be implemented for existing structures within the VHFHSZ. They included the maintenance of a defensible space established within a set distance from the home and property lines, that include tree trimming and removal of dead and overhanging limbs, keeping the area free of weeds and other dead vegetative materials, and maintaining the roof and gutters free of leaves, needles and anything that would provide fuel for falling embers. It would also be required to disclose the location of the property within the VHFHSZ as part of the sale of the property. He reviewed the requirements of Building Code Chapter 7A which defines the required exterior construction materials, measures to prevent ember intrusion in attic spaces, floor vents, porches and under decking, and would be required for any new construction or work that requires a building permit. He stated that the provisions in Chapter 7A have been enforced in the County for several years.

Mr. Sanders explained that Cal Fire used an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in local responsibility area. The local responsibility area hazard rating reflects flame and ember intrusion from adjacent wild lands and from flammable vegetation in the urban area. Scientists at the U.C. Berkeley Center for Fire Research and Outreach provided an urban fuels model that was incorporated in the hazard rating. The urban model takes into account vegetation/fuel, slopes, fire weather, historic fire activity, housing density, fire brand reception and adjacent wild land designations. The model calculates fire hazard, not fire risk, to develop the areas considered to be Very High Fire Hazard Severity Zones. In order to move forward with the item, staff is requesting direction from the City Council.

Councilmember Callegari referred to the condition of the homes in the area, and asked if there would be immediate changes that homeowners would be required to implement on existing residences within the zone.

Mr. Sanders responded that the improved building materials and requirements found in Building Code Chapter 7A would be applicable to new construction or additions, and do not require residents to retrofit existing residences.

Chief Moore responded that the mitigation factors involving items such as weed and brush abatement, clearing undergrowth and branches from tree limbs and items of that nature would be implemented immediately for existing residences.

Councilmember Garnier asked if a person were to build a new deck if it could only be built from non-combustible materials.

Chief Moore responded that fire resistant products would be required, and the area beneath the deck must be enclosed to avoid embers from blowing under or becoming trapped underneath.

Councilmember Garnier asked for an example of what type of material would be acceptable for building a deck.

Chief Moore explained that any composite, non-combustible material would be acceptable, and they are normally manufactured from recycled plastics and pressed together to make a very dense product.

Mayor pro tem McBride asked what the thresholds are for implementation of the new building standards and if it is based on square footage or dollar value.

Councilmember Garnier asked about layered roofing, and if it would be required to be stripped down, or if it is acceptable to just add a layer on top of existing roofing.

Chief Moore responded that if it would require a building permit, then compliance with the new standards would be expected. He stated that the standards required by Building Code 7A have been the standard for construction in the County for many years.

Councilmember Garnier confirmed that the Very High Fire Hazard Severity Zone maps need to be adopted by ordinance before the City can move forward with the Housing Element and General Plan update.

Mr. Hancock responded that the City must have a compliant Safety Element in place prior to moving forward with the adoption of the Housing Element.

Councilmember Garnier stated that the Fire Chief mentioned at the last meeting that the fire which had occurred a few years ago had followed the path exactly as indicated on the map, and that really opened her eyes. As hard of a pill as it is to swallow, failing to accept the maps as proposed by the State would be a burden of liability on the City if a fire did move through that area.

Mr. Hancock stated that staff has spent a lot of time looking at the methodology and basis for possible justifications for the City to present a revised map, and the conclusion was that it could potentially cost thousands of dollars to work towards developing findings and a revised map that could still end up being rejected by the State. It was disappointing to hear that even though the maps were not supposed to be used to determine insurance rates for people that they already are, and the State already has the map in place, and they have not demonstrated any latitude when it comes to accepting revisions and findings proposed by cities. It is staff's recommendation to implement the maps developed by the State and just move forward.

Mr. Sanders stated that the State has indicated that they will be reviewing and possibly revising the maps, but it could be several years out before something else was implemented.

Chief Moore stated that the goal has been for Cal Fire to review every five years.

**Dave Junette**, Unit Chief, Calfire Lassen Modoc Plumas Unit stated that as the urban interface changes due to development, the boundaries should change as well. Since the recent Butte Fire and Valley Fires, it is likely that the review will only result in more regulations, and not less. It is an unfortunate situation the

State is imposing beyond the City's control, and having to explain that to the public can be very difficult. He reiterated that insurance companies should not be using the maps to determine rates for homeowners insurance. The computer models have proven to be a valuable tool used for firefighting and are very effective by allowing agencies to anticipate where the fire will burn in order to assign personnel and equipment accordingly.

Motion by Councilmember Callegari, second by Councilmember Garnier, directing staff to bring back ordinance that meets the standards established by the state; motion carried. Ayes: Garnier, McBride and Callegari. Abstain: Wilson. Absent: De Boer.

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

**14**     **COUNCIL ITEMS:**

**14A**    **AB1234 travel reports:**

A        AB1234 travel reports:

**15**     **ADJOURNMENT:**

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

Meeting adjourned at 8:16 p.m.

Respectfully submitted by

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

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

*Approved on:* \_\_\_\_\_

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

**Regular Meeting Minutes**

**November 4, 2015 – 7:00 p.m.**

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

Meeting was called to order at 7:00 p.m. by Mayor Wilson.

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

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

**1 APPROVAL OF AGENDA:**

Mr. Hancock stated that at the October 21, 2015 meeting the City Council voted to continue consideration of the ordinance regulating cultivation of marijuana to November 18, 2015.

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

**3 CLOSED SESSION:** No business

**4 RETURN TO OPEN SESSION:**

Chief Thomas Downing offered the Thought of the Day.

Mayor Wilson read a proclamation in honor of Veteran's Day.

**5 BUSINESS FROM THE FLOOR:**

Ed Mincher expressed concerns related to the discussion of adopting Very High Fire Hazard Severity Zone maps. He is confused about the process, asked if it were an emergency to get it adopted, and would like to speak with someone to obtain more information.

Mr. Hancock requested his contact information so that he would be able to meet with him and discuss the process and address his concerns.

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

- A Receive and file minutes from the City Council's September 16 and October 7, 2015 meetings
- B Approve vendor warrants numbered 95292 through 95527 for a total of \$1,162,743.05 including \$223,943.11 in payroll warrants
- C Receive and file Finance Reports: August and September 2015

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

**7 PUBLIC HEARINGS:**

**7A Consideration of Resolution No. 15-5229, 15-5230, 15-5231 and 15-5232 authorizing Weed and Rubbish assessment and lien against certain real properties located within the City of Susanville:**

- 300 Carroll Street APN: 103-413-07
- 1116 Mark Street APN: 103-231-08
- Parkdale/North Street APN: 103-313-15
- Sierra/Alexander APN: 107-250-04

Mr. Hancock explained that the City has completed weed and rubbish abatement on the referenced properties to address health and safety concerns. The City has notified each of the property owners and provided an opportunity for them to abate and correct the violations. If the property owner fails to take appropriate action the City contracts with a private company to abate the property. The property owner is then billed for the work and it is only if the property owner fails to pay for the work that we move to this step. In order to obtain payment, the City follows the process as outlined in Chapter 8.28 of the Susanville Municipal Code. The property owners have been notified and remain unwilling to reimburse the City for the cost of cleaning up their properties. He reviewed the address, assessor's parcel number, and abatement cost for each property, noting the total abatement cost is \$2,250.

At 7:12 p.m. Mayor Wilson opened the public hearing and requested comments or questions from the public.

There being no comments, Mayor Wilson closed the public hearing at 7:13 p.m.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5229, 15-5230, 15-5231 and 15-5232; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**7B Consider Ordinance No. 15-1002 amending Title 17, Zoning, of the Susanville Municipal Code to add Chapter 17.104.140 prohibiting the cultivation of marijuana within the city limits.**

Public hearing continued to November 18, 2015.

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:** None.

Commission/Committee Reports:

**9 NEW BUSINESS:**

**9A Consider approval of Resolution No. 15-5223 approving Memorandum of Understanding with Fire Fighter Bargaining Unit**

Mr. Hancock reported that an agreement has been reached between the City and the Fire Fighters bargaining unit for the period of July 1, 2015 through July 1, 2017, with amendments regarding salary increase and retirement language. The MOU provides for a 9 percent increase in salary, and a corresponding 9 percent increase to the employee's contribution for payment into the CalPERS retirement program. An additional 1 percent increase in salary as shown in the Global Range and Step Matrix would be included during the 2016/2017 MOU period.

Motion by Councilmember De Boer, second by Councilmember Callegari, to approve Resolution No. 15-5223; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**9B Consider approval of Resolution No. 15-5234 authorizing closure of Riverside Drive on November 26, 2015 for Third Annual Turkey Trot** Mr. Newton reported that the 3rd Annual Thanksgiving Day Turkey Trot Committee has submitted a request for City Council support the Thanksgiving Day event by approving the closure of Riverside Drive from Alexander Avenue to River Street on Thursday, November 26, 2015, from 8:00 am to 9:30 am. The street closure will help ensure the safety of participants in the 5k fun run. The event is free, but participants are encouraged to make a donation of cash or non-perishable food items to Lassen Family Services. The street closure will require the assistance of the Public Works Department at an estimated cost of \$517. It was also noted that on-duty Police and Fire personnel may assist if needed.

Motion by Councilmember Callegari, second by Councilmember Garnier, to approve Resolution No. 15-5234; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**9C Consideration of Susanville Municipal Airport Hangar #38 Purchase** Mr. Hancock reported that the City has received notification that Marvin Hamann, owner of Hangar #38, has decided to sell his hangar at the at the Susanville Municipal Airport. Mr. Hamann has received an offer to purchase in the amount of \$90,000, and as part of the agreement, the City has the right of first refusal when a current owner decides to sell.

Mayor Wilson requested clarification regarding the price of the hangar, as it seems to be very high.

Mr. Hancock described the location of the hangar, noting that it is newer and significantly larger than most of the hangars that have been offered for sale.

Motion by Councilmember Garnier, second by Councilmember Callegari, to decline the offer to purchase; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

**9D Consider approval of 2015 Fall Leaf Collection Program** Mr. Newton reported that the City has established an Annual Fall Leaf Collection Program in partnership with the California Correctional Center and C&S Waste Solutions. C&S Waste Solutions will deliver boxes to three locations around the City where residents can take their bagged leaves and drop off at no cost. City staff will then load the leaves into the boxes with a front-end loader, and then C&S Waste Management transports the filled boxes to the California Correction Center for composting. The program is scheduled to begin on Friday, November 6, 2015, and continue through Friday, December 4, 2015.

Councilmember Callegari remarked that the program has been going on for a number of years, and the City should draft a letter of appreciation to both agencies for their continued contribution.

Councilmember Garnier asked where the boxes would be delivered.

Mr. Newton responded that there would be a box on South Street near Public Works, a box at the Fire Department, and the third is at Numa Road and Skyline. The City advertises for the program, and public works also provides assistance to residents who are unable to transport the leaves to the collection sites.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve the donation of services by the California Correctional Center and C&S Waste Solutions; motion carried. Ayes: Garnier, De Boer, Callegari, and Wilson. Absent: McBride.

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

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

12 **CONTINUING BUSINESS:**

12A **Consider approval of Resolution No. 15-5228 authoring the issuance of a Notice to Proceed to C&S Engineering for design work on PAPI project** Mr. Hancock explained that the City has received grant allocations from the Federal Aviation Administration (FAA) and Caltrans to complete design and bidding services to update the existing Visual Approach Slope Indicators (VASI) system to a Precision Path Approach Indicator (PAPI) system at Susanville Municipal Airport. At its September 16, 2015 meeting, the City Council approved C&S Companies scope of work for design and bidding services and now that all expected contributions have been received, the next step in the process is to issue a Notice to Proceed to C&S Companies to begin the work.

Motion by Councilmember Callegari, second by Councilmember De Boer, to approve Resolution No. 15-5228; motion carried. Ayes: Garnier, De Boer, Callegari and Wilson. Absent: McBride.

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

14 **COUNCIL ITEMS:**

14A **AB1234 travel reports:**

15 **ADJOURNMENT:**

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

Meeting adjourned at 7:25 p.m.

Respectfully submitted by

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

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

*Approved on:* \_\_\_\_\_



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

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated October 28th through November 6<sup>th</sup> numbered 95528 through 95695

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$229,516.54 plus \$ 105,409.26 in payroll warrants, for a total of \$ 334,925.80

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

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

Report Criteria:  
 Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
10/15	10/28/2015	95528	44	ARAMARK UNIFORM SE	GAS UNIFORMS 10/28/2015	5064125579	1	7401-430-82-44	LINEN SERVICES	61.21	61.21
Total 5064125579: 61.21 61.21											
10/15	10/28/2015	95528	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 10/28/15	5064125580	1	2007-431-20-44	LINEN SERVICE	32.04	32.04
10/15	10/28/2015	95528	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 10/28/15	5064125580	2	7620-430-10-44	LINEN SERVICE	27.86	27.86
Total 5064125580: 59.90 59.90											
10/15	10/28/2015	95528	44	ARAMARK UNIFORM SE	WATER UNIFORMS 10/28/15	5064125582	1	7110-430-42-44	LINEN SERVICE	51.00	51.00
Total 5064125582: 51.00 51.00											
10/15	10/28/2015	95529	53		RETIREMENT INCENTIVE PKGE	102315	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 102315: 930.00 930.00											
10/15	10/28/2015	95530	68	BECKWITH MD, DAVID R	FIRE FIGHTER PHY & SPIROME	102215	1	1000-422-10-43	PROFESSIONAL SVCS	150.00	150.00
Total 102215: 150.00 150.00											
10/15	10/28/2015	95531	76	BILLINGTON ACE HARD	FASTENERS UNIT 621	341412	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	3.23	3.23
Total 341412: 3.23 3.23											
10/15	10/28/2015	95531	76	BILLINGTON ACE HARD	FASTENERS, BLK SPRAY PAIN	341631	1	1000-417-10-44	FACILITY - REPAIR & MAINTEN	7.66	7.66
Total 341631: 7.66 7.66											
10/15	10/28/2015	95531	76	BILLINGTON ACE HARD	SPLTT LOOM UNIT 622	341710	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	4.93	4.93
Total 341710: 4.93 4.93											
10/15	10/28/2015	95532	1358	CLASSIC GOLF CAR INC.	REPAIR STEERING BOX #22	00031271	1	7530-451-56-44	REPAIR & MAINTENANCE MISC	25.00	25.00

M = Manual Check, V = Void Check

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 00031271:											
10/15	10/28/2015	95533	144	CLEAR'S INC.	CLEAR'S MEMBERSHIP DUES	102315	1	1000-421-10-48	DUES AND MEMBERSHIPS	50.00	50.00
Total 102315:											
10/15	10/28/2015	95534	1506	COMPUCOM SYSTEM IN	MICROSOFT 2012R2 SNGL MVL	62972040	1	1000-421-10-47	MACHINERY AND EQUIPMENT	581.63	581.63
10/15	10/28/2015	95534	1506	COMPUCOM SYSTEM IN	MICROSOFT 2012 SNGL MVL 1	62972040	2	1000-421-10-47	MACHINERY AND EQUIPMENT	96.10	96.10
Total 62972040:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	20485	1	7530-451-54-46	SUPPLIES GENERAL	60.00-	60.00-
Total 20485:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	476190	1	7530-451-54-46	SUPPLIES GENERAL	60.20	60.20
Total 476190:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	476678	1	7530-451-54-46	SUPPLIES GENERAL	28.00	28.00
Total 476678:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	478540	1	7530-451-54-46	SUPPLIES GENERAL	247.20	247.20
Total 478540:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	478541	1	7530-451-54-46	SUPPLIES GENERAL	37.70	37.70
Total 478541:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	478813	1	7530-451-54-46	SUPPLIES GENERAL	60.20	60.20
Total 478813:											
10/15	10/28/2015	95535	166	D & L DISTRIBUTING INC	SODAWATER FOR GOLF COU	479392	1	7530-451-54-46	SUPPLIES GENERAL	70.00-	70.00-

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 479392:											
10/15	10/28/2015	95536	174	DATEMA, STEVEN K.	AIRPORT MANAGER 7/1/15 - 2/2	102715	1	7201-430-81-43	TECHNICAL SVCS	1,889.31	1,889.31
Total 102715:											
10/15	10/28/2015	95537	1260	DIRECTV INC	GOLF COURSE TV	26958310253	1	7530-451-52-45	COMMUNICATIONS	165.96	165.96
Total 26958310253:											
10/15	10/28/2015	95538	1528	DR. HAL MEADOWS	FIRE DEPARTMENT PHYSICAL	091515	1	1000-422-10-43	PROFESSIONAL SVCS	168.00	168.00
Total 091515:											
10/15	10/28/2015	95539	241	FEATHER PUBLISHING C	GOLF COURSE AD 2016 CONT	ACCT1967 100115	1	7530-451-52-45	ADVERTISING	702.00	702.00
Total ACCT1967 100115:											
10/15	10/28/2015	95539	241	FEATHER PUBLISHING C	WEED ABATEMENT AD 10/20/15	PO#7718	1	1000-425-20-45	ADVERTISING	31.85	31.85
Total PO#7718:											
10/15	10/28/2015	95540	265	FRONTIER	257-5152 FIRE	5152 101015	1	1000-422-10-45	COMMUNICATIONS	483.95	483.95
Total 5152 101015:											
10/15	10/28/2015	95541	6661	TR EX SAC VALLEY 10/23/15-10/	102615		1	1000-413-20-45	TRAVEL	135.58	135.58
Total 102615:											
10/15	10/28/2015	95542	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 10/2015	102315	1	7401-430-62-43	PROFESSIONAL SVCS	400.00	400.00
Total 102315:											
10/15	10/28/2015	95543	389	LASSEN CO AUDITOR	ANIMAL CONTROL THRU 7/15-6	100815	1	1000-421-10-45	ANIMAL CONTROL CONTRACT	16,258.47	16,258.47
10/15	10/28/2015	95543	389	LASSEN CO AUDITOR	DISPATCH SERVICES 7/15-6/16	100815	2	1000-421-10-45	DISPATCH CONTRACT	52,910.92	52,910.92

M = Manual Check, V = Void Check

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 100815:											
10/15	10/28/2015	95544	413	LASSEN TIRE	4 BAL/DISMOUNTMOUNT #921	46988	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	2,089.30	2,089.30
Total 46988:											
10/15	10/28/2015	95545	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 101615	1	1000-452-30-46	ELECTRICITY	15.40	15.40
Total 10262 101615:											
10/15	10/28/2015	95545	437	LMUD	1505 MAIN ST	2876 102215	1	1000-422-10-46	ELECTRICITY	676.17	676.17
Total 2876 102215:											
10/15	10/28/2015	95545	437	LMUD	WELL #3-WATER	4559 101615	1	7110-430-42-46	ELECTRICITY	3,942.33	3,942.33
Total 4559 101615:											
10/15	10/28/2015	95545	437	LMUD	1801 MAIN ST	8314 102215	1	1000-421-10-46	ELECTRICITY	855.74	855.74
Total 8314 102215:											
10/15	10/28/2015	95546	8291		TR EX SAC 11/1/15-11/4/15	101915	1	1000-421-10-45	TRAINING	213.50	213.50
Total 101915:											
10/15	10/28/2015	95547	445		RETIRE INCENTIVE 11/15	102315	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 102315:											
10/15	10/28/2015	95548	1416		VOLUNTEER SHIFT 10/8, 10/18	102015	1	1000-422-10-43	VOLUNTEERS	50.00	50.00
Total 102015:											
10/15	10/28/2015	95549	1463	MILLER CLEANING SERV	OFFICE CLEANING OCTOBER	MCS1552	1	1000-421-10-44	CUSTODIAL	360.00	360.00
Total MCS1552:											

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
10/15	10/28/2015	95550	488	MORNING GLORY	GOLF COURSE RESTURANT F	344798	1	7530-451-54-46	SUPPLIES GENERAL	49.21	49.21
Total 344798:											
10/15	10/28/2015	95551	7851		REFUND GAS DEPOSIT	10531800217	1	7401-2228-000	DEPOSITS-CUSTOMER	54.77	54.77
Total 10531800217:											
10/15	10/28/2015	95552	582	RAY MORGAN CO INC	FIRE COPIER 11/26/15-12/25/15	1050671	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	32.12	32.12
Total 1050671:											
10/15	10/28/2015	95553	628	SCORE	EAP COVERAGE 7/15-6/30/16	1516108	1	7630-411-40-45	INSURANCE - EMPLOYEE ASST	1,647.00	1,647.00
Total 1516108:											
10/15	10/28/2015	95554	660	STATE WATER RESOUR	CERT. RENEWAL	102215	1	7110-430-42-48	DUES AND MEMBERSHIPS	80.00	80.00
Total 102215:											
10/15	10/28/2015	95555	686	SUSANVILLE TRUCK & A	GROWLER BRAKE SYS. UNIT 6	702030	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	754.26	754.26
Total 702030:											
10/15	10/28/2015	95557	770	WESTERN NEVADA SUP	SAFETY FLAG REPAIR KIT	66220024	1	1000-422-10-44	HYDRANTS - REPAIR & MAINT	426.30	426.30
Total 66220024:											
10/15	10/28/2015	95558	1378	ZITO MEDIA	FIRE CABLE	356225062102715	1	1000-422-10-45	COMMUNICATIONS	39.30	39.30
Total 356225062102715:											
10/15	10/28/2015	95569	1529	DIAMOND MOUNTAIN ME	RENTAL OF AERATOR MACHIN	100615	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	750.00	750.00
Total 100615:											
10/15	10/29/2015	95570	1332	RLI INSURANCE COMPA	BOND GEO. WELL JOHNSTON	RLB0006020 090415	1	7630-1430-105	PRE-PAID-OTHER	62.49	62.49
10/15	10/29/2015	95570	1332	RLI INSURANCE COMPA	BOND GEO. WELL JOHNSTON	RLB0006020 090415	2	7630-411-40-45	INSUR GEOTHERMAL PROPER	187.51	187.51

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 RLB0006020 090415:											
10/15	10/29/2015	95570	1332	RLI INSURANCE COMPA	BOND GEO. WELL JOHNSTON	RLB0006021 9/4/15	1	7630-1430-105	PRE-PAID-OTHER	62.49	62.49
10/15	10/29/2015	95570	1332	RLI INSURANCE COMPA	BOND GEO. WELL JOHNSTON	RLB0006021 9/4/15	2	7630-411-40-45	INSUR.GEOTHERMAL PROPER	187.51	187.51
Total RLB0006021 9/4/15:											
10/15	10/29/2015	95571	713		RETIRE INCENTIVE 11/1/15		1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 102315:											
10/15	10/30/2015	95572	728	U S POSTMASTER	WATER BILLING POSTAGE	103015	1	7110-430-42-46	POSTAGE	530.11	530.11
10/15	10/30/2015	95572	728	U S POSTMASTER	GAS BILLING POSTAGE	103015	2	7401-430-62-46	POSTAGE	273.09	273.09
Total 103015:											
11/15	11/05/2015	95573	8115		REFUND WATER DEPOSIT	10511600013	1	7110-2228-000	DEPOSITS-CUSTOMER	52.88	52.88
Total 10511600013:											
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	CHLORINE WATER	9033970390	1	7110-430-42-46	SUPPLIES-GENERAL	372.97	372.97
Total 9033970390:											
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	CHLORINE WATER	9033953074	1	7110-430-42-46	SUPPLIES-GENERAL	372.97	372.97
Total 9033953074:											
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9930564436	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	58.98	58.98
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9930564436	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	100.98	100.98
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9930564436	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	75.98	75.98
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9930564436	4	7110-430-42-46	SUPPLIES-GENERAL	69.90	69.90
11/15	11/05/2015	95641	21	AIRGAS USA, LLC	AACETYLENE/ARGON/OXYGE	9930564436	5	7401-430-62-46	SUPPLIES-GENERAL	40.20	40.20
Total 9930564436:											
11/15	11/05/2015	95642	1256	AMA GOLF CO	GOLF TEES, TEES BAG	134734	1	7530-451-55-46	SUPPLIES - GENERAL	88.97	88.97
Total 9930564436:											

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 134734:											
11/15	11/05/2015	95643	44	ARAMARK UNIFORM SE	GAS UNIFORMS 10/29/15	5064140212	1	7401-430-62-44	LINEN SERVICES	61.21	61.21
Total 5064140212:											
11/15	11/05/2015	95643	44	ARAMARK UNIFORM SE	STREETS UNIFORMS 10/29/15	5064140213	1	2007-431-20-44	LINEN SERVICE	39.21	39.21
11/15	11/05/2015	95643	44	ARAMARK UNIFORM SE	PW UNIFORMS 10/29/15	5064140213	2	7620-430-10-44	LINEN SERVICE	82.10	82.10
Total 5064140213:											
11/15	11/05/2015	95643	44	ARAMARK UNIFORM SE	WATER UNIFORMS 10/29/15	5064140214	1	7110-430-42-44	LINEN SERVICE	51.00	51.00
Total 5064140214:											
11/15	11/05/2015	95644	8294		REFUND GAS DEPOSIT	10203172602	1	7401-2228-000	DEPOSITS-CUSTOMER	182.53	182.53
Total 10203172602:											
11/15	11/05/2015	95645	68	BECKWITH MD, DAVID R	DMV PHYSICAL	102815	1	1000-416-10-43	PROFESSIONAL SVCS	180.00	180.00
Total 102815:											
11/15	11/05/2015	95646	8295		REFUND GAS DEPOSIT	10251110007	1	7401-2228-000	DEPOSITS-CUSTOMER	49.44	49.44
Total 10251110007:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	RUBBER CEMENT, TIRE REPAI	340438	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	7.72	7.72
Total 340438:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	NOZZLE, HOSE FLEXOGEN	341089	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	30.94	30.94
Total 341089:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	FASTENERS-STREETS	341467	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	3.66	3.66



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 341467:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	FASTENERS	341699	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	.92	.92
Total 341699:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	LIGHT BULBS FOR PANZERA P	341919	1	1000-452-20-46	SUPPLIES-GENERAL	14.50	14.50
Total 341919:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	PLUGS-WATER	341961	1	7110-430-42-46	SUPPLIES-GENERAL	1.15	1.15
Total 341961:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	FASTENERS	342008	1	1000-452-20-46	SUPPLIES-GENERAL	14.02	14.02
Total 342008:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	ANIT-FREEZE, CLEANER, NOZZ	342088	1	1000-452-20-46	SUPPLIES-GENERAL	56.96	56.96
Total 342088:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	ELECT TAPE, BRUSH, CABLE TI	342111	1	7401-430-62-46	SUPPLIES-GENERAL	48.22	48.22
Total 342111:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	FASTENERS, CONN WIRE	342159	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	14.71	14.71
Total 342159:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	PULL ROPE #137	342193	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.85	7.85
Total 342193:											
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	WELL 5 ROOF REPAIR WATER	342611	1	7110-430-42-44	REPAIR AND MAINTENANCE-F	275.68	275.68
Total 342611:											

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
11/15	11/05/2015	95647	76	BILLINGTON ACE HARD	PUMP LEVER, HEATER	342633	1	7110-430-42-46	SUPPLIES-GENERAL	71.57	71.57
Total 342633:											
11/15	11/05/2015	95648	116	CASHMAN EQUIPMENT	GASKET, SEALS, RING, SPRIN	2203246	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	290.62	290.62
Total 2203246:											
11/15	11/05/2015	95649	8302		REFUND GAS DEPOSIT	10438550014	1	7401-2228-000	DEPOSITS-CUSTOMER	172.98	172.98
Total 10438550014:											
11/15	11/05/2015	95650	148	COMPUTER LOGISTICS	MONTHLY SER 2HRS	66207	1	1000-417-10-43	TECHNICAL SVCS	220.00	220.00
Total 66207:											
11/15	11/05/2015	95650	148	COMPUTER LOGISTICS	ANNUAL BARRACUDA UPDATE	66220	1	1000-417-10-43	TECHNICAL SVCS	50.00	50.00
Total 66220:											
11/15	11/05/2015	95650	148	COMPUTER LOGISTICS	EMAIL & IPHONE SUPPORT	66262	1	1000-417-10-43	TECHNICAL SVCS	467.90	467.90
Total 66262:											
11/15	11/05/2015	95651	152	COUSO TECHNOLOGY &	10/15-11/15 WEBSITE MAINT/H	541928	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00
Total 541928:											
11/15	11/05/2015	95653	8299		REFUND WATER DEPOSIT	10214000007	1	7110-2228-000	DEPOSITS-CUSTOMER	10.44	10.44
Total 10214000007:											
11/15	11/05/2015	95654	194	DIAMOND SAW SHOP IN	SHARPENING-STREETS	14175	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	6.00	6.00
Total 14175:											
11/15	11/05/2015	95655	219	ED STAUB & SONS PETR	7.05 GAL PROPANE	0203745	1	7201-430-81-46	PROPANE	17.20	17.20

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 0203745:											
11/15	11/05/2015	95656	238	FASTENAL COMPANY	SAFETY GLASSES-STREETS	67522	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	1.54	1.54
11/15	11/05/2015	95656	238	FASTENAL COMPANY	SAFETY GLASSES-GAS	67522	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	1.98	1.98
11/15	11/05/2015	95656	238	FASTENAL COMPANY	SAFETY GLASSES-WATER	67522	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	2.64	2.64
Total 67522: 6.16 6.16											
11/15	11/05/2015	95656	238	FASTENAL COMPANY	SCREWDRIVER-GAS	67595	1	7401-430-62-46	SUPPLIES-GENERAL	10.38	10.38
Total 67595: 10.38 10.38											
11/15	11/05/2015	95656	238	FASTENAL COMPANY	PADLOCKS-GAS	67708	1	7401-430-62-46	SUPPLIES-GENERAL	98.76	98.76
Total 67708: 98.76 98.76											
11/15	11/05/2015	95657	241	FEATHER PUBLISHING C	PUBLIC HEARING URBAN WAT	PO#1501	1	7110-430-42-45	ADVERTISING	135.00	135.00
Total PO#1501: 135.00 135.00											
11/15	11/05/2015	95657	241	FEATHER PUBLISHING C	PUBLIC NOTICE UNCLAIMED C	PO#7711	1	7401-430-62-45	ADVERTISING	116.10	116.10
11/15	11/05/2015	95657	241	FEATHER PUBLISHING C	PUBLIC NOTICE UNCLAIMED C	PO#7711	2	7110-430-42-45	ADVERTISING	116.10	116.10
Total PO#7711: 232.20 232.20											
11/15	11/05/2015	95657	241	FEATHER PUBLISHING C	AIRPORT PUBLIC NOTICE VAC	PO#7714	1	1000-411-40-45	ADVERTISING	155.10	155.10
Total PO#7714: 155.10 155.10											
11/15	11/05/2015	95658	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	577685A	1	7112-430-42-43	TECHNICAL SERVICES	27.00	27.00
Total 577685A: 27.00 27.00											
11/15	11/05/2015	95658	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	577687A	1	7530-451-50-43	TECHNICAL SVCS	160.00	160.00
Total 577687A: 160.00 160.00											
11/15	11/05/2015	95658	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	578026A	1	7530-451-50-43	TECHNICAL SVCS	128.00	128.00

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 578026A:											
11/15	11/05/2015	95658	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	578288A	1	7110-430-42-43	TECHNICAL SVCS	133.00	133.00
Total 578288A:											
11/15	11/05/2015	95659	1527	FRED PRYOR SEMINARS	TRAINING REWARDS MEM. PW	3359646	1	7620-430-10-45	TRAVEL	50.00	50.00
Total 3359646:											
11/15	11/05/2015	95660	265	FRONTIER	257-1056 PW SHOP	1056 102015	1	7620-430-10-45	COMMUNICATIONS	50.79	50.79
Total 1056 102015:											
11/15	11/05/2015	95660	265	FRONTIER	257-1057 PW FAX	1057 102015	1	7620-430-10-45	COMMUNICATIONS	192.68	192.68
Total 1057 102015:											
11/15	11/05/2015	95660	265	FRONTIER	257-2845 DEBRISROLL OVER	2845 101515	1	7620-430-10-45	COMMUNICATIONS	64.46	64.46
Total 2845 101515:											
11/15	11/05/2015	95660	265	FRONTIER	257-7236 NAT GAS	7236 102015	1	7620-430-10-45	COMMUNICATIONS	197.45	197.45
Total 7236 102015:											
11/15	11/05/2015	95660	265	FRONTIER	257-7237 NAT GAS	7237 102015	1	7620-430-10-45	COMMUNICATIONS	54.05	54.05
Total 7237 102015:											
11/15	11/05/2015	95661	276	GOLD RUN CABINET & D	REPAIR DRAWER-GAS	7686	1	7401-430-62-44	REPAIR AND MAINTENANCE-MI	75.00	75.00
Total 7686:											
11/15	11/05/2015	95662	1424	GREEN DOT TRANSPOR	ALLOCATION REQUEST-STREE	249	1	2007-431-27-43	PROFESSIONAL SERVICES	410.00	410.00
Total 249:											

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/15	11/05/2015	95662	1424	GREEN DOT TRANSPOR	GIS INVENTORY-STREETS	250	1	2007-431-27-43	PROFESSIONAL SERVICES	4,037.50	4,037.50
Total 250:											
11/15	11/05/2015	95663	1103	ITRON INC	SOFTWARE MAINT 10-15 - 09-1	386858	1	7110-430-42-43	TECHNICAL SVCS	1,169.91	1,169.91
11/15	11/05/2015	95663	1103	ITRON INC	SOFTWARE MAINT 10-15 - 09-1	386858	2	7401-430-62-43	TECHNICAL SVCS	1,169.91	1,169.91
11/15	11/05/2015	95663	1103	ITRON INC	SOFTWARE MAINT 10-15 - 09-1	386858	3	7110-1430-105	PRE-PAID OTHER	389.97	389.97
11/15	11/05/2015	95663	1103	ITRON INC	SOFTWARE MAINT 10-15 - 09-1	386858	4	7401-1430-105	PRE-PAID OTHER	389.97	389.97
Total 386858:											
11/15	11/05/2015	95664	335	J.W. WOOD CO INC	BLACK TEES-GAS	S085027	1	7401-430-62-46	SUPPLIES-GENERAL	3.63	3.63
Total S085027:											
11/15	11/05/2015	95665	362	KAUFFMAN, BILL	CTY HALL JANITORIAL SVCS	705126	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 705126:											
11/15	11/05/2015	95665	362	KAUFFMAN, BILL	PW JANITORIAL SVCS 10/15	705127	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 705127:											
11/15	11/05/2015	95666	411	LASSEN MOTOR PARTS	#230 &#68 AIR/OIL FILTER PW	220411	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	23.21	23.21
11/15	11/05/2015	95666	411	LASSEN MOTOR PARTS	#230 &#69 AIR/OIL FILTER STR	220411	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	32.75	32.75
Total 220411:											
11/15	11/05/2015	95666	411	LASSEN MOTOR PARTS	HOSE END-WATER	232818	1	7110-430-42-46	SUPPLIES-GENERAL	35.32	35.32
Total 232818:											
11/15	11/05/2015	95666	411	LASSEN MOTOR PARTS	OIL	234329	1	7530-451-52-44	REPAIR & MAINTENANCE - MIS	85.91	85.91
Total 234329:											
11/15	11/05/2015	95666	411	LASSEN MOTOR PARTS	ANTIFREEZE-WATER	234363	1	7110-430-42-46	SUPPLIES-GENERAL	37.54	37.54

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 234363:											
11/15	11/05/2015	95666	411	LASSEN MOTOR PARTS	BLADE	234386	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	28.36	28.36
Total 234386:											
11/15	11/05/2015	95667	412	LASSEN REGIONAL SOLI	DUMP FEES	757687	1	1000-452-20-44	DISPOSAL	6.57	6.57
Total 757687:											
11/15	11/05/2015	95668	413	LASSEN TIRE	4 BAL/DISMOUNT/MOUNT #85	46995	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	625.32	625.32
Total 46995:											
11/15	11/05/2015	95668	413	LASSEN TIRE	OIL & FILTER, COOLANT, UNIT	52055	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	61.76	61.76
Total 52055:											
11/15	11/05/2015	95669	413	SUSANVILLE TOWING	OIL & FILTER# 80, BRAKE PADS	52020	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	1,052.66	1,052.66
Total 52020:											
11/15	11/05/2015	95669	413	SUSANVILLE TOWING	OIL & FILTER UNIT 93	52049	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	58.00	58.00
Total 52049:											
11/15	11/05/2015	95670	437	LMUD	AIRPORT VASI LIGHTS	10108 102215	1	7201-430-81-46	ELECTRICITY	14.00	14.00
Total 10108 102215:											
11/15	11/05/2015	95670	437	LMUD	NEW SERVICE SKYLINE NUIMA	102815	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	250.00	250.00
Total 102815:											
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE IRR WELL.30 HP	122907 102215	1	7530-451-52-46	ELECTRICITY	1,617.62	1,617.62
Total 122907 102215:											

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
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE PUMP STATION	122910 102215	1	7530-451-52-46	ELECTRICITY	782.79	782.79
Total 122910 102215:											
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE IRR PUMP/8TH	122929 102215	1	7530-451-52-46	ELECTRICITY	642.36	642.36
Total 122929 102215:											
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE PUMP HOUSE	132052 102215	1	7530-451-52-46	ELECTRICITY	19.61	19.61
Total 132052 102215:											
11/15	11/05/2015	95670	437	LMUD	470-895 CIRCLE DR/CLUB HOU	144281 102215	1	7530-451-52-46	ELECTRICITY	575.16	575.16
Total 144281 102215:											
11/15	11/05/2015	95670	437	LMUD	SOUTH ST ROOSEVELT AREA	1744 102815	1	1000-452-20-46	ELECTRICITY	8.24	8.24
Total 1744 102815:											
11/15	11/05/2015	95670	437	LMUD	RIVERSIDE PARK	1999 102815	1	1000-452-20-46	ELECTRICITY	22.52	22.52
Total 1999 102815:											
11/15	11/05/2015	95670	437	LMUD	472-105 JOHNSTONVILLE WAT	350161	1	7112-430-42-46	ELECTRICITY	64.64	64.64
Total 350161:											
11/15	11/05/2015	95670	437	LMUD	LITTLE LEAGUE PARK AREA LI	3522 102215	1	1000-452-20-46	ELECTRICITY	32.97	32.97
Total 3522 102215:											
11/15	11/05/2015	95670	437	LMUD	N WEATHERLOW ST SIGNALS	3651 102215	1	2007-431-60-46	ELECTRICITY	123.84	123.84
Total 3651 102215:											
11/15	11/05/2015	95670	437	LMUD	MAIN & ALEXANDER	49496 102215	1	2007-431-60-46	ELECTRICITY	105.51	105.51

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 49496 102215:								105.51	105.51
11/15	11/05/2015	95670	437	LMUD	MAIN & FAIRFIELD	49497 102215	1	2007-431-60-46	ELECTRICITY	109.23	109.23
		Total 49497 102215:								109.23	109.23
11/15	11/05/2015	95670	437	LMUD	MAIN & JOHNSTONVILLE SIGN	49498 102215	1	2007-431-60-46	ELECTRICITY	129.28	129.28
		Total 49498 102215:								129.28	129.28
11/15	11/05/2015	95670	437	LMUD	RIVERSIDE & MAIN SIGNAL LIG	49499 102215	1	2007-431-60-46	ELECTRICITY	206.41	206.41
		Total 49499 102215:								206.41	206.41
11/15	11/05/2015	95670	437	LMUD	AIRPORT LOT 5	51908 102215	1	7201-430-81-46	ELECTRICITY	14.14	14.14
		Total 51908 102215:								14.14	14.14
11/15	11/05/2015	95670	437	LMUD	AIRPORT HANGER 6	54333 102215	1	7201-430-81-46	ELECTRICITY	14.00	14.00
		Total 54333 102215:								14.00	14.00
11/15	11/05/2015	95670	437	LMUD	925 SIERRA RD SPORTS CTR	60453 102215	1	1000-452-20-46	ELECTRICITY	14.56	14.56
		Total 60453 102215:								14.56	14.56
11/15	11/05/2015	95670	437	LMUD	AIRPORT OFFICE	7146 102215	1	7201-430-81-46	ELECTRICITY	303.84	303.84
		Total 7146 102215:								303.84	303.84
11/15	11/05/2015	95670	437	LMUD	AIRPORT GAS PUMP	7154 102215	1	7201-430-81-46	ELECTRICITY	22.80	22.80
		Total 7154 102215:								22.80	22.80
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE CLUB HOUSE	7394 102215	1	7530-451-52-46	ELECTRICITY	105.64	105.64
		Total 7394 102215:								105.64	105.64

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE CART BARN 2	7400 102215	1	7530-451-52-46	ELECTRICITY	32.66	32.66
Total 7400 102215:											
11/15	11/05/2015	95670	437	LMUD	WELL 1-WATER	7714 102215	1	7110-430-42-46	ELECTRICITY	22.00	22.00
Total 7714 102215:											
11/15	11/05/2015	95670	437	LMUD	GOLF COURSE BARN 1 & 3	9312 102215	1	7530-451-52-46	ELECTRICITY	14.14	14.14
Total 9312 102215:											
11/15	11/05/2015	95670	437	LMUD	RIVERSIDE PARK LIGHT	9501 102815	1	1000-452-20-46	ELECTRICITY	190.34	190.34
Total 9501 102815:											
11/15	11/05/2015	95671	8301		REFUND GAS DEPOSIT	10236050022	1	7401-2228-000	DEPOSITS-CUSTOMER	108.63	108.63
Total 10236050022:											
11/15	11/05/2015	95672	452	MARTIN SECURITY SYST	470-895 CIRCLE DR 11/15	029153	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 029153:											
11/15	11/05/2015	95672	452	MARTIN SECURITY SYST	115 WEATHERLOW	029220	1	1000-451-80-43	TECHNICAL SVCS	84.00	84.00
Total 029220:											
11/15	11/05/2015	95672	452	MARTIN SECURITY SYST	60 N LASSEN 11/15	029294	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 029294:											
11/15	11/05/2015	95673	8300		REFUND GAS DEPOSIT	10306807422	1	7401-2228-000	DEPOSITS-CUSTOMER	171.03	171.03
Total 10306807422:											
11/15	11/05/2015	95674	467	MIETER VALVE & CONTR	TURBINE MIETER-GAS	9819	1	7401-430-62-46	SUPPLIES-GENERAL	1,137.64	1,137.64

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 9819:											
11/15	11/05/2015	95674	467	MIETER VALVE & CONTR	43 ERT-GAS	9844	1	7401-430-63-46	SUPPLIES GENERAL	5,649.45	5,649.45
Total 9844:											
11/15	11/05/2015	95675	8293		REFUND WATER DEPOSIT	10419900001	1	7110-2228-000	DEPOSITS-CUSTOMER	17.30	17.30
11/15	11/05/2015	95675	8293		REFUND GAS DEPOSIT	10419900001	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10419900001:											
11/15	11/05/2015	95676	1446	MIWALL CORP	AMMUNITION PD	4800	1	1000-421-10-47	EQUIPMENT - SAFETY	2,180.07	2,180.07
Total 4800:											
11/15	11/05/2015	95677	8297		REFUND WATER DEPOSIT	10404550010	1	7110-2228-000	DEPOSITS-CUSTOMER	23.15	23.15
Total 10404550010:											
11/15	11/05/2015	95678	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 9/	58020 10/15	1	1000-417-10-45	COMMUNICATIONS	862.60	862.60
11/15	11/05/2015	95678	558	PLUMAS-SIERRA	INTERNET ACCESS CIRCUIT 10	58020 10/15	2	1000-417-10-45	COMMUNICATIONS	868.00	868.00
Total 58020 10/15:											
11/15	11/05/2015	95679	572	QUILL CORPORATION	OFFICE SUPPLIES-P/W	C7752283	1	7620-430-10-46	SUPPLIES-GENERAL	60.70	60.70
Total C7752283:											
11/15	11/05/2015	95680	1200	RADAR SHOP INC, THE	RECEPTYIFY RADAR UNIT	7824	1	1000-421-10-44	RADAR - REPAIR & MAINTENAN	419.00	419.00
Total 7824:											
11/15	11/05/2015	95681	8296		REFUND GAS DEPOSIT	10215650014	1	7401-2228-000	DEPOSITS-CUSTOMER	20.84	20.84
Total 10215650014:											
11/15	11/05/2015	95682	8298		REFUND WATER DEPOSIT	10234600023	1	7110-2228-000	DEPOSITS-CUSTOMER	42.20	42.20

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Total 1023460023:											
11/15	11/05/2015	95683	1076	SIERRA COFFEE AND BE	P/W WATER SERVICE 10/27/15	43552	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 43552:											
11/15	11/05/2015	95683	1076	SIERRA COFFEE AND BE	CITY HALL SERVICE 11/3/2015	44977	1	1000-417-10-46	SUPPLIES-GENERAL	34.65	34.65
Total 44977:											
11/15	11/05/2015	95684	677	SUSANVILLE SANITARY	VACTOR USE+LABOR-WATER	092215	1	7110-430-42-43	TECHNICAL SVCS	441.42	441.42
Total 092215:											
11/15	11/05/2015	95685	689	SWRCB FEES	LARGE WATER SYS FEE 7/1/14-	LW1001697	1	7110-430-42-48	TAXES, FEES, PERMITS & CHA	2,995.94	2,995.94
Total LW1001697:											
11/15	11/05/2015	95686	696	TECH SERVICES	MONTHLY MAINT. FEE TO ASS	1610	1	7201-430-81-43	TECHNICAL SVCS	575.00	575.00
Total 1610:											
11/15	11/05/2015	95687	1141	THOMPSON GARAGE DO	DOOR 1 SHIFTED REPAIRED-P/	79835	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	492.00	492.00
Total 79835:											
11/15	11/05/2015	95687	1141	THOMPSON GARAGE DO	REPAIRED LOCK-PW	79905	1	7620-430-10-44	REPAIR AND MAINTENANCE-F	1,170.55	1,170.55
Total 79905:											
11/15	11/05/2015	95688	712	TNS TRUCKING CO	7 SACK-STREETS	1961	1	2007-431-20-46	SUPPLIES-GENERAL	34.27	34.27
Total 1961:											
11/15	11/05/2015	95689	8303		REFUND WATER DEPOSIT	10236850020	1	7110-2228-000	DEPOSITS-CUSTOMER	16.80	16.80
11/15	11/05/2015	95689	8303		REFUND GAS DEPOSIT	10236850020	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00

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 10236850020:											
11/15	11/05/2015	95690	8292		REFUND GAS OVERPAYMENT	10408202706	1	9999-1001-001	CASH CLEARING - UTILITIES	162.96	162.96
Total 10408202706:											
11/15	11/05/2015	95691	770		REPAIR TOOL-WATER	66366665	1	7110-430-42-46	SUPPLIES-SMALL TOOLS	139.08	139.08
Total 66366665:											
11/15	11/05/2015	95691	770		WESTERN NEVADA SUP RED ELL-GAS	66409366	1	7401-430-62-46	SUPPLIES-GENERAL	81.16	81.16
Total 66409366:											
11/15	11/05/2015	95691	770		WESTERN NEVADA SUP TUBE-GAS	66415293	1	7401-430-62-46	SUPPLIES-GENERAL	172.45	172.45
Total 66415293:											
11/15	11/05/2015	95691	770		WESTERN NEVADA SUP TEFLON TAPE, PIPE SEALANT	66416388	1	7401-430-62-46	SUPPLIES-GENERAL	102.66	102.66
Total 66416388:											
11/15	11/05/2015	95691	770		WESTERN NEVADA SUP IRRIGATION SPRINKLERS	66421709	1	1000-452-20-46	SUPPLIES-GENERAL	297.99	297.99
Total 66421709:											
11/15	11/05/2015	95691	770		WESTERN NEVADA SUP TERRY TOWELS-GAS	66427152	1	7401-430-62-46	SUPPLIES-GENERAL	32.25	32.25
Total 66427152:											
11/15	11/05/2015	95691	770		WESTERN NEVADA SUP TUBES-GAS	CM66360812	1	7401-430-62-46	SUPPLIES-GENERAL	34.44	34.44
Total CM66360812:											
11/15	11/05/2015	95692	1198		WESTWOOD SANITATIO PORTABLE TOILET - GOLF COU	A46077	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A46077:											
										98.88	98.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
11/15	11/05/2015	95692	1198	WESTWOOD SANITATIO	PORTABLE TOILET - SKYLINE 0	A46084	1	1000-452-20-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A46084:											
11/15	11/05/2015	95692	1198	WESTWOOD SANITATIO	PORTABLE TOILET - GOLF COU	A46098	1	7530-451-52-44	RENT & LEASES EQUIP & VEHI	98.88	98.88
Total A46098:											
11/15	11/05/2015	95693	1288	WITTEK GOLF SUPPLY C	GOLF COURSE PENCILS	404954	1	7530-451-52-46	SUPPLIES-GENERAL	44.84	44.84
Total 404954:											
11/15	11/05/2015	95694	8073		REFUND GAS OVERPAYMENT	10126260111	1	9999-1001-001	CASH CLEARING - UTILITIES	132.88	132.88
Total 10126260111:											
11/15	11/05/2015	95695	6345		REFUND OFFICE SUPPLES AA	102915	1	1000-419-10-46	SUPPLIES-GENERAL	11.79	11.79
Total 102915:											
Grand Totals:										131,799.46	131,799.46

Report Criteria:  
 Report type: GL detail  
 Check Voided = False

## Report Criteria:

Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	7,619.39-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	1,695.00-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	3,074.91-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	2,761.04-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	153.96-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	79.56-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	98.54-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	887.21-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	885.37-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	1,018.65-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	987.92-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	551.12-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	534.48-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	15.00-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	5,022.06-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	1,314.03-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	2,317.48-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	7650-2203-1	32.00-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	1000-421-10-	4.04-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	1000-422-10-	2.00-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	1000-421-10-	59.80-
10/09/2015	CDPT	10/21/2015	435	P.E.R.S.	8	1000-422-10-	59.80-
10/23/2015	CDPT	10/28/2015	436	CITY OF SUSANVILLE PA	1	7650-2203-1	6,466.70-
10/23/2015	CDPT	10/28/2015	436	CITY OF SUSANVILLE PA	1	7650-2203-1	6,466.70-
10/23/2015	CDPT	10/28/2015	436	CITY OF SUSANVILLE PA	1	7650-2203-1	2,058.93-
10/23/2015	CDPT	10/28/2015	436	CITY OF SUSANVILLE PA	1	7650-2203-1	2,058.93-
10/23/2015	CDPT	10/28/2015	436	CITY OF SUSANVILLE PA	1	7650-2203-1	16,032.12-
10/23/2015	CDPT	10/28/2015	437	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,703.87-
10/23/2015	CDPT	10/28/2015	438	EMPLOYMENT DEV DEP	7	7650-2203-1	1,208.23-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	6,725.32-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	1,707.38-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	3,088.00-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	2,123.30-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	153.96-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	79.56-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	98.54-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	857.33-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	855.53-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	1,019.61-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	988.85-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	332.11-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	322.09-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	15.00-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	4,425.24-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	1,004.18-
10/23/2015	CDPT	10/28/2015	439	P.E.R.S.	8	7650-2203-1	2,329.86-
10/23/2015	CDPT	10/28/2015	95562		40	7650-2203-0	348.46-
10/23/2015	CDPT	10/28/2015	95563	CA STATE DISBURSEME	35	7650-2203-0	155.07-
10/23/2015	CDPT	10/28/2015	95564	CA STATE DISBURSEME	36	7650-2203-0	103.84-
10/23/2015	CDPT	10/28/2015	95565	CA STATE DISBURSEME	37	7650-2203-0	69.23-
10/23/2015	CDPT	10/28/2015	95566	NATIONWIDE RETIREME	5	7650-2203-0	695.00-
10/23/2015	CDPT	10/28/2015	95567	VALIC	4	7650-2203-0	1,988.78-
10/23/2015	CDPT	10/28/2015	95568	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
Grand Totals:			<u>53</u>				<u>97,717.08-</u>

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Report Criteria:  
Transmittal checks included

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

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Monthly Finance Reports

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

**SUMMARY:** Attached for the Council's review is the cash and investment report and the summary report of revenues, expenditures and projected fund balances for the months of October 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



Unaudited  
October

Fund #	Fund Title	Unaudited			Unaudited Fund Balance 10/31/15
		6/30/15 Fund Balance	YTD Revenue	YTD Expenditures	
100X	General Fund	2,601,766	981,824	2,103,342	1,480,247
2002	State COPS	44,850	(6)	34,587	10,257
2006	Snow Removal	121,708	(46)	3,895	117,767
2007	Streets	449,962	160,182	360,539	249,606
2010	Street Mitigation	118,267	18,410	0	136,677
2011	Police Mitigation	36,419	23,852	0	60,271
2012	Fire Mitigation	84,547	21,614	0	106,161
2013	Park Dedication	170,284	(35)	13	170,236
2014	State of CA - Prop 30/AB 109	38,725	20,562	8,224	51,063
2016	State Comm. Dev. Rev. FD	1,052,098	16,415	802	1,067,711
2017	State Economic Rev. FD	435,846	9,188	0	445,034
2018	Home Revolving Fund	829,090	293	0	829,383
2030	Traffic Safety	72,413	636	3,562	69,487
2035	Traffic Signals Fund	96,304	(38)	0	96,266
2037	Skyline Bicycle Lane	7,503	(3)	0	7,500
3015	City Hall Parking Lot	13,848	0	0	13,848
4001	Miller Fletcher	711,574	(6)	2,368	709,199
4003	City Hall Debt Service	52,239	45,552	69,345	28,446
4004	2013 CalPERS Refunding Loan	359,210	145,684	0	504,894
4005	Community Pool Debt Service	0	1,200,000	1,145,264	54,736
711X	Water Funds	2,631,742	722,448	1,037,597	2,316,593
7201	Airport	2,324,034	75,297	92,320	2,307,011
7301	Geothermal	563,433	28,597	17,239	574,791
740X	Natural Gas	(541,539)	410,841	1,153,571	(1,284,269)
7530	Golf Course	2,448,312	186,838	174,325	2,460,826
7610	OPEB	(85,064)	14,880	0	(70,184)
7620	PW Admin/Engineering	1,696	84,150	42,468	43,378
7630	Risk Management	273,723	197,777	401,029	70,471
8402	LAFCO	34,100	32,405	15,612	50,893
8404	Air Pollution	371,295	65,392	78,040	358,647
8405	Air Pollution - Carl Moyer	302,530	179,913	144,842	337,601
<b>TOTALS</b>		<b>15,620,913</b>	<b>4,642,616</b>	<b>6,888,983</b>	<b>13,374,547</b>

## POOLED CASH & INVESTMENTS

October 31, 2015

POOLED CASH FUND	
Bank of America - Checking	275,270
LAIF	13,066,977
Total Cash & Investments	<u>13,342,246</u>

### Pooled Cash Allocation:

General	683,307
General Fund Restricted	955,489
Special Revenue	1,828,105
Capital Projects	(134,221)
Debt Service	620,625
Enterprise:	
Airport	267
Geothermal	317,366
Golf Course	(16,418)
Natural Gas	3,926,271
Water	4,235,087
Internal Service	169,368
Trust & Agency	756,999
Total Cash & Inv. Allocations	<u>13,342,246</u>

## CASH WITH FISCAL AGENTS

October 31, 2015

General	
Special Revenue	
Capital Projects	
Debt Service	285,105
Enterprise	2,446,654
Internal Service	
Trust & Agency	
Total Cash with Fiscal Agents	<u>2,731,759</u>
GRAND TOTAL	<u>16,074,005</u>

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 OCTOBER 31, 2015

COMBINED ACCOUNTS

9999-1011-001	B OF A # 08038-80200	275,269.56
9999-1030-001	LAIF	13,066,976.73
		<u>13,342,246.29</u>
	TOTAL COMBINED CASH AND INVESTMENTS	13,342,246.29
9999-1000-000	CLAIM ON CASH	( 13,342,246.29)
		<u>.00</u>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

RESTRICTED FUNDS

1001	ALLOCATION TO GF-DEPOSITS PAYABLE	130,389.84
1002	ALLOCATION TO GF-ECONOMIC DEVELOPMENT	3,427.57
1004	ALLOCATION TO GF-PANCERA	18,189.21
1005	ALLOCATION TO GF-RESERVE ACCOUNT	803,482.07
2002	ALLOCATION TO STATE COPS	10,256.64
2006	ALLOCATION TO SNOW REMOVAL	116,282.88
2007	ALLOCATION TO STREETS & HIGHWAYS	158,376.85
2010	ALLOCATION TO STREET MITIGATION	136,676.70
2011	ALLOCATION TO POLICE MITIGATION	60,270.93
2012	ALLOCATION TO FIRE MITIGATION	106,161.04
2013	ALLOCATION TO PARK DEDICATION FUND	170,236.42
2014	ALLOCATION TO STATE OF CA - PROP 30/AB 109	51,063.00
2016	ALLOCATION TO CDBG REVOLVING LOAN FUND	305,883.00
2017	ALLOCATION TO STATE ECONOMIC REV FD	266,397.99
2018	ALLOCATION TO HOME REVOLVING FUND	273,245.87
2030	ALLOCATION TO TRAFFIC SAFETY	69,488.69
2035	ALLOCATION TO TRAFFIC SIGNALS FUND	96,265.99
2037	ALLOCATION TO SKYLINE BICYCLE LANE	7,499.20
3019	ALLOCATION TO STIP REHABILITATION PROJECT	( 148,069.01)
4001	ALLOCATION TO MARK ROOS SERIES B/92	32,729.89
4003	ALLOCATION TO CITY HALL	28,445.61
4004	ALLOCATION TO 2013 CALPERS REFUNDING LOAN	504,893.90
4005	ALLOCATION TO COMMUNITY POOL DEBT SERVICE	54,556.00
7111	ALLOCATION TO WATER RATE STABILIZATION FUND	3,000,000.00
7114	ALLOCATION TO WATER CAPITAL IMPROVEMENTS	1,106,520.11
7402	ALLOCATION TO NATURAL GAS STABILIZATION FUND	1,807,075.00
7610	ALLOCATION TO OPEB	29,123.00
7630	ALLOCATION TO RISK MANAGEMENT FUND	67,697.48
7650	ALLOCATION TO PAYROLL	12,814.50
8401	ALLOCATION TO HUSA BUSINESS IMPROVE DIST	10,446.33
8402	ALLOCATION TO LAFCO	50,892.05
8403	ALLOCATION TO SEC 125 AFLAC	1,500.52
8404	ALLOCATION TO AIR POLLUTION	356,559.11
8405	ALLOCATION TO AIR POLLUTION-CARL MOYER	337,601.29
		<u>10,036,379.67</u>
	ALLOCATIONS TO RESTRICTED FUNDS	<u>10,036,379.67</u>

UNRESTRICTED FUNDS

CITY OF SUSANVILLE  
 COMBINED CASH AND INVESTMENTS  
 OCTOBER 31, 2015

1000	ALLOCATION TO GENERAL FUND	620,734.36
1006	ALLOCATION TO POLICE BUILDING MAINT/EQUIP	21,162.97
1007	ALLOCATION TO FIRE BUILDING MAINT/EQUIP FUND	20,447.12
1008	ALLOCATION TO ADMIN SVCS BUILDING/EQUIP FUND	20,962.93
3015	ALLOCATION TO CITY HALL PARKING LOT PROJECT	13,847.97
7110	ALLOCATION TO WATER SYSTEM	122,370.76
7112	ALLOCATION TO JOHNSTONVILLE WATER SYSTEM	6,195.73
7201	ALLOCATION TO AIRPORT	266.89
7301	ALLOCATION TO GEOTHERMAL UTILITY	317,366.32
7401	ALLOCATION TO NATURAL GAS	2,119,196.05
7530	ALLOCATION TO GOLF COURSE	( 16,417.90)
7620	ALLOCATION TO PW ADMIN & ENGINEERING FUND	59,733.42
		3,305,866.62
	ALLOCATIONS TO UNRESTRICTED FUNDS	3,305,866.62
		13,342,246.29
	TOTAL ALLOCATIONS TO OTHER FUNDS	13,342,246.29
	ALLOCATION FROM COMBINED CASH FUND - 9999-1000-000	( 13,342,246.29)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	P Disbursement	Receipts	Balance
				\$423,488.85
10/1/2015		-\$104,345.43		\$319,143.42
10/1/2015		-\$3,791.41		\$315,352.01
10/1/2015		-\$142,789.35		\$172,562.66
10/1/2015			\$13,347.54	\$185,910.20
10/1/2015			\$80.08	\$185,990.28
10/1/2015			\$411.14	\$186,401.42
10/1/2015			\$7.00	\$186,408.42
10/1/2015			\$7.00	\$186,415.42
10/1/2015			\$7.00	\$186,422.42
10/1/2015			\$7.00	\$186,429.42
10/1/2015			\$11.28	\$186,440.70
10/1/2015			\$360.11	\$186,800.81
10/1/2015		-\$11,800.50		\$175,000.31
10/1/2015		-\$10,004.31		\$164,996.00
10/1/2015			\$3,938.43	\$168,934.43
10/2/2015			\$41,082.01	\$210,016.44
10/2/2015			\$1,062.26	\$211,078.70
10/2/2015		-\$735.75		\$210,342.95
10/2/2015		-\$714.73		\$209,628.22
10/2/2015		-\$1,174.86		\$208,453.36
10/2/2015		-\$51.00		\$208,402.36
10/2/2015			\$1,865.06	\$210,267.42
10/2/2015			\$708.67	\$210,976.09
10/5/2015			\$65,086.27	\$276,062.36
10/5/2015			\$3,692.64	\$279,755.00
10/5/2015			\$149.02	\$279,904.02
10/6/2015			\$13,938.60	\$293,842.62
10/6/2015			\$834.47	\$294,677.09
10/6/2015			\$1,416.25	\$296,093.34
10/6/2015		-\$291.00		\$295,802.34
10/6/2015			\$2,689.43	\$298,491.77
10/6/2015			\$1,077.48	\$299,569.25
10/7/2015			\$15,170.95	\$314,740.20
10/7/2015			\$627.91	\$315,368.11
10/7/2015			\$4,778.96	\$320,147.07
10/7/2015			\$697.15	\$320,844.22
10/8/2015		-\$144,343.38		\$176,500.84
10/8/2015			\$21,699.22	\$198,200.06
10/8/2015			\$308.63	\$198,508.69
10/8/2015			\$2,627.32	\$201,136.01
10/8/2015			\$328.00	\$201,464.01
10/9/2015		-\$244.72		\$201,219.29
10/9/2015			\$34,026.45	\$235,245.74
10/9/2015			\$2,711.33	\$237,957.07
10/9/2015			\$419.14	\$238,376.21
10/13/2015			\$56,851.55	\$295,227.76
10/13/2015			\$1,848.29	\$297,076.05
10/14/2015			\$18,586.44	\$315,662.49
10/14/2015			\$437.94	\$316,100.43
10/14/2015			\$204.58	\$316,305.01
10/14/2015			\$9.14	\$316,314.15
10/14/2015			\$217.71	\$316,531.86
10/14/2015		-\$20.00		\$316,511.86
10/14/2015			\$3,010.28	\$319,522.14
10/15/2015			\$10,149.76	\$329,671.90
10/15/2015			\$1,564.64	\$331,236.54
10/15/2015		-\$110,657.26		\$220,579.28
10/15/2015		-\$3,504.83		\$217,074.45
10/15/2015		-\$38,158.89		\$178,915.56
10/15/2015		-\$5,686.09		\$173,229.47
10/15/2015		-\$1,338.72		\$171,890.75
10/15/2015		-\$29,173.36		\$142,717.39
10/15/2015		-\$9,734.96		\$132,982.43
10/15/2015		-\$70,460.00		\$62,522.43
10/16/2015			\$11,798.50	\$74,320.93
10/16/2015			\$156.75	\$74,477.68
10/16/2015			\$302.98	\$74,780.66
10/16/2015			\$31.93	\$74,812.59
10/16/2015			\$19,653.00	\$94,465.59
10/16/2015		-\$1,261.13		\$93,204.46

# RECEIPTS AND DISBURSEMENTS REPORT

Date	Dep Date	P Disbursement	Receipts	Balance
10/16/2015		-\$4,183.47		\$89,020.99
10/16/2015		-\$1,103.76		\$87,917.23
10/16/2015			\$1,852.24	\$89,769.47
10/19/2015			\$25,070.48	\$114,839.95
10/19/2015			\$350,000.00	\$464,839.95
10/19/2015			\$260.26	\$465,100.21
10/19/2015		-\$135.52		\$464,964.69
10/19/2015			\$3,196.66	\$468,161.35
10/19/2015		-\$10,658.42		\$457,502.93
10/19/2015		-\$2,412.50		\$455,090.43
10/20/2015		-\$351,075.90		\$104,014.53
10/20/2015			\$12,214.96	\$116,229.49
10/20/2015			\$204.84	\$116,434.33
10/20/2015		-\$1,100.00		\$115,334.33
10/20/2015			\$1,781.19	\$117,115.52
10/20/2015		-\$16.25		\$117,099.27
10/21/2015			\$26,621.28	\$143,720.55
10/21/2015			\$119.51	\$143,840.06
10/21/2015			\$93,500.00	\$237,340.06
10/21/2015			\$2,359.99	\$239,700.05
10/22/2015		-\$87,349.10		\$152,350.95
10/22/2015			\$10,069.94	\$162,420.89
10/22/2015			\$9,144.00	\$171,564.89
10/22/2015		-\$23,974.65		\$147,590.24
10/22/2015			\$932.33	\$148,522.57
10/22/2015			\$3,824.41	\$152,346.98
10/23/2015			\$9,393.16	\$161,740.14
10/23/2015			\$230.06	\$161,970.20
10/23/2015			\$350.00	\$162,320.20
10/23/2015		-\$8.00		\$162,312.20
10/23/2015		-\$930.00		\$161,382.20
10/23/2015		-\$60.00		\$161,322.20
10/23/2015			\$2,094.33	\$163,416.53
10/23/2015			\$254.31	\$163,670.84
10/26/2015			\$32,356.49	\$196,027.33
10/26/2015			\$291.14	\$196,318.47
10/26/2015			\$2,392.23	\$198,710.70
10/27/2015			\$7,061.04	\$205,771.74
10/27/2015			\$2,514.81	\$208,286.55
10/27/2015			\$2,195.41	\$210,481.96
10/27/2015			\$353.95	\$210,835.91
10/27/2015		-\$2,993.00		\$207,842.91
10/28/2015			\$11,808.09	\$219,651.00
10/28/2015		-\$88,615.40		\$131,035.60
10/28/2015			\$930.00	\$131,965.60
10/28/2015			\$100,000.00	\$231,965.60
10/28/2015			\$382.31	\$232,347.91
10/28/2015			\$70.96	\$232,418.87
10/28/2015			\$86.50	\$232,505.37
10/28/2015		-\$102,107.13		\$130,398.24
10/28/2015		-\$3,302.13		\$127,096.11
10/28/2015		-\$33,083.38		\$94,012.73
10/28/2015		-\$4,703.87		\$89,308.86
10/28/2015		-\$1,208.23		\$88,100.63
10/28/2015		-\$26,125.86		\$61,974.77
10/28/2015		-\$3,422.38		\$58,552.39
10/28/2015			\$2,470.67	\$61,023.06
10/29/2015		-\$2,180.00		\$58,843.06
10/29/2015			\$13,960.00	\$72,803.06
10/29/2015			\$41.35	\$72,844.41
10/29/2015		-\$20.00		\$72,824.41
10/29/2015			\$4,045.73	\$76,870.14
10/29/2015			\$184.00	\$77,054.14
10/30/2015			\$109,033.75	\$186,087.89
10/30/2015			\$299.04	\$186,386.93
10/30/2015			\$30,760.51	\$217,147.44
10/30/2015		-\$803.20		\$216,344.24
10/30/2015		-\$287.21		\$216,057.03
10/30/2015		-\$0.02	\$59,057.06	\$275,114.07
10/30/2015			\$155.49	\$275,269.56

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

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

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Ordinance No. 15-1002 amending Title 17, Zoning, of the Susanville Municipal Code to add Chapter 17.104.140 prohibiting the cultivation of marijuana within the city limits: Waive first reading and introduce

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

**SUMMARY:** Based on direction from the City Council at the regular meeting held on May 6, 2015, staff prepared a draft ordinance adding section 17.104.140 to Title 17 Zoning of the Susanville Municipal Code which would prohibit the cultivation of medical marijuana within the incorporated limits of the City of Susanville. The proposal to prohibit cultivation of medical marijuana was considered by the Susanville Planning Commission at a noticed public hearing at their June 9, 2015 meeting. The City Council conducted a public hearing on August 5, 2015, considered the recommendations of the Commission as provided in Resolution No. 15-1026 as well as receiving comments from several members of the public. The City Council voted to table consideration of the item until the first meeting of November. The public hearing scheduled for November 4, 2015 was continued to November 18, 2015. The amendment adding Chapter 17.104.140 to the Susanville Municipal Code would not prohibit the use of marijuana for medical purposes in accordance with the Compassionate Use Act (California Health and Safety Code Section 11362.5) and the Medical Marijuana Program Act (California Health and Safety Code Section 11362.7 et seq.).

**FISCAL IMPACT:** None

**ACTION REQUESTED:** Motion to waive first reading and introduce Ordinance No. 15-1002 adding Section 17.104.140 of the Susanville Municipal Code prohibiting the cultivation of medical marijuana or provide direction to staff.

**ATTACHMENTS:** Ordinance No. 15-1002

**ORDINANCE NO. 15-1002**  
**AN ORDINANCE OF THE CITY OF SUSANVILLE ENACTING SECTION**  
**17.104.140 OF THE CITY OF SUSANVILLE MUNICIPAL CODE PROHIBITING**  
**THE CULTIVATION OF MEDICAL MARIJUANA WITHIN THE CITY LIMITS**

**WHEREAS**, the City Council hereby finds that this ordinance is not subject to review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15061, subdivision (b)(3) (there is no possibility that prohibiting the activity in question may have a significant effect on the environment), and the City Administrator is hereby directed to cause that a Notice of Exemption is filed upon the passage of the ordinance; and

**WHEREAS**, the Planning Commission conducted a public hearing and considered a range of regulations including a prohibition on the cultivation of medical marijuana within the city limits; and

**WHEREAS**, the proposed ordinance is found to be consistent with the City of Susanville General Plan as it supports and implements adopted goals to maintain the present quality of life, promote orderly and harmonious development and surroundings, protect and improve the well-being of the community including residents and visitors, maintain the health and safety of the community, prevent the loss of life and property due to fire and crime and supports and implements adopted policies which promote compatibility between land uses through a variety of means to address sources of incompatibility; and

**WHEREAS**, following public notice as required by law, the City Council has conducted a public hearing on this matter.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUSANVILLE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Authority. Section 17.104.140 "Cultivation of Marijuana" is hereby added to Title 17 of the Susanville Municipal Code pursuant to the authority granted to cities by state law including, without limitation, California Constitution, Article 11, section 7.

Section 2. Purpose and Findings.

The City Council for the City of Susanville hereby finds and declares the following:

1. In 1996, the voters of the State of California approved Proposition 215 (codified as California Health and Safety Code section 11362.5, and entitled "The Compassionate Use Act of 1996").

2. In 2003, the Legislature enacted Senate Bill 420 (codified as California Health and Safety Code section 11362.7, et seq.) to clarify the scope of Proposition 215, and to provide qualifying patients and primary caregivers who collectively or cooperatively cultivate marijuana for medical purposes with a limited defense to certain specified state criminal statutes.



3. California Health and Safety Code section 11362.83 expressly allows cities and counties to adopt and enforce ordinances that are consistent with Senate Bill 420. Recent case law, including *Maral v. City of Live Oak*, 221 Cal.App.4th 975 (2013), has confirmed the City's legal authority to prohibit cultivation of medical marijuana within its borders.

4. Marijuana remains illegal to use, possess, or sell under federal law; specifically, it is a Schedule I drug prohibited under the federal Controlled Substances Act, 21 U.S.C. § 812(c).

5. The act of cultivating marijuana significantly impacts the health, safety, and welfare of both the individual and the people of the City of Susanville at-large and can cause adverse secondary effects, including, but not limited to, increased crime in the vicinity of marijuana cultivations. Marijuana cultivation can also lead to fires, expose minors to marijuana, negatively impact neighborhoods, damage buildings, require dangerous electrical alterations and use, and create the nuisance of strong and noxious odors. The City Council is concerned that cultivating medical marijuana in the City will result in an increase in crime and other negative secondary effects.

6. Pursuant to the City of Susanville police powers authorized in Article XI, Section 7 of California Constitution, as well as under the City of Susanville Municipal Code, the City has the power to regulate permissible land uses throughout the City and to enact regulations for the preservation of public health, safety and welfare of its residents and community. And, pursuant to Government Code 38771 the City also has the power through a City Council to declare actions and activities that constitute a public nuisance.

Section 3. Enactment. Section 17.104.140 of the City of Susanville Municipal Code is enacted to read as follows:

#### **SECTION 17.104.140**

##### **A Applicability**

1. Nothing in this Section is intended, nor shall be construed, to burden any defense to criminal prosecution under the CUA.
2. All cultivation of medical marijuana within the City shall be subject to the provisions of this Section.
3. Any medical marijuana cultivation that legally occurred prior to the effective date of this ordinance does not have nonconforming rights provided in Chapter 17.108.

##### **B. Definitions**

Unless specifically defined below, words or phrases used in this Section shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

1. "Cultivate" or "Cultivation" means the planting, growing, harvesting, drying, or processing of one or more marijuana plants or any part thereof in any location, indoor or outdoor, including within an allowable structure.
2. "Marijuana" has the same definition as set forth in California Health and Safety Code Section 11018.
3. "Medical Marijuana" means marijuana used for medical purposes in accordance with the Compassionate Use Act (California Health and Safety Code Section 11362.5) and the Medical Marijuana Program Act (California Health and Safety Code Section 11362.7 et seq.).

**C. Prohibition of Medical Marijuana Cultivation**

No person may engage in the cultivation of medical marijuana in the City of Susanville. It is hereby declared to be unlawful and a public nuisance for any person or persons owning, leasing, occupying, or having charge or possession of any legal parcel or premises within any zoning district in the City to cultivate medical marijuana or to permit the cultivation of medical marijuana on property under their control.

**D. Enforcement.**

1. In the case of a continuing violation, each day's violation shall be deemed a separate violation.
2. Upon written notice, any violation of this section shall be abated within thirty-six (36) hours.
3. Violations of this section are declared to be public nuisances and may be abated in accordance with the procedures and remedies specified in Chapter 8.36 and 8.40 of this code.
4. Any person who violates any provision of this section is also guilty of an infraction[MWS1] subject to enforcement pursuant to Chapter 1.12 of this code.  
[MWS2]
5. In addition to any other remedies provided by law, the city council or its authorized representative acting for and on behalf of the council may institute injunction, mandamus, abatement, or any other appropriate civil proceedings to prevent or temporarily or permanently enjoin or abate the violation of any provisions of this section.
6. Whenever a judicial action or proceeding is brought to abate or enjoin any violation of this section, the City may recover in that action or proceeding all costs and expenses incurred in detecting, investigating, abating and prosecuting the violation.

**E. Remedies Cumulative**

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

Section 4. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this chapter and the ordinance to which it is a part, or any part thereof is held for any reason to be unconstitutional, invalid, or ineffective by any court of competent jurisdiction, the remaining section, subsections, paragraphs, sentences, clauses, and phrases shall not be affected thereby. The City Council hereby declares that it would have adopted this chapter and the ordinance to which it is a part regardless of the fact that one or more sections, subsections, paragraphs, sentences, clauses, or phrases may be determined to be unconstitutional, invalid, or ineffective.

Section 5. Effective Date. This ordinance shall become effective thirty (30) days from the date of its passage.

Section 6. Publication After Adoption. Within fifteen (15) days of its passage, this ordinance shall be published once in the Lassen County Times, a newspaper of general circulation within the City. In lieu of publication of the full text of the ordinance within fifteen (15) days after its passage, a summary of the ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the City Council and a certified copy shall be posted in the office of the City Clerk, pursuant to Government Code section 36933(c)(1).

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

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

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

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney

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

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

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

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

**SUMMARY:** As part of the agreement between the City of Susanville and those currently owning hangars at the Susanville Municipal Airport, the City has first right of refusal when a current owner decides to sell his/her hangar. At this time, Steve Datema, owner of Hangar #18, submitted an official notice of intent to sell said hangar for the price of \$35,000.

**FISCAL IMPACT:** \$35,000 if purchased by the City.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Official intent to sell from Steve Datema.

10/31/2015

City of Susanville

66 N. Lassen St

Susanville , Ca. 96130

To whom It May Concern:

I have been offered the sum of \$35,000.00 for Hangar # 18 at the Susanville Airport. According to my lease, the City of Susanville has right of first refusal in the purchase of said hangar. Please consider this letter your notice. I will be waiting for your reply.

Respectfully,

A handwritten signature in black ink, appearing to read 'S. Datema', written in a cursive style.

Steven K. Datema

Reviewed by:  City Administrator  
 City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 15-5233** Approving and authorizing the City Administrator to enter into a lease for 15 new golf carts for Diamond Mountain Golf Course

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

**SUMMARY:** The City has entered into two separate leases with Yamaha Golf Carts for a total of 30 golf carts used at the Diamond Mountain Golf Course. The first 15 carts were leased for 3 years in 2011 and in 2014, when the lease expired, the City entered into a new 5 year lease with Yamaha for 15, 2014 models. The second 3 year lease of 15 carts was entered into in 2012 and expires this month. Staff has been working with Brian Jones of Yamaha Cart Leasing to review leasing prices for 15 new golf carts.

As outlined in the attached proposal, the price for leasing 2015 models is as follows:

5 year - \$115.44 or \$10,389.60 annually for 15 carts.

The cost per cart for the current lease that is set to expire is \$144.00, or \$12,960.00 annually, for 15 carts.

Lease payments are made for 6 months (May-October) and staff is recommending leasing the 15, 2015 model carts for a 5 year lease. This would provide a \$2,570 annual savings in the golf course budget.

**FISCAL IMPACT:** Annual lease cost of \$10,389.60 for 15 model 2015 Yamaha Golf Carts for 5 year resulting in an annual savings of \$2,570.

**ACTION**

**REQUESTED:** Motion to approve **Resolution No. 15-5233**, Approving and authorizing the City Administrator to enter into a lease agreement for a 5 year lease on 15 new 2015 model golf carts.

**ATTACHMENTS:** **Resolution No. 15-5233**  
Lease Proposal and Agreement for 15, 2015 models

**RESOLUTION NO. 15-5233**  
**APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO ENTER**  
**INTO A LEASE AGREEMENT FOR 15 GOLF CARTS WITH YAMAHA GOLF**  
**CART COMPANY**

**WHEREAS**, the City of Susanville is operating Diamond Mountain Golf Course; and

**WHEREAS**, the City of Susanville has the need for golf carts in the day-to-day operations of the Golf Course; and

**WHEREAS**, the City of Susanville has a lease for 15 carts that will expire in November 2015;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville authorizes the City Administrator to execute a lease agreement (5 Years) for 15 new golf carts with YAMAHA as attached hereto:

Dated: November 18, 2015

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

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

The foregoing Resolution No. 15-5233 was adopted at a regular meeting of the City Council of the City of Susanville held on the 18th day of November, 2015 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Ryan, City Attorney



Expressly Prepared For:

*Debbie Savage  
& City of Susanville*



Diamond Mountain Golf Course

Proudly Presented By:

**Brian Jones**  
District Sales Manager  
Yamaha Golf-Car Company







Diamond Mountain Golf Course  
Attn: Debbie Savage

Dear Ms. Savage,

The Yamaha Golf Car Company is thrilled to have the opportunity to retain the golf car fleet business of Diamond Mountain Golf Course. As a Top-10 Most recognized brand-name in the World, Yamaha prides itself on providing superior engineering and efficiency in its vehicles, and more importantly, as you have experienced, also takes great pride in providing industry-leading Fleet Service after the product is delivered and in-use.

A key theme I want to convey in this proposal is how committed Yamaha is to Diamond Mountain Golf Course and how appreciative we are for your continued loyalty and support. We understand you have other options for your golf car fleet and therefore take the retention of your business very seriously.

I am confident you will be very pleased with the Fleet rollover deal we are proposing in the following pages. Please know that my Regional Manager, Greg Robison, the upper management of Yamaha and I are committed to continuing to be your golf car fleet Partner for many years to come.

It is important to me that you know you and your facility are a part of a groundswell movement where Yamaha Golf Cars are on the sharp ascent to the top of the Golf Car Industry. Overall, since the launch of 'The Drive' model golf car in late 2006, Yamaha has gained more than 10% market-share in the United States and we are continuing to convert an impressive number of competitive accounts in 2015.

- Industry-Leading Factory Direct Fleet Service.
- Classy Body Styling & Premium Accessories.
- Engineering Design that places Golfer Comfort and Functionality at a Premium, with a 20% Larger Seat, Larger Sweater Basket and Bagwell area, and the 'ever-popular' Automotive-Style Dash.
- Lowest-Maintenance Golf Car in the Industry: Greaseless Chassis, Fully-Independent Automotive Suspension versus antiquated leaf-spring coil-over suspension design, and efficient engineering of major components, making mechanical work and regular maintenance seamless.

**As you have experienced and mentioned several times, we strongly feel that service after the sale is the single most important component of a golf car fleet relationship.** We are thrilled with the job Classic Golf Car, Inc has been doing.

In conclusion, I want to express how appreciative we are of this opportunity to maintain your business and how confident I am that your needs and expectations will continue to be met and far exceeded with the Industry-leading Service that has made Yamaha the reputable brand we are today. With the evolution of our golf car, competitiveness of our Proposal, and reliability of our Factory-Direct Service, I firmly believe the Yamaha Golf Car has never been positioned better to maintain your business and successfully service our fleet at Diamond Mountain Golf Course.

Kindest Regards,

*Brian Jones*

Brian Jones  
District Sales Manager  
Yamaha Golf-Car Company



**EQUIPMENT & PROPOSAL AGREEMENT:**

**Fifteen (15) 2015 Yamaha 'THE DRIVE' DC Electric Golf Car – Glacier Color**

- *Number Decals*
- *ClimaGuard Sun-Top w/ Gutter System*
- *Hinged Windshield,*
- *Wheel Covers*
- *Information Holder*
- *Trojan Battery Watering System*
- *Two Sand & Seed Bottles*
- *Delivery & Set-Up*

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**PROPOSAL AGREEMENT:**

This Proposal is valid for 30 days, does not include any applicable taxes and is subject to the credit approval of Yamaha Commercial Customer Finance. This Proposal constitutes the entire understanding and agreement among the parties hereto relative to the subject matter hereof and supersedes all prior agreements and understandings between the parties, whether oral or in writing. Either party has made no representations or promises to the other with respect to the subject matter of this agreement, except as set forth in this agreement.

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**I have read & agree to the above details set forth in the Equipment & Proposal Agreement \_\_\_\_\_ (Initial)**



**TERMS & PROPOSAL DETAILS:**

**Option 1 - 60-MONTH DC ELECTRIC GOLF-CAR LEASE W/ SEASONAL PAYMENTS:**

1. \$115.44 Per Car / Per Month (PCPM) = 30 Payments of \$1,731.60 (Payments Made May - October)
2. Delivery tentatively proposed for November / December 2015.
3. Last Payment on current Lease proposed October 15<sup>th</sup>, 2015
4. First Payment on new Lease proposed for May 15<sup>th</sup>, 2016.
5. Above Lease Pricing does not include any applicable property taxes.
6. Requires Approval from Upper Management

**EARLY-ROLL OPTION:**

Upon entering into the last year of the lease with Yamaha Commercial Customer Finance, if all terms and conditions of the lease have been satisfactorily met, Yamaha Golf-Car Company will grant customer option of rolling into a new fleet of Yamaha golf cars. The new agreement must be with Yamaha Commercial Customer Finance and will be subject to their credit approval. The new payment will be based upon current fleet condition, product pricing and interest rates at that time.

**TRADES:**

At the end of the Lease Term or time of Roll Out, all trades must be in normal operating condition at the time of the new car delivery. Any car not running or having any excess damage beyond normal wear and tear will be charged to the golf course.

**GOLF COURSE FLEET MAINTENANCE RESPONSIBILITIES:**

Please see the enclosed statement of Warranty for the fleet of cars proposed for Diamond Mountain Golf Course. Please maintain 19 PSI of Air Pressure in tires, utilize the Trojan Single-Point Watering System to maintain water level in batteries, keep battery posts clean and tight and free of corrosion, and charge cars in 'Tow' Position. Please keep in mind that failing to perform routine golf car fleet maintenance could void warranty coverage on resulting damage. Your cooperation with this is greatly appreciated.

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Diamond Mountain Golf Course Officer ~ Signature Diamond Mountain Golf Course Officer ~ Print

Accepted By: Brian Jones Brian Jones Date: 10/7/15  
 Yamaha District Sales Manager ~ Signature Yamaha District Sales Manager ~ Print

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

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Accounts receivable write-off

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

**SUMMARY:** The Administrative Services Department is responsible for the collection of revenues that are owed to the City. When accounts become past due, the City follows certain procedures for the collection of these accounts such as sending delinquent letters, searching for new accounts in the utility billing system or performing a search using our current credit reporting agency resources. After all attempts have failed, staff brings a report to the City Council requesting approval to remove the uncollectible balances from our books and send them on to a collection agency.

Our collections agency has access to additional records and has been successful in recovering additional funds. They have also informed us that accounts received in the first 6-12 months have the highest potential for recovery. As delinquent accounts age, there are limitations placed on collection options. The City receives 66% of delinquencies collected and there is no additional fee charged for this service.

At this time we are requesting that the Council approve writing off \$18,620.22 in uncollected utility revenue for the period of October 2014 thru October 2015 and \$29,016.14 in uncollected General Fund accounts receivable revenue for the period of January 2011 thru June 2014.

**FISCAL IMPACT:** Write off \$47,636.36 in potential revenue with a portion to be later recovered through collections.

**ACTION REQUESTED:** Motion to approve the write-off of accounts receivable and send \$47,636.36 to collection.

**ATTACHMENTS:** Report of uncollectible amounts

10/28/2014				
ACCT #	TOTAL AMT.	WATER AMT.	GAS AMT.	ACTION TAKEN (u/e = utility exchange)
101.2300.01.05	\$178.51		\$178.51	New address found in u/e, no response
105.0170.00.07	\$499.31	\$238.07	\$261.24	Match found in u/e, but same address
104.3235.03.13	\$467.31		\$467.31	New address found in u/e, no response
105.0200.00.04	\$175.20	\$175.20		New address found in u/e, no response
104.0820.54.03	\$189.33		\$189.33	Match found in u/e, but same address
102.1185.00.15	\$323.62		\$189.39	Deceased
104.2185.00.01	\$110.65		\$110.65	Deceased
105.2540.00.12	\$113.84		\$113.84	Match found in u/e, but same address
103.2700.00.08	\$151.42		\$16.63	New address found in u/e, no response
102.2902.00.07	\$612.54		\$612.54	New address found in u/e, mail returned
104.2205.00.03	\$101.02		\$101.02	Match found in u/e, but same address
104.2205.01.06	\$311.72		\$311.72	Match found in u/e, but same address

12/4/2014				
104.2080.00.01	\$411.06	\$287.83	\$123.23	No match found in u/e
102.0317.25.01	\$405.72		\$405.72	New address found in u/e, mailed returned
101.0020.23.13	\$131.51		\$131.51	New address found in u/e, no response
102.2180.00.08	\$259.59	\$166.86	\$92.73	New address found in u/e, mailed returned
103.2410.17.08	\$100.09		\$100.09	New address found in u/e, mailed returned
103.0645.00.14	\$151.02	\$136.46	\$14.56	New address found in u/e, mailed returned
105.3190.34.00	\$119.88		\$122.08	New address found in u/e, mailed returned
103.1535.00.02	\$366.97	\$366.97		No match found in u/e
102.2950.00.16	\$523.01	\$359.33	\$163.68	New address found in u/e, no response

12/20/2014				
103.3429.00.01	\$120.00	\$115.44	\$4.56	Deceased
105.3124.00.16	\$109.40	\$77.01	\$32.39	New address found in u/e, no response

<b>3/16/2015</b>				
104.3870.00.24	\$470.42	\$175.38	\$295.04	Match found in u/e, but same address
104.0735.00.13	\$1,011.61	\$53.27	\$958.34	Match found in u/e, but same address
104.1745.00.04	\$311.49		\$311.49	Match found in u/e, but same address
102.1090.01.00	\$105.61	\$105.61		Match found in u/e, but same address
104.3952.00.11	\$357.17	\$5.07	\$352.10	No match found in u/e
104.1435.00.00	\$141.73	\$44.96	\$96.77	No match found in u/e
104.0820.63.02	\$166.53		\$166.53	Match found in u/e, but same address

<b>4/30/2015</b>				
104.1875.00.01	\$301.85	\$10.97	\$290.88	No match found in u/e
102.1145.00.21	\$703.64	\$80.36	\$623.28	Match found in u/e, but same address
105.3190.11.00	\$101.89	\$0.44	\$101.45	New address found in u/e, no response
103.2571.00.11	\$384.15		\$384.15	New address found in u/e, no response
101.0590.00.02	\$700.29	\$185.89	\$514.40	No match found in u/e

<b>5/22/2015</b>				
104.1270.00.00	\$315.21	\$99.59	\$215.62	No match found in u/e
102.1945.04.21	\$267.28		\$267.28	No match found in u/e
105.3210.00.17	\$232.38	\$36.20	\$196.18	New address found in u/e, no response
102.3795.00.00	\$189.27	\$98.56	\$90.71	No match found in u/e
104.3870.00.25	\$240.72	\$36.20	\$204.52	New address found in u/e, no response
105.0776.00.00	\$277.15		\$277.15	New address found in u/e, no response
103.2410.26.11	\$433.58		\$433.58	New address found in u/e, no response

<b>6/19/2015</b>				
104.3245.02.08	\$146.71		\$146.71	New address found in u/e, no response
104.0820.07.09	\$701.44		\$701.44	Deceased

7/17/2015			
104.0310.01.03	\$2,411.28		\$2,411.28 New address found in u/e, mailed returned
105.1979.00.01	\$229.62	\$54.01	Match found in u/e, same address
105.2575.00.22	\$250.37	\$250.37	Match found in u/e, same address
102.3330.00.12	\$207.01	\$103.26	New address found in u/e, mailed returned
102.2155.00.05	\$416.20	\$85.35	New address found in u/e, mailed returned

8/14/2015			
105.2030.00.18	\$664.64	\$97.93	New address found in u/e, no response
105.1165.00.12	\$198.19	\$198.19	Match found in u/e, but same address

9/23/2015			
104.3695.00.17	\$121.86	\$65.74	Deceased
101.2065.01.46	\$293.40		New address found in u/e, mailed returned
102.1705.00.03	\$113.87	\$32.20	New address found in u/e, mailed returned
103.0690.19.13	\$220.94		New address found in u/e, no response

**Total Utilities**                      \$18,620.22                      \$4,274.25                      \$14,348.17

## AR NO INFORMATION COMPLETE WRITE OFF

				Description
AR # 4077		\$530.89		Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR #4432		\$705.70		Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR# 4064		\$383.38		Fire Department billing. Lives out of state. No information to track down. Complete write off.
AR #4339		\$1,546.44		Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR # 4065		\$3,232.24		Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR # 4230		\$382.49		Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR#4215		\$3,094.64		Fire Department billing, Public Works billing. Non Susanville resident. No information to track down. Complete write off.
AR #4080		\$481.33		Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR # 4088		\$484.21		Fire Department billing. Non Susanville residents. No information to track down. Complete write off..



AR # 4334	\$574.54			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4093	\$683.38			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4335	\$974.54			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4181	\$600.00			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4368	\$282.94			Public Works billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4194	\$437.85			Fire Department billing. Non Susansville resident. Have ID on file to send to collections.
AR # 4108	\$244.80			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4229	\$382.49			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 3736	\$120.00			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.
AR # 4412	\$347.15			Fire Department Billing. Deceased. Complete write off.
AR # 4233	\$1,468.48			Fire Department billing. Non Susansville residents. No information to track down. Complete write off.

AR # 4212	\$415.48			Fire Department billing. Non Susanville residents. No information to track down. Complete write off.
AR # 4223	\$189.00			Police Department billing. Non Susanville resident. No information on file. Complete write off.
AR # 4191	\$424.68			Fire Department billing. Non Susanville residents. No information to track down. Complete write off.

Total

\$17,986.65

### AR READY FOR COLLECTIONS

AR # 4148	\$846.58			Fire Department billing. Non Susanville resident. Have ID on file to send to collections.
AR # 4180	\$1,505.44			Fire Department billing. Non Susanville resident. Have ID on file to send to collections.
AR #4182	\$731.41			Fire Department Billing. Police Department Billing. Have ID on File to send to collections.
AR # 4404	\$394.21			Fire Department billing. Non Susanville resident. Have ID on file to send to collections.
AR #4071	\$1,317.90			Police Department billing. Non Susanville residents. Have ID on file to send to collections
AR # 4062	\$607.54			Fire Department billing. Non Susanville residents. No information to track down. Complete write off.



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

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

**Submitted By:** Craig Sanders, City Planner

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Ordinance No. 15-1004** an ordinance of the City of Susanville adding Chapter 8.50 entitled "Very High Fire Hazard Severity Zone" to the Susanville Municipal Code

**PRESENTED BY:** Craig Sanders, City Planner

**BACKGROUND:** At the Council's September 16, 2015 meeting, staff presented Cal Fire's local Responsibility Area Very High Fire Hazard Severity Zone maps for the City of Susanville. The maps depict what Cal Fire has determined to be very high fire hazard zones within the incorporated City limits. The Council raised several questions regarding the maps and what the effects of adopting the map would be. At the October 21, 2015 meeting, the Council was provided information regarding the concerns, and directed staff to bring back an ordinance for consideration. The attached ordinance meets the criteria set forth in Government Code section 51175-51189 for designation, by ordinance, of very high fire hazard severity zones in the jurisdiction.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive the first and introduce Ordinance No. 15-1004 an ordinance of the City of Susanville adding Chapter 8.50 entitled "Very High Fire Hazard Severity Zone" to the Susanville Municipal Code

**ATTACHMENTS:** Ordinance No. 15-1004  
City of Susanville Very High Fire Hazard Severity Zone Map

**ORDINANCE NO. 15-1004**  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**ADDING CHAPTER 8.50 ENTITLED "VERY HIGH FIRE HAZARD SEVERITY**  
**ZONE" TO THE SUSANVILLE MUNICIPAL CODE**

The City Council of the City of Susanville finds as follows:

**WHEREAS**, the legislature has declared in Government Code Section 51175, Subdivision (a) that: (1) wildfires are extremely costly, not only to property owners and residents, but also to local agencies; (2) wildfires pose a serious threat to the preservation of the public peace, health, and safety; (3) wildfire fronts are not the only source of risk since embers or firebrands can travel far beyond the fire front and become a source of ignition to structures or fuels, (4) it is necessary that cities, counties, special districts, state agencies, and federal agencies work together to bring raging fires under control; and (5) that preventative measures are needed to ensure the preservation of the public peace, health, or safety; and

**WHEREAS**, the Legislature has declared in Government Code Section 51175, Subdivision (b), that the prevention of wildland fires is not a municipal affair, but is, instead, a matter of statewide concern; and

**WHEREAS**, pursuant to Government Code Section 51178, the California Director of Forestry and Fire Protection ("CALFIRE") has identified areas within the City of Susanville as "Very High Fire Hazard Severity Zones in LRA" ("VHFHSZ") as shown on a map prepared by CALFIRE dated November 17, 2008.

**NOW, THEREFORE**, the City Council of the City of Susanville does ordain as follows:

SECTION 1: Chapter 8.50 of the City of Susanville Municipal Code is hereby added to read in its entirety as follows:

8.50 Very High Fire Hazard Severity Zone.

8.50.010 Designation of area

The City of Susanville designates as a Very High Fire Hazard Severity Zones those areas recommended by the Director of the California Department of Forestry and Fire Protection and as shown on the map titled "Very High Fire Hazard Severity Zones in LRA – Susanville" dated November 17, 2008, and retained on file at the City of Susanville, 66 North Lassen Street, Susanville, CA.

8.50.020 Requirements for properties within the Very High Fire Hazard Severity Zone

Properties in the City of Susanville located within a Very High Fire Hazard Severity Zone shall be subject to and adhere to the applicable regulations contained in California Government Code Section 51175 et seq.

Section 2: This ordinance shall take effect 30 days from its adoption by a majority vote of the members of the City Council.

Section 3: The City Clerk shall cause this Ordinance to be published at least twice in *The Lassen County Times*, a newspaper of general circulation, published and circulated within the City.

Section 4: If any section, subsection, sentence, paragraph, clause, term, word or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional for any reason, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portion this Ordinance, it being expressly declared that this Ordinance and each section, subsection, clause and phrase hereof would have been prepared, proposed, adopted, approved and ratified irrespective of the fact that any one or more other sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

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

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

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

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM: \_\_\_\_\_  
Jessica Ryan, City Attorney

Reviewed by: JGH City Administrator  
       City Attorney

       Motion Only  
       Public Hearing  
       Resolution  
       Ordinance  
  X   Information

**Submitted By:** Jared G. Hancock, City Administrator

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Legislative Update: Medical Marijuana Regulation and Safety Act

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

**SUMMARY:** On October 9, 2015, the governor signed AB 266, AB 243, and SB 643, a three bill package referred to as the Medical Marijuana Regulation and Safety Act. The law creates a state licensing framework for the cultivation, sale and distribution of medical marijuana while still preserving local control. The language in the law requires cities to take affirmative action to clarify certain regulations including permissive zoning, mobile delivery and licensing of medical marijuana prior to March 1, 2016 or the state provisions will apply. Staff has attached a concise summary of the law including frequently asked questions and answers about the law.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** League of California Cities Medical Marijuana Regulation and Safety Act information

# MEDICAL MARIJUANA REGULATION AND SAFETY ACT<sup>1</sup>

## What Cities Need to Know About the New Law and Cultivation

### OVERVIEW

#### Here's what you need to know:

- **Local prohibition or regulation:** Cities may prohibit or regulate medical marijuana businesses within their jurisdictions. **Local authority remains intact under the new law.**
- **State license required:** All medical marijuana businesses – dispensary sales, delivery service, cultivation, transport or distribution – must have a State license<sup>2</sup>.
- **State license not enough:** A medical marijuana business in any city may only operate if it has permission from the State and permission from the city (“dual licensing”).
- **Enforcement:** Revocation of local permission to operate means a medical marijuana business must terminate operation because the new law requires dual licensing. Upon approval of the State, a city may enforce State law.
- **State law penalties for unlicensed activity:** There are civil penalties and criminal penalties for operating without a State license.

### CULTIVATION

#### Here's what you need to know:

If your city does **not** have a land use ordinance in place regulating or prohibiting the cultivation of marijuana, *either expressly or otherwise under the principles of permissive zoning*, or chooses not to administer a conditional permit program, then commencing **March 1, 2016**, the State Department of Food and Agriculture will be the sole licensing authority for medical marijuana cultivation applicants.

1 AB 266 (Bonta, Cooley, Jones-Sawyer, Lack, Wood); AB 243 (Wood); and SB 643 (McGuire). Effective 1/1/2016.

2 The Department of Consumer Affairs estimates it will begin issuing State licenses in January 2018. The Department of Food and Agriculture and the Department of Public Health also have licensing authority under the new law. Businesses operating in compliance with local ordinances will get priority in the State licensing application process.

October 27, 2015

### CULTIVATION

#### Here's what you need to do:

Determine if your city fits within City #1 or City #2 as described below:

- **City #1:** Municipal Code that does not expressly prohibit nor expressly regulate cultivation of medical marijuana and is not a “permissive zoning” code. **Need to take action.**  
**ACTION REQUIRED:** Adopt a land use ordinance regulating or prohibiting the cultivation of medical marijuana. The ordinance must be effective by February 28, 2016. The ordinance may be adopted as an “urgency ordinance,” or second reading must occur on or before January 29, 2016.
- **City #2:** Municipal Code that is a “permissive zoning” code and does not enumerate cultivation of medical marijuana as a permitted or conditional use. **Need to take action.**  
**ACTION REQUIRED:** (1) Check and confirm that your city’s zoning code is adopted and implemented under the principles of permissive zoning. If not, take action recommended for City #1. (2) If confirmed, adopt a resolution that includes the following provisions:
  - States that Health & Safety Code section 11362.777(b)(3) provides that the Department of Food and Agriculture may not issue a State license to cultivate medical marijuana within a city that prohibits cultivation under principles of permissive zoning;
  - Re-affirms and confirms that the Zoning Code is adopted and operates under the principles of permissive zoning;
  - States this means that cultivation of marijuana is not allowed within City #2 because it is not expressly permitted; and
  - Therefore, the State is not allowed to issue a license for the cultivation of medical marijuana within City #2.

Be sure to consult with your city attorney before taking any of the actions recommended in this document.





# MEDICAL MARIJUANA REGULATION AND SAFETY ACT<sup>1</sup>

## What Cities Need to Know About the New Law and Delivery Services

### OVERVIEW

#### Here's what you need to know:

- **Local prohibition or regulation:** Cities may prohibit or regulate medical marijuana businesses within their jurisdictions. **Local authority remains intact under the new law.**
- **State license required:** All medical marijuana businesses – dispensary sales, delivery service, cultivation, or transport – must have a State license<sup>2</sup>.
- **State license not enough:** A medical marijuana business in any city may only operate if it has permission from the State **and** permission from the city (“dual licensing”).
- **Enforcement:** Revocation of local permission to operate means a medical marijuana business must terminate operation because the new law requires dual licensing. Upon approval of the State, a city may enforce State law.
- **State law penalties for unlicensed activity:** There are civil penalties and criminal penalties for operating without a State license.

### DELIVERY

#### Here's what you need to know:

If a city does not expressly prohibit the delivery of medical marijuana within its jurisdiction, delivery will be allowed (with a State dispensary license). This means that if your city wishes to prohibit the delivery of medical marijuana within its jurisdiction, the city must adopt an ordinance expressly prohibiting delivery services and mobile dispensaries.

### DELIVERY

#### Here's what you need to do:

- Determine whether your city currently bans delivery services for medical marijuana.
- If you have a ban, determine whether it is an express ban, or a ban enacted via permissive zoning (i.e., it is not listed in your zoning or other codes as a permitted activity within the city limits).
- If you have an express ban specifically identifying marijuana deliveries as a prohibited activity, you do not need to take further action.
- If you wish to prohibit delivery services but do not have an express ban, **you need to take further action.**

**ACTION REQUIRED:** Adopt an ordinance expressly banning deliveries within your jurisdiction. If you do not adopt an express ban ordinance before the State begins issuing any State licenses, a State-licensed dispensary will be able to deliver medical marijuana within your jurisdiction. You may adopt an ordinance expressly banning deliveries after the State begins to issue licenses. However, it may be difficult to terminate the State licensee's deliveries at that time. Therefore, best practice is for an ordinance to be in place before the State begins issuing State licenses. The State currently estimates that it will begin issuing dispensary licenses in January 2018, but that could certainly happen sooner.

- A ban enacted via permissive zoning is not an express ban.

Be sure to consult with your city attorney before taking any of the actions recommended in this document.

<sup>1</sup> AB 266 (Bonta, Cooley, Jones-Sawyer, Lack, Wood); AB 243 (Wood); and SB 643 (McGuire). Effective 1/1/2016.

<sup>2</sup> The Department of Consumer Affairs estimates it will begin issuing State licenses in January 2018. The Department of Food and Agriculture and the Department of Public Health also have licensing authority under the new law. Businesses operating in compliance with local ordinances will get priority in the State licensing application process.

## Frequently Asked Questions (FAQs)

### Medical Marijuana Regulation and Safety Act<sup>1</sup>

#### Topic #1: Cultivation

*The State will be the sole licensing authority for the commercial cultivation of medical marijuana unless a city adopts land use regulations or ordinances regulating or prohibiting the cultivation of marijuana -- either expressly or otherwise under the principles of permissive zoning -- prior to **March 1, 2016.***<sup>2</sup>

1. **Question:** If a city wants to enact a total ban on cultivation, can the ban include cultivation for personal use?

**Answer:** Yes. Under *Live Oak*<sup>3</sup>, a city can ban all marijuana cultivation -- even cultivation of small amounts by qualified patients. The *Live Oak* ban had no exceptions for personal use by a qualified patient. The new legislation does not change the law in this regard.

2. **Question:** Must a city's ordinance prohibiting cultivation make an exception for personal medical marijuana cultivation of up to 6 mature or 12 immature plants?<sup>4</sup>

**Answer:** No. In the *Live Oak* case, the California Court of Appeal upheld the city's total ban on all marijuana cultivation. That authority is preserved under the new legislation.

3. **Question:** Is a person who cultivates marijuana for his or her personal medical use required to get a cultivation license from the State?

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<sup>1</sup> AB 266 (Bonta, Cooley, Jones-Sawyer, Lack, Wood); AB 243 (Wood); and SB 643 (McGuire). Effective 1/1/2016. Please consult your City Attorney before taking action to implement the MMRSA. The answers to these FAQs may be different in your city based upon your municipal code, regulations, and policies. The answers do not constitute legal advice from the League of California Cities®.

<sup>2</sup> Health & Safety 11362.777(c).

<sup>3</sup> *Maral v. City of Live Oak* (2013) 221 Cal.App.4<sup>th</sup> 975.

<sup>4</sup> Health & Safety Code 11362.77 allows a qualified patient to cultivate 6 mature or 12 immature plants without criminal liability.

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**Answer:** No, if the area used for cultivation does not exceed 100 square feet, or 500 square feet for a primary caregiver with no more than five patients.<sup>5</sup> If the areas exceed these limits, then a State license is required. The exemption from the State licensing requirements does not prevent a city from regulating or banning cultivation by persons exempt from State licensing requirements.<sup>6</sup>

4. **Question:** Can a city prevent the State from becoming the sole licensing authority for cultivation by adopting an ordinance that permits the cultivation of six plants per residence prior to March 1, 2016?

**Answer:** Yes. The State becomes the sole licensing authority for cultivation as of March 1, 2016 if a city does not have a land use regulation or ordinance "regulating or prohibiting the cultivation of marijuana." An ordinance permitting cultivation under certain specific conditions (not more than six plants per residence) is an ordinance "regulating" marijuana cultivation and therefore qualifies. However, in order to be completely clear, the City Attorney may wish to determine whether it is advisable to prohibit all other types of cultivation as part of the ordinance.

5. **Question:** Must the cultivation prohibition be adopted as part of a city's zoning code? Could it be adopted instead under the city's business licenses and regulations?

**Answer:** It's not possible to answer "yes" or "no." AB 243 requires a "land use regulation or ordinance." Whether the phrase "land use" requires a zoning ordinance is a question for the city attorney to answer based on the particular language of the city's municipal code.

6. **Question:** Can a city ban large growers but still allow qualified patients to cultivate a small amount of medical marijuana in their private residences?

**Answer:** Yes. There's nothing in the legislation that requires a total ban. The most important consideration is to clearly identify cultivation that is prohibited and cultivation that is allowed and to do so before March 1, 2016.

7. **Question:** Is a temporary land use moratorium (under Government Code section 65858) on medical marijuana cultivation that is effective in a city by March 1, 2016 sufficient to prevent the State from having sole licensing authority under the new law for medical marijuana cultivation applicants in that city?

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<sup>5</sup> Business & Professions Code 19319; Health & Safety 11362.777(g).

<sup>6</sup> Health & Safety Code 11362.777(g).

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**Answer:** Probably not. The new law requires a land use regulation or ordinance that prohibits or regulates cultivation. Because a moratorium adopted under Government Code 65858 would only temporarily prohibit cultivation, it may not qualify as a land use ordinance that “prohibits” cultivation.

8. **Question:** Can a local medical marijuana cultivation ordinance be enacted on an urgency basis in order to comply with the March 1, 2016 deadline in the new legislation?

**Answer:** Yes, with urgency findings relating to the statutory deadline.

## **Topic #2: Delivery**

*Deliveries of medical marijuana can only be made by a State-licensed dispensary in a city that does not explicitly prohibit deliveries by local ordinance. If a city wants to prevent deliveries within its jurisdiction, it must adopt an ordinance expressly prohibiting them.<sup>7</sup>*

9. **Question:** Is there a deadline for adopting an ordinance explicitly prohibiting deliveries?

**Answer:** There is no deadline in the new law. However, best practice would be to adopt the ordinance prior to the date the State begins issuing licenses allowing deliveries so as to reduce the risk of confusion and to avoid the process of requesting the State to terminate the operations of a dispensary making deliveries within the city. The legislation does not specify a deadline for the State to begin issuing any category of license. The State is generally expected to begin issuing licenses on January 1, 2018, but it could begin sooner.

10. **Question:** What are the quantities that delivery services will be authorized to transport?

**Answer:** The amount that local delivery services will be authorized to carry will be determined by the Bureau of Medical Marijuana Regulation within the Department of Consumer Affairs. The determination will be based on security considerations, cash value, and other factors. The amount will be a statewide threshold, authorized for delivery primarily to patients, primary caregivers, and testing labs. Larger amounts will not be considered “delivery” but rather “transport” triggering heightened security requirements while the product is being moved.

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<sup>7</sup> Health & Safety 19340.

### **Topic 3: Dispensaries and Retail Operations**

11. **Question:** Will cities still be able to ban dispensaries?

**Answer:** Yes. Cities currently have the ability to enact bans on dispensaries and other marijuana retail operations. The new law will not change that, and in fact requires a local permit and a State license before a marijuana business can begin operations within a specific jurisdiction. Cities will retain the discretion to deny permits or licenses to marijuana dispensaries.

12. **Question:** Can a city allow dispensaries and prohibit delivery services?

**Answer:** Yes. But cities should be aware that if they wish to prohibit delivery services, an ordinance prohibiting delivery services is required.

### **Topic #4: Other Questions**

13. **Question:** Does the new legislation make any distinction between “not-for-profit” and “for profit” medical marijuana businesses?

**Answer:** No. There is no distinction in the new legislation between medical marijuana businesses that operate “for profit” and those that operate on a “not-for-profit” basis. The new law does not mandate that dispensaries or other businesses operate under either business model.

14. **Question:** Are marijuana edibles covered under the new legislation? Is there a separate designation for them under the new law, with additional State regulatory requirements?

**Answer:** The new legislation directs the State Department of Public Health (DPH) to develop standards for the production and labeling of all edible medical cannabis products (Business & Professions Code section 19332(c)). A license is required from DPH to “manufacture” edibles. The DPH standards are “minimum standards.” A city may adopt additional stricter standards, requirements and regulations regarding “edibles” (Business & Professions Code section 19316(a)). Cities also retain their ability to license and regulate edible sales or distribution.

15. **Question:** The new law says: "upon approval of the state, cities may enforce state law". If an existing medical marijuana dispensary does not have both licenses (State and city), then must a city wait for the State to approve shutting the dispensary down

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before a city can cite the dispensary or otherwise seek to shut it down under the city's ordinances and regulations?

**Answer:** No. A city may enforce its own ordinances and regulations against the dispensary since a medical marijuana dispensary cannot operate lawfully unless it complies with all local ordinances and regulations.

16. **Question:** Does a P.O. Box qualify as a medical marijuana business location? Is that considered a "use" in a city?

**Answer:** The answer to this question depends upon a city's municipal code. The State law prohibits a person from engaging in commercial cannabis activity without possessing both a State license and a local permit, license or other authorization. A State licensee may not commence activity under the authority of a State license until the applicant has complied with all requirements of the applicable local ordinance (Business & Professions Code section 19320). A city's municipal code will determine whether a "use" includes a post office box.

17. **Question:** Does the new law address extraction of THC, butane or other substances from marijuana?

**Answer:** The new law does not specifically address the issue of extraction at all – other than to acknowledge very generally that extraction falls within the definition of manufacturing, and that medical marijuana or a product derived from it may contain extracts.

18. **Question:** Since patients and primary caregivers are exempt from the licensing requirement under specified circumstances, how will that work if they are also owners of a dispensary or cultivation site?

**Answer:** A primary caregiver or qualified patient who seeks to operate a dispensary or cultivation site is subject to the same State licensing requirements and local permitting requirements as any other person.

19. **Question:** What types of medical marijuana businesses require a State license?

**Answer:** The new law creates six State licensing categories: Dispensary, Distributor, Transport, Cultivation, Manufacturing, and Special Dispensary Status for licensees who have a maximum of three dispensaries. Any person or entity wishing to operate under a State license must also comply with all local requirements.

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20. **Question:** Several initiative measures to legalize recreational marijuana have been filed with the Attorney General in advance of the November 2016 ballot. Should a city be considering prohibiting or regulating recreational marijuana at this time?

**Answer:** No. The new law does not address recreational use of marijuana. It adds a licensing structure for businesses that wish to serve those qualified patients and primary caregivers who use medical marijuana for their personal use. The League of California Cities is following the various recreational marijuana initiative measures that have been filed with the Attorney General. There is no need for a city to take any action at this time. If a city is interested in following these measures, more information can be found at: <https://www.oag.ca.gov/initiatives/active-measures>.

21. **Question:** Does the new law protect the privacy of patients and primary caregivers?

**Answer:** Yes. Patient and primary caregiver information is confidential and not subject to disclosure under the California Public Records Act, except as necessary for employees of the State or any city to perform official duties.

22. **Question:** Is there a provision in the new law giving business operators priority for State licensing if they can show that they are in compliance with local ordinances? If so, what is the purpose of this provision?

**Answer:** Yes. The State licensing authority is required to prioritize any facility or entity that can demonstrate to the authority's satisfaction that it was in operation and in good standing with the local jurisdiction by January 1, 2016. This provision is intended as an incentive for business operators to be in compliance with local ordinances, to ease any difficulties local governments may have in launching their local regulatory structures, and to help expedite the initial phase of issuing state licenses.

23. **Question:** Does the new law address food trucks that sell marijuana edibles?

**Answer:** No. The operation of food trucks are within the control and regulation of cities and county health departments.

**PLEASE NOTE:** This document will be updated periodically, as needed, and will remain available at [www.cacities.org](http://www.cacities.org). As noted above, each city should consult with its city attorney on all of these issues. The answers to these FAQs do not constitute legal advice from the League of California Cities®.

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

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

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

**Action Date:** November 18, 2015

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Bizz Johnson Trail Senior Tours

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

**SUMMARY:** The Bureau of Land Management conducted a fall colors tour on November 5, 2015 to provide senior citizens an opportunity to enjoy the fall colors. Golf carts provided by the City of Susanville's Diamond Mountain Golf Course were used to transport residents of Lassen Nursing Rehabilitation Center and Eagle Lake Village Senior Living Center up the Bizz Johnson trail to view the autumn foliage. Thirteen residents enjoyed the trip, and Bureau of Land Management staff have extended their appreciation to the City Council and golf course staff for supporting the event.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Information only

**ATTACHMENTS:** Photos from the Bizz Johnson Trail Senior Tour











