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

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

**Susanville City Council**  
**Regular Meeting ♦ City Council Chambers**  
**March 15, 2017 \* 6:00 p.m.**

*Call meeting to order*

*Next Resolution No. 17-5364*

*Roll call of Councilmembers present*

*Next Ordinance No. 17-1012*

- 1      APPROVAL OF AGENDA:** (Additions and/or Deletions)
  
- 2      PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS** (if any): Any person may address the Council at this time upon any subject for discussion during Closed Session.
  
- 3      CLOSED SESSION:**
  - A      CONFERENCE WITH LABOR NEGOTIATOR – pursuant to Government Code §54957.6
    - 1      Agency Negotiator: Jared G. Hancock  
         Bargaining Unit: All
  - B      CONFERENCE WITH REAL PROPERTY NEGOTIATOR – pursuant to Government Code §54956.8:
    - 1      Property:                      APN: 101-110-33 and a portion of 101-060-18  
         Agency negotiator: Jared G. Hancock  
         Negotiating parties: City of Susanville/Bureau of Land Management  
         Under negotiation: Property Acquisition
    - 2      Property:                      APN: 116-180-04  
         Agency negotiator: Jared G. Hancock  
         Negotiating parties: City of Susanville/Various Ground Leases  
         Under negotiation: Lease Terms
  - C      CONFERENCE WITH LEGAL COUNSEL Anticipated litigation – pursuant to Government Code §54956.9(d)(2): one
  
- 4      RETURN TO OPEN SESSION:** (recess if necessary)
  - *Reconvene in open session at 7:00 p.m.*
  - *Pledge of allegiance*
  - *Report any changes to agenda*
  - *Report any action out of Closed Session*
  - *Moment of Silence or Thought for the Day: Mayor pro tem Franco*
  - *Proclamations, awards or presentations by the City Council:*
    1. Welcome Home Vietnam Veteran’s Day Proclamation
    2. Walk a Mile Proclamation

3. Councilmember Service Recognition – Rod E. De Boer

**5 BUSINESS FROM THE FLOOR:**

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

**6 CONSENT CALENDAR:**

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

A Approve minutes from the City Council's February 15, 2017 meeting

B Approve vendor warrants numbered 99781 through 99884 for a total of \$252,172.41 including \$148,810.80 in payroll warrants

**7 PUBLIC HEARINGS:** No business.

**8 COUNCIL DISCUSSION/ANNOUNCEMENTS:**

Commission/Committee Reports:

**9 NEW BUSINESS:**

A Consider approval of **Resolution No. 17-5356** authorizing street closure, waiver of park fees and approve service of alcoholic beverages for the Main Cruise event on June 23-24, 2017

B Consider approval of **Resolution No. 17-5357** approving online user license agreement with ParcelQuest and authorizing City Administrator to sign agreement

C Consider approval of **Resolution No. 17-5359** authorizing Mayor to execute annual Certificate of Army materiel Status for Uh-1 Huey and AH-1 Cobra Helicopter at Susanville Municipal Airport

D Consider approval of **Resolution No. 17-5360** authorizing annual certification of Materiel Status for the GPF M1917/18 Series Gun at Memorial Park

E Consider request to sell Susanville Municipal Airport Hangar #28

F Consider request for Park Fee Waiver for the Lassen Family Services 4<sup>th</sup> Annual "Walk a Mile" event

G Consider **Resolution No. 17-5361** approving fiscal year 2016-2017 mid-year budget adjustment

H Consider **Resolution No. 17-5362** approving and authorizing the City Administrator to execute agreement for auditing services with Badawi & Associates for the fiscal year 2016-2017

I Consider approval of **Resolution 17-5363** authorizing Building Permit Fee Waiver for flood damaged properties

J Review of Options to Fill City Council Vacancy created by the Resignation of Rod De Boer

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

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

12 **CONTINUING BUSINESS:** No business.

13 **CITY ADMINISTRATOR'S REPORTS:**

A K-9 Program Update

14 **COUNCIL ITEMS:**

A AB1234 travel reports:

15 **ADJOURNMENT:**

- ***The next regular City Council meeting will be held on April 5, 2017 at 6:00 p.m.***

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

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

I, Gwenna MacDonald, certify that I caused to be posted notice of the regular meeting scheduled for March 15, 2017 in the areas designated on March 10, 2017.

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Gwenna MacDonald, City Clerk

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

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Minutes of the City Council's February 15, 2017 meeting

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

**SUMMARY:** Attached for the Council's review are the minutes of the City Council's February 15, 2017 meeting.

**FISCAL IMPACT:** None.

**ACTION REQUESTED:** Motion to waive oral reading and approve minutes of City Council's February 15, 2017 meeting.

**ATTACHMENTS:** Minutes: February 15, 2017

**SUSANVILLE CITY COUNCIL**  
**Regular Meeting Minutes**  
**February 15, 2017– 7:00 p.m.**

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

Roll call of Councilmembers present: Brian Wilson, Kevin Stafford, Joe Franco, Rod De Boer, and Kathie Garnier. 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 Mayor pro tem Franco, second by Councilmember Stafford, to approve the agenda as submitted; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

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

**3      CLOSED SESSION: No business.**

**4      RETURN TO OPEN SESSION:**

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

Chief James Moore requested a moment of silence to honor the passing of former Fire Chief, Don Kurtz.

**5      BUSINESS FROM THE FLOOR:**

**Ron Wood** discussed the National Welcome Home Vietnam Veterans Day to be held on April 1, 2017, and the activities that will be held in Susanville to honor the event. He requested that the City Council present a proclamation recognizing the occasion.

**Ben Moore**, Susanville Little League President, discussed the damage done to the Pat Murphy Little League field by the recent flood event. The League has 300 children signed up to play ball, and the fields have been destroyed. He reviewed the extent of the repairs needed and requested City support and resources to help get the fields in as good if not better shape than they were before.

Mayor Garnier suggested that he also contact the Rotary clubs to ask for contributions and assistance.

Councilmember Wilson asked him to get in touch with staff to coordinate the clean-up effort.

Mr. Moore responded that the City has been involved and he has conducted a walk-through of the property with the Parks Maintenance Superintendent and Building Official.

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

- A      Approve minutes from the City Council's January 18, 2017 meeting

- B Approve vendor warrants numbered 99526 through 99625 for a total of \$257,757.36 including \$100,328.60 in payroll warrants
- C Receive and file Finance Reports: January 2017

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

**7** PUBLIC HEARINGS: No business.

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

**9** NEW BUSINESS:

**9A Consider approval of Accounts Receivable Write-off** Ms. Savage explained that the Administrative Services Department is responsible for the collection of revenues for the City. Established procedures are followed, including phone calls, sending delinquent letters, new account searches and the utilization of the credit reporting agency resources. When those attempts are unsuccessful, the uncollectible balances are forwarded to a collection agency. The City receives 66 percent of any revenue collected by the Agency, and accounts received in the first six to twelve months have the highest level of success in being collected. It is necessary for the City Council to authorize the removal of those accounts receivable from the books. The total balance requested for write-off is \$8,253.67 for the period of June 2016 through January 2017.

Mayor pro tem Franco asked how this amount compares to previous years.

Mr. Hancock responded that it is much lower, and the City's delinquency rate is very low for the utility industry. Ms. Savage added that she is proud of the diligence of staff in following up and taking an active role in collections so that the balances can be kept to a minimum.

Mayor Garnier asked if the deposits held for these accounts have been deducted from the total.

Ms. Savage responded that they have been.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to approve accounts receivable write-off in the amount of \$8,253.67; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

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

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

**12** CONTINUING BUSINESS:

**12A Consider Ordinance No. 17-1009 adopting a speed limit of 30 miles per hour on Numa Road between Skyline Road and Spring Ridge Drive: Waive second reading and adopt** Mr. Newton reported that the City Council introduced Ordinance No. 17-1009 which would authorize the posting of a 30 mile per hour speed limit on Numa Road between Skyline Road and Spring Ridge Drive. This determination was based upon the results of an Engineering and Traffic Survey submitted to the City Council for review on November 2, 2016. The final action would result in the implementation of the speed

limit within 30 days of the final passage of the Ordinance. The placement for the new signs is estimated at approximately \$250 per sign, including post and anchor.

There were no questions or comments.

Motion by Mayor pro tem Franco, second by Councilmember Stafford, to waive the second reading and adopt Ordinance No. 17-1009; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**12B Consider Ordinance No. 17-1010 authorizing establishment of speed limit on Fourth Street: Waive second reading and adopt**

**Consider Resolution No. 17-5351 authorizing increase to the Traffic Safety Fund in the amount of \$12,000 for the installation of flashing beacons on Fourth Street delineating the McKinley School Speed Zone** Mr. Newton explained that this item is similar to the previous ordinance, with the key difference involving the establishment of the speed limit in a school zone. Ordinance No. 17-1010, introduced at the February 1, 2017 meeting of the City Council would reduce the speed limit from 25 miles per hour to 15 miles per hour along Fourth Street in front of and extending 500 feet in each direction of the McKinley School when children are present. The action is based upon the results of the Engineering and Traffic Survey submitted to City Council on November 2, 2016. The location of the zone in front of the school also requires the installation of flashing signal beacons to identify the speed zone, and the cost is eligible for funding through the Traffic Safety fund. The resolution to increase the budget has been included.

Councilmember Wilson asked if the cost for the beacons included the power for the signs.

Mr. Newton responded that they are designed to be solar powered, so \$12,000 represents all costs for two signs.

Motion by Mayor pro tem Franco, second by Councilmember Stafford to waive the second reading and adopt Ordinance No. 17-1010; motion carried. Ayes: Wilson, Stafford, Franco and Garnier. Absent: De Boer.

**13 CITY ADMINISTRATOR'S REPORTS:**

**13A Community Swimming Pool Update** Mr. Hancock explained that at the last meeting, staff was asked to bring a report so that the Council could discuss progress on the community pool project. This has been a project that has been discussed for quite some time ever since the Roosevelt Pool that used to serve the community was taken out of operation. Since that time, there has been a desire in the community to re-establish a swimming pool. Some effort for ballot measures and other opportunities were made, and most recently, a joint effort between the City and County to fund with existing revenue. The proposal that was approved included the dedication of \$200,000 per year from each agency for a 15 year period to fund the construction, operations and maintenance of the facility. The figure comes to approximately \$6 million, and due to past history and experience in managing the Roosevelt pool, it was deemed that it would not be prudent to spend all of the money on construction, as there is a need for money each year to cover any operational deficit, maintenance or repairs and to fund depreciation. The initial number for construction was \$3 million to leave the balance for the operational, maintenance and repair costs.

In order to move forward with the process, it was necessary to create a new government agency, the Honey Lake Valley Recreational Authority was created as a Joint Powers Authority. The JPA was developed with the flexibility and language in the agreement to add additional agencies that may be interested in becoming partners, which would also change the composition of the Board. Currently the Board is five members comprised of two city councilmembers, two board of supervisors, and one public member.

A primary goal for the new venture was to have as much support and investment from the community as possible. The Board began with conducting a review and feasibility study to discuss all of the potential sites in the community that had been suggested as possible locations for the facility, and around 20 sites were considered. A review criteria was established and the top three sites were reviewed based upon additional criteria, and the top site chosen was at the Credence School site. The school district was originally supportive of the location, however due to some staffing changes and some lease issues that could negatively impact to the college, it was decided that it would be in the best interest of the community to select site two, which was the existing Roosevelt pool site.

This choice opened up a lot of new questions, including whether or not it would be cheaper to rebuild the existing facility or build a new facility. An engineering consulting firm was called in to give cost estimates as to what it would cost to be competition ready, and it was determined that the cost would be outside of the price range of the funds available. Then it became necessary to abate and demolish the building, which was completed at a total cost of around \$234,000 which included the removal of lead and asbestos material and a phase one analysis and two-phase removal of abandoned underground tanks.

The JPA then moved on to the project itself, and looked at a few options. Utilizing an engineering company to design the project would typically run between 12 and 18 percent of the total construction costs. It is a high percent, and staff was also advised that with an engineer designed project, often times the contractor comes in and tries to follow the design and plans from a firm which is not familiar with how they build pools, which results in a higher number of plan modification change orders.

He continued that there is a public project structure available to school districts and State agencies that was recently made available for use by Cities and Counties which is the design build approach. This involves putting out a Request for Proposals to gather pre-qualified applications from construction firms that have completed similar projects, and then going out to bid for a design build project. The firm designing the project is also constructing it, and it is broken down into a design phase and a construction phase.

The design phase for the project was at a cost of approximately \$100,000, with the option at the end of phase one to withdraw if the firm was unsatisfactory to work with, or if the JPA had any concerns regarding cost overruns, budget or ability. At that point they would still have a set of plans for significantly cheaper than if they had initially hired an engineering firm. The firm hired for the design build project has been a great company to work with; they have come up with a good design and have been working with the JPA for modifications in the design to keep costs down. The contract for phase two included a gross maximum price of around \$2.8 million, and the goal of the JPA was to reduce the GMP to \$2.75 million. They went back to the contract and requested a modified proposal, the contract was approved and construction began. The contract is based upon working days in order to accommodate any weather delays, and as of today the project completion date is the middle to end of March.

Mr. Hancock provided an update on price as follows:



- Current costs to date: \$2,754,555
- Change orders with a reduction to the Gross maximum price: \$110,000
- Additional plumbing costs to extend plumbing to the exterior for the addition of outdoor showers and easy expansion of the building: \$700.00
- Additional electrical conduit for landscaping: \$534.00
- Reconfiguration of the lobby area: \$4,000
- Expanding the gate and one corner to expand the usable area of pool: \$1,600
- Removal of hydro-seeding scope of work and perform with local forces for cost reduction of \$5,888
- Extension of swimming pool fence and grading work: \$3,000

Mr. Hancock stated that all total, the changes represent a budget increase of \$4,555 resulting in a number of design improvements to be completed for the project.

Mr. Hancock summarized the remaining items which include a few days of interior work, touch up paint on the exterior of the building, and approximately three days on the pool itself to add the final layer of plaster. We need temperatures that are above 32 degrees at night and 45 degrees during the day in order for it to properly cure. The contractor is in Chico, and they have been watching the weather, and as soon as there is a window of time they will complete the remaining items. The pool is still on track to open in the spring this year, and be available to the public.

Mr. Hancock stated that some of the recent developments include the generous donation of a monument sign to the facility, and the JPA is continuing to reach out to community groups and businesses that have expressed an interest in contributing to the facility, and offer opportunities to provide that assistance. The JPA has been actively recruiting for a Pool Director for about five months, and the Board has taken additional action to consider alternative options and contingency plans so that someone can be put in place and ready to have it up and running.

Mr. Hancock described some of the employment and training opportunities that would be available locally, adding that flyers would be circulating to people with lifeguard or CPR training who are ready to be life guards and swim instructors. Also, college and high school students who do not have the training would be invited to participate in training that would be conducted through the Red Cross, with the goal to coordinate as much of that training in Susanville as possible.

Mr. Hancock added that as part of the process of construction of the facility, the goal had originally been for the JPA to obtain its own financing however because of a lack of credit history or rating, the types of financing available had a high interest rate, which made the costs of financing very significant. With the \$800,000 that had already been collected, the City and County each obtained an additional \$1.1 million in financing for a much lower interest rate in order to come up with the construction costs of the pool. The annual contribution for both agencies is reduced to \$80,000, which is expected to cover any operational deficit, maintenance, repairs and depreciation. It is also important to note that the JPA will own the facility free and clear on the day that it opens.

Mr. Hancock concluded by stating that he tried to cover the highlights and provide as much information as possible, and he requested comments and questions from the City Council regarding any items that they would like more information or follow up on. He acknowledged that Mayor

Garnier and Councilmember Wilson serve as the City's representatives on the Board, and invited them to comment.

Mayor Garnier added that the local bus has rearranged its schedule in order to include a stop at the swimming pool on the route which opens up ridership for kids who can now catch the bus to pool.

Mayor pro tem Franco asked if the facility has been named.

Mr. Hancock responded that it will be called the Honey Lake Valley Community Pool.

Mayor pro tem Franco stated that it was perfect, and suggested that the advertising and public notification regarding opening times, swim classes and other organized events be well publicized to the public.

Mr. Hancock responded that staff has put together a lot of information about programs, schedules and fees, and the objective has been to get a pool director on board to take it forward. They will have a huge responsibility to make sure the programs are successful.

Mr. Hancock asked if Councilmember Stafford had any questions or wanted additional information.

Councilmember Stafford responded that he did not have any questions and just wants to see the project get going.

Councilmember Wilson added that one of the questions he keeps hearing again is why the facility is constructed as an outdoor pool. He stated that it came down to budget, with an estimated cost of another \$5 million to cover the facility. The pool is built in such a way to allow that it be covered in the future, should funding become available. Regarding the season, because it is an outdoor facility, it has been discussed that the tentative season would be somewhere in the Memorial Day to Labor Day range, with shoulder seasons that would be on reduced hours of operation. The goal is to leave it open as long as possible, and it is heated with geothermal, so heating the water should not be an issue. Natural gas is used as a backup heat source for the pool and the building.

Mayor Garnier thanked Mr. Hancock for his comprehensive report.

**13B Storm Event Update** Mr. Hancock explained that Fire Chief Moore would be providing an update regarding the recent flood, and added that the determination of a local emergency by the Governor will free up additional State and Federal funding that could be redistributed to the region.

Councilmember Wilson asked if there was a difference between relief funding that is available for public entities versus private.

Mr. Hancock responded that the City reports on public property, as there are funding requirements specific to government agencies. The building department works with contractors and inspectors to document flood-related damage on private property who have to contact FEMA directly. The City can look at opportunities to assist with waiving of fees for permits that are pulled for flood-related repairs.

Chief Moore discussed meeting the criteria to qualify for flood-related damage and generally the assistance is the form of low-interest loans and funding opportunities like that.

Councilmember Wilson confirmed that the County has declared a disaster area, so the next step would be for the Governor to also declare it a disaster area.

Chief Moore responded that as soon as the Governor declares it a state of emergency, then FEMA steps in and builds a report. There are no guidelines or criteria to meet, and it comes down to approval at the Presidential level as to whether or not there is a disaster. There is a process to assess and document for the purpose of gaining funding, and the local Office of Emergency Services is taking the lead as point of contact for that process for Lassen County. At this time, they are still in the process of assessing all of the damage.

Mayor pro tem Franco asked if the City would be waiving the permit costs for property owners.

The City Council was in agreement that building permit fees should be waived for property owners who are repairing damages caused by the flood.

Mayor Garnier confirmed that it was the consensus of the City Council to waive fees and directed staff to waive them and bring back the building permit fee waiver for flood damage repairs for a formal vote.

Chief Moore described the sequence of events that took place prior to the high water peak on February 9<sup>th</sup>. The storm came harder and faster than expected, and the river crested and flooded within about 20 minutes of passing the flood stage. He described it as an event that he would not want to see happen again in Susanville. He compared the 1997 river height at 17.31 feet, which was approximately two feet higher than the height during this event, however the resultant flooding was much more significant this time. There was consensus among emergency personnel present in 1997, that changes in elevation calculations may have occurred because this was a larger event. Since the 1997 flood, work has been done to add culverts to Paiute Creek, the channel through Memorial Park was widened, and it did its job. It also carried more water through the park to dump into the Susan River. In looking at the 100 year flood overlay, the areas that saw a lot of waters followed that very closely.

Mayor pro tem Franco commented that all of the public safety personnel moved very quickly and did a great job of keeping the citizens in the community safe, adding that he was grateful that the water didn't come up during the night time.

Mr. Hancock stated that he had spoken with Rob Hill who served as the City Community Services Director during the 1997 flood. He indicated that during that flood, the neighborhoods around Memorial Park flooded and the work done along Paiute Creek kept the water moving downstream and protected the homes in the neighborhood.

There was a general discussion about all of the measures taken to keep citizens off the street and out of the flood water. The City Council thanked staff for the hard work and group effort of the emergency response team.

**14**     **COUNCIL ITEMS:**

**14A**    **AB1234 travel reports:**

**15**     **ADJOURNMENT:**

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

Meeting adjourned at 8:26 p.m.

Respectfully submitted by

\_\_\_\_\_  
Kathie Garnier, Mayor

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

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

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

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Vendor and Payroll Warrants

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

**SUMMARY:** Warrants dated February 23<sup>rd</sup> through March 6, 2017 numbered 99781 through 99884.

**FISCAL IMPACT:** Accounts Payable vendor warrants totaling \$ 103,361.61 plus \$ 148,810.80 in payroll warrants, for a total of \$ 252,172.41.

**ACTION**

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

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

Report Criteria:

Report type: GL detail  
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
02/17	02/23/2017	99782	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9942650806	1	7401-430-62-46	SUPPLIES-GENERAL	42.78	42.78	
02/17	02/23/2017	99782	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9942650806	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	81.73	81.73	
02/17	02/23/2017	99782	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9942650806	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	63.45	63.45	
02/17	02/23/2017	99782	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9942650806	5	7110-430-42-46	SUPPLIES-GENERAL	51.46	51.46	
02/17	02/23/2017	99782	21	AIRGAS USA, LLC	ACETYLENE/ARGON/OXYGEN/	9942650806	6	7110-430-42-44	REPAIR AND MAINTENANCE-V	108.63	108.63	
Total 9942650806:											348.05	348.05
02/17	02/23/2017	99783	8608		REFUND GAS OVERPAYMENT	10203141403-1	1	9999-1001-001	CASH CLEARING - UTILITIES	84.04	84.04	
Total 10203141403-1:											84.04	84.04
02/17	02/23/2017	99784	8790		REFUND GAS OVERPAYMENT	10203173101-1	1	9999-1001-001	CASH CLEARING - UTILITIES	36.96	36.96	
Total 10203173101-1:											36.96	36.96
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	377240	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	22.90	22.90	
Total 377240:											22.90	22.90
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES-PARKS	377325	1	1000-452-20-46	SUPPLIES-GENERAL	53.07	53.07	
Total 377325:											53.07	53.07
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES-GAS	377398	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	7.23	7.23	
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES-WATER	377398	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	1.15	1.15	
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES-WATER	377398	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	9.61	9.61	
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	377398	4	2007-431-20-44	REPAIR AND MAINTENANCE-V	5.61	5.61	
Total 377398:											23.60	23.60
02/17	02/23/2017	99785	76	BILLINGTON ACE HARD	SUPPLIES- FD	377458	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	46.81	46.81	
Total 377458:											46.81	46.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/17	02/23/2017	99786	1307	C&S WASTE SOLUTIONS	1505 MAIN ST	SVLFD 020117	1	1000-422-10-44	DISPOSAL	167.35	167.35
Total SVLFD 020117:											
02/17	02/23/2017	99787	1122	CAROLINA MOLDINGS IN	METER NUT, STRAIGHT SWIVE	16854	1	7401-430-62-46	SUPPLIES-GENERAL	577.53	577.53
Total 16854:											
02/17	02/23/2017	99788	174	DATEMA, STEVEN K.	AIRPORT MANAGER 2/17	022217	1	7201-430-81-43	TECHNICAL SVCS	1,896.86	1,896.86
Total 022217:											
02/17	02/23/2017	99789	1261	DIAMOND TRUCK AND A	REPAIRS #86-PD	3738	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	120.24	120.24
Total 3738:											
02/17	02/23/2017	99789	1261	DIAMOND TRUCK AND A	REPAIRS #82-PD	3744	1	1000-421-10-44	VEHICLE - REPAIR & MAINTEN	347.50	347.50
Total 3744:											
02/17	02/23/2017	99790	8867		REFUND GAS OVERPAYMENT	022217	1	9999-1001-001	CASH CLEARING - UTILITIES	24.52	24.52
Total 022217:											
02/17	02/23/2017	99791	208		REIM HEALTH INSURANCE	022117	1	7610-2239-006	RETIREE SICK LEAVE BANK PA	639.12	639.12
Total 022117:											
02/17	02/23/2017	99792	8857		REFUND WATER OVERPAYME	10214600008	1	9999-1001-001	CASH CLEARING - UTILITIES	9.15	9.15
Total 10214600008:											
02/17	02/23/2017	99793	238	FASTENAL COMPANY	SUPPLIES- FD	74110	1	1000-422-10-44	HYDRANTS - REPAIR & MAINTEN	25.39	25.39
Total 74110:											
02/17	02/23/2017	99794	1033	FGL ENVIRONMENTAL	WEEKLY WATER SAMPLING	770743A	1	7110-430-42-43	TECHNICAL SVCS	105.00	105.00

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 770743A:											
02/17	02/23/2017	99795	265	FRONTIER	257-0315 AWOS AIRPORT	0315 021517	1	7201-430-81-45	COMMUNICATIONS	42.20	42.20
Total 0315 021517:											
02/17	02/23/2017	99795	265	FRONTIER	257-1041 ADMIN-PW	1041 020517	1	7620-430-10-45	COMMUNICATIONS	296.80	296.80
Total 1041 020517:											
02/17	02/23/2017	99795	265	FRONTIER	257-1051 P/W STREETS	1051 020517	1	7620-430-10-45	COMMUNICATIONS	39.24	39.24
Total 1051 020517:											
02/17	02/23/2017	99795	265	FRONTIER	257-3292 MUSEUM	3292 021017	1	1000-451-80-45	COMMUNICATION	112.76	112.76
Total 3292 021017:											
02/17	02/23/2017	99795	265	FRONTIER	252-4247 LASSEN CO AIR POLL	4247 021017	1	7620-430-11-45	COMMUNICATIONS	175.33	175.33
Total 4247 021017:											
02/17	02/23/2017	99795	265	FRONTIER	257-4725 CITY HALL FAX	4725 021517	1	1000-419-10-45	COMMUNICATIONS	4.28	4.28
02/17	02/23/2017	99795	265	FRONTIER	257-4725 CITY HALL FAX	4725 021517	2	1000-417-10-45	COMMUNICATIONS	4.27	4.27
Total 4725 021517:											
02/17	02/23/2017	99795	265	FRONTIER	257-5152 FIRE	5152 021017	1	1000-422-10-45	COMMUNICATIONS	9.69	9.69
Total 5152 021017:											
02/17	02/23/2017	99796	1289	FULL SPECTRUM INC	SCADA WELL #1 WORK 12/16-1/ 20170105	20170105	1	7110-430-42-43	TECHNICAL SVCS	3,520.00	3,520.00
Total 20170105:											
02/17	02/23/2017	99797	8862		REFUND GAS OVERPAYMENT	10299940002	1	9999-1001-001	CASH CLEARING - UTILITIES	50.00	50.00



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 10299940002:											
02/17	02/23/2017	99798	1142	GEARY PACIFIC SUPPLY	INDUCER PARTS-GAS	3412277	1	7401-430-62-46	SUPPLIES-GENERAL	111.16	111.16
Total 3412277:											
02/17	02/23/2017	99799	6661		REIM PERSONAL C.C	022217	1	7401-430-62-45	TRAVEL	285.10	285.10
Total 022217:											
02/17	02/23/2017	99800	332	INTERSTATE GAS SERVI	GAS CONSULTING SVC 11/2016	7021352	1	7401-430-62-43	PROFESSIONAL SVCS	1,200.00	1,200.00
Total 7021352:											
02/17	02/23/2017	99801	1362	IRON MOUNTAIN INFO. M	SHREDDING 1/17-PD	NJY7991	1	1000-421-10-43	PROFESSIONAL SVCS	56.51	56.51
Total NJY7991:											
02/17	02/23/2017	99802	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2176984.001	1	7401-430-62-46	SUPPLIES-GENERAL	616.31	616.31
Total 415-S2176984.001:											
02/17	02/23/2017	99802	911	JOHNSTONE SUPPLY	SUPPLIES-GAS	415-S2177193.001	1	7401-430-62-46	SUPPLIES-GENERAL	349.92	349.92
Total 415-S2177193.001:											
02/17	02/23/2017	99803	374	L N CURTIS & SONS	EQUIPMENT-FD	80990	1	1000-422-10-44	RESCUE - REPAIR & MAINTENA	369.93	369.93
Total 80990:											
02/17	02/23/2017	99804	5027		REFUND GAS OVERPAYMENT	10524400000	1	9999-1001-001	CASH CLEARING - UTILITIES	318.35	318.35
Total 10524400000:											
02/17	02/23/2017	99805	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	271857	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	18.00	18.00
Total 271857:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/17	02/23/2017	99805	411	LASSEN MOTOR PARTS	SUPPLIES-WATER	271877	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	30.03	30.03
Total 271877:											
02/17	02/23/2017	99805	411	LASSEN MOTOR PARTS	SUPPLIES- SNOW	272207	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	12.51	12.51
Total 272207:											
02/17	02/23/2017	99805	411	LASSEN MOTOR PARTS	SUPPLIES-FD	272239	1	1000-422-10-44	VEHICLE - REPAIR & MAINTEN	40.59	40.59
Total 272239:											
02/17	02/23/2017	99805	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	272406	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	44.44	44.44
Total 272406:											
02/17	02/23/2017	99806	8864		REFUND GAS DEPOSIT	103069013821	1	7401-2228-000	DEPOSITS-CUSTOMER	49.85	49.85
Total 103069013821:											
02/17	02/23/2017	99807	437	LMUD	JOHNSTONVILLE RD SPRINKLE	10262 021617	1	1000-452-30-46	ELECTRICITY	44.85	44.85
Total 10262 021617:											
02/17	02/23/2017	99808	8863		REFUND GAS OVERPAYMENT	10437400031	1	9999-1001-001	CASH CLEARING - UTILITIES	140.32	140.32
Total 10437400031:											
02/17	02/23/2017	99809	445		RETIRE INCENTIVE 3/17	022217	1	7610-2239-007	EARLY RETIREMENT INCENTIV	930.00	930.00
Total 022217:											
02/17	02/23/2017	99810	8866		REFUND GAS DEPOSIT	10409000013	1	7401-2228-000	DEPOSITS-CUSTOMER	1,454.46	1,454.46
Total 10409000013:											
02/17	02/23/2017	99811	8805		REFUND GAS OVERPAYMENT	10306901915-1	1	9999-1001-001	CASH CLEARING - UTILITIES	77.62	77.62

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 10306901915-1:											
02/17	02/23/2017	99812	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 11	763515	1	7401-430-62-43	TECHNICAL SVCS	153.34	153.34
02/17	02/23/2017	99812	1228	ONLINE INFORMATION S	ONLINE UTILITY EXCHANGE 11	763515	2	7110-430-42-43	TECHNICAL SVCS	153.34	153.34
Total 763515:											
02/17	02/23/2017	99813	550	PETTY CASH	SURPLUS SALE-PD	022317	1	1006-421-10-39	SALE OF CAPITAL ASSETS	5.00	5.00
02/17	02/23/2017	99813	550	PETTY CASH	LIEN DOCUMENTS	022317	2	1000-417-10-48	TAXES, FEES, PERMITS & CHA	12.00	12.00
02/17	02/23/2017	99813	550	PETTY CASH	SUPPLIES	022317	3	1000-417-10-46	SUPPLIES-GENERAL	21.48	21.48
02/17	02/23/2017	99813	550	PETTY CASH	REIM FOR LIVESCANE	022317	4	1000-416-10-45	FINGERPRINTING SERVICES	10.00	10.00
02/17	02/23/2017	99813	550	PETTY CASH	HLV RCD WORKSHOP	022317	5	1000-413-20-45	TRAVEL	30.00	30.00
02/17	02/23/2017	99813	550	PETTY CASH	CDL TEST-WATER	022317	6	7110-430-42-48	TAXES, FEES, PERMITS & CHA	73.00	73.00
02/17	02/23/2017	99813	550	PETTY CASH	REIM PERSONAL C.	022317	7	1000-422-10-46	SUPPLIES-GENERAL	20.38	20.38
02/17	02/23/2017	99813	550	PETTY CASH	WATER BOTTLES	022317	8	1000-417-10-46	SUPPLIES-GENERAL	24.12	24.12
Total 022317:											
02/17	02/23/2017	99814	8860		REFUND WATER OVERPAYME	10302600010	1	9999-1001-001	CASH CLEARING - UTILITIES	8.67	8.67
Total 10302600010:											
02/17	02/23/2017	99815	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4139899	1	7620-430-10-46	SUPPLIES-GENERAL	85.78	85.78
Total 4139899:											
02/17	02/23/2017	99815	572	QUILL CORPORATION	OFFICE SUPPLIES-PW	4172029	1	7620-430-10-46	SUPPLIES-GENERAL	319.77	319.77
Total 4172029:											
02/17	02/23/2017	99816	5541		REFUND GAS OVERPAYMENT	10104950223	1	9999-1001-001	CASH CLEARING - UTILITIES	15.56	15.56
Total 10104950223:											
02/17	02/23/2017	99816	5541		REFUND WATER OVERPAYME	10429150012	1	9999-1001-001	CASH CLEARING - UTILITIES	17.55	17.55
Total 10429150012:											

Check Issue Dates: 2/23/2017 - 2/23/2017

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
02/17	02/23/2017	99817	8858		REFUND GAS OVERPAYMENT	10242030014	1	9999-1001-001	CASH CLEARING - UTILITIES	52.05	52.05
Total 10242030014:											
02/17	02/23/2017	99818	6338		REFUND GAS OVERPAYMENT	10236150014	1	9999-1001-001	CASH CLEARING - UTILITIES	75.53	75.53
Total 10236150014:											
02/17	02/23/2017	99819	1361	SAFARILAND, LLC	5 BALLISTIC VESTS-PD	16-108348	1	1000-421-10-46	SUPPLIES-SAFETY ITEMS	1,854.38	1,854.38
Total 16-108348:											
02/17	02/23/2017	99820	8028		REIM EDUCATIONAL EXPENSES	021717	1	7620-430-10-42	TUITION REIMBURSEMENTS	3,121.78	3,121.78
Total 021717:											
02/17	02/23/2017	99821	673	SUNRISE ENGINEERING	SUPPLIES-FD	71684	1	1000-422-10-46	SUPPLIES-GENERAL	337.72	337.72
Total 71684:											
02/17	02/23/2017	99822	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARKS	30755	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	20.15	20.15
Total 30755:											
02/17	02/23/2017	99822	1265	SUSANVILLE PAINT CEN	SUPPLIES-PARKS	30756	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	2.78	2.78
Total 30756:											
02/17	02/23/2017	99823	8859		REFUND GAS OVERPAYMENT	10290120006	1	9999-1001-001	CASH CLEARING - UTILITIES	24.61	24.61
Total 10290120006:											
02/17	02/23/2017	99824	1474	THE SOURCE	EMPLOYMENT SCREEN	2528745	1	1000-416-10-43	TECHNICAL SVCS	10.00	10.00
Total 2528745:											
02/17	02/23/2017	99825	1121	TNS READY MIX INC	TRANSFER SAND/BASE ROCK-	2659	1	2007-431-20-46	SUPPLIES-GENERAL	308.51	308.51
02/17	02/23/2017	99825	1121	TNS READY MIX INC	TRANSFER SAND/BASE ROCK-	2659	2	7110-430-42-46	SUPPLIES-GENERAL	308.53	308.53
02/17	02/23/2017	99825	1121	TNS READY MIX INC	TRANSFER SAND/BASE ROCK-	2659	3	7401-430-62-46	SUPPLIES-GENERAL	308.53	308.53

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 2659:											
02/17	02/23/2017	99826	713		RETIRE INCENTIVE 3/17	022217	1	7610-2239-007	EARLY RETIREMENT INCENTIV	925.57	925.57
Total 022217:											
02/17	02/23/2017	99827	530	U.S. BANK EQUIPMENT F	COPIER - FIRE	323832634	1	1000-422-10-44	RENT & LEASES EQUIP & VEHI	162.57	162.57
Total 323832634:											
02/17	02/23/2017	99828	749	VERIZON WIRELESS	CELLULAR PHONES - FIRE	9779560727	1	1000-422-10-45	COMMUNICATIONS	76.02	76.02
Total 9779560727:											
02/17	02/23/2017	99829	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66902615	1	7401-430-62-46	SUPPLIES-GENERAL	27.43	27.43
Total 66902615:											
02/17	02/23/2017	99829	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66904653	1	7401-430-62-46	SUPPLIES-GENERAL	123.42	123.42
Total 66904653:											
02/17	02/23/2017	99829	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66908707	1	7401-430-62-46	SUPPLIES-GENERAL	123.42	123.42
Total 66908707:											
02/17	02/23/2017	99829	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66909343	1	7401-430-62-46	SUPPLIES-GENERAL	174.30	174.30
Total 66909343:											
02/17	02/23/2017	99829	770	WESTERN NEVADA SUP	SUPPLIES- GAS	66910869	1	7401-430-62-46	SUPPLIES-GENERAL	174.30	174.30
Total 66910869:											
02/17	02/23/2017	99830	8861		REFUND WATER OVERPAYME	10331500015	1	9999-1001-001	CASH CLEARING - UTILITIES	12.21	12.21
Total 10331500015:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
02/17	02/23/2017	99831	1418	WURTH INC.	CABLE TIES-STREETS	95613498	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	51.84	51.84	
02/17	02/23/2017	99831	1418	WURTH INC.	CABLE TIES-GAS	95613498	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	66.79	66.79	
02/17	02/23/2017	99831	1418	WURTH INC.	CABLE TIES-WATER	95613498	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	88.76	88.76	
Total 95613498:											207.39	207.39
02/17	02/23/2017	99832	8779		REFUND GAS OVERPAYMENT	10306903719-1	1	9999-1001-001	CASH CLEARING - UTILITIES	168.66	168.66	
Total 10306903719-1:											168.66	168.66
Grand Totals:											24,352.32	24,352.32

Report Criteria:

Report type: GL detail  
 Check.Voided = False

Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount	
02/17	02/28/2017	99835	728	U S POSTMASTER	UB BILLING GAS	022817	1	7401-430-62-46	POSTAGE	288.05	288.05	
02/17	02/28/2017	99835	728	U S POSTMASTER	UB BILLING WATER	022817	2	7110-430-42-46	POSTAGE	559.13	559.13	
Total 022817:											847.18	847.18
Grand Totals:											847.18	847.18

Report Criteria:

Report type: GL detail  
Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/02/2017	99845	5101		REFUND GAS DEPOSIT	10120650917	1	7401-2228-000	DEPOSITS-CUSTOMER	5.34	5.34
Total 10120650917:											
03/17	03/02/2017	99846	1269	THE ANTIGUA GROUP IN	FREIGHT CHARGES-CG	AIN-0014019	1	7530-451-55-46	SUPPLIES - GENERAL	107.24	107.24
Total AIN-0014019:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635119913	1	7620-430-10-44	LINEN SERVICE	107.24	107.24
Total 635119913:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635119914	1	2007-431-20-44	LINEN SERVICE	27.75	27.75
Total 635119914:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635119915	1	2007-431-20-44	LINEN SERVICE	51.84	51.84
Total 635119915:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635119916	1	7110-430-42-44	LINEN SERVICE	50.26	50.26
Total 635119916:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	CUSTODIAL SUPPLIES-PW	635134102	1	7620-430-10-44	LINEN SERVICE	40.80	40.80
Total 635134102:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-GAS	635134103	1	7401-430-62-44	LINEN SERVICES	27.75	27.75
Total 635134103:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635134104	1	2007-431-20-44	LINEN SERVICE	51.84	51.84
Total 635134104:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-STREETS	635134104	1	2007-431-20-44	LINEN SERVICE	50.26	50.26



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 635134104:											
03/17	03/02/2017	99847	44	ARAMARK UNIFORM SE	UNIFORM SERVICE-WATER	635134105	1	7110-430-42-44	LINEN SERVICE	40.80	40.80
Total 635134105:											
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	1	8402-413-30-45	COMMUNICATIONS	63.33	63.33
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	2	8402-413-30-46	SUPPLIES-GENERAL	15.00	15.00
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	3	8402-413-30-43	LAFCO EXEC. OFFICE SVC	1,500.00	1,500.00
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	4	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,475.00	1,475.00
Total 022717:											
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	1	8402-413-30-45	PRINTING AND BINDING	31.00	31.00
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	2	8402-413-30-46	POSTAGE	13.88	13.88
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	3	8402-413-30-45	COMMUNICATIONS	60.40	60.40
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	4	8402-413-30-46	SUPPLIES-GENERAL	15.00	15.00
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	5	8402-413-30-43	LAFCO EXEC. OFFICE SVC	2,000.00	2,000.00
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	6	8402-413-30-43	LAFCO BROWN ACT COMPLIAN	500.00	500.00
03/17	03/02/2017	99848	72		LAFCO STAFF SVCS & EXPENS	022717	7	8402-413-30-43	MUNICIPAL SVC REVIEW-LAFC	1,462.50	1,462.50
Total 022717:											
03/17	03/02/2017	99849	76	BILLINGTON ACE HARD	SUPPLIES-STREETS	378062	1	2007-431-20-44	REPAIR AND MAINTENANCE-MI	9.16	9.16
Total 378062:											
03/17	03/02/2017	99850	147		TR EX FOLSOM 3/5/17-3/8/17 SE	022817	1	1000-421-10-45	TRAINING	224.00	224.00
Total 022817:											
03/17	03/02/2017	99851	148	COMPUTER LOGISTICS	SHIPPED LAPTOP	69277	1	1000-417-10-46	POSTAGE	21.76	21.76
Total 69277:											
03/17	03/02/2017	99852	152	COUSO TECHNOLOGY &	WEBSITE MAINT 2/17-3/17	542458	1	1000-417-10-43	TECHNICAL SVCS	340.00	340.00

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 542458:											
03/17	03/02/2017	99853	161	CSK AUTO INC	CREDIT-STREETS	21740453690	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	252.82-	252.82-
Total 21740453690:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-PW	2740457489	1	7620-430-10-44	REPAIR AND MAINTENANCE-V	9.64	9.64
Total 2740457489:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-WATER	2740457960	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	26.52	26.52
Total 2740457960:											
03/17	03/02/2017	99853	161	CSK AUTO INC	CREDIT- WATER	2740458009	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	64.35-	64.35-
Total 2740458009:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-GAS	2740458303	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	12.85	12.85
Total 2740458303:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-WATER	2740458327	1	7110-430-42-44	REPAIR AND MAINTENANCE-V	19.29	19.29
Total 2740458327:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-GAS	2740458537	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	150.58	150.58
Total 2740458537:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-GAS	2740458538	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	3.11	3.11
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-STREETS	2740458538	2	2007-431-20-44	REPAIR AND MAINTENANCE-V	2.41	2.41
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-WATER	2740458538	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	4.12	4.12
Total 2740458538:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-GAS	2740458716	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	65.23	65.23

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 2740458716:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-GAS	2740459291	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	20.89	20.89
Total 2740459291:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-WATER	2740460159	1	7110-430-42-46	SUPPLIES-GENERAL	111.18	111.18
Total 2740460159:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-STREETS	2740460160	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	.53	.53
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-WATER	2740460160	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	.91	.91
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-GAS	2740460160	3	7401-430-62-44	REPAIR AND MAINT-VEHICLE	.69	.69
Total 2740460160:											
03/17	03/02/2017	99853	161	CSK AUTO INC	PARTS-WATER	2740460186	1	7110-430-42-46	SUPPLIES-GENERAL	23.65	23.65
Total 2740460186:											
03/17	03/02/2017	99854	1503	DSA SACRAMENTO REGI	COMPLIANCE PAYMENT STIP	022817	1	2007-431-20-48	TAXES, FEES, PERMIT AND CH	5,172.75	5,172.75
Total 022817:											
03/17	03/02/2017	99855	219	ED STAUB & SONS PETR	312.04 GAL PROPANE- AIRPOR	0288269	1	7201-430-81-46	PROPANE	5,172.75	5,172.75
Total 0288269:											
03/17	03/02/2017	99856	8869		REFUND WATER DEPOSIT	10330450026	1	7110-2228-000	DEPOSITS-CUSTOMER	41.85	41.85
03/17	03/02/2017	99856	8869		REFUND GAS DEPOSIT	10330450026	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 10330450026:											
03/17	03/02/2017	99857	241	FEATHER PUBLISHING C	ADVERTISEMENT HELP WANT	1296888	1	1000-452-22-45	ADVERTISING	103.20	103.20
Total 1296888:											
03/17	03/02/2017	99857	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE ORD	7781	1	1000-411-40-45	ADVERTISING	107.80	107.80

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 7781:											
03/17	03/02/2017	99857	241	FEATHER PUBLISHING C	PUBLIC HEARING NOTICE ORD	7782	1	1000-411-40-45	ADVERTISING	107.80	107.80
Total 7782:											
03/17	03/02/2017	99858	8318		REFUND GAS DEPOSIT	10306805506	1	7401-2228-000	DEPOSITS-CUSTOMER	122.50	122.50
Total 10306805506:											
03/17	03/02/2017	99859	243	FEDEX	POSTAGE-PW	571045116	1	7620-430-10-46	POSTAGE	165.63	165.63
Total 571045116:											
03/17	03/02/2017	99860	265	FRONTIER	257-5603 POLICE	5603 021017	1	1000-421-10-45	COMMUNICATIONS	29.64	29.64
Total 5603 021017:											
03/17	03/02/2017	99861	8493		REFUND WATER DEPOSIT	10508500008	1	7110-2228-000	DEPOSITS-CUSTOMER	886.91	886.91
Total 10508500008:											
03/17	03/02/2017	99862	8569		REIM LAND SURVEYOR LICENS	022217	1	7620-430-10-48	TAXES, FEES, PERMITS & CHA	19.60	19.60
Total 022217:											
03/17	03/02/2017	99863	8831	GRIZZLEY ELECTRIC	5% RETENTION OFFICE GENE	022817	1	7620-430-10-47	MACHINERY AND EQUIPMENT	115.00	115.00
Total 022817:											
03/17	03/02/2017	99864	8871		REFUND GAS DEPOSIT	10108770015	1	7401-2228-000	DEPOSITS-CUSTOMER	1,685.50	1,685.50
Total 10108770015:											
03/17	03/02/2017	99865	8873		REFUND WATER DEPOSIT	10425750011	1	7110-2228-000	DEPOSITS-CUSTOMER	3.68	3.68
Total 10425750011:											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/02/2017	99866	335	J.W. WOOD CO INC	SUPPLIES-PARKS	S094976	1	1000-452-20-44	FACILITY - REPAIR & MAINTEN	12.17	12.17
Total S094976:											
03/17	03/02/2017	99867	1504	JESSICA RYAN	PROFESSIONAL SERVICES 2/2	022717	1	1000-412-10-43	PROFESSIONAL SVCS	2,225.00	2,225.00
Total 022717:											
03/17	03/02/2017	99868	362	KAUFFMAN, BILL	CUSTODIAL SVCS 2/2017	589293	1	1000-417-10-44	CUSTODIAL	650.00	650.00
Total 589293:											
03/17	03/02/2017	99868	362	KAUFFMAN, BILL	CUSTODIAL SVCS 2/2017-PW	589294	1	7620-430-10-44	CUSTODIAL	250.00	250.00
Total 589294:											
03/17	03/02/2017	99869	8874		REIM UNIFORM ALLOWANCE	030117	1	1000-421-10-42	UNIFORM ALLOWANCE	526.45	526.45
Total 030117:											
03/17	03/02/2017	99870	372	KRONICK, MOSKOVITZ	PROFESSIONAL SERVICES 1/2	285639	1	1000-412-10-43	PROFESSIONAL SVCS	3,059.00	3,059.00
Total 285639:											
03/17	03/02/2017	99871	1074	LASSEN AUTO BODY	REPAIR #78-PD	8897	1	1000-421-10-44	RADIO - REPAIR & MAINTENAN	195.00	195.00
Total 8897:											
03/17	03/02/2017	99872	1183	LASSEN COUNTY	INSURANCE PAYMENT LAFCO	022717	1	8402-413-30-45	INSURANCE-LIABILITY	1,000.00	1,000.00
Total 022717:											
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES-SNOW	272071	1	2006-431-25-44	REPAIR & MAINT - VEHICLE	72.45	72.45
Total 272071:											
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	272750	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	10.32	10.32
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	272750	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	13.72	13.72
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	272750	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	8.01	8.01

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
Total 272750:											
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	272953	1	2007-431-20-44	REPAIR AND MAINTENANCE-V	32.05	32.05
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	272953	2	7401-430-62-44	REPAIR AND MAINT-VEHICLE	2.67	2.67
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	272953	3	7110-430-42-44	REPAIR AND MAINTENANCE-V	3.46	3.46
Total 272953:											
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES-PARKS	272965	1	1000-452-20-44	VEHICLE - REPAIR & MAINTEN	103.84	103.84
Total 273193:											
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- GAS	273193	1	7401-430-62-44	REPAIR AND MAINT-VEHICLE	9.02	9.02
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- WATER	273193	2	7110-430-42-44	REPAIR AND MAINTENANCE-V	11.98	11.98
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- STREETS	273193	3	2007-431-20-44	REPAIR AND MAINTENANCE-V	7.00	7.00
Total 273204:											
03/17	03/02/2017	99873	411	LASSEN MOTOR PARTS	SUPPLIES- SNOW	273204	1	2006-431-25-46	SUPPLIE - GENERAL	107.79	107.79
Total 29931 021017:											
03/17	03/02/2017	99874	437	LMUD	SKYLINE DR WELL 4-WATER	29931 021017	1	7110-430-42-46	ELECTRICITY	107.79	107.79
Total 350161 021617:											
03/17	03/02/2017	99874	437	LMUD	472-105 JOHNSTONVILLE WAT	350161 021617	1	7112-430-42-46	ELECTRICITY	32.65	32.65
Total 44298 021017:											
03/17	03/02/2017	99874	437	LMUD	GLENN & CHERRY TR - SCADA-	44298 021017	1	7110-430-42-46	ELECTRICITY	225.73	225.73
Total 44316 021017:											
03/17	03/02/2017	99874	437	LMUD	PAIUTE LN SCADA-WATER	44316 021017	1	7110-430-42-46	ELECTRICITY	28.14	28.14
Total 44316 021017:											
03/17	03/02/2017	99874	437	LMUD	PAIUTE LN SCADA-WATER	44316 021017	1	7110-430-42-46	ELECTRICITY	25.23	25.23
Total 44316 021017:											
03/17	03/02/2017	99874	437	LMUD	PAIUTE LN SCADA-WATER	44316 021017	1	7110-430-42-46	ELECTRICITY	25.23	25.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/02/2017	99874	437	LMUD	BAGWELL SPRINGS - SCADA-W	45542 021017	1	7110-430-42-46	ELECTRICITY	60.10	60.10
Total 45542 021017:											
03/17	03/02/2017	99874	437	LMUD	WELL #3-WATER	4559 021617	1	7110-430-42-46	ELECTRICITY	60.07	60.07
Total 4559 021617:											
03/17	03/02/2017	99875	8863		REFUND WATER DEPOSIT	104199500015	1	7110-2228-000	DEPOSITS-CUSTOMER	12.50	12.50
03/17	03/02/2017	99875	8863		REFUND GAS DEPOSIT	104199500015	2	7401-2228-000	DEPOSITS-CUSTOMER	200.00	200.00
Total 104199500015:											
03/17	03/02/2017	99876	452	MARTIN SECURITY SYST	470-895 CIRCLE DR PROSHOP	033146	1	7530-451-50-43	TECHNICAL SVCS	40.00	40.00
Total 033146:											
03/17	03/02/2017	99876	452	MARTIN SECURITY SYST	60 N LASSEN SECURITY 3/17	033297	1	1000-417-10-43	TECHNICAL SVCS	43.00	43.00
Total 033297:											
03/17	03/02/2017	99876	452	MARTIN SECURITY SYST	470-895 CIRCLE DR SECURITY	033336	1	7530-451-50-43	TECHNICAL SVCS	164.74	164.74
Total 033336:											
03/17	03/02/2017	99877	481	MISSION LINEN & UNIFO	SUPPLIES-PD	503997894	1	1000-421-10-46	SUPPLIES-JANITORIAL	211.35	211.35
Total 503997894:											
03/17	03/02/2017	99878	8870		REFUND WATER DEPOSIT	101048500009	1	7110-2228-000	DEPOSITS-CUSTOMER	13.36	13.36
Total 101048500009:											
03/17	03/02/2017	99879	1296	RENTAL GUYS	EQUIPMENT RENTAL-STREETS	612970-5	1	2007-431-20-46	SUPPLIES-GENERAL	55.38	55.38
Total 612970-5:											
03/17	03/02/2017	99880	1076	SIERRA COFFEE AND BE	BOTTLED WATER-PW	47397	1	7620-430-10-46	SUPPLIES-GENERAL	14.50	14.50

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 47397:											
03/17	03/02/2017	99880	1076	SIERRA COFFEE AND BE	BOTTLED WATER	47402	1	1000-417-10-46	SUPPLIES-GENERAL	14.50	14.50
Total 47402:											
03/17	03/02/2017	99881	8872	SMITH VALLEY EQUIPME	REPAIR JOHN DEERE TRACTO	F43602	1	1000-452-20-44	MISC - REPAIR & MAINTENANC	6,388.28	6,388.28
Total F43602:											
03/17	03/02/2017	99882	1121	TNS READY MIX INC	TRANSFER SAND FOR SAND B	2657	1	2007-431-20-46	SUPPLIES-GENERAL	352.45	352.45
03/17	03/02/2017	99882	1121	TNS READY MIX INC	TRANSFER SAND FOR SAND B	2657	2	7110-430-42-46	SUPPLIES-GENERAL	352.52	352.52
03/17	03/02/2017	99882	1121	TNS READY MIX INC	TRANSFER SAND FOR SAND B	2657	3	7401-430-62-46	SUPPLIES-GENERAL	352.52	352.52
Total 2657:											
03/17	03/02/2017	99882	1121	TNS READY MIX INC	TRANSFER SAND-STREETS	2658	1	2007-431-20-46	SUPPLIES-GENERAL	176.20	176.20
03/17	03/02/2017	99882	1121	TNS READY MIX INC	TRANSFER SAND-WATER	2658	2	7110-430-42-46	SUPPLIES-GENERAL	176.27	176.27
03/17	03/02/2017	99882	1121	TNS READY MIX INC	TRANSFER SAND-GAS	2658	3	7401-430-62-46	SUPPLIES-GENERAL	176.27	176.27
Total 2658:											
03/17	03/02/2017	99883	770	WESTERN NEVADA SUP	SUPPLIES-GAS	66911329	1	7401-430-62-46	SUPPLIES-GENERAL	133.85	133.85
Total 66911329:											
03/17	03/02/2017	99883	770	WESTERN NEVADA SUP	SUPPLIES-PW	66913410	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	273.36	273.36
Total 66913410:											
03/17	03/02/2017	99883	770	WESTERN NEVADA SUP	SUPPLIES-PW	66913956	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	52.45	52.45
Total 66913956:											
03/17	03/02/2017	99883	770	WESTERN NEVADA SUP	SUPPLIES-PW	66914453	1	7620-430-10-44	REPAIR AND MAINTENANCE-MI	25.77	25.77
Total 66914453:											



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	
Grand Totals:											35,484.47	35,484.47

Report Criteria:

Report type: GL detail  
Check Voided = False

Report Criteria:

Report type: GL detail  
 Check Voided = False

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Inv Seq	GL Account No	GL Account Title	Seq Amount	Check Amount
03/17	03/06/2017	99884	40	AMPS ELECTRIC	EMERGENCY GEOTHERMAL R	SPW3217	1	7301-430-52-47	MACHINERY & EQUIPMENT	18,130.90	18,130.90
Total SPW3217:											18,130.90
Grand Totals:											18,130.90

Report Criteria:  
Transmittal checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	3,090.93-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	2,992.76-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	2,220.10-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	2,598.99-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	729.39-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	1,531.88-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	132.62-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	87.57-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	84.89-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	1,209.67-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	1,268.70-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	1,513.94-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	1,590.58-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	846.43-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	889.28-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	15.00-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	3,747.67-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	1,019.78-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	7650-2203-1	2,220.10-
02/24/2017	CDPT	03/01/2017	598	P.E.R.S.	8	2002-421-10-	1.94
02/24/2017	CDPT	03/01/2017	599	CITY OF SUSANVILLE PA	1	7650-2203-1	6,673.87-
02/24/2017	CDPT	03/01/2017	599	CITY OF SUSANVILLE PA	1	7650-2203-1	6,673.87-
02/24/2017	CDPT	03/01/2017	599	CITY OF SUSANVILLE PA	1	7650-2203-1	2,153.16-
02/24/2017	CDPT	03/01/2017	599	CITY OF SUSANVILLE PA	1	7650-2203-1	2,153.16-
02/24/2017	CDPT	03/01/2017	599	CITY OF SUSANVILLE PA	1	7650-2203-1	15,273.18-
02/24/2017	CDPT	03/01/2017	600	EMPLOYMENT DEV. DEP	6	7650-2203-1	4,240.02-
02/24/2017	CDPT	03/01/2017	601	EMPLOYMENT DEV DEP	7	7650-2203-1	1,215.54-
02/24/2017	CDPT	03/01/2017	602	VANTAGEPOINT TRANS.	3	7650-2203-0	62.00-
02/24/2017	CDPT	03/01/2017	99838	CA STATE DISBURSEME	36	7650-2203-0	311.52-
02/24/2017	CDPT	03/01/2017	99839	CA STATE DISBURSEME	37	7650-2203-0	69.23-
02/24/2017	CDPT	03/01/2017	99840	NATIONWIDE RETIREME	5	7650-2203-0	965.00-
02/24/2017	CDPT	03/01/2017	99841	STATE FRANCHISE TAX	26	7650-2203-0	80.13-
02/24/2017	CDPT	03/01/2017	99842	STATE OF CALIF FRAN T	27	7650-2203-0	498.83-
02/24/2017	CDPT	03/01/2017	99843	STATE OF CALIF FRAN T	41	7650-2203-0	25.00-
02/24/2017	CDPT	03/01/2017	99844	VALIC	4	7650-2203-0	1,813.08-
Grand Totals:			35				69,995.93-

Reviewed by: JGH City Administrator  
       City Attorney

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5356** supporting Lassen County Chamber of Commerce 25<sup>th</sup> Annual Main Cruise Classic Car Show N' Shine on Friday, June 23, 2017 and Saturday, June 24, 2017 and authorization for the Public Works Director to execute encroachment permit application for closure of Main Street (State Highway 36).

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

**SUMMARY:** The Lassen County Chamber of Commerce (LCCC) hosts an annual Main Street Cruise that has traditionally been located on Main Street in Uptown Susanville. Last year, the LCCC requested that the event be held at Memorial Park and it proved to be successful. This year, the LCCC wishes to make the event a two day celebration and requests City Council support to approve the closure of the following streets:

1. Closure of Main Street, from Weatherlow to the top of Main Street from 5:00 p.m. to 9:00 p.m. on Friday, June 23, 2017;
2. Closure of Pancera Plaza (South Gay Street) from Main Street to Cottage Street, from 4:00 p.m. to 10:00 p.m. on Friday June 23, 2017;
3. Closure of Nevada Street, from Weatherlow to Lassen, for a sanctioned All-American Soap Box Derby from 7:00 a.m. to 5:00 p.m. on Saturday, June 24, 2017.

The cars would be showcased in Memorial Park, and the Chamber will work with City staff to mark and flag the areas of the park that will need to be avoided when parking the cars for display. The proposed schedule of events includes various activities from Friday nights' motorcycle show and slow drag races and the Main Street cruise to Saturday's poker run, soapbox derby races and the car show at the park.

The LCCC will be selling alcoholic beverages as part of the event and will obtain a permit to sell alcoholic beverages from the Department of Alcoholic Beverage Control (ABC). A letter of authorization from the City is required as part of the application process through the ABC. The Chamber will be responsible for obtaining the license.

In addition, the Chamber has requested a fee waiver for use of Memorial Park, the ball field and bandstand area for the event.

The event will require five Public Works Department employees to set up and take down traffic control signs and assist the four Police Officers with traffic control.

Caltrans does not charge the City the Encroachment Permit fee but, they require the City to accept liability for this event as the Encroachment Permit Permittee.

<b>FISCAL IMPACT:</b>	Public Works Estimated Cost	\$ 5,176
	<u>Police Department Estimated Cost</u>	<u>\$ 5,360</u>
	Total Fiscal Impact	\$10,536

**ACTION  
REQUESTED:**

1. Motion to approve Resolution No. 17-5356 authorizing closure of Main Street, from Weatherlow to the top of Main Street from 5:00 p.m. to 9:00 p.m. on Friday, June 23, 2017, closure of Pancera Plaza (South Gay Street) from Main Street to Cottage Street, from 4:00 p.m. to 10:00 p.m. on Friday June 23, 2017 and closure of Nevada Street, from Weatherlow to Lassen, for a sanctioned All-American Soap Box Derby from 7:00 a.m. to 5:00 p.m. on Saturday, June 24, 2017, for the Lassen County Chamber of Commerce (LCCC) 25<sup>th</sup> Annual Main Street Cruise Car Show N' Shine and authorization for the Public Works Director to execute a Caltrans encroachment permit application.
2. Motion to approve the waiving of park fees (\$151.00) and selling of alcoholic beverages.

**ATTACHMENTS:** Chamber of Commerce Letter of Request  
Resolution No. 17-5356



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

January 10, 2017

Jared Hancock, City Administrator  
66 North Lassen Street  
Susanville, CA 96130

Re: Street Closure Request for 25<sup>th</sup> Anniversary Main Cruise Classic Car Show n Shine

Dear Mr. Hancock,

The Lassen County Chamber of Commerce will be celebrating the 25<sup>th</sup> Anniversary of the Main Cruise Classic Car Show in June 2017. The committee chaired by Susan Christensen-Edwards, of Christensen Insurance, plans to make this a two day celebration. The proposed event schedule has been enclosed for your reference.

We are requesting the following street closures for the two days of events as follows:

Friday, June 23, 2017

Closure of Main Street in Historic Uptown Susanville, from Weatherlow to the top of Main Street, to thru traffic, from 5 to 9pm.

Closure of Pancera Plaza, from 4 to 10pm.

Use of the parking area on the corner of North Roop Street and Main Street.

Permission to serve alcoholic beverages from 5-9pm.

Saturday, June 24, 2017

Closure of Nevada Street, from Weatherlow Street to Lassen Street, for a sanctioned All-American Soap Box Derby.

Use of Memorial Park, including the ball field, for the classic car show from 12 noon to 8pm.

Permission to serve alcoholic beverages from 2pm to 7pm.

## 2017 Main Cruise – Proposed Schedule of Events

### Friday: June 23, 2017

Main Street Closure 5 – 9pm  
Historic Uptown  
5-9 “Classics Cars & Cocktails”  
Chamber Mixer (Pancera Plaza)  
“Wear your Favorite Main Cruise T-Shirt”

3-5pm Soapbox Derby Car Showcase  
Inspection & “Test Runs”  
Lower 2 blocks of Main St.  
6pm Pancera Plaza “Rededication”

5:30 – 9pm Motorcycle Show  
(Parking Lot- Corner Main & N Roop)

7pm Slow Drag Races  
(Upper two blocks Main Street)

7:30pm Contests – Bubble Gum – Hula Hoop  
50's, 60's & 70's Dress  
(Pancera Plaza)

8:30pm Main Street “Cruise”

5:30 – 9pm Street Dance (Pancera Plaza)  
Preview “Dancing for a Brand New Me”  
Dance Club Performance

\*Free Midnight Showing of American Graffiti @  
Sierra Theater

### Saturday: June 24, 2017

10am – 1:30pm Poker Run  
(\*locations yet to be finalized)  
\*Susanville Ford  
\*Golf Course  
\*Napa Auto Parts  
Last stop @Diamond Mt. Casino

8am – Noon Farmer’s Market  
(Pancera Plaza)

10am – 4pm Sanctioned All- American  
Soapbox Derby Races  
(On Nevada Street)

1 – 1:30pm BBQ Lunch at DMC

2 – 7pm Car Show  
(Memorial Park)  
6:30pm-Awards Presentation

3-6pm “Corn Hole” Toss Competition

2 – 7pm Food & craft vendors in the Park

2 – 7pm- “Fourgery” to play in “Bandstand”

**RESOLUTION NO. 17-5356**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE SUPPORTING CLOSURE OF MAIN STREET FROM COTTAGE STREET TO WEATHERLOW STREET AND CLOSURE OF PANCERA PLAZA (S. GAY ST.) FROM MAIN STREET TO COTTAGE ON FRIDAY, JUNE 23, 2017 AND CLOSURE OF NEVADA STREET FROM WEATHERLOW TO LASSEN STREET ON SATURDAY JUNE 24, 2017, FOR THE LASSEN COUNTY CHAMBER OF COMMERCE (LCCC) 25<sup>TH</sup> ANNUAL MAIN STREET CRUISE CLASSIC CAR SHOW 'N SHINE AND AUTHORIZING PUBLIC WORKS DIRECTOR TO EXECUTE A CALTRANS ENCROACHMENT PERMIT APPLICATION**

**WHEREAS,** Lassen County Chamber of Commerce (LCCC) has requested City Council support of their Annual Main Street Cruise Classic Car Show 'N Shine to be held on Friday June 23, 2017 through Saturday June 24, 2017;

**WHEREAS,** in order to hold the event, LCCC has requested authorization to close Main Street from Cottage Street to Weatherlow Street from 5:00 p.m. to 9:00 p.m. on Friday, June 23, 2017; and

**WHEREAS,** LCCC has further requested closure of Pancera Plaza (S. Gay St.) from Main Street to Cottage Street from 4:00 p.m. to 10:00 p.m. on June 23, 2017;

**WHEREAS,** LCCC has further requested closure of Nevada Street from Weatherlow to Lassen Street from 7:00 a.m. to 5:00 p.m. on Saturday June 24, 2017; and

**WHEREAS,** LCCC will obtain the appropriate permit from the Department of Alcoholic Beverage Control agency to sell alcohol at the event; and

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

1. Authorization to close Main Street from Cottage Street to Weatherlow Street from 5:00 p.m. to 9:00 p.m. and closure of Pancera Plaza (S. Gay St.) from Main Street to Cottage Street from 4:00 p.m. to 10:00 p.m. on Friday, June 23, 2017 and closure of Nevada Street from Weatherlow to Lassen Street from 7:00 a.m. to 5:00 p.m. on Saturday June 24, 2017.
2. Authorization of the Public Works Director to execute a Caltrans Encroachment Permit Application as required.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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



The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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

APPROVED AS TO FORM:

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

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

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5357** approving Online User License Agreement with ParcelQuest and Authorizing City Administrator to sign Agreement.

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

**SUMMARY:** City staff has been utilizing ParcelQuest software through the use of disks for the purposes of accessing information regarding the parcel numbers, ownership, etc... of property in the area. ParcelQuest notified staff last year that the software was going to an online version only and provided a trial period to allow staff to become acquainted with the new version. The trial is coming to an end and the City was presented with an Online User License Agreement to continue to have access to the software at a fixed-rate of \$2,500 annually for three years, regardless of the number of users.

**FISCAL IMPACT:** \$2,500 annually

**ACTION REQUESTED:** Approve Resolution No. 17-5357 Approving Online User License Agreement with ParcelQuest and Authorizing City Administrator to sign the Agreement.

**ATTACHMENTS:** Resolution No. 17-5357  
Online User License Agreement

**RESOLUTION NO. 17-5357**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING ONLINE USER LICENSE AGREEMENT WITH PARCELQUEST AND**  
**AUTHORIZING CITY ADMINISTRATOR TO SIGN AGREEMENT**

**WHEREAS,** the City has utilized ParcelQuest software for the purposes of accessing needed information regarding properties; and

**WHEREAS,** ParcelQuest now offers online access to software only and requires the execution of an online user license agreement; and

**WHEREAS,** ParcelQuest has quoted the cost at \$2,500 annually.

**NOW THEREFORE BE IT RESOLVED,** that the City Council does hereby approve the Agreement between ParcelQuest and the City of Susanville; and

**BE IT FURTHER RESOLVED,** that the City Council authorizes the City Administrator to sign and administer the agreement.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March, 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

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

## ONLINE USER LICENSE

Agreement Dated: January 19, 2017

This is a license, not a sale. This product is provided under the following Online User License ("License"), which defines what you may do with the product and contains limitations on warranties and/or remedies. This is a legal agreement between the signing individual or entity ("Licensee") and ParcelQuest. By using ParcelQuest Online, you agree to be bound by the terms of this Agreement.

**1. Grant of License:** This License permits Licensee to access ParcelQuest Online ("Website"), including downloaded software, data, images, photographs, animations, video, audio, music, and text ("Content"), per the limitations of your selected subscription level as described in Appendix A, as long as your account remains active and in good standing.

**2. Use Limited to Designated User(s) of Licensee:** Licensee qualifies as a Licensee by payment of the relevant subscription fee described in Appendix A, maintaining Licensee's account in good standing, and by abiding by the terms of this License. Each Designated User of Licensee ("Designated User") will be provided with a unique username and password combination ("Login") used to access and use the Website. The number of Designated Users allowed to access and use the website is described in Appendix A. Each Login may only be used by a single Designated User of Licensee and Designated Users may not share their Login with any other person, whether an employee of Licensee or not, unless approved in writing and in advance by ParcelQuest.

**3. Limitations on Use:** Licensee and Licensee's Designated Users are prohibited from redistributing, selling, or publishing the Content of the Website, from performing automated searches of the Content, and from downloading any Content for use with any other commercial application(s) for sale or distribution. Upon termination and/or expiration of the License, Licensee must immediately cease using the Website including Content, and any Content downloaded during the term of a license must be erased or destroyed and may not be used for any purpose. This License is granted on the strict condition that neither Licensee nor any of Licensee's Designated Users are an owner, employee, representative, or in any way affiliated with, either directly or indirectly, any individual or entity presently engaged in any activity deemed to be in conflict with the interests of ParcelQuest or in competition with its activities; 4) Licensee will employ all reasonable means to ensure that no other person or entity will have access to the Website using the Login(s) assigned to Licensee's Designated Users(s), nor will anyone deemed to be in conflict with the interests of ParcelQuest have access to any electronic or printed materials which Licensee or Licensee's Designated Users obtain from the Website. If in the future Licensee or any of Licensee's Designated Users are determined by ParcelQuest to be in violation of any of the provisions of this License, Licensee's account will be terminated immediately, and legal action may be pursued.

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Licensee: (initial) \_\_\_\_\_ (date) \_\_\_\_\_

**5. Downloads:** All software, data, images, links, user documentation or other information downloaded from the Website may be used only in accordance with this License.

**6. Other Restrictions/Compliance with Laws:** Successful access to the Website using a valid Login provided by ParcelQuest is proof to each Designated User of license to exercise the rights granted herein. Licensee and Licensee's Designated Users may not reverse engineer, decompile, or disassemble the Website, except to the extent that the foregoing restriction is expressly prohibited by applicable law. Licensee and Licensee's Designated Users shall use the data and images in accordance with the law. Licensee and Licensee's Designated Users shall not knowingly post on the Internet, or host or provide service to an Internet Web site that posts, or disclose, the home address or telephone number of any elected or appointed official, or of the official's residing spouse or child, in violation of California Government Code Section 6254.21. Records, data, compilations thereof, charts, graphs, spreadsheets, and related software licensed hereunder ("Licensed Data") are subject to the protection of the Copyright laws of the United States at 17 U.S. Code, §§101, et seq., and exempt from disclosure under the Public Records Act, Government Code §§ 6250, et seq. Specifically, the Licensed Data including output data is the result of the creative work and the application of algorithms designed internally by Licensor. Furthermore, any de compilation, disassembling and/or reverse engineering of the Licensed Data is in violation of this Agreement and Licensee's use and distribution of the Licensed Data are strictly limited by this Agreement. Under no circumstances shall Licensee disclose or provide any of the Licensed Data to any third party pursuant to, but not limited to, public records requests.

**7. Warranty:** ParcelQuest represents and warrants that it has (i) title to the ParcelQuest Product; and (ii) the right to grant the licenses granted hereunder.

**8. Limitation of Warranty:** Except as set forth above, the Website is produced and delivered "as is" without warranty of any kind, express or implied, including but not limited to, warranties of merchantable quality, merchantability or fitness for a particular purpose, or those arising by law, statute, or course of dealing. ParcelQuest does not warrant, guarantee, or make any representations regarding the use, availability, or the results, of the Website in terms of correctness, accuracy, reliability, or otherwise. The entire risk as to the results and performance of the Website is assumed by Licensee. ParcelQuest shall not be liable to Licensee or any third party for any direct, indirect, special, consequential, or incidental damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of the use of or inability to use the Website even if ParcelQuest has been advised of the possibility of such damages, or they are foreseeable. ParcelQuest is also not responsible for claims by a third party. The maximum aggregate liability to Licensee shall not exceed the amount paid by Licensee for the ParcelQuest Product. ParcelQuest's entire liability and Licensee's sole and exclusive remedy as to any such ParcelQuest Product shall be, at ParcelQuest's option, either (a) return of the fees paid hereunder; or (b) replacement of such ParcelQuest Product that does not meet ParcelQuest's limited warranty. If failure of any ParcelQuest Product has resulted from accident, abuse, or misapplication, ParcelQuest shall have no responsibility to replace the ParcelQuest Product or refund the fees paid hereunder.

**9. Assignment:** Licensee may not assign or otherwise transfer the License to anyone, without ParcelQuest's prior written consent.

**10. Complete Agreement:** This License is the complete agreement between the parties, which supercedes and merges all prior understandings or agreements, whether oral or written, between the parties relating to the License.

Licensee: (initial) \_\_\_\_\_ (date) \_\_\_\_\_

**11. No Waiver:** The waiver or failure of a party to exercise any right provided for herein shall not be deemed a waiver of any further right under the License.

**12. Severable:** If any provision of the License is invalid, illegal, or unenforceable under any applicable statute or law, it is to that extent to be deemed omitted. The remainder of the License shall remain valid and enforceable to the maximum extent possible.

**13. Governing Law and Jurisdiction:** The parties understand that the License and the resolution of any dispute related to the License shall be governed under the laws of the State of California, without giving effect to any principles of conflicts of law. Any legal action or proceeding for injunctive relief relating to the License shall be brought exclusively in a federal or state court of competent jurisdiction in the State of California, Sacramento County.

**14. Arbitration:** With the exception of the parties' rights to pursue injunctive relief hereunder, any dispute or claim in law or equity arising out of this Agreement shall be decided by binding arbitration. Any arbitration shall be conducted in Sacramento, California, in accordance with the rules of the American Arbitration Association.

**15. Attorney's Fees:** In the event that legal action, arbitration or any other proceeding (legal, equitable, administrative or otherwise) is instituted by any party to enforce or interpret the provisions of the License, the prevailing party shall be entitled to recover reasonable costs and expenses, including actual attorneys' fees, from the non-prevailing party.

**ParcelQuest, a California Corporation**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

A copy of each notice to ParcelQuest  
General Manager  
ParcelQuest  
193 Blue Ravine Road, Suite 120  
Folsom, CA 95630-3898

**City of Susanville:**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Address for Notice to Licensee:  
Heidi Whitlock  
Assistant to the City Administrator  
City of Susanville  
66 N. Lassen Street  
Susanville, CA 96130

Licensee: (initial) \_\_\_\_\_ (date) \_\_\_\_\_

**ONLINE USER LICENSE**  
 Agreement Dated: January 19, 2017

**Appendix A**

**A. Designated Users**

1. Licensee is purchasing, and ParcelQuest shall provide, for the fees described in this Appendix, the number of Logins shown in the Total column of Table 1 below. Each Login shall provide access to the Website according to one of the Service Levels listed in Table 1 below, and in the quantities shown in each Service Level column. The total number of Logins shown in the Total column should equal the sum of the number of Logins shown in each Service Level column.

2. Features available at each Service Level may change from time to time according to definitions published on publicly available areas of the Website. Such changes shall not affect the validity or enforceability of any part of this License, including but not limited to the fees due under the terms of this License.

Service Level ⇄	Unlimited	Navigator	Total
Designated Users	<b>0</b>	<b>10</b>	<b>10</b>

**Table 1: Designated Users by Service Level**

**B. Feature Accesses & Fees**

**1. Included Feature Accesses:** Licensee is purchasing, and ParcelQuest shall provide, for the fees described in this Appendix, the quantity of Feature Accesses per Month per Designated User by Service Level shown in Table 2 below.

Features > Service Level▼	Searches	Property Profiles	APN Maps	Mailing Labels	Mailing Record Exports	Document Images	Parcel Shapes
Navigator	Unlimited	Unlimited	Unlimited	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>100</b>
Unlimited	Unlimited	Unlimited	Unlimited	N/A	N/A	<b>0</b>	N/A

**Table 2: Feature Accesses Included per Month per Designated User by Service Level**

**2. Fees for Additional Feature Accesses:** Feature Accesses made by Designated Users in excess of the Included Feature Access quantities listed in Table 2 of this Appendix shall be charged at the rates set forth in Table 3 below. Fees in Table 3 shown as \$0.00 indicate additional Accesses of that Feature in excess of the quantities shown in Table 2 are NOT allowed.

Features > Service Level▼	Searches	Property Profiles	APN Maps	Mailing Labels (ea)	Mailing Record Exports (ea)	Document Images (ea)	Parcel Shapes (ea)
Navigator	N/A	N/A	N/A	N/A	N/A	<b>\$5.00</b>	<b>\$3.00</b>
Unlimited	N/A	N/A	N/A	N/A	N/A	<b>\$5.00</b>	N/A

**Table 3: Fee per Additional Feature Access**

Licensee: (initial) \_\_\_\_\_ (date) \_\_\_\_\_

**C. Term:**

**1. Initial Term:** The Initial Term begins on May 1, 2017 and ends on April 30, 2020. (Three Years).

**2. Renewal Term(s):** This License will automatically renew for a term of one-year unless either party notifies the other of its intention not to renew, not less than thirty (30) days prior to the expiration of this License. The fee structure for any renewal term will be the same as the prior twelve (12) month period, unless ParcelQuest notifies Licensee of a change in fees not less than thirty (30) days prior to the expiration of this License.

**D. Fees and Payment Terms:**

**1. Annual License Fees:** Licensee agrees to pay ParcelQuest an annual License fee of Two Thousand, Five hundred dollars (\$2,500.00) dollars.

**2. Additional Feature Access Fees:** Fees incurred for additional Feature Accesses, if any, will be automatically charged to Licensee's credit card on file on a monthly basis. Fees outstanding upon termination of this License will be immediately charged to Licensee's credit card on file.

**3. Payment Terms:**

**a. Initial Payment:** The initial payment will be due and payable within thirty (30) days after receipt of the initial file.

**b. Subsequent Payments:** All subsequent fees are due and payable within thirty (30) days of receipt of invoice.

**c. Late Fees and Collection Fees:** A late fee of 1.5% per month will be applied to all balances remaining unpaid after the due date. Licensee further agrees to pay any costs incurred by ParcelQuest for the collection of fees past due.

Licensee: (initial) \_\_\_\_\_ (date) \_\_\_\_\_



**d. Client Billing Information:** All ParcelQuest invoices will be sent to Licensee per the following Licensee-provided billing contact information and special instructions. Licensee agrees to notify ParcelQuest in writing per the following ParcelQuest billing contact information within 30 days of any changes to Licensee's billing information or instructions. Failure to notify ParcelQuest of any such changes within 30 days of the change may result in late fees or collection costs being added to Licensee's balance due. Such fees will not be waived by ParcelQuest.

Licensee's Billing Contact Information	
Billing Contact:	Heidi Whitlock
Department:	Assistant to the City Administrator
Company:	City of Susanville
Address:	66 N. Lassen Street
Address:	
City/St/Zip:	Susanville, CA 96130
Phone:	530.252.5106
Email:	<a href="mailto:hwhitlock@cityofsusanville.org">hwhitlock@cityofsusanville.org</a>
Special Instructions:	

ParcelQuest's Billing Contact Information	
Billing Contact:	Steve Walker
Company:	ParcelQuest
Address:	193 Blue Ravine Road, Suite 120
City/St/Zip:	Folsom, CA 95630
Phone:	916-817-2211
Email:	<a href="mailto:Steve.walker@parcelquest.com">Steve.walker@parcelquest.com</a>

Licensee: (initial) \_\_\_\_\_ (date) \_\_\_\_\_

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

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 17-5359** authorizing Mayor to execute Annual Certificate of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 located at the Susanville Municipal Airport.

**PRESENTED BY:** Jared G. Hancock

**SUMMARY:** The City has a UH-1 Huey Helicopter and AH-1 Cobra Helicopter for static display at the Susanville Municipal Airport. The City must furnish a notarized statement with a current photograph annually, certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated in the original photograph.

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

**ACTION REQUESTED:** Motion to adopt Resolution Number 17-5359 authorizing the Mayor to execute an Annual Certification of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and an Annual Certification of Army Materiel Status for the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport.

**ATTACHMENTS:** Resolution Number 17-5359  
Annual Certification of Army Materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374  
Annual Certification of Army Materiel Status for the AH-1 Cobra Helicopter, Serial Number 67-15684

**RESOLUTION NUMBER 17-5359**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING MAYOR TO EXECUTE ANNUAL CERTIFICATION OF ARMY**  
**MATERIEL STATUS FOR THE UH-1 HUEY HELICOPTER, SERIAL NUMBER 66-**  
**16374 AND THE AH-1 COBRA HELICOPTER, SERIAL NUMBER 67-15684 FOR**  
**STATIC DISPLAY LOCATED AT THE SUSANVILLE MUNICIPAL AIRPORT**

**WHEREAS**, at its December 7, 2001 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the UH-1 Huey Helicopter, Serial Number 66-16374 for static display at the Susanville Municipal Airport; and

**WHEREAS**, at its August 7, 2002 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport; and

**WHEREAS**, one of the requirements of the Conditional Deed of Gift is that the City must furnish a notarized statement with a current photograph annually certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the Mayor is authorized to execute Annual Certification of Army materiel Status for the UH-1 Huey Helicopter, Serial Number 66-16374 and the AH-1 Cobra Helicopter, Serial Number 67-15684 for static display at the Susanville Municipal Airport.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

# Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for UH-1 Huey serial number 66-16374, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

XX Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

Is in poor condition. Restoration to upgrade the appearance of the item will begin \_\_\_\_\_ and is expected to be completed \_\_\_\_\_.  
CURRENT PHOTOGRAPHS (35mm color prints) are attached.

No longer required. Please send disposition instructions.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL'S SIGNATURE: \_\_\_\_\_

NAME (Type/Print): \_\_\_\_\_

TITLE: Mayor

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: \_\_\_\_\_

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

**See Attached Notary Acknowledgment**

Notary Public  
(Seal and Signature)

Mail to: U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15<sup>th</sup>.

# Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for AH-1 Cobra serial number 67-15684, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

XX Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

\_\_\_\_\_ Is in poor condition. Restoration to upgrade the appearance of the item will begin \_\_\_\_\_ and is expected to be completed \_\_\_\_\_  
CURRENT PHOTOGRAPHS (35mm color prints) are attached.

\_\_\_\_\_ No longer required. Please send disposition instructions.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL'S SIGNATURE: \_\_\_\_\_

NAME (Type/Print): \_\_\_\_\_

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

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: (530) 252-5100

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

See Attached Notary Acknowledgment

Notary Public  
(Seal and Signature)

Mail to: U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15<sup>th</sup>

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

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution Number 17-5360** authorizing Mayor to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park.

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

**SUMMARY:** The City Council authorized a Conditional Deed of Gift accepting responsibility for the GPF M1917/18 Series Gun and must annually provide a notarized statement with current photograph certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph.

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

**ACTION REQUESTED:** Motion to adopt Resolution No. 17-5360 authorizing the Mayor to execute an Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884, located at Susanville Memorial Park.

**ATTACHMENTS:** Resolution No. 17-5360  
Annual Certification

**RESOLUTION NO. 17-5360**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AUTHORIZING MAYOR TO EXECUTE ANNUAL CERTIFICATION OF ARMY**  
**MATERIEL STATUS FOR THE GPF M1917/18 SERIES GUN, SERIAL**  
**NUMBER 884 LOCATED AT SUSANVILLE MEMORIAL PARK**

**WHEREAS**, at its December 17, 2008 meeting the City Council authorized the Mayor to execute a Conditional Deed of Gift accepting responsibility for the GPF M1917/18 Series Gun, Serial Number 884; and

**WHEREAS**, one of the requirements of the Conditional Deed of Gift is that the City must furnish a notarized statement with a current photograph annually certifying that the equipment is still in the possession of the City and is being displayed in the same manner and condition as indicated by the original photograph;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville that the Mayor is authorized to execute Annual Certification of Army Materiel Status for the GPF M1917/18 Series Gun, Serial Number 884 located at Susanville Memorial Park.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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

The foregoing Resolution was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15th day of March, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

# Annual Certification of Army Materiel Status

In accordance with paragraph six (6) of the Conditional Deed of Gift for GPF M1917/18 Series Gun serial number 884, donated to City of Susanville, under the terms of Public Law 10 USC 2572, I certify that the aforementioned equipment is (check the appropriate line)

Is still required, displayed and maintained in a clean and safe condition, so its appearance reflects favorably on the military. CURRENT PHOTOGRAPHS (35mm color prints) are attached.

Is in poor condition. Restoration to upgrade the appearance of the item will begin \_\_\_\_\_ and is expected to be completed \_\_\_\_\_.  
CURRENT PHOTOGRAPHS (35mm color prints) are attached.

No longer required. Please send disposition instructions.

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL'S SIGNATURE:

NAME (Type/Print): \_\_\_\_\_

TITLE: Mayor

ADDRESS: 66 North Lassen Street

CITY & STATE: Susanville, CA 96130

BUSINESS PHONE: \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public  
(Seal and Signature)

**Mail to:** U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-LC-LEAD/MS 419, 6501 East 11 Mile Road, Warren, MI 48397-5000 no later than January 15<sup>th</sup>.



Reviewed by:    City Administrator  
   City Attorney

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Sale of Susanville Municipal Airport Hangar #28

**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, Donald Sokol, owner of Hangar #28, submitted their official notice of intent to sell said hangar for the price of \$35,000 to Dale Miller.

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

**ACTION REQUESTED:** Direction to staff.

**ATTACHMENTS:** Official intent to sell from Donald Sokol  
Picture of Hangar #28

Date: February 28, 2017

City of Susanville  
66 North Lassen St.  
Susanville, Ca 96130

Re: Offer to sell Hangar 28

Dear City:

In accordance with paragraph 3 of the lease of space 28 at the Susanville Municipal Airport, I, F. Donald Sokol, hereby offer to sell to the City my Hangar #28 situated on said space #28, upon the same terms as that contained in the enclosed bona fide offer to buy said Hangar.

Thank-you for considering the within offer to sell.

Yours very truly,

A handwritten signature in cursive script that reads "F. Donald Sokol". The signature is written in dark ink and is positioned below the typed name.

F. Donald Sokol

OFFER TO PURCHASE HANGER #28

The undersigned Dale Miller, hereinafter referred to as BUYER hereby offers to purchase from F. Donald Sokol, hereafter referred to as SELLER, Hanger #28, situated on the Susanville Municipal Airport on space #28. The purchase price is \$35,000.00, payable \$5000,00 on the date of this offer, the receipt of which is hereby acknowledged by SELLER, and the balance of \$30,000 payable in equal monthly installments on the first day of each month until the 36<sup>th</sup> month, the unpaid balance bearing interest at the rate of 6% per annum, the monthly installments including interest being in the sum of \$333.06 After the 36<sup>th</sup> monthly payment, the entire unpaid balance of \$23,449.75 shall be due and payable within 30 days.

Dated: February 28, 20017



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DALE MILLER

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

Motion only  
 Public Hearing  
 Resolution  
 Ordinance  
 Information

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Authorizing a fee waiver for the use of Memorial Park in support of the Lassen Family Services 4th Annual "Walk a Mile" event on April 8, 2017 from 9:00 a.m. to 2:00 p.m.

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

**SUMMARY:** Lassen Family Services (LFS) is sponsoring their 4th Annual "Walk a Mile in Their Shoes" event scheduled for Saturday, April 8, 2017. The walk start at Roop's Fort and end at Memorial Park. LFS is no longer requesting street closures as in past years however, they are requesting a police escort both in front of and following behind those who are participating in the event. LFS has also requested a fee waiver for the use of Memorial Park in support of the event.

<b>FISCAL IMPACT:</b>	Fee Waiver Memorial Park	\$ 106.00
	Police Department Staff	<u>\$ 870.00</u>
	Total Impact	<u>\$ 976.00</u>

**ACTION**

**REQUESTED:** Authorize fee waiver request for the use of Memorial Park and the commitment of staff time in support of the Lassen Family Services 4th Annual "Walk a Mile" event on April 8, 2017 from 9:00 a.m. to 2:00 p.m.

**ATTACHMENTS:** Letter of request submitted by Lassen Family Services, Inc.



Lassen Family Services  
P.H.A.S.E. Into Empowerment

## LASSEN FAMILY SERVICES

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

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

Dear Susanville City Council,

Lassen Family Services, Inc. is partnering with Child and Family Services and Child Abuse Prevention Center to bring Susanville our 4th Annual Walk-A-Mile Event. This event is thrown during National Crime Victims Rights Week (April 2nd-8th). We are planning on having our walk starting at Roop's Fort and ending in Memorial Park on Saturday April 8th from 9am-2pm.

We are hoping that the City would waive the park fee and that our acting Mayor would be willing to read a proclamation at the event. I have attached a copy of the sample proclamation. I would also like to request a calendar date before the City Council so that we can request the park fee be waived and hopefully have the proclamation approved.

I, along with our event planning team really appreciate your help.

Best,

Peter A. Celum, Executive Director

**Crisis  
Line**  
24 Hours

**Domestic  
Violence  
Assistance**

**Sexual  
Assault  
Rape**

**Child  
Abuse  
Treatment**

**Court  
Appointed  
Special**



Crisis Line (530) 257-5004 • Toll Free 1-888-289-5004 • Office (530) 257-4599 • Fax (530) 257-4205  
Admin. (530) 257-5459 • Fax (530) 257-5490

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

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

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5361** - Adopting the City of Susanville 2016-2017 Mid-year Budget

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

**SUMMARY:** Each year, the City adopts a budget in June that sets the appropriations for the coming fiscal year. Revenues are based on projections that are received from Lassen County and the State of California and expenses are projected to fund critical operations, meeting with Department Heads and the City Council and establishing the priorities for the upcoming year. The City again reviews the budget at mid-year and adjusts these projections based on more up-to-date revenue allocations from the County and State, and any expense changes that were not predicted or occurred during the first six months.

This mid-year budget reflects current projections for Property Tax In-Lieu of VLF and Sales Tax. Staff is not proposing to change projections on any of the other revenues at this time, but will be monitoring them closely. This budget also reflects requested department increases in expenditures that are necessary to complete the budget year.

**FISCAL IMPACT:** General Fund expenditures budget of \$5,575,418, all other funds budget \$14,074,125 for a total City budget of \$19,649,543.

**ACTION**

**REQUESTED:** Motion to adopt Resolution No. 17-5361 Adopting the City of Susanville 2016-2017 Mid-year Budget.

**ATTACHMENTS:** Resolution No. 17-5361  
Exhibit "A"  
Mid-Year Budget Summary

**RESOLUTION NO. 17-5361**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**AMENDING THE FISCAL YEAR 2016-2017 CITY OF SUSANVILLE BUDGET**

**WHEREAS**, the City Council of the City of Susanville has formally adopted the budget process and policies for the City; and

**WHEREAS**, the City Council of the City of Susanville has set forth in these policies that the budget will be reviewed at Mid-year or more frequently; and

**WHEREAS**, the City Council has received, reviewed and approved the proposed FY 2016-2017 Mid-year changes;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Susanville hereby adopts the Fiscal Year 2016-2017 Mid-year budget, as set forth in Exhibit A, attached hereto and made a part hereof.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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

The foregoing Resolution No. 17-5361 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>h</sup> day of March 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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

## EXHIBIT A

# FY 2016-17 Mid-Year Adopted Budget

S:\Finance\2015-16 Budget\Exhibit A

3/10/2017 10:07

Fund #	Fund Title	Audited 6/30/16 Fund Balance	Beginning	Beginning	Projected Rev. Over (Under) Exp	Projected
			Adopted Budget Revenues	Adopted Budget Expenses		6/30/17 Fund Balance
100X	GF- General Fund	2,704,355	5,563,970	5,575,418	(11,448)	2,692,907
2002	State COPS	54,963	100,000	100,000	0	54,963
2006	Snow	58,003	16,807	89,027	(72,220)	(14,217)
2007	Streets	123,356	4,060,395	4,039,330	21,065	144,421
2010	Street Mitigation	21,329	2,800	0	2,800	24,129
2011	Police Mitigation	24,056	3,200	23,644	(20,444)	3,612
2012	Fire Mitigation	108,456	3,000	0	3,000	111,456
2013	Park Dedication	164,276	500	8,220	(7,720)	156,556
2014	State of CA - Prop 30/AB 109	34,615	41,124	31,674	9,450	44,065
2016	CDBG Revolving	1,313,557	0	5,000	(5,000)	1,308,557
2018	Home Revolving	706,318	15,155	10,000	5,155	711,473
2030	Traffic Safety Fund	76,442	10,158	32,778	(22,620)	53,822
2035	Traffic Signals Fund	96,717	500	0	500	97,217
2037	Skyline Bike Lane	7,535	100	0	100	7,635
3015	City Hall Parking Lot Project	13,848	0	13,848	(13,848)	0
4001	Miller Fletcher	592,779	0	149,121	(149,121)	443,658
4003	City Hall Debt Service	52,245	135,028	135,028	0	52,245
4004	Calpers Refunding Loan	359,218	335,599	435,597	(99,998)	259,220
4005	Community Pool Debt Service	35,959	66,052	102,011	(35,959)	0
711X	Water Funds	2,607,824	2,826,545	2,520,306	306,239	2,914,063
7201	Airport	2,283,374	130,511	267,343	(136,832)	2,146,542
7301	Geothermal	572,623	93,100	161,619	(68,519)	504,104
7401	Natural Gas	(570,739)	4,647,145	4,531,990	115,155	(455,584)
7530	Golf Course	2,428,874	310,540	329,835	(19,295)	2,409,579
7620	PW Admin/Engineering	87,848	240,958	300,478	(59,520)	28,328
7630	Risk Management	381,562	607,275	787,276	(180,001)	201,561
<b>TOTALS</b>		<b>14,339,393</b>	<b>19,210,462</b>	<b>19,649,543</b>	<b>(439,081)</b>	<b>13,900,312</b>



# MID-YEAR BUDGET SUMMARY 2016-17

General Fund Operating	Beginning	Prior Changes	Current	Mid-Year Amendments	Mid-Year Proposed
Revenues	\$5,384,056.00	\$175,147.00	\$5,559,203.00	\$4,767.00	\$5,563,970.00
Expenses	\$5,396,392.00	\$7,955.00	\$5,456,347.00	\$119,071.00	\$5,575,418.00
Net Over (Under)	-\$14,336.00	\$117,192.00	\$102,856.00	-\$114,304.00	-\$11,448.00

**Prior Changes**

Revenue	\$28,945.00
Res 17-5352 Nor-Cal EMS Grant	\$29,010.00
Transfer in from fund balance for Police CIP	\$117,192.00
SCORE Dividend set aside in Reserve Fund	\$175,147.00

**Amendments At Mid-Year Revenue Changes:**

Reduce Property Tax In-Lieu of VLF	-\$45,333.00
Increase Sales Tax	\$50,000.00
Increase miscellaneous revenues	\$100.00
	<u>\$4,767.00</u>

**Expense Changes:**

Increase Professional Service City Attorney	\$10,000.00
Increase Taxes, Fees, Permits and Charges	\$6,000.00
Technical Services	\$4,000.00
Parks Temp Employee	\$3,000.00
Parks Temp Employees	\$4,442.00
Parks Temp Employees	\$2,221.00
Parks Repair & Maintenance	\$6,000.00
Fire Department Dispatch	\$1,114.00
Fire Department Building & Equipment Fund	\$5,000.00
Police Department Overtime	\$41,000.00
Police Department Dispatch Contract	\$29,000.00
Police K-9 Program	\$17,294.00
Donation	-\$10,000.00
	<u>\$119,071.00</u>

Police K-9 1 unit	Start-up Costs	\$29,175
Police K-9 2 units	Annual Cost	\$26,400
		\$52,800

**Snow Removal**

	Beginning	Prior Changes	Current	Mid-Year Amendments	Mid-Year Proposed
Revenues	\$29,902.00		\$29,902.00	-\$13,095.00	\$16,807.00
Expenses	\$89,027.00		\$89,027.00		\$89,027.00
	-\$59,125.00	\$0	-\$59,125.00	-\$13,095.00	-\$72,220.00

**Amendments At Mid-Year Revenue Changes:**

Reduce State Reimbursement	-\$13,095.00
	<u>-\$13,095.00</u>

\*\*\* Fund Balance at year end estimated @ -\$14,000.  
General Fund will need to make a transfer to cover

(1) State reimburses 50% of expenses from previous year.

**Streets**

	Beginning	Prior	Current	Mid-Year	Midyear
		Changes		Amendments	Proposed
Revenues	\$729,155.00	\$3,422,665.00	\$4,151,820.00	-\$91,425.00	\$4,060,395.00
Expenses	\$729,155.00	\$3,348,675.00	\$4,077,830.00	-\$38,500.00	\$4,039,330.00
	\$0	\$73,990.00	\$73,990.00	-\$52,925.00	\$21,065.00

**Amendments Before Mid-Year**

<b>Revenues:</b>					
STIP SC project carry over budget		\$726,859.00			-\$15,925.00
STIP SC1 project carry over budget		\$502,068.00			-\$11,000.00
STIP SC2 projects carry over budget		\$999,010.00			-\$10,500.00
STIP SC3 project carry over budget		\$959,261.00			-\$105,000.00
STIP SC4 project carry over budget		\$35,000.00			\$16,000.00
STIP SC5 project carry over budget		\$35,000.00			\$35,000.00
STIP Rehab FD project carry over budget		\$131,832.00			-\$91,425.00
STIP Rehab FC project carry over budget		\$20,148.00			
SCORE Dividend		\$13,487.00			
		<u>\$3,422,665.00</u>			
<b>Expense :</b>					
STIP SC project carry over budget		\$643,167.00			
STIP SC1 project carry over budget		\$427,308.00			
STIP SC2 projects carry over budget		\$992,815.00			
STIP SC3 project carry over budget		\$955,118.00			
STIP SC4 project carry over budget		\$55,290.00			
STIP SC5 project carry over budget		\$94,581.00			
STIP Rehab FD project carry over budget		\$119,879.00			
Southeast Gateway Project		\$120,517.00			
		<u>\$3,348,675.00</u>			

**Amendments at Mid-Year**

<b>Revenue Changes:</b>					
Reduce Lassen County RSTP					
Reduce Gas Tax 2105					
Reduce Gas Tax 2106					
Reduce Gas Tax 2107					
Increase Caltrans					
Add transfer from Water for Street Repairs					
<b>Expense Changes:</b>					
Reduce Operational Payroll for PPM Activities					
Increase Supplies for asphalt order					
Reduce Internal Services PW Overhead					

**Water Operations**

	Prior	Changes	Current	Mid-Year	Midyear
	Beginning			Amendments	Proposed
Revenues	\$3,252,986.00	\$17,339.00	\$3,270,325.00	-\$832,656.00	\$2,437,669.00
Expenses	\$2,480,306.00	\$2,480,306.00	\$2,480,306.00	\$40,000.00	\$2,520,306.00
	\$772,680.00	\$17,339.00	\$790,019.00	-\$792,656.00	-\$82,637.00

**Amendments At Mid-Year**

<b>Revenue Changes:</b>					
Water Sales (Lost revenue as result of conservator					-\$832,656.00
<b>Expense Changes:</b>					
UWMP work by Full Spectrum					\$5,000.00
Transfer to Streets for asphalt repair					\$35,000.00
					<u>\$40,000.00</u>

**Water CIP Fund**

	Beginning	Prior Changes	Current	Mid-Year Amendments	Midyear Proposed
Revenues	\$3,811.00		\$3,811.00	\$385,065.00	\$388,876.00
Expenses	\$0	\$0	\$0		\$0
	<u>\$3,811.00</u>	<u>\$0</u>	<u>\$3,811.00</u>	<u>\$385,065.00</u>	<u>\$388,876.00</u>

**Amendments At Mid-Year**

**Revenue Changes:**

Reimbursement for IRWM Grant  
Water Infrastructure Surcharge

\$29,985.00  
\$355,080.00  
\$385,065.00

**PW Admin**

	Beginning	Prior Changes	Current	Mid-Year Amendments	Midyear Proposed
Revenues	\$224,654.00	\$16,304.00	\$240,958.00		\$240,958.00
Expenses	\$247,897.00	\$37,081.00	\$284,978.00	\$15,500.00	\$300,478.00
	<u>-\$23,243.00</u>	<u>-\$20,777.00</u>	<u>-\$44,020.00</u>	<u>-\$15,500.00</u>	<u>-\$59,520.00</u>

**Prior**

**Revenue Changes:**

SCORE Dividend  
Sale of Capital Asset  
Reimbursements (Staff Time IRWM Grant)

\$9,240.00  
\$1,899.00  
\$5,165.00  
\$16,304.00

**Expense Changes:**

Res 16-5328 Emergency Generator

\$37,081.00

**Amendments At Mid-Year**

**Expense Changes:**

Ice Machine  
Decrease charge out to Streets

\$5,500.00  
\$10,000.00  
\$15,500.00

**Golf Course**

	Beginning	Prior Changes	Current	Mid-Year Amendments	Midyear Proposed
Revenues	\$369,364.00	-\$58,824.00	\$310,540.00		\$310,540.00
Expenses	\$369,364.00	-\$47,529.00	\$321,835.00	\$8,000.00	\$329,835.00
	<u>\$0</u>	<u>-\$11,295.00</u>	<u>-\$11,295.00</u>	<u>-\$8,000.00</u>	<u>-\$19,295.00</u>

**Prior**

**Revenue Changes:**

Remove Restaurant  
SCORE Dividend

-\$63,000.00  
\$4,176.00  
-\$58,824.00

**Expense Changes:**

-\$47,529.00

**Amendments At Mid-Year**

**Expense Changes**

\$8,000.00 Increase Salaries for minimum wage increase  
and hiring of golf course manager

\$8,000.00

**Airport**

	Beginning	Prior Changes	Current	Mid-Year Amendments	Midyear Proposed
Revenues	\$110,000.00	\$0	\$110,000.00	\$20,511.00	\$130,511.00
Expenses	\$267,343.00	\$0	\$267,343.00	\$0	\$267,343.00
	<u>-\$157,343.00</u>	<u>\$0</u>	<u>-\$157,343.00</u>	<u>\$20,511.00</u>	<u>-\$136,832.00</u>

**Amendments At Mid-Year Revenue Changes:**

\$18,011.00	Late FAA Reimbursement
\$2,500.00	Reimbursement for Water Sales to Fires
<u>\$20,511.00</u>	

**HOME**

	Beginning	Prior Changes	Current	Mid-Year Amendments	Midyear Proposed
Revenues	\$0	\$0	\$0	\$15,155.00	\$15,155.00
Expenses	\$0	\$0	\$0	\$10,000.00	\$10,000.00
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,155.00</u>	<u>\$5,155.00</u>

**Amendments At Mid-Year Revenue Changes:**

\$15,155.00 Interest revenue from 2 loan pay-offs

**Expense Changes:**

\$10,000.00 Add personnel expense to administer program.

Reviewed by:      City Administrator  
     City Attorney

     Motion only  
     Public Hearing  
  X   Resolution  
     Ordinance  
     Information

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5362** Approving and authorizing the City Administrator to execute agreement for auditing services with Badawi & Associates for the fiscal year 2016-2017

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

**SUMMARY:** In April 2016, staff presented the City Council with the results of the RFP for auditing services and requested direction on their choice of auditing firms. The City Council chose the auditing firm of Badawi & Associates. The signed agreement was for one year with an option to renew for an additional two years. Staff is requesting consideration of the attached letters of engagement and approval to retain Badawi & Associates for a second year option on the original contract. Pricing for year two includes a modest \$690 increase for the City audit and \$90 increase in the cost of a single audit. The single audit will only be necessary if the City reaches the \$750,000 annual threshold for federal spending.

**FISCAL IMPACT:** Contract for auditing services for FY 2016-2016 not to exceed \$28,840 for the City Audit (\$23,690), Single Audit (\$3,090) and Lassen County Air Pollution Control District Audit (\$2,060)

**ACTION REQUESTED:** Motion to approve Resolution No. 17-5362, Approving and authorizing the City Administrator to execute agreement for auditing services with Badawi & Associates for the fiscal year 2016-17.

**ATTACHMENTS:** Resolution No. 17-5362  
Letter of Engagement City Audit  
Letter of engagement Gann Limit  
Agreement for auditing services with Badawi & Associates, CPA's

**RESOLUTION NO. 17-5362**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUSANVILLE**  
**APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE**  
**AGREEMENT FOR PROFESSIONAL AUDITING SERVICES WITH BADAWI &**  
**ASSOCIATES FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the City of Susanville is required to have an annual audit of its financial statements;

**WHEREAS**, the City Council has determined that auditing services are best provided by Badawi & Associates, CPAs;

**WHEREAS**, Badawi & Associates, CPAs have agreed to perform auditing services for the City of Susanville.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Susanville hereby approves and authorizes the City Administrator to execute an agreement for professional auditing services for the fiscal year 2016-2017.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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

The foregoing Resolution No. 17-5362 was adopted at a regular meeting of the City Council of the City of Susanville, held on the 15<sup>th</sup> day of March 2017 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINING:

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

APPROVED AS TO FORM:

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



**BADAWI & ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

March 7, 2017

The Honorable Mayor and Members  
of the City Council of the City of Susanville  
c/o Mr. Jared Hancock  
City Administrator  
City of Susanville  
66 N. Lassen Street  
Susanville, CA 96130

We are pleased to confirm our understanding of the services we are to provide City of Susanville (City) for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule - General Fund and Major Special Revenue Funds
- 3) Pension Information Required by GASB Statement 68

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Statements of Non-Major Funds
- 2) Budgetary Comparison Schedule - Other Major Governmental Funds
- 3) Budgetary Comparison Schedule - Non-Major Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory Sections
- 2) Statistical Sections

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Mayor and members of the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in



which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

### **Management Responsibilities**

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance. As part of the audit, we will assist with preparation of your financial statements, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for (a) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period

presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on July 10, 2017.

You are responsible for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to

design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Communication with Those Charged with Governance**

As part of our engagement, we are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process as well as other matters we believe should be communicated to those charged with governance. Generally accepted auditing standards do not require the auditor to design procedures for the purpose of identifying other matters to communicate with those charged with governance. Such matters include, but are not limited to, (1) the initial selection of and changes in significant accounting policies and their application; (2) the process used by management in formulating particularly sensitive accounting estimates and the basis for our conclusions regarding the reasonableness of those estimates; (3) all passed audit adjustments; (4) any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our report; (5) our views about matters that were the subject of management's

consultation with other accountants about auditing and accounting matters; (6) major issues that were discussed with management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; (7) serious difficulties that we encountered in dealing with management related to the performance of the audit; and (8) matters relating to our independence as your auditors.

### **Reproduction of Auditor's Report**

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. In addition, to avoid unnecessary delay or misunderstanding, it is important that you give us timely notice of your intention to issue any such document.

### **Assistance By Your Personnel**

We will ask that your personnel, to the extent possible, prepare required schedules and analyses, and make selected invoices and other required documents available to our staff. This assistance by your personnel will serve to facilitate the progress of our work and minimize our time requirements.

### **Independence**

Professional standards require that a firm and its members maintain independence throughout the duration of the professional relationship with a client. In order to preserve the integrity of our relationship, no offer of employment shall be discussed with any Badawi & Associates professionals assigned to the audit, during the one year period prior to the commencement of the year end audit. Should such an offer of employment be made, or employment commences during the indicated time period, we will consider this an indication that our independence has been compromised. As such, we may be required to recall our auditors' report due to our lack of independence. In the event additional work is required to satisfy independence requirements, such work will be billed at our standard hourly rates.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data

Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Badawi and Associates, CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Badawi and Associates, CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 10, 2017 and to issue our reports no later than December 12, 2017. Ahmed Badawi, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services were what we agreed on the audit proposal. We will submit our bill for services on a progress basis, and billings are due upon submission. In accordance with our firm policies, work may be suspended if fees are not paid in a timely manner. If the account is not paid in full when due, you agree to pay all expenses of collection, including legal fees. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

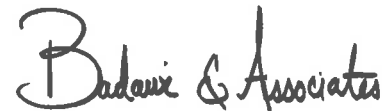
City of Susanville

March 7, 2017

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We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Badawi & Associates

Certified Public Accountants

Oakland, California

RESPONSE:

This letter correctly sets forth the understanding of the City.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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



March 7, 2017

The Honorable Mayor and Members  
of the City Council of the City of Susanville  
c/o Mr. Jared Hancock  
City Administrator  
City of Susanville  
66 N. Lassen Street  
Susanville, CA 96130

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Susanville ("City").

We will apply the agreed-upon procedures which the League of California Cities (collectively referred to as "the Specified Parties") have specified, listed in the schedule below, to the Appropriations Limit Schedule of the City for the year ending June 30, 2018. This engagement is solely to assist the City in determining whether the City's Appropriation Limit was calculated correctly in accordance with specified laws and regulations. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the schedule below do not constitute an examination, we will not express an opinion on Appropriations Limit Schedule for the fiscal year ending June 30, 2018. In addition, we have no obligation to perform any procedures beyond those listed in the schedule below.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the specified parties, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the Appropriations Limit Schedule for the year ending June 30, 2018 in accordance with the Article XIII-B of the California Constitution; and for selecting the criteria and determining that such criteria are appropriate for your purposes.



List of agreed-upon procedures to be performed:

1. We will obtain the completed worksheets used by the City to calculate its appropriations limit for the fiscal year ending June 30, 2018, and determine that the limit and annual calculation factors are adopted by resolution of City Council. We also will determine that the population and inflation options are selected by a recorded vote of City Council.
2. For the Appropriations Limit Schedule, we will add the prior year's limit to the total adjustments, and agree the resulting amount to the current year's limit.
3. We will agree the current year information presented in the Appropriations Limit Schedule to corresponding information in worksheets used by the City.
4. We will agree the prior year appropriations limit presented in the Appropriations Limit Schedule to the prior year appropriations limit adopted by the City Council during the prior year.

We expect to begin our engagement on approximately July 10, 2017 and to issue our reports no later than December 12, 2017. Ahmed Badawi is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services were what we agreed on the audit proposal. We will submit our bill for services on a progress basis, and billings are due upon submission. In accordance with our firm policies, work may be suspended if fees are not paid in a timely manner. If the account is not paid in full when due, you agree to pay all expenses of collection, including legal fees. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,



Badawi & Associates

Certified Public Accountants

Oakland, California

RESPONSE:

This letter correctly sets forth the understanding of the City of Susanville.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**AGREEMENT FOR AUDITING SERVICES  
BETWEEN THE CITY OF SUSANVILLE AND  
BADAWI & ASSOCIATES**

**THIS CONSULTANT SERVICES AGREEMENT** is made and effective as of April 20, 2016 between the City of Susanville, a municipal corporation ("City") and Badawi & Associates, Certified Public Accountants. ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on April 20, 2016, and shall remain in effect for one year with a renewal option for two additional years, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES**

Consultant shall perform the tasks described and set forth in the Request for Proposal, attached hereto and incorporated herein as though set forth in full as part of its services. Consultant may be asked to provide additional services if necessary during the term of this Agreement.

3. **PERFORMANCE**

Consultant shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **PAYMENT**

(a) The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Appendix B in the Request for Proposal, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the tasks outlined in the RFP, attached hereto and incorporated herein by this reference. This amount shall not exceed dollars \$28,000 (FY 2015-16), \$28,840 (FY 2016-17) and \$28,840 (FY 2017-18) for the services of this Agreement unless additional payment is approved as provided in this Agreement.

(b) Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Administrator. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Administrator and at the time the City's written authorization is given to Consultant for the performance of said services.

(c) Consultant will submit invoices for actual services performed. Payment shall be made no sooner than thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

5. **KEY PERSONNEL CLAUSE** Consultant will provide the City with a list of the key personnel to be assigned to perform the audit. Key personnel will include the Engagement Partner, Audit Manager and Senior Auditor. Consultant agrees that any changes in key personnel must be approved by the City in writing prior to any changes. Any change in key personnel will allow the City to renegotiate the current contract.

6. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City.

7. **DEFAULT OF CONSULTANT**

(a) The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

(b) If the City Administrator determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. **OWNERSHIP OF DOCUMENTS**

(a) Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts there from as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant.

9. **INDEMNIFICATION**

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

10. **INSURANCE**

A) Consultant shall maintain in-force: Public Liability and Professional Liability Insurance. During the term of this Agreement, Consultant shall maintain in full force and effect a policy of public liability insurance with minimum coverage of \$1,000,000 in accordance with the requirements provided by CITY to Consultant. Consultant shall also maintain in-force; Professional Liability Insurance (and/or Errors & Omissions Insurance) with minimum limits of liability of \$1,000,000 combined single limit coverage against an injury, death, loss or damages because of wrongful or negligent acts or omissions by the named insured.

B) Contractor shall maintain in-force Workers' Compensation and Employer's Liability Insurance as required by the California Labor Code. Evidence of coverage shall take the form of a Certificate of Insurance or a California Certificate to Self-Insure. Acceptable minimum limits for this

coverage are: Workers' Compensation; Statutory in California; Employer's Liability: \$1,000,000.

- C) Certificates of Insurance. Contractor shall furnish to Customer evidence of any insurance required by this Agreement. A Certificate of Insurance from an insurer admitted to do business in the State of California will be provided, indicating that the respective policy(s) meets the following requirements: (1) The City, its officers, employees, and agents shall be named as additional insured on the General Liability Insurance; (2) Insurance shall not be canceled or terminated without 30 days written notice to City; (3) General Liability shall be primary and any insurance held by City for its own protection shall be excess and shall be effective only upon exhaustion of Contractor's insurance; (4) Insurance shall be maintained for the duration of the Agreement, including any period extended beyond the expiration date of this Agreement required to complete performance as stipulated in this Agreement and all amendments thereto.

11. **INDEPENDENT CONSULTANT**

(a) Consultant is and shall at all times remain as to the City a wholly independent Consultant. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

12. **LEGAL RESPONSIBILITIES**

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

13. **UNDUE INFLUENCE**

Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Susanville in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial incentive. No officer or employee of the City of Susanville will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

15. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without written authorization from the City Administrator or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

(b) Consultant shall promptly notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding. Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

16. **ASSIGNMENT**

The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City because of the personal nature of the services to be rendered pursuant to this Agreement.

17. **LICENSES**

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement including a city business license as required by City of Susanville Municipal Code.

18. **GOVERNING LAW**

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Susanville.

19. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

20. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SUSANVILLE:

CONSULTANT



**Brian Wilson**  
Mayor  
City of Susanville

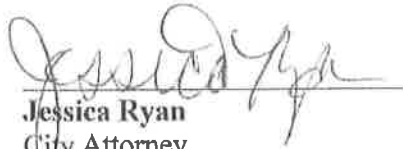
By:



**Ahmed Badawi**  
Partner  
Badawi & Associates  
Certified Public Accountants

APPROVED AS TO FORM:

ATTEST:



**Jessica Ryan**  
City Attorney  
City of Susanville



**Gwenna MacDonald**  
City Clerk  
City of Susanville

Reviewed by: JKH City Administrator  
       City Attorney

       Motion only  
       Public Hearing  
  X   Resolution  
       Ordinance  
       Information

**Submitted by:** Anthony Hanner, City Building Official

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** **Resolution No. 17-5363** authorizing City Staff to waive Building Permit fees for Community members within the City limits affected by the January and February 2017 flood events

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

**SUMMARY:** Based on direction received from the City Council, staff has prepared a resolution to waive building permit fees for applicants repairing damages to structures sustained during recent flooding events. These events occurred in late January and early February of this year. It's recommended that a pre-inspection of the damage be performed before granting the waiver to insure that the damage was flood/storm related. Applicants desiring a fee waiver will be required to request a pre-inspection prior to April 30, 2017 and permit application prior to June 30, 2017 to be eligible. The Building division has already performed numerous inspections and has likely inspected most of the damaged structures in the City. However, there may still be property owners with uninspected damage and they are encouraged to contact the building division as soon as possible to schedule an inspection.

Staff is proposing to waive the City fees however, applicants will still have to pay the required State fees. All permit applicants will have to pay Senate Bill 1473 fees of \$1 per \$25,000 building improvement value. If there has been damage to a load bearing wall which requires structural repair applicants will also be required to pay the Strong Motion Instrumentation and Seismic Hazard Mapping fee (SMIP) which is \$0.13 per \$1,000 in valuation of the repair. It's expected that most applicants will pay \$1-\$2 in State fees.

**FISCAL IMPACT:** Unrealized general fund revenue of approximately \$4,000

**ACTION REQUESTED:** Motion to approve Resolution No. 17-5363 authorizing City Staff to waive Building Permit fees for Community members within the City limits affected by the January and February 2017 flood events

**ATTACHMENTS:** Resolution No. 17-5363

**RESOLUTION NO 17-5363**  
**A RESOLUTION OF THE SUSANVILLE CITY COUNCIL AUTHORIZING CITY STAFF**  
**TO WAIVE BUILDING PERMIT FEES FOR COMMUNITY MEMBERS, WITHIN THE**  
**CITY LIMITS AFFECTED BY THE JANUARY AND FEBRUARY 2017 FLOOD**  
**EVENTS**

**WHEREAS**, Community Development has proposed the waiving of Building Permit Fees for those affected by the January and February 2017 flood events; and

**WHEREAS**, the Building Department, with the Susanville Fire Department, has identified the houses affected by the February flood; and

**WHEREAS**, the Building Department gained access and performed site inspections at the locations that had been previously identified by the Susanville Fire department along with the Building Department.

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

1. Waive City building permit application and inspection fees for repairs related to flood damages sustained during the January and February 2017 flood events for all City residents. Residents must still submit permit applications and schedule necessary inspections to ensure work is performed to code;
2. Applicants must request pre-inspection by April 30, 2017 and submit applications by June 30, 2017;
3. Refunds will be granted to property owners who have already applied for flood related repairs and paid building permit fees;
4. Require pre-inspections of damaged structures to ensure that the waived fees are for damages related to the flood event;
5. Senate Bill 1473 Fees collected at a rate of \$1.00 fee per 25,000 of construction costs are not waived;
6. Strong – Motion and Seismic Hazard Mapping Fee requiring building departments to collect an assessed fee based on structural elements of construction at a rate of \$0.13 per \$1,000 valuation are not waived.

APPROVED: \_\_\_\_\_  
Kathie Garnier, Mayor

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

The foregoing Resolution No. 17-5363 was adopted at a regular meeting of the City Council of the City of Susanville held on the 15<sup>th</sup> day of March, 2017 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:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Options for Filling a Vacancy on the City Council  
 Vacancy: Rod De Boer

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

**SUMMARY:** After serving the citizens of the community for 20 years, Susanville City Council member Rod De Boer has announced his resignation as of April 1, 2017. Staff has reviewed the process of filling the vacancy and had provided the following summary:

- Resignations must be in writing [GC 1750];
- Council must act to fill the vacancy within 60 after the effective date of the resignation, either by appointment or by calling a special election [GC 36512(b)].
- The timing of when the seat must be up for election again is determined by Government Code section 36512(b)(2). "If the council fills the vacancy by appointment, the person appointed to fill the vacancy shall hold office pursuant to one of the following:

**(A) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general municipal election, the person appointed to fill the vacancy shall hold office until the next general municipal election that is scheduled 130 or more days after the date the council is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.**

**(B) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general municipal election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall hold office for the unexpired term of the former incumbent."**

*In this instance, an appointed individual will hold office until the seat is filled as a result of the next general election.* Resigning member does not vote on appointment of new council member: A vacancy does not exist until the resignation is effective.

Other Items:

- No particular process required for soliciting candidates for appointment

- Any Council interviews of candidates must be in open session (i.e., members of the Council are not “employees” for purposes of the closed session exception for appointment) [GC 54957(b)(4)]
- Statutes do not specifically address what happens if the Council fails to make a decision to either appoint or hold special election. Failure to act within 60 days opens the City to a potential writ of mandate compelling action.

**FISCAL IMPACT:** None.

**ACTION  
REQUESTED:** Direction to staff.

**ATTACHMENTS:** Letter of Resignation  
League of Cities White Paper for Filling Vacancies

March 1, 2017

Mr. Jared Hancock  
City Administrator  
Susanville, CA 96130

Dear Mr. Hancock:

Please accept this brief memo as my official notification that as of April 1, 2017, I am resigning as a City Councilman of the City of Susanville. I am resigning without prejudice of any sort or reason. The people and employees of the City of Susanville have been nothing but exemplary and respectful towards me and my family over the last twenty years.

It is time for me to move on, take care of and enjoy my family, and enjoy my retirement.

God bless each one of you.

Respectfully,

  
Rod DeBoer



## Filling Vacancies & Cancelling City Council Elections

Thursday, May 7, 2015 General Session; 9:00 – 10:30 a.m.

Randy E. Riddle, Renne Sloan Holtzman Sakai

**DISCLAIMER:** *These materials are not offered as or intended to be legal advice. Readers should seek the advice of an attorney when confronted with legal issues. Attorneys should perform an independent evaluation of the issues raised in these materials.*

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## **FILLING VACANCIES OFFICES AND CANCELLING ELECTIONS: THE NUTS AND BOLTS**

This paper discusses the law governing two election-related issues: filling vacancies in elected offices, and situations where a city may cancel an election. This paper is intended to provide an overview of the primary statutes, cases and attorney general opinions addressing these issues.

### **A. A Fond Farewell**

Before discussing the law governing how to fill a vacancy, it is important to address when a vacancy is deemed to exist. There are numerous ways in which a vacancy may arise. Government Code section 1770 specifies a number of circumstances in which a public office – which includes city elective office – may be deemed vacant:

- (1) Death.
- (2) An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his or her office for the remainder of his or her term.<sup>1</sup>
- (3) Resignation, which in the case of a city council member is effected by delivering a letter of resignation to the city clerk.
- (4) Removal from office.
- (5) Ceasing to be to be resident of the jurisdiction in which they serve.<sup>2</sup>
- (6) Absence from the state without the permission required by law beyond the period allowed by law.
- (7) Ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.<sup>3</sup>
- (8) Conviction of a felony or of any offense involving a violation of his or her official duties.
- (9) Refusal or neglect to file his or her required oath or bond within the time prescribed.
- (10) The decision of a competent tribunal declaring void his or her election or appointment.

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<sup>1</sup> See 78 Ops.Cal.Atty.Gen. 134 [granting leave to proceed in quo warranto to determine whether councilmember vacated office due to physical or mental incapacity].)

<sup>2</sup> More specifically, a city council member who moves his or her residence outside the city or district from which he or she was elected immediately vacates his or her office. (Government Code sections 36502 and 34882, respectively; see 79 Ops.Cal.Atty.Gen. 21 (1996) [duty of mayor to maintain residence within the city].)

<sup>3</sup> As to city council members, this provision is modified by Government Code section 36513, which provides that a city council office becomes vacant if the city councilmember is absent without permission from all regular city council meetings for 60 days consecutively from the last regular meeting he or she attended, or 70 days if the council meets once a month. It would be prudent for a city to define by ordinance the process for obtaining permission to be absent from council meetings.

(11) The making of an order vacating his or her office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.

(12) His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

The Government Code includes provisions that specify other situations that can lead to a vacancy in public office. Under Government Code section 1099, an official forfeits an office if he or she assumes an office that is incompatible with the first office, creating a vacancy. Under Article XII, section 7 of the California Constitution, anyone holding an office in the state who accepts a free pass or discount from a transportation company forfeits his or her office.<sup>4</sup> Most of the law discussing the issue of whether a particular office has become vacant takes the form of attorney general opinions, usually in opinions addressing whether to grant leave to bring quo warranto proceedings to challenge a particular individual's right to hold a particular office. (See, *e.g.*, 64 Ops.Cal.Atty.Gen. 42 (1981) [concluding that office of city attorney may be deemed to be vacated where attorney was suspended from practice of law, and discussing meaning of "vacancy" in office in other contexts].)

## **B. Hello, Replacement**

Once it is determined that a vacancy in an elective office exists, Government Code section 36512 governs the process for filling the vacancy. That section provides that the council must, within 60 days from the date of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent.

If the city council chooses to fill the vacancy through a special election – or if the council seeks to fill the position by appointment but does not do so within 60 days of the vacancy – the special election must be held on the next regularly established election date not less than 114 days from the call of the election.

Government Code section 36512 provides the city council with another option. It may choose to adopt an ordinance to govern the process for filling a vacancy. Such an ordinance may adopt any of the three following approaches for filling vacancies:

(1) It may require that a special election be called immediately to fill every city council vacancy and [elected mayor]. The ordinance must provide that the special election will be held on the next regularly established election date not less than 114 days from the call of the special election.

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<sup>4</sup> For example, it would, in my view, run afoul of section 1099 for an individual to be a member of both a city council, and a member of the local school board, since there would potentially be a significant clash of loyalties between the two offices, which owe their duty of loyalty to two different constituencies. (65 Ops.Cal.Atty.Gen. 606 (1982) [issued before enactment of section 1099].) Accordingly, a city council member elected to the school board would forfeit his or her office upon becoming a member of the school board.

(2) It may require that a special election be held to fill a city council vacancy and [elected mayor] when petitions bearing a specified number of verified signatures are filed. The ordinance must provide that the special election shall be held on the next regularly established election date not less than 114 days from the filing of the petition. A city council that has enacted such an ordinance may also call a special election without waiting for the filing of a petition.

(3) It may provide that a person appointed to fill a vacancy on the city council holds office only until the date of a special election which shall immediately be called to fill the remainder of the term. The special election may be held on the date of the next regularly established election or regularly scheduled municipal election to be held throughout the city not less than 114 days from the call of the special election.

Section 36512 prohibits filling a vacancy by appointment if the appointment would result in a majority of the members serving on the council having been appointed. Rather, the vacancy must be filled through a special election.

Finally, Section 36512 contains special provisions related to filling vacancies in city council seats elected by district, where the vacancy is created by resignation of a councilmember for reasons other than facing charges of, or conviction for, corruption or criminal behavior, or who is subject to a recall election.<sup>5</sup> Under those provisions, the resigning city council member may cast a vote on the appointment if the resignation will go into effect upon the appointment of a successor. A city council member may not cast a vote for a family member or any other person with whom the city council member has a relationship that may create a potential conflict of interest. Moreover, if a city council member elects to cast a vote under these provisions, the city council member is prohibited advocating on any measure or issue coming before the city council in which the city council member may have a personal benefit, entering into a contract of any kind with the city or a city vendor, accepting a position of employment with the city or a city vendor, or applying for a permit that is subject to the approval of the city council.

### **C. What If They Held an Election: Grounds for Cancelling an Election for City Office**

The California Constitution, statutes and city charters all contemplate that mayors and members of city councils will be elected at regularly scheduled elections. California law, however, recognizes certain situations where such elections may be cancelled. This paper addresses the two most common situations where elections may be cancelled.

#### **1. A Decided Lack of Interest**

Elections Code Section 10229 addresses the most common situation where an election to select a mayor or city council member may be cancelled: where the number of persons who have been

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<sup>5</sup> Presumably this provision is intended to ensure that the residents of the affected district are represented in the process of selecting the new council member.

nominated for the city office at a general municipal election does not exceed the number of offices to be filled at that election. In that situation, Section 10229 actually provides three options to the city council: 1. Appoint to the office the person who has been nominated. 2. Appoint to the office any eligible voter if no one has been nominated. 3. Hold the election if either no one or only one person has been nominated.

Section 10229 first specifies that it applies where:

by the 88th day, during normal business hours as posted, prior to the day fixed for a regularly scheduled municipal election or the 83rd day before the election, during normal business hours as posted, if an incumbent fails to file pursuant to Section 10225, (i) no one or only one person has been nominated for any office that is elected on a citywide basis, or (ii) no one or only one person is nominated to be elected from or by a legislative district, or (iii) in the case of any office or offices to be elected at large, the number of persons who have been nominated for those offices does not exceed the number to be filled at that election; if, by the 88th day, during normal business hours as posted, before a municipal election to fill any vacancy in office, no one or only one person has been nominated for any elective office to be filled at that election, and the election is [to fill a vacancy in an elective office under Government Code Section 36512 Code] . . . .

Section 10229(b) also makes clear that it does *not* apply if more than one person has been nominated to another city office to be elected on a citywide basis or a city measure has qualified and is to be submitted to the voters at that municipal election.

The Legislature has also specified the procedure that must be followed under Section 10229. First, the city clerk must certify to the city council – at a regular or special meeting council meeting – the existence of facts showing that Section 10229 may be properly invoked, and the options available to the city council. Second, notice of these facts must be published or posted after the close of the nomination period, and at least five days before the meeting at which the city council intends to make appointments. Third, the appointments must be made no later than the 75th day before the election. If all of these requirements are satisfied, the city council may make its appointments, and cancel the election. If not, the election must still be conducted.

Finally, Section 10229 addresses three additional issues. First, it provides if the governing body of a city makes an appointment, the city clerk may not accept for filing any statement of write-in candidacy submitted after the council has made the appointment. Second, it confirms that a city may, by ordinance adopted pursuant to Government Code section 36512, require that a special election be held, or that a person appointed to fill a vacancy on the city council may hold office only until the date of the special election, or both. Finally, it states that if an appointment to office is made in a particular council district, that appointment will not affect the conduct of the election in other council districts. There are no cases or attorney general opinions interpreting this section.

If an appointment to office is made in a particular legislative district pursuant to subdivision (a), that appointment shall not affect the conduct of the municipal election in other legislative districts of the city.

## 2. On a Sadder Note

Elections Code Section 8026 *requires* that an election for a city-wide office be cancelled where an incumbent is a candidate and only one other candidate (excluding any write-in candidates) has qualified for the ballot for that office, and either the challenger or the incumbent dies “after the hour of 12:01 a.m. of the 68th day before the election.” In that case, the city council is required to call a special election to fill that office.

In *Faulder v. Mendocino County Board of Supervisors* (2006) 144 Cal.App.4<sup>th</sup> 1362, the court addressed whether Section 8026 was limited solely to primary elections, or whether it extended to general elections as well.<sup>6</sup> In that case, the incumbent district attorney, who was seeking reelection against only one other candidate, died less than 68 days before the election. The county argued that Elections Code section 15402, rather than Section 8026, governed that situation. Section 15402 generally requires that if a deceased candidate receives the majority of votes in an election, the vacancy is filled in the same manner as if he or she had died after the election.

The *Faulder* court concluded that “section 8026 applies to *all* elections, including general elections, when a candidate in a two-person, nonpartisan, nonjudicial contest dies within 68 days of the date set for the election.” (144 Cal.App.4<sup>th</sup> at p. 1367.) Accordingly, the court ordered the cancellation of the election for district attorney. (*Id.*)

The Legislature subsequently amended this section to make clear that it only applies to primary elections, and that Elections Code section 15402 governs this situation in general elections.

## CONCLUSION

There are a limited number of cases and administrative opinions interpreting these important statutory provisions. As is often the case, seeking the guidance of your city attorney colleagues who may have faced similar situations will likely be your best course.

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<sup>6</sup> Section 8026 applies to counties and special districts as well as cities.

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Reviewed by: JCA City Administrator  
           City Attorney

           Motion only  
           Public Hearing  
           Resolution  
           Ordinance  
  X   Information

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

**Action Date:** March 15, 2017

**CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Police Canine Unit Report

**PRESENTED BY:** John King, Police Chief

**SUMMARY:** The Police Department provided an introduction and proposal to the City Council at the January 4, 2017 meeting regarding the establishment of a police canine program. The purpose of a police canine program is to support daily functions of police operations in service to the community, and staff was directed to continue with identifying start-up and program maintenance costs for one canine team. An updated cost breakdown including available funds and existing assets has been provided for review by the City Council. Program costs are also included in the mid-year budget discussion.

**FISCAL IMPACT:** 1 Unit: Startup cost \$29,175; annual cost \$26,400  
2 Units: Startup cost \$58,350; annual cost \$52,800

**ACTION REQUESTED:** Discuss and provide direction to staff.

**ATTACHMENTS:** Updated program proposal



# POLICE DEPARTMENT

John R. King, Chief of Police  
*Pride in Service—Service with Pride*

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To: Jared Hancock, City Administrator

From: John King, Chief of Police

Date: March 6, 2017

Re: Susanville Police Department Canine Program

Below is a revised breakdown of estimated start-up costs and program maintenance costs for one canine team. Also included are available funding sources and current assets.

- Purchase of Dogs
  - \$8,000 - \$10,000 per dog (may be less with agreed purchase of two)
  - 2 year old
  - Working life 7 – 9 years
- Initial Handler Training
  - \$4,500 per handler + Per Diem rate for the area.
  - Approximate five week course starting July 31, 2017
  - \$14,400 Backfill expense for handler absence.
    - Possible to fill at no cost if training during summer months. Filled with SRO.
    - Per Diem rate \$91.00 x 25 days = \$2275
- Equipment
  - Kennel
    - Donated
    - Installed at officers residence, including concrete slab
  - Misc leashes, collars, feed bowls, etc
    - Majority donated by Treats
  - Vehicle
    - Current asset
    - Donated by Galt Police Department
    - Minimal cost to paint doors and apply Susanville logo
- Dog Food
  - Donated by Treats. Unlimited monthly amounts, consistent with Sheriff K9

Business Office (530)257-5603 Dispatch (530)257-2171 FAX (530)257-7366  
1801 Main Street, Susanville California 96130-3904

benefit

- Veterinary Services
  - 40% - 100% discounted services. This service is already in place to serve LCSO Canines through Thompson Peak Veterinarian.
  - Several veterinarians have agreed to provide discounted or free services
  - K9 foundation assumes remainder of bill consistent with LCSO Canine program
  
- Continuous Training
  - \$300 monthly for a professional trainer (recommended)
  - Teams train twice monthly with trainer and other teams
  - Teams train together on bi-weekly basis, typically two 8 hour training days at various locations within the region
  - Approximately \$1600.00 per month overtime cost for training or backfill.
  
- Handler Compensation
  - Average cost \$300 per team per month
  - Agreed upon in Associations MOU
  - Required under FLSA

Item	Frequency	K9-1	K9-2	Total	Funding Source
Purchase of dogs	One time	\$8,000-\$10,000	\$8,000-\$10,000	\$16,000-\$20,000	Donations
Initial handler training	One time	\$4,500 *See SRO notes*	\$4,500	\$9,000	Donations
Kennel	One time	\$0.00	\$0.00	\$0.00	Donated by Ofc. Hoover
Vehicle	One time	Shared	Shared	\$0.00	Donated by Galt Police Dept.
Misc Equip	One time	Shared	Shared	\$0.00	Donated by Treats
Food	Monthly	Shared	Shared	\$0.00	Donated by Treats
* Training	Monthly	\$1600.00	\$1600.00	\$3,200	Training fund
Veterinary Service	Annual	Shared	Shared	40%-100% Discounted	Donations/Police Budget
FLSA Handler Compensation	Monthly	\$300	\$300	\$600 Average (negotiable)	Police Salary
Current Donations Received				\$10,000	

## Cost Summary

### Start-up costs

• Dog Purchase	\$8,000-\$10,000*
• Handler Training	\$4,500
• Per Diem	\$2275
• Back fill for training	\$14,400 **
Total	\$29,175.00

\*Staff is continuing to look for opportunities to have an appropriate K-9 donated or provided at a reduced price

\*\*If the handler training occurs during summer months, the SRO can be used to fill the schedule for the officer in K9 training. This will completely offset the \$14400.00 expense for backfill on the 5 week training deployment. This adjusted total for start-up cost would reduce to \$14,775

There has been a total of \$10,000.00 donated for the program thus far. The donated funds can further reduce the purchase and training costs. The donations could further reduce the expense to a range between \$2,775.00 and \$4,775.00 depending on the price of the canine.

### Maintenance costs

• Professional trainer	\$3600.00
• Handler compensation/MOU	\$3600.00
• Training backfill	\$19,200.00*

\*Most canine training organizations will require that handler and canine attend 16 hours of training monthly in order to maintain their certifications. The 16 hours are typically divided into two 8 hour training blocks. These training sessions are typically conducted at controlled facilities in the Redding/Chico area, which requires the handler to travel a significant distance to the training.

Regardless of if the handler attends the training on his day off or regularly scheduled workday, there will be a backfill expense. The expense will be either compensating the handler for travel time 2-two hour round trips plus 8 hours of training, for a total of 12 hours twice a month. The alternative is that the handler attend on a regular work day, in which case a backfill officer will be used to fill that absence and meet minimum staffing requirements.

Medical, food and other expenses may occur at irregular intervals with an up-front cost. Most predictable expenses will be funded by the Lassen County Canine Foundation, at no cost to the city